



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

Location: Highwood Public Library  
Tuesday, March 19, 2024 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
  - a. Motion to approve minutes from February 26, 2024 regular meeting minutes and executive session
6. Communication
7. Treasurer Report
  - a. Review of Financials
  - b. Motion to approve the March 2024 Invoices
8. Director's report
  - a. Public comment received via email and suggestion box
9. Committee reports
10. Old business
  - a. Discussion of search for strategic planning consultant
11. New business
  - a. Discussion of Public Comment and Posting of Agenda policies
  - b. Motion to approve of Public Comment and Posting of Agenda policies
  - c. Review first draft of the FY25 budget
  - d. Discussion of Migrating from Data443's Smart Shield to Faronic's Deep Freeze. This software removes previous patron's usage upon log-off of computer.
  - e. Motion to approve purchase and use of Faronic's Deep Freeze.
12. Executive Session 5 ILCS 120/Sec 2(c) 1
  - a. Motion to approve items of action taken in executive session.
13. Adjournment

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

Board of Trustees

Lucy Hospodarsky, President • Janell Cleland, Vice President • Catherine Regalado, Secretary • Nora Loreda, Treasurer  
Trustees: Bertha Chavez, Paul Martinez, Jason Muelver, Nancy Pastroff  
Laura Ramirez, Executive Director [director@highwoodlibrary.org](mailto:director@highwoodlibrary.org)

**Highwood Library & Community Center  
Board of Trustees Regular Meeting – February 26, 2024**

Present—Trustees: Bertha Chavez, Janell Cleland, Lucy Hospodarsky, Nora Loreda, Paul Martinez, Jason Muelver, Nancy Pastroff, Catherine Regalado; Laura Ramirez, Director  
Absent: None

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

**Public Comments** – None

**President's Report**

- Per Capita grant report was filed – board will look at how library meets core standards.
- Registered for 2 virtual trustee ILA trainings on 4/6 and 5/4. Board members should tell Director by Friday if interested in signing up for 4/6 as a group, as there is a cost.
- Provided Board with link to United Against Book Bans to sign up for their messages – this could be part of trustee advocacy role.
- Reported that presentation Director and Mr. Martinez gave to City Council meeting several weeks ago was well received. Ms. Ramirez may host another City Council walkthrough for those who missed the original Grand Opening.

**Secretary's Report**

Ms. Hospodarsky moved to approve the regular and executive session minutes from January 22, 2024, Ms. Cleland seconded, and the motion carried unanimously. After biannual review, Ms. Regalado moved to retain the closed status of currently closed executive session minutes. Mr. Muelver seconded, and the motion carried unanimously.

**Communication**

Ms. Hospodarsky received a communication complimentary of a staff member.

**Treasurer's Report**

Ms. Loreda presented the January financials and February invoices.

The following items were discussed:

- Money market account for renovation is now closed and those funds are now in operating account.
- Will confirm why bonuses under Grant Expenses were negative from prior month's report.

Ms. Hospodarsky moved to approve the February 2024 invoices as listed in the Check Detail, Mr. Muelver seconded, and the motion carried unanimously.

**Director's Report**

Board was glad to receive supplemental info following up on questions from last month. Ms. Ramirez highlighted several items from her report.

- Students from HPHS Key Club are coming in twice a week, providing tutoring.
- Because of high interest in whole family events, plan to continue and expand.
- Director explained how to read new portion of report: quarterly updates on outcomes written as grant deliverables. This may be given as a dashboard in the future.

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- Children and teen programming is on track; Todos Juntos 1, 2, 3 early literacy program will start in the spring.
- Library services (tax levy funded) not meeting goals based on matching last year's circulation statistics because library was closed for some time. May use 4Q FY24 to better benchmark FY25 since library was fully open during that period.
- Literacy and health equity areas are meeting goals.
- Director will provide a verbal executive summary. Space and programming capacity could be addressed in director's report.
- Two suggestion box comments were addressed: fireplace area is crowded as it's a multigenerational gathering space and only place to eat. Exterior color will not be changed, but one wall may be painted as part of mural project.
- Temperature control issues appear to be resolved.
- Copier is not cashless, so workaround not needed. TBS printing system is still an issue the technology consultant is working to resolve.
- There was discussion about status of legal name change. President and director will follow up again with the City and see about a proclamation, or what is needed. Does building title need to be changed?

### **Committee Reports**

Finance: The committee met and reviewed accounting firms for monthly compliance check. Ms. Pastroff estimated costs for service, but final decision is tabled until next month. Lauterbach and Amen are still working on FY23 audit materials, estimating 3 more weeks until complete. Library will be non-compliant for some grant reimbursements until audit is finished. Committee will meet mid-March to work on budget and payroll calculator with goal to present draft budget at March board meeting.

Personnel: committee met and discussed items for Executive Session

Policy: met several times for Personnel manual work. A draft was provided to board to review and comment on. The changes already made were outlined; 2 sections are still to be added before legal review. Changes to Patron Code of Conduct and Soliciting and Selling policies were also explained.

Building and Grounds: committee met and discussed mural proposal. Current policies related to art may need to be reviewed.

### **Old Business**

Director explained donations transferred through Friends, reflected in financial reports.

Ms. Ramirez explained reasons for changing her recommendation for legal review firm. Ms. Hospodarsky moved to approve Klein Thorpe & Jenkins for legal review, Mr. Muelver seconded, and the motion carried unanimously.

There was discussion of search for strategic planning consultant. Mr. Muelver updated board on his attendance at Kellogg strategic planning sessions with 2 more dates to come, and recommends checking who Mano a Mano uses. Director had suggestions on how to evaluate

Draft, not yet approved

consultants. Mr. Muelver will work with Ms. Ramirez to develop next steps. Board will hold a workshop in the future to prepare, figure out direction/mission, conduct SWOT analysis.

New logo to be placed in Stationary folder on shared drive.

### **New Business**

Ms. Hospodarsky moved to approve the Patron Code of Conduct and Soliciting and Selling policies as amended. Ms. Regalado seconded and the motion carried unanimously.

Creating an art committee was discussed. Mr. Martinez reported on B&G committee discussion of what should be considered for library art, displays, and exhibitions beyond basic decorative art. Ms. Hospodarsky and Mr. Martinez with Director will start off the ad hoc Art Committee to ensure a deliberate, holistic, unified vision as artwork is added to building. Policy committee will consider what is needed as current policies do not cover art; B&G will send starting text.

Ms. Ramirez updated Board on Celebrate Highwood's 4 day Mural Festival, proposing to use the west side of the library building facing Everts Park to be one of the mural sites, staying only on the brick. There is no cost to the library. We are requested to keep mural up for a year, and it's hoped this becomes an annual event. Director encourages board to look through artist profiles and send her ideas, themes to be forwarded to Andy Peterson and Festival coordinator.

Ms. Hospodarsky moved to approve Library participation in the Celebrate Highwood mural project and allow an artist to paint the west brick wall of building, Ms. Cleland seconded, and the motion carried unanimously.

March Board meeting date has been changed to Tuesday, March 19, 2024.

There was discussion on how to review Serving Our Public 4.0 Standards for Illinois Libraries. Annual goals for director can be set in conjunction with core standards. Director already has some goals of reconvening functioning committees and making sure board members have information needed. Board president proposes a workshop for FY25 initiatives.

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

**Executive session entered at 8:55 pm.**

**Regular meeting was called back to order at 9:08 pm.**

Ms. Hospodarsky moved to approve expenditures discussed in executive session, Ms. Regalado seconded, and the motion carried.

