



AGENDA - REGULAR MONTHLY MEETING  
HIGHWOOD PUBLIC LIBRARY AND COMMUNITY CENTER BOARD OF TRUSTEES  
Location: Highwood Library and Community Center  
Monday June 26, 2023 – 7 P.M.

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
  - a. Annual Reports
5. Secretary's report
  - a. Motion to approve minutes from special meeting April 28, 2023, regular meeting May 22, 2023 and special board meeting May 30, 2023.
  - b. Motion to approve minutes from finance committee meeting June 6, 2023
6. Communication
7. Treasurer Report
  - a. Review of May Financials
  - b. Motion to approve the June 2023 Invoices
8. Director's report
  - a. Public comment received via email and suggestion box
9. Committee reports
10. Old business
  - a. Library construction project update
  - b. Friends' updates
11. New business
  - a. Discuss recommended updates to the Employee Manual
  - b. Motion to approve the Employee Manual
  - c. Executive Board nominations discussion
  - d. Motion to approve the Executive Board nominations
  - e. Discussion of library card policy and motion on offering library cards to non-residents
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. During construction, some meetings will be at Highwood City Hall.

Board of Trustees

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

Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Lorena Victorica

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

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

**Highwood Public Library Board of Trustees Regular Meeting  
May 22, 2023**

Present—Trustees: Janell Cleland, Lucy Hospodarsky, Nora Lored, Paul Martinez, Jason Muelver, Lorena Victorica; Carmen Patlan, Director

Absent: Bertha Chavez, Catherine Regalado

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

**Public Comments – None**

**President's Report**

Ms. Hospodarsky reported the following:

- Reminder that the annual reports are due. There was discussion about the high quality of the Director's Annual Report.
- City Audit is due in June. President contacted City Manager to make certain that all information will be available.
- On May 26 there will be a staff meeting to learn more about policing tactics. It will be a two-way conversation between police and staff. Lake County Sheriff Department will facilitate. Director will forward the outline for the training and trustees are invited to attend. The staff will sign a form annually to signify they understand the incident reporting process.

**Secretary's Report**

Ms. Hospodarsky moved to approve the minutes from the April 24, 2023 regular meeting and April 24 Executive Session. Mr. Muelver seconded, and the motion carried. Ms. Hospodarsky moved to approve the minutes of the April 28, 2023 special meeting with edit to add "based on the City's recommendation", Mr. Muelver seconded and the motion carried.

**Communication**

- A letter was received from the Attorney General about a lack of accessible parking for people with disabilities. City Manager reached out to the DOJ with questions and has not heard back.

**Treasurer's Report**

Ms. Lored presented the April financials and May invoices.

The following items were discussed:

- Director will address finance questions forwarded from Ms. Regalado: FY23 maintenance services far exceeded budget so does FY24 budget account for this; \$4152 unemployment expense; technology consultant mileage reimbursement was put in Library Board and Staff Expenses, but should be part of Technology/consultant costs; reminder that unreturned book fee paid to Normal Public Library is charged back to patron under new policy.
- President noted that property tax receivables are only \$1400 short. PPRT income was over \$5000 more than expected. Wages and salaries are at 93% of budget. She has made some calculations about deficits which were shared. Director noted that year-end close out is 99% completed.
- President filed withholding paperwork for Colorado and Wisconsin.

Draft, not yet approved

Ms. Hospodarsky moved to approve the May 2023 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

### **Director's Report**

Ms. Patlan noted several items:

- OMA requires posting total staff compensation exceeding \$75,000 and this is now posted on website.
- Annual budget posted on website will be tax levy budget which shows how tax dollars are being used. Details about how grant money is spent will be available on request.
- How can statistics be interpreted with the shift to remote model?
- For 4<sup>th</sup> of July observance this year, there is a preliminary plan from City of HP and library is participating in planning sessions. All attendees at events must pre-register and receive an admittance bracelet. Two of library's clinicians will be there. Events include a Community Walk.
- Director shared a handout with signage in the vestibule.
- Discussion of donor wall design will be continued.
- Library is looking for a CPA and one proposal is forthcoming.
- There was discussion on relocating books since the mini-library will need to be vacated to replace pipes.

### **Committee Reports - None**

### **Old Business - None**

### **Ms. Regalado arrived at 8:00 pm**

### **New Business**

Ms. Hospodarsky moved to approve FY24 board meeting calendar, Ms. Loredó seconded, and the motion carried unanimously.

Ms. Hospodarsky moved to approve the Board Bylaws after biennial review, Mr. Muelver seconded, and the motion carried unanimously.

There was discussion on Employee Manual updates which the Policy Committee had met earlier in the month to discuss. Board members had input and suggestions. Ms. Regalado noted that changes were required by year-end due to passage of Illinois Paid Leave for All Act, but there were also requests from staff including addition of parental leave, and some edits needed to match current practice. As numerous changes were needed and director preferred not to partially approve the policy, this will be brought back to board at a future meeting after addressing the following:

- All reference to Library will be changed to Highwood Library and Community Center; references to Director will be changed to Executive Director; New Hires will be changed to Probationary Hires
- After review staff recommend a lower 4 weeks parental leave. Board would like to know comparisons with other libraries and the City before deciding, and financial implications. A parental leave would apply to new foster parents as well, but not an employee taking care of own parents. That could be handled with FMLA or other leave. Do staff members want a pool of paid time off (PTO) days instead of differently classified days?

Draft, not yet approved

- Policy needs to address the order in which leave is taken, e.g. sick days taken before parental leave, and how much. Do part time workers accrue time?
- Part time workers currently have 3 days paid time off (3x8 = 24 h). New version has 40 hours. The policy also added 5 days paid sick leave which currently is unpaid. Clarification is needed from accountant on how to handle hours vs. days. Also the 3 personal days should not be included separately for part time employees once changes are made.
- There was concern about how all changes would be managed financially. Would staff have to be hired to cover work of employees on leave? Paid days off would not be budgeted for, but would be managed through the reserve.
- HRSource could provide the exact language on the Illinois law changes, which we'd use to make sure all is correct.
- New policy includes oversight of working from home on project-based work.
- Organization chart will have titles, not names, and will be moved to appendix, and the incident report will be shorter.

Ms. Hospodarsky noted that all Executive Board members are willing to continue in current roles, which will be elected at June board meeting.

Ms. Hospodarsky moved to go into Executive Session for 5 ILCS 120/Sec 2(c) 1 and 8 for discussion of personnel and safety. Mr. Muelver seconded and the motion carried unanimously.

**Executive session entered at 8:32 pm.**

**Regular meeting was called back to order at 10:19 pm.**

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

**Meeting adjourned at 10:19 pm.**

**Highwood Public Library Board of Trustees Special Meeting  
April 28, 2023**

Present—Trustees: Bertha Chavez, Lucy Hospodarsky, Jason Muelver, Catherine Regalado, Lorena Victorica; Carmen Patlan, Director;  
Absent: Janell Cleland (non-voting, attended by phone), Nora Loreda, Paul Martinez

**Ms. Hospodarsky called the meeting to order at 9:16 am.**

**Public Comments** - None

**Discussion of services provided onsite at the mini-Library**

Ms. Patlan read her recommendation based on recent information from the City. She and the Board President met with the City Manager on Wednesday. Ms. Patlan stated she understands that elected and appointed leaders are tasked with public safety and thus based on the City's recommendation she recommends suspending public access to the mini-library beginning May 1 with a reopening date to be determined.

The team has prepared messaging for the public and for the staff. There will be a message to the public posted on the website, and will also communicate to public in person/onsite, and via social media. A leadership meeting is scheduled with all library managers to determine how to set up for off-site services. Ms. Patlan would like to change staff hours to only offer curbside pickup until 6 pm.

The board reviewed proposed communication to the public and asked to remove language connecting reopening timing to construction status. If there are further questions from public to staff or board, they can be referred to the City. President and Board thanked staff for their work preparing this.





Ms. Hospodarsky moved to accept the director's recommendation, based on the City's recommendation, to move services locations to offsite as soon as possible, but no later than May 1. Ms. Victorica seconded, and the motion carried: Chavez, Hospodarsky, Regalado, Victorica: yes; Mr. Muelver: present. Motion passed.

Mr. Muelver moved to approve the communications with the amendments discussed, Ms. Hospodarsky seconded, and the motion carried unanimously.


