



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

Location: Highwood Public Library
Monday November 27, 2023 – 7 P.M

1. Call to order
2. Roll call
3. Public comment from the floor
4. President's report
5. Secretary's report
 - a. Motion to approve minutes from October 23, 2023, regular meeting minutes
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the November 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
 - c. Discussion on quote for increased errors & omissions insurance coverage
 - d. Motion to approve new insurance carrier(s) and coverage
11. New business
 - a. Discussion on hiring Lauterbach & Amen for the FY23 end of year financial review
 - b. Motion to approve hiring Lauterbach & Amen
 - c. Discussion on policies to approve:
 - d. Motion to approve policies
 - e. Discussion on staff bonus
 - f. Motion to approve staff bonus
12. Executive Session 5 ILCS 120/Sec 2(c) 1
13. Adjournment

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

Board of Trustees

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

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

Laura Ramirez, Executive Director, director@highwoodlibrary.org

102 Highwood Ave., Highwood, IL 60040 • www.highwoodlibrary.org • 847-432-5404

**Highwood Public Library Board of Trustees Regular Meeting
October 23, 2023**

Present—Trustees: Lucy Hospodarsky, Nora Loreda, Paul Martinez, Jason Muelver, Catherine Regalado, Lorena Victorica; Laura Ramirez, Director
Absent: Bertha Chavez, Janell Cleland

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

Public Comments – Ms. Hospodarsky welcomed Nancy Pastroff to the meeting. Ms. Pastroff has submitted a trustee application to the City, which could be on 11/7/23 Council agenda. She lives in the Fort Sheridan area of Highwood and would bring needed accounting skills to the board.

President's Report -

- This is Ms. Victorica's last board meeting as she is resigning for personal reasons.
- Ms. Loreda and Mr. Muelver were reappointed to the board at the last City Council meeting.
- With the resignation, there is one board opening. Board could use legal expertise.
- New logo is being rolled out. Note that ampersand is used, not "and" for Highwood Library & Community Center. Current legal business name is Highwood Public Library but there will be further discussion on this.
- Ms. Ramirez led a building tour for City Council, Mayor, and city staff; several board members attended too. One alderman was away and has been offered a tour on his return.
- President asked Mr. Martinez to consider being chair of B&G committee.
- President has been working extensively with Friends group on building opening plans. There will be a ribbon cutting event Nov 20: tour and refreshments from 3-4, program with speakers from 4-4:30, ribbon cutting at 4:30, followed by sneak peek to 5:30, offered to additional donors. She will send signup request to board to help with preparation.
- Friends is creating a donor wall for recognition of many contributions.
- Library will open to public on November 21, but Grand Opening will be December 2nd.
- President has been discussing FY25 tax levy with Director and City – will be on November agenda. Because fire department and pension costs have increased, City Manager is asking library to have a flat tax levy. Director believes we can manage with a flat levy and there was discussion that both tax and grant income need to be spent. Mr. Coren plans to have Council create a roadmap for funding Library in future years.

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the regular meeting of September 25, 2023 with one change, Ms. Loreda seconded, and the motion carried with Mr. Martinez abstaining. Ms. Hospodarsky moved and Mr. Muelver seconded to approve executive sessions minutes of July 24, 2023 and September 25, 2023 with one correction, and the motion carried unanimously.

Communication

- FOIA item is closed and director will place documentation in shared drive. She is working on access to FOIA training.

Draft, not yet approved

- Ms. Hospodarsky has communicated with some original library founders. One lives in Italy now, and one local founder may attend ribbon cutting.

Treasurer's Report

Ms. Loreda presented the September financials and October invoices.

The following items were discussed:

- \$2500 professional development for managers is part of a larger expense, using grant funds to pay a consultant to train 2-3 managers. Director will reconsider types of items listed under professional development in her report.
- A book replacement fee to another library was from a TAB program where a youth lost an ILL book but there was no way to determine which participant, so library is covering cost.
- \$35 bank service charge was listed on statement as maintenance fee. It doesn't seem to be a wire charge. Treasurer has investigated similar fees before and feels it cannot be changed.
- The ~\$12,000 bills for Kohl's children's exhibit are part of larger installation cost. Phase 1 is installation of a permanent framework, and Phase 2 is the actual exhibit which can be changed out. Director predicts an annual exhibit change at ~\$10,000 cost, and hopes to cover this with a grant from a donor who supports a similar setup at a different library. Friends may also be able to fund this exhibit refresh in the future as it falls into childhood literacy.
- There is a new contractor for marketing, administrative support, and donor tracking.
- Kentwood office furniture is an installment payment.
- It was noted that telecommunications line was high last month and if annualized, next FY budget may need increase.

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

Director's Report

Ms. Ramirez commented on several items from the report.

- New seniors' group for digital literacy which meets Friday mornings has been very well received. It will meet in the community room once library reopens.
- Some adult literacy programs are winding down for the holidays, and some are being reconfigured.
- Children's department is planning for re-opening and looking forward to onsite programs.
- Health equity is working really well offsite but will be moving back; a counseling success story was shared.
- HR updates: one employee has left, there may be some contract counseling, and a new adult services manager started last week. One staff member is being converted to contractor at their request.
- When library reopens, hours will be back to 48 hours a week. Director plans to have 3 staff present to cover all spaces, but is requesting 4 on evenings and weekends. This would mean hiring 2 part time staff at 18 hours a week who would have part time benefits but not be in IMRF. Special city/library working committee has already agreed to this increase in library core services, which would be paid for by a combination of tax levy and grant funding. Director will discuss with City Manager.
- Mr. Martinez recommends a follow-up library tour in 1 year with Mayor/Council, and increasing Board attendance at Council meetings and vice versa.

Draft, not yet approved

- Donor relations have been busy. Library will be represented at NorthShore Health board meeting on November 10 in Chicago.
- 450 gift bags created by Mesirow, now stored with President until Dec 9 Winter Fest and Vaccination Clinic.
- Grant payments are being processed. Documents were submitted to Illinois State Library, but need 90% to get reimbursement for this quarter. DCEO reimbursement should be arriving. Lake County CBG reimbursement for accessible vestibule is in process.

Ms. Hospodarsky moved to go out of order to hear from technology consultant Mr. Knutson on alarm system options. The motion was seconded and carried.

Board viewed the improved low light images from the new camera systems. There was discussion on 4 researched alarm system options, the reason for adding, and recommendations from police chief and director.

Ms. Hospodarsky moved to select Vivint as security system company with maximum costs of \$3500 upfront equipment and \$40 monthly. Ms. Loreda seconded and the motion carried.

Meeting went back into agenda order.

Committee Reports

Building and Grounds: Mr. Martinez reported that committee met. They discussed landscaping issues and ongoing maintenance needs and proposals. Committee also decided that a general policy on art is needed. Walls will be left without art until this is established, and library will purchase interim posters/decor with obvious library content.

Finance: Mr. Muelver has obtained 3 additional quotes for staff fidelity bond because of slow response from original vendor. There was discussion on documentation: Friends has articles of incorporation and Library has a proclamation. As Board must approve specific carrier, Mr Muelver will have proposal for next meeting. He has also researched building insurance. Board feels \$4.5 million value of building and contents is suitable post-construction, and President will provide this value to City Manager for revised policy.

Policy: Ms. Regalado reported committee met and discussed policies for approval tonight, as well as Unattended Children, which will be brought to November meeting. She reported on a webinar she and Ms. Cleland attended, sponsored by multiple libraries, entitled Book Challenges on the Rise: Support Your Freedom to Read. Speakers included Alexi Giannoulis and the head of RAILS, as well as two authors whose books had been placed on banned lists. Committee had recommendations on how to prepare for possible material challenges.

Old Business

Library construction project update: Ms. Ramirez reported that there have been delays in furniture shipment, affecting timeline. Current plans are: flooring, light fixtures, millwork, walkthrough/punchlist in next 2 weeks; shelving installed week of 10/30; week of 11/6 Kohls Museum exhibit installed; week of 11/13 Kenwood furniture installed; Nov 6-13 TBD work in garage. Director prefers to maintain vestibule access for public with limited service instead of closing library during furniture installation, but situation is uncertain.

Draft, not yet approved

Ms. Hospodarsky moved to allow a maximum of 5 days closure for purpose of preparing for re-opening, at Director's discretion, Ms. Loredó seconded, and the motion carried.

New Business

Ms. Hospodarsky moved and Ms. Regalado seconded to approve the following policies: ALA Freedom to View, ALA Freedom to Read, ALA Filtering, ALA Electronic Access, ALA Core Values, ALA Code of Ethics, ALA Bill of Rights, and the new Emergency Response Policy. The motion carried unanimously.

Ms. Regalado moved and Mr. Muelver seconded to retain status of currently closed executive session minutes, and the motion carried unanimously.

Ms. Hospodarsky moved to allow hiring of two part time circulation desk members at 18 hours a week, Mr. Muelver seconded, and the motion carried.

There was discussion on vending machine options and locations, as renovation plans had included a vending machine, which board members hadn't realized. Board was in favor of having a coffee pod dispensing vending machine, similar to Highland Park, that would be located at coffee bar by fireplace. This could have hot chocolate pods for youth, and would have cups with lids. However, board was not in favor of additional vending machine at this time, because there was not a good space, didn't want to promote junk food to at-risk populations, didn't want to have to directly manage healthy option vending, and wanted to keep new furnishings in good condition by adhering to current Food/Beverage policy.

There was discussion on filing DBA to use new name of Highwood Library & Community Center, or if there is a need for incorporation. Currently Library was created by proclamation so Ms. Hospodarsky will request City to pass a proclamation with new name, which will be much simpler. Need to have proper name for federal and state grant applications.

