



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

Location: Highwood Public Library  
Monday, June 22, 2026 – 7:00 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
  - a. Motion to approve minutes from May 18, 2026 regular meeting and the executive session minutes from April 27, 2026.
6. Communication
7. Treasurer Report
  - a. Review of Financials
  - b. Motion to approve the June 2026 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
  - d. Technology Committee
  - e. Personnel
10. Old business
11. New business
  - a. Discussion of Art Policy
  - b. Motion to approve the presented policy
  - c. Review of Resolution delegating authority to assign and utilize unrestricted funds
  - d. Motion to approve the presented resolution
  - e. Review of Request for Approval of Disposal
  - f. Motion to approve Request for Approval of Disposal
  - g. Review grant agreement from Illinois State Library
  - h. Motion to approve grant agreement from Illinois State Library
  - i. Review FY26 IPLAR
  - j. Review FY26 Annual Report
  - k. Review ISL Library Standards: Collection Management
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.

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nancy Pastroff, Treasurer

Trustees: Shelby Drury, Ty Grigg, Nora Loreda, Paul Martinez

Laura Ramirez, Executive Director [director@highwoodlibrary.org](mailto:director@highwoodlibrary.org)

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**Director's Report**  
**June 22, 2026**  
**Library Updates**

**Admin/Accounting**  
**Current Month**

- The FY25 audit draft is in transit. Plante Moran will review, and the GATA Consolidated Year End Financial Report attestation will be completed by McConnell Jones once the draft audit report is approved.
- FY26 close items are in progress, including prepaids, accruals, and compensated absences.
- FY26 final close and audit workpapers build with Plante Moran are scheduled to begin in July.
- FY27 open items are in place, including grant transfers, compensation changes, and OMA disclosures.

**Records Retention**

- Received approval on 5-12-26 to dispose of items from 2011-2021. Items are eligible to be disposed on or after 6-12-2026.

**Building & Grounds**  
**Website & Technology**  
**Accessibility**

- A Facilities Contractor position description was drafted to support building priorities.
- As of May 30, the Digital Navigation program has distributed over 300 devices.
- The Technology committee is developing a process to improve the accessibility of the library's website.

**Communications**  
**HR**

- A patron reached out about putting a little free library in front of her home.
- In May, we contracted a new bilingual therapist. A Youth Services Assistant position was posted.
- Remaining team members completed the annual Sexual Harassment Prevention Training as required under the Illinois Human Rights Act.
- HEART (Healing Ethno And Racial Trauma) training was completed by 14 team members on May 14 and 15, 2026.

**Grant Update**

- The Library received a reimbursement of \$41,898.19 from Lake County for the Digital Navigation program covering March 2026 expenses (5/8/2026).

**Outreach**

- Lauren visited Highland Park High School on May 12, engaging 185 students and sharing information about Library programs, resources, and upcoming opportunities.
- Lauren connected with 203 students at Northwood Middle School on May 13, promoting Library services, teen programming, and ways to get involved.

**Library Services**

- In preparation for summer, when the Library typically welcomes a surge of both returning and new patrons, the Children's Services department added over 100 new books to the collection in May.
- The Children's Services department continued expanding the Library of Things with items selected with summer families in mind.
- In preparation for the Summer Reading Challenge launching June 5, the Teen Services Department added 96 new books to the collection in May, including 65 works of fiction (32 graphic novels and manga, 33 novels) and 31 works of nonfiction. This intentional investment ensures teens have a wide selection of new and exciting titles available from the very first day of the challenge.
- Library door counts remained high in May, nearly matching April's strong numbers.
- The Library also resumed accepting book donations this month, and patrons have responded enthusiastically. New donated titles continued to be cataloged and added to the collection, keeping the Library's offerings fresh and community-inspired.

**Children's Services  
(Diana W.)**

**Baby & Toddler Jam Sessions**

Following the success of the biweekly Baby and Toddler Storytime, a third weekly session was added on Wednesday mornings in the form of Baby & Toddler Jam Sessions, giving even more families an opportunity to connect with the Library during the week.

**Mother's Day Tea Party**

For the second year in a row, the Children's Department hosted a special Mother's Day Tea Party for families. Moms and children enjoyed a variety of teas and pastries before creating handmade mother-child bracelets and necklaces together. As more and more families arrived throughout the evening, staff continued adding tables and chairs to welcome everyone. The event was a warm and joyful celebration of this special holiday, bringing families together in the heart of the Library. – 47 participants (18 adults)



**Mindful Thursdays: Galaxy Jars**

While Mindful Thursdays have been a beloved part of the Children's programming calendar for nearly a year, May's Galaxy Jar activity stands out as one of the most memorable sessions to date. Participants created sensory jars by choosing their own paint and glitter colors and watching their galaxies swirl to life. The finished jars are as beautiful as they are calming, and every child left with something uniquely their own. The enthusiasm in the room was contagious, and the Children's Department plans to bring this activity back in the future. – 26 kids

**Teen Services (Lauren)**



**AAPI Month Instant Noodle Taste Test**

In celebration of Asian American and Pacific Islander Heritage Month, teens gathered for an instant noodle taste test featuring approximately 20 varieties from across Asia, including Japanese ramen, Vietnamese pho, and Korean ramyun. After sampling each variety, teens voted for their favorites. This year's champion was kimchi ramyun from Korea! The program was a fun and flavorful way to celebrate the cultural richness of AAPI communities while bringing teens together around a shared experience...and food! – 13 participants

**Success Story: Virtual Cooking Club: From Skills to Full Meals**

Since early February, a select group of regular teen library patrons have been participating in a virtual cooking class led by volunteers Betsy Brint and Sally Schwartz. Through these sessions, teens have been building foundational cooking skills and techniques with the goal of preparing meals for their families. In May, this inaugural group reached a significant milestone, completing a full meal from start to finish for the very first time. Teens learned how to make pulled pork sandwiches, coleslaw, and peanut butter rice krispie treats. They left the session feeling accomplished and confident, proud of the meal they had prepared and ready to recreate it in the future. This program reflects the Library's commitment to building real-life skills in a supportive and encouraging environment. – 5 participants

**Adult Services (Alex, Aurora)**

**Scratch Art Workshop**

The Art Workshops for Adults program offered adults a relaxing and creative outlet this month. Participants learned how to build their own scratch art sheets by layering paint and then scratching portions away to reveal colorful designs beneath. The process was both meditative and rewarding, giving adults a chance to slow down, create, and leave with a one-of-a-kind piece of artwork. – 5 participants

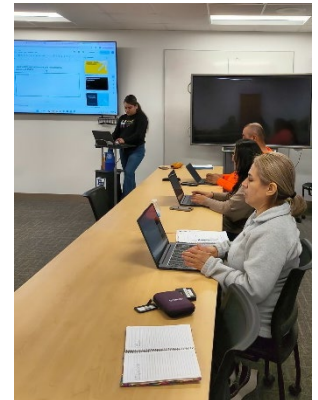


**Digital Navigation: One-on-One Technology Instruction**

Our Digital Navigators held 83 one-on-one sessions this month, providing personalized technology instruction in a supportive and patient environment. One-on-one sessions remain one of the most impactful ways we meet adult learners where they are, allowing each participant to progress at their own pace and build confidence with technology on their own terms.

**Success Story: Technology as a Gateway to Independence**

Through our Computer Basics and Northstar Digital Literacy programs, adults are gaining more than digital skills. They are gaining independence, confidence, and new possibilities. One participant shared that the knowledge she gained extends far beyond the classroom. She now teaches her friends and family what she has learned, including how to use free tools like Google Docs to create documents without purchasing expensive software. For Mrs. B\*, the impact has been life-changing. Through Computer Basics classes and Northstar assessments, she developed the confidence to search for employment on her own. Where she once relied on her children to help her complete online tasks and job applications, she now navigates these processes independently and feels empowered by what she is able to accomplish. – 10 group sessions, 75 participants total



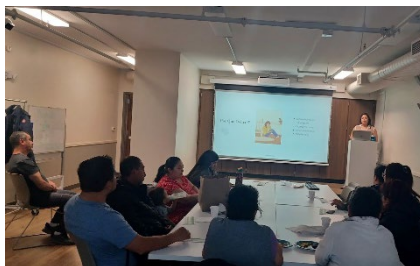
\*Names changed to maintain client privacy.

