



AGENDA - REGULAR MONTHLY MEETING
HIGHWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
Monday December 28, 2020 – 7 P.M.

The monthly Library Board of Trustees meeting will be conducted virtually as allowed by the Governor's [Order 2020-7](#) and available for the public to watch and hear online. If you wish to watch the meeting live, please notify us at president@highwoodlibrary.org by 4 p.m. on Monday to be invited into the meeting. The meeting link is <https://us02web.zoom.us/j/88200602078>. The agenda and meeting materials are posted and are available for review on the Library website www.highwoodlibrary.org.

Those wishing to offer public comments can submit their comments via email by 4 p.m. the day of the meeting to president@highwoodlibrary.org. Your comments will be read during the live-streamed meeting and become part of the public record.

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
 - a. Capital Campaign
 - b. Recognitions
 - c. Open Meetings Act (OMA)
 - d. Staff Meeting/Zoom holiday party
5. Secretary's report
 - a. Motion to approve minutes from regular meeting of November 23, 2020.
6. Communication
7. Treasurer Report
 - a. Review of November Financials
 - b. Motion to approve the December 2020 Invoices
8. Director's report
 - a. Public comment received via email and suggestion box
9. Committee reports – Review of Annual Reports
 - Building and Grounds
 - Finance
 - Personnel
 - Policy
 - Technology

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer

Trustees: Bertha Chavez, Barbara Cizek, Diana Guerro, Patricia Lenzini, Jason Muelver

Carmen Patlan, Executive Director director@highwoodlibrary.org



10. Review Policies

11. Old business

12. New business

- a. Discussion of updated Gifts and Donations Policy
- b. Motion to approve the Gifts and Donations Policy

13. Executive Session 5 ILCS 120/Sec 2(c) 1

14. Adjournment

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

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Draft only, not yet approved

Highwood Public Library Board of Trustees Regular Meeting November 23, 2020

The meeting was held by Zoom teleconference due to the Covid-19 pandemic.

Present—Trustees: Barbara Cizek, Janell Cleland, Diana Guerrero, Lucy Hospodarsky, Patricia Lenzini, Nora Loreda, Jason Muelver, Catherine Regalado; Carmen Patlan, Director

Absent: Bertha Chavez

Ms. Hospodarsky called the meeting to order at 7:02 pm.

Public Comments: None

President's Report

- Ms. Hospodarsky followed up with the City Manager on parking lot vandalism issues. He will follow up with Chief of Police. The Everts Park project may include improved lighting.
- City Council approved the library's tax levy request.
- Front flower pots were decorated.
- Mayor and city manager were updated on capital campaign and plan. Capital campaign is being run through Friends of the Library, but board members should also be helping. The president gave several examples of how to reach out to donors. The target is to raise \$1.3 million dollars by June 30, 2021.

Ms. Chavez arrived at 7:08 pm

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the October 26, 2020 regular meeting, Ms. Lenzini seconded, and the motion carried unanimously.

Communication: None

Treasurer's Report

Ms. Loreda presented the October financials and November invoices. Now at the 6 month mark of fiscal year, tax collections are at 93%. Income from fines and fees is low but technology grant will make up the difference. Wages are at 38% of budget but there were some staff absences. Some periodicals will be reclassified by accountant.

Ms. Hospodarsky moved to approve the November 2020 invoices as listed in the Check Details, Mr. Muelver seconded, and the motion carried unanimously.

Director's Report

Ms. Patlan highlighted some items from the monthly written report.

- Library needed to close to public because of staff Covid cases. Staff/ family are recovering. All patron services are continuing and virtual programming will continue creatively.
- Beck's serviced furnaces and did some small repairs.
- Grainger grant funded all new technology and new furniture in the YA area. A Smart board is installed and a 3D printer planned.
- There's some funding for Covid-related garage renovation to continue with food distribution.
- An additional camera will be purchased for monitoring parking lot rather than relocating existing camera. Mr. Knutson will be doing this work in a December visit.

Draft only, not yet approved

- \$6800 grant was awarded to upgrade to high speed internet access for library including parking lot and parts of Everts Park.
- Learning Partners will continue to grow with a new grant.
- North Shore Gas grant is to bridge the digital divide via Learning Partners; CO detectors were also given to the HP Fire Department for distribution to Highwood families.
- Oak Terrace PTO donation allowed some McDonald's gift cards for children.
- Erroneous unemployment claims have been received and are being contested. One is for a staff member's former full time job elsewhere, and another was for a Census contractor.
- Hosting IDPH Covid testing for 2 dates. Testing is free and agency is pleased to be reaching underserved community - 50% Latino testees at first date.
- PPE kits should be ready for distribution by 2nd week of December.
- Flu vaccines given to 70 people via hosted mobile clinic.
- Giving trees have been set up throughout the city in a partnership with City of Highwood, Celebrate Highwood, and Library, holding ornaments with QR codes linked to wish lists. Hospodarsky family was instrumental in this effort.
- Director will be keynote speaker to the League of Women Voters.
- New contribution from Schreiber Family Foundation was received
- Census grant included tablets and hotspots which were allowed to be kept by Library.
- Consultants for capital fundraising, TWNB (also used recently by NSSRA) will be proposing a project. They suggest waiting to launch until the new year.
- Funds will be solicited on Giving Tuesday, December 1, trying to reach \$5000.
- CARES funded meal kits will need new funding sources after December.
- Heidi Smith was named new HP Library director; there will be collaboration opportunities.
- Board brainstormed ideas for staff/board holiday party alternatives.

