



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

Location: Highwood Public Library
Monday, June 23, 2025 – 7 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 June 2, 2025 regular meetings
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the June 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
11. New business
 - a. Discussion of policies: Reference Service, Personnel, Financial Management
 - b. Motion to approve the presented policies
 - c. Capital reserves study and a review of Engberg Anderson proposal for the preparation of a capital asset inventory
 - d. Motion to approve the engagement of Engberg Anderson
 - e. Discussion and motion to approve employee insurance deductions
 - f. Discussion on patron survey as data input into strategic plan
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: Bertha Chavez, Nora Loreda, Paul Martinez, Jason Muelver

Laura Ramirez, Executive Director director@highwoodlibrary.org

102 Highwood Ave. • Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404

**Highwood Library & Community Center
Board of Trustees Regular Meeting – June 2, 2025**

Present—Trustees: Bertha Chavez, Janell Cleland, Nora Loreda, Paul Martinez, Nancy Pastroff, Laura Ramirez, Director

Absent-- Lucy Hospodarsky, Jason Muelver, Catherine Regalado

Ms. Cleland called the meeting to order at 7:08 pm.

Public Comments: None

President's Report

The board reviewed the President's annual report.

Committee annual reports are in progress or were posted to the May board packet.

Ms. Regalado arrived at 7:28 pm.

Secretary's Report

Ms. Regalado moved to approve the March 17, 2025 executive session and April 28, 2025 regular session minutes. Ms. Pastroff seconded, and the motion carried unanimously.

Communication

The director reported communication was received from authors and organizations.

She reviewed April and May suggestion box items. Staff have discussed oversight of children when adults are in programming. Board discussed a request for request for childcare and whether it was a capacity problem that could be handled offsite; this would be additional cost. Director will contact requestor and consider further but there was no clear solution. Staff connected a requestor with CLC tax classes.

Treasurer's Report

Ms. Loreda presented the April financials and May invoices.

- Snow removal will be corrected from April to March
- April wage changes reflect promotions.
- Background checks will be moved from Staff Development to Hiring Services for FY26.

Ms. Regalado moved to approve the May 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:

- 50th anniversary of library is 2027- Friends and Board plan to celebrate.
- National Heat & Power will not complete VAV box installation for HVAC system. WB Olsen aware, and B&G committee lead is looking for replacement companies.
- New hire for circulation desk.
- There was discussion on drawbacks to hosting Election Day voting. Regular volunteers were unavailable as they were already election judges. Board/Friends would be needed. Extra wages for that day estimated at \$450, and overall voting including Early Voting, at \$2000.

Draft, not yet approved

- There is a new member of Friends group offering HR experience. The Friends were very generous over budgeted amount for last fiscal year, and have especially supported food insecurity outreach and the new senior programming that includes donated food.
- Secretary will work with Director to sign IPLAR before end of month.

Committee Reports

Finance: Ms. Pastroff reported that Committee met just before, and discussed IMRF. HLCC auditor has provided everything for FY24 audit to City's auditor. Committee is aware of possible lower income for FY26 for multiple reasons and is looking at how to raise replacement funds. Northwestern Medicine grant was received.

Policy: Ms. Regalado reported on changes in progress for Conflicts of Interest policy as requested by a funder. Director surveyed other directors and Committee recommends keeping wireless accessible. Committee added a new option for photo/address ID to Library Card Policy. FOIA Policy had minor updates and Bylaws had updates to trustee orientation electronic access.

Building and Grounds: Committee is meeting next week.

Old Business - None

New Business

Ms. Regalado moved to approve the Board Bylaws, the Freedom of Information Act Policy, and the Library Card policy. Ms. Cleland seconded, and the motion carried unanimously. The Reference Services policy will be ready for next month.

Ms. Cleland presented the slate for the FY26 Executive Board.

President: Lucy Hospodarsky

Vice President: Janell Cleland

Treasurer: Nancy Pastroff

Secretary: Catherine Regalado

Ms. Cleland moved to approve the slate, Ms. Loredó seconded, and the motion carried unanimously. Ms. Pastroff as new Treasurer will work with the bank to update accounts.

Quarterly outcomes update was tabled for next month.

Ms. Cleland moved and Mr. Martinez seconded to approve the Director's Annual Report. The motion carried unanimously.

Ms. Cleland moved to approve the ILLINET/OCLC Group Services FY26 Member Agreement and the Lake County Workforce Development Youth Employment Agreement. Ms. Loredó seconded and the motion carried unanimously. The President has signed the first and the Vice President signed the second. The Director has already checked with the City and insurance.

The Director explained the proposal from Carol Summerfield for a fast track Strategic Plan that would involve 2 days of discussion with max 20 stakeholders. There was discussion on how to include Board, staff, Friends, a City official, and patron input. The current Mission and Vision

Draft, not yet approved

would be kept. The Values have evolved from last strategic plan, and staff developed a new list at a staff retreat. Ms. Cleland suggested patron input via a brief online survey. Director will get more process details (can attendees come to only 1 date, when would plan be delivered?) and try to schedule 2 dates by end of June via Doodle poll.

Ms. Cleland moved to proceed with the 2 day strategic planning process using Carol Summerfield. Ms. Regalado seconded and the motion carried unanimously.

Depending on strategic plan workshop timing, next board meeting may be shifted to June 30. Treasurer and Secretary would miss if June 30.

Ms. Cleland moved and Ms. Regalado seconded to adjourn the meeting.
Meeting adjourned at 8:53 pm.

Director's Report
June 20, 2025
Library Updates

Admin/Accounting

Records Retention

Building & Grounds

Website/Technology

Accessibility

Communications

HR

Grant Update

Children's Services

- FY24 audit assistance and FY25 close underway (Rebecca)
- FY26 budget and allocation implementation (Laura & Rebecca)
- None
- W.B. Olson has issued a notice of non-performance to National Heat & Power under our contract stipulations, and is pursuing alternate companies in June, in order to get the remaining VAV replacements and HVAC work completed. W.B. Olson has also been in also touch with senior staff at Johnson Controls regarding the testing on the VFD that was removed from RTU-1, to find out why it failed and prevent this issue in the future.
- None
- None
- Vendors and community organizations wanting to post items have communicated with the library.
- N/A
- N/A

Mother's Day Tea Party: For Mother's Day, Children's Services provided a calm and crafty activity for our kids and parents. They provided a fun tea party where the 30 participants started off with tea and cookies, then spent the rest of the program creating a mini photo album/scrap book for the moms in their lives.

