

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

March 21, 2023

Board Meeting
6:30 p.m.

The regular meeting of the Board of Library Trustees of the Cook Memorial Public Library District scheduled for Tuesday, March 21, 2023 will be held in the Meeting Room at the Cook Park Library, 413 N Milwaukee Ave, Libertyville, 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 February 21, 2023.
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.
 - b. Policy Review.
 - c. Building and Grounds.
 - i. Resolution 2022-2023(21) Authorizing the Replacement of Workshop Doors at Aspen Drive Library.
 - 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

11. Communications.

12. Upcoming Meetings and Events.

- a. Policy Review Committee Meeting on Tuesday, April 11, 2023 at 6:30pm at the Cook Park Library.
- b. Regular Board Meeting on Tuesday, April 18, 2023 at 6:30pm at the Aspen Drive Library.

13. Public Questions.

14. Adjournment.

Wendy Vieth, President
Board of Library Trustees

March 17, 2023

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 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 February 28, 2023

	<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>
ASSETS						
Current Assets						
Checking/Savings						
1000 - Cash						
10-1040 - Petty Cash	625	0	0	0	0	625
10-1045 - Cash on Hand - Aspen	60	0	0	0	0	60
10-1150 - Chase Operating A/C	167,391	470,994	555,776	22,802	-676,570	540,393
10-1504 - Illinois Funds - General, IMRF	488,686	37,443	0	0	323,236	849,365
10-1509 - Wintrust MaxSafe Acct - General	4,079,844	0	0	0	0	4,079,844
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	1,260,984	1,260,984
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,498	0	0	0	0	56,498
60-1551 - Chase Savings - SRF	0	0	0	0	201,135	201,135
Total 10-1550 - Chase Savings Account	<u>56,498</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>201,135</u>	<u>257,633</u>
Total 1000 - Cash	<u>4,793,104</u>	<u>508,437</u>	<u>555,776</u>	<u>22,802</u>	<u>1,108,785</u>	<u>6,988,904</u>
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	1,958,416	0	0	0	0	1,958,416
Total 10-1502 - Investments - General Fund	<u>1,958,416</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,958,416</u>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)	0	0	0	0	1,840,000	1,840,000
Total 60-1501 - Investments - Special Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,840,000</u>	<u>1,840,000</u>
Total 2000 - Investments	<u>1,958,416</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,840,000</u>	<u>3,798,416</u>
Total Checking/Savings	<u>6,751,520</u>	<u>508,437</u>	<u>555,776</u>	<u>22,802</u>	<u>2,948,785</u>	<u>10,787,320</u>
Other Current Assets						
10-1990 - Friends of the Library 2	2,183	0	0	0	0	2,183
10-1991 - Due From Staff Association	198	0	0	0	0	198
Total Other Current Assets	<u>2,381</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,381</u>
Total Current Assets	<u>6,753,901</u>	<u>508,437</u>	<u>555,776</u>	<u>22,802</u>	<u>2,948,785</u>	<u>10,789,701</u>
TOTAL ASSETS	<u><u>6,753,901</u></u>	<u><u>508,437</u></u>	<u><u>555,776</u></u>	<u><u>22,802</u></u>	<u><u>2,948,785</u></u>	<u><u>10,789,701</u></u>
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Balance Sheet by Fund

As of February 28, 2023

	<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>
Accounts Payable						
20000 · Accounts Payable	0	0	0	0	0	0
Total Accounts Payable	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Credit Cards						
10-2050 · Chase One Card	4,968	0	0	1,484	0	6,452
Total Credit Cards	<u>4,968</u>	<u>0</u>	<u>0</u>	<u>1,484</u>	<u>0</u>	<u>6,452</u>
Other Current Liabilities						
00-2100 · Payroll W/H & Payable						
10-2850 · Aflac Payable	93	0	0	0	0	93
10-2300 · IMRF Payable-Employee Medicare	18,942	0	0	0	0	18,942
10-2600 · IMRF Voluntary Life Insurance	272	0	0	0	0	272
10-2700 · Dental and Vision	1,210	0	0	0	0	1,210
10-2800 · CO-OP 90's Medical Plan	6,153	0	0	0	0	6,153
10-2900 · Other Health Care-FSA	5,961	0	0	0	0	5,961
Total 00-2100 · Payroll W/H & Payable	<u>32,631</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,631</u>
20-2300 · IMRF Payable-Employer Medicare	0	28,587	0	0	0	28,587
Total Other Current Liabilities	<u>32,631</u>	<u>28,587</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>61,218</u>
Total Current Liabilities	<u>37,599</u>	<u>28,587</u>	<u>0</u>	<u>1,484</u>	<u>0</u>	<u>67,670</u>
Total Liabilities	<u>37,599</u>	<u>28,587</u>	<u>0</u>	<u>1,484</u>	<u>0</u>	<u>67,670</u>
Equity						
00-3000 · Beginning Fund Balances						
10-3000 · Fund Balance-General Fund	2,879,355	0	0	0	0	2,879,355
10-3010 · Assigned FB - Computer/Tech Res	700,000	0	0	0	0	700,000
10-3011 · Assigned FB - Bookmobile Res.	275,000	0	0	0	0	275,000
20-3000 · Fund Balance - IMRF Fund	0	190,042	0	0	0	190,042
30-3000 · Fund Balance-Working Cash Fund	0	0	555,776	0	0	555,776
50-3000 · Fund Balance-Trust Fund	0	0	0	11,295	0	11,295
60-3000 · Fund Balance-Spec Reserve Fund	0	0	0	0	3,569,259	3,569,259
Total 00-3000 · Beginning Fund Balances	<u>3,854,355</u>	<u>190,042</u>	<u>555,776</u>	<u>11,295</u>	<u>3,569,259</u>	<u>8,180,727</u>
Net Income	<u>2,861,949</u>	<u>289,808</u>	<u>0</u>	<u>10,023</u>	<u>-620,474</u>	<u>2,541,306</u>
Total Equity	<u>6,716,304</u>	<u>479,850</u>	<u>555,776</u>	<u>21,318</u>	<u>2,948,785</u>	<u>10,722,033</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,753,903</u></u>	<u><u>508,437</u></u>	<u><u>555,776</u></u>	<u><u>22,802</u></u>	<u><u>2,948,785</u></u>	<u><u>10,789,703</u></u>
UNBALANCED CLASSES	0	0	0	0	0	0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Profit & Loss by Fund

July 2022 through February 2023

	<u>10-General</u>	<u>20-IMRF</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
00-4000 · Property Tax	8,727,275	826,198	0	0	9,553,473
00-4050 · Replacement Tax	173,832	0	0	0	173,832
00-4100 · Interest Earned	113,705	0	0	35,394	149,099
00-4200 · Other	31,074	0	11,543	0	42,617
10-4300 · Grants & Other Donations	92,663	0	0	0	92,663
10-4350 · Fines	12,602	0	0	0	12,602
Total Income	<u>9,151,151</u>	<u>826,198</u>	<u>11,543</u>	<u>35,394</u>	<u>10,024,286</u>
Gross Profit	9,151,151	826,198	11,543	35,394	10,024,286
Expense					
10-5100 · Salaries	3,363,279	0	0	0	3,363,279
10-5200 · Benefits	359,212	0	0	0	359,212
10-5300 · Training	7,367	0	0	0	7,367
10-5400 · Materials	809,803	0	0	0	809,803
10-5500 · Processing	23,795	0	0	0	23,795
10-5600 · Supplies	70,876	0	0	0	70,876
10-5700 · Vehicles	9,561	0	0	0	9,561
10-5800 · Computer Operations	246,996	0	0	0	246,996
10-5900 · Utilities	64,333	0	0	0	64,333
10-6000 · Telephone	15,605	0	0	0	15,605
10-6100 · Postage	6,000	0	0	0	6,000
10-6200 · Maintenance	74,238	0	0	0	74,238
10-6300 · Repair	48,450	0	0	0	48,450
10-6400 · Insurance	52,707	0	0	0	52,707
10-6500 · Professional Services	43,423	0	0	0	43,423
10-6600 · Improvements	16,806	0	0	0	16,806
10-6700 · Community Relations	95,343	0	0	0	95,343
10-7000 · Debt Service	981,408	0	0	0	981,408
20-8210 · Employer IMRF Disbursements	0	285,297	0	0	285,297
20-8250 · Employer Soc Security Tax Disb	0	251,093	0	0	251,093
Total Expense	<u>6,289,202</u>	<u>536,390</u>	<u>0</u>	<u>0</u>	<u>6,825,592</u>
Net Ordinary Income	2,861,949	289,808	11,543	35,394	3,198,694

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Profit & Loss by Fund

July 2022 through February 2023

	<u>10-General</u>	<u>20-IMRF</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Income/Expense					
Other Expense					
50-8500 - Trust Disbursements	0	0	1,520	0	1,520
60-9800 - Special Reserve Disbursements	0	0	0	655,868	655,868
Total Other Expense	<u>0</u>	<u>0</u>	<u>1,520</u>	<u>655,868</u>	<u>657,388</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>-1,520</u>	<u>-655,868</u>	<u>-657,388</u>
Net Income	<u><u>2,861,949</u></u>	<u><u>289,808</u></u>	<u><u>10,023</u></u>	<u><u>-620,474</u></u>	<u><u>2,541,306</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report February 2023

	February 2023				Year To Date February 2023				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Ordinary Income/Expense												
Income												
00-4000 - Property Tax	0	0	0	0.00%	9,553,473	9,631,103	(77,630)	-0.81%	97.95%	9,753,000		
00-4050 - Replacement Tax	0	20,833	(20,833)	-100.00%	173,832	166,664	7,168	4.30%	69.53%	250,000		
00-4100 - Interest Earned	25,079	4,000	21,079	526.98%	149,099	32,000	117,099	365.93%	310.62%	48,000		
00-4200 - Other	1,038	1,000	38	3.76%	42,617	12,000	30,617	255.14%	213.08%	20,000		
10-4300 - Grants & Other Donations	0	7,300	(7,300)	-100.00%	92,663	58,400	34,263	58.67%	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	1,213	250	963	385.08%	12,602	2,000	10,602	530.11%	420.07%	3,000		
Total Income	27,330	33,383	(6,053)	-18.13%	10,024,285	9,902,167	122,118	1.23%	98.64%	10,162,000	0.00%	0
Expense												
10-5100 - Salaries	386,502	384,719	(1,783)	-0.46%	3,363,279	3,475,423	112,144	3.23%	64.50%	5,214,000	0.00%	5,425,000
10-5200 - Benefits	47,747	50,591	2,844	5.62%	359,212	403,958	44,746	11.08%	59.28%	606,000	0.00%	630,000
10-5300 - Training	102	4,194	4,092	97.56%	7,367	38,928	31,561	81.07%	12.49%	59,000	0.00%	50,000
10-5400 - Materials	110,352	104,413	(5,939)	-5.69%	809,803	847,852	38,049	4.49%	63.61%	1,273,000	0.00%	1,290,000
10-5500 - Processing	4,372	4,015	(357)	-8.90%	23,795	36,457	12,662	34.73%	45.76%	52,000	0.00%	55,000
10-5600 - Supplies	10,671	10,083	(588)	-5.83%	70,876	87,314	16,438	18.83%	55.81%	127,000	0.00%	142,000
10-5700 - Vehicles	464	2,992	2,528	84.49%	9,561	23,986	14,425	60.14%	26.56%	36,000	0.00%	45,000
10-5800 - Computer Operations	13,406	102,925	89,519	86.97%	246,996	752,052	505,056	67.16%	19.10%	1,293,000	0.00%	1,370,000
10-5900 - Utilities	11,212	17,670	6,458	36.55%	64,333	125,616	61,283	48.79%	32.17%	200,000	0.00%	240,000
10-6000 - Telephone	1,578	3,812	2,234	58.60%	15,605	22,769	7,164	31.46%	47.29%	33,000	0.00%	40,000
10-6100 - Postage	0	978	978	100.00%	6,000	8,088	2,088	25.82%	50.00%	12,000	0.00%	16,000
10-6200 - Maintenance	9,028	14,261	5,233	36.69%	74,238	107,457	33,219	30.91%	42.42%	175,000	0.00%	200,000
10-6300 - Repair	13,498	6,259	(7,239)	-115.66%	48,450	91,897	43,447	47.28%	37.27%	130,000	0.00%	154,000
10-6400 - Insurance	0	0	0	0.00%	52,707	79,000	26,293	33.28%	66.72%	79,000	0.00%	90,000
10-6500 - Professional Services	17,753	3,904	(13,849)	-354.74%	43,423	56,381	12,958	22.98%	60.31%	72,000	0.00%	90,000
10-6600 - Improvements	1,042	9,951	8,909	89.53%	16,806	58,983	42,177	71.51%	21.83%	77,000	0.00%	80,000
10-6700 - Community Relations	8,770	9,273	503	5.42%	95,343	104,340	8,997	8.62%	53.56%	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	33,336	33,336	100.00%	0.00%	50,000	0.00%	50,000
10-7000 - Debt Service	0	0	0	0.00%	981,408	983,000	1,592	0.16%	99.84%	983,000	0.00%	985,000
10-8010 - Capital Improvement Projects	0	10,416	10,416	100.00%	0	83,328	83,328	100.00%	0.00%	125,000	0.00%	125,000
20-8210 - Employer IMRF Disbursements	28,587	38,956	10,369	26.62%	285,297	350,742	65,445	18.66%	54.24%	526,000	0.00%	629,000
20-8250 - Employer Soc Security Tax Disb	28,843	29,145	302	1.04%	251,093	263,290	12,197	4.63%	63.57%	395,000	0.00%	414,000

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report February 2023

	February 2023				Year To Date February 2023				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Total Expense	693,929	812,724	118,795	14.62%	6,825,592	8,034,197	1,208,605	15.04%	58.36%	11,695,000	0.00%	12,317,000
Net Ordinary Income (Expense)	(666,599)	(779,341)	112,742		3,198,694	1,867,970	1,330,724			(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		1,520	0	(1,520)					
60-9800 · Special Reserve Disbursements	166,096	0	(166,096)		655,868	0	(655,868)					
Total Other Expense	166,096	0	(166,096)		657,389	0	(657,389)					
Net Other Income/(Expense)	(166,096)	0	(166,096)		(657,389)	0	(657,389)					
Net Income	(832,695)	(779,341)	(53,354)		2,541,305	1,867,970	673,335			(1,533,000)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary

February 18 through March 17, 2023

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	80,209.04	7,591.61	0.00	87,800.65
00-4050 · Replacement Tax	21,621.61	0.00	0.00	21,621.61
00-4100 · Interest Earned	19,806.39	0.00	5,272.99	25,079.38
00-4200 · Other	4,074.06	0.00	0.00	4,074.06
10-4300 · Grants & Other Donations	3,635.00	0.00	0.00	3,635.00
10-4350 · Fines	1,243.67	0.00	0.00	1,243.67
Total Income	<u>130,589.77</u>	<u>7,591.61</u>	<u>5,272.99</u>	<u>143,454.37</u>
Gross Profit	130,589.77	7,591.61	5,272.99	143,454.37
Expense				
10-5100 · Salaries	389,843.59	0.00	0.00	389,843.59
10-5200 · Benefits	60,048.75	0.00	0.00	60,048.75
10-5300 · Training	5,033.82	0.00	0.00	5,033.82
10-5400 · Materials	83,909.15	0.00	0.00	83,909.15
10-5500 · Processing	4,171.66	0.00	0.00	4,171.66
10-5600 · Supplies	10,986.02	0.00	0.00	10,986.02
10-5700 · Vehicles	434.54	0.00	0.00	434.54
10-5800 · Computer Operations	37,517.24	0.00	0.00	37,517.24
10-5900 · Utilities	11,370.48	0.00	0.00	11,370.48
10-6000 · Telephone	1,407.93	0.00	0.00	1,407.93
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	7,279.75	0.00	0.00	7,279.75
10-6300 · Repair	5,761.54	0.00	0.00	5,761.54
10-6500 · Professional Services	1,611.32	0.00	0.00	1,611.32
10-6600 · Improvements	1,041.77	0.00	0.00	1,041.77
10-6700 · Community Relations	15,413.83	0.00	0.00	15,413.83
20-8210 · Employer IMRF Disbursements	0.00	28,795.03	0.00	28,795.03
20-8250 · Employer Soc Security Tax Disb	0.00	29,103.69	0.00	29,103.69
Total Expense	<u>636,831.39</u>	<u>57,898.72</u>	<u>0.00</u>	<u>694,730.11</u>
Net Ordinary Income	-506,241.62	-50,307.11	5,272.99	-551,275.74
Net Income	<u>-506,241.62</u>	<u>-50,307.11</u>	<u>5,272.99</u>	<u>-551,275.74</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
February 18 through March 17, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Ordinary Income/Expense						
Income						
00-4000 - Property Tax						
10-4000 - Property Tax General						
	General Journal	03/02/2023	3403		79,662.86	79,662.86
	General Journal	03/02/2023	3403		546.18	80,209.04
Total 10-4000 - Property Tax General					<u>80,209.04</u>	<u>80,209.04</u>
20-4000 - Property Tax IMRF						
	General Journal	03/02/2023	3403		7,591.61	7,591.61
Total 20-4000 - Property Tax IMRF					<u>7,591.61</u>	<u>7,591.61</u>
Total 00-4000 - Property Tax					<u>87,800.65</u>	<u>87,800.65</u>
00-4050 - Replacement Tax						
10-4050 - Replacement Tax General						
	General Journal	03/03/2023	3409		21,621.61	21,621.61
Total 10-4050 - Replacement Tax General					<u>21,621.61</u>	<u>21,621.61</u>
Total 00-4050 - Replacement Tax					<u>21,621.61</u>	<u>21,621.61</u>
00-4100 - Interest Earned						
60-3109 - Interest-Wintrust MaxSafe - S/R						
	General Journal	02/27/2023	3402		4,276.45	4,276.45
Total 60-3109 - Interest-Wintrust MaxSafe - S/R					<u>4,276.45</u>	<u>4,276.45</u>
10-3109 - Interest-Wintrust MaxSafe - Gen						
	General Journal	02/27/2023	3402		13,991.97	13,991.97
Total 10-3109 - Interest-Wintrust MaxSafe - Gen					<u>13,991.97</u>	<u>13,991.97</u>
10-3180 - Interest - Money Market Fund						
	General Journal	02/27/2023	3402		2,909.52	2,909.52
Total 10-3180 - Interest - Money Market Fund					<u>2,909.52</u>	<u>2,909.52</u>
10-4100 - Interest Earned-General Fund						
10-4101 - Interest Income - Chase Savings						
	General Journal	02/27/2023	3402		2.15	2.15
Total 10-4101 - Interest Income - Chase Savings					<u>2.15</u>	<u>2.15</u>
10-4102 - Interest Income - Chase CD's						
	General Journal	02/28/2023	3407		2,902.75	2,902.75
Total 10-4102 - Interest Income - Chase CD's					<u>2,902.75</u>	<u>2,902.75</u>
Total 10-4100 - Interest Earned-General Fund					<u>2,904.90</u>	<u>2,904.90</u>
60-4100 - Interest Earned Special Reserve						
60-4101 - Interest Income - Chase Savings						
	General Journal	02/27/2023	3402		7.66	7.66
Total 60-4101 - Interest Income - Chase Savings					<u>7.66</u>	<u>7.66</u>
60-4102 - Interest Income - Chase CD's						
	General Journal	02/28/2023	3407		863.54	863.54
	General Journal	02/28/2023	3407		125.34	988.88
Total 60-4102 - Interest Income - Chase CD's					<u>988.88</u>	<u>988.88</u>
Total 60-4100 - Interest Earned Special Reserve					<u>996.54</u>	<u>996.54</u>
Total 00-4100 - Interest Earned					<u>25,079.38</u>	<u>25,079.38</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

	Type	Date	Num	Name	Paid Amount	Balance
00-4200 - Other						
10-4400 - Lost Materials						
	Deposit	03/07/2023			35.79	35.79
	Deposit	02/20/2023			63.84	99.63
	Deposit	03/07/2023			115.07	214.70
	Bill	02/27/2023	LOST/PAID - 021923	JOOB, CHRIS	-21.99	192.71
	Bill	02/27/2023	LOST/PAID - 022023A	WU, KELLY	-20.99	171.72
	Bill	02/27/2023	LOST/PAID - 022023B	WU, KELLY	-19.99	151.73
	Bill	02/27/2023	LOST/PAID - 022023	HUNT, FELICITY	-8.99	142.74
	Bill	02/27/2023	LOST/PAID - 022423	POTEMPA-WALL, ERIN	-18.99	123.75
	Bill	03/17/2023	LOST/PAID - 030723	CASCIO, MICHAEL	-12.99	110.76
	Bill	03/17/2023	LOST/PAID - 022623	MILLER, KATHERINE	-26.27	84.49
	Bill	03/17/2023	LOST/PAID - 030723	WOLNER, KAREN	-37.28	47.21
	Bill	03/17/2023	LOST/PAID - 031323	ATIQUE, NAZ	-7.95	39.26
	Bill	03/17/2023	LOST/PAID - 031223	HEINZ, ALLEGRA	-19.99	19.27
	Bill	03/17/2023	LOST/PAID - 031323	MYSLIS, SARAH	-55.99	-36.72
	Bill	03/17/2023	LOST/PAID - 031323	ZHU, XIHENG	-25.99	-62.71
Total 10-4400 - Lost Materials					-62.71	-62.71
10-4450 - Copy Machine Income						
10-4451 - Aspen - Print/Copy Station						
	Deposit	03/15/2023			406.75	406.75
Total 10-4451 - Aspen - Print/Copy Station					406.75	406.75
10-4452 - Cook Park - Print/Copy Station						
	Deposit	03/15/2023			574.20	574.20
Total 10-4452 - Cook Park - Print/Copy Station					574.20	574.20
Total 10-4450 - Copy Machine Income					980.95	980.95
10-4500 - Misc - General Account						
	Deposit	02/20/2023			1.00	1.00
	Deposit	03/07/2023			20.21	21.21
	Deposit	02/20/2023			2.00	23.21
	Deposit	03/07/2023			39.00	62.21
	Deposit	03/07/2023			3,093.61	3,155.82
Total 10-4500 - Misc - General Account					3,155.82	3,155.82
Total 00-4200 - Other					4,074.06	4,074.06
10-4300 - Grants & Other Donations						
10-4335 - Friends of The Library						
	Deposit	03/07/2023			2,210.00	2,210.00
Total 10-4335 - Friends of The Library					2,210.00	2,210.00
10-4365 - Donations - Other						
	Deposit	03/07/2023			700.00	700.00
	Deposit	03/07/2023			400.00	1,100.00
	Deposit	03/07/2023			50.00	1,150.00
	Deposit	03/07/2023			100.00	1,250.00
	Deposit	03/07/2023			75.00	1,325.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
Deposit	03/07/2023			100.00	1,425.00
Total 10-4365 · Donations - Other				<u>1,425.00</u>	<u>1,425.00</u>
Total 10-4300 · Grants & Other Donations				3,635.00	3,635.00
10-4350 · Fines					
Deposit	02/20/2023			20.00	20.00
Deposit	03/07/2023			16.50	36.50
Deposit	02/20/2023			20.00	56.50
Deposit	03/07/2023			58.98	115.48
General Journal	02/27/2023	3402		1,322.20	1,437.68
General Journal	02/28/2023	3405		-194.01	1,243.67
Total 10-4350 · Fines				<u>1,243.67</u>	<u>1,243.67</u>
Total Income				<u>143,454.37</u>	<u>143,454.37</u>
Gross Profit				143,454.37	143,454.37
Expense					
10-5100 · Salaries					
10-5110 · Administration Salaries					
General Journal	02/24/2023	3401		36,604.18	36,604.18
General Journal	03/10/2023	3411		36,551.99	73,156.17
Total 10-5110 · Administration Salaries				<u>73,156.17</u>	<u>73,156.17</u>
10-5120 · Adult Salaries					
General Journal	02/24/2023	3401		44,651.50	44,651.50
General Journal	03/10/2023	3411		45,013.32	89,664.82
Total 10-5120 · Adult Salaries				<u>89,664.82</u>	<u>89,664.82</u>
10-5130 · Children's Salaries					
General Journal	02/24/2023	3401		33,795.33	33,795.33
General Journal	03/10/2023	3411		33,143.14	66,938.47
Total 10-5130 · Children's Salaries				<u>66,938.47</u>	<u>66,938.47</u>
10-5140 · Circulation Salaries					
General Journal	02/24/2023	3401		28,854.81	28,854.81
General Journal	03/10/2023	3411		28,906.71	57,761.52
Total 10-5140 · Circulation Salaries				<u>57,761.52</u>	<u>57,761.52</u>
10-5145 · Maintenance Salaries					
General Journal	02/24/2023	3401		8,513.92	8,513.92
General Journal	03/10/2023	3411		10,631.39	19,145.31
Total 10-5145 · Maintenance Salaries				<u>19,145.31</u>	<u>19,145.31</u>
10-5150 · ILL Salaries					
General Journal	02/24/2023	3401		4,011.36	4,011.36
General Journal	03/10/2023	3411		4,041.73	8,053.09
Total 10-5150 · ILL Salaries				<u>8,053.09</u>	<u>8,053.09</u>
10-5155 · Outreach Salaries					
General Journal	02/24/2023	3401		8,816.50	8,816.50
General Journal	03/10/2023	3411		9,075.74	17,892.24
Total 10-5155 · Outreach Salaries				<u>17,892.24</u>	<u>17,892.24</u>
10-5160 · Tech Services Salaries					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
General Journal	02/24/2023	3401		22,289.97	22,289.97
General Journal	03/10/2023	3411		22,471.62	44,761.59
Total 10-5160 · Tech Services Salaries				44,761.59	44,761.59
10-5165 · Shelve rs Salaries					
General Journal	02/24/2023	3401		6,125.53	6,125.53
General Journal	03/10/2023	3411		6,344.85	12,470.38
Total 10-5165 · Shelve rs Salaries				12,470.38	12,470.38
Total 10-5100 · Salaries				389,843.59	389,843.59
10-5200 · Benefits					
10-5210 · Health Insurance					
Bill	03/17/2023	P65753/P77758-FEB 23	COOPERATIVE 90'S MEDICAL	37,300.20	37,300.20
Bill	03/17/2023	P65753/P77758-FEB 23	COOPERATIVE 90'S MEDICAL	7,121.80	44,422.00
Bill	02/27/2023	MEX45 - FEB 2023	AFLAC	92.52	44,514.52
Bill	02/27/2023	5047 - MARCH 2023	NCPERS GROUP LIFE INS	16.00	44,530.52
Bill	02/27/2023	865594 - MARCH 2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,737.99	49,268.51
Bill	02/27/2023	5047 - MARCH 2023	NCPERS GROUP LIFE INS	256.00	49,524.51
Bill	02/27/2023	865594 - MARCH 2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,110.18	50,634.69
General Journal	02/28/2023	3406		518.83	51,153.52
General Journal	02/28/2023	3406		1,006.59	52,160.11
General Journal	02/28/2023	3406		602.09	52,762.20
General Journal	02/28/2023	3406		2,419.03	55,181.23
General Journal	02/28/2023	3406		100.00	55,281.23
Total 10-5210 · Health Insurance				55,281.23	55,281.23
10-5220 · Dental/Vision Insurance					
Deposit	03/07/2023			-46.00	-46.00
Deposit	03/07/2023			-46.00	-92.00
Bill	03/17/2023	10438 - FEB 23	COOPERATIVE 90'S DENTAL	3,295.40	3,203.40
Bill	03/17/2023	10438 - FEB 23	COOPERATIVE 90'S DENTAL	1,255.60	4,459.00
Deposit	03/07/2023			-50.19	4,408.81
Deposit	03/07/2023			-49.19	4,359.62
Deposit	03/07/2023			-50.19	4,309.43
General Journal	02/28/2023	3404		-586.39	3,723.04
Bill	02/27/2023	10438 - MARCH 2023	DELTA DENTAL OF ILLINOIS - VISION	266.10	3,989.14
Bill	02/27/2023	10438-0001 MAR 2023	DELTA DENTAL OF ILLINOIS - RISK	16.31	4,005.45
Bill	02/27/2023	10438 - MARCH 2023	DELTA DENTAL OF ILLINOIS - VISION	97.40	4,102.85
Total 10-5220 · Dental/Vision Insurance				4,102.85	4,102.85
10-5240 · Life Insurance					
Bill	02/27/2023	034963 - MARCH 2023	MADISON NATIONAL LIFE INS CO., INC.	267.79	267.79
Total 10-5240 · Life Insurance				267.79	267.79
10-5270 · LTD Insurance					
Bill	02/27/2023	034963 - MARCH 2023	MADISON NATIONAL LIFE INS CO., INC.	396.88	396.88
Total 10-5270 · LTD Insurance				396.88	396.88
Total 10-5200 · Benefits				60,048.75	60,048.75
10-5300 · Training					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
10-5310 - Workshops					
10-5311 - Workshops - Admin					
Credit Card Charge	02/28/2023	021723	HITZ PIZZA - CMPL Credit Card	198.12	198.12
General Journal	02/28/2023	3408	HITZ PIZZA - CMPL Credit Card	-198.12	0.00
Total 10-5311 - Workshops - Admin				<u>0.00</u>	<u>0.00</u>
Total 10-5310 - Workshops				<u>0.00</u>	<u>0.00</u>
10-5320 - Travel					
10-5322 - Travel - Adults					
Bill	02/27/2023	FEBRUARY 7, 2023	LARSON, ANDREA	28.82	28.82
Total 10-5322 - Travel - Adults				<u>28.82</u>	<u>28.82</u>
Total 10-5320 - Travel				<u>28.82</u>	<u>28.82</u>
10-5330 - Memberships					
10-5332 - Memberships - Adults					
Bill	03/17/2023	KING: APR23-MAR24	AMERICAN LIBRARY ASSOCIATION	155.00	155.00
Total 10-5332 - Memberships - Adults				<u>155.00</u>	<u>155.00</u>
Total 10-5330 - Memberships				<u>155.00</u>	<u>155.00</u>
10-5340 - Formal Education					
Bill	03/17/2023	TUITION REMIB - 2022	vanGoethem, Amy	4,850.00	4,850.00
Total 10-5340 - Formal Education				<u>4,850.00</u>	<u>4,850.00</u>
Total 10-5300 - Training				<u>5,033.82</u>	<u>5,033.82</u>
10-5400 - Materials					
10-5410 - Books - Adult					
Bill	03/17/2023	2037315872	BAKER & TAYLOR - L5742022	645.98	645.98
Bill	03/17/2023	2037329570	BAKER & TAYLOR - L5580152	371.14	1,017.12
Bill	03/17/2023	2037319043	BAKER & TAYLOR - L5742022	279.67	1,296.79
Bill	03/17/2023	2037326543	BAKER & TAYLOR - L5742022	550.83	1,847.62
Bill	03/17/2023	2037333863	BAKER & TAYLOR - L5579912	261.05	2,108.67
Bill	03/17/2023	80710832	GALE	155.97	2,264.64
Bill	03/17/2023	80721544	GALE	123.95	2,388.59
Bill	03/17/2023	2037328608	BAKER & TAYLOR - L5742022	796.48	3,185.07
Bill	03/17/2023	2037342113	BAKER & TAYLOR - L5580152	440.30	3,625.37
Bill	03/17/2023	2037331222	BAKER & TAYLOR - L3966532	908.69	4,534.06
Bill	03/17/2023	2037348850	BAKER & TAYLOR - L5579912	229.67	4,763.73
Bill	03/17/2023	2037340334	BAKER & TAYLOR - L3966532	877.01	5,640.74
Bill	03/17/2023	2037342525	BAKER & TAYLOR - L5742022	1,082.02	6,722.76
Bill	03/17/2023	2037334099	BAKER & TAYLOR - L5742022	460.94	7,183.70
Bill	03/17/2023	80757419	GALE	57.58	7,241.28
Bill	03/17/2023	12207286	ROWMAN & LITTLEFIELD PUBLISHING GF	228.49	7,469.77
Bill	03/17/2023	2037348923	BAKER & TAYLOR - C5217413	19.51	7,489.28
Bill	03/17/2023	2037360158	BAKER & TAYLOR - L5580152	364.42	7,853.70
Bill	03/17/2023	2037348493	BAKER & TAYLOR - C0209743	91.81	7,945.51
Bill	03/17/2023	2037348494	BAKER & TAYLOR - C0209743	18.26	7,963.77
Bill	03/17/2023	2037364934	BAKER & TAYLOR - L5579912	259.36	8,223.13
Bill	03/17/2023	2037346920	BAKER & TAYLOR - L5742022	473.83	8,696.96