**Health Equity (Yenny)**

**New Counseling Partnership**

The Health Equity team is pleased to welcome a new counseling partner this month. Through a collaboration with 2nd Chance, New Opportunity, bilingual therapist Angelica Sauer began seeing clients in May. With over 20 years of experience in mental health and substance use, Angelica brings deep expertise and a culturally responsive approach to her work. This partnership expands the team's capacity to provide counseling services to community members who need them most.

**Charla con Propósito on Postpartum Depression**



In May, Wendy Miralda, MSN, APRN, PMHNP-BC of Akweli Mental Space, LLC joined a Charla con Propósito to share information about postpartum depression. As a bilingual, board-certified psychiatric mental health nurse practitioner, Wendy connected with 8 families, working to reduce stigma around postpartum depression and the use of psychiatric services as part of mental health support.

### **Case Management Essentials: Supporting Karina's Family**

This month, the Health Equity team supported Karina\*, a Case Management client and Essentials recipient navigating significant responsibilities as a newly single mother. As the sole supporter of both her young child and her adult daughter and newborn baby, Karina faces considerable financial stressors. Through the team's support, she was connected to Family Focus for maternal health and early childhood services and received grocery essentials through the Community Response program. Karina shared that these resources have allowed her to stretch her budget further and experience greater peace of mind.

2 resources provided: Community Response essentials to ease food insecurity and connection to Family Focus for maternal health and early childhood support.

\*Name changed to maintain client privacy.

### **Success Story: "This Group Gives Me Life"**

Karla\* learned about the Wellness for Older Adults program through word of mouth within the last six months and decided to give it a try. She is now actively participating in TIERRA, a 10-week community mental health program offered by the Health Equity team. Karla recently shared that discovering the Library's services has improved her life in ways she did not expect. Gathering weekly with others her age gives her a sense of belonging and support that feels like family. She is currently navigating a significant loss in her support system, and she credits the group with helping her through it. In her own words: *"If I weren't coming to this group, it would be so much harder to face the change that left me feeling a bit helpless and alone. I knew I would get through it because change happens all the time, but I truly mean it when I say that this group gives me life, it makes me feel alive. I look forward to coming once a week to learn, share our time, and see my new friends."* Karla's story speaks to the values at the heart of our programs. The success of TIERRA is closely aligned with the experiences that each participant co-creates as they build trust with their facilitators and with one another.

\*Name changed to maintain client privacy.



### **Additional Item**

The library was chosen to receive free coaching on fundraising. This initiative is funded by Lake County Community Foundation, with coaching provided by True North Philanthropy. The coaching began in May.

**Highwood Public Library & Community Center**  
**Balance Sheet w/Prior Month Comparison**  
**As of May 31, 2026**

	May 31, 26	Apr 30, 26	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>10000 · CASH &amp; INVESTMENT ACCOUNTS</b>				
10100 · Petty Cash/Cash On Hand	148.10	148.10	0.00	0.0%
10110 · Gift Cards on Hand				
10110.1 · Gift Cards-General	385.00	385.00	0.00	0.0%
10110.2 · Gift Cards-GEN Meal Assistance	800.00	800.00	0.00	0.0%
<b>Total 10110 · Gift Cards on Hand</b>	<b>1,185.00</b>	<b>1,185.00</b>	<b>0.00</b>	<b>0.0%</b>
10130 · Nayax (9978)	0.00	7.19	-7.19	-100.0%
10201 · BOH General Fund Chk. (3563)	80,512.01	222,709.02	-142,197.01	-63.9%
10203 · BOH General Money Market (2030)	13,607.02	3,590.06	10,016.96	279.0%
10206 · BOH Payroll Acct. Chk. (0133)	570.54	31,064.35	-30,493.81	-98.2%
10207 · BOH Convenience Fund Chk (2208)	1,417.76	1,773.10	-355.34	-20.0%
10216 · IMET Capital Impr. Fund (8102)	4,336.16	4,322.56	13.60	0.3%
10221 · IMET Reserve Fund (8101)	425,388.40	424,053.96	1,334.44	0.3%
<b>Total 10000 · CASH &amp; INVESTMENT ACCOUNTS</b>	<b>527,164.99</b>	<b>688,853.34</b>	<b>-161,688.35</b>	<b>-23.5%</b>
<b>Total Checking/Savings</b>	<b>527,164.99</b>	<b>688,853.34</b>	<b>-161,688.35</b>	<b>-23.5%</b>
<b>Other Current Assets</b>				
13600 · Grant Receivables	968,951.09	968,951.09	0.00	0.0%
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%
<b>Total Other Current Assets</b>	<b>1,307,493.40</b>	<b>1,307,493.40</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Current Assets</b>	<b>1,834,658.39</b>	<b>1,996,346.74</b>	<b>-161,688.35</b>	<b>-8.1%</b>
<b>TOTAL ASSETS</b>	<b>1,834,658.39</b>	<b>1,996,346.74</b>	<b>-161,688.35</b>	<b>-8.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
20000 · Accounts Payable	49,481.00	48,767.90	713.10	1.5%
<b>Total Accounts Payable</b>	<b>49,481.00</b>	<b>48,767.90</b>	<b>713.10</b>	<b>1.5%</b>
<b>Other Current Liabilities</b>				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	8,164.21	3,798.98	4,365.23	114.9%
<b>Total 22000 · Payroll Liabilities</b>	<b>8,164.21</b>	<b>3,798.98</b>	<b>4,365.23</b>	<b>114.9%</b>
23100 · Accrued Payroll	0.00	46,242.05	-46,242.05	-100.0%
23110 · Accrued Insurance	1,000.00	4,526.00	-3,526.00	-77.9%
24000 · Deferred Property Taxes	337,838.00	337,838.00	0.00	0.0%
25000 · Deferred Inflows of Resources	968,951.09	968,951.09	0.00	0.0%
<b>Total Other Current Liabilities</b>	<b>1,315,953.30</b>	<b>1,361,356.12</b>	<b>-45,402.82</b>	<b>-3.3%</b>
<b>Total Current Liabilities</b>	<b>1,365,434.30</b>	<b>1,410,124.02</b>	<b>-44,689.72</b>	<b>-3.2%</b>
<b>Total Liabilities</b>	<b>1,365,434.30</b>	<b>1,410,124.02</b>	<b>-44,689.72</b>	<b>-3.2%</b>
<b>Equity</b>				
32000 · Unrestricted Net Assets	586,222.72	544,167.89	42,054.83	7.7%
Net Income	-116,998.63	42,054.83	-159,053.46	-378.2%
<b>Total Equity</b>	<b>469,224.09</b>	<b>586,222.72</b>	<b>-116,998.63</b>	<b>-20.0%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,834,658.39</b>	<b>1,996,346.74</b>	<b>-161,688.35</b>	<b>-8.1%</b>

