



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

Location: Highwood Public Library  
Monday December 18, 2023 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
  - a. Motion to approve minutes from November 27, 2023, regular meeting minutes
6. Communication
7. Treasurer Report
  - a. Review of Financials
  - b. Motion to approve the December 2023 Invoices
8. Director's report
  - a. Public comment received via email and suggestion box
9. Committee reports
10. Old business
  - a. Friends' updates
  - b. Discussion on quote for increased errors & omissions insurance coverage
  - c. Motion to approve new insurance carrier(s) and coverage
11. New business
  - a. Discussion on hiring a CPA firm for monthly and end of year accounting oversight
  - b. Discussion on policies to be reviewed
  - c. New state law in effect January 1 for paid leave for part time personnel
  - d. Discussion of upcoming policy updates in Policy Committee Review
  - e. Motion to approve policies
  - f. Discussion on B&G initiatives (asset inventory & creation of maintenance schedule)
  - g. Discussion on pursuing telehealth option
  - h. Discussion of staff training to take place on January 26<sup>th</sup>
  - i. Vote on opening at 1 pm on Friday, January 26<sup>th</sup> if alternative options cannot be secured.
12. Executive Session 5 ILCS 120/Sec 2(c) 1
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 • Nora Loreda, Treasurer

Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Nancy Pastroff

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

102 Highwood Ave., Highwood, IL 60040 • [www.highwoodlibrary.org](http://www.highwoodlibrary.org) • 847-432-5404

Draft, not yet approved

**Highwood Public Library Board of Trustees Regular Meeting  
November 27, 2023**

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

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

**Public Comments** – None

**President's Report** –

- Request sent to board to sign up to help for 12/6 and 12/9 grand opening events. Friends are working to get media coverage; Chamber of Commerce also assisting.
- There is no substantial insurance premium change as building and contents value updated.
- Friends are working to get media coverage, with Chamber of Commerce.
- Reminder of one board opening. B&G committee chair needed. Website will be updated. Descriptions of committee responsibilities would be helpful.

**Secretary's Report**

Ms. Cleland moved to approve the minutes from the regular meeting of October 23, 2023, Ms. Loredo seconded, and the motion carried unanimously.

**Communication**

- Received today a FOIA type request on organizational structure from MLIS student at U. Washington. Ms. Regalado can help Ms. Ramirez with response. Previous FOIA documentation was placed in shared drive this evening. Ms. Ramirez has completed FOIA officer training.

**Treasurer's Report**

Ms. Loredo presented the October financials and November invoices.

The following items were discussed:

- Grants – indirect costs line is equivalent to overhead, but wasn't budgeted.
- Insurance line was negative in September, then large in October. There were two issues in benefits for new employees. It was noted that when having salary negotiations during new employee hiring process, complete salary and benefit packages should be compared.
- Vacuums, bike racks will be reclassified from Grant Renovation Technology to Grant Renovation Miscellaneous.
- Some cleaning invoices will be reimbursed by WB Olsen as final cleaning is lingering with spaces still being worked on.
- Address needed to pay mural contractor.

Ms. Cleland moved to approve the November 2023 invoices as listed in the Check Detail, Ms. Pastroff seconded, and the motion carried unanimously.

**Director's Report**

Ms. Ramirez commented on several items from the report.

- Library renovation is ~95% completed. Mr. Knutson has completed technology work, starting with public facing work like patron computers. He has also worked on wi-fi, computers, and cameras, and will finish with monitors in various rooms. Lots of touchup work has been done from installers. Some signage is still to be added. Inspectors have come through and we are waiting for full occupancy certification by next Wednesday.
- Children's programming will benefit from being back in the building.
- Teen Book Buffet will change the format to avoid continuing to lose ILL books.
- Adult literacy programming has been paused but tutoring is still occurring. Mr. Martinez suggested changing terminology to ELL and SLL, similar to school districts.
- Health Equity team has creatively partnered to access free Covid and flu vaccinations.
- Saturday 12/9 from 10-1 Friends and Board will greet public and show off space. From 1-3 pm Community Room, YA, Makers Space will be open for families to make ornaments. Vaccination clinics will be in meeting rooms. 3-5 pm will be general library resources. Author readings will be deferred.
- Kohls children's exhibit is being installed.
- Director is closing the library for 2 days 11/30 and 12/1, 9:45-3:30, to train staff on safety protocols. This includes new phone system, alarm system, internal security protocols, policies, keys, walkie talkies, and intercom. There will be an active shooter/bomb threat round table with Highwood Police. Staff will also prepare for sneak peek.
- Bathroom security approaches were discussed. Board noted key has been used successfully in past and is least expensive option. Will there be a way to track time key is out? Bathrooms should be left unlocked for big events.
- President and Treasurer will have the code for alarm system. No charge for false alarms.
- It was noted the grand opening has not been broadly advertised. It will be in Library newsletter and press release finalized by Wednesday. Board recommended reaching other residents via City eblast, Andy Peterson's newsletter, and the school districts.
- Part time positions applicants are being interviewed.

### **Committee Reports**

Building and Grounds: did not meet

Finance: did not meet

Policy: Committee has worked on Emergency Response procedures to assist Director. The policy was board approved last month, and procedures are the details. Some items still needed: location of systems, contractor contacts, cyberattack language. Narcan and IED information can be added at a later date. Procedures to be ready for staff training.

Committee also discussed Unattended Children policy, and wanted input from Children's librarian. There was extensive board and director discussion on age of responsible adult or caregiver for young children. Current policy is 16 years or older for children 8 and younger. Director prefers ages 13 and 7. HPPL has 14 and 8, which is what Committee had also previously discussed and drafted for board. Children's librarian did research Oak Terrace Innovation Learning after school program scholarships, and a case manager could help families fill out scholarship requests if paperwork is challenging. A procedure is needed for if a child is found unsupervised. There were differing viewpoints on the ages for supervision, but all agreed there is no data yet and policies can be changed.

Draft, not yet approved

The Personnel Policy should be adopted for the new calendar year. The City is also adding the Paid Leave for All Workers Act (PLAWA) to their policy so Library should use that language, but still need lawyer review of total Personnel Policy before board approval, which Ms. Ramirez is researching. Also need Health Equity staff guidelines included for interactions with minors.

### **Old Business**

Library construction project and Friends were updated previously.

Mr. Muelver still does not have an update from Viti on quote for increased Errors & Omissions insurance coverage. Will get advice from President on how to proceed with this stalled.

### **New Business**

There was discussion on hiring Lauterbach & Amen LLP for FY23 year end financial review. Multiple firms were contacted, and an engagement letter received from this firm, to correctly close FY23 and open FY24, and to have financials ready to be audited. Ms. Pastroff supports this action. There is now a higher compliance standard because of the DCEO grant and governmental standards.

Ms. Cleland moved and Ms. Regalado seconded to approve hiring Lauterbach & Amen to review the library financials. The motion carried unanimously.

Ms. Regalado moved to approve the Unattended Children policy, lowering caregiver age to 14 from 16. Ms. Cleland seconded and the motion carried unanimously. This will be on board agenda in 4 months to hear staff input for the policy.

There was discussion on staff bonuses for 15 staff members, full and part time. The director proposed that they receive an amount matching last year, to be announced at the staff party on 12/8. This was not in the budget so requires board approval, but it would be paid for by grant money. The President has been consulted and approves. Some grants need to be spent, though money is also needed for attorney review of personnel policy, and consultant for strategic plan. There was discussion on additional ways to support staff: flex spending accounts, professional development and coaching, paid time off.

Ms. Cleland moved to approve \$1000 bonuses for staff after taxes, Ms. Loredó seconded, and the motion carried unanimously.

Next board meeting is 12/18.

Ms. Cleland moved and Mr. Martinez seconded to adjourn the meeting. The motion carried unanimously.

