



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

Location: Highwood Public Library
Monday October 23, 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 September 25, 2023, regular meeting, and July 24, 2023 and September 25, 2023 executive session meetings
6. Communication
7. Treasurer Report
 - a. Review of Financials
 - b. Motion to approve the October 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 increase property insurance coverage
 - b. Discussion on policies to approve: ALA Freedom to View, ALA Freedom to Read, ALA Filtering, ALA Electronic Access, ALA Core Values, ALA Code of Ethics, ALA Bill of Rights, Emergency Response Policy
 - c. Motion to approve policies
 - d. Bi-annual review of closed session minutes and motion to approve any that should be opened
 - e. Discussion and motion to close library to prepare for re-opening
 - f. Discussion and motion to hire for PT circulation desk position
 - g. Discussion on vending machine options
 - h. Discussion on alarm system options and motion to approve an option
 - i. Discussion on library incorporation and motion to approve incorporation
 - j. Discussion on filing to Do Business As (DBA)
12. Executive Session 5 ILCS 120/Sec 2(c) 1
13. Adjournment

Next regular board meeting – please refer to the website for future meeting dates and location. During construction, some meetings will be at Highwood City Hall.

Board of Trustees

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

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

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
September 25, 2023**

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

Ms. Hospodarsky called the meeting to order at 7:10 pm.

Public Comments – None

President's Report - None

Secretary's Report

Ms. Hospodarsky moved to approve the minutes from the regular and executive sessions of August 28, 2023. Ms. Loreda seconded, and the motion carried unanimously. At next meeting board will approve July 24, 2023 executive session and conduct biannual review of closed session minutes.

Communication – Director received a list of questions from a non-resident about board and process of joining. She has replied and will also respond tomorrow to some follow-up questions. Bylaws will be readed to the board website page and Public Comments Policy will be readed to Policies page. There was discussion on board qualification materials, and a note that reappointments by City Council are needed, as well as recruiting for board assets needed. New director will take FOIA officer training.

Treasurer's Report

Ms. Loreda presented the August financials and September invoices.

The following items were discussed:

- Risk mitigation licenses \$402 charged to licensing was a technology purchase to clear patron information from computers after a session, previously called SmartShield/Centurion.
- Sculpture base renovation from Pottery Barn was a cost-effective way to prepare statue for outside. These sorts of items can go in director's report.
- Board/staff travel reimbursement line is already over budget. It will be researched as most training travel is charged to grants. There has been extensive staff professional development. Budget may need to be increased for next year.

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

Director's Report

Ms. Ramirez noted several items:

- She is appreciative of Highwood police who responded quickly to a situation at the library.
- Construction update: 2 rooms in East building will be split – one for counseling and the other a smaller community room. There is a good size stage, and behind stage is storage for large items. Door used for mini-library entrance will be removed and converted to a large

glass pane. It's been noted that sound travels through the ceiling between rooms so director will be consulting with construction company to solve this.

- Summer reading had OK participation, due to building not being open, and we hope for better results next year.
- Learning Partners is recruiting volunteers with Ms. Wence training tutors.
- ESL is flourishing with 29 new students. They will meet in computer lab and meeting room or large community room once library fully open. November is anticipated time to transfer all teams back to library, and space partners will be notified.
- Mandarin as a second language kicked off – new program.
- Zumba is continuing and that is the only program staying offsite – St. James.
- Citizenship tutoring continues as a meaningful program.
- There is an infrequent food distribution program via BCBS.
- An adult services manager is being hired and another position for case management and administrative support being restructured.
- Friends still working on ribbon cutting date. Shelving will arrive in October and installation may be moved up.
- No more information on Wintrust fraud awareness on card, but staff are informed on policy.
- Knowledge transfer from Ms. Wigodner – someone will be getting training in monthly statistics generation, and Ms. Regalado will work with her and new staff member on record retention information.
- There was discussion on committees' makeup. Website will need to be updated. Important to get full board, and committees fully constituted.
- Andres Tapia, HP city council member, led a Diversity, Equity and Inclusion session for staff, and he gave staff copies of his book. Two staff members will attend HP Community Foundation fundraiser with him on Friday. Building off discussion on boundaries with public, he will conduct another training on identity and boundaries.
- New phone system: some staff have Google lines, web based, which show calls originating from Highwood Public Library. This eliminated giving out personal cell numbers. Mr. Knutson is reviewing a proposal for full staff, approved under renovation tech budget. Ms. Ramirez would like to have a backup/secondary internet line.
- There was discussion on idea of floating holidays, which is not applicable as library is closed on the holidays. There is always director discretion.
- There have been some challenges with construction: an electrical surge broke the staff microwave and coffee machine. Director talked to subcontractor, who will cover replacement. Landscaping has also been an issue as plants were not chosen or placed appropriately for light, and were overmulched, as landscaping architect hadn't reviewed plants in the setting. It was helpful to have Friends President involved in discussion with contractors, and B&G committee may also be able to help in this way.

Committee Reports

Building and Grounds: meeting this week

Finance: Mr. Muelver will scan and send application for staff fidelity bond. Liability insurance is through City of Highwood. New building/property insurance will need to be researched once building is complete- president will contact city manager. Committee met to talk about

Draft, not yet approved

investment options, considering IMET (where capital improvement and reserve funds are) or Illinois Funds.

Policy: Committee met and minutes are in Board Packet. There is no new change to personnel policy as language will not be available until year end. Director is researching lawyer to review personnel policy prior to city review and board approval. Committee developed new Volunteer Policy and 2024 Closure calendar. Ms. Ramirez is following up on updating Disaster Plan, matching HPPL and HP fire department guidance on bomb threats procedure.

Old Business

Library Construction updates were provided in Director's Report.

Friends met and discussed ribbon cutting. Two local authors may be involved as well.

New Business

Phone system was updated during Director Report.

Finance Committee recommends Illinois Funds, which City also uses, for investment.

Ms. Hospodarsky moved to select to approve Illinois Funds as investment vehicle for excess funds, Mr. Muelver seconded, and the motion carried unanimously. Mr. Muelver will follow up with Ms. Mitchell.

Ms. Ramirez presented renewing a MOU with Highland Park Public Library regarding issuing of library cards to each other's residents, extending to 3 years.

Ms. Hospodarsky moved to approve the Memorandum of Understanding, Ms. Cleland seconded, and the motion carried unanimously.

Ms. Regalado moved to approve the new Volunteer Policy, Ms. Loredó seconded, and the motion carried unanimously.

Ms. Regalado moved to approve 2024 Closing Dates, Mr. Muelver seconded, and the motion carried unanimously.

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

Executive session entered at 8:42 pm.

Regular meeting was called back to order at 9:23 pm.

There was an update on the special committee. They have not met again, but Friends group is engaged, and the City Attorney will help draft agreement. Committee would like to have structure decided by year end, with any changes to take place at beginning of new FY.

There was discussion on the staff training and team-building event at the library. There is funding available, but Ms. Ramirez needs help arranging the event. Holiday bonuses will be

Draft, not yet approved

targeted for beginning of December. A special board meeting may be needed to approve library closure for shelving installation depending on timing, possibly coordinated with staff event.