**Highwood Public Library & Community Center**  
**Profit & Loss YTD Budget vs. Actual**  
**May 2026**

	May 26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
41100 · Tax Revenue - Lake County	14,577.97	354,729.90	-340,151.93	4.1%
41200 · Tax Revenue - PPRT	0.00	3,200.00	-3,200.00	0.0%
<b>41300 · Grants</b>				
41305 · Per Capita Grant	0.00	7,400.00	-7,400.00	0.0%
41320 · Temp. Restricted Grant Programs	41,898.19	939,914.33	-898,016.14	4.5%
<b>Total 41300 · Grants</b>	<b>41,898.19</b>	<b>947,314.33</b>	<b>-905,416.14</b>	<b>4.4%</b>
41400 · Interest & Dividends	1,375.00	12,500.00	-11,125.00	11.0%
<b>Total 41000 · GENERAL REVENUES</b>	<b>57,851.16</b>	<b>1,317,744.23</b>	<b>-1,259,893.07</b>	<b>4.4%</b>
<b>42000 · OPERATING REVENUES</b>				
42100 · Fines, Fees & Damaged Materials	0.00	194.00	-194.00	0.0%
42300 · Book Sales	0.00	600.00	-600.00	0.0%
42600 · Photocopy, Scan, & Fax Revenue	70.65	1,150.00	-1,079.35	6.1%
<b>42900 · Gifts &amp; Donations</b>				
42900.1 · General Gifts & Donations	18.93	2,227.16	-2,208.23	0.8%
42900.2 · Friends of the Library	0.00	1,143,675.00	-1,143,675.00	0.0%
<b>Total 42900 · Gifts &amp; Donations</b>	<b>18.93</b>	<b>1,145,902.16</b>	<b>-1,145,883.23</b>	<b>0.0%</b>
<b>Total 42000 · OPERATING REVENUES</b>	<b>89.58</b>	<b>1,147,846.16</b>	<b>-1,147,756.58</b>	<b>0.0%</b>
49999 · Miscellaneous Income	0.00	75.00	-75.00	0.0%
<b>Total Income</b>	<b>57,940.74</b>	<b>2,465,665.39</b>	<b>-2,407,724.65</b>	<b>2.3%</b>
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	11,886.33	191,939.97	-180,053.64	6.2%
51115 · IMRF Expense	446.26	7,383.33	-6,937.07	6.0%
51120 · Medical/Health Insurance	1,760.47	21,125.66	-19,365.19	8.3%
51130 · Life Insurance	21.20	304.56	-283.36	7.0%
51140 · Employer FICA	909.30	14,683.41	-13,774.11	6.2%
51999 · Payroll Processing Fees	134.00	2,939.19	-2,805.19	4.6%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	<b>15,157.56</b>	<b>238,376.12</b>	<b>-223,218.56</b>	<b>6.4%</b>
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
<b>52100 · Books, Fiction</b>				
52100.1 · Books F - Adult	0.00	4,200.00	-4,200.00	0.0%
52100.2 · Books F - Children/Juvenile	537.29	2,625.00	-2,087.71	20.5%
52100.3 · Books F - Young Adult	705.56	3,150.00	-2,444.44	22.4%
52100.4 · Books F - Spanish Adult	0.00	1,050.00	-1,050.00	0.0%
52100.5 · Books F - Spanish Child./Juv.	348.56	2,520.00	-2,171.44	13.8%
52100.6 · Books F - YA Spanish Fiction	163.86	2,100.00	-1,936.14	7.8%
<b>Total 52100 · Books, Fiction</b>	<b>1,755.27</b>	<b>15,645.00</b>	<b>-13,889.73</b>	<b>11.2%</b>
<b>52150 · Books, Non-Fiction</b>				
52150.1 · Books NF - Adult	68.80	3,255.00	-3,186.20	2.1%
52150.2 · Books NF - Children/Juvenile	366.95	2,835.00	-2,468.05	12.9%
52150.3 · Books NF - Young Adult	165.06	1,050.00	-884.94	15.7%
52150.4 · Books NF - Spanish	0.00	2,100.00	-2,100.00	0.0%
<b>Total 52150 · Books, Non-Fiction</b>	<b>600.81</b>	<b>9,240.00</b>	<b>-8,639.19</b>	<b>6.5%</b>
<b>52200 · A/V Materials</b>				
52200.1 · A/V - Adult	0.00	2,100.00	-2,100.00	0.0%
52200.2 · A/V - Children/Juvenile	0.00	1,155.00	-1,155.00	0.0%
52200.6 · A/V Games	290.89	1,200.00	-909.11	24.2%
<b>Total 52200 · A/V Materials</b>	<b>290.89</b>	<b>4,455.00</b>	<b>-4,164.11</b>	<b>6.5%</b>
<b>52350 · On-Line Resources</b>				
52350.3 · On-Line - Hoopla	470.40	5,844.36	-5,373.96	8.0%
52350.4 · On-Line - eRead	0.00	1,350.00	-1,350.00	0.0%
52350.5 · On-Line - Libby	0.00	800.00	-800.00	0.0%
<b>Total 52350 · On-Line Resources</b>	<b>470.40</b>	<b>7,994.36</b>	<b>-7,523.96</b>	<b>5.9%</b>
<b>52400 · Periodicals</b>				
52400.1 · Periodicals - Adult	808.17	4,798.22	-3,990.05	16.8%
52400.3 · Periodicals - Subscription Svc	444.17	621.00	-176.83	71.5%
<b>Total 52400 · Periodicals</b>	<b>1,252.34</b>	<b>5,419.22</b>	<b>-4,166.88</b>	<b>23.1%</b>

## Highwood Public Library &amp; Community Center

06/18/26

## Profit &amp; Loss YTD Budget vs. Actual

Accrual Basis

May 2026

	May 26	Budget	\$ Over Budget	% of Budget
52650 · Processing Supplies	398.68	1,200.00	-801.32	33.2%
<b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>	<b>4,768.39</b>	<b>43,953.58</b>	<b>-39,185.19</b>	<b>10.8%</b>
<b>53000 · PROGRAMMING</b>				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	0.00	1,200.00	-1,200.00	0.0%
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	0.00	1,500.00	-1,500.00	0.0%
<b>Total 53100 · Library Program Facilitators</b>	<b>0.00</b>	<b>3,300.00</b>	<b>-3,300.00</b>	<b>0.0%</b>
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	74.12	3,000.00	-2,925.88	2.5%
53200.2 · Prog. Suppl. - Children	165.09	3,600.00	-3,434.91	4.6%
53200.3 · Prog. Suppl. - Young Adult	55.28	1,000.00	-944.72	5.5%
<b>Total 53200 · Program Supplies</b>	<b>294.49</b>	<b>7,600.00</b>	<b>-7,305.51</b>	<b>3.9%</b>
<b>Total 53000 · PROGRAMMING</b>	<b>294.49</b>	<b>10,900.00</b>	<b>-10,605.51</b>	<b>2.7%</b>
<b>54000 · GRANT EXPENSES</b>				
54110 · Contracted Services	25,099.25	496,723.80	-471,624.55	5.1%
54115 · Staff Development	406.83	13,620.00	-13,213.17	3.0%
54120 · Wages & Salaries	70,159.29	856,005.04	-785,845.75	8.2%
54125 · Bonuses/Overtime	0.00	60,663.00	-60,663.00	0.0%
54130 · Employer FICA	5,260.83	0.00	5,260.83	100.0%
54131 · IMRF Expense	1,876.96	0.00	1,876.96	100.0%
54132 · Medical/Dental Benefits	5,418.00	0.00	5,418.00	100.0%
54135 · Grant Program Supplies	38,359.53	538,939.16	-500,579.63	7.1%
54136 · Grants - Capital Improvements	0.00	102,500.00	-102,500.00	0.0%
54185 · Grant Telecommunications	16.99	4,156.00	-4,139.01	0.4%
54196 · Liability/Property Insurance	0.00	2,839.00	-2,839.00	0.0%
<b>Total 54000 · GRANT EXPENSES</b>	<b>146,597.68</b>	<b>2,075,446.00</b>	<b>-1,928,848.32</b>	<b>7.1%</b>
<b>55000 · GENERAL ADMINISTRATION</b>				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	0.00	3,800.00	-3,800.00	0.0%
55100.2 · Library Board Expense	0.00	600.00	-600.00	0.0%
<b>Total 55100 · Library Board &amp; Staff Expenses</b>	<b>0.00</b>	<b>4,400.00</b>	<b>-4,400.00</b>	<b>0.0%</b>
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,270.50	-1,270.50	0.0%
55200.3 · Website	0.00	200.00	-200.00	0.0%
55200.5 · Hardware Purchases	0.00	6,707.16	-6,707.16	0.0%
55200.6 · Software	0.00	3,025.50	-3,025.50	0.0%
<b>Total 55200 · Technology</b>	<b>0.00</b>	<b>11,203.16</b>	<b>-11,203.16</b>	<b>0.0%</b>
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	481.15	7,787.20	-7,306.05	6.2%
55400.3 · Membership Dues/Fees	275.00	2,424.50	-2,149.50	11.3%
55400.4 · Licensing Fees	0.00	7,337.08	-7,337.08	0.0%
55400.5 · Postage & Shipping Fees	0.00	68.60	-68.60	0.0%
55400.6 · Telecommunications/Internet	44.00	2,468.00	-2,424.00	1.8%
55400.8 · Liability/Property Insurance	7,051.00	11,581.65	-4,530.65	60.9%
55400.9 · Workers Compensation Insurance	0.00	2,848.86	-2,848.86	0.0%
<b>Total 55400 · General Office/Administration</b>	<b>7,851.15</b>	<b>34,515.89</b>	<b>-26,664.74</b>	<b>22.7%</b>
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	1,100.00	-1,100.00	0.0%
55500.7 · Newsletter	38.25	481.95	-443.70	7.9%
<b>Total 55500 · Outreach &amp; Public Relations</b>	<b>38.25</b>	<b>1,581.95</b>	<b>-1,543.70</b>	<b>2.4%</b>
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	4.21	139.96	-135.75	3.0%
55600.3 · Other Bank Fees	10.00	20.00	-10.00	50.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	1.50			
<b>Total 55600 · Bank/Svc. Fees &amp; Fin. Charges</b>	<b>15.71</b>	<b>159.96</b>	<b>-144.25</b>	<b>9.8%</b>
<b>Total 55000 · GENERAL ADMINISTRATION</b>	<b>7,905.11</b>	<b>51,860.96</b>	<b>-43,955.85</b>	<b>15.2%</b>
<b>56000 · PROFESSIONAL/CONTRACT SERVICES</b>				
56100 · Accounting Services	0.00	2,782.50	-2,782.50	0.0%
56150 · Audit Services	0.00	4,200.00	-4,200.00	0.0%
56200 · Cleaning Services	0.00	19,656.00	-19,656.00	0.0%