Committee Reports

Policy: The committee worked with the director to update the Gifts and Donations Policy to add a section 13, Capital Campaign Donations and Matching Grants, and section 14, Donation Refund for Capital Campaign Awards, to reflect needs of a donor for a matching gift for the state construction grant.

New Business

- Ms. Regalado moved to approve the updated Gifts and Donations Policy, Mr. Muelver seconded and the motion carried. There will be an examination of additional language on returning donor money at various levels and the policy may be revisited again next month.
- There was discussion on special staff bonuses, which Finance Committee will take up.
- There was a request to recognize the completed Grainger grant installation on the website. Mr. Muelver will photograph to document 2 completed grants.
- Two furniture donations were received.
- Mr. Muelver is joining the Technology committee.
- Old monitor in city storage can be donated to Highwood water department.

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

Meeting adjourned at 8:45 pm.

Director's Report December 28, 2020

Library Updates

Building and Grounds

- In November and December, the YA space was prepared for the installation of study pods. The Juvenile nonfiction collections and YA collections have been reviewed and relocated, and the study pods will be installed at the south end of the YA space in January. Funding for the study pods is provided from a grant by the Grainger Foundation.

Website and Technology

- Installed two exterior surveillance cameras to better monitor the rear parking lot, this was prompted by several vandalism incidents involving parked vehicles. The video surveillance system has a maximum capacity of 16 cameras, 10 cameras are installed (6 interior cameras and 4 exterior cameras).
- Using funds received from the Digital Network Access (DNA) grant, we completed a number of projects to upgrade the library's technology and provide Wi-Fi access for the community.
- Upgraded library internet speed to 300-Mbps download, an increase from the previous 100-Mbps download speed.
- Nine wireless access points (APs) were to be installed - six interior and three exterior. The six interior APs were installed; no exterior APs were installed. The exterior access points were to be installed on the library's eaves. The eaves are in poor shape - they have dry rot and are not suitable for AP installation. The three exterior APs will need to be installed on the roof. This will be accomplished sometime in the spring. In the interim, two of the 3 exterior APs have been temporarily installed within the library and the transmit power has been set to high. As a result, the library parking lot still has wireless internet access.
- Installed digital signage near the circulation desk.
- Relocated the YA OPAC computer to a new location, this relocation was necessitated by the study pod installation.
- The library has a Print from Home page on its website. [Previously](#), any remote print job would print to a staff printer because the patron printer refused remote print jobs. The remote printing problem has been solved, now the remote print jobs are routed to the patron printer.

Communications

- N/A

Personnel/Professional Development

- N/A

Grant Updates

- Submitted a grant proposal to ALA Libraries Transforming Communities for the amount of \$3000. If granted these funds will allow the library to stipend Learning Partners via gift cards for engaging peers in conversations related to current issues of inequality.
- Two CDBG grant proposals are in progress to seek funding for garage improvements to make meal kit distribution more efficient and to improve the public washrooms.
- A Lake County Community Foundation Grant application is in progress to obtain general operating funds to mitigate possible tax levy shortfalls for FY22.
- An ALA American Dreams Grant application is in progress to help fund the library's Spanish GED and Conversational ESL classes.

Patron Services—Adults

- Virtual Adult Spanish GED classes saw an increase in attendance in December. Student assessments are streamlined due to the pandemic to simplify access to the classes.
- Virtual Conversation ESL classes are expanding; classes will include basic, intermediate and advanced levels to better serve students.

- Distribution of meal preparation kits is increasing due to area layoffs; we are now serving over 275 families on a weekly basis.
- HPL partnered with the City of Highwood to develop a holiday giving campaign; Highwood residents and visitors visit the city's decorated holiday trees and use QR codes on ornaments to access Amazon wish lists for winter clothing, housewares and learning/literacy activities. Donations are shipped directly to the library and will be provided to families via the meal kit distribution in December.
- HPL continues to participate in Charla de Salud (Health Talk) programs via Facebook live to increase health literacy. The first two programs provided information regarding HIV in Latino communities and mental health during Covid-19. In each, the audience had great questions. The discussion about mental health provided an opportunity for parents to also raise questions about children's mental health and how to identify symptoms.
- Sherlock Holmes Book Club is meeting virtually on the first Tuesday of the month every other month.
- Computer classes continue, with solid attendance for the November Word classes. Attendees commented, 'Thank you for a very informative session,' and 'You made it seem easy!'
- The library closed to in-person visits on November 9, due to the rising number of Covid-19 cases in Lake County. While circulation has decreased, library staff works to encourage patrons to receive books and free printing via Contactless Pickup. A flyer promoting library services and providing space for hand-written notes by staff allows one-on-one outreach and connection to patrons as they pick up books, DVDs, games and print jobs.

Upcoming events

- Through a partnership with District 112, HPL is planning informational sessions on immigration law in January in English and Spanish. Topics include updates to the DACA and TPS programs, public charge and immigrant rights.

Patron Services—Elementary Children

- Abriendo Puertas (Opening Doors) successfully completed a ten-week session with excellent attendance, and the next session will begin in January.
- Camino a la Escuela experienced a significant increase in attendance in November.

December events and upcoming events

- Santa Claus is Coming to HPL, and goes virtual. Children ranging in ages from 3 to 10, joined Santa Claus for a special story time on December 15. Registration was limited to 25 families, and the families received their free Santa Party packs via Contactless Pickup before the event.
- K9 Reading Buddies will return in virtual format. This program serves early elementary school students, helping to strengthen reading skills and boost confidence; children read to trained therapy dogs in a fun, non-judgmental setting. Parents will register students for 15-minute sessions via Zoom on the K-9 Reading Buddies site, linked to the HPL website.