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

**Meeting adjourned at 9:31 am.**


**Director's Report**  
**June 26, 2023**  
**Library Updates**

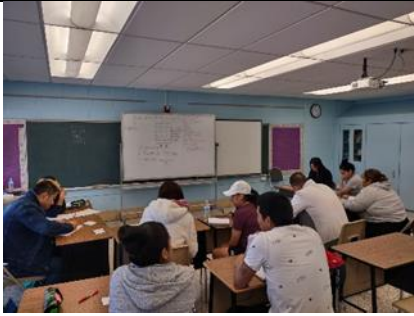
<b>Library Renovation</b>	<p><b>Renovation Updates</b></p> <ul style="list-style-type: none"> <li>• <b><u>Exterior</u></b>  Installed windows in the front of the building</li> <li>• Finished installation of Nichiha siding and roofing on the addition</li> <li>• Installed the 3 Form panels on the stone front of the building facing Highwood Ave.</li> <li>• Installed the new trash enclosure</li> <li>• <b><u>Interior</u></b>  Finished roughing in the Mechanicals and electric in the addition</li> <li>• Hung drywall in the addition</li> <li>• Started painting throughout the building</li> <li>• <b><u>Young Adult Section:</u></b>  Installed railings at the ramp and stairs in the YA department</li> <li>• Installed a ceiling grid design piece in the YA department</li> </ul> <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around;">   </div> <p><b>Upcoming Items include:</b></p> <ul style="list-style-type: none"> <li>• Mud, taping, and painting the walls in the addition, running low voltage cable.</li> </ul>
<b>Admin/Accounting Current Month</b>	<ul style="list-style-type: none"> <li>• FY23 adjustments and additions in process as of 6/8/23</li> <li>• Completed grant payroll budgeting for FY24, considering grant timing, library programming, and staff requirements.</li> <li>• May marked the first month where Diana G. was solely responsible for marketing. She created a newly-designed newsletter that highlights our monthly flyers and directs community members to the library's website.</li> <li>• The library is more active on social media, with increased number of pictures rather static program information, and an increased community response.</li> </ul>
<b>Records Retention</b>	<ul style="list-style-type: none"> <li>• None to Report</li> </ul>
<b>Building &amp; Grounds</b>	<ul style="list-style-type: none"> <li>• None to Report</li> </ul>

<b>Website &amp; Technology</b>	<ul style="list-style-type: none"> <li>Diana G. is working on updating the Library's website. She has removed outdated content and in the coming months will continue to work with each department to ensure the program pages include relevant content.</li> <li>In the month of May, the total number of client connections for the wireless patron network was 2319, for a daily average of 75 client connections. This was a decrease from the daily average of 80 for April. The total wireless data delivered in May (31 days) was 305.27GB, a decrease from the April (30 days) total of 331.62GB.</li> <li>The list of potential hardware and software purchases for the renovated library will be completed within 2 weeks. A purchasing timetable will depend on the date of reopening.</li> </ul>			
<b>Communications</b>	<ul style="list-style-type: none"> <li>None to Report</li> </ul>			
<b>Personnel/Professional Development</b>	<b>Date</b>	<b>Attendee(s)</b>	<b>Description &amp; Notes Re Implementation</b>	<b>Prof Dev Hrs</b>
	05/05/2023	Diana Wence	Reaching Forward Conference: This was Diana's third year in the Reaching Forward Committee.	10 hrs
	05/12/2023	Viridiana Gonzalez	At the Intersection of Culture, Psychosis and Polysubstance Abuse.	1.5 hrs
	05/24/2023	Viridiana Gonzalez	Innovative Approaches to Empower Vulnerable Library Patrons.	1 hr
	05/11/2023	Monica Zohar	PFLAG Meeting / A.L.I.C.E. Active Shooter Preparedness	2 hrs
	05/18/23	Monica Zohar	ITC: Israeli Trauma Consultation meeting	2 hrs
	05/16/23	Yenny Avila	Leadership Group with Charrm'd Foundation Topic: Accountability	1.5hrs
	05/4 -05/05	Carolina Ibarra	ARISE - CHILA	2 days
<b>Grant Update</b>	<p>The following grants were written for continued program funding:</p> <ul style="list-style-type: none"> <li>Health Equity: Community Catalyst (received)</li> <li>Health Equity: Highland Park Community Foundation – Highland Park Shooting funding (pending)</li> </ul>			
<b>Patron Services – Elementary Children (Program updates from Alice and Diana)</b>	<p><b>Children's Programming –</b> May's Children's programming was on hold as staff looked for new space to hold programming due to temporary move to offsite programming.</p> <p><b>Summer Reading Program - Alice, Diana, &amp; Nessa</b> Our annual Summer Reading Program encourages community members of all ages to continue to read throughout the Summer. This initiative supports childhood literacy and community engagement. Much of May was spent planning and organizing the Summer Reading Kick Off to take place on June 17<sup>th</sup>. Activities and presenters are below.</p> <ul style="list-style-type: none"> <li>Presenter: 1pm - 2pm: Incredible Bats</li> <li>Face painters &amp; balloon makers hosted by Meridian Health</li> <li>Craft Stations &amp; Games hosted by the library's TAB and local organizations</li> <li>Library Lotería &amp; Giveaways</li> <li>Story Time Presentation</li> <li>Temporary Tattoo Station</li> </ul> <p><b>Beanstack Implementation - Alice &amp; Nessa</b> To help track patrons' reading during the Summer Reading Program, we are piloting use of the Beanstack app. This app will help track patrons' daily reading (rather than minutes per day) in the hopes that it will help our patrons to read continuously throughout the summer. Some behind-the-scenes work required to set this up included: Alice attended the set-up</p>			

	<p>webinar by Beanstack and Diana W. helped us get in touch with tech assistance to help set up the library's home page on Beanstack. Alice and Nessa completed the site set up with Alice adding badges and prizes to our Summer Reading Challenge.</p> <p><b>Storytimes in July - Nessa &amp; Diana W</b></p> <p>Nessa &amp; Diana W met with Jess Ortega from Giggles Play on Green Bay Road in Highwood. Jess offered to share her space with us and extended an offer for us to do story times on Tuesday evenings from 5:30pm - 6:30pm &amp; Thursdays from 1:30pm - 2:30pm. Due to the size of the space, we can only have 15 children registered at a time for the program. Nessa is currently working on a Google Form for registration for the Storytime to make sure we stay within the 15-child limit.</p> <p>This is an exciting opportunity because we will not only be provided with free space for story time but also the play area for a 30-minute play session. This program will begin in July to provide an opportunity to advertise the program. Our plan is to have parents meet us at the library and have a little parade to the Giggles since it is less than a 2-minute walk.</p> <p>Note: Parents will need to fill out a Safety Waiver before joining.</p>
<p><b>Patron Services—Teen (Program Updates from Alice and Diana)</b></p>	<p><b>Learning Partners/Homework Help</b></p> <ul style="list-style-type: none"> <li>• The Tutoring Program for the 2022-2023 school year wrapped up in May.</li> <li>• We had so many wonderful partnerships this school year, with half of our tutors promising to come back next school year.</li> <li>• To celebrate a successful year of tutoring with their students, 7 of our tutors that meet in-person decided to do something fun with their students for their last session. Six of our tutors made slime with their students, and one of them bought their student magnetic tiles and used them with their student for their last session together.</li> </ul> <div data-bbox="418 993 1284 1438">  </div> <p><b>Teen Advisory Board (TAB)</b></p> <ul style="list-style-type: none"> <li>• After volunteering at 6 large events in April, TAB used their time in the month of May to plan for future projects.</li> <li>• At our May meetings we discussed the success of the Maker Series as well as what we can improve upon. We also finalized TAB T Shirt ideas, worked with the Cricut machine to create official TAB designs. The TAB will attend our Summer Reading Kick-off as volunteers, and will wear t-shirts that they created at the event.</li> <li>• TAB planned how to decorate the Mini-Library window for Pride. TAB members also chose a craft for the Pride Alliance booth at our upcoming Summer Reading Kick-off. As part of community outreach, TAB will decorate the Giggles Play window for Pride Month in June.</li> </ul> <p><b>Teen Craft Cafe</b></p>



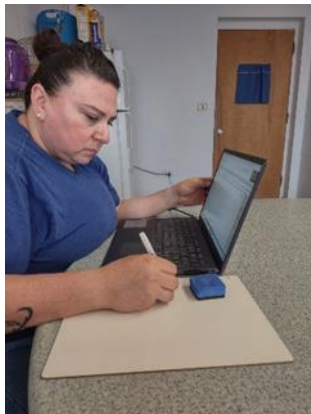
	<ul style="list-style-type: none"><li>Jennie, a community member and pediatrician, taught our teens how to make their own jewelry. She showed them how to create a professional looking product, where to gather supplies, and explained to them how they could turn a hobby into a business. Our teens were able to take supplies home to continue creating jewelry and appreciated the entrepreneurial aspect of this program!</li></ul> <p><b>Book Buffet</b></p> <ul style="list-style-type: none"><li>May's Book Buffet was postponed to June due to scheduling conflicts with middle school field trips and confirmation. The group is excited to discuss the book in June.</li></ul> <p><b>Teen After Hours</b></p> <ul style="list-style-type: none"><li>This month the teens built upon their presentation skills for "PowerPoint Karaoke." Each participant created a short PowerPoint on a subject of their choice and then presentations were shuffled and reassigned to another presenter! Each teen presented a PowerPoint they had never seen before to the group and then we guessed who the original creator was. This event was TAB's idea and was a huge success!</li></ul> <p><b>HPL Pride Alliance</b></p> <ul style="list-style-type: none"><li>May's Pride Alliance was not well attended, but we feel it is important to have this space available to the young people in our community. (June's Pride Alliance had a great turn out!)</li></ul> <p><b>Volunteer Recruitment</b></p> <ul style="list-style-type: none"><li>Diana &amp; Nessa went to Rosalind Franklin University of Medicine &amp; Science and hosted a table to recruit college students for Homework Help Volunteers. They talked to over 65 students while they were there.</li></ul>
<p><b>Patron Services— Adults Program (Updates from Diana A. Janet, Yuliya and Aurora)</b></p>	<p><b>Library and Circulation Projects</b></p> <p><b>English as a Second Language (ESL)</b></p> <ul style="list-style-type: none"><li>A new cycle of ESL classes has begun, with classes taking place at St. James Church.</li><li>The Beginner (Entry Level) class has an average of 6 students consistently attending class. They learned about numbers, the alphabet, and the verb <i>to be</i>.</li><li>The Beginner (High level) class has an average of 10 students consistently attending class. They explored vocabulary and phrases related to household chores, paying bills, and free time.</li><li>The Intermediate level conversation class read about topics related to sharing personal information, professions, and success stories of immigrants.</li></ul> <div></div> <p><b>ESL Beginners-High Evening Class.</b> Students work on identifying and writing household chores.</p>



**ESL Beginners-Entry** morning class.  
Students talk about routines and activities.

### GED

- Four more students successfully completed the GED Math exam.
- A husband and wife both received their High School Diploma, with both finishing the program in exactly one year. The picture below shows Silvia with her Diploma.
- This month there was an average of 6 students consistently attending class.