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

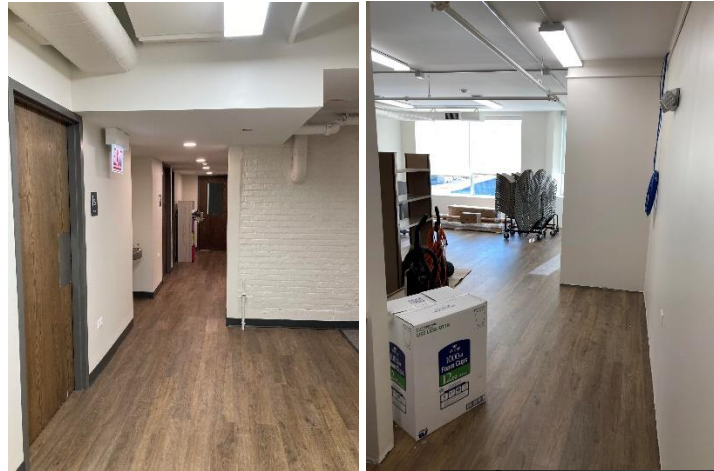
Meeting adjourned at 9:59 pm.

**Director's Report
November 27, 2023
Library Updates**

Library Renovation

Renovation Updates

- The renovation is now 99% complete
- Painting and Flooring Installation has taken place in Garage/Storage Room
- Items to be completed include:
- Paint Touch-Up in Community Room
- Keying Locks and Installing Wall Covering in Community Room



**Admin/Accounting
Current Month**

- Implementation of accounting methods per guidance from Sarah Eddy, CPA with Mann Weitz & Associates LLC
- Transition of AP processes from Janet to Rebecca
- Adult Services staff started to move all of the adult books from storage onto the new shelves in the library. Video games and films on DVDs were moved to the new shelves.
- The Adult Services and Youth Services Managers worked on creating a schedule to prepare for the full reopening of the library.
- The Adult Services Department is developing a system to track and store the building's keys.
- Adult Services staff moved the Adult Literacy materials from St. James to the library for future classes.
- Michael Koenitz-Hudac of Preservation Properties worked with us to repurpose the library's wooden bookshelves. In addition to removing the shelving units he plans to use, he provided the labor to remove the remaining bookshelves as well. It was a cost-effective approach for us and a big help logistically. Andy Peterson had connected Michael to us regarding the shelving units, and we appreciate Michael as a terrific community neighbor!
- Personnel: We have two part time (18 hour/week) positions posted for Circulation Assistants. Our Adult Services Manager is currently reviewing applicants' information.

- Construction reimbursement: We have requested reimbursement from ISL (which is allowable at 90% of project completion.) Reimbursement from DCEO submitted on 10/15/23 is still pending, and Senator Morrison's office is advocating for the library to receive payment.

Records Retention

- None to Report

Building & Grounds

- None to Report

Website & Technology

- Camera Installation: IT Consultant has installed wireless access points inside and outside the building. He is in the process of installing cameras inside and outside the building. The patron and staff computers have been installed. The IT Consultant is currently working on wire management to hide computer wires from view.
- Keyth performed a preliminary assessment to install buzzers in our bathrooms, which will allow us to buzz patrons in.
- Vivant installed a security system.
- Phone and Internet Bill Changes: The cost of the monthly phone bill will increase to reflect the robust system that has been installed. The IT Consultant was able to negotiate a decrease in our monthly Internet bill, making the cost for our phone and Internet service roughly the same. Of note is that our Internet will have a 500 megabit download speed (formerly this was 300 megabit).
- The library has purchased a new phone system through the I.T. Connection, Inc., a service used by other libraries. This phone system will allow messages to be delivered to individual staff members and will allow the staff to speak over an intercom. The system also has the ability to download the 3CX app on our phones that will allow staff to make calls using the library's phone number. This will allow us to protect staff and contractor's personal phone numbers when conducting library business.

Communications

- None to Report

Personnel/Professional Development

Date	Attendee(s)	Description & Notes Re Implementation	Prof Dev Hrs
10/03/2023	Diana J Guerrero	Responding to and Investigating Bomb Threats and Swatting Hoaxes	1 hr
10/12/2023	Yenny Avila, Viridiana Gonzalez, Diana J Guerrero, Carolina Ibarra, Fabiola Hernandez, Beatriz Simon, Oralia Vergara, Erika Quezada	HEART Consultation	1 hr
10/17/2023	Diana J Guerrero	Digital Tools to Change Health Behaviours (TechSoup)	1 hr
10/19/2023	Diana J Guerrero	AI for Nonprofits: What You Need to Know (TechSoup)	1 hr
10/17-10/19/2023	Carolina Ibarra C	Community Catalyst	14 hrs
10/18/2023	Alex Brotsos	Apollo Training Webinar	2.5 hrs
10/20/2023	Viridiana Gonzalez, Yenny Avila	A Coordinated Community Response to Working with Family-victims of	1.5 hrs

		Homicide (Lake County State's Attorney's Office)	
10/26-10/28/2023	Yenny Avila Monica Zohar	NLPA Conference: Walking with our Ancestors	24 hrs
	Nessa Villarreal Yenny Avila	Professional Coaching with Tynisha Gardner	2 hours

Grant Update

- A grant of \$2,500 was received in support of the capital campaign
- A grant of \$45,000 was received in support of the Impact & Sustainability fund
- A grant of \$30,000 was received in support of Children's & Teens Services

Library Services

- We currently participate in the Museum Adventure Pass program that offers museum and attraction passes. The library is enrolling in Explore More Illinois to give patrons access to perks like free and discounted admissions, gift store discounts, and other incentives to over 75 attractions in Illinois, Iowa, and Wisconsin.
- The Axis 360 app recently became the Boundless app. Patrons can download and use this app to access eBooks and audiobooks. There are separate profiles for adults, teens and children so that they can access the most age-appropriate information. Librarians can walk patrons through the process of downloading and signing into the program.

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

Baby Storytime and Preschool Storytime

- Unfortunately, due to low attendance, often with only one person registered, we've had to cancel the majority of our scheduled storytimes. Considering this and the lack of alternative spaces for storytimes, we've decided to temporarily suspend the program. We plan to resume these activities when our space is officially reopened, providing a more conducive environment for engagement.

Learning Partners: Homework Help/Tutoring Program

- In October, we started tutoring sessions, with some taking place at St. James Church and others virtually. We're excited about new and returning partnerships. Everyone can't wait to move to our new library space!

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

Teen Advisory Board

- Scheduled meeting October 7th: 11 in attendance
- This marked Lauren's debut in leading a TAB meeting, and the teens were wonderfully supportive and welcoming to the new staff member!
- The teens had a blast trying to clean the windows from the last round of window painting! Cleaning ended up taking most of the time, but TAB members still managed to create fantastic designs on our windows! The teens were so into it that many stayed longer than the initially planned 1-hour meeting – even with Pumpkin Fest happening!



Teen Advisory Board: Volunteer Opportunities

- Recently, TAB members assisted Celebrate Highwood in carving pumpkins for Highwood's Great Pumpkin Festival. Six members participated.



Teen Craft Café

- This month: Broom Marking – 7 attendees
- Broom making had a good turnout. The teens thoroughly enjoyed personalizing and decorating their twig brooms! Some even made multiple stick brooms to share with their family members.



Book Buffet

- This month: Graphic novel The Sleepover by Michael Regina. – 4 attended
- This was the last Book Buffet to be held outside the library space.
- Teens want to explore emphasizing the food aspect of this program as well.
- Teens are interested in broadening the program. Instead of assigning everyone the same book, we're considering exploring a specific genre and allowing individuals to choose their own books within that category.
- "We appreciate the chance to get together to read & discuss the same book, but the best part is just getting to hang out with everyone" – from a participant



Teen After Hours

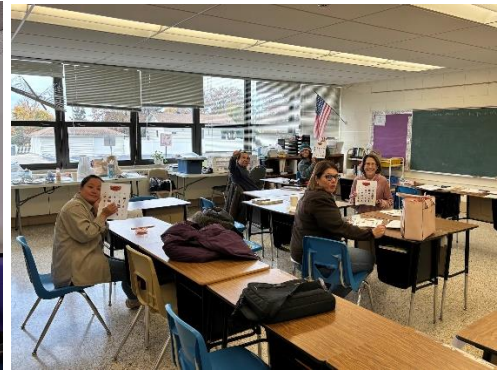
- Teens gathered at St. James to adorn wooden pumpkins and embrace the spirit of fall. Although there was initially a plan for a Halloween-themed board game, the teens were so engrossed in the pumpkin craft that we decided to skip the game. Pizza and assorted snacks added to the festive atmosphere. This event marked the last Teen Advisory Hour (TAH) held outside the library!
- Lauren reports: For me, it was my first significant interaction with the majority of the teens outside of TAB meetings. I immediately noticed their talkative nature and

the genuine enjoyment they find in each other's company. I'm eager to incorporate and plan more programs in this format in the months to come post-reopening.

**Patron Services—
Adults Program
(Updates from Diana
A., Janet, Yuliya,
Aurora)**

English as a Second Language (ESL)

- October marked the conclusion of our ESL program offsite. While bidding a temporary farewell to our students was sad, witnessing their remarkable progress brought immense joy!
- Although ESL classes are on hiatus for November and December, one-on-one tutoring sessions will commence. These personalized sessions offer individualized support, allowing students to practice English while eagerly awaiting the return of our ESL classes.
- The students are even more excited because they will be able to enjoy the newly renovated library!
- In our ESL program, students often face challenges with new topics, leading to discouragement. Providing support and encouragement is crucial, as they are not only learning language but also adapting to a new culture. During a session, a newcomer from Iran shared his struggle, expressing that not knowing the language made him feel weak. With reassurance and encouragement, he shifted his perspective, now hopeful about his ESL journey.



High School Diploma Program (GED)

- This month, three students took the Social Studies section, and two of them successfully completed the exam.
- We're thrilled to share that one student received his High School diploma this month. He's planning to join a program at CLC to earn an Associate's degree and is also volunteering with us, leading computer classes.
- Classes will take a break in November and are expected to resume in December.



Spanish as a Second Language (SSL)

- Our Spanish language learners are fully engaged in the language, making the most of each class. They appreciate having a safe space to practice their speaking skills.
- This month, we consistently had an average of 7 students attending this program.

