

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
413 N. MILWAUKEE AVENUE  
LIBERTYVILLE, ILLINOIS 60048**

December 15, 2022

Board Meeting  
6:30 p.m.

The regular meeting of the Board of Library Trustees of the Cook Memorial Public Library District scheduled for Thursday, December 15, 2022 will be held in the Workshop at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
  - a. Minutes of the Regular Meeting of November 15, 2022.
6. Approval of the Bills.
7. Report of the Director.
  - a. Statistical Report.
  - b. Narrative Report.
  - c. Personnel Report.
  - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
  - a. Finance and Employee Practices.
    - i. Approval of Resolution 2022-2023/8 Authorizing the Transfer of \$158,000 from the General Fund to the Special Reserve Fund and a \$290,000 Addition to Reserves for the Replacement of Computers and an Outreach Vehicle.
    - ii. Approval of Resolution 2022-2023/13 Authorizing Changes to Staff Salary Bands, Effective January 1, 2023.
  - b. Policy Review.
  - c. Building and Grounds
  - d. Development.
  - e. Technology.

- f. Resources, Services and Long Range Planning.
- g. Village of Libertyville Parking Commission Representative.
- h. Friends' Representative.
- i. RAILS Representative.
- j. Historical Society Representative.

10. Other Business.

- a. Approval of Resolution 2022-2023/9 Approving Change Order #2 with Manusos General Contracting, Inc. in the amount of \$595.01
- b. Approval of Resolution 2022-2023/10 Approving Change Order #9 with Prime Architectural Metal and Glass in the amount of \$848
- c. Approval of Resolution 2022-2023/11 Approving Change Order #6 with Prime Architectural Metal and Glass in the amount of \$294.12
- d. Approval of Resolution 2022-2023/12 Approving Change Order #3 with National Wrecking Company in the amount of \$ \$762.10

11. Communications.

12. Upcoming Meetings and Events.

- a. Policy Committee Meeting on Tuesday, January 10, 2023 at 6:30 p.m. at Cook Park Library.
- b. Regular Board Meeting on Tuesday, January 17, 2023 at 6:30 p.m. at Cook Park Library.
- c. Finance & Employee Practices Committee Meeting on Thursday, February 2, 2023 at 5:30 p.m. at Cook Park Library.

13. Public Questions.

14. Adjournment.

Wendy Vieth, President  
Board of Library Trustees

December 12, 2022

*Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (847)362-2330, by email at [ADA@cooklib.org](mailto:ADA@cooklib.org) or in writing, not less than five (5) business days prior to the meeting.*

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Balance Sheet by Fund**  
**As of November 30, 2022**

	<u>10-General</u>	<u>20-IMRF</u>	<u>30-Working Cash</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>1000 - Cash</b>						
10-1040 - Petty Cash	625					625
10-1045 - Cash on Hand - Aspen	60					60
10-1150 - Chase Operating A/C	3,008,117	645,727	555,776	11,295	-224,098	3,996,817
10-1504 - Illinois Funds - General, IMRF	414,414	37,443			323,236	775,093
10-1509 - Wintrust MaxSafe Acct - General	4,037,676					4,037,676
60-1509 - Wintrust MaxSafe Acct - S/R					1,248,055	1,248,055
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,491					56,491
60-1551 - Chase Savings - SRF					201,110	201,110
<b>Total 10-1550 - Chase Savings Account</b>	<u>56,491</u>				<u>201,110</u>	<u>257,601</u>
<b>Total 1000 - Cash</b>	<u>7,517,383</u>	<u>683,170</u>	<u>555,776</u>	<u>11,295</u>	<u>1,548,303</u>	<u>10,315,927</u>
<b>2000 - Investments</b>						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	1,965,607					1,965,607
<b>Total 10-1502 - Investments - General Fund</b>	<u>1,965,607</u>					<u>1,965,607</u>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)					1,840,000	1,840,000
<b>Total 60-1501 - Investments - Special Reserve</b>					<u>1,840,000</u>	<u>1,840,000</u>
<b>Total 2000 - Investments</b>	<u>1,965,607</u>				<u>1,840,000</u>	<u>3,805,607</u>
<b>Total Checking/Savings</b>	<u>9,482,990</u>	<u>683,170</u>	<u>555,776</u>	<u>11,295</u>	<u>3,388,303</u>	<u>14,121,534</u>
<b>Other Current Assets</b>						
10-1990 - Friends of the Library 2	2,183					2,183
<b>Total Other Current Assets</b>	<u>2,183</u>					<u>2,183</u>
<b>Total Current Assets</b>	<u>9,485,173</u>	<u>683,170</u>	<u>555,776</u>	<u>11,295</u>	<u>3,388,303</u>	<u>14,123,717</u>
<b>TOTAL ASSETS</b>	<u><b>9,485,173</b></u>	<u><b>683,170</b></u>	<u><b>555,776</b></u>	<u><b>11,295</b></u>	<u><b>3,388,303</b></u>	<u><b>14,123,717</b></u>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						
20000 - Accounts Payable	0					0
<b>Total Accounts Payable</b>	<u>0</u>					<u>0</u>
<b>Credit Cards</b>						
10-2050 - Chase One Card	6,899					6,899
<b>Total Credit Cards</b>	<u>6,899</u>					<u>6,899</u>
<b>Other Current Liabilities</b>						

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Balance Sheet by Fund**  
As of November 30, 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>30-Working Cash</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
<b>00-2100 - Payroll W/H &amp; Payable</b>						
10-2850 - Aflac Payable	185					185
10-2600 - IMRF Voluntary Life Insurance	464					464
10-2700 - Dental and Vision	2,579					2,579
10-2800 - CO-OP 90's Medical Plan	14,663					14,663
10-2900 - Other Health Care-FSA	6,045					6,045
<b>Total 00-2100 - Payroll W/H &amp; Payable</b>	<b>23,936</b>					<b>23,936</b>
<b>20-2300 - IMRF Payable-Employer Medicare</b>		0				0
<b>Total Other Current Liabilities</b>	<b>23,936</b>	0				<b>23,936</b>
<b>Total Current Liabilities</b>	<b>30,835</b>	0				<b>30,835</b>
<b>Total Liabilities</b>	<b>30,835</b>	0				<b>30,835</b>
<b>Equity</b>						
<b>00-3000 - Beginning Fund Balances</b>						
10-3000 - Fund Balance-General Fund	3,514,644					3,514,644
10-3010 - Assigned FB - Computer/Tech Res	450,000					450,000
10-3011 - Assigned FB - Bookmobile Res.	125,000					125,000
20-3000 - Fund Balance - IMRF Fund		148,591				148,591
30-3000 - Fund Balance-Working Cash Fund			555,776			555,776
50-3000 - Fund Balance-Trust Fund				23,873		23,873
60-3000 - Fund Balance-Spec Reserve Fund					2,961,246	2,961,246
<b>Total 00-3000 - Beginning Fund Balances</b>	<b>4,089,644</b>	<b>148,591</b>	<b>555,776</b>	<b>23,873</b>	<b>2,961,246</b>	<b>7,779,130</b>
<b>32000 - Retained Earnings</b>	<b>-235,289</b>	<b>41,451</b>		<b>-12,578</b>	<b>608,013</b>	<b>401,597</b>
<b>Net Income</b>	<b>5,599,983</b>	<b>493,128</b>			<b>-180,956</b>	<b>5,912,155</b>
<b>Total Equity</b>	<b>9,454,338</b>	<b>683,170</b>	<b>555,776</b>	<b>11,295</b>	<b>3,388,303</b>	<b>14,092,882</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,485,173</b>	<b>683,170</b>	<b>555,776</b>	<b>11,295</b>	<b>3,388,303</b>	<b>14,123,717</b>
<b>UNBALANCED CLASSES</b>	0					0



# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Profit & Loss by Fund

July through November 2022

	10-General	20-IMRF	60-Special Reserve	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
00-4000 · Property Tax	8,708,566	824,424	0	9,532,990
00-4050 · Replacement Tax	110,399	0	0	110,399
00-4100 · Interest Earned	50,165	0	19,569	69,734
00-4200 · Other	27,047	0	0	27,047
10-4300 · Grants & Other Donations	91,313	0	0	91,313
10-4350 · Fines	7,290	0	0	7,290
<b>Total Income</b>	<b>8,994,780</b>	<b>824,424</b>	<b>19,569</b>	<b>9,838,773</b>
<b>Gross Profit</b>	<b>8,994,780</b>	<b>824,424</b>	<b>19,569</b>	<b>9,838,773</b>
<b>Expense</b>				
10-5100 · Salaries	2,035,688	0	0	2,035,688
10-5200 · Benefits	229,893	0	0	229,893
10-5300 · Training	5,413	0	0	5,413
10-5400 · Materials	544,468	0	0	544,468
10-5500 · Processing	12,833	0	0	12,833
10-5600 · Supplies	45,300	0	0	45,300
10-5700 · Vehicles	7,549	0	0	7,549
10-5800 · Computer Operations	169,005	0	0	169,005
10-5900 · Utilities	38,329	0	0	38,329
10-6000 · Telephone	9,399	0	0	9,399
10-6100 · Postage	4,000	0	0	4,000
10-6200 · Maintenance	49,909	0	0	49,909
10-6300 · Repair	30,885	0	0	30,885
10-6400 · Insurance	4,948	0	0	4,948
10-6500 · Professional Services	13,141	0	0	13,141
10-6600 · Improvements	11,269	0	0	11,269
10-6700 · Community Relations	56,175	0	0	56,175
10-7000 · Debt Service	126,594	0	0	126,594
20-8210 · Employer IMRF Disbursements	0	179,388	0	179,388
20-8250 · Employer Soc Security Tax Disb	0	151,908	0	151,908
<b>Total Expense</b>	<b>3,394,798</b>	<b>331,296</b>	<b>0</b>	<b>3,726,094</b>
<b>Net Ordinary Income</b>	<b>5,599,982</b>	<b>493,128</b>	<b>19,569</b>	<b>6,112,679</b>

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Profit & Loss by Fund

July through November 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Income/Expense				
Other Expense				
60-9800 - Special Reserve Disbursements	0	0	200,524	200,524
Total Other Expense	0	0	200,524	200,524
Net Other Income	0	0	-200,524	-200,524
Net Income	<u>5,599,982</u>	<u>493,128</u>	<u>-180,955</u>	<u>5,912,155</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Monthly Budget Report  
November 2022

	November 2022				Year To Date November 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Ordinary Income/Expense												
Income												
00-4000 · Property Tax	155,779	963,110	(807,331)	-83.83%	9,532,990	9,631,103	(98,113)	-1.02%	97.74%	9,753,000		
00-4050 · Replacement Tax	0	20,833	(20,833)	-100.00%	110,399	104,165	6,234	5.98%	44.16%	250,000		
00-4100 · Interest Earned	22,716	4,000	18,716	467.90%	69,734	20,000	49,734	248.67%	145.28%	48,000		
00-4200 · Other	15,051	5,000	10,051	201.02%	27,047	9,000	18,047	200.52%	135.24%	20,000		
10-4300 · Grants & Other Donations	900	7,300	(6,400)	-87.67%	91,313	36,500	54,813	150.17%	0.00%	88,000		
10-4330 · Friends of The Library	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4350 · Fines	1,569	250	1,319	527.60%	7,290	1,250	6,040	483.20%	243.00%	3,000		
Total Income	196,015	1,000,493	(804,478)	-80.41%	9,838,773	9,802,018	36,755	0.37%	96.82%	10,162,000	0.00%	0
Expense												
10-5100 · Salaries	371,856	384,718	12,862	3.34%	2,035,688	2,128,931	93,243	4.38%	39.04%	5,214,000	0.00%	5,440,000
10-5200 · Benefits	56,904	50,758	(6,146)	-12.11%	229,893	252,019	22,126	8.78%	37.94%	606,000	0.00%	640,000
10-5300 · Training	1,331	4,662	3,331	71.45%	5,413	25,543	20,130	78.81%	9.17%	59,000	0.00%	62,000
10-5400 · Materials	109,339	129,044	19,705	15.27%	544,468	536,736	(7,732)	-1.44%	42.77%	1,273,000	0.00%	1,292,000
10-5500 · Processing	2,906	3,227	321	9.95%	12,833	24,665	11,832	47.97%	24.68%	52,000	0.00%	55,000
10-5600 · Supplies	15,745	9,933	(5,812)	-58.51%	45,300	57,355	12,055	21.02%	35.67%	127,000	0.00%	142,000
10-5700 · Vehicles	3,514	2,992	(522)	-17.45%	7,549	15,010	7,461	49.71%	20.97%	36,000	0.00%	45,000
10-5800 · Computer Operations	5,246	103,440	98,194	94.93%	169,005	388,845	219,840	56.54%	13.07%	1,293,000	0.00%	1,370,000
10-5900 · Utilities	7,671	16,037	8,366	52.17%	38,329	78,406	40,077	51.11%	19.16%	200,000	0.00%	240,000
10-6000 · Telephone	1,562	3,784	2,222	58.72%	9,399	13,972	4,573	32.73%	28.48%	33,000	0.00%	40,000
10-6100 · Postage	1,000	1,243	243	19.55%	4,000	5,155	1,155	22.41%	33.33%	12,000	0.00%	16,000
10-6200 · Maintenance	8,597	15,720	7,123	45.31%	49,909	64,476	14,567	22.59%	28.52%	175,000	0.00%	200,000
10-6300 · Repair	5,644	8,989	3,345	37.21%	30,885	60,471	29,586	48.93%	23.76%	130,000	0.00%	154,000
10-6400 · Insurance	0	0	0	0.00%	4,948	5,000	52	1.04%	6.26%	79,000	0.00%	90,000
10-6500 · Professional Services	4,350	3,904	(446)	-11.42%	13,141	39,529	26,388	66.76%	18.25%	72,000	0.00%	90,000
10-6600 · Improvements	90	9,951	9,861	99.10%	11,269	30,180	18,911	62.66%	14.64%	77,000	0.00%	80,000
10-6700 · Community Relations	12,803	14,698	1,895	12.89%	56,175	68,420	12,245	17.90%	31.56%	178,000	0.00%	192,000
10-6800 · Rent	0	0	0	0.00%	0	0	0	0.00%	0.00%	0	0.00%	5,000
10-6900 · Contingency	0	4,167	4,167	100.00%	0	20,835	20,835	100.00%	0.00%	50,000	0.00%	50,000
10-7000 · Debt Service	0	0	0	0.00%	126,594	127,615	1,021	0.80%	12.88%	983,000	0.00%	985,000
10-8010 · Capital Improvement Projects	0	10,416	10,416	100.00%	0	52,080	52,080	100.00%	0.00%	125,000	0.00%	125,000
20-8210 · Employer IMRF Disbursements	32,815	38,956	6,141	15.76%	179,388	214,418	35,030	16.34%	34.10%	526,000	0.00%	0
20-8250 · Employer Soc Security Tax Disb	27,685	29,146	1,461	5.01%	151,908	161,289	9,381	5.82%	38.46%	395,000	0.00%	0
Total Expense	669,058	845,785	176,727	20.90%	3,726,094	4,370,950	644,856	14.75%	31.86%	11,695,000	0.00%	11,313,000

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Monthly Budget Report  
November 2022

	November 2022				Year To Date November 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(473,043)	154,708	(627,751)		6,112,679	5,431,068	681,611			(1,533,000)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0		0					
10-9910 · Interfund Transfers - General	0		0				0					
60-9960 · Interfund Transfers - Special Reserve	0		0				0					
Total Other Income	0		0		0		0					
Other Expense												
10-9500 · Other Expense	0		0		0		0					
50-8500 · Trust Disbursements	0	0	0		0	0	0					
60-9800 · Special Reserve Disbursements	171,383	0	(171,383)		200,524	0	(200,524)					
Total Other Expense	171,383	0	(171,383)		200,524	0	(200,524)					
Net Other Income/(Expense)	(171,383)	0	(171,383)		(200,524)	0	(200,524)					
Net Income	(644,426)	154,708	(799,134)		5,912,155	5,431,068	481,087			(1,533,000)		