**Meeting adjourned at 8:53 pm.**

**Director's Report  
December 18, 2023  
Library Updates**

**Library Renovation**

**Renovation Updates**

- Final items on the construction punch list are being completed.
- The former “garage” is now a bright, welcoming space. It has a new floor and freshly painted walls and ceiling.
- The library received its Certificate of Occupancy on November 27<sup>th</sup>!
- Alarm System has been installed, and staff have been trained on using the system.
- Telephone system has been installed, and staff have been trained on how to use the system.
- TBS installed patron access to the copier/scanner. Our IT consultant has worked extensively to ensure the system is fully integrated with our existing system.
- Final preparations took place to prepare for the Ribbon Cutting Ceremony Event & Library Sneak Peek & Reception Event taking place on December 6<sup>th</sup> and the Community Grand Opening on December 9<sup>th</sup>.

**Admin/Accounting  
Current Month**

- Adult Services, Youth Services and Health Equity managers prepared materials and gave training presentations to team members during a team training day at the end of November.
- Adult Services set up a new key box and labeled many of the building keys inside it.
- Staff from Adult Services, Youth Services and Health Equity Departments attended a training on Narcan at the University Center of Lake County.
- Adult Services continued to prepare the area for the library reopening and labeled bookshelves.
- CPA firm Lauterbach and Amen have received all requested materials for a review of FY22 close and FY23 and have begun working on it. They are in contact with Forvis to begin the FY23 audit.

**Records Retention**

- Janet provided information to Catherine R. and Alex B. regarding records retention.

**Building & Grounds**

- We are in our second month of contracting a local community member to provide leaf cleanup, snow removal and salting. Things are progressing smoothly.

**Website & Technology**

- Community room: installed speakers and Wireless Access points and Intercom speaker.
- Adult Services, Children's Services and Teen Services: IT Consultant purchased and, with a volunteer and Janet, installed wire management solutions to hide wiring for technology for over 30 patron devices, and at the circulation desk and the laptop bar.
- Throughout the Library: IT Consultant installed cameras, Access Points, switches, phone system, smart board, and TV monitors on walls.
- IT Consultant upgraded the speed of the WIFI to 500 mb down. The previous speed with 300 mb down.
- IT Consultant negotiated a cheaper price for Internet with Comcast, resulting in the Internet bill being \$100 less each month.

**Communications**

- None to Report

**Personnel/Professional  
Development**

Date	Attendee(s)	Description & Notes Re Implementation	Prof Dev Hrs
11/01/2023	Nessa Villarreal	Personalized Coaching Session	1 hr

11/01/2023 11/02/2023 11/03/2023	Viridiana Gonzalez	Liderazgo Initiative Program	24hrs
11/07/2023	Yenny Avila	Personalized Coaching Session	1 hr
11/07/2023	Diana J Guerrero	Create A Social Strategy in 7 Steps	1 hr
11/07/2023	Nessa Villarreal	Library Management training	3 hr.
11/14/2023	Nessa Villarreal	Library Management training	3 hr.
11/16/2023	Yenny Avila, Viridiana Gonzalez, Diana J Guerrero, Carolina Ibarra, Fabiola Hernandez, Beatriz Simon, Oralia Vergara, Erika Quezada	HEART Consultation Call	1 hr
11/17/23	Nessa Villarreal	RAILS meeting	1.5 hours
11/30/23	Yenny, Diana, Laura, Viri, Monica, Alex, Nessa, Diana W., Lauren, Carolina, Denise and promotoras Fabiola, Beatriz, Oralia, Itza and Genesis	Personnel Training: <ul style="list-style-type: none"> <li>• Locations of Systems,</li> <li>• New Emergency Policy and Procedures</li> <li>• Code Adam</li> <li>• Sabotage/Vandalism/Cyberattack</li> <li>• Power Failure</li> <li>• Weather Emergencies</li> <li>• Narcan Training</li> <li>• What to Do in an Active Threat to Library (Laura, Chief David Wentz, Det. Joe Bessinger, Ryan O.)</li> <li>• Internal Security Protocols</li> </ul>	5.5 hours
12/01/23	Yenny, Diana, Laura, Viri, Monica, Nessa, Diana W., Alex, Lauren, Carolina, and promotoras Fabiola, Beatriz, Oralia, Itza and Genesis	Personnel Training: <ul style="list-style-type: none"> <li>• Who We are as a Library: Mission, Vision, Values</li> <li>• Preparing talking points for Opening week events</li> <li>• Phone and alarm system training</li> <li>• ALA policies,</li> <li>• Closing Procedures,</li> <li>• Respecting Patron's Information</li> <li>• HIPAA Basics</li> <li>• Patron Code of Conduct</li> <li>• How to Respond when Patrons Don't Follow the Rules: Incident Reporting</li> </ul>	5.5 hours

#### Grant Update

- Budget Report & Semi-Annual Report submitted to Community Catalyst
- Year-End Final Report submitted to Healthcare Foundation of Northern Lake County

**Library Services  
Patron Services –  
Elementary Children  
(Program updates  
from Nessa and Diana)**

**Family Loteria & Sugar Skull Craft Night – Nessa & Diana**

- Families had a blast as they created traditional cultural items. 38 participants



**Astronomy Under the City Lights with LCAS – Nessa**

- The Lake County Astronomical Society brought 5 different telescopes along so everyone had a chance of looking at the night sky!
- Around 60 participants (kids and adults!)



**Manner's Story Time at Giggles Play – Nessa**

- Ideal for kids 3-6. 3 adults and 4 kids participated



**Baby Storytime & Preschool Storytime – Nessa & Diana**

- Due to renovations and finally preparation for Children's & Teens we did not have any storytimes take place this month.

**Dia de los Muertos with Park District of Highland Park – Diana W.**

- The Park District of Highland Park invited the library to attend and table at their Day of the Dead celebration for both our communities. – 115 people reached
- Diana organized three distinct art activities: decorating skulls with stickers to resemble sugar skulls and then displaying them, creating Day of the Dead bookmarks that could be colored in, and crafting rainbow scratch sugar skulls.
- Participants enthusiastically engaged in the diverse projects, expressing particular delight in the Day of the Dead croc charms distributed that day. Many also inquired about the date of our grand reopening.

### **Learning Partners: Homework Help/Tutoring Program – Diana W.**

- 6 tutors, 6 students – 10 sessions, 20 participants
- Tutors had the opportunity to meet with their students a couple of times in November, right here in the library, before our grand reopening. We established a couple of new partnerships that clicked instantly, and we're thrilled to continue these in-person meetings at the library.

### **Patron Services—Teen (Program Updates from Nessa & Lauren)**

#### **Teen Advisory Board – Lauren & Nessa**

- Nov 4th – 7 members in attendance & Nov 18th – 5 members in attendance
- TAB planned activities for the library's Grand Opening and Winterfest.

#### **Teen Advisory Board: Volunteer Opportunities – Nessa & Diana**

- Nov 4<sup>th</sup>: 7 members in attendance & Nov 18<sup>th</sup>: 5 members in attendance
- TAB members assisted library staff in rearranging the children's fiction and board book collections. Additionally, they played a key role in crafting buttons for the library's grand opening festivities.
- Luis showed keen interest in understanding the Dewey Decimal System and how the library was opting to organize its collection. He even expressed the possibility of seeking employment at a library in the near future!

#### **Maker Series: STEAM Powered Teens**

- This program will kick off at the WinterFest in December, with Maker Mondays starting in January.

#### **Teen Craft Café – Lauren**

- This month: Blackout Poetry – 7 attendees
- Teens delighted in utilizing the makerspace for crafts for the first time! Drawing inspiration from music and TikTok compilations, they crafted their poetry.



#### **Book Buffet – Nessa**

- Returns in January!

#### **Teen After Hours – Nessa & Lauren**

- This month: Game Night! – 6 teens in attendance
- Teens thoroughly enjoyed getting a sneak peek at the fully furnished Teen space and were eagerly anticipating the library's reopening.
- They were excited to discover the new games added to the Teen collection and immediately immersed themselves in assembling the new 1000-piece moon puzzle.