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

Meeting adjourned at 9:44 pm.

**Director's Report
October 23, 2023
Library Updates**

Library Renovation Updates

This month in Phase 2 we have the walls framed and painting is taking place. Electrical and data installation is being done. The stage in the Community Room has been framed. The stairs in the storage room have been installed. The windows in the community room have been replaced and the vestibule door has been installed.



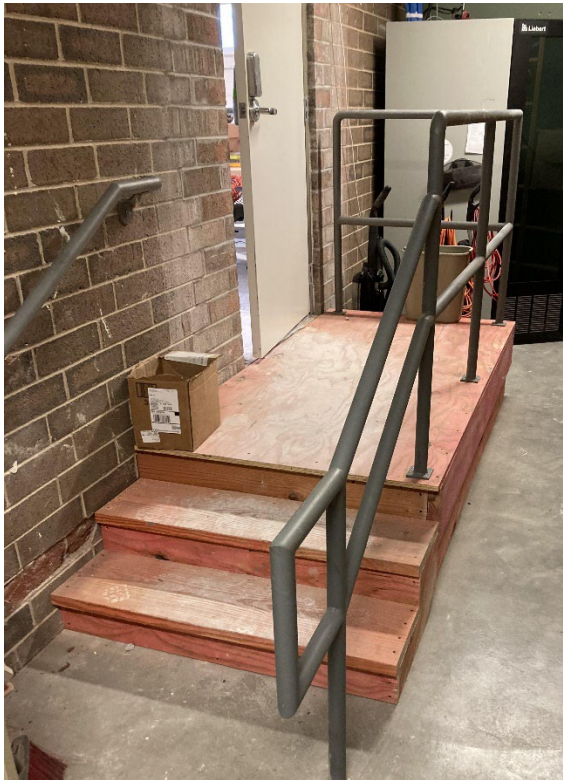
New windows have been installed. No more glass blocks!



The vestibule door between YA and the entry to Highwood Avenue.



The stage in the Community Room is now in place.



These stairs allow for easy passage between Children's and Storage. They will soon have carpet added to them.

Admin/Accounting Current Month

- FY24 Budget Maintenance and Review to ensure proper spenddown of grants and tax levy targets by Janet, Rebecca, & Laura
- Payables documentation and administrative process development to accommodate transition from Diana A. and Janet to Rebecca
- None to Report
- The Committee met on September 29th to discuss landscaping and the process for approving permanent artwork that will be displayed at the library.
- Purchasing the upgraded technology necessary for the newly renovated library is almost completed. The library will exceed the budgeted projection of approx. \$75K for new equipment and software. The reasons are: more cameras, phone system cost greater than expected, cable management must be purchased as furniture has no cable management, and a new patron server for TBS software needed, existing hardware could not be repurposed.
- In the month of September, the total number of client connections for the wireless patron network was 2366, for a daily average of 79 client connections. This was an increase from the daily average of 74 for August. The total wireless data delivered in September (30 days) was 369.88GB, an increase from the August (31 days) total of 338.12GB.
- None to Report

**Records Retention
Building & Grounds**

Website & Technology

**Communications
Personnel/Professional
Development**

Date	Attendee(s)	Description & Notes Re Implementation	Prof Dev Hrs
09/05/2023	Diana J Guerrero	Stronger Together: Purposeful Service - Maintaining Your Motivation	1 hr
09/05/2023	Diana J Guerrero	Putting Your Best Foot Forward: How to Incorporate Strengths in Your Grant Proposals	1 hr

9/12/2023	Diana J Guerrero	Telling Your Analytics Story: How to Effectively Measure Success on Social	1 hr
9/18/2023	Nessa Villarreal	Met with Carol from K9 Reading Buddies	1 hr
9/21/2023	Nessa Villarreal	Met with Astronomical Society President Tony and Presenter for Lunar Eclipse Presentation on Oct. 6th @ 630pm at St. James Church	30 minutes
9/21/2023	Diana J Guerrero	Lake County Libraries Marketing Group Meeting	2 hrs
9/26/2023	Nessa Villarreal	Met with Rob from Children's Plus Inc (CPI) regarding what the process would be like for purchasing through them and a talk through of their services.	30 minutes

Grant Update

- A grant was received from an Anonymous Foundation to support our Adult Literacy (financial literacy) programming.

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

Baby Storytime at Giggle – Nessa

- This program has fully transitioned to St. James
- Launching this program has been an absolute delight. It's been a fantastic opportunity to connect with our community members, especially our newest and tiniest arrivals! I've had the pleasure of observing some of these little ones from the very beginning, and it's heartwarming to see how at ease they've become. What's even more impressive is that a few of them have already recognized some of the rhymes and eagerly anticipate the fun parts! It's been a super fun experience :)
- Sept 13: 4 kids and Sept 20: 5 kids



Pirate Storytime & Play at Giggles – Nessa & Lauren

- What an entertaining program! In celebration of National Talk Like A Pirate Day on September 19th, we decided to add a playful twist to our ABCs and Colors by hosting a Pirate Storytime. We teamed up with Jess from Giggles, who generously offered her space for this exciting event. The kids had a blast embracing their inner pirates, with many little buccaneers exploring the area and having a great time. To make it even more thrilling, Jess and Lauren even organized a treasure hunt for the kids to enjoy!



Preschool Storytime – Diana W.

- Diana has put in tremendous effort to craft an engaging PreK storytime. However, we've faced challenges with attendance. We're optimistic that once we reopen and

offer the program at a different time and at our newly renovated location, attendance will significantly improve.

Outreach: Red Oak Open House – Diana W., & CHWs: Fabiola & Genesis

- Red Oak Principal invited the library to come and celebrate the beginning of the new school year.
- Diana brought a fun carnival game where kids were able to play for prizes. Parents were able to receive information of our library services, and CHWs Fabiola and Genesis shared COVID tests with all the families. The library also gave out Early Learning Kits to the families of kids that are in preschool or younger.

Family Game Night: Lotería!: – Diana W., Lauren, & Nessa

- What a wonderful event to get the community together for some family fun! We had quite a crowd!
- Diana Wence had a great idea to get even more crowd participation and that was asking 2 kids to help her for a few of the rounds. It was super cute to see the kids say the words in both English and Spanish.
- Lauren Hegedus also had an even better opportunity to get to know community members through this event.



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

- The Homework Help program falls under the umbrella of our Learning Partners Program. Homework Help volunteers are more than tutors: they are partners in the learning process and provide support and encouragement while teaching young adults to advocate for themselves. This might include helping a student send an email to a teacher for clarifying information on an assignment or locating educational resources to provide scaffolding and additional learning opportunities.
- A big shoutout to Diana Wence! She's been tirelessly dedicated to expediting our tutors' background checks. Not only that, but she's done an outstanding job in matching tutors with the kids who require homework assistance. In our first tutoring session, she hit a home run! These two, tutor and student, got along famously. They played the Dog Man Game and a few card games while getting to know each other. In the next session, they'll dive into the student's assignments, identifying the areas where the tutor can provide the most help. Kudos to Diana for her exceptional work!