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Summary

November 12 through December 9, 2022

	10-General	20-IMRF	60-Special Reserve	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
00-4100 · Interest Earned	13,986.86	0.00	8,729.02	22,715.88
00-4200 · Other	14,999.10	0.00	0.00	14,999.10
10-4300 · Grants & Other Donations	900.00	0.00	0.00	900.00
10-4350 · Fines	1,547.36	0.00	0.00	1,547.36
<b>Total Income</b>	<b>31,433.32</b>	<b>0.00</b>	<b>8,729.02</b>	<b>40,162.34</b>
<b>Gross Profit</b>	<b>31,433.32</b>	<b>0.00</b>	<b>8,729.02</b>	<b>40,162.34</b>
<b>Expense</b>				
10-5100 · Salaries	372,683.90	0.00	0.00	372,683.90
10-5200 · Benefits	56,903.83	0.00	0.00	56,903.83
10-5300 · Training	602.89	0.00	0.00	602.89
10-5400 · Materials	82,934.71	0.00	0.00	82,934.71
10-5500 · Processing	3,703.51	0.00	0.00	3,703.51
10-5600 · Supplies	8,242.10	0.00	0.00	8,242.10
10-5700 · Vehicles	59.74	0.00	0.00	59.74
10-5800 · Computer Operations	53,847.74	0.00	0.00	53,847.74
10-5900 · Utilities	6,404.80	0.00	0.00	6,404.80
10-6000 · Telephone	1,562.16	0.00	0.00	1,562.16
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	8,287.70	0.00	0.00	8,287.70
10-6300 · Repair	1,402.19	0.00	0.00	1,402.19
10-6500 · Professional Services	8,414.04	0.00	0.00	8,414.04
10-6600 · Improvements	1,837.47	0.00	0.00	1,837.47
10-6700 · Community Relations	21,219.88	0.00	0.00	21,219.88
20-8210 · Employer IMRF Disbursements	0.00	32,712.30	0.00	32,712.30
20-8250 · Employer Soc Security Tax Disb	0.00	27,755.85	0.00	27,755.85
<b>Total Expense</b>	<b>629,106.66</b>	<b>60,468.15</b>	<b>0.00</b>	<b>689,574.81</b>
<b>Net Ordinary Income</b>	<b>-597,673.34</b>	<b>-60,468.15</b>	<b>8,729.02</b>	<b>-649,412.47</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
60-9800 · Special Reserve Disbursements	0.00	0.00	286,341.46	286,341.46
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>286,341.46</b>	<b>286,341.46</b>

10:29 AM  
12/09/22  
Cash Basis

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Summary**

**November 12 through December 9, 2022**

	<b>10-General</b>	<b>20-IMRF</b>	<b>60-Special Reserve</b>	<b>TOTAL</b>
<b>Net Other Income</b>	0.00	0.00	-286,341.46	-286,341.46
<b>Net Income</b>	<b>-597,673.34</b>	<b>-60,468.15</b>	<b>-277,612.44</b>	<b>-935,753.93</b>

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

November 12 through December 9, 2022

	Type	Date	Num	Name	Paid Amount	Balance
Ordinary Income/Expense						
Income						
00-4100 · Interest Earned						
60-3109 · Interest-Wintrust MaxSafe - S/R						
	General Journal	11/30/2022	3351		3,658.05	3,658.05
Total 60-3109 · Interest-Wintrust MaxSafe - S/R					3,658.05	3,658.05
10-3109 · Interest-Wintrust MaxSafe - Gen						
	General Journal	11/30/2022	3351		11,999.39	11,999.39
Total 10-3109 · Interest-Wintrust MaxSafe - Gen					11,999.39	11,999.39
10-3180 · Interest - Money Market Fund						
	General Journal	11/30/2022	3351		1,985.17	1,985.17
	General Journal	11/30/2022	3351			1,985.17
Total 10-3180 · Interest - Money Market Fund					1,985.17	1,985.17
10-4100 · Interest Earned-General Fund						
10-4101 · Interest Income - Chase Savings						
	General Journal	11/30/2022	3351		2.30	2.30
Total 10-4101 · Interest Income - Chase Savings					2.30	2.30
Total 10-4100 · Interest Earned-General Fund					2.30	2.30
60-4100 · Interest Earned Special Reserve						
60-4101 · Interest Income - Chase Savings						
	General Journal	11/30/2022	3351		8.20	8.20
Total 60-4101 · Interest Income - Chase Savings					8.20	8.20
60-4102 · Interest Income - Chase CD's						
	General Journal	11/30/2022	3346		3,643.45	3,643.45
	General Journal	11/30/2022	3346		863.54	4,506.99
	General Journal	11/30/2022	3346		555.78	5,062.77
Total 60-4102 · Interest Income - Chase CD's					5,062.77	5,062.77
Total 60-4100 · Interest Earned Special Reserve					5,070.97	5,070.97
Total 00-4100 · Interest Earned					22,715.88	22,715.88
00-4200 · Other						
10-4660 · Developer Fees						
	Deposit	11/18/2022			14,042.00	14,042.00
Total 10-4660 · Developer Fees					14,042.00	14,042.00
10-4400 · Lost Materials						
	Deposit	11/18/2022			45.99	45.99
	Deposit	11/18/2022			9.74	55.73
	Bill	11/29/2022	LOST/PAID - 111122	PIASECKI, ANNA	-14.99	40.74
	Bill	11/29/2022	LOST/PAID - 110922	SARGENT, BRIANA	-15.99	24.75
	Bill	11/29/2022	LOST/PAID - 112522	BLASE, COLLEEN	-17.99	6.76
	Bill	11/29/2022	LOST/PAID - 111722	HAYES, TONIA	-17.99	-11.23
	Bill	11/29/2022	LOST/PAID - 111922	TOWNSEND, SUSAN	-13.73	-24.96
	Bill	11/29/2022	LOST/PAID - 112322	SMITH, CAROLINE	-13.99	-38.95
	Deposit	12/02/2022			56.80	17.85
	Deposit	12/02/2022			15.99	33.84
	Bill	12/09/2022	LOST/PAID - 112822	OBISPO, STACY	-14.29	19.55
	Bill	12/09/2022	LOST/PAID - 120522	CHEONG, LINDY	-22.75	-3.20
	Bill	12/09/2022	LOST/PAID - 120522	CIAGLIO, KRISTY	-12.99	-16.19
	Bill	12/09/2022	LOST/PAID - 120122	JAKUBOWSKI, LAURA	-17.99	-34.18
	Bill	12/09/2022	LOST/PAID - 113022	RANE, RUCHA	-7.99	-42.17
Total 10-4400 · Lost Materials					-42.17	-42.17
10-4450 · Copy Machine Income						
10-4451 · Aspen - Print/Copy Station						
	Deposit	11/14/2022			227.05	227.05
	Deposit	11/18/2022			60.20	287.25
	Deposit	11/22/2022			179.90	467.15
Total 10-4451 · Aspen - Print/Copy Station					467.15	467.15
10-4452 · Cook Park - Print/Copy Station						
	Deposit	11/14/2022			281.75	281.75
	Deposit	11/22/2022			189.70	471.45
	General Journal	11/30/2022	3351		0.80	472.25
Total 10-4452 · Cook Park - Print/Copy Station					472.25	472.25
Total 10-4450 · Copy Machine Income					939.40	939.40
10-4500 · Misc - General Account						
	Deposit	11/18/2022			30.85	30.85
	Deposit	12/02/2022			9.00	39.85
	Deposit	12/02/2022			20.02	59.87
Total 10-4500 · Misc - General Account					59.87	59.87
Total 00-4200 · Other					14,999.10	14,999.10
10-4300 · Grants & Other Donations						
10-4365 · Donations - Other						
	Deposit	11/18/2022			900.00	900.00
Total 10-4365 · Donations - Other					900.00	900.00
Total 10-4300 · Grants & Other Donations					900.00	900.00
10-4350 · Fines						
	Deposit	11/18/2022			46.65	46.65
	Deposit	11/18/2022			9.00	55.65

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

November 12 through December 9, 2022

	Type	Date	Num	Name	Paid Amount	Balance
	General Journal	11/30/2022	3351		1,638.50	1,694.15
	General Journal	11/30/2022	3347		-159.79	1,534.36
	Deposit	12/02/2022			8.00	1,542.36
	Deposit	12/02/2022			5.00	1,547.36
Total 10-4350 - Fines					1,547.36	1,547.36
Total Income					40,162.34	40,162.34
Gross Profit					40,162.34	40,162.34
<b>Expense</b>						
<b>10-5100 - Salaries</b>						
<b>10-5110 - Administration Salaries</b>						
	General Journal	11/18/2022	3340		35,546.57	35,546.57
	General Journal	12/02/2022	3352		35,662.35	71,208.92
Total 10-5110 - Administration Salaries					71,208.92	71,208.92
<b>10-5120 - Adult Salaries</b>						
	General Journal	11/18/2022	3340		43,994.69	43,994.69
	General Journal	12/02/2022	3352		43,447.97	87,442.66
Total 10-5120 - Adult Salaries					87,442.66	87,442.66
<b>10-5130 - Children's Salaries</b>						
	General Journal	11/18/2022	3340		30,629.80	30,629.80
	General Journal	12/02/2022	3352		31,422.68	62,052.48
Total 10-5130 - Children's Salaries					62,052.48	62,052.48
<b>10-5140 - Circulation Salaries</b>						
	General Journal	11/18/2022	3340		27,145.15	27,145.15
	General Journal	12/02/2022	3352		27,919.98	55,065.13
Total 10-5140 - Circulation Salaries					55,065.13	55,065.13
<b>10-5145 - Maintenance Salaries</b>						
	General Journal	11/18/2022	3340		8,228.84	8,228.84
	General Journal	12/02/2022	3352		8,275.65	16,504.49
Total 10-5145 - Maintenance Salaries					16,504.49	16,504.49
<b>10-5150 - ILL Salaries</b>						
	General Journal	11/18/2022	3340		3,952.29	3,952.29
	General Journal	12/02/2022	3352		4,048.69	8,000.98
Total 10-5150 - ILL Salaries					8,000.98	8,000.98
<b>10-5155 - Outreach Salaries</b>						
	General Journal	11/18/2022	3340		8,794.76	8,794.76
	General Journal	12/02/2022	3352		9,239.99	18,034.75
Total 10-5155 - Outreach Salaries					18,034.75	18,034.75
<b>10-5160 - Tech Services Salaries</b>						
	General Journal	11/18/2022	3340		20,890.29	20,890.29
	General Journal	12/02/2022	3352		21,047.02	41,937.31
Total 10-5160 - Tech Services Salaries					41,937.31	41,937.31
<b>10-5165 - Shelves Salaries</b>						
	General Journal	11/18/2022	3340		6,288.38	6,288.38
	General Journal	12/02/2022	3352		6,148.80	12,437.18
Total 10-5165 - Shelves Salaries					12,437.18	12,437.18
Total 10-5100 - Salaries					372,683.90	372,683.90
<b>10-5200 - Benefits</b>						
<b>10-5210 - Health Insurance</b>						
	Bill	11/29/2022	5047122022	NCPERS GROUP LIFE INS	240.00	240.00
	Bill	11/29/2022	MEX45 - NOVEMBER 22	AFLAC	92.52	332.52
	Bill	11/29/2022	865594 - DEC 2022	BLUE CROSS BLUE SHIELD OF ILLINOIS	5,153.80	5,486.32
	Bill	11/29/2022	865594 - DEC 2022	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,387.38	6,873.70
	General Journal	11/30/2022	3349		97.49	6,971.19
	General Journal	11/30/2022	3349		92.76	7,063.95
	General Journal	11/30/2022	3349		95.34	7,159.29
	General Journal	11/30/2022	3349		402.83	7,562.12
	General Journal	11/30/2022	3349		100.00	7,662.12
	Bill	12/09/2022	P65753 - NOVEMBER 22	COOPERATIVE 90'S MEDICAL	37,300.20	44,962.32
	Bill	12/09/2022	P65753 - NOVEMBER 22	COOPERATIVE 90'S MEDICAL	7,121.80	52,084.12
Total 10-5210 - Health Insurance					52,084.12	52,084.12
<b>10-5220 - Dental/Vision Insurance</b>						
	Deposit	11/18/2022			-49.19	-49.19
	Deposit	11/18/2022			-49.19	-98.38
	Deposit	11/18/2022			-46.00	-144.38
	Deposit	11/18/2022			-45.00	-189.38
	Bill	11/29/2022	10438-0001 DEC 2022	DELTA DENTAL OF ILLINOIS - RISK	16.31	-173.07
	Bill	11/29/2022	10438 - DECEMBER 22	DELTA DENTAL OF ILLINOIS - VISION	266.10	93.03
	Bill	11/29/2022	10438 - DECEMBER 22	DELTA DENTAL OF ILLINOIS - VISION	97.40	190.43
	General Journal	11/30/2022	3343		-586.39	-395.96
	Bill	12/09/2022	10438 - NOV 22	COOPERATIVE 90'S DENTAL	3,295.40	2,899.44
	Bill	12/09/2022	10438 - NOV 22	COOPERATIVE 90'S DENTAL	1,255.60	4,155.04
Total 10-5220 - Dental/Vision Insurance					4,155.04	4,155.04
<b>10-5240 - Life Insurance</b>						
	Bill	11/29/2022	034963 - DEC 2022	MADISON NATIONAL LIFE INS CO., INC.	267.79	267.79
Total 10-5240 - Life Insurance					267.79	267.79
<b>10-5270 - LTD Insurance</b>						



COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

November 12 through December 9, 2022

	Type	Date	Num	Name	Paid Amount	Balance
	Bill	11/29/2022	034963 - DEC 2022	MADISON NATIONAL LIFE INS CO., INC.	396.88	396.88
Total 10-5270 - LTD Insurance					396.88	396.88
Total 10-5200 - Benefits					56,903.83	56,903.83
10-5300 - Training						
10-5320 - Travel						
10-5321 - Travel - Admin						
	Bill	11/29/2022	AD MEETING - 102822	CERNIGLIA, LAUREN	25.00	25.00
	Bill	11/29/2022	NOVEMBER 9, 2022	LITTLEFIELD, MARLA	58.00	83.00
Total 10-5321 - Travel - Admin					83.00	83.00
Total 10-5320 - Travel					83.00	83.00
10-5330 - Memberships						
10-5331 - Memberships - Admin						
	Bill	12/09/2022	CMPL - 2022-2023	MAINSTREET LIBERTYVILLE, INC.	200.00	200.00
	Bill	12/09/2022	CMPL - 2023	LACONI, INC.	150.00	350.00
Total 10-5331 - Memberships - Admin					350.00	350.00
Total 10-5330 - Memberships					350.00	350.00
10-5350 - Conferences						
10-5351 - Conferences - Admin						
	Bill	11/29/2022	ILA CONFERENCE-1022	KRAMER, HOPE	33.75	33.75
	Bill	11/29/2022	ILA CONFERENCE-1022	TORRES, NATALIE	136.14	169.89
Total 10-5351 - Conferences - Admin					169.89	169.89
Total 10-5350 - Conferences					169.89	169.89
Total 10-5300 - Training					602.89	602.89
10-5400 - Materials						
10-5410 - Books - Adult						
	Credit Card Charge	11/30/2022	110222	Amazon Marketplace.com - CMPL Credit C	16.99	16.99
	Credit Card Charge	11/30/2022	110122	Amazon Marketplace.com - CMPL Credit C	16.99	33.98
	Credit Card Charge	11/30/2022	110622	Amazon Marketplace.com - CMPL Credit C	38.97	72.95
	Credit Card Charge	11/30/2022	111122	Amazon Marketplace.com - CMPL Credit C	27.99	100.94
	Credit Card Charge	11/30/2022	111122	Amazon Marketplace.com - CMPL Credit C	12.59	113.53
	Credit Card Charge	11/30/2022	111422	Amazon Marketplace.com - CMPL Credit C	10.99	124.52
	Credit Card Charge	11/30/2022	112522	Amazon Marketplace.com - CMPL Credit C	24.23	148.75
	Bill	12/09/2022	2037153542	BAKER & TAYLOR - L5580152	580.02	728.77
	Bill	12/09/2022	2037146116	BAKER & TAYLOR - C5217413	77.33	806.10
	Bill	12/09/2022	2037147392	BAKER & TAYLOR - L3966532	612.12	1,418.22
	Bill	12/09/2022	2037142123	BAKER & TAYLOR - L5580152	385.57	1,803.79
	Bill	12/09/2022	2037140008	BAKER & TAYLOR - L5742022	297.32	2,101.11
	Bill	12/09/2022	2037147920	BAKER & TAYLOR - L5742022	392.41	2,493.52
	Bill	12/09/2022	2037144712	BAKER & TAYLOR - L5742022	667.39	3,160.91
	Bill	12/09/2022	2037146131	BAKER & TAYLOR - L3966532	910.48	4,071.39
	Bill	12/09/2022	1969308	CENTER POINT LARGE PRINT	274.14	4,345.53
	Bill	12/09/2022	79643698	GALE	104.98	4,450.51
	Bill	12/09/2022	79646447	GALE	138.35	4,588.86
	Bill	12/09/2022	79638783	GALE	123.16	4,712.02
	Bill	12/09/2022	79632371	GALE	30.39	4,742.41
	Bill	12/09/2022	79632423	GALE	141.55	4,883.96
	Bill	12/09/2022	79633798	GALE	427.06	5,311.02
	Bill	12/09/2022	79627901	GALE	59.18	5,370.20
	Bill	12/09/2022	2037157209	BAKER & TAYLOR - L5742022	493.97	5,864.17
	Bill	12/09/2022	2037152273	BAKER & TAYLOR - L5742022	532.51	6,396.68
	Bill	12/09/2022	2037150049	BAKER & TAYLOR - L3966532	701.45	7,098.13
	Bill	12/09/2022	2037146280	BAKER & TAYLOR - C0209743	173.94	7,272.07
	Bill	12/09/2022	2037146281	BAKER & TAYLOR - C0209743	18.26	7,290.33
	Bill	12/09/2022	2037146282	BAKER & TAYLOR - C0209743	15.13	7,305.46
	Bill	12/09/2022	2037155645	BAKER & TAYLOR - L5579912	289.22	7,594.68
	Bill	12/09/2022	79658303	GALE	61.58	7,656.26
	Bill	12/09/2022	79657838	GALE	123.16	7,779.42
	Bill	12/09/2022	79669526	GALE	107.16	7,886.58
	Bill	12/09/2022	4356718	BARNES & NOBLE, INC.	7.99	7,894.57
	Bill	12/09/2022	79688481	GALE	104.98	7,999.55
	Bill	12/09/2022	13791	TSAI FONG BOOKS, INC.	210.58	8,210.13
	Bill	12/09/2022	22DN-46727	VALUE LINE PUBLISHING LLC	1,175.00	9,385.13
	Bill	12/09/2022	22DN-46728a	VALUE LINE PUBLISHING LLC	1,300.00	10,685.13
	Bill	12/09/2022	2037175877	BAKER & TAYLOR - L5742022	296.88	10,982.01
	Bill	12/09/2022	2037183738	BAKER & TAYLOR - L5580152	94.20	11,076.21
	Bill	12/09/2022	2037164140	BAKER & TAYLOR - L3966532	591.15	11,667.36
	Bill	12/09/2022	2037163114	BAKER & TAYLOR - L5742022	467.23	12,134.59
	Bill	12/09/2022	2037172647	BAKER & TAYLOR - L5580152	260.06	12,394.65
	Bill	12/09/2022	2037173675	BAKER & TAYLOR - L5579912	144.68	12,539.33
	Bill	12/09/2022	847523870	THOMSON REUTERS - WEST	4,836.00	17,375.33
	Bill	12/09/2022	2037194875	BAKER & TAYLOR - L5579912	251.20	17,626.53
	Bill	12/09/2022	2037176738	BAKER & TAYLOR - L5742022	702.24	18,328.77
	Bill	12/09/2022	2037192966	BAKER & TAYLOR - L5580152	45.98	18,374.75
	Bill	12/09/2022	8211022B0356R-1	SENTRUM MARKETING, LLC	294.90	18,669.65
Total 10-5410 - Books - Adult					18,669.65	18,669.65
10-5415 - Books - Juvenile						

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

November 12 through December 9, 2022

Type	Date	Num	Name	Paid Amount	Balance
Bill	12/09/2022	2037147408	BAKER & TAYLOR - L5580072	419.17	419.17
Bill	12/09/2022	2037146325	BAKER & TAYLOR - L4231142	225.56	644.73
Bill	12/09/2022	2037147397	BAKER & TAYLOR - L3966522	472.66	1,117.39
Bill	12/09/2022	2037161917	BAKER & TAYLOR - L3966522	473.30	1,590.69
Bill	12/09/2022	2037162450	BAKER & TAYLOR - L3966522	416.27	2,006.96
Bill	12/09/2022	2037161860	BAKER & TAYLOR - L4231142	278.78	2,285.74
Bill	12/09/2022	2037156256	BAKER & TAYLOR - L5580072	383.73	2,669.47
Bill	12/09/2022	2037186087	BAKER & TAYLOR - L5580072	630.26	3,299.73
Bill	12/09/2022	2037186136	BAKER & TAYLOR - L3966522	1,135.81	4,435.54
Bill	12/09/2022	2037175444	BAKER & TAYLOR - L3966522	291.50	4,727.04
Bill	12/09/2022	2037176770	BAKER & TAYLOR - L5580072	1,146.71	5,873.75
Bill	12/09/2022	2037176754	BAKER & TAYLOR - L5580072	1,220.92	7,094.67
Bill	12/09/2022	2037178813	BAKER & TAYLOR - L4231142	441.97	7,536.64
Bill	12/09/2022	1645354	WORLD BOOK, INC	2,398.00	9,934.64
Bill	12/09/2022	2037192632	BAKER & TAYLOR - L3966522	179.46	10,114.10
Bill	12/09/2022	2037194842	BAKER & TAYLOR - L5580072	399.41	10,513.51
Bill	12/09/2022	2037194448	BAKER & TAYLOR - L4231142	293.81	10,807.32
Bill	12/09/2022	2037191504	BAKER & TAYLOR - L4231522	17.02	10,824.34
Check	12/09/2022	58057	BAKER & TAYLOR - L5580072	-16.00	10,808.34
Check	12/09/2022	58057	BAKER & TAYLOR - L5580072	314.80	11,123.14
Total 10-5415 - Books - Juvenile				11,123.14	11,123.14
<b>10-5420 - Audio/Visual - Adult</b>					
Credit Card Charge	11/30/2022	110722	Amazon Marketplace.com - CMPL Credit C	39.13	39.13
Credit Card Charge	11/30/2022	111022	Amazon Marketplace.com - CMPL Credit C	17.48	56.61
Credit Card Charge	11/30/2022	111422	Amazon Marketplace.com - CMPL Credit C	11.49	68.10
Credit Card Charge	11/30/2022	111422	Amazon Marketplace.com - CMPL Credit C	14.04	82.14
Credit Card Charge	11/30/2022	111422	Amazon Marketplace.com - CMPL Credit C	29.99	112.13
Credit Card Charge	11/30/2022	111422	Amazon Marketplace.com - CMPL Credit C	19.98	132.11
Credit Card Charge	11/30/2022	111522	Amazon Marketplace.com - CMPL Credit C	65.71	197.82
Credit Card Charge	11/30/2022	111422	Amazon Marketplace.com - CMPL Credit C	10.79	208.61
Credit Card Charge	11/30/2022	111622	Amazon Marketplace.com - CMPL Credit C	39.15	247.76
Credit Card Charge	11/30/2022	111422	Amazon Marketplace.com - CMPL Credit C	61.62	309.38
Credit Card Charge	11/30/2022	110722	Amazon Marketplace.com - CMPL Credit C	13.60	322.98
Credit Card Charge	11/30/2022	103122	Amazon Marketplace.com - CMPL Credit C	9.98	332.96
Bill	12/09/2022	502963705	MIDWEST TAPE, LLC	1,782.36	2,115.32
Bill	12/09/2022	502942073	MIDWEST TAPE, LLC	596.73	2,712.05
Bill	12/09/2022	502969466	MIDWEST TAPE, LLC	245.04	2,957.09
Bill	12/09/2022	503001526	MIDWEST TAPE, LLC	456.48	3,413.57
Bill	12/09/2022	502984484	MIDWEST TAPE, LLC	1,520.77	4,934.34
Bill	12/09/2022	503036710	MIDWEST TAPE, LLC	301.29	5,235.63
Bill	12/09/2022	503030744	MIDWEST TAPE, LLC	1,626.74	6,862.37
Bill	12/09/2022	503058843	MIDWEST TAPE, LLC	2,194.58	9,056.95
Total 10-5420 - Audio/Visual - Adult				9,056.95	9,056.95
<b>10-5425 - Audio/Visual - Juvenile</b>					
Bill	12/09/2022	502984484	MIDWEST TAPE, LLC	38.98	38.98
Bill	12/09/2022	503030744	MIDWEST TAPE, LLC	44.22	83.20
Bill	12/09/2022	503058843	MIDWEST TAPE, LLC	33.72	116.92
Total 10-5425 - Audio/Visual - Juvenile				116.92	116.92
<b>10-5430 - Games - Adult</b>					
Bill	12/09/2022	9071	CRIMSON MULTIMEDIA DISTRIBUTION, I	2,237.22	2,237.22
Bill	12/09/2022	9073	CRIMSON MULTIMEDIA DISTRIBUTION, I	240.00	2,477.22
Bill	12/09/2022	9211	CRIMSON MULTIMEDIA DISTRIBUTION, I	150.00	2,627.22
Bill	12/09/2022	9209	CRIMSON MULTIMEDIA DISTRIBUTION, I	897.11	3,524.33
Total 10-5430 - Games - Adult				3,524.33	3,524.33
<b>10-5435 - Games - Children</b>					
Credit Card Charge	11/30/2022	111422	Amazon Marketplace.com - CMPL Credit C	34.99	34.99
Bill	12/09/2022	9072	CRIMSON MULTIMEDIA DISTRIBUTION, I	1,498.37	1,533.36
Bill	12/09/2022	9074	CRIMSON MULTIMEDIA DISTRIBUTION, I	160.00	1,693.36
Bill	12/09/2022	9210	CRIMSON MULTIMEDIA DISTRIBUTION, I	1,228.31	2,921.67
Bill	12/09/2022	9212	CRIMSON MULTIMEDIA DISTRIBUTION, I	200.00	3,121.67
Total 10-5435 - Games - Children				3,121.67	3,121.67
<b>10-5440 - Periodicals - Adult</b>					
Credit Card Charge	11/30/2022	111722	Lake County News Sun - CMPL Credit Carc	57.74	57.74
Credit Card Charge	11/30/2022	112222	Pioneer Press - CMPL Credit Card	16.50	74.24
Credit Card Charge	11/30/2022	112222	Lake County News Sun - CMPL Credit Carc	81.22	155.46
Credit Card Charge	11/30/2022	112222	Chicago Tribune - CMPL Credit Card	164.90	320.36
Bill	12/09/2022	4356718	BARNES & NOBLE, INC.	39.97	360.33
Bill	12/09/2022	2302470	EBSCO INDUSTRIES INC	5.50	365.83
Bill	12/09/2022	CMPL - 2023	GSMD PUBLICATIONS	24.00	389.83
Bill	12/09/2022	CMPL 2023	MCIGS	40.00	429.83
Bill	12/09/2022	CMPL - 2023	NORTH SUBURBAN GENEALOGICAL SC	35.00	464.83
Bill	12/09/2022	CMPL - 2023	SUNSET	18.00	482.83
Total 10-5440 - Periodicals - Adult				482.83	482.83
<b>10-5445 - Periodicals - Juvenile</b>					
Bill	12/09/2022	2302470	EBSCO INDUSTRIES INC	95.86	95.86
Bill	12/09/2022	1688431	EBSCO INDUSTRIES INC	59.90	155.76