- Additionally, at least three of our intermediate-level students are volunteering with us, contributing to our Digital Literacy programs or the ESL program.



U.S. Citizenship Test Prep

- This month, one applicant met with his tutor to prepare for his review scheduled for the first week of November. Another applicant met with the tutor for an assessment of her English skills.
- In collaboration with North Suburban Legal Aid Clinic and Christ Our Hope Parish, we are hosting a Legal Clinic on November 13 at 5 pm. Appointments are available by request, and we currently have six appointments scheduled.

Digital Literacy

- We will be partnering with Oak Terrace in November to host a four-week program meeting twice a week. Participants attending at least 6 sessions will receive a Chromebook from North Shore School District 112.

Digital Wellbeing for Seniors

- Our seniors continue to find joy in the space we offer in collaboration with St. James Church. They're not only learning basic computer skills but also forming a supportive community. During creative craft sessions accompanied by music, they reinforce fine motor skills. In these classes, they feel loved, accepted, and valued.
- Here are some comments they shared in the survey:
 "I like the classes because they go at a slow pace and don't pressure us."
 "I like it because we not only do computer stuff but also crafts and socializing."
 "We feel loved and respected."
 "I like how we are progressing slowly. I like that we repeat the class to learn better."



Health Equity
All programs
conducted in Spanish.

Adult Support Group

- During the month of October, the support group focused on the topic of self-esteem, body image and self-love.
- One participant reported: "I have a new appreciation for my body, I am more thankful about all my body does for me, I had never thought about it this way."

Charlas con Propósito/Conscious Conversations

- *Create an Email and Access a Health Website presented by Aurora Santos:* The community members who attended this learning workshop showed great interest, active participation, and a strong willingness to learn about technology and how to access a health website. The emphasis was placed on the importance of email, as it serves as the primary means for receiving information in today's context. Many participants commented that they are not familiar with technology, highlighting the need for such educational initiatives. Moreover, there was notable interest in the upcoming class scheduled for November, a collaborative effort between the library and Oak Terrace School. This class aims to delve deeper into technology, recognizing its significance as a valuable life skill.



- *Breast Cancer Awareness presented by Mercedes Kaltenercker:* According to statistics, breast cancer ranks as the second most aggressive cancer. The discussion covered aspects of prevention, various types of examinations available for detection, and emphasized the significance of men undergoing tests, as breast cancer can also affect them.
- *Pancreatic Cancer Awareness presented by CHW Fabiola Hernandez:* An informative session on pancreatic cancer, covering symptoms, prevention, and risk factors. Pancreatic cancer is often challenging to detect early, as its symptoms can be mistaken for other illnesses. It is crucial to consult a doctor when experiencing symptoms to ensure timely detection.



- *Healthy Salad Demonstration by Oralia Vergara:* Demonstration aimed at encouraging the community to incorporate new fruits and vegetables into their diets. Using simple and nutritious ingredients, participants enjoyed a healthy and nutritious pumpkin salad. During the session, we also discussed the idea of creating healthy recipes once a month, and the participants expressed interest. This conversation highlighted the importance of learning how to cook various fruits and vegetables to integrate them into our diets.



Zumba

- Zumba continues to serve as an entry point for community members to become familiar with other Health Equity programs. A community member who actively participates in Zumba, was encouraged by a friend to participate in our meditation program. She joined the meditation session and left feeling extremely content and relaxed. This experience provided her with an alternative to Zumba, especially on days when attending Zumba is challenging. She now also actively participates in Conscious Conversations.



Rosalind Franklin University

- 10 Health Screenings & 30 Flu Vaccines provided this month.
- CHW Genesis A. shared a heartwarming encounter where a lady expressed her joy that the library had provided her with access to the flu vaccine, and was pleasantly surprised to learn about the free monthly physical exams offered. During her visit to the mobile clinic, she was introduced to the weekly programs at the library. Excitedly, she mentioned her intention to attend Zumba and Meditation, showcasing a positive response to the health and wellness initiatives offered by the library.



Explore Yoga for Wellness

- A yoga class with Shanti K. Johnson was very interesting. Various aspects of yoga were presented, including physical postures (asana sequences), mudras (hand gestures that help regulate the body), and pranayama (breathing exercises). This class was for adults of all levels. Participants were very happy and relaxed; they mentioned loving this class and expressed hope for more opportunities to do this next year.



Walgreens Vaccines in Collaboration with Rosalind Franklin and Northshore

- The October 28th vaccination event took place at Church of the Redeemer. This event was organized for the Highwood community with the aim of preventing and providing easy access to the flu and Covid-19 vaccine in the community.
- A total of 81 vaccines (77 flu & 4 covid-19) administered.
- Special thanks to our partner Church of the Redeemer for providing us with space and making this possible.



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

- **FACEBOOK LIVE | Values, Virtues, & Personal Strengths: Your Unexplored Potential:** The objective of this "Sanando el Alma" Facebook Live event was to highlight the development and strengthening of values, virtues, and personal skills within our audience, and to enhance the personal well-being and growth of the participants, thereby fostering a more united and resilient community. **305 People Reached; 13 Peak Live Viewers**
- **WORKSHOP/TALLER | Handling Stressful Conversations Life:** Participants learned effective strategies for handling stressful conversations with confidence and empathy. The goal was to enable attendees to master the art of managing conflicts, engaging in assertive communication, and building strong relationships even through the most challenging dialogues. **3 participants**

Que estoy aprendiendo a conocerme mejor

Me gusto que me di cuenta que no hago contacto visual

Saber como o a quien hacer preguntas abiertas o cerradas

- **CHARLA/PRESENTATION | Identifying & Addressing Bullying & Cyberbullying in Our Children's Lives:** We provided parents with effective strategies for identifying and addressing bullying and cyberbullying in their children's lives, ensuring they are prepared to handle such challenges and support their children in creating a safer and more secure environment both offline and online. **4 participants**



- **WORKSHOP/TALLER | Discovering Values, Virtues, & Personal Strengths:** This workshop empowered participants to recognize and cultivate these attributes, leading to personal growth, improved self-awareness, and a stronger character, which in turn can contribute positively to their communities and interpersonal relationships. **7 participants**

Saber reconocer los valores virtudes y fortalezas

Conocer k tengo nuevas virtudes

Counseling

- In October 2023, two new clients from the waiting list were added to Monica's caseload. Four clients were closed: three due to successful completion of treatment, and a couple due to long-term illness.
- Counselor Monica Zohar shares: One of the clients who was present during the Highland Park shooting and works in the Highland Park downtown (steps away from where the shooting took place) concluded her therapeutic process successfully. She mentioned feeling better because she learned how to cope with the anxiety she sometimes feels when she remembers the 4th of July parade. She now knows how to identify the symptoms that precede feeling bad. "Now I know that I need to take a break away from my workplace, go outside and breathe fresh air, and concentrate on my heart rate. This was an important lesson that I learned during my therapy, and I appreciate the opportunity to process my experience during the shooting."
- Intern Angela commenced her caseload and worked with three clients this month. She is enthusiastic about applying her skills and creating a therapeutic space for her clients. The clients expressed feeling welcomed and safe talking to Angela, and they plan to continue services with her.
- The support group at HACES accommodated up to six participants, with five being consistent weekly attendees. The focus was on relationships and communication in relation to mental health and its impact on functioning. Group members arrived eager to share, finding the sessions helpful and valuable.

Case Management - Viri

- Our case manager continues to provide essential assistance to the community.
- We welcomed several families who are new to our school district. Our case manager successfully facilitated communication between these families and the school, providing valuable assistance in navigating the registration process.
- 37 clients served

Coaching - Erika

- We continue to provide one-on-one coaching to individuals who want to improve their health, vitality, and well-being by engaging in behaviors proven to improve health and prevent disease, including weight loss, fitness, nutrition, stress coping, sleep, mind-body, and eating and positive psychology interventions to reach and maintain healthy habits for life.

- [Case Study | Transformative Coaching Experience: A Client's Journey to Successful Saving](#)
- **10 clients served**

Caminando Juntos

- **10/2/2023** | In this month's episode of "Caminando Juntos," Sara Martinez, the United Way and 211 Ambassador, shared valuable information about the 211 service and how United Way, in collaboration with 211, positively impacts our local communities. **207 People Reached; 8 Peak Live Viewers**



PAZ Y CALMA

- An ongoing service facilitated by Erika Quezada, Health & Wellness Coach, intending to start, continue, resume, or deepen participants' meditative and mindfulness practices to find peace and calm.
- A total of 12 participated in the month of October.

The Friends of the Highwood Public Library

The Friends group is coordinating the planning of the Ribbon Cutting and Sneak Peek events.