**Patron Services—Teen
(Program Updates
from Nessa & Diana
W.)**

Teen Advisory Board

- Scheduled meeting August 2 & 16
- We invited the Teen Advisory Board (TAB) to decorate our windows in celebration of Hispanic Heritage Month. Witnessing their enthusiasm was truly heartwarming.

Additionally, we had the delightful surprise of Officer Taylor's visit, adding to the excitement of the day!



Teen Advisory Board: Volunteer Opportunities

- Pumpkin Fest is a fresh and exciting opportunity for our teens. They are eagerly looking forward to contributing to the town by carving pumpkins.

Teen Craft Café –Diana

- This month: Vision Boards



Book Buffet – Nessa

- Throughout the month, we made several efforts to connect with the teens, inviting them to join us for the program. Unfortunately, despite our outreach, we didn't receive any confirmations. Regrettably, we had to cancel the program around 4:30pm.

Teen After Hours – Nessa & Diana

- This month teens chose to see E.T. the movie.
- Though participation was low, the teens were able to watch a bit of E.T. and then chose to watch the Little Rascals and converse about it. They really enjoyed it.

HPL Pride Alliance

- It will begin again during the school year, when the renovation is complete.

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

English as a Second Language - Aurora

- In September, we had a successful month with dedicated students eager to learn.
- Our attendance increased as we welcomed more students.
- We have a total of four groups meeting at least once a week: three beginners' level and one advanced level. Three classes are currently using a book (generously donated by District 113), but also use supplemental material.
- We're thrilled to witness our students expanding their vocabulary, and we make it a habit to ask them about a new word they've learned as they prepare to head home. The responses vary each week.
- In one of Jefford's ESL classes, students engaged in an activity where they discussed their favorite artists.

- The diversity of responses was astonishing, with students sharing their love for artists like Taylor Swift, Luis Miguel, Drake, Shakira, Beyonce, Marco Antonio Solis, and Joan Sebastian.
- It was interesting to note that some students were unfamiliar with Beyonce and Drake.
- Through these discussions, students had the opportunity to introduce themselves to different artists and diverse music genres.



High School Diploma Program (GED) - Aurora

- We maintained an average attendance of six consistent students throughout the month.
- We began the Social Studies section of the High School Diploma preparation, focusing on U.S. history and geography.
- As we wrapped up the Language Arts section, three students took the writing portion of the exam. Unfortunately, only one student passed this section, while the other two will have the opportunity to retake it.



Students take a timed pretest to better prepare for the exam.

SSL - Aurora

- We maintained an average attendance of 14 students throughout the month.
- Students made consistent progress in developing their language skills, including speaking, reading, and writing.
- Notably, two intermediate-level students have stepped up to assist with our Digital Wellbeing for Seniors program.



Intermediate Spanish class plays a game using the alphabet.

Mandarin Basic Level - Aurora

- On average, three students attended this program.
- They focused on acquiring basic vocabulary and improving pronunciation.
- The students expressed enthusiasm in learning about the culture.

Sewing Basics Class/Knitters - Aurora

- There was no sewing or knitting sessions this month.
- These sessions are expected to resume when the library reopens, with a potential return in December.

US Citizenship Test Prep - Aurora

- Three participants successfully completed their interviews this month: Luis Gonzalez, Christina Mota, and Marisol Lopez. Congratulations to our new citizens!
- One more participant has their appointment scheduled for 10/5.
- Another participant has their appointment on 11/11.
- We are currently organizing and preparing for a naturalization clinic in collaboration with North Suburban Legal Aid Clinic. The event is scheduled for November 13th from 5 to 7 PM at Immaculate Conception Church in Highland Park.



Mentors meet with the applicant to review questions and prepare for the citizenship interview. Applicant is waiting for the interview date.

Digital Literacy - Aurora

- Low attendance this month, with only one consistent student attendee.
- We are restructuring the program to better serve the community, and partnering with Oak Terrace to host a four-week program that meets twice a week. Participants attending at least 6 sessions will receive a Chromebook donated by North Shore School District 112.

Digital Wellbeing for Seniors - Aurora

- We're thrilled to introduce our latest program tailored to support our seniors.
- Our program had a strong start, with six seniors and three volunteers on the first day.
- This initiative focuses on teaching computer skills and providing seniors with an opportunity to socialize.
- Seniors are enthusiastic about the program and appreciate the welcoming and respectful atmosphere.



Our first guest speaker was our Library's Executive Director.



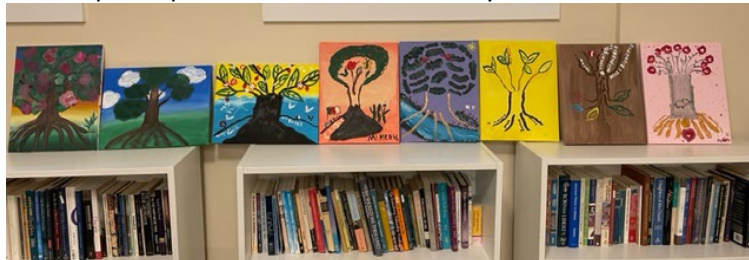
Volunteers and participants collaborate to navigate the digital world, creating a vibrant and supportive community of learners.

**Illinois Libraries
Present
Health Equity**

None to Report

Adult Support Group

- During the month of September, support group participants worked on developing a stronger sense of identity. Art teacher Carmen led an art session where she invited participants to create an "Identity Tree".



Charlas con Propósito/Conscious Conversations

- Cervical Cancer: Equal Hope emphasized the importance of getting cervical exams for disease prevention, especially cancer. They also talked about the resources offered by this organization.



- Colon and Nutrition presented by BlueCross BlueShield of Illinois: BCBS presented on the topic of the colon, discussing the tests for preventing issues by taking this easy and quick test. They provided free tests for the community and explained the procedure, emphasizing the importance of nutrition in caring for the colon.



- What is Andropause?: In this conversation, we learned that andropause is often referred to as "male menopause." On this day, there were only women in attendance, and community health worker, Beatriz, who presented this topic, emphasized the importance of talking to their husbands and sharing what they learned. The women mentioned that men rarely visit the doctor and don't discuss

the issues they may be going through, making it a good topic to share with their husbands. They also took notes on the subject and asked questions, which Beatriz kindly answered.



Zumba

- This month, I would like to emphasize that the participants are very happy with the classes and express their gratitude to the library and instructor Oralia for finding the means to continue offering both classes. They also appreciate the support provided by the promoters, especially in looking after the children during the classes.
- Two ladies in the group have health issues that prevent them from dancing Zumba at the same pace as the others, but this doesn't deter them. They come to the classes with joy, enjoy the music, engage in conversations, and love to distract themselves. They don't feel alone, and even though they may not be able to dance vigorously, they still move their arms and leave the class very content. Their dedication and enthusiasm are truly admirable.



