



AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD LIBRARY & COMMUNITY CENTER BOARD OF TRUSTEES

Location: Highwood Public Library
Monday, July 28, 2025 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
 - a. City Committee of the Whole meeting – annual report presentation
 - b. New City Liaison
5. Secretary's report
 - a. Motion to approve minutes from June 23, 2025 regular meetings
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the July 2025 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
 - a. Finance Committee
 - b. Policy
 - c. Building & Grounds
10. Old business
 - a. New strategic planning dates
 - b. Update on Engberg Anderson-Capital Repairs Plan
11. New business
 - a. Patron survey update
 - b. Review quarterly outcomes
 - c. Carpet cleaning discussion and motion to approve
 - d. Disposal of assets discussion and motion to approve
12. Executive Session 5 ILCS 120/Sec 2(c) 1
 - a. Motion to approve items of action taken in executive session.
13. Adjournment

Next regular board meeting – please refer to the website for future meeting dates and location.

Draft, not yet approved

**Highwood Library & Community Center
Board of Trustees Regular Meeting – June 23, 2025**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Jason Muelver, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director
Absent-- Janell Cleland

Ms. Hospodarsky called the meeting to order at 7:04 pm

Public Comments: None

President's Report

- Website needs 2025 Committee meeting minutes and FY25 annual reports.
- HP News had an article about IMLS funding.
- Trustees asked to stop by Friends' table at Highwood Wednesday market 4:30-9 pm July 30.
- Ms. Hospodarsky, Ms. Chavez, and Mr. Martinez have been reappointed by the City Council. One seat is still open on Library board; director and board members will follow up.

Ms. Cleland arrived at 7:12 pm

Secretary's Report

Ms. Hospodarsky moved to approve the June 2, 2025 regular session minutes, Ms. Loreda seconded, and the motion carried unanimously.

Communication

The President received communication about interest in a tool library. There are liability concerns with some tools, though other items can/are being loaned.

Treasurer's Report

Ms. Pastroff presented the May financials and June invoices.

- Some items may need more detail (e.g. case management supplies) if over a threshold.
- Some unearned revenue is accrued, not actual cash.
- Payment to city for insurance was correctly assigned to FY25.

Ms. Hospodarsky moved to approve the June 2025 invoices as listed in the Check Detail, Ms. Pastroff seconded, and the motion carried unanimously.

Director's Report

Ms. Ramirez shared additional items to her written report:

- There was a public comment: crochet classes
- Ms. Ramirez and Ms. Guerrero, courtesy of an anonymous foundation, attended a national conference in New Mexico last week with funders serving Latinos and Native Americans. Organizations nationwide feel urgency from ICE raids and funding cuts.
- Programming highlights include: a Mother's Day tea party; STEM programming with a local student; new programming for seniors which started in June, and a GED program graduate becoming a County Digital Navigator.

Draft, not yet approved

- Friends group will meet in early July. They have supported summer lunches, donated by Quest, and have donated a refrigerator so multiple days of lunches can be stored for distribution. The Unitarian Church is supporting lunches with a cookie train.
- Ms. Cleland reported on a semiannual meeting for libraries she attended with state Sen. Morrison and Rep. Morgan. She highlighted our experience with food insecurity, different from other attendees' concerns. Our representatives were generally aligned and familiar with HLCC work. Governor wants to fill gap for rural internet access cut at federal level. Popular programming mentioned by other libraries was AI for adults, cryptocurrency, and staff training for patron de-escalation.
- Ms. Loreda had a suggestion for a Real ID program she saw in Gurnee.
- There was discussion on response to patrons bringing alcohol onto library property, including incident reports, suspensions, Highwood police help, and considering locking bathrooms. Current approaches seem to have addressed issues.
- She described roles of 2 marketing support staff.

Committee Reports

Finance: Ms. Pastroff reported on their meeting immediately beforehand. Plante Moran had an explanation on IMRF. FY24 audit is in the testing phase. FY26 budget had some updates: less expensive B&G contract, reduced shortfall from private funding, and Director is meeting with PNG funders tomorrow. Committee is finalizing their annual report. They recommend changing cycle for insurance deductions on employee paychecks to 24 pay periods - no vote needed.

Policy: Ms. Regalado reported that Reference Services policy had 2 minor updates after discussion with staff - balancing excellent customer service with prioritization of Highwood patrons. Some language changes in conflicts of interest policy were requested by Lake County funder, defining "conflict", annual training, and process for addressing conflicts for staff. This is in both Financial Management and Personnel Policies. While altering Personnel, will correct listed holidays to match actual practice, and update organization chart.

Building and Grounds: Mr. Martinez and Ms. Ramirez reported on WB Olsen / National Heat and Power HVAC repair status. Committee recommends a professional capital asset inventory and received a proposal from a firm with expertise. This will help with quarterly maintenance, long term maintenance, strategic planning, and tax levy request building maintenance account. Director will ask firm about estimated additional expenses. Contracted work would not begin until 1 month after VAV box install. Ms. Chavez will replace flowers in front planters.

Old Business -

New strategic planning date options (weekends in August and September) will be circulated to Board via Doodle poll. Ideally 100% board participation in the two 3-4 hour sessions a week+ apart. Also want representation from City, library staff, Friends, patrons/volunteers among the 20 participants. Survey can be offered to patrons at front desk and in monthly newsletter.

Director will check on status of ComEd transformer upgrade.

New Business

Draft, not yet approved

Ms. Hospodarsky moved to approve the Reference Service, Personnel, and Financial Management policies, Ms. Cleland seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve the engagement of Engberg Anderson for a capital asset inventory, and Mr. Muelver seconded. The motion was amended to have a \$1000 limit on reimbursable expenses, seconded, and the amended motion carried unanimously.

Ms. Regalado moved and Mr. Muelver seconded to adjourn the meeting.

Meeting adjourned at 8:34 pm.

Director's Report
July 28, 2025
June 2025 Library Updates

Admin/Accounting
Current Month

- FY25 IPLAR report: financials (Rebecca), stats (Jim), data (Laura)
- FY25 interim year-end financial adjustments - Rebecca
- FY26 grant allocations implementation - Rebecca
- State of Illinois GATA grantee audit certification – Rebecca
- Extension letter submitted to DCEO for construction grant. – Rebecca
- IMRF retroactive rate change implementation - Rebecca
- 2025 employee insurance change - Rebecca
- Online banking digital payment module setup - Rebecca

Records Retention
Building & Grounds
Marketing
HR
Grants/Donations
Update

- None
- Quotes solicited for electrical and IT work (DCEO grant)
- FY25 Annual report developed and sent to printer.
- None
- The Friends of the Library received a \$250 grant from First Bank Chicago as directed by Jennifer Condon.
- The Friends of the Library received an unrestricted grant for \$75,000 from an Anonymous Foundation.
- The Library received a one-time grant of \$500 from Christ Church Lake Forest for Case Management Essentials.
- The Library received reimbursements from the Lake County Digital Navigator Grant for expenses made in April and May 2025.

Children's Services –
(Program updates
from Diana W. and
Laura)

Addressing Food Insecurity through Summer Lunches for Children

Many of the children served through the library do not have access to sufficient food throughout the summer. Beginning June 16th, Quest Food is donating 30 lunches per day, 5 days/week. Even though summer school has ended, Quest will continue to provide lunch meals through Friday, August 1st. To help address food insecurity in late July and August, Ami Jerusalem Street Food began is donating 32 tortas/day, 2 days/week. North Shore Unitarian Church has been donating cookies to complement the lunch donations for kids each day. The library will continue to provide Summer Lunches for Children through Thursday, August 21st. After that point, D112 and D113 students will be back at school and able to access free & reduced lunches.

Many, many thanks to the Friends of the Highwood Public Library, who made the connection with Quest Food and purchased a refrigerator to store lunches.