## Highwood Public Library & Community Center

### Profit & Loss YTD Budget vs. Actual

May 2026

	May 26	Budget	\$ Over Budget	% of Budget
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	196.14	3,885.97	-3,689.83	5.0%
56500.2 · Maintenance Svcs. - Exterior	20.00	2,525.00	-2,505.00	0.8%
56500.3 · Preventative Maintenance	0.00	4,880.00	-4,880.00	0.0%
<b>Total 56500 · Maintenance Services</b>	216.14	11,290.97	-11,074.83	1.9%
56600 · Hiring Services	0.00	700.00	-700.00	0.0%
<b>Total 56000 · PROFESSIONAL/CONTRACT SERVICES</b>	216.14	45,129.47	-44,913.33	0.5%
<b>Total Expense</b>	174,939.37	2,465,666.13	-2,290,726.76	7.1%
<b>Net Ordinary Income</b>	-116,998.63	-0.74	-116,997.89	15,810,625.7%
<b>Net Income</b>	-116,998.63	-0.74	-116,997.89	15,810,625.7%

# Highwood Public Library & Community Center Profit & Loss w/Prior Month Comparison

06/18/26

May 2026

Accrual Basis

	May 26	Apr 26	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
41100 · Tax Revenue - Lake County	14,577.97	0.00	14,577.97	100.0%
41200 · Tax Revenue - PPRT	0.00	3,168.06	-3,168.06	-100.0%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	41,898.19	118,208.33	-76,310.14	-64.6%
<b>Total 41300 · Grants</b>	41,898.19	118,208.33	-76,310.14	-64.6%
41400 · Interest & Dividends	1,375.00	1,308.86	66.14	5.1%
<b>Total 41000 · GENERAL REVENUES</b>	57,851.16	122,685.25	-64,834.09	-52.9%
<b>42000 · OPERATING REVENUES</b>				
42100 · Fines, Fees & Damaged Materials	0.00	79.50	-79.50	-100.0%
42300 · Book Sales	0.00	235.30	-235.30	-100.0%
42600 · Photocopy, Scan, & Fax Revenue	70.65	569.78	-499.13	-87.6%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	47.93	-29.00	-60.5%
42900.2 · Friends of the Library	0.00	127,726.00	-127,726.00	-100.0%
<b>Total 42900 · Gifts &amp; Donations</b>	18.93	127,773.93	-127,755.00	-100.0%
<b>Total 42000 · OPERATING REVENUES</b>	89.58	128,658.51	-128,568.93	-99.9%
<b>Total Income</b>	57,940.74	251,343.76	-193,403.02	-77.0%
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	11,886.33	25,735.14	-13,848.81	-53.8%
51115 · IMRF Expense	446.26	919.53	-473.27	-51.5%
51120 · Medical/Health Insurance	1,760.47	1,760.47	0.00	0.0%
51130 · Life Insurance	21.20	21.20	0.00	0.0%
51140 · Employer FICA	909.30	1,968.71	-1,059.41	-53.8%
51999 · Payroll Processing Fees	134.00	211.40	-77.40	-36.6%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	15,157.56	30,616.45	-15,458.89	-50.5%
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
<b>52100 · Books, Fiction</b>				
52100.1 · Books F - Adult	0.00	1,637.76	-1,637.76	-100.0%
52100.2 · Books F - Children/Juvenile	537.29	522.56	14.73	2.8%
52100.3 · Books F - Young Adult	705.56	0.00	705.56	100.0%
52100.4 · Books F - Spanish Adult	0.00	189.43	-189.43	-100.0%
52100.5 · Books F - Spanish Chld./Juv.	348.56	347.08	1.48	0.4%
52100.6 · Books F - YA Spanish Fiction	163.86	0.00	163.86	100.0%
<b>Total 52100 · Books, Fiction</b>	1,755.27	2,696.83	-941.56	-34.9%
<b>52150 · Books, Non-Fiction</b>				
52150.1 · Books NF - Adult	68.80	643.37	-574.57	-89.3%
52150.2 · Books NF - Children/Juvenile	366.95	467.74	-100.79	-21.6%
52150.3 · Books NF - Young Adult	165.06	0.00	165.06	100.0%
52150.4 · Books NF - Spanish	0.00	490.02	-490.02	-100.0%
<b>Total 52150 · Books, Non-Fiction</b>	600.81	1,601.13	-1,000.32	-62.5%
<b>52200 · A/V Materials</b>				
52200.1 · A/V - Adult	0.00	454.61	-454.61	-100.0%
52200.6 · A/V Games	290.89	0.00	290.89	100.0%
<b>Total 52200 · A/V Materials</b>	290.89	454.61	-163.72	-36.0%
<b>52350 · On-Line Resources</b>				
52350.3 · On-Line - Hoopla	470.40	468.42	1.98	0.4%
<b>Total 52350 · On-Line Resources</b>	470.40	468.42	1.98	0.4%
<b>52400 · Periodicals</b>				

