



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

Location: Highwood Public Library
Monday, March 16, 2026 – 7:00 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
 - a. Reminder: complete Statement of Economic Interest
 - b. DCEO grant
 - c. Staff Performance Appraisals
5. Secretary's report
 - a. Motion to approve minutes from February 23, 2026 regular meetings
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the March 2026 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box, Dashboard
9. Committee reports
 - a. Finance Committee
 - b. Policy
 - c. Building & Grounds
 - d. Technology Committee
 - e. Personnel
10. Old business
 - a. Approval of Technology plan
 - b. Approval of Succession Plan
11. New business
 - a. Discussion of policy: Blood Borne Pathogens Policy
 - b. Motion to approve the presented policy
 - c. Review Standards for IL Public Libraries: Access
 - d. Review and approve the Summer Youth Employment Program Agreement
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

Draft, not yet approved

**Highwood Library & Community Center
Board of Trustees Regular Meeting – February 23, 2026**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Jason Muelver, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director
Absent—None

Ms. Hospodarsky called the meeting to order at 7:03 pm.

Public Comments: None

President’s Report - None

Secretary’s Report

Ms. Hospodarsky moved to approve the November 24, 2025 and January 26, 2026 regular meeting minutes. Mr. Muelver seconded and the motion carried unanimously. After biannual review, Ms. Regalado moved to retain the current status of Executive Session minutes. Ms. Hospodarsky seconded and the motion carried unanimously.

Communication: A comment in suggestion box was appreciative of the displays in the Library.

Treasurer’s Report

Ms. Pastroff presented the January financials and February invoices. Ms. Hospodarsky moved to approve the February 2026 invoices as listed in the Check Detail, Ms. Loreda seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez highlighted some items:

- There was a recent naturalization ceremony for a class graduate.
- Technology Committee will finalize Technology Plan next week for March board meeting.
- Several grants have been received. Illinois State Library fully funded Project Next Generation, as well as a grant to improve security at the Library. Looking for B&G/Board input on possible key card entry, and additional cameras will be installed on west side of building. The food and toiletry support to the community is fully funded through 2026.
- Early voting starts next Monday. Mr. Brotsos created an instructional presentation for volunteers with a repeat on Wednesday, which may be recorded. Additional volunteers are needed to open building on Monday mornings.

Committee Reports

Finance: Committee met right before meeting. They discussed moving from debit to credit card due to daily spend limit and cost savings buying bulk quantities. This will allow managers to track spend by receipts. Treasurer will move forward on credit cards for managers and Director. Have received 2 quotes on HVAC issue and working on a third. Internal Controls Questionnaire for audit is on track to be completed tomorrow and given to auditors.

Draft, not yet approved

Policy: The Committee met and present two policies for approval with no to minimal changes, as highlighted. It was noted that Standards chapter indicates Board reviews policies every 3 years but we follow schedule a previous Director obtained from Directors University with more frequent review. Standards also recommend a written ADA policy.

Building and Grounds: Mr. Martinez shared update on HVAC problem. Committee admits members as appropriate, no need to go through Board. Committee will look at vestibule water damage on west side of ceiling, which was part of recent construction.

Personnel: committee met and put together Succession Plan.

Old Business

Discussion of and approval of Technology Plan was tabled to next month.

New Business

Ms. Hospodarsky moved to approve the Soliciting and Selling and Meeting Room policies as presented. Ms. Cleland seconded and the motion carried unanimously.

Discussion of HVAC repair

Ms. Hospodarsky moved to approve an expense of up to \$6850 for this, Mr. Muelver seconded, and the motion carried unanimously.

Discussion of equipment disposal list

Items 1-7 furniture items are currently in City Storage. #8 will be researched first but currently has only been used by Art Center.

Ms. Hospodarsky moved to approve disposal of items 1-7 on list. Ms. Pastroff seconded and the motion carried unanimously. President will sign form. A folder in shared drive will be created to retain scanned approved equipment disposal forms.

Ms. Regalado left the meeting at 7:30 pm.

Review of Online Standards for IL Public Libraries: Section 6 - Governance and Administration
Director provided brief history of Standards and overview of the structure, specifically the Action Plan that asks the Library to rate services on provided scale. She walked Board through each category on the check list and asked for input on services that we want to move to the next level of performance. President took notes on specific goals to move to next level.

Discussion of Succession Plan

President and Vice President met to review sample plans and created a draft to share with Board. Board decided it was a procedure rather than policy. The Policy Committee will read the plan through the lens of the Board By-Laws to make certain they are aligned. Board discussed next steps if the Director doesn't return in defined time frame. Board must be able to move forward with the search/replacement process and this should be named.

Discussion of credit cards for staff

Draft, not yet approved

The Finance Committee will reconvene to finalize details. Ms. Hospodarsky moved to approve credit cards for staff, allowing the Finance Committee to select the credit card that will meet the needs of the Library. Mr. Muelver seconded, and the motion passed unanimously.

Discussion of closing the Library one hour early on Friday April 24, 2026.

There will be a staff quarterly gathering funded with grant money. Ms. Hospodarsky moved to approve closing the Library one hour early on 4/24/26, Ms. Cleland seconded, and the motion carried unanimously.

Ms. Hospodarsky moved and Ms. Loreda seconded to adjourn the meeting.

Meeting adjourned at 8:09 pm.

Director's Report
March 16, 2026
Library Updates

Admin/Accounting Current Month	<ul style="list-style-type: none">• The FY25 audit is progressing as planned and will soon move into the testing phase.• Implementation of the accounts payable process change is underway.• An accounting framework has been established to support the expansion of Case Management Essentials.• Digital PTO tracking has been implemented for all staff.
Records Retention Building & Grounds	<ul style="list-style-type: none">• Nothing to report• B&G committee met to address library's internal and external maintenance. Christopher Lovering joined our B&G committee, and Marcos Levy was made Chair.• B&G is reviewing the Capital Needs Assessment drafted by Engberg Anderson.• HVAC unit needing repair is under warranty. Unit was repaired on 6-6-26.
Website & Technology Accessibility	<ul style="list-style-type: none">• The technology committee met to update the technology plan.• The technology committee identified progress made toward a more accessible website.
Communications	<ul style="list-style-type: none">• Highwood residents met with Alex Brotsos to suggest program opportunities for adults.• A patron who received resources from the library shared, "Thank you. You don't know what this means for my family."
HR	<ul style="list-style-type: none">• Two contractors, Cecilia Limon and Teresa Mak, joined our team to carry out community response implementation.
Grant Update	<p>Applications/Proposals Submitted</p> <ul style="list-style-type: none">• A Letter of Inquiry (LOI) was submitted to Citi Foundation for funding consideration (2/17/2026).• An application was submitted to the Northern Illinois Food Bank to provide summer lunches and snacks. <p>Grant Awards</p> <ul style="list-style-type: none">• An anonymous donation was made to the Friends of the Highwood Library to support food and toiletries for the Highwood community.• Illinois PNG awarded the Library \$40,000 in funding (to be reimbursed after grant-approved expenses are made.) <p>Grant Reimbursements</p> <ul style="list-style-type: none">• The Library received a reimbursement of \$22,801.52 from Lake County for the Digital Navigation program covering December 2025 program expenses (2/27/2026).
Outreach	<p>Oak Terrace Elementary</p> <ul style="list-style-type: none">• Jenny represented Highwood Library at Oak Terrace's Multicultural Night. The event provided an opportunity to connect with families and share information about library programs, resources, and services with members of the school community. Engaging with families during community events like this helps strengthen relationships and raise awareness of Library offerings. – 52 reached
Children's Services (Diana W.)	<p>iRead Treasure Hunt</p> <p>As part of our ongoing iRead partnership with the District 112 Education Foundation, the Children's Department hosted a library Treasure Hunt designed to help young readers explore the building and learn how to navigate the collection. The event welcomed many new families and first-time visitors. Children followed clues throughout the library, discovering different spaces while completing the challenge. Participants were excited to receive prizes for completing the hunt, and the activity helped build confidence in using the library. Programs like this support early literacy while helping children and families feel comfortable exploring the library independently. – 31 participants</p>