Summer Reading Kick-Off: Level Up at Your Library! on June 5, 2025

HLCC kicked off our 2025 Summer Reading Program with an unforgettable day of fun, learning, and community connection at our End of School Celebration & Summer Reading Kick-Off: Level Up at Your Library! The theme of Level Up was visible throughout the library, and children, teens and adults were invited to participate in age-specific reading challenges. More than 360 community members joined us, with families cooling off with an ice cream social hosted by the Friends of the Highwood Library, getting creative with crafts in the Children's and Teen spaces, and enjoying a selection of three movie showings for all ages throughout the evening.

SaLT Supports the Summer Reading Program

Children's Services continued its partnership with SaLT (Service And Learning Together), whose volunteers helped to support the Library's Children's Summer Reading Program. During their first visit on June 18th, 14 high school volunteers engaged 15 children in fun reading activities and helped create an inviting, energetic atmosphere throughout the library. SaLT volunteers also had the opportunity to participate in the Teen Summer Reading Program. They spun the prize wheel in recognition of their own summer reading efforts and modeled the importance of literacy and community involvement for the younger children they supported.



Kohl Children's Museum Mobile Lab

On June 24, 2025, the Library hosted the Kohl's Mobile Lab for a creative, hands-on activity that brought together 10 children and 10 adults. Participants made their own musical shakers, enjoying a fun, interactive experience designed to spark curiosity and learning. For many families, this was their first time attending a Kohl's Mobile Lab event, and they were pleasantly surprised that such high-quality programming was offered for free through the Library. After the event, several children returned to the Children's Department to show their shakers to Ms. Diana, highlighting the meaningful relationships staff have built with families.

Teen Services (Program Updates by Lauren)

Teen After Hours Game Night

On June 13, the Library hosted an After Hours Game Night for teens, offering a safe and welcoming space for social connection and fun. Eight teens participated and enjoyed a variety of board games from the library's collection. Top favorites included *Sorry!*, *Twister!*, and *Taco Cat Goat Cheese Pizza*. These games sparked lots of laughter and friendly competition. Events like these give teens a chance to unwind, build friendships, and engage with the library in a way that feels both fun and meaningful.



New Teen Monthly Crochet Program

On June 24, the Library launched a new monthly crochet program for teens, led by volunteer Hannah Fisher. This first session drew 12 participants, including 6 teens who were brand new to Makerspace programming. Teens were eager to learn the basics of crocheting and quickly began helping one another with techniques and patterns. The room buzzed with collaboration as participants completed a range of creative projects, including a stuffed turtle, a scarf, a blanket, and numerous granny squares! This new offering not only sparked creativity but also fostered a strong sense of community and peer learning. By creating space for teens to explore hands-on skills at their own pace, the Library continues to empower youth through meaningful, maker-focused programming.



**Patron Services—
Adults Program
(Updates from Alex,
Aurora, Yuliya)**

“On Juneteenth” Book Discussion

On June 19, fourteen patrons participated in a bilingual book discussion led by Adult Services Manager Alex Brotsos of On Juneteenth by Annette Gordon-Reed. The program offered a thoughtful reflection on the events leading up to June 19, 1865, and prompted engaging conversation about U.S. and Mexican history. Participants drew meaningful cultural and historical connections and expressed appreciation for the inclusive and educational space created by the Library.



Supporting Parents Through the College Transition

On June 30, seventeen parents gathered at the Library to learn strategies for helping their children navigate the emotional transition to college. The session focused on recognizing the difference between stress and anxiety, as well as sadness and depression, which are common experiences during this major life change. Presenters from Rebecca’s Dream offered practical guidance and emotional support. While many parents shared feelings of worry or uncertainty, the workshop became a space for connection and reassurance. Parents left feeling more confident and better prepared to support their children, and more aware of the library’s role as a trusted resource during this important transition.

Success Story: A Path to Citizenship

In June, two of our participants achieved a life-changing milestone: they became U.S. citizens. One participant, a senior citizen, began this journey unsure of herself and lacking confidence. With consistent support from our team since April 2024, she gradually built the skills and assurance needed to complete the naturalization process and proudly became a U.S. citizen. The second participant faced immense challenges following a serious accident that impacted her emotionally, physically, and financially. Over the past 15 months, we collaborated with NSLAC and a partnering law firm who provided legal support. Her determination and steady progress led to a successful naturalization this June. We are proud to celebrate their courage and growth, and honored to have walked alongside them in their journeys.

**Health Equity –
(Updates from Yenny)**

**Rayito de Sol: Cultivating Wellness and Equity
Through Herbal Education**

Through our ongoing collaboration with Brushwood Center and the facilitation of TIERRA in 2024, the Library identified a growing need for accessible, culturally relevant tools to support community members’ mental health and overall well-being. In response, we launched Rayito de



Sol, a new health equity initiative funded through a Seed Grant from Brushwood Center. This four-part workshop series launched on June 25 in partnership with Nature's Emporium, with 22 participants attending the first session: Consumption of Leaves, Roots, and Spices. Attendees eagerly exchanged knowledge, shared cultural practices, and explored ways to incorporate herbal remedies into their daily lives to support emotional and physical well-being. Rayito de Sol demonstrates how meaningful collaboration, culturally centered programming, and trusted community spaces can come together to promote health equity and empower individuals to take charge of their wellness.

Board Meeting Open Items

Engberg Anderson anticipates that the additional expenses would be in the ballpark of \$100, which would be to cover mileage. There will not be a charge for lodging and sustenance for this project.

- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service: Would need to be pre-authorized by the library.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process: Would need to be pre-authorized by the library.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect: This would only apply if the library requested a higher level of insurance coverage than what is listing in the contract.

The Friends of the Highwood Public Library

See " Addressing Food Insecurity through Summer Lunches for Children" highlight.

Highwood Public Library & Community Center

Balance Sheet w/Prior Month Comparison

As of June 30, 2025

	Jun 30, 25	May 31, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	72.00	72.00	0.00	0.0%
10110 · Gift Cards on Hand				
10110.1 · Gift Cards-General	59.44	59.44	0.00	0.0%
10110.2 · Gift Cards-GEN Meal Assistance	1,000.00	1,000.00	0.00	0.0%
Total 10110 · Gift Cards on Hand	1,059.44	1,059.44	0.00	0.0%
10130 · Nayax (9978)	21.53	21.53	0.00	0.0%
10201 · BOH General Fund Chk. (3563)	276,372.36	207,638.27	68,734.09	33.1%
10203 · BOH General Money Market (2030)	39,050.95	39,048.30	2.65	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	524.46	4,201.20	-3,676.74	-87.5%
10207 · BOH Convenience Fund Chk (2208)	1,428.73	2,216.19	-787.46	-35.5%
10216 · IMET Capital Impr. Fund (8102)	4,184.08	4,169.84	14.24	0.3%
10221 · IMET Reserve Fund (8101)	410,470.21	409,073.51	1,396.70	0.3%
Total 10000 · CASH & INVESTMENT ACCOUNTS	733,183.76	667,500.28	65,683.48	9.8%
Total Checking/Savings	733,183.76	667,500.28	65,683.48	9.8%
Other Current Assets				
14500 · Property Tax Receivable	337,838.00	337,838.00	0.00	0.0%
14600 · Due from Primary Government	704.31	704.31	0.00	0.0%
Total Other Current Assets	338,542.31	338,542.31	0.00	0.0%
Total Current Assets	1,071,726.07	1,006,042.59	65,683.48	6.5%
TOTAL ASSETS	1,071,726.07	1,006,042.59	65,683.48	6.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	9,392.59	19,671.22	-10,278.63	-52.3%
Total Accounts Payable	9,392.59	19,671.22	-10,278.63	-52.3%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	146.25	146.25	0.00	0.0%
22101 · Insurance Payable	985.64	780.15	205.49	26.3%
Total 22000 · Payroll Liabilities	1,131.89	926.40	205.49	22.2%
23110 · Accrued Insurance	0.00	3,463.00	-3,463.00	-100.0%
24000 · Deferred Property Taxes	337,838.00	337,838.00	0.00	0.0%
24300 · Unearned Revenue	-3,793.60	-3,793.60	0.00	0.0%
Total Other Current Liabilities	335,176.29	338,433.80	-3,257.51	-1.0%
Total Current Liabilities	344,568.88	358,105.02	-13,536.14	-3.8%
Total Liabilities	344,568.88	358,105.02	-13,536.14	-3.8%
Equity				
32000 · Unrestricted Net Assets	-699,020.40	-699,020.40	0.00	0.0%
Net Income	1,426,177.59	1,346,957.97	79,219.62	5.9%
Total Equity	727,157.19	647,937.57	79,219.62	12.2%
TOTAL LIABILITIES & EQUITY	1,071,726.07	1,006,042.59	65,683.48	6.5%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through June 2025