Rosalind Franklin University

- In September, on 9/12/23, free flu vaccines were offered, thanks to a donation of flu vaccines from Northshore and the collaboration of Rosalind Franklin and their wonderful HealthClinics team. A total of 48 people from Lake County received vaccinations.
- The community is both eager and delighted to receive their flu vaccines, and some have inquired about the COVID-19 vaccine.
- The services offered include:
 - Rapid flu testing
 - Rapid COVID-19 testing
 - Rapid strep testing
 - Urinary tract infection testing
 - Ear lavage (ear cleaning)
- 16 Health Screenings & 48 Flu Vaccines



Walgreens Vaccines in Collaboration with Roberti House and Equal Hope

- The September 23rd vaccine event took place at the Roberti Community House, located at 919 8th St, Waukegan, IL 60085. This event was organized for the entire community with the aim of preventing and providing easy access to the flu vaccine in the community. Appointments could be made by calling the library or Roberti House, in both English and Spanish. Additionally, services were available for individuals who arrived without appointments.
- A total of 74 individuals happily received their flu vaccines, thanks to the collaboration of our partners from Roberti House, Walgreens, and Equal Hope. Various organizations also offered information and resources to the community, including Oak St Health, Chicago Workers Collaborative, NYAP, ERIE clinic, and Molina Healthcare.



Black & Brown Health Equity Coalition ARISE, September 11, 2023

- At this event called "Design Day," the focus was on three critical issues affecting the community: housing, food, employment, and financial support. Each group had the opportunity to discuss the needs of their community and share some potential solutions.
- The goal was to create a Lake County team with the foundations and strengths to provide solutions to the challenges faced by minorities, particularly the Black and Brown communities.
- Leaders from other organizations in Lake County, such as Brushwood, Tierra y Libertad, United Way, and 211, among others, also attended this meeting.

Education and Disease Prevention:

- To integrate training into our existing programming, participants in one of the Zumba classes were educated on four myths related to flu vaccines.

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

- **FACEBOOK LIVE | Truths & Fallacies: Celebrating Diversity & Learning about the LGBTQ+ Community:** The objective of this "Sanando el Alma" Facebook Live event was to promote empathy and support for the LGBTQ+ community and to invite our community to participate in the upcoming support group. We had the privilege of hosting two outstanding guests: Monica Zohar, our bilingual therapist, and Viridiana

Gonzalez, our support service administrator, who led us on a path of understanding and enlightenment. **149 People Reached; 4 Peak Live Viewers**

- **CHARLA/PRESENTATION | Exploring the Impact of Childhood Wounds in our Adult Life:** In Part 1 of the "Healing Childhood Wounds" series, the goal was to explore the profound connection between childhood experiences and their impact on adulthood. We delved into how certain childhood events can shape our personality, influence our relationships, and determine our reactions to various situations. Stories and examples were provided to help recognize these old wounds, ultimately paving the way for a more fulfilling and mindful future. **8 participants**



***A heartfelt thank you to the team for stepping up and taking charge when the original facilitator fell ill. Your dedication and willingness to ensure the event continued smoothly are truly commendable. Thank you for going above and beyond to make it happen. ***

- **CHARLA/PRESENTATION | Marijuana, Legality, and Adolescent Wellbeing:** The objective of this event was to educate parents and guardians on the topic of marijuana legalization and its impact on the wellbeing of teenagers. Our special guest, an expert on the subject, Angie Sauer from the Kids Above All provided information and guidance, to empower parents to have open and informed conversations with their children about this important issue, ultimately promoting the health and safety of our youth. **4 participants**



- **WORKSHOP/TALLER | Healing Childhood Wounds:** We created a secure environment where participants could continue exploring and understanding the impact of negative childhood experiences. Through profound self-reflection, interactive activities, and various tools, participants recognized and addressed these wounds that often persist into adulthood. Participants were encouraged to seek counseling as a means to address any trauma. **7 participants**



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 August.

Counseling

- During the month of September 2023, 108 total sessions scheduled, 63 counseling sessions attended.
- This month, the clinician saw 24 clients. The clinician opened 3 new clients and closed 5 cases due to factors including: a change of therapist (1), moved to another area (1), change of work schedule (2), and low attendance (1).
- One of the clients, whose case was closed following a successful discharge, shared the following: *"I'm immensely proud of my progress in therapy. I've learned how to love myself, manage my emotions, and effectively identify and cope with my feelings. I'm planning to continue attending the support groups. Thank you so much for the valuable services you offer."*
- From counselor Monica Zohar: One of the clients that I worked with this month shared feeling *"validated and seen after I attended my sessions. I am here due to the recent death of my husband, and I am sad and devastated. During my sessions, I was able to express how I feel, and I realized how important it is to talk about my grief."*

Case Management - Viri

- Our case managers continue to work with the community in a wide variety of needs. Clients report feeling a sense of relief to have assistance in their language when they need it.
- One of our older client reports being able to take better care of her health since receiving Medicaid. She also feels appreciative to be able to seek help from our case manager when she needs to schedule appointments or call her doctor's office with questions.
- **39 clients served in the month of September.**

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.
- A client sought coaching services to address her glucose level maintenance challenges. Throughout our sessions, she has gained valuable insights into prioritizing her health and effective time management. She is now in the process of creating and savoring a well-rounded breakfast. This positive shift has not only led to improvements in her glucose levels but has also had a profound impact on her overall well-being.
- **8 clients served; 24 sessions scheduled; 13 sessions attended**

Caminando Juntos

- In this month's episode of "Caminando Juntos," Diana Cruz, a Parent Educator from One Hope United, provided valuable insights into creating effective routines that can inspire, focus, and prepare our children with confidence for the school year.
361 People Reached; 11 Peak Live Viewers



Board Meeting Open Items

Other Updates

The Friends of the Highwood Public Library

-
- The Friends of the Highwood Public Library is planning the Ribbon Cutting and Sneak Preview to be held in November to thank our supporters who made the renovation possible.

