AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD LIBRARY & COMMUNITY CENTER BOARD OF TRUSTEES
Location: Highwood Public Library
Monday, November 23, 2026 – 7:00 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report:
    a. Correspondence: Thank you letters, condolence for staff, letter to Office of the Governor
    b. Update on HB5236 Digital Library Protection Act
    c. iLead Learning Portal for Trustees
5. Secretary's report
    a. Motion to approve minutes from October 26, 2026 regular meeting and executive session minutes.
6. Communication
7. Treasurer Report
    a. Review of Financials
    b. Motion to approve the November 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 immaterial library property
    b. Motion to dispose of immaterial library property
    c. Presentation of the IL State Library Security Grant and the budget reallocation request
    d. Motion to approve the capital expenditures in the budget reallocation request
    e. Discussion of capital improvements: DCEO grant, electrical upgrades, computer classroom cabinets, and Teen Services shelving
    f. Motion to approve capital expenditures to submit in the DCEO Grant
    g. Motion to approve capital expenditures: electrical upgrades, classroom cabinets, and Teen Services shelving
    h. Discussion of patron feedback process
    i. Review Standards for IL Public Libraries: Information Services and Marketing & Promotion
12. Executive Session 5 ILCS 120/Sec 2(c) 1
    a. Motion to approve items of action taken in executive session.
13. Adjournment

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

Board of Trustees
Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nancy Pastroff, Treasurer
Trustees: Shelby Drury, Ty Grigg, Nora Loredo, Paul Martinez
Laura Ramirez, Executive Director director@highwoodlibrary.org

Highwood Library & Community Center
Board of Trustees Regular Meeting – October 26, 2026

Present—Trustees: Janell Cleland, Shelby Drury, Lucy Hospodarsky, Nora Loredo, Paul Martinez, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director
Absent: Ty Grigg
President Hospodarsky called the meeting to order at 7:02 pm.

Public Comments – None

President's Report -
- The President thanked Ms. Cleland for putting together the Board's letter to Senator Morrison regarding HB 5236. Ms. Cleland has sent it and is awaiting response.
- The President with Ms. Pastroff attended the recent City Council meeting. She presented a narrative created by Ms. Pastroff and the Director for the tax levy request.
- The President attended Friends' monthly meeting and recognized them for Friends Appreciation Week.
- The President mentioned Trustee continuing education. Library would cover trustee registration fees for ALA/ILA workshops. RAILS offerings are typically free. Ms. Regalado plans to attend upcoming Advocacy RAILS webinar on 11/16.

Secretary's Report
Ms. Regalado moved to approve the minutes of the September 28, 2026 regular meeting with 2 changes from the Director. Ms. Hospodarsky seconded, and the motion carried unanimously.

Communication
A patron with suggestions for adult programming was connected with Mr. Brotsos.

Treasurer's Report
Ms. Pastroff presented the September financials and October invoices.
- Ms. Hospodarsky researched the history of % property taxes received in September for the past few years. While the current percent received is low, it seems to be on track.

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

Director's Report
Ms. Ramirez highlighted some items:
- Her new report layout is a result of the Technology Committee's work to provide more accessibility for screen readers. Templates will be provided for reports, minutes, agendas, policies and users will need MSWord.
- Early voting has begun with a good flow of voters but not long waits. An incident with materials incorrectly taped to wall causing paint damage will be reimbursed.
- The Unitarian Church has kindly provided storage for attic stock so now a closet can be used for children's and teen's services materials.
- B&G Committee is meeting tomorrow and will address issue of still waiting on quotes to be able to write DCEO grant.

- HLCC is working with City to add some additional items to make building exterior safer, funded by recent Security grant.
- Several unsolicited gifts have been received by the Friends. The Unitarian Church donated their rummage sale proceeds for Health Equity programs, and another gift was received for that as well. A Foundation provided funds for capital needs.
- Door count patterns reflect seasonal/back-to-school patterns.
- Learning Partners has highest number of pairings yet, and is at the maximum feasible of 30 with resources available. Will talk to SALT and Key Club about need.
- There seems to be an opportunity and need for college application support beyond essays.
- Virtual cooking club is continuing another year.

Committee Reports

Finance: Ms. Pastroff reported that the committee met immediately before the meeting. City auditors will provide the Library a draft report for FY26 audit this week. Accounting firms recommended an asset disposal memorandum be signed for fully depreciated assets. Ms. Pastroff will become an IMET authorized user. Committee will be adding some items to the Financial Management policy.

Policy: Ms. Regalado reported that the committee met and is working on ADA and AI policies.

Technology: Ms. Ramirez reported that Jessica Schuyler-Weir from the Illinois Assistive Technology Program led a training at HLCC on website accessibility. 11 participants from libraries all over northern Illinois attended. A training on PDFs may be added. Committee is creating templates and user guide. They also shared reminders on cybersecurity for Library staff. They will be recommending best practice on how far back to display documents on website.

Old Business

Team trained in CPR, Stop the Bleed, and Emergency Procedures during Library closure day.

New Business

Ms. Hospodarsky moved to approve disposal of library property, Ms. Cleland seconded, and the motion carried unanimously.

The Board reviewed Illinois Public Library Standards: Human Resources. Standard 8 was shifted with an explanatory note added.

The Library's 50th anniversary will be celebrated year-long in 2027. Friends group and Chamber of Commerce will assist in celebrations. Mr. Martinez offered to help, adding a focus to looking forward.

Ms. Regalado moved to adjourn the meeting, Ms. Hospodarsky seconded, and the motion carried unanimously.

Meeting adjourned at 8:33 pm.

HIGHWOOD LIBRARY & COMMUNITY CENTER

Director's Report
November 23, 2026

Admin/Accounting

- The FY26 audit was completed on October 30, 2026.
- FY27 audit preparation with accounting firm Plante Moran is scheduled to begin June 14, 2027.
- The FY27 audit is scheduled to begin July 15, 2027 if the City of Highwood continues with the current auditor.

Building & Grounds

- During early voting and Election Day, the library sustained damage to the walls outside the Community Room and to the wallpaper and walls inside the Community Room.

Website & Technology

- The Technology Committee met on October 22. Mark Frye will ask Jim to add NVDA, a free screen reader that assists with increased visibility, to the patron computer image.
- The committee reviewed National Cybersecurity Month reminders. Laura shared the cybersecurity measures with the team.
- A PHP flaw that affects WordPress sites was fixed by WordPress, and the Library's website is secure.
- VPAT updates: none at this time.

Accessibility

- On October 13, Highwood Library hosted a Website Accessibility Training led by Jessica Schuyler-Weir of the Illinois Assistive Technology Program. Five team members attended, and the session was opened to other libraries, for a total of 11 participants from across northern Illinois. Jessica covered available screen readers, accessibility laws and standards, alternative text, document headings, and color contrast.
- The library's public documents such as agendas and minutes will start as Microsoft Word files with headings and structured spacing so they export as screen-reader-friendly PDFs. A Microsoft Word license will be purchased for Technology Committee Chair Mark Frye, as he will create the template and a user guide.
- To support increased patron visibility, staff will avoid using color alone to convey information, check color contrast, and follow the font guidelines in the IATP handout.
- Jessica offered to review the Library's auditing procedures once they are final. Mark will ask Jessica about additional training and coordinate with library staff.

HR

- One position is posted for Highwood Library: Circulation Assistant.
- Two positions are posted by Friends of Highwood Library: Community Market Coordinator and Marketing Manager.

Library Services

- October brought a significant increase in foot traffic due to early voting taking place at the Library. The October door count reached 9,437, compared to 3,172 in October 2025 and 9,288 in October 2024, when the Library also hosted early voting. This reflects the Library's role as a trusted civic space and the continued growth of the community's engagement with programming.

- This month, Lauren had the opportunity to represent Highwood Library at the Illinois Library Association Annual Conference in Peoria. She presented alongside Laura “Lulu” Reich and CJ “Koz” Kozloff (Silver Tuna Studios) on the impact of the YA department mural and how this project can be adapted and replicated at other institutions. Lauren also attended professional development sessions at the conference. A standout was learning about the Vernon Area Public Library’s KidMarket program, which helps tweens and teens develop entrepreneurial, business, and money management skills through a pitch process, a six-week virtual business course, and a culminating market day event. This program offers an exciting model to explore to build youth financial literacy.
- The Halloween and Día de Los Muertos book display was incredibly popular this month as families prepared for the holidays.
- The collection continues to grow with new picture books, chapter books, graphic novels, and more. In the coming months the department looks forward to continuing to expand its nonfiction and Spanish language collections.

Outreach

- Our Teen Services Manager, Lauren, visited Highland Park High School on October 20, engaging 289 students and sharing information about Library programs, resources, and upcoming opportunities.
- Our Teen Services Manager, Lauren, connected with 259 students at Northwood Middle School on October 21, promoting Library services, teen programming, and ways to get involved.

