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Mano a Mano Family Resource Center  
6 E. Main Street  
Round Lake Park, IL 60073

Phone: 847-201-1521, English  
847-201-1523, Spanish

Fax: 847-270-3209



**Mano a Mano Family Resource Center  
Foundation, Inc.**

## **Annual Report**

**2005 - 2006**



**The Mission of Mano a Mano is to empower immigrant and underserved families of Lake County to become full participants in American life by providing quality programs and services that educate and establish links to essential community resources. Our mission is sustained by our respect for human dignity and our belief in the equality of all people.**



# Our Vision

Mano a Mano is becoming an organization that is fueled by a passionate and enthusiastic commitment to a unified mission which keeps us vigilant, sensitive and responsive to issues impacting the clients that we serve – the immigrant and underserved families of Lake County. Both the board of directors and staff seek out opportunities for continued growth and development in order to be prepared to serve the evolving needs of our client base. Through our compassion and understanding of the concerns, interests and abilities of the clients, and with an ever growing knowledge and expertise, we continuously tailor programs and services which respond to specific client issues and in so doing alleviate broader community problems. Professionally cultivated relationships with donors free us from day to day financial worries and strong partnerships with local municipalities, businesses and civic organizations enhance our ability to make a positive and lasting contribution to the community.

# Our Values

At Mano a Mano, our culture is the expression of our intentions as seen in our everyday actions. We are guided by our core values and our commitment to serving our clients, as well as creating a fulfilling work environment and building enduring relationships with the greater Lake County community.

- ◆ We value honesty, integrity, and open and caring communications.
- ◆ We value respect for our clients, volunteers, donors, community partners and each other.
- ◆ We value authenticity as expressed through compassion and understanding for those we serve.
- ◆ We value gratitude and profoundly appreciate and recognize all forms of participation and service.
- ◆ We value hard work and, in a spirit of humility, ask for ongoing accountability from all constituents.
- ◆ We value commitment and reliability and the good will of all who partner with us.

# Our Programs at a Glance

During our past fiscal year we provided 6,818 services

<p><b>Child Care Program</b></p> <p>We provide our clients with safe and reliable child care for their children while they take instruction at the center.</p> <p style="text-align: right;"><b>588 Services Provided</b></p>	<p><b>Computer Instruction</b></p> <p>Instruction is given to adults and children wanting to learn basic computer skills.</p> <p style="text-align: right;"><b>339 Services Provided</b></p>
<p><b>Employment Connection</b></p> <p>Through this program, potential employers and potential employees are linked.</p> <p style="text-align: right;"><b>1,766 Services Provided</b></p>	<p><b>English as a Second Language</b></p> <p>Our instructors teach basic English Language survival skills so that our clients can communicate at work, school, and home.</p> <p style="text-align: right;"><b>1,336 Services Provided</b></p>
<p><b>Health Education Program</b></p> <p>This program allows families the necessary education to maintain their physical and mental health.</p> <p style="text-align: right;"><b>1,166 Services Provided</b></p>	<p><b>GED Preparation Classes</b></p> <p>We provide tutoring to adults who wish to take their GED test in English as well as in Spanish.</p> <p style="text-align: right;"><b>132 Services Provided</b></p>
<p><b>Homework Help Program</b></p> <p>We offer tutoring to 1st through 6th grade students who have challenges with their homework.</p> <p style="text-align: right;"><b>On hold last year due to space constraints</b></p>	<p><b>Information &amp; Referral</b></p> <p>Referral information on various social service organizations in Lake County is provided to our community residents.</p> <p style="text-align: right;"><b>1,491 Services Provided</b></p>



## Our Clients at a Glance

### Interesting statistics about our clients:

- 36% are between the ages of 21 and 30 years old
- 84% live in the Greater Round Lake Area
- 58% are Female
- Most of our client's native country is Mexico, we also serve clients coming from Poland, Russia, Puerto Rico, Colombia, El Salvador. Etc.
- Of those clients utilizing our Employment Connection Program, 36% work in factories and 17% work in restaurants
- 40% of our clients possess little English proficiency
- More than half of our clients have utilized our Childcare program while taking classes at the Center (*see picture below*)
- In the last quarter of our fiscal year 10 students graduated from the GED Preparation classes
- Of the 796 community members on our waiting list, 609 are waiting for ESL classes and 187 for computer classes (*the need keeps growing*)



Childcare participants keeping busy making Bunny masks, April 2006

## Message From The Board President Sherry Ridge

This past year has been one of change and growth. We have successfully accomplished many goals: We moved into our new home, said goodbye to the Center's second Executive Director, Maru Tomusiak, who left to pursue other career opportunities. It was hard to replace such a hard worker, but the board confidently appointed Carolina Duque as our Executive Director, we began the design of our new database, completed a Feasibility Study and updated our Strategic Plan, just to name a few.