9:38 AM

10/20/23

Accrual Basis

Highwood Public Library & Community Center

Balance Sheet w/Prior Month Comparison

As of September 30, 2023

	Sep 30, 23	Aug 31, 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	638,288.82	332,192.06	306,096.76	92.1%
Total 10201 · BOH General Fund Chk. (3563)	638,288.82	332,192.06	306,096.76	92.1%
10203 · BOH General Fund Money Market	724,821.16	824,723.69	-99,902.53	-12.1%
10206 · BOH Payroll Acct. Chk. (0133)	8,722.71	1,013.11	7,709.60	761.0%
10216 · IMET Capital Impr. Fund (8102)	3,852.24	3,837.03	15.21	0.4%
10221 · IMET Reserve Fund (8101)	21,129.52	21,046.07	83.45	0.4%
10240 · BOH Convenience Fund Chk (2208)	2,362.04	1,889.14	472.90	25.0%
10250 · BOH Building Renovation Account	10,000.00	10,000.00	0.00	0.0%
10251 · BOH Building Reno. Money Market	119,071.36	424,707.08	-305,635.72	-72.0%
Total 10000 · CASH & INVESTMENT ACCOUNTS	1,528,467.29	1,619,627.62	-91,160.33	-5.6%
Total Checking/Savings	1,528,467.29	1,619,627.62	-91,160.33	-5.6%
Other Current Assets				
13500 · Other Receivables	1,552.63	1,552.63	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	324,723.95	324,723.95	0.00	0.0%
Total Current Assets	1,853,191.24	1,944,351.57	-91,160.33	-4.7%
TOTAL ASSETS	1,853,191.24	1,944,351.57	-91,160.33	-4.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	25,662.74	26,839.19	-1,176.45	-4.4%
Total Accounts Payable	25,662.74	26,839.19	-1,176.45	-4.4%
Other Current Liabilities				
22000 · Payroll Liabilities				
22100 · IMRF W/H Payable	5,050.48	5,420.57	-370.09	-6.8%
22101 · Insurance Payable	8,841.75	8,681.49	160.26	1.9%
22102 · Payroll Tax Liability	768.83	768.83	0.00	0.0%
22000 · Payroll Liabilities - Other	361.85	361.85	0.00	0.0%
Total 22000 · Payroll Liabilities	15,022.91	15,232.74	-209.83	-1.4%
24000 · Deferred Property Taxes	321,750.00	321,750.00	0.00	0.0%
24300 · Deferred Revenue	-443,399.00	-443,399.00	0.00	0.0%
Total Other Current Liabilities	-106,626.09	-106,416.26	-209.83	-0.2%
Total Current Liabilities	-80,963.35	-79,577.07	-1,386.28	-1.7%
Total Liabilities	-80,963.35	-79,577.07	-1,386.28	-1.7%
Equity				
32000 · Unrestricted Net Assets	848,497.00	848,497.00	0.00	0.0%
Net Income	1,085,657.59	1,175,431.64	-89,774.05	-7.6%
Total Equity	1,934,154.59	2,023,928.64	-89,774.05	-4.4%
TOTAL LIABILITIES & EQUITY	1,853,191.24	1,944,351.57	-91,160.33	-4.7%

9:47 AM

10/20/23

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through September 2023

	May - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	264,905.64	321,750.00	-56,844.36	82.3%
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%
41310 · Unrestricted Grants	4,552.83	0.00	4,552.83	100.0%
41320 · Temp. Restricted Grant Programs	938,792.95	1,234,535.00	-295,742.05	76.0%
41330 · Temp. Restricted Grant- Bldg	1,439,405.66	2,621,300.00	-1,181,894.34	54.9%
Total 41300 · Grants	2,390,235.59	3,863,315.00	-1,473,079.41	61.9%
41400 · Interest & Dividends	917.81	40.00	877.81	2,294.5%
Total 41000 · GENERAL REVENUES	2,656,059.04	4,189,105.00	-1,533,045.96	63.4%
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	2,864.65	800.00	2,064.65	358.1%
42900.2 · Friends of the Library	379,875.00	12,600.00	367,275.00	3,014.9%
Total 42900 · Gifts & Donations	382,739.65	13,400.00	369,339.65	2,856.3%
Total 42000 · OPERATING REVENUES	382,756.65	15,200.00	367,556.65	2,518.1%
49999 · Miscellaneous Income	110.60			
Total Income	3,038,926.29	4,204,305.00	-1,165,378.71	72.3%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	33,219.12	186,894.14	-153,675.02	17.8%
51110 · Bonuses	0.00	1,839.75	-1,839.75	0.0%
51115 · IMRF Expense	1,093.95	5,908.20	-4,814.25	18.5%
51120 · Medical/Health Insurance	1,985.27	27,636.80	-25,651.53	7.2%
51130 · Life Insurance	20.96	1,774.00	-1,753.04	1.2%
51140 · Employer FICA	2,463.45	14,297.40	-11,833.95	17.2%
51999 · Payroll Processing Fees	567.45	1,127.00	-559.55	50.4%
Total 51000 · PERSONNEL & BENEFITS	39,350.20	239,477.29	-200,127.09	16.4%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	1,725.66	4,000.00	-2,274.34	43.1%
52100.2 · Books F - Children/Juvenile	2,905.60	2,500.00	405.60	116.2%
52100.3 · Books F - Young Adult	28.57	1,500.00	-1,471.43	1.9%
52100.4 · Books F - Spanish Adult	32.24	750.00	-717.76	4.3%
52100.5 · Books F - Spanish Chld./Juv.	288.70	1,850.00	-1,561.30	15.6%
Total 52100 · Books, Fiction	4,980.77	10,600.00	-5,619.23	47.0%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	507.86	2,200.00	-1,692.14	23.1%
52150.2 · Books NF - Children/Juvenile	832.07	2,700.00	-1,867.93	30.8%
52150.4 · Books NF - Spanish	12.99	1,000.00	-987.01	1.3%
52150.5 · Books NF - Spanish Chld./Juv.	313.68	0.00	313.68	100.0%
Total 52150 · Books, Non-Fiction	1,666.60	5,900.00	-4,233.40	28.2%
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	646.39	1,200.00	-553.61	53.9%

9:47 AM

10/20/23

Accrual Basis

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through September 2023

	May - Sep 23	Budget	\$ Over Budget	% of Budget
52350.4 · On-Line - eRead	650.00	700.00	-50.00	92.9%
Total 52350 · On-Line Resources	1,296.39	1,900.00	-603.61	68.2%
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	380.59	1,200.00	-819.41	31.7%
Total 52000 · LIBRARY MATERIALS & SUPPLIES	9,940.27	28,300.00	-18,359.73	35.1%
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	15.20	1,000.00	-984.80	1.5%
Total 53200 · Program Supplies	339.88	4,600.00	-4,260.12	7.4%
Total 53000 · PROGRAMMING	339.88	7,200.00	-6,860.12	4.7%
54000 · GRANT EXPENSES				
54110 · Contracted Services	80,171.00	198,900.00	-118,729.00	40.3%
54115 · Staff Development	8,569.94	13,575.00	-5,005.06	63.1%
54120 · Wages & Salaries	346,704.21	818,210.00	-471,505.79	42.4%
54130 · Employer FICA	25,745.20	62,600.00	-36,854.80	41.1%
54131 · IMRF Expense	10,901.41	26,800.00	-15,898.59	40.7%
54132 · Medical/Dental Benefits	24,608.67	77,200.00	-52,591.33	31.9%
54135 · Grant Program Supplies	45,830.52	29,750.00	16,080.52	154.1%
54155 · Travel Reimbursement	0.00	800.00	-800.00	0.0%
54185 · Grant Telecommunications	290.90	2,600.00	-2,309.10	11.2%
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	550,263.68	1,234,535.00	-684,271.32	44.6%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	1,142,806.00	2,621,300.00	-1,478,494.00	43.6%
54515 · Grant Renovation Furniture	148,925.64			
54520 · Grant Renovation Technology	36,616.69			
Total 54500 · Grant Building Renovation Expen	1,328,348.33	2,621,300.00	-1,292,951.67	50.7%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	902.84	1,140.00	-237.16	79.2%
55100.2 · Library Board Expense	135.94	600.00	-464.06	22.7%
55100.3 · Travel Reimbursement	244.17	200.00	44.17	122.1%
Total 55100 · Library Board & Staff Expenses	1,282.95	1,940.00	-657.05	66.1%
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				
55300.1 · Furniture Purchases	0.00	300.00	-300.00	0.0%