In the first photo, a group of moms attended the program, without their grown kids, as a way to celebrate themselves and craft together.



STEM Fun, Mark Rober Style! The Children's Department partnered with student Zach Adolph to offer a second run of this really successful program held back in February. Zach led a group of participants in assembling STEM-based DIY Catapults. Limited participation was allowed for the presenter to manage the project and lead. The kids were really supportive of one another, and they were eager to know when the next program would take place.



Teen Services

In partnership with the Art Impact Project, teens explored what it means to feel at “home”. After a discussion, they were prompted to decorate miniature birdhouses that represented reflections of themselves.



Gratitude Journaling was a hit this month as part of the weekly Wellness Wednesday programming. Teens were given their own journals and spent 30 minutes jotting down what they're grateful for. They spent the remaining 30 minutes of the program personalizing their journals. It will be exciting to see how their journals grow over time!



Staff members Lauren and Karina did outreach at HPHS and Northwood, reaching 585 youth.

Adults Services

High School Equivalency: After months of persistence and patience, Will obtained his high school diploma! We are proud to have been able to help Will to accomplish his academic goal.



English as a Second Language: When Celia came to her first English as a Second Language class, she was very afraid to talk. She shared that she could not speak any English and translated everything into Spanish. However, our instructor could see that although Celia didn't speak English, she did understand the language. Aurora encouraged her to practice and attempt to speak English. After Celia's second week, she is able to read aloud with

confidence and motivates her peers to do the same. She has gained a great deal of self-confidence and has made huge strides in a very short time.

New Biography Book Club: A local volunteer hosted a biography book club discussing the book, *Gather Me*, by Glory Edim. This was an opportunity for patrons to reflect on a non-fiction book as other book clubs offered at the Highwood Library usually focus on fiction. The group enjoyed the event, and the volunteer expressed interest in hosting another book discussion about a non-fiction book again in the future.

The **Beespeckled Band Book club** had its largest turnout since the library fully reopened in late 2023. 15 patrons attended this Sherlock Holmes discussion, showing strong interest in the group after lower attendance during the cooler early springtime.

Health Equity

The Case Management Essentials program has been a lifeline to many Highwood and Highland Park families facing food insecurity. Private funding has allowed the Library to provide groceries and toiletries, helping to relieve families' financial strain. This allows parents to put healthy meals on the table, care for their children, and preserve their dignity during difficult times. Families with children and seniors have reported feeling less anxious about where their next meal will come from.

Board Open Items

None

The Friends of the Highwood Public Library

The Friends of the Highwood Public Library will help host a Library table at the Wednesday Market on Wednesday, July 30th from 4:30 to 9:00 pm. The Friends are committed to helping to reduce food insecurity by providing food during the summer. More information to come!

1:36 PM

06/18/25

Accrual Basis

Highwood Public Library & Community Center

Balance Sheet w/Prior Month Comparison

As of May 31, 2025

	May 31, 25	Apr 30, 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	21.53	24.45	-2.92	-11.9%
10201 · BOH General Fund Chk. (3563)	207,638.27	40,254.14	167,384.13	415.8%
10203 · BOH General Fund Money Market	39,048.30	39,045.73	2.57	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	4,443.77	6,601.18	-2,157.41	-32.7%
10216 · IMET Capital Impr. Fund (8102)	4,169.84	4,154.26	15.58	0.4%
10221 · IMET Reserve Fund (8101)	409,073.51	407,545.20	1,528.31	0.4%
10240 · BOH Convenience Fund Chk (2208)	2,216.19	2,264.23	-48.04	-2.1%
Total 10000 · CASH & INVESTMENT ACCOUNTS	667,742.85	501,020.63	166,722.22	33.3%
Total Checking/Savings	667,742.85	501,020.63	166,722.22	33.3%
Other Current Assets				
13600 · Grant Receivables	0.00	134,237.48	-134,237.48	-100.0%
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%
Total Other Current Assets	338,542.31	472,779.79	-134,237.48	-28.4%
Total Current Assets	1,006,285.16	973,800.42	32,484.74	3.3%
TOTAL ASSETS	1,006,285.16	973,800.42	32,484.74	3.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	19,157.06	6,218.29	12,938.77	208.1%
Total Accounts Payable	19,157.06	6,218.29	12,938.77	208.1%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	146.25	0.00	146.25	100.0%
22101 · Insurance Payable	780.15	-637.35	1,417.50	222.4%
Total 22000 · Payroll Liabilities	926.40	-637.35	1,563.75	245.4%
23100 · Accrued Payroll	0.00	38,817.75	-38,817.75	-100.0%
23110 · Accrued Insurance	3,463.00	3,463.00	0.00	0.0%
23300 · Due To/From City of Highwood	0.00	4,554.58	-4,554.58	-100.0%
24000 · Deferred Property Taxes	337,838.00	337,838.00	0.00	0.0%
24300 · Unearned Revenue	-3,793.60	1,282,566.55	-1,286,360.15	-100.3%
Total Other Current Liabilities	338,433.80	1,666,602.53	-1,328,168.73	-79.7%
Total Current Liabilities	357,590.86	1,672,820.82	-1,315,229.96	-78.6%
Total Liabilities	357,590.86	1,672,820.82	-1,315,229.96	-78.6%
Equity				
32000 · Unrestricted Net Assets	-699,020.40	-717,414.97	18,394.57	2.6%
Net Income	1,347,714.70	18,394.57	1,329,320.13	7,226.7%
Total Equity	648,694.30	-699,020.40	1,347,714.70	192.8%
TOTAL LIABILITIES & EQUITY	1,006,285.16	973,800.42	32,484.74	3.3%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2025