DIY Reading Forts: Children's services hosted its first DIY Reading Forts program, inviting children to create cozy reading spaces using starry bed sheets, beanbag chairs, oversized plushies, and other materials. Participants designed their own forts and selected books to enjoy inside their reading hideaways. The program encouraged creativity and helped children associate reading with comfort and fun. Several adults shared appreciation for the activity, noting they had not seen a program like it before. Children also offered ideas for future sessions, including adding night lights and additional plush materials. By giving children ownership over their reading environment, the program helped make reading more approachable and enjoyable. -11 participants



Teen Services (Lauren)

Teen After Hours: K-Pop Stray Kids Night

For Teen After Hours this month, patrons were able to connect over their love of the kpop group, Stray Kids! They watched music videos, ate tteokbokki (Korean rice cakes), decorated photocards, and participated in Stray Kids themed trivia for a prize. It was a fun evening of community building over a shared interest & participants were eager to suggest other kpop groups to highlight in the future! – 9 participants



Success Story: The Reset Room

In partnership with OMNI Youth Services, the Library hosted a six-week program titled The Reset Room focused on stress management, coping strategies, and building supportive peer connections for tweens and teens. Over the course of the program, 24 students were introduced to practical techniques for managing day-to-day stress and navigating challenges at school and in their personal lives. Participants shared positive feedback about the program, noting that the sessions felt calming and provided a safe space to talk about their experiences. One student shared, "I really like how this program makes me feel. It's very calm," while another commented, "It feels nice to be able to talk about the bad parts of school." (24 participants across 6 sessions)

Adult Services (Aurora, Alex)

Digital Navigation: Individual and Group Learning

This month, our Digital Navigator team provided **57 one-on-one sessions, each lasting an average of an hour and a half**. During these individualized appointments, participants strengthened foundational computer skills, received personalized support, and worked toward earning industry-recognized certifications that build their résumés. These credentials help increase confidence and improve opportunities for employment.



In addition to individualized support, the team hosted **29 group sessions**, creating collaborative learning environments where participants practiced digital skills, engaged in hands-on activities, and supported one another's learning. These efforts continue to advance digital equity and workforce readiness in our community.

Integrated ESL and Digital Skills Learning

This month we hosted 50 ESL group sessions, where participants developed English language skills while also learning computer basics. Each class is intentionally structured to include listening to instruction, peer conversation, and writing practice using laptops. This integrated approach allows students to build language proficiency while strengthening essential digital literacy skills that support educational and professional growth.

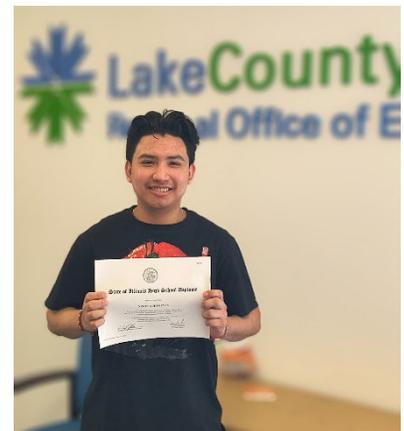


Valentine's Day Slime Workshop



Adults enjoyed a creative Valentine's themed activity where participants made their own slime to take home. Using food coloring and decorative charms, attendees experimented with different textures and colors while connecting with others in a relaxed and playful environment. – 5 participants

Success Story: High School Diploma Achievement
As we continue transitioning our High School Diploma Preparation Program, we celebrated important milestones this month. In February, nine students took portions of the exam and successfully passed, with 12 total exams completed. We are especially proud to share that one student officially earned his high school diploma through the program. This accomplishment reflects his perseverance and dedication, as well as the impact of consistent academic support and guidance provided through the Library's Adult Education services.



Health Equity (Yenny and Viri)

Art Workshop: Self-Love February’s art workshop, led by art instructor Maestra Carmen, brought creativity, smiles, and a sense of calm to participating families. The event encouraged self-expression while fostering a supportive and welcoming environment for participants of all ages. In a time when many community members are experiencing uncertainty and the effects of violence, the program offered a space to reconnect with joy and creativity. Families were invited to reflect on the love they carry within themselves and how that love extends to others and to nature. The completed artwork is now displayed in the library, where both participants and visitors have shared how the vibrant colors and meaningful pieces bring life and warmth to the space.



Food at the Library

Free food is now available at the library every day that the library is open. There has not only been an increase in the library’s door count when food is put out, but we have also witnessed that groceries are gone within 20-30 minutes of being put out, which reflects the community’s pressing need for food.

It has been wonderful to see how many community members want to help to make this initiative a success. Two local families each donated a mini fridge to keep the food at the entrance of the library cold and easy to access.

Board Meeting Open Items

Request for disposal of property added to Board folder.

The Friends of the Highwood Public Library

The Friends of the Library have been picking up food and delivering it to the library, for the benefit of Highwood families.

Highwood Public Library & Community Center
Balance Sheet w/Prior Month Comparison
As of February 28, 2026

	Feb 28, 26	Jan 31, 26	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	185.00	185.00	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%
10201 · BOH General Fund Chk. (3563)	29,233.22	151,290.75	-122,057.53	-80.7%
10203 · BOH General Money Market (2030)	66,593.07	76,588.45	-9,995.38	-13.1%
10206 · BOH Payroll Acct. Chk. (0133)	911.04	1,190.89	-279.85	-23.5%
10207 · BOH Convenience Fund Chk (2208)	3,951.81	2,757.00	1,194.81	43.3%
10216 · IMET Capital Impr. Fund (8102)	4,296.40	4,284.31	12.09	0.3%
10221 · IMET Reserve Fund (8101)	421,488.30	420,302.02	1,186.28	0.3%
Total 10000 · CASH & INVESTMENT ACCOUNTS	527,718.28	657,657.86	-129,939.58	-19.8%
Total Checking/Savings	527,718.28	657,657.86	-129,939.58	-19.8%
Other Current Assets				
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%
Total Other Current Assets	1,307,493.40	1,307,493.40	0.00	0.0%
Total Current Assets	1,835,211.68	1,965,151.26	-129,939.58	-6.6%
TOTAL ASSETS	1,835,211.68	1,965,151.26	-129,939.58	-6.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	-4,351.21	2,337.96	-6,689.17	-286.1%
Total Accounts Payable	-4,351.21	2,337.96	-6,689.17	-286.1%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	3,798.95	3,631.56	167.39	4.6%
Total 22000 · Payroll Liabilities	3,798.95	3,631.56	167.39	4.6%
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%
Total Other Current Liabilities	1,310,588.04	1,310,420.65	167.39	0.0%
Total Current Liabilities	1,306,236.83	1,312,758.61	-6,521.78	-0.5%
Total Liabilities	1,306,236.83	1,312,758.61	-6,521.78	-0.5%
Equity				
32000 · Unrestricted Net Assets	544,167.89	544,167.89	0.00	0.0%
Net Income	-15,193.04	108,224.76	-123,417.80	-114.0%
Total Equity	528,974.85	652,392.65	-123,417.80	-18.9%
TOTAL LIABILITIES & EQUITY	1,835,211.68	1,965,151.26	-129,939.58	-6.6%

Highwood Public Library & Community Center
Profit & Loss YTD Budget vs. Actual
May 2025 through February 2026