	May - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	168,492.54	337,838.00	-169,345.46	49.9%
41200 · Tax Revenue - PPRT	0.00	5,000.00	-5,000.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	0.00	7,400.00	-7,400.00	0.0%
41320 · Temp. Restricted Grant Programs	464,368.83	1,201,647.04	-737,278.21	38.6%
41330 · Temp. Restricted Grant- Bldg	1,000,000.00	0.00	1,000,000.00	100.0%
Total 41300 · Grants	1,464,368.83	1,209,047.04	255,321.79	121.1%
41400 · Interest & Dividends	2,960.05	5,000.00	-2,039.95	59.2%
Total 41000 · GENERAL REVENUES	1,635,821.42	1,556,885.04	78,936.38	105.1%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	48.50	0.00	48.50	100.0%
42300 · Book Sales	75.46	800.00	-724.54	9.4%
42600 · Photocopier	207.00	2,200.00	-1,993.00	9.4%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	537.86	800.00	-262.14	67.2%
42900.2 · Friends of the Library	0.00	5,937.00	-5,937.00	0.0%
Total 42900 · Gifts & Donations	537.86	6,737.00	-6,199.14	8.0%
Total 42000 · OPERATING REVENUES	868.82	9,737.00	-8,868.18	8.9%
49999 · Miscellaneous Income	15.25	0.00	15.25	100.0%
Total Income	1,636,705.49	1,566,622.04	70,083.45	104.5%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	30,425.22	197,762.18	-167,336.96	15.4%
51115 · IMRF Expense	1,081.80	7,031.74	-5,949.94	15.4%
51120 · Medical/Health Insurance	3,520.94	21,125.66	-17,604.72	16.7%
51130 · Life Insurance	20.99	304.56	-283.57	6.9%
51140 · Employer FICA	2,327.48	15,128.81	-12,801.33	15.4%
51999 · Payroll Processing Fees	488.70	3,242.40	-2,753.70	15.1%
Total 51000 · PERSONNEL & BENEFITS	37,865.13	244,595.35	-206,730.22	15.5%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	466.55	4,000.00	-3,533.45	11.7%
52100.2 · Books F - Children/Juvenile	32.98	2,500.00	-2,467.02	1.3%
52100.3 · Books F - Young Adult	752.75	3,000.00	-2,247.25	25.1%
52100.4 · Books F - Spanish Adult	0.00	1,000.00	-1,000.00	0.0%
52100.5 · Books F - Spanish Chld./Juv.	488.80	2,400.00	-1,911.20	20.4%
52100.6 · Books F - YA Spanish Fiction	344.65	2,000.00	-1,655.35	17.2%
Total 52100 · Books, Fiction	2,085.73	14,900.00	-12,814.27	14.0%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	521.76	3,100.00	-2,578.24	16.8%
52150.2 · Books NF - Children/Juvenile	897.35	2,700.00	-1,802.65	33.2%
52150.3 · Books NF - Young Adult	228.99	1,000.00	-771.01	22.9%
52150.4 · Books NF - Spanish	23.49	2,000.00	-1,976.51	1.2%
Total 52150 · Books, Non-Fiction	1,671.59	8,800.00	-7,128.41	19.0%
52200 · A/V Materials				
52200.1 · A/V - Adult	20.99	2,000.00	-1,979.01	1.0%
52200.2 · A/V - Children/Juvenile	0.00	1,100.00	-1,100.00	0.0%
52200.6 · A/V Games	245.43	1,000.00	-754.57	24.5%
Total 52200 · A/V Materials	266.42	4,100.00	-3,833.58	6.5%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	954.79	3,900.00	-2,945.21	24.5%
52350.4 · On-Line - eRead	0.00	850.00	-850.00	0.0%
52650.6 · On-Line - Kanopy	0.00	1,250.00	-1,250.00	0.0%
Total 52350 · On-Line Resources	954.79	6,000.00	-5,045.21	15.9%
52400 · Periodicals				
52400.1 · Periodicals - Adult	527.74	5,500.00	-4,972.26	9.6%
52400.3 · Periodicals - Subscription Svc	487.51	1,200.00	-712.49	40.6%
Total 52400 · Periodicals	1,015.25	6,700.00	-5,684.75	15.2%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through June 2025

	May - Jun 25	Budget	\$ Over Budget	% of Budget
52650 · Processing Supplies	435.61	876.00	-440.39	49.7%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	6,429.39	41,376.00	-34,946.61	15.5%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	450.00	500.00	-50.00	90.0%
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	350.00	2,000.00	-1,650.00	17.5%
Total 53100 · Library Program Facilitators	800.00	3,100.00	-2,300.00	25.8%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	27.25	1,000.00	-972.75	2.7%
53200.2 · Prog. Suppl. - Children	1,443.16	3,000.00	-1,556.84	48.1%
53200.3 · Prog. Suppl. - Young Adult	293.35	1,000.00	-706.65	29.3%
Total 53200 · Program Supplies	1,763.76	5,000.00	-3,236.24	35.3%
Total 53000 · PROGRAMMING	2,563.76	8,100.00	-5,536.24	31.7%
54000 · GRANT EXPENSES				
54110 · Contracted Services	32,302.50	392,258.00	-359,955.50	8.2%
54115 · Staff Development	1,070.60	6,300.00	-5,229.40	17.0%
54120 · Wages & Salaries	82,305.99	570,991.45	-488,685.46	14.4%
54125 · Bonuses/Overtime	0.00	29,200.00	-29,200.00	0.0%
54130 · Employer FICA	5,925.77	43,680.84	-37,755.07	13.6%
54131 · IMRF Expense	2,567.89	20,912.61	-18,344.72	12.3%
54132 · Medical/Dental Benefits	10,775.89	63,690.75	-52,914.86	16.9%
54135 · Grant Program Supplies	7,936.00	55,741.81	-47,805.81	14.2%
54185 · Grant Telecommunications	43.36	676.00	-632.64	6.4%
54196 · Liability/Property Insurance	2,843.00	2,839.00	4.00	100.1%
54199 · Indirect Costs to Operations	0.00	15,360.00	-15,360.00	0.0%
Total 54000 · GRANT EXPENSES	145,771.00	1,201,650.46	-1,055,879.46	12.1%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	825.88	3,800.00	-2,974.12	21.7%
55100.2 · Library Board Expense	0.00	600.00	-600.00	0.0%
55100.3 · Travel Reimbursement	0.00	200.00	-200.00	0.0%
Total 55100 · Library Board & Staff Expenses	825.88	4,600.00	-3,774.12	18.0%
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,200.00	-1,200.00	0.0%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.5 · Hardware Purchases	276.79	1,000.00	-723.21	27.7%
55200.6 · Software	0.00	500.00	-500.00	0.0%
Total 55200 · Technology	276.79	4,500.00	-4,223.21	6.2%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	0.00	250.00	-250.00	0.0%
Total 55300 · Furniture & Equipment	0.00	550.00	-550.00	0.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	1,421.72	6,263.15	-4,841.43	22.7%
55400.3 · Membership Dues/Fees	275.00	1,785.00	-1,510.00	15.4%
55400.4 · Licensing Fees	4,379.98	3,560.00	819.98	123.0%
55400.5 · Postage & Shipping Fees	17.15	300.00	-282.85	5.7%
55400.6 · Telecommunications/Internet	222.21	3,696.00	-3,473.79	6.0%
55400.8 · Liability/Property Insurance	6,926.00	11,646.00	-4,720.00	59.5%
55400.9 · Workers Compensation Insurance	0.00	2,800.00	-2,800.00	0.0%
Total 55400 · General Office/Administration	13,242.06	30,050.15	-16,808.09	44.1%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
55500.7 · Newsletter	76.50	459.00	-382.50	16.7%
Total 55500 · Outreach & Public Relations	76.50	959.00	-882.50	8.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	21.26	0.00	21.26	100.0%
55600.3 · Other Bank Fees	0.00	20.00	-20.00	0.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	21.26	20.00	1.26	106.3%