## Highwood Public Library & Community Center Profit & Loss w/Prior Month Comparison May 2026

	May 26	Apr 26	\$ Change	% Change
52400.1 · Periodicals - Adult	808.17	45.25	762.92	1,686.0%
52400.3 · Periodicals - Subscription Svc	444.17	199.80	244.37	122.3%
<b>Total 52400 · Periodicals</b>	<b>1,252.34</b>	<b>245.05</b>	<b>1,007.29</b>	<b>411.1%</b>
52650 · Processing Supplies	398.68	6.99	391.69	5,603.6%
<b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>	<b>4,768.39</b>	<b>5,473.03</b>	<b>-704.64</b>	<b>-12.9%</b>
<b>53000 · PROGRAMMING</b>				
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	74.12	146.32	-72.20	-49.3%
53200.2 · Prog. Suppl. - Children	165.09	0.00	165.09	100.0%
53200.3 · Prog. Suppl. - Young Adult	55.28	0.00	55.28	100.0%
<b>Total 53200 · Program Supplies</b>	<b>294.49</b>	<b>146.32</b>	<b>148.17</b>	<b>101.3%</b>
<b>Total 53000 · PROGRAMMING</b>	<b>294.49</b>	<b>146.32</b>	<b>148.17</b>	<b>101.3%</b>
<b>54000 · GRANT EXPENSES</b>				
54110 · Contracted Services	25,099.25	28,789.35	-3,690.10	-12.8%
54115 · Staff Development	406.83	7,570.61	-7,163.78	-94.6%
54120 · Wages & Salaries	70,159.29	75,968.19	-5,808.90	-7.7%
54130 · Employer FICA	5,260.83	5,492.50	-231.67	-4.2%
54131 · IMRF Expense	1,876.96	1,698.42	178.54	10.5%
54132 · Medical/Dental Benefits	5,418.00	5,418.00	0.00	0.0%
54135 · Grant Program Supplies	38,359.53	68,572.84	-30,213.31	-44.1%
54140 · Office Supplies	0.00	-19.47	19.47	100.0%
54185 · Grant Telecommunications	16.99	1,461.46	-1,444.47	-98.8%
<b>Total 54000 · GRANT EXPENSES</b>	<b>146,597.68</b>	<b>194,951.90</b>	<b>-48,354.22</b>	<b>-24.8%</b>
<b>55000 · GENERAL ADMINISTRATION</b>				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	0.00	402.89	-402.89	-100.0%
<b>Total 55100 · Library Board &amp; Staff Expenses</b>	<b>0.00</b>	<b>402.89</b>	<b>-402.89</b>	<b>-100.0%</b>
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	481.15	378.83	102.32	27.0%
55400.3 · Membership Dues/Fees	275.00	0.00	275.00	100.0%
55400.4 · Licensing Fees	0.00	2.40	-2.40	-100.0%
55400.6 · Telecommunications/Internet	44.00	258.61	-214.61	-83.0%
55400.8 · Liability/Property Insurance	7,051.00	4,186.00	2,865.00	68.4%
55400.9 · Workers Compensation Insurance	0.00	1,000.00	-1,000.00	-100.0%
<b>Total 55400 · General Office/Administration</b>	<b>7,851.15</b>	<b>5,825.84</b>	<b>2,025.31</b>	<b>34.8%</b>
55500 · Outreach & Public Relations				
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
<b>Total 55500 · Outreach &amp; Public Relations</b>	<b>38.25</b>	<b>38.25</b>	<b>0.00</b>	<b>0.0%</b>
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	4.21	14.57	-10.36	-71.1%
55600.3 · Other Bank Fees	10.00	-25.00	35.00	140.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	1.50	1.50	0.00	0.0%
<b>Total 55600 · Bank/Svc. Fees &amp; Fin. Charges</b>	<b>15.71</b>	<b>-8.93</b>	<b>24.64</b>	<b>275.9%</b>
<b>Total 55000 · GENERAL ADMINISTRATION</b>	<b>7,905.11</b>	<b>6,258.05</b>	<b>1,647.06</b>	<b>26.3%</b>
<b>56000 · PROFESSIONAL/CONTRACT SERVICES</b>				
56200 · Cleaning Services	0.00	1,638.00	-1,638.00	-100.0%
56300 · IT/Computer Services	0.00	2,775.00	-2,775.00	-100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	196.14	457.14	-261.00	-57.1%
56500.2 · Maintenance Svcs. - Exterior	20.00	230.00	-210.00	-91.3%
56500.3 · Preventative Maintenance	0.00	1,500.00	-1,500.00	-100.0%

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06/18/26

Accrual Basis

**Highwood Public Library & Community Center**  
**Profit & Loss w/Prior Month Comparison**  
**May 2026**

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	<u>May 26</u>	<u>Apr 26</u>	<u>\$ Change</u>	<u>% Change</u>
Total 56500 · Maintenance Services	216.14	2,187.14	-1,971.00	-90.1%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	216.14	6,600.14	-6,384.00	-96.7%
Total Expense	174,939.37	244,045.89	-69,106.52	-28.3%
Net Ordinary Income	-116,998.63	7,297.87	-124,296.50	-1,703.2%
Net Income	<u><u>-116,998.63</u></u>	<u><u>7,297.87</u></u>	<u><u>-124,296.50</u></u>	<u><u>-1,703.2%</u></u>

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	ACH	06/16/2026	Baldwin Krystyn Sherman	Health Equity Professional Liability Insurance 6/ 10201	BOH General Fund Chk. (3563)	-3,153.00
Bill	431285	06/16/2026	NorthShore University HealthSystem	Health Equity Professional Liability Insurance 6/16/2	54196 - Liability/Property Insurance	3,153.00
TOTAL						3,153.00
Bill Pmt -Check	Debit Card	05/29/2026	Adobe Inc.	Acrobat Pro Subscription 05/12/26-05/11/27 - R. I	10207 - BOH Convenience Fund Chk (2208)	-16.35
Bill	3455888557	05/12/2026		Acrobat Pro Subscription 05/12/26-05/11/27 - R. Mil	54135 - Grant Program Supplies	16.35
TOTAL						16.35
Bill Pmt -Check	Debit Card	05/29/2026	Aldi		10207 - BOH Convenience Fund Chk (2208)	-534.92
Bill	04302026	04/30/2026		Community Response Groceries	54135 - Grant Program Supplies	248.70
Bill	05212026	05/21/2026		Community Response Groceries	54135 - Grant Program Supplies	216.78
Bill	05212026-2	05/21/2026		Community Response Groceries	54135 - Grant Program Supplies	69.44
TOTAL						534.92
Bill Pmt -Check	Debit Card	05/29/2026	Amazon.com		10207 - BOH Convenience Fund Chk (2208)	-6,841.95
Bill	11231509508273839	04/28/2026		Children's Program Supplies	54135 - Grant Program Supplies	179.30
Bill	11162279006696242	04/30/2026		Books NF - Adult	52150.1 - Books NF - Adult	16.99
Bill	11141939875220267	04/30/2026		Adult Program Supplies	53200.1 - Prog. Suppl. - Adult	38.47
Bill	11184928331285016	04/30/2026		Adult Program Supplies	53200.1 - Prog. Suppl. - Adult	42.89
Bill	11148326689066631	04/30/2026		A/V - Adult	52200.1 - A/V - Adult	71.64
Bill	11122899532841831	04/30/2026		Books NF - Spanish	52150.4 - Books NF - Spanish	158.14
Bill	11250181140373825	04/30/2026		Books F - Children/Juvenile	52100.2 - Books F - Children/Juvenile	159.02
Bill	11150218186744245	05/02/2026		Staff Meeting Supplies	54135 - Grant Program Supplies	14.99
Bill	11179156996998644	05/02/2026		Children's Program Supplies	53200.2 - Prog. Suppl. - Children	103.20
Bill	11366099482179407	05/05/2026		Books F - Young Adult	52100.3 - Books F - Young Adult	315.28
Bill	11374822715117822	05/05/2026		Books F - Young Adult	52100.3 - Books F - Young Adult	108.47
Bill	11360078063958602	05/05/2026		Books NF - Young Adult	52150.3 - Books NF - Young Adult	83.44
Bill	11381976703396251	05/05/2026		Books NF - Young Adult	52150.3 - Books NF - Young Adult	27.21
Bill	11332297203906642	05/05/2026		PNG Nonfiction Books	54135 - Grant Program Supplies	33.95
Bill	11357116512048248	05/05/2026		PNG Nonfiction Books	54135 - Grant Program Supplies	25.33
Bill	11396641226999462	05/05/2026		PNG Nonfiction Books	54135 - Grant Program Supplies	37.28
Bill	11135635698457853	05/06/2026		Cleaning Supplies	55400.2 - Office/Library Supplies	7.49
Bill	11177160837987433	05/06/2026		Office & Cleaning Supplies	55400.2 - Office/Library Supplies	51.80
Bill	11354415044255429	05/06/2026		Books F - YA Spanish Fiction	52100.6 - Books F - YA Spanish Fiction	124.51
Bill	11362867325044220	05/06/2026		Books F - YA Spanish Fiction	52100.6 - Books F - YA Spanish Fiction	19.37
Bill	11366247282386652	05/06/2026		Books F - YA Spanish Fiction	52100.6 - Books F - YA Spanish Fiction	19.98
Bill	11200363617041033	05/07/2026		First Aid Supplies	55400.2 - Office/Library Supplies	32.98
Bill	11305499092955437	05/08/2026		1 Drawer Organizer	54135 - Grant Program Supplies	14.21
Bill	11307702382241051	05/08/2026		12-Pack Wired Headphones	54135 - Grant Program Supplies	82.99
Bill	11384678575300247	05/08/2026		(2) Button Pin Maker Machines	54135 - Grant Program Supplies	139.98
				(2) Plastic Storage Containers	54135 - Grant Program Supplies	58.92