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	03/17/2023	1994541	CENTER POINT LARGE PRINT	211.22	8,908.18
Bill	03/17/2023	1995486	CENTER POINT LARGE PRINT	30.71	8,938.89
Bill	03/17/2023	80825118	GALE	53.58	8,992.47
Bill	03/17/2023	80825879	GALE	103.48	9,095.95
Bill	03/17/2023	12212226	ROWMAN & LITTLEFIELD PUBLISHING GF	108.69	9,204.64
Bill	03/17/2023	2037352243	BAKER & TAYLOR - L5742022	540.88	9,745.52
Bill	03/17/2023	2037368135	BAKER & TAYLOR - L5580152	467.25	10,212.77
Bill	03/17/2023	2037359904	BAKER & TAYLOR - L5742022	440.07	10,652.84
Bill	03/17/2023	2037355664	BAKER & TAYLOR - L3966532	1,209.80	11,862.64
Bill	03/17/2023	2037373117	BAKER & TAYLOR - L5742022	691.70	12,554.34
Bill	03/17/2023	2037357256	BAKER & TAYLOR - L5742022	395.91	12,950.25
Bill	03/17/2023	2037384155	BAKER & TAYLOR - L5580152	606.47	13,556.72
Bill	03/17/2023	2037378686	BAKER & TAYLOR - L5742022	961.70	14,518.42
Bill	03/17/2023	2037362556	BAKER & TAYLOR - L5742022	563.42	15,081.84
Bill	03/17/2023	80847592	GALE	107.96	15,189.80
Bill	03/17/2023	80856189	GALE	358.28	15,548.08
Bill	03/17/2023	80856105	GALE	91.17	15,639.25
Bill	03/17/2023	8085477	GALE	59.18	15,698.43
Bill	03/17/2023	4398614	BARNES & NOBLE, INC.	28.97	15,727.40
Bill	03/17/2023	36086649	BENDER & CO., INC.	243.10	15,970.50
Bill	03/17/2023	79534443 - 102422	GALE	30.39	16,000.89
Credit Card Charge	02/28/2023	feb 23	Amazon Marketplace.com - CMPL Credit Cal	163.12	16,164.01
Credit Card Charge	02/28/2023	020623	Amazon Marketplace.com - CMPL Credit Cal	30.98	16,194.99
Credit Card Charge	02/28/2023	020623	Amazon Marketplace.com - CMPL Credit Cal	74.99	16,269.98
				16,269.98	16,269.98
Total 10-5410 · Books - Adult					
10-5415 · Books - Juvenile					
Bill	03/17/2023	2037322260	BAKER & TAYLOR - L5580072	246.93	246.93
Bill	03/17/2023	2037327868	BAKER & TAYLOR - L3966522	1,135.06	1,381.99
Bill	03/17/2023	2037329110	BAKER & TAYLOR - L5580072	294.85	1,676.84
Bill	03/17/2023	2037331224	BAKER & TAYLOR - L4231522	17.02	1,693.86
Bill	03/17/2023	2037341209	BAKER & TAYLOR - L3966522	542.13	2,235.99
Bill	03/17/2023	2037337668	BAKER & TAYLOR - L4231142	447.11	2,683.10
Bill	03/17/2023	2037341361	BAKER & TAYLOR - L5580072	205.36	2,888.46
Bill	03/17/2023	2037341781	BAKER & TAYLOR - L5580072	277.42	3,165.88
Bill	03/17/2023	2037341624	BAKER & TAYLOR - L3966522	654.28	3,820.16
Bill	03/17/2023	2037347157	BAKER & TAYLOR - L5580072	342.01	4,162.17
Bill	03/17/2023	2037347209	BAKER & TAYLOR - L5580072	1,098.86	5,261.03
Bill	03/17/2023	2037347177	BAKER & TAYLOR - L3966522	710.37	5,971.40
Bill	03/17/2023	2037351467	BAKER & TAYLOR - L4231142	259.62	6,231.02
Bill	03/17/2023	23-0200	MULTICULTURAL BOOKS & VIDEOS	660.91	6,891.93
Credit Card Charge	02/28/2023	022123	Amazon Marketplace.com - CMPL Credit Cal	16.19	6,908.12
Bill	03/17/2023	2037356036	BAKER & TAYLOR - L3966522	629.16	7,537.28
Bill	03/17/2023	2037358709	BAKER & TAYLOR - L5580072	557.15	8,094.43
Bill	03/17/2023	2037355469	BAKER & TAYLOR - L4231522	120.86	8,215.29

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	03/17/2023	2037362502	BAKER & TAYLOR - L5580072	1,032.72	9,248.01
Bill	03/17/2023	2037362528	BAKER & TAYLOR - L3966522	1,015.89	10,263.90
Bill	03/17/2023	2037364732	BAKER & TAYLOR - L4231142	231.46	10,495.36
Bill	03/17/2023	2037367431	BAKER & TAYLOR - L4231142	169.10	10,664.46
Bill	03/17/2023	2037382627	BAKER & TAYLOR - L3966522	340.50	11,004.96
Bill	03/17/2023	2037372082	BAKER & TAYLOR - L3966522	315.97	11,320.93
Bill	03/17/2023	2037374576	BAKER & TAYLOR - L5580072	612.08	11,933.01
Bill	03/17/2023	2037386852	BAKER & TAYLOR - L4231522	95.70	12,028.71
Credit Card Charge	02/28/2023	020623	Amazon Marketplace.com - CMPL Credit Cal	10.99	12,039.70
Credit Card Charge	02/28/2023	020623	Amazon Marketplace.com - CMPL Credit Cal	16.99	12,056.69
Total 10-5415 · Books - Juvenile				12,056.69	12,056.69
10-5420 · Audio/Visual - Adult					
Bill	03/17/2023	503371447	MIDWEST TAPE, LLC	155.66	155.66
Bill	03/17/2023	503388012	MIDWEST TAPE, LLC	1,696.59	1,852.25
Bill	03/17/2023	503421289	MIDWEST TAPE, LLC	2,544.94	4,397.19
Bill	03/17/2023	503411313	MIDWEST TAPE, LLC	313.40	4,710.59
Bill	03/17/2023	503443525	MIDWEST TAPE, LLC	155.70	4,866.29
Bill	03/17/2023	503465425	MIDWEST TAPE, LLC	2,245.75	7,112.04
Bill	03/17/2023	503471246	MIDWEST TAPE, LLC	141.33	7,253.37
Bill	03/17/2023	503481731	MIDWEST TAPE, LLC	2,394.03	9,647.40
Credit Card Charge	02/28/2023	feb 23	Blackstone Audio - CMPL Credit Card	317.73	9,965.13
Credit Card Charge	02/28/2023	021423	Amazon Marketplace.com - CMPL Credit Cal	64.92	10,030.05
Credit Card Charge	02/28/2023	013123	Amazon Marketplace.com - CMPL Credit Cal	113.64	10,143.69
Total 10-5420 · Audio/Visual - Adult				10,143.69	10,143.69
10-5425 · Audio/Visual - Juvenile					
Bill	03/17/2023	503388012	MIDWEST TAPE, LLC	134.91	134.91
Bill	03/17/2023	503421289	MIDWEST TAPE, LLC	89.20	224.11
Bill	03/17/2023	503411313	MIDWEST TAPE, LLC	24.96	249.07
Bill	03/17/2023	503443525	MIDWEST TAPE, LLC	12.48	261.55
Bill	03/17/2023	503465425	MIDWEST TAPE, LLC	525.06	786.61
Bill	03/17/2023	503481731	MIDWEST TAPE, LLC	70.46	857.07
Total 10-5425 · Audio/Visual - Juvenile				857.07	857.07
10-5430 · Games - Adult					
Bill	03/17/2023	9772	CRIMSON MULTIMEDIA DISTRIBUTION, IN	1,069.14	1,069.14
Bill	03/17/2023	9840	CRIMSON MULTIMEDIA DISTRIBUTION, IN	60.00	1,129.14
Bill	03/17/2023	9895	CRIMSON MULTIMEDIA DISTRIBUTION, IN	80.00	1,209.14
Bill	03/17/2023	9893	CRIMSON MULTIMEDIA DISTRIBUTION, IN	126.38	1,335.52
Total 10-5430 · Games - Adult				1,335.52	1,335.52
10-5435 · Games - Children					
Bill	03/17/2023	9773	CRIMSON MULTIMEDIA DISTRIBUTION, IN	244.23	244.23
Bill	03/17/2023	9774	CRIMSON MULTIMEDIA DISTRIBUTION, IN	81.31	325.54
Bill	03/17/2023	9839	CRIMSON MULTIMEDIA DISTRIBUTION, IN	426.47	752.01
Bill	03/17/2023	9894	CRIMSON MULTIMEDIA DISTRIBUTION, IN	60.00	812.01
Total 10-5435 · Games - Children				812.01	812.01