**Patron Services—  
Adults Program  
(Updates from Alex  
Janet, Yuliya, Aurora)**

**High School Diploma Program (GED) – Aurora**

- This month, we provided our High School Diploma students with study materials for home use. Some students met Aurora with questions, to obtain additional materials, schedule exams, or complete exams.
- Two students took a portion of the test and successfully passed, resulting in one student obtaining their High School diploma. Two other students took a pre-test, and one of them plans to take the official exam in December.
- A total of six students were assisted.

**US Citizenship Test Prep – Aurora**

- We co-hosted a legal aid clinic with North Suburban Legal Aid Clinic on November 13th at Immaculate Conception Church. This event was a huge success, assisting 8 clients from 5 to 7 pm.
- Two applicants started meetings with their tutors, gathering the necessary documents for their applications. One applicant is preparing for the civic test in Spanish; meetings with the mentor will commence on December 2nd. We are providing crucial support to an elderly couple who may obtain citizenship without an interview due to age and medical issues. Additionally, a unique case is underway where the applicant may secure automatic citizenship.
- Aurora had a productive meeting with Chicago Workers Collaborative, exploring opportunities for future collaboration.
- A total of 11 clients were assisted this month (8 at the legal clinic and 3 at the library).

**Digital Literacy – Aurora**

- With great enthusiasm, we launched our computer basics program in collaboration with School District 112.
- The community's response has been wonderful, with a total of 16 students in our class. Our fantastic instructor, Stik Barrero, leads the classes with patience and dedication.
- To ensure a thorough learning experience, we have three assistants available to provide detailed instruction and assistance in any situation that arises in class.



Stik Barrero introduces new digital concepts to students.



Class plays hot potato to review concepts learned.



Students attentively listen to instructions given by Stik Barrero.

#### **BeeSpeckled Band Book Group – Janet**

- The group met at the City Hall Council Chambers to discuss *The Hound of the Baskervilles*. They have been very appreciative of the opportunity to meet at City Hall, and they look forward to their next meeting in front of the fireplace at the library!

**Health Equity  
All programs  
conducted in Spanish.**

#### **Hosting our Partner Agency Rosalind Franklin University**

- A woman came for a physical exam and mentioned that she has been living in Highwood for 26 years but had never seen these services available in Spanish and free of charge. She expressed gratitude, mentioning that she learned about this resource from her neighbor who had used the services. She was very pleased and thankful to the library for making it possible for the community to have easy and walk-in access to these resources that help prevent diseases. Other people were also able to receive the COVID vaccine for free.
- 9 Health Screenings, 23 Flu Vaccines, & 14 Covid-19 Vaccines



#### **Harvesting Health and Well-being Family First Center Health Fair**

- Several organizations from Lake County participated in this event held on 11/19/23, providing resources to the community. It was a very successful event, with over 400 people in attendance. Some individuals scheduled appointments for their flu and COVID vaccines, which will be available on December 9th at the library. They also received information about the programs offered at the library.



#### **Charlas con Propósito/Conscious Conversations**

- *Health Bingo* reinforces the basic concepts of health, prevention, and tools for their lives.



- *Pollution and Health presented by Brushwood*: In this interesting talk, Brushwood, an organization dedicated to nature well-being, presented to us the different places with higher pollution levels in Lake County and ways to prevent it. They also shared scientifically proven information that spending 20 minutes in nature benefits your entire being, both physically and emotionally.



- *Hormonal Balance and Nutrition presented by Daniela Limon, Nutritionist:* Daniela discussed the topic of "Know Your Hormones," emphasizing the importance of vitamins and minerals, foods that support hormone health, and other crucial factors. She provided examples of hormones and suggested dietary choices to help prevent diseases affecting our hormones. Attendees were highly interested in this hormone-related topic, taking notes on what they found intriguing for themselves and their families, with the intention of implementing it into their daily lives.



- *LGBTQIA+ Youth 101 presented by Rainbow Mental Health & Highwood Pride:* During this workshop, we partnered with Rainbow Mental Health to facilitate a conversation titled "LGBTQIA+ Youth 101", where the presenters educated the community on gender identity, pronouns, and engaged in a meaningful conversation afterward. Stay tuned for a follow-up workshop on supporting children who identify as part of the LGBTQIA+ community.



### **Zumba**

- A total of 57 participants.
- A nutritionist from Northbrook attended a Zumba class and enjoyed it a lot. She mentioned that she will be referring her patients to this class.



### **CHILA ARISE Black & Brown Health Equity Coalition**

- During this multiple day CHILA, experience the joy of being connected in community with one another as we deepen our health equity journey by taking action, learning, evaluating and sustaining.



**Sanando el Alma en Comunidad | Mental Health Awareness & Education**  
**Presented in Spanish by Erika Quezada, Health & Wellness Coach**

- **FACEBOOK LIVE | Mental Care and Well-being in Young Children:** In celebration of Early Childhood Mental Health Awareness Month, our monthly Facebook Live session was dedicated to sharing vital information, valuable resources, and effective strategies to nurture the mental health of the little ones at home. **314 People Reached; 9 Peak Live Viewers**



- **CHARLA/PRESENTATION | Suicide - What Every Parent Should Know:** In this insightful talk, we equipped parents with essential knowledge and strategies to safeguard their children's mental well-being. Addressing the sensitive topic of suicide, we provided valuable insights into recognizing warning signs, fostering open communication, and offering meaningful support. Our goal was to empower parents as informed advocates for their children's mental health, contributing to a resilient and supportive family environment. **6 participants (2 In-person, 4 Virtual)**



- **WORKSHOP/TALLER | Cultivating Gratitude: A Path to Well-being:** In this workshop, participants explored the transformative power of cultivating gratitude as a pathway to overall well-being. The session aimed to provide practical tools and insights to foster a mindset of gratitude, enhancing mental and emotional health. Participants engaged in interactive exercises and discussions to discover how incorporating gratitude practices into daily life can lead to a more fulfilling and balanced existence. **13 participants (8 In-person, 5 Virtual)**



- **WORKSHOP/TALLER | Perseverance: The Power of Not Giving Up:** During this hands-on workshop, participants acquired practical tips and insights to sustain



determination and accomplish their goals, triumphing over challenges along the way. **3 participants (1 In-person, 2 Virtual)**



#### PAZ Y CALMA

- An ongoing service facilitated by Erika Quezada, Health & Wellness Coach, intending to start, continue, resume, or deepen participants' meditative and mindfulness practices to find peace and calm.
- A total of 6 participated in the month of November.



#### Counseling

- A total of 96 counseling appointments were scheduled, about 71% attended their session.
- A client who has been receiving services from health equity since the 4th of July shooting is now bringing her child to therapy to receive individual therapy services. This is important to her as it shows the shift in perspective towards mental health where she is welcoming the support for her family members. She reported feeling that she has a good balance between her faith and religious beliefs and opening the door to mental health support. Historically, it is common for people in the Latinx culture to prefer religious support over therapy. This client has been able to experience the benefits of both and is now an advocate for people to receive therapy.

#### Case Management - Viri

- Our case manager continues to provide essential assistance to the community.
- This month our case manager organized a coat drive to provide coats to local families in need. 62 families and 102 people received coats.
- 84 clients served

#### Coaching - Erika

- We continue to provide one-on-one coaching to individuals who want to improve their health, vitality, and well-being by engaging in behaviors proven to improve health and prevent disease, including weight loss, fitness, nutrition, stress coping, sleep, mind-body, and eating and positive psychology interventions to reach and maintain healthy habits for life.
- **7 clients served (18 sessions scheduled; 16 attended)**

#### Caminando Juntos

- **11/6/2023** | In this month's episode of "Caminando Juntos," Angie Sauer, the Volunteer Coordinator for Camp Sheilah and Bilingual Therapist Consultant, shared valuable information about the crucial issue of youth vaping and shared

recommendations for tackling this challenge. **143 People Reached; 5 Peak Live Viewers**

**Board Meeting Open  
Items**

**Other Updates**

**The Friends of the  
Highwood Public  
Library**

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The Friends planned and hosted a very successful Ribbon Cutting and Sneak Peek of the Library on Wednesday, December 6<sup>th</sup>. The Friends hired caterers, planned give-aways, purchased food and materials to help the library open successfully. The Friends also welcomed guests and provided tours at the Grand Opening event on Saturday, December 9<sup>th</sup>, as well.