Patron Services—Teen

- Virtual Homework Help increased in November, with 21 sessions (a 60% increase from October) that provided over 24 hours of academic support (a 50% increase from October). We have received positive feedback from parents, including one parent who is very pleased with how enthusiastic her child is when meeting with her Homework Helper/Learning Partner. Another student has significantly improved her math skills to the extent that she is no longer experiencing stress when working on math assignments.
- Virtual Tutoring is now also offered, provided by qualified tutors who take on a more independent role working with students and offer a deeper level of academic support.
- Homework Help and Tutoring is guided through our Learning Partners Program. Library staff members gain teaching skills, implement a variety of teaching strategies, and work closely with families and students. Student partner volunteers gain effective communication, planning and mentoring skills.

December events and upcoming events

- Holiday craft program: Pop-Tart Pads. 25 teen and tween participants used pop-tarts, icing and candy to decorate gingerbread houses. A kit with supplies was provided in advance through Contactless Pickup.
- A Teen Advisory Board (TAB) will launch in early January. Participants will help brainstorm, develop and promote library programs.
- Craft Café will also launch in January as a monthly program. Many of our students enjoy arts and crafts, and the crafts will generally include kits distributed the week before each program. TAB and Craft Café will take the place of the Plug-in programs for the new semester.

- Robotics will launch in late January for a 6-week series.

Other

- All families picking up meal kits have received ornament decorating kits for children to enjoy.
- \$1560 dollars were raised by a local volunteer (Gayle Meyers) and donated to the library via PayPal to purchase gift cards to be provided in support of the food distribution program.

Board Meeting Open Items

- Donate a computer to City Water Dept. (Barb C.)

The Friends of the Highwood Public Library

- The Friends are currently working on developing a Capital Campaign to kick-off their fundraising efforts for the construction plan.
- Friends contracted a consulting group to support the fundraising efforts
- Included Congressman Brad Schneider, State Representative Bob Morgan, State Senator Julie Morrison, School District 112 Superintendent Dr. Michael Lubelfeld and Deborah Finn have been named Honorary Chairs of the Capital Campaign.

Highwood Public Library

Balance Sheet w/Prior Month Comparison

As of November 30, 2020

	Nov 30, 20	Oct 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	50.00	50.00	0.00	0.0%
10201 · BOH General Fund Chk. (3563)				
10201.G · BOH - Grant Balance	168,109.36	110,492.26	57,617.10	52.2%
10201.1 · BOH - Operating	230,805.61	275,002.15	-44,196.54	-16.1%
Total 10201 · BOH General Fund Chk. (3563)	398,914.97	385,494.41	13,420.56	3.5%
10206 · BOH Payroll Acct. Chk. (0133)	9,000.00	9,043.87	-43.87	-0.5%
10216 · IMET Capital Impr. Fund (8102)	3,662.85	3,662.06	0.79	0.0%
10221 · IMET Reserve Fund (8101)	20,090.72	20,086.39	4.33	0.0%
10240 · BOH Convenience Fund Chk (2208)	3,335.26	1,741.14	1,594.12	91.6%
Total 10000 · CASH & INVESTMENT ACCOUNTS	435,053.80	420,077.87	14,975.93	3.6%
Total Checking/Savings	435,053.80	420,077.87	14,975.93	3.6%
Other Current Assets				
13500 · Other Receivables	1,552.63	1,552.63	0.00	0.0%
14600 · Due from Primary Government	318.08	318.08	0.00	0.0%
14500 · Property Tax Receivable	292,500.37	292,500.37	0.00	0.0%
13000 · Prepaid Expenses	681.45	681.45	0.00	0.0%
Total Other Current Assets	295,052.53	295,052.53	0.00	0.0%
Total Current Assets	730,106.33	715,130.40	14,975.93	2.1%
TOTAL ASSETS	730,106.33	715,130.40	14,975.93	2.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
22000 · Payroll Liabilities				
22102 · Payroll Tax Liability	6,412.76	5,491.44	921.32	16.8%
22100 · IMRF W/H Payable	1,353.99	1,279.41	74.58	5.8%
22000 · Payroll Liabilities - Other	305.07	305.07	0.00	0.0%
Total 22000 · Payroll Liabilities	8,071.82	7,075.92	995.90	14.1%
24000 · Deferred Property Taxes	292,500.37	292,500.37	0.00	0.0%
Total Other Current Liabilities	300,572.19	299,576.29	995.90	0.3%
Total Current Liabilities	300,572.19	299,576.29	995.90	0.3%
Total Liabilities	300,572.19	299,576.29	995.90	0.3%
Equity				
32000 · Unrestricted Net Assets	210,510.23	210,510.23	0.00	0.0%
Net Income	219,023.91	205,043.88	13,980.03	6.8%
Total Equity	429,534.14	415,554.11	13,980.03	3.4%
TOTAL LIABILITIES & EQUITY	730,106.33	715,130.40	14,975.93	2.1%