	May '25 - Feb 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	334,828.93	337,838.00	-3,009.07	99.1%
41200 · Tax Revenue - PPRT	0.00	5,000.00	-5,000.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	7,484.15	7,400.00	84.15	101.1%
41310 · Unrestricted Grants	30,000.00	0.00	30,000.00	100.0%
41320 · Temp. Restricted Grant Programs	621,037.36	1,201,647.04	-580,609.68	51.7%
Total 41300 · Grants	658,521.51	1,209,047.04	-550,525.53	54.5%
41400 · Interest & Dividends	14,132.58	5,000.00	9,132.58	282.7%
Total 41000 · GENERAL REVENUES	1,007,483.02	1,556,885.04	-549,402.02	64.7%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	201.50	0.00	201.50	100.0%
42300 · Book Sales	1,109.35	800.00	309.35	138.7%
42600 · Photocopy, Scan, & Fax Revenue	2,015.18	2,200.00	-184.82	91.6%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	5,405.34	800.00	4,605.34	675.7%
42900.2 · Friends of the Library	203,719.06	5,937.00	197,782.06	3,431.3%
Total 42900 · Gifts & Donations	209,124.40	6,737.00	202,387.40	3,104.1%
Total 42000 · OPERATING REVENUES	212,450.43	9,737.00	202,713.43	2,181.9%
49999 · Miscellaneous Income	688.20	0.00	688.20	100.0%
Total Income	1,220,621.65	1,566,622.04	-346,000.39	77.9%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	159,731.47	197,762.18	-38,030.71	80.8%
51115 · IMRF Expense	5,679.45	7,031.74	-1,352.29	80.8%
51120 · Medical/Health Insurance	17,604.70	21,125.66	-3,520.96	83.3%
51130 · Life Insurance	190.59	304.56	-113.97	62.6%
51140 · Employer FICA	12,219.28	15,128.81	-2,909.53	80.8%
51999 · Payroll Processing Fees	2,643.80	3,242.40	-598.60	81.5%
Total 51000 · PERSONNEL & BENEFITS	198,069.29	244,595.35	-46,526.06	81.0%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	2,347.98	4,000.00	-1,652.02	58.7%
52100.2 · Books F - Children/Juvenile	4,595.93	2,500.00	2,095.93	183.8%
52100.3 · Books F - Young Adult	2,860.35	3,000.00	-139.65	95.3%
52100.4 · Books F - Spanish Adult	620.51	1,000.00	-379.49	62.1%
52100.5 · Books F - Spanish Chld./Juv.	1,985.31	2,400.00	-414.69	82.7%
52100.6 · Books F - YA Spanish Fiction	1,818.19	2,000.00	-181.81	90.9%
Total 52100 · Books, Fiction	14,228.27	14,900.00	-671.73	95.5%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	2,166.62	3,100.00	-933.38	69.9%
52150.2 · Books NF - Children/Juvenile	2,514.72	2,700.00	-185.28	93.1%
52150.3 · Books NF - Young Adult	966.42	1,000.00	-33.58	96.6%
52150.4 · Books NF - Spanish	811.18	2,000.00	-1,188.82	40.6%
Total 52150 · Books, Non-Fiction	6,458.94	8,800.00	-2,341.06	73.4%
52200 · A/V Materials				
52200.1 · A/V - Adult	871.05	2,000.00	-1,128.95	43.6%
52200.2 · A/V - Children/Juvenile	0.00	1,100.00	-1,100.00	0.0%
52200.6 · A/V Games	1,020.14	1,000.00	20.14	102.0%
Total 52200 · A/V Materials	1,891.19	4,100.00	-2,208.81	46.1%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	4,704.15	3,900.00	804.15	120.6%
52350.4 · On-Line - eRead	1,350.00	850.00	500.00	158.8%
52650.6 · On-Line - Kanopy	0.00	1,250.00	-1,250.00	0.0%
Total 52350 · On-Line Resources	6,054.15	6,000.00	54.15	100.9%
52400 · Periodicals				
52400.1 · Periodicals - Adult	3,189.94	5,500.00	-2,310.06	58.0%
52400.3 · Periodicals - Subscription Svc	487.51	1,200.00	-712.49	40.6%
Total 52400 · Periodicals	3,677.45	6,700.00	-3,022.55	54.9%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

03/12/26

Accrual Basis

May 2025 through February 2026

	May '25 - Feb 26	Budget	\$ Over Budget	% of Budget
52650 · Processing Supplies	1,478.30	876.00	602.30	168.8%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	33,788.30	41,376.00	-7,587.70	81.7%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	450.00	500.00	-50.00	90.0%
53100.2 · Program Fac- Young Adult	740.00	600.00	140.00	123.3%
53100.3 · Program Fac- Child	1,511.00	2,000.00	-489.00	75.6%
Total 53100 · Library Program Facilitators	2,701.00	3,100.00	-399.00	87.1%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	237.80	1,000.00	-762.20	23.8%
53200.2 · Prog. Suppl. - Children	2,651.77	3,000.00	-348.23	88.4%
53200.3 · Prog. Suppl. - Young Adult	879.72	1,000.00	-120.28	88.0%
Total 53200 · Program Supplies	3,769.29	5,000.00	-1,230.71	75.4%
Total 53000 · PROGRAMMING	6,470.29	8,100.00	-1,629.71	79.9%
54000 · GRANT EXPENSES				
54110 · Contracted Services	238,957.08	392,258.00	-153,300.92	60.9%
54115 · Staff Development	3,397.03	6,300.00	-2,902.97	53.9%
54120 · Wages & Salaries	474,606.98	570,991.45	-96,384.47	83.1%
54125 · Bonuses/Overtime	0.00	29,200.00	-29,200.00	0.0%
54130 · Employer FICA	34,235.28	43,680.84	-9,445.56	78.4%
54131 · IMRF Expense	13,580.06	20,912.61	-7,332.55	64.9%
54132 · Medical/Dental Benefits	53,134.25	63,690.75	-10,556.50	83.4%
54135 · Grant Program Supplies	97,664.77	55,741.81	41,922.96	175.2%
54185 · Grant Telecommunications	606.14	676.00	-69.86	89.7%
54196 · Liability/Property Insurance	2,843.00	2,839.00	4.00	100.1%
54199 · Indirect Costs to Operations	0.00	15,360.00	-15,360.00	0.0%
Total 54000 · GRANT EXPENSES	919,024.59	1,201,650.46	-282,625.87	76.5%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	4,293.30	3,800.00	493.30	113.0%
55100.2 · Library Board Expense	214.65	600.00	-385.35	35.8%
55100.3 · Travel Reimbursement	17.30	200.00	-182.70	8.7%
Total 55100 · Library Board & Staff Expenses	4,525.25	4,600.00	-74.75	98.4%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,210.00	1,200.00	10.00	100.8%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.5 · Hardware Purchases	1,857.27	1,000.00	857.27	185.7%
55200.6 · Software	360.53	500.00	-139.47	72.1%
Total 55200 · Technology	3,427.80	4,500.00	-1,072.20	76.2%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	1,031.97	250.00	781.97	412.8%
Total 55300 · Furniture & Equipment	1,031.97	550.00	481.97	187.6%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	4,867.73	6,263.15	-1,395.42	77.7%
55400.3 · Membership Dues/Fees	1,456.60	1,785.00	-328.40	81.6%
55400.4 · Licensing Fees	7,112.69	3,560.00	3,552.69	199.8%
55400.5 · Postage & Shipping Fees	426.30	300.00	126.30	142.1%
55400.6 · Telecommunications/Internet	2,589.87	3,696.00	-1,106.13	70.1%
55400.8 · Liability/Property Insurance	8,902.00	11,646.00	-2,744.00	76.4%
55400.9 · Workers Compensation Insurance	0.00	2,800.00	-2,800.00	0.0%
Total 55400 · General Office/Administration	25,355.19	30,050.15	-4,694.96	84.4%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
55500.7 · Newsletter	382.50	459.00	-76.50	83.3%
Total 55500 · Outreach & Public Relations	382.50	959.00	-576.50	39.9%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	138.33	0.00	138.33	100.0%
55600.3 · Other Bank Fees	0.00	20.00	-20.00	0.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	138.33	20.00	118.33	691.7%

