

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

July 18, 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, July 18, 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 June 20, 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.
  - d. Technology.
  - e. Resources, Services and Long Range Planning.
  - f. Friends' Representative.
  - g. RAILS Representative.
  - h. Historical Society Representative.

10. Other Business.

- a. Approval of Resolution 2023-2024/1 Appointing an IMRF Agent.
- b. Approval of Resolution 2023-2024/2 Authorizing to Dissolve the Development Committee.
- c. Review of Revised By-Laws.

11. Communications.

12. Upcoming Meetings and Events.

- a. Resources, Services, and Long Range Planning Committee Meeting on Monday, July 24, 2023 at 6:30 p.m. at the Cook Park Library.
- b. Building and Grounds Committee Meeting on Tuesday, July 25, 2023 at 6:30 p.m. at the Cook Park Library.
- c. Finance Committee Meeting on Tuesday, August 1, 2023 at 5:30 p.m. at the Cook Park Library.
- d. Technology Committee Meeting on Tuesday, August 8, 2023 at 6:30 p.m. at the Aspen Drive Library.
- e. Regular Board Meeting on Tuesday, August 15, 2023 at 6:30 p.m. at the Aspen Drive Library.

13. Public Questions.

14. Adjournment.

Deb Ader, President  
Board of Library Trustees

July 14, 2023

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

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Balance Sheet by Fund

As of June 30, 2023 - Preliminary

	10-General	20-IMRF	30-Working Cash	40-Early Property Tax	50-Trust	60-Special Reserve	TOTAL
<b>ASSETS</b>							
Current Assets							
Checking/Savings							
1000 - Cash							
10-1040 - Petty Cash	625	0	0	0	0	0	625
10-1045 - Cash on Hand - Aspen	60	0	0	0	0	0	60
10-1150 - Chase Operating A/C	-1,251,099	212,619	555,776	4,821,441	29,458	-120,971	4,247,224
10-1504 - Illinois Funds - General, IMRF	7,196	37,443	0	0	0	123,236	167,875
10-1509 - Wintrust MaxSafe Acct - General	3,548,565	0	0	0	0	0	3,548,565
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	0	1,327,078	1,327,078
10-1550 - Chase Savings Account							
10-1551 - Chase Savings - GF	56,506	0	0	0	0	0	56,506
60-1551 - Chase Savings - SRF	0	0	0	0	0	51,149	51,149
Total 10-1550 - Chase Savings Account	56,506	0	0	0	0	51,149	107,655
Total 1000 - Cash	2,361,853	250,062	555,776	4,821,441	29,458	1,380,492	9,399,082
2000 - Investments							
10-1502 - Investments - General Fund							
10-1651 - Investments - Chase (GF)	1,713,416	0	0	0	0	0	1,713,416
Total 10-1502 - Investments - General Fund	1,713,416	0	0	0	0	0	1,713,416
60-1501 - Investments - Special Reserve							
60-1651 - Investments - Chase (SRF)	0	0	0	0	0	1,350,000	1,350,000
60-1501 - Investments - Special Reserve - Other	0	0	0	0	0	245,000	245,000
Total 60-1501 - Investments - Special Reserve	0	0	0	0	0	1,595,000	1,595,000
Total 2000 - Investments	1,713,416	0	0	0	0	1,595,000	3,308,416
Total Checking/Savings	4,075,269	250,062	555,776	4,821,441	29,458	2,975,492	12,707,498
Other Current Assets							
10-1990 - Friends of the Library 2	2,183	0	0	0	0	0	2,183
10-1991 - Due From Staff Association	30	0	0	0	0	0	30
Total Other Current Assets	2,213	0	0	0	0	0	2,213
Total Current Assets	4,077,482	250,062	555,776	4,821,441	29,458	2,975,492	12,709,711
<b>TOTAL ASSETS</b>	<b>4,077,482</b>	<b>250,062</b>	<b>555,776</b>	<b>4,821,441</b>	<b>29,458</b>	<b>2,975,492</b>	<b>12,709,711</b>
<b>LIABILITIES &amp; EQUITY</b>							
Liabilities							
Current Liabilities							
Accounts Payable							
20000 - Accounts Payable	0	0	0	0	0	0	0
Total Accounts Payable	0	0	0	0	0	0	0
Credit Cards							
10-2050 - Chase One Card	11,192	0	0	0	1,484	0	12,676
Total Credit Cards	11,192	0	0	0	1,484	0	12,676
Other Current Liabilities							

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Balance Sheet by Fund

As of June 30, 2023 - Preliminary

	10-General	20-IMRF	30-Working Cash	40-Early Property Tax	50-Trust	60-Special Reserve	TOTAL
<b>00-2100 - Payroll W/H &amp; Payable</b>							
10-2850 - Aflac Payable	139	0	0	0	0	0	139
10-2000 - Manual Payroll Checks	7,767	0	0	0	0	0	7,767
10-2300 - IMRF Payable-Employee Medicare	9,482	0	0	0	0	0	9,482
10-2600 - IMRF Voluntary Life Insurance	136	0	0	0	0	0	136
10-2700 - Dental and Vision	1,791	0	0	0	0	0	1,791
10-2800 - CO-OP 90's Medical Plan	10,050	0	0	0	0	0	10,050
10-2900 - Other Health Care-FSA	3,662	0	0	0	0	0	3,662
<b>Total 00-2100 - Payroll W/H &amp; Payable</b>	<b>33,027</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,027</b>
20-2300 - IMRF Payable-Employer Medicare	0	14,634	0	0	0	0	14,634
40-2011 - Due To/From Gen Fund-Prop Tax	0	0	0	4,441,629	0	0	4,441,629
40-2014 - Due To/From IMRF Fund-Prop Tax	0	0	0	379,813	0	0	379,813
<b>Total Other Current Liabilities</b>	<b>33,027</b>	<b>14,634</b>	<b>0</b>	<b>4,821,442</b>	<b>0</b>	<b>0</b>	<b>4,869,103</b>
<b>Total Current Liabilities</b>	<b>44,219</b>	<b>14,634</b>	<b>0</b>	<b>4,821,442</b>	<b>1,484</b>	<b>0</b>	<b>4,881,779</b>
<b>Total Liabilities</b>	<b>44,219</b>	<b>14,634</b>	<b>0</b>	<b>4,821,442</b>	<b>1,484</b>	<b>0</b>	<b>4,881,779</b>
<b>Equity</b>							
<b>00-3000 - Beginning Fund Balances</b>							
10-3000 - Fund Balance-General Fund	2,879,355	0	0	0	0	0	2,879,355
10-3010 - Assigned FB - Computer/Tech Res	700,000	0	0	0	0	0	700,000
10-3011 - Assigned FB - Bookmobile Res.	275,000	0	0	0	0	0	275,000
20-3000 - Fund Balance - IMRF Fund	0	190,042	0	0	0	0	190,042
30-3000 - Fund Balance-Working Cash Fund	0	0	555,776	0	0	0	555,776
50-3000 - Fund Balance-Trust Fund	0	0	0	0	11,295	0	11,295
60-3000 - Fund Balance-Spec Reserve Fund	0	0	0	0	0	3,569,259	3,569,259
<b>Total 00-3000 - Beginning Fund Balances</b>	<b>3,854,355</b>	<b>190,042</b>	<b>555,776</b>	<b>0</b>	<b>11,295</b>	<b>3,569,259</b>	<b>8,180,727</b>
<b>Net Income</b>	<b>178,907</b>	<b>45,387</b>	<b>0</b>	<b>0</b>	<b>16,679</b>	<b>-593,767</b>	<b>-352,794</b>
<b>Total Equity</b>	<b>4,033,262</b>	<b>235,429</b>	<b>555,776</b>	<b>0</b>	<b>27,974</b>	<b>2,975,492</b>	<b>7,827,933</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,077,481</b>	<b>250,063</b>	<b>555,776</b>	<b>4,821,442</b>	<b>29,458</b>	<b>2,975,492</b>	<b>12,709,712</b>
<b>UNBALANCED CLASSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Profit & Loss by Fund

July 2022 through June 2023 - Preliminary

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
00-4000 · Property Tax	8,912,995	844,225	0	0	9,757,220
00-4050 · Replacement Tax	285,537	0	0	0	285,537
00-4100 · Interest Earned	209,225	0	0	64,853	274,078
00-4200 · Other	50,526	0	19,199	0	69,725
10-4300 · Grants & Other Donations	96,741	0	0	0	96,741
10-4350 · Fines	20,028	0	0	0	20,028
<b>Total Income</b>	<b>9,575,052</b>	<b>844,225</b>	<b>19,199</b>	<b>64,853</b>	<b>10,503,329</b>
<b>Gross Profit</b>	<b>9,575,052</b>	<b>844,225</b>	<b>19,199</b>	<b>64,853</b>	<b>10,503,329</b>
<b>Expense</b>					
10-5100 · Salaries	5,132,838	0	0	0	5,132,838
10-5200 · Benefits	530,053	0	0	0	530,053
10-5300 · Training	24,338	0	0	0	24,338
10-5400 · Materials	1,174,916	0	0	0	1,174,916
10-5500 · Processing	40,068	0	0	0	40,068
10-5600 · Supplies	110,198	0	0	0	110,198
10-5700 · Vehicles	16,490	0	0	0	16,490
10-5800 · Computer Operations	745,557	0	0	0	745,557
10-5900 · Utilities	113,338	0	0	0	113,338
10-6000 · Telephone	24,220	0	0	0	24,220
10-6100 · Postage	10,789	0	0	0	10,789
10-6200 · Maintenance	115,704	0	0	0	115,704
10-6300 · Repair	78,939	0	0	0	78,939
10-6400 · Insurance	49,669	0	0	0	49,669
10-6500 · Professional Services	51,628	0	0	0	51,628
10-6600 · Improvements	28,552	0	0	0	28,552
10-6700 · Community Relations	167,441	0	0	0	167,441
10-7000 · Debt Service	981,408	0	0	0	981,408
20-8210 · Employer IMRF Disbursements	0	415,549	0	0	415,549
20-8250 · Employer Soc Security Tax Disb	0	383,289	0	0	383,289
<b>Total Expense</b>	<b>9,396,146</b>	<b>798,838</b>	<b>0</b>	<b>0</b>	<b>10,194,984</b>
<b>Net Ordinary Income</b>	<b>178,906</b>	<b>45,387</b>	<b>19,199</b>	<b>64,853</b>	<b>308,345</b>

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Profit & Loss by Fund

July 2022 through June 2023 - Preliminary

	<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	2,520	0	2,520
60-9800 - Special Reserve Disbursements	0	0	0	658,620	658,620
Total Other Expense	<u>0</u>	<u>0</u>	<u>2,520</u>	<u>658,620</u>	<u>661,140</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>-2,520</u>	<u>-658,620</u>	<u>-661,140</u>
Net Income	<u><u>178,906</u></u>	<u><u>45,387</u></u>	<u><u>16,679</u></u>	<u><u>-593,767</u></u>	<u><u>-352,795</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Monthly Budget Report  
June 2023 - Preliminary

	June 2023				Year To Date June 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%	9,757,220	9,753,000	4,220	0.04%	100.04%	9,753,000		
00-4050 • Replacement Tax	0	20,834	(20,834)	-100.00%	285,537	250,000	35,537	14.21%	114.21%	250,000		
00-4100 • Interest Earned	25,952	4,000	21,952	548.80%	274,078	48,000	226,078	471.00%	571.00%	48,000		
00-4200 • Other	1,319	1,000	319	31.90%	69,725	20,000	49,725	248.63%	348.63%	20,000		
10-4300 • Grants & Other Donations	0	7,700	(7,700)	-100.00%	96,741	88,000	8,741	9.93%	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	1,634	250	1,384	553.60%	20,028	3,000	17,028	567.60%	667.60%	3,000		
Total Income	28,905	33,784	(4,879)	-14.44%	10,503,329	10,162,000	341,329	3.36%	103.36%	10,162,000	0.00%	0
Expense												
10-5100 • Salaries	586,265	584,426	(1,839)	-0.31%	5,132,838	5,214,000	81,162	1.56%	98.44%	5,214,000	0.00%	5,425,000
10-5200 • Benefits	37,367	50,458	13,091	25.94%	530,053	606,000	75,947	12.53%	87.47%	606,000	0.00%	630,000
10-5300 • Training	4,959	6,572	1,613	24.54%	24,338	59,000	34,662	58.75%	41.25%	59,000	0.00%	50,000
10-5400 • Materials	129,646	100,893	(28,753)	-28.50%	1,174,916	1,273,000	98,084	7.70%	92.30%	1,273,000	0.00%	1,290,000
10-5500 • Processing	2,873	4,545	1,672	36.79%	40,068	52,000	11,932	22.95%	77.05%	52,000	0.00%	55,000
10-5600 • Supplies	11,383	9,895	(1,488)	-15.04%	110,198	127,000	16,802	13.23%	86.77%	127,000	0.00%	142,000
10-5700 • Vehicles	3,915	2,991	(924)	-30.89%	16,490	36,000	19,510	54.19%	45.81%	36,000	0.00%	45,000
10-5800 • Computer Operations	241,171	147,950	(93,221)	-63.01%	745,557	1,293,000	547,443	42.34%	57.66%	1,293,000	0.00%	1,370,000
10-5900 • Utilities	10,598	15,584	4,986	31.99%	113,338	200,000	86,662	43.33%	56.67%	200,000	0.00%	240,000
10-6000 • Telephone	2,900	2,127	(773)	-36.34%	24,220	33,000	8,780	26.61%	73.39%	33,000	0.00%	40,000
10-6100 • Postage	1,411	978	(433)	-44.27%	10,789	12,000	1,211	10.09%	89.91%	12,000	0.00%	16,000
10-6200 • Maintenance	9,030	12,611	3,581	28.40%	115,704	175,000	59,296	33.88%	66.12%	175,000	0.00%	200,000
10-6300 • Repair	13,816	9,158	(4,658)	-50.86%	78,939	130,000	51,061	39.28%	60.72%	130,000	0.00%	154,000
10-6400 • Insurance	0	0	0	0.00%	49,669	79,000	29,331	37.13%	62.87%	79,000	0.00%	90,000
10-6500 • Professional Services	2,827	3,909	1,082	27.68%	51,628	72,000	20,372	28.29%	71.71%	72,000	0.00%	90,000
10-6600 • Improvements	1,804	4,319	2,515	58.23%	28,552	77,000	48,448	62.92%	37.08%	77,000	0.00%	80,000
10-6700 • Community Relations	27,799	20,944	(6,855)	-32.73%	167,441	178,000	10,559	5.93%	94.07%	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	4,166	4,166	100.00%	0	50,000	50,000	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	10,418	10,418	100.00%	0	125,000	125,000	100.00%	0.00%	125,000	0.00%	125,000
20-8210 • Employer IMRF Disbursements	43,106	58,387	15,281	26.17%	415,549	526,000	110,451	21.00%	79.00%	526,000	0.00%	629,000
20-8250 • Employer Soc Security Tax Disb	43,794	44,275	481	1.09%	383,289	395,000	11,711	2.96%	97.04%	395,000	0.00%	414,000
Total Expense	1,174,664	1,094,606	(80,058)	-7.31%	10,194,984	11,695,000	1,500,016	12.83%	87.17%	11,695,000	0.00%	12,317,000

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Monthly Budget Report  
June 2023 - Preliminary

	June 2023				Year To Date June 2023				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(1,145,759)	(1,060,822)	(84,937)		308,345	(1,533,000)	1,841,345			(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	1,000	0	(1,000)		2,520	0	(2,520)					
60-9800 · Special Reserve Disbursements	0	0	0		658,620	0	(658,620)					
Total Other Expense	1,000	0	(1,000)		661,140	0	(661,140)					
Net Other Income/(Expense)	(1,000)	0	(1,000)		(661,140)	0	(661,140)					
Net Income	(1,146,759)	(1,060,822)	(85,937)		(352,795)	(1,533,000)	1,180,205			(1,533,000)		