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5445 - Periodicals - Juvenile	Bill	12/09/2022	2302471	EBSCO INDUSTRIES INC	95.86	251.62
					251.62	251.62
<b>10-5450 - Circulating Technologies</b>						
<b>10-5451 - Circ Tech - Equipment</b>						
	General Journal	11/18/2022	3342	Moblebeacon.com - CMPL Credit Card	-516.00	-516.00
	Credit Card Charge	11/30/2022	112222	Digital River - CMPL Credit Card	138.07	-377.93
					-377.93	-377.93
Total 10-5451 - Circ Tech - Equipment						
<b>10-5453 - Circ Tech - Subscriptions</b>						
	Credit Card Charge	11/30/2022	110122	Hulu - CMPL Credit Card	14.99	14.99
	Credit Card Charge	11/30/2022	110422	Hulu - CMPL Credit Card	14.99	29.98
	Credit Card Charge	11/30/2022	112622	VIX PLUS - CMPL Credit Card	6.99	36.97
	Credit Card Charge	11/30/2022	112922	Netflix.com - CMPL Credit Card	19.99	56.96
	Credit Card Charge	11/30/2022	111822	Apple.com - CMPL Credit Card	99.00	155.96
					155.96	155.96
Total 10-5453 - Circ Tech - Subscriptions						
Total 10-5450 - Circulating Technologies						
<b>10-5490 - Electronic Services</b>						
<b>10-5491 - Online Databases</b>						
<b>10-5492 - Online Databases - Adults</b>						
	General Journal	11/30/2022	3348	ARKIVDIGITAL	531.29	531.29
	Bill	12/09/2022	79721286	GALE	2,071.92	2,603.21
	Bill	12/09/2022	1000197443-1	EBSCO INDUSTRIES INC	2,921.00	5,524.21
	Bill	12/09/2022	1000197446-1	EBSCO INDUSTRIES INC	5,395.00	10,919.21
					10,919.21	10,919.21
Total 10-5492 - Online Databases - Adults						
Total 10-5491 - Online Databases						
<b>10-5494 - Digital Popular Materials</b>						
<b>10-5495 - Dig. Popular Materials - Adults</b>						
	Bill	12/09/2022	07001CO22406871	OVERDRIVE, INC.	1,137.27	1,137.27
	Bill	12/09/2022	07001CO22406856	OVERDRIVE, INC.	999.29	2,136.56
	Bill	12/09/2022	07001CO22409072	OVERDRIVE, INC.	307.09	2,443.65
	Bill	12/09/2022	07001CO22414517	OVERDRIVE, INC.	1,700.91	4,144.56
	Bill	12/09/2022	07001CO22414523	OVERDRIVE, INC.	629.27	4,773.83
	Bill	12/09/2022	07001CO22414644	OVERDRIVE, INC.	474.01	5,247.84
	Bill	12/09/2022	07001CO22417839	OVERDRIVE, INC.	1,023.13	6,270.97
	Bill	12/09/2022	07001CO22421860	OVERDRIVE, INC.	649.96	6,920.93
	Bill	12/09/2022	07001CO22421851	OVERDRIVE, INC.	415.66	7,336.59
	Bill	12/09/2022	07001CO22424787	OVERDRIVE, INC.	313.29	7,649.88
	Bill	12/09/2022	NOVEMBER 22	BIBLIOTHECA, LLC	5,142.72	12,792.60
	Bill	12/09/2022	325894 - PPU	KANOPY INC.	435.00	13,227.60
	Bill	12/09/2022	503038069	MIDWEST TAPE, LLC	8,764.64	21,992.24
	Bill	12/09/2022	07001CO22427206	OVERDRIVE, INC.	466.18	22,458.42
	Bill	12/09/2022	07001CO22426770	OVERDRIVE, INC.	644.60	23,103.02
	Bill	12/09/2022	07001CO22429848	OVERDRIVE, INC.	302.91	23,405.93
	Bill	12/09/2022	07001CO22438822	OVERDRIVE, INC.	507.05	23,912.98
	Bill	12/09/2022	07001CO22438514	OVERDRIVE, INC.	1,308.05	25,221.03
	Bill	12/09/2022	07001CO22438821	OVERDRIVE, INC.	327.93	25,548.96
					25,548.96	25,548.96
Total 10-5495 - Dig. Popular Materials - Adults						
Total 10-5494 - Digital Popular Materials						
Total 10-5490 - Electronic Services						
<b>10-5497 - Interlibrary Loan Fees</b>						
	Bill	12/09/2022	27304	IHLS-OCLC	341.40	341.40
					341.40	341.40
Total 10-5497 - Interlibrary Loan Fees						
Total 10-5400 - Materials						
<b>10-5500 - Processing</b>						
<b>10-5520 - Cataloging</b>						
	Bill	12/09/2022	27304	IHLS-OCLC	2,762.16	2,762.16
	Bill	12/09/2022	503036984	MIDWEST TAPE, LLC	147.00	2,909.16
	Bill	12/09/2022	MR0700122437633	OVERDRIVE, INC.	794.35	3,703.51
					3,703.51	3,703.51
Total 10-5520 - Cataloging						
Total 10-5500 - Processing						
<b>10-5600 - Supplies</b>						
<b>10-5611 - Supplies - Admin</b>						
	Credit Card Charge	11/30/2022	112522	Menards - CMPL Credit Card	280.32	280.32
	Credit Card Charge	11/30/2022	103122	Amazon Marketplace.com - CMPL Credit C	77.92	358.24
	Credit Card Charge	11/30/2022	112222	Amazon Marketplace.com - CMPL Credit C	176.97	535.21
	Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	792.34	1,327.55
					1,327.55	1,327.55
Total 10-5611 - Supplies - Admin						
<b>10-5612 - Supplies - Adults</b>						
	Credit Card Charge	11/30/2022	111722	Amazon Marketplace.com - CMPL Credit C	117.98	117.98
	Bill	12/09/2022	111522-112522	ACE HARDWARE OF LIBERTYVILLE, INC	17.99	135.97
	Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	74.58	210.55
					210.55	210.55
Total 10-5612 - Supplies - Adults						
<b>10-5613 - Supplies - Children's</b>						
	Bill	11/29/2022	102422-111622	SAM'S CLUB DIRECT	201.28	201.28
	Credit Card Charge	11/30/2022	111622	Lakeshore Learning - CMPL Credit Card	34.98	236.26
	Credit Card Charge	11/30/2022	111622	Amazon Marketplace.com - CMPL Credit C	89.88	326.14
	Credit Card Charge	11/30/2022	111622	Amazon Marketplace.com - CMPL Credit C	90.00	416.14

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

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Type	Date	Num	Name	Paid Amount	Balance
Credit Card Charge	11/30/2022	112222	Amazon Marketplace.com - CMPL Credit C	12.97	429.11
Credit Card Charge	11/30/2022	102622	Amazon Marketplace.com - CMPL Credit C	74.99	504.10
Credit Card Charge	11/30/2022	111622	Amazon Marketplace.com - CMPL Credit C	60.27	564.37
Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	84.55	648.92
Total 10-5613 - Supplies - Children's				648.92	648.92
<b>10-5614 - Supplies - Circulation</b>					
Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	577.50	577.50
Total 10-5614 - Supplies - Circulation				577.50	577.50
<b>10-5615 - Supplies - Maintenance</b>					
Bill	11/29/2022	100322-102722	LOWE'S	34.14	34.14
Bill	11/29/2022	100322-102722	LOWE'S	32.20	66.34
Bill	11/29/2022	100322-102722	LOWE'S	12.05	78.39
Bill	11/29/2022	100322-102722	LOWE'S	78.52	156.91
Bill	11/29/2022	100322-102722	LOWE'S	12.82	169.73
Credit Card Charge	11/30/2022	110922	Home Depot - CMPL Credit Card	54.97	224.70
Credit Card Charge	11/30/2022	110922	Home Depot - CMPL Credit Card	59.97	284.67
Credit Card Charge	11/30/2022	110122	Fastsigns - CMPL Credit Card	30.70	315.37
Credit Card Charge	11/30/2022	110222	MrSupply - CMPL Credit Card	525.65	841.02
Bill	12/09/2022	156769287	ULINE, INC	149.93	990.95
Bill	12/09/2022	111522-112522	ACE HARDWARE OF LIBERTYVILLE, INC	7.98	998.93
Bill	12/09/2022	111522-112522	ACE HARDWARE OF LIBERTYVILLE, INC	22.97	1,021.90
Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	1,363.04	2,384.94
Check	12/09/2022	58058	LOWE'S	23.72	2,408.66
Check	12/09/2022	58058	LOWE'S	-9.48	2,399.18
Total 10-5615 - Supplies - Maintenance				2,399.18	2,399.18
<b>10-5616 - Supplies - ILL</b>					
Bill	12/09/2022	156109068	ULINE, INC	46.55	46.55
Total 10-5616 - Supplies - ILL				46.55	46.55
<b>10-5617 - Supplies - Outreach</b>					
Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	39.12	39.12
Total 10-5617 - Supplies - Outreach				39.12	39.12
<b>10-5618 - Supplies - Tech Services</b>					
Credit Card Charge	11/30/2022	110922	Amazon Marketplace.com - CMPL Credit C	14.95	14.95
Credit Card Credit	11/30/2022	112322	Amazon Marketplace.com - CMPL Credit C	-14.95	0.00
Credit Card Charge	11/30/2022	112022	Amazon Marketplace.com - CMPL Credit C	14.95	14.95
Credit Card Charge	11/30/2022	110922	Amazon Marketplace.com - CMPL Credit C	29.90	44.85
Credit Card Charge	11/30/2022	111122	Amazon Marketplace.com - CMPL Credit C	32.70	77.55
Bill	12/09/2022	7225758	DEMCO, INC.	653.12	730.67
Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	45.95	776.62
Total 10-5618 - Supplies - Tech Services				776.62	776.62
<b>10-5660 - Supplies - Computer</b>					
Credit Card Charge	11/30/2022	110922	Amazon Marketplace.com - CMPL Credit C	89.10	89.10
Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	1,566.10	1,655.20
Total 10-5660 - Supplies - Computer				1,655.20	1,655.20
<b>10-5680 - Supplies - Staff Room</b>					
Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	560.91	560.91
Total 10-5680 - Supplies - Staff Room				560.91	560.91
Total 10-5600 - Supplies				8,242.10	8,242.10
<b>10-5700 - Vehicles</b>					
<b>10-5720 - Bookmobile Maintenance/Repair</b>					
Credit Card Charge	11/30/2022	110122	Amazon Marketplace.com - CMPL Credit C	23.25	23.25
Bill	12/09/2022	111522-112522	ACE HARDWARE OF LIBERTYVILLE, INC	8.99	32.24
Total 10-5720 - Bookmobile Maintenance/Repair				32.24	32.24
<b>10-5730 - Bookmobile Delivery Service</b>					
Bill	11/29/2022	OCTOBER 2022	DITTMAN, SUSAN	27.50	27.50
Total 10-5730 - Bookmobile Delivery Service				27.50	27.50
Total 10-5700 - Vehicles				59.74	59.74
<b>10-5800 - Computer Operations</b>					
<b>10-5865 - Remote Communications Expenses</b>					
Bill	12/09/2022	NOVEMBER 2022	GAFKA, DEBORAH	10.00	10.00
Bill	12/09/2022	NOVEMBER 2022	KING, BECKY	10.00	20.00
Bill	12/09/2022	NOVEMBER 2022	LARSON, ANDREA	10.00	30.00
Bill	12/09/2022	NOVEMBER 2022	ECKMANN, ROBERT	10.00	40.00
Total 10-5865 - Remote Communications Expenses				40.00	40.00
<b>10-5830 - Replacement Hardware/Software</b>					
<b>10-5831 - Rep Hrdwre/Sftwre - Admin</b>					
General Journal	11/18/2022	3342	Moblebeacon.com - CMPL Credit Card	516.00	516.00
Credit Card Charge	11/30/2022	11012022	Liberated Syndication - CMPL Credit Card	7.00	523.00
Credit Card Charge	11/30/2022	110422	Timely - CMPL Credit Card	200.00	723.00
Credit Card Charge	11/30/2022	110222	Payflow/Paypal - CMPL Credit Card	30.00	753.00
Credit Card Charge	11/30/2022	111622	Amazon Marketplace.com - CMPL Credit C	27.99	780.99
Credit Card Charge	11/30/2022	112522	Mycommerce.com - CMPL Credit Card	47.33	828.32
Credit Card Charge	11/30/2022	111122	Amazon Marketplace.com - CMPL Credit C	49.45	877.77
Credit Card Charge	11/30/2022	111722	Tricerat - CMPL Credit Card	78.72	956.49
Credit Card Charge	11/30/2022	110322	GODADDY - CMPL Credit Card	199.98	1,156.47
Bill	12/09/2022	29504	COMPUTER VIEW, INC.	1,760.00	2,916.47

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

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Type	Date	Num	Name	Paid Amount	Balance
Bill	12/09/2022	29480	COMPUTER VIEW, INC.	300.00	3,216.47
Bill	12/09/2022	FL46771	CDW GOVERNMENT, INC.	738.08	3,954.55
Bill	12/09/2022	FL77904	CDW GOVERNMENT, INC.	20.73	3,975.28
Total 10-5831 - Rep Hrdwre/Sftwre - Admin				3,975.28	3,975.28
Total 10-5830 - Replacement Hardware/Software				3,975.28	3,975.28
<b>10-5840 - LAN Services</b>					
Bill	12/09/2022	29480	COMPUTER VIEW, INC.	48,200.00	48,200.00
Total 10-5840 - LAN Services				48,200.00	48,200.00
<b>10-5860 - Internet</b>					
Bill	11/29/2022	S660366366-22305	AT&T	711.46	711.46
Bill	11/29/2022	158934899	COMCAST	921.00	1,632.46
Total 10-5860 - Internet				1,632.46	1,632.46
Total 10-5800 - Computer Operations				53,847.74	53,847.74
<b>10-5900 - Utilities</b>					
<b>10-5910 - Electricity</b>					
<b>10-5911 - Electricity - Aspen</b>					
Bill	12/09/2022	63777150701	CONSTELLATION NEW ENERGY, INC.	2,151.27	2,151.27
Total 10-5911 - Electricity - Aspen				2,151.27	2,151.27
<b>10-5912 - Electricity - Cook Park</b>					
Bill	12/09/2022	63777237901	CONSTELLATION NEW ENERGY, INC.	2,930.82	2,930.82
Total 10-5912 - Electricity - Cook Park				2,930.82	2,930.82
Total 10-5910 - Electricity				5,082.09	5,082.09
<b>10-5920 - Gas</b>					
<b>10-5921 - Gas - Aspen</b>					
Bill	12/09/2022	3602358	CONSTELLATION NATURAL GAS	123.55	123.55
Total 10-5921 - Gas - Aspen				123.55	123.55
<b>10-5922 - Gas - Cook Park</b>					
Bill	12/09/2022	3602358	CONSTELLATION NATURAL GAS	255.18	255.18
Total 10-5922 - Gas - Cook Park				255.18	255.18
Total 10-5920 - Gas				378.73	378.73
<b>10-5930 - Water</b>					
<b>10-5931 - Water - Aspen</b>					
General Journal	11/30/2022	3345	LAKE COUNTY DEPARTMENT OF PUBLI	943.98	943.98
Total 10-5931 - Water - Aspen				943.98	943.98
Total 10-5930 - Water				943.98	943.98
Total 10-5900 - Utilities				6,404.80	6,404.80
<b>10-6000 - Telephone</b>					
<b>10-6010 - Telephone</b>					
Bill	11/29/2022	571982	PEERLESS NETWORK, INC.	1,099.97	1,099.97
Bill	11/29/2022	112322-122222	COMCAST	308.77	1,408.74
Total 10-6010 - Telephone				1,408.74	1,408.74
<b>10-6020 - Bookmobile - Telephone</b>					
Bill	11/29/2022	9920786301	VERIZON WIRELESS SERVICES LLC	153.42	153.42
Total 10-6020 - Bookmobile - Telephone				153.42	153.42
Total 10-6000 - Telephone				1,562.16	1,562.16
<b>10-6100 - Postage</b>					
Bill	12/09/2022	17928748 - 120722	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	1,000.00
Total 10-6100 - Postage				1,000.00	1,000.00
<b>10-6200 - Maintenance</b>					
<b>10-6210 - Janitorial Service</b>					
<b>10-6211 - Janitorial Service - Aspen</b>					
Bill	12/09/2022	C22618	COMPLETE CLEANING COMPANY, INC.	2,381.83	2,381.83
Total 10-6211 - Janitorial Service - Aspen				2,381.83	2,381.83
<b>10-6212 - Janitorial Service - Cook Park</b>					
Bill	12/09/2022	C22618	COMPLETE CLEANING COMPANY, INC.	3,818.89	3,818.89
Total 10-6212 - Janitorial Service - Cook Park				3,818.89	3,818.89
Total 10-6210 - Janitorial Service				6,200.72	6,200.72
<b>10-6230 - Snow Removal</b>					
<b>10-6231 - Snow Removal - Aspen</b>					
Bill	12/09/2022	97914	JAMES MARTIN ASSOCIATES, INC.	211.00	211.00
Total 10-6231 - Snow Removal - Aspen				211.00	211.00
<b>10-6232 - Snow Removal - Cook Park</b>					
Bill	12/09/2022	97915	JAMES MARTIN ASSOCIATES, INC.	88.00	88.00
Total 10-6232 - Snow Removal - Cook Park				88.00	88.00
Total 10-6230 - Snow Removal				299.00	299.00
<b>10-6240 - Trash Removal</b>					
<b>10-6242 - Trash Removal - Cook Park</b>					
General Journal	11/30/2022	3344	GROOT INDUSTRIES, INC.	228.55	228.55
Total 10-6242 - Trash Removal - Cook Park				228.55	228.55
Total 10-6240 - Trash Removal				228.55	228.55
<b>10-6250 - Miscellaneous</b>					
<b>10-6251 - Misc. Maintenance - Aspen</b>					
Bill	11/29/2022	6055	AMS OF NORTHERN ILLINOIS	198.00	198.00
Bill	12/09/2022	6087	AMS OF NORTHERN ILLINOIS	198.00	396.00
Total 10-6251 - Misc. Maintenance - Aspen				396.00	396.00