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03/12/26

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2025 through February 2026

	May '25 - Feb 26	Budget	\$ Over Budget	% of Budget
Total 55000 · GENERAL ADMINISTRATION	34,861.04	40,679.15	-5,818.11	85.7%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	2,650.00	2,650.00	0.00	100.0%
56150 · Audit Services	4,000.00	4,000.00	0.00	100.0%
56200 · Cleaning Services	15,000.00	15,000.00	0.00	100.0%
56300 · IT/Computer Services	3,225.00	6,000.00	-2,775.00	53.8%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	3,803.73	4,732.00	-928.27	80.4%
56500.2 · Maintenance Svcs. - Exterior	2,215.66	1,880.00	335.66	117.9%
56500.3 · Preventative Maintenance	12,706.79	4,500.00	8,206.79	282.4%
Total 56500 · Maintenance Services	18,726.18	11,112.00	7,614.18	168.5%
56600 · Hiring Services	0.00	815.00	-815.00	0.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	43,601.18	40,077.00	3,524.18	108.8%
Total Expense	1,235,814.69	1,576,477.96	-340,663.27	78.4%
Net Ordinary Income	-15,193.04	-9,855.92	-5,337.12	154.2%
Net Income	-15,193.04	-9,855.92	-5,337.12	154.2%

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

	Feb 26	Jan 26	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41300 · Grants				
41320 · Temp. Restricted Grant Programs	4,500.00	72,012.57	-67,512.57	-93.8%
Total 41300 · Grants	4,500.00	72,012.57	-67,512.57	-93.8%
41400 · Interest & Dividends	1,202.99	1,319.99	-117.00	-8.9%
Total 41000 · GENERAL REVENUES	5,702.99	73,332.56	-67,629.57	-92.2%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	41.00	18.00	23.00	127.8%
42300 · Book Sales	23.00	128.35	-105.35	-82.1%
42600 · Photocopy, Scan, & Fax Revenue	334.95	134.65	200.30	148.8%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	218.93	1,524.93	-1,306.00	-85.6%
42900.2 · Friends of the Library	0.00	7,500.00	-7,500.00	-100.0%
Total 42900 · Gifts & Donations	218.93	9,024.93	-8,806.00	-97.6%
Total 42000 · OPERATING REVENUES	617.88	9,305.93	-8,688.05	-93.4%
49999 · Miscellaneous Income	0.00	518.47	-518.47	-100.0%
Total Income	6,320.87	83,156.96	-76,836.09	-92.4%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	15,212.50	15,212.50	0.00	0.0%
51115 · IMRF Expense	540.90	540.90	0.00	0.0%
51120 · Medical/Health Insurance	1,760.47	1,760.47	0.00	0.0%
51130 · Life Insurance	21.20	21.20	0.00	0.0%
51140 · Employer FICA	1,163.74	1,163.75	-0.01	0.0%
51999 · Payroll Processing Fees	134.00	495.90	-361.90	-73.0%
Total 51000 · PERSONNEL & BENEFITS	18,832.81	19,194.72	-361.91	-1.9%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	90.37	231.48	-141.11	-61.0%
52100.2 · Books F - Children/Juvenile	712.31	0.00	712.31	100.0%
52100.3 · Books F - Young Adult	305.90	0.00	305.90	100.0%
52100.5 · Books F - Spanish Chld./Juv.	333.78	0.00	333.78	100.0%
52100.6 · Books F - YA Spanish Fiction	297.63	173.81	123.82	71.2%
Total 52100 · Books, Fiction	1,739.99	405.29	1,334.70	329.3%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	257.54	-17.62	275.16	1,561.6%
52150.3 · Books NF - Young Adult	126.27	46.15	80.12	173.6%
Total 52150 · Books, Non-Fiction	383.81	28.53	355.28	1,245.3%
52200 · A/V Materials				
52200.6 · A/V Games	0.00	257.51	-257.51	-100.0%
Total 52200 · A/V Materials	0.00	257.51	-257.51	-100.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	419.06	527.01	-107.95	-20.5%
Total 52350 · On-Line Resources	419.06	527.01	-107.95	-20.5%
52400 · Periodicals				
52400.1 · Periodicals - Adult	230.97	1,184.79	-953.82	-80.5%
Total 52400 · Periodicals	230.97	1,184.79	-953.82	-80.5%
52650 · Processing Supplies	125.09	0.00	125.09	100.0%

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

February 2026

	Feb 26	Jan 26	\$ Change	% Change
Total 52000 · LIBRARY MATERIALS & SUPPLIES	2,898.92	2,403.13	495.79	20.6%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.2 · Program Fac- Young Adult	100.00	80.00	20.00	25.0%
Total 53100 · Library Program Facilitators	100.00	80.00	20.00	25.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	16.58	0.00	16.58	100.0%
53200.2 · Prog. Suppl. - Children	137.18	569.90	-432.72	-75.9%
53200.3 · Prog. Suppl. - Young Adult	77.25	59.77	17.48	29.3%
Total 53200 · Program Supplies	231.01	629.67	-398.66	-63.3%
Total 53000 · PROGRAMMING	331.01	709.67	-378.66	-53.4%
54000 · GRANT EXPENSES				
54110 · Contracted Services	22,388.00	26,037.53	-3,649.53	-14.0%
54115 · Staff Development	0.00	423.35	-423.35	-100.0%
54120 · Wages & Salaries	45,075.33	42,164.61	2,910.72	6.9%
54130 · Employer FICA	3,235.56	3,012.89	222.67	7.4%
54131 · IMRF Expense	993.32	935.95	57.37	6.1%
54132 · Medical/Dental Benefits	5,418.00	5,418.00	0.00	0.0%
54135 · Grant Program Supplies	24,740.05	9,017.33	15,722.72	174.4%
54185 · Grant Telecommunications	16.99	61.54	-44.55	-72.4%
Total 54000 · GRANT EXPENSES	101,867.25	87,071.20	14,796.05	17.0%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	673.00	0.00	673.00	100.0%
Total 55100 · Library Board & Staff Expenses	673.00	0.00	673.00	100.0%
55200 · Technology				
55200.6 · Software	16.35	0.00	16.35	100.0%
Total 55200 · Technology	16.35	0.00	16.35	100.0%
55300 · Furniture & Equipment				
55300.3 · Equipment Purchases	0.00	1,031.97	-1,031.97	-100.0%
Total 55300 · Furniture & Equipment	0.00	1,031.97	-1,031.97	-100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	872.97	416.50	456.47	109.6%
55400.4 · Licensing Fees	385.00	54.81	330.19	602.4%
55400.6 · Telecommunications/Internet	90.35	221.99	-131.64	-59.3%
Total 55400 · General Office/Administration	1,348.32	693.30	655.02	94.5%
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	4.76	12.95	-8.19	-63.2%
Total 55600 · Bank/Svc. Fees & Fin. Charges	4.76	12.95	-8.19	-63.2%
Total 55000 · GENERAL ADMINISTRATION	2,080.68	1,776.47	304.21	17.1%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	1,200.00	1,560.00	-360.00	-23.1%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	164.40	51.40	113.00	219.8%
56500.2 · Maintenance Svcs. - Exterior	121.10	0.00	121.10	100.0%
56500.3 · Preventative Maintenance	2,242.50	64.59	2,177.91	3,371.9%