Children’s Services (Diana W.)

Paper Squishies: Big Impact with Simple Materials

One simple craft drew in almost 40 patrons on a Thursday evening, far more than a typical program night. Using just paper, tape, and imagination, families created fun toys to take home. The program was a reminder that engaging and accessible programming does not require complex materials, and the Children’s Department is motivated to find more activities that use simple materials to create a big impact. 26 kids, 11 adult participants

Success Story: Calavera Decorating: Honoring Tradition with Real Sugar Skulls

As Hispanic Heritage Month wrapped up and families began preparing for Día de Los Muertos, the Children’s Department hosted its annual calavera decorating program. This year the department offered real sugar skulls instead of the clay skulls used in previous years, which is closer to the tradition it celebrates. Families used icing and gems to decorate their own calaveras. For these families, the program was more than a craft. It was a chance to take part in a tradition that holds personal and cultural meaning, in a space that welcomed and reflected their culture. The program also gave staff the chance to share the cultural significance of sugar skulls and Día de Los Muertos with families who were learning about the tradition for the first time, building understanding and connection across the community.




Teen Services (Lauren)

Makerspace Monday: Sugar Skull Masks for Hispanic Heritage Month

The Makerspace Monday Sugar Skull Mask program brought four brand new patrons into the YA department and Makerspace this month. Participants were eager to learn about the cultural significance of sugar skulls and engage in the Library’s Hispanic Heritage Month celebrations. One teen remarked that they could not believe they could do all of this “cool stuff” at the library, a reflection of the discovery and excitement the program sparked. – 4 participants




Success Story: Tabletop Role Playing Game Club: Building Connection One Adventure at a Time

Since the conclusion of the Summer Reading Challenge, which paid homage to Dungeons and Dragons, the monthly Tabletop Role Playing Game program has become one of the most consistently well attended programs in the YA department. This is especially meaningful given that since reopening to the public at the end of 2023, teens have demonstrated a strong preference for one-off crafts over programs requiring a multi-session commitment. The TTRPG program has changed that. It has drawn a consistent and dedicated group of teens who each month to collaboratively craft an adventure together. Through this method of storytelling, participants practice public speaking, critical thinking, problem solving, teamwork, and resiliency. The program has created one of the most welcoming environments in the teen space and has become one of the most frequently asked about programs at the Library and at outreach events. – 7 participants




Adult Services (Alex)

Pumpkin Painting for Adults

Adults gathered to paint pumpkins and get into the Halloween spirit as part of the Library's Art Workshop for Adults series. The program offered a relaxed and creative outlet as the season came to a close. – 4 participants



Educational & Community Success (Aurora)

GED Exam Bookings: Moving from Preparing to Committing

This month Digital Navigator Betty Simon supported GED students in taking a major step toward their goals by helping them navigate the exam scheduling process. A total of 24 exams were booked, representing students moving from studying to committing to a date. For many, reaching this milestone takes persistence and encouragement. Two students stood out this month. One completed all sections of the GED exam, reaching the finish line of a long-worked-toward goal. Another passed a portion of their exam after many previous attempts. The Library is proud to be part of each step of this journey.

Success Story: Marcos: Finding His Voice at Work

When Marcos joined the BLOOM program, he was quiet and visibly lacking in confidence. He shared that his manager regularly called him names and used inappropriate language, and he did not know how to respond without risking conflict or his job. Over the course of the program, Marcos worked with his mentor to practice naming his feelings, setting boundaries, and role-playing difficult conversations in a safe and supportive space. Little by little, he built the confidence to put those skills into action. Recently, Marcos wrote a letter to share what he had accomplished. He had

told his manager, calmly and directly, that he does not like being called names and asked him to stop using inappropriate language. He recognized that he deserves respect at work and found the words to say so. – 56 BLOOM meetings



Health Equity (Viri, Fabiola, Manny, Axel)

Mental Health Highlight

La Tribu: When Programs Change Relationships

In October, a Health Equity program participant shared that a few months earlier, she and her husband had been seriously considering divorce. In an effort to improve their relationship, she encouraged him to attend La Tribu, the Library's men's support group. She shared that she has seen meaningful changes in how her husband shows up at home since he began attending. He often talks with her about what he is learning in La Tribu and how the conversations have helped him reflect on his actions and develop the skills to become the kind of partner he wants to be. Seeing his growth encouraged her to make changes of her own. She acknowledged that they still have work to do as a couple, but she feels more hopeful about their relationship and believes that their continued involvement in Library programs and services can help them build on the progress they have made together.

Case Management/Essentials Highlight

Supporting Antonio: Meeting Needs with Dignity

Antonio*, a Highwood resident, came to Highwood Library during a particularly difficult time. Health challenges had been affecting his ability to work, creating financial strain and making it increasingly difficult to afford basic needs. He was referred to Case Manager Axel Arteaga, who immediately connected him with toiletries and weekly grocery distribution through the Library's Community Response program. Through ongoing case management, Axel helped Antonio explore employment opportunities and complete job applications. He was also connected to the Deerfield Free Store, which provides clothing, furniture, and household essentials at no cost. Axel walked Antoinio through the necessary paperwork and appointment process at a pace that worked for him. By the end of October, Antonio had received clothing and furniture he otherwise could not have afforded. He later reached out to express his gratitude, sharing that what meant the most was not simply receiving the items, but feeling heard, respected, and supported without judgment. *Names changed to maintain confidentiality.

Success Story: Tania: From Applications to Her First Job

Tania*, a high school senior, came to the Library looking for support as she took an important step toward independence: finding her first job. After submitting several applications without hearing back, she reached out to Case Manager Axel for guidance on building her resume and navigating the job search process. Axel worked with Tania over several sessions to build a resume that highlighted her skills and strengths tailored to opportunities in food service. Tania also practiced interview questions and discussed strategies to help her feel more comfortable and confident presenting herself to potential employers. By early October, she was answering mock interview questions with confidence and had developed a stronger sense of her own abilities. Later in October, she shared exciting news: she had been hired at a local restaurant and had reached her goal of securing her first job. Tania's experience is a reminder that access to employment is about more than finding an open position. Young people need guidance, resources, and support that help them navigate systems that can feel unfamiliar or difficult to access. By providing individualized support and meeting community members where they are, the Library's case management services help create more opportunities for the people it serves. *Names have been changed to maintain confidentiality.

Grant/Donation Update

Applications/Proposals Submitted

- A grant application was submitted to the Frances R. Dewing Foundation by the Friends of Highwood Library
- A grant application was submitted to Gorter Family Foundation by the Friends of Highwood Library
- A grant application to North Shore Gas by the Friends of Highwood Library.

Grant Awards

- An anonymous donor awarded $435,000 to the Friends of Highwood Library.
- Endeavor Health awarded $57,500 to Highwood Library for Health Equity, representing payment 4 of 4 for year 5 funding.
- Highland Park Community Foundation awarded $53,000 to Highwood Library, with $15,000 designated for Health Equity and $38,000 for Youth Services.

Grant Reimbursements

- Highwood Library received reimbursements from Lake County for the Digital Navigation program of $23,141.25 for August 2026 expenses and $16,134.51 for September 2026 expenses.

Donations

- Wintrust Financial donated $2,500.
- The Friends received $450.00 in private donations.
- This month, the Library received a total of $431.37 from 8 individual donations through the Friends Community Campaign, Friends Membership Program, and general support during October 2026.