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Highwood Public Library & Community Center

07/23/25

Profit & Loss YTD Budget vs. Actual

Accrual Basis

May through June 2025

	May - Jun 25	Budget	\$ Over Budget	% of Budget
Total 55000 · GENERAL ADMINISTRATION	14,442.49	40,679.15	-26,236.66	35.5%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	0.00	2,650.00	-2,650.00	0.0%
56150 · Audit Services	0.00	4,000.00	-4,000.00	0.0%
56200 · Cleaning Services	3,120.00	15,000.00	-11,880.00	20.8%
56300 · IT/Computer Services	0.00	6,000.00	-6,000.00	0.0%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	141.13	4,732.00	-4,590.87	3.0%
56500.2 · Maintenance Svcs. - Exterior	195.00	1,880.00	-1,685.00	10.4%
56500.3 · Preventative Mainenance	0.00	4,500.00	-4,500.00	0.0%
Total 56500 · Maintenance Services	336.13	11,112.00	-10,775.87	3.0%
56600 · Hiring Services	0.00	815.00	-815.00	0.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	3,456.13	40,077.00	-36,620.87	8.6%
Total Expense	210,527.90	1,576,477.96	-1,365,950.06	13.4%
Net Ordinary Income	1,426,177.59	-9,855.92	1,436,033.51	-14,470.3%
Net Income	1,426,177.59	-9,855.92	1,436,033.51	-14,470.3%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

June 2025

	Jun 25	May 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	168,492.54	0.00	168,492.54	100.0%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	23,601.88	440,766.95	-417,165.07	-94.7%
41330 · Temp. Restricted Grant- Bldg	0.00	1,000,000.00	-1,000,000.00	-100.0%
Total 41300 · Grants	23,601.88	1,440,766.95	-1,417,165.07	-98.4%
41400 · Interest & Dividends	1,413.59	1,546.46	-132.87	-8.6%
Total 41000 · GENERAL REVENUES	193,508.01	1,442,313.41	-1,248,805.40	-86.6%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	0.00	48.50	-48.50	-100.0%
42300 · Book Sales	0.00	75.46	-75.46	-100.0%
42600 · Photocopier	84.20	122.80	-38.60	-31.4%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	518.93	18.93	500.00	2,641.3%
42900.2 · Friends of the Library	0.00	0.00	0.00	0.0%
Total 42900 · Gifts & Donations	518.93	18.93	500.00	2,641.3%
Total 42000 · OPERATING REVENUES	603.13	265.69	337.44	127.0%
49999 · Miscellaneous Income	0.00	15.25	-15.25	-100.0%
Total Income	194,111.14	1,442,594.35	-1,248,483.21	-86.5%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	15,212.50	15,212.72	-0.22	0.0%
51115 · IMRF Expense	540.90	540.90	0.00	0.0%
51120 · Medical/Health Insurance	1,760.47	1,760.47	0.00	0.0%
51130 · Life Insurance	12.11	8.88	3.23	36.4%
51140 · Employer FICA	1,163.74	1,163.74	0.00	0.0%
51999 · Payroll Processing Fees	134.00	354.70	-220.70	-62.2%
Total 51000 · PERSONNEL & BENEFITS	18,823.72	19,041.41	-217.69	-1.1%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	372.01	94.54	277.47	293.5%
52100.2 · Books F - Children/Juvenile	0.00	32.98	-32.98	-100.0%
52100.3 · Books F - Young Adult	501.15	251.60	249.55	99.2%
52100.5 · Books F - Spanish Chld./Juv.	462.86	25.94	436.92	1,684.4%
52100.6 · Books F - YA Spanish Fiction	186.74	157.91	28.83	18.3%
Total 52100 · Books, Fiction	1,522.76	562.97	959.79	170.5%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	225.43	296.33	-70.90	-23.9%
52150.2 · Books NF - Children/Juvenile	897.35	0.00	897.35	100.0%
52150.3 · Books NF - Young Adult	144.12	84.87	59.25	69.8%
52150.4 · Books NF - Spanish	14.99	8.50	6.49	76.4%
Total 52150 · Books, Non-Fiction	1,281.89	389.70	892.19	228.9%
52200 · A/V Materials				
52200.1 · A/V - Adult	0.00	20.99	-20.99	-100.0%
52200.6 · A/V Games	0.00	245.43	-245.43	-100.0%
Total 52200 · A/V Materials	0.00	266.42	-266.42	-100.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	475.17	479.62	-4.45	-0.9%
Total 52350 · On-Line Resources	475.17	479.62	-4.45	-0.9%
52400 · Periodicals				
52400.1 · Periodicals - Adult	29.97	497.77	-467.80	-94.0%

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07/23/25

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

June 2025

	Jun 25	May 25	\$ Change	% Change
52400.3 · Periodicals - Subscription Svc	487.51	0.00	487.51	100.0%
Total 52400 · Periodicals	517.48	497.77	19.71	4.0%
52650 · Processing Supplies	133.89	301.72	-167.83	-55.6%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	3,931.19	2,498.20	1,432.99	57.4%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	450.00	0.00	450.00	100.0%
53100.3 · Program Fac- Child	0.00	350.00	-350.00	-100.0%
Total 53100 · Library Program Facilitators	450.00	350.00	100.00	28.6%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	27.25	0.00	27.25	100.0%
53200.2 · Prog. Suppl. - Children	333.03	1,110.13	-777.10	-70.0%
53200.3 · Prog. Suppl. - Young Adult	96.17	197.18	-101.01	-51.2%
Total 53200 · Program Supplies	456.45	1,307.31	-850.86	-65.1%
Total 53000 · PROGRAMMING	906.45	1,657.31	-750.86	-45.3%
54000 · GRANT EXPENSES				
54110 · Contracted Services	14,875.50	17,427.00	-2,551.50	-14.6%
54115 · Staff Development	1,028.83	41.77	987.06	2,363.1%
54120 · Wages & Salaries	44,374.05	37,931.94	6,442.11	17.0%
54130 · Employer FICA	3,209.25	2,716.52	492.73	18.1%
54131 · IMRF Expense	1,330.10	1,237.79	92.31	7.5%
54132 · Medical/Dental Benefits	5,386.33	5,389.56	-3.23	-0.1%
54135 · Grant Program Supplies	4,366.34	3,569.66	796.68	22.3%
54185 · Grant Telecommunications	0.00	43.36	-43.36	-100.0%
54196 · Liability/Property Insurance	2,843.00	0.00	2,843.00	100.0%
Total 54000 · GRANT EXPENSES	77,413.40	68,357.60	9,055.80	13.3%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	365.88	460.00	-94.12	-20.5%
Total 55100 · Library Board & Staff Expenses	365.88	460.00	-94.12	-20.5%
55200 · Technology				
55200.5 · Hardware Purchases	276.79	0.00	276.79	100.0%
Total 55200 · Technology	276.79	0.00	276.79	100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	926.30	495.42	430.88	87.0%
55400.3 · Membership Dues/Fees	0.00	275.00	-275.00	-100.0%
55400.4 · Licensing Fees	3,524.98	855.00	2,669.98	312.3%
55400.5 · Postage & Shipping Fees	17.15	0.00	17.15	100.0%
55400.6 · Telecommunications/Internet	41.40	180.81	-139.41	-77.1%
55400.8 · Liability/Property Insurance	6,926.00	0.00	6,926.00	100.0%
Total 55400 · General Office/Administration	11,435.83	1,806.23	9,629.60	533.1%
55500 · Outreach & Public Relations				
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
Total 55500 · Outreach & Public Relations	38.25	38.25	0.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	5.01	16.25	-11.24	-69.2%
Total 55600 · Bank/Svc. Fees & Fin. Charges	5.01	16.25	-11.24	-69.2%
Total 55000 · GENERAL ADMINISTRATION	12,121.76	2,320.73	9,801.03	422.3%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	1,500.00	1,620.00	-120.00	-7.4%