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Summary By Fund

June 17 through July 14, 2023

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
00-4000 · Property Tax	4,692,324.22	401,296.04	0.00	0.00	5,093,620.26
00-4050 · Replacement Tax	45,057.66	0.00	0.00	0.00	45,057.66
00-4100 · Interest Earned	21,648.03	0.00	0.00	4,304.34	25,952.37
00-4200 · Other	1,433.71	0.00	0.00	0.00	1,433.71
10-4350 · Fines	1,634.33	0.00	0.00	0.00	1,634.33
<b>Total Income</b>	<b>4,762,097.95</b>	<b>401,296.04</b>	<b>0.00</b>	<b>4,304.34</b>	<b>5,167,698.33</b>
<b>Gross Profit</b>	<b>4,762,097.95</b>	<b>401,296.04</b>	<b>0.00</b>	<b>4,304.34</b>	<b>5,167,698.33</b>
<b>Expense</b>					
10-5100 · Salaries	390,679.68	0.00	0.00	0.00	390,679.68
10-5200 · Benefits	55,412.46	0.00	0.00	0.00	55,412.46
10-5300 · Training	854.68	0.00	0.00	0.00	854.68
10-5400 · Materials	131,262.43	0.00	0.00	0.00	131,262.43
10-5500 · Processing	188.00	0.00	0.00	0.00	188.00
10-5600 · Supplies	9,282.29	0.00	0.00	0.00	9,282.29
10-5700 · Vehicles	2,966.19	0.00	0.00	0.00	2,966.19
10-5800 · Computer Operations	16,167.76	0.00	0.00	0.00	16,167.76
10-5900 · Utilities	12,145.17	0.00	0.00	0.00	12,145.17
10-6000 · Telephone	1,954.73	0.00	0.00	0.00	1,954.73
10-6100 · Postage	1,000.00	0.00	0.00	0.00	1,000.00
10-6200 · Maintenance	14,495.37	0.00	0.00	0.00	14,495.37
10-6300 · Repair	14,964.59	0.00	0.00	0.00	14,964.59
10-6500 · Professional Services	1,075.57	0.00	0.00	0.00	1,075.57
10-6600 · Improvements	2,309.07	0.00	0.00	0.00	2,309.07
10-6700 · Community Relations	10,433.68	0.00	0.00	0.00	10,433.68
10-7000 · Debt Service	118,712.87	0.00	0.00	0.00	118,712.87
20-8210 · Employer IMRF Disbursements	0.00	28,740.22	0.00	0.00	28,740.22
20-8250 · Employer Soc Security Tax Disb	0.00	29,179.22	0.00	0.00	29,179.22
<b>Total Expense</b>	<b>783,904.54</b>	<b>57,919.44</b>	<b>0.00</b>	<b>0.00</b>	<b>841,823.98</b>
<b>Net Ordinary Income</b>	<b>3,978,193.41</b>	<b>343,376.60</b>	<b>0.00</b>	<b>4,304.34</b>	<b>4,325,874.35</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					

11:35 AM  
07/13/23  
Cash Basis

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

June 17 through July 14, 2023

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
50-8500 - Trust Disbursements	0.00	0.00	1,000.00	0.00	1,000.00
Total Other Expense	0.00	0.00	1,000.00	0.00	1,000.00
Net Other Income	0.00	0.00	-1,000.00	0.00	-1,000.00
Net Income	<u>3,978,193.41</u>	<u>343,376.60</u>	<u>-1,000.00</u>	<u>4,304.34</u>	<u>4,324,874.35</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report**

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>00-4000 - Property Tax</b>						
<b>10-4000 - Property Tax General</b>						
	General Journal	07/13/2023	3475		249,794.74	249,794.74
	General Journal	07/13/2023	3475		900.88	250,695.62
	General Journal	07/14/2023	3477		4,425,473.07	4,676,168.69
	General Journal	07/14/2023	3477		16,155.53	4,692,324.22
Total 10-4000 - Property Tax General					4,692,324.22	4,692,324.22
<b>20-4000 - Property Tax IMRF</b>						
	General Journal	07/13/2023	3475		21,483.26	21,483.26
	General Journal	07/14/2023	3477		379,812.78	401,296.04
Total 20-4000 - Property Tax IMRF					401,296.04	401,296.04
Total 00-4000 - Property Tax					5,093,620.26	5,093,620.26
<b>00-4050 - Replacement Tax</b>						
<b>10-4050 - Replacement Tax General</b>						
	General Journal	07/06/2023	3468		45,057.66	45,057.66
Total 10-4050 - Replacement Tax General					45,057.66	45,057.66
Total 00-4050 - Replacement Tax					45,057.66	45,057.66
<b>00-4100 - Interest Earned</b>						
<b>60-3109 - Interest-Wintrust MaxSafe - S/R</b>						
	General Journal	06/30/2023	3467		3,255.46	3,255.46
Total 60-3109 - Interest-Wintrust MaxSafe - S/R					3,255.46	3,255.46
<b>10-3109 - Interest-Wintrust MaxSafe - Gen</b>						
	General Journal	06/30/2023	3467		17,594.12	17,594.12
Total 10-3109 - Interest-Wintrust MaxSafe - Gen					17,594.12	17,594.12
<b>10-3180 - Interest - Money Market Fund</b>						
	General Journal	06/30/2023	3467		0.00	0.00
Total 10-3180 - Interest - Money Market Fund					0.00	0.00
<b>10-4100 - Interest Earned-General Fund</b>						
<b>10-4101 - Interest Income - Chase Savings</b>						
	General Journal	06/30/2023	3467		1.01	1.01
Total 10-4101 - Interest Income - Chase Savings					1.01	1.01
<b>10-4102 - Interest Income - Chase CD's</b>						
	General Journal	06/30/2023	3473		3,054.11	3,054.11
	General Journal	06/30/2023	3473		998.79	4,052.90
Total 10-4102 - Interest Income - Chase CD's					4,052.90	4,052.90
Total 10-4100 - Interest Earned-General Fund					4,053.91	4,053.91
<b>60-4100 - Interest Earned Special Reserve</b>						
<b>60-4101 - Interest Income - Chase Savings</b>						
	General Journal	06/30/2023	3467		2.09	2.09
Total 60-4101 - Interest Income - Chase Savings					2.09	2.09
<b>60-4102 - Interest Income - Chase CD's</b>						
	General Journal	06/30/2023	3473		183.25	183.25

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report**

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 60-4102 - Interest Income - Chase CD's	General Journal	06/30/2023	3473		863.54	1,046.79
Total 60-4100 - Interest Earned Special Reserve					1,046.79	1,046.79
Total 00-4100 - Interest Earned					1,048.88	1,048.88
<b>00-4200 - Other</b>					25,952.37	25,952.37
<b>10-4400 - Lost Materials</b>						
	Deposit	06/19/2023			31.94	31.94
	Deposit	06/19/2023			34.35	66.29
	Bill	06/30/2023	LOST/PAID - 061623	DEVANAKONDA, SARVIKA	-16.30	49.99
	Bill	06/30/2023	LOST/PAID - 061623	LASCOLA, PATRICIA C.	-28.99	21.00
	Bill	06/30/2023	LOST/PAID - 062023	SMITH, ALLISON	-42.97	-21.97
	Bill	06/30/2023	LOST/PAID - 062223	CIAGLO, KRISTY	-14.99	-36.96
	Bill	06/30/2023	LOST/PAID - 062323	DUTTON, MEAGHAN	-35.97	-72.93
	Bill	06/30/2023	LOST/PAID - 062523	MAHESHWARI, SAURABH	-16.99	-89.92
	Bill	06/30/2023	LOST/PAID - 062423	WEIR, SARAH	-7.99	-97.91
	Bill	06/30/2023	LOST/PAID - 062823	SWENSEN, THOMAS J.	-50.46	-148.37
	Deposit	06/30/2023			76.89	-71.48
	Deposit	06/30/2023			12.99	-58.49
	Deposit	06/30/2023			41.00	-17.49
	Deposit	06/30/2023			40.99	23.50
	Bill	07/14/2023	LOST/PAID - 063023	RZASA, PARKER	-16.99	6.51
Total 10-4400 - Lost Materials					6.51	6.51
<b>10-4450 - Copy Machine Income</b>						
<b>10-4451 - Aspen - Print/Copy Station</b>						
	Deposit	06/21/2023			237.90	237.90
	General Journal	06/30/2023	3474		4.00	241.90
Total 10-4451 - Aspen - Print/Copy Station					241.90	241.90
<b>10-4452 - Cook Park - Print/Copy Station</b>						
	Deposit	06/21/2023			632.85	632.85
Total 10-4452 - Cook Park - Print/Copy Station					632.85	632.85
Total 10-4450 - Copy Machine Income					874.75	874.75
<b>10-4500 - Misc - General Account</b>						
	Deposit	06/19/2023			257.00	257.00
	Deposit	06/19/2023			115.95	372.95
	Deposit	06/30/2023			65.05	438.00
	Deposit	06/30/2023			55.00	493.00
	Deposit	06/30/2023			19.25	512.25
	Deposit	06/30/2023			40.20	552.45
Total 10-4500 - Misc - General Account					552.45	552.45
Total 00-4200 - Other					1,433.71	1,433.71
<b>10-4350 - Fines</b>						
	Deposit	06/19/2023			39.99	39.99
	Deposit	06/19/2023			14.50	54.49
	Deposit	06/30/2023			20.95	75.44



# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Deposit	06/30/2023			10.50	85.94
	General Journal	06/30/2023	3467		1,710.95	1,796.89
	Deposit	06/30/2023			10.00	1,806.89
	Deposit	06/30/2023			7.50	1,814.39
	General Journal	06/30/2023	3470		-180.06	1,634.33
Total 10-4350 · Fines					1,634.33	1,634.33
Total Income					5,167,698.33	5,167,698.33
Gross Profit					5,167,698.33	5,167,698.33
<b>Expense</b>						
<b>10-5100 · Salaries</b>						
<b>10-5110 · Administration Salaries</b>						
	General Journal	06/30/2023	3466		38,687.21	38,687.21
	General Journal	07/14/2023	3476		47,762.52	86,449.73
Total 10-5110 · Administration Salaries					86,449.73	86,449.73
<b>10-5120 · Adult Salaries</b>						
	General Journal	06/30/2023	3466		49,136.65	49,136.65
	General Journal	07/14/2023	3476		33,749.82	82,886.47
Total 10-5120 · Adult Salaries					82,886.47	82,886.47
<b>10-5130 · Children's Salaries</b>						
	General Journal	06/30/2023	3466		31,236.51	31,236.51
	General Journal	07/14/2023	3476		30,143.89	61,380.40
Total 10-5130 · Children's Salaries					61,380.40	61,380.40
<b>10-5140 · Circulation Salaries</b>						
	General Journal	06/30/2023	3466		28,949.28	28,949.28
	General Journal	07/14/2023	3476		28,603.25	57,552.53
Total 10-5140 · Circulation Salaries					57,552.53	57,552.53
<b>10-5145 · Maintenance Salaries</b>						
	General Journal	06/30/2023	3466		8,981.62	8,981.62
	General Journal	07/14/2023	3476		9,312.43	18,294.05
Total 10-5145 · Maintenance Salaries					18,294.05	18,294.05
<b>10-5150 · ILL Salaries</b>						
	General Journal	06/30/2023	3466		4,093.25	4,093.25
	General Journal	07/14/2023	3476		4,104.64	8,197.89
Total 10-5150 · ILL Salaries					8,197.89	8,197.89
<b>10-5155 · Outreach Salaries</b>						
	General Journal	06/30/2023	3466		9,750.04	9,750.04
	General Journal	07/14/2023	3476		9,221.32	18,971.36
Total 10-5155 · Outreach Salaries					18,971.36	18,971.36
<b>10-5160 · Tech Services Salaries</b>						
	General Journal	06/30/2023	3466		22,032.10	22,032.10
	General Journal	07/14/2023	3476		22,060.22	44,092.32
Total 10-5160 · Tech Services Salaries					44,092.32	44,092.32
<b>10-5165 · Shelves Salaries</b>						
	General Journal	06/30/2023	3466		6,204.77	6,204.77

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5165 · Shelves Salaries	General Journal	07/14/2023	3476		6,650.16	12,854.93
Total 10-5100 · Salaries					12,854.93	12,854.93
<b>10-5200 · Benefits</b>					390,679.68	390,679.68
<b>10-5210 · Health Insurance</b>						
	Bill	06/30/2023	MEX45 - JUNE 2023	AFLAC	92.52	92.52
	General Journal	06/30/2023	3472		220.99	313.51
	General Journal	06/30/2023	3472		958.57	1,272.08
	General Journal	06/30/2023	3472		774.79	2,046.87
	General Journal	06/30/2023	3472		100.00	2,146.87
	General Journal	06/30/2023	3472		340.81	2,487.68
	General Journal	06/30/2023	3472		100.00	2,587.68
	Bill	07/05/2023	865594 - JULY 2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	5,352.53	7,940.21
	Bill	07/05/2023	865594 - JULY 2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,178.46	9,118.67
	Bill	07/14/2023	P65753/P77758-JN 23	COOPERATIVE 90'S MEDICAL	35,475.00	44,593.67
	Bill	07/14/2023	P65753/P77758-JN 23	COOPERATIVE 90'S MEDICAL	6,919.00	51,512.67
Total 10-5210 · Health Insurance					51,512.67	51,512.67
<b>10-5220 · Dental/Vision Insurance</b>						
	Deposit	06/19/2023			-50.19	-50.19
	Deposit	06/19/2023			-50.19	-100.38
	Deposit	06/19/2023			-46.00	-146.38
	Bill	06/30/2023	10438-0001 JULY 2023	DELTA DENTAL OF ILLINOIS - RISK	17.95	-128.43
	Bill	06/30/2023	10438-0001 JULY 2023	DELTA DENTAL OF ILLINOIS - RISK	14.67	-113.76
	Bill	06/30/2023	10438 - JULY 2023	DELTA DENTAL OF ILLINOIS - VISION	274.06	160.30
	Bill	06/30/2023	10438 - JULY 2023	DELTA DENTAL OF ILLINOIS - VISION	102.01	262.31
	General Journal	06/30/2023	3469		-586.39	-324.08
	General Journal	06/30/2023	3469		-144.72	-468.80
	General Journal	06/30/2023	3469		-586.39	-1,055.19
	General Journal	06/30/2023	3469		-144.72	-1,199.91
	Bill	07/14/2023	10438 - JUNE 2023	COOPERATIVE 90'S DENTAL	3,201.80	2,001.89
	Bill	07/14/2023	10438 - JUNE 2023	COOPERATIVE 90'S DENTAL	1,262.20	3,264.09
Total 10-5220 · Dental/Vision Insurance					3,264.09	3,264.09
<b>10-5240 · Life Insurance</b>						
	Bill	07/05/2023	034963 - JULY 2023	MADISON NATIONAL LIFE INS CO., INC.	255.19	255.19
Total 10-5240 · Life Insurance					255.19	255.19
<b>10-5270 · LTD Insurance</b>						
	Bill	07/05/2023	034963 - JULY 2023	MADISON NATIONAL LIFE INS CO., INC.	380.51	380.51
Total 10-5270 · LTD Insurance					380.51	380.51
Total 10-5200 · Benefits					55,412.46	55,412.46
<b>10-5300 · Training</b>						
<b>10-5310 · Workshops</b>						
<b>10-5311 · Workshops - Admin</b>						
	Bill	07/14/2023	2023-1508	IHLS-OCLC	10.00	10.00
Total 10-5311 · Workshops - Admin					10.00	10.00