Yes: Cleland, Hospodarsky, Loredo, Martinez, Pastroff, Regalado

Abstain: Chavez, Muelver

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

**Meeting adjourned at 9:25 pm.**

**Director's Report**  
**March 18, 2024**  
**Library Updates**

**Admin/Accounting**  
**Current Month**

- FY23 Audit: Continuing to work with Lauterbach & Amen in securing an accurate close to FY23 under GASB – Rebecca and Lucy
- Fine-tuning month end process to ensure timely completion and delivery of the board packet – All staff
- Budget preparation began, integrating tax levy/operations with grants activity – Lucy, Nancy, Laura, and Rebecca
- Paychex PTO management module complete, working with Paychex to integrate current PTO accrual and tracking data into Paychex – Rebecca
- We are so grateful to the 20 staff members, contractors, board members, City officials, and volunteers who helped to move items that had been stored at City Hall during renovation back into the Library. This massive project was completed in about ten hours total, thanks to the tremendous outpouring of support we received.

**Records Retention**  
**Building & Grounds**  
**Website & Technology**

- Nothing to report
- Nothing to Report
- Technology updates related to the renovation have been taking place. Miscellaneous IT related items such as completing wiring for Community Room and storage room, installation of a handful of cameras, installation of speaker system and troubleshooting library software currently ongoing.

**Communications**

- None to Report

**Personnel/Professional**  
**Development**

Date	Attendee(s)	Description & Notes Re Implementation	Prof Dev Hrs
2/1/24	Nessa Villarreal	Kellogg Leadership Training: Session 1 (2/1) (Full Day) <ul style="list-style-type: none"> <li>• Trends in Nonprofit Management Today - Prof. Liz Howard</li> <li>• Inclusive Leadership, Prof. Cindu Thomas-George</li> </ul>	8.5 hrs
2/5/2024	Alex Brotsos	ILA Webinar on Persons in Charge Training	1 hr
2/9/2024	Laura Ramirez, Yenny Avila, Viri Gonzalez	Homelessness in Lake County	1.5 hrs
2/13/24	Diana J Guerrero	The Charmm'd Foundation Leadership Academy... DISC: A TOOL FOR GREATER SELF-AWARENESS AND IMPACT	3 hrs
2/14/2024	Alex Brotsos	1:1 w/with Tynisha Gardner	1 hr
2/14/24	Laura Ramirez	RAILS member update	1 hr
2/15 - 2/17	Yenny Avila	MLA - Multicultural Leadership Academy 3-day program	24 hrs
2/20/24	Nessa Villarreal	1:1 w/Tynisha Gardner	1 hr
2/22/24	Nessa Villarreal	Kellogg Leadership Training: (2/22) (Half Day): <ul style="list-style-type: none"> <li>• Strategic Fundraising, Prof. Liz Howard</li> </ul>	4 hrs
2/27/24	Laura Ramirez	Language of Finance	1 hr

2/29/24	Laura Ramirez	Cash Management & Accounting	1 hr
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## Grant Update

- A Letter of Intent (LOI) was submitted to Lake County Community Foundation.
- Bi-annual Common Report was submitted to local private foundations.

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

- We have received positive feedback from our patrons regarding our facilities. We consistently receive compliments about the friendliness and helpfulness of staff members. Additionally, patrons have been spreading the word to their friends, expressing their preference for our library over other libraries. -Nessa

### Baby Storytime – Nessa & Diana W.

- Parents who have been attending continue to appreciate our children's department and the opportunity for free play afterward. In program planning, we have been incorporating picture books with minimal text or board books. The rhymes and movement songs have proven enjoyable for both parents and babies, fostering interaction among the little ones.
- A total of 8 babies with caregivers participated this month.

### Preschool Storytime

- We hosted this program on a new time and day to increase participation, and we did have a good turnout on the first day. The toddlers enjoyed participating in the movement songs and listening to the accompanying books.
- A total of 6 preschoolers with caregivers participated this month.

### Literary Lotería – Diana W.

- In collaboration with the iRead program through the 112 Education Foundation, our library hosted several initiatives to promote increased reading among students participating in the iRead program at their respective schools.
- Due to the success of the first two literary loterías held in January, the iRead Foundation partnered with us to provide additional opportunities for families to participate in more lotería nights. We aimed to introduce programs that would last throughout the program, encouraging ongoing reading. Feedback from families and observations from reading logs showed increased reading activity among students, with participants consistently checking out materials from each event they attended.
- A total of 34 participants combined for the 2 events hosted this month.



### STEAM Storytime (Aimed at 3rd – 5th Grades) – Diana W.

- The children had the opportunity to create their own marble runs (using ping-pong balls instead of marbles), and I had a couple of YouTube videos playing to offer additional guidance. What was particularly exciting about this program was how many of the kids teamed up to assist each other in completing a single run or to help each other with their individual ones. They even collaborated on ideas for the paths they were constructing to ensure the success of their runs.
- There is excitement for this, but it is challenging to hold the program on the first weekend of the month. We plan to move this program to the middle of the month to allow for more time for promotion. 12 participants – Marble Run Activity



#### **K-9 Reading Buddies – Nessa**

- The weather on February 6th was not great, so we did not see any participants. However, March had a full sign-up!

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

- 56 sessions this month
- This program has been very successful. Tutors and students continue to meet regularly.
- Our learning partners have demonstrated remarkable flexibility in accommodating their students' schedules, making adjustments as needed for those with other commitments outside of the program.

#### **Homework Help with Key Club Members – Diana W.**

- This program has been incredibly successful! We've seen a significant increase in the number of students seeking tutoring and utilizing this free drop-in service. On one occasion, we had so many kids waiting for Key Club members that they were sitting and patiently waiting their turn. It was a great sight to see! We'll explore the possibility of having an extra Key Club member or two available for the 5 - 7 time slots.
- Students who already have Learning Partners tutors have also been utilizing this program to further practice their skills.
- Key Club members have requested worksheets and educational materials to use during sessions with students who don't bring homework. Additionally, we've had Key Club members working with toddlers who are just starting to learn the alphabet, using some of the new educational games available in the children's department to aid in their learning.
- We had an average of 11 participants drop-in for this service each time.



#### **Art Activity by TAC – Diana W.**

- Participants made heart decoupage keepsake boxes. TAC brought in plenty of fun materials to let the participants decorate and personalize their boxes. Some parents helped the younger ones create something together.
- 8 participants

#### **Bluestem Book Club (Ideal for 3rd - 5th w/caregiver) – Nessa**

- We had to reschedule the event for March 15th due to a lack of registrations.

#### **Kohl Children's Museum Mobile Learning Lab – Nessa**



- Kohl Children's Museum had to reschedule their visit due to a flat tire. They are planning to coordinate a new date with us.

#### **Leap Year Storytime – Diana W.**

- It's disappointing to share that despite our excitement and promotion efforts, no one attended the Leap Year Storytime.

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

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

- Attendance: Feb 3rd – 14 members & Feb 17th – 6 members
- On February 3rd, TAB members planned out upcoming programming for March. Activities for Craft Cafe, Teen Night, and Book Buffet were all selected by TAB members!



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

- On February 3rd, TAB members assisted Lauren in selecting books to enhance our collection. They chose 5 works of fiction for the YA collection, which have been popular checkouts!
- During the February 17th meeting, the Park District of Highland Park interviewed TAB members to gain insights into what factors teens consider important in a job and their expectations for the application process. The Park District of Highland Park has offered to return later to assist interested teens in applying for summer positions.