1:29 PM

11/24/23

Accrual Basis

Highwood Public Library & Community Center

Balance Sheet w/Prior Month Comparison

As of October 31, 2023

	Oct 31, 23	Sep 30, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · CASH & INVESTMENT ACCOUNTS				
10100 · Petty Cash/Cash On Hand	50.00	50.00	0.00	0.0%
10110 · Gift Cards on Hand	169.44	169.44	0.00	0.0%
10201 · BOH General Fund Chk. (3563)				
10201.1 · BOH - Operating	308,405.25	638,288.82	-329,883.57	-51.7%
Total 10201 · BOH General Fund Chk. (3563)	308,405.25	638,288.82	-329,883.57	-51.7%
10203 · BOH General Fund Money Market	724,916.48	724,821.16	95.32	0.0%
10206 · BOH Payroll Acct. Chk. (0133)	11,657.44	8,722.71	2,934.73	33.6%
10216 · IMET Capital Impr. Fund (8102)	3,868.18	3,852.24	15.94	0.4%
10221 · IMET Reserve Fund (8101)	21,216.97	21,129.52	87.45	0.4%
10240 · BOH Convenience Fund Chk (2208)	18.10	2,362.04	-2,343.94	-99.2%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
10251 · BOH Building Reno. Money Market	119,079.71	119,071.36	8.35	0.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	1,199,381.57	1,528,467.29	-329,085.72	-21.5%
Total Checking/Savings	1,199,381.57	1,528,467.29	-329,085.72	-21.5%
Other Current Assets				
13500 · Other Receivables	1,552.63	1,552.63	0.00	0.0%
13600 · Grant Receivables	-1,228.88	-1,228.88	0.00	0.0%
14500 · Property Tax Receivable	321,750.00	321,750.00	0.00	0.0%
14600 · Due from Primary Government	1,421.32	1,421.32	0.00	0.0%
Total Other Current Assets	323,495.07	323,495.07	0.00	0.0%
Total Current Assets	1,522,876.64	1,851,962.36	-329,085.72	-17.8%
TOTAL ASSETS	1,522,876.64	1,851,962.36	-329,085.72	-17.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	10,525.90	19,499.11	-8,973.21	-46.0%
Total Accounts Payable	10,525.90	19,499.11	-8,973.21	-46.0%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	5,041.53	5,050.48	-8.95	-0.2%
22101 · Insurance Payable	8,787.51	8,841.75	-54.24	-0.6%
22102 · Payroll Tax Liability	768.83	768.83	0.00	0.0%
22000 · Payroll Liabilities - Other	361.87	361.85	0.02	0.0%
Total 22000 · Payroll Liabilities	14,959.74	15,022.91	-63.17	-0.4%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
24300 · Deferred Revenue	173.40	173.40	0.00	0.0%
Total Other Current Liabilities	336,883.14	336,946.31	-63.17	0.0%
Total Current Liabilities	347,409.04	356,445.42	-9,036.38	-2.5%
Total Liabilities	347,409.04	356,445.42	-9,036.38	-2.5%
Equity				
32000 · Unrestricted Net Assets	1,657,219.14	1,657,219.14	0.00	0.0%
Net Income	-481,751.54	-161,702.20	-320,049.34	-197.9%
Total Equity	1,175,467.60	1,495,516.94	-320,049.34	-21.4%
TOTAL LIABILITIES & EQUITY	1,522,876.64	1,851,962.36	-329,085.72	-17.8%

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Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through October 2023

	May - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	291,215.38	321,750.00	-30,534.62	90.5%
41200 · Tax Revenue - PPRT	0.00	4,000.00	-4,000.00	0.0%
41300 · Grants				
41305 · Per Capita Grant	7,484.15	7,480.00	4.15	100.1%
41320 · Temp. Restricted Grant Programs	719,155.95	1,234,535.00	-515,379.05	58.3%
41330 · Temp. Restricted Grant- Bldg	439,123.66	2,621,300.00	-2,182,176.34	16.8%
Total 41300 · Grants	1,165,763.76	3,863,315.00	-2,697,551.24	30.2%
41400 · Interest & Dividends	1,124.87	40.00	1,084.87	2,812.2%
Total 41000 · GENERAL REVENUES	1,458,104.01	4,189,105.00	-2,731,000.99	34.8%
42000 · OPERATING REVENUES				
42100 · Fines, Fees & Damaged Materials	17.00	0.00	17.00	100.0%
42600 · Photocopier	0.00	1,800.00	-1,800.00	0.0%
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	2,883.58	800.00	2,083.58	360.4%
42900.2 · Friends of the Library	384,875.00	12,600.00	372,275.00	3,054.6%
Total 42900 · Gifts & Donations	387,758.58	13,400.00	374,358.58	2,893.7%
Total 42000 · OPERATING REVENUES	387,775.58	15,200.00	372,575.58	2,551.2%
49999 · Miscellaneous Income	110.60			
Total Income	1,845,990.19	4,204,305.00	-2,358,314.81	43.9%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	39,883.10	186,894.14	-147,011.04	21.3%
51110 · Bonuses	0.00	1,839.75	-1,839.75	0.0%
51115 · IMRF Expense	1,719.68	5,908.20	-4,188.52	29.1%
51120 · Medical/Health Insurance	3,275.38	27,636.80	-24,361.42	11.9%
51130 · Life Insurance	30.82	1,774.00	-1,743.18	1.7%
51140 · Employer FICA	3,281.60	14,297.40	-11,015.80	23.0%
51999 · Payroll Processing Fees	699.09	1,127.00	-427.91	62.0%
Total 51000 · PERSONNEL & BENEFITS	48,889.67	239,477.29	-190,587.62	20.4%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	2,064.16	4,000.00	-1,935.84	51.6%
52100.2 · Books F - Children/Juvenile	3,105.79	2,500.00	605.79	124.2%
52100.3 · Books F - Young Adult	163.74	1,500.00	-1,336.26	10.9%
52100.4 · Books F - Spanish Adult	32.24	750.00	-717.76	4.3%
52100.5 · Books F - Spanish Chld./Juv.	366.04	1,850.00	-1,483.96	19.8%
Total 52100 · Books, Fiction	5,731.97	10,600.00	-4,868.03	54.1%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	668.30	2,200.00	-1,531.70	30.4%
52150.2 · Books NF - Children/Juvenile	832.07	2,700.00	-1,867.93	30.8%
52150.4 · Books NF - Spanish	27.94	1,000.00	-972.06	2.8%
52150.5 · Books NF - Spanish Chld./Juv.	313.68	0.00	313.68	100.0%
Total 52150 · Books, Non-Fiction	1,841.99	5,900.00	-4,058.01	31.2%
52200 · A/V Materials				
52200.1 · A/V - Adult	450.66	1,800.00	-1,349.34	25.0%
52200.2 · A/V - Children/Juvenile	119.41	1,000.00	-880.59	11.9%
52200.6 · A/V Games	139.87	1,000.00	-860.13	14.0%
Total 52200 · A/V Materials	709.94	3,800.00	-3,090.06	18.7%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	820.27	1,200.00	-379.73	68.4%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through October 2023

	May - Oct 23	Budget	\$ Over Budget	% of Budget
52350.4 · On-Line - eRead	650.00	700.00	-50.00	92.9%
Total 52350 · On-Line Resources	1,470.27	1,900.00	-429.73	77.4%
52400 · Periodicals				
52400.1 · Periodicals - Adult	346.00	4,200.00	-3,854.00	8.2%
52400.3 · Periodicals - Subscription Svc	559.98	700.00	-140.02	80.0%
Total 52400 · Periodicals	905.98	4,900.00	-3,994.02	18.5%
52650 · Processing Supplies	465.31	1,200.00	-734.69	38.8%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	11,125.46	28,300.00	-17,174.54	39.3%
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	149.93	1,000.00	-850.07	15.0%
53200.2 · Prog. Suppl. - Children	174.75	2,600.00	-2,425.25	6.7%
53200.3 · Prog. Suppl. - Young Adult	151.36	1,000.00	-848.64	15.1%
Total 53200 · Program Supplies	476.04	4,600.00	-4,123.96	10.3%
Total 53000 · PROGRAMMING	476.04	7,200.00	-6,723.96	6.6%
54000 · GRANT EXPENSES				
54110 · Contracted Services	96,235.50	198,900.00	-102,664.50	48.4%
54115 · Staff Development	9,109.79	13,575.00	-4,465.21	67.1%
54120 · Wages & Salaries	396,376.55	818,210.00	-421,833.45	48.4%
54125 · Bonuses/Overtime	1,985.15	0.00	1,985.15	100.0%
54130 · Employer FICA	29,557.74	62,600.00	-33,042.26	47.2%
54131 · IMRF Expense	13,342.89	26,800.00	-13,457.11	49.8%
54132 · Medical/Dental Benefits	29,923.63	77,200.00	-47,276.37	38.8%
54135 · Grant Program Supplies	48,612.47	29,750.00	18,862.47	163.4%
54155 · Travel Reimbursement	0.00	800.00	-800.00	0.0%
54185 · Grant Telecommunications	377.37	2,600.00	-2,222.63	14.5%
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	632,962.92	1,234,535.00	-601,572.08	51.3%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	1,403,172.00	2,621,300.00	-1,218,128.00	53.5%
54515 · Grant Renovation Furniture	153,963.75			
54520 · Grant Renovation Technology	50,808.39			
Total 54500 · Grant Building Renovation Expen	1,607,944.14	2,621,300.00	-1,013,355.86	61.3%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	1,002.38	1,140.00	-137.62	87.9%
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	1,382.49	1,940.00	-557.51	71.3%
55200 · Technology				
55200.1 · Circulation System (ILS)	1,100.00	1,500.00	-400.00	73.3%
55200.2 · Baker/Taylor TS3 Search System	0.00	1,800.00	-1,800.00	0.0%
55200.3 · Website	725.00	1,000.00	-275.00	72.5%
55200.5 · Hardware Purchases	449.19	2,500.00	-2,050.81	18.0%
55200.6 · Software	0.00	800.00	-800.00	0.0%
Total 55200 · Technology	2,274.19	7,600.00	-5,325.81	29.9%
55300 · Furniture & Equipment				

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through October 2023

	May - Oct 23	Budget	\$ Over Budget	% of Budget
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%
55300.3 · Equipment Purchases	2,177.00	250.00	1,927.00	870.8%
Total 55300 · Furniture & Equipment	2,177.00	550.00	1,627.00	395.8%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	3,360.15	6,400.00	-3,039.85	52.5%
55400.3 · Membership Dues/Fees	1,225.44	1,640.00	-414.56	74.7%
55400.4 · Licensing Fees	2,687.11	5,240.00	-2,552.89	51.3%
55400.5 · Postage & Shipping Fees	10.40	300.00	-289.60	3.5%
55400.6 · Telecommunications/Internet	1,875.74	2,950.00	-1,074.26	63.6%
55400.7 · Utilities	0.00	600.00	-600.00	0.0%
55400.8 · Liability/Property Insurance	1,433.00	7,880.00	-6,447.00	18.2%
55400.9 · Workers Compensation Insurance	0.00	3,100.00	-3,100.00	0.0%
Total 55400 · General Office/Administration	10,591.84	28,110.00	-17,518.16	37.7%
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	212.47	300.00	-87.53	70.8%
Total 55500 · Outreach & Public Relations	212.47	2,300.00	-2,087.53	9.2%
55600 · Bank/Svc. Fees & Fin. Charges	48.00	0.00	48.00	100.0%
Total 55000 · GENERAL ADMINISTRATION	16,685.99	40,500.00	-23,814.01	41.2%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56150 · Audit Services	4,200.00	9,000.00	-4,800.00	46.7%
56200 · Cleaning Services	2,746.00	11,856.00	-9,110.00	23.2%
56300 · IT/Computer Services	568.19	7,000.00	-6,431.81	8.1%
56400 · Legal Services	205.00	500.00	-295.00	41.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	1,938.32	3,810.00	-1,871.68	50.9%
56500.2 · Maintenance Svcs. - Exterior	0.00	800.00	-800.00	0.0%
Total 56500 · Maintenance Services	1,938.32	4,610.00	-2,671.68	42.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	9,657.51	32,966.00	-23,308.49	29.3%
Total Expense	2,327,741.73	4,204,278.29	-1,876,536.56	55.4%
Net Ordinary Income	-481,751.54	26.71	-481,778.25	-1,803,637.4%
Net Income	-481,751.54	26.71	-481,778.25	-1,803,637.4%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