	May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	0.00	337,838.00	-337,838.00	0.0%
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	440,766.95	1,201,647.04	-760,880.09	36.7%
41330 · Temp. Restricted Grant- Bldg	1,000,000.00	0.00	1,000,000.00	100.0%
Total 41300 · Grants	1,440,766.95	1,209,047.04	231,719.91	119.2%
41400 · Interest & Dividends	1,546.46	5,000.00	-3,453.54	30.9%
Total 41000 · GENERAL REVENUES	1,442,313.41	1,556,885.04	-114,571.63	92.6%
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	122.80	2,200.00	-2,077.20	5.6%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	800.00	-781.07	2.4%
42900.2 · Friends of the Library	0.00	5,937.00	-5,937.00	0.0%
Total 42900 · Gifts & Donations	18.93	6,737.00	-6,718.07	0.3%
Total 42000 · OPERATING REVENUES	265.69	9,737.00	-9,471.31	2.7%
49999 · Miscellaneous Income	15.25	0.00	15.25	100.0%
Total Income	1,442,594.35	1,566,622.04	-124,027.69	92.1%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	15,212.72	197,762.18	-182,549.46	7.7%
51115 · IMRF Expense	540.90	7,031.74	-6,490.84	7.7%
51120 · Medical/Health Insurance	1,760.47	21,125.66	-19,365.19	8.3%
51130 · Life Insurance	8.88	304.56	-295.68	2.9%
51140 · Employer FICA	1,163.77	15,128.81	-13,965.04	7.7%
51999 · Payroll Processing Fees	0.00	3,242.40	-3,242.40	0.0%
Total 51000 · PERSONNEL & BENEFITS	18,686.74	244,595.35	-225,908.61	7.6%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	94.54	4,000.00	-3,905.46	2.4%
52100.2 · Books F - Children/Juvenile	32.98	2,500.00	-2,467.02	1.3%
52100.3 · Books F - Young Adult	251.60	3,000.00	-2,748.40	8.4%
52100.4 · Books F - Spanish Adult	0.00	1,000.00	-1,000.00	0.0%
52100.5 · Books F - Spanish Chld./Juv.	25.94	2,400.00	-2,374.06	1.1%
52100.6 · Books F - YA Spanish Fiction	157.91	2,000.00	-1,842.09	7.9%
Total 52100 · Books, Fiction	562.97	14,900.00	-14,337.03	3.8%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	296.33	3,100.00	-2,803.67	9.6%
52150.2 · Books NF - Children/Juvenile	0.00	2,700.00	-2,700.00	0.0%
52150.3 · Books NF - Young Adult	84.87	1,000.00	-915.13	8.5%
52150.4 · Books NF - Spanish	8.50	2,000.00	-1,991.50	0.4%
Total 52150 · Books, Non-Fiction	389.70	8,800.00	-8,410.30	4.4%
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	479.62	3,900.00	-3,420.38	12.3%
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	479.62	6,000.00	-5,520.38	8.0%
52400 · Periodicals				
52400.1 · Periodicals - Adult	497.77	5,500.00	-5,002.23	9.1%
52400.3 · Periodicals - Subscription Svc	0.00	1,200.00	-1,200.00	0.0%
Total 52400 · Periodicals	497.77	6,700.00	-6,202.23	7.4%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2025

	May 25	Budget	\$ Over Budget	% of Budget
52650 · Processing Supplies	301.72	876.00	-574.28	34.4%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	2,498.20	41,376.00	-38,877.80	6.0%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	0.00	500.00	-500.00	0.0%
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	350.00	3,100.00	-2,750.00	11.3%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	1,000.00	-1,000.00	0.0%
53200.2 · Prog. Suppl. - Children	1,110.13	3,000.00	-1,889.87	37.0%
53200.3 · Prog. Suppl. - Young Adult	197.18	1,000.00	-802.82	19.7%
Total 53200 · Program Supplies	1,307.31	5,000.00	-3,692.69	26.1%
Total 53000 · PROGRAMMING	1,657.31	8,100.00	-6,442.69	20.5%
54000 · GRANT EXPENSES				
54110 · Contracted Services	17,427.00	392,258.00	-374,831.00	4.4%
54115 · Staff Development	41.77	6,300.00	-6,258.23	0.7%
54120 · Wages & Salaries	37,931.94	570,991.45	-533,059.51	6.6%
54125 · Bonuses/Overtime	0.00	29,200.00	-29,200.00	0.0%
54130 · Employer FICA	2,716.52	43,680.84	-40,964.32	6.2%
54131 · IMRF Expense	1,237.79	20,912.61	-19,674.82	5.9%
54132 · Medical/Dental Benefits	5,389.56	63,690.75	-58,301.19	8.5%
54135 · Grant Program Supplies	3,498.43	55,741.81	-52,243.38	6.3%
54185 · Grant Telecommunications	0.00	676.00	-676.00	0.0%
54196 · Liability/Property Insurance	0.00	2,839.00	-2,839.00	0.0%
54199 · Indirect Costs to Operations	0.00	15,360.00	-15,360.00	0.0%
Total 54000 · GRANT EXPENSES	68,243.01	1,201,650.46	-1,133,407.45	5.7%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	460.00	3,800.00	-3,340.00	12.1%
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	460.00	4,600.00	-4,140.00	10.0%
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	0.00	1,000.00	-1,000.00	0.0%
55200.6 · Software	0.00	500.00	-500.00	0.0%
Total 55200 · Technology	0.00	4,500.00	-4,500.00	0.0%
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	397.71	6,263.15	-5,865.44	6.4%
55400.3 · Membership Dues/Fees	275.00	1,785.00	-1,510.00	15.4%
55400.4 · Licensing Fees	855.00	3,560.00	-2,705.00	24.0%
55400.5 · Postage & Shipping Fees	0.00	300.00	-300.00	0.0%
55400.6 · Telecommunications/Internet	0.00	3,696.00	-3,696.00	0.0%
55400.8 · Liability/Property Insurance	0.00	11,646.00	-11,646.00	0.0%
55400.9 · Workers Compensation Insurance	0.00	2,800.00	-2,800.00	0.0%
Total 55400 · General Office/Administration	1,527.71	30,050.15	-28,522.44	5.1%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
55500.7 · Newsletter	38.25	459.00	-420.75	8.3%
Total 55500 · Outreach & Public Relations	38.25	959.00	-920.75	4.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	7.30	0.00	7.30	100.0%
55600.3 · Other Bank Fees	0.00	20.00	-20.00	0.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	7.30	20.00	-12.70	36.5%

