



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

Location: Highwood Public Library
Monday, May 18, 2026 – 7:00 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
 - a. Motion to approve minutes from April 27, 2026 regular meeting
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the May 2026 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports
 - a. Finance Committee
 - b. Policy
 - c. Building & Grounds
 - d. Technology Committee
 - e. Personnel
10. Old business
11. New business
 - a. Discussion of policies: Meeting Room policy, Art Gift acceptance policy
 - b. Motion to approve the presented policies
 - c. Review of Board Member Standards for Service
 - d. Presentation of nominations for executive Board
 - e. Motion to approve slate of nominees
 - f. Review early voting and voting day contract
 - g. Approve early voting and voting day contract
 - h. Review Libby contract
 - i. Approve Libby contract
 - j. Review Illinois Public Library Standards: Building & Grounds
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

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Draft, not yet approved

**Highwood Library & Community Center
Board of Trustees Regular Meeting – April 27, 2026**

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

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

Public Comments

Highwood residents Anthony Bilotti and Emma Kowalenko presented artwork they had purchased and wanted to donate to the Library. It represented an exterior mural from a longtime Highwood building. The President will follow up with them on the donation. Potential board candidate Shelby Drury introduced herself to the Board.

President’s Report

Ms. Hospodarsky welcomed Ms. Drury and will connect with the City on her application as well as possible renewals for Ms. Pastroff, Ms. Loredo, and Mr. Muelver, whose terms expire in May. The Board is reminded to complete the SEI form by May 1. May is the annual meeting with officer elections and committee annual reports.

Secretary’s Report

Ms. Hospodarsky moved to approve the March 16, 2026 regular meeting minutes. Ms. Loredo seconded and the motion carried unanimously.

Communication

Ms. Ramirez discussed the St. James Food Pantry collaboration with Roberta Mocogni.

Treasurer’s Report

Ms. Pastroff presented the March financials and April invoices.

- Ellii Plus programming supplies are web-based software for Digital Navigators.
- Will ask for refund on March bank overdraft fee.
- Chamber of Commerce does not have a non-profit membership rate.
- IT Contractor billing came in for April
- Northern Weathermakers part was under warranty but still had to pay labor for repair.
- Staff are referring to door count to determine restart of Citizenship class.

Ms. Hospodarsky moved to approve the April 2026 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

Director’s Report

Ms. Ramirez highlighted some items:

- High user engagement for 3/17 Facebook post on grocery support available highlights food scarcity. The support emphasizes fresh food and protein.
- There was a question on how need is determined for the grocery support. Currently one bag of \$25 groceries per week is given, on honor system, and not limited to Highwood. Ms. Chavez will follow up to correct any misinformation she has heard.
- Ms. Wence supported the visit to HLCC of two Oak Terrace classrooms.

Draft, not yet approved

- Lake County reported 2190 voters were served at Library voting site.
- Last round of laptops is here for Digital Navigator program. Contractor is receiving additional laptops from the County. Technology committee is also refurbishing Chromebooks for those who don't meet digital navigation requirements.
- Statistics show high March visitor count which will be voters, but Director will look at calculation to see if there may be other reasons.

Committee Reports

Finance: Committee met just before this meeting, and on 4/15, to work on budget. FY25 audit follow up information was all submitted to City last week. Library hopes FY26 audit begins in the summer.

Policy: Proposed minor changes to policies were discussed. Bylaws were changed to agree with last month's new Succession Plan. A draft Art Policy exists, which committee will re-review and send to B&G to finalize. Committee will create a contract form for art donors.

Building and Grounds: Committee met April 1. Future snow plowers will push the snow to the northwest corner of the parking lot instead of staff parking. Will know next winter if vestibule water damage has been resolved. Committee assessed that a possible artwork was too large.

Engberg Anderson extensive capital needs assessment was shared with Board.

A short-term priority is the low sloping roof which has reached end of life. Committee got a quote for biannual cleaning of roof scuppers. Spalling on the new sidewalk should be repaired and sealed annually. President will remind City.

Issues with duct work in Makerspace and community room were identified.

Terracotta coping is failing and needs tuckpointing. Annual inspection of the roof is needed.

Estimates are being obtained on replacing one section of roof, and will apply for grant funding.

Director and Mr. Martinez will learn more about how to use the EA spreadsheet.

Technology: Committee met. Mr. Yoder has taken an Accessibility training which library content creators will also take. Other state training on this topic is being investigated. Website will be first priority; accessibility deadline is now 4/2028. Libby is now confirmed as an approved tool so Library will move forward to purchase.

Personnel: Committee met, and managed board's Director performance review.

New Business

Ms. Hospodarsky moved to approve as presented the Board Bylaws, and the Meeting by Electronic Means, Public Comment, and Posting of Agenda, Meeting Schedule, and Meeting Minutes policies. Ms. Regalado seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve the FY27 Board meeting calendar, Ms. Regalado seconded, and the motion carried unanimously.

The board reviewed the proposed FY27 budget.

- CMEssentials is a new program staffed by contractors, which mostly purchases food.

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- Hopeful for funding from Moraine Township's new mental health fund (recent referendum) to provide free mental health services.
- A part time position children's staffer was added to the budget.
- There is a plan for fundraising for 2027 – HLCC's 50th anniversary.
- Budgeted capital improvements include new shelves for teens area, a tweens sitting area, and an adult maker space, to be set up in computer lab.

Ms. Hospodarsky moved to approve the FY27 budget as presented, and Mr. Muelver seconded. The motion was unanimous by voice vote.

Yes: Chavez, Cleland, Hospodarsky, Loreda, Martinez, Muelver, Pastroff, Regalado

The Director reviewed HLCC performance on IL Public Library Standards: Advocacy and Community Engagement. She will share the Ready Set Advocate tools with the Board. The Director asked to present her annual report in June.

Ms. Hospodarsky moved to go into Executive Session based on 5 ILCS 120/Sec 2(c) 1 to discuss personnel, Ms. Regalado seconded, and the motion carried

Executive Session was entered at 8:47 pm

Regular meeting was called back to order at 9:09 pm

Ms. Regalado moved and Mr. Muelver seconded to adjourn the meeting. The motion carried.
Meeting adjourned at 9:09 pm.

Director's Report
May 18, 2026
Library Updates

Admin/Accounting
Current Month

- The FY25 Audit is nearing completion. All Library items have been delivered to the auditor, and finalization is expected soon.
- The FY27 Budget has been completed and approved.
- FY26 Grants Spenddown Review & FY27+ Projections
- FY26 Close Preparation & Planning

Records Retention
Building & Grounds
Website & Technology

- No updates
- No updates
- As of April 30th, the Digital Navigator program has distributed 297 laptops and 15 tablets, totaling 312 devices.

Accessibility
Communications
HR

- No updates
- The library received and responded to a FOIA request.
- On April 24th, library team members participated in an evening event at Rinu Arts in Highwood. This event was very well-received, with team members sharing that it was just what they needed. This event was paid for by grant funding.

Grant Update

Applications/Proposals Submitted

- A grant application was submitted to Moraine Township Community Mental Health Board for the Library's Health Equity program.
- A grant was submitted to the Illinois State Library for security upgrades.

Grant Awards

- An anonymous grant award of \$50,000 was gifted to the Friends of the Highwood Public Library (4/30/2026).

Grant Reimbursements

- The Library received a reimbursement of \$19,015.80 from Lake County for the Digital Navigation program covering February 2026 expenses (4/3/2026).
- The Library received a PPRT tax revenue payment of \$3,168.06 from the City of Highwood for FY26 (4/14/2026).