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5310 · Workshops					10.00	10.00
<b>10-5350 · Conferences</b>						
<b>10-5351 · Conferences - Admin</b>						
	Credit Card Charge	06/22/2023	061623	American Library Assoc - CMPL Credit Card	265.00	265.00
	Credit Card Charge	06/22/2023	061423	American Library Assoc - CMPL Credit Card	285.00	550.00
	Bill	06/30/2023	ALA CONF - JUNE 2023	DU CLOS, KATIE	126.00	676.00
	Bill	06/30/2023	ALA - JUNE 2023	LANG, ESTHER	45.00	721.00
	Bill	07/14/2023	ALA CONF - JUNE 2023	GILLESPIE, DEENA	49.75	770.75
	Bill	07/14/2023	ALA CONF - JUNE 2023	NORSTROM, THERESE	73.93	844.68
					<b>844.68</b>	<b>844.68</b>
Total 10-5351 · Conferences - Admin						
Total 10-5350 · Conferences					<b>844.68</b>	<b>844.68</b>
Total 10-5300 · Training					854.68	854.68
<b>10-5400 · Materials</b>						
<b>10-5410 · Books - Adult</b>						
	General Journal	06/26/2023	3461	SULLIVAN'S LAW DIRECTORY	-135.15	-135.15
	Credit Card Charge	06/28/2023	june 23	Amazon Marketplace.com - CMPL Credit Card	497.77	362.62
	Bill	06/30/2023	2037585237	BAKER & TAYLOR - L5742022	644.54	1,007.16
	Bill	06/30/2023	2037585235	BAKER & TAYLOR - L3966532	411.85	1,419.01
	Bill	06/30/2023	2037575261	BAKER & TAYLOR - L3966532	723.12	2,142.13
	Bill	06/30/2023	2037594062	BAKER & TAYLOR - L5742022	443.82	2,585.95
	Bill	06/30/2023	2037603819	BAKER & TAYLOR - L5580152	612.92	3,198.87
	Bill	06/30/2023	2037605192	BAKER & TAYLOR - L5579912	222.24	3,421.11
	Bill	06/30/2023	2037589906	BAKER & TAYLOR - C0209743	103.30	3,524.41
	Bill	06/30/2023	2037597734	BAKER & TAYLOR - L5742022	318.60	3,843.01
	Bill	06/30/2023	2037599524	BAKER & TAYLOR - L3966532	461.16	4,304.17
	Bill	06/30/2023	INV136247	CFRA	135.00	4,439.17
	Bill	06/30/2023	81357757	GALE	95.17	4,534.34
	Bill	06/30/2023	81363976	GALE	53.58	4,587.92
	Bill	06/30/2023	81356808	GALE	28.79	4,616.71
	Bill	06/30/2023	81358369	GALE	103.48	4,720.19
	Bill	06/30/2023	2037609484	BAKER & TAYLOR - L5742022	529.07	5,249.26
	Bill	06/30/2023	2037600725	BAKER & TAYLOR - L5742022	599.20	5,848.46
	Bill	06/30/2023	2037602790	BAKER & TAYLOR - C5217413	113.32	5,961.78
	Bill	06/30/2023	2037605050	BAKER & TAYLOR - C0209743	152.24	6,114.02
	Bill	06/30/2023	955593-REPLACEMENT	SULLIVAN'S LAW DIRECTORY	135.15	6,249.17
	Bill	06/30/2023	2037615971	BAKER & TAYLOR - L5580152	385.02	6,634.19
	Bill	06/30/2023	81432722	GALE	155.97	6,790.16
	Bill	06/30/2023	81423843	GALE	115.95	6,906.11
	Bill	06/30/2023	2037616162	BAKER & TAYLOR - L5742022	891.28	7,797.39
	Bill	06/30/2023	2037623669	BAKER & TAYLOR - L5580152	570.17	8,367.56
	Bill	06/30/2023	2037617698	BAKER & TAYLOR - L3966532	566.48	8,934.04
	Bill	07/14/2023	2037626425	BAKER & TAYLOR - L5579912	157.72	9,091.76
	Bill	07/14/2023	2037623844	BAKER & TAYLOR - L5742022	687.27	9,779.03
	Bill	07/14/2023	2037626492	BAKER & TAYLOR - C0209743	137.85	9,916.88

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

June 17 through July 14, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	07/14/2023	2037626493	BAKER & TAYLOR - C0209743	15.11	9,931.99
Bill	07/14/2023	2037628061	BAKER & TAYLOR - L5742022	364.71	10,296.70
Bill	07/14/2023	2037639047	BAKER & TAYLOR - L5580152	592.55	10,889.25
Bill	07/14/2023	2037633336	BAKER & TAYLOR - L5579912	551.24	11,440.49
Bill	07/14/2023	2037626336	BAKER & TAYLOR - C5217413	116.45	11,556.94
Bill	07/14/2023	2029176	CENTER POINT LARGE PRINT	33.85	11,590.79
Bill	07/14/2023	2026572	CENTER POINT LARGE PRINT	122.84	11,713.63
Bill	07/14/2023	2027374	CENTER POINT LARGE PRINT	61.42	11,775.05
Bill	07/14/2023	2037630857	BAKER & TAYLOR - L5742022	510.14	12,285.19
Bill	07/14/2023	2037636437	BAKER & TAYLOR - L5742022	460.00	12,745.19
Bill	07/14/2023	2037652915	BAKER & TAYLOR - L5580152	447.51	13,192.70
Bill	07/14/2023	2037637611	BAKER & TAYLOR - L3966532	377.16	13,569.86
Check	07/14/2023	58939	BAKER & TAYLOR - L3966532	601.63	14,171.49
Check	07/14/2023	58939	BAKER & TAYLOR - L3966532	-18.87	14,152.62
Total 10-5410 - Books - Adult				14,152.62	14,152.62
<b>10-5415 - Books - Juvenile</b>					
Credit Card Charge	06/28/2023	062623	Amazon Marketplace.com - CMPL Credit Card	89.97	89.97
Bill	06/30/2023	2037597409	BAKER & TAYLOR - L3966522	790.21	880.18
Bill	06/30/2023	2037596466	BAKER & TAYLOR - L5580072	299.39	1,179.57
Bill	06/30/2023	2037581808	BAKER & TAYLOR - L3966522	625.77	1,805.34
Bill	06/30/2023	2037602714	BAKER & TAYLOR - L4231522	11.34	1,816.68
Bill	06/30/2023	2037605375	BAKER & TAYLOR - L4231142	326.47	2,143.15
Bill	06/30/2023	2037604408	BAKER & TAYLOR - L5580072	257.66	2,400.81
Bill	06/30/2023	2037612352	BAKER & TAYLOR - L3966522	424.19	2,825.00
Bill	06/30/2023	2037608825	BAKER & TAYLOR - L4231142	251.88	3,076.88
Bill	06/30/2023	2037540884B	BAKER & TAYLOR - L4231142	0.04	3,076.92
Bill	06/30/2023	2037623089	BAKER & TAYLOR - L5580072	794.38	3,871.30
Bill	06/30/2023	2037623079	BAKER & TAYLOR - L5580072	305.66	4,176.96
Bill	06/30/2023	2037621160	BAKER & TAYLOR - L3966522	416.07	4,593.03
Bill	07/14/2023	2037626581	BAKER & TAYLOR - L4231522	81.71	4,674.74
Bill	07/14/2023	2037626846	BAKER & TAYLOR - L4231142	385.04	5,059.78
Bill	07/14/2023	2037641290	BAKER & TAYLOR - L3966522	857.82	5,917.60
Bill	07/14/2023	2037638175	BAKER & TAYLOR - L5580072	259.27	6,176.87
Bill	07/14/2023	2037638162	BAKER & TAYLOR - L3966522	244.08	6,420.95
Bill	07/14/2023	2037635497	BAKER & TAYLOR - L3966522	335.51	6,756.46
Bill	07/14/2023	2037633050	BAKER & TAYLOR - L5580072	242.63	6,999.09
Bill	07/14/2023	2037637582	BAKER & TAYLOR - L4231142	639.49	7,638.58
Bill	07/14/2023	2037643105	BAKER & TAYLOR - L4231142	85.57	7,724.15
Bill	07/14/2023	2037650836	BAKER & TAYLOR - L3966522	1,611.96	9,336.11
Bill	07/14/2023	2037656443	BAKER & TAYLOR - L3966522	1,288.18	10,624.29
Bill	07/14/2023	2037651507	BAKER & TAYLOR - L5580072	459.38	11,083.67
Total 10-5415 - Books - Juvenile				11,083.67	11,083.67
<b>10-5420 - Audio/Visual - Adult</b>					
Bill	06/30/2023	503940348	MIDWEST TAPE, LLC	450.21	450.21

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	06/30/2023	503945417	MIDWEST TAPE, LLC	2,091.49	2,541.70
Bill	06/30/2023	503967330	MIDWEST TAPE, LLC	92.16	2,633.86
Bill	06/30/2023	503976867	MIDWEST TAPE, LLC	972.33	3,606.19
Bill	06/30/2023	503967332	MIDWEST TAPE, LLC	19.08	3,625.27
Bill	06/30/2023	503994748	MIDWEST TAPE, LLC	340.95	3,966.22
Bill	07/14/2023	504010221	MIDWEST TAPE, LLC	2,730.66	6,696.88
Bill	07/14/2023	504030897	MIDWEST TAPE, LLC	140.55	6,837.43
Bill	07/14/2023	504022146	MIDWEST TAPE, LLC	518.80	7,356.23
Bill	07/14/2023	504041052	MIDWEST TAPE, LLC	1,756.57	9,112.80
Total 10-5420 - Audio/Visual - Adult				9,112.80	9,112.80
<b>10-5425 - Audio/Visual - Juvenile</b>					
Bill	06/30/2023	503945417	MIDWEST TAPE, LLC	191.91	191.91
Bill	06/30/2023	503976867	MIDWEST TAPE, LLC	76.45	268.36
Bill	07/14/2023	504010221	MIDWEST TAPE, LLC	257.87	526.23
Bill	07/14/2023	504041052	MIDWEST TAPE, LLC	40.48	566.71
Total 10-5425 - Audio/Visual - Juvenile				566.71	566.71
<b>10-5430 - Games - Adult</b>					
Bill	06/30/2023	10758	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	667.11	667.11
Bill	06/30/2023	10817	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	80.00	747.11
Bill	06/30/2023	10818	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	424.14	1,171.25
Bill	07/14/2023	10935	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	80.00	1,251.25
Bill	07/14/2023	10934	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	262.41	1,513.66
Total 10-5430 - Games - Adult				1,513.66	1,513.66
<b>10-5435 - Games - Children</b>					
Credit Card Charge	06/22/2023	061423	Amazon Marketplace.com - CMPL Credit Card	125.52	125.52
Bill	06/30/2023	10816	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	698.02	823.54
Bill	07/14/2023	10933	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	326.43	1,149.97
Bill	07/14/2023	10932	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	80.00	1,229.97
Bill	07/14/2023	10936	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	182.33	1,412.30
Total 10-5435 - Games - Children				1,412.30	1,412.30
<b>10-5440 - Periodicals - Adult</b>					
Credit Card Charge	06/22/2023	060223	BWD Magazine - CMPL Credit Card	26.00	26.00
Credit Card Charge	06/22/2023	060223	Audobon Society - CMPL Credit Card	20.00	46.00
Credit Card Charge	06/22/2023	060223	Lake County News Sun - CMPL Credit Card	84.14	130.14
Credit Card Charge	06/22/2023	060223	Pioneer Press - CMPL Credit Card	16.50	146.64
Credit Card Charge	06/22/2023	060223	Lake County News Sun - CMPL Credit Card	78.90	225.54
Credit Card Charge	06/22/2023	061523	Pioneer Press - CMPL Credit Card	26.00	251.54
Bill	07/14/2023	CMPL - 2023	BOTTOMLINE HEALTH	29.95	281.49
Total 10-5440 - Periodicals - Adult				281.49	281.49
<b>10-5450 - Circulating Technologies</b>					
<b>10-5451 - Circ Tech - Equipment</b>					
Credit Card Charge	06/22/2023	060423	Amazon Marketplace.com - CMPL Credit Card	478.08	478.08
Total 10-5451 - Circ Tech - Equipment				478.08	478.08
<b>10-5453 - Circ Tech - Subscriptions</b>					

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	06/22/2023	060123	Hulu - CMPL Credit Card	14.99	14.99
	Credit Card Charge	06/22/2023	060223	Peacock Plus - CMPL Credit Card	19.99	34.98
	Credit Card Charge	06/22/2023	060423	Hulu - CMPL Credit Card	14.99	49.97
	Credit Card Charge	06/22/2023	060923	Apple.com - CMPL Credit Card	6.99	56.96
	Credit Card Charge	06/22/2023	061023	Paramount+ - CMPL Credit Card	99.99	156.95
	Credit Card Charge	06/22/2023	060223	HBOMAX.com - CMPL Credit Card	199.99	356.94
	Credit Card Charge	06/28/2023	062623	VIX PLUS - CMPL Credit Card	6.99	363.93
	Credit Card Charge	07/03/2023	062923	Netflix.com - CMPL Credit Card	19.99	383.92
	Credit Card Charge	07/03/2023	070123	Hulu - CMPL Credit Card	14.99	398.91
	Credit Card Charge	07/03/2023	070223	Amazon Prime - CMPL Credit Card	8.99	407.90
Total 10-5453 - Circ Tech - Subscriptions					407.90	407.90
Total 10-5450 - Circulating Technologies					885.98	885.98
<b>10-5490 - Electronic Services</b>						
<b>10-5491 - Online Databases</b>						
<b>10-5492 - Online Databases - Adults</b>						
	Bill	07/14/2023	IN1431753	CARAHSOFT TECHNOLOGY CORP	13,125.00	13,125.00
	Bill	07/14/2023	RN1076994	NEWSBANK INC.	8,340.50	21,465.50
	Bill	07/14/2023	35A29F752324	NEW YORK TIMES	2,100.80	23,566.30
	Bill	07/14/2023	81491217	GALE	5,191.43	28,757.73
	Bill	07/14/2023	70788912	PROQUEST LLC	13,270.57	42,028.30
Total 10-5492 - Online Databases - Adults					42,028.30	42,028.30
Total 10-5491 - Online Databases					42,028.30	42,028.30
<b>10-5494 - Digital Popular Materials</b>						
<b>10-5495 - Dig. Popular Materials - Adults</b>						
	Bill	06/30/2023	07001CO23187811	OVERDRIVE, INC.	1,387.50	1,387.50
	Bill	06/30/2023	07001CO23187826	OVERDRIVE, INC.	378.36	1,765.86
	Bill	06/30/2023	07001CO23187821	OVERDRIVE, INC.	423.35	2,189.21
	Bill	06/30/2023	07001CO23189587	OVERDRIVE, INC.	546.22	2,735.43
	Bill	06/30/2023	07001CO23191491	OVERDRIVE, INC.	1,129.24	3,864.67
	Bill	06/30/2023	07001CO23191498	OVERDRIVE, INC.	3,262.17	7,126.84
	Bill	06/30/2023	07001CO23194194	OVERDRIVE, INC.	1,623.05	8,749.89
	Bill	06/30/2023	07001CO23194217	OVERDRIVE, INC.	358.77	9,108.66
	Bill	06/30/2023	07001CO23194517	OVERDRIVE, INC.	274.56	9,383.22
	Bill	06/30/2023	07001CO23194515	OVERDRIVE, INC.	1,045.40	10,428.62
	Bill	06/30/2023	07001CO23194207	OVERDRIVE, INC.	447.47	10,876.09
	Bill	06/30/2023	07001CO23199794	OVERDRIVE, INC.	870.42	11,746.51
	Bill	06/30/2023	07001CO23200299	OVERDRIVE, INC.	470.30	12,216.81
	Bill	06/30/2023	07001CO23200288	OVERDRIVE, INC.	269.36	12,486.17
	Bill	06/30/2023	07001CO23200295	OVERDRIVE, INC.	1,445.65	13,931.82
	Bill	06/30/2023	JUNE 2023	BIBLIOTHECA, LLC	6,129.09	20,060.91
	Bill	06/30/2023	07001CO23202293	OVERDRIVE, INC.	646.73	20,707.64
	Bill	07/14/2023	INV-US66191	BIBLIOTHECA, LLC	5,000.00	25,707.64
	Bill	07/14/2023	355773 - PPU	KANOPY INC.	559.00	26,266.64
	Bill	07/14/2023	504010698	MIDWEST TAPE, LLC	10,413.24	36,679.88