Many of these accomplishments would not have been possible without the support, confidence and encouragement of new and repeated grants such as, the Grand Victoria Foundation, Hewitt Associates Foundation, Lake County Community Foundation, Bank of America Foundation, Special People in Need Foundation, Illinois Coalition for Immigrant and Refugee Rights, Illinois Department of Human Services and RJ Mullen Sr. Family Foundation.

We've also had many sorrows this year, none greater than the sudden passing of one of our co-founders, Village of Round Lake Park Mayor, Ila Bauer. Ila was a tremendous force behind the center continuing to move forward and serve more people. She would be proud of our successes this past year. Some of our cherished events and programs had to be put on the back burner as we literally ran out of space in our old store front accommodations; this new fiscal year holds many new hopes and promises.

We will restart our Homework Help Program this fall, a unique program in our area as it is offered in Spanish and English and is free to our clients. Our Posada will be headed by Center volunteer, Kathy Lucas and will be held at the Round Lake Area Park District Sports Center this December. We plan to revitalize our Volunteer program. There are many opportunities for those interested in making a difference in our community. Our website should be up and running by falls end. Our annual Gala fundraiser will be held this winter in Round Lake Beach at the Civic Center and it is being chaired by Village of Round Lake Beach Trustee Judy Armstrong. Our board is committed to training and development that will enable the Center to continue to improve and grow. Our staff is dedicated and passionate about their valuable role in the Center's successes.

We have a busy year ahead of us and while we look back on the previous year we can be confident that our strong commitment to the community members of Lake County is solid, loyal and one that provides a great strength to our clients and new opportunities to the communities in which our clients live.

Respectfully,

*Sherry Ridge*

Sherry Ridge  
President, Board of Directors



Kermesse, 2006: K. Nolen, S. Ridge, G. Zepeda, Birdie, A. Balsamo



# Board of Directors

Jeannette Campbell  
Vice President, Business Development  
Harris Bank

Diane Emerson  
Community Relations Manager  
ComEd

George Filenko  
Chief of Police  
Round Lake Park-Hainseville  
Police Department

Chris Foreman  
Business Development Manager  
Riestime, Inc.

Bruce Johnson (Founder)  
COO  
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Cheryl Johnson  
President  
Pachyderms of LF-LB

Douglass Larsson  
Chief of Police  
Round Lake Beach Police Department

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Judge  
Lake County 19th Judicial Court

Sherry Ridge  
Owner/Manager  
Sherrydebtfree.com

Sylvia Valdez  
Village Clerk  
Village of Round Lake Beach

Sam Yingling  
President  
Yingling Media

## Executive Officers

**Sherry Ridge  
President**

**Jorge Ortiz  
Vice President**

**Jeannette Campbell  
Treasurer**

**Cheryl Johnson  
Secretary**

# Celebration of Gratitude Honoree's September 16, 2005

*This year Mano a Mano honored its greatest supporters since its inception. Please join us in appreciation of their efforts, support and contributions to the Family Resource Center from 2000 ~ 2005.*

Mr. & Mrs. Rosalio Acosta  
Acres Enterprises  
Michael Alesia  
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Mr. & Mrs. Mike Kohlmeier

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Village of Round Lake Beach  
Village of Round Lake Park  
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Wal Mart  
Mr. & Mrs. Robert L. Warren  
Mr. & Mrs. Bob Wegge  
Elizabeth Wertke  
Sam Yingling  
Joe Zale