Student getting ready to take her Math test. She passed! Her husband was part of our citizenship program and also passed the math test. He dreams of becoming an immigration officer.

### Spanish as a Second Language (SSL)

- This month we had an average of 9 students consistently attending class.
- While the beginner's level focuses on gaining vocabulary, the conversational group enhances their vocabulary by reading and conversing in the past tense.



Our conversational Spanish class is reading a TPRS novel “Los Ojos de Carmen.” TPRS (Teaching Proficiency through Reading and Storytelling) is an input-based approach to teaching language that focuses on the systematic instruction of vocabulary in a highly comprehensible, personalized and contextualized manner. The students enjoy reading and making connections to past experiences. They are

learning to speak in the past tense through conversing about their childhood.

#### **Sewing Basics Class/Knitters**

- This month we had an average of 10 participants attending the knitting class and an average of 8 participants attending the sewing class. The group leader, Maria Luisa, requested a document that will help the group keep track of the material check out by participants. She, and the rest of the group have developed a great set of skills.
- During the month of May, the knitting and sewing group worked hard to complete their items for Highwood’s evening Gourmet Market. Pictured below, we have three of our participants along with the three little pigs and the big bad wolf!



#### **US Citizenship Test Prep**

- This month, an applicant requested our support because she had her Citizenship appointment scheduled for May 23. We immediately connected her with a tutor. They had a series of meetings and the applicant was able to pass the citizenship exam. She is waiting on a date for the naturalization ceremony.
- We are partnering with the North Suburban Legal Aid Clinic (NSLAC) to host a Naturalization Clinic. NSLAC said that the Hispanic National Bar Association will support this event. We hope to host this event on August 9th at St. James Church.



Two of our participants have a session with their tutors. They are practicing the civic questions and conversing about life experiences. They are building a strong relationship.

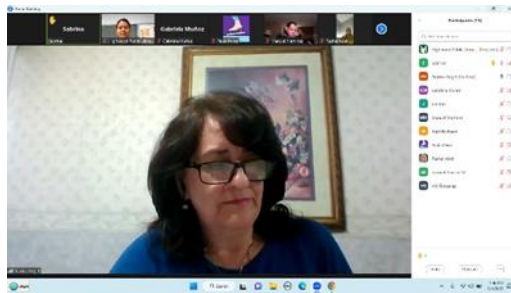
### Digital Literacy

- We have a volunteer leading Computer Classes. He is knowledgeable and reliable. Many of our participants are familiar with the basic concepts, so they decided to learn more about excel.
- This month we had three one-on-one participants that we helped curbside with computer issues, including fixing a camera on the laptop, getting rid of unwanted ads, and giving a full Hoopla tutorial.
- The Library's website resources page has been updated, with new resources added and placed in alphabetical order.



### Spanish Reading Club

- This month we read the book Pedro Paramo. We divided the reading into four sections. During each section, we learned more about the author, the history of Mexico, and we deeply analyzed the message sent by the author and the interpretation each of us made.



Picture shows the book's discussion leader, Patricia Rogel, asking participants to read the first couple of pages of the book.

### BeeSpeckled Band (Sherlock Holmes) Book Group

- The book group met at Highwood City Hall Council Chambers, and Brenda Rossini provided a presentation about her upcoming book: Oscar Slater: A Killer Exposed, about a true crime incident in 1908. The attendees appreciated the accommodations for this special meeting. And we're working through the parking tickets that two attendees received while parked at City Hall (sigh).





## Illinois Libraries Present

Illinois Libraries Present is a statewide collaboration among public libraries offering high-quality events. As a part of this collaborative, the Highwood Library, along with libraries across the state of Illinois, hosted the following virtual events.

**Drawing Comics with Jarrett J. Krosoczka:** In recognition of Free Comic Book Day, New York Times bestselling author and illustrator, Jarrett J. Krosoczka offered a live, virtual drawing workshop.

**Being Fabulous with Jonathan Van Ness & Kristi Yamaguchi:** Jonathan Van Ness (“Queer Eye” and “Getting Curious”) talked with his idol, Olympic Gold Medalist Kristi Yamaguchi about figure skating, fabulous style, and much more.

## Health Equity

### Adult Support Group

The adult support group continues to have a powerful and positive impact on participants. This month one of our regular attendees commented on what attending the group has done for her. “Being in the group has made me reflect on many things and it has helped me a lot. I have seen the change in myself. The program has been beneficial.”

### Charlas con Propósito/Conscious Conversation

Daniela Limon, dietetic technician, spoke to the community about healthy portions of food that support physical health and overall wellbeing. Community members were engaged and asked questions about substitutions/healthy alternatives.



**Colon Cancer:** How does it affect your physical health? One of our Promotoras de Salud (Community Health Workers) presented on this topic to help increase awareness and take active steps to prevent and/or identify signs of illness.



Community members were delighted to engage in Health Loteria (Bingo). People love to learn in dynamic and fun ways, which makes this game successful in our efforts to increase people's awareness on different health topics and prevention strategies.



The last charla/workshop of the month was focused on the different types of diabetes. While this topic has been shared with community members before, reinforcing the information has shown to help retain the information and participants share it with their loved ones by word of mouth.

#### **Zumba**

Per participants' feedback, this successful program has given people an opportunity to engage in self-care, reduce stress levels, feel more optimistic, achieve healthy weight goals, and experience less knee pain. They commend Oralia for her contagious, energetic attitude and how skilled she is at engaging people and helping them feel confident to try the exercise routine.



#### **Rosalind Franklin University**

The Community Care Connection bus (below) provides screens and vaccinations on a monthly basis in our parking lot. Common feedback we receive is that the mobile clinic does an exceptional job providing timely results and is very welcoming, compassionate and professional. We are so grateful for this resource.

In May, 26 Health Screenings, 14 COVID Boosters, & 4 Tetanus Tdap Vaccines were provided to community members.



### **ARISE-CHILA**

The Library is a part of a grant-funded coalition of organizations in Lake County to provide health equity to the Black and Brown communities in Lake County. As a part of this initiative, Carolina, Itza and Oralia traveled to Alton, IL to learn about strategies on community-based leadership and engagement. It was a great experience to be with impactful organizations and leaders from other cities in Illinois. We were reminded of the importance of participating to make a difference in the community. "Thank you, Carmen, for the opportunity to represent Highwood Library and especially our community." - Promotoras de Salud.



### **BPAC Conference**

- The Library hosted a table at a recent Bilingual Parent Advisory Committee conference. The individuals who came to the library's resource table were pleasantly surprised by the programs offered at our library. Ten people asked if all the libraries offered these services such as English classes, GED, and therapy with trained professionals.
- Additional individuals asked if the staff of other Libraries also do community engagement to raise awareness of the services offered.
- 400 flyers were shared, and multiple people were interested in joining the Healing the Soul and Peace and Calm programs, and others registered for upcoming physical screenings.



#### **Blue Cross Blue Shield of Illinois**

- Our collaboration with BCBS gave families access to healthy food through the distribution of 175 food boxes containing fresh fruits and vegetables. Receiving these boxes helped families to be able to cook healthy meals. 75 hams were also distributed, with a total of 434 families served.
- One man who received a box of food commented to Bety, our Promotora de Salud, that this support was going to be helpful because he was going to undergo eye surgery soon. He was thankful to Bety, who approached him one day and greeted him to share the services that the library has. At the time, about 4-5 months ago, he mentioned to Bety that he needed eye surgery, but did not know where to go and the thought of having a financial burden was stressful. Bety gave the referral to Viri as the case manager at the library and she was able to help him with this process. He told Bety “never change and continue helping the community. I’m grateful that the library has this help”.

#### **Health Fair in Mundelein, IL - Iglesia Comunidad Cristiana**

- Our team invited Oak Street Clinic, Catholic Charities, NYAP and Chicago Workers Collaborative to gather together and share information about resources with the community in Mundelein. A total of 30 families were informed.



#### **Resource Table at Northwood**



- Families who were receiving a tour of the school for incoming 6th graders (Fall 2023) had the opportunity to talk to our Promotoras de Salud. A total of 50 families were informed.



#### **Resource Table at Oak Terrace**

- For families who participated in the Soccer Academy through Heart of the City
- Allows different resource partners to share information on their organization and do community outreach with the parents and student athletes



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

**FACEBOOK LIVE | Mental Health Awareness Month:** Let's talk about depression: With May being mental health month and depression affecting 15 million people in the U.S. each year, this month's Facebook Live covered the signs, symptoms, and consequences of depression.  
**326 People Reached**

**WORKSHOP/TALLER | Give Yourself the Gift of Self-Compassion: Stop Judging You** During this workshop, participants learned about self-compassion and using practical techniques that can be used at any time of the day or night that will help participants remember and evoke the three aspects of self-compassion at the time they need it most.



### **CHARLA/PRESENTATION | What You Need to Know to Help Your Child Succeed in School**

During this presentation, participants learned that all children have the power to succeed in school and life, and all parents, family members, and guardians can help. The question is: How can we help them succeed?



**WORKSHOP/TALLER | Coping Technique for Anxiety:** During this workshop, participants gained an insight into themselves and their responses to anxiety. They also discovered new ways to help themselves and others. Valuable strategies, techniques, and resources were shared in a relaxed environment. **Testimonial:** “Thank you for giving us these practical tools and ways to manage anxiety in a healthy and effective way. I now feel more empowered and confident in facing hard situations. I am going to share the 4-3-2-1 technique with my daughter who also suffers from anxiety.”

**Paz y Calma:** This program is facilitated by Erika Quezada, Health & Wellness Coach, to start, continue, resume, or deepen participants’ meditative and mindfulness practices to find peace and calm.