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07/23/25

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

June 2025

	Jun 25	May 25	\$ Change	% Change
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	0.00	141.13	-141.13	-100.0%
56500.2 · Maintenance Svcs. - Exterior	195.00	0.00	195.00	100.0%
Total 56500 · Maintenance Services	195.00	141.13	53.87	38.2%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	1,695.00	1,761.13	-66.13	-3.8%
Total Expense	114,891.52	95,636.38	19,255.14	20.1%
Net Ordinary Income	79,219.62	1,346,957.97	-1,267,738.35	-94.1%
Net Income	79,219.62	1,346,957.97	-1,267,738.35	-94.1%

Highwood Public Library & Community Center
Check Detail
June 23 through July 23, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	06/30/2025	66 Diner	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-46.33
Bill	06172025	06/17/2025		HIPNAP Conference	54115 · Staff Development	46.33
TOTAL						46.33
Bill Pmt -Check	Debit Card	06/30/2025	Amazon.com		10207 · BOH Convenience Fund Chk (2208)	-4,098.44
Bill	11395160578221032	06/02/2025		Pride Event Decorations	54135 · Grant Program Supplies	7.45
Bill	11238888609127452	06/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	17.99
Bill	11286419559989814	06/02/2025		Books NF - Young Adult	52150.3 · Books NF - Young Adult	19.99
Bill	11167730334653839	06/02/2025		Children's Summer Reading Supplies	53200.2 · Prog. Suppl. - Children	19.99
Bill	11278239136286642	06/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	98.56
Bill	11254385009045818	06/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	102.19
Bill	11281640658660222	06/02/2025		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	112.48
Bill	11153106068584205	06/02/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	385.30
Bill	11247126975796246	06/03/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	15.04
Bill	11281001888330656	06/03/2025		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	19.76
Bill	11212621327773823	06/03/2025		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	34.65
Bill	11216635627457848	06/03/2025		Books NF - Young Adult	52150.3 · Books NF - Young Adult	62.05
Bill	11225640241413839	06/03/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	79.18
Bill	11218672059700244	06/04/2025		YA TAB Supplies	53200.3 · Prog. Suppl. - Young Adult	16.39
Bill	11416094005033065	06/05/2025		Summer Reading Supplies	53200.1 · Prog. Suppl. - Adult	16.08
Bill	11149253972707441	06/06/2025		Bike Locks	55400.2 · Office/Library Supplies	13.28
Bill	11254385009045818-2	06/09/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	32.98
Bill	11147051896944211	06/09/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	13.25
Bill	11129482312385868-1	06/09/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	24.99
Bill	11129482312385868-2	06/09/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	24.99
Bill	11187924113356266	06/09/2025		Children's Juneteenth Program Supplies	53200.2 · Prog. Suppl. - Children	47.45
Bill	11158692576977065	06/09/2025		Children's Chess Set	53200.2 · Prog. Suppl. - Children	169.00
Bill	11118560992721836	06/09/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	344.12
Bill	11121521442872222	06/10/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	461.86
Bill	11110505437286609	06/10/2025		Office & Cleaning Supplies	55400.2 · Office/Library Supplies	30.57
Bill	11289473470215414	06/10/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	38.58
Bill	11212125843885067	06/10/2025		Books NF - Young Adult	52150.3 · Books NF - Young Adult	62.08
Bill	11217488738083450	06/10/2025		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	79.78
Bill	11297726994455455	06/10/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	114.86
Bill	11137265386143469	06/10/2025		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	131.90
Bill	111865522370999437	06/11/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	6.99
Bill	11286208249143417	06/12/2025		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	19.85
Bill	11178207315300266	06/12/2025		Waste Toner Collection Cartridge	55400.2 · Office/Library Supplies	21.95
Bill	11163211689589051	06/12/2025		Xerox & Kyocera Replacement Toner	54135 · Grant Program Supplies	290.94
Bill	11460306284964211	06/13/2025		Books F - Adult	52100.1 · Books F - Adult	12.66
Bill	11467058826704256	06/13/2025		Books NF - Adult	52150.1 · Books NF - Adult	22.08
Bill	11188705193617806	06/16/2025		Library First Aid Supplies	55400.2 · Office/Library Supplies	28.28
Bill	11186989100339413	06/16/2025		Library First Aid Supplies	55400.2 · Office/Library Supplies	67.48

Highwood Public Library & Community Center

Check Detail

June 23 through July 23, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11298208033949858	06/16/2025		(12) Stabilizer Sheets	54135 · Grant Program Supplies	36.00
				Canon Printer Toner Cartridge	54135 · Grant Program Supplies	89.97
Bill	11105127317112249	06/20/2025		Books NF - Adult	52150.1 · Books NF - Adult	12.39
Bill	11251796784762608	06/20/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	14.76
Bill	11280137911045800	06/20/2025		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	63.98
Bill	11335918128791453	06/20/2025		Books NF - Adult	52150.1 · Books NF - Adult	151.55
Bill	11300529200477840	06/23/2025		Books NF - Adult	52150.1 · Books NF - Adult	7.46
Bill	11147737508780218	06/23/2025		Library First Aid Supplies	55400.2 · Office/Library Supplies	20.95
Bill	11224977955425045	06/23/2025		PNG Wireless Headphones	54135 · Grant Program Supplies	39.99
Bill	11398243481003428	06/23/2025		Books NF - Spanish	52150.4 · Books NF - Spanish	14.99
				Books NF - Adult	52150.1 · Books NF - Adult	31.95
Bill	11122129021091458	06/23/2025		Office Supplies	55400.2 · Office/Library Supplies	68.85
Bill	11293987692969823	06/23/2025		Mini Microphone	54135 · Grant Program Supplies	29.99
				(6) 30 Packs Vinyl Decal Paper	54135 · Grant Program Supplies	119.94
Bill	11295016664457052	06/26/2025		YA Program Supplies	54135 · Grant Program Supplies	99.95
Bill	11238644002955461	06/27/2025		YA Program Supplies	54135 · Grant Program Supplies	66.28
Bill	11315966485563432	06/30/2025		Extension Cord for Garage Refrigerator	54135 · Grant Program Supplies	12.99
Bill	11102450572856271	06/30/2025		Library Office Supplies	55400.2 · Office/Library Supplies	61.49
Bill	11171224473561845	06/30/2025		Library Office & First Aid Kit Supplies	55400.2 · Office/Library Supplies	87.94
TOTAL						4,098.44
Bill Pmt -Check	Debit Card	06/30/2025	american Airlines	HIPNAP Conference Baggage Fee	10207 · BOH Convenience Fund Chk (2208)	-70.00
Bill	06162025	06/16/2025		HIPNAP Conference Baggage Fee	54115 · Staff Development	70.00
TOTAL						70.00
Bill Pmt -Check	Debit Card	06/30/2025	American Taxi		10207 · BOH Convenience Fund Chk (2208)	-139.00
Bill	06162025	06/16/2025		HIPNAP Conference Travel	54115 · Staff Development	43.00
Bill	06202025	06/20/2025		HIPNAP Conference	54115 · Staff Development	48.00
Bill	06202025-2	06/20/2025		HIPNAP Conference Duplicate Billing - to be Refund	54115 · Staff Development	48.00
TOTAL						139.00
Bill Pmt -Check	Debit Card	06/30/2025	Banana Leaf	ALA Conference - A. Brotsos	10207 · BOH Convenience Fund Chk (2208)	-16.83
Bill	06302025	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	16.83
TOTAL						16.83
Bill Pmt -Check	Debit Card	06/30/2025	CDW Government LLC	Staff Printer 4 Year Warranty - Kyocera	10207 · BOH Convenience Fund Chk (2208)	-276.79
Bill	PKCV781	06/10/2025		Staff Printer 4 Year Warranty - Kyocera	55200.5 · Hardware Purchases	276.79
TOTAL						276.79
Bill Pmt -Check	Debit Card	06/30/2025	Cheese & Coffee	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-4.51
Bill	06202025	06/20/2025		HIPNAP Conference	54115 · Staff Development	4.51