Highwood Public Library & Community Center

Profit & Loss YTD Budget vs. Actual

May through September 2023

	May - Sep 23	Budget	\$ Over Budget	% of Budget
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	2,953.20	6,400.00	-3,446.80	46.1%
55400.3 · Membership Dues/Fees	1,225.44	1,640.00	-414.56	74.7%
55400.4 · Licensing Fees	2,414.41	5,240.00	-2,825.59	46.1%
55400.5 · Postage & Shipping Fees	0.00	300.00	-300.00	0.0%
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	9,901.79	28,110.00	-18,208.21	35.2%
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	178.90	300.00	-121.10	59.6%
Total 55500 · Outreach & Public Relations	178.90	2,300.00	-2,121.10	7.8%
55600 · Bank/Svc. Fees & Fin. Charges	48.00	0.00	48.00	100.0%
Total 55000 · GENERAL ADMINISTRATION	15,862.83	40,500.00	-24,637.17	39.2%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56150 · Audit Services	4,200.00	9,000.00	-4,800.00	46.7%
56200 · Cleaning Services	2,252.00	11,856.00	-9,604.00	19.0%
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 SERVIC...	9,163.51	32,966.00	-23,802.49	27.8%
Total Expense	1,953,268.70	4,204,278.29	-2,251,009.59	46.5%
Net Ordinary Income	1,085,657.59	26.71	1,085,630.88	4,064,611.0%
Net Income	1,085,657.59	26.71	1,085,630.88	4,064,611.0%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

September 2023

	Sep 23	Aug 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · GENERAL REVENUES				
41100 · Tax Revenue - Lake County	101,584.57	1,934.24	99,650.33	5,151.9%
41300 · Grants				
41320 · Temp. Restricted Grant Programs	157,000.00	368,688.95	-211,688.95	-57.4%
41330 · Temp. Restricted Grant- Bldg	0.00	363,133.80	-363,133.80	-100.0%
Total 41300 · Grants	157,000.00	731,822.75	-574,822.75	-78.6%
41400 · Interest & Dividends	228.07	242.02	-13.95	-5.8%
Total 41000 · GENERAL REVENUES	258,812.64	733,999.01	-475,186.37	-64.7%
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	-63,750.00	0.00	-63,750.00	-100.0%
Total 42900 · Gifts & Donations	-63,731.07	18.93	-63,750.00	-336,767.0%
Total 42000 · OPERATING REVENUES	-63,731.07	18.93	-63,750.00	-336,767.0%
Total Income	195,081.57	734,017.94	-538,936.37	-73.4%
Expense				
51000 · PERSONNEL & BENEFITS				
51100 · Wages & Salaries	10,051.28	6,908.07	3,143.21	45.5%
51115 · IMRF Expense	336.73	231.43	105.30	45.5%
51120 · Medical/Health Insurance	1,290.11	235.20	1,054.91	448.5%
51125 · Dental Insurance	0.00	0.00	0.00	0.0%
51130 · Life Insurance	9.86	3.70	6.16	166.5%
51135 · Vision Insurance	0.00	0.00	0.00	0.0%
51140 · Employer FICA	732.26	491.83	240.43	48.9%
51999 · Payroll Processing Fees	59.00	131.00	-72.00	-55.0%
Total 51000 · PERSONNEL & BENEFITS	12,479.24	8,001.23	4,478.01	56.0%
52000 · LIBRARY MATERIALS & SUPPLIES				
52100 · Books, Fiction				
52100.1 · Books F - Adult	163.12	539.56	-376.44	-69.8%
52100.2 · Books F - Children/Juvenile	346.35	323.96	22.39	6.9%
52100.4 · Books F - Spanish Adult	18.00	0.00	18.00	100.0%
52100.5 · Books F - Spanish Chld./Juv.	24.94	0.00	24.94	100.0%
Total 52100 · Books, Fiction	552.41	863.52	-311.11	-36.0%
52150 · Books, Non-Fiction				
52150.1 · Books NF - Adult	17.70	171.40	-153.70	-89.7%
52150.2 · Books NF - Children/Juvenile	250.01	35.98	214.03	594.9%
52150.4 · Books NF - Spanish	0.00	0.00	0.00	0.0%
Total 52150 · Books, Non-Fiction	267.71	207.38	60.33	29.1%
52200 · A/V Materials				
52200.1 · A/V - Adult	0.00	404.92	-404.92	-100.0%
52200.2 · A/V - Children/Juvenile	119.41	0.00	119.41	100.0%
Total 52200 · A/V Materials	119.41	404.92	-285.51	-70.5%
52350 · On-Line Resources				
52350.3 · On-Line - Hoopla	115.58	126.15	-10.57	-8.4%
Total 52350 · On-Line Resources	115.58	126.15	-10.57	-8.4%
52400 · Periodicals				
52400.1 · Periodicals - Adult	64.00	0.00	64.00	100.0%
Total 52400 · Periodicals	64.00	0.00	64.00	100.0%
52650 · Processing Supplies	187.09	51.99	135.10	259.9%

Highwood Public Library & Community Center

Profit & Loss w/Prior Month Comparison

September 2023

	Sep 23	Aug 23	\$ Change	% Change
Total 52000 · LIBRARY MATERIALS & SUPPLIES	1,306.20	1,653.96	-347.76	-21.0%
53000 · PROGRAMMING				
53200 · Program Supplies				
53200.1 · Prog. Suppl. - Adult	0.00	149.93	-149.93	-100.0%
53200.2 · Prog. Suppl. - Children	60.96	0.00	60.96	100.0%
53200.3 · Prog. Suppl. - Young Adult	0.00	15.20	-15.20	-100.0%
Total 53200 · Program Supplies	60.96	165.13	-104.17	-63.1%
Total 53000 · PROGRAMMING	60.96	165.13	-104.17	-63.1%
54000 · GRANT EXPENSES				
54110 · Contracted Services	16,324.00	14,728.00	1,596.00	10.8%
54115 · Staff Development	2,844.01	1,506.65	1,337.36	88.8%
54120 · Wages & Salaries	52,104.61	60,680.97	-8,576.36	-14.1%
54130 · Employer FICA	3,845.89	4,501.95	-656.06	-14.6%
54131 · IMRF Expense	1,629.88	1,893.14	-263.26	-13.9%
54132 · Medical/Dental Benefits	4,805.90	6,663.31	-1,857.41	-27.9%
54135 · Grant Program Supplies	2,156.03	2,269.27	-113.24	-5.0%
54185 · Grant Telecommunications	0.00	86.58	-86.58	-100.0%
Total 54000 · GRANT EXPENSES	83,710.32	92,329.87	-8,619.55	-9.3%
54500 · Grant Building Renovation Expen				
54510 · Contracted Services	160,611.00	339,516.00	-178,905.00	-52.7%
54515 · Grant Renovation Furniture	0.00	148,925.64	-148,925.64	-100.0%
54520 · Grant Renovation Technology	17,995.88	18,620.81	-624.93	-3.4%
Total 54500 · Grant Building Renovation Expen	178,606.88	507,062.45	-328,455.57	-64.8%
55000 · GENERAL ADMINISTRATION				
55100 · Library Board & Staff Expenses				
55100.1 · Staff Development	54.92	170.95	-116.03	-67.9%
Total 55100 · Library Board & Staff Expenses	54.92	170.95	-116.03	-67.9%
55200 · Technology				
55200.1 · Circulation System (ILS)	0.00	1,100.00	-1,100.00	-100.0%
55200.3 · Website	0.00	725.00	-725.00	-100.0%
Total 55200 · Technology	0.00	1,825.00	-1,825.00	-100.0%
55400 · General Office/Administration				
55400.2 · Office/Library Supplies	287.10	232.40	54.70	23.5%
55400.3 · Membership Dues/Fees	0.00	789.00	-789.00	-100.0%
55400.4 · Licensing Fees	0.00	173.42	-173.42	-100.0%
55400.6 · Telecommunications/Internet	479.92	327.52	152.40	46.5%
55400.8 · Liability/Property Insurance	1,281.00	0.00	1,281.00	100.0%
Total 55400 · General Office/Administration	2,048.02	1,522.34	525.68	34.5%
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	35.00	0.00	35.00	100.0%
Total 55000 · GENERAL ADMINISTRATION	2,171.51	3,551.86	-1,380.35	-38.9%
56000 · PROFESSIONAL/CONTRACT SERVICES				
56150 · Audit Services	4,200.00	0.00	4,200.00	100.0%
56200 · Cleaning Services	1,169.00	323.00	846.00	261.9%
56300 · IT/Computer Services	568.19	0.00	568.19	100.0%
56500 · Maintenance Services				
56500.1 · Maintenance Svcs. - Interior	583.32	725.00	-141.68	-19.5%
Total 56500 · Maintenance Services	583.32	725.00	-141.68	-19.5%
Total 56000 · PROFESSIONAL/CONTRACT SERVICES	6,520.51	1,048.00	5,472.51	522.2%