### **Counseling**

	<p>Clients continually share that they are satisfied and happy with the level of care they are receiving in counseling. Couples' therapy is a need our counselors are noticing and people are open to this service. Clients are overall reporting improved ability to socialize and communicate, better ability to cope with trauma symptoms and decreased shame or guilt pertaining to their mental health.</p> <p>During May, a couple that is receiving services came back after the wife's surgery. The wife talked about how grateful she felt because due to her talking about her symptoms in therapy she realized the severity of them, and realized how important it was to follow up with her primary doctor. The doctor told her that she needed an important surgery, and she went ahead and scheduled. The surgery went well, and the doctor told her that the surgery was a lifesaving event. The couple was happy that they had the opportunity to process this concern during therapy.</p> <p><b>Case Management</b> Our case managers continue to provide essential case management to our community members including translations, filling out school forms, assisting with housing requests, medical appointments, etc. This month, one of our regular case management clients shared that knowing she can receive assistance in a compassionate manner and in Spanish has made a positive impact navigating a difficult time in her life.</p> <p>The male client mentioned at the beginning of this section had a successful eye surgery performed improving his eyesight. Viri helped him to schedule the appointment and followed up with him. This warm hand off is significant to the success of our clients.</p> <p><b>Coaching</b> 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.</p> <p>This month, a coaching relationship ended and the client provided powerful feedback, highlighting the significant impact coaching has had on her life. She expressed gratitude for the support in setting priorities, gaining self-assurance, and building confidence. The coaching process has allowed her to focus, make decisive choices, and experience positive effects in various aspects of her life. This testimonial serves as a testament to the transformative power of coaching in empowering individuals to achieve their goals and enhance their overall well-being.</p> <p><b>Caminando Juntos</b></p> <ul style="list-style-type: none"> <li>• A Facebook Live created as a culturally relevant response to the HP Shooting tragedy to inform and share Spanish resources as we walk together on our healing journey.</li> <li>• <b>Understanding Post Traumatic Stress:</b> This was a pre-recorded interview with Dr. Diana Franco from Loyola School of Social Work, who talked about the symptoms of Post Traumatic Stress Disorder (PTSD) and how to get help. <b>422 People Reached</b></li> </ul>
<b>Board Meeting Open Items</b>	None to Report
<b>Other Updates</b>	None to Report
<b>The Friends of the Highwood Public Library</b>	Committees continue to work on fundraising and membership drive.

1:00 PM

06/22/23

Accrual Basis

# Highwood Public Library & Community Center

## Balance Sheet w/Prior Month Comparison

### As of May 31, 2023

	May 31, 23	Apr 30, 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)	1,151,278.86	209,529.91	941,748.95	449.5%
10203 · BOH General Fund Money Market	344,704.92	344,673.76	31.16	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	48,827.87	-25,250.58	74,078.45	293.4%
10216 · IMET Capital Impr. Fund (8102)	3,792.40	3,778.00	14.40	0.4%
10221 · IMET Reserve Fund (8101)	20,801.25	20,722.29	78.96	0.4%
10240 · BOH Convenience Fund Chk (2208)	10,778.27	852.31	9,925.96	1,164.6%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
10251 · BOH Building Reno. Money Market	33,048.59	33,044.37	4.22	0.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	1,623,451.60	597,569.50	1,025,882.10	171.7%
Total Checking/Savings	1,623,451.60	597,569.50	1,025,882.10	171.7%
Other Current Assets				
13500 · Other Receivables	1,552.63	1,552.63	0.00	0.0%
13600 · Grant Receivables	0.00	1,260,631.32	-1,260,631.32	-100.0%
14500 · Property Tax Receivable	292,500.41	292,500.41	0.00	0.0%
14600 · Due from Primary Government	1,588.89	1,588.89	0.00	0.0%
Total Other Current Assets	295,641.93	1,556,273.25	-1,260,631.32	-81.0%
Total Current Assets	1,919,093.53	2,153,842.75	-234,749.22	-10.9%
<b>TOTAL ASSETS</b>	<b>1,919,093.53</b>	<b>2,153,842.75</b>	<b>-234,749.22</b>	<b>-10.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	9,992.10	422,466.27	-412,474.17	-97.6%
Total Accounts Payable	9,992.10	422,466.27	-412,474.17	-97.6%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	6,686.71	8,856.70	-2,169.99	-24.5%
22101 · Insurance Payable	7,319.75	6,191.32	1,128.43	18.2%
22102 · Payroll Tax Liability	768.83	768.83	0.00	0.0%
22000 · Payroll Liabilities - Other	305.07	305.07	0.00	0.0%
Total 22000 · Payroll Liabilities	15,080.36	16,121.92	-1,041.56	-6.5%
24000 · Deferred Property Taxes	292,500.41	292,500.41	0.00	0.0%
24300 · Deferred Revenue	-443,506.00	573,982.58	-1,017,488.58	-177.3%
Total Other Current Liabilities	-135,925.23	882,604.91	-1,018,530.14	-115.4%
Total Current Liabilities	-125,933.13	1,305,071.18	-1,431,004.31	-109.7%
Total Liabilities	-125,933.13	1,305,071.18	-1,431,004.31	-109.7%
Equity				
32000 · Unrestricted Net Assets	848,771.57	1,749,369.86	-900,598.29	-51.5%
Net Income	1,196,255.09	-900,598.29	2,096,853.38	232.8%
Total Equity	2,045,026.66	848,771.57	1,196,255.09	140.9%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,919,093.53</b>	<b>2,153,842.75</b>	<b>-234,749.22</b>	<b>-10.9%</b>

## Highwood Public Library &amp; Community Center

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

May 2023

	May 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
41100 · Tax Revenue - Lake County	10,471.44	321,750.00	-311,278.56	3.3%
41200 · Tax Revenue - PPRT	0.00	4,000.00	-4,000.00	0.0%
<b>41300 · Grants</b>				
41305 · Per Capita Grant	0.00	7,480.00	-7,480.00	0.0%
41320 · Temp. Restricted Grant Programs	333,104.00	1,234,535.00	-901,431.00	27.0%
41330 · Temp. Restricted Grant- Bldg	837,170.88	2,621,300.00	-1,784,129.12	31.9%
<b>Total 41300 · Grants</b>	<b>1,170,274.88</b>	<b>3,863,315.00</b>	<b>-2,693,040.12</b>	<b>30.3%</b>
41400 · Interest & Dividends	128.74	40.00	88.74	321.9%
<b>Total 41000 · GENERAL REVENUES</b>	<b>1,180,875.06</b>	<b>4,189,105.00</b>	<b>-3,008,229.94</b>	<b>28.2%</b>
<b>42000 · OPERATING REVENUES</b>				
42600 · Photocopier	0.00	1,800.00	-1,800.00	0.0%
<b>42900 · Gifts &amp; Donations</b>				
42900.1 · General Gifts & Donations	18.93	800.00	-781.07	2.4%
42900.2 · Friends of the Library	100,000.00	12,600.00	87,400.00	793.7%
<b>Total 42900 · Gifts &amp; Donations</b>	<b>100,018.93</b>	<b>13,400.00</b>	<b>86,618.93</b>	<b>746.4%</b>
<b>Total 42000 · OPERATING REVENUES</b>	<b>100,018.93</b>	<b>15,200.00</b>	<b>84,818.93</b>	<b>658.0%</b>
<b>Total Income</b>	<b>1,280,893.99</b>	<b>4,204,305.00</b>	<b>-2,923,411.01</b>	<b>30.5%</b>
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	4,391.90	186,894.14	-182,502.24	2.3%
51110 · Bonuses	0.00	1,839.75	-1,839.75	0.0%
51115 · IMRF Expense	128.29	5,908.20	-5,779.91	2.2%
51120 · Medical/Health Insurance	0.00	27,636.80	-27,636.80	0.0%
51130 · Life Insurance	0.00	1,774.00	-1,774.00	0.0%
51140 · Employer FICA	294.43	14,297.40	-14,002.97	2.1%
51999 · Payroll Processing Fees	0.00	1,127.00	-1,127.00	0.0%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	<b>4,814.62</b>	<b>239,477.29</b>	<b>-234,662.67</b>	<b>2.0%</b>
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
<b>52100 · Books, Fiction</b>				
52100.1 · Books F - Adult	320.79	4,000.00	-3,679.21	8.0%
52100.2 · Books F - Children/Juvenile	2,030.73	2,500.00	-469.27	81.2%
52100.3 · Books F - Young Adult	0.00	1,500.00	-1,500.00	0.0%
52100.4 · Books F - Spanish Adult	0.00	750.00	-750.00	0.0%
52100.5 · Books F - Spanish Chld./Juv.	229.32	1,850.00	-1,620.68	12.4%
<b>Total 52100 · Books, Fiction</b>	<b>2,580.84</b>	<b>10,600.00</b>	<b>-8,019.16</b>	<b>24.3%</b>
<b>52150 · Books, Non-Fiction</b>				
52150.1 · Books NF - Adult	215.01	2,200.00	-1,984.99	9.8%
52150.2 · Books NF - Children/Juvenile	499.70	2,700.00	-2,200.30	18.5%
52150.4 · Books NF - Spanish	12.99	1,000.00	-987.01	1.3%
52150.5 · Books NF - Spanish Chld./Juv.	313.68			
<b>Total 52150 · Books, Non-Fiction</b>	<b>1,041.38</b>	<b>5,900.00</b>	<b>-4,858.62</b>	<b>17.7%</b>
<b>52200 · A/V Materials</b>				
52200.1 · A/V - Adult	29.75	1,800.00	-1,770.25	1.7%
52200.2 · A/V - Children/Juvenile	0.00	1,000.00	-1,000.00	0.0%
52200.6 · A/V Games	139.87	1,000.00	-860.13	14.0%
<b>Total 52200 · A/V Materials</b>	<b>169.62</b>	<b>3,800.00</b>	<b>-3,630.38</b>	<b>4.5%</b>
<b>52350 · On-Line Resources</b>				
52350.3 · On-Line - Hoopla	102.75	1,200.00	-1,097.25	8.6%
52350.4 · On-Line - eRead	0.00	700.00	-700.00	0.0%
<b>Total 52350 · On-Line Resources</b>	<b>102.75</b>	<b>1,900.00</b>	<b>-1,797.25</b>	<b>5.4%</b>