Highwood Public Library

Profit & Loss YTD Budget vs. Actual

May through November 2020

	May - Nov 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	280,279.93	292,500.00	-12,220.07	95.8%
41200 · Tax Revenue - PPRT	0.00	1,500.00	-1,500.00	0.0%
41300 · Grants				
41300.1 · Per Capita Grant	6,756.25	6,700.00	56.25	100.8%
41300.3 · Other Miscellaneous Grants	173,466.82	0.00	173,466.82	100.0%
Total 41300 · Grants	180,223.07	6,700.00	173,523.07	2,689.9%
41400 · Interest & Dividends	49.47	414.00	-364.53	11.9%
Total 41000 · GENERAL REVENUES	460,552.47	301,114.00	159,438.47	152.9%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	0.00	792.00	-792.00	0.0%
42300 · Book Sales	31.27	0.00	31.27	100.0%
42600 · Photocopier	0.00	1,800.00	-1,800.00	0.0%
42800 · Headphones	0.00	20.00	-20.00	0.0%
42900 · Gifts & Donations				
42900.2 · Friends of the Library	16,175.00	5,000.00	11,175.00	323.5%
42900.1 · General Gifts & Donations	3,411.18	0.00	3,411.18	100.0%
42900.3 · Renovation Donations	6,000.00	0.00	6,000.00	100.0%
Total 42900 · Gifts & Donations	25,586.18	5,000.00	20,586.18	511.7%
Total 42000 · OPERATING REVENUES	25,617.45	7,612.00	18,005.45	336.5%
Total Income	486,169.92	308,726.00	177,443.92	157.5%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	77,082.45	175,569.62	-98,487.17	43.9%
51110 · Bonuses/Overtime	2,500.00	3,300.00	-800.00	75.8%
51115 · IMRF Expense	5,965.68	12,631.43	-6,665.75	47.2%
51120 · Medical/Health Insurance	5,132.30	8,033.27	-2,900.97	63.9%
51125 · Dental Insurance	4.40	716.04	-711.64	0.6%
51130 · Life Insurance	29.96	54.00	-24.04	55.5%
51135 · Vision Insurance	1.52	158.17	-156.65	1.0%
51140 · Employer FICA	6,474.82	13,431.08	-6,956.26	48.2%
51999 · Payroll Processing Fees	600.00	2,400.00	-1,800.00	25.0%
Total 51000 · PERSONNEL & BENEFITS	97,791.13	216,293.61	-118,502.48	45.2%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	1,737.50	2,500.00	-762.50	69.5%
52100.2 · Books F - Children/Juvenile	927.63	2,265.00	-1,337.37	41.0%
52100.3 · Books F - Young Adult	703.61	2,265.00	-1,561.39	31.1%
52100.4 · Books F - Spanish Adult	251.78	1,500.00	-1,248.22	16.8%
52100.5 · Books F - Spanish Child./Juv.	0.00	500.00	-500.00	0.0%
Total 52100 · Books, Fiction	3,620.52	9,030.00	-5,409.48	40.1%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	757.12	1,735.00	-977.88	43.6%
52150.2 · Books NF - Children/Juvenile	0.00	2,000.00	-2,000.00	0.0%
52150.3 · Books NF - Young Adult	19.00	0.00	19.00	100.0%
52150.4 · Books NF - Spanish	133.95	750.00	-616.05	17.9%
Total 52150 · Books, Non-Fiction	910.07	4,485.00	-3,574.93	20.3%
52200 · A/V Materials				
52200.6 · A/V Games	0.00	1,200.00	-1,200.00	0.0%
52200.1 · A/V - Adult	190.40	2,500.00	-2,309.60	7.6%
52200.2 · A/V - Children/Juvenile	240.15	1,250.00	-1,009.85	19.2%
52200.5 · A/V - Spanish Child./Juv.	0.00	250.00	-250.00	0.0%
Total 52200 · A/V Materials	430.55	5,200.00	-4,769.45	8.3%

Highwood Public Library Profit & Loss YTD Budget vs. Actual May through November 2020

	May - Nov 20	Budget	\$ Over Budget	% of Budget
52350 · On-Line Resources				
52350.3 · On-Line - Zinio	0.00	1,000.00	-1,000.00	0.0%
52350.4 · On-Line - eRead	544.84	495.00	49.84	110.1%
Total 52350 · On-Line Resources	544.84	1,495.00	-950.16	36.4%
52400 · Periodicals				
52400.1 · Periodicals - Adult	977.76	3,401.16	-2,423.40	28.7%
52400.3 · Periodicals - Subscription Svc	1,003.62	1,200.00	-196.38	83.6%
Total 52400 · Periodicals	1,981.38	4,601.16	-2,619.78	43.1%
52600 · Book Standing Orders				
52600.2 · Book SO - Children/Juvenile	166.65	170.00	-3.35	98.0%
Total 52600 · Book Standing Orders	166.65	170.00	-3.35	98.0%
52650 · Processing Supplies	563.50	500.00	63.50	112.7%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	8,217.51	25,481.16	-17,263.65	32.2%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.3 · Program Fac- Child	0.00	3,000.00	-3,000.00	0.0%
53100.2 · Program Fac- Young Adult	0.00	750.00	-750.00	0.0%
53100.1 · Program Fac.-Adult	2,700.00	4,680.00	-1,980.00	57.7%
Total 53100 · Library Program Facilitators	2,700.00	8,430.00	-5,730.00	32.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	46.47	600.00	-553.53	7.7%
53200.2 · Prog. Suppl. - Children	1,665.14	3,000.00	-1,334.86	55.5%
53200.3 · Prog. Suppl. - Young Adult	178.84	1,000.00	-821.16	17.9%
Total 53200 · Program Supplies	1,890.45	4,600.00	-2,709.55	41.1%
Total 53000 · PROGRAMMING	4,590.45	13,030.00	-8,439.55	35.2%
54000 · GRANT EXPENSES				
54155 · Travel Reimbursement	111.42	0.00	111.42	100.0%
54195 · Training Expense	1,500.00	0.00	1,500.00	100.0%
54135 · Grant Program Supplies	18,617.94	0.00	18,617.94	100.0%
54185 · Grant Telecommunications	578.99	0.00	578.99	100.0%
54190 · Grant Licensing fees	210.00	0.00	210.00	100.0%
54110 · Contracted Services	78,786.73	0.00	78,786.73	100.0%
54180 · Materials	907.96	0.00	907.96	100.0%
54150 · Event Supplies	5,232.91	0.00	5,232.91	100.0%
54140 · Office Supplies	5,889.67	0.00	5,889.67	100.0%
54130 · Employer FICA	1,013.94	0.00	1,013.94	100.0%
54120 · Wages & Salaries	13,254.24	0.00	13,254.24	100.0%
54100 · Per Capita Grant Expenses				
54100.4 · Per Capita - Other/Misc.	6,756.25	0.00	6,756.25	100.0%
Total 54100 · Per Capita Grant Expenses	6,756.25	0.00	6,756.25	100.0%
Total 54000 · GRANT EXPENSES	132,860.05	0.00	132,860.05	100.0%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	284.23	930.00	-645.77	30.6%
55100.2 · Library Board Expense	497.36	300.00	197.36	165.8%
55100.3 · Travel Reimbursement	9.17	501.60	-492.43	1.8%
Total 55100 · Library Board & Staff Expenses	790.76	1,731.60	-940.84	45.7%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,825.00	1,700.00	125.00	107.4%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,635.00	-1,635.00	0.0%
55200.3 · Website	625.00	475.00	150.00	131.6%
55200.5 · Hardware Purchases	0.00	4,755.00	-4,755.00	0.0%