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

	Oct 31, 26	Sep 30, 26	$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	150.00	150.27	-0.27	-0.2%
10110 · Gift Cards on Hand				
10110.1 · Gift Cards-General	800.00	410.00	390.00	95.1%
10110.2 · Gift Cards-GEN Meal Assistance	800.00	800.00	0.00	0.0%
Total 10110 · Gift Cards on Hand	1,600.00	1,210.00	390.00	32.2%
10130 · Nayax (9978)	0.00	8.32	-8.32	-100.0%
10201 · BOH General Fund Chk. (3563)	430,821.48	99,421.62	331,399.86	333.3%
10203 · BOH General Money Market (2030)	174,560.98	94,224.79	80,336.19	85.3%
10206 · BOH Payroll Acct. Chk. (0133)	255.02	21,628.92	-21,373.90	-98.8%
10207 · BOH Convenience Fund Chk (2208)	4,394.62	8,201.66	-3,807.04	-46.4%
10216 · IMET Capital Impr. Fund (8102)	4,405.63	4,390.53	15.10	0.3%
10221 · IMET Reserve Fund (8101)	432,204.15	430,722.90	1,481.25	0.3%
Total 10000 · CASH & INVESTMENT ACCOUNTS	1,048,391.88	659,959.01	388,432.87	58.9%
Total Checking/Savings	1,048,391.88	659,959.01	388,432.87	58.9%
Other Current Assets				
13600 · Grant Receivables	968,951.09	968,951.09	0.00	0.0%
14500 · Property Tax Receivable	354,728.97	354,728.97	0.00	0.0%
14600 · Due from Primary Government	647.16	647.16	0.00	0.0%
Total Other Current Assets	1,324,327.22	1,324,327.22	0.00	0.0%
Total Current Assets	2,372,719.10	1,984,286.23	388,432.87	19.6%
TOTAL ASSETS	**2,372,719.10**	**1,984,286.23**	**388,432.87**	**19.6%**
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	49,698.75	59,827.89	-10,129.14	-16.9%
Total Accounts Payable	49,698.75	59,827.89	-10,129.14	-16.9%
Other Current Liabilities				
24000 · Deferred Property Taxes	354,728.97	354,728.97	0.00	0.0%
25000 · Deferred Inflows of Resources	968,951.09	968,951.09	0.00	0.0%
Total Other Current Liabilities	1,323,680.06	1,323,680.06	0.00	0.0%
Total Current Liabilities	1,373,378.81	1,383,507.95	-10,129.14	-0.7%
Total Liabilities	1,373,378.81	1,383,507.95	-10,129.14	-0.7%
Equity				
32000 · Unrestricted Net Assets	626,063.26	626,063.26	0.00	0.0%
Net Income	373,277.03	-25,284.98	398,562.01	1,576.3%
Total Equity	999,340.29	600,778.28	398,562.01	66.3%
TOTAL LIABILITIES & EQUITY	**2,372,719.10**	**1,984,286.23**	**388,432.87**	**19.6%**

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

	May - Oct 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	338,592.88	354,729.90	-16,137.02	95.5%
41200 · Tax Revenue - PPRT	0.00	3,200.00	-3,200.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	8,625.80	7,400.00	1,225.80	116.6%
41320 · Temp. Restricted Grant Programs	492,220.06	939,914.33	-447,694.27	52.4%
Total 41300 · Grants	500,845.86	947,314.33	-446,468.47	52.9%
41400 · Interest & Dividends	9,194.18	12,500.00	-3,305.82	73.6%
41500 · Reimbursements	12.55	0.00	12.55	100.0%
Total 41000 · GENERAL REVENUES	848,645.47	1,317,744.23	-469,098.76	64.4%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	33.00	194.00	-161.00	17.0%
42300 · Book Sales	625.49	600.00	25.49	104.2%
42600 · Photocopy, Scan, & Fax Revenue	1,189.47	1,150.00	39.47	103.4%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	2,279.61	2,227.16	52.45	102.4%
42900.2 · Friends of the Library	524,000.00	1,143,675.00	-619,675.00	45.8%
Total 42900 · Gifts & Donations	526,279.61	1,145,902.16	-619,622.55	45.9%
Total 42000 · OPERATING REVENUES	528,127.57	1,147,846.16	-619,718.59	46.0%
49999 · Miscellaneous Income	18.18	75.00	-56.82	24.2%
Total Income	1,376,791.22	2,465,665.39	-1,088,874.17	55.8%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	92,534.18	191,939.97	-99,405.79	48.2%
51115 · IMRF Expense	3,570.15	7,383.33	-3,813.18	48.4%
51120 · Medical/Health Insurance	10,562.82	21,125.66	-10,562.84	50.0%
51130 · Life Insurance	143.92	304.56	-160.64	47.3%
51140 · Employer FICA	7,078.84	14,683.41	-7,604.57	48.2%
51999 · Payroll Processing Fees	1,181.50	2,939.19	-1,757.69	40.2%
Total 51000 · PERSONNEL & BENEFITS	115,071.41	238,376.12	-123,304.71	48.3%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	763.98	4,200.00	-3,436.02	18.2%
52100.2 · Books F - Children/Juvenile	3,446.67	2,625.00	821.67	131.3%
52100.3 · Books F - Young Adult	2,526.51	3,150.00	-623.49	80.2%
52100.4 · Books F - Spanish Adult	481.38	1,050.00	-568.62	45.8%
52100.5 · Books F - Spanish Chld./Juv.	1,712.40	2,520.00	-807.60	68.0%
52100.6 · Books F - YA Spanish Fiction	1,081.70	2,100.00	-1,018.30	51.5%
Total 52100 · Books, Fiction	10,012.64	15,645.00	-5,632.36	64.0%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	893.34	3,255.00	-2,361.66	27.4%
52150.2 · Books NF - Children/Juvenile	1,396.75	2,835.00	-1,438.25	49.3%
52150.3 · Books NF - Young Adult	604.13	1,050.00	-445.87	57.5%
52150.4 · Books NF - Spanish	420.04	2,100.00	-1,679.96	20.0%
Total 52150 · Books, Non-Fiction	3,314.26	9,240.00	-5,925.74	35.9%
52200 · A/V Materials				
52200.1 · A/V - Adult	530.20	2,100.00	-1,569.80	25.2%
52200.2 · A/V - Children/Juvenile	273.60	1,155.00	-881.40	23.7%
52200.6 · A/V Games	637.22	1,200.00	-562.78	53.1%
Total 52200 · A/V Materials	1,441.02	4,455.00	-3,013.98	32.3%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	2,713.72	5,844.36	-3,130.64	46.4%
52350.4 · On-Line - eRead	1,350.00	1,350.00	0.00	100.0%
52350.5 · On-Line - Libby	533.00	800.00	-267.00	66.6%
Total 52350 · On-Line Resources	4,596.72	7,994.36	-3,397.64	57.5%
52400 · Periodicals				
52400.1 · Periodicals - Adult	1,305.26	4,798.22	-3,492.96	27.2%
52400.3 · Periodicals - Subscription Svc	444.17	621.00	-176.83	71.5%
Total 52400 · Periodicals	1,749.43	5,419.22	-3,669.79	32.3%

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

	May - Oct 26	Budget	$ Over Budget	% of Budget
52650 · Processing Supplies	894.04	1,200.00	-305.96	74.5%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	22,008.11	43,953.58	-21,945.47	50.1%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	0.00	1,200.00	-1,200.00	0.0%
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	1,600.25	1,500.00	100.25	106.7%
Total 53100 · Library Program Facilitators	1,600.25	3,300.00	-1,699.75	48.5%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	525.08	3,000.00	-2,474.92	17.5%
53200.2 · Prog. Suppl. - Children	3,499.75	3,600.00	-100.25	97.2%
53200.3 · Prog. Suppl. - Young Adult	664.94	1,000.00	-335.06	66.5%
Total 53200 · Program Supplies	4,689.77	7,600.00	-2,910.23	61.7%
Total 53000 · PROGRAMMING	6,290.02	10,900.00	-4,609.98	57.7%
54000 · GRANT EXPENSES				
54110 · Contracted Services	201,632.50	496,723.80	-295,091.30	40.6%
54115 · Staff Development	5,746.10	13,620.00	-7,873.90	42.2%
54120 · Wages & Salaries	276,535.22	691,657.78	-415,122.56	40.0%
54125 · Bonuses/Overtime	0.00	60,663.00	-60,663.00	0.0%
54130 · Employer FICA	20,193.51	52,911.82	-32,718.31	38.2%
54131 · IMRF Expense	5,698.84	17,231.28	-11,532.44	33.1%
54132 · Medical/Dental Benefits	29,213.34	94,204.16	-64,990.82	31.0%
54135 · Grant Program Supplies	264,493.01	538,939.16	-274,446.15	49.1%
54136 · Grants - Capital Improvements	0.00	102,500.00	-102,500.00	0.0%
54185 · Grant Telecommunications	304.94	4,156.00	-3,851.06	7.3%
54196 · Liability/Property Insurance	3,153.00	2,839.00	314.00	111.1%
54197 · Reimbursements to Friends	7,987.53	0.00	7,987.53	100.0%
Total 54000 · GRANT EXPENSES	814,957.99	2,075,446.00	-1,260,488.01	39.3%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	2,707.94	3,800.00	-1,092.06	71.3%
55100.2 · Library Board Expense	0.00	600.00	-600.00	0.0%
Total 55100 · Library Board & Staff Expenses	2,707.94	4,400.00	-1,692.06	61.5%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,210.00	1,270.50	-60.50	95.2%
55200.3 · Website	0.00	200.00	-200.00	0.0%
55200.5 · Hardware Purchases	377.57	6,707.16	-6,329.59	5.6%
55200.6 · Software	0.00	3,025.50	-3,025.50	0.0%
Total 55200 · Technology	1,587.57	11,203.16	-9,615.59	14.2%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	3,818.58	7,787.20	-3,968.62	49.0%
55400.3 · Membership Dues/Fees	2,488.06	2,424.50	63.56	102.6%
55400.4 · Licensing Fees	3,952.91	7,337.08	-3,384.17	53.9%
55400.5 · Postage & Shipping Fees	78.00	68.60	9.40	113.7%
55400.6 · Telecommunications/Internet	1,927.81	2,468.00	-540.19	78.1%
55400.8 · Liability/Property Insurance	7,051.00	11,581.65	-4,530.65	60.9%
55400.9 · Workers Compensation Insurance	3,000.00	2,848.86	151.14	105.3%
Total 55400 · General Office/Administration	22,316.36	34,515.89	-12,199.53	64.7%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	1,100.00	-1,100.00	0.0%
55500.7 · Newsletter	229.50	481.95	-252.45	47.6%
Total 55500 · Outreach & Public Relations	229.50	1,581.95	-1,352.45	14.5%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.2 · Payment Processing Fees	81.29	139.96	-58.67	58.1%
55600.3 · Other Bank Fees	59.00	20.00	39.00	295.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	140.29	159.96	-19.67	87.7%
Total 55000 · GENERAL ADMINISTRATION	26,981.66	51,860.96	-24,879.30	52.0%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	2,782.50	2,782.50	0.00	100.0%
56150 · Audit Services	4,000.00	4,200.00	-200.00	95.2%
56200 · Cleaning Services	8,269.00	19,656.00	-11,387.00	42.1%