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

- On February 5th, participants discovered how easy it is to use the Cricut machine to create stickers. Two participants decided to make stickers of their family members and surprised their moms with their creations. TAB member Manuel assisted younger attendees in navigating the sticker-making process and became well-versed in operating our Cricut! – 3 participants



- During the workshop on February 12th, attendees explored upcycling clothes. They experimented with sewing materials from the library, with some sewing buttons and ribbon onto their items, while one participant diligently repaired a school bag. – 4 participants
- February 19th was dedicated to personalizing canvas tote bags. Attendees enjoyed painting, adding ribbon, and sewing materials onto their bags. - 6 participants

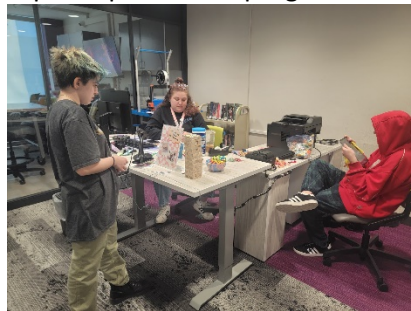


- A group of teens arrived just before closing time on the 19th. Since there wasn't enough time to decorate their bags, Lauren offered to host the program again the next day, February 20th. This impromptu event attracted many new faces to the makerspace. The group learned how to use the Cricut and heat press for the first time, in addition to painting, sewing, and hot gluing materials onto their bags! - 10 participants



#### Teen Craft Café – Lauren

- This month: Friendship Bracelets – 8 participants
- Today, we welcomed a new teen patron to the library for the first time, and they were incredibly excited to join our program! They shared that bracelet making is their main hobby and proudly displayed some intricate bracelets they had crafted in the past. They mentioned almost not coming to the library that day but expressed being "really happy" they did because they "got to meet all the cool people that work here."
- In addition to the four in-person participants, Lauren sent four girls home with embroidery floss and a friendship bracelet pattern since they couldn't stay for the event. They had a great time selecting their colors and were thrilled to still be able to participate in the program from home!



#### Book Buffet – Lauren

- This month we planned to discuss books written by black authors or featured black main characters in celebration of Black History Month. – 0 participants



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**Teen Hours – Lauren & Diana**

- Vinnie and Erik came in to play videogames on the Switch with Lauren & Diana. The fan favorite of the event was Mario Party 8! – 2 participants

**Anime & Manga Club – Lauren**

- For the first meeting of the Anime/Manga club, there was an overarching Pokémon theme. We watched Detective Pikachu, made a paper pokeball craft, made stickers, colored, and played Naruto-themed Yahtzee!
- Adrian brought his Pokémon card collection and showed us some of the more valuable cards in his collection, which was so cool! – 3 participants

**Writing Club – Lauren**

- A monthly meeting for our middle school-age patrons to learn that writing extends way beyond school assignments and can be so much fun!
- For the first writing club meeting, we focused on how writing can be super silly and fun. The program started with nonsense word warm-up. Participants were given a fake word and they had to create a definition and use it in a sentence. We also played the story-building game called “Phrase-Picture-Phrase”, where they took turns drawing pictures and writing explanations for what they thought other participants drew. The program ended with everyone completing a packet of Mad Libs and reading the stories out loud. This sparked important conversations about the differences between parts of speech! – 3 participants





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

**Library Services - Alex**

- The library hosted two “Viewing Sessions” of Illinois Library Present February events. Illinois Library Present is a statewide collaboration among public libraries that allows the library to bring interviews with popular authors to our community. February speakers included author and illustrator Jerry Craft and author Julia Quinn. We found that patrons did not wish to attend these “viewing sessions” on-site, so the library will continue to offer links so that patrons can enjoy this service from home.
- The library brought back the popular Blind Date with a Book, last offered in 2022. Books were wrapped up with a few enticing descriptors written on each book’s wrapping. Patrons were encouraged to select a book that they could enjoy on a “blind date.”
- To honor requests received from patrons, the library re-launched and promoted a Book Club for adults, with the first book club to take place on March 13<sup>th</sup>.
- The BeeSpeckled Band Book Club (Sherlock Holmes Group) did not meet in February, as this group meets every other month.

**US Citizenship Test Prep – Aurora**

- This month, we recruited three additional applicants who are gathering the necessary documents to initiate the application process. They will inform me when they are ready to apply. One of them has begun meeting with a tutor to practice the civic questions.
- We are collaborating with the North Suburban Legal Aid Clinic to host a Pro Bono naturalization clinic on April 6th from 10:00 am to 12:00 pm. Registration is mandatory for this event as there are only 10 spots available.
- 8 meetings this month

**Digital Wellbeing for Seniors – Aurora**

- This program has been put on hold due to low attendance. We will revisit in the summer.

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

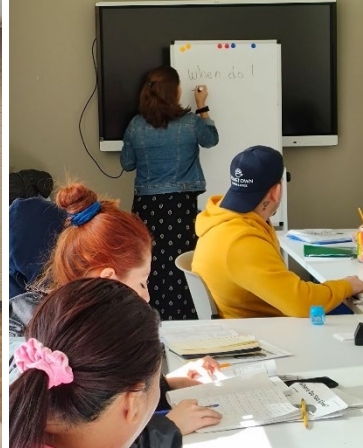
- This month we had an average of three students consistently attending class.
- This month, one student successfully completed the Science section and is now working on the Math section. Additionally, another student took the Social Studies test and passed. She has two more tests to complete to obtain her High School Diploma.



**ESL – Aurora**

- We have a total of 47 students registered in the ESL program, with two classes in the morning and two classes in the evening.
- Morning: ESL Basic Level: 16 students | ESL Intermediate: 7 students
- Evening: ESL Basic Level: 14 students | ESL Intermediate: 10 students
- **Basic Morning** - We had an average of 12 students consistently attending class.
- Students are learning useful verbs, phrases, and vocabulary related to jobs, skills, and job applications.

- Four students are approaching the intermediate level, so a volunteer supports them by pulling them out of class to challenge them with more complex material, focusing on pronunciation and comprehension.



Two little ones accompany their Mom to class.

- **Basic Evening** - We had an average of 10 students consistently attending class.
- The first day of class the students learn numbers, the alphabet, and the days of the week.

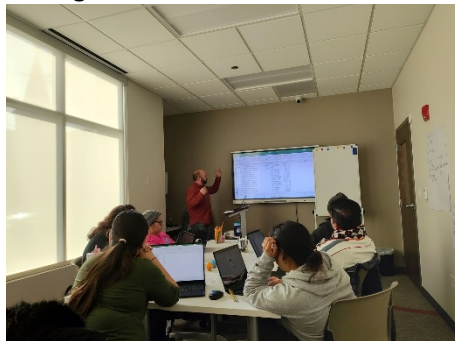


- **Intermediate/Advanced Morning** - This month we had an average of 6 students consistently attending class.
- This group has been exploring topics such as traveling, music, climate change and others.
- **Intermediate/Advanced Evening** - This month, our evening class maintained an average of 6 consistently attending students.
- Students engaged in reading and discussing various materials, including a specially requested session on marketing. The teacher provided relevant materials, leading to a dynamic discussion and the acquisition of new vocabulary.
- The classroom environment fosters a sense of belonging, prompting students to freely share personal anecdotes related to the course material. Our diverse group includes students from Mexico, Guatemala, Venezuela, and Russia.



### **Computer Classes – Aurora**

- This course allows students to delve into real-world applications, enhancing their digital literacy and connectivity through hands-on experiences. Participants have two options:
- Basic level: Introduces students to a variety of fundamental topics, providing a better understanding of the applications used in our daily lives.
- Advanced level: Requires prior knowledge and focuses on exploring advanced applications to enhance technological skills.
- This month, we maintained an average attendance of 12 students per class.
- In the Computer Basics class, students delved into essential topics like email correspondence, Google Docs, and word processing. They were particularly impressed by the extensive features of Google and newfound abilities to manage emails efficiently. Several parents expressed gratitude, emphasizing how this newfound knowledge empowered them to interact more effectively with the school district's communications.
- Students honed their skills by practicing tasks such as attaching documents and videos to emails, expanding their digital capabilities.
- Meanwhile, in the Advanced Computer class, students learned advanced techniques in Excel, streamlined their Google Drive organization, cleared out cluttered email inboxes, and implemented tagging systems for better file management.



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

### **Adult Support Group - Yenny**

- Our team relaunched the support group on February 14th. The focus of the two sessions this month centered on relationships and empathy. While these themes have been explored previously, they remain essential for group members, who continue to uncover the profound impact of their unhelpful/limiting beliefs on their daily interactions. Employing a social context approach, we assist members in understanding the underlying factors influencing their relationship patterns. – 6 total participants this month

### **Emotional Health for Migrant Women Support Group: Promotoras**

- Length: Spans 15 weeks, with sessions held weekly from 09/06/23 – 03/06/24.