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Accrual Basis

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

	<u>Feb 26</u>	<u>Jan 26</u>	<u>\$ Change</u>	<u>% Change</u>
Total 56500 · Maintenance Services	2,528.00	115.99	2,412.01	2,079.5%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	3,728.00	1,675.99	2,052.01	122.4%
Total Expense	129,738.67	112,831.18	16,907.49	15.0%
Net Ordinary Income	-123,417.80	-29,674.22	-93,743.58	-315.9%
Net Income	<u><u>-123,417.80</u></u>	<u><u>-29,674.22</u></u>	<u><u>-93,743.58</u></u>	<u><u>-315.9%</u></u>

Highwood Public Library & Community Center

Check Detail

February 24 through March 12, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	02/27/2026	Ace Hardware		10207 · BOH Convenience Fund Chk (2208)	-12.50
Bill	02182026	02/18/2026		Case Management Essentials Supplies Managemen	54135 · Grant Program Supplies	2.81
Bill	02202026	02/20/2026		Children's Room Hardware	54135 · Grant Program Supplies	9.69
TOTAL						12.50
Bill Pmt -Check	Debit Card	02/27/2026	Adobe Inc.	Adobe Pro Annual Subscription for Board Secre	10207 · BOH Convenience Fund Chk (2208)	-16.35
Bill	AB06814897270CUS	02/09/2026		Adobe Pro Annual Subscription for Board Secretary	55200.6 · Software	16.35
TOTAL						16.35
Bill Pmt -Check	Debit Card	02/27/2026	Amazon.com		10207 · BOH Convenience Fund Chk (2208)	-2,043.26
Bill	11239993216180247	01/31/2026		A/V Games	52200.6 · A/V Games	29.99
Bill	11103563641886627	02/02/2026		Cleaning & First Aid Supplies	55400.2 · Office/Library Supplies	47.17
Bill	11199681207133063	02/03/2026		Library Signage	55400.2 · Office/Library Supplies	44.65
Bill	11202846112409864	02/03/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	101.90
Bill	11230083238831446	02/03/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	311.52
Bill	11418386030489842	02/03/2026		Tablet Case	54135 · Grant Program Supplies	14.98
Bill	11186377318913061	02/03/2026		Library Signage	55400.2 · Office/Library Supplies	91.29
Bill	1128194470661220	02/04/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	246.72
Bill	11368035776393027	02/04/2026		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	23.69
Bill	11334695909408228	02/04/2026		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	26.99
Bill	11389396144330611	02/04/2026		YA Program Supplies	54135 · Grant Program Supplies	37.96
Bill	11304837784275432	02/05/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	52.17
Bill	11315002307401830	02/05/2026		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	333.78
Bill	11168938339578639	02/05/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	52.98
Bill	11380789632104203	02/06/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	17.13
Bill	11255855902331408	02/09/2026		Computer Repair Supplies	55400.2 · Office/Library Supplies	15.83
Bill	11396481428138667	02/11/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	148.89
Bill	11396481428138667-2	02/11/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	29.86
Bill	11162978531732233	02/12/2026		Library Signage	55400.2 · Office/Library Supplies	46.99
Bill	11261901738962621	02/14/2026		Vacuum Bags	55400.2 · Office/Library Supplies	22.99
Bill	11373561241893804	02/16/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	12.99
Bill	11313452609590613	02/16/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	19.99
Bill	11272158179113027	02/17/2026		Gift Card Receipt Book	55400.2 · Office/Library Supplies	4.69
Bill	11358258486142607	02/17/2026		Community Response Supplies	54135 · Grant Program Supplies	14.02
Bill	11279339035366638	02/17/2026		Employment Law Poster	55400.2 · Office/Library Supplies	29.89
Bill	11397227988845857	02/17/2026		Community Response Supplies	54135 · Grant Program Supplies	82.66
Bill	11369754888291417	02/17/2026		Community Response Supplies	54135 · Grant Program Supplies	11.99
Bill	11348872749516222	02/19/2026		HE Staff Agendas	54135 · Grant Program Supplies	51.29
Bill	11174488598883462	02/19/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	84.20
Bill	11339682893381823	02/23/2026		YA Program Supplies	54135 · Grant Program Supplies	34.06
TOTAL						2,043.26

Highwood Public Library & Community Center Check Detail February 24 through March 12, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	02/27/2026	American Library Association / V		10207 · BOH Convenience Fund Chk (2208)	-445.00
Bill	536408	02/06/2026		Virtual Conference Registration - L. Hegedus	55100.1 · Staff Development	129.00
Bill	536411	02/06/2026		Virtual Conference Registration - L. Ramirez	55100.1 · Staff Development	129.00
Bill	4274203	02/17/2026		ALA Membership Fee - L. Hegedus	55100.1 · Staff Development	187.00
TOTAL						445.00
Bill Pmt -Check	Debit Card	02/27/2026	Barnes & Noble		10207 · BOH Convenience Fund Chk (2208)	-579.39
Bill	514189062	01/29/2026		Books F - Adult	52100.1 · Books F - Adult	231.48
Bill	02062026	02/06/2026		Books F - Adult	52100.1 · Books F - Adult	59.99
Bill	02062026-2	02/06/2026		Books NF - Adult	52150.1 · Books NF - Adult	217.59
Bill	02092026	02/09/2026		Books F - Adult	52100.1 · Books F - Adult	30.38
Bill	02122026	02/12/2026		Books NF - Adult	52150.1 · Books NF - Adult	39.95
TOTAL						579.39
Bill Pmt -Check	Debit Card	02/27/2026	Clear Investigative Advantage	January Background Checks	10207 · BOH Convenience Fund Chk (2208)	-36.05
Bill	209416	01/31/2026		January Background Checks	54110 · Contracted Services	36.05
TOTAL						36.05
Bill Pmt -Check	Debit Card	02/27/2026	Comcast	Telecom Services for 01/16-02/15/26	10207 · BOH Convenience Fund Chk (2208)	-175.47
Bill	01092026	01/09/2026		Telecom Services for 01/16-02/15/26	55400.6 · Telecommunications/Internet	175.47
TOTAL						175.47
Bill Pmt -Check	Debit Card	02/27/2026	Costco		10207 · BOH Convenience Fund Chk (2208)	-274.19
Bill	02032026	02/03/2026		Library Cleaning Supplies	55400.2 · Office/Library Supplies	153.02
Bill	02242026	02/24/2026		Library Cleaning Supplies	55400.2 · Office/Library Supplies	121.17
TOTAL						274.19
Bill Pmt -Check	Debit Card	02/27/2026	D's Coffee Shop		10207 · BOH Convenience Fund Chk (2208)	-146.82
Bill	02032026	02/03/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	48.94
Bill	02102026	02/10/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	48.94
Bill	02172026	02/17/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	48.94
TOTAL						146.82
Bill Pmt -Check	Debit Card	02/27/2026	Dollar General	Community Room Upgrade Supplies	10207 · BOH Convenience Fund Chk (2208)	-6.48
Bill	02082026	02/08/2026		Community Room Upgrade Supplies	54135 · Grant Program Supplies	6.48
TOTAL						6.48
Bill Pmt -Check	Debit Card	02/27/2026	eBay	Vacuum Repair Supplies	10207 · BOH Convenience Fund Chk (2208)	-23.68