9:46 AM

10/20/23

Accrual Basis

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

September 2023

	Sep 23	Aug 23	\$ Change	% Change
Total Expense	284,855.62	613,812.50	-328,956.88	-53.6%
Net Ordinary Income	-89,774.05	120,205.44	-209,979.49	-174.7%
Net Income	<u>-89,774.05</u>	<u>120,205.44</u>	<u>-209,979.49</u>	<u>-174.7%</u>

Highwood Public Library & Community Center

Check Detail

September 26 through October 20, 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2686	10/19/2023	Addison Public Library	VOID: Book Replacement Fee	10201.1 · BOH - Operating	0.00
TOTAL						0.00
Bill Pmt -Check	2687	10/19/2023	Aguilera, Jennifer	Operational & Marketing Work for October	10201.1 · BOH - Operating	-500.00
Bill	10122023	10/12/2023	Walgreens Foundation	Operational & Marketing Work for October	54135 · Grant Program Supplies	500.00
TOTAL						500.00
Bill Pmt -Check	2688	10/19/2023	Alvey, Diana	Case Management Services 10/1-10/13/23	10201.1 · BOH - Operating	-52.50
Bill	10132023	10/13/2023	NorthShore University HealthSystem	Case Management Services 10/1-10/13/23	54110 · Contracted Services	52.50
TOTAL						52.50
Bill Pmt -Check	2689	10/19/2023	Avila, Genesis	October Community Health Education & Engage	10201.1 · BOH - Operating	-1,008.00
Bill	10052023	10/05/2023	Highland Park Community Foundation	October Community Health Education & Engagem	54110 · Contracted Services	1,008.00
TOTAL						1,008.00
Bill Pmt -Check	2690	10/19/2023	Baker & Taylor	Acct. #L425431 - Library Materials	10201.1 · BOH - Operating	-435.38
Bill	2037772709	09/13/2023		Books F - Adult	52100.1 · Books F - Adult	51.91
				Processing Supplies	52650 · Processing Supplies	4.06
Bill	20327772710	09/13/2023		Books NF - Adult	52150.1 · Books NF - Adult	17.70
				Processing Supplies	52650 · Processing Supplies	1.44
Bill	2037787314	09/14/2023		Books F - Adult	52100.1 · Books F - Adult	72.27
				Processing Supplies	52650 · Processing Supplies	5.26
Bill	2037805061	09/22/2023		Books F - Spanish Adult	52100.4 · Books F - Spanish Adult	18.00
				Processing Supplies	52650 · Processing Supplies	0.45
Bill	2037805060	09/22/2023		Books F - Adult	52100.1 · Books F - Adult	38.94
				Processing Supplies	52650 · Processing Supplies	2.89
Bill	2037845646	10/05/2023		Books NF - Adult	52150.1 · Books NF - Adult	51.32
				Processing Supplies	52650 · Processing Supplies	4.31
Bill	2037845645	10/05/2023		Books F - Adult	52100.1 · Books F - Adult	153.91
				Processing Supplies	52650 · Processing Supplies	12.92
TOTAL						435.38
Bill Pmt -Check	2691	10/19/2023	Brito, Carolina	October Counseling Services	10201.1 · BOH - Operating	-1,664.00
Bill	10072023	10/07/2023	Highland Park Community Foundation	October Counseling Services	54110 · Contracted Services	1,664.00
TOTAL						1,664.00

Highwood Public Library & Community Center

Check Detail

September 26 through October 20, 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2692	10/19/2023	City of Highwood.	August 2023 Medical/Health Insurance	10201.1 · BOH - Operating	-8,256.95
Bill	2023-August	09/15/2023	Highland Park Community Foundation	August 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	731.03
			Healthcare Foundation of Northern Lake Co	August 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	417.73
			NorthShore University HealthSystem	August 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	2,165.01
			Mano a Mano Family Resource Center	August 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,321.05
			Community Catalyst, Inc.	August 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	786.91
			Anonymous C	August 2023 Medical/Health Insurance	54132 · Medical/Dental Benefits	1,033.33
				August 2023 Medical/Health Insurance	51120 · Medical/Health Insurance	1,700.54
				August 2023 Medical/Health Insurance	51125 · Dental Insurance	82.69
				August 2023 Medical/Health Insurance	51135 · Vision Insurance	8.80
				August 2023 Medical/Health Insurance	51130 · Life Insurance	9.86
TOTAL						8,256.95
Bill Pmt -Check	2693	10/19/2023	Clear Investigative Advantage	September Background Checks	10201.1 · BOH - Operating	-154.84
Bill	171964	09/30/2023		September Background Checks	55100.1 · Staff Development	39.84
				September Background Checks	54115 · Staff Development	115.00
TOTAL						154.84
Bill Pmt -Check	2694	10/19/2023	Consuelo, Inc.		10201.1 · BOH - Operating	-3,600.00
Bill	1006	08/01/2023	NorthShore University HealthSystem	Therapy Services for August	54110 · Contracted Services	1,500.00
Bill	1013	10/10/2023	NorthShore University HealthSystem	Therapy Services for October	54110 · Contracted Services	2,100.00
TOTAL						3,600.00
Bill Pmt -Check	2695	10/19/2023	Demco	Plastic Book Jackets & Label Lock	10201.1 · BOH - Operating	-172.99
Bill	7365208	09/14/2023		Plastic Book Jackets & Label Lock	52650 · Processing Supplies	172.99
TOTAL						172.99
Bill Pmt -Check	2696	10/19/2023	Fra Noi	Subscription 12/01/23-11/30/25	10201.1 · BOH - Operating	-64.00
Bill	09012023	09/01/2023		Subscription 12/01/23-11/30/25	52400.1 · Periodicals - Adult	64.00
TOTAL						64.00
Bill Pmt -Check	2697	10/19/2023	Gardner, Tynisha	Professional Development for Managers	10201.1 · BOH - Operating	-2,500.00
Bill	08232923	09/23/2023	Lake County Community Foundation	Professional Development for Managers	54115 · Staff Development	2,500.00
TOTAL						2,500.00