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

	May - Oct 26	Budget	$ Over Budget	% of Budget
56300 · IT/Computer Services	0.00	6,000.00	-6,000.00	0.0%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	1,950.91	3,885.97	-1,935.06	50.2%
56500.2 · Maintenance Svcs. - Exterior	1,189.77	2,525.00	-1,335.23	47.1%
56500.3 · Preventative Maintenance	0.00	4,880.00	-4,880.00	0.0%
Total 56500 · Maintenance Services	3,140.68	11,290.97	-8,150.29	27.8%
56600 · Hiring Services	0.00	700.00	-700.00	0.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	18,192.18	45,129.47	-26,937.29	40.3%
59100 · Reimbursement Expense	12.55	0.00	12.55	100.0%
59999 · Contingency/Misc. Expenses	0.27	0.00	0.27	100.0%
Total Expense	1,003,514.19	2,465,666.13	-1,462,151.94	40.7%
Net Ordinary Income	373,277.03	-0.74	373,277.77	-50,442,841.9%
Net Income	**373,277.03**	**-0.74**	**373,277.77**	**-50,442,841.9%**

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

	Oct 26	Sep 26	$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	68,507.60	81,909.49	-13,401.89	-16.4%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	149,775.76	0.00	149,775.76	100.0%
Total 41300 · Grants	149,775.76	0.00	149,775.76	100.0%
41400 · Interest & Dividends	1,832.54	1,657.79	174.75	10.5%
Total 41000 · GENERAL REVENUES	220,115.90	83,567.28	136,548.62	163.4%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	11.00	0.00	11.00	100.0%
42300 · Book Sales	90.35	71.00	19.35	27.3%
42600 · Photocopy, Scan, & Fax Revenue	163.45	229.75	-66.30	-28.9%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	1,611.20	24.43	1,586.77	6,495.2%
42900.2 · Friends of the Library	330,000.00	0.00	330,000.00	100.0%
Total 42900 · Gifts & Donations	331,611.20	24.43	331,586.77	1,357,293.4%
Total 42000 · OPERATING REVENUES	331,876.00	325.18	331,550.82	101,959.2%
Total Income	551,991.90	83,892.46	468,099.44	558.0%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	22,332.75	14,888.50	7,444.25	50.0%
51115 · IMRF Expense	851.97	567.98	283.99	50.0%
51120 · Medical/Health Insurance	1,760.47	1,760.47	0.00	0.0%
51130 · Life Insurance	25.38	25.38	0.00	0.0%
51140 · Employer FICA	1,708.47	1,138.98	569.49	50.0%
51999 · Payroll Processing Fees	206.70	134.00	72.70	54.3%
Total 51000 · PERSONNEL & BENEFITS	26,885.74	18,515.31	8,370.43	45.2%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	150.02	228.33	-78.31	-34.3%
52100.2 · Books F - Children/Juvenile	909.77	-21.90	931.67	4,254.2%
52100.3 · Books F - Young Adult	466.15	432.76	33.39	7.7%
52100.4 · Books F - Spanish Adult	-15.99	369.22	-385.21	-104.3%
52100.5 · Books F - Spanish Chld./Juv.	0.00	916.92	-916.92	-100.0%
52100.6 · Books F - YA Spanish Fiction	258.52	127.37	131.15	103.0%
Total 52100 · Books, Fiction	1,768.47	2,052.70	-284.23	-13.9%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	144.86	146.80	-1.94	-1.3%
52150.2 · Books NF - Children/Juvenile	434.01	0.00	434.01	100.0%
52150.3 · Books NF - Young Adult	88.36	80.40	7.96	9.9%
52150.4 · Books NF - Spanish	0.00	216.31	-216.31	-100.0%
Total 52150 · Books, Non-Fiction	667.23	443.51	223.72	50.4%
52200 · A/V Materials				
52200.1 · A/V - Adult	61.01	204.93	-143.92	-70.2%
Total 52200 · A/V Materials	61.01	204.93	-143.92	-70.2%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	426.59	410.06	16.53	4.0%
Total 52350 · On-Line Resources	426.59	410.06	16.53	4.0%
52400 · Periodicals				
52400.1 · Periodicals - Adult	90.12	0.00	90.12	100.0%

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

	Oct 26	Sep 26	$ Change	% Change
Total 52400 · Periodicals	90.12	0.00	90.12	100.0%
52650 · Processing Supplies	99.84	100.25	-0.41	-0.4%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	3,113.26	3,211.45	-98.19	-3.1%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.3 · Program Fac- Child	408.00	0.00	408.00	100.0%
Total 53100 · Library Program Facilitators	408.00	0.00	408.00	100.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	127.12	81.53	45.59	55.9%
53200.2 · Prog. Suppl. - Children	-300.60	566.30	-866.90	-153.1%
53200.3 · Prog. Suppl. - Young Adult	50.16	249.18	-199.02	-79.9%
Total 53200 · Program Supplies	-123.32	897.01	-1,020.33	-113.8%
Total 53000 · PROGRAMMING	284.68	897.01	-612.33	-68.3%
54000 · GRANT EXPENSES				
54110 · Contracted Services	23,458.00	36,888.70	-13,430.70	-36.4%
54115 · Staff Development	69.00	1,807.13	-1,738.13	-96.2%
54120 · Wages & Salaries	40,936.30	26,147.55	14,788.75	56.6%
54130 · Employer FICA	3,019.24	1,887.93	1,131.31	59.9%
54131 · IMRF Expense	649.95	433.28	216.67	50.0%
54132 · Medical/Dental Benefits	2,441.54	2,441.54	0.00	0.0%
54135 · Grant Program Supplies	41,949.29	52,508.30	-10,559.01	-20.1%
54185 · Grant Telecommunications	0.00	57.98	-57.98	-100.0%
54197 · Reimbursements to Friends	4,674.72	3,312.81	1,361.91	41.1%
Total 54000 · GRANT EXPENSES	117,198.04	125,485.22	-8,287.18	-6.6%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	836.52	0.00	836.52	100.0%
Total 55100 · Library Board & Staff Expenses	836.52	0.00	836.52	100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	285.83	724.19	-438.36	-60.5%
55400.4 · Licensing Fees	1,650.00	413.28	1,236.72	299.3%
55400.6 · Telecommunications/Internet	781.14	219.26	561.88	256.3%
Total 55400 · General Office/Administration	2,716.97	1,356.73	1,360.24	100.3%
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	14.82	16.70	-1.88	-11.3%
55600.3 · Other Bank Fees	1.50	21.50	-20.00	-93.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	16.32	38.20	-21.88	-57.3%
Total 55000 · GENERAL ADMINISTRATION	3,608.06	1,433.18	2,174.88	151.8%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	1,738.00	105.00	1,633.00	1,555.2%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	446.84	44.13	402.71	912.6%
56500.2 · Maintenance Svcs. - Exterior	155.00	130.00	25.00	19.2%
Total 56500 · Maintenance Services	601.84	174.13	427.71	245.6%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	2,339.84	279.13	2,060.71	738.3%
59999 · Contingency/Misc. Expenses	0.27	0.00	0.27	100.0%

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

	Oct 26	Sep 26	$ Change	% Change
Total Expense	153,429.89	149,821.30	3,608.59	2.4%
Net Ordinary Income	398,562.01	-65,928.84	464,490.85	704.5%
Net Income	**398,562.01**	**-65,928.84**	**464,490.85**	**704.5%**