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Bill	07/14/2023	H-0096360	OVERDRIVE, INC.	3,000.00	39,679.88
	Bill	07/14/2023	H-0096360	OVERDRIVE, INC.	9,000.00	48,679.88
	Bill	07/14/2023	07001CO23210844	OVERDRIVE, INC.	219.73	48,899.61
	Bill	07/14/2023	07001CO23211669	OVERDRIVE, INC.	994.71	49,894.32
	Bill	07/14/2023	07001CO23211649	OVERDRIVE, INC.	330.58	50,224.90
Total 10-5495 · Dig. Popular Materials - Adults					50,224.90	50,224.90
Total 10-5494 · Digital Popular Materials					50,224.90	50,224.90
Total 10-5490 · Electronic Services					92,253.20	92,253.20
Total 10-5400 · Materials					131,262.43	131,262.43
<b>10-5500 · Processing</b>						
<b>10-5520 · Cataloging</b>						
	Bill	07/14/2023	504016801	MIDWEST TAPE, LLC	188.00	188.00
Total 10-5520 · Cataloging					188.00	188.00
Total 10-5500 · Processing					188.00	188.00
<b>10-5600 · Supplies</b>						
<b>10-5611 · Supplies - Admin</b>						
	Credit Card Charge	06/22/2023	053123	Amazon Marketplace.com - CMPL Credit Card	5.69	5.69
	Credit Card Charge	06/22/2023	060623	Amazon Marketplace.com - CMPL Credit Card	117.54	123.23
	Credit Card Charge	06/22/2023	061223	Amazon Marketplace.com - CMPL Credit Card	8.78	132.01
	Credit Card Charge	06/22/2023	062023	Amazon Marketplace.com - CMPL Credit Card	27.48	159.49
	Credit Card Charge	06/28/2023	062799	Awards & Engraving - CMPL Credit Card	305.99	465.48
	Bill	07/14/2023	193521 - JUNE 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	225.17	690.65
	Bill	07/14/2023	193521 - JUNE 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	85.77	776.42
Total 10-5611 · Supplies - Admin					776.42	776.42
<b>10-5614 · Supplies - Circulation</b>						
	Credit Card Charge	06/22/2023	053123	Amazon Marketplace.com - CMPL Credit Card	19.44	19.44
	Credit Card Charge	06/28/2023	062723	Walmart - CMPL Credit Card	20.03	39.47
	Bill	06/30/2023	7324096	DEMCO, INC.	60.51	99.98
Total 10-5614 · Supplies - Circulation					99.98	99.98
<b>10-5615 · Supplies - Maintenance</b>						
	Credit Card Charge	06/22/2023	061223	Amazon Marketplace.com - CMPL Credit Card	29.10	29.10
	Credit Card Charge	06/28/2023	061623	Lighting 2 Light - CMPL Credit Card	432.00	461.10
	Credit Card Charge	06/28/2023	062223	Amazon Marketplace.com - CMPL Credit Card	31.96	493.06
	Credit Card Charge	06/28/2023	062723	Midwest Lighting - CMPL Credit Card	45.00	538.06
	Bill	06/30/2023	164956715	ULINE, INC	118.00	656.06
	Bill	06/30/2023	164956715	ULINE, INC	250.00	906.06
	Bill	06/30/2023	164956715	ULINE, INC	156.00	1,062.06
	Bill	06/30/2023	622330 - 062523	ACE HARDWARE OF LIBERTYVILLE, INC.	27.96	1,090.02
	Credit Card Charge	07/03/2023	062723	Connexion - CMPL Credit Card	41.22	1,131.24
	Bill	07/14/2023	193521 - JUNE 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	842.84	1,974.08
	Check	07/14/2023	58940	LOWE'S	66.90	2,040.98
	Check	07/14/2023	58940	LOWE'S	28.56	2,069.54
	Check	07/14/2023	58940	LOWE'S	56.57	2,126.11
	Check	07/14/2023	58940	LOWE'S	109.66	2,235.77

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Check	07/14/2023	58940	LOWE'S	-31.34	2,204.43
	Check	07/14/2023	58940	LOWE'S	3.61	2,208.04
Total 10-5615 · Supplies - Maintenance					2,208.04	2,208.04
<b>10-5616 · Supplies - ILL</b>						
	Bill	06/30/2023	1023385687	PITNEY BOWES INC	132.79	132.79
Total 10-5616 · Supplies - ILL					132.79	132.79
<b>10-5617 · Supplies - Outreach</b>						
	Credit Card Charge	06/22/2023	061423	Amazon Marketplace.com - CMPL Credit Card	59.98	59.98
	Credit Card Charge	06/22/2023	061423	Amazon Marketplace.com - CMPL Credit Card	87.95	147.93
	Bill	06/30/2023	7322654	DEMCO, INC.	55.80	203.73
Total 10-5617 · Supplies - Outreach					203.73	203.73
<b>10-5618 · Supplies - Tech Services</b>						
	Bill	06/30/2023	7324914	DEMCO, INC.	478.12	478.12
	Bill	06/30/2023	7327381	DEMCO, INC.	85.69	563.81
Total 10-5618 · Supplies - Tech Services					563.81	563.81
<b>10-5660 · Supplies - Computer</b>						
	Bill	06/30/2023	KF49560	CDW GOVERNMENT, INC.	682.03	682.03
	Bill	06/30/2023	KL39541	CDW GOVERNMENT, INC.	48.24	730.27
	Bill	07/14/2023	193521 - JUNE 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	4,087.21	4,817.48
Total 10-5660 · Supplies - Computer					4,817.48	4,817.48
<b>10-5680 · Supplies - Staff Room</b>						
	Bill	07/14/2023	193521 - JUNE 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	480.04	480.04
Total 10-5680 · Supplies - Staff Room					480.04	480.04
Total 10-5600 · Supplies					9,282.29	9,282.29
<b>10-5700 · Vehicles</b>						
<b>10-5720 · Bookmobile Maintenance/Repair</b>						
	Credit Card Charge	06/22/2023	060623	83RV Inc - CMPL Credit Card	2,084.63	2,084.63
Total 10-5720 · Bookmobile Maintenance/Repair					2,084.63	2,084.63
<b>10-5760 · Van Maintenance/Repair</b>						
	Credit Card Charge	06/22/2023	060723	Napleton Ford - CMPL Credit Card	840.91	840.91
	Credit Card Charge	06/22/2023	062023	Car Quest Auto Parts - CMPL Credit Card	34.78	875.69
	Check	07/14/2023	58940	LOWE'S	5.87	881.56
Total 10-5760 · Van Maintenance/Repair					881.56	881.56
Total 10-5700 · Vehicles					2,966.19	2,966.19
<b>10-5800 · Computer Operations</b>						
<b>10-5865 · Remote Communications Expenses</b>						
	Bill	07/14/2023	JUNE 2023	GAFKA, DEBORAH	10.00	10.00
	Bill	07/14/2023	JUNE 2023	ECKMANN, ROBERT	10.00	20.00
	Bill	07/14/2023	JUNE 2023	KRAUSE, DONNA	10.00	30.00
	Bill	07/14/2023	JUNE 2023	MORTON, MARK	5.00	35.00
	Bill	07/14/2023	JUNE 2023	LARSON, ANDREA	10.00	45.00
Total 10-5865 · Remote Communications Expenses					45.00	45.00
<b>10-5830 · Replacement Hardware/Software</b>						
<b>10-5831 · Rep Hrdwre/Sftwre - Admin</b>						



# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	06/22/2023	060423	Timely - CMPL Credit Card	200.00	200.00
	Credit Card Charge	06/28/2023	062323	Amazon Marketplace.com - CMPL Credit Card	45.62	245.62
	Credit Card Charge	07/03/2023	062923	Olark - CMPL Credit Card	88.20	333.82
	Credit Card Charge	07/03/2023	070123	Liberated Syndication - CMPL Credit Card	7.00	340.82
	Bill	07/14/2023	KM53464	CDW GOVERNMENT, INC.	190.65	531.47
	Bill	07/14/2023	INV-3214	SIDECAR PUBLICATIONS, LLC	348.00	879.47
	Bill	07/14/2023	INV-3214	SIDECAR PUBLICATIONS, LLC	120.00	999.47
	Bill	07/14/2023	10964	RAILS	15,000.00	15,999.47
	Bill	07/14/2023	10964	RAILS	123.29	16,122.76
Total 10-5831 · Rep Hrdwre/Sftwre - Admin					16,122.76	16,122.76
Total 10-5830 · Replacement Hardware/Software					16,122.76	16,122.76
Total 10-5800 · Computer Operations					16,167.76	16,167.76
<b>10-5900 · Utilities</b>						
<b>10-5910 · Electricity</b>						
<b>10-5911 · Electricity - Aspen</b>						
	Bill	07/14/2023	65484562201	CONSTELLATION NEW ENERGY, INC.	4,052.63	4,052.63
Total 10-5911 · Electricity - Aspen					4,052.63	4,052.63
<b>10-5912 · Electricity - Cook Park</b>						
	Bill	07/14/2023	65484784401	CONSTELLATION NEW ENERGY, INC.	6,512.23	6,512.23
Total 10-5912 · Electricity - Cook Park					6,512.23	6,512.23
Total 10-5910 · Electricity					10,564.86	10,564.86
<b>10-5920 · Gas</b>						
<b>10-5921 · Gas - Aspen</b>						
	Bill	07/14/2023	3756858	CONSTELLATION NATURAL GAS	171.68	171.68
Total 10-5921 · Gas - Aspen					171.68	171.68
<b>10-5922 · Gas - Cook Park</b>						
	Bill	07/14/2023	3756858	CONSTELLATION NATURAL GAS	324.12	324.12
Total 10-5922 · Gas - Cook Park					324.12	324.12
Total 10-5920 · Gas					495.80	495.80
<b>10-5930 · Water</b>						
<b>10-5932 · Water - Cook Park</b>						
	Bill	07/14/2023	040523-060723	VILLAGE-LIBERTYVILLE	1,084.51	1,084.51
Total 10-5932 · Water - Cook Park					1,084.51	1,084.51
Total 10-5930 · Water					1,084.51	1,084.51
Total 10-5900 · Utilities					12,145.17	12,145.17
<b>10-6000 · Telephone</b>						
<b>10-6010 · Telephone</b>						
	Bill	06/30/2023	062323-072223	COMCAST	304.05	304.05
Total 10-6010 · Telephone					304.05	304.05
<b>10-6020 · Bookmobile - Telephone</b>						
	Bill	06/30/2023	9937474257	VERIZON WIRELESS SERVICES LLC	154.94	154.94
Total 10-6020 · Bookmobile - Telephone					154.94	154.94
<b>10-6050 · Telephone Service Contracts</b>						
	Bill	06/30/2023	25819	BLUE WIRE COMMUNICATIONS	1,495.74	1,495.74

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6050 · Telephone Service Contracts					1,495.74	1,495.74
Total 10-6000 · Telephone					1,954.73	1,954.73
<b>10-6100 · Postage</b>						
	Bill	06/30/2023	50271857 - 063023	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	1,000.00
Total 10-6100 · Postage					1,000.00	1,000.00
<b>10-6200 · Maintenance</b>						
<b>10-6210 · Janitorial Service</b>						
<b>10-6211 · Janitorial Service - Aspen</b>						
	Bill	07/14/2023	C24493	COMPLETE CLEANING COMPANY, INC.	2,381.83	2,381.83
Total 10-6211 · Janitorial Service - Aspen					2,381.83	2,381.83
<b>10-6212 · Janitorial Service - Cook Park</b>						
	Bill	07/14/2023	C24493	COMPLETE CLEANING COMPANY, INC.	3,818.89	3,818.89
Total 10-6212 · Janitorial Service - Cook Park					3,818.89	3,818.89
Total 10-6210 · Janitorial Service					6,200.72	6,200.72
<b>10-6220 · Landscaping Service</b>						
<b>10-6221 · Landscaping - Aspen</b>						
	Bill	07/14/2023	34226	LANDSCAPE CONCEPTS, INC.	3,715.00	3,715.00
	Bill	07/14/2023	34662	LANDSCAPE CONCEPTS, INC.	945.00	4,660.00
Total 10-6221 · Landscaping - Aspen					4,660.00	4,660.00
<b>10-6222 · Landscaping - Cook Park</b>						
	Bill	07/14/2023	34225	LANDSCAPE CONCEPTS, INC.	1,750.00	1,750.00
	Bill	07/14/2023	34661	LANDSCAPE CONCEPTS, INC.	575.25	2,325.25
Total 10-6222 · Landscaping - Cook Park					2,325.25	2,325.25
Total 10-6220 · Landscaping Service					6,985.25	6,985.25
<b>10-6240 · Trash Removal</b>						
<b>10-6242 · Trash Removal - Cook Park</b>						
	General Journal	06/30/2023	3471	GROOT INDUSTRIES, INC.	236.58	236.58
Total 10-6242 · Trash Removal - Cook Park					236.58	236.58
Total 10-6240 · Trash Removal					236.58	236.58
<b>10-6250 · Miscellaneous</b>						
<b>10-6251 · Misc. Maintenance - Aspen</b>						
	Bill	07/14/2023	48840772	ANDERSON PEST SOLUTIONS	93.40	93.40
	Bill	07/14/2023	6329	AMS OF NORTHERN ILLINOIS	205.20	298.60
Total 10-6251 · Misc. Maintenance - Aspen					298.60	298.60
<b>10-6252 · Misc. Maintenance - Cook Park</b>						
	Bill	06/30/2023	6912	VILLAGE-LIBERTYVILLE	103.00	103.00
	Bill	07/14/2023	015600CS338067	AMBIUS, LLC (19)	374.98	477.98
	Bill	07/14/2023	HRGL158	IRON MOUNTAIN INCORPORATED	141.44	619.42
	Bill	07/14/2023	6329	AMS OF NORTHERN ILLINOIS	154.80	774.22
Total 10-6252 · Misc. Maintenance - Cook Park					774.22	774.22
Total 10-6250 · Miscellaneous					1,072.82	1,072.82
Total 10-6200 · Maintenance					14,495.37	14,495.37
<b>10-6300 · Repair</b>						
<b>10-6320 · Building &amp; Grounds Repairs</b>						

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
<b>10-6322 · Building Repairs - Cook Park</b>						
	Bill	06/30/2023	14127	METALMASTER ROOFMASTER INC	8,975.00	8,975.00
	Bill	07/14/2023	DM23-038	DE MARR SEALCOATING, INC.	3,800.00	12,775.00
					<u>12,775.00</u>	<u>12,775.00</u>
Total 10-6322 · Building Repairs - Cook Park					12,775.00	12,775.00
<b>10-6340 · Service Contracts-Mech. &amp; Bldg.</b>						
<b>10-6341 · Service Contracts - Aspen</b>						
	Bill	06/30/2023	17436	AMERICAN BACKFLOW PREVENTION, INC.	550.00	550.00
	Bill	07/14/2023	59679E	JM IRRIGATION, L.L.C.	185.00	735.00
					<u>735.00</u>	<u>735.00</u>
Total 10-6341 · Service Contracts - Aspen					735.00	735.00
<b>10-6342 · Service Contracts - Cook Park</b>						
	Bill	06/30/2023	518829	FIRE & SECURITY SERVICES, INC.	147.00	147.00
	Bill	06/30/2023	518829	FIRE & SECURITY SERVICES, INC.	123.00	270.00
	Bill	06/30/2023	17436	AMERICAN BACKFLOW PREVENTION, INC.	595.00	865.00
	Bill	07/14/2023	8106279181	SCHINDLER ELEVATOR CORPORATION	589.59	1,454.59
					<u>1,454.59</u>	<u>1,454.59</u>
Total 10-6342 · Service Contracts - Cook Park					2,189.59	2,189.59
Total 10-6340 · Service Contracts-Mech. & Bldg.					<u>14,964.59</u>	<u>14,964.59</u>
Total 10-6300 · Repair						
<b>10-6500 · Professional Services</b>						
<b>10-6520 · Legal Services</b>						
	Bill	07/14/2023	234721	KLEIN, THORPE AND JENKINS, LTD.	112.50	112.50
					<u>112.50</u>	<u>112.50</u>
Total 10-6520 · Legal Services						
<b>10-6540 · Payroll Processing</b>						
	General Journal	06/30/2023	3465		925.82	925.82
					<u>925.82</u>	<u>925.82</u>
Total 10-6540 · Payroll Processing					925.82	925.82
<b>10-6560 · Recruitment</b>						
	Bill	07/14/2023	9204977620	QUEST DIAGNOSTICS	37.25	37.25
					<u>37.25</u>	<u>37.25</u>
Total 10-6560 · Recruitment					37.25	37.25
<b>10-6575 · Miscellaneous Services &amp; Fees</b>						
	General Journal	06/30/2023	3467		105.00	105.00
	General Journal	06/30/2023	3467		-105.00	0.00
					<u>0.00</u>	<u>0.00</u>
Total 10-6575 · Miscellaneous Services & Fees					1,075.57	1,075.57
Total 10-6500 · Professional Services						
<b>10-6600 · Improvements</b>						
<b>10-6630 · Equipment</b>						
<b>10-6631 · Equipment - Admin</b>						
	Credit Card Charge	06/22/2023	062023	Displays 2 Go - CMPL Credit Card	762.58	762.58
					<u>762.58</u>	<u>762.58</u>
Total 10-6631 · Equipment - Admin					762.58	762.58
Total 10-6630 · Equipment						
<b>10-6650 · Copiers &amp; Other Leased Equip</b>						
	Bill	07/14/2023	3106170759	PITNEY BOWES GLOBAL FINANCIAL SERVICES	504.72	504.72
	Bill	07/14/2023	42718513	KONICA MINOLTA	1,041.77	1,546.49
					<u>1,546.49</u>	<u>1,546.49</u>
Total 10-6650 · Copiers & Other Leased Equip					2,309.07	2,309.07
Total 10-6600 · Improvements						