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

### May 2023

	May 23	Budget	\$ Over Budget	% of Budget
<b>52400 · Periodicals</b>				
52400.1 · Periodicals - Adult	0.00	4,200.00	-4,200.00	0.0%
52400.3 · Periodicals - Subscription Svc	559.98	700.00	-140.02	80.0%
<b>Total 52400 · Periodicals</b>	559.98	4,900.00	-4,340.02	11.4%
<b>52650 · Processing Supplies</b>	42.61	1,200.00	-1,157.39	3.6%
<b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>	4,497.18	28,300.00	-23,802.82	15.9%
<b>53000 · PROGRAMMING</b>				
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>	0.00	2,600.00	-2,600.00	0.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	1,000.00	-1,000.00	0.0%
53200.2 · Prog. Suppl. - Children	107.71	2,600.00	-2,492.29	4.1%
53200.3 · Prog. Suppl. - Young Adult	0.00	1,000.00	-1,000.00	0.0%
<b>Total 53200 · Program Supplies</b>	107.71	4,600.00	-4,492.29	2.3%
<b>Total 53000 · PROGRAMMING</b>	107.71	7,200.00	-7,092.29	1.5%
<b>54000 · GRANT EXPENSES</b>				
54110 · Contracted Services	17,259.00	198,900.00	-181,641.00	8.7%
54115 · Staff Development	65.00	13,575.00	-13,510.00	0.5%
54120 · Wages & Salaries	29,970.72	818,210.00	-788,239.28	3.7%
54125 · Bonuses/Overtime	14,746.57	0.00	14,746.57	100.0%
54130 · Employer FICA	3,376.13	62,600.00	-59,223.87	5.4%
54131 · IMRF Expense	1,432.15	26,800.00	-25,367.85	5.3%
54132 · Medical/Dental Benefits	0.00	77,200.00	-77,200.00	0.0%
54135 · Grant Program Supplies	6,044.70	29,750.00	-23,705.30	20.3%
54155 · Travel Reimbursement	0.00	800.00	-800.00	0.0%
54185 · Grant Telecommunications	0.00	2,600.00	-2,600.00	0.0%
54195 · Training Expense	50.00	900.00	-850.00	5.6%
54196 · Liability/Property Insurance	0.00	3,200.00	-3,200.00	0.0%
<b>Total 54000 · GRANT EXPENSES</b>	72,944.27	1,234,535.00	-1,161,590.73	5.9%
<b>54500 · Grant Building Renovation Expen</b>				
54510 · Contracted Services	0.00	2,621,300.00	-2,621,300.00	0.0%
<b>Total 54500 · Grant Building Renovation Expen</b>	0.00	2,621,300.00	-2,621,300.00	0.0%
<b>55000 · GENERAL ADMINISTRATION</b>				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	222.64	1,140.00	-917.36	19.5%
55100.2 · Library Board Expense	0.00	600.00	-600.00	0.0%
55100.3 · Travel Reimbursement	0.00	200.00	-200.00	0.0%
<b>Total 55100 · Library Board &amp; Staff Expenses</b>	222.64	1,940.00	-1,717.36	11.5%
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,500.00	-1,500.00	0.0%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.3 · Website	0.00	1,000.00	-1,000.00	0.0%
55200.5 · Hardware Purchases	364.20	2,500.00	-2,135.80	14.6%
55200.6 · Software	0.00	800.00	-800.00	0.0%
<b>Total 55200 · Technology</b>	364.20	7,600.00	-7,235.80	4.8%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	0.00	250.00	-250.00	0.0%
<b>Total 55300 · Furniture &amp; Equipment</b>	0.00	550.00	-550.00	0.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	423.73	6,400.00	-5,976.27	6.6%

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

### May 2023

	May 23	Budget	\$ Over Budget	% of Budget
55400.3 · Membership Dues/Fees	85.00	1,640.00	-1,555.00	5.2%
55400.4 · Licensing Fees	592.02	5,240.00	-4,647.98	11.3%
55400.5 · Postage & Shipping Fees	0.00	300.00	-300.00	0.0%
55400.6 · Telecommunications/Internet	276.91	2,950.00	-2,673.09	9.4%
55400.7 · Utilities	0.00	600.00	-600.00	0.0%
55400.8 · Liability/Property Insurance	0.00	7,880.00	-7,880.00	0.0%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
<b>Total 55400 · General Office/Administration</b>	<b>1,377.66</b>	<b>28,110.00</b>	<b>-26,732.34</b>	<b>4.9%</b>
55500 · Outreach & Public Relations				
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	44.62	300.00	-255.38	14.9%
<b>Total 55500 · Outreach &amp; Public Relations</b>	<b>44.62</b>	<b>2,300.00</b>	<b>-2,255.38</b>	<b>1.9%</b>
<b>Total 55000 · GENERAL ADMINISTRATION</b>	<b>2,009.12</b>	<b>40,500.00</b>	<b>-38,490.88</b>	<b>5.0%</b>
56000 · PROFESSIONAL/CONTRACT SERVICES				
56150 · Audit Services	0.00	9,000.00	-9,000.00	0.0%
56200 · Cleaning Services	266.00	11,856.00	-11,590.00	2.2%
56300 · IT/Computer Services	0.00	7,000.00	-7,000.00	0.0%
56400 · Legal Services	0.00	500.00	-500.00	0.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	0.00	3,810.00	-3,810.00	0.0%
56500.2 · Maintenance Svcs. - Exterior	0.00	800.00	-800.00	0.0%
<b>Total 56500 · Maintenance Services</b>	<b>0.00</b>	<b>4,610.00</b>	<b>-4,610.00</b>	<b>0.0%</b>
<b>Total 56000 · PROFESSIONAL/CONTRACT SERVICES</b>	<b>266.00</b>	<b>32,966.00</b>	<b>-32,700.00</b>	<b>0.8%</b>
<b>Total Expense</b>	<b>84,638.90</b>	<b>4,204,278.29</b>	<b>-4,119,639.39</b>	<b>2.0%</b>
<b>Net Ordinary Income</b>	<b>1,196,255.09</b>	<b>26.71</b>	<b>1,196,228.38</b>	<b>4,478,678.7%</b>
<b>Net Income</b>	<b>1,196,255.09</b>	<b>26.71</b>	<b>1,196,228.38</b>	<b>4,478,678.7%</b>