- **Purpose:** The group aims to provide immigrant women with a safe space to process their migration experiences and understand the impact of immigration on their lives. It also offers support from facilitators and fellow group members.
- **Outcome:** The Community Health Workers (promotoras) found the group beneficial in processing their pre- and post-immigration experiences. They were able to confront and integrate past painful experiences that they had previously avoided, thanks to the supportive environment provided by the sessions. The promotoras expressed gratitude for the opportunity to connect with their coworkers and gain the tools needed to support each other.
- **Expectations:** Following their participation in the group, the promotoras are expected to share their experiences and insights with other community members, encouraging them to join similar groups. The ultimate goal is for the promotoras to feel prepared and confident enough to facilitate similar groups for members of the community in the future.

**Charlas con Propósito/Conscious Conversations – Carolina & Promotoras**

- *Health Trivia:* Promotoras play a fun trivia game with the community as a way to learn about different mental and health topics and concepts. – 17 participants



- *Asthma & Physical Health:* Participants in this talk learned about the nature of this disease, its impact on physical health, and those most affected. – 13 participants



- *Heart Diseases:* During this conversation, participants gained insights into several heart-related diseases, including their symptoms, as well as the benefits of maintaining good physical and mental health. – 17 participants



- *Diabetes:* During the session, Health Promoter Beatriz Simon engaged with the participants, facilitating a discussion about diabetes, its causes, and various aspects of the disease. All participants actively participated in the interactive dialogue, sharing their insights and experiences related to diabetes. – 14 participants





- *Showcasing New Vegetables for Your Diet (Eggplant)*: During the session, participants learned and incorporated a new vegetable into their diet during the demonstration about eggplant. They were provided with information about the properties and vitamins of this vegetable, as well as tips on how to cook it. – 10 participants



### Zumba

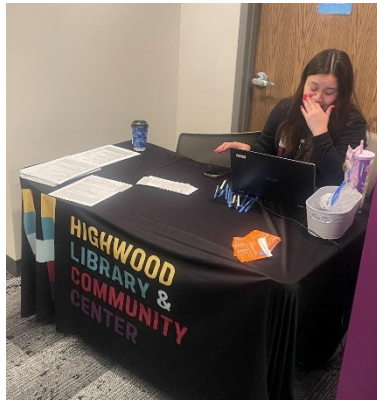
- Our community health worker and certified Zumba teacher, Oralia Vergara, along with the team of promoters wanted to have a Valentine's Day celebration with dancing, photos and fun. The participants were very happy, they felt pampered and special. Every day this group continues to grow and become stronger as part of the community.
- Oralia, has maintained a welcoming, safe, and empowering space for the community to come together and engage in Zumba.
- An average of 30 participants attending this month. (Total 118)



### Rosalind Franklin University

- We often receive positive feedback about the mobile clinic, highlighting its efficiency in delivering timely results and its welcoming, compassionate, and professional staff. We deeply appreciate this invaluable resource. One woman expressed her happiness at being able to access the services provided by the mobile clinic, particularly due to its proximity to her home and the fact that she lacks health insurance.
- 15 Health Screenings, 1 Flu Vaccine, 4 Covid-19 Vaccines, & 5 Acute Visits





#### Walgreens Vaccination Event

- At this vaccination event, a family from Nicaragua expressed immense gratitude for being able to receive their vaccines. They shared that in their home country, such opportunities for vaccination are not readily available, making this event particularly meaningful for them.
- 11 Flu Vaccines & 32 Covid-19 Vaccines = A total of 43 vaccines administered.



- **Sanando el Alma en Comunidad - Erika Quezada**  
**FACEBOOK LIVE | Navigating Migratory Grief:** The goal of this FB was to provide participants with practical strategies and insights to understand and navigate the emotional challenges associated with migration grief, fostering resilience and well-being in the process. **320 People Reached; 11 Peak Live Viewers**
- **Building Healthy Relationships: Love & Communication:** The goal of this workshop was to equip participants with essential keys for fostering stronger emotional connections and effective communication within their relationships, ultimately promoting deeper and more fulfilling connections. **17 participants**



- **The Art of Loving: Discover and Utilize the 5 Love Languages:** During this workshop we explored the art of love within the family dynamic and uncovered the secrets of the 5 Love Languages. Participants learned effective communication strategies to strengthen the bonds with their loved ones, fostering healthier and more loving family connections. **3 participants**
- **Discovering the Inner Child: Healing Emotional Wounds:** Participants were guided on a transformative journey of self-discovery and healing by exploring inner child healing techniques. Through self-assessment, meditation, and support, attendees learned practical ways to heal emotional wounds, release negative patterns, and

reconnect with their authentic selves, ultimately fostering personal growth and empowerment. **11 participants**

#### **PAZ Y CALMA**

- This program starts, continues, resumes, or deepens participants' meditative and mindfulness practices to find peace and calm.
- An average of 8 participants this month.



#### **Counseling**

- Success story: "Today that I am closing my therapeutic process, I am leaving here with important tools to put myself as a priority and to honor what I need. Before I used to put everyone before me and I felt depleted and exhausted. During my therapeutic process, I had the opportunity to learn important skills to cope with my anxiety symptoms. I feel happy and more relaxed."
- 57 clients, 109 sessions scheduled, 84% attended

#### **Case Management - Viri**

- During February, our case manager saw an increase in clients with housing needs and food insecurity.
- A client struggling with housing came to the library looking for a warm place to be during the cold hours and asking about food resources. Upon talking to staff, it was clear he had other needs and was referred to our case manager. Our case manager was able to meet his immediate needs and refer him to PADS where he was able to access the emergency shelter program. The client reported feeling a "heavy weight lifting off his shoulders" and feeling like he could "rise up again".
- 38 clients served

#### **Coaching - Erika**

- We've successfully integrated a new client into our program, tailoring sessions to meet their unique needs and objectives.
- 7 clients served
- None

#### **Board Meeting Open Items**

#### **Other Updates**

#### **The Friends of the Highwood Public Library**

- The Health & Wellness Coach position was eliminated. The last day of this position will be March 29, 2024.
- The Friends planned how they could support several author events planned for March and April. They also discussed the best ways to support the library moving forward.

9:50 AM

03/13/24

Accrual Basis

# Highwood Public Library & Community Center

## Balance Sheet w/Prior Month Comparison

### As of February 29, 2024

	Feb 29, 24	Jan 31, 24	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	50.00	50.00	0.00	0.0%
10110 · Gift Cards on Hand	169.44	169.44	0.00	0.0%
10201 · BOH General Fund Chk. (3563)				
10201.1 · BOH - Operating	403,379.80	557,103.31	-153,723.51	-27.6%
Total 10201 · BOH General Fund Chk. (3563)	403,379.80	557,103.31	-153,723.51	-27.6%
10203 · BOH General Fund Money Market	425,106.37	425,072.60	33.77	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	38,036.96	15,656.42	22,380.54	143.0%
10216 · IMET Capital Impr. Fund (8102)	3,932.88	3,917.31	15.57	0.4%
10221 · IMET Reserve Fund (8101)	21,571.92	21,486.49	85.43	0.4%
10240 · BOH Convenience Fund Chk (2208)	393.31	1,855.87	-1,462.56	-78.8%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	902,640.68	1,035,311.44	-132,670.76	-12.8%
Total Checking/Savings	902,640.68	1,035,311.44	-132,670.76	-12.8%
Other Current Assets				
14500 · Property Tax Receivable	321,750.00	321,750.00	0.00	0.0%
14600 · Due from Primary Government	1,421.32	1,421.32	0.00	0.0%
Total Other Current Assets	323,171.32	323,171.32	0.00	0.0%
Total Current Assets	1,225,812.00	1,358,482.76	-132,670.76	-9.8%
<b>TOTAL ASSETS</b>	<b>1,225,812.00</b>	<b>1,358,482.76</b>	<b>-132,670.76</b>	<b>-9.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	1,925.09	18,169.79	-16,244.70	-89.4%
Total Accounts Payable	1,925.09	18,169.79	-16,244.70	-89.4%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	6,002.55	5,957.65	44.90	0.8%
22101 · Insurance Payable	6,322.74	3,735.76	2,586.98	69.3%
Total 22000 · Payroll Liabilities	12,325.29	9,693.41	2,631.88	27.2%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
Total Other Current Liabilities	334,075.29	331,443.41	2,631.88	0.8%
Total Current Liabilities	336,000.38	349,613.20	-13,612.82	-3.9%
Total Liabilities	336,000.38	349,613.20	-13,612.82	-3.9%
Equity				
32000 · Unrestricted Net Assets	1,657,180.89	1,657,180.89	0.00	0.0%
Net Income	-767,369.27	-648,311.33	-119,057.94	-18.4%
Total Equity	889,811.62	1,008,869.56	-119,057.94	-11.8%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,225,812.00</b>	<b>1,358,482.76</b>	<b>-132,670.76</b>	<b>-9.8%</b>