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
<b>10-6700 - Community Relations</b>						
<b>10-6710 - Newsletter</b>						
	Bill	06/30/2023	20793	VOGUE PRINTERS	1,029.00	1,029.00
Total 10-6710 - Newsletter					1,029.00	1,029.00
<b>10-6712 - Graphics</b>						
	Credit Card Charge	06/22/2023	061223	Adobe Stock - CMPL Credit Card	29.99	29.99
Total 10-6712 - Graphics					29.99	29.99
<b>10-6720 - Programming - Adult</b>						
<b>10-6721 - Programs - Performances</b>						
	General Journal	06/20/2023	3460	SERVYA GLOBAL SERVICES	-200.00	-200.00
	Bill	07/14/2023	JULY 19, 2023	OPSAL, CAROL	50.00	-150.00
	Bill	07/14/2023	JULY 25, 2023	ART EXCURSIONS, INC.	360.00	210.00
	Bill	07/14/2023	JULY 20, 2023	ROOS, SUSI	150.00	360.00
Total 10-6721 - Programs - Performances					360.00	360.00
<b>10-6723 - Other Expenditures</b>						
	Check	07/14/2023	58940	LOWE'S	9.46	9.46
Total 10-6723 - Other Expenditures					9.46	9.46
<b>10-6724 - Prepaid Bus Trips</b>						
	Deposit	06/19/2023			-15.00	-15.00
	Deposit	06/19/2023			-15.00	-30.00
	Deposit	06/19/2023			-15.00	-45.00
	Deposit	06/19/2023			-400.00	-445.00
	Bill	06/30/2023	JUNE 16, 2023 C	ART EXCURSIONS, INC.	120.00	-325.00
Total 10-6724 - Prepaid Bus Trips					-325.00	-325.00
<b>10-6726 - Computer</b>						
	Bill	07/14/2023	JULY 24, 2023	MONTANO, ESTEVAN	150.00	150.00
	Bill	07/14/2023	JULY 26, 2023	MONTANO, ESTEVAN	150.00	300.00
	Bill	07/14/2023	AUGUST 3, 2023	MAYBERRY, MELISSA	150.00	450.00
	Bill	07/14/2023	AUGUST 2, 2023	MONTANO, ESTEVAN	150.00	600.00
Total 10-6726 - Computer					600.00	600.00
Total 10-6720 - Programming - Adult					644.46	644.46
<b>10-6730 - Programming - Young Adult</b>						
<b>10-6731 - Programs - YA (Other)</b>						
	Bill	06/30/2023	JUNE 21, 2023	MORTON, MARK	28.58	28.58
Total 10-6731 - Programs - YA (Other)					28.58	28.58
Total 10-6730 - Programming - Young Adult					28.58	28.58
<b>10-6740 - Programming - Children's</b>						
	Credit Card Charge	06/22/2023	053123	Amazon Marketplace.com - CMPL Credit Card	46.53	46.53
	Credit Card Charge	06/22/2023	060523	Walmart - CMPL Credit Card	65.90	112.43
	Credit Card Charge	06/22/2023	060623	Oriental Trading Co - CMPL Credit Card	73.94	186.37
	Credit Card Charge	06/22/2023	060623	Amazon Marketplace.com - CMPL Credit Card	40.56	226.93
	Credit Card Charge	06/22/2023	060623	Amazon Marketplace.com - CMPL Credit Card	11.98	238.91
	Credit Card Charge	06/22/2023	061423	Walmart - CMPL Credit Card	18.72	257.63
	Credit Card Charge	06/22/2023	061423	Oriental Trading Co - CMPL Credit Card	54.96	312.59

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	06/22/2023	061423	Dollar Tree - CMPL Credit Card	14.49	327.08
	Credit Card Charge	06/22/2023	061423	Amazon Marketplace.com - CMPL Credit Card	89.10	416.18
	Credit Card Charge	06/28/2023	062223	E-Blox, Inc. - CMPL Credit Card	5.00	421.18
	Credit Card Charge	06/28/2023	062223	Amazon Marketplace.com - CMPL Credit Card	18.18	439.36
	Bill	06/30/2023	052923-061323	SAM'S CLUB DIRECT	27.96	467.32
	Credit Card Charge	07/03/2023	062823	Amazon Marketplace.com - CMPL Credit Card	93.53	560.85
	Bill	07/14/2023	AUGUST 5, 2023	FROGLADY PRESENTATIONS	500.00	1,060.85
Total 10-6740 · Programming - Children's					1,060.85	1,060.85
<b>10-6760 · Promotions/Prizes</b>						
<b>10-6761 · Promotions/Prizes- Admin/Gen</b>						
	Credit Card Charge	06/22/2023	062123	4imprint, Inc. - CMPL Credit Card	345.00	345.00
	Bill	06/30/2023	052923-061323	SAM'S CLUB DIRECT	134.24	479.24
	Bill	06/30/2023	5518298-0	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	207.58	686.82
Total 10-6761 · Promotions/Prizes- Admin/Gen					686.82	686.82
<b>10-6763 · Promotions/Prizes - Children's</b>						
	Bill	06/30/2023	2037600136	BAKER & TAYLOR - L5588902	2,155.73	2,155.73
	Bill	06/30/2023	2037620563	BAKER & TAYLOR - L5588902	85.43	2,241.16
	Bill	07/14/2023	2037642303	BAKER & TAYLOR - L5588902	45.23	2,286.39
Total 10-6763 · Promotions/Prizes - Children's					2,286.39	2,286.39
<b>10-6770 · Promotions/Prizes - YA</b>						
	Bill	06/30/2023	2037627585	BAKER & TAYLOR - L5588902	71.66	71.66
Total 10-6770 · Promotions/Prizes - YA					71.66	71.66
Total 10-6760 · Promotions/Prizes					3,044.87	3,044.87
<b>10-6780 · Digital Studios</b>						
<b>10-6781 · Digital Studios - Equipment</b>						
	Credit Card Charge	06/22/2023	061423	Amazon Marketplace.com - CMPL Credit Card	29.91	29.91
	Credit Card Charge	06/22/2023	061423	Apple.com - CMPL Credit Card	167.88	197.79
	Credit Card Credit	06/22/2023	061723	Apple.com - CMPL Credit Card	-9.88	187.91
	Credit Card Charge	06/22/2023	061623	Apple.com - CMPL Credit Card	2,054.18	2,242.09
	Credit Card Credit	06/22/2023	061723	Apple.com - CMPL Credit Card	-106.19	2,135.90
	Credit Card Charge	06/22/2023	061623	Apple.com - CMPL Credit Card	249.00	2,384.90
	Credit Card Charge	06/22/2023	061623	Apple.com - CMPL Credit Card	1,805.18	4,190.08
	Credit Card Credit	06/22/2023	061723	Apple.com - CMPL Credit Card	-106.19	4,083.89
Total 10-6781 · Digital Studios - Equipment					4,083.89	4,083.89
Total 10-6780 · Digital Studios					4,083.89	4,083.89
<b>10-6790 · Workshops</b>						
<b>10-6791 · Workshops - Equipment</b>						
	Credit Card Charge	06/22/2023	061223	Amazon Marketplace.com - CMPL Credit Card	120.76	120.76
Total 10-6791 · Workshops - Equipment					120.76	120.76
<b>10-6792 · Workshops - Software</b>						
	Credit Card Charge	06/22/2023	061523	Cricut - CMPL Credit Card	9.99	9.99
Total 10-6792 · Workshops - Software					9.99	9.99
<b>10-6793 · Workshops - Programs/Classes</b>						
	Credit Card Charge	06/22/2023	060223	District Leather Supply-CMPL Credit Card	34.14	34.14

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

June 17 through July 14, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	06/22/2023	061223	District Leather Supply-CMPL Credit Card	31.72	65.86
	Bill	06/30/2023	JULY 10, 2023	VALERA, HEIDI	250.00	315.86
Total 10-6793 · Workshops - Programs/Classes					315.86	315.86
<b>10-6794 · Workshops - Supplies</b>						
	Credit Card Charge	06/22/2023	061223	Amazon Marketplace.com - CMPL Credit Card	45.89	45.89
	Credit Card Charge	06/22/2023	061523	Onlinemetals.com - CMPL Credit Card	59.44	105.33
	Credit Card Credit	06/22/2023	061623	Amazon Marketplace.com - CMPL Credit Card	-39.90	65.43
Total 10-6794 · Workshops - Supplies					65.43	65.43
Total 10-6790 · Workshops					512.04	512.04
Total 10-6700 · Community Relations					10,433.68	10,433.68
<b>10-7000 · Debt Service</b>						
	Bill	07/14/2023	0011006426	CAPITAL ONE PUBLIC FUNDING, llc	76,219.10	76,219.10
	Bill	07/14/2023	1258	CHASE	16,595.77	92,814.87
	Bill	07/14/2023	1259	CHASE	25,898.00	118,712.87
Total 10-7000 · Debt Service					118,712.87	118,712.87
<b>20-8210 · Employer IMRF Disbursements</b>						
	General Journal	06/30/2023	3466		14,689.59	14,689.59
	General Journal	07/14/2023	3476		14,050.63	28,740.22
Total 20-8210 · Employer IMRF Disbursements					28,740.22	28,740.22
<b>20-8250 · Employer Soc Security Tax Disb</b>						
	General Journal	06/30/2023	3466		14,875.41	14,875.41
	General Journal	07/14/2023	3476		14,303.81	29,179.22
Total 20-8250 · Employer Soc Security Tax Disb					29,179.22	29,179.22
Total Expense					841,823.98	841,823.98
Net Ordinary Income					4,325,874.35	4,325,874.35
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
<b>50-8500 · Trust Disbursements</b>						
<b>50-8506 · Arendsen Donation</b>						
	Bill	06/30/2023	1650.0646	PRODUCT ARCHITECTURE + DESIGN	1,000.00	1,000.00
Total 50-8506 · Arendsen Donation					1,000.00	1,000.00
Total 50-8500 · Trust Disbursements					1,000.00	1,000.00
Total Other Expense					1,000.00	1,000.00
Net Other Income					-1,000.00	-1,000.00
<b>Net Income</b>					<b>4,324,874.35</b>	<b>4,324,874.35</b>



# Cook Memorial Public Library District

## Librarian's Statistical Report - Page 1

### June 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.

	June 2022			June 2023			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,200	31,031	38,231	7,101	32,859	39,960	4.52%
Reciprocal Borrowing Patrons	394	5,525	5,919	388	5,861	6,249	5.58%
<b>Total</b>	<b>7,594</b>	<b>36,556</b>	<b>44,150</b>	<b>7,489</b>	<b>38,720</b>	<b>46,209</b>	<b>4.66%</b>

#### Visitors

	June 2022	June 2023	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Aspen Drive Library	12,057	13,497	11.94%	132,151	164,225	24.27%
Drive-Up	407	446	9.58%	3,635	4,770	31.22%
Cook Park Library	18,841	22,692	20.44%	159,905	202,328	26.53%
Drive-Up	1,307	1,235	-5.51%	16,525	14,605	-11.62%
Outreach	757	996	31.57%	6,870	9,231	34.37%
<b>Total</b>	<b>33,369</b>	<b>38,866</b>	<b>16.47%</b>	<b>319,086</b>	<b>395,159</b>	<b>23.84%</b>

#### Program Attendance

	June 2022	June 2023	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Adult	1,030	1,421	37.96%	13,058	12,730	-2.51%
Juvenile	2,103	3,319	57.82%	13,467	32,487	141.23%
Young Adult	110	113	2.73%	761	10,278	1250.59%
	3,243	4,853	49.65%	27,286	55,495	103.38%

#### Special Services

	June 2022	June 2023	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Reference Questions	5,401	6,701	24.07%	47,514	63,874	34.43%
Technology Questions	731	713	-2.46%	7,915	9,182	16.01%
Library App Users	619	862	39.26%	6,278	9,159	45.89%
Online Databases*	2,657	3,727	40.27%	45,574	53,373	17.11%
www.cooklib.org	125,079	112,101	-10.38%	1,073,166	1,202,454	12.05%
Holds Placed	14,361	13,152	-8.42%	169,864	155,152	-8.66%
Holds Filled	12,239	11,318	-7.53%	149,796	134,619	-10.13%
Homebound Items Delivered	606	648	6.93%	6,519	6,935	6.38%

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

#### Collection Size

	June 2022					June 2023					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	49,951	43,067		93,018	33.86%	50,342	43,745		94,087	34.27%	1.15%
Cook Park Library	57,610	107,939	143	165,692	60.32%	57,626	106,517	149	164,292	59.84%	-0.84%
Outreach	12,819	3,147	13	15,979	5.82%	13,219	2,933	13	16,165	5.89%	1.16%
<b>Total</b>	<b>120,380</b>	<b>154,153</b>	<b>156</b>	<b>274,689</b>		<b>121,187</b>	<b>153,195</b>	<b>162</b>	<b>274,544</b>		-0.05%

## Librarian's Statistical Report - June 2023 - Page 2

### Circulation

	June 2022				June 2023				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,874	25,401		37,275	11,602	24,358		35,960	-3.53%
Foreign Language	264	189		453	192	254		446	-1.55%
Large Type	1,466	16		1,482	1,473	27		1,500	1.21%
Nonfiction	6,837	5,273		12,110	7,099	5,619		12,718	5.02%
Periodicals	1,105	161		1,266	1,146	185		1,331	5.13%
<b>Subtotal Print</b>	<b>21,546</b>	<b>31,040</b>		<b>52,586</b>	<b>21,512</b>	<b>30,443</b>		<b>51,955</b>	<b>-1.20%</b>
Bags and Containers			10	10			12	12	20.00%
Equipment	135	5		140	225	8		233	66.43%
Interlibrary Loan			142	142			121	121	-14.79%
LINKin	996			996	919			919	-7.73%
Multimedia		429		429		426		426	-0.70%
Other			5	5			16	16	220.00%
<b>Subtotal Other</b>	<b>1,131</b>	<b>434</b>	<b>157</b>	<b>1,722</b>	<b>1,144</b>	<b>434</b>	<b>149</b>	<b>1,727</b>	<b>0.29%</b>
eAudiobooks			5,307	5,307			6,150	6,150	15.88%
eBooks			7,315	7,315			7,166	7,166	-2.04%
eMagazines			304	304			227	227	-25.33%
eMusic			240	240			282	282	17.50%
eVideo			926	926			987	987	6.59%
<b>Subtotal Downloadables</b>			<b>14,092</b>	<b>14,092</b>			<b>14,812</b>	<b>14,812</b>	<b>5.11%</b>
Audiobooks	640	496		1,136	507	350		857	-24.56%
Compact Discs	1,206	368		1,574	1,227	148		1,375	-12.64%
DVDs, Blu-Ray	8,293	3,271		11,564	7,390	2,682		10,072	-12.90%
Video Games	503	837		1,340	546	760		1,306	-2.54%
<b>Subtotal Audiovisual</b>	<b>10,642</b>	<b>4,972</b>		<b>15,614</b>	<b>9,670</b>	<b>3,940</b>		<b>13,610</b>	<b>-12.83%</b>
<b>Grand Total All Agencies</b>	<b>33,319</b>	<b>36,446</b>	<b>14,249</b>	<b>84,014</b>	<b>32,326</b>	<b>34,817</b>	<b>14,961</b>	<b>82,104</b>	<b>-2.27%</b>