1:37 PM

06/18/25

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2025

	May 25	Budget	\$ Over Budget	% of Budget
Total 55000 · GENERAL ADMINISTRATION	2,033.26	40,679.15	-38,645.89	5.0%
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	1,620.00	15,000.00	-13,380.00	10.8%
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	0.00	1,880.00	-1,880.00	0.0%
56500.3 · Preventative Mainenance	0.00	4,500.00	-4,500.00	0.0%
Total 56500 · Maintenance Services	141.13	11,112.00	-10,970.87	1.3%
56600 · Hiring Services	0.00	815.00	-815.00	0.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	1,761.13	40,077.00	-38,315.87	4.4%
Total Expense	94,879.65	1,576,477.96	-1,481,598.31	6.0%
Net Ordinary Income	1,347,714.70	-9,855.92	1,357,570.62	-13,674.2%
Net Income	1,347,714.70	-9,855.92	1,357,570.62	-13,674.2%

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Accrual Basis

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

May 2025

	May 25	Apr 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41200 · Tax Revenue - PPRT	0.00	3,180.42	-3,180.42	-100.0%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	440,766.95	-241,017.74	681,784.69	282.9%
41330 · Temp. Restricted Grant- Bldg	1,000,000.00	-1,000,000.00	2,000,000.00	200.0%
Total 41300 · Grants	1,440,766.95	-1,241,017.74	2,681,784.69	216.1%
41400 · Interest & Dividends	1,546.46	1,447.00	99.46	6.9%
Total 41000 · GENERAL REVENUES	1,442,313.41	-1,236,390.32	2,678,703.73	216.7%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	48.50	94.50	-46.00	-48.7%
42300 · Book Sales	75.46	57.00	18.46	32.4%
42600 · Photocopier	122.80	225.15	-102.35	-45.5%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	-4,981.07	5,000.00	100.4%
42900.2 · Friends of the Library	0.00	109,000.00	-109,000.00	-100.0%
Total 42900 · Gifts & Donations	18.93	104,018.93	-104,000.00	-100.0%
Total 42000 · OPERATING REVENUES	265.69	104,395.58	-104,129.89	-99.8%
49999 · Miscellaneous Income	15.25	0.00	15.25	100.0%
Total Income	1,442,594.35	-1,131,994.74	2,574,589.09	227.4%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	15,212.72	42,603.17	-27,390.45	-64.3%
51115 · IMRF Expense	540.90	466.44	74.46	16.0%
51120 · Medical/Health Insurance	1,760.47	-317.03	2,077.50	655.3%
51125 · Dental Insurance	0.00	-54.58	54.58	100.0%
51130 · Life Insurance	8.88	0.00	8.88	100.0%
51135 · Vision Insurance	0.00	-7.49	7.49	100.0%
51140 · Employer FICA	1,163.77	3,219.03	-2,055.26	-63.9%
51999 · Payroll Processing Fees	0.00	128.00	-128.00	-100.0%
Total 51000 · PERSONNEL & BENEFITS	18,686.74	46,037.54	-27,350.80	-59.4%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	94.54	409.77	-315.23	-76.9%
52100.2 · Books F - Children/Juvenile	32.98	498.37	-465.39	-93.4%
52100.3 · Books F - Young Adult	251.60	0.00	251.60	100.0%
52100.4 · Books F - Spanish Adult	0.00	207.98	-207.98	-100.0%
52100.5 · Books F - Spanish Chld./Juv.	25.94	457.05	-431.11	-94.3%
52100.6 · Books F - YA Spanish Fiction	157.91	0.00	157.91	100.0%
Total 52100 · Books, Fiction	562.97	1,573.17	-1,010.20	-64.2%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	296.33	0.00	296.33	100.0%
52150.2 · Books NF - Children/Juvenile	0.00	1,418.65	-1,418.65	-100.0%
52150.3 · Books NF - Young Adult	84.87	0.00	84.87	100.0%
52150.4 · Books NF - Spanish	8.50	522.65	-514.15	-98.4%
Total 52150 · Books, Non-Fiction	389.70	1,941.30	-1,551.60	-79.9%
52200 · A/V Materials				
52200.1 · A/V - Adult	20.99	936.72	-915.73	-97.8%
52200.6 · A/V Games	245.43	0.00	245.43	100.0%
Total 52200 · A/V Materials	266.42	936.72	-670.30	-71.6%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	479.62	372.59	107.03	28.7%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

May 2025

	May 25	Apr 25	\$ Change	% Change
Total 52350 · On-Line Resources	479.62	372.59	107.03	28.7%
52400 · Periodicals				
52400.1 · Periodicals - Adult	497.77	0.00	497.77	100.0%
Total 52400 · Periodicals	497.77	0.00	497.77	100.0%
52650 · Processing Supplies	301.72	6.27	295.45	4,712.1%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	2,498.20	4,830.05	-2,331.85	-48.3%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.3 · Program Fac- Child	350.00	0.00	350.00	100.0%
Total 53100 · Library Program Facilitators	350.00	0.00	350.00	100.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	505.00	-505.00	-100.0%
53200.2 · Prog. Suppl. - Children	1,110.13	0.00	1,110.13	100.0%
53200.3 · Prog. Suppl. - Young Adult	197.18	46.30	150.88	325.9%
Total 53200 · Program Supplies	1,307.31	551.30	756.01	137.1%
Total 53000 · PROGRAMMING	1,657.31	551.30	1,106.01	200.6%
54000 · GRANT EXPENSES				
54110 · Contracted Services	17,427.00	43,515.14	-26,088.14	-60.0%
54115 · Staff Development	41.77	0.00	41.77	100.0%
54120 · Wages & Salaries	37,931.94	71,987.92	-34,055.98	-47.3%
54130 · Employer FICA	2,716.52	5,269.04	-2,552.52	-48.4%
54131 · IMRF Expense	1,237.79	2,365.90	-1,128.11	-47.7%
54132 · Medical/Dental Benefits	5,389.56	-2,246.92	7,636.48	339.9%
54135 · Grant Program Supplies	3,498.43	3,166.80	331.63	10.5%
54185 · Grant Telecommunications	0.00	1,243.36	-1,243.36	-100.0%
Total 54000 · GRANT EXPENSES	68,243.01	125,301.24	-57,058.23	-45.5%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	460.00	537.00	-77.00	-14.3%
Total 55100 · Library Board & Staff Expenses	460.00	537.00	-77.00	-14.3%
55200 · Technology				
55200.5 · Hardware Purchases	0.00	1,006.28	-1,006.28	-100.0%
55200.6 · Software	0.00	411.32	-411.32	-100.0%
Total 55200 · Technology	0.00	1,417.60	-1,417.60	-100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	397.71	902.45	-504.74	-55.9%
55400.3 · Membership Dues/Fees	275.00	65.00	210.00	323.1%
55400.4 · Licensing Fees	855.00	331.88	523.12	157.6%
55400.6 · Telecommunications/Internet	0.00	378.87	-378.87	-100.0%
55400.8 · Liability/Property Insurance	0.00	4,123.00	-4,123.00	-100.0%
55400.9 · Workers Compensation Insurance	0.00	2,793.00	-2,793.00	-100.0%
Total 55400 · General Office/Administration	1,527.71	8,594.20	-7,066.49	-82.2%
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	7.30	15.03	-7.73	-51.4%
Total 55600 · Bank/Svc. Fees & Fin. Charges	7.30	15.03	-7.73	-51.4%
Total 55000 · GENERAL ADMINISTRATION	2,033.26	10,602.08	-8,568.82	-80.8%
56000 · PROFESSIONAL/CONTRACT SERVICES				