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
10-5440 - Periodicals - Adult					
Credit Card Charge	02/28/2023	020723	Chicago Tribune - CMPL Credit Card	159.42	159.42
Credit Card Charge	02/28/2023	021623	Daily Herald - CMPL Credit Card	297.40	456.82
Credit Card Charge	02/28/2023	022323	TVA Publications - CMPL Credit Card	40.21	497.03
Credit Card Charge	02/28/2023	021723	Chicago Tribune - CMPL Credit Card	159.92	656.95
Credit Card Charge	02/28/2023	021623	Lake County News Sun - CMPL Credit Card	84.14	741.09
Bill	03/17/2023	CMPL - 2023	GERMAN INTEREST GROUP-WISCONSIN	17.50	758.59
Bill	03/17/2023	2023 KHS	KENTUCKY HISTORICAL SOCIETY	60.00	818.59
Total 10-5440 - Periodicals - Adult				818.59	818.59
10-5450 - Circulating Technologies					
10-5451 - Circ Tech - Equipment					
Credit Card Charge	02/28/2023	020223	Moblebeacon.com - CMPL Credit Card	1,200.00	1,200.00
Credit Card Charge	02/28/2023	020623	EBAY - CMPL Credit Card	38.94	1,238.94
Total 10-5451 - Circ Tech - Equipment				1,238.94	1,238.94
10-5453 - Circ Tech - Subscriptions					
Credit Card Charge	02/28/2023	020123	Hulu - CMPL Credit Card	14.99	14.99
Credit Card Charge	02/28/2023	020423	Hulu - CMPL Credit Card	14.99	29.98
Credit Card Charge	03/01/2023	022823	Netflix.com - CMPL Credit Card	19.99	49.97
Credit Card Charge	02/28/2023	022723	VIX PLUS - CMPL Credit Card	6.99	56.96
Total 10-5453 - Circ Tech - Subscriptions				56.96	56.96
Total 10-5450 - Circulating Technologies				1,295.90	1,295.90
10-5490 - Electronic Services					
10-5491 - Online Databases					
10-5492 - Online Databases - Adults					
Bill	03/17/2023	Q-70470-1	ENCYCLOPAEDIA BRITANNICA, INC.	850.00	850.00
Bill	03/17/2023	RN1051186	NEWSBANK INC.	6,987.00	7,837.00
Bill	03/17/2023	61437923 - COOK PAR	NEW ENGLAND HISTORIC	270.00	8,107.00
Bill	03/17/2023	52998	RECORD INFORMATION SERVICES, INC.	777.00	8,884.00
Bill	03/17/2023	2968	CYPRESS INFORMATION SERVICES LLC	630.00	9,514.00
Total 10-5492 - Online Databases - Adults				9,514.00	9,514.00
10-5493 - Online Databases - Children's					
Bill	03/17/2023	Q-70470-1	ENCYCLOPAEDIA BRITANNICA, INC.	2,700.00	2,700.00
Bill	03/17/2023	SF-0018829	WORLD BOOK, INC	4,036.20	6,736.20
Total 10-5493 - Online Databases - Children's				6,736.20	6,736.20
Total 10-5491 - Online Databases				16,250.20	16,250.20
10-5494 - Digital Popular Materials					
10-5495 - Dig. Popular Materials - Adults					
Bill	03/17/2023	07001CO23048443	OVERDRIVE, INC.	694.11	694.11
Bill	03/17/2023	07001CO23048669	OVERDRIVE, INC.	987.39	1,681.50
Bill	03/17/2023	07001CO23050340	OVERDRIVE, INC.	289.99	1,971.49
Bill	03/17/2023	07001CO23054265	OVERDRIVE, INC.	122.50	2,093.99
Bill	03/17/2023	07001CO23055169	OVERDRIVE, INC.	556.64	2,650.63
Bill	03/17/2023	07001CO23055176	OVERDRIVE, INC.	791.86	3,442.49
Bill	03/17/2023	07001CO23055182	OVERDRIVE, INC.	883.92	4,326.41

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	03/17/2023	07001CO23056929	OVERDRIVE, INC.	82.50	4,408.91
Bill	03/17/2023	07001CO23056930	OVERDRIVE, INC.	383.39	4,792.30
Bill	03/17/2023	339471 - PPU	KANOPIY INC.	473.00	5,265.30
Bill	03/17/2023	07001CO23063975	OVERDRIVE, INC.	777.14	6,042.44
Bill	03/17/2023	07001CO23063839	OVERDRIVE, INC.	994.88	7,037.32
Bill	03/17/2023	07001co23063835	OVERDRIVE, INC.	183.02	7,220.34
Bill	03/17/2023	07001co23063797	OVERDRIVE, INC.	293.03	7,513.37
Bill	03/17/2023	07001CO2307715	OVERDRIVE, INC.	903.50	8,416.87
Bill	03/17/2023	07001CO23077176	OVERDRIVE, INC.	1,097.45	9,514.32
Bill	03/17/2023	07001CO23077149	OVERDRIVE, INC.	408.26	9,922.58
Bill	03/17/2023	07001CO23077164	OVERDRIVE, INC.	147.50	10,070.08
Bill	03/17/2023	INV-US62862	BIBLIOTHECA, LLC	3,882.77	13,952.85
Bill	03/17/2023	503439232	MIDWEST TAPE, LLC	9,760.25	23,713.10
Total 10-5495 · Dig. Popular Materials - Adults				23,713.10	23,713.10
Total 10-5494 · Digital Popular Materials				23,713.10	23,713.10
Total 10-5490 · Electronic Services				39,963.30	39,963.30
10-5497 · Interlibrary Loan Fees					
Bill	03/17/2023	27660	IHLS-OCLC	341.40	341.40
Bill	03/17/2023	OCLC #495781524	SCHAUMBURG TOWNSHIP DISTRICT LIBF	15.00	356.40
Total 10-5497 · Interlibrary Loan Fees				356.40	356.40
Total 10-5400 · Materials				83,909.15	83,909.15
10-5500 · Processing					
10-5510 · Acquisitions					
Bill	03/17/2023	NS23030036	BAKER & TAYLOR - L5581062	1,292.50	1,292.50
Total 10-5510 · Acquisitions				1,292.50	1,292.50
10-5520 · Cataloging					
Bill	03/17/2023	27660	IHLS-OCLC	2,762.16	2,762.16
Bill	03/17/2023	503438071	MIDWEST TAPE, LLC	117.00	2,879.16
Total 10-5520 · Cataloging				2,879.16	2,879.16
Total 10-5500 · Processing				4,171.66	4,171.66
10-5600 · Supplies					
10-5611 · Supplies - Admin					
Bill	03/17/2023	193521 - JAN 2023	WAREHOUSE DIRECT OFFICE PRODUCT:	369.36	369.36
Total 10-5611 · Supplies - Admin				369.36	369.36
10-5612 · Supplies - Adults					
Bill	03/17/2023	7270281	DEMCO, INC.	198.91	198.91
Total 10-5612 · Supplies - Adults				198.91	198.91
10-5613 · Supplies - Children's					
Bill	03/17/2023	7270807	DEMCO, INC.	77.35	77.35
Credit Card Charge	02/28/2023	021523	Amazon Marketplace.com - CMPL Credit Ca	61.98	139.33
Credit Card Charge	02/28/2023	021523	Ellison - CMPL Credit Card	64.95	204.28
Credit Card Charge	02/28/2023	013123	Amazon Marketplace.com - CMPL Credit Ca	16.40	220.68
Credit Card Charge	02/28/2023	020123	Amazon Marketplace.com - CMPL Credit Ca	26.95	247.63
Total 10-5613 · Supplies - Children's				247.63	247.63

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
February 18 through March 17, 2023

	Type	Date	Num	Name	Paid Amount	Balance
10-5614 · Supplies - Circulation						
	Credit Card Charge	02/28/2023	022423	Amazon Marketplace.com - CMPL Credit Ca	124.35	124.35
	Bill	03/17/2023	021023-022723	LOWE'S	19.32	143.67
	Bill	03/17/2023	44140	GRAPHIC 14, INCORPORATED	884.24	1,027.91
Total 10-5614 · Supplies - Circulation					1,027.91	1,027.91
10-5615 · Supplies - Maintenance						
	Bill	03/17/2023	193521 - JAN 2023	WAREHOUSE DIRECT OFFICE PRODUCT:	1,138.03	1,138.03
	Bill	03/17/2023	021023-022723	LOWE'S	26.66	1,164.69
	Credit Card Charge	02/28/2023	012623	Byrne Electrical - CMPL Credit Card	545.37	1,710.06
	Credit Card Charge	02/28/2023	021323	Amazon Marketplace.com - CMPL Credit Ca	14.55	1,724.61
	Credit Card Charge	02/28/2023	022123	Amazon Marketplace.com - CMPL Credit Ca	68.55	1,793.16
	Bill	03/17/2023	021023-022723	LOWE'S	20.89	1,814.05
	Bill	03/17/2023	021023-022723	LOWE'S	22.76	1,836.81
	Credit Card Charge	02/28/2023	020723	Amazon Marketplace.com - CMPL Credit Ca	29.89	1,866.70
	Credit Card Charge	02/28/2023	020323	Amazon Marketplace.com - CMPL Credit Ca	29.49	1,896.19
	Credit Card Charge	02/28/2023	021623	Brimar Industries - CMPL Credit Card	94.53	1,990.72
	Bill	03/17/2023	372880 - 020723	ACE HARDWARE OF LIBERTYVILLE, INC.	18.98	2,009.70
	Credit Card Credit	02/28/2023	020723	Amazon Marketplace.com - CMPL Credit Ca	-23.50	1,986.20
	Credit Card Charge	02/28/2023	022023	TruDoor.com - CMPL Credit Card	194.90	2,181.10
	Credit Card Charge	02/28/2023	021523	Amazon Marketplace.com - CMPL Credit Ca	67.50	2,248.60
	Credit Card Charge	02/28/2023	021723	Amazon Marketplace.com - CMPL Credit Ca	67.50	2,316.10
Total 10-5615 · Supplies - Maintenance					2,316.10	2,316.10
10-5616 · Supplies - ILL						
	Credit Card Charge	02/28/2023	020123	Amazon Marketplace.com - CMPL Credit Ca	12.99	12.99
Total 10-5616 · Supplies - ILL					12.99	12.99
10-5618 · Supplies - Tech Services						
	Bill	03/17/2023	193521 - JAN 2023	WAREHOUSE DIRECT OFFICE PRODUCT:	37.96	37.96
	Credit Card Charge	02/28/2023	021423	Amazon Marketplace.com - CMPL Credit Ca	13.53	51.49
	Bill	03/17/2023	7270962	DEMCO, INC.	73.56	125.05
	Bill	03/17/2023	7273420	DEMCO, INC.	78.43	203.48
	Bill	03/17/2023	7269134	DEMCO, INC.	346.27	549.75
	Bill	03/17/2023	7269063	DEMCO, INC.	108.57	658.32
	Credit Card Charge	02/28/2023	022123	Brimar Industries - CMPL Credit Card	110.36	768.68
	Credit Card Charge	02/28/2023	020123	Amazon Marketplace.com - CMPL Credit Ca	13.78	782.46
Total 10-5618 · Supplies - Tech Services					782.46	782.46
10-5660 · Supplies - Computer						
	Bill	03/17/2023	193521 - JAN 2023	WAREHOUSE DIRECT OFFICE PRODUCT:	2,780.24	2,780.24
	Bill	03/17/2023	GV46169	CDW GOVERNMENT, INC.	839.98	3,620.22
Total 10-5660 · Supplies - Computer					3,620.22	3,620.22
10-5670 · Supplies - Paper						
	Bill	03/17/2023	44140	GRAPHIC 14, INCORPORATED	1,004.00	1,004.00
Total 10-5670 · Supplies - Paper					1,004.00	1,004.00
10-5680 · Supplies - Staff Room						
	Bill	03/17/2023	193521 - JAN 2023	WAREHOUSE DIRECT OFFICE PRODUCT:	1,388.45	1,388.45

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
Credit Card Charge	02/28/2023	013123	Amazon Marketplace.com - CMPL Credit Ca	17.99	1,406.44
Total 10-5680 · Supplies - Staff Room				1,406.44	1,406.44
Total 10-5600 · Supplies				10,986.02	10,986.02
10-5700 · Vehicles					
10-5710 · Bookmobile Fuel					
Bill	03/17/2023	1933	VILLAGE-VERNON	147.43	147.43
Total 10-5710 · Bookmobile Fuel				147.43	147.43
10-5720 · Bookmobile Maintenance/Repair					
Bill	03/17/2023	021023-022723	LOWE'S	5.88	5.88
Credit Card Charge	02/28/2023	020723	Rondout Service Center - CMPL Credit Card	35.50	41.38
Total 10-5720 · Bookmobile Maintenance/Repair				41.38	41.38
10-5730 · Bookmobile Delivery Service					
Bill	03/17/2023	FEBRUARY 2023	DITTMAN, SUSAN	34.06	34.06
Total 10-5730 · Bookmobile Delivery Service				34.06	34.06
10-5750 · Van Fuel					
Bill	03/17/2023	1933	VILLAGE-VERNON	182.67	182.67
Total 10-5750 · Van Fuel				182.67	182.67
10-5760 · Van Maintenance/Repair					
Credit Card Charge	02/28/2023	021723	Amazon Marketplace.com - CMPL Credit Ca	29.00	29.00
Credit Card Charge	02/28/2023	021523	Amazon Marketplace.com - CMPL Credit Ca	14.50	43.50
Credit Card Credit	02/28/2023	021623	Amazon Marketplace.com - CMPL Credit Ca	-14.50	29.00
Total 10-5760 · Van Maintenance/Repair				29.00	29.00
Total 10-5700 · Vehicles				434.54	434.54
10-5800 · Computer Operations					
10-5865 · Remote Communications Expenses					
Bill	03/17/2023	FEBRUARY 2023	ECKMANN, ROBERT	10.00	10.00
Bill	03/17/2023	FEBRUARY 2023	GAFKA, DEBORAH	10.00	20.00
Bill	03/17/2023	FEBRUARY 2023	KRAUSE, DONNA	10.00	30.00
Bill	03/17/2023	FEBRUARY 2023	LARSON, ANDREA	10.00	40.00
Bill	03/17/2023	FEBRUARY 2023	KING, BECKY	10.00	50.00
Bill	03/17/2023	FEBRUARY 2023	SCHOENFIELD, SONIA	10.00	60.00
Bill	03/17/2023	JANUARY 2023	MORTON, MARK	10.00	70.00
Bill	02/27/2023	JANUARY 2023	SCHOENFIELD, SONIA	10.00	80.00
Total 10-5865 · Remote Communications Expenses				80.00	80.00
10-5830 · Replacement Hardware/Software					
10-5831 · Rep Hrdwre/Sftwre - Admin					
Credit Card Charge	02/28/2023	020423	Timely - CMPL Credit Card	200.00	200.00
Credit Card Charge	02/28/2023	020223	Payflow/Paypal - CMPL Credit Card	30.00	230.00
Credit Card Charge	03/01/2023	030123	Liberated Syndication - CMPL Credit Card	7.00	237.00
Credit Card Charge	02/28/2023	013123	Amazon Marketplace.com - CMPL Credit Ca	95.96	332.96
Bill	03/17/2023	HJ72059	CDW GOVERNMENT, INC.	336.29	669.25
Credit Card Credit	02/28/2023	0221-0223	Payflow/Paypal - CMPL Credit Card	-270.00	399.25
Credit Card Charge	03/01/2023	030123	Payflow/Paypal - CMPL Credit Card	150.00	549.25
Credit Card Charge	02/28/2023	021423	WhenToWork.com - CMPL Credit Card	650.00	1,199.25