### Agency Subtotals

	June 2022	June 2023	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Downloadables	14,092	14,812	5.11%	163,922	170,905	4.26%
Aspen Drive Library	21,178	20,171	-4.75%	218,924	216,040	-1.32%
Cook Park Library	45,749	43,714	-4.45%	506,483	492,503	-2.76%
Outreach	2,995	3,407	13.76%	40,063	41,697	4.08%
<b>Total</b>	<b>84,014</b>	<b>82,104</b>	<b>-2.27%</b>	<b>929,392</b>	<b>921,145</b>	<b>-0.89%</b>



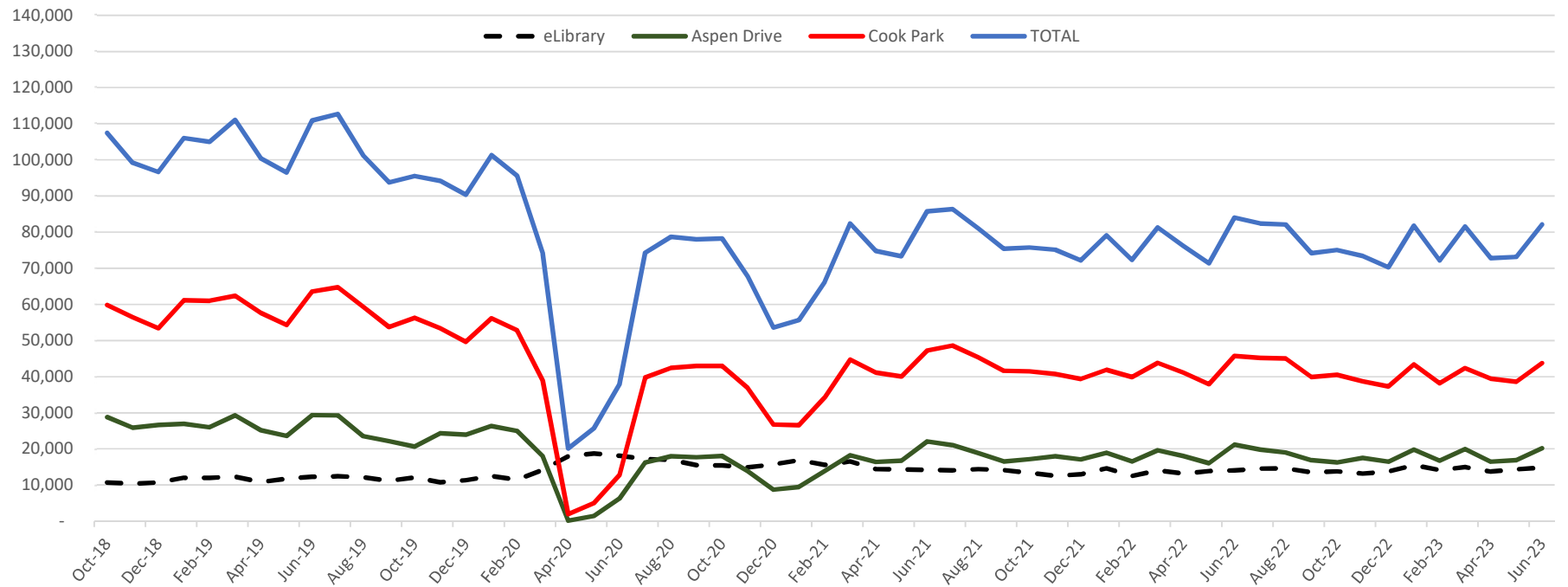
## Circulation Summary for the Fiscal Year

	Fiscal Year 2022				Fiscal Year 2023				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	122,406	258,220		380,626	119,509	258,249		377,758	-0.75%
Foreign Language	2,691	2,674		5,365	2,634	2,938		5,572	3.86%
Large Type	17,165	215		17,380	17,113	203		17,316	-0.37%
Nonfiction	79,658	60,766		140,424	82,843	64,400		147,243	4.86%
Periodicals	14,130	1,298		15,428	12,788	1,303		14,091	-8.67%
<b>Subtotal Print</b>	<b>236,050</b>	<b>323,173</b>		<b>559,223</b>	<b>234,887</b>	<b>327,093</b>		<b>561,980</b>	<b>0.49%</b>
Bags and Containers			193	193			179	179	-7.25%
Equipment	1,459	50		1,509	2,342	45		2,387	58.18%
Interlibrary Loan			1,529	1,529			1,602	1,602	4.77%
LINKin	13,026			13,026	11,340			11,340	-12.94%
Multimedia		2,449		2,449		4,530		4,530	84.97%
Other			89	89			159	159	78.65%
<b>Subtotal Other</b>	<b>14,485</b>	<b>2,499</b>	<b>1,811</b>	<b>18,795</b>	<b>13,682</b>	<b>4,575</b>	<b>1,940</b>	<b>20,197</b>	<b>7.46%</b>
eAudiobooks			58,368	58,368			67,345	67,345	15.38%
eBooks			85,231	85,231			86,010	86,010	0.91%
eMagazines			5,750	5,750			2,808	2,808	-51.17%
eMusic			3,349	3,349			3,229	3,229	-3.58%
eVideo			11,224	11,224			11,513	11,513	2.57%
<b>Subtotal Downloadables</b>			<b>163,922</b>	<b>163,922</b>			<b>170,905</b>	<b>170,905</b>	<b>4.26%</b>
Audiobooks	6,786	5,666		12,452	6,133	4,772		10,905	-12.42%
Compact Discs	18,193	4,237		22,430	16,433	4,535		20,968	-6.52%
DVDs, Blu-Ray	103,671	35,101		138,772	90,069	31,291		121,360	-12.55%
Video Games	5,050	8,748		13,798	5,770	9,060		14,830	7.48%
<b>Subtotal Audiovisual</b>	<b>133,700</b>	<b>53,752</b>		<b>187,452</b>	<b>118,405</b>	<b>49,658</b>		<b>168,063</b>	<b>-10.34%</b>
<b>Grand Total All Agencies</b>	<b>384,235</b>	<b>379,424</b>	<b>165,733</b>	<b>929,392</b>	<b>366,974</b>	<b>381,326</b>	<b>172,845</b>	<b>921,145</b>	<b>-0.89%</b>

### Agency Subtotals

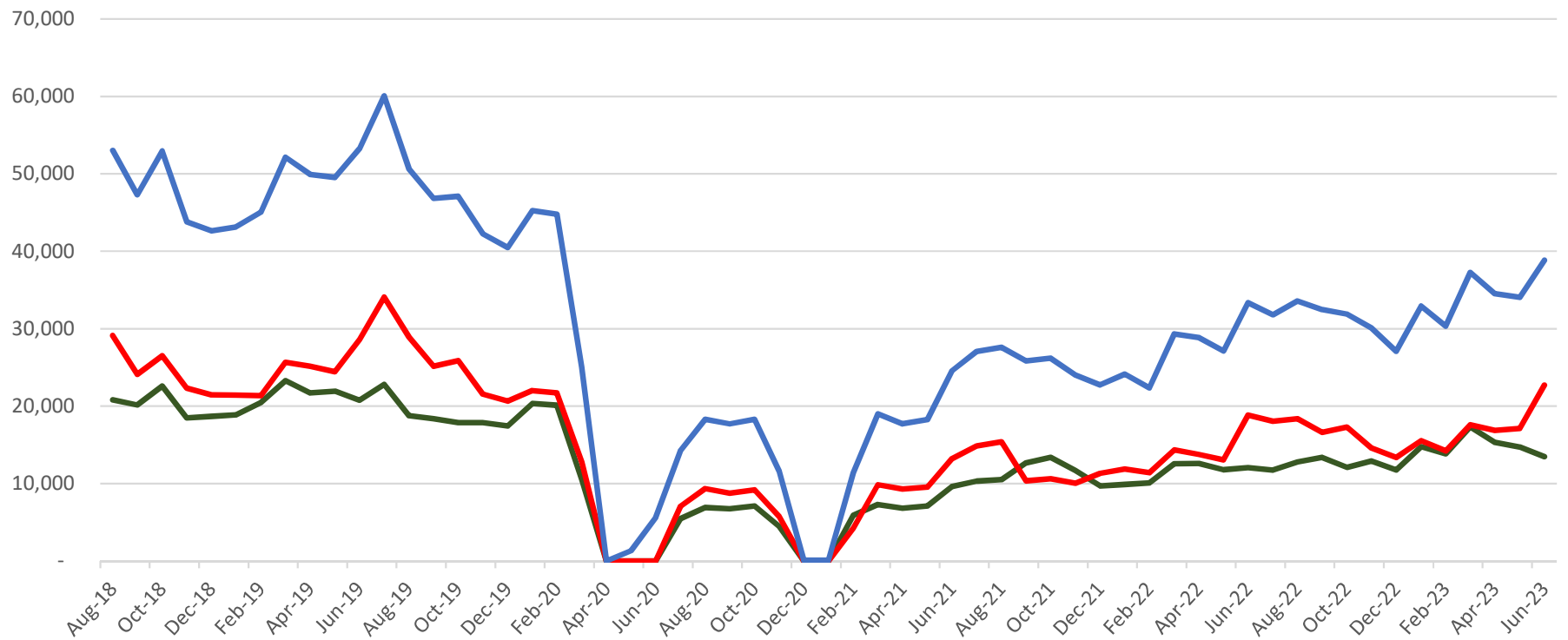
	FY 2022 To Date	FY 2023 To Date	Percent Change
Downloadables	163,922	170,905	4.26%
Aspen Drive Library	218,924	216,040	-1.32%
Cook Park Library	506,483	492,503	-2.76%
Outreach	40,063	41,697	4.08%
<b>Total</b>	<b>929,392</b>	<b>921,145</b>	<b>-0.89%</b>

Checkouts October 2018 - June 2023



Visitors October 2018 - June 2023

Aspen Drive Cook Park TOTAL





# Report of the Director

## July 2023

---

David Archer, Library Director

### Odds & Ends from Library Staff

1. MainStreet Libertyville **Farmers Market** started on June 1. The marketing table again joins the Lucy Booth on Thursdays. It's a big help for the Lucy Booth staff to have other staff there to answer questions. The first week we signed up 8 people for the summer reading program; the second week we signed up 93!

MainStreet also invited the Library to have a table at **Lunch in the Park** on Fridays. I have manned the table twice and each time had many people stop by to sign up for the summer reading program and ask general questions. One family just moved to the area and was thankful I was out there because they had a lot of questions about the library.

**3D-cut wayfinding** letters were recently installed at Aspen. See image to right.

--Bronwyn Sill, Communications Coordinator.



2. **Super Readers** is a program that brings the seasonal reading clubs offered by the Library into early learning centers in our district. One goal of the program is to provide the families of participating children with an incentive to come into the library. With that in mind, when a preschool class completes the seasonal reading club, each child is given a coupon they bring into the Library to receive a book prize. Terri Norstrom, Early Learning Supervisor, recently enrolled Creekside KinderCare and Mundelein Montessori, bringing the Super Readers program up to 11 participating early learning centers. During the past school year, the Super Readers program yielded a total of 349 visits by children who came into the library with their adults to exchange their coupons for prizes.  
-- Melissa Phillips, Senior Manager of Children's Services
3. Student Services Staff Amy vanGoethem and Susie Sokol accompanied Outreach staff on the Bookmobile for a series of visits to students in the D70 and D73 **Summer Scholars** programs. Susie and Amy provided readers' advisory to the students and helped them check out materials. Both of the D70 and D73 enrolled students in grades K-8, and each district had approximately 300 students in each program. In addition to the Bookmobile visits, Amy vanGoethem provided "behind-the-scenes" tours at Aspen to approximately 300 K-8 students over a two-week period.  
-- Melissa Phillips, Senior Manager of Children's Services

4. Student Services Coordinator Amy vanGoethem facilitated a visit to Cook Library from **Connections Day School**, a therapeutic day school located in Libertyville. Six students visited the Library as part of the school's Book Buddies program in which three younger students are paired with three high school students to read together and do literacy activities. As part of the field trip, Amy provided a behind-the-scenes tour and provided book recommendations.  
-- *Melissa Phillips, Senior Manager of Children's Services*
5. Heather Beverley, Assistant Manager of Children's Services, presented at the ALA Annual Conference with former CMPLD employees Molly Scheibler and Cyndi Hayman. The presentation title was **The Marvelous Middle: Finding Ways to Grow and Thrive in Middle Management**. The presentation was sponsored CORE, a division of the American Library Association that focuses on leadership, infrastructure, and futures.  
-- *Melissa Phillips, Senior Manager of Children's Services*
6. During the month of July (and possibly longer), CMPLD will support a **Museum Pass** project administered by Senator Adriane Johnson (District 30). The Aspen Drive Library will serve as a pick-up and drop-off point for District 30 residents who are referred through the Senator's office. The pass, which is referred to as a "Constituent Education Resource Card," is part of a state-wide program for Illinois Senate districts, providing admission for four people to more than a dozen Chicago museums.  
-- *Melissa Phillips, Senior Manager of Children's Services*

7. Our **enlarged and revamped display arrangement at Cook Park** is a success. Adult desk staff are now tracking how many books circulate from the displays, and since starting our count in May, nearly 750 titles have gone out. July's numbers were 17% higher than May's. Patrons and staff alike have commented how much they enjoy the frequently refreshed displays and the placement of both the new pinwheel near the Welcome Desk and the oval table leading to the fiction room.

-- *Erica O'Rourke, Popular Services*



8. The **Illinois Libraries Present Program**, which has just concluded its second season, hosted big names such as Robin Wall Kimmerer, Jonathan Van Ness, and Danny Trejo this year. We had high turnouts in comparison to other Illinois library districts, with as many as 52 synchronous viewers per event and additional asynchronous viewers afterward. The events generated excitement among patrons, and we will further promote the upcoming 11 events for season 3.  
-- *Hannah Dove, Adult Services*

9. On June 23 we had our annual **Candy Sushi Event** at Aspen for high schoolers. Teens had a blast creating look-alike sushi out of sweet treats. Always a fun program that gets teens in the building.

**Tech Tutor** recruitment has gone well this summer. We onboarded six new tutors and have been able to provide volunteer tech help at both locations every Saturday this summer! We have around 20 Tech Tutor volunteers in total.

-- Mark Morton, High School Librarian

## ALA Annual Conference

About a dozen staff members attended the American Library Association's annual conference at McCormick Place Chicago in late June. A sampling of programs attended included:

1. Picture This! "Picture This! The Literacy of Digital Images: Increase your "photo literacy" by learning how to identify an edited or misleading photo. Analyze the light and reflections in images and teach students how to look at images differently.
2. Collecting Stories from Underrepresented Communities: How to Co-Create a Community Archive at Your Public Library: The Tacoma Public Library expanded its local history collection by co-creating, with local organizations and partners, a new community archive that incorporates previously missing voices from underrepresented people of Tacoma.
3. Wrangling Institutional Advisory Efforts: How One Public Library System Created a Platform for All Format, All Ages Advisory Services: This program focused on the development of a streamlined Readers Advisory approach for their library system. This was SO exciting -- many of the ideas would be easy to scale down, allowing us to do more both inside the building and out in the community.
4. Developing and Refreshing a Staff Culture Code from 2017-2023: This was a poster presented by Indian Trails -- both presenters discuss further, but it was a great overview of how they went about revising their original "Culture Code" post-pandemic. Given that this is one of our strategic plan goals, it was both inspiring and useful to see how they approached the project.
5. Mentoring Circles: Meeting the Needs of Employees While Sharing the Yoke of Leadership: Clemson University pivoted from a one-on-one model of mentoring junior faculty to one that functioned as a yearlong cohort with monthly presentations and small group discussions.
6. BookTube, Bookstagram, and BookTok, Oh My: Understanding the Online "Bookaverse" As Tool for Professional Development: In this session, participants learned how to engage with bookish social media spaces as a site of professional development. Participants left with ideas for how to find content on social media to ignite ideas and address needs in the library, as well as inspiration for how to join in by sharing content of their own!
7. Leading with Your Hands and Your Heart: A Conversation about Leading from Wherever You Are: This interactive program explored ways to identify and activate leadership skills and the areas of potential at all levels of library work. We were asked to explore how leading with knowledge (the head), leading through projects and services (the hands,) and how our passion for the work we do leads us to serve (the heart). We were asked to reflect on how these ideas impact our connections with others, internally and externally.