9:52 AM

03/13/24

Accrual Basis

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

### May 2023 through February 2024

	May '23 - Feb 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · GENERAL REVENUES</b>				
41100 · Tax Revenue - Lake County	321,969.69	321,750.00	219.69	100.1%
41200 · Tax Revenue - PPRT	0.00	4,000.00	-4,000.00	0.0%
<b>41300 · Grants</b>				
41305 · Per Capita Grant	7,484.15	7,480.00	4.15	100.1%
41320 · Temp. Restricted Grant Programs	923,274.83	1,234,535.00	-311,260.17	74.8%
41330 · Temp. Restricted Grant- Bldg	1,057,891.12	2,621,300.00	-1,563,408.88	40.4%
<b>Total 41300 · Grants</b>	<b>1,988,650.10</b>	<b>3,863,315.00</b>	<b>-1,874,664.90</b>	<b>51.5%</b>
41400 · Interest & Dividends	1,755.03	40.00	1,715.03	4,387.6%
<b>Total 41000 · GENERAL REVENUES</b>	<b>2,312,374.82</b>	<b>4,189,105.00</b>	<b>-1,876,730.18</b>	<b>55.2%</b>
<b>42000 · OPERATING REVENUES</b>				
42100 · Fines, Fees & Damaged Materials	17.00	0.00	17.00	100.0%
42600 · Photocopier	156.24	1,800.00	-1,643.76	8.7%
<b>42900 · Gifts &amp; Donations</b>				
42900.1 · General Gifts & Donations	3,959.30	800.00	3,159.30	494.9%
42900.2 · Friends of the Library	464,875.00	12,600.00	452,275.00	3,689.5%
<b>Total 42900 · Gifts &amp; Donations</b>	<b>468,834.30</b>	<b>13,400.00</b>	<b>455,434.30</b>	<b>3,498.8%</b>
<b>Total 42000 · OPERATING REVENUES</b>	<b>469,007.54</b>	<b>15,200.00</b>	<b>453,807.54</b>	<b>3,085.6%</b>
49999 · Miscellaneous Income	110.60	0.00	110.60	100.0%
<b>Total Income</b>	<b>2,781,492.96</b>	<b>4,204,305.00</b>	<b>-1,422,812.04</b>	<b>66.2%</b>
<b>Expense</b>				
<b>51000 · PERSONNEL &amp; BENEFITS</b>				
51100 · Wages & Salaries	126,467.47	186,894.14	-60,426.67	67.7%
51110 · Bonuses	0.00	1,839.75	-1,839.75	0.0%
51115 · IMRF Expense	4,701.15	5,908.20	-1,207.05	79.6%
51120 · Medical/Health Insurance	14,227.01	27,636.80	-13,409.79	51.5%
51125 · Dental Insurance	318.00	0.00	318.00	100.0%
51130 · Life Insurance	156.48	1,774.00	-1,617.52	8.8%
51140 · Employer FICA	9,454.11	14,297.40	-4,843.29	66.1%
51999 · Payroll Processing Fees	1,698.47	1,127.00	571.47	150.7%
<b>Total 51000 · PERSONNEL &amp; BENEFITS</b>	<b>157,022.69</b>	<b>239,477.29</b>	<b>-82,454.60</b>	<b>65.6%</b>
<b>52000 · LIBRARY MATERIALS &amp; SUPPLIES</b>				
<b>52100 · Books, Fiction</b>				
52100.1 · Books F - Adult	3,016.36	4,000.00	-983.64	75.4%
52100.2 · Books F - Children/Juvenile	3,630.42	2,500.00	1,130.42	145.2%
52100.3 · Books F - Young Adult	957.58	1,500.00	-542.42	63.8%
52100.4 · Books F - Spanish Adult	153.96	750.00	-596.04	20.5%
52100.5 · Books F - Spanish Chld./Juv.	395.48	1,850.00	-1,454.52	21.4%
<b>Total 52100 · Books, Fiction</b>	<b>8,153.80</b>	<b>10,600.00</b>	<b>-2,446.20</b>	<b>76.9%</b>
<b>52150 · Books, Non-Fiction</b>				
52150.1 · Books NF - Adult	1,400.88	2,200.00	-799.12	63.7%
52150.2 · Books NF - Children/Juvenile	825.87	2,700.00	-1,874.13	30.6%
52150.4 · Books NF - Spanish	39.88	1,000.00	-960.12	4.0%
52150.5 · Books NF - Spanish Chld./Juv.	313.68	0.00	313.68	100.0%
<b>Total 52150 · Books, Non-Fiction</b>	<b>2,580.31</b>	<b>5,900.00</b>	<b>-3,319.69</b>	<b>43.7%</b>
<b>52200 · A/V Materials</b>				
52200.1 · A/V - Adult	465.65	1,800.00	-1,334.35	25.9%
52200.2 · A/V - Children/Juvenile	602.99	1,000.00	-397.01	60.3%
52200.6 · A/V Games	0.00	1,000.00	-1,000.00	0.0%
<b>Total 52200 · A/V Materials</b>	<b>1,068.64</b>	<b>3,800.00</b>	<b>-2,731.36</b>	<b>28.1%</b>
<b>52350 · On-Line Resources</b>				
52350.3 · On-Line - Hoopla	1,479.33	1,200.00	279.33	123.3%