Outreach

- Lauren and Axel visited Highland Park High School on April 14, engaging 216 students and sharing information about Library programs, resources, and upcoming opportunities.
- Lauren connected with 205 students at Northwood Middle School on April 15, promoting Library services, teen programming, and ways to get involved.

Library Services

- Overall, the library's traffic has been busy, as we saw the third highest door count for the fiscal year, and the second highest in 2026 in April. Recent trends have been that our Adult Services staff is seeing more patrons come in during the first few hours we are open. We also tend to get busy around the times programs start in the late afternoon.
- Our Adult Services Department placed multiple new book/movie orders in April. These orders included books in English and Spanish (fiction and non-fiction), along with new films on DVD.
- People continue to ask about donating books to the library, as the library had temporarily suspended accepting donations until May.
- The print station area has seen quite a bit of use, including faxing. April also saw the highest number of unique patrons use Hoopla, at 76 patrons, for the fiscal year.

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

Día del Niño: Celebrating Our Youngest Community Members

The Children's Department hosted a special celebration in honor of Día del Niño, welcoming families for an evening full of pizza, music, fun giveaways, and a family movie. The event filled the Children's space with energy and joy, bringing together both familiar faces and newer families discovering the Library for the first time. The celebration also served as a meaningful opportunity to connect families with upcoming programming and highlight the many resources available to them throughout the year. – 57 participants



Astronomy Under the City Lights with the Lake County Astronomical Society



Highwood Library partnered with the Lake County Astronomical Society to offer families a rare and exciting opportunity to explore the night sky through high-powered, specialized telescopes. While the Library already houses a telescope donated by the LCAS as part of its Library of Things collection, the Society brought additional equipment so that multiple families could observe simultaneously. The after-hours event drew an impressive turnout, with families eager to get a closer look at the stars and planets together. The program sparked curiosity and wonder across all ages, reinforcing the Library's commitment to offering unique learning experiences that go beyond the walls of the building. – 72 participants (42 adults)

Teen Services (Lauren)

Natural Dye Workshop with Volunteer Hannah

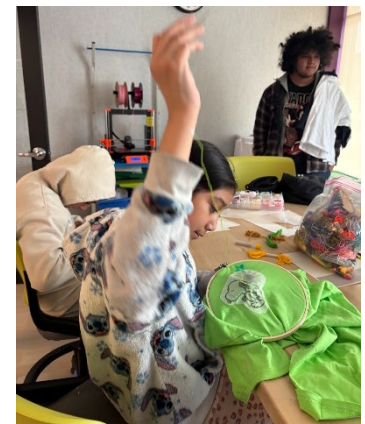
Teens had the opportunity to learn the art of fabric dyeing using natural dyes, guided by volunteer Hannah. Participants worked with an indigo dye and an onion-based yellow dye to create their own tote bags, scrunchies, and bandanas. The hands-on process sparked curiosity about natural materials and sustainable crafting, and teens left with one-of-a-kind creations that reflected their creativity and effort. – 7 participants



Success Story: Earth Day Embroidery: Wearing Your Identity

In celebration of Earth Day, teens learned how to revamp their old clothing through embroidery, turning everyday items into personalized works of art. The program encouraged participants to express their individual personalities through fashion design while embracing the values of sustainability and creative reuse.

Teens took pride in their finished pieces, especially knowing they could wear their creations. The program created a strong sense of accomplishment and self-expression, demonstrating how art and sustainability can come together to empower young people to see themselves and their belongings in a new way. – 7 participants



Adult Services (Alex, Aurora)

New Adult Knitting Program Launches on Saturday Afternoons

A new volunteer-led knitting program for adults launched in April, offering Saturday afternoon sessions for participants of all experience levels. The program complements the Library's ongoing crochet offerings and, in line with our strategic plan, expands creative and social programming available to adult patrons. Participants embraced the new opportunity right away, joining in with enthusiasm and curiosity.



Digital Navigation: One-on-One Support



Our Digital Navigators held 133 one-on-one sessions this month, each designed to build foundational technology skills in a personalized and supportive setting. Sessions focused on essential skills such as sending and checking emails, navigating online platforms, and building overall confidence with computer use. The flexible scheduling model allows participants to attend consistently, including those who are unable to participate in group classes due to work or personal commitments. This individualized approach continues to be one of the most impactful ways the Library meets community members where they are.

Success Story: From Uncertainty to Independence: Mrs. Martha's Journey

Mrs. Martha* shared that she feels very proud of her progress as she is now able to use a computer independently. Before attending one-on-one sessions with our Digital Navigators, Mrs. Martha did not know how to send or check emails. Through consistent and personalized support, she has gained both the skills and the confidence to navigate technology on her own. Although she had some exposure to computers in her teenage years, she noted that technology has changed significantly and expressed motivation to continue learning new programs and tools. She also shared appreciation for the one-on-one format, noting that the flexible scheduling made it possible for her to attend consistently in a way that group classes could not accommodate. Mrs. Martha's story reflects the experience of many participants who benefit from personalized support that meets them at their own pace and on their own schedule.

*Name changed to maintain client privacy.

Health Equity (Yenny)

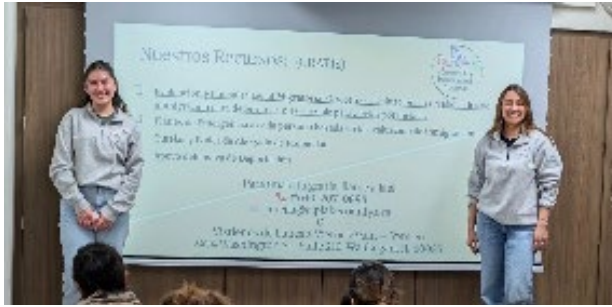
The Artwork of TIERRA: Healing Together



On April 12, the Health Equity team and TIERRA participants were invited to attend the exhibit The Artwork of TIERRA: Healing Together, a deeply moving experience that brought to life the artwork of participants and facilitators. Beyond the visual art, the exhibit captured lived experiences and themes of community, cultural pride, transformation, healing, creativity, resilience, ease, and radical hope. A panel discussion accompanied the exhibit, where Lead Case Manager and TIERRA facilitator Viridiana Gonzalez joined representatives from other Lake County organizations to share her experience leading the program and its impact on both her professional and personal life. In preparation for the exhibit, the team coordinated transportation and personally invited participants to create Milagro Corazones on February 7 as part of Brushwood Center's initiative in collaboration with local artist Nydia Gonzalez-Carson. – 12 participants

Legal Support Through Partnership

Highwood Library is grateful for its partnership with the Center for Immigrant Progress (CIP),



which has made it possible to connect community members with free legal consultations, information and resources. Between February and April, a total of 64 legal consultation appointments were coordinated through this collaboration. This partnership reflects the Library's commitment to meeting the most

pressing needs of our community with dignity, clarity, and trusted support.

Groceries for Highwood Residents

The Library's Case Management Essentials program provided 15 bags of groceries to library patrons each day the library was open, totaling 390 bags of groceries distributed to community members at the library during the month of April.



Board Meeting Open Items

Question about door count: The door count listed in the Statistics is accurate, as it reflects only those entering (not exiting) the library.