Highwood Public Library & Community Center

Check Detail

February 24 through March 12, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	181422624016	02/14/2026		Vacuum Repair Supplies	55400.2 · Office/Library Supplies	23.68
TOTAL						23.68
Bill Pmt -Check	Debit Card	02/27/2026	Education.com	Children's Tutoring Subscription	10207 · BOH Convenience Fund Chk (2208)	-119.88
Bill	6146027-3-1	02/04/2026		Children's Tutoring Subscription	54135 · Grant Program Supplies	119.88
TOTAL						119.88
Bill Pmt -Check	Debit Card	02/27/2026	Glowforge	Glowforge Premium Annual Subscription 2/12/26 10207 · BOH Convenience Fund Chk (2208)		-239.00
Bill	CBINV758274	02/12/2026		Glowforge Premium Annual Subscription 2/12/26-2/ 54135 · Grant Program Supplies		239.00
TOTAL						239.00
Bill Pmt -Check	Debit Card	02/27/2026	GoDaddy.com LLC	1 Year Domain Renewal	10207 · BOH Convenience Fund Chk (2208)	-23.19
Bill	3552985113	01/28/2026		1 Year Domain Renewal	55400.4 · Licensing Fees	23.19
TOTAL						23.19
Bill Pmt -Check	Debit Card	02/27/2026	Google		10207 · BOH Convenience Fund Chk (2208)	-76.17
Bill	5472926880	01/31/2026		Google Workspace for January - Additional & Archi	55400.4 · Licensing Fees	31.62
Bill	5490817395	01/31/2026		Google Telecom for January	54185 · Grant Telecommunications	44.55
TOTAL						76.17
Bill Pmt -Check	Debit Card	02/27/2026	IL Secretary of State	Certificate of Good Standing Fee	10207 · BOH Convenience Fund Chk (2208)	-6.00
Bill	2605602544	02/25/2026		Certificate of Good Standing Fee	54135 · Grant Program Supplies	6.00
TOTAL						6.00
Bill Pmt -Check	Debit Card	02/27/2026	Illinois Library Association	2026 ILA Membership - L. Hegedus	10207 · BOH Convenience Fund Chk (2208)	-100.00
Bill	326951	02/09/2026		2026 ILA Membership - L. Hegedus	55100.1 · Staff Development	100.00
TOTAL						100.00
Bill Pmt -Check	Debit Card	02/27/2026	Jewel		10207 · BOH Convenience Fund Chk (2208)	-105.90
Bill	02042026	02/04/2026		HE Program Supplies	54135 · Grant Program Supplies	26.95
Bill	02092026	02/09/2026		HE Program Supplies	54135 · Grant Program Supplies	31.37
Bill	02112026	02/11/2026		HE Program Supplies	54135 · Grant Program Supplies	23.98
Bill	02192025-2	02/19/2026		HE Program Supplies	54135 · Grant Program Supplies	23.60
TOTAL						105.90
Bill Pmt -Check	Debit Card	02/27/2026	Lideramos	Professional Development - V. Gonzalez	10207 · BOH Convenience Fund Chk (2208)	-29.81
Bill	8060368097	01/30/2026		Professional Development - V. Gonzalez	54115 · Staff Development	29.81
TOTAL						29.81

Highwood Public Library & Community Center

Check Detail

February 24 through March 12, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	02/27/2026	Mailchimp	Monthly Subscription 02/12/26-03/11/26	10207 · BOH Convenience Fund Chk (2208)	-38.25
Bill	MC18049943	02/12/2026		Monthly Subscription 02/12-03/11/26	55500.7 · Newsletter	38.25
TOTAL						38.25
Bill Pmt -Check	Debit Card	02/27/2026	Menards		10207 · BOH Convenience Fund Chk (2208)	-381.72
Bill	02122026	02/12/2026		Supplies Storage	55400.2 · Office/Library Supplies	70.40
Bill	02122026-2	02/12/2026		Storage Room Supplies	54135 · Grant Program Supplies	295.83
Bill	02252026	02/25/2026		Shelving Supplies	54135 · Grant Program Supplies	15.49
TOTAL						381.72
Bill Pmt -Check	Debit Card	02/27/2026	Michaels	HE Program Supplies	10207 · BOH Convenience Fund Chk (2208)	-27.86
Bill	5400110182633977	02/04/2026		HE Program Supplies	54135 · Grant Program Supplies	27.86
TOTAL						27.86
Bill Pmt -Check	Debit Card	02/27/2026	OpenAI, LLC	ChatGPT Subscription 01/30-2/28/26	10207 · BOH Convenience Fund Chk (2208)	-20.00
Bill	4LB5FJ2J-0008	01/30/2026		ChatGPT Subscription 01/30-2/28/26	54135 · Grant Program Supplies	20.00
TOTAL						20.00
Bill Pmt -Check	Debit Card	02/27/2026	RAILS	Reaching Forward Conference - D. Wence	10207 · BOH Convenience Fund Chk (2208)	-128.00
Bill	02062026	02/06/2026		Reaching Forward Conference - D. Wence	55100.1 · Staff Development	128.00
TOTAL						128.00
Bill Pmt -Check	Debit Card	02/27/2026	Secret World Books		10207 · BOH Convenience Fund Chk (2208)	-513.93
Bill	000089	02/06/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	21.95
Bill	000089-2	02/06/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	60.39
Bill	000090	02/06/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	225.52
Bill	000092	02/11/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	79.80
Bill	000091	02/11/2026		Books NF - Young Adult	52150.3 · Books NF - Young Adult	126.27
TOTAL						513.93
Bill Pmt -Check	Debit Card	02/27/2026	Simple Practice	Appointment Scheduler for 02/03-03/03/26	10207 · BOH Convenience Fund Chk (2208)	-247.00
Bill	724EA5F5-0058	02/03/2026		Appointment Scheduler for 02/03-03/03/26	54135 · Grant Program Supplies	247.00
TOTAL						247.00
Bill Pmt -Check	Debit Card	02/27/2026	Staples		10207 · BOH Convenience Fund Chk (2208)	-18,199.60
Bill	386856777	02/13/2026		(10) Digital Navigation Laptops Purchase	54135 · Grant Program Supplies	4,599.90
Bill	386874609	02/16/2026		(10) Digital Navigation Laptops Purchase	54135 · Grant Program Supplies	4,599.90

Highwood Public Library & Community Center

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February 24 through March 12, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	387139944	02/19/2026		(10) Digital Navigation Laptops Purchase	54135 · Grant Program Supplies	4,499.90
Bill	387139133	02/19/2026		(10) Digital Navigation Laptops Purchase	54135 · Grant Program Supplies	4,499.90
TOTAL						18,199.60
Bill Pmt -Check	Debit Card	02/27/2026	Subway	Community Response Supplies	10207 · BOH Convenience Fund Chk (2208)	-99.98
Bill	02132026	02/13/2026		Community Response Supplies	54135 · Grant Program Supplies	99.98
TOTAL						99.98
Bill Pmt -Check	Debit Card	02/27/2026	T-Mobile	Internet Service 01/22-02/21/26	10207 · BOH Convenience Fund Chk (2208)	-10.00
Bill	01212026	01/21/2026		Internet Service 01/22-02/21/26	55400.6 · Telecommunications/Internet	10.00
TOTAL						10.00
Bill Pmt -Check	Debit Card	02/27/2026	Target	YA Program Supplies	10207 · BOH Convenience Fund Chk (2208)	-63.80
Bill	02202026	02/20/2026		YA Program Supplies	54135 · Grant Program Supplies	63.80
TOTAL						63.80
Bill Pmt -Check	Debit Card	02/27/2026	The Home Depot		10207 · BOH Convenience Fund Chk (2208)	-21.01
Bill	02082026	02/08/2026		Computer Install Hardware	54135 · Grant Program Supplies	2.75
Bill	02152026	02/15/2026		Electronic Upgrade Supplies	56500.1 · Maintenance Svcs. - Interior	18.26
TOTAL						21.01
Bill Pmt -Check	Debit Card	02/27/2026	The Wall Street Journal	Wall Street Journal Subscription through 04/17/2	10207 · BOH Convenience Fund Chk (2208)	-230.97
Bill	02182026	02/18/2026		Wall Street Journal Subscription through 04/17/2026	52400.1 · Periodicals - Adult	230.97
TOTAL						230.97
Bill Pmt -Check	Debit Card	02/27/2026	Vimeo.com, Inc	Charlas Educational Supplies	10207 · BOH Convenience Fund Chk (2208)	-5.99
Bill	INV05479381	02/12/2026		Charlas Educational Supplies	54135 · Grant Program Supplies	5.99
TOTAL						5.99
Bill Pmt -Check	Debit Card	02/27/2026	Vivint, Inc.	Smart Home Service 02/16/26-03/15/26	10207 · BOH Convenience Fund Chk (2208)	-35.14
Bill	239510405	02/16/2026		Smart Home Service 02/16/26-03/15/26	56500.1 · Maintenance Svcs. - Interior	35.14
TOTAL						35.14
Bill Pmt -Check	Debit Card	02/27/2026	Walgreens		10207 · BOH Convenience Fund Chk (2208)	-51.57
Bill	02142026	02/14/2026		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	26.57
Bill	02242026	02/24/2026		Staff Recognition Supplies	54135 · Grant Program Supplies	25.00
TOTAL						51.57