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Accrual Basis

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

May 2025

	May 25	Apr 25	\$ Change	% Change
56100 · Accounting Services	0.00	23,213.36	-23,213.36	-100.0%
56200 · Cleaning Services	1,620.00	500.00	1,120.00	224.0%
56300 · IT/Computer Services	0.00	4,004.00	-4,004.00	-100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	141.13	1,580.13	-1,439.00	-91.1%
56500.2 · Maintenance Svcs. - Exterior	0.00	185.00	-185.00	-100.0%
Total 56500 · Maintenance Services	141.13	1,765.13	-1,624.00	-92.0%
56600 · Hiring Services	0.00	36.05	-36.05	-100.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	1,761.13	29,518.54	-27,757.41	-94.0%
Total Expense	94,879.65	216,840.75	-121,961.10	-56.2%
Net Ordinary Income	1,347,714.70	-1,348,835.49	2,696,550.19	199.9%
Net Income	1,347,714.70	-1,348,835.49	2,696,550.19	199.9%

Highwood Public Library & Community Center
Check Detail
May 27 through June 18, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	05/30/2025	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-4,019.55
Bill	11321083952688233	05/01/2025		Books F - Adult	52100.1 · Books F - Adult	59.14
Bill	1132499608392267	05/01/2025		YA Outreach Supplies	53200.3 · Prog. Suppl. - Young Adult	27.97
Bill	11317755669394669-1	05/01/2025		YA Outreach Supplies	54135 · Grant Program Supplies	213.58
Bill	11317755669394669-2	05/02/2025		YA Outreach Supplies	54135 · Grant Program Supplies	12.98
Bill	11255184852914665-1	05/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	34.15
Bill	11296474888243427	05/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	55.06
Bill	11297673308102653	05/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	56.20
Bill	11289080752572242	05/02/2025		A/V Games	52200.6 · A/V Games	65.98
Bill	11212093662757059	05/02/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	66.60
Bill	11205754733040203	05/02/2025		Books NF - Young Adult	52150.3 · Books NF - Young Adult	69.07
Bill	11287896038261820	05/02/2025		A/V Games	52200.6 · A/V Games	179.45
Bill	11214937293168249	05/02/2025		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	61.96
Bill	11258230438777866	05/05/2025		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	22.57
Bill	11280081734465007	05/05/2025		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	18.55
Bill	11276167149149002	05/05/2025		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	54.83
Bill	11235532628242603	05/05/2025		YA Board Games	53200.3 · Prog. Suppl. - Young Adult	38.66
Bill	11105262003528230	05/05/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	74.20
Bill	11184013013539438	05/05/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	115.16
Bill	11198453999897069-4	05/05/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	10.99
Bill	11184716856270669-5	05/05/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	19.99
Bill	11255184852914665-2	05/06/2025		Books F - Young Adult	52100.3 · Books F - Young Adult	39.59
Bill	11249353384578628	05/07/2025		TAB Supplies	53200.3 · Prog. Suppl. - Young Adult	18.99
Bill	11290051841224260	05/09/2025		(24) Sheets Heat Transfer Vinyl	54135 · Grant Program Supplies	20.99
				(18) Sheets Heat Transfer Vinyl	54135 · Grant Program Supplies	14.99
Bill	11184716856270669-4	05/12/2025		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	12.99
Bill	11108455208306634	05/12/2025		Office Supplies	55400.2 · Office/Library Supplies	65.36
Bill	11289798758142611	05/13/2025		Books NF - Young Adult	52150.3 · Books NF - Young Adult	15.80
Bill	11211251186574601	05/14/2025		Summer Reading Prizes	54135 · Grant Program Supplies	12.99
Bill	11236102437143438	05/14/2025		Summer Reading Prizes	54135 · Grant Program Supplies	75.95
Bill	11228754153544262-1	05/14/2025		Summer Reading Prizes	54135 · Grant Program Supplies	83.79
Bill	11253276358727431	05/14/2025		Summer Reading Prizes	54135 · Grant Program Supplies	107.57
Bill	11136331284538663	05/16/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	117.93
Bill	11110869286232212	05/16/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	114.30
Bill	11198453999897069-5	05/19/2025		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	14.95
Bill	11134363040593004	05/19/2025		Library Office Supplies	55400.2 · Office/Library Supplies	58.00
Bill	11228754153544262-2	05/20/2025		Summer Reading Prizes	54135 · Grant Program Supplies	14.99
Bill	11279782263829800	05/20/2025		Summer Reading Supplies	53200.3 · Prog. Suppl. - Young Adult	9.99
Bill	11264131420833840	05/20/2025		Summer Reading Prizes	53200.3 · Prog. Suppl. - Young Adult	13.99
Bill	11192717130788229	05/21/2025		Library Office Supplies	55400.2 · Office/Library Supplies	23.99
Bill	11122533721960212	05/21/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	41.83
Bill	11275354662269844	05/22/2025		AP File Folders	55400.2 · Office/Library Supplies	14.85
Bill	11163152080377040	05/23/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	13.97
Bill	11372276630553863	05/23/2025		A/V - Adult	52200.1 · A/V - Adult	20.99
Bill	1118387112246635	05/23/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	103.91