Highwood Public Library & Community Center
Balance Sheet w/Prior Month Comparison
As of April 30, 2026

	Apr 30, 26	Mar 31, 26	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	183.15	183.15	0.00	0.0%
10110 · Gift Cards on Hand				
10110.1 · Gift Cards-General	59.44	59.44	0.00	0.0%
10110.2 · Gift Cards-GEN Meal Assistance	1,000.00	1,000.00	0.00	0.0%
Total 10110 · Gift Cards on Hand	1,059.44	1,059.44	0.00	0.0%
10130 · Nayax (9978)	7.19	35.74	-28.55	-79.9%
10201 · BOH General Fund Chk. (3563)	222,270.04	130,999.19	91,270.85	69.7%
10203 · BOH General Money Market (2030)	3,590.06	3,594.01	-3.95	-0.1%
10206 · BOH Payroll Acct. Chk. (0133)	31,064.35	31,379.79	-315.44	-1.0%
10207 · BOH Convenience Fund Chk (2208)	1,773.10	1,488.54	284.56	19.1%
10216 · IMET Capital Impr. Fund (8102)	4,322.56	4,309.41	13.15	0.3%
10221 · IMET Reserve Fund (8101)	424,053.96	422,764.30	1,289.66	0.3%
Total 10000 · CASH & INVESTMENT ACCOUNTS	688,323.85	595,813.57	92,510.28	15.5%
Total Checking/Savings	688,323.85	595,813.57	92,510.28	15.5%
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	1,995,817.25	1,903,306.97	92,510.28	4.9%
TOTAL ASSETS	1,995,817.25	1,903,306.97	92,510.28	4.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	45,556.21	13,842.69	31,713.52	229.1%
Total Accounts Payable	45,556.21	13,842.69	31,713.52	229.1%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	3,798.98	3,798.96	0.02	0.0%
Total 22000 · Payroll Liabilities	3,798.98	3,798.96	0.02	0.0%
23100 · Accrued Payroll	46,242.05	0.00	46,242.05	100.0%
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	1,356,830.12	1,310,588.05	46,242.07	3.5%
Total Current Liabilities	1,402,386.33	1,324,430.74	77,955.59	5.9%
Total Liabilities	1,402,386.33	1,324,430.74	77,955.59	5.9%
Equity				
32000 · Unrestricted Net Assets	544,167.89	544,167.89	0.00	0.0%
Net Income	49,263.03	34,708.34	14,554.69	41.9%
Total Equity	593,430.92	578,876.23	14,554.69	2.5%
TOTAL LIABILITIES & EQUITY	1,995,817.25	1,903,306.97	92,510.28	4.9%

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

	May '25 - Apr 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	3,168.06	5,000.00	-1,831.94	63.4%
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	801,547.21	1,201,647.04	-400,099.83	66.7%
Total 41300 · Grants	839,031.36	1,209,047.04	-370,015.68	69.4%
41400 · Interest & Dividends	16,731.39	5,000.00	11,731.39	334.6%
Total 41000 · GENERAL REVENUES	1,193,759.74	1,556,885.04	-363,125.30	76.7%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	281.00	0.00	281.00	100.0%
42300 · Book Sales	1,289.65	800.00	489.65	161.2%
42600 · Photocopy, Scan, & Fax Revenue	2,377.35	2,200.00	177.35	108.1%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	5,471.20	800.00	4,671.20	683.9%
42900.2 · Friends of the Library	475,445.06	5,937.00	469,508.06	8,008.2%
Total 42900 · Gifts & Donations	480,916.26	6,737.00	474,179.26	7,138.4%
Total 42000 · OPERATING REVENUES	484,864.26	9,737.00	475,127.26	4,979.6%
49999 · Miscellaneous Income	687.05	0.00	687.05	100.0%
Total Income	1,679,311.05	1,566,622.04	112,689.01	107.2%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	200,679.11	197,762.18	2,916.93	101.5%
51115 · IMRF Expense	7,139.88	7,031.74	108.14	101.5%
51120 · Medical/Health Insurance	21,125.64	21,125.66	-0.02	100.0%
51130 · Life Insurance	232.99	304.56	-71.57	76.5%
51140 · Employer FICA	15,351.73	15,128.81	222.92	101.5%
51999 · Payroll Processing Fees	3,060.60	3,242.40	-181.80	94.4%
Total 51000 · PERSONNEL & BENEFITS	247,589.95	244,595.35	2,994.60	101.2%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	3,582.26	4,000.00	-417.74	89.6%
52100.2 · Books F - Children/Juvenile	5,533.47	2,500.00	3,033.47	221.3%
52100.3 · Books F - Young Adult	3,140.23	3,000.00	140.23	104.7%
52100.4 · Books F - Spanish Adult	809.94	1,000.00	-190.06	81.0%
52100.5 · Books F - Spanish Chld./Juv.	2,683.03	2,400.00	283.03	111.8%
52100.6 · Books F - YA Spanish Fiction	2,055.65	2,000.00	55.65	102.8%
Total 52100 · Books, Fiction	17,804.58	14,900.00	2,904.58	119.5%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	2,438.78	3,100.00	-661.22	78.7%
52150.2 · Books NF - Children/Juvenile	2,982.46	2,700.00	282.46	110.5%
52150.3 · Books NF - Young Adult	1,030.39	1,000.00	30.39	103.0%
52150.4 · Books NF - Spanish	1,783.61	2,000.00	-216.39	89.2%
Total 52150 · Books, Non-Fiction	8,235.24	8,800.00	-564.76	93.6%
52200 · A/V Materials				
52200.1 · A/V - Adult	1,809.96	2,000.00	-190.04	90.5%
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	2,830.10	4,100.00	-1,269.90	69.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	5,620.45	3,900.00	1,720.45	144.1%
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	6,970.45	6,000.00	970.45	116.2%
52400 · Periodicals				
52400.1 · Periodicals - Adult	3,354.92	5,500.00	-2,145.08	61.0%
52400.3 · Periodicals - Subscription Svc	687.31	1,200.00	-512.69	57.3%
Total 52400 · Periodicals	4,042.23	6,700.00	-2,657.77	60.3%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2025 through April 2026

05/14/26

Accrual Basis

	May '25 - Apr 26	Budget	\$ Over Budget	% of Budget
52650 · Processing Supplies	1,561.90	876.00	685.90	178.3%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	41,444.50	41,376.00	68.50	100.2%
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	320.00	600.00	-280.00	53.3%
53100.3 · Program Fac- Child	1,651.00	2,000.00	-349.00	82.6%
Total 53100 · Library Program Facilitators	2,421.00	3,100.00	-679.00	78.1%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	522.86	1,000.00	-477.14	52.3%
53200.2 · Prog. Suppl. - Children	2,915.88	3,000.00	-84.12	97.2%
53200.3 · Prog. Suppl. - Young Adult	897.70	1,000.00	-102.30	89.8%
Total 53200 · Program Supplies	4,336.44	5,000.00	-663.56	86.7%
Total 53000 · PROGRAMMING	6,757.44	8,100.00	-1,342.56	83.4%
54000 · GRANT EXPENSES				
54110 · Contracted Services	306,551.18	392,258.00	-85,706.82	78.2%
54115 · Staff Development	14,144.42	6,300.00	7,844.42	224.5%
54120 · Wages & Salaries	595,491.76	570,991.45	24,500.31	104.3%
54125 · Bonuses/Overtime	0.00	29,200.00	-29,200.00	0.0%
54130 · Employer FICA	42,951.22	43,680.84	-729.62	98.3%
54131 · IMRF Expense	16,277.56	20,912.61	-4,635.05	77.8%
54132 · Medical/Dental Benefits	63,970.25	63,690.75	279.50	100.4%
54135 · Grant Program Supplies	194,994.72	55,741.81	139,252.91	349.8%
54185 · Grant Telecommunications	2,129.22	676.00	1,453.22	315.0%
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	1,239,353.33	1,201,650.46	37,702.87	103.1%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	4,696.19	3,800.00	896.19	123.6%
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	4,928.14	4,600.00	328.14	107.1%
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	5,728.89	6,263.15	-534.26	91.5%
55400.3 · Membership Dues/Fees	1,706.60	1,785.00	-78.40	95.6%
55400.4 · Licensing Fees	8,022.65	3,560.00	4,462.65	225.4%
55400.5 · Postage & Shipping Fees	426.30	300.00	126.30	142.1%
55400.6 · Telecommunications/Internet	3,086.32	3,696.00	-609.68	83.5%
55400.8 · Liability/Property Insurance	9,562.00	11,646.00	-2,084.00	82.1%
55400.9 · Workers Compensation Insurance	0.00	2,800.00	-2,800.00	0.0%
Total 55400 · General Office/Administration	28,532.76	30,050.15	-1,517.39	95.0%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
55500.7 · Newsletter	459.00	459.00	0.00	100.0%
Total 55500 · Outreach & Public Relations	459.00	959.00	-500.00	47.9%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	168.78	0.00	168.78	100.0%
55600.3 · Other Bank Fees	-25.00	20.00	-45.00	-125.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	38.00			
Total 55600 · Bank/Svc. Fees & Fin. Charges	181.78	20.00	161.78	908.9%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May 2025 through April 2026