Highwood Public Library & Community Center

Check Detail

June 23 through July 23, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							4.51
	Bill Pmt -Check	Debit Card	06/30/2025	Church Street Cafe	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-52.83
	Bill	06232025	06/23/2025		HIPNAP Conference	54115 · Staff Development	52.83
TOTAL							52.83
	Bill Pmt -Check	Debit Card	06/30/2025	Comcast	Telecom Services for 5/16-6/15/25	10207 · BOH Convenience Fund Chk (2208)	-137.14
	Bill	05092025	05/09/2025		Telecom Services for 5/16-6/15/25	55400.6 · Telecommunications/Internet	137.14
TOTAL							137.14
	Bill Pmt -Check	Debit Card	06/30/2025	Costco		10207 · BOH Convenience Fund Chk (2208)	-256.34
	Bill	06052025	06/05/2025		Office & Cleaning Supplies	55400.2 · Office/Library Supplies	92.03
	Bill	06262025	06/26/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	50.99
	Bill	06262025-2	06/26/2025		Cleaning & Staff Room Supplies	55400.2 · Office/Library Supplies	113.32
TOTAL							256.34
	Bill Pmt -Check	Debit Card	06/30/2025	Crown Panaderia		10207 · BOH Convenience Fund Chk (2208)	-10.44
	Bill	06162025	06/16/2025		HIPNAP Conference	54115 · Staff Development	3.20
	Bill	06162025-2	06/16/2025		HIPNAP Conference	54115 · Staff Development	7.24
TOTAL							10.44
	Bill Pmt -Check	Debit Card	06/30/2025	D's Coffee Shop		10207 · BOH Convenience Fund Chk (2208)	-166.71
	Bill	06122025	06/12/2025		Senior Group Supplies	54135 · Grant Program Supplies	54.38
	Bill	06182025	06/18/2025		Senior Group Supplies	54135 · Grant Program Supplies	57.95
	Bill	06262025	06/26/2025		Senior Group Supplies	54135 · Grant Program Supplies	54.38
TOTAL							166.71
	Bill Pmt -Check	Debit Card	06/30/2025	Dollar Tree	HE Program Supplies	10207 · BOH Convenience Fund Chk (2208)	-18.90
	Bill	06122025	06/12/2025		HE Program Supplies	54135 · Grant Program Supplies	18.90
TOTAL							18.90
	Bill Pmt -Check	Debit Card	06/30/2025	Dunkin Donuts	HIPNAP Conference Supplies	10207 · BOH Convenience Fund Chk (2208)	-5.58
	Bill	06162025	06/16/2025		HIPNAP Conference Supplies	54115 · Staff Development	5.58
TOTAL							5.58
	Bill Pmt -Check	Debit Card	06/30/2025	Frenchie's	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-12.67
	Bill	06202025	06/20/2025		HIPNAP Conference	54115 · Staff Development	12.67
TOTAL							12.67

Highwood Public Library & Community Center

Check Detail

June 23 through July 23, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	Debit Card	06/30/2025	Google		10207 · BOH Convenience Fund Chk (2208)	-3,568.34
	Bill	5280643998	05/31/2025		Google Telecom for May	54185 · Grant Telecommunications	43.36
	Bill	5269507309-1	06/05/2025		Google Workspace for 05/01/25-04/30/2026	55400.4 · Licensing Fees	3,360.00
	Bill	5269507309-2	06/05/2025		Google Workspace for April	55400.4 · Licensing Fees	164.98
TOTAL							3,568.34
	Bill Pmt -Check	Debit Card	06/30/2025	HMS Host	ALA Conference - A. Brotsos	10207 · BOH Convenience Fund Chk (2208)	-23.45
	Bill	06302025	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	23.45
TOTAL							23.45
	Bill Pmt -Check	Debit Card	06/30/2025	Illinois Library Association	ILA Reaching Forward Conference Fee - D. Wence	10207 · BOH Convenience Fund Chk (2208)	-160.00
	Bill	06242025	06/24/2025		ILA Reaching Forward Conference Fee - D. Wence	55100.1 · Staff Development	160.00
TOTAL							160.00
	Bill Pmt -Check	Debit Card	06/30/2025	Jewel		10207 · BOH Convenience Fund Chk (2208)	-162.41
	Bill	06022025	06/02/2025		HE Supplies	54135 · Grant Program Supplies	32.44
	Bill	06042025	06/04/2025		Meeting Supplies	54135 · Grant Program Supplies	38.78
	Bill	06052025	06/05/2025		Summer Reading Kickoff Supplies	53200.1 · Prog. Suppl. - Adult	11.17
	Bill	06092025	06/09/2025		Charlas Supplies	54135 · Grant Program Supplies	20.08
	Bill	06162025	06/16/2025		Charlas Supplies	54135 · Grant Program Supplies	24.20
	Bill	06232025	06/23/2025		Charlas Supplies	54135 · Grant Program Supplies	16.34
	Bill	06302025	06/30/2025		Charlas Supplies	54135 · Grant Program Supplies	19.40
TOTAL							162.41
	Bill Pmt -Check	Debit Card	06/30/2025	La Union Supermarket		10207 · BOH Convenience Fund Chk (2208)	-20.58
	Bill	06062025	06/06/2025		HE Program Supplies	54135 · Grant Program Supplies	8.79
	Bill	06102025	06/10/2025		HE Meeting Supplies	54135 · Grant Program Supplies	11.79
TOTAL							20.58
	Bill Pmt -Check	Debit Card	06/30/2025	Lounge Route 66	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-4.08
	Bill	06202025	06/20/2025		HIPNAP Conference	54115 · Staff Development	4.08
TOTAL							4.08
	Bill Pmt -Check	Debit Card	06/30/2025	Mailchimp	Monthly Subscription 6/12-7/11/25	10207 · BOH Convenience Fund Chk (2208)	-38.25
	Bill	MC16463319	06/12/2025		Monthly Subscription 6/12-7/11/25	55500.7 · Newsletter	38.25
TOTAL							38.25
	Bill Pmt -Check	Debit Card	06/30/2025	Mariano's		10207 · BOH Convenience Fund Chk (2208)	-102.22