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11397556962286615	05/08/2026		(1) Plastic Storage Container	54135 · Grant Program Supplies	30.55
Bill	11331082161013047	05/08/2026		Nintendo Switch Games	52200.6 · A/V Games	143.76
Bill	11334683560845817	05/08/2026		A/V Games	52200.6 · A/V Games	147.13
Bill	11339609817173010	05/12/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	31.53
Bill	11369030837605811	05/12/2026		YA SRP Prizes	54135 · Grant Program Supplies	29.99
Bill	11340127367611422	05/12/2026		YA SRP Supplies	54135 · Grant Program Supplies	111.09
Bill	11377835133997034	05/12/2026		YA SRP Supplies	54135 · Grant Program Supplies	10.99
Bill	11377835133997034-2	05/12/2026		YA SRP Supplies	54135 · Grant Program Supplies	8.93
Bill	11345526577329050	05/12/2026		YA SRP Supplies	54135 · Grant Program Supplies	170.27
Bill	11207347003113049	05/13/2026		YA SRP Supplies	54135 · Grant Program Supplies	427.18
Bill	11358637892003405	05/13/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	648.27
Bill	11437204786949840	05/16/2026		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	48.58
Bill	11369420761471417	05/16/2026		YS Toner Replacement	54135 · Grant Program Supplies	99.99
Bill	11163058548811400	05/18/2026		YA Program Supplies	53200.3 · Prog. Suppl. - Young Adult	6.70
Bill	11154545654341827	05/18/2026		Office & Kitchen Supplies	55400.2 · Office/Library Supplies	71.29
Bill	11101486587186608	05/18/2026		Processing Supplies	52650 · Processing Supplies	12.97
Bill	11303914672294617	05/18/2026		Office & Cleaning Supplies	55400.2 · Office/Library Supplies	73.14
Bill	11303927391301055	05/18/2026		YA SRP Prizes	54135 · Grant Program Supplies	38.48
Bill	11397556962286615-2	05/18/2026		Community Response Supplies	54135 · Grant Program Supplies	24.69
Bill	11175752283786631	05/19/2026		Nintendo Switch Games	52200.6 · A/V Games	59.99
Bill	11342384570149857	05/19/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	61.89
Bill	11351854128161800	05/19/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	53.66
Bill	11393581565402608	05/19/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	55.30
Bill	11356561138482634	05/20/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	103.76
Bill	11336761720089055	05/20/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	28.91
Bill	11362307963017841	05/20/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	13.19
Bill	11391881738109036	05/20/2026		Books NF - Young Adult	52150.3 · Books NF - Young Adult	54.41
Bill	05202026	05/20/2026		PNG Nonfiction Books	54135 · Grant Program Supplies	111.81
Bill	11138912787031455	05/22/2026		PNG Nonfiction Books	54135 · Grant Program Supplies	11.85
Bill	11173793960140223	05/22/2026		Display Boxes	54135 · Grant Program Supplies	24.69
Bill	11401567125029810	05/22/2026		Sign Holders	54135 · Grant Program Supplies	47.43
Bill	11454694986129048	05/26/2026		Replacement Toner & Waste Collection Cartridge	55400.2 · Office/Library Supplies	60.14
Bill	11230080535216235	05/26/2026		Adult Program Supplies	53200.1 · Prog. Suppl. - Adult	12.99
Bill	11273596334331423	05/26/2026		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	348.56
Bill	11357509080215404	05/26/2026		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	366.95
Bill	11406318648557856	05/27/2026		YA Program Supplies	54135 · Grant Program Supplies	15.03
Bill	11262512702581054	05/28/2026		Digital Navigation Tablets Cases, Screen Protectors	54135 · Grant Program Supplies	1,215.49
Bill	D01-31299071641867	05/01/2026		Books NF - Adult	52150.1 · Books NF - Adult	68.80
Bill	11147886601897034	05/20/2026		Children's Program Movie	54135 · Grant Program Supplies	2.96
Bill				Processing Supplies	52650 · Processing Supplies	20.78
TOTAL						6,841.95
Bill Pmt -Check	Debit Card	05/29/2026	American Library Association / V	#0095069 Membership through 4/30/27	10207 · BOH Convenience Fund Chk (2208)	-190.00
Bill	05102026	05/10/2026		#0095069 Membership through 4/30/27	55400.3 · Membership Dues/Fees	190.00
TOTAL						190.00

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Barnes &amp; Noble</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-1,545.79</b>
Bill	04302026	04/30/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	78.95
Bill	04302026-2	04/30/2026		Books F - Adult	52100.1 · Books F - Adult	840.46
Bill	04302026-3	04/30/2026		Books NF - Adult	52150.1 · Books NF - Adult	626.38
TOTAL						1,545.79
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Clear Investigative Advantage</b>	<b>April Background Checks</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-36.05</b>
Bill	214008	04/30/2026		April 2026 Background Checks	54110 · Contracted Services	36.05
TOTAL						36.05
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Comcast</b>	<b>Telecom Services for 04/16-05/15/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-160.47</b>
Bill	04092026	04/09/2026		Telecom Services for 04/16-05/15/26	55400.6 · Telecommunications/Internet	160.47
TOTAL						160.47
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Costco</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-121.02</b>
Bill	05062026	05/06/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	91.22
Bill	05062026-2	05/06/2026		Teen Community Response Supplies	54135 · Grant Program Supplies	29.80
TOTAL						121.02
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>D's Coffee Shop</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-400.20</b>
Bill	05052026	05/05/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	100.05
Bill	05122026	05/12/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	100.05
Bill	05192026	05/19/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	100.05
Bill	05262025	05/26/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	100.05
TOTAL						400.20
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Demco</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-364.93</b>
Bill	6138037300	05/18/2026		Processing Supplies	52650 · Processing Supplies	156.65
Bill	78033277799653	05/18/2026		Processing Supplies	52650 · Processing Supplies	208.28
TOTAL						364.93
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Domino's Pizza</b>	<b>Children's Program Supplies</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-76.20</b>
Bill	04/30/2026	04/30/2026		Children's Program Supplies	54135 · Grant Program Supplies	76.20
TOTAL						76.20
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Google</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-46.87</b>
Bill	5556202277	04/30/2026		Google Workspace for 04/01-04/30/26 Archived Usr	55400.4 · Licensing Fees	2.40