Highwood Public Library & Community Center
Check Detail
October 26 through November 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check		**11/04/2026**	**Vergara Castrejon, Oralia**	**QuickBooks generated zero amount transaction for bill payment stub**	**10201 · BOH General Fund Chk. (3563)**	**0.00**
Bill	10012026	10/01/2026	Vergara Castrejon, Oralia	October Zumba Instructor Services Rendered	20000 · Accounts Payable	-120.00
Bill	11042026	11/04/2026	Vergara Castrejon, Oralia	November Zumba Instructor Services Rendered	20000 · Accounts Payable	-150.00
TOTAL						-270.00
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Amazon.com**		**10207 · BOH Convenience Fund Chk (2208)**	**-4,777.13**
Bill	11124768808581007	09/09/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	29.09
Bill	11417028750938624	09/25/2026		Patron Printer Toner - to be Refunded	55400.2 · Office/Library Supplies	93.05
Bill	11186022666952219-2	09/25/2026		Children's Program Supplies	53200.2 · Prog. Suppl. - Children	29.09
Bill	11352288814477839-2	09/25/2026		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	15.99
Bill	11368691794493031	09/29/2026		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	40.46
Bill	11206399778773858	10/01/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	400.64
Bill	11493523411504229	10/01/2026		YA Program Supplies	54135 · Grant Program Supplies	417.06
Bill	11406858866828227	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	19.88
Bill	11406858866828227-2	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	11.54
Bill	11406858866828227-3	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	12.09
Bill	11411339607859434	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	17.59
Bill	11437721660673021	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	87.42
Bill	11425378073911426	10/01/2026		Books NF - Young Adult	52150.3 · Books NF - Young Adult	28.58
Bill	11425378073911426-2	10/01/2026		Books NF - Young Adult	52150.3 · Books NF - Young Adult	10.99
Bill	11443040837948244	10/01/2026		PNG Nonfiction Book	54135 · Grant Program Supplies	14.30
Bill	11425490308993853	10/01/2026		Books NF - Young Adult	52150.3 · Books NF - Young Adult	48.79
Bill	11407980135368230	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	13.60
Bill	11418274712477060-2	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	10.79
Bill	11418274712477060	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	35.54
Bill	11451424082893051	10/01/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	102.66
Bill	11424300560079425	10/01/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	38.37
Bill	11473423451953018	10/01/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	95.62
Bill	11481243459664216	10/01/2026		Books F - YA Spanish Fiction	52100.6 · Books F - YA Spanish Fiction	124.53
Bill	11434545659691400	10/01/2026		PNG Nonfiction Books	54135 · Grant Program Supplies	76.36
Bill	11441711786656222	10/01/2026		PNG Nonfiction Books	54135 · Grant Program Supplies	27.99
Bill	11140128855933800	10/02/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	53.96
Bill	11305090386669829	10/03/2026		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	23.98
Bill	11193374550155444	10/06/2026		Mercadito Supplies	54135 · Grant Program Supplies	317.95
Bill	11165575641347447	10/06/2026		Mercadito Supplies	54135 · Grant Program Supplies	34.97
Bill	11173639951072243	10/06/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	183.16
Bill	11133963847151435	10/06/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	52.22
Bill	11271287095445039	10/06/2026		Books NF - Children/Juvenile	52150.2 · Books NF - Children/Juvenile	445.49
Bill	11193374550155444-2	10/06/2026		Mercadito Supplies Refund Recharge	54135 · Grant Program Supplies	8.54
Bill	D0111726218221013	10/07/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	3.99
Bill	11355037940169049	10/12/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	23.99
Bill	11362059461787409	10/12/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	37.97
Bill	11161886017075413	10/13/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	85.45
Bill	D0136045427673808	10/15/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	3.99
Bill	11266382063378608	10/17/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	87.77
Bill	11375882240139437	10/17/2026		YA TAB Incentive	54135 · Grant Program Supplies	13.76
Bill	11155491680261817	10/19/2026		Prog. Suppl. - Children	53200.2 · Prog. Suppl. - Children	74.95
Bill	11307841983205062	10/19/2026		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	14.98
Bill	11186708029617807	10/20/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	47.22
Bill	11170080277112257	10/20/2026		Cleaning Supplies	55400.2 · Office/Library Supplies	68.18
Bill	11321981658708262	10/20/2026		Books F - Children/Juvenile	52100.2 · Books F - Children/Juvenile	509.13
Bill	11344761292098642	10/20/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	11.05

Highwood Public Library & Community Center
Check Detail
October 26 through November 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	11320158649545808	10/21/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	19.99
				A/V - Adult	52200.1 · A/V - Adult	61.01
Bill	11383720850587446	10/21/2026		YA Program Supplies	54135 · Grant Program Supplies	41.99
Bill	11321111726455457	10/23/2026		Books NF - Adult	52150.1 · Books NF - Adult	45.39
Bill	11332058399996210	10/23/2026		Books F - Adult	52100.1 · Books F - Adult	15.73
Bill	11397742511801859	10/23/2026		Books F - Adult	52100.1 · Books F - Adult	52.26
Bill	11335874508619469	10/23/2026		Books F - Adult	52100.1 · Books F - Adult	63.66
Bill	11398380599453066	10/23/2026		Books NF - Adult	52150.1 · Books NF - Adult	122.87
				Books F - Adult	52100.1 · Books F - Adult	18.37
Bill	11336623728920267	10/26/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	10.79
Bill	11491885995449068	10/29/2026		Kyocera Toner Replacement	55400.2 · Office/Library Supplies	122.97
Bill	11447615387178653	10/29/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	15.49
Bill	11158982577269832	10/29/2026		Mercadito Supplies	54135 · Grant Program Supplies	137.98
Bill	11305003053656258	10/29/2026		4-Pack 3-D Printer Filament	54135 · Grant Program Supplies	40.18
				4-Pack 3-D Printer Filament	54135 · Grant Program Supplies	38.66
				Wood 3-D Printer Filament	54135 · Grant Program Supplies	25.48
Bill	11399539543441801	10/29/2026		3-D Printing Filament	54135 · Grant Program Supplies	39.59
TOTAL						4,777.13
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Casey's**	**ILA Conference Meal - L. Hegedus**	**10207 · BOH Convenience Fund Chk (2208)**	**-18.82**
Bill	10082026	10/08/2026		ILA Conference Meal	55100.1 · Staff Development	18.82
TOTAL						18.82
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**CDW Government LLC**	**Logitech Rally Video Conferencing System**	**10207 · BOH Convenience Fund Chk (2208)**	**-2,253.87**
Bill	AL3DN5D	10/02/2026		Logitech Rally Video Conferencing System	54135 · Grant Program Supplies	2,253.87
TOTAL						2,253.87
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Clear Investigative Advantage**	**September 2026 Background Checks**	**10207 · BOH Convenience Fund Chk (2208)**	**-324.45**
Bill	222852	09/30/2026		September 2026 Background Checks	54110 · Contracted Services	324.45
TOTAL						324.45
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Comcast**	**Telecom Services for 09/16-10/15/26**	**10207 · BOH Convenience Fund Chk (2208)**	**-160.54**
Bill	09092026	09/09/2026		Telecom Services for 09/16-10/15/26	55400.6 · Telecommunications/Internet	160.54
TOTAL						160.54
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**D's Coffee Shop**		**10207 · BOH Convenience Fund Chk (2208)**	**-353.44**
Bill	10062026	10/06/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	92.44
Bill	10132026	10/13/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	87.00
Bill	10202026	10/20/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	87.00
Bill	10272026	10/27/2026		Senior Wellness Program Supplies	54135 · Grant Program Supplies	87.00
TOTAL						353.44
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Demco**	**Processing Supplies**	**10207 · BOH Convenience Fund Chk (2208)**	**-99.84**
Bill	7866455	10/07/2026		Processing Supplies	52650 · Processing Supplies	99.84
TOTAL						99.84
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Donorbox**	**September 2026 LGL Integration**	**10207 · BOH Convenience Fund Chk (2208)**	**-50.00**
Bill	550947	10/01/2026		September 2026 LGL Integration	54135 · Grant Program Supplies	50.00