Highwood Public Library
Profit & Loss YTD Budget vs. Actual
May through November 2020

	May - Nov 20	Budget	\$ Over Budget	% of Budget
Total 55200 · Technology	2,450.00	8,565.00	-6,115.00	28.6%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	100.00	-100.00	0.0%
55300.2 · Equipment Leases (Copier)	2,039.31	3,504.00	-1,464.69	58.2%
55300.3 · Equipment Purchases	124.50	250.00	-125.50	49.8%
Total 55300 · Furniture & Equipment	2,163.81	3,854.00	-1,690.19	56.1%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	2,020.05	5,500.00	-3,479.95	36.7%
55400.3 · Membership Dues/Fees	885.14	1,035.00	-149.86	85.5%
55400.4 · Licensing Fees	743.76	985.00	-241.24	75.5%
55400.5 · Postage & Shipping Fees	0.00	400.00	-400.00	0.0%
55400.6 · Telecommunications/Internet	1,591.12	3,100.00	-1,508.88	51.3%
55400.7 · Utilities	274.73	500.00	-225.27	54.9%
55400.8 · Liability/Property Insurance	0.00	2,098.00	-2,098.00	0.0%
55400.9 · Workers Compensaiton Insurance	0.00	227.00	-227.00	0.0%
Total 55400 · General Office/Administration	5,514.80	13,845.00	-8,330.20	39.8%
55500 · Outreach & Public Relations				
55500.1 · Public Relations - Programs	0.00	500.00	-500.00	0.0%
55500.2 · Public Relations - Gen. Library	0.00	1,600.00	-1,600.00	0.0%
55500.3 · Community Outreach/Relations	0.00	500.00	-500.00	0.0%
Total 55500 · Outreach & Public Relations	0.00	2,600.00	-2,600.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.1 · Wire Transfers	0.00	33.00	-33.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges - Other	20.00	0.00	20.00	100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	20.00	33.00	-13.00	60.6%
Total 55000 · GENERAL ADMINISTRATION	10,939.37	30,628.60	-19,689.23	35.7%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56250 · Marketing/Communications Conslt	2,025.00	3,900.00	-1,875.00	51.9%
56100 · Accounting Services	3,000.00	7,500.00	-4,500.00	40.0%
56200 · Cleaning Services	1,835.00	4,680.00	-2,845.00	39.2%
56300 · IT/Computer Services	1,684.00	3,840.00	-2,156.00	43.9%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	4,203.50	4,320.00	-116.50	97.3%
56500.2 · Maintenance Svcs. - Exterior	0.00	425.00	-425.00	0.0%
Total 56500 · Maintenance Services	4,203.50	4,745.00	-541.50	88.6%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	12,747.50	25,165.00	-12,417.50	50.7%
Total Expense	267,146.01	310,598.37	-43,452.36	86.0%
Net Ordinary Income	219,023.91	-1,872.37	220,896.28	-11,697.7%
Net Income	219,023.91	-1,872.37	220,896.28	-11,697.7%