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	5571215840	04/30/2026		Google Telecom for April 2026	54185 · Grant Telecommunications	44.47
TOTAL							46.87
	<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Gourmet Frog</b>	<b>Institutional Membership 05/01/26-04/30/2027</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-12.26</b>
	Bill	05272026	05/27/2026		Institutional Membership 05/01/26-04/30/2027	54135 · Grant Program Supplies	12.26
TOTAL							12.26
	<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>H Mart</b>	<b>YA AAPI Month Program Supplies</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-225.95</b>
	Bill	05212026	05/21/2026		YA AAPI Month Program Supplies	54135 · Grant Program Supplies	225.95
TOTAL							225.95
	<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Illinois Library Association</b>	<b>Institutional Membership 05/01/26-04/30/2027</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-85.00</b>
	Bill	05122026	05/12/2026		Institutional Membership 05/01/26-04/30/2027	55400.3 · Membership Dues/Fees	85.00
TOTAL							85.00
	<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Jewel</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-158.27</b>
	Bill	04302026	04/30/2026		HE Program Supplies	54135 · Grant Program Supplies	16.95
	Bill	05062026	05/06/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	15.78
	Bill	05062026-2	05/06/2026		Charlas Supplies	54135 · Grant Program Supplies	23.16
	Bill	05132026	05/13/2026		Charlas Supplies	54135 · Grant Program Supplies	18.95
	Bill	05192026	05/19/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	20.00
	Bill	05202026	05/20/2026		Charlas Supplies	54135 · Grant Program Supplies	21.47
	Bill	05262026	05/26/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	20.00
	Bill	05272026	05/27/2026		Charlas Supplies	54135 · Grant Program Supplies	21.96
TOTAL							158.27
	<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Mailchimp</b>	<b>Monthly Subscription 05/12-06/11/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-38.25</b>
	Bill	MC18686551	05/12/2026		Monthly Subscription 05/12-06/11/26	55500.7 · Newsletter	38.25
TOTAL							38.25
	<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Mariano's</b>	<b>Staff Recognition Supplies</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-16.82</b>
	Bill	05052026	05/05/2026		Staff Recognition Supplies	54115 · Staff Development	16.82
TOTAL							16.82
	<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Simple Practice</b>	<b>Appointment Scheduler for 05/03-06/03/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-247.00</b>
	Bill	724EA5F5-0061	05/03/2026		Appointment Scheduler for 05/03-06/03/26	54135 · Grant Program Supplies	247.00
TOTAL							247.00
	<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>T-Mobile</b>	<b>Internet Service 04/22-05/21/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-10.00</b>

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	04212026	04/21/2026		Internet Service 04/22-05/21/26	55400.6 · Telecommunications/Internet	10.00
TOTAL						<u>10.00</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Target</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-104.17</b>
Bill	05052026	05/05/2026		Staff Recognition Supplies	54115 · Staff Development	24.28
Bill	05222026	05/22/2026		Anime Club Supplies	54135 · Grant Program Supplies	79.89
TOTAL						<u>104.17</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>The Mean Wiener</b>	<b>Staff Recognition Supplies</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-299.25</b>
Bill	05052026	05/05/2026		Staff Recognition Supplies	54115 · Staff Development	299.25
TOTAL						<u>299.25</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>The Wall Street Journal</b>	<b>Wall Street Journal Subscription through 07/17/2</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-230.97</b>
Bill	05182026	05/18/2026		Wall Street Journal Subscription through 07/17/2021	52400.1 · Periodicals - Adult	230.97
TOTAL						<u>230.97</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Vivint, Inc.</b>	<b>Smart Home Service 05/16/26-06/15/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-35.14</b>
Bill	247141808	05/16/2026		Smart Home Service 05/16/26-06/15/26	56500.1 · Maintenance Svcs. - Interior	35.14
TOTAL						<u>35.14</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Walgreens</b>		<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-50.00</b>
Bill	05052026	05/05/2026		Staff Recognition Supplies	54115 · Staff Development	25.00
Bill	05262026	05/26/2026		Staff Recognition Supplies	54115 · Staff Development	25.00
TOTAL						<u>50.00</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Woodmans Markets</b>	<b>Community Response Groceries</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-99.84</b>
Bill	05042026	05/04/2026		Community Response Groceries	54135 · Grant Program Supplies	99.84
TOTAL						<u>99.84</u>
<b>Bill Pmt -Check</b>	<b>Debit Card</b>	<b>05/29/2026</b>	<b>Zoom Video Communications Inc</b>	<b>Health Equity Subscription 05/19/26-06/18/26</b>	<b>10207 · BOH Convenience Fund Chk (2208)</b>	<b>-16.99</b>
Bill	INV354827535	05/19/2026		Health Equity Subscription 05/19/26-06/18/26	54185 · Grant Telecommunications	16.99
TOTAL						<u>16.99</u>
<b>Bill Pmt -Check</b>	<b>3670</b>	<b>06/16/2026</b>	<b>2nd Chance, New Opportunity</b>	<b>Counseling Services Rendered in May 2026</b>	<b>10201 · BOH General Fund Chk. (3563)</b>	<b>-260.00</b>
Bill	100	06/01/2026		Counseling Services Rendered in May 2026	54110 · Contracted Services	260.00
TOTAL						<u>260.00</u>

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	3671	06/16/2026	Aerex Pest Control Service, Inc.	Additional Pest Control Service	10201 - BOH General Fund Chk. (3563)	-50.00
Bill	2680353	05/28/2026		Additional Pest Control Service	56500.1 - Maintenance Svcs. - Interior	50.00
TOTAL						50.00
Bill Pmt -Check	3672	06/16/2026	Arteaga, Axel	Case Management Contracted Services Rendere	10201 - BOH General Fund Chk. (3563)	-2,029.50
Bill	001-5	06/04/2026		Case Management Contracted Services Rendered	154110 - Contracted Services	2,029.50
TOTAL						2,029.50
Bill Pmt -Check	3673	06/16/2026	Beteta Hernandez, Ximena	Contracted Marketing Support for June 2026	10201 - BOH General Fund Chk. (3563)	-1,512.00
Bill	06022026	06/02/2026		Contracted Marketing Support for June 2026	54110 - Contracted Services	1,512.00
TOTAL						1,512.00
Bill Pmt -Check	3674	06/16/2026	Brito, Carolina	June 2026 Counseling Services	10201 - BOH General Fund Chk. (3563)	-2,182.50
Bill	06012026	06/01/2026		June 2026 Counseling Services	54110 - Contracted Services	2,182.50
TOTAL						2,182.50
Bill Pmt -Check	3675	06/16/2026	Carlson, Nova	YA Facilitator Contracted Services for June 2026	10201 - BOH General Fund Chk. (3563)	-198.00
Bill	06022026	06/02/2026		YA Facilitator Contracted Services for June 2026	54110 - Contracted Services	198.00
TOTAL						198.00
Bill Pmt -Check	3676	06/16/2026	City of Highwood.		10201 - BOH General Fund Chk. (3563)	-31,539.15
Bill	2026-GL1	05/26/2026		CY26 Property, General Liability & Equipment Insur:	55400.8 - Liability/Property Insurance	10,577.00
Bill	May 2026 IMRF	06/01/2026		IMRF Payment for May 2026	22100 - IMRF W/H Payable	7,981.76
Bill	WC2026	06/14/2026		Workers Comp Insurance Premium CY26 Down Pa:	55400.9 - Workers Compensation Insurance	3,000.00
Bill	2026-June	06/15/2026		June 2026 Medical/Health Insurance	54132 - Medical/Dental Benefits	5,178.15
				June 2026 Medical/Health Insurance	54132 - Medical/Dental Benefits	804.38
				June 2026 Medical/Health Insurance	54132 - Medical/Dental Benefits	2,216.19
				June 2026 Medical/Health Insurance	51120 - Medical/Health Insurance	1,760.47
				June 2026 Medical/Health Insurance	51130 - Life Insurance	21.20
TOTAL						31,539.15
Bill Pmt -Check	3677	06/16/2026	Consuelo, Inc.	Therapy Services for June 2026	10201 - BOH General Fund Chk. (3563)	-1,800.00
Bill	1090	06/05/2026	NorthShore University HealthSystem	Therapy Services for June 2026	54110 - Contracted Services	1,800.00
TOTAL						1,800.00
Bill Pmt -Check	3678	06/16/2026	Diaz-Simon, Byron	Children's Department Contracted Services for M	10201 - BOH General Fund Chk. (3563)	-320.00
Bill	05012026	05/01/2026		Children's Department Contracted Services for May	54110 - Contracted Services	320.00
TOTAL						320.00