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## Bills Paid Report

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	Type	Date	Num	Name	Paid Amount	Balance
<b>10-6252 · Misc. Maintenance - Cook Park</b>						
	Bill	11/29/2022	6055	AMS OF NORTHERN ILLINOIS	149.00	149.00
	Bill	12/09/2022	HBCR004	IRON MOUNTAIN INCORPORATED	105.47	254.47
	Bill	12/09/2022	015600CS5330382	AMBIUS, LLC (19)	374.98	629.45
	Bill	12/09/2022	015600CS327752	AMBIUS, LLC (19)	374.98	1,004.43
	Bill	12/09/2022	CMPL - 2022 BALANCE	VILLAGE OF LIBERTYVILLE - FIRE DEPA	10.00	1,014.43
	Bill	12/09/2022	6087	AMS OF NORTHERN ILLINOIS	149.00	1,163.43
Total 10-6252 · Misc. Maintenance - Cook Park					1,163.43	1,163.43
Total 10-6250 · Miscellaneous					1,559.43	1,559.43
Total 10-6200 · Maintenance					8,287.70	8,287.70
<b>10-6300 · Repair</b>						
<b>10-6340 · Service Contracts-Mech. &amp; Bldg.</b>						
<b>10-6341 · Service Contracts - Aspen</b>						
	Bill	11/29/2022	38092870	JOHNSON CONTROLS SECURITY SOLU	342.06	342.06
	Bill	11/29/2022	493519	FIRE & SECURITY SERVICES, INC.	219.00	561.06
Total 10-6341 · Service Contracts - Aspen					561.06	561.06
<b>10-6342 · Service Contracts - Cook Park</b>						
	Bill	11/29/2022	38092871	JOHNSON CONTROLS SECURITY SOLU	391.13	391.13
	Bill	11/29/2022	7100506923	SCHINDLER ELEVATOR CORPORATION	450.00	841.13
Total 10-6342 · Service Contracts - Cook Park					841.13	841.13
Total 10-6340 · Service Contracts-Mech. & Bldg.					1,402.19	1,402.19
Total 10-6300 · Repair					1,402.19	1,402.19
<b>10-6500 · Professional Services</b>						
<b>10-6510 · Accounting Services</b>						
	Bill	12/09/2022	72729	LAUTERBACH & AMEN, LLP	1,300.00	1,300.00
Total 10-6510 · Accounting Services					1,300.00	1,300.00
<b>10-6520 · Legal Services</b>						
	Bill	12/09/2022	230054	KLEIN, THORPE AND JENKINS, LTD.	720.00	720.00
Total 10-6520 · Legal Services					720.00	720.00
<b>10-6530 · Consulting</b>						
	Bill	12/09/2022	22-000112	SARAH KEISTER ARMSTRONG & ASSO	5,250.00	5,250.00
Total 10-6530 · Consulting					5,250.00	5,250.00
<b>10-6540 · Payroll Processing</b>						
	General Journal	11/18/2022	3341		1,025.28	1,025.28
Total 10-6540 · Payroll Processing					1,025.28	1,025.28
<b>10-6560 · Recruitment</b>						
	Bill	12/09/2022	35796-112022	PEOPLEFACTS	118.76	118.76
Total 10-6560 · Recruitment					118.76	118.76
Total 10-6500 · Professional Services					8,414.04	8,414.04
<b>10-6600 · Improvements</b>						
<b>10-6610 · Furniture</b>						
<b>10-6613 · Furniture - Children's</b>						
	Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	795.70	795.70
Total 10-6613 · Furniture - Children's					795.70	795.70
Total 10-6610 · Furniture					795.70	795.70
<b>10-6650 · Copiers &amp; Other Leased Equip</b>						
	Bill	12/09/2022	41197918	KONICA MINOLTA	1,041.77	1,041.77
Total 10-6650 · Copiers & Other Leased Equip					1,041.77	1,041.77
Total 10-6600 · Improvements					1,837.47	1,837.47
<b>10-6700 · Community Relations</b>						
<b>10-6710 · Newsletter</b>						
	Bill	12/09/2022	19837	VOGUE PRINTERS	9,405.00	9,405.00
Total 10-6710 · Newsletter					9,405.00	9,405.00
<b>10-6712 · Graphics</b>						
	Credit Card Charge	11/30/2022	111322	Adobe Stock - CMPL Credit Card	29.99	29.99
	Bill	12/09/2022	193521 - NOV 2022	WAREHOUSE DIRECT OFFICE PRODUC	112.56	142.55
Total 10-6712 · Graphics					142.55	142.55
<b>10-6720 · Programming - Adult</b>						
<b>10-6721 · Programs - Performances</b>						
	General Journal	11/17/2022	3339	MADDOX, COLBY	500.00	500.00
	General Journal	11/17/2022	3339	MADDOX, COLBY	500.00	1,000.00
	General Journal	11/17/2022	3339	Mariano's - CMPL Credit Card	55.36	1,055.36
	Bill	11/29/2022	DECEMBER 16, 2022	FOGEL, DAN	187.50	1,242.86
	Bill	11/29/2022	DECEMBER 15, 2022	GARVIN GARDENS	495.00	1,737.86
	Bill	11/29/2022	DEEMBER 13, 2022	LYONS, JOHN F.	300.00	2,037.86
	Bill	12/09/2022	DECEMBER 19, 2022	HOFFMAN, MARK	87.50	2,125.36
	Bill	12/09/2022	DECEMBER 21, 2022	MADDOX, SUSAN K.	350.00	2,475.36
	Bill	12/09/2022	DECEMBER 17, 2022A	PERIWINKLE ART STUDIO	250.00	2,725.36
	Bill	12/09/2022	DECEMBER 17, 2022B	PERIWINKLE ART STUDIO	250.00	2,975.36
Total 10-6721 · Programs - Performances					2,975.36	2,975.36
<b>10-6722 · Book Discussions&amp;Author Events</b>						
	Bill	11/29/2022	HOLIDAY CARDS	LARSON, ANDREA	88.83	88.83
	Credit Card Charge	11/30/2022	110322	BOOK BABY - CMPL Credit Card	1,279.75	1,368.58
	Bill	12/09/2022	10173	RAILS	2,300.00	3,668.58
	Bill	12/09/2022	OBOC 113022	INDIAN TRAILS PUBLIC LIBRARY DISTRI	329.70	3,998.28

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

November 12 through December 9, 2022

	Type	Date	Num	Name	Paid Amount	Balance
	Bill	12/09/2022	OCTOBER 15, 2022	JOHNSON, MELONIE	100.00	4,098.28
Total 10-6722 - Book Discussions&Author Events					4,098.28	4,098.28
10-6723 - Other Expenditures						
	Bill	11/29/2022	OCT-NOV 2022	COTINI, VALENTINA	112.35	112.35
	Credit Card Charge	11/30/2022	111022	Amazon Marketplace.com - CMPL Credit C	20.97	133.32
	Credit Card Charge	11/30/2022	111022	Amazon Marketplace.com - CMPL Credit C	56.93	190.25
	Bill	12/09/2022	HOLIDAY PARTY - 1222	COMPTON, PATRICIA	37.67	227.92
Total 10-6723 - Other Expenditures					227.92	227.92
10-6726 - Computer						
	Bill	11/29/2022	DECEMBER 8, 2022	MAYBERRY, MELISSA	150.00	150.00
	Bill	11/29/2022	DECEMBER 7, 2022	MONTANO, ESTEVAN	150.00	300.00
	Bill	11/29/2022	DECEMBER 14, 2022	MONTANO, ESTEVAN	150.00	450.00
	Bill	12/09/2022	DECEMBER 19, 2022	MONTANO, ESTEVAN	150.00	600.00
Total 10-6726 - Computer					600.00	600.00
Total 10-6720 - Programming - Adult					7,901.56	7,901.56
10-6730 - Programming - Young Adult						
10-6731 - Programs - YA (Other)						
	Bill	12/09/2022	OCT-NOV 2022	VARGA, KAREN	36.90	36.90
	Bill	12/09/2022	OCT-NOV 2022	VARGA, KAREN	93.69	130.59
Total 10-6731 - Programs - YA (Other)					130.59	130.59
Total 10-6730 - Programming - Young Adult					130.59	130.59
10-6740 - Programming - Children's						
	Bill	11/29/2022	DECEMBER 6, 2022	ANDERSON, MARK	300.00	300.00
	Bill	11/29/2022	DECEMBER 8, 2022	BEVERLEY, JOEL	150.00	450.00
	Credit Card Charge	11/30/2022	111822	HITZ PIZZA - CMPL Credit Card	125.40	575.40
	Credit Card Charge	11/30/2022	110922	Amazon Marketplace.com - CMPL Credit C	4.98	580.38
	Credit Card Charge	11/30/2022	111622	Amazon Marketplace.com - CMPL Credit C	9.99	590.37
	Credit Card Charge	11/30/2022	110222	Amazon Marketplace.com - CMPL Credit C	18.98	609.35
	Credit Card Charge	11/30/2022	111622	Oriental Trading Co - CMPL Credit Card	23.53	632.88
	Credit Card Charge	11/30/2022	111622	Amazon Marketplace.com - CMPL Credit C	32.90	665.78
	Credit Card Charge	11/30/2022	111622	Michaels - CMPL Credit Card	39.01	704.79
	Credit Card Charge	11/30/2022	110922	Amazon Marketplace.com - CMPL Credit C	47.28	752.07
	Credit Card Charge	11/30/2022	113022	Walmart - CMPL Credit Card	53.60	805.67
	Credit Card Charge	11/30/2022	110222	Amazon Marketplace.com - CMPL Credit C	120.52	926.19
	Credit Card Charge	11/30/2022	110922	Amazon Marketplace.com - CMPL Credit C	150.04	1,076.23
	Credit Card Charge	11/30/2022	112222	Amazon Marketplace.com - CMPL Credit C	17.94	1,094.17
	Credit Card Charge	11/30/2022	102622	Amazon Marketplace.com - CMPL Credit C	107.55	1,201.72
	Credit Card Charge	11/30/2022	111622	Amazon Marketplace.com - CMPL Credit C	164.90	1,366.62
	Bill	12/09/2022	156511680	ULINE, INC	132.69	1,499.31
	Bill	12/09/2022	2037173948	BAKER & TAYLOR - L5588902	161.93	1,661.24
Total 10-6740 - Programming - Children's					1,661.24	1,661.24
10-6745 - Public Performance/Film						
10-6746 - PublicPerformance/Film- Adults						
	Bill	12/09/2022	504411744	MOTION PICTURE LICENSING CORPOR.	644.46	644.46
	Bill	12/09/2022	3297680	SWANK MOVIE LICENSING USA	300.00	944.46
Total 10-6746 - PublicPerformance/Film- Adults					944.46	944.46
Total 10-6745 - Public Performance/Film					944.46	944.46
10-6760 - Promotions/Prizes						
10-6761 - Promotions/Prizes- Admin/Gen						
	Bill	11/29/2022	102422-111622	SAM'S CLUB DIRECT	39.94	39.94
Total 10-6761 - Promotions/Prizes- Admin/Gen					39.94	39.94
10-6762 - Promotions/Prizes- Adults						
	Credit Card Charge	11/30/2022	112822	Amazon Marketplace.com - CMPL Credit C	120.00	120.00
Total 10-6762 - Promotions/Prizes- Adults					120.00	120.00
10-6770 - Promotions/Prizes - YA						
	Bill	11/29/2022	102422-111622	SAM'S CLUB DIRECT	48.88	48.88
Total 10-6770 - Promotions/Prizes - YA					48.88	48.88
Total 10-6760 - Promotions/Prizes					208.82	208.82
10-6780 - Digital Studios						
10-6781 - Digital Studios - Equipment						
	Credit Card Charge	11/30/2022	112222	AtomicFilament.com - CMPL Credit Card A	32.98	32.98
	Credit Card Charge	11/30/2022	112222	AtomicFilament.com - CMPL Credit Card A	32.98	65.96
	Credit Card Charge	11/30/2022	110722	Amazon Marketplace.com - CMPL Credit C	69.82	135.78
Total 10-6781 - Digital Studios - Equipment					135.78	135.78
Total 10-6780 - Digital Studios					135.78	135.78
10-6790 - Workshops						
10-6792 - Workshops - Software						
	Credit Card Charge	11/30/2022	111522	Cricut - CMPL Credit Card	9.99	9.99
Total 10-6792 - Workshops - Software					9.99	9.99
10-6793 - Workshops - Programs/Classes						
	Credit Card Charge	11/30/2022	112222	Johnsons Plastics Plus - CMPL Credit Card	13.50	13.50
	Credit Card Charge	11/30/2022	112822	Johnsons Plastics Plus - CMPL Credit Card	36.66	50.16
	Credit Card Charge	11/30/2022	103122	Amazon Marketplace.com - CMPL Credit C	59.40	109.56
	Credit Card Charge	11/30/2022	112222	Joann Fabrics - CMPL Credit Card	83.91	193.47
	Credit Card Charge	11/30/2022	103122	Joann Fabrics - CMPL Credit Card	151.85	345.32
	Credit Card Charge	11/30/2022	103122	Amazon Marketplace.com - CMPL Credit C	334.57	679.89

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Report**  
November 12 through December 9, 2022

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6793 · Workshops - Programs/Classes					679.89	679.89
Total 10-6790 · Workshops					689.88	689.88
Total 10-6700 · Community Relations					21,219.88	21,219.88
<b>20-8210 · Employer IMRF Disbursements</b>						
	General Journal	11/18/2022	3340		16,411.93	16,411.93
	General Journal	12/02/2022	3352		16,300.37	32,712.30
Total 20-8210 · Employer IMRF Disbursements					32,712.30	32,712.30
<b>20-8250 · Employer Soc Security Tax Disb</b>						
	General Journal	11/18/2022	3340		13,808.37	13,808.37
	General Journal	12/02/2022	3352		13,947.48	27,755.85
Total 20-8250 · Employer Soc Security Tax Disb					27,755.85	27,755.85
Total Expense					689,574.81	689,574.81
Net Ordinary Income					-649,412.47	-649,412.47
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
<b>60-9800 · Special Reserve Disbursements</b>						
<b>60-9809 · Aspen - Paver/Front Entrance</b>						
	Bill	12/09/2022	21-171-16R	FEATHERSTONE, INC.	1,959.12	1,959.12
	Bill	12/09/2022	APP NO: 1 - NOV 22	ASCHER BROTHERS CO., INC.	1,300.50	3,259.62
	Bill	12/09/2022	APP NO: 1 - NOV 22	ELLIOT CONSTRUCTION CORPORATION	54,199.88	57,459.50
	Bill	12/09/2022	APP NO: 3 - NOV 22	LANDWORKS, LTD.	9,366.94	66,826.44
	Bill	12/09/2022	APP NO: 2 - NOV 2022	POWERLINK ELECTRIC	2,692.17	69,518.61
Total 60-9809 · Aspen - Paver/Front Entrance					69,518.61	69,518.61
<b>60-9813 · Cook Park - Window Replacement</b>						
	Bill	12/09/2022	21-171-15	FEATHERSTONE, INC.	25,000.00	25,000.00
	Bill	12/09/2022	APP NO: 1 - NOV 22	MANUSOS GENERAL CONTRACTING, IN	42,638.85	67,638.85
	Bill	12/09/2022	APP NO: 1 - NOV 2022	NATIONAL WRECKING COMPANY	38,159.10	105,797.95
	Bill	12/09/2022	APP NO: 2 - NOV 2022	POWERLINK ELECTRIC	18,391.50	124,189.45
	Bill	12/09/2022	APP NO: 5 - NOV 2022	PRIME ARCHITECTURAL METAL AND GI	92,633.40	216,822.85
Total 60-9813 · Cook Park - Window Replacement					216,822.85	216,822.85
Total 60-9800 · Special Reserve Disbursements					286,341.46	286,341.46
Total Other Expense					286,341.46	286,341.46
Net Other Income					-286,341.46	-286,341.46
<b>Net Income</b>					<b>-935,753.93</b>	<b>-935,753.93</b>





# Cook Memorial Public Library District

## Librarian's Statistical Report - Page 1

### November 2022

#### Registered Card Holders

The number of card holders. Excludes in-house patrons. According to the 2020 census, district population was 61,297. Accounts inactive for three years are deleted in June and December.