Highwood Public Library & Community Center
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	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							50.00
	Bill Pmt -Check	**Debit Card**	**10/30/2026**	**eBay**		**10207 · BOH Convenience Fund Chk (2208)**	**-223.97**
	Bill	221521296559	09/30/2026		Community Room AV Upgrade Mic Pod Pendant Mount	54135 · Grant Program Supplies	63.99
	Bill	231521118140	09/30/2026		Community Room AV Upgrade Mic Pod Pendant Mount	54135 · Grant Program Supplies	79.99
	Bill	031524879352	09/30/2026		Community Room AV Upgrade Mic Pod Pendant Mount	54135 · Grant Program Supplies	79.99
TOTAL							223.97
	Bill Pmt -Check	**Debit Card**	**10/30/2026**	**GigSalad**	**Winterfest Santa Booking Fee**	**10207 · BOH Convenience Fund Chk (2208)**	**-333.00**
	Bill	9882531	10/27/2026		Winterfest Santa Booking Fee	53100.3 · Program Fac- Child	333.00
TOTAL							333.00
	Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Google**		**10207 · BOH Convenience Fund Chk (2208)**	**-471.26**
	Bill	5709296423	09/30/2026		Google Telecom for September 2026	54185 · Grant Telecommunications	57.98
	Bill	5696763437	09/30/2026		Google Workspace for 09/01-09/30/26	55400.4 · Licensing Fees	413.28
TOTAL							471.26
	Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Gourmet Frog**	**Meeting Supplies**	**10207 · BOH Convenience Fund Chk (2208)**	**-13.55**
	Bill	10062026	10/06/2026		Meeting Supplies	54135 · Grant Program Supplies	13.55
TOTAL							13.55
	Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Grant Station**		**10207 · BOH Convenience Fund Chk (2208)**	**-208.00**
	Bill	111398	10/20/2026		Webinar - D. Guerrero	54115 · Staff Development	37.05
					Webinar - D. Guerrero	54115 · Staff Development	31.95
	Bill	111463	10/21/2026		Grant Station Membership 10/21/26-11/20/27	54135 · Grant Program Supplies	139.00
TOTAL							208.00
	Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Jewel**		**10207 · BOH Convenience Fund Chk (2208)**	**-270.20**
	Bill	09292026-2	09/29/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	11.56
	Bill	10062026	10/06/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	48.83
	Bill	10072026	10/07/2026		Charlas Supplies	54135 · Grant Program Supplies	29.74
	Bill	10152026	10/15/2026		Charlas Supplies	54135 · Grant Program Supplies	30.96
	Bill	10202026	10/20/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	13.93
	Bill	10222026	10/22/2026		Charlas Supplies	54135 · Grant Program Supplies	24.14
	Bill	10222026-2	10/22/2026		Men's Support Group Supplies	54135 · Grant Program Supplies	25.95
	Bill	10272026	10/27/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	15.56
	Bill	191057581	10/27/2026		CRT Groceries	54135 · Grant Program Supplies	69.53
TOTAL							270.20
	Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Keyth Technology, Inc.**	**Lock Repair & Service**	**10207 · BOH Convenience Fund Chk (2208)**	**-193.15**
	Bill	934278	10/19/2026		Lock Repair & Service	56500.1 · Maintenance Svcs. - Interior	193.15
TOTAL							193.15
	Bill Pmt -Check	**Debit Card**	**10/30/2026**	**La Union Supermarket**	**Senior Wellness Supplies**	**10207 · BOH Convenience Fund Chk (2208)**	**-16.53**
	Bill	10132026	10/13/2026		Senior Wellness Supplies	54135 · Grant Program Supplies	16.53
TOTAL							16.53

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Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Mailchimp**	**Monthly Subscription 11/12-12/11/26**	**10207 · BOH Convenience Fund Chk (2208)**	**-38.25**
Bill	MC19705927	10/12/2026		Monthly Subscription 11/12-12/11/26	55500.7 · Newsletter	38.25
TOTAL						38.25
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Peoria Civic Center**	**ILA Conference Parking - L. Hegedus**	**10207 · BOH Convenience Fund Chk (2208)**	**-10.00**
Bill	10062026	10/06/2026		ILA Conference Parking - L. Hegedus	55100.1 · Staff Development	10.00
TOTAL						10.00
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Provantage**	**Logitech Rally Microphone Pod (White)**	**10207 · BOH Convenience Fund Chk (2208)**	**-752.78**
Bill	10062533	09/30/2026		Logitech Rally Microphone Pod (White)	54135 · Grant Program Supplies	752.78
TOTAL						752.78
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Simple Practice**	**Appointment Scheduler for 10/03-11/03/26**	**10207 · BOH Convenience Fund Chk (2208)**	**-247.00**
Bill	724EA5F5-0066	10/03/2026		Appointment Scheduler for 10/03-11/03/26	54135 · Grant Program Supplies	247.00
TOTAL						247.00
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Staybridge Suites**		**10207 · BOH Convenience Fund Chk (2208)**	**-461.50**
Bill	21975177	10/06/2026		ILA Conference Lodging - L. Hegedus	55100.1 · Staff Development	454.50
Bill	21975177-2	10/08/2026		ILA Conference Meal - L. Hegedus	55100.1 · Staff Development	7.00
TOTAL						461.50
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**T-Mobile**	**Internet Service 09/22109/21/26**	**10207 · BOH Convenience Fund Chk (2208)**	**-10.00**
Bill	09212026	09/21/2026		Internet Service 09/22109/21/26	55400.6 · Telecommunications/Internet	10.00
TOTAL						10.00
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Uber One**		**10207 · BOH Convenience Fund Chk (2208)**	**-101.00**
Bill	10062026	10/06/2026		To be Refunded - ILA Conference Meal - L. Hegedus	55100.1 · Staff Development	37.52
Bill	10062026-2	10/06/2026		ILA Conference Meal	55100.1 · Staff Development	7.34
Bill	10062026-3	10/06/2026		ILA Conference Meal	55100.1 · Staff Development	25.38
Bill	10072026	10/07/2026		ILA Conference Meal	55100.1 · Staff Development	30.76
TOTAL						101.00
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**United States Postal Service**	**Postage for NIFB Application**	**10207 · BOH Convenience Fund Chk (2208)**	**-9.55**
Bill	10012026	10/01/2026		Postage for NIFB Application	54135 · Grant Program Supplies	9.55
TOTAL						9.55
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**USA Today**		**10207 · BOH Convenience Fund Chk (2208)**	**-54.12**
Bill	10022026	10/02/2026		Newspaper Subscription 09/01-09/30/26	52400.1 · Periodicals - Adult	44.00
Bill	10192026	10/19/2026		Erred Charge - to be Refunded	52400.1 · Periodicals - Adult	10.12
TOTAL						54.12
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Vivint, Inc.**	**Smart Home Service 10/16/26-11/15/26**	**10207 · BOH Convenience Fund Chk (2208)**	**-37.14**
Bill	260573513	10/16/2026		Smart Home Service 10/16/26-11/15/26	56500.1 · Maintenance Svcs. - Interior	37.14
TOTAL						37.14

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Walgreens**		**10207 · BOH Convenience Fund Chk (2208)**	**-56.85**
Bill	10082026	10/08/2026		CME Supplies	54135 · Grant Program Supplies	12.23
Bill	10272026	10/27/2026		Signage Supplies	54135 · Grant Program Supplies	33.42
Bill	10282026	10/28/2026		Prog. Suppl. - Young Adult	53200.3 · Prog. Suppl. - Young Adult	11.20
TOTAL						56.85
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Walmart**		**10207 · BOH Convenience Fund Chk (2208)**	**-623.83**
Bill	2000015593382658	10/06/2026		TO BE REFUNDED - Storage Bins	54135 · Grant Program Supplies	296.79
Bill	2000015325839234	10/12/2026		Training Materials Reimbursement	54135 · Grant Program Supplies	40.46
Bill	10262026	10/26/2026		CME Program Supplies	54135 · Grant Program Supplies	286.58
TOTAL						623.83
Bill Pmt -Check	**Debit Card**	**10/30/2026**	**Yen Press**	**Books F - Young Adult**	**10207 · BOH Convenience Fund Chk (2208)**	**-133.20**
Bill	18749	10/16/2026		Books F - Young Adult	52100.3 · Books F - Young Adult	133.20
TOTAL						133.20
Bill Pmt -Check	**3843**	**11/17/2026**	**2nd Chance, New Opportunity**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-250.00**
Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	250.00
TOTAL						250.00
Bill Pmt -Check	**3844**	**11/17/2026**	**Beteta Hernandez, Ximena**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL						500.00
Bill Pmt -Check	**3845**	**11/17/2026**	**Brito, Carolina**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL						500.00
Bill Pmt -Check	**3846**	**11/17/2026**	**Carlson, Nova**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-250.00**
Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	250.00
TOTAL						250.00
Bill Pmt -Check	**3847**	**11/17/2026**	**Hernandez, Jose M.**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL						500.00
Bill Pmt -Check	**3848**	**11/17/2026**	**Knutson, Jim**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL						500.00
Bill Pmt -Check	**3849**	**11/17/2026**	**Lara, Maria**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	56200 · Cleaning Services	500.00
TOTAL						500.00
Bill Pmt -Check	**3850**	**11/17/2026**	**Levy, Marcos**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-250.00**