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
Credit Card Charge	02/28/2023	022223	Amazon Marketplace.com - CMPL Credit Ca	8.99	1,208.24
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				1,208.24	1,208.24
Total 10-5830 · Replacement Hardware/Software				1,208.24	1,208.24
10-5850 · Misc Contracts					
Bill	03/17/2023	INV-US-64410	ENVISIONWARE, INC.	350.00	350.00
Bill	03/17/2023	INV-US62672	BIBLIOTHECA, LLC	34,246.54	34,596.54
Total 10-5850 · Misc Contracts				34,596.54	34,596.54
10-5860 · Internet					
Bill	03/17/2023	S660366366-23080	AT&T	711.46	711.46
Bill	03/17/2023	167855903	COMCAST	921.00	1,632.46
Total 10-5860 · Internet				1,632.46	1,632.46
Total 10-5800 · Computer Operations				37,517.24	37,517.24
10-5900 · Utilities					
10-5910 · Electricity					
10-5911 · Electricity - Aspen					
Bill	03/17/2023	64490034101	CONSTELLATION NEW ENERGY, INC.	3,760.80	3,760.80
Total 10-5911 · Electricity - Aspen				3,760.80	3,760.80
10-5912 · Electricity - Cook Park					
Bill	03/17/2023	64490096201	CONSTELLATION NEW ENERGY, INC.	4,218.64	4,218.64
Total 10-5912 · Electricity - Cook Park				4,218.64	4,218.64
Total 10-5910 · Electricity				7,979.44	7,979.44
10-5920 · Gas					
10-5921 · Gas - Aspen					
Bill	03/17/2023	3659109	CONSTELLATION NATURAL GAS	966.90	966.90
Total 10-5921 · Gas - Aspen				966.90	966.90
10-5922 · Gas - Cook Park					
Bill	03/17/2023	3659109	CONSTELLATION NATURAL GAS	1,501.90	1,501.90
Total 10-5922 · Gas - Cook Park				1,501.90	1,501.90
Total 10-5920 · Gas				2,468.80	2,468.80
10-5930 · Water					
10-5932 · Water - Cook Park					
Bill	03/17/2023	120122-020123	VILLAGE-LIBERTYVILLE	922.24	922.24
Total 10-5932 · Water - Cook Park				922.24	922.24
Total 10-5930 · Water				922.24	922.24
Total 10-5900 · Utilities				11,370.48	11,370.48
10-6000 · Telephone					
10-6010 · Telephone					
Bill	02/27/2023	0222323-032223	COMCAST	305.28	305.28
Bill	03/17/2023	18020	PEERLESS NETWORK, INC.	946.74	1,252.02
Total 10-6010 · Telephone				1,252.02	1,252.02
10-6020 · Bookmobile - Telephone					
Bill	02/27/2023	9927926991	VERIZON WIRELESS SERVICES LLC	155.91	155.91
Total 10-6020 · Bookmobile - Telephone				155.91	155.91
Total 10-6000 · Telephone				1,407.93	1,407.93

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
February 18 through March 17, 2023

	Type	Date	Num	Name	Paid Amount	Balance
10-6100 - Postage						
	Bill	03/17/2023	50271857 - 030923	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	1,000.00
Total 10-6100 - Postage					1,000.00	1,000.00
10-6200 - Maintenance						
10-6210 - Janitorial Service						
10-6211 - Janitorial Service - Aspen						
	Bill	03/17/2023	C23409	COMPLETE CLEANING COMPANY, INC.	2,381.83	2,381.83
Total 10-6211 - Janitorial Service - Aspen					2,381.83	2,381.83
10-6212 - Janitorial Service - Cook Park						
	Bill	03/17/2023	C23409	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
10-6240 - Trash Removal						
10-6242 - Trash Removal - Cook Park						
	Bill	02/27/2023	FEBRUARY 2023	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
10-6250 - Miscellaneous						
10-6251 - Misc. Maintenance - Aspen						
	Bill	03/17/2023	6188	AMS OF NORTHERN ILLINOIS	198.00	198.00
Total 10-6251 - Misc. Maintenance - Aspen					198.00	198.00
10-6252 - Misc. Maintenance - Cook Park						
	Bill	03/17/2023	HHZH247	IRON MOUNTAIN INCORPORATED	128.50	128.50
	Bill	03/17/2023	015600CS333787	AMBIUS, LLC (19)	374.98	503.48
	Bill	03/17/2023	6188	AMS OF NORTHERN ILLINOIS	149.00	652.48
Total 10-6252 - Misc. Maintenance - Cook Park					652.48	652.48
Total 10-6250 - Miscellaneous					850.48	850.48
Total 10-6200 - Maintenance					7,279.75	7,279.75
10-6300 - Repair						
10-6330 - Mechanical Repairs						
10-6332 - Mechanical Repairs - Cook Park						
	Bill	03/17/2023	W45098	SHERMAN MECHANICAL, INC.	441.15	441.15
Total 10-6332 - Mechanical Repairs - Cook Park					441.15	441.15
Total 10-6330 - Mechanical Repairs					441.15	441.15
10-6340 - Service Contracts-Mech. & Bldg.						
10-6341 - Service Contracts - Aspen						
	Bill	02/27/2023	505054	FIRE & SECURITY SERVICES, INC.	219.00	219.00
	Bill	02/27/2023	38459751	JOHNSON CONTROLS SECURITY SOLUTI	342.06	561.06
	Bill	02/27/2023	90243657	CARRIER CORPORATION	1,909.60	2,470.66
	Bill	02/27/2023	90243795	CARRIER CORPORATION	1,909.60	4,380.26
Total 10-6341 - Service Contracts - Aspen					4,380.26	4,380.26
10-6342 - Service Contracts - Cook Park						
	Bill	02/27/2023	38459752	JOHNSON CONTROLS SECURITY SOLUTI	391.13	391.13
	Bill	02/27/2023	7100510755	SCHINDLER ELEVATOR CORPORATION	549.00	940.13

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
Total 10-6342 · Service Contracts - Cook Park				940.13	940.13
Total 10-6340 · Service Contracts-Mech. & Bldg.				5,320.39	5,320.39
Total 10-6300 · Repair				5,761.54	5,761.54
10-6500 · Professional Services					
10-6540 · Payroll Processing					
General Journal	02/24/2023	3400		1,048.09	1,048.09
General Journal	03/10/2023	3410		404.23	1,452.32
Total 10-6540 · Payroll Processing				1,452.32	1,452.32
10-6575 · Miscellaneous Services & Fees					
General Journal	02/27/2023	3402		159.00	159.00
Total 10-6575 · Miscellaneous Services & Fees				159.00	159.00
Total 10-6500 · Professional Services				1,611.32	1,611.32
10-6600 · Improvements					
10-6650 · Copiers & Other Leased Equip					
Bill	03/17/2023	41909540	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				1,041.77	1,041.77
10-6700 · Community Relations					
10-6710 · Newsletter					
Credit Card Charge	02/28/2023	020823	Minutemanpress.com - CMPL Credit Card	140.47	140.47
Bill	03/17/2023	20242	VOGUE PRINTERS	9,431.00	9,571.47
Total 10-6710 · Newsletter				9,571.47	9,571.47
10-6712 · Graphics					
Credit Card Charge	02/28/2023	021323	Adobe Stock - CMPL Credit Card	29.99	29.99
Total 10-6712 · Graphics				29.99	29.99
10-6720 · Programming - Adult					
10-6721 · Programs - Performances					
Bill	03/17/2023	APRIL 18, 2023	NACHAMIE, STEPHEN	250.00	250.00
Bill	03/17/2023	APRIL 13, 2023	KAREN CHAN FINANCIAL EDUCATION	250.00	500.00
Bill	03/17/2023	APRIL 16, 2023	GARY E. MIDKIFF & COMPANY	210.00	710.00
Bill	03/17/2023	MARCH 30, 2023	ROSE, BRIAN	250.00	960.00
Bill	03/17/2023	JAN 23 - MEDITATION	HINSON, HAILEY AHANNA	120.00	1,080.00
Bill	03/17/2023	FEB 23 - MEDITATION	HINSON, HAILEY AHANNA	160.00	1,240.00
Deposit	03/07/2023			-135.00	1,105.00
Deposit	03/07/2023			-15.00	1,090.00
Deposit	03/07/2023			-15.00	1,075.00
Deposit	03/07/2023			-15.00	1,060.00
Deposit	03/07/2023			-15.00	1,045.00
Deposit	03/07/2023			-15.00	1,030.00
Bill	03/17/2023	APRIL 17, 2023	LUCKY ENTERTAINMENT	125.00	1,155.00
Bill	03/17/2023	APRIL 11, 2023	MADDOX, SUSAN K.	350.00	1,505.00
Bill	03/17/2023	JANUARY 23 - TAI/CHI	HINSON, HAILEY AHANNA	200.00	1,705.00
Bill	03/17/2023	FEB 23 - TAI CHI	HINSON, HAILEY AHANNA	120.00	1,825.00
Bill	03/17/2023	APRIL 6, 2023	GRINNELL, MAX	300.00	2,125.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
February 18 through March 17, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	03/17/2023	JANUARY 23 - YOGA	HINSON, HAILEY AHANNA	200.00	2,325.00
Bill	03/17/2023	FEBRUARY 23 - YOGA	HINSON, HAILEY AHANNA	80.00	2,405.00
Total 10-6721 · Programs - Performances				2,405.00	2,405.00
10-6726 · Computer					
Bill	03/17/2023	APRIL 11, 2023	MONTANO, ESTEVAN	150.00	150.00
Bill	03/17/2023	APRIL 10, 2023	MONTANO, ESTEVAN	150.00	300.00
Bill	03/17/2023	MARCH 21, 2023	MONTANO, ESTEVAN	150.00	450.00
Bill	03/17/2023	APRIL 12, 2023	MAYBERRY, MELISSA	150.00	600.00
Total 10-6726 · Computer				600.00	600.00
Total 10-6720 · Programming - Adult				3,005.00	3,005.00
10-6740 · Programming - Children's					
Credit Card Charge	02/28/2023	020823	Michaels - CMPL Credit Card	10.38	10.38
Credit Card Charge	02/28/2023	021523	Amazon Marketplace.com - CMPL Credit Ca	139.67	150.05
Credit Card Charge	02/28/2023	020823	Amazon Marketplace.com - CMPL Credit Ca	68.94	218.99
Bill	03/17/2023	MARCH 23, 2023	BEVERLEY, JOEL	150.00	368.99
Credit Card Charge	02/28/2023	022223	Amazon Marketplace.com - CMPL Credit Ca	59.97	428.96
Bill	03/17/2023	MAY 5, 2023	LAKE COUNTY FOREST PRESERVES	50.00	478.96
Credit Card Charge	02/28/2023	020123	Michaels - CMPL Credit Card	24.97	503.93
Credit Card Charge	02/28/2023	020123	Amazon Marketplace.com - CMPL Credit Ca	7.95	511.88
Credit Card Charge	02/28/2023	020823	Amazon Marketplace.com - CMPL Credit Ca	31.80	543.68
Bill	03/17/2023	PROGRAM SUPPLIES	MCCOWIN, SUE	54.22	597.90
Credit Card Charge	02/28/2023	021323	Amazon Marketplace.com - CMPL Credit Ca	49.44	647.34
Credit Card Charge	02/28/2023	020123	Amazon Marketplace.com - CMPL Credit Ca	13.87	661.21
Bill	03/17/2023	APRIL 11, 2023	ANDERSON, MARK	225.00	886.21
Credit Card Charge	02/28/2023	021523	Amazon Marketplace.com - CMPL Credit Ca	19.98	906.19
Credit Card Charge	02/28/2023	020623	Walmart - CMPL Credit Card	9.80	915.99
Credit Card Charge	02/28/2023	021523	Walmart.com - CMPL Credit Card	5.33	921.32
Bill	03/17/2023	MARCH 29, 2023	ANDERSON, MARK	225.00	1,146.32
Bill	03/17/2023	APRIL 15, 2023	ERICKSON, LAUREN	450.00	1,596.32
Bill	03/17/2023	MARCH 11, 2023	RUNG, NICOLE	375.00	1,971.32
Credit Card Charge	02/28/2023	021523	Smilemakers - CMPL Credit Card	44.85	2,016.17
Credit Card Charge	02/28/2023	021523	Walmart - CMPL Credit Card	18.10	2,034.27
Bill	03/17/2023	APRIL 28, 2023 DEP	IMPROV PLAYHOUSE THEATER, INC.	125.00	2,159.27
Total 10-6740 · Programming - Children's				2,159.27	2,159.27
10-6760 · Promotions/Prizes					
10-6762 · Promotions/Prizes- Adults					
Credit Card Charge	02/28/2023	021423	Amazon Marketplace.com - CMPL Credit Ca	100.00	100.00
Credit Card Charge	02/28/2023	022123	Amazon Marketplace.com - CMPL Credit Ca	100.00	200.00
Total 10-6762 · Promotions/Prizes- Adults				200.00	200.00
10-6770 · Promotions/Prizes - YA					
Bill	03/17/2023	2037324547	BAKER & TAYLOR - L5588902	65.73	65.73
Credit Card Charge	02/28/2023	021323	Amazon Marketplace.com - CMPL Credit Ca	79.99	145.72
Credit Card Charge	02/28/2023	021423	Amazon Marketplace.com - CMPL Credit Ca	13.99	159.71
Total 10-6770 · Promotions/Prizes - YA				159.71	159.71

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
February 18 through March 17, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 10-6760 · Promotions/Prizes					359.71	359.71
10-6780 · Digital Studios						
10-6781 · Digital Studios - Equipment						
	Credit Card Charge	02/28/2023	020323	AtomicFilament.com - CMPL Credit Card A	95.92	95.92
Total 10-6781 · Digital Studios - Equipment					<u>95.92</u>	<u>95.92</u>
Total 10-6780 · Digital Studios					<u>95.92</u>	<u>95.92</u>
10-6790 · Workshops						
10-6792 · Workshops - Software						
	Credit Card Charge	02/28/2023	021523	Cricut - CMPL Credit Card	9.99	9.99
Total 10-6792 · Workshops - Software					<u>9.99</u>	<u>9.99</u>
10-6793 · Workshops - Programs/Classes						
	Bill	02/27/2023	OCT 22 - FEB 23	MURROW, JOE	140.79	140.79
	Credit Card Charge	02/28/2023	021323	Amazon Marketplace.com - CMPL Credit Card	20.75	161.54
Total 10-6793 · Workshops - Programs/Classes					<u>161.54</u>	<u>161.54</u>
10-6794 · Workshops - Supplies						
	Credit Card Charge	03/01/2023	022823	Michaels - CMPL Credit Card	20.94	20.94
Total 10-6794 · Workshops - Supplies					<u>20.94</u>	<u>20.94</u>
Total 10-6790 · Workshops					<u>192.47</u>	<u>192.47</u>
Total 10-6700 · Community Relations					15,413.83	15,413.83
20-8210 · Employer IMRF Disbursements						
	General Journal	02/24/2023	3401		14,290.77	14,290.77
	General Journal	03/10/2023	3411		14,504.26	28,795.03
Total 20-8210 · Employer IMRF Disbursements					<u>28,795.03</u>	<u>28,795.03</u>
20-8250 · Employer Soc Security Tax Disb						
	General Journal	02/24/2023	3401		14,453.48	14,453.48
	General Journal	03/10/2023	3411		14,650.21	29,103.69
Total 20-8250 · Employer Soc Security Tax Disb					<u>29,103.69</u>	<u>29,103.69</u>
Total Expense					<u>694,730.11</u>	<u>694,730.11</u>
Net Ordinary Income					<u>-551,275.74</u>	<u>-551,275.74</u>
Net Income					<u>-551,275.74</u>	<u>-551,275.74</u>



Cook Memorial Public Library District

Librarian's Statistical Report - Page 1

February 2023

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.