12:51 PM

12/14/23

Accrual Basis

# Highwood Public Library & Community Center

## Balance Sheet w/Prior Month Comparison

As of November 30, 2023

	Nov 30, 23	Oct 31, 23	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	50.00	50.00	0.00	0.0%
10110 · Gift Cards on Hand	169.44	169.44	0.00	0.0%
10201 · BOH General Fund Chk. (3563)				
10201.1 · BOH - Operating	188,213.30	308,405.25	-120,191.95	-39.0%
Total 10201 · BOH General Fund Chk. (3563)	188,213.30	308,405.25	-120,191.95	-39.0%
10203 · BOH General Fund Money Market	425,000.40	724,916.48	-299,916.08	-41.4%
10206 · BOH Payroll Acct. Chk. (0133)	70,697.85	11,657.44	59,040.41	506.5%
10216 · IMET Capital Impr. Fund (8102)	3,884.11	3,868.18	15.93	0.4%
10221 · IMET Reserve Fund (8101)	21,304.37	21,216.97	87.40	0.4%
10240 · BOH Convenience Fund Chk (2208)	2,244.17	18.10	2,226.07	12,298.7%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
10251 · BOH Building Reno. Money Market	119,087.54	119,079.71	7.83	0.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	840,651.18	1,199,381.57	-358,730.39	-29.9%
Total Checking/Savings	840,651.18	1,199,381.57	-358,730.39	-29.9%
Other Current Assets				
13500 · Other Receivables	1,552.63	1,552.63	0.00	0.0%
13600 · Grant Receivables	-1,228.88	-1,228.88	0.00	0.0%
14500 · Property Tax Receivable	321,750.00	321,750.00	0.00	0.0%
14600 · Due from Primary Government	1,421.32	1,421.32	0.00	0.0%
Total Other Current Assets	323,495.07	323,495.07	0.00	0.0%
Total Current Assets	1,164,146.25	1,522,876.64	-358,730.39	-23.6%
<b>TOTAL ASSETS</b>	<b>1,164,146.25</b>	<b>1,522,876.64</b>	<b>-358,730.39</b>	<b>-23.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	101,323.99	11,401.67	89,922.32	788.7%
Total Accounts Payable	101,323.99	11,401.67	89,922.32	788.7%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	5,421.98	5,041.53	380.45	7.6%
22101 · Insurance Payable	8,391.47	8,787.51	-396.04	-4.5%
22102 · Payroll Tax Liability	768.83	768.83	0.00	0.0%
22000 · Payroll Liabilities - Other	361.87	361.87	0.00	0.0%
Total 22000 · Payroll Liabilities	14,944.15	14,959.74	-15.59	-0.1%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
24300 · Deferred Revenue	173.50	173.50	0.00	0.0%
Total Other Current Liabilities	336,867.65	336,883.24	-15.59	0.0%
Total Current Liabilities	438,191.64	348,284.91	89,906.73	25.8%
Total Liabilities	438,191.64	348,284.91	89,906.73	25.8%
Equity				
32000 · Unrestricted Net Assets	1,657,219.14	1,657,219.14	0.00	0.0%
Net Income	-931,264.53	-482,627.41	-448,637.12	-93.0%
Total Equity	725,954.61	1,174,591.73	-448,637.12	-38.2%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,164,146.25</b>	<b>1,522,876.64</b>	<b>-358,730.39</b>	<b>-23.6%</b>

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Accrual Basis

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

### May through November 2023

	May - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
41100 · Tax Revenue - Lake County	316,856.57	321,750.00	-4,893.43	98.5%
41200 · Tax Revenue - PPRT	0.00	4,000.00	-4,000.00	0.0%
<b>41300 · Grants</b>				
41305 · Per Capita Grant	7,484.15	7,480.00	4.15	100.1%
41320 · Temp. Restricted Grant Programs	719,155.85	1,234,535.00	-515,379.15	58.3%
41330 · Temp. Restricted Grant- Bldg	439,123.66	2,621,300.00	-2,182,176.34	16.8%
<b>Total 41300 · Grants</b>	<b>1,165,763.66</b>	<b>3,863,315.00</b>	<b>-2,697,551.34</b>	<b>30.2%</b>
41400 · Interest & Dividends	1,319.95	40.00	1,279.95	3,299.9%
<b>Total 41000 · GENERAL REVENUES</b>	<b>1,483,940.18</b>	<b>4,189,105.00</b>	<b>-2,705,164.82</b>	<b>35.4%</b>
<b>42000 · OPERATING REVENUES</b>				
42100 · Fines, Fees & Damaged Materials	17.00	0.00	17.00	100.0%
42600 · Photocopier	0.00	1,800.00	-1,800.00	0.0%
<b>42900 · Gifts &amp; Donations</b>				
42900.1 · General Gifts & Donations	2,902.51	800.00	2,102.51	362.8%
42900.2 · Friends of the Library	384,875.00	12,600.00	372,275.00	3,054.6%
<b>Total 42900 · Gifts &amp; Donations</b>	<b>387,777.51</b>	<b>13,400.00</b>	<b>374,377.51</b>	<b>2,893.9%</b>
<b>Total 42000 · OPERATING REVENUES</b>	<b>387,794.51</b>	<b>15,200.00</b>	<b>372,594.51</b>	<b>2,551.3%</b>
49999 · Miscellaneous Income	110.60			
<b>Total Income</b>	<b>1,871,845.29</b>	<b>4,204,305.00</b>	<b>-2,332,459.71</b>	<b>44.5%</b>
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	61,046.27	186,894.14	-125,847.87	32.7%
51110 · Bonuses	0.00	1,839.75	-1,839.75	0.0%
51115 · IMRF Expense	2,376.63	5,908.20	-3,531.57	40.2%
51120 · Medical/Health Insurance	8,356.78	27,636.80	-19,280.02	30.2%
51125 · Dental Insurance	130.18	0.00	130.18	100.0%
51130 · Life Insurance	82.56	1,774.00	-1,691.44	4.7%
51135 · Vision Insurance	23.10	0.00	23.10	100.0%
51140 · Employer FICA	4,851.35	14,297.40	-9,446.05	33.9%
51999 · Payroll Processing Fees	859.29	1,127.00	-267.71	76.2%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	<b>77,726.16</b>	<b>239,477.29</b>	<b>-161,751.13</b>	<b>32.5%</b>
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
<b>52100 · Books, Fiction</b>				
52100.1 · Books F - Adult	2,390.93	4,000.00	-1,609.07	59.8%
52100.2 · Books F - Children/Juvenile	3,397.00	2,500.00	897.00	135.9%
52100.3 · Books F - Young Adult	367.65	1,500.00	-1,132.35	24.5%
52100.4 · Books F - Spanish Adult	32.24	750.00	-717.76	4.3%
52100.5 · Books F - Spanish Chld./Juv.	366.04	1,850.00	-1,483.96	19.8%
<b>Total 52100 · Books, Fiction</b>	<b>6,553.86</b>	<b>10,600.00</b>	<b>-4,046.14</b>	<b>61.8%</b>
<b>52150 · Books, Non-Fiction</b>				
52150.1 · Books NF - Adult	874.18	2,200.00	-1,325.82	39.7%
52150.2 · Books NF - Children/Juvenile	816.58	2,700.00	-1,883.42	30.2%
52150.4 · Books NF - Spanish	39.88	1,000.00	-960.12	4.0%
52150.5 · Books NF - Spanish Chld./Juv.	313.68	0.00	313.68	100.0%
<b>Total 52150 · Books, Non-Fiction</b>	<b>2,044.32</b>	<b>5,900.00</b>	<b>-3,855.68</b>	<b>34.6%</b>
<b>52200 · A/V Materials</b>				
52200.1 · A/V - Adult	450.66	1,800.00	-1,349.34	25.0%
52200.2 · A/V - Children/Juvenile	129.30	1,000.00	-870.70	12.9%
52200.6 · A/V Games	139.87	1,000.00	-860.13	14.0%
<b>Total 52200 · A/V Materials</b>	<b>719.83</b>	<b>3,800.00</b>	<b>-3,080.17</b>	<b>18.9%</b>
<b>52350 · On-Line Resources</b>				