Highwood Public Library & Community Center

Check Detail

May 27 through June 18, 2025

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11343446386121023	05/23/2025		Books NF - Adult	52150.1 · Books NF - Adult	69.42
Bill	11356651947740230	05/23/2025		Books NF - Adult	52150.1 · Books NF - Adult	183.96
Bill	11146744758070615	05/27/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	40.99
Bill	11363999339374669	05/27/2025		Case Management Supplies	54135 · Grant Program Supplies	654.59
Bill	11315834875621863	05/28/2025		Case Management Supplies	54135 · Grant Program Supplies	80.85
Bill	11125778239842606	05/29/2025		GED Exam Study Materials	54135 · Grant Program Supplies	201.15
Bill	11116817476525812	05/29/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	144.12
Bill	11143317888180258	05/29/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	20.99
Bill	11176742526236262	05/30/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	45.44
Bill	11196466862190646	05/30/2025		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	236.80
Bill	11167212485517867	05/30/2025		Books NF - Spanish	52150.4 · Books NF - Spanish	8.50
				Books NF - Adult	52150.1 · Books NF - Adult	42.95
TOTAL						4,019.55
Bill Pmt -Check	Debit Card	05/30/2025	Clear Investigative Advantage	April Background Checks	10240 · BOH Convenience Fund Chk (2208)	-36.05
Bill	196279	04/30/2025		April Background Checks	56600 · Hiring Services	36.05
TOTAL						36.05
Bill Pmt -Check	Debit Card	05/30/2025	Comcast	Telecom Services for 4/16-5/15/25	10240 · BOH Convenience Fund Chk (2208)	-137.14
Bill	034092025	04/09/2025		Telecom Services for 4/16-5/15/25	55400.6 · Telecommunications/Internet	137.14
TOTAL						137.14
Bill Pmt -Check	Debit Card	05/30/2025	Costco	Library Office Cleaning & Staff Supplies	10240 · BOH Convenience Fund Chk (2208)	-113.67
Bill	05092025	05/09/2025		Library Office Cleaning & Staff Supplies	55400.2 · Office/Library Supplies	113.67
TOTAL						113.67
Bill Pmt -Check	Debit Card	05/30/2025	Dollar Tree	Children's Library of Things Supplies	10240 · BOH Convenience Fund Chk (2208)	-22.95
Bill	05120225	05/12/2025		Children's Library of Things Supplies	53200.2 · Prog. Suppl. - Children	22.95
TOTAL						22.95
Bill Pmt -Check	Debit Card	05/30/2025	Goodwill		10240 · BOH Convenience Fund Chk (2208)	-39.48
Bill	05122025-2	05/12/2025		Children's Library of Things Supplies	53200.2 · Prog. Suppl. - Children	15.29
Bill	05122025	05/12/2025		Children's Library of Things Supplies	53200.2 · Prog. Suppl. - Children	24.19
TOTAL						39.48
Bill Pmt -Check	Debit Card	05/30/2025	Google		10240 · BOH Convenience Fund Chk (2208)	-375.24
Bill	5250504057	04/30/2025		Google Telecom for April	54185 · Grant Telecommunications	43.36
Bill	5241894075	04/30/2025		Google Workspace for April	55400.4 · Licensing Fees	331.88
TOTAL						375.24
Bill Pmt -Check	Debit Card	05/30/2025	H Mart	YA Program Supplies	10240 · BOH Convenience Fund Chk (2208)	-104.01

Highwood Public Library & Community Center

Check Detail

May 27 through June 18, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	05212025	05/21/2025		YA Program Supplies	54135 · Grant Program Supplies	104.01
							104.01
	Bill Pmt -Check	Debit Card	05/30/2025	Hobby Lobby	TAB Supplies	10240 · BOH Convenience Fund Chk (2208)	-87.58
TOTAL	Bill	05092025	05/09/2025		TAB Supplies	53200.3 · Prog. Suppl. - Young Adult	87.58
							87.58
	Bill Pmt -Check	Debit Card	05/30/2025	International E-Z UP, Inc.	Marketing Materials	10240 · BOH Convenience Fund Chk (2208)	-328.00
TOTAL	Bill	0698803	04/30/2025		Marketing Materials	54135 · Grant Program Supplies	328.00
							328.00
	Bill Pmt -Check	Debit Card	05/30/2025	Jewel		10240 · BOH Convenience Fund Chk (2208)	-113.00
TOTAL	Bill	05012025	05/01/2025		Charlas Supplies	54135 · Grant Program Supplies	22.83
	Bill	05082025	05/12/2025		Charlas Supplies	54135 · Grant Program Supplies	28.74
	Bill	05152025	05/15/2025		Charlas Supplies	54135 · Grant Program Supplies	32.96
	Bill	05272025	05/27/2025		Charlas Supplies	54135 · Grant Program Supplies	28.47
							113.00
	Bill Pmt -Check	Debit Card	05/30/2025	Mailchimp	Monthly Subscription 5/12-6/11/25	10240 · BOH Convenience Fund Chk (2208)	-38.25
TOTAL	Bill	MC16268491	05/12/2025		Monthly Subscription 5/12-6/11/25	55500.7 · Newsletter	38.25
							38.25
	Bill Pmt -Check	Debit Card	05/30/2025	Mariano's	Staff Recognition Supplies	10240 · BOH Convenience Fund Chk (2208)	-26.44
TOTAL	Bill	05212025	05/21/2025		Staff Recognition Supplies	54135 · Grant Program Supplies	26.44
							26.44
	Bill Pmt -Check	Debit Card	05/30/2025	NEWS-SUN	Subscription Renewal through 08/01/2025 - Acco	10240 · BOH Convenience Fund Chk (2208)	-302.80
TOTAL	Bill	05022025	05/02/2025		Subscription Renewal through 08/01/2025 - Accoun	52400.1 · Periodicals - Adult	302.80
							302.80
	Bill Pmt -Check	Debit Card	05/30/2025	Sams Club	Staff Recognition Supplies	10240 · BOH Convenience Fund Chk (2208)	-16.77
TOTAL	Bill	05152025	05/15/2025		Staff Recognition Supplies	54115 · Staff Development	16.77
							16.77
	Bill Pmt -Check	Debit Card	05/30/2025	Simple Practice	Appointment Scheduler for 5/3-6/3/25	10240 · BOH Convenience Fund Chk (2208)	-173.18
TOTAL	Bill	724EA5F5-0050	05/02/2025		Appointment Scheduler for 5/3-6/3/25	54135 · Grant Program Supplies	247.00
							247.00