	May '25 - Apr 26	Budget	\$ Over Budget	% of Budget
Total 55000 · GENERAL ADMINISTRATION	38,561.45	40,679.15	-2,117.70	94.8%
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	19,758.00	15,000.00	4,758.00	131.7%
56300 · IT/Computer Services	6,000.00	6,000.00	0.00	100.0%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	7,210.90	4,732.00	2,478.90	152.4%
56500.2 · Maintenance Svcs. - Exterior	2,515.66	1,880.00	635.66	133.8%
56500.3 · Preventative Maintenance	14,206.79	4,500.00	9,706.79	315.7%
Total 56500 · Maintenance Services	23,933.35	11,112.00	12,821.35	215.4%
56600 · Hiring Services	0.00	815.00	-815.00	0.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	56,341.35	40,077.00	16,264.35	140.6%
Total Expense	1,630,048.02	1,576,477.96	53,570.06	103.4%
Net Ordinary Income	49,263.03	-9,855.92	59,118.95	-499.8%
Net Income	49,263.03	-9,855.92	59,118.95	-499.8%

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

05/14/26

April 2026

Accrual Basis

	Apr 26	Mar 26	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41200 · Tax Revenue - PPRT	3,168.06	0.00	3,168.06	100.0%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	117,708.33	62,801.52	54,906.81	87.4%
Total 41300 · Grants	117,708.33	62,801.52	54,906.81	87.4%
41400 · Interest & Dividends	1,308.86	1,289.95	18.91	1.5%
Total 41000 · GENERAL REVENUES	122,185.25	64,091.47	58,093.78	90.6%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	79.50	0.00	79.50	100.0%
42300 · Book Sales	180.30	0.00	180.30	100.0%
42600 · Photocopy, Scan, & Fax Revenue	240.07	116.55	123.52	106.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	46.93	18.93	28.00	147.9%
42900.2 · Friends of the Library	127,726.00	144,000.00	-16,274.00	-11.3%
Total 42900 · Gifts & Donations	127,772.93	144,018.93	-16,246.00	-11.3%
Total 42000 · OPERATING REVENUES	128,272.80	144,135.48	-15,862.68	-11.0%
Total Income	250,458.05	208,226.95	42,231.10	20.3%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	25,735.14	15,212.50	10,522.64	69.2%
51115 · IMRF Expense	919.53	540.90	378.63	70.0%
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	1,968.71	1,163.74	804.97	69.2%
51999 · Payroll Processing Fees	134.00	208.40	-74.40	-35.7%
Total 51000 · PERSONNEL & BENEFITS	30,539.05	18,907.21	11,631.84	61.5%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	797.30	221.59	575.71	259.8%
52100.2 · Books F - Children/Juvenile	363.54	574.00	-210.46	-36.7%
52100.3 · Books F - Young Adult	0.00	279.88	-279.88	-100.0%
52100.4 · Books F - Spanish Adult	189.43	0.00	189.43	100.0%
52100.5 · Books F - Spanish Chld./Juv.	347.08	350.64	-3.56	-1.0%
52100.6 · Books F - YA Spanish Fiction	0.00	237.46	-237.46	-100.0%
Total 52100 · Books, Fiction	1,697.35	1,663.57	33.78	2.0%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	0.00	272.16	-272.16	-100.0%
52150.2 · Books NF - Children/Juvenile	467.74	0.00	467.74	100.0%
52150.3 · Books NF - Young Adult	0.00	63.97	-63.97	-100.0%
52150.4 · Books NF - Spanish	252.93	719.50	-466.57	-64.9%
Total 52150 · Books, Non-Fiction	720.67	1,055.63	-334.96	-31.7%
52200 · A/V Materials				
52200.1 · A/V - Adult	382.97	555.94	-172.97	-31.1%
Total 52200 · A/V Materials	382.97	555.94	-172.97	-31.1%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	468.42	447.88	20.54	4.6%
Total 52350 · On-Line Resources	468.42	447.88	20.54	4.6%
52400 · Periodicals				
52400.1 · Periodicals - Adult	44.00	114.73	-70.73	-61.7%
52400.3 · Periodicals - Subscription Svc	199.80	0.00	199.80	100.0%

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

	Apr 26	Mar 26	\$ Change	% Change
Total 52400 · Periodicals	243.80	114.73	129.07	112.5%
52650 · Processing Supplies	6.99	76.61	-69.62	-90.9%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	3,520.20	3,914.36	-394.16	-10.1%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.2 · Program Fac- Young Adult	0.00	-420.00	420.00	100.0%
Total 53100 · Library Program Facilitators	0.00	-420.00	420.00	100.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	64.96	220.10	-155.14	-70.5%
53200.2 · Prog. Suppl. - Children	0.00	264.11	-264.11	-100.0%
53200.3 · Prog. Suppl. - Young Adult	0.00	17.98	-17.98	-100.0%
Total 53200 · Program Supplies	64.96	502.19	-437.23	-87.1%
Total 53000 · PROGRAMMING	64.96	82.19	-17.23	-21.0%
54000 · GRANT EXPENSES				
54110 · Contracted Services	28,753.30	38,840.80	-10,087.50	-26.0%
54115 · Staff Development	7,573.61	3,173.78	4,399.83	138.6%
54120 · Wages & Salaries	75,968.19	44,916.59	31,051.60	69.1%
54130 · Employer FICA	5,492.50	3,223.44	2,269.06	70.4%
54131 · IMRF Expense	1,698.42	999.08	699.34	70.0%
54132 · Medical/Dental Benefits	5,418.00	5,418.00	0.00	0.0%
54135 · Grant Program Supplies	67,518.63	28,212.63	39,306.00	139.3%
54185 · Grant Telecommunications	1,416.99	61.54	1,355.45	2,202.6%
Total 54000 · GRANT EXPENSES	193,839.64	124,845.86	68,993.78	55.3%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	402.89	0.00	402.89	100.0%
Total 55100 · Library Board & Staff Expenses	402.89	0.00	402.89	100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	167.97	568.11	-400.14	-70.4%
55400.4 · Licensing Fees	0.00	867.98	-867.98	-100.0%
55400.6 · Telecommunications/Internet	88.14	220.48	-132.34	-60.0%
55400.8 · Liability/Property Insurance	660.00	0.00	660.00	100.0%
Total 55400 · General Office/Administration	916.11	1,656.57	-740.46	-44.7%
55500 · Outreach & Public Relations				
55500.7 · Newsletter	38.25	38.25	0.00	0.0%
Total 55500 · Outreach & Public Relations	38.25	38.25	0.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	5.62	15.88	-10.26	-64.6%
55600.3 · Other Bank Fees	-25.00	0.00	-25.00	-100.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	1.50	36.50	-35.00	-95.9%
Total 55600 · Bank/Svc. Fees & Fin. Charges	-17.88	52.38	-70.26	-134.1%
Total 55000 · GENERAL ADMINISTRATION	1,339.37	1,747.20	-407.83	-23.3%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	1,638.00	3,120.00	-1,482.00	-47.5%
56300 · IT/Computer Services	2,775.00	0.00	2,775.00	100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	457.14	2,950.03	-2,492.89	-84.5%
56500.2 · Maintenance Svcs. - Exterior	230.00	70.00	160.00	228.6%
56500.3 · Preventative Maintenance	1,500.00	0.00	1,500.00	100.0%
Total 56500 · Maintenance Services	2,187.14	3,020.03	-832.89	-27.6%