9:52 AM

03/13/24

Accrual Basis

## Highwood Public Library &amp; Community Center

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

May 2023 through February 2024

	May '23 - Feb 24	Budget	\$ Over Budget	% of Budget
52350.4 · On-Line - eRead	650.00	700.00	-50.00	92.9%
Total 52350 · On-Line Resources	2,129.33	1,900.00	229.33	112.1%
52400 · Periodicals				
52400.1 · Periodicals - Adult	1,724.11	4,200.00	-2,475.89	41.1%
52400.3 · Periodicals - Subscription Svc	559.98	700.00	-140.02	80.0%
Total 52400 · Periodicals	2,284.09	4,900.00	-2,615.91	46.6%
52650 · Processing Supplies	633.84	1,200.00	-566.16	52.8%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	16,850.01	28,300.00	-11,449.99	59.5%
53000 · PROGRAMMING				
53100 · Library Program Facilitators				
53100.2 · Program Fac- Young Adult	0.00	600.00	-600.00	0.0%
53100.3 · Program Fac- Child	0.00	2,000.00	-2,000.00	0.0%
Total 53100 · Library Program Facilitators	0.00	2,600.00	-2,600.00	0.0%
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	286.18	1,000.00	-713.82	28.6%
53200.2 · Prog. Suppl. - Children	1,304.17	2,600.00	-1,295.83	50.2%
53200.3 · Prog. Suppl. - Young Adult	715.44	1,000.00	-284.56	71.5%
Total 53200 · Program Supplies	2,305.79	4,600.00	-2,294.21	50.1%
Total 53000 · PROGRAMMING	2,305.79	7,200.00	-4,894.21	32.0%
54000 · GRANT EXPENSES				
54110 · Contracted Services	165,619.50	198,900.00	-33,280.50	83.3%
54115 · Staff Development	18,330.19	13,575.00	4,755.19	135.0%
54120 · Wages & Salaries	630,765.51	818,210.00	-187,444.49	77.1%
54130 · Employer FICA	46,746.23	62,600.00	-15,853.77	74.7%
54131 · IMRF Expense	21,763.22	26,800.00	-5,036.78	81.2%
54132 · Medical/Dental Benefits	55,158.73	77,200.00	-22,041.27	71.4%
54135 · Grant Program Supplies	68,129.31	29,750.00	38,379.31	229.0%
54155 · Travel Reimbursement	0.00	800.00	-800.00	0.0%
54185 · Grant Telecommunications	974.01	2,600.00	-1,625.99	37.5%
54195 · Training Expense	50.00	900.00	-850.00	5.6%
54196 · Liability/Property Insurance	2,839.00	3,200.00	-361.00	88.7%
54197 · Indirect Costs to Operations	4,552.83	0.00	4,552.83	100.0%
Total 54000 · GRANT EXPENSES	1,014,928.53	1,234,535.00	-219,606.47	82.2%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	1,892,081.00	2,621,300.00	-729,219.00	72.2%
54515 · Grant Renovation Furniture	309,039.69	0.00	309,039.69	100.0%
54520 · Grant Renovation Technology	96,026.15	0.00	96,026.15	100.0%
Total 54500 · Grant Building Renovation Expen	2,297,146.84	2,621,300.00	-324,153.16	87.6%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	931.65	1,140.00	-208.35	81.7%
55100.2 · Library Board Expense	135.94	600.00	-464.06	22.7%
55100.3 · Travel Reimbursement	244.17	200.00	44.17	122.1%
Total 55100 · Library Board & Staff Expenses	1,311.76	1,940.00	-628.24	67.6%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,100.00	1,500.00	-400.00	73.3%
55200.2 · Baker/Taylor TS3 Search System	1,798.50	1,800.00	-1.50	99.9%
55200.3 · Website	725.00	1,000.00	-275.00	72.5%
55200.5 · Hardware Purchases	3,810.85	2,500.00	1,310.85	152.4%
55200.6 · Software	0.00	800.00	-800.00	0.0%
Total 55200 · Technology	7,434.35	7,600.00	-165.65	97.8%
55300 · Furniture & Equipment				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%

9:52 AM

03/13/24

Accrual Basis

# Highwood Public Library & Community Center

## Profit & Loss YTD Budget vs. Actual

### May 2023 through February 2024

	May '23 - Feb 24	Budget	\$ Over Budget	% of Budget
55300.3 · Equipment Purchases	2,900.95	250.00	2,650.95	1,160.4%
<b>Total 55300 · Furniture &amp; Equipment</b>	<b>2,900.95</b>	<b>550.00</b>	<b>2,350.95</b>	<b>527.4%</b>
<b>55400 · General Office/Administration</b>				
55400.2 · Office/Library Supplies	6,201.20	6,400.00	-198.80	96.9%
55400.3 · Membership Dues/Fees	1,674.44	1,640.00	34.44	102.1%
55400.4 · Licensing Fees	4,104.64	5,240.00	-1,135.36	78.3%
55400.5 · Postage & Shipping Fees	119.60	300.00	-180.40	39.9%
55400.6 · Telecommunications/Internet	3,691.70	2,950.00	741.70	125.1%
55400.7 · Utilities	0.00	600.00	-600.00	0.0%
55400.8 · Liability/Property Insurance	3,409.00	7,880.00	-4,471.00	43.3%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
<b>Total 55400 · General Office/Administration</b>	<b>19,200.58</b>	<b>28,110.00</b>	<b>-8,909.42</b>	<b>68.3%</b>
<b>55500 · Outreach &amp; Public Relations</b>				
55500.2 · Public Relations - Gen. Library	1,643.74	1,500.00	143.74	109.6%
55500.3 · Community Outreach/Relations	76.66	500.00	-423.34	15.3%
55500.7 · Newsletter	322.54	300.00	22.54	107.5%
<b>Total 55500 · Outreach &amp; Public Relations</b>	<b>2,042.94</b>	<b>2,300.00</b>	<b>-257.06</b>	<b>88.8%</b>
<b>55600 · Bank/Svc. Fees &amp; Fin. Charges</b>				
55600.3 · Other Bank Fees	38.00	0.00	38.00	100.0%
<b>Total 55600 · Bank/Svc. Fees &amp; Fin. Charges</b>	<b>38.00</b>	<b>0.00</b>	<b>38.00</b>	<b>100.0%</b>
<b>Total 55000 · GENERAL ADMINISTRATION</b>	<b>32,928.58</b>	<b>40,500.00</b>	<b>-7,571.42</b>	<b>81.3%</b>
<b>56000 · PROFESSIONAL/CONTRACT SERVICES</b>				
56100 · Accounting Services	4,200.00	0.00	4,200.00	100.0%
56150 · Audit Services	4,200.00	9,000.00	-4,800.00	46.7%
56200 · Cleaning Services	8,848.50	11,856.00	-3,007.50	74.6%
56300 · IT/Computer Services	5,116.99	7,000.00	-1,883.01	73.1%
56400 · Legal Services	205.00	500.00	-295.00	41.0%
<b>56500 · Maintenance Services</b>				
56500.1 · Maintenance Svcs. - Interior	2,882.70	3,810.00	-927.30	75.7%
56500.2 · Maintenance Svcs. - Exterior	673.97	800.00	-126.03	84.2%
<b>Total 56500 · Maintenance Services</b>	<b>3,556.67</b>	<b>4,610.00</b>	<b>-1,053.33</b>	<b>77.2%</b>
<b>Total 56000 · PROFESSIONAL/CONTRACT SERVICES</b>	<b>26,127.16</b>	<b>32,966.00</b>	<b>-6,838.84</b>	<b>79.3%</b>
<b>59000 · Bad Debt</b>	<b>1,552.63</b>	<b>0.00</b>	<b>1,552.63</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>3,548,862.23</b>	<b>4,204,278.29</b>	<b>-655,416.06</b>	<b>84.4%</b>
<b>Net Ordinary Income</b>	<b>-767,369.27</b>	<b>26.71</b>	<b>-767,395.98</b>	<b>-2,872,966.2%</b>
<b>Net Income</b>	<b>-767,369.27</b>	<b>26.71</b>	<b>-767,395.98</b>	<b>-2,872,966.2%</b>