# Highwood Public Library & Community Center

## Profit & Loss w/Prior Month Comparison

Accrual Basis

May 2023

	May 23	Apr 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
41100 · Tax Revenue - Lake County	10,471.44	0.00	10,471.44	100.0%
41200 · Tax Revenue - PPRT	0.00	7,449.41	-7,449.41	-100.0%
41300 · Grants				
41310 · Unrestricted Grants	0.00	1,891.67	-1,891.67	-100.0%
41320 · Temp. Restricted Grant Programs	333,104.00	-193,134.07	526,238.07	272.5%
41330 · Temp. Restricted Grant- Bldg	837,170.88	566,270.81	270,900.07	47.8%
<b>Total 41300 · Grants</b>	<b>1,170,274.88</b>	<b>375,028.41</b>	<b>795,246.47</b>	<b>212.1%</b>
41400 · Interest & Dividends	128.74	134.98	-6.24	-4.6%
<b>Total 41000 · GENERAL REVENUES</b>	<b>1,180,875.06</b>	<b>382,612.80</b>	<b>798,262.26</b>	<b>208.6%</b>
<b>42000 · OPERATING REVENUES</b>				
42600 · Photocopier	0.00	64.58	-64.58	-100.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	118.93	-100.00	-84.1%
42900.2 · Friends of the Library	100,000.00	0.00	100,000.00	100.0%
<b>Total 42900 · Gifts &amp; Donations</b>	<b>100,018.93</b>	<b>118.93</b>	<b>99,900.00</b>	<b>83,999.0%</b>
<b>Total 42000 · OPERATING REVENUES</b>	<b>100,018.93</b>	<b>183.51</b>	<b>99,835.42</b>	<b>54,403.3%</b>
<b>Total Income</b>	<b>1,280,893.99</b>	<b>382,796.31</b>	<b>898,097.68</b>	<b>234.6%</b>
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	4,391.90	17,999.57	-13,607.67	-75.6%
51115 · IMRF Expense	128.29	381.21	-252.92	-66.4%
51120 · Medical/Health Insurance	0.00	1,562.72	-1,562.72	-100.0%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	0.00	24.64	-24.64	-100.0%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	294.43	1,345.86	-1,051.43	-78.1%
51200 · Unemployment Expense	0.00	4,152.00	-4,152.00	-100.0%
51999 · Payroll Processing Fees	0.00	204.80	-204.80	-100.0%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	<b>4,814.62</b>	<b>25,670.80</b>	<b>-20,856.18</b>	<b>-81.2%</b>
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
<b>52100 · Books, Fiction</b>				
52100.1 · Books F - Adult	320.79	294.21	26.58	9.0%
52100.2 · Books F - Children/Juvenile	2,030.73	66.61	1,964.12	2,948.7%
52100.3 · Books F - Young Adult	0.00	615.90	-615.90	-100.0%
52100.4 · Books F - Spanish Adult	0.00	202.21	-202.21	-100.0%
52100.5 · Books F - Spanish Chld./Juv.	229.32	0.00	229.32	100.0%
<b>Total 52100 · Books, Fiction</b>	<b>2,580.84</b>	<b>1,178.93</b>	<b>1,401.91</b>	<b>118.9%</b>
<b>52150 · Books, Non-Fiction</b>				
52150.1 · Books NF - Adult	215.01	50.70	164.31	324.1%
52150.2 · Books NF - Children/Juvenile	499.70	0.00	499.70	100.0%
52150.4 · Books NF - Spanish	12.99	331.69	-318.70	-96.1%
52150.5 · Books NF - Spanish Chld./Juv.	313.68	0.00	313.68	100.0%
<b>Total 52150 · Books, Non-Fiction</b>	<b>1,041.38</b>	<b>382.39</b>	<b>658.99</b>	<b>172.3%</b>
<b>52200 · A/V Materials</b>				
52200.1 · A/V - Adult	29.75	0.00	29.75	100.0%
52200.6 · A/V Games	139.87	601.35	-461.48	-76.7%
<b>Total 52200 · A/V Materials</b>	<b>169.62</b>	<b>601.35</b>	<b>-431.73</b>	<b>-71.8%</b>
<b>52350 · On-Line Resources</b>				
52350.3 · On-Line - Hoopla	102.75	129.85	-27.10	-20.9%
<b>Total 52350 · On-Line Resources</b>	<b>102.75</b>	<b>129.85</b>	<b>-27.10</b>	<b>-20.9%</b>
<b>52400 · Periodicals</b>				
52400.3 · Periodicals - Subscription Svc	559.98	0.00	559.98	100.0%
<b>Total 52400 · Periodicals</b>	<b>559.98</b>	<b>0.00</b>	<b>559.98</b>	<b>100.0%</b>
<b>52650 · Processing Supplies</b>	<b>42.61</b>	<b>121.99</b>	<b>-79.38</b>	<b>-65.1%</b>
<b>Total 52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>	<b>4,497.18</b>	<b>2,414.51</b>	<b>2,082.67</b>	<b>86.3%</b>
<b>53000 · PROGRAMMING</b>				
<b>53100 · Library Program Facilitators</b>				
53100.3 · Program Fac- Child	0.00	81.25	-81.25	-100.0%
<b>Total 53100 · Library Program Facilitators</b>	<b>0.00</b>	<b>81.25</b>	<b>-81.25</b>	<b>-100.0%</b>
<b>53200 · Program Supplies</b>				
53200.1 · Prog. Suppl. - Adult	0.00	114.54	-114.54	-100.0%
53200.2 · Prog. Suppl. - Children	107.71	1,382.38	-1,274.67	-92.2%
53200.3 · Prog. Suppl. - Young Adult	0.00	335.87	-335.87	-100.0%
<b>Total 53200 · Program Supplies</b>	<b>107.71</b>	<b>1,832.79</b>	<b>-1,725.08</b>	<b>-94.1%</b>
<b>Total 53000 · PROGRAMMING</b>	<b>107.71</b>	<b>1,914.04</b>	<b>-1,806.33</b>	<b>-94.4%</b>
<b>54000 · GRANT EXPENSES</b>				
54110 · Contracted Services	17,259.00	15,276.00	1,983.00	13.0%



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

Accrual Basis

May 2023

	May 23	Apr 23	\$ Change	% Change
54115 · Staff Development	65.00	0.00	65.00	100.0%
54120 · Wages & Salaries	29,970.72	87,129.12	-57,158.40	-65.6%
54125 · Bonuses/Overtime	14,746.57	9,816.23	4,930.34	50.2%
54130 · Employer FICA	3,376.13	7,216.08	-3,839.95	-53.2%
54131 · IMRF Expense	1,432.15	3,209.67	-1,777.52	-55.4%
54132 · Medical/Dental Benefits	0.00	10,977.54	-10,977.54	-100.0%
54135 · Grant Program Supplies	6,044.70	2,853.29	3,191.41	111.9%
54155 · Travel Reimbursement	0.00	33.73	-33.73	-100.0%
54185 · Grant Telecommunications	0.00	59.29	-59.29	-100.0%
54195 · Training Expense	50.00	0.00	50.00	100.0%
54197 · Indirect Costs to Operations	0.00	1,891.67	-1,891.67	-100.0%
<b>Total 54000 · GRANT EXPENSES</b>	<b>72,944.27</b>	<b>138,462.62</b>	<b>-65,518.35</b>	<b>-47.3%</b>
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	0.00	383,840.00	-383,840.00	-100.0%
<b>Total 54500 · Grant Building Renovation Expen</b>	<b>0.00</b>	<b>383,840.00</b>	<b>-383,840.00</b>	<b>-100.0%</b>
<b>55000 · GENERAL ADMINISTRATION</b>				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	222.64	378.00	-155.36	-41.1%
<b>Total 55100 · Library Board &amp; Staff Expenses</b>	<b>222.64</b>	<b>378.00</b>	<b>-155.36</b>	<b>-41.1%</b>
55200 · Technology				
55200.5 · Hardware Purchases	364.20	1,391.54	-1,027.34	-73.8%
55200.6 · Software	0.00	66.51	-66.51	-100.0%
<b>Total 55200 · Technology</b>	<b>364.20</b>	<b>1,458.05</b>	<b>-1,093.85</b>	<b>-75.0%</b>
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	423.73	266.37	157.36	59.1%
55400.3 · Membership Dues/Fees	85.00	215.00	-130.00	-60.5%
55400.4 · Licensing Fees	592.02	171.00	421.02	246.2%
55400.5 · Postage & Shipping Fees	0.00	126.87	-126.87	-100.0%
55400.6 · Telecommunications/Internet	276.91	276.91	0.00	0.0%
55400.8 · Liability/Property Insurance	0.00	520.00	-520.00	-100.0%
<b>Total 55400 · General Office/Administration</b>	<b>1,377.66</b>	<b>1,576.15</b>	<b>-198.49</b>	<b>-12.6%</b>
55500 · Outreach & Public Relations				
55500.7 · Newsletter	44.62	22.52	22.10	98.1%
<b>Total 55500 · Outreach &amp; Public Relations</b>	<b>44.62</b>	<b>22.52</b>	<b>22.10</b>	<b>98.1%</b>
<b>Total 55000 · GENERAL ADMINISTRATION</b>	<b>2,009.12</b>	<b>3,434.72</b>	<b>-1,425.60</b>	<b>-41.5%</b>
<b>56000 · PROFESSIONAL/CONTRACT SERVICES</b>				
56200 · Cleaning Services	266.00	950.00	-684.00	-72.0%
56300 · IT/Computer Services	0.00	4,100.25	-4,100.25	-100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	0.00	372.00	-372.00	-100.0%
<b>Total 56500 · Maintenance Services</b>	<b>0.00</b>	<b>372.00</b>	<b>-372.00</b>	<b>-100.0%</b>
<b>Total 56000 · PROFESSIONAL/CONTRACT SERVICES</b>	<b>266.00</b>	<b>5,422.25</b>	<b>-5,156.25</b>	<b>-95.1%</b>
<b>Total Expense</b>	<b>84,638.90</b>	<b>561,158.94</b>	<b>-476,520.04</b>	<b>-84.9%</b>
<b>Net Ordinary Income</b>	<b>1,196,255.09</b>	<b>-178,362.63</b>	<b>1,374,617.72</b>	<b>770.7%</b>
<b>Net Income</b>	<b>1,196,255.09</b>	<b>-178,362.63</b>	<b>1,374,617.72</b>	<b>770.7%</b>

Highwood Public Library & Community Center  
Check Detail  
May 22 through June 22, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	DD	05/31/2023	4imprint	Pens for BPAC Summit - Duplicate Payment Per 10240	BOH Convenience Fund Chk (2208)	-231.11
	Bill	11157910-DUP	05/05/2023	NorthShore University HealthSystem	Pens for BPAC Summit - Duplicate Payment - REF# 54135	Grant Program Supplies	231.11
TOTAL							231.11
	Bill Pmt -Check	DD	05/31/2023	ALA Store		10240 · BOH Convenience Fund Chk (2208)	-378.00
	Bill	13007	04/28/2023		HR Webinar - DA	55100.1 · Staff Development	189.00
	Bill	13005	04/28/2023		HR Webinar - YA	55100.1 · Staff Development	189.00
TOTAL							378.00
	Bill Pmt -Check	DD	05/31/2023	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-2,498.18
	Bill	11461497581173000	04/30/2023	The Grainger Foundation Grant	Outreach Supplies	54135 · Grant Program Supplies	17.98
	Bill	11425717542118654	04/30/2023	The Grainger Foundation Grant	Outreach Supplies	54135 · Grant Program Supplies	57.98
	Bill	11413431319372203	04/30/2023	The Grainger Foundation Grant	Outreach Supplies	54135 · Grant Program Supplies	259.36
	Bill	11474196731556237	04/30/2023	The Grainger Foundation Grant	Outreach Supplies	54135 · Grant Program Supplies	34.99
	Bill	11397223280635416	05/11/2023		Switch Games	52200.6 · A/V Games	139.87
	Bill	11380280222709032	05/16/2023		DVDs	52200.1 · A/V - Adult	29.75
				NorthShore University HealthSystem	Paz & Calma Supplies	54135 · Grant Program Supplies	22.48
	Bill	11315778455628202	05/17/2023	NorthShore University HealthSystem	Paz & Calma Supplies	54135 · Grant Program Supplies	132.54
	Bill	11328113088079417	05/18/2023	Meridian	TAB T-Shirts	54135 · Grant Program Supplies	135.36
				Meridian	SRP Tote Bags	54135 · Grant Program Supplies	129.99
	Bill	11434940072036209	05/26/2023	Meridian	Summer Reading Supplies	54135 · Grant Program Supplies	118.56
	Bill	11479219065900255	05/26/2023	Meridian	Summer Reading Supplies	54135 · Grant Program Supplies	16.98
	Bill	11307549535819016	05/27/2023	NorthShore University HealthSystem	Paz & Calma Supplies	54135 · Grant Program Supplies	6.99
	Bill	11472545091885066	05/27/2023	The Grainger Foundation Grant	TAB Supplies	54135 · Grant Program Supplies	25.64
	Bill	11449572661761033	05/27/2023	Meridian	Summer Reading Supplies	54135 · Grant Program Supplies	33.99
	Bill	11433937816865005	05/27/2023		Library Supplies Cart	55400.2 · Office/Library Supplies	113.99
	Bill	11396879479569044	05/30/2023	IL State Library PNG	2 Sewing Machine Pads	54135 · Grant Program Supplies	31.80
				IL State Library PNG	2 Sewing & Quilting Machines	54135 · Grant Program Supplies	439.98
	Bill	11328433514908235	05/30/2023	IL State Library PNG	Makerspace Camera	54135 · Grant Program Supplies	749.95
TOTAL							2,498.18
	Bill Pmt -Check	DD	05/31/2023	Best Western	Water at Conference	10240 · BOH Convenience Fund Chk (2208)	-2.00
	Bill	05052023	05/05/2023	Mano a Mano Family Resource Center	Water at Conference	54135 · Grant Program Supplies	2.00
TOTAL							2.00
	Bill Pmt -Check	DD	05/31/2023	Comcast	Telecom Services for 04/16-05/15/23	10240 · BOH Convenience Fund Chk (2208)	-276.91
	Bill	04092023	04/09/2023		Telecom Services for 04/16-05/15/23	55400.6 · Telecommunications/Internet	276.91
TOTAL							276.91