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05/14/26

Accrual Basis

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

	<u>Apr 26</u>	<u>Mar 26</u>	<u>\$ Change</u>	<u>% Change</u>
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	6,600.14	6,140.03	460.11	7.5%
Total Expense	235,903.36	155,636.85	80,266.51	51.6%
Net Ordinary Income	14,554.69	52,590.10	-38,035.41	-72.3%
Net Income	<u>14,554.69</u>	<u>52,590.10</u>	<u>-38,035.41</u>	<u>-72.3%</u>

Highwood Public Library & Community Center

Check Detail

April 28 through May 14, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	04/30/2026	Aldi		10207 · BOH Convenience Fund Chk (2208)	-444.77
Bill	04012026	04/01/2026		CRT RBO Supplies	54135 · Grant Program Supplies	275.17
Bill	04232026	04/23/2026		Community Response RBO Supplies	54135 · Grant Program Supplies	169.60
TOTAL						444.77
Bill Pmt -Check	Debit Card	04/30/2026	Amazon.com		10207 · BOH Convenience Fund Chk (2208)	-3,100.69
Bill	11178367122726666	03/30/2026		Children's Outreach Giveaway Supplies	54135 · Grant Program Supplies	140.93
Bill	11424606753720217	04/01/2026		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	166.43
Bill	11157753221299446	04/01/2026		Library Signage	55400.2 · Office/Library Supplies	28.99
Bill	1142125887094648	04/01/2026		Books F - Adult	52100.1 · Books F - Adult	56.18
Bill	11353503814697848	04/01/2026		Adult Program Supplies	53200.1 · Prog. Suppl. - Adult	50.97
Bill	11456667435989019	04/01/2026		Books F - Adult	52100.1 · Books F - Adult	27.96
Bill	11222191334009863	04/02/2026		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	337.10
Bill	11223876634475445	04/02/2026		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	191.05
Bill	11234547707397009	04/02/2026		Books F - Spanish Chld./Juv.	52100.5 · Books F - Spanish Chld./Juv.	9.98
Bill	11127291907866607	04/06/2026		Children's Giveaway Supplies	54135 · Grant Program Supplies	143.35
Bill	11303888604761002	04/08/2026		YA PNG Nonfiction Books	54135 · Grant Program Supplies	91.26
Bill	11382604074386601	04/08/2026		YA PNG Nonfiction Books	54135 · Grant Program Supplies	189.40
Bill	11314195174268241	04/08/2026		A/V - Adult	52200.1 · A/V - Adult	51.60
Bill	11309039037807453	04/08/2026		A/V - Adult	52200.1 · A/V - Adult	17.95
Bill	11348332812096234	04/08/2026		A/V - Adult	52200.1 · A/V - Adult	109.00
Bill	11434881696424240	04/09/2026		Books NF - Spanish	52150.4 · Books NF - Spanish	252.93
Bill	11441031962363450	04/13/2026		Adult Program Supplies	53200.1 · Prog. Suppl. - Adult	13.99
Bill	11446517033754612	04/16/2026		HE Printer Toner	54135 · Grant Program Supplies	219.99
Bill	11355529911317027	04/16/2026		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	23.00
Bill	11285474187220257	04/21/2026		Processing Supplies	52650 · Processing Supplies	6.99
Bill	11409320402607403	04/24/2026		Patron Printer Toner	55400.2 · Office/Library Supplies	126.99
Bill	11400424788141049	04/27/2026		A/V - Adult	52200.1 · A/V - Adult	61.94
Bill	11420162303780267	04/27/2026		A/V - Adult	52200.1 · A/V - Adult	121.52
Bill	11486590080878617	04/27/2026		A/V - Adult	52200.1 · A/V - Adult	20.96
Bill	11294798716527409	04/29/2026		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	276.69
Bill	11249423804733024	04/30/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	363.54
TOTAL						3,100.69
Bill Pmt -Check	Debit Card	04/30/2026	American Library Association / V	ALA Membership Dues 5/21/2026-05/20/2027 - D.	10207 · BOH Convenience Fund Chk (2208)	-93.00
Bill	04162026	04/16/2026		ALA Membership Dues 5/21/2026-05/20/2027 - D.	55100.1 · Staff Development	93.00
TOTAL						93.00
Bill Pmt -Check	Debit Card	04/30/2026	Ami Jerusalem Street Food	Staff Recognition Supplies	10207 · BOH Convenience Fund Chk (2208)	-152.00
Bill	04102026	04/10/2026		Staff Recognition Supplies	54115 · Staff Development	152.00
TOTAL						152.00