Highwood Public Library

Profit & Loss w/Prior Month Comparison

November 2020

	Nov 20	Oct 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	8,053.33	39,168.24	-31,114.91	-79.4%
41300 · Grants				
41300.3 · Other Miscellaneous Grants	38,815.30	16,515.26	22,300.04	135.0%
Total 41300 · Grants	38,815.30	16,515.26	22,300.04	135.0%
41400 · Interest & Dividends	5.12	6.35	-1.23	-19.4%
Total 41000 · GENERAL REVENUES	46,873.75	55,689.85	-8,816.10	-15.8%
42000 · OPERATING REVENUES				
42300 · Book Sales	18.49	0.00	18.49	100.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	731.18	30.00	701.18	2,337.3%
Total 42900 · Gifts & Donations	731.18	30.00	701.18	2,337.3%
Total 42000 · OPERATING REVENUES	749.67	30.00	719.67	2,398.9%
Total Income	47,623.42	55,719.85	-8,096.43	-14.5%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	10,428.73	12,594.51	-2,165.78	-17.2%
51110 · Bonuses/Overtime	2,500.00	0.00	2,500.00	100.0%
51115 · IMRF Expense	892.04	842.90	49.14	5.8%
51120 · Medical/Health Insurance	740.60	1,481.20	-740.60	-50.0%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	4.28	8.56	-4.28	-50.0%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	968.98	943.44	25.54	2.7%
51999 · Payroll Processing Fees	100.00	100.00	0.00	0.0%
Total 51000 · PERSONNEL & BENEFITS	15,634.63	15,970.61	-335.98	-2.1%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	292.32	80.77	211.55	261.9%
52100.2 · Books F - Children/Juvenile	304.80	0.00	304.80	100.0%
52100.3 · Books F - Young Adult	66.59	43.57	23.02	52.8%
52100.4 · Books F - Spanish Adult	11.28	97.24	-85.96	-88.4%
Total 52100 · Books, Fiction	674.99	221.58	453.41	204.6%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	95.48	88.01	7.47	8.5%
52150.4 · Books NF - Spanish	111.99	11.87	100.12	843.5%
Total 52150 · Books, Non-Fiction	207.47	99.88	107.59	107.7%
52200 · A/V Materials				
52200.1 · A/V - Adult	0.00	79.46	-79.46	-100.0%
52200.2 · A/V - Children/Juvenile	0.00	33.98	-33.98	-100.0%
Total 52200 · A/V Materials	0.00	113.44	-113.44	-100.0%
52400 · Periodicals				
52400.1 · Periodicals - Adult	0.00	119.00	-119.00	-100.0%
Total 52400 · Periodicals	0.00	119.00	-119.00	-100.0%
52650 · Processing Supplies	202.23	8.17	194.06	2,375.3%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	1,084.69	562.07	522.62	93.0%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.1 · Program Fac.-Adult	450.00	630.00	-180.00	-28.6%

Highwood Public Library

Profit & Loss w/Prior Month Comparison

November 2020

	Nov 20	Oct 20	\$ Change	% Change
Total 53100 · Library Program Facilitators	450.00	630.00	-180.00	-28.6%
53200 · Program Supplies				
53200.2 · Prog. Suppl. - Children	229.36	496.86	-267.50	-53.8%
53200.3 · Prog. Suppl. - Young Adult	178.84	0.00	178.84	100.0%
Total 53200 · Program Supplies	408.20	496.86	-88.66	-17.8%
Total 53000 · PROGRAMMING	858.20	1,126.86	-268.66	-23.8%
54000 · GRANT EXPENSES				
54155 · Travel Reimbursement	0.00	111.42	-111.42	-100.0%
54135 · Grant Program Supplies	0.00	16,864.11	-16,864.11	-100.0%
54185 · Grant Telecommunications	222.60	57.71	164.89	285.7%
54110 · Contracted Services	3,300.00	22,025.33	-18,725.33	-85.0%
54180 · Materials	408.92	0.00	408.92	100.0%
54150 · Event Supplies	0.00	3,887.56	-3,887.56	-100.0%
54140 · Office Supplies	5,036.29	0.00	5,036.29	100.0%
54130 · Employer FICA	167.82	181.88	-14.06	-7.7%
54120 · Wages & Salaries	2,193.75	2,377.50	-183.75	-7.7%
Total 54000 · GRANT EXPENSES	11,329.38	45,505.51	-34,176.13	-75.1%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	23.01	161.26	-138.25	-85.7%
55100.2 · Library Board Expense	60.00	99.99	-39.99	-40.0%
Total 55100 · Library Board & Staff Expenses	83.01	261.25	-178.24	-68.2%
55300 · Furniture & Equipment				
55300.2 · Equipment Leases (Copier)	291.33	291.33	0.00	0.0%
Total 55300 · Furniture & Equipment	291.33	291.33	0.00	0.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	859.66	393.43	466.23	118.5%
55400.4 · Licensing Fees	0.00	470.00	-470.00	-100.0%
55400.6 · Telecommunications/Internet	221.99	237.69	-15.70	-6.6%
Total 55400 · General Office/Administration	1,081.65	1,101.12	-19.47	-1.8%
Total 55000 · GENERAL ADMINISTRATION	1,455.99	1,653.70	-197.71	-12.0%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56250 · Marketing/Communications Conslt	375.00	300.00	75.00	25.0%
56100 · Accounting Services	500.00	500.00	0.00	0.0%
56200 · Cleaning Services	360.00	560.00	-200.00	-35.7%
56300 · IT/Computer Services	0.00	1,684.00	-1,684.00	-100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	2,045.50	0.00	2,045.50	100.0%
Total 56500 · Maintenance Services	2,045.50	0.00	2,045.50	100.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	3,280.50	3,044.00	236.50	7.8%
Total Expense	33,643.39	67,862.75	-34,219.36	-50.4%
Net Ordinary Income	13,980.03	-12,142.90	26,122.93	215.1%
Net Income	13,980.03	-12,142.90	26,122.93	215.1%