9:54 AM

03/13/24

Accrual Basis

# Highwood Public Library & Community Center

## Profit & Loss w/Prior Month Comparison

### February 2024

	Feb 24	Jan 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	0.00	1,742.55	-1,742.55	-100.0%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	10,823.60	25,000.00	-14,176.40	-56.7%
41330 · Temp. Restricted Grant- Bldg	0.00	413,736.12	-413,736.12	-100.0%
Total 41300 · Grants	10,823.60	438,736.12	-427,912.52	-97.5%
41400 · Interest & Dividends	134.77	151.44	-16.67	-11.0%
Total 41000 · GENERAL REVENUES	10,958.37	440,630.11	-429,671.74	-97.5%
42000 · OPERATING REVENUES				
42600 · Photocopier	0.00	48.70	-48.70	-100.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	1,018.93	-1,000.00	-98.1%
42900.3 · Renovation Donations	0.00	0.00	0.00	0.0%
Total 42900 · Gifts & Donations	18.93	1,018.93	-1,000.00	-98.1%
Total 42000 · OPERATING REVENUES	18.93	1,067.63	-1,048.70	-98.2%
Total Income	10,977.30	441,697.74	-430,720.44	-97.5%
<b>Expense</b>				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	19,128.64	17,953.15	1,175.49	6.6%
51115 · IMRF Expense	708.16	718.53	-10.37	-1.4%
51120 · Medical/Health Insurance	0.00	4,438.76	-4,438.76	-100.0%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	0.00	51.74	-51.74	-100.0%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	1,406.04	1,316.11	89.93	6.8%
51999 · Payroll Processing Fees	538.78	59.00	479.78	813.2%
Total 51000 · PERSONNEL & BENEFITS	21,781.62	24,537.29	-2,755.67	-11.2%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	17.70	467.16	-449.46	-96.2%
52100.2 · Books F - Children/Juvenile	27.98	156.58	-128.60	-82.1%
52100.3 · Books F - Young Adult	294.34	120.58	173.76	144.1%
52100.4 · Books F - Spanish Adult	0.00	121.72	-121.72	-100.0%
52100.5 · Books F - Spanish Child./Juv.	29.44	0.00	29.44	100.0%
Total 52100 · Books, Fiction	369.46	866.04	-496.58	-57.3%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	49.54	283.52	-233.98	-82.5%
52150.2 · Books NF - Children/Juvenile	0.00	9.29	-9.29	-100.0%
Total 52150 · Books, Non-Fiction	49.54	292.81	-243.27	-83.1%
52200 · A/V Materials				
52200.1 · A/V - Adult	14.99	0.00	14.99	100.0%
52200.2 · A/V - Children/Juvenile	273.83	0.00	273.83	100.0%
Total 52200 · A/V Materials	288.82	0.00	288.82	100.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	0.00	317.62	-317.62	-100.0%
Total 52350 · On-Line Resources	0.00	317.62	-317.62	-100.0%
52400 · Periodicals				
52400.1 · Periodicals - Adult	474.97	321.72	153.25	47.6%
Total 52400 · Periodicals	474.97	321.72	153.25	47.6%
52650 · Processing Supplies	38.43	59.12	-20.69	-35.0%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	1,221.22	1,857.31	-636.09	-34.3%
53000 · PROGRAMMING				
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	1.25	0.00	1.25	100.0%
53200.2 · Prog. Suppl. - Children	486.68	0.00	486.68	100.0%
53200.3 · Prog. Suppl. - Young Adult	382.16	61.39	320.77	522.5%

9:54 AM

03/13/24

Accrual Basis

# Highwood Public Library & Community Center

## Profit & Loss w/Prior Month Comparison

### February 2024

	Feb 24	Jan 24	\$ Change	% Change
Total 53200 · Program Supplies	870.09	61.39	808.70	1,317.3%
Total 53000 · PROGRAMMING	870.09	61.39	808.70	1,317.3%
54000 · GRANT EXPENSES				
54110 · Contracted Services	17,196.00	15,739.50	1,456.50	9.3%
54115 · Staff Development	3,108.94	1,278.77	1,830.17	143.1%
54120 · Wages & Salaries	48,740.07	47,648.17	1,091.90	2.3%
54130 · Employer FICA	3,588.03	3,504.49	83.54	2.4%
54131 · IMRF Expense	2,111.62	2,078.51	33.11	1.6%
54132 · Medical/Dental Benefits	0.00	10,947.34	-10,947.34	-100.0%
54135 · Grant Program Supplies	3,446.11	1,884.45	1,561.66	82.9%
54185 · Grant Telecommunications	159.90	71.35	88.55	124.1%
Total 54000 · GRANT EXPENSES	78,350.67	83,152.58	-4,801.91	-5.8%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	17,198.00	107,148.00	-89,950.00	-84.0%
54515 · Grant Renovation Furniture	0.00	4,012.45	-4,012.45	-100.0%
54520 · Grant Renovation Technology	1,842.43	-263.56	2,105.99	799.1%
Total 54500 · Grant Building Renovation Expen	19,040.43	110,896.89	-91,856.46	-82.8%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	56.97	107.09	-50.12	-46.8%
Total 55100 · Library Board & Staff Expenses	56.97	107.09	-50.12	-46.8%
55200 · Technology				
55200.5 · Hardware Purchases	15.34	0.00	15.34	100.0%
Total 55200 · Technology	15.34	0.00	15.34	100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	667.39	303.58	363.81	119.8%
55400.3 · Membership Dues/Fees	349.00	0.00	349.00	100.0%
55400.4 · Licensing Fees	0.00	370.83	-370.83	-100.0%
55400.5 · Postage & Shipping Fees	0.00	66.00	-66.00	-100.0%
55400.6 · Telecommunications/Internet	80.00	250.82	-170.82	-68.1%
55400.8 · Liability/Property Insurance	0.00	1,976.00	-1,976.00	-100.0%
Total 55400 · General Office/Administration	1,096.39	2,967.23	-1,870.84	-63.1%
55500 · Outreach & Public Relations				
55500.3 · Community Outreach/Relations	0.00	76.66	-76.66	-100.0%
55500.7 · Newsletter	38.25	0.00	38.25	100.0%
Total 55500 · Outreach & Public Relations	38.25	76.66	-38.41	-50.1%
55600 · Bank/Svc. Fees & Fin. Charges				
55600.3 · Other Bank Fees	20.00	0.00	20.00	100.0%
Total 55600 · Bank/Svc. Fees & Fin. Charges	20.00	0.00	20.00	100.0%
Total 55000 · GENERAL ADMINISTRATION	1,226.95	3,150.98	-1,924.03	-61.1%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56100 · Accounting Services	3,600.00	600.00	3,000.00	500.0%
56200 · Cleaning Services	1,425.00	1,539.00	-114.00	-7.4%
56300 · IT/Computer Services	2,273.80	0.00	2,273.80	100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	140.46	74.46	66.00	88.6%
56500.2 · Maintenance Svcs. - Exterior	105.00	260.26	-155.26	-59.7%
Total 56500 · Maintenance Services	245.46	334.72	-89.26	-26.7%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	7,544.26	2,473.72	5,070.54	205.0%
Total Expense	130,035.24	226,130.16	-96,094.92	-42.5%
Net Ordinary Income	-119,057.94	215,567.58	-334,625.52	-155.2%
Net Income	-119,057.94	215,567.58	-334,625.52	-155.2%



## Highwood Public Library &amp; Community Center

## Check Detail

March 1 - 13, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	2872	03/12/2024	Aerex Pest Control Service, Inc.	Quarterly Pest Control Service	10201.1 · BOH - Operating	-111.00
	Bill	2550881	02/05/2024		Quarterly Pest Control Service	56500.1 · Maintenance Svcs. - Interior	111.00
TOTAL							111.00
	Bill Pmt -Check	2873	03/12/2024	Avila, Genesis	March Community Health Education & Engagem	10201.1 · BOH - Operating	-952.00
	Bill	03012024	03/01/2024	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	952.00
TOTAL							952.00
	Bill Pmt -Check	2874	03/12/2024	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-72.97
	Bill	2038088515	02/12/2024		Books NF - Adult	52150.1 · Books NF - Adult	34.80
					Processing Supplies	52650 · Processing Supplies	2.87
	Bill	2038116533	02/23/2024		Books NF - Adult	52150.1 · Books NF - Adult	14.74
					Processing Supplies	52650 · Processing Supplies	1.42
	Bill	2038116532	02/23/2024		Books F - Adult	52100.1 · Books F - Adult	17.70
					Processing Supplies	52650 · Processing Supplies	1.44
TOTAL							72.97
	Bill Pmt -Check	2875	03/12/2024	Brito, Carolina		10201.1 · BOH - Operating	-1,857.00
	Bill	03012024	03/01/2024	NorthShore University HealthSystem	March Counseling Services	54110 · Contracted Services	1,856.00
	Bill	02012024-2	03/11/2024	NorthShore University HealthSystem	February Counseling Services Balance Due	54110 · Contracted Services	1.00
TOTAL							1,857.00
	Bill Pmt -Check	2876	03/12/2024	Castrejon, Emily	October & November Learning Partners Adminis	10201.1 · BOH - Operating	-33.75
	Bill	03072024	03/07/2024	The Grainger Foundation Grant	October & November Learning Partners Administrat	54110 · Contracted Services	33.75
TOTAL							33.75
	Bill Pmt -Check	2877	03/12/2024	City of Highwood.	March 2023 Medical/Health Insurance	10201.1 · BOH - Operating	-11,728.33
	Bill	2024-March	03/01/2024	Highland Park Community Foundation	March 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	594.91
				IL State Library PNG	March 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	363.83
				NorthShore University HealthSystem	March 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	3,280.74
				Mano a Mano Family Resource Center	March 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,083.08
				Community Catalyst, Inc.	March 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	993.96
				The Grainger Foundation Grant	March 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,013.32
					March 2023 Medical/Health Insurance	51120 · Medical/Health Insurance	3,188.77