Highwood Public Library & Community Center

Check Detail

May 27 through June 18, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill Pmt -Check	Debit Card	05/30/2025	T-Mobile	Internet Service 4/22-5/21/2025	10240 · BOH Convenience Fund Chk (2208)	-10.00
	Bill	04212025	04/21/2025		Internet Service 4/22-5/21/2025	55400.6 · Telecommunications/Internet	10.00
							10.00
TOTAL	Bill Pmt -Check	Debit Card	05/30/2025	Target	Children's Craft Supplies	10240 · BOH Convenience Fund Chk (2208)	-49.46
	Bill	05192025	05/19/2025		Children's Craft Supplies	54135 · Grant Program Supplies	49.46
							49.46
TOTAL	Bill Pmt -Check	Debit Card	05/30/2025	The Wall Street Journal	Wall Street Journal Subscription through 8/17/2025	10240 · BOH Convenience Fund Chk (2208)	-194.97
	Bill	05192025	05/19/2025		Wall Street Journal Subscription through 8/17/2025	52400.1 · Periodicals - Adult	194.97
							194.97
TOTAL	Bill Pmt -Check	Debit Card	05/30/2025	Vivint, Inc.	Smart Home Service 5/16-6/15/25	10240 · BOH Convenience Fund Chk (2208)	-30.13
	Bill	217149783	05/16/2025		Smart Home Service 5/16-6/15/25	56500.1 · Maintenance Svcs. - Interior	30.13
							30.13
TOTAL	Bill Pmt -Check	Debit Card	05/30/2025	Walgreens	Staff Supplies	10240 · BOH Convenience Fund Chk (2208)	-4.84
	Bill	05272025	05/27/2025		Staff Supplies	54135 · Grant Program Supplies	4.84
							4.84
TOTAL	Bill Pmt -Check	3306	06/18/2025	African American Museum at England Manor	Adult Program Facilitator Fee	10201 · BOH General Fund Chk. (3563)	-450.00
	Bill	06032025	06/03/2025		Adult Program Facilitator Fee	53100.1 · Program Fac.-Adult	450.00
							450.00
TOTAL	Bill Pmt -Check	3307	06/18/2025	Avila, Yenny		10201 · BOH General Fund Chk. (3563)	-31.92
	Bill	05012025	05/01/2025		Support Group Supplies Reimbursement	54135 · Grant Program Supplies	13.65
	Bill	05012025-2	05/01/2025		HE First Aid Supplies Reimbursement	54135 · Grant Program Supplies	7.08
	Bill	05122025	05/12/2025		Meeting Supplies Reimbursement	54135 · Grant Program Supplies	11.19
							31.92
TOTAL	Bill Pmt -Check	3308	06/18/2025	Baker & Taylor	Acct. #L425431 - Library Materials	10201 · BOH General Fund Chk. (3563)	-39.59
	Bill	2039061877	05/08/2025		Books F - Adult	52100.1 · Books F - Adult	35.40
					Processing Supplies	52650 · Processing Supplies	4.19
							39.59
	Bill Pmt -Check	3309	06/18/2025	Beteta Hernandez, Ximena	Contracted Marketing Support for June 2025	10201 · BOH General Fund Chk. (3563)	-840.00

Highwood Public Library & Community Center

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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	06042025	06/04/2025		Contracted Marketing Support for June 2025	54110 · Contracted Services	840.00
							840.00
	Bill Pmt -Check	3310	06/18/2025	Brito, Carolina	June 2025 Counseling Services	10201 · BOH General Fund Chk. (3563)	-1,425.00
TOTAL	Bill	06012025	06/01/2025		June 2025 Counseling Services	54110 · Contracted Services	1,425.00
							1,425.00
	Bill Pmt -Check	3311	06/18/2025	Brotsos, Alex	ALA Conference Registration Reimbursement -	10201 · BOH General Fund Chk. (3563)	-450.00
TOTAL	Bill	2192825	05/25/2025		ALA Conference Registration Reimbursement - A. E 55100.1 · Staff Development		450.00
							450.00
	Bill Pmt -Check	3312	06/18/2025	City of Highwood.		10201 · BOH General Fund Chk. (3563)	-35,025.58
TOTAL	Bill	2025-May	05/02/2025	IL State Library PNG	May 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	159.31
				Blue Cross Blue Shield	May 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	5,590.01
				Anonymous V	May 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	611.45
				Highland Park Community Foundation	May 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,247.32
					May 2025 Medical/Health Insurance	51120 · Medical/Health Insurance	1,760.47
	Bill	2025-June	06/04/2025	IL State Library PNG	May 2025 Medical/Health Insurance	51130 · Life Insurance	8.88
				NorthShore University HealthSystem	June 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	159.31
				Anonymous V	June 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	4,878.78
				Highland Park Community Foundation	June 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	729.45
					June 2025 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,837.32
	Bill	May 2025 IMRF	05/01/2025		June 2025 Medical/Health Insurance	51120 · Medical/Health Insurance	1,760.47
					June 2025 Medical/Health Insurance	51130 · Life Insurance	12.11
					CY2025 Property & GL Insurance	55400.8 · Liability/Property Insurance	10,389.00
					IMRF Payment for May 2025	22100 · IMRF W/H Payable	5,881.70
							35,025.58
	Bill Pmt -Check	3313	06/18/2025	Community Youth Network, Inc.	Contracted Counseling Services for May 2025	10201 · BOH General Fund Chk. (3563)	-855.00
TOTAL	Bill	30761	05/22/2025		Contracted Counseling Services for May 2025	54110 · Contracted Services	855.00
							855.00
	Bill Pmt -Check	3314	06/18/2025	Consuelo, Inc.	Therapy Services for June 2025	10201 · BOH General Fund Chk. (3563)	-1,200.00
TOTAL	Bill	1059	06/05/2025	NorthShore University HealthSystem	Therapy Services for June 2025	54110 · Contracted Services	1,200.00
							1,200.00
	Bill Pmt -Check	3315	06/18/2025	Demco		10201 · BOH General Fund Chk. (3563)	-142.61
TOTAL	Bill	5126068500	05/06/2025		Processing Supplies	52650 · Processing Supplies	66.13
	Bill	5149059300	05/29/2025		Processing Supplies	52650 · Processing Supplies	76.48
							142.61