Highwood Public Library Check Detail

November 17 through December 15, 2020

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	DD	11/17/2020	De Lage Landen	Copier Lease	10201.1 · BOH - Operating	-291.33
Bill	111720	11/17/2020		Copier Lease	55300.2 · Equipment Leases (Copier)	291.33
TOTAL						291.33
Bill Pmt -Check	DD	11/20/2020	Zoom Video Communications Inc	Video Communication Standard Pro Monthly	10240 · BOH Convenience Fund Chk (2208)	-12.74
Bill	112020	11/20/2020		Video Communication Standard Pro Monthly	54185 · Grant Telecommunications	12.74
TOTAL						12.74
Bill Pmt -Check	DD	11/23/2020	Mutual Services of Highland Park	Purchase Office/Library Supplies	10240 · BOH Convenience Fund Chk (2208)	-38.27
Bill	E9988968407	11/21/2020		Purchase Office/Library Supplies	55400.2 · Office/Library Supplies	38.27
TOTAL						38.27
Bill Pmt -Check	DD	11/24/2020	Amazon.com	Purchase supplies Santa at HWPL	10240 · BOH Convenience Fund Chk (2208)	-26.99
Bill	112-6808245-1509004	11/24/2020		Purchase supplies Santa at HWPL	53200.2 · Prog. Suppl. - Children	26.99
TOTAL						26.99
Bill Pmt -Check	DD	11/24/2020	Amazon.com	Purchase Books F and NF	10240 · BOH Convenience Fund Chk (2208)	-62.50
Bill	112-3032298-0973831	11/24/2020		Purchase Books F and NF	52100.3 · Books F - Young Adult	15.99
				Purchase Books F and NF	52150.4 · Books NF - Spanish	111.99
TOTAL						127.98
Bill Pmt -Check	DD	11/24/2020	Amazon.com	Purchase program supplies for YA	10240 · BOH Convenience Fund Chk (2208)	-40.39
Bill	112-0720911-2365862	11/24/2020		Purchase program supplies for YA	53200.3 · Prog. Suppl. - Young Adult	129.87
TOTAL						129.87
Bill Pmt -Check	DD	11/24/2020	Amazon.com	Purchase program supplies for YA	10240 · BOH Convenience Fund Chk (2208)	-89.48
Bill	112-0720911-2365862	11/24/2020		Purchase program supplies for YA	53200.3 · Prog. Suppl. - Young Adult	129.87
TOTAL						129.87
Bill Pmt -Check	DD	11/25/2020	Zoom Video Communications Inc	Standard Pro Annual	10240 · BOH Convenience Fund Chk (2208)	-149.90
Bill	INV53906766	11/24/2020		Standard Pro Annual	54185 · Grant Telecommunications	149.90
TOTAL						149.90

Highwood Public Library Check Detail

November 17 through December 15, 2020

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	DD	11/25/2020	Amazon.com	Purchase Books F and NF	10240 · BOH Convenience Fund Chk (2208)	-32.24
Bill	112-3032298-0973831	11/24/2020		Purchase Books F and NF	52100.3 · Books F - Young Adult	15.99
				Purchase Books F and NF	52150.4 · Books NF - Spanish	111.99
TOTAL						127.98
Bill Pmt -Check	DD	11/25/2020	Amazon.com	Purchase program supplies for YA	10240 · BOH Convenience Fund Chk (2208)	-33.24
Bill	112-3032298-0973831	11/24/2020		Purchase Books F and NF	52100.3 · Books F - Young Adult	15.99
				Purchase Books F and NF	52150.4 · Books NF - Spanish	111.99
TOTAL						127.98
Bill Pmt -Check	DD	11/30/2020	Issac & Moishe	In Kind Donations Food Distribution	10240 · BOH Convenience Fund Chk (2208)	-660.00
Bill	112720	11/27/2020		In Kind Donations Food Distribution	42900.1 · General Gifts & Donations	660.00
TOTAL						660.00
Bill Pmt -Check	DD	11/30/2020	Amazon.com	Purchase program supplies YA	10240 · BOH Convenience Fund Chk (2208)	-18.99
Bill	112-5921875-8428250	11/24/2020		Purchase program supplies YA	53200.3 · Prog. Suppl. - Young Adult	18.99
TOTAL						18.99
Bill Pmt -Check	1943	12/15/2020	Al Lenzini Landscaping	Fall Cleanup	10201.1 · BOH - Operating	-175.00
Bill	2354 Fall Cleanup	11/03/2020		Fall Cleanup	56500.2 · Maintenance Svcs. - Exterior	175.00
TOTAL						175.00
Bill Pmt -Check	1944	12/15/2020	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-2,792.23
Bill	NS20110065	11/02/2020		Jan 1, 2021- Dec 31, 2021 Subscription	55200.2 · Baker/Taylor TS3 Search System	1,635.00
Bill	2035583554	11/04/2020		Purchase F Adult	52100.1 · Books F - Adult	95.48
				Purchase F Children	52100.2 · Books F - Children/Juvenile	15.71
				Purchase NFAdult Books	52150.1 · Books NF - Adult	32.20
				Processing fee	52650 · Processing Supplies	8.43
Bill	2035589457	11/05/2020		Purchase F and NF Adult Books	52100.1 · Books F - Adult	79.09
				Purchase F and NF Adult Books	52100.1 · Books F - Adult	172.20
				Purchase F and NF Adult Books	52150.1 · Books NF - Adult	43.27
				Processing Fee	52650 · Processing Supplies	20.40
Bill	2035599570	11/06/2020		Purchase F and NF Adult Books	52100.1 · Books F - Adult	61.54
				Purchase F and NF Adult Books	52150.1 · Books NF - Adult	14.87
				Processing Fee	52650 · Processing Supplies	3.89
Bill	2035611424	11/11/2020		Processing Fee	52650 · Processing Supplies	10.62