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	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	250.00
TOTAL							250.00
	Bill Pmt -Check	**3851**	**11/17/2026**	**Lomeli, Itzayana Rocio Gonzalez**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
	Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL							500.00
	Bill Pmt -Check	**3852**	**11/17/2026**	**Mak, Maria Teresa**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
	Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL							500.00
	Bill Pmt -Check	**3853**	**11/17/2026**	**Mead, Piper**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
	Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL							500.00
	Bill Pmt -Check	**3854**	**11/17/2026**	**Patel, Kush**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-250.00**
	Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	250.00
TOTAL							250.00
	Bill Pmt -Check	**3855**	**11/17/2026**	**Simon Pina, Beatriz**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
	Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL							500.00
	Bill Pmt -Check	**3856**	**11/17/2026**	**Vazquez, Fabiola Hernandez**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-500.00**
	Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	500.00
TOTAL							500.00
	Bill Pmt -Check	**3857**	**11/17/2026**	**Vergara Castrejon, Oralia**	**2026 Holiday Bonus**	**10201 · BOH General Fund Chk. (3563)**	**-250.00**
	Bill	2026 Holiday Bonus	11/17/2026		2026 Holiday Bonus	54110 · Contracted Services	250.00
TOTAL							250.00
	Bill Pmt -Check	**3858**	**11/18/2026**	**2nd Chance, New Opportunity**	**Counseling Services Rendered in October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-1,085.00**
	Bill	105	11/01/2026		Counseling Services Rendered in October 2026	54110 · Contracted Services	1,085.00
TOTAL							1,085.00
	Bill Pmt -Check	**3859**	**11/18/2026**	**Aerex Pest Control Service, Inc.**	**Quarterly Pest Control Service**	**10201 · BOH General Fund Chk. (3563)**	**-111.00**
	Bill	2709385	11/10/2026		Quarterly Pest Control Service	56500.1 · Maintenance Svcs. - Interior	111.00
TOTAL							111.00
	Bill Pmt -Check	**3860**	**11/18/2026**	**Aurora Santos Santiago**	**Freight Reimbursement**	**10201 · BOH General Fund Chk. (3563)**	**-66.65**
	Bill	10222026	10/22/2026		Freight Reimbursement	54135 · Grant Program Supplies	66.65
TOTAL							66.65
	Bill Pmt -Check	**3861**	**11/18/2026**	**Beteta Hernandez, Ximena**	**Contracted Marketing Support for November 2026**	**10201 · BOH General Fund Chk. (3563)**	**-1,554.00**

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	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	1104	11/04/2026		Contracted Marketing Support for November 2026	54110 · Contracted Services	1,554.00
TOTAL							1,554.00
	Bill Pmt -Check	**3862**	**11/18/2026**	**Brito, Carolina**	**November 2026 Counseling Services**	**10201 · BOH General Fund Chk. (3563)**	**-1,980.00**
	Bill	11012026	11/01/2026		November 2026 Counseling Services	54110 · Contracted Services	1,980.00
TOTAL							1,980.00
	Bill Pmt -Check	**3863**	**11/18/2026**	**Carlson, Nova**	**YA Facilitator Contracted Services for November 2026**	**10201 · BOH General Fund Chk. (3563)**	**-198.00**
	Bill	10292026	10/29/2026		YA Facilitator Contracted Services for November 2026	54110 · Contracted Services	198.00
TOTAL							198.00
	Bill Pmt -Check	**3864**	**11/18/2026**	**City of Highwood.**		**10201 · BOH General Fund Chk. (3563)**	**-9,258.87**
	Bill	October 2026 IMRF	10/31/2026		IMRF Payment for October 2026	22100 · IMRF W/H Payable	3,562.50
	Bill	2026-November	11/01/2026		October 2026 EE Medical Insurance	51120 · Medical/Health Insurance	1,760.47
					October 2026 EE Life Insurance	51130 · Life Insurance	25.38
					October EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	847.42
					October EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	854.75
					October EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	1,643.72
					October EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	447.19
					October EE 2026 Medical, Dental, Health & Life Insurance	54132 · Medical/Dental Benefits	117.44
TOTAL							9,258.87
	Bill Pmt -Check	**3865**	**11/18/2026**	**Community Youth Network, Inc.**	**Contracted Counseling Services for October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-1,762.50**
	Bill	31799	10/31/2026		Contracted Counseling Services for October 2026	54110 · Contracted Services	1,762.50
TOTAL							1,762.50
	Bill Pmt -Check	**3866**	**11/18/2026**	**Consuelo, Inc.**	**Therapy Services for November 2026**	**10201 · BOH General Fund Chk. (3563)**	**-2,100.00**
	Bill	2001	11/09/2026	NorthShore University HealthSystem	Therapy Services for November 2026	54110 · Contracted Services	2,100.00
TOTAL							2,100.00
	Bill Pmt -Check	**3867**	**11/18/2026**	**Contreras, Jenny**	**Contracted Moving Services Rendered on 10/28/2026**	**10201 · BOH General Fund Chk. (3563)**	**-400.00**
	Bill	1	10/29/2026		Contracted Moving Services Rendered on 10/28/2026	54110 · Contracted Services	400.00
TOTAL							400.00
	Bill Pmt -Check	**3868**	**11/18/2026**	**Family Service of Glencoe**	**Contracted Counseling Services for October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-1,430.00**
	Bill	1446	10/30/2026		Contracted Counseling Services for October 2026	54110 · Contracted Services	1,430.00
TOTAL							1,430.00
	Bill Pmt -Check	**3869**	**11/18/2026**	**Fra Noi**	**Subscription 12/01/26-11/30/27**	**10201 · BOH General Fund Chk. (3563)**	**-36.00**
	Bill	12012026	10/31/2026		Subscription 12/01/26-11/30/27	52400.1 · Periodicals - Adult	36.00
TOTAL							36.00
	Bill Pmt -Check	**3870**	**11/18/2026**	**Friends of the Highwood Public Library**	**Digital Navigation Oversight Provided 11/1-11/30/2026 by A. Santos Santiago**	**10201 · BOH General Fund Chk. (3563)**	**-3,312.81**
	Bill	1003	11/01/2026		Digital Navigation Oversight Provided 11/1-11/30/2026 by A. Santos Santiago	54197 · Reimbursements to Friends	3,312.81
TOTAL							3,312.81

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Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	**3871**	**11/18/2026**	**Hegedus, Lauren**	**ILA Conference Travel Reimbursement - L. Hegedus**	**10201 · BOH General Fund Chk. (3563)**	**-282.72**
Bill	10292026	10/29/2026		ILA Conference Travel Reimbursement - L. Hegedus	55100.1 · Staff Development	282.72
TOTAL						282.72
Bill Pmt -Check	**3872**	**11/18/2026**	**Hernandez, Jose M.**	**Community Health Worker Services Rendered for October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-756.00**
Bill	021	11/04/2026		Community Health Worker Services Rendered for October 2026	54110 · Contracted Services	394.82
				Community Health Worker Services Rendered for October 2026	54110 · Contracted Services	361.18
TOTAL						756.00
Bill Pmt -Check	**3873**	**11/18/2026**	**Highwood Rec Center**	**Zumba Basement Fee - October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-140.00**
Bill	41899	10/23/2026		Zumba Basement Fee - October 2026	54135 · Grant Program Supplies	140.00
TOTAL						140.00
Bill Pmt -Check	**3874**	**11/18/2026**	**Hoopla**	**October 2026 Usage**	**10201 · BOH General Fund Chk. (3563)**	**-426.59**
Bill	509639478	10/31/2026		October 2026 Usage	52350.3 · On-Line - Hoopla	426.59
TOTAL						426.59
Bill Pmt -Check	**3875**	**11/18/2026**	**Knutson, Jim**	**Digital Navigation Contracted Project Fee**	**10201 · BOH General Fund Chk. (3563)**	**-5,000.00**
Bill	11126	11/16/2026		Digital Navigation Contracted Project Fee	54110 · Contracted Services	5,000.00
TOTAL						5,000.00
Bill Pmt -Check	**3876**	**11/18/2026**	**Kuo, Amanda**	**Adult Programming Supplies Reimbursement**	**10201 · BOH General Fund Chk. (3563)**	**-8.26**
Bill	10272026	10/27/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	8.26
TOTAL						8.26
Bill Pmt -Check	**3877**	**11/18/2026**	**Lara, Maria**	**November 2026 Professional Cleaning Services**	**10201 · BOH General Fund Chk. (3563)**	**-1,449.00**
Bill	11032026	11/03/2026		November 2026 Professional Cleaning Services	56200 · Cleaning Services	1,449.00
TOTAL						1,449.00
Bill Pmt -Check	**3878**	**11/18/2026**	**Levy, Marcos**	**Building Maintenenace Services Rendered for 10/2-11/2/26**	**10201 · BOH General Fund Chk. (3563)**	**-750.00**
Bill	INV-2026-1101	11/05/2026		Building Maintenenace Services Rendered for 10/2-11/2/26	54110 · Contracted Services	750.00
TOTAL						750.00
Bill Pmt -Check	**3879**	**11/18/2026**	**Lomeli, Itzayana Rocio Gonzalez**	**Digital Navigation Contractual Support for November 2026**	**10201 · BOH General Fund Chk. (3563)**	**-1,104.00**
Bill	11012026	11/01/2026		Digital Navigation Contractual Support for November 2026	54110 · Contracted Services	1,104.00
TOTAL						1,104.00
Bill Pmt -Check	**3880**	**11/18/2026**	**Loyo, Oscar**	**Contracted Moving Services Rendered 10/15/2026**	**10201 · BOH General Fund Chk. (3563)**	**-425.00**
Bill	10152026	10/15/2026		Contracted Moving Services Rendered 10/15/2026	54110 · Contracted Services	234.71
				Contracted Moving Services Rendered 10/15/2026	54110 · Contracted Services	190.29
TOTAL						425.00
Bill Pmt -Check	**3881**	**11/18/2026**	**Mak, Maria Teresa**	**VOID:**	**10201 · BOH General Fund Chk. (3563)**	**0.00**