	February 2022			February 2023			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,391	30,669	38,060	7,193	32,301	39,494	3.77%
Reciprocal Borrowing Patrons	388	5,488	5,876	374	5,766	6,140	4.49%
Total	7,779	36,157	43,936	7,567	38,067	45,634	3.86%

Visitors

	February 2022	February 2023	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Aspen Drive Library	10,095	13,843	37.13%	83,129	103,344	24.32%
Drive-Up	408	384	-5.88%	1,902	3,088	62.36%
Cook Park Library	11,421	14,224	24.54%	99,860	128,059	28.24%
Drive-Up	1,431	1,108	-22.57%	11,262	9,755	-13.38%
Outreach	213	766	259.62%	4,274	5,893	37.88%
Total	23,568	30,325	28.67%	200,427	250,139	24.80%

Program Attendance

	February 2022	February 2023	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Adult	1,262	1,215	-3.72%	7,938	7,948	0.13%
Juvenile	1,324	2,576	94.56%	8,099	19,650	142.62%
Young Adult	77	1,204	1463.64%	468	7,560	1515.38%
Total	2,663	4,995	87.57%	16,505	35,158	113.01%

Special Services

	February 2022	February 2023	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Reference Questions	3,777	5,528	46.36%	30,816	40,916	32.78%
Technology Questions	638	690	8.15%	5,044	6,294	24.78%
Library App Users	547	813	48.63%	3,900	5,781	48.23%
Online Databases*	3,898	4,813	23.47%	28,536	33,330	16.80%
www.cooklib.org	90,425	91,992	1.73%	663,435	797,881	20.27%
Holds Placed	13,512	12,029	-10.98%	114,488	104,041	-9.12%
Holds Filled	11,560	10,369	-10.30%	102,459	90,266	-11.90%
Homebound Items Delivered	495	493	-0.40%	3,977	4,794	20.54%

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

Collection Size

	February 2022					February 2023					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	49,437	43,365		92,802	33.83%	50,647	43,538		94,185	34.31%	1.49%
Cook Park Library	56,673	108,660	145	165,478	60.32%	58,441	105,687	153	164,281	59.84%	-0.72%
Outreach	12,888	3,137	13	16,038	5.85%	13,116	2,936	13	16,065	5.85%	0.17%
Total	118,998	155,162	158	274,318		122,204	152,161	166	274,531		0.08%

Librarian's Statistical Report - February 2023 - Page 2

Circulation

	February 2022				February 2023				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	8,884	20,004		28,888	8,548	19,740		28,288	-2.08%
Foreign Language	178	194		372	165	290		455	22.31%
Large Type	1,312	14		1,326	1,299	16		1,315	-0.83%
Nonfiction	6,372	5,058		11,430	6,965	5,255		12,220	6.91%
Periodicals	1,216	94		1,310	1,197	86		1,283	-2.06%
Subtotal Print	17,962	25,364		43,326	18,174	25,387		43,561	0.54%
Bags and Containers			14	14			12	12	-14.29%
Equipment	123	1		124	178	6		184	48.39%
Interlibrary Loan			105	105			116	116	10.48%
LINKin	1,097			1,097	833			833	-24.07%
Multimedia		230		230		347		347	50.87%
Other			6	6			10	10	66.67%
Subtotal Other	1,220	231	125	1,576	1,011	353	138	1,502	-4.70%
eAudiobooks			4,550	4,550			5,380	5,380	18.24%
eBooks			6,493	6,493			7,167	7,167	10.38%
eMagazines			318	318			212	212	-33.33%
eMusic			212	212			268	268	26.42%
eVideo			941	941			1,113	1,113	18.28%
Subtotal Downloadables			12,514	12,514			14,140	14,140	12.99%
Audiobooks	505	456		961	455	339		794	-17.38%
Compact Discs	1,126	261		1,387	1,151	316		1,467	5.77%
DVDs, Blu-Ray	8,238	2,293		10,531	7,371	2,276		9,647	-8.39%
Video Games	364	700		1,064	428	663		1,091	2.54%
Subtotal Audiovisual	10,233	3,710		13,943	9,405	3,594		12,999	-6.77%
Grand Total All Agencies	29,415	29,305	12,639	71,359	28,590	29,334	14,278	72,202	1.18%

Agency Subtotals

	February 2022	February 2023	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Downloadables	12,514	14,140	12.99%	108,689	113,043	4.01%
Aspen Drive Library	16,552	16,763	1.27%	144,011	142,568	-1.00%
Cook Park Library	38,908	38,197	-1.83%	337,878	328,312	-2.83%
Outreach	3,385	3,102	-8.36%	25,842	27,592	6.77%
Total	71,359	72,202	1.18%	616,420	611,515	-0.80%



Report of the Director

March 2023

David Archer, Library Director

Annual FOIA and OMA Training Completed

The Illinois Freedom of Information Act (FOIA) requires that all public bodies designate one or more officials or employees to act as FOIA Officer. Gabriella Pantle recently completed required annual training as the Library's primary FOIA Officer while David Archer completed it a designated backup. A FOIA Officer receives requests for records, ensures that the public body responds to the requests in a timely fashion, and issues responses under FOIA. (5 ILCS 140/3.5).

In 2022, the Library received 10 FOIA requests:

- Five were commercial requests for purchasing records, a common type of request.
- Two were related to bidding documents for the window and plaza projects.
- Two were for staff salary information.
- One was an inquiry from a television station if any titles in the collection have been challenged.

The Illinois Open Meetings Act (OMA) requires that all public bodies designate an individual to receive annual training on compliance with this law. Gaby is the Library's designated individual to ensure that requirements of OMA are met. OMA provides citizens with the right to be informed as to the public business of a public body, such as a Library District. Among other things, OMA requires that public bodies deliberate and vote in open meetings. OMA also has specific requirements pertaining to the posting of meeting notices and other documents related to the operations of the public body.

Decennial Committees on Local Government Consolidation and Efficiency Act

In 2022, the Decennial Committee on Local Government Efficiency Act was passed into law. This law requires all Illinois local governments that impose a tax (municipalities and counties are exempt) to convene a committee to study and report on local government efficiency. Please see the attached memorandum prepared for RAILS members by the law firm, Ancel Glink.

Of note to CMPLD, a committee must be formed and meet for the first time no later than June 10, 2023.

The Act specifies that the committee's membership must include:

- The elected or appointed members of the governing board
- Any chief executive officer (such as the library director) and "other officer" of the local government.
- At least two residents within the territory served by the local government who are appointed by the committee chair.

Library Receives Vernon Hills Park District Award

At the March 2 board meeting of the Vernon Hills Park District, CMPLD received the Park District's Community Service Award. Accepting on behalf of CMPLD was Aspen Drive Library Manager Brooke Bahnsen, Communications Coordinator Bronwyn Sill and Library Director David Archer. VHPD's Marketing & Communications Manager, Cheryl Buhmann, made the following statement during the presentation:

"The Vernon Hills Park District is please to recognize the Cook Memorial Public Library District with a Community Service Award for their cooperation with the development of Sully's Library, book selections for our summer Storywalk Project, Little Learners Preschool story times, and the partnership with the bookmobile and the District's PALS Program.

Brooke Bahnsen is instrumental is making Sully's Library a reality. She was approached by Cheryl Buhmann with an idea to create a library nook in the Sullivan Community Center. At the time, the space was a floor to ceiling glass trophy case. An initial meeting to view the space to determine the quantity of books needed led to a full-plan led by library staff to re-build the area with shelves and wall poster holders. Sully's Library is well received by the public and families gather at Sully's Library daily to read books. The Library also has been so helpful in replenishing books when needed.



The Park District also sought help from the children's department in choosing books for a Storywalk Project in our parks. Staff were instrumental in choosing books with eye-catching graphics, oversized pages and interesting stories for all ages.

The Library bookmobile is a favorite among our kindergarten afterschool program participants in our PALS Program. We appreciate the bookmobile staff welcoming our youngest PALS kids once a month and helping them choose books to take home.

Librarians from Cook Memorial Public Library District visited Little Learners Preschool in November 2022 for Story Times on the Go! Our preschoolers enjoyed a special story time and learning all about the library and what it has to offer. Additionally, Cook Memorial Public Library District partnered with Little Learners Preschool to bring our students the Cook Library Super Readers program. The library visits the preschool each season, reads a story, and encourages our preschoolers to track their reading. The Cook Library Super Readers program will culminate in a special celebration visit in May."

Odds & Ends from Library Staff

1. With the influx of Ukrainian refugees to our library district, I've been working with Student Services Coordinator Amy vanGoethem and the adult and juvenile World Language Selectors exploring the possibility of adding **Ukrainian language titles** to our collections. We first identified vendors that carry Ukrainian materials (especially children's titles) and that actually had them in stock. This has proven to be the biggest obstacle. At the same time, Amy VanGoethem reached out to our district schools to determine their needs and reported that most schools were looking for middle school Ukrainian fiction. I'm happy to say we now have 35 juvenile titles and 8 adult titles and we're working hard to increase these numbers! – *Ellen Basset Collection Development Manager*.
2. On February 25th we were asked back to **host gaming stations at the LHS winter dance**. With homecoming being such a busy event, Vivian F. was eager to also help. Vivian heard about the event at our last All Staff Meeting and wanted to be involved. We brought 5 Nintendo gaming consoles to the school library, offering students alternative activities while attending the dance. Mario Kart was once again the game of choice. It was quite a busy night, so it was good we brought more than double the gaming consoles than our previous event. I estimate that around 100 teens used our stations. We are pleased to continue to offer this fun service to the school and our students! - *Mark Morton, High School Librarian*
3. Every March as part of **Youth Art Month**, the Library partners with Libertyville District 70 and Hawthorn District 73 to host a month-long display of student art at both library locations. Over 150 people attended the District 70 opening reception at Cook Park on March 2 while 600 people attended the District 70 opening reception at Aspen Drive on March 16. – *Amy vanGoethem, Student Services Coordinator*





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MEMORANDUM

To: Reaching Across Illinois Libraries (RAILS)
From: Julie Tappendorf, Ancel Glink
Subject: Compliance with the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*
Date: March 10, 2023

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and exempting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions that impacted local governments must take to take the first step in compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties." This definition clearly includes library districts, as they are units of local government that levy taxes.

A question has been raised whether municipal libraries organized under the Local Library Act (including village and city libraries) must also comply with the Act. Unfortunately, this is not quite as clear under the Act.

Some municipal libraries have been advised by the municipal attorney that they do not need to comply because they are exempt under the "municipalities" exemption. This interpretation seems difficult to justify, however, as "municipalities" are separate governmental entities organized under the Illinois Municipal Code, where municipal libraries are organized under the Local Library Act, with both government entities having separate governing bodies. Moreover, the Attorney

ANCEL GLINK
March 10, 2023
Page 2

General has issued an opinion that municipal libraries are considered “units of local government” under Section 1 of Article VII of the Illinois Constitution, as special districts, separate and apart from municipalities. *See* Ill. Atty. Gen. Op. 81-002

An alternative argument for exempting municipal libraries from the Act that seems more legally defensible is that although municipal libraries fall within the definition of “units of local government, as defined in Section of Article VII of the Illinois Constitution,” they do not levy taxes solely on their own behalf – instead, the municipality levies the library tax on the library’s behalf. There are several Attorney General opinions finding that while municipal libraries are “units of local government” under the Illinois constitution, they do not have the authority to levy taxes. *See* Ill. Atty. Gen. Op. 98-002. Since the Act only requires units of local government that “levy taxes” to comply with the Act, there is a legally defensible argument that municipal libraries are not subject to the Act.

As I understand it, the Illinois Library Association (ILA) has taken the position that municipal libraries do not have to comply with the Act, providing some support to municipal libraries if they choose that position.

Although there is a defensible argument that city and village libraries established under the Local Library Act do not have to comply with the Decennial Act, that would not prevent a library from choosing to take a more conservative approach and follow the procedures set out in the Act.

Ultimately, each municipal library will need to make the determination itself whether to comply with the Act and form a committee and should consult with their legal counsel on this matter.

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee’s membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as the library director) and “other officer” of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body’s board meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must “summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.” The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

To assist libraries in working through the process of discussing, considering, and preparing the required report, we put together a draft sample report (attached as **Exhibit A**). Note that the specifics of the report are not detailed in the Act itself, so Libraries could customize the attached sample template or create its own report that meets its needs.