Highwood Public Library & Community Center

Check Detail

June 23 through July 23, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	06052025	06/05/2025		Summer Reading Kickoff Supplies	53200.2 · Prog. Suppl. - Children	84.93
	Bill	06242025	06/24/2025		Staff Recognition Supplies	54135 · Grant Program Supplies	17.29
							102.22
TOTAL	Bill Pmt -Check	Debit Card	06/30/2025	Meso Grill	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-14.43
	Bill	06202025	06/20/2025		HIPNAP Conference	54115 · Staff Development	14.43
							14.43
TOTAL	Bill Pmt -Check	Debit Card	06/30/2025	Mixto Restaurant	ALA Conference - A. Brotsos	10207 · BOH Convenience Fund Chk (2208)	-3.74
	Bill	06302025	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	3.74
							3.74
TOTAL	Bill Pmt -Check	Debit Card	06/30/2025	O'Briens	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-45.29
	Bill	06172025	06/17/2025		HIPNAP Conference	54115 · Staff Development	45.29
							45.29
TOTAL	Bill Pmt -Check	Debit Card	06/30/2025	Olympia Gyro	ALA Conference - A. Brotsos	10207 · BOH Convenience Fund Chk (2208)	-17.78
	Bill	06302025	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	17.78
							17.78
TOTAL	Bill Pmt -Check	Debit Card	06/30/2025	Pennsylvania Convention Center		10207 · BOH Convenience Fund Chk (2208)	-51.00
	Bill	06302025	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	12.00
	Bill	06302025-2	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	13.00
	Bill	144115	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	26.00
							51.00
TOTAL	Bill Pmt -Check	Debit Card	06/30/2025	Range Cafe	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-46.83
	Bill	06182025	06/18/2025		HIPNAP Conference	54115 · Staff Development	46.83
							46.83
TOTAL	Bill Pmt -Check	Debit Card	06/30/2025	Simple Practice	Appointment Scheduler for 6/3-7/3/25	10207 · BOH Convenience Fund Chk (2208)	-247.00
	Bill	724EA5F5-0050	06/04/2025		Appointment Scheduler for 6/3-7/3/25	54135 · Grant Program Supplies	247.00
							247.00
TOTAL	Bill Pmt -Check	Debit Card	06/30/2025	T-Mobile	Internet Service 5/22-6/21/2025	10207 · BOH Convenience Fund Chk (2208)	-10.00
	Bill	05212025	05/21/2025		Internet Service 5/22-6/21/2025	55400.6 · Telecommunications/Internet	10.00
							10.00

Highwood Public Library & Community Center

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June 23 through July 23, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	Debit Card	06/30/2025	The Wrap Sante Fe	HIPNAP Conference	10207 · BOH Convenience Fund Chk (2208)	-40.73
TOTAL	Bill	0617	06/17/2025		HIPNAP Conference	54115 · Staff Development	40.73
							40.73
	Bill Pmt -Check	Debit Card	06/30/2025	Trader Joe's		10207 · BOH Convenience Fund Chk (2208)	-18.61
	Bill	06302025	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	6.92
TOTAL	Bill	06302025-2	06/30/2025		ALA Conference - A. Brotsos	55100.1 · Staff Development	11.69
							18.61
	Bill Pmt -Check	Debit Card	06/30/2025	United Airlines		10207 · BOH Convenience Fund Chk (2208)	-584.11
	Bill	06062025	06/06/2025		ALA Conference - A. Brotsos	54115 · Staff Development	514.11
TOTAL	Bill	06162025	06/16/2025		HIPNAP Conference Baggage Fee	54115 · Staff Development	70.00
							584.11
	Bill Pmt -Check	Debit Card	06/30/2025	United States Postal Service	Postage for IT Equipment Mailing	10207 · BOH Convenience Fund Chk (2208)	-17.15
TOTAL	Bill	06022025	06/02/2025		Postage for IT Equipment Mailing	55400.5 · Postage & Shipping Fees	17.15
							17.15
	Bill Pmt -Check	Debit Card	06/30/2025	USA Today	Newspaper Subscription 06/13-09/12/2025	10207 · BOH Convenience Fund Chk (2208)	-29.97
TOTAL	Bill	06032025	06/03/2025		Newspaper Subscription 06/13-09/12/2025	52400.1 · Periodicals - Adult	29.97
							29.97
	Bill Pmt -Check	Debit Card	06/30/2025	Walgreens		10207 · BOH Convenience Fund Chk (2208)	-32.07
	Bill	06022025	06/02/2025		Children's Program Supplies	54135 · Grant Program Supplies	28.01
TOTAL	Bill	06132025	06/13/2025		Charlas Supplies	54135 · Grant Program Supplies	4.06
							32.07
	Bill Pmt -Check	3332	07/23/2025	Baker & Taylor	Acct. #L425431 - Library Materials	10201 · BOH General Fund Chk. (3563)	-401.34
	Bill	2039109193	06/02/2025		Books F - Adult	52100.1 · Books F - Adult	359.35
TOTAL					Processing Supplies	52650 · Processing Supplies	41.99
							401.34
	Bill Pmt -Check	3333	07/23/2025	Beteta Hernandez, Ximena	Contracted Marketing Support for July 2025	10201 · BOH General Fund Chk. (3563)	-880.00
TOTAL	Bill	07052025	07/05/2025		Contracted Marketing Support for July 2025	54110 · Contracted Services	880.00
							880.00
	Bill Pmt -Check	3334	07/23/2025	Brito, Carolina	July 2025 Counseling Services	10201 · BOH General Fund Chk. (3563)	-1,577.00

Highwood Public Library & Community Center

Check Detail

June 23 through July 23, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	07012025	07/01/2025		July 2025 Counseling Services	54110 · Contracted Services	1,577.00
							1,577.00
	Bill Pmt -Check	3335	07/23/2025	Brotsos, Alex		10201 · BOH General Fund Chk. (3563)	-74.47
TOTAL	Bill	06272025	06/27/2025		ALA Conference Reimbursement - A. Brotsos	55100.1 · Staff Development	5.00
	Bill	06272025-2	06/27/2025		ALA Conference Reimbursement - A. Brotsos	55100.1 · Staff Development	69.47
	Bill Pmt -Check	3336	07/23/2025	City of Highwood.		10201 · BOH General Fund Chk. (3563)	-13,956.27
TOTAL	Bill	June 2025 IMRF	06/30/2025		IMRF Payment for June 2025	22100 · IMRF W/H Payable	3,975.88
	Bill	2025-July	07/01/2025	NorthShore University HealthSystem	July 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	5,183.45
				Anonymous V	July 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	801.15
				Highland Park Community Foundation	July 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,222.40
					July 2025 Medical/Health Insurance	51120 · Medical/Health Insurance	1,760.47
					July 2025 Medical/Health Insurance	51130 · Life Insurance	12.92
							13,956.27
	Bill Pmt -Check	3337	07/23/2025	Community Youth Network, Inc.	Contracted Counseling Services for June 2025	10201 · BOH General Fund Chk. (3563)	-337.50
TOTAL	Bill	30804	06/30/2025		Contracted Counseling Services for June 2025	54110 · Contracted Services	337.50
							337.50
	Bill Pmt -Check	3338	07/23/2025	Consuelo, Inc.	Therapy Services for July 2025	10201 · BOH General Fund Chk. (3563)	-1,200.00
TOTAL	Bill	1062	07/02/2025	NorthShore University HealthSystem	Therapy Services for July 2025	54110 · Contracted Services	1,200.00
							1,200.00
	Bill Pmt -Check	3339	07/23/2025	Demco	Book Processing Supplies	10201 · BOH General Fund Chk. (3563)	-91.90
TOTAL	Bill	5174031600	06/23/2025		Processing Supplies	52650 · Processing Supplies	91.90
							91.90
	Bill Pmt -Check	3340	07/23/2025	Follet Software, LLC	1257458	10201 · BOH General Fund Chk. (3563)	-124.51
TOTAL	Bill	1584630	07/09/2025		Processing Barcodes	52650 · Processing Supplies	124.51
							124.51
	Bill Pmt -Check	3341	07/23/2025	Garcia, Agustin	Community Health Worker Services Rendered fo	10201 · BOH General Fund Chk. (3563)	-1,200.00
TOTAL	Bill	004	07/10/2025		Community Health Worker Services Rendered for J	54110 · Contracted Services	1,200.00
							1,200.00
	Bill Pmt -Check	3342	07/23/2025	Giraldo, Alexander	Contracted Marketing Support for July 2025	10201 · BOH General Fund Chk. (3563)	-1,000.00