Highwood Public Library & Community Center  
Check Detail  
May 22 through June 22, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	DD	05/31/2023	Domino's Pizza	TAB Meeting Supplies	10240 · BOH Convenience Fund Chk (2208)	-64.62
	Bill	05122023	05/12/2023	The Grainger Foundation Grant	TAB Meeting Supplies	54135 · Grant Program Supplies	64.62
TOTAL							64.62
	Bill Pmt -Check	DD	05/31/2023	Google		10240 · BOH Convenience Fund Chk (2208)	-401.29
	Bill	4723127174	04/30/2023	NorthShore University HealthSystem	Google Telecom for April	54185 · Grant Telecommunications	59.29
	Bill	4712335035	04/30/2023		Google Workspace for April	55400.4 · Licensing Fees	171.00
	Bill	4712335035-DUP	05/02/2023		Google Workspace for April - Duplicate Payment to 55400.4 · Licensing Fees		171.00
TOTAL							401.29
	Bill Pmt -Check	DD	05/31/2023	Illinois Mental Health Counselors Academy	Alzheimers Awareness and Mandated Reporter '1	10240 · BOH Convenience Fund Chk (2208)	-65.00
	Bill	05162023	05/16/2023	NorthShore University HealthSystem	Alzheimers Awareness and Mandated Reporter We	54115 · Staff Development	65.00
TOTAL							65.00
	Bill Pmt -Check	DD	05/31/2023	Jewel		10240 · BOH Convenience Fund Chk (2208)	-133.52
	Bill	04272023	04/27/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	34.57
	Bill	05032023	05/03/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	35.11
	Bill	05102023	05/10/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	31.76
	Bill	05242023	05/24/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	32.08
TOTAL							133.52
	Bill Pmt -Check	DD	05/31/2023	Karina's Bakery		10240 · BOH Convenience Fund Chk (2208)	-34.86
	Bill	05052023	05/05/2023		Staff Meeting Supplies	55100.1 · Staff Development	20.38
	Bill	05262023	05/26/2023		Staff Meeting Supplies	55100.1 · Staff Development	14.48
TOTAL							34.86
	Bill Pmt -Check	DD	05/31/2023	Mailchimp		10240 · BOH Convenience Fund Chk (2208)	-44.62
	Bill	MC11823349	05/08/2023		Monthly Subscription 04/12-05/11/2023 Tier Upgrac	55500.7 · Newsletter	11.05
	Bill	MC11847073	05/12/2023		Monthly Subscription 05/12-06/11/2023	55500.7 · Newsletter	33.57
TOTAL							44.62
	Bill Pmt -Check	DD	05/31/2023	Metro Self Storage	Storage Unit Rental 05/26-06/25/23	10240 · BOH Convenience Fund Chk (2208)	-214.50
	Bill	587247648	05/26/2023	The Grainger Foundation Grant	Storage Unit Rental 05/26-06/25/23	54135 · Grant Program Supplies	214.50
TOTAL							214.50
	Bill Pmt -Check	DD	05/31/2023	Sams Club	Plates & Utensils	10240 · BOH Convenience Fund Chk (2208)	-138.82

Highwood Public Library & Community Center  
Check Detail  
May 22 through June 22, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	05172023	05/17/2023	NorthShore University HealthSystem	Plates & Utensils	54135 · Grant Program Supplies	48.66
					Plates & Utensils	55400.2 · Office/Library Supplies	90.16
TOTAL							138.82
	Bill Pmt -Check	DD	05/31/2023	Simple Practice	Appointment Scheduler for 05/03-06/03/2023	10240 · BOH Convenience Fund Chk (2208)	-394.00
	Bill	724EA5F5-0015	05/04/2023	NorthShore University HealthSystem	Appointment Scheduler for 05/03-06/03/2023	54135 · Grant Program Supplies	197.00
				Healthcare Foundation of Northern Lake Co	Appointment Scheduler for 05/03-06/03/2023	54135 · Grant Program Supplies	197.00
TOTAL							394.00
	Bill Pmt -Check	DD	05/31/2023	SSLs.com	Internet Encryption Certificate 05/15/23-05/14/28	10240 · BOH Convenience Fund Chk (2208)	-18.75
	Bill	107451724	05/17/2023		Internet Encryption Certificate 05/15/23-05/14/28	55400.4 · Licensing Fees	18.75
TOTAL							18.75
	Bill Pmt -Check	DD	05/31/2023	Target		10240 · BOH Convenience Fund Chk (2208)	-214.96
	Bill	05182023	05/18/2023		Children's Department Storage Bins	53200.2 · Prog. Suppl. - Children	107.71
	Bill	05262023	05/26/2023		Fans for Adult Literacy Classrooms	55400.2 · Office/Library Supplies	107.25
TOTAL							214.96
	Bill Pmt -Check	DD	05/31/2023	techsoup.org	Adobe Acrobat Purchase	10240 · BOH Convenience Fund Chk (2208)	-60.00
	Bill	3692026	04/28/2023		Adobe Acrobat Purchase	55200.6 · Software	60.00
TOTAL							60.00
	Bill Pmt -Check	DD	05/31/2023	Walgreens	Lint Roller for Copier Maintenance	10240 · BOH Convenience Fund Chk (2208)	-7.93
	Bill	05232023	05/23/2023		Lint Roller for Copier Maintenance	55400.2 · Office/Library Supplies	7.93
TOTAL							7.93
	Bill Pmt -Check	DD	05/31/2023	Walmart		10240 · BOH Convenience Fund Chk (2208)	-409.79
	Bill	05042023	05/04/2023		Laptop for Business Manager - RM	55200.5 · Hardware Purchases	364.20
	Bill	05252023	05/25/2023		Staff Meeting Supplies	55100.1 · Staff Development	25.13
					Personal Items to be Reimbursed	55100.1 · Staff Development	20.46
TOTAL							409.79
	Bill Pmt -Check	DD	05/31/2023	Zumba	Instructor Membership for May 2023	10240 · BOH Convenience Fund Chk (2208)	-43.94
	Bill	05212023	05/21/2023	NorthShore University HealthSystem	Instructor Membership for May 2023	54135 · Grant Program Supplies	43.94
TOTAL							43.94

Highwood Public Library & Community Center  
Check Detail  
May 22 through June 22, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	DD	06/04/2023	Comcast	Telecom Services for 05/16-06/15/23	10240 · BOH Convenience Fund Chk (2208)	-276.91
	Bill	05092023	05/09/2023		Telecom Services for 05/16-06/15/23	55400.6 · Telecommunications/Internet	276.91
TOTAL							276.91
	Bill Pmt -Check	2575	06/21/2023	Alvey, Diana	Staff Meeting Supplies	10201.1 · BOH - Operating	-37.19
	Bill	05052023	05/25/2023		Staff Meeting Supplies	55100.1 · Staff Development	37.19
TOTAL							37.19
	Bill Pmt -Check	2576	06/21/2023	Avila, Genesis	June Community Health Education & Engageme	10201.1 · BOH - Operating	-1,008.00
	Bill	06152023	06/15/2023	Lake County Community Foundation	June Community Health Education & Engagement	54110 · Contracted Services	1,008.00
TOTAL							1,008.00
	Bill Pmt -Check	2577	06/21/2023	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-609.35
	Bill	2037521946	05/10/2023		Processing Supplies	52650 · Processing Supplies	0.06
					Books NF - Spanish	52150.4 · Books NF - Spanish	12.99
	Bill	2037493535	05/18/2023		Books NF - Adult	52150.1 · Books NF - Adult	177.84
					Processing Supplies	52650 · Processing Supplies	13.40
	Bill	2037493534	05/18/2023		Books F - Adult	52100.1 · Books F - Adult	148.00
					Processing Supplies	52650 · Processing Supplies	11.90
	Bill	2037493533	05/18/2023		Books F - Adult	52100.1 · Books F - Adult	16.52
					Processing Supplies	52650 · Processing Supplies	1.43
	Bill	2037533539	05/26/2023		Books F - Adult	52100.1 · Books F - Adult	34.19
					Processing Supplies	52650 · Processing Supplies	2.87
	Bill	2037516753	05/30/2023		Books F - Adult	52100.1 · Books F - Adult	122.08
					Processing Supplies	52650 · Processing Supplies	10.06
	Bill	2037516754	05/30/2023		Books NF - Adult	52150.1 · Books NF - Adult	37.17
					Processing Supplies	52650 · Processing Supplies	2.89
	Bill	2037549556	06/02/2023		Books F - Adult	52100.1 · Books F - Adult	16.52
					Processing Supplies	52650 · Processing Supplies	1.43
TOTAL							609.35
	Bill Pmt -Check	2578	06/21/2023	Baldwin Krystyn Sherman	HE Department Professional Liability Insurance	10201.1 · BOH - Operating	-2,839.00
	Bill	144540	06/20/2023	NorthShore University HealthSystem	HE Department Professional Liability Insurance 06/	54196 · Liability/Property Insurance	2,839.00
TOTAL							2,839.00
	Bill Pmt -Check	2579	06/21/2023	Carolina Ibarra Carrubias	Dia Supplies & CommCat Conference Parking R	10201.1 · BOH - Operating	-81.70
	Bill	05252023	05/25/2023	The Grainger Foundation Grant	Dia Supplies	54135 · Grant Program Supplies	31.70
				Community Catalyst, Inc.	CommCat Conference Parking	54195 · Training Expense	50.00