First meeting: This meeting would essentially be an “organizational” meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from library funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings; however, a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” A committee could poll the people present at the meeting while at the meeting or send out an email survey following the meeting to those attendees who provided an email address to the committee.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board. In addition, the Act provides that the reports must be available to the public, so libraries might consider posting the reports on their websites or making sure the reports are readily available upon request.

Exhibit A¹

**SAMPLE LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL
COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

I. Unit of government submitting this report:

Name of Library: _____

Address of Main Library Office: _____

II. Information about our Library

- A. We are located in _____ County. There are _____ libraries in our County.
- B. The population of the territory in which our Library is located is _____
(as of 2020 census).
- C. We have _____ employees of the Library (not including board members).
- D. Our annual budget for FY _____ is: \$ _____.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is \$ _____.

III. Information about Our Committee

A. Committee Members:

Board President _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

¹ **DISCLAIMER:** Please note that the sample report is provided for informational and illustration purposes only. Libraries should consult with their own library attorneys in complying with the Act and in preparing, adopting, and filing their own library reports.

Executive Director _____

Library Resident _____

Library Resident _____

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting (must occur prior to June 10, 2023): _____

Second Meeting: _____

Third Meeting: _____

Additional Meetings (List All, if any): _____

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

B. Other core services/programs we could possibly provide:

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

VI. Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following other governments
(list as many as you have):

Entity:	Services Offered:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Our Library's efficiency has increased through intergovernmental cooperation in the following
ways (list cost savings, avoiding duplicated services, etc.):

VII. Community Partnerships

We partner with the following organizations (list as many as you have):

Organization:	Services Offered:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

_____ State laws applicable to Libraries

- _____ Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- _____ Policy on public comment
- _____ Designation of OMA officer (5 ILCS 120/1.05(a))
- _____ All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- _____ Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- _____ Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- _____ Designation of FOIA Officer (5 ILCS 140/3.5(a))
- _____ FOIA Officer Training (5 ILCS 140/3.5(b))
- _____ Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- _____ Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- _____ List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- _____ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- _____ IMRF Total Compensation Postings (5 ILCS 120/7.3)
- _____ Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- _____ All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- _____ Sexual harassment prevention training (775 ILCS 5/2-109(C))
- _____ Our Intergovernmental Agreements
- _____ Our budget and financial documents
- _____ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- _____ Our budget and financial documents

_____ Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016);

_____ Others (*List Below or Attach*):

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

X. What Inefficiencies Did We Identify/What Are our Next Steps?

XI. What Can We Do Better or More Efficiently?

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.

XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: _____
Chairman, Decennial Efficiency Committee

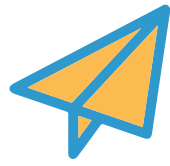
Date of Committee Approval of Report: _____

FEBRUARY 2023 EMAIL STATS



20,368

Total Subscribers



34

Total Emails Sent



52%

Avg. Open Rate
nonprofit avg. 40%



1%

Avg. Click Rate
nonprofit avg. 2%


List Name	# of Subscribers
Author Visits & Literary Events.....	2,106
Book Club Communications	603
Career & Job Events	327
Children's Events (birth-age 5).....	302
Children's Events (grades 1-5).....	1,215
Children's Events (middle school).....	506
Cinema Club Newsletter	163
CMPLD eNews.....	17,966
eLibrary News.....	597
Events (adults)	3,321
Events (high school)	504
Genealogy Events (adults)	504
Health & Wellness Events (adults).....	658
History Events (adults).....	817
Home, Cooking & Garden Events (adults).....	973
Local Author News & Events.....	123
Movie Matinees (adults).....	935
Music Performances (adults)	788
Personal Finance Presentations (adults)	521
Teacher Resources.....	232
Technology Classes (adults).....	641

Top Emails by Click Rate


- CMPLD NEWS**
February 2023
New eLibrary Collection
Introducing the newest addition to our eLibrary: **Comics Plus!** Find thousands of comics, manga and graphic novels for all ages. They're always available with no wait!
Winter Reading
There's still time to participate! Visit cooklib.readsquared.com to
- Support provided by The Friends of the Library
MARCH MOVIE MATINEES
1:30 pm Show Times
Registration Required
Till
Thursday, March 2 & Friday, March 3
The Fabermans
Thursday, March 9 & Friday, March 10
Empire of Light
Thursday, March 16 & Friday, March 17
Whitney Houston: I Wanna Dance With Somebody
Thursday, March 23 & Friday, March 24
A Man Called Otto
Thursday, March 30 & Friday, March 31
- versiti™ BLOOD DRIVE**
Saturday, March 4, 9 am Aspen Drive Meeting Room **REGISTER**
- ROCKIN' VARIETY SHOW**
Ron "Flying Fingers" Steta
In partnership with the Libertyville Senior Center
Monday, March 6, 1 pm • 135 W Church St, Libertyville, IL 60048 **REGISTER**
- Special Film Event: INVISIBLE WARRIORS**
Introduction with Gregory S. Cooke
Sunday, March 5, 2-3 pm • Zoom
Virtual Movie Screening
View anytime March 5-15 • YouTube
Q & A with Gregory S. Cooke
Wednesday, March 15, 7-8 pm • Zoom

FEBRUARY 2023 SOCIAL STATS

facebook

 **3,744**
page likes

 **36**
posts

 **4,082**
users reached

TOP POSTS



- 1** Aarin Olson Farewell
1,634 reached; 104 engagements
- 2** Happy Valentine's Day
1,358 reached; 152 engagements
- 3** BLOG: Sherlock Holmes, Bar Bets & Staying Power of Libs
1,305 reached; 110 engagements
- 4** What We're Reading Wednesday
931 reached; 31 engagements
- 5** Bookmark Contest Winner
909 reached; 136 engagements

Instagram

 **1,438**
followers

 **39**
posts

 **1,905**
users reached

TOP POSTS



- 1** Library Merch: Umbrellas
543 reached; 47 engagements
- 2** Writing Contest Starts!
522 reached; 21 engagements
- 3** Black History Month Elevator Fun Fact
492 reached; 41 engagements
- 4** Aarin Olson Farewell
371 reached; 49 engagements
- 5** One Book, One Community Author Event Countdown
344 reached; 15 engagements

twitter

 **1,948**
followers

 **40**
tweets

 **14.2K**
impressions

TOP POSTS



- 1** Illinois Libraries Present: Mary Roach
6,818 impressions; 46 engagements
- 2** Craftivity: Ndebele Huts
507 impressions; 18 engagements
- 3** What We're Reading Wednesday
495 impressions; 22 engagements
- 4** Happy Valentine's Day
400 impressions; 23 engagements
- 5** D70 Art Reception Reminder
326 impressions; 12 engagements

Cook Memorial Public Library District												
Investment Maturity Schedule												
February 28, 2023												
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Total
Special Reserve Fund:												
Flagstar BK FSB Troy, MI CD	16-Jun-2021	16-Jun-2023	245,000	0.150%		245,000						245,000
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
Southeast Bank Athens TN CD (02/24/23)	21-Feb-2023	24-May-2024	125,000	4.800%						125,000		125,000
Total Special Reserve			1,840,000		-	490,000	245,000	490,000	245,000	370,000		1,840,000
Working Cash Fund:												
Total Working Cash Fund			0		-	-	-	-	-	-		-
General Fund:												
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
Customers BK Phoenixville PA CD (11/15/22)	22-Nov-2022	22-Feb-2024	245,000	4.800%					245,000			245,000
United States Treasury Bill - Reissue (01/11/23)	12-Jan-2023	13-Jul-2023	488,416	4.700%			488,416					488,416
UBS BK Salt Lake City UT CD (02/24/23)	21-Feb-2023	26-Aug-2024	245,000	4.800%							245,000	245,000
Total General Fund			1,958,416		-	245,000	733,416	490,000	245,000	-	245,000	1,958,416
Total Investments			3,798,416		-	735,000	978,416	980,000	490,000	370,000	245,000	3,798,416
Difference			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
30-Dec-2022	Ending Balance			1,965,606.50	1,840,000.00	0.00	3,805,606.50	56,492.99	201,118.14	257,611.13	3,258.39	7,127.93	14.04	50.04	7,379.51
12-Jan-2023	United States Treasury Bill - Reissue (01/11/23)	Purchase	Due 07/13/23	488,416.46			488,416.46								0.00
12-Jan-2023	United States Treasury Bill	Maturity & Interest		(495,606.50)			(495,606.50)				4,393.50				4,393.50
23-Jan-2023	Bell ST BK & TR Fargo ND	Interest					0.00					863.54			863.54
31-Jan-2023	Chase Bank	Interest					0.00	2.46	8.75	11.21			2.46	8.75	11.21
31-Jan-2023	Ending Balance			1,958,416.46	1,840,000.00	0.00	3,798,416.46	56,495.45	201,126.89	257,622.34	7,651.89	7,991.47	16.50	58.79	12,647.76
21-Feb-2023	Bank of China BK New York NY CD	Maturity & Interest		(245,000.00)			(245,000.00)				2,902.75				2,902.75
21-Feb-2023	UBS Bk USA Salt Lake City UT CD (02/24/23)	Purchase	4.80% - Due 08/26/24	245,000.00			245,000.00								0.00
17-Feb-2023	Goldman Sachs BK USA NY CD	Maturity & Interest			(125,000.00)		(125,000.00)					125.34			125.34
17-Feb-2023	Southeasyt Bank Athens TN CD (02/24/23)	Purchase	4.80% - Due 05/24/24		125,000.00		125,000.00								0.00
21-Feb-2023	Bell ST BK & TR Fargo ND CD	Interest					0.00					863.54			863.54
28-Feb-2023	Chase Bank	Interest					0.00	2.15	7.66	9.81			2.15	7.66	9.81
28-Feb-2023	Ending Balance			1,958,416.46	1,840,000.00	0.00	3,798,416.46	56,497.60	201,134.55	257,632.15	10,554.64	8,980.35	18.65	66.45	16,549.20

Position Summary

Cook Memorial Public Library

Report date as of Feb 28, 2023

Report run time: March 14, 2023 02:19 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		Div/Int Rate
								Accr Inc	CY Cost Yld	
... 6412 / Cook Memorial PLD General			1,958,416.46		1,947,902	-10,514	-0.54	48,266.00	2.48	
								14,441.57	2.46	
CORPORATE BONDS			980,000.00		969,095	-10,905	-1.11	35,403.00	3.65	
								6,237.77	3.61	
245,000	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS 05600XFR6060	2023-12-11	245,000.00	98.0795	240,295	-4,705	-1.92	6,125.00	2.55	2.50
								1,342.47	2.50	
245,000	CUSTOMERS BK PHOENIXVILLE PA C/D FDIC INS TO LIMITS 23204HMH8060	2024-02-22	245,000.00	99.7205	244,315	-685	-0.28	11,760.00	4.81	4.80
								3,157.48	4.80	
245,000	SANDY SPRING BK OLNEY MD CD C/D FDIC INS TO LIMITS 800364EC1060	2023-11-20	245,000.00	98.1361	240,433	-4,567	-1.86	5,758.00	2.39	2.35
								1,608.94	2.35	
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90355GBR6060	2024-08-26	245,000.00	99.6129	244,052	-948	-0.39	11,760.00	4.82	4.80
								128.88	4.80	
GOVERNMENT/AGENCY OBLIGATION			488,416.46		491,160	2,744	0.56	0.00	0.00	
									0.00	
500,000	UNITED STATES TREASURY BILL RE-ISSUE 01/12/2023 912796XQ7060	2023-07-13	488,416.46	98.2319	491,160	2,744	0.56	0.00	0.00	0.00
								0.00	0.00	
CASH BALANCE			490,000.00		487,647	-2,353	-0.48	12,863.00	2.64	
								8,203.81	2.63	
245,000	BEAL BK USA LAS VEGAS NEV CD C/D FDIC INS TO LIMITS 07371DBM8060	2023-07-05	245,000.00	99.3047	243,297	-1,703	-0.70	6,860.00	2.82	2.80
								4,454.30	2.80	
245,000	TEXAS CAP BK N A DALLAS TEX C/D FDIC INS TO LIMITS 88224PMU0060	2023-04-17	245,000.00	99.7347	244,350	-650	-0.27	6,003.00	2.46	2.45
								3,749.51	2.45	

J.P.Morgan

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

Position Summary

Cook Memorial Public Library

Report date as of Feb 28, 2023

Report run time: March 14, 2023 02:19 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate
								Accr Inc	Cost Yld	
... 6414 / Cook Memorial PLD Special Res			1,840,000.00		1,808,516	-31,484	-1.71	31,483.00	1.74	
								7,124.77	1.71	
CORPORATE BONDS			1,595,000.00		1,564,928	-30,072	-1.89	26,705.00	1.71	
								3,381.31	1.67	
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	245,000.00	97.4888	238,848	-6,152	-2.51	7,228.00	3.03	2.95
								1,999.94	2.95	
245,000	BMW BK NORTH AMER SALT LAKE CITY UTAH C/D FDIC INS TO 05580AE59060	2023-10-10	245,000.00	97.2510	238,265	-6,735	-2.75	858.00	0.36	0.35
								335.95	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	99.2049	243,052	-1,948	-0.80	10,168.00	4.18	4.15
								194.99	4.15	
245,000	FLAGSTAR BK FSB TROY MICH C/D FDIC INS TO LIMITS 33847E4M6060	2023-06-16	245,000.00	98.6683	241,737	-3,263	-1.33	368.00	0.15	0.15
								74.51	0.15	
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076SV0060	2023-08-14	245,000.00	98.0019	240,105	-4,895	-2.00	1,103.00	0.46	0.45
								326.22	0.45	
125,000	SOUTHEAST BANK ATHENS TENN CD C/D FDIC INS TO LIMITS 84133PFM5060	2024-05-24	125,000.00	99.6664	124,583	-417	-0.33	6,000.00	4.82	4.80
								65.75	4.80	
245,000	GE CAP RETAIL BK DRAPER UTAH C/D FDIC INS TO LIMITS 87165EUT2060	2023-10-10	245,000.00	97.2809	238,338	-6,662	-2.72	980.00	0.41	0.40
								383.94	0.40	
CASH BALANCE			245,000.00		243,588	-1,412	-0.58	4,778.00	1.96	
								3,743.47	1.95	
245,000	DISCOVER BK GREENWOOD DEL C/D FDIC INS TO LIMITS 254673D52060	2023-05-18	245,000.00	99.4237	243,588	-1,412	-0.58	4,778.00	1.96	1.95
								3,743.47	1.95	

J.P.Morgan

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

Position Summary

Cook Memorial Public Library

Report date as of Feb 28, 2023

Report run time: March 14, 2023 02:19 PM

Total For Accounts held at JPMS, member FINRA and SIPC	3,798,416.46	3,756,418	-41,998	-1.11	79,749.00	2.12
					21,566.35	2.10

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
30-Dec-2022 Ending Balance				4,050,866.41	57,437.48
31-Jan-2023	Wintrust Bank	Interest	For January 2023	15,145.02	15,145.02
31-Jan-2023 Ending Balance				4,066,011.43	72,582.50
17-Feb-2023	Maintenance Fee	Fee	Analysis for 01/23	(159.00)	
28-Feb-2023	Wintrust Bank	Interest	For February 2023	13,991.97	13,991.97
28-Feb-2023 Ending Balance				4,079,844.40	86,574.47

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
30-Dec-2022	Ending Balance			1,252,080.89	17,444.60
31-Jan-2023	Wintrust Bank	Interest	For January 2023	4,626.28	4,626.28
31-Jan-2023	Ending Balance			1,256,707.17	22,070.88
28-Feb-2023	Wintrust Bank	Interest	For February 2023	4,276.45	4,276.45
28-Feb-2023	Ending Balance			1,260,983.62	26,347.33



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: March 21, 2023

FROM: David Archer, Library Director

AGENDA ITEM: Approval of Resolution 2022-2023/21 Authorizing the Replacement of Workshop Doors at Aspen Drive Library in the Amount of \$10,428.01

Approval of the attached resolution authorizes the replacement of two glass sliding doors in the Workshop at Aspen Drive Library with two glass hinged doors in the amount of \$10,428.01. The wall system and doors are a proprietary product manufactured by K.I., Inc.