## Highwood Public Library &amp; Community Center

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

May through November 2023

	May - Nov 23	Budget	\$ Over Budget	% of Budget
52350.3 · On-Line - Hoopla	1,000.06	1,200.00	-199.94	83.3%
52350.4 · On-Line - eRead	650.00	700.00	-50.00	92.9%
<b>Total 52350 · On-Line Resources</b>	<b>1,650.06</b>	<b>1,900.00</b>	<b>-249.94</b>	<b>86.8%</b>
52400 · Periodicals				
52400.1 · Periodicals - Adult	510.97	4,200.00	-3,689.03	12.2%
52400.3 · Periodicals - Subscription Svc	559.98	700.00	-140.02	80.0%
<b>Total 52400 · Periodicals</b>	<b>1,070.95</b>	<b>4,900.00</b>	<b>-3,829.05</b>	<b>21.9%</b>
52650 · Processing Supplies	508.48	1,200.00	-691.52	42.4%
<b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>	<b>12,547.50</b>	<b>28,300.00</b>	<b>-15,752.50</b>	<b>44.3%</b>
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	0.00	2,000.00	-2,000.00	0.0%
<b>Total 53100 · Library Program Facilitators</b>	<b>0.00</b>	<b>2,600.00</b>	<b>-2,600.00</b>	<b>0.0%</b>
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	149.93	1,000.00	-850.07	15.0%
53200.2 · Prog. Suppl. - Children	675.11	2,600.00	-1,924.89	26.0%
53200.3 · Prog. Suppl. - Young Adult	271.89	1,000.00	-728.11	27.2%
<b>Total 53200 · Program Supplies</b>	<b>1,096.93</b>	<b>4,600.00</b>	<b>-3,503.07</b>	<b>23.8%</b>
<b>Total 53000 · PROGRAMMING</b>	<b>1,096.93</b>	<b>7,200.00</b>	<b>-6,103.07</b>	<b>15.2%</b>
54000 · GRANT EXPENSES				
54110 · Contracted Services	115,390.50	198,900.00	-83,509.50	58.0%
54115 · Staff Development	10,466.49	13,575.00	-3,108.51	77.1%
54120 · Wages & Salaries	443,372.30	818,210.00	-374,837.70	54.2%
54125 · Bonuses/Overtime	1,985.15	0.00	1,985.15	100.0%
54130 · Employer FICA	33,037.39	62,600.00	-29,562.61	52.8%
54131 · IMRF Expense	14,811.10	26,800.00	-11,988.90	55.3%
54132 · Medical/Dental Benefits	40,678.79	77,200.00	-36,521.21	52.7%
54135 · Grant Program Supplies	58,426.20	29,750.00	28,676.20	196.4%
54155 · Travel Reimbursement	0.00	800.00	-800.00	0.0%
54185 · Grant Telecommunications	450.22	2,600.00	-2,149.78	17.3%
54195 · Training Expense	50.00	900.00	-850.00	5.6%
54196 · Liability/Property Insurance	2,839.00	3,200.00	-361.00	88.7%
54197 · Indirect Costs to Operations	4,552.83	0.00	4,552.83	100.0%
<b>Total 54000 · GRANT EXPENSES</b>	<b>726,059.97</b>	<b>1,234,535.00</b>	<b>-508,475.03</b>	<b>58.8%</b>
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	1,580,079.00	2,621,300.00	-1,041,221.00	60.3%
54515 · Grant Renovation Furniture	300,531.49			
54520 · Grant Renovation Technology	66,719.43			
<b>Total 54500 · Grant Building Renovation Expen</b>	<b>1,947,329.92</b>	<b>2,621,300.00</b>	<b>-673,970.08</b>	<b>74.3%</b>
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	1,142.38	1,140.00	2.38	100.2%
55100.2 · Library Board Expense	135.94	600.00	-464.06	22.7%
55100.3 · Travel Reimbursement	244.17	200.00	44.17	122.1%
<b>Total 55100 · Library Board &amp; Staff Expenses</b>	<b>1,522.49</b>	<b>1,940.00</b>	<b>-417.51</b>	<b>78.5%</b>
55200 · Technology				
55200.1 · Circulation System (ILS)	1,100.00	1,500.00	-400.00	73.3%
55200.2 · Baker/Taylor TS3 Search System	1,798.50	1,800.00	-1.50	99.9%
55200.3 · Website	725.00	1,000.00	-275.00	72.5%
55200.5 · Hardware Purchases	3,795.51	2,500.00	1,295.51	151.8%
55200.6 · Software	0.00	800.00	-800.00	0.0%
<b>Total 55200 · Technology</b>	<b>7,419.01</b>	<b>7,600.00</b>	<b>-180.99</b>	<b>97.6%</b>

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

### May through November 2023

	May - Nov 23	Budget	\$ Over Budget	% of Budget
<b>55300 · Furniture &amp; Equipment</b>				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	2,177.00	250.00	1,927.00	870.8%
<b>Total 55300 · Furniture &amp; Equipment</b>	<b>2,177.00</b>	<b>550.00</b>	<b>1,627.00</b>	<b>395.8%</b>
<b>55400 · General Office/Administration</b>				
55400.2 · Office/Library Supplies	4,665.60	6,400.00	-1,734.40	72.9%
55400.3 · Membership Dues/Fees	1,225.44	1,640.00	-414.56	74.7%
55400.4 · Licensing Fees	3,035.30	5,240.00	-2,204.70	57.9%
55400.5 · Postage & Shipping Fees	53.60	300.00	-246.40	17.9%
55400.6 · Telecommunications/Internet	2,604.85	2,950.00	-345.15	88.3%
55400.7 · Utilities	0.00	600.00	-600.00	0.0%
55400.8 · Liability/Property Insurance	1,433.00	7,880.00	-6,447.00	18.2%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
<b>Total 55400 · General Office/Administration</b>	<b>13,017.79</b>	<b>28,110.00</b>	<b>-15,092.21</b>	<b>46.3%</b>
<b>55500 · Outreach &amp; Public Relations</b>				
55500.2 · Public Relations - Gen. Library	0.00	1,500.00	-1,500.00	0.0%
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
55500.7 · Newsletter	246.04	300.00	-53.96	82.0%
<b>Total 55500 · Outreach &amp; Public Relations</b>	<b>246.04</b>	<b>2,300.00</b>	<b>-2,053.96</b>	<b>10.7%</b>
<b>55600 · Bank/Svc. Fees &amp; Fin. Charges</b>	<b>48.00</b>	<b>0.00</b>	<b>48.00</b>	<b>100.0%</b>
<b>Total 55000 · GENERAL ADMINISTRATION</b>	<b>24,430.33</b>	<b>40,500.00</b>	<b>-16,069.67</b>	<b>60.3%</b>
<b>56000 · PROFESSIONAL/CONTRACT SERVICES</b>				
56150 · Audit Services	4,200.00	9,000.00	-4,800.00	46.7%
56200 · Cleaning Services	3,902.50	11,856.00	-7,953.50	32.9%
56300 · IT/Computer Services	2,843.19	7,000.00	-4,156.81	40.6%
56400 · Legal Services	205.00	500.00	-295.00	41.0%
<b>56500 · Maintenance Services</b>				
56500.1 · Maintenance Svcs. - Interior	2,638.32	3,810.00	-1,171.68	69.2%
56500.2 · Maintenance Svcs. - Exterior	130.00	800.00	-670.00	16.3%
<b>Total 56500 · Maintenance Services</b>	<b>2,768.32</b>	<b>4,610.00</b>	<b>-1,841.68</b>	<b>60.1%</b>
<b>Total 56000 · PROFESSIONAL/CONTRACT SERVICES</b>	<b>13,919.01</b>	<b>32,966.00</b>	<b>-19,046.99</b>	<b>42.2%</b>
<b>Total Expense</b>	<b>2,803,109.82</b>	<b>4,204,278.29</b>	<b>-1,401,168.47</b>	<b>66.7%</b>
<b>Net Ordinary Income</b>	<b>-931,264.53</b>	<b>26.71</b>	<b>-931,291.24</b>	<b>-3,486,576.3%</b>
<b>Net Income</b>	<b>-931,264.53</b>	<b>26.71</b>	<b>-931,291.24</b>	<b>-3,486,576.3%</b>