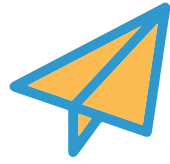


# JUNE 2023 EMAIL STATS



**20,627**

Total Subscribers



**32**

Total Emails Sent



**49%**

Avg. Open Rate  
industry avg. 40%



**2%**

Avg. Click Rate  
industry avg. 2%

## List Name # of Subscribers

Author Visits & Literary Events.....	2,160
Book Club Communications .....	625
Career & Job Events .....	360
Children's Events (birth-age 5).....	324
Children's Events (grades 1-5).....	1,216
Children's Events (middle school).....	520
Cinema Club Newsletter .....	186
CMPLD eNews.....	17,667
eLibrary News.....	627
Events (adults) .....	3,388
Events (high school) .....	500
Genealogy Events (adults) .....	590
Health & Wellness Events (adults).....	686
History Events (adults).....	913
Home, Cooking & Garden Events (adults)..	1,001
Local Author News & Events.....	205
Movie Matinees (adults).....	1,013
Music Performances (adults) .....	891
Personal Finance Presentations (adults) .....	611
Teacher Resources.....	246
Technology Classes (adults).....	666

## Top Emails by Click Rate

1



Photo courtesy of Ravinia Festival

[Enter to Win Ravinia Tickets](#)

2



June 2023 - Sweet Smell of Success

We hope you will join us this **Monday, June 19th** for Cinema Club! We will be screening the 1957 classic *Sweet Smell of Success*, directed by Alexander Mackendrick and starring Burt Lancaster, Tony Curtis, and Susan Harrison. The cynical sharp dialogue, corrupt characters, and "dirty town" depiction of '50s New York nightlife culminate in an

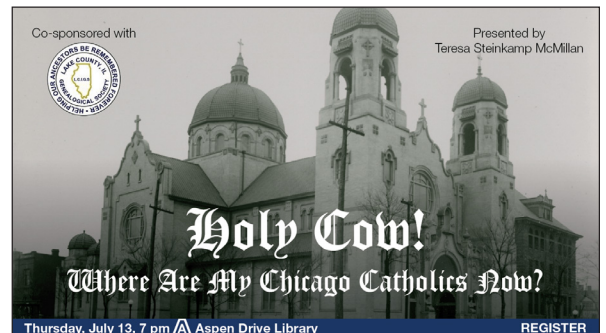
3



1:30 pm Show Times  
Registration Required

**Polite Society**  
Thursday, July 6 & Friday, July 7  
**Are You There God? It's Me, Margaret**  
Thursday, July 13 & Friday, July 14  
**Jerry and Marge Go Large**  
Thursday, July 20 & Friday, July 21  
Encore presentation: Sunday, July 23  
at Aspen Drive Library  
**Love Again**  
Thursday, July 27 & Friday, July 28

4



Co-sponsored with

Presented by  
Teresa Steinkamp McMillan

**Holy Cow!**

Where Are My Chicago Catholics Now?

Thursday, July 13, 7 pm Aspen Drive Library

[REGISTER](#)

5



Tuesday, July 11, 6:30 pm Virtual - Zoom


[REGISTER](#)

# JUNE 2023 SOCIAL STATS

## facebook

 **4,020**  
page followers

 **34**  
posts


 **3,702**  
users reached

### TOP POSTS



- 1** Air Quality Alert - Come Inside  
1,232 reached; 78 engagements
- 2** See Us at the Libertyville Days Parade  
1,090 reached; 35 engagements
- 3** Sue Dittman Farewell  
961 reached; 59 engagements
- 4** Trish Compton Farewell  
953 reached; 62 engagements
- 5** Patron's Photo of the Courtyard  
852 reached; 41 engagements

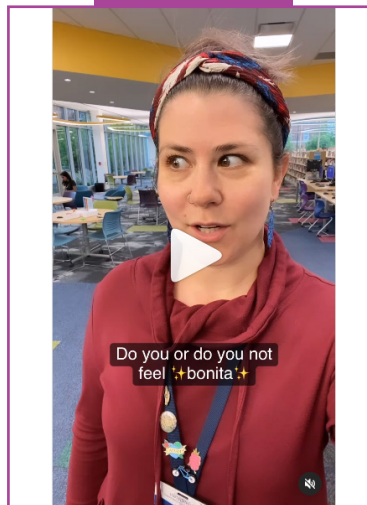
## Instagram

 **1,531**  
followers

 **37**  
posts  
+13 stories

 **5,806**  
users reached

### TOP POSTS




- 1** Do You Feel Bonita? Summer Reading T-Shirts (video)  
2,231 reached; 53 engagements
- 2** Father's Day Dad Jokes (video)  
1,799 reached; 141 engagements
- 3** Farmers Market (video)  
737 reached; 43 engagements
- 4** Libertyville Days Parade Recap (video)  
709 reached; 37 engagements
- 5** Katie DuClos' Work Anniversary (video)  
704 reached; 116 engagements

## twitter

 **1,948**  
followers

 **34**  
tweets

 **8,720**  
impressions

### TOP POSTS



- 1** June Genealogy Challenge (video)  
382 impressions; 4 engagements
- 2** Phone System Down  
373 impressions; 6 engagements
- 3** Consumers' Checkbook Database  
364 impressions; 4 engagements
- 4** Pineapple Day  
320 impressions; 24 engagements
- 5** Happy Summer Solstice  
256 impressions; 3 engagements

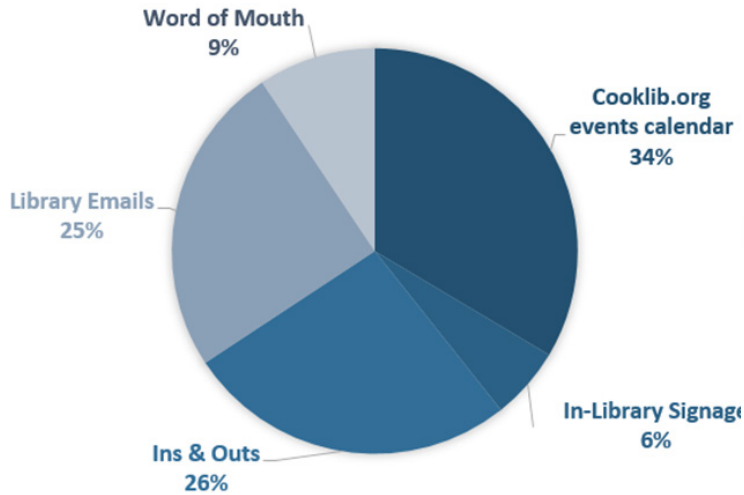


# Custom Question: *How did you learn about this event?*

2023 Spring Program Data

## ADULTS

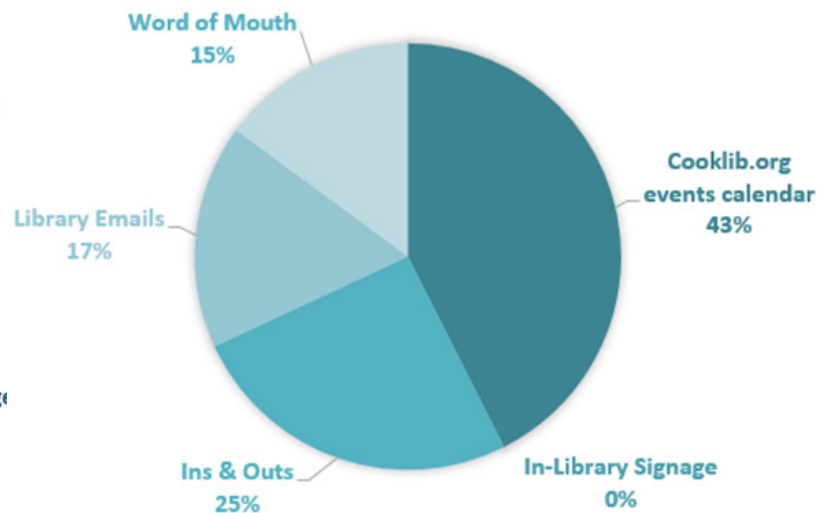
MARCH–MAY 2023



Total Registrants	1,823
Total Answers	1368
% answered	75%

## HIGH SCHOOL

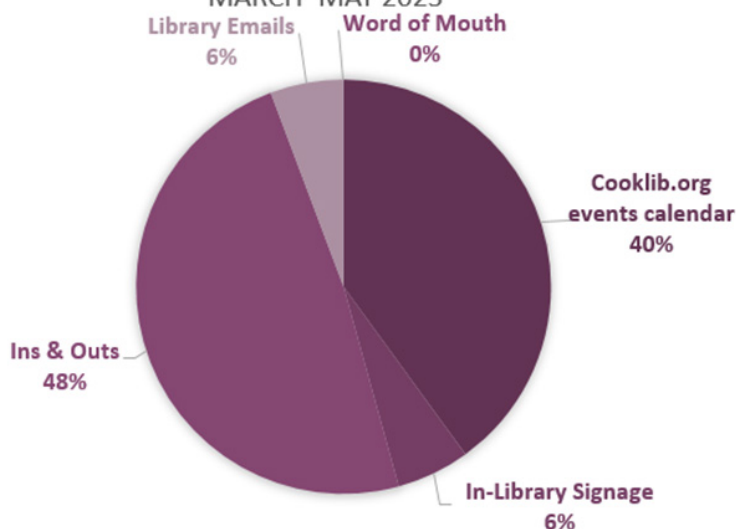
MARCH–MAY 2023



Total Registrants	61
Total Answers	47
% answered	77%

## MIDDLE SCHOOL

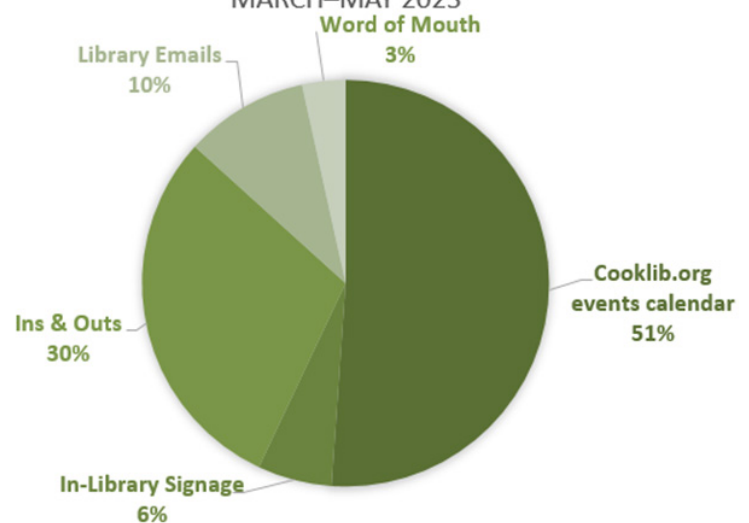
MARCH–MAY 2023



Total Registrants	64
Total Answers	35
% answered	55%

## KIDS

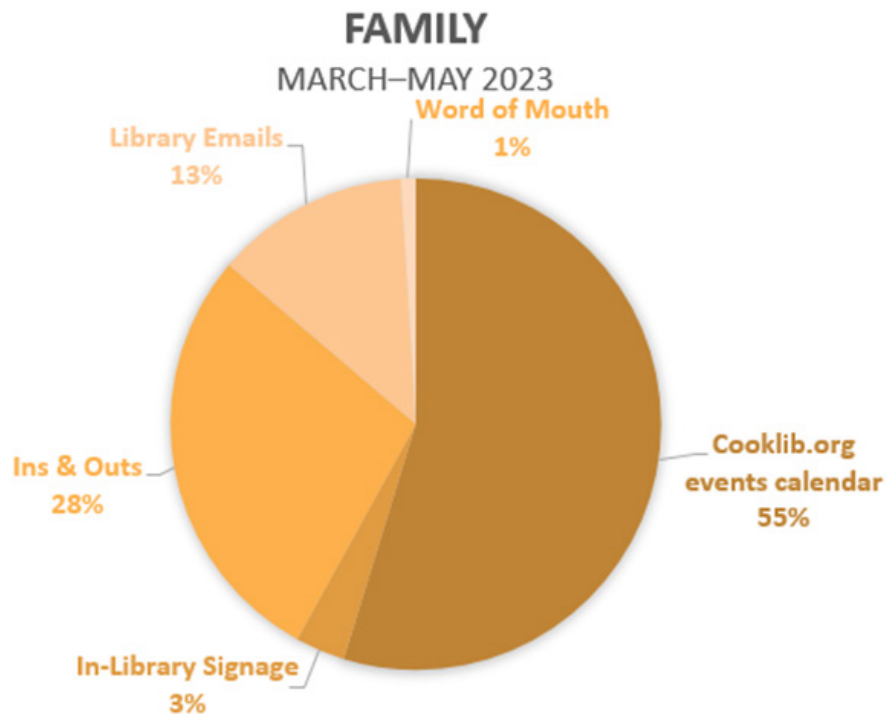
MARCH–MAY 2023



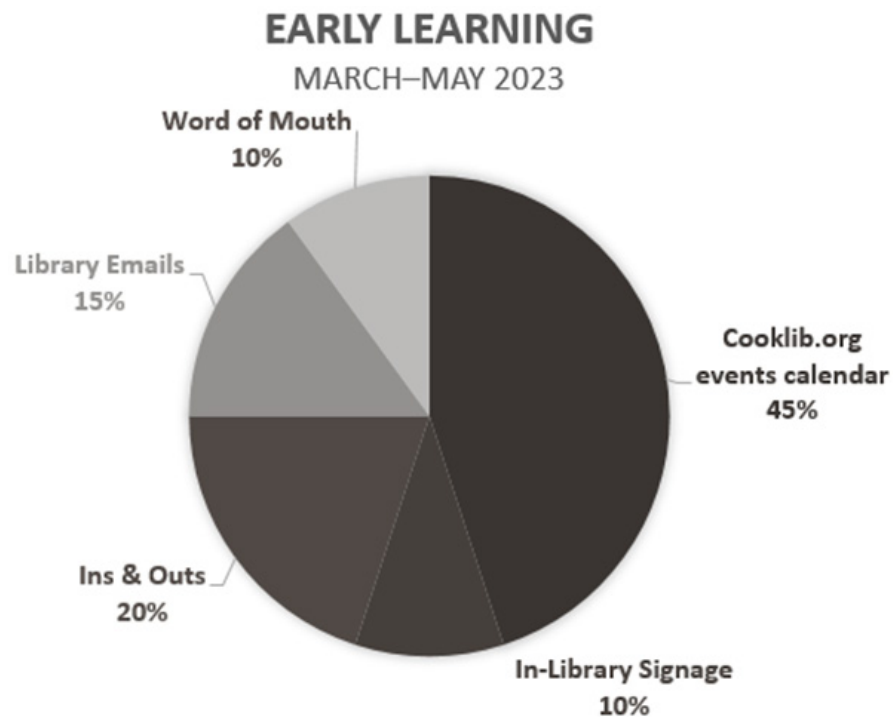
Total Registrants	836
Total Answers	407
% answered	49%