## Balance Sheet

### ASSETS

Current Assets	
Checking/Savings	\$ 45,046.71
Accounts Receivable	
Grants Receivable	1,539.00
Total Current Assets	<u>\$ 46,585.71</u>
Fixed Assets	
Office Equipment	\$ 3,321.77
Computers	11,684.00
Donated Equipment	1,400.00
Donated Computers	4,100.00
Real Estate	356,759.00
Total Fixed Assets	<u>\$377,264.77</u>
Accumulated Depreciation	
Office Equipment	\$-1,437.00
Computers	-1,240.00
Donated Equipment	-700.00
Donated Computers	-2,050.00
Total Accumulated Depreciation	<u>\$ -5,427.00</u>
<b>TOTAL ASSETS</b>	<b><u>\$418,423.48</u></b>

### LIABILITIES & EQUITY

Liabilities	
Long Term Liabilities	
Mortgage	\$335,000.00
Total Liabilities	<u>\$335,000.00</u>
Equity	
Unrestricted net assets	\$ 89,653.00
Retained Earnings	23,685.08
Temporarily restricted net assets	7,704.00
Net Income	-37,618.60
Total Equity	<u>\$ 83,423.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>\$418,423.48</u></b>

## Message from the Executive Director Carolina Duque

Helping people reach their dreams: get employment, obtain public assistance, improve their English skills and learn computer skills, earn a GED diploma, or reach a healthier lifestyle are some of the most rewarding experiences that working for Mano a Mano allows us to enjoy. Being part of the staff of Mano a Mano has given me the privilege of helping people in need and making a difference in their lives.

Since its inauguration, Mano a Mano has experienced a tremendous growth, and this process will continue as long as the needs of the community continue growing. Fortunately, during the past 6 years, Mano a Mano has counted on the support of many generous and dedicated individuals that have made Mano a Mano what it is today, a successful and committed organization that the community trusts and cares for.

Mano a Mano is passing through an exciting moment: a new and larger facility, new leadership, a new strategic plan and a new mission statement. I, as Executive Director, feel fortunate to be part of this new stage in the development of the Center. I am looking toward the future with confidence and enthusiasm and I am committed to continuing this important mission entrusted to me with dedication and compassion. I feel confident that with the support of the devoted members of the Board, the staff, our generous donors and volunteers, we will continue fulfilling our mission: "to empower immigrant and underserved families of Lake County to become full participants in American life".

Sincerely,

Carolina Duque  
Executive Director





# Our Donors

We sincerely appreciate and acknowledge the generous support of the following donors and supporters:

Please note this year donors are listed by events that they participated in and/or under "Our Donors"

## Grantors

- Bank of America Foundation
- CDBG of Lake County
- Donated Funds Initiative
- Grand Victoria Foundation
- Hewitt Associated Foundation
- IDHS-Illinois Coalition for Immigrant & Refugee Rights
- IDHS-Refugee & Immigrant Citizenship Initiative
- Lake County Community Foundation
- R.J. Mullen Sr. & Family Foundation
- Special People in Need Foundation
- Wal-Mart Foundation

## Churches

- North Shore Unitarian Church
- North Suburban Mennonite Church
- Saint Michael's Church
- Wildwood Presbyterian Church

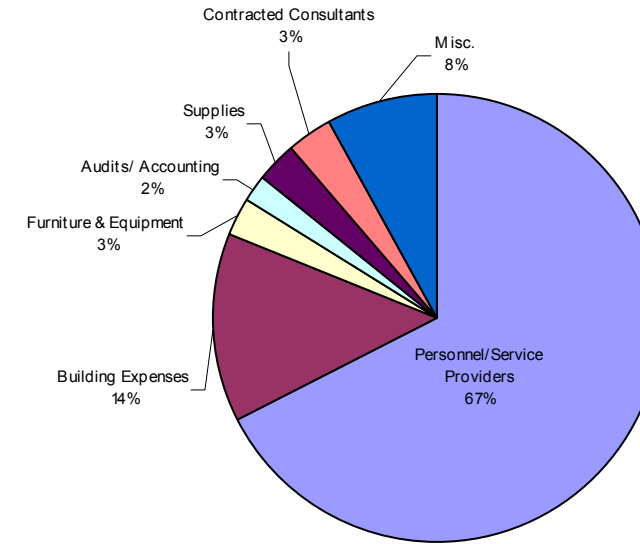
## Clubs

- Fraternal Order of Police #276, Wauconda
- Round Lake Area Exchange Club

## Municipalities/Governmental

- Round Lake Area Park District
- Village of Round Lake
- Village of Round Lake Beach
- Village of Round Lake Park