	November 2021			November 2022			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	8,019	31,047	39,066	7,543	32,050	39,593	1.35%
Reciprocal Borrowing Patrons	406	5,725	6,131	387	5,723	6,110	-0.34%
<b>Total</b>	<b>8,425</b>	<b>36,772</b>	<b>45,197</b>	<b>7,930</b>	<b>37,773</b>	<b>45,703</b>	<b>1.12%</b>

#### Visitors

	November 2021	November 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Aspen Drive Library	10,067	12,910	28.24%	53,442	62,988	17.86%
Drive-Up	303	343	13.20%	529	1,951	268.81%
Cook Park Library	11,700	14,562	24.46%	65,253	84,909	30.12%
Drive-Up	1,348	1,305	-3.19%	6,929	6,272	-9.48%
Outreach	602	943	56.64%	3,330	3,683	10.60%
<b>Total</b>	<b>24,020</b>	<b>30,063</b>	<b>25.16%</b>	<b>129,483</b>	<b>159,803</b>	<b>23.42%</b>

#### Program Attendance

	November 2021	November 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Adult	715	554	-22.52%	4,085	4,372	7.03%
Juvenile	826	3,461	319.01%	4,962	12,251	146.90%
Young Adult	21	1,027	4790.48%	338	4,377	1194.97%
	1,562	5,042	222.79%	9,385	21,000	123.76%

#### Special Services

	November 2021	November 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Reference Questions	3,290	5,143	56.32%	19,728	24,281	23.08%
Library App Users	547	723	32.18%	2,297	3,441	49.80%
Online Databases*	3,066	3,806	24.14%	15,982	17,551	9.82%
www.cooklib.org	85,606	107,925	26.07%	396,962	495,111	24.73%
Holds Placed	14,402	12,142	-15.69%	71,536	64,715	-9.54%
Holds Filled	12,300	11,437	-7.02%	65,772	56,790	-13.66%
Homebound Items Delivered	500	565	13.00%	2,438	3,197	31.13%

\*A count of sessions, available for 67 of 81 Online Databases.

#### Collection Size

	November 2021					November 2022					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	48,824	43,638		92,462	33.76%	50,030	43,270		93,300	34.02%	0.91%
Cook Park Library	56,833	108,516	141	165,490	60.43%	58,251	106,475	151	164,877	60.11%	-0.37%
Outreach	12,787	3,122	13	15,922	5.81%	13,025	3,074	13	16,112	5.87%	1.19%
<b>Total</b>	<b>118,444</b>	<b>155,276</b>	<b>154</b>	<b>273,874</b>		<b>121,306</b>	<b>152,819</b>	<b>164</b>	<b>274,289</b>		<b>0.15%</b>

## Librarian's Statistical Report - November 2022 - Page 2

### Circulation

	November 2021				November 2022				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	9,331	21,699		31,030	8,920	21,270		30,190	-2.71%
Foreign Language	279	289		568	169	301		470	-17.25%
Large Type	1,284	19		1,303	1,295	19		1,314	0.84%
Nonfiction	6,423	4,852		11,275	6,649	4,937		11,586	2.76%
Periodicals	1,060	138		1,198	1,023	63		1,086	-9.35%
<b>Subtotal Print</b>	<b>18,377</b>	<b>26,997</b>		<b>45,374</b>	<b>18,056</b>	<b>26,590</b>		<b>44,646</b>	<b>-1.60%</b>
Bags and Containers			16	16			22	22	37.50%
Equipment	114	4		118	193	2		195	65.25%
Interlibrary Loan			128	128			149	149	16.41%
LINKin	996			996	869			869	-12.75%
Multimedia		75		75		352		352	369.33%
Other			6	6			14	14	133.33%
<b>Subtotal Other</b>	<b>1,110</b>	<b>79</b>	<b>150</b>	<b>1,339</b>	<b>1,062</b>	<b>354</b>	<b>185</b>	<b>1,601</b>	<b>19.57%</b>
eAudiobooks			4,652	4,652			5,322	5,322	14.40%
eBooks			6,376	6,376			6,426	6,426	0.78%
eMagazines			309	309			294	294	-4.85%
eMusic			310	310			225	225	-27.42%
eVideo			911	911			929	929	1.98%
<b>Subtotal Downloadables</b>			<b>12,558</b>	<b>12,558</b>			<b>13,196</b>	<b>13,196</b>	<b>5.08%</b>
Audiobooks	549	438		987	421	365		786	-20.36%
Compact Discs	2,135	321		2,456	1,810	358		2,168	-11.73%
DVDs, Blu-Ray	8,606	2,814		11,420	7,021	2,639		9,660	-15.41%
Video Games	392	639		1,031	518	854		1,372	33.07%
<b>Subtotal Audiovisual</b>	<b>11,682</b>	<b>4,212</b>		<b>15,894</b>	<b>9,770</b>	<b>4,216</b>		<b>13,986</b>	<b>-12.00%</b>
<b>Grand Total All Agencies</b>	<b>31,169</b>	<b>31,288</b>	<b>12,708</b>	<b>75,165</b>	<b>28,888</b>	<b>31,160</b>	<b>13,381</b>	<b>73,429</b>	<b>-2.31%</b>

### Agency Subtotals

	November 2021	November 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Downloadables	12,558	13,196	5.08%	68,581	69,668	1.58%
Aspen Drive Library	17,963	17,504	-2.56%	91,497	89,490	-2.19%
Cook Park Library	40,709	38,736	-4.85%	217,716	209,442	-3.80%
Outreach	3,935	3,993	1.47%	15,948	18,650	16.94%
<b>Total</b>	<b>75,165</b>	<b>73,429</b>	<b>-2.31%</b>	<b>393,742</b>	<b>387,250</b>	<b>-1.65%</b>



# Director's Narrative Report

## December 2022

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David Archer, Library Director

### Per Capita Grant Application

As part of the 2023 Illinois Public Library Per Capita and Equalization Aid Grant, Illinois libraries are to continue reviewing a checklist to determine progress toward meeting 200+ standards set by the Illinois Library Association. CMPLD receives approximately \$75,000 Per Capita grant funds, which is a budgeted revenue item. A copy of *Serving Our Public 4.0: Standards for Illinois Public Libraries* has been provided to Trustees separately and shows that CMPLD meets the vast majority of standards. *No action is required of board members.*

### Cook Park Window Replacement Project Concludes December 21

The project is scheduled to wrap up no later than Wednesday, Dec 21. Walk-thru with construction manager, architects and administrative staff planned for Monday, December 19.

### Odds & Ends from Library Staff

1. Popular Services Manager Andrea Larson: We recently finished the fall semester of our "**Bookies University**" program. Now in its second year, this series of classes helps patrons get more out of the books they are reading. Past sessions have introduced genre conventions, helped refine book-talking skills, and provided a behind-the-scenes look at how publishing operates. The upcoming spring semester will be focused on individual genres, with each class examining the characteristics of mysteries, speculative fiction, romance, and more.
2. Popular Services Manager Andrea Larson: We also wrapped up our first year of the **Shelftalkers Roundtable book club**, where participants share what books they have enjoyed recently and discuss other reading-related topics. After each meeting, participants receive a list of the titles discussed as well as staff recommendations. Billed as a no-homework book club, Shelftalkers is building a dedicated and diverse community of readers who find common ground in their love of literature.
3. High School Librarian Mark Morton and Director David Archer: We had the pleasure to meet with several high school students during the **Vernon Hills High School Real Life Interviews**. The mock interviews help high school seniors get valuable experience preparing for future interviews. We're always impressed with the great young adults in our library district.
4. High School Librarian Mark Morton: We are excited to welcome high school students and teachers to Cook Park and Aspen Drive for **Study Night at the Library** on December 20. Not every class is having finals, so the crowd may be smaller than in years past, but we look forward to continuing our partnership with the teachers of District 128.
5. Senior Manager of Children's Services, Melissa Phillips: The library collaborates with the Lake County Health Department to conduct **early intervention screenings** for children ages 2 months to 5 years. This screening is the first step in determining if a child has developmental issues that should be referred to the Health Department for further evaluation. Members of the children's staff are trained to use a standard screening tool to conduct a one-on-one interview with the parent and observe the child. While the children's department has been offering these

screenings for about 4 years, we had a request in November that really illustrated the value of having the library offer these screenings. A parent who is working with DCFS to adopt a 4-year-old child was directed to have the screening done as part of the adoption process. The parent reached out to the school district initially, but they offer screenings only at set times of the year. Because DCFS has CMPLD on a list of screening sites, they were able to refer the parent to us for immediate screening. The screening was done by Deena Gillespie, who is a member of the Early Learning Team, and Terri Norstrom, Supervisor of the Early Learning Team.

6. Senior Manager of Children's Services, Melissa Phillips: Using equipment from the Digital Studio, the children's department offered an intergenerational program - **Record-a-Gift** - focused on helping families record favorite stories and memories to share with loved ones during the holiday season. Each family left with their recordings on a flash drive and recommendations for ways to share them. With events at both Aspen and Cook, 45 patrons from 16 families were able to participate. Everyone who attended the event was impressed with the Digital Studio offerings and many weren't aware of all the wonderful technology we have available for patrons. The staff involved with the program were Heather Beverley, Cherilyn Contreras, and Amy vanGoethem from the children's department and Natalie Torres from the adult services department.
7. Senior Manager of Children's Services, Melissa Phillips: For the second year, the Vernon Hills Police Department has reached out to the children's department for help with their **Cops and Kids** event, which is a holiday celebration involving area children who are economically disadvantaged. As part of the event, the children receive a gift bag that includes a book donated by the library and other treats. Jenn Jensen chooses titles from our prize inventory, making a special effort to ensure that there are right number of books to match the ages of the 50 children participating. She also includes a seasonal bookmark (such as scratch-and-sniff candy canes) and CMPLD pencils.
8. Interlibrary Loan Associate Suzie Zhang, Adult Program Coordinator Valentina Cotini, Librarian Sonia Schoenfield, and Bookkeeper Donna Krause: Our annual **staff fundraiser raised \$2,264** for needy families in the district! We were able to purchase an abundance of gifts for a family in need (selected by the Libertyville Adopt-a-Family-Program) as well as give \$1,017 to the Libertyville and Vernon Township food pantries.



# NOVEMBER SOCIAL MARKETING STATS



## 39

Total Emails Sent



## 49%

Avg. Open Rate  
nonprofit avg. 38%



## 1%

Avg. Click Rate  
nonprofit avg. 2%



## 20,198

Total Subscribers

List Name	# of Subscribers	Δ
Author Visits & Literary Events .....	2,097	-3
Book Club Communications .....	590	—
Career & Job Events .....	320	—
Children's Events (birth-age 5).....	294	—
Children's Events (grades 1-5).....	1,222	-6
Children's Events (middle school).....	505	-1
Cinema Club Newsletter .....	151	+6
CMPLD eNews .....	18,254	-149*
eLibrary News.....	591	+3
Events (adults) .....	3,333	-8
Events (high school) .....	506	—
Genealogy Events (adults) .....	469	+3
Health & Wellness Events (adults).....	640	+23
History Events (adults).....	759	+2
Home, Cooking & Garden Events (adults).....	872	+19
Local Author News & Events.....	103	+5
Movie Matinees (adults).....	882	+20
Music Performances (adults).....	769	+8
Personal Finance Presentations (adults) .....	424	—
Teacher Resources.....	225	—
Technology Classes (adults) .....	587	+14

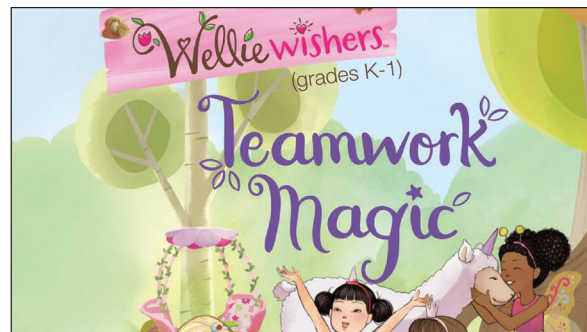
\*List was cleaned for inactive contacts. Not all contacts unsubscribed.

## Top Emails by Click Rate

### 1



### 2



### 3



### 4



### 5






# NOVEMBER SOCIAL MARKETING STATS

## facebook

 **3,681**  
page likes

 **35**  
total posts  
**0** stories

 **3,549**  
unique users  
reached

## Instagram

 **1,383**  
followers


 **35**  
total posts  
**+1** story

 **1,573**  
unique users  
reached

## twitter

 **1,946**  
followers

 **36**  
total tweets

 **5,768**  
total tweet  
views



**1** Run to Become a Trustee  
2,307 reached; 105 engagements

**2** Science Kits  
939 reached; 27 engagements

**3** High School Costume Contest Winners  
791 reached; 22 engagements

**4** Fall Story Fun  
764 reached; 32 engagements

**5** Heart Leaf  
754 reached; 32 engagements



**1** Book Club Holiday Card Photo Shoot Falling Leaves (video)  
658 reached; 87 engagements

**2** Native American Heritage Month Material (video)  
555 reached; 24 engagements

**3** We're Hiring  
349 reached; 17 engagements

**4** Library Merch Available  
448 reached; 28 engagements

**5** New Maintenance Van Loader (video)  
338 reached; 34 engagements



**1** Fall Back - Daylight Saving Time Reminder  
240 impressions; 6 engagements

**2** Stranger Things Day Media  
225 impressions; 2 engagements

**3** Fireplaces Turned On  
206 impressions; 5 engagements

**4** Hoopla Bonus Borrows  
200 impressions; 5 engagements

**5** One Book, One Community Kickoff  
183 impressions; 8 engagements

Cook Memorial Public Library District												
Investment Maturity Schedule												
November 30, 2022												
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Total
<b>Special Reserve Fund:</b>												
Flagstar BK FSB Troy, MI CD	16-Jun-2021	16-Jun-2023	245,000	0.150%			245,000					245,000
Goldman Sachs BK USA New York, NY CD	16-Aug-2021	17-Feb-2023	125,000	0.200%		125,000						125,000
BMW BK North Amer Salt Lake City UT CD (10/08/21)	1-Oct-2021	10-Oct-2023	245,000	0.350%					245,000			245,000
GE Cap Retail BK Draper UT CD (10/08/21)	1-Oct-2021	10-Oct-2023	245,000	0.400%					245,000			245,000
Israel Disc BK New York NY CD (11/12/21)	3-Nov-2021	14-Aug-2023	245,000	0.450%				245,000				245,000
Discover BK Greenwood DE CD (05/18/22)	11-May-2022	18-May-2023	245,000	1.950%			245,000					245,000
Ally BK Midvale UT CD (05/19/22)	11-May-2022	20-May-2024	245,000	2.950%							245,000	245,000
Bell ST BK & TR Fargo ND (10/12/22)	21-Oct-2022	22-Jan-2024	245,000	4.150%						245,000		245,000
<b>Total Special Reserve</b>			1,840,000		-	125,000	490,000	245,000	490,000	245,000	245,000	1,840,000
<b>Working Cash Fund:</b>												
<b>Total Working Cash Fund</b>			0		-	-	-	-	-	-	-	-
<b>General Fund:</b>												
Bank of China New York NY CD (05/18/22)	11-May-2022	21-Feb-2023	245,000	1.550%		245,000						245,000
Sandy Spring BK Olney MD CD (05/18/22)	11-May-2022	20-Nov-2023	245,000	2.350%					245,000			245,000
BMO Harris BK Natl Assn CD (06/10/22)	7-Jun-2022	11-Dec-2023	245,000	2.500%					245,000			245,000
Beal BK USA Las Vegas, NV CD (07/06/22)	29-Jun-2022	5-Jul-2023	245,000	2.800%				245,000				245,000
Texas Capital Bank NA Dallas, TX CD (07/15/22)	6-Jul-2022	17-Apr-2023	245,000	2.450%			245,000					245,000
United States Treasury Bill - Reissue (10/14/22)	13-Oct-2022	12-Jan-2023	495,607	3.510%		495,607						495,607
Customers BK Phoenixville PA CD (11/15/22)	22-Nov-2022	22-Feb-2024	245,000	4.800%						245,000		245,000
<b>Total General Fund</b>			1,965,607		-	740,607	245,000	245,000	490,000	245,000	-	1,965,607
<b>Total Investments</b>			3,805,607		-	865,607	735,000	490,000	980,000	490,000	245,000	3,805,607
<b>Difference</b>			0									