Highwood Public Library & Community Center

Check Detail

September 26 through October 20, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
	Bill Pmt -Check	2698	10/19/2023	Guerrero, Diana	Staff Lunch Supplies Reimbursement	10201.1 · BOH - Operating	-18.49
	Bill	09152023	09/15/2023	Highland Park Community Foundation	Staff Lunch Supplies Reimbursement	54115 · Staff Development	18.49
TOTAL							18.49
	Bill Pmt -Check	2699	10/19/2023	Hoopla	September Usage	10201.1 · BOH - Operating	-115.58
	Bill	504431036	09/30/2023		September Usage	52350.3 · On-Line - Hoopla	115.58
TOTAL							115.58
	Bill Pmt -Check	2700	10/19/2023	Kentwood Office Furniture	Library Furnishings Order - Additional Furniture	10201.1 · BOH - Operating	-5,038.11
	Bill	10132023	10/13/2023	ISL Construction Grant	Library Furnishings Order - Additional Furniture for (54515 · Grant Renovation Furniture	1,763.34
				Other- Library Renovation Project	Library Furnishings Order - Additional Furniture for (54515 · Grant Renovation Furniture	3,274.77
TOTAL							5,038.11
	Bill Pmt -Check	2701	10/19/2023	Kohl Children's Museum of Greater Chicago		10201.1 · BOH - Operating	-11,987.00
	Bill	Highwood Phase I	06/14/2023	The Grainger Foundation Grant	Phase 1, Payment 2 Fixed Exhibit Structure	54135 · Grant Program Supplies	5,634.00
	Bill	Highwood Phase II	06/14/2023	The Grainger Foundation Grant	Phase 2, Payment 2 Themed Exhibit	54135 · Grant Program Supplies	6,353.00
TOTAL							11,987.00
	Bill Pmt -Check	2702	10/19/2023	Lara, Maria	October 2023 Professional Cleaning Services	10201.1 · BOH - Operating	-494.00
	Bill	10122023	10/12/2023		October 2023 Professional Cleaning Services	56200 · Cleaning Services	494.00
TOTAL							494.00
	Bill Pmt -Check	2703	10/19/2023	Laura Ramirez		10201.1 · BOH - Operating	-59.86
	Bill	09182023	09/18/2023	Highland Park Community Foundation	Staff Potluck Supplies Reimbursement	54115 · Staff Development	30.31
	Bill	09252023	09/25/2023		Staff & Board Meeting Supplies Reimbursement	55100.1 · Staff Development	15.08
	Bill	10072023	10/07/2023		Staff Meeting Supplies Reimbursement	55100.1 · Staff Development	14.47
TOTAL							59.86
	Bill Pmt -Check	2704	10/19/2023	Lomeli, Itzayana Rocio Gonzalez	October Community Health Education & Engage	10201.1 · BOH - Operating	-1,560.00
	Bill	10052023	10/05/2023	Highland Park Community Foundation	October Community Health Education & Engageme	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2705	10/19/2023	Normal Public Library	Replacement Fee - Book Buffet	10201.1 · BOH - Operating	-13.00
	Bill	09292023	09/29/2023	The Grainger Foundation Grant	Replacement Fee - Book Buffet	54135 · Grant Program Supplies	13.00

Highwood Public Library & Community Center

Check Detail

September 26 through October 20, 2023

	Type	Num	Date	Name	Memo	Account	Original Amount
TOTAL							13.00
	Bill Pmt -Check	2706	10/19/2023	Quill	Acct. #C359709	10201.1 · BOH - Operating	-123.76
	Bill	34571965	09/13/2023		Cleaning & Paper Products	55400.2 · Office/Library Supplies	79.80
	Bill	34568371	09/13/2023		Paper Products	55400.2 · Office/Library Supplies	21.98
	Bill	34652580	09/18/2023		Garbage BagsGarbage Bags	55400.2 · Office/Library Supplies	21.98
TOTAL							123.76
	Bill Pmt -Check	2707	10/19/2023	Simon Pina, Beatriz	October Community Health Education & Engage	10201.1 · BOH - Operating	-1,560.00
	Bill	10052023	10/05/2023	Highland Park Community Foundation	October Community Health Education & Engageme	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2708	10/19/2023	Spanish Adult Literacy Consultant	English & Spanish Literacy & GED Education for	10201.1 · BOH - Operating	-5,000.00
	Bill	10102023	10/10/2023	The Grainger Foundation Grant	English & Spanish Literacy & GED Education for Oc	54110 · Contracted Services	5,000.00
TOTAL							5,000.00
	Bill Pmt -Check	2709	10/19/2023	Today's Business Solutions, Inc.	Fax for 10-12/2022	10201.1 · BOH - Operating	-37.20
	Bill	041723-14	05/01/2023		Fax for 10-12/2022	55400.6 · Telecommunications/Internet	37.20
TOTAL							37.20
	Bill Pmt -Check	2710	10/19/2023	Vazquez, Fabiola Hernandez	October Community Health Education & Engage	10201.1 · BOH - Operating	-1,560.00
	Bill	10052023	10/05/2023	Highland Park Community Foundation	October Community Health Education & Engageme	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2711	10/19/2023	Vergara Castrejon, Oralia	*October Community Health Education & Engag	10201.1 · BOH - Operating	-1,560.00
	Bill	10052023	10/05/2023	Highland Park Community Foundation	*October Community Health Education & Engagem	54110 · Contracted Services	1,560.00
TOTAL							1,560.00
	Bill Pmt -Check	2712	10/19/2023	W.B. Olson Inc.	September 2023 Construction	10201.1 · BOH - Operating	-260,366.00
	Bill	675 26	10/05/2023	DCEO Construction	September 2023 Construction	54510 · Contracted Services	114,577.82
				ISL Construction Grant	September 2023 Construction	54510 · Contracted Services	38,882.73
				Other- Library Renovation Project	September 2023 Construction	54510 · Contracted Services	83,337.63
				Other- Library Renovation Project	September 2023 Construction	54510 · Contracted Services	21,253.46
				Community Development Block Grant	September 2023 Construction	54510 · Contracted Services	2,314.36
TOTAL							260,366.00

Highwood Public Library & Community Center

Check Detail

September 26 through October 20, 2023

Type	Num	Date	Name	Memo	Account	Original Amount
Bill Pmt -Check	2713	10/19/2023	Wence, Diana		10201.1 · BOH - Operating	-12.98
Bill	09082023	09/08/2023	The Grainger Foundation Grant	Teen After Hours Supplies Reimbursement	54135 · Grant Program Supplies	3.99
Bill	09202023	09/20/2023	Anonymous W	Reimbursement for Water	54135 · Grant Program Supplies	8.99
TOTAL						12.98