The Workshop has become an increasingly popular programming space, including ESL classes and our popular after-school activities and study space for middle school students.

The sliding doors were part of the 2019 renovation and construction project at Aspen. Because the sliding glass doors look very similar to a traditional hinged door, it is not uncommon for someone to initially have difficulty opening the door. Because of this, the doors present a potential safety issue in certain scenarios when urgent, emergency egress is needed, especially when there are large numbers of people in the Workshop. In an emergency, an individual not familiar with the design of the door may have difficulty opening the door, thus preventing others from existing in a timely manner.

The Building and Grounds Committee met on March 7, 2023 and discussed this replacement. The item was not on the agenda so committee members informally agreed to support the replacement of the two sliding doors with a traditional hinged model by accepting a quote from K.I. Inc. As this is not an official committee recommendation, the attached resolution will need a motion and second to be considered.



RESOLUTION AUTHORIZING THE REPLACEMENT OF WORKSHOP DOORS AT ASPEN DRIVE LIBRARY IN THE AMOUNT OF \$10,428.01

WHEREAS, the Workshop at Aspen Drive Library is a flexible space, enabling the Library to offer a variety of different programs, including ESL classes and space for approximately 25 middle school students to gather after school; and

WHEREAS, the existing double glass doors leading into the Workshop at Aspen Drive Library are of a sliding variety; and

WHEREAS, the sliding doors present a potential safety issue in certain scenarios when urgent, emergency egress is needed; and

WHEREAS, at the March 7, 2023 Building and Grounds Committee meeting, Trustees discussed this potential safety issue and informally agreed to support replacing the two sliding doors with a traditional hinged model by accepting a quote from K.I. Inc.

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 it is in best interest of the Library to replace the double sliding glass doors in the Workshop at Aspen Drive Library with a hinged glass model.

Section 2: The Board hereby approves a quotation from K.I., Inc. in the amount of \$10,428.01, a copy of which is attached hereto as Exhibit "A," to be paid from the Library's Special Reserve Fund.

PASSED this 21st day of March, 2023

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

KI WALL QUOTATION

Project Name: COOK MEMORIAL LIBRARY: ASPEN DRIVE

Quote #: 622853SE_W_01

Creation Date: 8/31/2018
Revised Date: 2/21/2023
Exp. Date: 5/21/2023

Contract Used:

Inside Sales Rep:
KI Rep Name: JIM HEYDEN
Prepared By: Andrew Knechtly
Site Address: 701 ASPEN DRIVE
City/State/Zip: VERNON HILLS, IL 60061

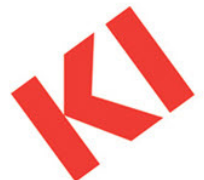
LIGHTLINE NOTES

- Product lead time: 7-8 weeks
- At time of order placement, KI requests architectural floor plan drawings in .dwg, .dxf or .rvt format with reflected ceiling plans and all applicable xrefs, in order to generate accurate installation drawings.
- Finishes noted as "To Be Determined" may impact final price of the project depending on customer selection. *Pricing is subject to change depending on veneer species selected.
- KI Installation Notes: Offload during Normal Business Hours (7am-5pm), install during Normal Business Hours (7am-5pm), stair carry Not Included, Long Push TBD-Not Included, Dock TBD-Not Included, 53' Trailer TBD-Not Included.
- This project contains non-standard items which are not returnable and not cancelable. The warranty on non-standard product that alters function is 1 year. The warranty on non-standard product that does not alter function, but only finish (i.e., paint or anodize color, wood or laminate, erasable steel or markerboard) matches that of the standard product. All non-standard product will be noted with a model number prefix of "ZG", "ZL", "ZE", or "ZR" and will be noted in the bill of material and/or the panel key. Modification to U.L. Listed products eliminates the listing.
- If sales tax field shows \$0, then sales tax is not included in project price. See Additional Information page for more detail.
- The door hardware and glass supply chains are experiencing extended lead-times on a case by case basis. Depending on product specifications and timing of order placement, KI lead times may also be affected by these materials.

Bill of Material: Quote

Part Number	Description	Ext. Sell
KI Wall New	7 Lineal feet of Wall	\$8,078.01
Components		\$8,078.01
	KI Installation (Union Labor)	\$1,950.00
	KI Freight	\$400.00
	Subtotal (without tax)	\$10,428.01
	KI Estimated Sales Tax - Material (6.25%)	\$504.88
	KI Estimated Sales Tax - Install (0%)	\$0.00
	KI Estimated Sales Tax - Freight (0%)	\$0.00
	Total	\$10,932.89

■ COOK MEMORIAL LIBRARY: ASPEN DRIVE



SERVICE INFORMATION

- Installation and delivery is based on Union Labor with no-charge access and exclusive use of unloading docks and elevators capable of accommodating a 84.00" x 120.00" panel. If elevators cannot accommodate KI Wall panels, additional installation charges will apply including but not limited to:

- Coordination, scheduling and payment of any necessary costs for hoisting, elevators, crane time and all associated operations, flaggers, riggers and traffic control.
- Coordination, implementation and costs for removal, protection, and/or installation of exterior windows to facilitate stocking and debris removal.

- All areas shall be free and clear of other trades prior to commencement of installation. Following installation, the general contractor must provide protection, Quality Control sign-off and facilitate product replacement, installation repairs and trade back charges. If the following items are the result of changes caused by the General Contractor, additional changes will be assessed:

- Crew scaling charges for down time and remobilization minimum eight hour per man charge per occurrence.
- Production loss and crew over staffing and reduction due to schedules and delivery impacts.
- Overtime premiums for schedule delays or adjustments regardless of the basis (unless directly attributed to KI).
- Interior and exterior logistical coordination (parking shuttles, ramps, and platforms, product lay down, phased work areas, etc.).
- Jurisdictional requirement/charges (wall bracing and seismic supports or any other changes not detailed and approved).
- Relocation of cut stations due to site logistics and scheduling.

- ASCE Standard-7, Section 13.5.8: Additional installation services and hardware charges will be added to the price stated above in the event compliance with Section 13.5.8 of the ASCE Standard 7-05 (2005) (or any successor or replacement code or section thereto) is required or requested by customer or local inspectors. Customer agrees that customer shall be responsible for determining whether compliance with ASCE Standard 7-05, 13.5.8 is required and shall communicate any such requirements to KI no less than 2 weeks prior to commencement of installation. At the time of this quote, project specific signed and sealed structural calculations and/or drawings were not a requirement. This quote does not include the engineering fees for project specific signed and sealed structural calculations and/or drawings. If project specific signed and sealed structural calculations and/or drawings are required we can provide them for an additional fee. If seismic calculations and/or stamped drawings are purchased initially, the price assumes normal in-plane and out-of-plane metal stud bracing from the top of the panels to the deck above, every 4 lineal feet. If actual building conditions dictate revised engineering calculations, customized bracing, or additional installation requirements after field verification, the contract price is subject to a change order to account for the additional seismic calculations and bracing needs that were unknown at time of bid.

- Building/Construction permits, if required, are by customer. KI recommends that the customer consults with their local building code department.

- Please reference KI's Power/Data Instruction manual which details standard power/data configurations and locations. Limiting panel types and the number of configurations of electrical/data/strobes/thermostats/light switch cutouts, or boxes in the panels, will simplify future reconfigurations and make for a more efficient use of your KI Wall System .

- Please contact your KI Sales Representative or KI Wall Estimator/Coordinator for the most current production lead-times at time of order placement. Lead-times are based on receipt of purchase order or endorsed contract, verified field dimensions, and shop drawing/finish approvals. Field fabricated track layout may start inside of 4 weeks from drawing approval. Transportation lead-times vary by geographic location and method, so please consult your project coordinator or project estimator.

- KI offers locks with standard 6 pin cores in standard cylinders with random keying. If non-standard keying or cores are required, these items should be procured through the customer's security/lock contractor. KI can supply, if requested, the correct cylinders to accommodate the contractor's supplied cores.

- KI offers a 4" base solution for Lightline as our default option, as it provides the most flexibility to accommodate floor variations. 3.25" base is available. Consult your KI representative to discuss base height options for your particular project.

■ COOK MEMORIAL LIBRARY: ASPEN DRIVE



ADDITIONAL INFORMATION

- KI's terms and conditions of sale found at www.ki.com/terms are incorporated herein by reference and govern and control any contract or other transaction arising from this quote. Additional and contradictory terms or conditions included in any customer purchase order or other document delivered to KI are expressly rejected and shall not apply notwithstanding any language in the purchase order or other customer document to the contrary.

- The pricing and other charges listed herein are valid for ninety (90) days immediately following the date of this quote (at which time, all pricing and other charges listed herein are subject to revision or revocation by KI). Additionally, in the event actual delivery or installation date(s) are delayed by more than ninety (90) days beyond the delivery date(s) identified in customer's acknowledged purchase order (or such other date(s) identified in KI's Acknowledgment) for reasons beyond KI's control, KI reserves the right to increase prices and charges to correspond with intervening increases in manufacturing costs, raw material costs, delivery expenses and/or installation expenses.

- The sales/use tax included on this quotation is for estimate purposes only it is subject to change. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales/use tax if a valid exemption certificate is provided to KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

- All products listed above will be manufactured in accordance with KI specifications. Finishes will be standard unless stated otherwise.

- The first and last page of this quote must accompany your company's purchase order and the quote number must be referenced in the body of the purchase order to ensure accurate and timely entry of the product and pricing. Without this information there may be delays in entry, manufacturing, delivery, and installation of the product. In addition, if this is the first time you are ordering from KI, please include a tax exempt certificate, if applicable, and contact your sales rep for proper account activation.

- KI requires a valid purchase order to be printed on an official company document and signed by an authorized agent of your company. The purchase order should stipulate exactly the merchandise or service to be transacted by quantity, stock keeping unit (SKU), and price. KI will not accept a quotation or quote worksheet as the basis of an order unless it is specifically referenced in the purchase order. In the event that a customer does not issue standard purchase orders, then all quotes or quote worksheets must be accompanied by a statement on an official company document (letterhead will suffice) authorizing KI to proceed with an order as documented on a quote. Signatures on the quote or worksheet will not be adequate to an order. Order requests received that do not meet these minimum requirements will likely result in delays to the entry, manufacturing and shipping of the product. Please issue all purchase orders to KI at the below address.

- Please refer to KI's Acknowledgement or www.ki.com/warranty for a complete version of KI's Terms and Conditions and Warranties. Non-Standard items are not returnable and not cancelable. The warranty on non-standard product is one year. Modification to U.L. listed products eliminates the listing. Product will not have U.L. listing labels unless specifically spelled out in the quote.

- KI's standard credit terms are Net 30 days. It is the policy of KI to grant the extension of credit to those customers who meet or exceed predetermined base line credit worthiness requirements as established by KI. KI reserves the right to modify credit terms at its discretion.

- Leasing Provisions - The first and last monthly payments are required at the time of signing. Lease quotations subject to IFC credit approval. Rates are based upon current market and subject to change of notice.

- Freight and Fuel surcharge - KI reserves the right to apply a freight and fuel surcharge to customer orders. This may vary over time due to prevailing economic conditions. The freight and fuel surcharge on this quote is an estimate. The final fuel surcharge fee will be determined at the time the order is placed.

- Drawings provided in this quote are for pricing and specification review only. Formal shop drawing submittals are generated upon purchase order receipt, and lead-times begin after drawing approval, verified field dimensions, and finish approvals are received.

- Door leaf undercuts for KI Architectural Walls are determined by the nominal manufactured height of the panel units. At the nominal setting, the undercut varies by product line and door type with Genius non-frameless glass doors set at 3/4" and Lightline and Genius frameless sliding doors set to 1/2". Frameless glass swing doors for both Genius and Lightline are set to 2/3" undercut. Variances in the floor condition across the entire layout will impact the undercut. Custom height doors are available, but limit the configurability of the door unit, and are subject to additional lead times, as actual measurements must be taken after the frames and panels are installed.

Issue PO To: Krueger International, Inc. (KI)
1330 Bellevue Street
Green Bay, WI 54302
Phone: 800-454-9796
Email: wall.orders@ki.com

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■ COOK MEMORIAL LIBRARY: ASPEN DRIVE