October 2023

	Oct 23	Sep 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	26,309.74	101,584.57	-75,274.83	-74.1%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	30,000.00	157,000.00	-127,000.00	-80.9%
41330 · Temp. Restricted Grant- Bldg	2,500.00	0.00	2,500.00	100.0%
Total 41300 · Grants	32,500.00	157,000.00	-124,500.00	-79.3%
41400 · Interest & Dividends	207.06	228.07	-21.01	-9.2%
Total 41000 · GENERAL REVENUES	59,016.80	258,812.64	-199,795.84	-77.2%
42000 · OPERATING REVENUES				
42900 · Gifts & Donations				
42900.1 · General Gifts & Donations	18.93	18.93	0.00	0.0%
42900.2 · Friends of the Library	5,000.00	-63,750.00	68,750.00	107.8%
Total 42900 · Gifts & Donations	5,018.93	-63,731.07	68,750.00	107.9%
Total 42000 · OPERATING REVENUES	5,018.93	-63,731.07	68,750.00	107.9%
Total Income	64,035.73	195,081.57	-131,045.84	-67.2%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	11,216.81	10,051.28	1,165.53	11.6%
51115 · IMRF Expense	375.77	336.73	39.04	11.6%
51120 · Medical/Health Insurance	2,990.65	-410.43	3,401.08	828.7%
51125 · Dental Insurance	82.69	-82.69	165.38	200.0%
51130 · Life Insurance	19.72	0.00	19.72	100.0%
51135 · Vision Insurance	8.80	-8.80	17.60	200.0%
51140 · Employer FICA	818.15	732.26	85.89	11.7%
51999 · Payroll Processing Fees	59.00	131.64	-72.64	-55.2%
Total 51000 · PERSONNEL & BENEFITS	15,571.59	10,749.99	4,821.60	44.9%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	338.50	163.12	175.38	107.5%
52100.2 · Books F - Children/Juvenile	45.46	501.08	-455.62	-90.9%
52100.3 · Books F - Young Adult	135.17	0.00	135.17	100.0%
52100.4 · Books F - Spanish Adult	0.00	18.00	-18.00	-100.0%
52100.5 · Books F - Spanish Chld./Juv.	77.34	24.94	52.40	210.1%
Total 52100 · Books, Fiction	596.47	707.14	-110.67	-15.7%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	160.44	17.70	142.74	806.4%
52150.2 · Books NF - Children/Juvenile	0.00	250.01	-250.01	-100.0%
52150.4 · Books NF - Spanish	14.95	0.00	14.95	100.0%
Total 52150 · Books, Non-Fiction	175.39	267.71	-92.32	-34.5%
52200 · A/V Materials				
52200.2 · A/V - Children/Juvenile	0.00	119.41	-119.41	-100.0%
Total 52200 · A/V Materials	0.00	119.41	-119.41	-100.0%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	173.88	115.58	58.30	50.4%
Total 52350 · On-Line Resources	173.88	115.58	58.30	50.4%
52400 · Periodicals				
52400.1 · Periodicals - Adult	0.00	64.00	-64.00	-100.0%
Total 52400 · Periodicals	0.00	64.00	-64.00	-100.0%
52650 · Processing Supplies	84.72	187.09	-102.37	-54.7%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	1,030.46	1,460.93	-430.47	-29.5%
53000 · PROGRAMMING				
53200 · Program Supplies				
53200.2 · Prog. Suppl. - Children	0.00	60.96	-60.96	-100.0%
53200.3 · Prog. Suppl. - Young Adult	136.16	0.00	136.16	100.0%
Total 53200 · Program Supplies	136.16	60.96	75.20	123.4%
Total 53000 · PROGRAMMING	136.16	60.96	75.20	123.4%

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

October 2023

	Oct 23	Sep 23	\$ Change	% Change
54000 · GRANT EXPENSES				
54110 · Contracted Services	16,064.50	16,324.00	-259.50	-1.6%
54115 · Staff Development	539.85	2,844.01	-2,304.16	-81.0%
54120 · Wages & Salaries	51,657.49	52,104.61	-447.12	-0.9%
54130 · Employer FICA	3,812.54	3,845.89	-33.35	-0.9%
54131 · IMRF Expense	1,587.02	1,629.88	-42.86	-2.6%
54132 · Medical/Dental Benefits	11,770.02	-1,649.16	13,419.18	813.7%
54135 · Grant Program Supplies	2,781.95	2,156.03	625.92	29.0%
54185 · Grant Telecommunications	0.00	86.47	-86.47	-100.0%
Total 54000 · GRANT EXPENSES	88,213.37	77,341.73	10,871.64	14.1%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	260,366.00	160,611.00	99,755.00	62.1%
54515 · Grant Renovation Furniture	5,038.11	0.00	5,038.11	100.0%
54520 · Grant Renovation Technology	12,684.92	19,502.66	-6,817.74	-35.0%
Total 54500 · Grant Building Renovation Expen	278,089.03	180,113.66	97,975.37	54.4%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	99.54	54.92	44.62	81.3%
Total 55100 · Library Board & Staff Expenses	99.54	54.92	44.62	81.3%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	406.95	287.10	119.85	41.8%
55400.4 · Licensing Fees	0.00	272.70	-272.70	-100.0%
55400.5 · Postage & Shipping Fees	10.40	0.00	10.40	100.0%
55400.6 · Telecommunications/Internet	0.00	479.92	-479.92	-100.0%
55400.8 · Liability/Property Insurance	0.00	1,281.00	-1,281.00	-100.0%
Total 55400 · General Office/Administration	417.35	2,320.72	-1,903.37	-82.0%
55500 · Outreach & Public Relations				
55500.7 · Newsletter	33.57	33.57	0.00	0.0%
Total 55500 · Outreach & Public Relations	33.57	33.57	0.00	0.0%
55600 · Bank/Svc. Fees & Fin. Charges	0.00	35.00	-35.00	-100.0%
Total 55000 · GENERAL ADMINISTRATION	550.46	2,444.21	-1,893.75	-77.5%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56150 · Audit Services	0.00	4,200.00	-4,200.00	-100.0%
56200 · Cleaning Services	494.00	1,169.00	-675.00	-57.7%
56300 · IT/Computer Services	0.00	568.19	-568.19	-100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	0.00	583.32	-583.32	-100.0%
Total 56500 · Maintenance Services	0.00	583.32	-583.32	-100.0%
Total 56000 · PROFESSIONAL/CONTRACT SERVIC...	494.00	6,520.51	-6,026.51	-92.4%
Total Expense	384,085.07	278,691.99	105,393.08	37.8%
Net Ordinary Income	-320,049.34	-83,610.42	-236,438.92	-282.8%
Net Income	-320,049.34	-83,610.42	-236,438.92	-282.8%