Highwood Public Library & Community Center

Check Detail

April 28 through May 14, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	04/30/2026	Anthropic, PBC	Claude Pro Subscription 04/09/2026-04/09/2027	10207 · BOH Convenience Fund Chk (2208)	-200.00
Bill	RI5FINZT-0001	04/09/2026		Claude Pro Subscription 04/09/2026-04/09/2027	54185 · Grant Telecommunications	200.00
TOTAL						<u>200.00</u>
Bill Pmt -Check	Debit Card	04/30/2026	Babbel		10207 · BOH Convenience Fund Chk (2208)	-241.63
Bill	ST-886877	04/29/2026		Spanish Language Learning App - R. Mitchell	54115 · Staff Development	239.00
Bill	ST-886877-2	04/30/2026		Spanish Language Learning App Transaction Fee -	54115 · Staff Development	2.63
TOTAL						<u>241.63</u>
Bill Pmt -Check	Debit Card	04/30/2026	Barnes & Noble	Books F - Adult	10207 · BOH Convenience Fund Chk (2208)	-713.16
Bill	1812674514376925	04/28/2026		Books F - Adult	52100.1 · Books F - Adult	713.16
TOTAL						<u>713.16</u>
Bill Pmt -Check	Debit Card	04/30/2026	Best Buy		10207 · BOH Convenience Fund Chk (2208)	-23,849.55
Bill	807167097211	04/16/2026		(7) Lenovo Laptop Computers	54135 · Grant Program Supplies	3,709.93
Bill	807167094906	04/16/2026		(9) Lenovo Laptop Computers	54135 · Grant Program Supplies	4,769.91
Bill	807167305266	04/17/2026		(9) Lenovo Laptops	54135 · Grant Program Supplies	4,769.91
Bill	807167543293	04/18/2026		(4) Lenovo Laptop Computers	54135 · Grant Program Supplies	2,119.96
Bill	807167298673	04/18/2026		(9) Lenovo Laptops	54135 · Grant Program Supplies	4,769.91
Bill	807167810598	04/19/2026		(4) Lenovo Laptop Computers	54135 · Grant Program Supplies	2,119.96
Bill	807168010652	04/19/2026		(3) Lenovo Laptops	54135 · Grant Program Supplies	1,589.97
TOTAL						<u>23,849.55</u>
Bill Pmt -Check	Debit Card	04/30/2026	Binny's Beverage Depot	Staff Recognition Supplies	10207 · BOH Convenience Fund Chk (2208)	-71.90
Bill	04242026	04/24/2026		Staff Recognition Supplies	54115 · Staff Development	71.90
TOTAL						<u>71.90</u>
Bill Pmt -Check	Debit Card	04/30/2026	Clear Investigative Advantage	March Background Checks	10207 · BOH Convenience Fund Chk (2208)	-36.05
Bill	212876	03/31/2026		March Background Checks	54110 · Contracted Services	36.05
TOTAL						<u>36.05</u>
Bill Pmt -Check	Debit Card	04/30/2026	Comcast	Telecom Services for 03/16-04/15/26	10207 · BOH Convenience Fund Chk (2208)	-160.47
Bill	03092026	03/09/2026		Telecom Services for 03/16-04/15/26	55400.6 · Telecommunications/Internet	160.47
TOTAL						<u>160.47</u>
Bill Pmt -Check	Debit Card	04/30/2026	Costco	HE Support Group Supplies	10207 · BOH Convenience Fund Chk (2208)	-22.46
Bill	04292026	04/29/2026		HE Support Group Supplies	54135 · Grant Program Supplies	22.46

Highwood Public Library & Community Center

Check Detail

April 28 through May 14, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL						22.46
Bill Pmt -Check	Debit Card	04/30/2026	D's Coffee Shop		10207 · BOH Convenience Fund Chk (2208)	-588.34
Bill	03312026	03/31/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	97.88
Bill	04062026	04/06/2026		Staff Recognition Supplies	54135 · Grant Program Supplies	87.00
Bill	04072026	04/07/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	103.31
Bill	04142026	04/14/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	101.14
Bill	04212026	04/21/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	98.96
Bill	04282026	04/28/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	100.05
TOTAL						588.34
Bill Pmt -Check	Debit Card	04/30/2026	Dunkin Donuts	Staff Recognition Supplies	10207 · BOH Convenience Fund Chk (2208)	-56.66
Bill	04072026	04/07/2026		Staff Recognition Supplies	54115 · Staff Development	56.66
TOTAL						56.66
Bill Pmt -Check	Debit Card	04/30/2026	Google		10207 · BOH Convenience Fund Chk (2208)	-57.53
Bill	5533102670	03/31/2026		Google Workspace for March - Additional & Archive	55400.4 · Licensing Fees	12.98
Bill	5543956291	03/31/2026		Google Telecom for March	54185 · Grant Telecommunications	44.55
TOTAL						57.53
Bill Pmt -Check	Debit Card	04/30/2026	Illinois Library Association	ILA Membership Dues D. Wence 6/1/26-5/31/27	10207 · BOH Convenience Fund Chk (2208)	-75.00
Bill	0412026	04/14/2026		ILA Membership Dues D. Wence 6/1/26-5/31/27	55100.1 · Staff Development	75.00
TOTAL						75.00
Bill Pmt -Check	Debit Card	04/30/2026	Jewel		10207 · BOH Convenience Fund Chk (2208)	-370.35
Bill	04022026	04/02/2026		Charlas Supplies	54135 · Grant Program Supplies	23.95
Bill	04062026	04/06/2026		Charlas Supplies	54135 · Grant Program Supplies	35.92
Bill	04132026	04/13/2026		Case Management Meeting Supplies	54135 · Grant Program Supplies	23.38
Bill	04162026	04/16/2026		Charlas Supplies	54135 · Grant Program Supplies	23.42
Bill	04232026	04/23/2026		Charlas Supplies	54135 · Grant Program Supplies	21.96
Bill	04272026	04/27/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	16.17
Bill	04282026	04/28/2026		Community Response Supplies	54135 · Grant Program Supplies	225.55
TOTAL						370.35
Bill Pmt -Check	Debit Card	04/30/2026	Lenovo		10207 · BOH Convenience Fund Chk (2208)	-6,749.71
Bill	N300524487	04/28/2026		(8) IdeaTab Pro Tablets	54135 · Grant Program Supplies	2,175.92
Bill	N300527204	04/28/2026		(9) IdeaTab Pro Tablets	54135 · Grant Program Supplies	2,397.87
Bill	N300524488	04/28/2026		(8) IdeaTab Pro Tablets	54135 · Grant Program Supplies	2,175.92
TOTAL						6,749.71

Highwood Public Library & Community Center

Check Detail

April 28 through May 14, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	04/30/2026	Mailchimp	Monthly Subscription 04/12-05/11/26	10207 · BOH Convenience Fund Chk (2208)	-38.25
Bill	MC18469435	04/12/2026		Monthly Subscription 04/12-05/11/26	55500.7 · Newsletter	38.25
TOTAL						38.25
Bill Pmt -Check	Debit Card	04/30/2026	Maria's Bakery Cafe	Staff Recognition Supplies	10207 · BOH Convenience Fund Chk (2208)	-324.95
Bill	04232026	04/23/2026		Staff Recognition Supplies	54115 · Staff Development	324.95
TOTAL						324.95
Bill Pmt -Check	Debit Card	04/30/2026	Mariano's		10207 · BOH Convenience Fund Chk (2208)	-41.45
Bill	04012026	04/01/2026		CRT RBO Supplies	54135 · Grant Program Supplies	32.37
Bill	04062026	04/06/2026		Staff Recognition Supplies	54115 · Staff Development	9.08
TOTAL						41.45
Bill Pmt -Check	Debit Card	04/30/2026	Mobile Beacon	Patron Mobile Hotspot Subscription 4/16/26-4/16	10207 · BOH Convenience Fund Chk (2208)	-1,200.00
Bill	A106294202604161147	04/16/2026		Patron Mobile Hotspot Subscription 4/16/26-4/16/27	54185 · Grant Telecommunications	1,200.00
TOTAL						1,200.00
Bill Pmt -Check	Debit Card	04/30/2026	National Notary	Notary Renewal - D. Wence	10207 · BOH Convenience Fund Chk (2208)	-217.90
Bill	1611889	04/18/2026		Notary Renewal - D. Wence	55100.1 · Staff Development	217.90
TOTAL						217.90
Bill Pmt -Check	Debit Card	04/30/2026	Simple Practice	Appointment Scheduler for 04/03-05/03/26	10207 · BOH Convenience Fund Chk (2208)	-247.00
Bill	724EA5F5-0060	04/03/2026		Appointment Scheduler for 04/03-05/03/26	54135 · Grant Program Supplies	247.00
TOTAL						247.00
Bill Pmt -Check	Debit Card	04/30/2026	T-Mobile	Internet Service 03/22-04/21/26	10207 · BOH Convenience Fund Chk (2208)	-10.00
Bill	03212026	03/21/2026		Internet Service 03/22-04/21/26	55400.6 · Telecommunications/Internet	10.00
TOTAL						10.00
Bill Pmt -Check	Debit Card	04/30/2026	Thread House Custom Apparel	Branded Staff Shirts	10207 · BOH Convenience Fund Chk (2208)	-766.73
Bill	1600	04/29/2026		Branded Staff Shirts	54135 · Grant Program Supplies	766.73
TOTAL						766.73
Bill Pmt -Check	Debit Card	04/30/2026	Udemy, Inc.	Website Training - D. Guerrero	10207 · BOH Convenience Fund Chk (2208)	-16.99
Bill	0428	04/28/2026		Website Training - D. Guerrero	55100.1 · Staff Development	16.99
TOTAL						16.99