Highwood Public Library & Community Center  
Check Detail  
May 22 through June 22, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							81.70
	Bill Pmt -Check	2580	06/21/2023	Church of the Redeemer	Space Rental 07-09/2023	10201.1 · BOH - Operating	-1,200.00
	Bill	102	06/01/2023	NorthShore University HealthSystem	Space Rental 07-09/2023	54135 · Grant Program Supplies	1,200.00
TOTAL							1,200.00
	Bill Pmt -Check	2581	06/21/2023	City of Highwood.	April 2023 Medical/Health Insurance	10201.1 · BOH - Operating	-7,976.79
	Bill	2023-April	04/30/2023		April 2023 Medical/Health Insurance	51120 · Medical/Health Insurance	958.28
					April 2023 Medical/Health Insurance	51125 · Dental Insurance	78.08
					April 2023 Medical/Health Insurance	51135 · Vision Insurance	17.25
					April 2023 Medical/Health Insurance	51130 · Life Insurance	12.32
				NorthShore University HealthSystem	April 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	5,538.25
				IL State Library PNG	April 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	686.97
				Chicago Community Trust	April 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	294.41
				Healthcare Foundation of Northern Lake Co	April 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	391.23
TOTAL							7,976.79
	Bill Pmt -Check	2582	06/21/2023	Clear Investigative Advantage	May Background Checks	10201.1 · BOH - Operating	-105.00
	Bill	166798	05/31/2023		May Background Checks	55100.1 · Staff Development	105.00
TOTAL							105.00
	Bill Pmt -Check	2583	06/21/2023	Consuelo, Inc.	Therapy Services for June	10201.1 · BOH - Operating	-2,400.00
	Bill	1001	06/02/2023	Lake County Community Foundation	Therapy Services for June	54110 · Contracted Services	2,400.00
TOTAL							2,400.00
	Bill Pmt -Check	2584	06/21/2023	Dayton, Alexandra	TAB Supplies Reimbursement	10201.1 · BOH - Operating	-150.12
	Bill	06102023	06/10/2023	The Grainger Foundation Grant	TAB Graduation & Picnic Supplies	54135 · Grant Program Supplies	74.16
				Meridian	TAB T-Shirt Vinyl	54135 · Grant Program Supplies	75.96
TOTAL							150.12
	Bill Pmt -Check	2585	06/21/2023	Highwood Rec Center	Zumba Basement Fee - May	10201.1 · BOH - Operating	-280.00
	Bill	39762	05/31/2023	NorthShore University HealthSystem	Zumba Basement Fee - May	54135 · Grant Program Supplies	280.00
TOTAL							280.00
	Bill Pmt -Check	2586	06/21/2023	Hoopla	May Usage	10201.1 · BOH - Operating	-102.75
	Bill	503872672	05/31/2023		May Usage	52350.3 · On-Line - Hoopla	102.75
TOTAL							102.75

Highwood Public Library & Community Center  
Check Detail  
May 22 through June 22, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	2587	06/21/2023	Incrediblebats, Inc.	Summer Reading Kickoff Facilitator Fee	10201.1 · BOH - Operating	-300.00
	Bill	6172023	05/27/2023	Meridian	Summer Reading Kickoff Facilitator Fee	54135 · Grant Program Supplies	300.00
TOTAL							300.00
	Bill Pmt -Check	2588	06/21/2023	Kohl Children's Museum of Greater Chicago		10201.1 · BOH - Operating	-10,000.00
	Bill	Highwood Phase I	06/14/2023	The Grainger Foundation Grant	Phase 1, Payment 1 Fixed Exhibit Structure	54135 · Grant Program Supplies	5,000.00
	Bill	Highwood Phase II	06/14/2023	The Grainger Foundation Grant	Phase 2, Payment 1 Themed Exhibit	54135 · Grant Program Supplies	5,000.00
TOTAL							10,000.00
	Bill Pmt -Check	2589	06/21/2023	Lara, Maria	June 2023 Professional Cleaning Services	10201.1 · BOH - Operating	-247.00
	Bill	06122023	06/12/2023		June 2023 Professional Cleaning Services	56200 · Cleaning Services	247.00
TOTAL							247.00
	Bill Pmt -Check	2590	06/21/2023	Lomeli, Itzayana Rocio Gonzalez	June Community Health Education & Engageme	10201.1 · BOH - Operating	-1,560.00
	Bill	06142023	06/14/2023	Lake County Community Foundation	June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2591	06/21/2023	North Shore School District 112	Oak Terrace Facility Rental 4/15/23	10201.1 · BOH - Operating	-124.20
	Bill	7075000015	05/18/2023	The Grainger Foundation Grant	Oak Terrace Facility Rental 4/15/23	54135 · Grant Program Supplies	124.20
TOTAL							124.20
	Bill Pmt -Check	2592	06/21/2023	Patlan, Carmen	Conference Taxi Service	10201.1 · BOH - Operating	-50.00
	Bill	06142023	06/14/2023		Conference Taxi Service	55100.3 · Travel Reimbursement	50.00
TOTAL							50.00
	Bill Pmt -Check	2593	06/21/2023	Quill	Acct. #C359709	10201.1 · BOH - Operating	-104.40
	Bill	32648399	05/23/2023		Copy Paper, Paper Products, & Garbage Bags	55400.2 · Office/Library Supplies	104.40
TOTAL							104.40
	Bill Pmt -Check	2594	06/21/2023	Simon Pina, Beatriz	June Community Health Education & Engageme	10201.1 · BOH - Operating	-1,560.00
	Bill	06152023	06/15/2023	Lake County Community Foundation	June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2595	06/21/2023	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education fo	10201.1 · BOH - Operating	-5,000.00

# Highwood Public Library & Community Center

## Check Detail

May 22 through June 22, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill	06102023	06/10/2023	Wayfarer Foundation	English & Spanish Literacy & GED Education for Ju	54110 · Contracted Services	2,000.00
				American Library Association	English & Spanish Literacy & GED Education for Ju	54110 · Contracted Services	3,000.00
TOTAL							5,000.00
	Bill Pmt -Check	2596	06/21/2023	Vazquez, Fabiola Hernandez	June Community Health Education & Engageme	10201.1 · BOH - Operating	-1,560.00
	Bill	06142023	06/14/2023	Lake County Community Foundation	June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2597	06/21/2023	Vergara Castrejon, Oralia	June Community Health Education & Engageme	10201.1 · BOH - Operating	-1,560.00
	Bill	06152023	06/15/2023	Lake County Community Foundation	June Community Health Education & Engagement	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2598	06/21/2023	Victorica, Lorena	Flowers for Catherine Regalado	10201.1 · BOH - Operating	-135.94
	Bill	06142023	06/14/2023		Flowers for Catherine Regalado	55100.2 · Library Board Expense	135.94
TOTAL							135.94
	Bill Pmt -Check	2599	06/21/2023	W.B. Olson Inc.	May 2023 Construction	10201.1 · BOH - Operating	-372,296.00
	Bill	675 22	06/07/2023	DCEO Construction	May 2023 Construction	54510 · Contracted Services	172,506.77
				ISL Construction Grant	May 2023 Construction	54510 · Contracted Services	53,833.83
				Other- Library Renovation Project	May 2023 Construction	54510 · Contracted Services	106,615.10
				Other- Library Renovation Project	May 2023 Construction	54510 · Contracted Services	33,466.54
				Community Development Block Grant	May 2023 Construction	54510 · Contracted Services	5,873.76
TOTAL							372,296.00
	Bill Pmt -Check	2600	06/21/2023	Wence, Diana	Mileage Reimbursement for 5/4 & 5/6 Conferenc	10201.1 · BOH - Operating	-104.15
	Bill	06152023	06/15/2023		Mileage Reimbursement for 5/4 & 5/6 Conferences	55100.3 · Travel Reimbursement	104.15
TOTAL							104.15
	Bill Pmt -Check	2601	06/21/2023	Zohar, Monica	Kids Activity Wheel Reimbursement	10201.1 · BOH - Operating	-11.76
	Bill	05192023	05/19/2023	NorthShore University HealthSystem	Kids Activity Wheel Reimbursement	54135 · Grant Program Supplies	11.76
TOTAL							11.76