Cook Memorial Public Library District															
Investment Transaction Schedule - JP Morgan Chase															
Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash Fund	Total	General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
<b>31-Oct-2022</b>	<b>Ending Balance</b>			<b>1,720,606.50</b>	<b>1,840,000.00</b>	<b>0.00</b>	<b>3,560,606.50</b>	<b>56,488.39</b>	<b>201,101.73</b>	<b>257,590.12</b>	<b>187.50</b>	<b>1,045.23</b>	<b>9.44</b>	<b>33.63</b>	<b>1,275.80</b>
14-Nov-2022	Israek Discount Bank New York	Interest					0.00					555.78			555.78
21-Nov-2022	Ally BK Midvale UT CD	Interest					0.00					3,643.45			3,643.45
21-Nov-2022	Bell ST BK & TR Fargo ND	Interest					0.00					863.54			863.54
22-Nov-2022	Customers BK Phoenixville PA CD (11/15/22)	Purchase	4.80% - Due 02/22/24	245,000.00			245,000.00								0.00
30-Nov-2022	Chase Bank	Interest					0.00	2.30	8.20	10.50			2.30	8.20	10.50
<b>30-Nov-2022</b>	<b>Ending Balance</b>			<b>1,965,606.50</b>	<b>1,840,000.00</b>	<b>0.00</b>	<b>3,805,606.50</b>	<b>56,490.69</b>	<b>201,109.93</b>	<b>257,600.62</b>	<b>187.50</b>	<b>6,108.00</b>	<b>11.74</b>	<b>41.83</b>	<b>6,349.07</b>



# Position Summary

Cook Memorial Public Library

Report date as of Nov 30, 2022

Report run time: December 01, 2022 06:13 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Inc	Cost Yld		
... 6412 / Cook Memorial PLD General			1,965,606.50		1,950,599.73	-15,006.77	-0.76	23,642.50	1.21		
								7,071.44	1.20		
Cororate Bond			1,470,000.00		1,452,874.73	-17,125.27	-1.16	23,642.50	1.63		
								7,071.44	1.61		
245,000	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS 05600XFR6060	2023-12-11	245,000.00	97.7041	239,375.04	-5,624.96	-2.30	6,125.00	2.56	2.50	0.00
								0.00	2.50		
245,000	***BANK OF CHINA NEW YORK CITY C/D FDIC INS TO LIMITS 06428FYA9060	2023-02-21	245,000.00	99.4374	243,621.63	-1,378.37	-0.56	0.00	0.00	1.55	0.00
								2,039.21	0.00		
245,000	BEAL BK USA LAS VEGAS NEV CD C/D FDIC INS TO LIMITS 07371DBM8060	2023-07-05	245,000.00	98.9172	242,347.14	-2,652.86	-1.08	0.00	0.00	2.80	0.00
								2,762.79	0.00		
245,000	CUSTOMERS BK PHOENIXVILLE PA C/D FDIC INS TO LIMITS 23204HMH8060	2024-02-22	245,000.00	99.9671	244,919.39	-80.61	-0.03	11,760.00	4.80	4.80	0.00
								0.00	4.80		
245,000	SANDY SPRING BK OLNEY MD CD C/D FDIC INS TO LIMITS 800364EC1060	2023-11-20	245,000.00	97.6992	239,363.04	-5,636.96	-2.30	5,757.50	2.41	2.35	0.00
								0.00	2.35		
245,000	TEXAS CAP BK N A DALLAS TEX C/D FDIC INS TO LIMITS 88224PMU0060	2023-04-17	245,000.00	99.2851	243,248.49	-1,751.51	-0.71	0.00	0.00	2.45	0.00
								2,269.44	0.00		
Treasury Bill			495,606.50		497,725.00	2,118.50	0.43	0.00	0.00		
									0.00		
500,000	UNITED STATES TREASURY BILL RE-ISSUE 10/13/2022 912796XR5060	2023-01-12	495,606.50	99.5450	497,725.00	2,118.50	0.43	0.00	0.00	0.00	0.00
								0.00	0.00		
... 6414 / Cook Memorial PLD Special Res			1,840,000.00		1,796,871.63	-43,128.37	-2.34	20,952.50	1.17		
								2,565.45	1.14		

Please note disclosures and glossary included herein for important information about this report

# Position Summary

Cook Memorial Public Library

Report date as of Nov 30, 2022

Report run time: December 01, 2022 06:13 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Inc	Cost Yld		
Cororate Bond			1,840,000.00		1,796,871.63	-43,128.37	-2.34	20,952.50	1.17		
								2,565.45	1.14		
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	245,000.00	97.3123	238,415.13	-6,584.87	-2.69	7,227.50	3.03	2.95	0.00
								0.00	2.95		
245,000	BMW BK NORTH AMER SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 05580AE59060	2023-10-10	245,000.00	96.3279	236,003.35	-8,996.65	-3.67	857.50	0.36	0.35	0.00
								0.00	0.35		
245,000	BELL ST BK & TR FARGO N D CD C/D FDIC INS TO LIMITS 07815ACF2060	2024-01-22	245,000.00	99.2525	243,168.63	-1,831.37	-0.75	10,167.50	4.18	4.15	0.00
								0.00	4.15		
245,000	DISCOVER BK GREENWOOD DEL C/D FDIC INS TO LIMITS 254673D52060	2023-05-18	245,000.00	98.8176	242,103.12	-2,896.88	-1.18	0.00	0.00	1.95	0.00
								2,565.45	0.00		
245,000	FLAGSTAR BK FSB TROY MICH C/D FDIC INS TO LIMITS 33847E4M6060	2023-06-16	245,000.00	97.6532	239,250.34	-5,749.66	-2.35	367.50	0.15	0.15	0.00
								0.00	0.15		
125,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38149MYJ6060	2023-02-17	125,000.00	99.1854	123,981.75	-1,018.25	-0.81	250.00	0.20	0.20	0.00
								0.00	0.20		
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076SV0060	2023-08-14	245,000.00	97.0790	237,843.55	-7,156.45	-2.92	1,102.50	0.46	0.45	0.00
								0.00	0.45		
245,000	GE CAP RETAIL BK DRAPER UTAH C/D FDIC INS TO LIMITS 87165EUT2060	2023-10-10	245,000.00	96.3697	236,105.76	-8,894.24	-3.63	980.00	0.42	0.40	0.00
								0.00	0.40		
Total For Accounts held at JPMS, member FINRA and SIPC			3,805,606.50		3,747,471.36	-58,135.14	-1.53	44,595.00	1.19		
								9,636.89	1.17		

Report includes Account(s): ...6412, ...6414, ...6415

Please note disclosures and glossary included herein for important information about this report

J.P.Morgan

Cook Memorial Public Library District					
Investment Transaction Schedule - MaxSafe Account - General Fund					
Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
<b>31-Oct-2022</b>	<b>Ending Balance</b>			<b>4,025,676.87</b>	<b>32,247.94</b>
30-Nov-2022	Wintrust Bank	Interest	For November 2022	11,999.39	11,999.39
<b>30-Nov-2022</b>	<b>Ending Balance</b>			<b>4,037,676.26</b>	<b>44,247.33</b>

Cook Memorial Public Library District					
Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund					
Date	Investment	Transaction Type	Description	MaxSafe Account - Special Reserve Fund	Interest Income
<b>31-Oct-2022</b>	<b>Ending Balance</b>			<b>1,244,397.02</b>	<b>9,760.73</b>
30-Nov-2022	Wintrust Bank	Interest	For November 2022	3,658.05	3,658.05
<b>30-Nov-2022</b>	<b>Ending Balance</b>			<b>1,248,055.07</b>	<b>13,418.78</b>

**RESOLUTION AUTHORIZING THE TRANSFER OF \$158,000 FROM THE GENERAL FUND TO THE SPECIAL RESERVE FUND AND A \$290,000 ADDITION TO RESERVES FOR THE REPLACEMENT OF COMPUTERS AND OUTREACH VEHICLE**

**WHEREAS**, the Board of Trustees of the Cook Memorial Public Library District (“Board”) has established a Special Reserve Fund and Fund Balance Policy in accordance with applicable statutes; and

**WHEREAS**, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and policy, and as designated by the Board; and

**Part 1**

**WHEREAS**, funds have accumulated in the Special Reserve Fund for the purposes stated in applicable statutes; and

**WHEREAS**, as a result of careful fiduciary oversight there are monies available in the General Fund for transfer to the Special Reserve Fund; and

**WHEREAS**, the transfer of such monies to the Special Reserve Fund is consistent with the intent of the Board to make expenditures for building repair and library furnishings and equipment; and

**Part 2**

**WHEREAS**, the Board has established reserves in the General Fund for Computer Replacements and the Outreach Vehicle Replacement in accordance with the Library’s Fund Balance Policy; and

**WHEREAS**, as a result of careful fiduciary oversight there are monies available from the FY22 surplus in the General Fund to increase these reserves by amounts greater than those budgeted for in FY22.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois, as follows:

Section 1: The sum of \$158,000 in the General Fund shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

Section 2: The sum of \$165,000 in the General Fund shall be added to the reserve for the Outreach Vehicle Replacement in accordance with the Fund Balance Policy.

Section 3: The sum of \$125,000 in the General Fund shall be added to the reserve for Computer Replacements in accordance with the Fund Balance Policy.

Section 4: This Resolution is effective immediately on the date of its passage.

ADOPTED this 15th day of December, 2022 pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
President, Wendy Vieth

\_\_\_\_\_  
Karen Singer, Secretary

**APPROVAL OF RESOLUTION 2022-2023/13 AUTHORIZING CHANGES TO  
CMPLD SALARY BANDS EFFECTIVE JANUARY 1, 2023**

**WHEREAS**, at the November 2, 2021 Finance and Employee Practices Committee (“Committee”) Meeting of the Board of Trustees (“Board”) of the Cook Memorial Public Library District (“CMPLD” or “Library”), Committee members approved a salary benchmarking proposal with HR Source which was completed in February 2022; and

**WHEREAS**, the purpose of the benchmarking study was to measure how CMPLD salaries are in relation to the market so that Library salaries remain competitive; and

**WHEREAS**, the benchmarking study revealed that CMPLD Salary Band minimums were largely competitive in the market, with the exception of Salary Band 2 which was slightly below the recommended minimum hourly rate of \$15.01 as documented in the HR Source benchmarking study; and

**WHEREAS**, in accordance with the Board-approved Personnel Policy, Salary Bands are reviewed by the Board annually and may be adjusted to reflect changes in the Consumer Price Index from the prior calendar year; and

**WHEREAS**, the Board of Trustees wishes to have a competitive salary structure in place to attract and retain talented employees; and;

**WHEREAS**, based on an informal recommendation of the Committee at their December 1, 2022 meeting and the recommendation of HR Source, the minimum hourly rate for positions in Salary Band 2 would increase from \$14.75 to \$15.01 as shown in CMPLD Salary Bands attached hereto as Exhibit “A.”

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois:

Section 1: The minimum hourly rate for Salary Band 2 of the CMPLD Salary Bands will increase from \$14.75 to \$15.01 per hour effective January 1, 2023.

ADOPTED this 15th day of December, 2022 pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Wendy Vieth, President

\_\_\_\_\_  
Karen Singer, Secretary

Cook Memorial Public Library District						
Salary Bands - Effective January 1, 2023						
Band	Grade	Band Salary		Internal Point Value		Positions
		Minimum	Maximum	From	To	
Band 8		\$ 67,412	\$ 134,823	560	740	
		\$ 34.57	\$ 69.14			
<div><div><div>12</div><div>\$ 70,922</div><div></div></div><div><div>\$ 36.37</div><div></div><div></div></div></div> <div>Assistant Director</div>						
<div><div><div>11</div><div>\$ 67,412</div><div></div></div><div><div>\$ 34.57</div><div></div><div></div></div><div></div></div> <div>Finance Director</div> <div>Senior Manager of Adult &amp; Teen Services</div> <div>Senior Manager of Children's Services</div>						
Band 7		\$ 62,264	\$ 124,527	430	590	
		\$ 31.93	\$ 63.86			
<div><div><div>10</div><div>\$ 62,264</div><div></div></div><div><div>\$ 31.93</div><div></div><div></div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Aspen Drive Library &amp; Outreach Manager</div> <div>Circulation Department Manager</div> <div>Collection Development Manager</div> <div>Head of Cataloging</div> <div>Popular Services Manager</div> <div>Reference Manager</div> <div>Technical Services and Interlibrary Loan Manager</div>						
Band 6		\$ 55,068	\$ 110,136	410	520	
		\$ 28.24	\$ 56.48			
<div><div><div>9</div><div>\$ 55,068</div><div></div></div><div><div>\$ 28.24</div><div></div><div></div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Asst. Manager Children's Services</div> <div>Children's Librarian Early Literacy Coordinator</div> <div>Communications Coordinator</div> <div>Digital Services Librarian</div> <div>Emerging Technologies Librarian</div> <div>Interlibrary Loan and ILS Supervisor</div>						
Band 5		\$ 47,015	\$ 94,029	320	460	
		\$ 24.11	\$ 48.22			
<div><div><div>8</div><div>\$ 47,015</div><div></div></div><div><div>\$ 24.11</div><div></div><div></div></div><div></div><div></div><div></div><div></div></div> <div>Cataloger</div> <div>Children's Librarian</div> <div>Human Resources Generalist</div> <div>Reference Librarian</div> <div>Student Services Coordinator</div>						
Band 4		\$ 42,588	\$ 85,176	300	440	
		\$ 21.84	\$ 43.68			
<div><div><div>7</div><div>\$ 44,304</div><div></div></div><div><div>\$ 22.72</div><div></div><div></div></div><div></div></div> <div>Administrative Assistant</div> <div>Bookkeeper</div> <div>Payroll Coordinator</div>						
<div><div><div>6</div><div>\$ 42,588</div><div></div></div><div><div>\$ 21.84</div><div></div><div></div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Adult Program Coordinator</div> <div>Children's Programs/Volunteer Coordinator</div> <div>Circulation Supervisor</div> <div>Facilities Project Coordinator</div> <div>Facilities Supervisor</div> <div>Graphic Designer</div> <div>Homebound Supervisor</div> <div>Purchasing Assistant</div> <div>Senior Acquisitions Associate</div> <div>Technology Services &amp; Support Coordinator</div>						



Cook Memorial Public Library District						
Salary Bands - Effective January 1, 2023						
Band	Grade	Band Salary		Internal Point Value		Positions
		Minimum	Maximum	From	To	
Band 3		\$ 35,627	\$ 71,253	250	420	
		\$ 18.27	\$ 36.54			
	5	\$ 40,151				Bookmobile Driver
	5	\$ 20.59				Children's Library Assistant
	5					Children's Library Program Assistant
	5					Popular Services Assistant
	4	\$ 35,627				Cataloging Assistant
	4	\$ 18.27				Children's After School Associate
	4					Library Intern
	4					Senior Circulation Associate
	4					Senior Welcome Desk Associate
	4					Support Services Associate
	4					Technology Aide
Band 2		\$ 15.01	\$ 30.02	190	290	
	3	\$ 15.01				Book Club Associate
	3					Bookmobile Associate
	3					Circulation Associate
	3					Circulation/Bookmobile Associate
	3					Collection Associate
	3					Homebound Associate
	3					Interlibrary Loan Associate
	3					Maintenance Associate
	3					Periodicals Associate
	3					Processing Associate
	3					Senior Processing Associate
	3					Technical Services Associate
	3					Welcome Desk Associate
Band 1		\$ 13.00	\$ 26.00	125	210	
	2	\$ 13.00				Shelver
	2					Summer Reading Club Associate



# Cook Memorial Public Library District

## LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: December 15, 2022

FROM: David Archer, Library Director

AGENDA ITEM: Approval of Change Orders

---

Change orders in the amount of **\$2,499.23** related to the window replacement at Cook Park Library have been submitted by Featherstone and Product Architects for the Board's review. Featherstone reviewed all submissions and recommends approval.