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	02/27/2026	Wayfair	Supply Cabinet	10207 · BOH Convenience Fund Chk (2208)	-151.89
Bill	1701273172	02/13/2026		Supply Cabinet	54135 · Grant Program Supplies	151.89
TOTAL						151.89
Bill Pmt -Check	Debit Card	02/27/2026	Woodmans Markets		10207 · BOH Convenience Fund Chk (2208)	-4,499.17
Bill	02032026	02/03/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	190.27
Bill	02032026-2	02/03/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	196.04
Bill	02042026	02/04/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	182.13
Bill	02042026-2	02/04/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	195.42
Bill	02052026	02/05/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	192.96
Bill	02102026	02/10/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	202.77
Bill	02102026-2	02/10/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	203.94
Bill	02102026-3	02/10/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	208.64
Bill	02112026	02/11/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	209.50
Bill	02122026	02/12/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	209.42
Bill	02122026-2	02/12/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	201.45
Bill	02172026-2	02/17/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	205.01
Bill	02172026	02/17/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	204.07
Bill	02182026	02/18/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	191.42
Bill	02182026-2	02/18/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	191.69
Bill	02202026	02/20/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	156.75
Bill	02202026-2	02/20/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	201.83
Bill	02242026	02/24/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	186.42
Bill	02242026-2	02/24/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	199.56
Bill	02252026	02/25/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	199.56
Bill	02252026-2	02/25/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	198.99
Bill	02262026	02/26/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	177.58
Bill	02262026-2	02/26/2026		Feeding 60 Families Supplies	54135 · Grant Program Supplies	193.75
TOTAL						4,499.17
Bill Pmt -Check	Debit Card	02/27/2026	Zoom Video Communications Inc		10207 · BOH Convenience Fund Chk (2208)	-176.89
Bill	INV339855521	01/30/2026		Programming Account Subscription 01/30/26-01/29/	54135 · Grant Program Supplies	159.90
Bill	INV342488582	02/19/2026		Health Equity Subscription 02/19/26-03/18/26	54185 · Grant Telecommunications	16.99
TOTAL						176.89
Bill Pmt -Check	3570	03/11/2026	Ana Bee Well LLC	HE Contracted Program Facilitator Fee	10201 · BOH General Fund Chk. (3563)	-525.00
Bill	1	03/04/2026		HE Contracted Program Facilitator Fee	54110 · Contracted Services	525.00
TOTAL						525.00
Bill Pmt -Check	3571	03/11/2026	Arteaga, Axel	Case Management Contracted Services Rendere	10201 · BOH General Fund Chk. (3563)	-1,753.50
Bill	001-2	03/04/2026		Case Management Contracted Services Rendered	154110 · Contracted Services	1,753.50

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February 24 through March 12, 2026

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL							1,753.50
	Bill Pmt -Check	3572	03/11/2026	Beteta Hernandez, Ximena	Contracted Marketing Support for March 2026	10201 · BOH General Fund Chk. (3563)	-880.00
	Bill	03032026	03/03/2026		Contracted Marketing Support for March 2026	54110 · Contracted Services	<u>880.00</u>
TOTAL							880.00
	Bill Pmt -Check	3573	03/11/2026	Brito, Carolina	March 2026 Counseling Services	10201 · BOH General Fund Chk. (3563)	-1,800.00
	Bill	03012026	03/01/2026		March 2026 Counseling Services	54110 · Contracted Services	<u>1,800.00</u>
TOTAL							1,800.00
	Bill Pmt -Check	3574	03/11/2026	Carlson, Nova	YA Facilitator Contracted Services for March 2026	10201 · BOH General Fund Chk. (3563)	-80.00
	Bill	03032026	03/03/2026		YA Facilitator Contracted Services for March 2026	54110 · Contracted Services	<u>80.00</u>
TOTAL							80.00
	Bill Pmt -Check	3575	03/11/2026	City of Highwood.		10201 · BOH General Fund Chk. (3563)	-13,633.06
	Bill	February 2026 IMRF	03/01/2026		IMRF Payment for February 2026	22100 · IMRF W/H Payable	3,652.67
	Bill	2026-April	04/03/2026		April 2026 Medical/Health Insurance	54132 · Medical/Dental Benefits	5,178.15
					April 2026 Medical/Health Insurance	54132 · Medical/Dental Benefits	804.38
					April 2026 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,216.19
					April 2026 Medical/Health Insurance	51120 · Medical/Health Insurance	1,760.47
					April 2026 Medical/Health Insurance	51130 · Life Insurance	<u>21.20</u>
TOTAL							13,633.06
	Bill Pmt -Check	3576	03/11/2026	Consuelo, Inc.	Therapy Services for March 2026	10201 · BOH General Fund Chk. (3563)	-900.00
	Bill	1083	03/03/2026	NorthShore University HealthSystem	Therapy Services for March 2026	54110 · Contracted Services	<u>900.00</u>
TOTAL							900.00
	Bill Pmt -Check	3577	03/11/2026	Engberg Anderson Architects	Preventative Maintenance	10201 · BOH General Fund Chk. (3563)	-2,242.50
	Bill	25387300-3	02/28/2026		Preventative Maintenance	56500.3 · Preventative Maintenance	<u>2,242.50</u>
TOTAL							2,242.50
	Bill Pmt -Check	3578	03/11/2026	Giraldo, Alexander	Contracted Marketing Support for March 2026	10201 · BOH General Fund Chk. (3563)	-900.00
	Bill	03042026	03/04/2026		Contracted Marketing Support for March 2026	54110 · Contracted Services	<u>900.00</u>
TOTAL							900.00
	Bill Pmt -Check	3579	03/11/2026	Gonzalez, Viridiana		10201 · BOH General Fund Chk. (3563)	-61.62
	Bill	02242026	02/24/2026		Senior Wellness Program Supplies Reimbursement	54135 · Grant Program Supplies	12.68
	Bill	02242026-2	02/24/2026		Senior Wellness Program Supplies Reimbursement	54135 · Grant Program Supplies	<u>48.94</u>