## EXPENSES

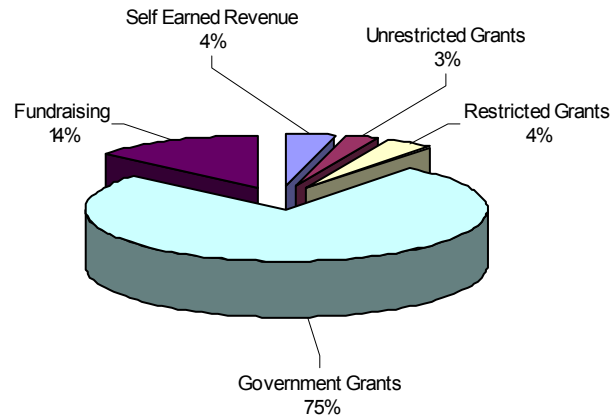


Audits/ Accounting	\$ 8,360.00
Building Expenses	56,444.73
Contracted Consultants	13,470.35
Furniture & Equipment	11,001.21
Misc.	33,567.33
Personnel/Service Providers	280,818.98
Supplies	11,941.94
<b>Total Expenses</b>	<b>\$415,604.54</b>

# Support and Expenditures

July 1, 2005 - June 30, 2006

## INCOME SOURCES



Fundraising	\$47,852.48
Government Grants	267,363.27
Restricted Grants	14,000.00
Self Earned Revenue	13,903.96
Unrestricted Grants	9,460.00
<b>Total Income Sources</b>	<b>\$ 352,579.71</b>

# Our Donors...continued

## Businesses and Corporations

Ace Hardware, Round Lake	Justen's Funeral Home, Round Lake
Baxter Healthcare Corporation, Round Lake	Landecom, Inc. Libertyville
Cherokee Printing, Inc., Mundelein	Lurvey's Landscape Supply, Desplains
Commonwealth Edison, Libertyville	Perricone Garden Center & Nursery, Volo
Crowne Plaza, Mundelein	Ridge & Associates, Round Lake Beach
Dam, Snell & Taveirne, LTD	Saddlebrook Farms, Round Lake Park
Data Managers, Inc., Vernon Hills	Sams Club, Gurnee
Elite Growers, Inc., Hawthorn Woods	Synnstvedt Co., Round Lake
Fairfield Material Services, Round Lake	The Home Depot, Round Lake Beach, Volo, McHenry & Vernon Hills
Ginsberg Myers & Associates, Libertyville	Wal Mart, Round Lake Beach
Harris Bank, Fox Lake & Round Lake	

## Honors

Mano a Mano honored the following people for their dedication, commitment and support to the mission at our Celebration of Gratitude (see page 17) this past year:

Gunnard Johnson  
Ed Kholmeyer  
Bob Rolek

## Individual Donors

Rosalio Acosta  
Merced Alfaro  
Mary Ann Andersen  
Hon. Judy Armstrong  
Hon. Ila Bauer  
Hon. & Mrs. Mark H. Beaubien  
Barbara Berkowicz  
Hon. Valerie Boettle-Ceckowski  
Hon. & Mrs. George Bridges  
Jim Brown  
Mr. & Mrs. Bryan Budil  
Ken Cairo





## Our Donors

### ...Individual Donors Continued

Hon. Carol Calabresa	Kathryn Lucas
Jeannette Campbell	Mike Martin
Orquidea Campos	Hon. Victoria L. Martin
Carolyn P. Carbine	Teresa M. Mullen
Hon. & Mrs. Russell Christian	Mr. & Mrs. Gene Myers
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Hon. & Mrs. Wallace B. Dunn	Hon. & Mrs. Jorge Ortiz
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Pat Flynn	Mr. & Mrs. Michael Reimer
Christopher Foreman	Randy & Sherry Ridge
Robert Frank	Hon. Helen Rozenberg
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Holly Kerr	Mr. & Mrs. Larry Waco
Margie Kingsley	Mr. & Mrs. Robert Warren
Mr. & Mrs. Joe Lamb	Mr. & Mrs. Bob Wegge
Chief Doug Larsson	Roycealee Wood
Hon. Terry Link	Guadalupe Zepeda
Ramiro Londono	