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	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	3316	06/18/2025	Follet Software, LLC	1257458	10201 · BOH General Fund Chk. (3563)	-124.49
	Bill	1578751	05/15/2025		Barcode Labels	52650 · Processing Supplies	124.49
TOTAL							124.49
	Bill Pmt -Check	3317	06/18/2025	Garcia, Agustin	Community Health Worker Services Rendered fc	10201 · BOH General Fund Chk. (3563)	-1,020.00
	Bill	003	06/11/2025		Community Health Worker Services Rendered for N	54110 · Contracted Services	1,020.00
TOTAL							1,020.00
	Bill Pmt -Check	3318	06/18/2025	Giraldo, Alexander	Contracted Marketing Support for June 2025	10201 · BOH General Fund Chk. (3563)	-800.00
	Bill	0605	06/05/2025		Contracted Marketing Support for June 2025	54110 · Contracted Services	800.00
TOTAL							800.00
	Bill Pmt -Check	3319	06/18/2025	Hernandez, Jose M.	Community Health Worker Services Rendered fc	10201 · BOH General Fund Chk. (3563)	-550.00
	Bill	003	06/05/2025		Community Health Worker Services Rendered for N	54110 · Contracted Services	550.00
TOTAL							550.00
	Bill Pmt -Check	3320	06/18/2025	Highwood Rec Center	Zumba Basement Fee - May	10201 · BOH General Fund Chk. (3563)	-105.00
	Bill	41150	05/28/2025	NorthShore University HealthSystem	Zumba Basement Fee - May	54135 · Grant Program Supplies	105.00
TOTAL							105.00
	Bill Pmt -Check	3321	06/18/2025	Hoopla	May 2025 Usage	10201 · BOH General Fund Chk. (3563)	-479.62
	Bill	507258741	05/31/2025		May 2025 Usage	52350.3 · On-Line - Hoopla	479.62
TOTAL							479.62
	Bill Pmt -Check	3322	06/18/2025	Illinois Heartland Library System	HIGP	10201 · BOH General Fund Chk. (3563)	-10.00
	Bill	2025-1353	05/22/2025		HR Webinar - L. Ramirez	55100.1 · Staff Development	10.00
TOTAL							10.00
	Bill Pmt -Check	3323	06/18/2025	Illinois Library Association	Institutional Membership 05/01/25-04/30/2026	10201 · BOH General Fund Chk. (3563)	-85.00
	Bill	307838	05/01/2025		Institutional Membership 05/01/25-04/30/2026	55400.3 · Membership Dues/Fees	85.00
TOTAL							85.00
	Bill Pmt -Check	3324	06/18/2025	Lara, Maria	June 2024 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,500.00
	Bill	06092025	06/09/2025		June 2024 Professional Cleaning Services	56200 · Cleaning Services	1,500.00
TOTAL							1,500.00
	Bill Pmt -Check	3325	06/18/2025	Nature's Emporium LLC	Health & Wellness Training Series Supplies	10201 · BOH General Fund Chk. (3563)	-1,400.00

Highwood Public Library & Community Center

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May 27 through June 18, 2025

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL	Bill	000034	05/15/2025		Health & Wellness Training Series Supplies	54135 · Grant Program Supplies	1,400.00
							1,400.00
	Bill Pmt -Check	3326	06/18/2025	Quill	Acct. #C359709	10201 · BOH General Fund Chk. (3563)	-140.95
TOTAL	Bill	44041961	05/07/2025		Cleaning Supplies	55400.2 · Office/Library Supplies	110.52
	Bill	44027362	05/07/2025		Processing Supplies	52650 · Processing Supplies	14.07
	Bill	44106104	05/13/2025		Processing Supplies	52650 · Processing Supplies	16.36
							140.95
	Bill Pmt -Check	3327	06/18/2025	Ramirez, Laura	Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	-33.74
TOTAL	Bill	0527	05/27/2025		Exterior Flag Reimbursement	55400.2 · Office/Library Supplies	24.60
					Support Group Supplies Reimbursement	54135 · Grant Program Supplies	9.14
	Bill Pmt -Check	3328	06/18/2025	Simon Pina, Beatriz	June Adult Literacy Education & Engagement	10201 · BOH General Fund Chk. (3563)	-1,560.00
TOTAL	Bill	06102025	06/10/2025		June Adult Literacy Education & Engagement	54110 · Contracted Services	1,560.00
							1,560.00
	Bill Pmt -Check	3329	06/18/2025	Spanish Adult Literacy Consultant	Digital Navigation Services for June 2025	10201 · BOH General Fund Chk. (3563)	-5,583.00
TOTAL	Bill	06072025	06/07/2025	Lake County	Digital Navigation Services for June 2025	54110 · Contracted Services	5,583.00
							5,583.00
	Bill Pmt -Check	3330	06/18/2025	Valadez Finest Landscape	May 2025 Lawn Service	10201 · BOH General Fund Chk. (3563)	-195.00
TOTAL	Bill	06022025	06/02/2025		May 2025 Lawn Service (3)	56500.2 · Maintenance Svcs. - Exterior	195.00
							195.00
	Bill Pmt -Check	3331	06/18/2025	Vazquez, Fabiola Hernandez	June Community Health Education & Engageme	10201 · BOH General Fund Chk. (3563)	-1,560.00
TOTAL	Bill	06102025	06/10/2025		June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
							1,560.00