## Highwood Public Library &amp; Community Center

## Check Detail

March 1 - 13, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
				March 2023 Medical/Health Insurance	51125 · Dental Insurance	146.94
				March 2023 Medical/Health Insurance	51135 · Vision Insurance	36.91
				March 2023 Medical/Health Insurance	51130 · Life Insurance	25.87
TOTAL						11,728.33
Bill Pmt -Check	2878	03/12/2024	Clear Investigative Advantage	February Background Checks	10201.1 · BOH - Operating	-105.00
Bill	177827	02/29/2024	The Grainger Foundation Grant	February Background Checks	54110 · Contracted Services	105.00
TOTAL						105.00
Bill Pmt -Check	2879	03/12/2024	Consuelo, Inc.	Therapy Services for January	10201.1 · BOH - Operating	-2,400.00
Bill	1022	03/01/2024	NorthShore University HealthSystem	Therapy Services for January	54110 · Contracted Services	2,400.00
TOTAL						2,400.00
Bill Pmt -Check	2880	03/12/2024	Highwood Chamber of Commerce	2024 Annual Membership Dues	10201.1 · BOH - Operating	-250.00
Bill	4383	02/25/2024		2024 Annual Membership Dues	55400.3 · Membership Dues/Fees	250.00
TOTAL						250.00
Bill Pmt -Check	2881	03/12/2024	Highwood Rec Center	Zumba Basement Fee - February	10201.1 · BOH - Operating	-140.00
Bill	40314	02/29/2024	NorthShore University HealthSystem	Zumba Basement Fee - February	54135 · Grant Program Supplies	140.00
TOTAL						140.00
Bill Pmt -Check	2882	03/12/2024	Hollis, Anthony	March Lawncare & Snow Removal	10201.1 · BOH - Operating	-120.00
Bill	03012024	03/01/2024		March Lawncare & Snow Removal	56500.2 · Maintenance Svcs. - Exterior	120.00
TOTAL						120.00
Bill Pmt -Check	2883	03/12/2024	Hoopla	February Usage	10201.1 · BOH - Operating	-255.96
Bill	505128974	03/01/2024		February Usage	52350.3 · On-Line - Hoopla	255.96
TOTAL						255.96
Bill Pmt -Check	2884	03/12/2024	Knutson, Jim	Caulk Reimbursement	10201.1 · BOH - Operating	-7.78
Bill	03122024	03/12/2024		Caulk Reimbursement	56500.2 · Maintenance Svcs. - Exterior	7.78
TOTAL						7.78

## Highwood Public Library &amp; Community Center

## Check Detail

March 1 - 13, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	2885	03/12/2024	Lara, Maria	March 2023 Professional Cleaning Services	10201.1 · BOH - Operating	-1,482.00
	Bill	03122024	03/12/2024		March 2023 Professional Cleaning Services	56200 · Cleaning Services	1,482.00
TOTAL							1,482.00
	Bill Pmt -Check	2886	03/12/2024	Lauterbach & Amen, LLP	HIGHWOODPL	10201.1 · BOH - Operating	-7,200.00
	Bill	87871	02/26/2024		Accounting Services for January	56100 · Accounting Services	3,600.00
	Bill	88622	03/09/2024		Accounting Services for February	56100 · Accounting Services	3,600.00
TOTAL							7,200.00
	Bill Pmt -Check	2887	03/12/2024	Law Offices Ancel Glink, P.C.	Legal Consultation	10201.1 · BOH - Operating	-240.00
	Bill	102374	03/08/2024		Legal Consultation	56400 · Legal Services	240.00
TOTAL							240.00
	Bill Pmt -Check	2888	03/12/2024	Lomeli, Itzayana Rocio Gonzalez	March Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00
	Bill	03012024	03/01/2024	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2889	03/12/2024	Quill	Acct. #C359709	10201.1 · BOH - Operating	-238.13
	Bill	7129547	02/08/2024		Printer Paper	55400.2 · Office/Library Supplies	29.99
	Bill	387248483	02/15/2024		Bath Tissue, Cleaner, & Garbage Bags	55400.2 · Office/Library Supplies	66.87
	Bill	37235345	02/15/2024		Paper Hand Towels	55400.2 · Office/Library Supplies	42.92
	Bill	373360445	02/22/2024		Ruler	55400.2 · Office/Library Supplies	2.54
					Book Labels	52650 · Processing Supplies	15.83
	Bill	37384602	02/23/2024		(2) Printer Paper	55400.2 · Office/Library Supplies	79.98
TOTAL							238.13
	Bill Pmt -Check	2890	03/12/2024	Simon Pina, Beatriz	March Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00
	Bill	03022024	03/02/2024	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2891	03/12/2024	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education fo	10201.1 · BOH - Operating	-5,000.00
	Bill	03052024	03/05/2024	Anonymous W	English & Spanish Literacy & GED Education for Me	54110 · Contracted Services	5,000.00
TOTAL							5,000.00

Highwood Public Library & Community Center  
Check Detail  
March 1 - 13, 2024

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2892	03/12/2024	The I.T. Connection Inc.		10201.1 · BOH - Operating	-117.87
Bill	10384	01/31/2024		Telephone Service for January	55400.6 · Telecommunications/Internet	37.87
Bill	10424	02/29/2024		Internet Service for March	55400.6 · Telecommunications/Internet	80.00
TOTAL						117.87
Bill Pmt -Check	2893	03/12/2024	Today's Business Solutions, Inc.	Fax for 10-12/2023	10201.1 · BOH - Operating	-32.76
Bill	020724-61	03/01/2024		Fax for 10-12/2023	55400.6 · Telecommunications/Internet	32.76
TOTAL						32.76
Bill Pmt -Check	2894	03/12/2024	Traveling Lantern Theatre Company	Summer Reading Wrap-Up Performance	10201.1 · BOH - Operating	-495.00
Bill	14953-22952	03/01/2024		Summer Reading Wrap-Up Performance	53100.3 · Program Fac- Child	495.00
TOTAL						495.00
Bill Pmt -Check	2895	03/12/2024	Vazquez, Fabiola Hernandez	March Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00
Bill	03012024	03/01/2024	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	2896	03/12/2024	Vergara Castrejon, Oralia	March Community Health Education & Engagem	10201.1 · BOH - Operating	-1,560.00
Bill	03012024	03/01/2024	NorthShore University HealthSystem	March Community Health Education & Engagemen	54110 · Contracted Services	1,560.00
TOTAL						1,560.00
Bill Pmt -Check	2897	03/12/2024	W.B. Olson Inc.	February 2023 Construction	10201.1 · BOH - Operating	-38,398.00
Bill	675 31	03/11/2024		February 2023 Construction	54510 · Contracted Services	38,398.00
TOTAL						38,398.00
Bill Pmt -Check	2898	03/12/2024	Wigodner, Janet	Locks and Ice Melt Spreader	10201.1 · BOH - Operating	-38.72
Bill	02012024	02/01/2024		Locks and Ice Melt Spreader	55400.2 · Office/Library Supplies	38.72
TOTAL						38.72
Bill Pmt -Check	2899	03/12/2024	Knutson, Jim	Tech Services February	10201.1 · BOH - Operating	-3,200.00
Bill	03122024	03/12/2024		Tech Services February	56300 · IT/Computer Services	3,200.00

Highwood Public Library & Community Center  
Check Detail  
March 1 - 13, 2024

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							3,200.00