## Kermesse Volunteers continued...

German Lopez	Eva Nava	Rosario Rodriguez
Janet Lopez	Kyle Nolen	Chris Rusch
Agustin Lorenzo	Francisca Olmedo	Lisa Rusch
Juan Lorenzo	Hilda Perales	Steve Rusch
Kathy Lucas	Lety Picazo	Flor Salgado
Brianna Martindale	Sandra Portillo	Maria Salazar
Katie Martindale	Diana Ramirez	Maricela Tello
Eduviges Martinez	Alicia Resendiz	Isabel Torres
Juana Martinez	Euoligo Reyes	Aurora Valenzuela
Guillermina Mata	Francisca Reyes	Sam Yingling
Mayra Mena	Sherry Ridge	Cindy Zepeda
Alex Mikrut	Randy Ridge	Guadalupe Zepeda
Jaime Miranda	Maria Rodriguez	

## Mother's Day Dance ~ May13, 2006

### COMMITTEE

#### **Lety Picazo, Chair**

Merced Alfaro  
Teresa Mercado  
Maru Tomusiak  
Guadalupe Zepeda

### SPONSORS

Acres Group  
Andrew Sagartz  
Cherokee Printing  
El Jaliscience  
Gibson Realty  
Harter & Schottland Law Firm  
Home Run Liquors  
La Azteca  
Lomeli's International Supermarket  
Londono's Auto  
Mano a Mano Board of Directors  
O' Landscaping  
Rancho Nuevo  
Real Estate Connection  
Sequoia Realty  
Sherrydebtfree.com  
Something For Me





# Supporters of our Fundraisers Cont.

## Kermesse ~ June 10, 2006

### COMMITTEE

#### **Chris Foreman, Chair**

Alejandra Balsamo  
Carolina Duque  
Sherry Mikrut- Ridge  
Lisa Rusch  
Guadalupe Zepeda

### SPONSORS

#### **Band Sponsor**

Aerotek

#### **Red Hot Habanero**

Baxter Healthcare Corporation  
Dee & Mark Beaubien  
El Dorado Restaurant  
Reflejos Newspaper  
Sherrydebtfree.com  
Zagorniak Insurance Services

#### **Habanero**

Lite Technology

#### **Jalapeno**

Ace Hardware, Round Lake  
A & J Self Storage  
Cambridge Courts Mobile Home Park  
Consumers Credit Union  
Fred & Stephanie Foreman  
Mendoza Grocery  
Round Lake Market  
Washington Mutual

#### **Poblano**

Acres Group  
Maria Hidrogo  
Franklin Ayala

#### **Nacho Stand Sponsor**

Magnum Insurance

#### **Hot Dog Stand Sponsor**

Londono's Auto

#### **Popcorn Stand Sponsor**

Domino Amjet

#### **Raffle Donors**

Ace Hardware  
Dee Beaubien  
Best Western  
Kathy Idlas  
Jalapeno Supermarket  
Bruce Johnson  
Cheryl Johnson  
La Azteca  
Millenium Furniture  
Mikrut-Ridge Family  
Lisa Rusch

### VOLUNTEERS

Juan Amador  
Judy Armstrong  
Ale Balsamo  
Sandra Banos  
Delin Camacho  
Jeannette Campbell  
Mirtha Carbone  
Diana Cardenas  
Aidina Chairez  
Erika Chairez