Highwood Public Library & Community Center
Check Detail
October 23 through November 24, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	DD	10/31/2023	Ace Hardware	Fasteners for WAPs	10240 · BOH Convenience Fund Chk (2208)	-7.30
	Bill	10142023	10/14/2023	ISL Construction Grant	Fasteners for WAPs	54520 · Grant Renovation Technology	2.55
				Other- Library Renovation Project	Fasteners for WAPs	54520 · Grant Renovation Technology	4.75
TOTAL							7.30
	Bill Pmt -Check	DD	10/31/2023	Amazon.com		10240 · BOH Convenience Fund Chk (2208)	-1,584.31
	Bill	11460845593796205	09/30/2023		Early Readers & Board Books	52100.2 · Books F - Children/Juvenile	154.73
	Bill	11265836941829834	10/05/2023	ISL Construction Grant	Barcode Readers & Power Strips	54520 · Grant Renovation Technology	130.25
				Other- Library Renovation Project	Barcode Readers & Power Strips	54520 · Grant Renovation Technology	241.88
	Bill	11328149679102657	10/10/2023	The Grainger Foundation Grant	Teen Craft for October	54135 · Grant Program Supplies	19.99
	Bill	11417151141843426	10/10/2023		Teen Space Supplies & Games - awaiting reassign	53200.3 · Prog. Suppl. - Young Adult	136.16
	Bill	11450993894313804	10/14/2023	The Grainger Foundation Grant	Day of the Dead Program Supplies	54135 · Grant Program Supplies	55.93
	Bill	11313537322101850	10/17/2023	The Grainger Foundation Grant	November Teen Craft - Broom Making	54135 · Grant Program Supplies	91.94
	Bill	11390430054271417	10/20/2023	ISL Construction Grant	Double Monitor Stand	54520 · Grant Renovation Technology	6.58
				Other- Library Renovation Project	Double Monitor Stand	54520 · Grant Renovation Technology	12.21
				ISL Construction Grant	Double Monitor Stand - to be Returned	54520 · Grant Renovation Technology	20.99
				Other- Library Renovation Project	Double Monitor Stand - to be Returned	54520 · Grant Renovation Technology	39.00
	Bill	11377956946585858	10/20/2023	ISL Construction Grant	Camera Brackets & Mounting Supplies	54520 · Grant Renovation Technology	32.90
				Other- Library Renovation Project	Camera Brackets & Mounting Supplies	54520 · Grant Renovation Technology	61.09
	Bill	11470638898161003	10/20/2023		Fireplace Lighters	55400.2 · Office/Library Supplies	9.95
	Bill	11447017789203457	10/22/2023		Fireplace Starter Key	55400.2 · Office/Library Supplies	6.49
					Spanish Book Request	52150.4 · Books NF - Spanish	14.95
	Bill	11483677777057855	10/23/2023		Day of the Dead Books	52100.2 · Books F - Children/Juvenile	45.46
	Bill	11488713983440203	10/23/2023	The Grainger Foundation Grant	Day of the Dead Program Supplies	54135 · Grant Program Supplies	15.98
	Bill	11482579761765852	10/23/2023		File Folders	55400.2 · Office/Library Supplies	19.95
	Bill	11401825465667420	10/24/2023		YA Graphic Novels	52100.3 · Books F - Young Adult	135.17
					YA Graphic Novels	52100.5 · Books F - Spanish Chld./Juv.	77.34
	Bill	11367209122794625	10/26/2023	ISL Construction Grant	Cables & Cable Management for Cameras	54520 · Grant Renovation Technology	49.12
				Other- Library Renovation Project	Cables & Cable Management for Cameras	54520 · Grant Renovation Technology	91.22
	Bill	*pending	10/31/2023	Other	*pending	54520 · Grant Renovation Technology	115.03
TOTAL							1,584.31
	Bill Pmt -Check	DD	10/31/2023	B&H Photo		10240 · BOH Convenience Fund Chk (2208)	-1,761.49
	Bill	10092023	10/09/2023	ISL Construction Grant	Switch for Server	54520 · Grant Renovation Technology	279.99
				Other- Library Renovation Project	Switch for Server	54520 · Grant Renovation Technology	519.99
	Bill	902138260	10/17/2023	ISL Construction Grant	Power Distribution & Switch for Cameras	54520 · Grant Renovation Technology	471.80
				Other- Library Renovation Project	Power Distribution & Switch for Cameras	54520 · Grant Renovation Technology	876.20
TOTAL							2,147.98
	Bill Pmt -Check	DD	10/31/2023	Best Buy		10240 · BOH Convenience Fund Chk (2208)	-2,225.46

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	10112023	10/11/2023	ISL Construction Grant	Display Monitors	54520 · Grant Renovation Technology	453.24
			Other- Library Renovation Project	Display Monitors	54520 · Grant Renovation Technology	841.74
Bill	10272023	10/27/2023	ISL Construction Grant	Wireless Mice, Display Monitors	54135 · Grant Program Supplies	397.86
			Other- Library Renovation Project	Wireless Mice, Display Monitors	54135 · Grant Program Supplies	738.87
TOTAL						2,431.71
Bill Pmt -Check	DD	10/31/2023	CDW Government LLC	Patron CPUs & WAPs	10240 · BOH Convenience Fund Chk (2208)	-1,506.78
Bill	1CCFJTM	09/28/2023	ISL Construction Grant	Patron CPUs & WAPs	54520 · Grant Renovation Technology	527.37
			Other- Library Renovation Project	Patron CPUs & WAPs	54520 · Grant Renovation Technology	979.41
TOTAL						1,506.78
Bill Pmt -Check	DD	10/31/2023	David's Vacuums	Handheld & Upright Vacuums & Bags Purchase	10240 · BOH Convenience Fund Chk (2208)	-723.95
Bill	10072023	10/25/2023	ISL Construction Grant	Handheld & Upright Vacuums & Bags Purchase	54520 · Grant Renovation Technology	253.38
			Other- Library Renovation Project	Handheld & Upright Vacuums & Bags Purchase	54520 · Grant Renovation Technology	470.57
TOTAL						723.95
Bill Pmt -Check	DD	10/31/2023	Digital River - Blue Iris	Blue Iris Security Camera Software	10240 · BOH Convenience Fund Chk (2208)	-84.95
Bill	899174673	10/10/2023	ISL Construction Grant	Blue Iris Security Camera Software	54520 · Grant Renovation Technology	29.73
			Other- Library Renovation Project	Blue Iris Security Camera Software	54520 · Grant Renovation Technology	55.22
TOTAL						84.95
Bill Pmt -Check	DD	10/31/2023	Dollar Tree	Community Outreach Event Supplies - HOTC	10240 · BOH Convenience Fund Chk (2208)	-15.66
Bill	10242023	10/24/2023	NorthShore University HealthSystem	Community Outreach Event Supplies - HOTC	54135 · Grant Program Supplies	15.66
TOTAL						15.66
Bill Pmt -Check	DD	10/31/2023	Domino's Pizza	Teen After Hours Supplies	10240 · BOH Convenience Fund Chk (2208)	-22.80
Bill	10182023	10/18/2023	The Grainger Foundation Grant	Teen After Hours Supplies	54135 · Grant Program Supplies	22.80
TOTAL						22.80
Bill Pmt -Check	DD	10/31/2023	Elderwerks	Dementia Conference Fee - Y. Avila	10240 · BOH Convenience Fund Chk (2208)	-80.00
Bill	10122023	10/12/2023	NorthShore University HealthSystem	Dementia Conference Fee - Y. Avila	54135 · Grant Program Supplies	80.00
TOTAL						80.00
Bill Pmt -Check	DD	10/31/2023	Genesis One	Xerox Patron Printer & Toner	10240 · BOH Convenience Fund Chk (2208)	-1,707.20
Bill	10162023	10/16/2023	ISL Construction Grant	Xerox Patron Printer & Toner	54520 · Grant Renovation Technology	543.20
			Other- Library Renovation Project	Xerox Patron Printer & Toner	54520 · Grant Renovation Technology	1,008.80

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL				ISL Construction Grant	Xerox Patron Printer & Toner to be Credited	54520 · Grant Renovation Technology	54.32
				Other- Library Renovation Project	Xerox Patron Printer & Toner to be Credited	54520 · Grant Renovation Technology	100.88
							1,707.20
	Bill Pmt -Check	DD	10/31/2023	Google		10240 · BOH Convenience Fund Chk (2208)	-359.17
	Bill	4818965593	09/30/2023		Google Workspace for September	55400.4 · Licensing Fees	272.70
	Bill	4828194960	09/30/2023	NorthShore University HealthSystem	Google Telecom for September	54185 · Grant Telecommunications	86.47
TOTAL							359.17
	Bill Pmt -Check	DD	10/31/2023	Jewel		10240 · BOH Convenience Fund Chk (2208)	-111.38
	Bill	10042023	10/04/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	22.37
	Bill	10122023	10/12/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	29.08
	Bill	10182023	10/18/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	10.04
	Bill	10242023	10/24/2023	NorthShore University HealthSystem	Support Group Supplies	54135 · Grant Program Supplies	85.87
	Bill	10252023	10/25/2023	NorthShore University HealthSystem	Charlas Supplies	54135 · Grant Program Supplies	24.46
TOTAL							171.82
	Bill Pmt -Check	DD	10/31/2023	Lenovo	Staff Computer w/ Rewards Redemption	10240 · BOH Convenience Fund Chk (2208)	-44.06
	Bill	6465960453	10/28/2023	ISL Construction Grant	Staff Computer w/ Rewards Redemption	54520 · Grant Renovation Technology	15.42
				Other- Library Renovation Project	Staff Computer w/ Rewards Redemption	54520 · Grant Renovation Technology	28.64
TOTAL							44.06
	Bill Pmt -Check	DD	10/31/2023	Mailchimp	Monthly Subscription 10/12-11/11/23	10240 · BOH Convenience Fund Chk (2208)	-33.57
	Bill	MC12800322	10/06/2023		Monthly Subscription 10/12-11/11/23	55500.7 · Newsletter	33.57
TOTAL							33.57
	Bill Pmt -Check	DD	10/31/2023	Michaels	UV Sealer for WAP Install	10240 · BOH Convenience Fund Chk (2208)	-13.22
	Bill	10142023	10/14/2023	ISL Construction Grant	UV Sealer for WAP Install	54520 · Grant Renovation Technology	4.63
				Other- Library Renovation Project	UV Sealer for WAP Install	54520 · Grant Renovation Technology	8.59
TOTAL							13.22
	Bill Pmt -Check	DD	10/31/2023	Micro Center		10240 · BOH Convenience Fund Chk (2208)	-1,719.98
	Bill	10122023	10/12/2023	ISL Construction Grant	TBS Print & Reservation Server	54520 · Grant Renovation Technology	192.50
				Other- Library Renovation Project	TBS Print & Reservation Server	54520 · Grant Renovation Technology	357.49
	Bill	10212023	10/21/2023	ISL Construction Grant	Apple iMac for Makerspace	54520 · Grant Renovation Technology	409.50
				Other- Library Renovation Project	Apple iMac for Makerspace	54520 · Grant Renovation Technology	760.49
TOTAL							1,719.98