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	3679	06/16/2026	Giraldo, Alexander	Contracted Marketing Support for June 2026	10201 · BOH General Fund Chk. (3563)	-1,344.00
Bill	06032026	06/03/2026		Contracted Marketing Support for June 2026	54110 · Contracted Services	1,344.00
TOTAL						1,344.00
Bill Pmt -Check	3680	06/16/2026	Hernandez, Jose M.	Community Health Worker Services Rendered fo	10201 · BOH General Fund Chk. (3563)	-525.00
Bill	015	05/28/2026		Community Health Worker Services Rendered for Iv	54110 · Contracted Services	525.00
TOTAL						525.00
Bill Pmt -Check	3681	06/16/2026	Highwood Rec Center	Zumba Basement Fee - May 2026	10201 · BOH General Fund Chk. (3563)	-140.00
Bill	41684	05/21/2026		Zumba Basement Fee - May 2026	54135 · Grant Program Supplies	140.00
TOTAL						140.00
Bill Pmt -Check	3682	06/16/2026	Hoopla	May 2026 Usage	10201 · BOH General Fund Chk. (3563)	-470.40
Bill	508945125	05/31/2026		May 2026 Usage	52350.3 · On-Line - Hoopla	470.40
TOTAL						470.40
Bill Pmt -Check	3683	06/16/2026	Kuo, Amanda	Adult Program Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	-61.13
Bill	05012026	05/01/2026		Adult Program Supplies Reimbursement	53200.1 · Prog. Suppl. - Adult	61.13
TOTAL						61.13
Bill Pmt -Check	3684	06/16/2026	Lara, Maria	June 2026 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,638.00
Bill	06042026	06/04/2026		June 2026 Professional Cleaning Services	56200 · Cleaning Services	1,638.00
TOTAL						1,638.00
Bill Pmt -Check	3685	06/16/2026	Libraries First	Museum Adventure Pass 01/01-12/31/26	10201 · BOH General Fund Chk. (3563)	-110.00
Bill	9724	01/23/2026		Museum Adventure Pass 01/01-12/31/26	55400.3 · Membership Dues/Fees	110.00
TOTAL						110.00
Bill Pmt -Check	3686	06/16/2026	Lomeli, Itzayana Rocio Gonzalez	Digital Navigation Contractual Support for June	10201 · BOH General Fund Chk. (3563)	-1,104.00
Bill	06012026	06/01/2026		Digital Navigation Contractual Support for June 202	54110 · Contracted Services	1,104.00
TOTAL						1,104.00
Bill Pmt -Check	3687	06/16/2026	Mak, Maria Teresa	Community Support Contracted Services for Ma	10201 · BOH General Fund Chk. (3563)	-1,995.00
Bill	4	05/29/2026		Community Support Contracted Services for May 20	54110 · Contracted Services	1,995.00
TOTAL						1,995.00

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	3688	06/16/2026	Mead, Piper	Community Support Contracted Services for Ma	10201 · BOH General Fund Chk. (3563)	-1,092.00
Bill	M2	06/01/2026		Community Support Contracted Services for May 20	54110 · Contracted Services	1,092.00
TOTAL						1,092.00
Bill Pmt -Check	3689	06/16/2026	Mejia, Cecilia A Limon	Community Support Contracted Services for Ma	10201 · BOH General Fund Chk. (3563)	-1,218.00
Bill	001-4	06/06/2026		Community Support Contracted Services for May 20	54110 · Contracted Services	1,218.00
TOTAL						1,218.00
Bill Pmt -Check	3690	06/16/2026	Mitchell, Rebecca	Planters Flowers Reimbursement	10201 · BOH General Fund Chk. (3563)	-84.38
Bill	06142026	06/14/2026		Planters Flowers Reimbursement	56500.2 · Maintenance Svcs. - Exterior	84.38
TOTAL						84.38
Bill Pmt -Check	3691	06/16/2026	NEWS-SUN	Subscription Renewal through 01/02/2027 - Acco	10201 · BOH General Fund Chk. (3563)	-577.20
Bill	05282026	05/28/2026		Subscription Renewal through 01/02/2027 - Accou	52400.1 · Periodicals - Adult	577.20
TOTAL						577.20
Bill Pmt -Check	3692	06/16/2026	Patel, Kush	June 2026 Adult Digital Literacy Education & En	10201 · BOH General Fund Chk. (3563)	-736.00
Bill	06012026	06/01/2026		June 2026 Adult Digital Literacy Education & Enga	54110 · Contracted Services	736.00
TOTAL						736.00
Bill Pmt -Check	3693	06/16/2026	Quill	Acct. #C359709	10201 · BOH General Fund Chk. (3563)	-303.95
Bill	48410061	04/02/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	124.55
Bill	48599605	04/17/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	121.99
Bill	48803117	05/05/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	93.09
TOTAL						339.63
Bill Pmt -Check	3694	06/16/2026	Ramirez, Laura		10201 · BOH General Fund Chk. (3563)	-79.88
Bill	04232026-2	04/23/2026		Staff Recognition Supplies Reimbursement	54115 · Staff Development	51.43
Bill	05022026	05/02/2026		Staff Activity Supplies Reimbursement	54115 · Staff Development	28.45
TOTAL						79.88
Bill Pmt -Check	3695	06/16/2026	Rivistas, LLC	Magazine Subscriptions 8/1/2026-7/31/2027	10201 · BOH General Fund Chk. (3563)	-444.17
Bill	22647	05/01/2026		Magazine Subscriptions 8/1/2026-7/31/2027	52400.3 · Periodicals - Subscription Svc	444.17
TOTAL						444.17
Bill Pmt -Check	3696	06/16/2026	Simon Pina, Beatriz	June 2026 Adult Digital Literacy Education & En	10201 · BOH General Fund Chk. (3563)	-2,208.00
Bill	06012026	06/01/2026		June 2026 Adult Digital Literacy Education & Enga	54110 · Contracted Services	2,208.00

## Highwood Public Library & Community Center

### Check Detail

May 25 through June 18, 2026

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL							2,208.00
	Bill Pmt -Check	3697	06/16/2026	Spanish Adult Literacy Consultant	Digital Navigation Services for June 2026	10201 - BOH General Fund Chk. (3563)	-5,799.00
	Bill	06042026	06/04/2026		Digital Navigation Services for June 2026	54110 - Contracted Services	5,799.00
TOTAL							5,799.00
	Bill Pmt -Check	3698	06/16/2026	The I.T. Connection Inc.	Telephone Service for May 2026	10201 - BOH General Fund Chk. (3563)	-44.00
	Bill	12498	05/31/2026		Telephone Service for May 2026	55400.6 - Telecommunications/Internet	44.00
TOTAL							44.00
	Bill Pmt -Check	3699	06/16/2026	Valadez Finest Landscape	May 2026 Lawn Service	10201 - BOH General Fund Chk. (3563)	-195.00
	Bill	06042026	06/04/2026		May 2026 Lawn Service	56500.2 - Maintenance Svcs. - Exterior	195.00
TOTAL							195.00
	Bill Pmt -Check	3700	06/16/2026	Vazquez, Fabiola Hernandez	June Community Health Education & Engageme	10201 - BOH General Fund Chk. (3563)	-1,260.00
	Bill	06032026	06/03/2026		June Community Health Education & Engagement	54110 - Contracted Services	913.33
					June Community Health Education & Engagement	54110 - Contracted Services	346.67
TOTAL							1,260.00
	Bill Pmt -Check	3701	06/16/2026	Vergara Castrejon, Oralia	June Zumba Instructor Services	10201 - BOH General Fund Chk. (3563)	-120.00
	Bill	06082026	06/08/2026		June Zumba Instructor Services	54110 - Contracted Services	120.00
TOTAL							120.00
	Check	3702	06/16/2026	Void		10201 - BOH General Fund Chk. (3563)	0.00
TOTAL							0.00
	Check	3703	06/16/2026	Void		10201 - BOH General Fund Chk. (3563)	0.00
TOTAL							0.00
	Bill Pmt -Check	3704	06/16/2026	Sunset Foods	Community Response Groceries for May 2026	10201 - BOH General Fund Chk. (3563)	-33,913.47
	Bill	05312023	05/31/2026		Community Response Groceries for May 2026	54135 - Grant Program Supplies	33,913.47
TOTAL							33,913.47