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Check Detail

April 28 through May 14, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	Debit Card	04/30/2026	USA Today	Newspaper Subscription 05/31-05/31/26	10207 · BOH Convenience Fund Chk (2208)	-44.00
Bill	04202026	04/20/2026		Newspaper Subscription 05/01-05/31/26	52400.1 · Periodicals - Adult	44.00
TOTAL						44.00
Bill Pmt -Check	Debit Card	04/30/2026	Vivint, Inc.	Smart Home Service 04/16/26-05/15/26	10207 · BOH Convenience Fund Chk (2208)	-35.14
Bill	244567704	04/16/2026		Smart Home Service 04/16/26-05/15/26	56500.1 · Maintenance Svcs. - Interior	35.14
TOTAL						35.14
Bill Pmt -Check	Debit Card	04/30/2026	Walgreens	Senior Wellness Supplies	10207 · BOH Convenience Fund Chk (2208)	-9.15
Bill	04142026	04/14/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	9.15
TOTAL						9.15
Bill Pmt -Check	Debit Card	04/30/2026	Walmart	CME Program Supplies	10207 · BOH Convenience Fund Chk (2208)	-62.48
Bill	03312026	03/31/2026		CME Program Supplies	54135 · Grant Program Supplies	62.48
TOTAL						62.48
Bill Pmt -Check	Debit Card	04/30/2026	Woodmans Markets	CRT Grocery Supplies	10207 · BOH Convenience Fund Chk (2208)	-101.14
Bill	04062026	04/06/2026		CRT Grocery Supplies	54135 · Grant Program Supplies	101.14
TOTAL						101.14
Bill Pmt -Check	Debit Card	04/30/2026	Zoom Video Communications Inc	Health Equity Subscription 04/19/26-05/18/26	10207 · BOH Convenience Fund Chk (2208)	-16.99
Bill	INV350598398	04/19/2026		Health Equity Subscription 04/19/26-05/18/26	54185 · Grant Telecommunications	16.99
TOTAL						16.99
Bill Pmt -Check	3638	05/13/2026	Aerex Pest Control Service, Inc.	Quarterly Pest Control Service	10201 · BOH General Fund Chk. (3563)	-111.00
Bill	2675238	05/04/2026		Quarterly Pest Control Service	56500.1 · Maintenance Svcs. - Interior	111.00
TOTAL						111.00
Bill Pmt -Check	3639	05/13/2026	Ana Bee Well LLC	HE Contracted Yoga Program Facilitator Fee for	10201 · BOH General Fund Chk. (3563)	-175.00
Bill	2	05/07/2026		HE Contracted Yoga Program Facilitator Fee for Ma 54110 · Contracted Services		175.00
TOTAL						175.00
Bill Pmt -Check	3640	05/13/2026	Arteaga, Axel	Case Management Contracted Services Rendere	10201 · BOH General Fund Chk. (3563)	-1,753.50
Bill	001-4	05/04/2026		Case Management Contracted Services Rendered 154110 · Contracted Services		1,753.50
TOTAL						1,753.50
Bill Pmt -Check	3641	05/13/2026	Beteta Hernandez, Ximena	Contracted Marketing Support for May 2026	10201 · BOH General Fund Chk. (3563)	-1,554.00

Highwood Public Library & Community Center

Check Detail

April 28 through May 14, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	05042026	05/04/2026		Contracted Marketing Support for May 2026	54110 · Contracted Services	1,554.00
TOTAL						<u>1,554.00</u>
Bill Pmt -Check	3642	05/13/2026	Brito, Carolina	May 2026 Counseling Services	10201 · BOH General Fund Chk. (3563)	-922.50
Bill	05012026	05/01/2026		May 2026 Counseling Services	54110 · Contracted Services	922.50
TOTAL						<u>922.50</u>
Bill Pmt -Check	3643	05/13/2026	Carlson, Nova	YA Facilitator Contracted Services for May 2026	10201 · BOH General Fund Chk. (3563)	-198.00
Bill	04292026	04/29/2026		YA Facilitator Contracted Services for May 2026	54110 · Contracted Services	198.00
TOTAL						<u>198.00</u>
Bill Pmt -Check	3644	05/13/2026	City of Highwood.		10201 · BOH General Fund Chk. (3563)	-13,633.05
Bill	April 2026 IMRF	05/01/2026		IMRF Payment for April 2026	22100 · IMRF W/H Payable	3,652.66
Bill	2026-May	05/03/2026		May 2026 Medical/Health Insurance	54132 · Medical/Dental Benefits	5,178.15
				May 2026 Medical/Health Insurance	54132 · Medical/Dental Benefits	804.38
				May 2026 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,216.19
				May 2026 Medical/Health Insurance	51120 · Medical/Health Insurance	1,760.47
				May 2026 Medical/Health Insurance	51130 · Life Insurance	21.20
TOTAL						<u>13,633.05</u>
Bill Pmt -Check	3645	05/13/2026	Consuelo, Inc.	Therapy Services for May 2026	10201 · BOH General Fund Chk. (3563)	-1,725.00
Bill	1087	05/05/2026	NorthShore University HealthSystem	Therapy Services for May 2026	54110 · Contracted Services	1,725.00
TOTAL						<u>1,725.00</u>
Bill Pmt -Check	3646	05/13/2026	Dawn Sheree Coaching, LLC	Staff Coaching Services	10201 · BOH General Fund Chk. (3563)	-4,780.00
Bill	04261	04/28/2026		Staff Coaching Services	54115 · Staff Development	4,780.00
TOTAL						<u>4,780.00</u>
Bill Pmt -Check	3647	05/13/2026	Diaz-Simon, Byron	Children's Department Contracted Services for A	10201 · BOH General Fund Chk. (3563)	-672.00
Bill	04082026	04/08/2026		Children's Department Contracted Services for April	54110 · Contracted Services	672.00
TOTAL						<u>672.00</u>
Bill Pmt -Check	3648	05/13/2026	Engberg Anderson Architects	Preventative Maintenance	10201 · BOH General Fund Chk. (3563)	-1,500.00
Bill	25387300-4	04/30/2026		Preventative Maintenance	56500.3 · Preventative Maintenance	1,500.00
TOTAL						<u>1,500.00</u>
Bill Pmt -Check	3649	05/13/2026	Giraldo, Alexander	Contracted Marketing Support for May 2026	10201 · BOH General Fund Chk. (3563)	-1,260.00