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

November 2023

	Nov 23	Oct 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
41100 · Tax Revenue - Lake County	25,641.19	26,309.74	-668.55	-2.5%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	0.00	30,000.00	-30,000.00	-100.0%
41330 · Temp. Restricted Grant- Bldg	0.00	2,500.00	-2,500.00	-100.0%
<b>Total 41300 · Grants</b>	<b>0.00</b>	<b>32,500.00</b>	<b>-32,500.00</b>	<b>-100.0%</b>
41400 · Interest & Dividends	195.08	207.06	-11.98	-5.8%
<b>Total 41000 · GENERAL REVENUES</b>	<b>25,836.27</b>	<b>59,016.80</b>	<b>-33,180.53</b>	<b>-56.2%</b>
<b>42000 · OPERATING REVENUES</b>				
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	18.93	0.00	0.0%
42900.2 · Friends of the Library	0.00	5,000.00	-5,000.00	-100.0%
<b>Total 42900 · Gifts &amp; Donations</b>	<b>18.93</b>	<b>5,018.93</b>	<b>-5,000.00</b>	<b>-99.6%</b>
<b>Total 42000 · OPERATING REVENUES</b>	<b>18.93</b>	<b>5,018.93</b>	<b>-5,000.00</b>	<b>-99.6%</b>
<b>Total Income</b>	<b>25,855.20</b>	<b>64,035.73</b>	<b>-38,180.53</b>	<b>-59.6%</b>
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	21,163.17	11,216.81	9,946.36	88.7%
51115 · IMRF Expense	656.95	375.77	281.18	74.8%
51120 · Medical/Health Insurance	5,081.40	2,990.65	2,090.75	69.9%
51125 · Dental Insurance	130.18	82.69	47.49	57.4%
51130 · Life Insurance	51.74	19.72	32.02	162.4%
51135 · Vision Insurance	23.10	8.80	14.30	162.5%
51140 · Employer FICA	1,569.75	818.15	751.60	91.9%
51999 · Payroll Processing Fees	59.00	160.20	-101.20	-63.2%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	<b>28,735.29</b>	<b>15,672.79</b>	<b>13,062.50</b>	<b>83.4%</b>
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
52100 · Books, Fiction				
52100.1 · Books F - Adult	326.77	338.50	-11.73	-3.5%
52100.2 · Books F - Children/Juvenile	291.21	45.46	245.75	540.6%
52100.3 · Books F - Young Adult	203.91	135.17	68.74	50.9%
52100.5 · Books F - Spanish Chld./Juv.	0.00	77.34	-77.34	-100.0%
<b>Total 52100 · Books, Fiction</b>	<b>821.89</b>	<b>596.47</b>	<b>225.42</b>	<b>37.8%</b>
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	205.88	160.44	45.44	28.3%
52150.2 · Books NF - Children/Juvenile	-15.49	0.00	-15.49	-100.0%
52150.4 · Books NF - Spanish	11.94	14.95	-3.01	-20.1%
<b>Total 52150 · Books, Non-Fiction</b>	<b>202.33</b>	<b>175.39</b>	<b>26.94</b>	<b>15.4%</b>
52200 · A/V Materials				
52200.2 · A/V - Children/Juvenile	9.89	0.00	9.89	100.0%
<b>Total 52200 · A/V Materials</b>	<b>9.89</b>	<b>0.00</b>	<b>9.89</b>	<b>100.0%</b>
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	179.79	173.88	5.91	3.4%
<b>Total 52350 · On-Line Resources</b>	<b>179.79</b>	<b>173.88</b>	<b>5.91</b>	<b>3.4%</b>
52400 · Periodicals				
52400.1 · Periodicals - Adult	164.97	0.00	164.97	100.0%
<b>Total 52400 · Periodicals</b>	<b>164.97</b>	<b>0.00</b>	<b>164.97</b>	<b>100.0%</b>
52650 · Processing Supplies	43.17	84.72	-41.55	-49.0%
<b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>	<b>1,422.04</b>	<b>1,030.46</b>	<b>391.58</b>	<b>38.0%</b>
<b>53000 · PROGRAMMING</b>				
53200 · Program Supplies				
53200.2 · Prog. Suppl. - Children	500.36	0.00	500.36	100.0%
53200.3 · Prog. Suppl. - Young Adult	120.53	136.16	-15.63	-11.5%
<b>Total 53200 · Program Supplies</b>	<b>620.89</b>	<b>136.16</b>	<b>484.73</b>	<b>356.0%</b>
<b>Total 53000 · PROGRAMMING</b>	<b>620.89</b>	<b>136.16</b>	<b>484.73</b>	<b>356.0%</b>
<b>54000 · GRANT EXPENSES</b>				