Highwood Public Library & Community Center

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June 23 through July 23, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	07102025	07/10/2025		Contracted Marketing Support for July 2025	54110 · Contracted Services	1,000.00
							1,000.00
	Bill Pmt -Check	3343	07/23/2025	Guerrero, Diana		10201 · BOH General Fund Chk. (3563)	-29.05
TOTAL	Bill	06232025	06/23/2025		Program Supplies Reimbursement	54135 · Grant Program Supplies	16.00
	Bill	06232025-2	06/23/2025		Program Supplies Reimbursement	54135 · Grant Program Supplies	13.05
							29.05
	Bill Pmt -Check	3344	07/23/2025	Hernandez, Jose M.	Community Health Worker Services Rendered fo	10201 · BOH General Fund Chk. (3563)	-880.00
TOTAL	Bill	004	07/01/2025		Community Health Worker Services Rendered for J	54110 · Contracted Services	880.00
							880.00
	Bill Pmt -Check	3345	07/23/2025	Highwood Police Department	7/7/25 False Burglar Alarm Response Reimburse	10201 · BOH General Fund Chk. (3563)	-150.00
TOTAL	Bill	PD25-3	07/09/2025		7/7/25 False Burglar Alarm Response Reimburse	56500.2 · Maintenance Svcs. - Exterior	150.00
							150.00
	Bill Pmt -Check	3346	07/23/2025	Highwood Rec Center	Zumba Basement Fee - June	10201 · BOH General Fund Chk. (3563)	-140.00
TOTAL	Bill	41191	06/25/2025	NorthShore University HealthSystem	Zumba Basement Fee - June	54135 · Grant Program Supplies	140.00
							140.00
	Bill Pmt -Check	3347	07/23/2025	Hollis, Anthony	July Lawncare	10201 · BOH General Fund Chk. (3563)	-30.00
TOTAL	Bill	07012025	07/01/2025		July Lawncare	56500.2 · Maintenance Svcs. - Exterior	30.00
							30.00
	Bill Pmt -Check	3348	07/23/2025	Hoopla	June 2025 Usage	10201 · BOH General Fund Chk. (3563)	-475.17
TOTAL	Bill	507398837	06/30/2025		June 2025 Usage	52350.3 · On-Line - Hoopla	475.17
							475.17
	Bill Pmt -Check	3349	07/23/2025	Lara, Maria	July 2024 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,560.00
TOTAL	Bill	07082025	07/08/2025		July 2024 Professional Cleaning Services	56200 · Cleaning Services	1,560.00
							1,560.00
	Bill Pmt -Check	3350	07/23/2025	Nature's Emporium LLC	Health & Wellness Training Series Kits	10201 · BOH General Fund Chk. (3563)	-2,750.00
TOTAL	Bill	000037	06/27/2025		Health & Wellness Training Series Kits	54135 · Grant Program Supplies	2,750.00
							2,750.00
	Bill Pmt -Check	3351	07/23/2025	Quill	Acct. #C359709	10201 · BOH General Fund Chk. (3563)	-417.87

Highwood Public Library & Community Center

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill	44339507	05/30/2025		Cleaning & Office Supplies	55400.2 · Office/Library Supplies	97.71
Bill	44453349	06/09/2025		Cleaning & Office Supplies	55400.2 · Office/Library Supplies	99.99
Bill	44598533	06/19/2025		Cleaning & Office Supplies	55400.2 · Office/Library Supplies	92.78
Bill	44681984	06/26/2025		Cleaning & Office Supplies	55400.2 · Office/Library Supplies	127.39
TOTAL						417.87
Bill Pmt -Check	3352	07/23/2025	RAILS	HR Source Membership Fee - 07/01/25-06/30/26	10201 · BOH General Fund Chk. (3563)	-400.00
Bill	14499	07/10/2025		HR Source Membership Fee - 07/01/25-06/30/26	55400.3 · Membership Dues/Fees	400.00
TOTAL						400.00
Bill Pmt -Check	3353	07/23/2025	Ramirez, Laura		10201 · BOH General Fund Chk. (3563)	-105.07
Bill	07112025	07/11/2025		Staff Room Supplies Reimbursement	55400.2 · Office/Library Supplies	84.46
Bill	07172025	07/17/2025		HIPNAP Conference Reimbursement	54115 · Staff Development	20.61
TOTAL						105.07
Bill Pmt -Check	3354	07/23/2025	Simon Pina, Beatriz	July Adult Literacy Education & Engagement	10201 · BOH General Fund Chk. (3563)	-1,560.00
Bill	07072025	07/07/2025		July Adult Literacy Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	3355	07/23/2025	Spanish Adult Literacy Consultant	Digital Navigation Services for July 2025	10201 · BOH General Fund Chk. (3563)	-5,583.00
Bill	07072025	07/07/2025	Lake County	Digital Navigation Services for July 2025	54110 · Contracted Services	5,583.00
TOTAL						5,583.00
Bill Pmt -Check	3356	07/23/2025	The I.T. Connection Inc.		10201 · BOH General Fund Chk. (3563)	-75.07
Bill	11625	05/31/2025		Telephone Service for May	55400.6 · Telecommunications/Internet	33.67
Bill	11643	06/30/2025		Telephone Service for June	55400.6 · Telecommunications/Internet	41.40
TOTAL						75.07
Bill Pmt -Check	3357	07/23/2025	Today's Business Solutions, Inc.	Fax for 4/1-6/30/2025	10201 · BOH General Fund Chk. (3563)	-46.92
Bill	071625-01	07/16/2025		Fax for 4/1-6/30/2025	55400.6 · Telecommunications/Internet	46.92
TOTAL						46.92
Bill Pmt -Check	3358	07/23/2025	Valadez Finest Landscape	June 2025 Lawn Service & Mulch	10201 · BOH General Fund Chk. (3563)	-560.00
Bill	07072025	07/07/2025		June 2025 Lawn Service & Mulch	56500.2 · Maintenance Svcs. - Exterior	560.00
TOTAL						560.00
Bill Pmt -Check	3359	07/23/2025	Vazquez, Fabiola Hernandez	July Community Health Education & Engagemen	10201 · BOH General Fund Chk. (3563)	-800.00

Highwood Public Library & Community Center
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Type	Num	Date	Name	Memo	Account	Original Amount
Bill	07092025	07/09/2025		July Community Health Education & Engagement	54110 · Contracted Services	453.33
				July Community Health Education & Engagement	54110 · Contracted Services	346.67
TOTAL						800.00
Bill Pmt -Check	3360	07/23/2025	Wence, Diana		10201 · BOH General Fund Chk. (3563)	-136.83
Bill	05082025	05/08/2025		Children's Program Supplies Reimbursement	54135 · Grant Program Supplies	71.23
Bill	06122025	06/12/2025		Summer Reading Supplies Reimbursement	53200.2 · Prog. Suppl. - Children	31.96
Bill	06292025	06/29/2025		Children's Program Supplies Reimbursement	53200.2 · Prog. Suppl. - Children	33.64
TOTAL						136.83
Bill Pmt -Check	3361	07/23/2025	WT Cox Information Services	FY26 Magazine Subscriptions	10201 · BOH General Fund Chk. (3563)	-487.51
Bill	3149693	06/30/2025		FY26 Magazine Subscriptions	52400.3 · Periodicals - Subscription Svc	487.51
TOTAL						487.51