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	DD	10/31/2023	Mltplx		10240 · BOH Convenience Fund Chk (2208)	-551.50
Bill	3057	10/12/2023	ISL Construction Grant	Laptop Security Cables	54520 · Grant Renovation Technology	35.00
			Other- Library Renovation Project	Laptop Security Cables	54520 · Grant Renovation Technology	65.00
			Other- Library Renovation Project	Exchange Fee	54520 · Grant Renovation Technology	1.10
Bill	3065	10/19/2023	ISL Construction Grant	Laptop Security Cables	54520 · Grant Renovation Technology	155.92
			Other- Library Renovation Project	Laptop Security Cables	54520 · Grant Renovation Technology	289.58
			Other- Library Renovation Project	Exchange Fee	54520 · Grant Renovation Technology	4.90
TOTAL						551.50
Bill Pmt -Check	DD	10/31/2023	Provantage		10240 · BOH Convenience Fund Chk (2208)	-1,170.33
Bill	9578395	10/02/2023	ISL Construction Grant	Logitech Keyboards & Mice	54520 · Grant Renovation Technology	148.54
			Other- Library Renovation Project	Logitech Keyboards & Mice	54520 · Grant Renovation Technology	275.85
Bill	9578422	10/02/2023	ISL Construction Grant	Receipt Printers	54520 · Grant Renovation Technology	261.08
			Other- Library Renovation Project	Receipt Printers	54520 · Grant Renovation Technology	484.86
TOTAL						1,170.33
Bill Pmt -Check	DD	10/31/2023	Renaissance Hotels	NLPA Conference Dinner	10240 · BOH Convenience Fund Chk (2208)	-23.12
Bill	10272023	10/27/2023	NorthShore University HealthSystem	NLPA Conference Dinner	54135 · Grant Program Supplies	23.12
TOTAL						23.12
Bill Pmt -Check	DD	10/31/2023	Simple Practice		10240 · BOH Convenience Fund Chk (2208)	-364.70
Bill	724EA5F5-0021	10/03/2023	NorthShore University HealthSystem	Appointment Scheduler for 10/03-11/03/2023	54135 · Grant Program Supplies	173.04
			Healthcare Foundation of Northern Lake Co	Appointment Scheduler for 10/03-11/03/2023	54135 · Grant Program Supplies	150.02
Bill	724EA5F5-0022	10/12/2023	NorthShore University HealthSystem	Appointment Scheduler for 10/12-11/03/2023 Addit	54135 · Grant Program Supplies	41.64
TOTAL						364.70
Bill Pmt -Check	DD	10/31/2023	Staples	Ribbon Cutting Ceremony Invitations	10240 · BOH Convenience Fund Chk (2208)	-63.71
Bill	10212023	10/21/2023	Vivo Foundation	Ribbon Cutting Ceremony Invitations	54135 · Grant Program Supplies	63.71
TOTAL						63.71
Bill Pmt -Check	DD	10/31/2023	Starbucks	NLPA Conference Supplies	10240 · BOH Convenience Fund Chk (2208)	-12.85
Bill	10282023	10/28/2023	NorthShore University HealthSystem	NLPA Conference Supplies	54135 · Grant Program Supplies	12.85
TOTAL						12.85
Bill Pmt -Check	DD	10/31/2023	techsoup.org		10240 · BOH Convenience Fund Chk (2208)	-2,593.00
Bill	3815666	10/06/2023	ISL Construction Grant	Windows Software Licenses	54520 · Grant Renovation Technology	455.35
			Other- Library Renovation Project	Windows Software Licenses	54520 · Grant Renovation Technology	845.65

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	3817141	10/09/2023	ISL Construction Grant	50 License Device Protection	54520 · Grant Renovation Technology	74.20
			Other- Library Renovation Project	50 License Device Protection	54520 · Grant Renovation Technology	137.80
Bill	3817118	10/09/2023	ISL Construction Grant	Microsoft Office Licenses (30)	54520 · Grant Renovation Technology	378.00
			Other- Library Renovation Project	Microsoft Office Licenses (30)	54520 · Grant Renovation Technology	702.00
TOTAL						2,593.00
Bill Pmt -Check	DD	10/31/2023	The Home Depot		10240 · BOH Convenience Fund Chk (2208)	-145.09
Bill	10242023	10/24/2023	ISL Construction Grant	Camera Installation Supplies	54520 · Grant Renovation Technology	3.53
			Other- Library Renovation Project	Camera Installation Supplies	54520 · Grant Renovation Technology	6.56
Bill	10272023	10/27/2023		Microwave Replacement	55400.2 · Office/Library Supplies	135.00
TOTAL						145.09
Bill Pmt -Check	DD	10/31/2023	The Park and Facilities Catalog	Bike Racks	10240 · BOH Convenience Fund Chk (2208)	-354.73
Bill	10052023	10/05/2023	ISL Construction Grant	Bike Racks	54520 · Grant Renovation Technology	124.16
			Other- Library Renovation Project	Bike Racks	54520 · Grant Renovation Technology	230.57
TOTAL						354.73
Bill Pmt -Check	DD	10/31/2023	Ubiquiti Store USA		10240 · BOH Convenience Fund Chk (2208)	-366.58
Bill	US408788	10/06/2023	ISL Construction Grant	WAP Mount	54520 · Grant Renovation Technology	22.32
			Other- Library Renovation Project	WAP Mount	54520 · Grant Renovation Technology	41.44
Bill	US419564	10/11/2023	ISL Construction Grant	Ethernet Surge Protection	54520 · Grant Renovation Technology	105.99
			Other- Library Renovation Project	Ethernet Surge Protection	54520 · Grant Renovation Technology	196.83
TOTAL						366.58
Bill Pmt -Check	DD	10/31/2023	United States Postal Service	Staff Delivery Postage	10240 · BOH Convenience Fund Chk (2208)	-10.40
Bill	10052023	10/05/2023		Staff Delivery Postage	55400.5 · Postage & Shipping Fees	10.40
TOTAL						10.40
Bill Pmt -Check	DD	10/31/2023	Walgreens		10240 · BOH Convenience Fund Chk (2208)	-128.00
Bill	10172023	10/17/2023		Packing Tape	55400.2 · Office/Library Supplies	9.78
Bill	10182023	10/18/2023	The Grainger Foundation Grant	Teen After Hours Supplies	54135 · Grant Program Supplies	26.71
Bill	10252023	10/25/2023	The Grainger Foundation Grant	Halloween Kids Event Supplies	54135 · Grant Program Supplies	91.51
TOTAL						128.00
Bill Pmt -Check	DD	10/31/2023	Walmart	HOTC Outreach Event Supplies	10240 · BOH Convenience Fund Chk (2208)	-24.66
Bill	10122023	10/12/2023	NorthShore University HealthSystem	HOTC Outreach Event Supplies	54135 · Grant Program Supplies	24.66
TOTAL						24.66

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	DD	10/31/2023	Zumba	Instructor Membership for October 2023	10240 · BOH Convenience Fund Chk (2208)	-43.94
	Bill	10212023	10/21/2023	NorthShore University HealthSystem	Instructor Membership for October 2023	54135 · Grant Program Supplies	43.94
TOTAL							43.94
	Bill Pmt -Check	2728	11/09/2023	Preservation Properties Group	Shelving Removal Dumpster Reimbursement	10201.1 · BOH - Operating	-595.00
	Bill	11092023	11/09/2023		Shelving Removal Dumpster Reimbursement	56500.1 · Maintenance Svcs. - Interior	595.00
TOTAL							595.00
	Bill Pmt -Check	2729	11/21/2023	Accurate Document Destruction, Inc.	Shredding Services	10201.1 · BOH - Operating	-76.62
	Bill	11581095T095	11/01/2023		Shredding Services	55400.2 · Office/Library Supplies	76.62
TOTAL							76.62
	Bill Pmt -Check	2730	11/21/2023	Addison Public Library	Replacement Fee - Book Buffet	10201.1 · BOH - Operating	-17.99
	Bill	FM#26888	11/20/2023	The Grainger Foundation Grant	Replacement Fee - Book Buffet	54135 · Grant Program Supplies	17.99
TOTAL							17.99
	Bill Pmt -Check	2731	11/21/2023	Aguilera, Jennifer	Operational & Marketing Work for November	10201.1 · BOH - Operating	-900.00
	Bill	11162023	11/16/2023	Walgreens Foundation	Operational & Marketing Work for November	54135 · Grant Program Supplies	900.00
TOTAL							900.00
	Bill Pmt -Check	2732	11/21/2023	Alvey, Diana	Case Management Services & Supervision 10/2:	10201.1 · BOH - Operating	-175.00
	Bill	1002	11/20/2023	NorthShore University HealthSystem	Case Management Services & Supervision 10/23-1	54110 · Contracted Services	175.00
TOTAL							175.00
	Bill Pmt -Check	2733	11/21/2023	Aurora Santos Santiago		10201.1 · BOH - Operating	-45.34
	Bill	10202023	10/20/2023	The Grainger Foundation Grant	Bienestar Digital Supplies Reimbursement	54135 · Grant Program Supplies	23.37
	Bill	10202023-2	10/20/2023	The Grainger Foundation Grant	Bienestar Digital Supplies Reimbursement	54135 · Grant Program Supplies	21.97
TOTAL							45.34
	Bill Pmt -Check	2734	11/21/2023	Avila, Genesis	November Community Health Education & Engage	10201.1 · BOH - Operating	-1,508.00
	Bill	11092023	11/09/2023	Mano a Mano Family Resource Center	November Community Health Education & Engage	54110 · Contracted Services	1,508.00
TOTAL							1,508.00
	Bill Pmt -Check	2735	11/21/2023	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-314.91
	Bill	2037858675	10/13/2023		Books NF - Adult	52150.1 · Books NF - Adult	37.15