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

November 2023

	Nov 23	Oct 23	\$ Change	% Change
54110 · Contracted Services	18,655.00	16,564.50	2,090.50	12.6%
54115 · Staff Development	1,333.58	562.97	770.61	136.9%
54120 · Wages & Salaries	46,995.75	51,657.49	-4,661.74	-9.0%
54130 · Employer FICA	3,479.65	3,812.54	-332.89	-8.7%
54131 · IMRF Expense	1,468.21	1,587.02	-118.81	-7.5%
54132 · Medical/Dental Benefits	10,755.16	11,770.02	-1,014.86	-8.6%
54135 · Grant Program Supplies	11,449.16	1,146.52	10,302.64	898.6%
54185 · Grant Telecommunications	0.00	72.85	-72.85	-100.0%
<b>Total 54000 · GRANT EXPENSES</b>	<b>94,136.51</b>	<b>87,173.91</b>	<b>6,962.60</b>	<b>8.0%</b>
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	176,907.00	260,366.00	-83,459.00	-32.1%
54515 · Grant Renovation Furniture	146,213.01	5,392.84	140,820.17	2,611.2%
54520 · Grant Renovation Technology	15,129.04	13,466.92	1,662.12	12.3%
<b>Total 54500 · Grant Building Renovation Expen</b>	<b>338,249.05</b>	<b>279,225.76</b>	<b>59,023.29</b>	<b>21.1%</b>
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	140.00	99.54	40.46	40.7%
<b>Total 55100 · Library Board &amp; Staff Expenses</b>	<b>140.00</b>	<b>99.54</b>	<b>40.46</b>	<b>40.7%</b>
55200 · Technology				
55200.2 · Baker/Taylor TS3 Search System	1,798.50	0.00	1,798.50	100.0%
55200.5 · Hardware Purchases	3,346.32	0.00	3,346.32	100.0%
<b>Total 55200 · Technology</b>	<b>5,144.82</b>	<b>0.00</b>	<b>5,144.82</b>	<b>100.0%</b>
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	1,305.45	406.95	898.50	220.8%
55400.4 · Licensing Fees	0.00	348.19	-348.19	-100.0%
55400.5 · Postage & Shipping Fees	43.20	10.40	32.80	315.4%
55400.6 · Telecommunications/Internet	400.00	329.11	70.89	21.5%
<b>Total 55400 · General Office/Administration</b>	<b>1,748.65</b>	<b>1,094.65</b>	<b>654.00</b>	<b>59.8%</b>
55500 · Outreach & Public Relations				
55500.7 · Newsletter	33.57	33.57	0.00	0.0%
<b>Total 55500 · Outreach &amp; Public Relations</b>	<b>33.57</b>	<b>33.57</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 55000 · GENERAL ADMINISTRATION</b>	<b>7,067.04</b>	<b>1,227.76</b>	<b>5,839.28</b>	<b>475.6%</b>
56000 · PROFESSIONAL/CONTRACT SERVICES				
56200 · Cleaning Services	1,156.50	494.00	662.50	134.1%
56300 · IT/Computer Services	2,275.00	0.00	2,275.00	100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	700.00	0.00	700.00	100.0%
56500.2 · Maintenance Svcs. - Exterior	130.00	0.00	130.00	100.0%
<b>Total 56500 · Maintenance Services</b>	<b>830.00</b>	<b>0.00</b>	<b>830.00</b>	<b>100.0%</b>
<b>Total 56000 · PROFESSIONAL/CONTRACT SERVIC...</b>	<b>4,261.50</b>	<b>494.00</b>	<b>3,767.50</b>	<b>762.7%</b>
<b>Total Expense</b>	<b>474,492.32</b>	<b>384,960.84</b>	<b>89,531.48</b>	<b>23.3%</b>
<b>Net Ordinary Income</b>	<b>-448,637.12</b>	<b>-320,925.11</b>	<b>-127,712.01</b>	<b>-39.8%</b>
<b>Net Income</b>	<b>-448,637.12</b>	<b>-320,925.11</b>	<b>-127,712.01</b>	<b>-39.8%</b>

# Highwood Public Library & Community Center

## Check Detail

December 1 - 14, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	2760	12/07/2023	Kreative Kabinetry LLC	Klearview Kabinet Installation	10201.1 · BOH - Operating	-1,925.00
	Bill	12082023	12/08/2023	Vivo Foundation	Klearview Kabinet Installation	54135 · Grant Program Supplies	1,925.00
TOTAL							1,925.00
	Bill Pmt -Check	2761	12/13/2023	Aerex Pest Control Service, Inc.	Quarterly Pest Control Service	10201.1 · BOH - Operating	-105.00
	Bill	2542910	11/16/2023		Quarterly Pest Control Service	56500.1 · Maintenance Svcs. - Interior	105.00
TOTAL							105.00
	Bill Pmt -Check	2762	12/13/2023	Aguilera, Jennifer	Operational & Marketing Work for December	10201.1 · BOH - Operating	-800.00
	Bill	12042023	12/04/2023	Walgreens Foundation	Operational & Marketing Work for December	54110 · Contracted Services	800.00
TOTAL							800.00
	Bill Pmt -Check	2763	12/13/2023	Aguirre, Andrea	Grand Opening Supplies	10201.1 · BOH - Operating	-242.50
	Bill	INV-0028	12/07/2023	Anonymous W	Grand Opening Supplies	54135 · Grant Program Supplies	242.50
TOTAL							242.50
	Bill Pmt -Check	2764	12/13/2023	Alvey, Diana	Case Management Services & Supervision 12/11-	10201.1 · BOH - Operating	-122.50
	Bill	1003	12/07/2023	NorthShore University HealthSystem	Case Management Services & Supervision 12/11-12	54110 · Contracted Services	122.50
TOTAL							122.50
	Bill Pmt -Check	2765	12/13/2023	Avila, Genesis	December Community Health Education & Engage	10201.1 · BOH - Operating	-1,008.00
	Bill	12062023	12/06/2023	NorthShore University HealthSystem	December Community Health Education & Engagem	54110 · Contracted Services	1,008.00
TOTAL							1,008.00
	Bill Pmt -Check	2766	12/13/2023	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-2,374.32
	Bill	NS23110056	11/06/2023		TS360 Subscription - Axis 360 01/01-12/31/24	55200.2 · Baker/Taylor TS3 Search System	1,798.50
	Bill	2037924678	11/13/2023		Books NF - Adult	52150.1 · Books NF - Adult	205.88
					Processing Supplies	52650 · Processing Supplies	15.88
	Bill	2037924677	11/13/2023		Books F - Adult	52100.1 · Books F - Adult	240.05
					Processing Supplies	52650 · Processing Supplies	20.10
	Bill	2037937825	11/15/2023		Books F - Adult	52100.1 · Books F - Adult	69.02
					Processing Supplies	52650 · Processing Supplies	5.75
	Bill	2037952895	11/27/2023		Books F - Adult	52100.1 · Books F - Adult	17.70
					Processing Supplies	52650 · Processing Supplies	1.44

Highwood Public Library & Community Center  
Check Detail  
December 1 - 14, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							2,374.32
	Bill Pmt -Check	2767	12/13/2023	Brito, Carolina	December Counseling Services	10201.1 · BOH - Operating	-1,748.00
	Bill	12022023	12/02/2023	NorthShore University HealthSystem	December Counseling Services	54110 · Contracted Services	1,748.00
TOTAL							1,748.00
	Bill Pmt -Check	2768	12/13/2023	Brotsos, Alex	Dental Reimbursement for Erred Start Date	10201.1 · BOH - Operating	-318.00
	Bill	12132023	12/07/2023		Dental Reimbursement for Erred Start Date	51125 · Dental Insurance	318.00
TOTAL							318.00
	Bill Pmt -Check	2769	12/13/2023	Chicago Sun Times	6 Month Subscription through 05/2024	10201.1 · BOH - Operating	-307.01
	Bill	12042023	12/04/2023		6 Month Subscription through 05/2024	52400.1 · Periodicals - Adult	307.01
TOTAL							307.01
	Bill Pmt -Check	2770	12/13/2023	Consuelo, Inc.	Therapy Services for December	10201.1 · BOH - Operating	-1,800.00
	Bill	1018	12/05/2023	NorthShore University HealthSystem	Therapy Services for December	54110 · Contracted Services	1,800.00
TOTAL							1,800.00
	Bill Pmt -Check	2771	12/13/2023	Gardner, Tynisha	Professional Development for Managers - 2nd In	10201.1 · BOH - Operating	-2,500.00
	Bill	12232023	12/01/2023	Lake County Community Foundation	Professional Development for Managers - 2nd Instal	54115 · Staff Development	2,500.00
TOTAL							2,500.00
	Bill Pmt -Check	2772	12/13/2023	Guerrero, Diana		10201.1 · BOH - Operating	-30.55
	Bill	12072023	12/07/2023	Anonymous W	Team Holiday Party Reimbursement	54115 · Staff Development	9.76
	Bill	12072023-2	12/07/2023	Anonymous W	Team Holiday Party Reimbursement	54115 · Staff Development	20.79
TOTAL							30.55
	Bill Pmt -Check	2773	12/13/2023	Guerrero, Norma Angelica	December Tech Support Services	10201.1 · BOH - Operating	-75.00
	Bill	12092023	12/09/2023	The Grainger Foundation Grant	December Tech Support Services	54110 · Contracted Services	75.00
TOTAL							75.00
	Bill Pmt -Check	2774	12/13/2023	Highwood Rec Center	Zumba Basement Fee - November	10201.1 · BOH - Operating	-140.00
	Bill	40115	11/30/2023	NorthShore University HealthSystem	Zumba Basement Fee - November	54135 · Grant Program Supplies	140.00
TOTAL							140.00