Highwood Public Library & Community Center

Check Detail

April 28 through May 14, 2026

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
	Bill	05042026	05/04/2026		Contracted Marketing Support for May 2026	54110 · Contracted Services	1,260.00
TOTAL							<u>1,260.00</u>
	Bill Pmt -Check	3650	05/13/2026	Hernandez, Jose M.	Community Health Worker Services Rendered fo 10201 · BOH General Fund Chk. (3563)		-710.00
	Bill	014	04/30/2026		Community Health Worker Services Rendered for A 54110 · Contracted Services		710.00
TOTAL							<u>710.00</u>
	Bill Pmt -Check	3651	05/13/2026	Highwood Rec Center	Zumba Basement Fee - April 2026	10201 · BOH General Fund Chk. (3563)	-140.00
	Bill	41653	04/30/2026		Zumba Basement Fee - April 2026	54135 · Grant Program Supplies	140.00
TOTAL							<u>140.00</u>
	Bill Pmt -Check	3652	05/13/2026	Hoopla	April 2026 Usage	10201 · BOH General Fund Chk. (3563)	-468.42
	Bill	508801062	04/30/2026		April 2026 Usage	52350.3 · On-Line - Hoopla	468.42
TOTAL							<u>468.42</u>
	Bill Pmt -Check	3653	05/13/2026	Hospodarsky, Lucy	Planter Flowers Reimbursement	10201 · BOH General Fund Chk. (3563)	-20.00
	Bill	05042026	05/04/2026		Planter Flowers Reimbursement	56500.2 · Maintenance Svcs. - Exterior	20.00
TOTAL							<u>20.00</u>
	Bill Pmt -Check	3654	05/13/2026	Lara, Maria	May 2026 Professional Cleaning Services	10201 · BOH General Fund Chk. (3563)	-1,638.00
	Bill	04282026	04/28/2026		May 2026 Professional Cleaning Services	56200 · Cleaning Services	1,638.00
TOTAL							<u>1,638.00</u>
	Bill Pmt -Check	3655	05/13/2026	Lomeli, Itzayana Rocio Gonzalez	Digital Navigation Contractual Support for May 2 10201 · BOH General Fund Chk. (3563)		-1,104.00
	Bill	05042026	05/04/2026		Digital Navigation Contractual Support for May 2026 54110 · Contracted Services		1,104.00
TOTAL							<u>1,104.00</u>
	Bill Pmt -Check	3656	05/13/2026	Mead, Piper	Community Support Contracted Services for Apr 10201 · BOH General Fund Chk. (3563)		-1,239.00
	Bill	A1	04/30/2026		Community Support Contracted Services for April 21 54110 · Contracted Services		1,239.00
TOTAL							<u>1,239.00</u>
	Bill Pmt -Check	3657	05/13/2026	Patel, Kush	May 2026 Adult Digital Literacy Education & Eng 10201 · BOH General Fund Chk. (3563)		-736.00
	Bill	05012026	05/01/2026		May 2026 Adult Digital Literacy Education & Engage 54110 · Contracted Services		736.00
TOTAL							<u>736.00</u>
	Bill Pmt -Check	3658	05/13/2026	Ramirez, Laura	Staff Recognition Supplies Reimbursement	10201 · BOH General Fund Chk. (3563)	-54.43
	Bill	04232026	04/23/2026		Staff Recognition Supplies Reimbursement	54115 · Staff Development	54.43

Highwood Public Library & Community Center

Check Detail

April 28 through May 14, 2026

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL							54.43
	Bill Pmt -Check	3659	05/13/2026	Simon Pina, Beatriz	May 2026 Adult Digital Literacy Education & Eng	10201 · BOH General Fund Chk. (3563)	-2,208.00
	Bill	05042026	05/04/2026		May 2026 Adult Digital Literacy Education & Engage	54110 · Contracted Services	2,208.00
TOTAL							2,208.00
	Bill Pmt -Check	3660	05/13/2026	Spanish Adult Literacy Consultant		10201 · BOH General Fund Chk. (3563)	-6,799.00
	Bill	05012026	05/01/2026		Performance Bonus	54110 · Contracted Services	1,000.00
	Bill	05102026	05/10/2026		Digital Navigation Services for May 2026	54110 · Contracted Services	5,799.00
TOTAL							6,799.00
	Bill Pmt -Check	3661	05/13/2026	Sunset Foods	Community Response Groceries for April 2026	10201 · BOH General Fund Chk. (3563)	-33,612.97
	Bill	04302026	04/30/2026		Community Response Groceries for April 2026	54135 · Grant Program Supplies	33,612.97
TOTAL							33,612.97
	Bill Pmt -Check	3662	05/13/2026	The I.T. Connection Inc.	Telephone Service for April 2026	10201 · BOH General Fund Chk. (3563)	-45.18
	Bill	12460	04/30/2026		Telephone Service for April 2026	55400.6 · Telecommunications/Internet	45.18
TOTAL							45.18
	Bill Pmt -Check	3663	05/13/2026	Today's Business Solutions, Inc.	Fax for 01/01-03/31/2026	10201 · BOH General Fund Chk. (3563)	-42.96
	Bill	043026-40	04/30/2026		Fax for 01/01-03/31/2026	55400.6 · Telecommunications/Internet	42.96
TOTAL							42.96
	Bill Pmt -Check	3664	05/13/2026	Vazquez, Fabiola Hernandez	May Community Health Education & Engagemen	10201 · BOH General Fund Chk. (3563)	-1,638.00
	Bill	05052026	05/05/2026		May Community Health Education & Engagement	54110 · Contracted Services	1,291.33
					May Community Health Education & Engagement	54110 · Contracted Services	346.67
TOTAL							1,638.00
	Bill Pmt -Check	3665	05/13/2026	Vergara Castrejon, Oralia	May Zumba Instructor Services	10201 · BOH General Fund Chk. (3563)	-90.00
	Bill	05042026	05/04/2026		May Zumba Instructor Services	54110 · Contracted Services	90.00
TOTAL							90.00
	Bill Pmt -Check	3666	05/13/2026	Wence, Diana		10201 · BOH General Fund Chk. (3563)	-82.92
	Bill	04082026	04/08/2026		Children's Program Supplies Reimbursement	54135 · Grant Program Supplies	14.98
	Bill	04182026	04/18/2026		Children's Program Supplies Reimbursement	54135 · Grant Program Supplies	22.99
	Bill	04212026	04/21/2026		Cleaning Supplies Reimbursement	55400.2 · Office/Library Supplies	11.99
	Bill	04242026	04/24/2026		Staff Paint Program Supplies Reimbursement	54115 · Staff Development	32.96
TOTAL							82.92

Highwood Public Library & Community Center
Check Detail
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Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	3667	05/13/2026	WT Cox Information Services	Magazine Subscription 11/01/25-10/31/2026	10201 · BOH General Fund Chk. (3563)	-199.80
Bill	3163847	04/02/2026		Magazine Subscription 11/01/25-10/31/2026	52400.3 · Periodicals - Subscription Svc	199.80
TOTAL						<u>199.80</u>
Bill Pmt -Check	3668	05/13/2026	Yoder, Tim		10201 · BOH General Fund Chk. (3563)	-302.73
Bill	02282026	02/28/2026		Community Response Supplies Reimbursement	54135 · Grant Program Supplies	218.93
Bill	02282026-2	02/28/2026		Community Response Supplies Reimbursement	54135 · Grant Program Supplies	83.80
TOTAL						<u>302.73</u>
Bill Pmt -Check	3669	05/13/2026	Arteaga, Axel	Case Management Contracted Services Rendere	10201 · BOH General Fund Chk. (3563)	-2,294.25
Bill	001-4-2	05/13/2026		Case Management Contracted Services Rendered 154110	· Contracted Services	2,294.25
TOTAL						<u>2,294.25</u>