If the attached resolutions are approved, the remaining uncommitted contingency is **\$53,535.14**.

1. Approval of Resolution 2022-2023/9 Approving Change Order #2 with Manusos General Contracting, Inc. in the amount of **\$595.01**  
Additional wood blocking was required to sill at south end of nonfiction area in order to secure new window frames.
2. Approval of Resolution 2022-2023/10 Approving Change Order #9 with Prime Architectural Metal and Glass in the amount of **\$848**  
Cold air was discovered seeping in between control joints and vertical steel columns at west windows in adult nonfiction area. This area is outside of the scope of the project, so the Library authorized 3.5 hours of work to caulk in between steel columns and brick walls using 20 tubes of sealant.
3. Approval of Resolution 2022-2023/11 Approving Change Order #6 with Prime Architectural Metal and Glass in the amount of **\$294.12**  
With low temperatures forecasted in the low teens on November 19-20, additional plastic sheeting was installed in the Fiction Room to keep interior temperatures from falling below recommended levels while window replacement was underway.
4. Approval of Resolution 2022-2023/12 Approving Change Order #3 with National Wrecking Company in the amount of **\$762.10**  
Width of limestone wall base needed to be reduced in order to accommodate three replacement emergency doors in the Fiction Room.

**RESOLUTION APPROVING CHANGE ORDER #2 TO CONTRACT WITH  
MANUSOS GENERAL CONTRACTING IN THE AMOUNT OF \$595.01 FOR  
WINDOW REPLACEMENT PROJECT AT COOK PARK LIBRARY**

WHEREAS, on April 19, 2022, the Board of Trustees (“Board”) of the Cook Memorial Public Library District (“Library”) approved an agreement between the Library and Manusos General Contracting (“Contractor”) for services related to the Cook Park Library Window Replacement Project (“Project”); and

WHEREAS, the Board, at the recommendation of its construction management firm, Featherstone Inc., desires to approve Change Order #2, which authorizes the cost for additional wood blocking for the Project in the amount of \$595.01.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Cook Memorial Public Library District, Lake County, Illinois:

Section 1: The Board hereby determines that the circumstances necessitating Change Order #2 were not reasonably foreseeable at the time that the original contract was signed and that Change Order #2 is in the best interest of the Library.

Section 2: The Board hereby approves Change Order #2, a copy of which is attached hereto as Exhibit “A”.

PASSED this 15<sup>th</sup> day of December, 2022

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Wendy Vieth

ATTEST:

\_\_\_\_\_  
Karen Singer, Secretary



## Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

4610 Roslyn Road, Downers Grove, Illinois 60515  
P 630.737.1990 www.featherstoneinc.com

### CHANGE ORDER

Project : Cook Memorial Library - Curtainwall  
& Aspen Entrance Improvements

November 16, 2022  
Date : \_\_\_\_\_

Contract : Carpentry, Drywall, Plaster,  
Acoustical Ceilings

C.O. # \_\_\_\_\_ 002

To : Manusos General Contracting, Inc.

You are directed to make the following change to the Contract:

Add to the contract the following:

1	Change Event # 028 - Added Wood Blocking to Sill at South Per ticket T&M attached.	595.01
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Consideration:

Contract Amount is Revised By: \_\_\_\_\_ \$595.01

The contract time will not be changed by this Change Order by \_\_\_\_\_

Not valid until signed by the Owner and the Project Manager.

\_\_\_\_\_  
Cook Memorial Public Library

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Contractor

CHANGE ORDER AMOUNT \_\_\_\_\_ 595.01

## TIME AND MATERIAL CHANGE ORDER AUTHORIZATIONS

Work Authorizations are to be made out daily when Extra Work (authorized or unauthorized) is in progress and must be submitted for signature during the day or no later than the day following such work.

Date of Work 11-8-22

JOB NAME: Cook Park Library

JOB NUMBER MG616-1

REASON FOR CHANGE Add wood Blocking to the sill at south end of Library  
Detail 3.04 SF 10,11,12. 8" Rip so window had something to Attach to.

Personnel Name	Classification	Hours			Office Use	
		Straight	1 1/2	Double	Rate	Total
<u>Pat Landberg</u>		<u>2</u>			<u>135<sup>91</sup></u>	<u>271<sup>82</sup></u>
<u>Don Herban</u>		<u>2</u>			<u>127<sup>85</sup></u>	<u>255<sup>70</sup></u>
						<u>527<sup>52</sup></u>

Material: 1 sheet 3/4 Plywood (Home Depot)  
1 Box 2 1/2 screws (Home Depot)

61<sup>35</sup>  
6<sup>14</sup>  
67<sup>49</sup>

Equipment: \_\_\_\_\_

Total: \_\_\_\_\_

OH & P \_\_\_\_\_

Final Price: \_\_\_\_\_

SIGNATURE [Signature] \_\_\_\_\_

MANUSOS GENERAL CONTRACTING INC.

SIGNATURE \_\_\_\_\_

AUTHORIZED OWNER/OWNER REPRESENTATIVE

TITLE

The signing of this CHANGE ORDER AUTHORIZATION indicates acceptance of the Owner/Owner Representative as to agreement of the work being performed.

**RESOLUTION 2022-2023/10**

**RESOLUTION APPROVING CHANGE ORDER #9 TO CONTRACT WITH  
PRIME ARCHITECTURAL METAL & GLASS IN THE AMOUNT OF \$848 FOR  
WINDOW REPLACEMENT PROJECT AT COOK PARK LIBRARY**

WHEREAS, on April 19, 2022, the Board of Trustees (“Board”) of the Cook Memorial Public Library District (“Library”) approved an agreement between the Library and Prime Architectural Metal & Glass (“Contractor”) for services related to the Cook Park Library Window Replacement Project (“Project”); and

WHEREAS, the Board, at the recommendation of its construction management firm, Featherstone Inc., desires to approve Change Order #9, which authorizes the cost for caulking of west window area for the Project in the amount of \$848.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Cook Memorial Public Library District, Lake County, Illinois:

Section 1: The Board hereby determines that the circumstances necessitating Change Order #9 were not reasonably foreseeable at the time that the original contract was signed and that Change Order #9 is in the best interest of the Library.

Section 2: The Board hereby approves Change Order #9, a copy of which is attached hereto as Exhibit “A”.

PASSED this 15<sup>th</sup> day of December, 2022

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Wendy Vieth

ATTEST:

\_\_\_\_\_  
Karen Singer, Secretary



# Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

4610 Roslyn Road, Downers Grove, Illinois 60515  
P 630.737.1990 www.featherstoneinc.com

## CHANGE ORDER

Project : Cook Memorial Library - Curtainwall  
& Aspen Entrance Improvements

December 9, 2022  
Date : \_\_\_\_\_

Contract : Storefronts, Glass, & Glazing  
Prime Architectural Metal and  
To : Glass

C.O. # \_\_\_\_\_ 009

You are directed to make the following change to the Contract:

Add to the contract the following:

1	Change Event # 033 - T&M Additional Sealant for existing conditions column/windows	848.00
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Consideration:

Contract Amount is Revised By: \_\_\_\_\_ \$848.00

The contract time will not be changed by this Change Order by \_\_\_\_\_

Not valid until signed by the Owner and the Project Manager.

\_\_\_\_\_  
Cook Memorial Public Library

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Contractor

CHANGE ORDER AMOUNT \_\_\_\_\_ 848.00



Ph.(847)891-3725 Fax (847)891-6063

### **Change Order Request #7**

December 8, 2022  
Featherstone, Inc.  
4610 Roslyn Road  
Downers Grove, IL 60515  
Attn: Annica Mosow

Project: Cook Park Library Project  
Re: Additional caulking

Annica:

Please see below the cost implications for caulking vertical control joints to steel columns at west windows and caulking in between steel columns and brick walls. The total time spent on this work is 3.5 hours and the material spent 20 sausages of MasterSeal NP1 black sealant.

Material cost	\$ 250.00
3.5 hours of labor @ \$139.40 per hour	\$ 487.90
Overhead & Profit (15%)	\$ 110.68
Total change order request:	\$ 848.00

Let me know if you have any questions/comments.

Thank you,  
Khaja Ali  
Project Manager

**926 Lunt Ave. Schaumburg, IL. 60193**



**RESOLUTION 2022-2023/11**

**RESOLUTION APPROVING CHANGE ORDER #6 TO CONTRACT WITH  
PRIME ARCHITECTURAL METAL& GLASS IN THE AMOUNT OF \$294.12  
FOR WINDOW REPLACEMENT PROJECT AT COOK PARK LIBRARY**

WHEREAS, on April 19, 2022, the Board of Trustees (“Board”) of the Cook Memorial Public Library District (“Library”) approved an agreement between the Library and Prime Architectural Metal & Glass (“Contractor”) for services related to the Cook Park Library Window Replacement Project (“Project”); and

WHEREAS, the Board, at the recommendation of its construction management firm, Featherstone Inc., desires to approve Change Order #6, which authorizes the cost for additional thermal plastic sheeting for the Project in the amount of \$294.12.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Cook Memorial Public Library District, Lake County, Illinois:

Section 1: The Board hereby determines that the circumstances necessitating Change Order #6 were not reasonably foreseeable at the time that the original contract was signed and that Change Order #6 is in the best interest of the Library.

Section 2: The Board hereby approves Change Order #6, a copy of which is attached hereto as Exhibit “A”.

PASSED this 15<sup>th</sup> day of December, 2022

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Wendy Vieth

ATTEST:

\_\_\_\_\_  
Karen Singer, Secretary



# Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

4610 Roslyn Road, Downers Grove, Illinois 60515

P 630.737.1990 www.featherstoneinc.com

## CHANGE ORDER

Project : Cook Memorial Library - Curtainwall  
& Aspen Entrance Improvements

November 22, 2022  
Date : \_\_\_\_\_

Contract : Storefronts, Glass, & Glazing  
Prime Architectural Metal and  
To : Glass

C.O. # \_\_\_\_\_ 006

You are directed to make the following change to the Contract:

Add to the contract the following:

1	Change Event # 032 - T&M North Elevation - Visqueen Install Due to temperatures inside the building ceiling, install of visqueen to help with temp controls while window replacement is on going. Attached ticket in email from Dan, provide final cost.	294.12
---	--	--------

Consideration:

Contract Amount is Revised By: \_\_\_\_\_ \$294.12

The contract time will not be changed by this Change Order by \_\_\_\_\_

Not valid until signed by the Owner and the Project Manager.

\_\_\_\_\_  
Cook Memorial Public Library

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Contractor

CHANGE ORDER AMOUNT \_\_\_\_\_ 294.12



Ph.(847)891-3725 Fax (847)891-6063

### **Change Order Request #6**

November 18, 2022  
Featherstone, Inc.  
4610 Roslyn Road  
Downers Grove, IL 60515  
Attn: Annica Mosow

Project: Cook Park Library Project  
Re: T&M North elevation – Visqueen Install

Annica:  
See below the cost implications for protecting the north elevation with Visqueen and 2x4 wood.

1-hour General Foreman Ironworker @ \$149.61 per hour	\$149.61
1-hour Journeyman Ironworker @ \$144.51 per hour	\$144.51
Total change order request:	\$294.12

Let me know if you have any questions/comments.

Thank you,  
Khaja Ali  
Project Manager

**RESOLUTION 2022-2023/12**

**RESOLUTION APPROVING CHANGE ORDER #3 TO CONTRACT WITH  
NATIONAL WRECKING COMPANY IN THE AMOUNT OF \$762.10 FOR  
WINDOW REPLACEMENT PROJECT AT COOK PARK LIBRARY**

WHEREAS, on April 19, 2022, the Board of Trustees (“Board”) of the Cook Memorial Public Library District (“Library”) approved an agreement between the Library and National Wrecking Company (“Contractor”) for services related to the Cook Park Library Window Replacement Project (“Project”); and

WHEREAS, the Board, at the recommendation of its construction management firm, Featherstone Inc., desires to approve Change Order #3, which authorizes the cost for stone cutting to accommodate replacement emergency doors for the Project in the amount of \$762.10.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Cook Memorial Public Library District, Lake County, Illinois:

Section 1: The Board hereby determines that the circumstances necessitating Change Order #3 were not reasonably foreseeable at the time that the original contract was signed and that Change Order #3 is in the best interest of the Library.

Section 2: The Board hereby approves Change Order #3, a copy of which is attached hereto as Exhibit “A”.

PASSED this 15<sup>th</sup> day of December, 2022

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Wendy Vieth

ATTEST:

\_\_\_\_\_  
Karen Singer, Secretary



## Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

4610 Roslyn Road, Downers Grove, Illinois 60515  
P 630.737.1990 www.featherstoneinc.com

### CHANGE ORDER

Project : Cook Memorial Library - Curtainwall  
& Aspen Entrance Improvements

November 22, 2022  
Date : \_\_\_\_\_

Contract : Demolition

C.O. # \_\_\_\_\_ 003

To : National Wrecking Company

You are directed to make the following change to the Contract:

Add to the contract the following:

- |   |  |        |
|---|--|--------|
| 1 | Change Event # 031 - Saw Cut Curbs on T&M - Cook Based on the existing condition of the curbs and new storefront doors, the curbs need to be cut down to accommodate. National Wrecking - T&M for saw cutting the curbs. | 762.10 |
|---|--|--------|

Consideration:

Contract Amount is Revised By: \_\_\_\_\_ \$762.10

The contract time will not be changed by this Change Order by \_\_\_\_\_

Not valid until signed by the Owner and the Project Manager.

\_\_\_\_\_  
Cook Memorial Public Library

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Contractor

CHANGE ORDER AMOUNT \_\_\_\_\_ 762.10

# NATIONAL WRECKING COMPANY

2411 N. LEVITT STREET, CHICAGO, IL.  
PH. 773-384-2800 FAX. 773-384-0403

## ADD'L WORK

11/18/2022

OWNER/CONTRACTOR: FEATHERSTONE  
PROJECT MANAGER: AL FORMEISTER  
PROJECT NAME: COOK MEMORIAL LIBRARY  
LOCATION: 413 N. MILWAULEE AVE., LIBERTYVILLE, IL  
JOB#: 6739  
WORK DISCRIPTION: SAW CUT CONCRETE CURBS

ITEM	LABORER				SUPERINTENDENT				EQUIPMENT			
	STRAIGHT TIME	OVER TIME 1 1/2	DOUBLE TIME		STRAIGHT TIME	OVER TIME 1 1/2	DOUBLE TIME		DIAMOND SAW	PICKUP TRUCK	EQUIPMENT TRUCKING LOADS	
DIAMOND SAW CUT CONC CURBS	2				2				1	1		
QUANTITY TOTALS	2	0	0		2	0	0		1	1		0
UNIT PRICE	\$ 124.45	\$ 157.85	\$ 191.25	\$ 0	\$ 156.60	\$ 201.37	\$ 246.14	\$ 0	\$ 125.00	\$ 75.00	\$ 500.00	
SUB-TOTALS	\$ 248.90	\$ -	\$ -	\$ -	\$ 313.20	\$ -	\$ -	\$ -	\$ 125.00	\$ 75.00	\$ -	

**TOTAL** **ADDITIONAL WORK** **\$ 762.10**