# Highwood Public Library & Community Center

## Check Detail

December 1 - 14, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	2775	12/13/2023	Hollis, Anthony	December Lawncare & Snow Removal	10201.1 · BOH - Operating	-160.00
	Bill	12012023	12/01/2023		December Lawncare & Snow Removal	56500.2 · Maintenance Svcs. - Exterior	160.00
TOTAL							160.00
	Bill Pmt -Check	2776	12/13/2023	Hoopla	November Usage	10201.1 · BOH - Operating	-179.79
	Bill	504721828	11/30/2023		November Usage	52350.3 · On-Line - Hoopla	179.79
TOTAL							179.79
	Bill Pmt -Check	2777	12/13/2023	IC Signs & Graphics	Donor Name Plaques & Installation	10201.1 · BOH - Operating	-735.00
	Bill	6833	12/04/2023	Vivo Foundation	Donor Name Plaques & Installation	54135 · Grant Program Supplies	735.00
TOTAL							735.00
	Bill Pmt -Check	2778	12/13/2023	Kentwood Office Furniture	Library Furnishings Order - 50% Final Payment	10201.1 · BOH - Operating	-79,704.42
	Bill	11302023	11/30/2023	ISL Construction Grant	Library Furnishings Order - 50% Final Payment	54515 · Grant Renovation Furniture	27,896.55
				Other- Library Renovation Project	Library Furnishings Order - 50% Final Payment	54515 · Grant Renovation Furniture	51,807.87
TOTAL							79,704.42
	Bill Pmt -Check	2779	12/13/2023	Knutson, Jim		10201.1 · BOH - Operating	-13,743.78
	Bill	12032023	12/03/2023	ISL Construction Grant	Toggle Bolts, Monitor Mount, Grommets, & Clamps I 54520 · Grant Renovation Technology		85.32
				Other- Library Renovation Project	Toggle Bolts, Monitor Mount, Grommets, & Clamps I 54520 · Grant Renovation Technology		158.46
	Bill	12112023	12/11/2023	ISL Construction Grant	Renovation Technology Service - 11-12/23 & 10/23 , 54520 · Grant Renovation Technology		4,725.00
				Other- Library Renovation Project	Renovation Technology Service - 11-12/23 & 10/23 , 54520 · Grant Renovation Technology		8,775.00
TOTAL							13,743.78
	Bill Pmt -Check	2780	12/13/2023	Lara, Maria	December 2023 Professional Construction Clean	10201.1 · BOH - Operating	-1,982.00
	Bill	12062023	12/06/2023		December 2023 Professional Construction Cleaning	56200 · Cleaning Services	1,982.00
TOTAL							1,982.00
	Bill Pmt -Check	2781	12/13/2023	Libraries First	2024 Museum Adventure Pass	10201.1 · BOH - Operating	-100.00
	Bill	8696	12/08/2023		2024 Museum Adventure Pass	55400.3 · Membership Dues/Fees	100.00
TOTAL							100.00
	Bill Pmt -Check	2782	12/13/2023	Lomeli, Itzayana Rocio Gonzalez	December Community Health Education & Engag	10201.1 · BOH - Operating	-1,560.00

## Highwood Public Library &amp; Community Center

## Check Detail

December 1 - 14, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	12052023	12/05/2023	NorthShore University HealthSystem	December Community Health Education & Engagem	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2783	12/13/2023	Quill	Acct. #C359709	10201.1 · BOH - Operating	-199.20
	Bill	35649495	11/10/2023		Stapler, Scissors, Copy Paper, Towels, & Trash Bag	55400.2 · Office/Library Supplies	155.64
	Bill	35646555	11/10/2023		Bath Tissue	55400.2 · Office/Library Supplies	43.56
TOTAL							199.20
	Bill Pmt -Check	2784	12/13/2023	Ramirez, Laura		10201.1 · BOH - Operating	-409.68
	Bill	11302023	11/30/2023	Gorter Family Foundation	Staff Training Supplies Reimbursement	54135 · Grant Program Supplies	20.00
	Bill	12052023	12/05/2023	Other- Library Renovation Project	Heavy Duty Smartboard Mount	54520 · Grant Renovation Technology	32.15
	Bill	12092023	12/09/2023	Other- Library Renovation Project	Renovation Supplies Reimbursement	54510 · Contracted Services	325.46
					Cleaning Supplies Reimbursement	55400.2 · Office/Library Supplies	32.07
TOTAL							409.68
	Bill Pmt -Check	2785	12/13/2023	Rosenthal, Martin	Donor Event Supplies Reimbursement	10201.1 · BOH - Operating	-74.98
	Bill	1206	12/06/2023	Vivo Foundation	Donor Event Supplies Reimbursement	54135 · Grant Program Supplies	74.98
TOTAL							74.98
	Bill Pmt -Check	2786	12/13/2023	Simon Pina, Beatriz	December Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00
	Bill	12052023	12/05/2023	NorthShore University HealthSystem	December Community Health Education & Engagem	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2787	12/13/2023	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education for De	10201.1 · BOH - Operating	-5,500.00
	Bill	12102023	12/10/2023	Anonymous W	English & Spanish Literacy & GED Education for De	54110 · Contracted Services	5,500.00
TOTAL							5,500.00
	Bill Pmt -Check	2788	12/13/2023	Today's Business Solutions, Inc.		10201.1 · BOH - Operating	-12,043.76
	Bill	15665	12/04/2023	ISL Construction Grant	Print Release, PC Reservation, Payment Kiosk, Inst:	54520 · Grant Renovation Technology	4,203.85
				Other- Library Renovation Project	Print Release, PC Reservation, Payment Kiosk, Inst:	54520 · Grant Renovation Technology	7,807.15
	Bill	112723-68	12/05/2023		Fax for 07-09/2023	55400.6 · Telecommunications/Internet	32.76
TOTAL							12,043.76
	Bill Pmt -Check	2789	12/13/2023	Vazquez, Fabiola Hernandez	December Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00
	Bill	12062023	12/06/2023	NorthShore University HealthSystem	December Community Health Education & Engagem	54110 · Contracted Services	1,560.00



# Highwood Public Library & Community Center

## Check Detail

December 1 - 14, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							1,560.00
	Bill Pmt -Check	2790	12/13/2023	Vergara Castrejon, Oralia	December Community Health Education & Engaç	10201.1 · BOH - Operating	-1,560.00
	Bill	12062023	12/06/2023	NorthShore University HealthSystem	December Community Health Education & Engagem	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2791	12/13/2023	Villarreal, Vanessa	Staff Cards Reimbursement	10201.1 · BOH - Operating	-8.19
	Bill	12072023	12/07/2023	NorthShore University HealthSystem	Staff Cards Reimbursement	54115 · Staff Development	8.19
TOTAL							8.19
	Bill Pmt -Check	2792	12/13/2023	W.B. Olson Inc.	November 2023 Construction	10201.1 · BOH - Operating	-187,656.00
	Bill	675 28	12/04/2023	DCEO Construction	November 2023 Construction	54510 · Contracted Services	93,620.96
				ISL Construction Grant	November 2023 Construction	54510 · Contracted Services	26,117.76
				Other- Library Renovation Project	November 2023 Construction	54510 · Contracted Services	54,068.39
				Other- Library Renovation Project	November 2023 Construction	54510 · Contracted Services	11,317.75
				Community Development Block Grant	November 2023 Construction	54510 · Contracted Services	2,531.14
TOTAL							187,656.00
	Bill Pmt -Check	2793	12/13/2023	Zohar, Monica	Dimentia Training Reimbursement	10201.1 · BOH - Operating	-10.00
	Bill	11212023	11/21/2023	NorthShore University HealthSystem	Dimentia Training Reimbursement	54115 · Staff Development	10.00
TOTAL							10.00