Juana Chairez

Paty Chairez

Viadina Chairez

Jessie Christensen

Elvia Cordova

Guillermina De Loza

Aidina Diaz

Erika Diaz

Martha Diaz

Carolina Duque

Olinda Duque

Angelica Farias

George Filenko

Melony Foreman

Stephanie Foreman

Jonathan Franco

Alfredo Garcia

Maria Gonzalez

Ben Griffin

Karen Griffin

Laura Griffin

Wayne Griffin

Wendy Guerrero

Ana Guzman

Carmen Jacobo

Brittany Johnson

Bruce Johnson

Cheryl Johnson

Judith Kauffman

Reyna Landa

Patricia Lira

# Our Lifesavers

## Volunteer, Amigo's de Mano a Mano and Staff Contributions

### Staff

Carolina Duque, Executibe Director

Jose Ruiz, Office Manager

Patricia Chairez, Childcare Provider

Olinda Duque, Program Manager

Wendy Guerrero-Rivera, Information & Referral Case Manager

Mayra Mena, Childcare Provider/Receptionist

Nancy Orozco, Janitorial

Guadalupe Zepeda, Receptionist

### Teachers

Barbara Berkowicz, ESL

Diana Cardenas, Computer

Monica Dobre, ESL

Olinda Duque, GED

Pam Meylor, Computer

Sherry Ridge, ESL

Jose Ruiz, Computer

Everardo Sanchez, GED

### Amigo's/Volunteers

Merced Alfaro

Judy Armstrong

Ale Balsamo

Dee Beaubien

Lourdes Briseño

Ines Cahue

Sandra Camarena

Adrian Cardona-Tapia

Ramon Cervantes

Elvia Cordova

Marcia Curiel

Martha Diaz

Carolina Duque

Olinda Duque

Oscar Duque

Kristen Dvorak

Myriam Elizaldi

Maria Espino

Chrissy Franklin

Heather Franklin

Aracely Fuentes

Maria Gonzalez

Ben Griffin

Jeremy Harter

Irma Hernandez

Bruce Johnson

Cheryl Johnson

Dee-Dee Johnson

Jim Kirby

Reyna Landa

Kathy Lucas

Eduviges Martinez

Mayra Mena

Pam Meylor

Alex Mikrut

Corrine Mulchahy

Sofia Ortiz

Diana Ramirez

Greg Ridge

Randy Ridge

Sherry Ridge

Maria Rodriguez

Jose Ruiz

Lisa Rusch

Flor Salgado

Flora Sanchez

Bruce Schottland

John Tomusiak

Cynthia Zepeda

Guadalupe Zepeda





# Supporters of our Fundraisers

## Grand 5th Anniversary Dance ~September 17, 2005

### COMMITTEE

**Maru Tomusiak, Co-Chair**  
**Sherry Ridge, Co-Chair**  
Guadalupe Zepeda  
Irma Hernandez  
Kristen Dvrorak

### SPONSORS

Harter & Schottland Law Office  
Sam's Club, Gurnee

### VOLUNTEERS

Ila Bauer  
Chris Foreman  
Bruce Johnson  
Cheryl Johnson  
Randy Ridge  
John Tomusiak

## Gala ~ October 1, 2005

### COMMITTEE

**Dee Dee Johnson, Chair**  
**Bruce Johnson, Co-Chair**  
Kim Finedor  
Cheryl Johnson  
Sherry Ridge  
Sylvia Valadez

Hal Coxon  
Dr. & Mrs. Thomas DiGuilio  
Darl Drummund  
Charles J. Fanaro  
George & Jan Filenko  
Belma Gordon  
Harris Bank  
Willard Helander  
Michael & Michelle Hilt  
Katherine & Paul Idlas  
Bruce & Dee Dee Johnson  
Charlene A. Johnson  
Cheryl Johnson  
Don Johnson  
Kathy Lucas  
Cliff & Amy Metaxa  
Jorge Ortiz  
Bill Peterson  
Sean Rathjen  
Stacey Rathjen  
Mr. & Mrs. Michael J. Reimer  
Sherry & Randy Ridge  
Lisa & Steve Rusch

### Some of our guests included...

Juan Acevedo  
Maria Acevedo  
Julio C. Argueta  
Judy & Jim Armstrong  
Chuck & Teresa Bartels  
Dee & Mark Beaubien  
Dave & Diane Bennett  
James. E. Brown  
Valerie Cekowski

Andrew Sagartz  
Patricia Sanchez  
Gordon Scherzer  
Robert & Ingrid Skidmore  
Ed Sullivan Jr.  
Sylvia Valadez  
Mr. & Mrs. Larry Waco  
Robert & Bonnie Warren  
Bob Wegge  
Alvin & Patty Zehrung

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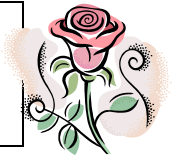
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Patrick Flynn  
Barbara E. Gallagher  
Chuck & Joanne Johnson  
Mano a Mano Staff  
Margie Kingsley  
Landecom  
Victoria Martin  
Round Lake Area Park District  
Saddlebrook Farms

# Garden of Mano a Mano ~ Spring 2006

"A single rose can be my garden...a single friend, my world" - Leo Buscaglia

*In memoriam of Mano a Mano's most beautiful rose and dearest friend,*

*Ila Bauer*



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