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill	2037858674	10/13/2023		Processing Supplies	52650 · Processing Supplies	0.66
				Books F - Adult	52100.1 · Books F - Adult	54.25
Bill	2037876476	10/19/2023		Processing Supplies	52650 · Processing Supplies	4.32
				Books NF - Adult	52150.1 · Books NF - Adult	71.97
Bill	20237876475	10/19/2023		Processing Supplies	52650 · Processing Supplies	5.76
				Books F - Adult	52100.1 · Books F - Adult	67.84
Bill	2037892209	10/26/2023		Processing Supplies	52650 · Processing Supplies	5.74
				Books F - Adult	52100.1 · Books F - Adult	62.50
						4.72
TOTAL						314.91
Bill Pmt -Check	2736	11/21/2023	Brito, Carolina	November Counseling Services	10201.1 · BOH - Operating	-832.00
Bill	11022023	11/02/2023	Mano a Mano Family Resource Center	November Counseling Services	54110 · Contracted Services	832.00
TOTAL						832.00
Bill Pmt -Check	2737	11/21/2023	City of Highwood.	September 2023 Medical/Health Insurance	10201.1 · BOH - Operating	-9,012.25
Bill	2023-September	10/31/2023	The Grainger Foundation Grant	September 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	731.03
			Anonymous C	September 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,033.33
			Healthcare Foundation of Northern Lake Co	September 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	417.73
			NorthShore University HealthSystem	September 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,165.01
			Mano a Mano Family Resource Center	September 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,076.35
			Community Catalyst, Inc.	September 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	786.91
				September 2023 Medical/Health Insurance	51120 · Medical/Health Insurance	1,700.54
				September 2023 Medical/Health Insurance	51125 · Dental Insurance	82.69
				September 2023 Medical/Health Insurance	51135 · Vision Insurance	8.80
				September 2023 Medical/Health Insurance	51130 · Life Insurance	9.86
TOTAL						9,012.25
Bill Pmt -Check	2738	11/21/2023	Clear Investigative Advantage	October Background Checks	10201.1 · BOH - Operating	-70.00
Bill	173078	10/31/2023		October Background Checks	55100.1 · Staff Development	70.00
TOTAL						70.00
Bill Pmt -Check	2739	11/21/2023	Consuelo, Inc.	Therapy Services for November	10201.1 · BOH - Operating	-2,400.00
Bill	1017	11/11/2023	NorthShore University HealthSystem	Therapy Services for November	54110 · Contracted Services	2,400.00
TOTAL						2,400.00
Bill Pmt -Check	2740	11/21/2023	Demco	Labels & Book Easels	10201.1 · BOH - Operating	-73.27
Bill	7387000	10/24/2023		Labels	52650 · Processing Supplies	46.29
				Book Easels	55400.2 · Office/Library Supplies	26.98

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							73.27
	Bill Pmt -Check	2741	11/21/2023	Highwood Rec Center	Zumba Basement Fee - October	10201.1 · BOH - Operating	-35.00
	Bill	40044	10/31/2023	NorthShore University HealthSystem	Zumba Basement Fee - October	54135 · Grant Program Supplies	35.00
TOTAL							35.00
	Bill Pmt -Check	2742	11/21/2023	Hollis, Anthony	November Lawncare & Snow Removal	10201.1 · BOH - Operating	-130.00
	Bill	11012023	11/01/2023		November Lawncare & Snow Removal	56500.2 · Maintenance Svcs. - Exterior	130.00
TOTAL							130.00
	Bill Pmt -Check	2743	11/21/2023	Hoopla	October Usage	10201.1 · BOH - Operating	-173.88
	Bill	504578726	10/31/2023		October Usage	52350.3 · On-Line - Hoopla	173.88
TOTAL							173.88
	Bill Pmt -Check	2744	11/21/2023	IC Signs & Graphics	Donor Wall Signage	10201.1 · BOH - Operating	-3,841.00
	Bill	EST2791	11/16/2023	Vivo Foundation	Donor Wall Signage	54135 · Grant Program Supplies	3,841.00
TOTAL							3,841.00
	Bill Pmt -Check	2745	11/21/2023	Knutson, Jim		10201.1 · BOH - Operating	-7,015.73
	Bill	10142023	10/14/2023	ISL Construction Grant	Monitor Arm Supply Reimbursement	54520 · Grant Renovation Technology	2.64
				Other- Library Renovation Project	Monitor Arm Supply Reimbursement	54520 · Grant Renovation Technology	4.92
	Bill	10252023	10/25/2023	ISL Construction Grant	Camera Installation Hardware Reimbursement	54520 · Grant Renovation Technology	13.99
				Other- Library Renovation Project	Camera Installation Hardware Reimbursement	54520 · Grant Renovation Technology	25.98
	Bill	11162023	11/16/2023		Postage Reimbursement	55400.5 · Postage & Shipping Fees	43.20
	Bill	11202023	11/20/2023		Tech Services for May	56300 · IT/Computer Services	432.00
					Tech Services for June	56300 · IT/Computer Services	460.00
					Tech Services for July	56300 · IT/Computer Services	443.00
					Tech Services for August	56300 · IT/Computer Services	523.00
					Tech Services for September	56300 · IT/Computer Services	417.00
	Bill	11202023-2	11/20/2023	Other	Renovation Technology Services	54520 · Grant Renovation Technology	4,650.00
TOTAL							7,015.73
	Bill Pmt -Check	2746	11/21/2023	Lara, Maria		10201.1 · BOH - Operating	-1,156.50
	Bill	11102023	11/10/2023		October 2023 Professional Construction Cleaning	56200 · Cleaning Services	162.50
	Bill	11102023-2	11/10/2023		November 2023 Professional Cleaning Services	56200 · Cleaning Services	494.00
	Bill	11192023	11/19/2023		November 2023 Professional Construction Cleaning	56200 · Cleaning Services	500.00
TOTAL							1,156.50

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	2747	11/21/2023	Laura Ramirez		10201.1 · BOH - Operating	-55.07
	Bill	10202023	10/20/2023		Mariano's Reimbursement	55100.1 · Staff Development	15.07
	Bill	11152023	11/15/2023		Staff Meeting Supplies Reimbursement	55100.1 · Staff Development	40.00
TOTAL							55.07
	Bill Pmt -Check	2748	11/21/2023	Library Furniture International, LLC	Library Shelving - Balance Due	10201.1 · BOH - Operating	-66,381.60
	Bill	8879	11/17/2023	ISL Construction Grant	Library Shelving - Balance Due	54515 · Grant Renovation Furniture	23,233.56
				Other- Library Renovation Project	Library Shelving - Balance Due	54515 · Grant Renovation Furniture	43,148.04
TOTAL							66,381.60
	Bill Pmt -Check	2749	11/21/2023	Lomeli, Itzayana Rocio Gonzalez	November Community Health Education & Engage	10201.1 · BOH - Operating	-2,060.00
	Bill	11092023	11/09/2023	Mano a Mano Family Resource Center	November Community Health Education & Engage	54110 · Contracted Services	2,060.00
TOTAL							2,060.00
	Bill Pmt -Check	2750	11/21/2023	Quill	Acct. #C359709	10201.1 · BOH - Operating	-198.80
	Bill	35114121	10/12/2023		Garbage Bags, Towels, & Tissue	55400.2 · Office/Library Supplies	153.69
	Bill	35336859	10/25/2023		Advil, Storage Box, & Cold Packs	55400.2 · Office/Library Supplies	45.11
TOTAL							198.80
	Bill Pmt -Check	2751	11/21/2023	Rodriguez Rios, Laura	Mural Artwork Stipend	10201.1 · BOH - Operating	-500.00
	Bill	11152023	11/15/2023	The Grainger Foundation Grant	Mural Artwork Stipend	54135 · Grant Program Supplies	500.00
TOTAL							500.00
	Bill Pmt -Check	2752	11/21/2023	Simon Pina, Beatriz	November Community Health Education & Engage	10201.1 · BOH - Operating	-2,060.00
	Bill	11092023	11/09/2023	Mano a Mano Family Resource Center	November Community Health Education & Engage	54110 · Contracted Services	2,060.00
TOTAL							2,060.00
	Bill Pmt -Check	2753	11/21/2023	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education fo	10201.1 · BOH - Operating	-5,500.00
	Bill	11102023	11/10/2023	The Grainger Foundation Grant	English & Spanish Literacy & GED Education for N	54110 · Contracted Services	5,500.00
TOTAL							5,500.00
	Bill Pmt -Check	2754	11/21/2023	The I.T. Connection Inc.		10201.1 · BOH - Operating	-5,297.10
	Bill	10098	11/01/2023		Phone Hosting 11/01/23-10/31/24	55400.6 · Telecommunications/Internet	400.00
	Bill	10094	11/02/2023	ISL Construction Grant	Phone & Fax Equipment	54520 · Grant Renovation Technology	1,713.98
				Other- Library Renovation Project	Phone & Fax Equipment	54520 · Grant Renovation Technology	3,183.12
TOTAL							5,297.10

Highwood Public Library & Community Center

Check Detail

October 23 through November 24, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	2755	11/21/2023	Vazquez, Fabiola Hernandez	November Community Health Education & Engage	10201.1 · BOH - Operating	-2,060.00
	Bill	11092023	11/09/2023	Mano a Mano Family Resource Center	November Community Health Education & Engage	54110 · Contracted Services	2,060.00
TOTAL							2,060.00
	Bill Pmt -Check	2756	11/21/2023	Vergara Castrejon, Oralia	November Community Health Education & Engage	10201.1 · BOH - Operating	-2,060.00
	Bill	11102023	11/10/2023	Mano a Mano Family Resource Center	November Community Health Education & Engage	54110 · Contracted Services	2,060.00
TOTAL							2,060.00
	Bill Pmt -Check	2757	11/21/2023	W.B. Olson Inc.	October 2023 Construction	10201.1 · BOH - Operating	-176,907.00
	Bill	675 27	11/17/2023	DCEO Construction	October 2023 Construction	54510 · Contracted Services	63,553.27
				ISL Construction Grant	October 2023 Construction	54510 · Contracted Services	32,304.41
				Other- Library Renovation Project	October 2023 Construction	54510 · Contracted Services	62,957.81
				Other- Library Renovation Project	October 2023 Construction	54510 · Contracted Services	16,224.77
				Community Development Block Grant	October 2023 Construction	54510 · Contracted Services	1,866.74
TOTAL							176,907.00
	Bill Pmt -Check	2758	11/21/2023	White Oak Library District	Replacement Book Fee - Book Buffet	10201.1 · BOH - Operating	-18.00
	Bill	FM#26904	11/07/2023	The Grainger Foundation Grant	Replacement Book Fee - Book Buffet	54135 · Grant Program Supplies	18.00
TOTAL							18.00
	Bill Pmt -Check	2759	11/21/2023	Zohar, Monica		10201.1 · BOH - Operating	-615.85
	Bill	10172023	10/17/2023	Mano a Mano Family Resource Center	NLPA Conference Lodging Reimbursement	54115 · Staff Development	539.85
	Bill	11032023	11/03/2023	Mano a Mano Family Resource Center	NLPA Conference Parking Reimbursement	54115 · Staff Development	76.00
TOTAL							615.85