Highwood Public Library Check Detail

November 17 through December 15, 2020

Type	Num	Date	Name	Memo	Account	Original Amount
				Purchase F Adult Books	52100.1 · Books F - Adult	89.82
				Purchase F Young Adult Books	52100.3 · Books F - Young Adult	27.67
				Purchase NF Adult Books	52150.1 · Books NF - Adult	83.60
				Purchase NF Spanish	52150.4 · Books NF - Spanish	14.85
Bill	2035614685	11/16/2020		Processing Fee	52650 · Processing Supplies	6.78
				Purchase F Adult Books	52100.1 · Books F - Adult	16.39
				Purchase F Young Adult Books	52100.3 · Books F - Young Adult	205.12
Bill	2035625062	11/19/2020		Processing Fee	52650 · Processing Supplies	2.71
				Purchase F Adult Books	52100.1 · Books F - Adult	16.38
				Purchase F Young Adult Books	52100.3 · Books F - Young Adult	21.46
Bill	2035648176	12/02/2020		Processing Fee	52650 · Processing Supplies	5.74
				Purchase F and NF Adult Books	52100.1 · Books F - Adult	46.30
				Purchase F and NF Adult Books	52150.1 · Books NF - Adult	62.71
TOTAL						2,792.23
Bill Pmt -Check	1945	12/15/2020	Carolina Ibarra Carrubias		10201.1 · BOH - Operating	-1,681.51
Bill	Nov 28-Dollar Tree	12/01/2020		Nov 28 Dollar Tree reimbursement-Camino a la Esc	54180 · Materials	81.51
Bill	Nov CHW program	12/04/2020		Nov 2020 CHW Northwestern Lake Forest	54110 · Contracted Services	800.00
Bill	Nov Camino a la Esc.	12/04/2020		Nov 2020 Abriendo Puertas	54110 · Contracted Services	800.00
TOTAL						1,681.51
Bill Pmt -Check	1946	12/15/2020	City of Highwood.	December 2020 Health Benefits	10201.1 · BOH - Operating	-1,007.19
Bill	2020-HD	11/27/2020		December 2020 Medical/Health	51120 · Medical/Health Insurance	908.28
				December 2020 Dental Insurance	51125 · Dental Insurance	78.08
				December 2020 Vision Insurance	51135 · Vision Insurance	16.58
				December 2020 Life Insurance	51130 · Life Insurance	4.25
TOTAL						1,007.19
Bill Pmt -Check	1947	12/15/2020	Fabio Gomez		10201.1 · BOH - Operating	-580.00
Bill	Nov 2020 CHW	12/02/2020		Community Health Education-Nov 2020	54110 · Contracted Services	400.00
Bill	113020	12/03/2020		Adult program facilitator Nov 18,23,25 and 30	53100.1 · Program Fac.-Adult	180.00
TOTAL						580.00
Bill Pmt -Check	1948	12/15/2020	Guadarama, Isabel		10201.1 · BOH - Operating	-360.00
Bill	112820	11/28/2020		Cleaning Services Nov 18,21,25 and 28	56200 · Cleaning Services	180.00
Bill	121220	12/12/2020		Cleaning Services Dec 2,5,9 and 12	56200 · Cleaning Services	180.00
TOTAL						360.00

Highwood Public Library Check Detail

November 17 through December 15, 2020

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	1949	12/15/2020	GW & Associates PC	November 2020 Finance and Payroll Fees	10201.1 · BOH - Operating	-600.00
Bill	2012676	12/10/2020		November 2020 Finance and Payroll Fees	56100 · Accounting Services	500.00
				November 2020 Finance and Payroll Fees	51999 · Payroll Processing Fees	100.00
TOTAL						<u>600.00</u>
Bill Pmt -Check	1950	12/15/2020	Midwest Tape	Customer #2000007039 - Library Materials	10201.1 · BOH - Operating	-33.98
Bill	99585715	11/03/2020		A/V- Children DVD	52200.2 · A/V - Children/Juvenile	16.99
Bill	99616405	11/10/2020		A/V- Children DVD	52200.2 · A/V - Children/Juvenile	16.99
TOTAL						<u>33.98</u>
Bill Pmt -Check	1951	12/15/2020	North Shore Water Reclamation District	Services from 02/10/20-06/10/20	10201.1 · BOH - Operating	-50.88
Bill	4403453	11/21/2020		Services from 02/10/20-06/10/20	55400.7 · Utilities	50.88
TOTAL						<u>50.88</u>
Bill Pmt -Check	1952	12/15/2020	Quill	Acct. #C359709	10201.1 · BOH - Operating	-535.73
Bill	12719553	12/03/2020		Purchase brother toner and supplies	55400.2 · Office/Library Supplies	535.73
TOTAL						<u>535.73</u>
Bill Pmt -Check	1953	12/15/2020	Rena Lee	Nov 2020 Marketing	10201.1 · BOH - Operating	-300.00
Bill	Nov 2020 Marketing	11/30/2020		Nov 2020 Marketing	56250 · Marketing/Communications Conslt	300.00
TOTAL						<u>300.00</u>
Bill Pmt -Check	1954	12/15/2020	San Ramon, Maria L.	Reimbursement for children program supplies	10201.1 · BOH - Operating	-17.26
Bill	121020	12/10/2020		Reimbursement for children program supplies	53200.2 · Prog. Suppl. - Children	17.26
TOTAL						<u>17.26</u>
Bill Pmt -Check	1955	12/15/2020	Wence, Diana	Reimbursement for program supplies	10201.1 · BOH - Operating	-35.51
Bill	121020	12/10/2020		Reimbursement for program supplies	53200.3 · Prog. Suppl. - Young Adult	35.51
TOTAL						<u>35.51</u>
TOTAL A/P CHECKS						9,625.36
TOTAL PAYROLL COST						14,471.43
GRAND TOTAL						<u><u>24,096.79</u></u>