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	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL							61.62
	Bill Pmt -Check	3580	03/11/2026	Hernandez, Jose M.	Community Health Worker Services Rendered fo	10201 · BOH General Fund Chk. (3563)	-700.00
	Bill	012	03/04/2026		Community Health Worker Services Rendered for F 54110 · Contracted Services		700.00
TOTAL							700.00
	Bill Pmt -Check	3581	03/11/2026	Highwood Rec Center	Zumba Basement Fee - February	10201 · BOH General Fund Chk. (3563)	-140.00
	Bill	41551	02/26/2026		Zumba Basement Fee - February	54135 · Grant Program Supplies	140.00
TOTAL							140.00
	Bill Pmt -Check	3582	03/11/2026	Hollis, Anthony	February Grounds Care	10201 · BOH General Fund Chk. (3563)	-40.00
	Bill	02282026	02/28/2026		February Grounds Care	56500.2 · Maintenance Svcs. - Exterior	40.00
TOTAL							40.00
	Bill Pmt -Check	3583	03/11/2026	Hoopla	February 2026 Usage	10201 · BOH General Fund Chk. (3563)	-419.06
	Bill	508513508	02/28/2026		February 2026 Usage	52350.3 · On-Line - Hoopla	419.06
TOTAL							419.06
	Bill Pmt -Check	3584	03/11/2026	Knutson, Jim	Digital Navigation Contracted Project Fee	10201 · BOH General Fund Chk. (3563)	-6,000.00
	Bill	326	03/10/2026		Digital Navigation Contracted Project Fee	54110 · Contracted Services	6,000.00
TOTAL							6,000.00
	Bill Pmt -Check	3585	03/11/2026	Lara, Maria	March 2026 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,560.00
	Bill	03022026	03/02/2026		March 2026 Professional Cleaning Services	56200 · Cleaning Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	3586	03/11/2026	Lomeli, Itzayana Rocio Gonzalez		10201 · BOH General Fund Chk. (3563)	-1,184.00
	Bill	03022026	03/02/2026		Digital Navigation Contractual Support for March	54110 · Contracted Services	1,104.00
	Bill	03022026-2	03/02/2026		Adult Services Contractual Support for March	54110 · Contracted Services	80.00
TOTAL							1,184.00
	Bill Pmt -Check	3587	03/11/2026	Mak, Maria Teresa	Community Support Contracted Services for Ma	10201 · BOH General Fund Chk. (3563)	-1,848.00
	Bill	2	02/26/2026		Community Support Contracted Services for March	54110 · Contracted Services	1,848.00
TOTAL							1,848.00
	Bill Pmt -Check	3588	03/11/2026	Mejia, Cecilia A Limon	Community Support Contracted Services for Ma	10201 · BOH General Fund Chk. (3563)	-1,848.00
	Bill	001-2	03/01/2026		Community Support Contracted Services for March	54110 · Contracted Services	1,848.00

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Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL						1,848.00
Bill Pmt -Check	3589	03/11/2026	Pasillas, Stephanie	Adult Services Program Supplies Reimbursemer	10201 · BOH General Fund Chk. (3563)	-3.59
Bill	02242026	02/24/2026		Adult Services Program Supplies Reimbursement	53200.1 · Prog. Suppl. - Adult	3.59
TOTAL						3.59
Bill Pmt -Check	3590	03/11/2026	Patel, Kush	March Adult Digital Literacy Education & Engage	10201 · BOH General Fund Chk. (3563)	-736.00
Bill	03092026	03/09/2026		March Adult Digital Literacy Education & Engagem	54110 · Contracted Services	736.00
TOTAL						736.00
Bill Pmt -Check	3591	03/11/2026	Plante & Moran, PLLC	Accounting Services 01/16-02/28/2026	10201 · BOH General Fund Chk. (3563)	-3,732.50
Bill	10640580	03/05/2026		Accounting Services 01/16-02/28/2026	54110 · Contracted Services	3,732.50
TOTAL						3,732.50
Bill Pmt -Check	3592	03/11/2026	Quill	Acct. #C359709	10201 · BOH General Fund Chk. (3563)	-244.41
Bill	47637683	02/03/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	74.26
Bill	47879432	02/20/2026		Library Office & Cleaning Supplies	55400.2 · Office/Library Supplies	113.05
Bill	47914231	02/24/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	57.10
TOTAL						244.41
Bill Pmt -Check	3593	03/11/2026	Ramirez, Laura		10201 · BOH General Fund Chk. (3563)	-926.43
Bill	02032026-2	02/03/2026		YS Containers Reimbursement	54135 · Grant Program Supplies	143.00
Bill	02072026	02/07/2026		Bingo Prizes Reimbursement	54135 · Grant Program Supplies	14.02
Bill	02082026	02/08/2026		Staff Recognition Supplies Reimbursement	54135 · Grant Program Supplies	18.28
Bill	02102026	02/10/2026		YS Containers Purchase Reimbursement	54135 · Grant Program Supplies	172.30
Bill	02122026	02/12/2026		Volunteer Supplies Purchase Reimbursement	54135 · Grant Program Supplies	43.86
Bill	02172026	02/17/2026		Staff Meeting Supplies Purchase Reimbursement	54135 · Grant Program Supplies	22.05
Bill	02242026	02/24/2026		Staff Recognition Supplies Purchase Reimburs	54135 · Grant Program Supplies	53.14
Bill	02252026	02/25/2026		YS Containers Purchase Reimbursement	54135 · Grant Program Supplies	28.75
Bill	02262026	02/26/2026		Staff Recognition Supplies Purchase Reimburs	54135 · Grant Program Supplies	5.56
Bill	03012026	03/01/2026		Staff Recognition Supplies Purchase Reimburs	54135 · Grant Program Supplies	86.49
Bill	03042026	03/04/2026		Community Response Supplies Purchase Reimburs	54135 · Grant Program Supplies	338.98
TOTAL						926.43
Bill Pmt -Check	3594	03/11/2026	Rios-Sierra, Norma	Youth HE Contracted Program Facilitator Fee	10201 · BOH General Fund Chk. (3563)	-300.00
Bill	03052026	03/05/2026		Youth HE Contracted Program Facilitator Fee	54110 · Contracted Services	300.00
TOTAL						300.00
Bill Pmt -Check	3595	03/11/2026	Simon Pina, Beatriz	March Adult Digital Literacy Education & Engage	10201 · BOH General Fund Chk. (3563)	-2,208.00

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill	03022026	03/02/2026		March Adult Digital Literacy Education & Engagem	54110 · Contracted Services	2,208.00
TOTAL						2,208.00
Bill Pmt -Check	3596	03/11/2026	Spanish Adult Literacy Consultant	Digital Navigation Services for March 2026	10201 · BOH General Fund Chk. (3563)	-5,583.00
Bill	03052026	03/05/2026		Digital Navigation Services for March 2026	54110 · Contracted Services	5,583.00
TOTAL						5,583.00
Bill Pmt -Check	3597	03/11/2026	The I.T. Connection Inc.	Telephone Service for February	10201 · BOH General Fund Chk. (3563)	-46.19
Bill	12314	02/28/2026		Telephone Service for February	55400.6 · Telecommunications/Internet	46.19
TOTAL						46.19
Bill Pmt -Check	3598	03/11/2026	Today's Business Solutions, Inc.		10201 · BOH General Fund Chk. (3563)	-899.16
Bill	02162026-39	02/17/2026		Fax for 10/1/25-12/31/2025	55400.6 · Telecommunications/Internet	44.16
Bill	19572	03/02/2026		Simple Scan Licensing for FY27	55400.4 · Licensing Fees	855.00
TOTAL						899.16
Bill Pmt -Check	3599	03/11/2026	Vazquez, Fabiola Hernandez	March Community Health Education & Engagem	10201 · BOH General Fund Chk. (3563)	-1,620.00
Bill	03032026	03/03/2026		March Community Health Education & Engagement	54110 · Contracted Services	1,273.33
				March Community Health Education & Engagement	54110 · Contracted Services	346.67
TOTAL						1,620.00
Bill Pmt -Check	3600	03/11/2026	Vergara Castrejon, Oralia	March Zumba Instructor Services	10201 · BOH General Fund Chk. (3563)	-150.00
Bill	03022026	03/02/2026		March Zumba Instructor Services	54110 · Contracted Services	150.00
TOTAL						150.00
Bill Pmt -Check	3601	03/11/2026	Yoder, Tim		10201 · BOH General Fund Chk. (3563)	-168.89
Bill	02042026	02/04/2026		Chromebook Repair Supplies Reimbursement	54135 · Grant Program Supplies	130.79
Bill	02042026-2	02/04/2026		Chromebook Charger Reimbursement	54135 · Grant Program Supplies	38.10
TOTAL						168.89