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Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL						0.00
Bill Pmt -Check	**3882**	**11/18/2026**	**McConnell & Jones LLP**	**FY26 Audit Fee**	**10201 · BOH General Fund Chk. (3563)**	**-20,800.00**
Bill	76911	11/06/2026		FY26 Audit Fee	54110 · Contracted Services	2,561.31
				FY26 Audit Fee	54110 · Contracted Services	8,172.41
				FY26 Audit Fee	54110 · Contracted Services	591.97
				FY26 Audit Fee	54110 · Contracted Services	5,000.00
				FY26 Audit Fee	54110 · Contracted Services	4,000.00
				FY26 Audit Fee	54110 · Contracted Services	474.31
TOTAL						20,800.00
Bill Pmt -Check	**3883**	**11/18/2026**	**Mead, Piper**	**Community Support Contracted Services for October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-903.00**
Bill	O7	10/31/2026		Community Support Contracted Services for October 2026	54110 · Contracted Services	903.00
TOTAL						903.00
Bill Pmt -Check	**3884**	**11/18/2026**	**Mejia, Cecilia A Limon**	**Community Support Contracted Services for October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-336.00**
Bill	001-9	11/02/2026		Community Support Contracted Services for October 2026	54110 · Contracted Services	336.00
TOTAL						336.00
Bill Pmt -Check	**3885**	**11/18/2026**	**Patel, Kush**	**November 2026 Adult Digital Literacy Education & Engagement**	**10201 · BOH General Fund Chk. (3563)**	**-736.00**
Bill	11012026	11/01/2026		November 2026 Adult Digital Literacy Education & Engagement	54110 · Contracted Services	736.00
TOTAL						736.00
Bill Pmt -Check	**3886**	**11/18/2026**	**Paxton, Kaylee**	**Adult Programming Supplies Reimbursement**	**10201 · BOH General Fund Chk. (3563)**	**-21.42**
Bill	10202026	10/20/2026		Prog. Suppl. - Adult	53200.1 · Prog. Suppl. - Adult	21.42
TOTAL						21.42
Bill Pmt -Check	**3887**	**11/18/2026**	**Ramirez, Laura**		**10201 · BOH General Fund Chk. (3563)**	**-908.87**
Bill	01072026	01/07/2026		Staff Recognition Supplies Reimbursement	54110 · Contracted Services	26.98
				Winterfest Supplies Reimbursement	54135 · Grant Program Supplies	32.47
				Staff Recognition Supplies Reimbursement	54115 · Staff Development	25.00
				Staff Recognition Supplies Reimbursement	54115 · Staff Development	25.00
				Staff Meeting Supplies Reimbursement	54135 · Grant Program Supplies	12.38
				Winterfest Supplies Reimbursement	54135 · Grant Program Supplies	37.35
				CME Supplies Reimbursement -Reimbursable by Moraine	54135 · Grant Program Supplies	91.47
				CME Supplies Reimbursement -Reimbursable by Moraine	54135 · Grant Program Supplies	50.23
				60 Families Supplies Reimbursement	54135 · Grant Program Supplies	69.90
				60 Families Supplies Reimbursement	54135 · Grant Program Supplies	300.57
				CME Supplies Reimbursement -Reimbursable by Moraine	54135 · Grant Program Supplies	45.05
				Staff Development Supplies Reimbursement	54115 · Staff Development	44.63
				Staff Development Supplies Reimbursement	54115 · Staff Development	65.85
Bill	09292026	09/29/2026		Staff Recognition Supplies Reimbursement	54135 · Grant Program Supplies	59.90
Bill	10262026	10/26/2026		Meeting Supplies Reimbursement	54135 · Grant Program Supplies	12.26
Bill	10272026	10/27/2026		Meeting Supplies Reimbursement	54135 · Grant Program Supplies	9.83
TOTAL						908.87
Bill Pmt -Check	**3888**	**11/18/2026**	**Silvertuna Studios**	**Dropbox Signage**	**10201 · BOH General Fund Chk. (3563)**	**-50.00**
Bill	10100	11/05/2026		Dropbox Signage	56500.2 · Maintenance Svcs. - Exterior	50.00

Highwood Public Library & Community Center
Check Detail
October 26 through November 18, 2026

Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL						50.00
Bill Pmt -Check	**3889**	**11/18/2026**	**Simon Pina, Beatriz**		**10201 · BOH General Fund Chk. (3563)**	**-3,070.00**
Bill	11012026	11/01/2026		November 2026 Adult Digital Literacy Education & Engagement	54110 · Contracted Services	2,944.00
Bill	11012026-2	11/01/2026		October & November 2026 Adult Services Contractual Support	54110 · Contracted Services	126.00
TOTAL						3,070.00
Bill Pmt -Check	**3890**	**11/18/2026**	**Sunset Foods**	**Community Response Groceries for October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-35,613.14**
Bill	10312026	10/31/2026		Community Response Groceries for October 2026	54135 · Grant Program Supplies	35,613.14
TOTAL						35,613.14
Bill Pmt -Check	**3891**	**11/18/2026**	**The I.T. Connection Inc.**		**10201 · BOH General Fund Chk. (3563)**	**-739.50**
Bill	12857	10/31/2026		3CX Phone Server Hosting & Maintenance 11/26-11/27	55400.6 · Telecommunications/Internet	690.00
Bill	12865	10/31/2026		Telephone Service for October 2026	55400.6 · Telecommunications/Internet	49.50
TOTAL						739.50
Bill Pmt -Check	**3892**	**11/18/2026**	**Today's Business Solutions, Inc.**		**10201 · BOH General Fund Chk. (3563)**	**-1,691.64**
Bill	102726-14	10/27/2026		Fax for 07/01-09/30/2026	55400.6 · Telecommunications/Internet	41.64
Bill	20824	10/27/2026		MyPC, Papercut, & Kiosk Annual Service Billing	55400.4 · Licensing Fees	1,650.00
TOTAL						1,691.64
Bill Pmt -Check	**3893**	**11/18/2026**	**Tom's Pastry Shop**	**November CRT Groceries Holiday Kit Supplies**	**10201 · BOH General Fund Chk. (3563)**	**-1,080.00**
Bill	8191075	11/23/2026		November CRT Groceries Holiday Kit Supplies	54135 · Grant Program Supplies	1,080.00
TOTAL						1,080.00
Bill Pmt -Check	**3894**	**11/18/2026**	**Valadez Finest Landscape**	**October 2026 Lawn Service**	**10201 · BOH General Fund Chk. (3563)**	**-130.00**
Bill	11082026	11/08/2026		October 2026 Lawn Service	56500.2 · Maintenance Svcs. - Exterior	130.00
TOTAL						130.00
Bill Pmt -Check	**3895**	**11/18/2026**	**Vazquez, Fabiola Hernandez**	**November Community Health Education & Engagement**	**10201 · BOH General Fund Chk. (3563)**	**-1,638.00**
Bill	11052026	11/05/2026		November Community Health Education & Engagement	54110 · Contracted Services	1,638.00
TOTAL						1,638.00
Bill Pmt -Check	**3896**	**11/18/2026**	**Wence, Diana**		**10201 · BOH General Fund Chk. (3563)**	**-182.70**
Bill	10062026	10/06/2026		Children's Program Supplies Reimbursement	53200.2 · Prog. Suppl. - Children	43.91
Bill	10202026	10/20/2026		Library Cleaning Supplies Reimbursement	55400.2 · Office/Library Supplies	86.55
Bill	11012026	11/01/2026		Mercadito Supplies Reimbursement	54135 · Grant Program Supplies	52.24
TOTAL						182.70
Bill Pmt -Check	**3897**	**11/18/2026**	**Mak, Maria Teresa**	**Community Support Contracted Services for October 2026**	**10201 · BOH General Fund Chk. (3563)**	**-1,102.50**
Bill	10	10/31/2026		Community Support Contracted Services for October 2026	54110 · Contracted Services	1,102.50
TOTAL						1,102.50