# Custom Question: *How did you learn about this event?*

2023 Spring Program Data



Total Registrants	554
Total Answers	305
% answered	55%

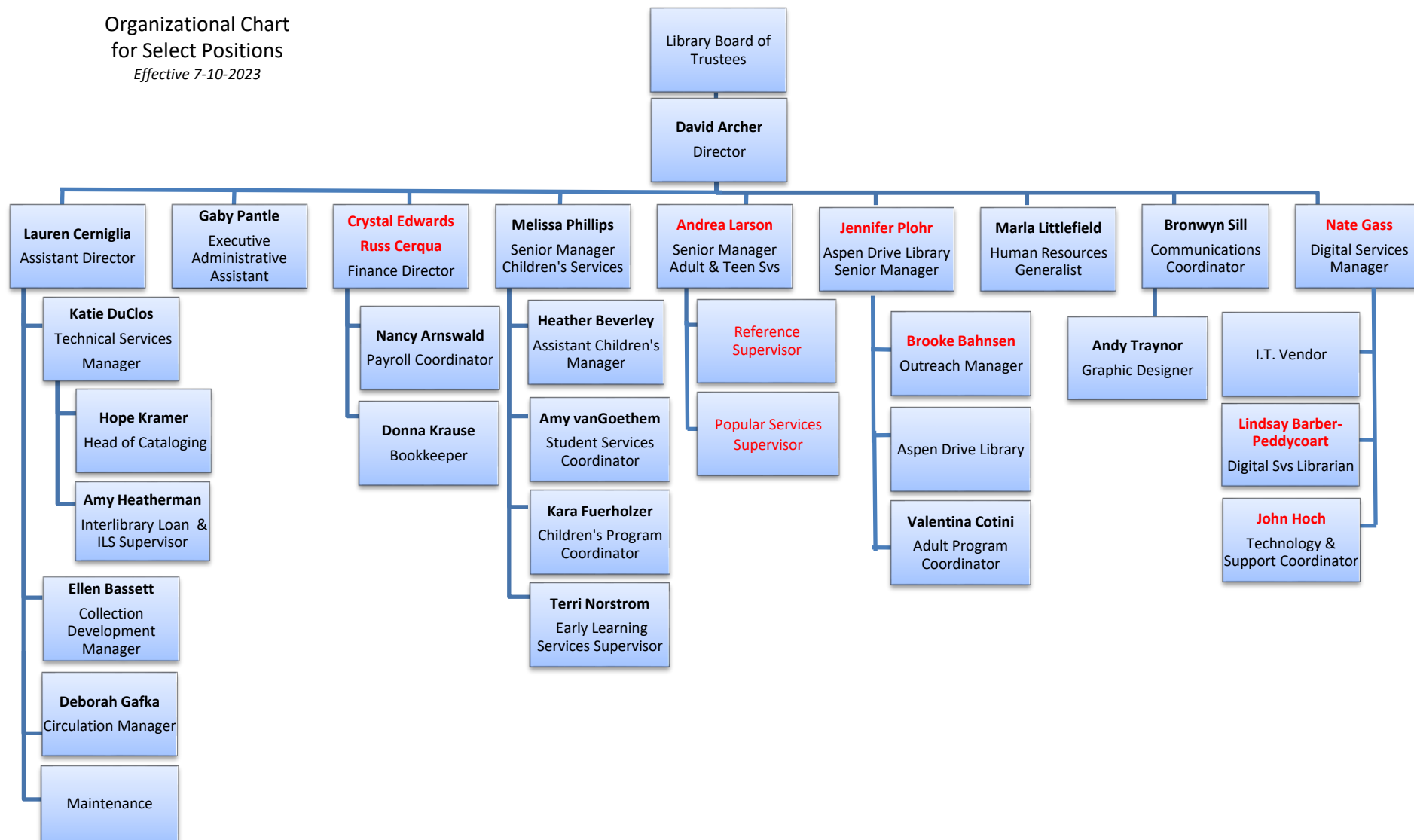


Total Registrants	218
Total Answers	20
% answered	9%



# Cook Memorial Public Library District

Organizational Chart  
for Select Positions  
*Effective 7-10-2023*



Cook Memorial Public Library District												
Investment Maturity Schedule												
June 30, 2023												
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Total
<b>Special Reserve Fund:</b>												
Cross River Bank Teaneck NJ CD (06/13/23)	23-Jun-2023	23-Dec-2024	245,000	5.250%							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
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
<b>Total Special Reserve</b>			1,595,000		-	245,000	490,000	245,000	370,000	-	245,000	1,595,000
<b>Working Cash Fund:</b>												
<b>Total Working Cash Fund</b>			0		-	-	-	-	-	-	-	-
<b>General Fund:</b>												
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
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
<b>Total General Fund</b>			1,713,416		-	733,416	490,000	245,000	-	-	245,000	1,713,416
<b>Total Investments</b>			3,308,416		-	978,416	980,000	490,000	370,000	-	490,000	3,308,416
<b>Difference</b>			0									

Cook Memorial Public Library District															
Investment Transaction Schedule - JP Morgan Chase															
Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash Fund	Total	General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
31-Mar-2023	Ending Balance			1,958,416.46	1,840,000.00	0.00	3,798,416.46	56,499.98	51,142.21	107,642.19	11,456.78	9,760.32	21.03	74.11	18,241.35
17-Apr-2023	Texas Capital Bank NA Dallas, TX CD	Maturity & Interest		(245,000.00)			(245,000.00)				4,538.88				4,538.88
24-Apr-2023	UBS Bk USA Salt Lake City UT CD	Interest					0.00				998.79				998.79
10-Apr-2023	BMW BK North Amer Salt Lake City UT CD	Interest					0.00					427.58			427.58
10-Apr-2023	GE Cap Retail Draper UT CD	Interest					0.00					488.66			488.66
21-Apr-2023	Bell ST BK & TR Fargo ND CD	Interest					0.00					863.54			863.54
28-Apr-2023	Chase Bank	Interest					0.00	2.15	1.95	4.10			2.15	1.95	4.10
30-Apr-2023	Ending Balance			1,713,416.46	1,840,000.00	0.00	3,553,416.46	56,502.13	51,144.16	107,646.29	16,994.45	11,540.10	23.18	76.06	25,562.90
12-May-2023	Israel Disc BK New York NY CD	Interest										546.72			
18-May-2023	Discover BK Greenwood DE CD	Maturity & Interest			(245,000.00)		(245,000.00)					4,777.50			4,777.50
18-May-2023	Sandy Spring BK Olney MD CD	Interest					0.00				2,855.09				2,855.09
19-May-2023	Ally BK Midvale UT CD	Interest					0.00					3,584.05			3,584.05
22-May-2023	Customers BK Phoenixville PA CD	Interest					0.00				5,831.67				5,831.67
22-May-2023	Bell ST BK & TR Fargo ND	Interest					0.00					835.68			835.68
24-May-2023	UBS BK Salt Lake City UT CD	Interest					0.00				966.58				966.58
31-May-2023	Chase Bank	Interest					0.00	2.54	2.30	4.84			2.54	2.30	4.84
31-May-2023	Ending Balance			1,713,416.46	1,595,000.00	0.00	3,308,416.46	56,504.67	51,146.46	107,651.13	26,647.79	21,284.05	25.72	78.36	44,418.31
12-Jun-2023	BMO Harris BK Natl Assn CD	Interest					0.00				3,054.11				3,054.11
26-Jun-2023	UBS BK Salt Lake City UT CD	Interest					0.00				998.79				998.79
13-Jun-2023	Cross River Bank Teaneck NJ CD (06/13/23)	Purchase	5.250% - Due 12/23/24		245,000.00		245,000.00								0.00
16-Jun-2023	Flagstar BK FSB Troy, MI CD	Maturity & Interest			(245,000.00)		(245,000.00)					183.25			183.25
21-Jun-2023	Bell ST BK & TR Fargo ND	Interest					0.00					863.54			863.54
30-Jun-2023	Chase Bank	Interest					0.00	1.01	2.09	3.10			1.01	2.09	3.10
30-Jun-2023	Ending Balance			1,713,416.46	1,595,000.00	0.00	3,308,416.46	56,505.68	51,148.55	107,654.23	30,700.69	22,330.84	26.73	80.45	49,521.10

# Position Summary

Cook Memorial Public Library

Report date as of Jun 30, 2023

Report run time: July 03, 2023 03:51 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Inc	Cost Yld		
... 6412 / Cook Memorial PLD General			1,713,416.46		1,715,682.89	2,266.43	0.13	42,262.50	2.46		
								8,952.91	2.47		
Cororate Bond			1,225,000.00		1,216,378.21	-8,621.79	-0.70	42,262.50	3.47		
								8,952.91	3.45		
245,000	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS 05600XFR6060	2023-12-11	245,000.00	98.7541	241,947.65	-3,052.35	-1.25	6,125.00	2.53	2.50	5.47
								318.84	2.50		
245,000	BEAL BK USA LAS VEGAS NEV CD C/D FDIC INS TO LIMITS 07371DBM8060	2023-07-05	245,000.00	99.9645	244,913.11	-86.89	-0.04	6,860.00	2.80	2.80	5.25
								6,747.23	2.80		
245,000	CUSTOMERS BK PHOENIXVILLE PA C/D FDIC INS TO LIMITS 23204HMH8060	2024-02-22	245,000.00	99.6620	244,172.03	-827.97	-0.34	11,760.00	4.82	4.80	5.31
								1,224.33	4.80		
245,000	SANDY SPRING BK OLNEY MD CD C/D FDIC INS TO LIMITS 800364EC1060	2023-11-20	245,000.00	98.8524	242,188.43	-2,811.57	-1.15	5,757.50	2.38	2.35	5.34
								662.51	2.35		
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90355GBR6060	2024-08-26	245,000.00	99.2477	243,156.99	-1,843.01	-0.75	11,760.00	4.84	4.80	0.00
								0.00	4.80		
Treasury Bill			488,416.46		499,304.68	10,888.22	2.23	0.00	0.00		
									0.00		
500,000	UNITED STATES TREASURY BILL RE-ISSUE 06/05/2023 912796XQ7060	2023-07-13	488,416.46	99.8609	499,304.68	10,888.22	2.23	0.00	0.00	0.00	3.86
								0.00	0.00		
... 6414 / Cook Memorial PLD Special Res			1,595,000.00		1,578,622.51	-16,377.49	-1.03	39,197.50	2.48		
								3,635.88	2.46		
Cororate Bond			1,595,000.00		1,578,622.51	-16,377.49	-1.03	39,197.50	2.48		
								3,635.88	2.46		

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

# Position Summary

Cook Memorial Public Library

Report date as of Jun 30, 2023

Report run time: July 03, 2023 03:51 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Inc	Cost Yld		
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	245,000.00	97.8562	239,747.78	-5,252.22	-2.14	7,227.50 811.86	3.01 2.95	2.95	5.43
245,000	BMW BK NORTH AMER SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 05580AE59060	2023-10-10	245,000.00	98.6253	241,632.20	-3,367.80	-1.37	857.50 192.64	0.35 0.35	0.35	5.42
245,000	BELL ST BK & TR FARGO N D CD C/D FDIC INS TO LIMITS 07815ACF2060	2024-01-22	245,000.00	99.3575	243,425.94	-1,574.06	-0.64	10,167.50 0.00	4.18 4.15	4.15	0.00
245,000	CROSS RIV BK TEANECK N J CD C/D FDIC INS TO LIMITS 227563CW1060	2024-12-23	245,000.00	99.7119	244,294.28	-705.72	-0.29	12,862.50 211.44	5.27 5.25	5.25	5.45
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076SV0060	2023-08-14	245,000.00	99.4047	243,541.63	-1,458.37	-0.60	1,102.50 144.99	0.45 0.45	0.45	5.30
125,000	SOUTHEAST BANK ATHENS TENN CD C/D FDIC INS TO LIMITS 84133PFM5060	2024-05-24	125,000.00	99.4517	124,314.68	-685.32	-0.55	6,000.00 2,054.79	4.83 4.80	4.80	5.46
245,000	GE CAP RETAIL BK DRAPER UTAH C/D FDIC INS TO LIMITS 87165EUT2060	2023-10-10	245,000.00	98.6391	241,666.00	-3,334.00	-1.36	980.00 220.16	0.41 0.40	0.40	5.42
Total For Accounts held at JPMS, member FINRA and SIPC			3,308,416.46		3,294,305.40	-14,111.06	-0.43	81,460.00 12,588.79	2.47 2.46		

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

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

J.P.Morgan

Cook Memorial Public Library District					
Investment Transaction Schedule - MaxSafe Account - General Fund					
Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
<b>31-May-2023</b>	<b>Ending Balance</b>			<b>4,130,970.41</b>	<b>137,541.48</b>
16-Jun-2023	Maintenance Fee	Fee	Analysis for 05/23	(105.00)	
22-Jun-2023	Maintenance Fee Reversal	Fee Reversal		105.00	
29-Jun-2023	Transfer from Special Reserve Account	Transfer		(600,000.00)	
30-Jun-2023	Wintrust Bank	Interest	For June 2023	17,594.12	17,594.12
<b>30-Jun-2023</b>	<b>Ending Balance</b>			<b>3,548,564.53</b>	<b>155,135.60</b>



Cook Memorial Public Library District					
Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund					
Date	Investment	Transaction Type	Description	MaxSafe Account - Special Reserve Fund	Interest Income
<b>31-May-2023</b>	<b>Ending Balance</b>			<b>723,822.38</b>	<b>39,186.09</b>
29-Jun-2023	Transfer from General Account	Transfer		600,000.00	
30-Jun-2023	Wintrust Bank	Interest	For June 2023	3,255.46	3,255.46
<b>30-Jun-2023</b>	<b>Ending Balance</b>			<b>1,327,077.84</b>	<b>42,441.55</b>

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
RESOLUTION APPOINTING AN IMRF AGENT**

**Whereas**, the present IMRF Agent is retiring by September 30, 2023 and;

**Whereas**, it is necessary for the Cook Memorial Public Library District to have an IMRF Agent administer the IMRF program for the District;

**Now, therefore be it resolved**, that the Board of Library Trustees of the Cook Memorial Public Library District hereby appoints Crystal Edwards, Finance Director, to be the IMRF Agent effective July 18, 2023 and is empowered to act in such capacity according to IMRF regulations and in the best interest of the Cook Memorial Public Library District. Among the powers and duties delegated to the Authorized Agent pursuant to Sec. 7-135 of the Illinois Pension Code by the Board of Library Trustees, Crystal Edwards, a member of IMRF, is hereby empowered to file petitions for nominations of an Executive Trustee of IMRF, and to cast a ballot for election of an Executive Trustee of IMRF.

PASSED this 18<sup>th</sup> day of July, 2023

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

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

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

ABSTAIN: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Deb Ader, President

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

**RESOLUTION AUTHORIZING TO DISSOLVE THE DEVELOPMENT  
COMMITTEE**

**WHEREAS**, in approximately September 2006, the Development Committee was created when the Cook Memorial Public Library District Foundation dissolved in January, 2006 ; and

**WHEREAS**, the Committee, comprised of the entire Board, shall continually explore, evaluate, and recommend additional sources of revenue to benefit the Library District; and

**WHEREAS**, the Committee having been inactive for a number of years, is currently no longer needed;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Cook Memorial Public Library District, Lake County, Illinois hereby dissolves the Development Committee.

PASSED this 18<sup>th</sup> day of July, 2023

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

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

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

ABSTAIN: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Deb Ader, President

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

**BY-LAWS OF THE BOARD OF TRUSTEES  
OF THE  
COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
LAKE COUNTY, ILLINOIS**

Article I        Name.

The name of the District shall be the "Cook Memorial Public Library District."  
(Circuit Court of Lake County, Illinois, General No. 73MC13)

Article II        Board of Library Trustees.

Section 1   Name.

The governing body of the Library shall be known as "The Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois," hereinafter referred to as the "Board." (75 ILCS 16/30-35)

Section 2   Membership.

- A. Seven trustees constitute the Board who each serve four-year terms (75 ILCS 16/30-10).
- B. Candidates must be residents of the Library District for at least one year at the time nomination papers are filed or declaration of intent is made to become a write-in candidate (75 ILCS 16/30-20).
- C. Candidates must not be in arrears in the payment of a tax or other indebtedness due to the Library District or have been convicted in any court in the United States of any infamous crime, bribery, perjury, or other felony (75 ILCS 16/30-20).
- D. A candidate for the Board must be a registered voter and at least 18 years of age at the time of election.
- E. Three or four trustees are elected in April of each odd-numbered year, in accordance with the Election Code (75 ILCS 16/30-10).
- F. Nomination of candidates for election as Trustees shall be by petition, signed by at least fifty qualified voters residing within the District, and shall be filed with the Secretary within the time provided by the Election Code. No party affiliation may appear on such petition or on the ballot (75 ILCS 16/30-20).
- G. The oath of office shall be administered by the Secretary of the Board or by a notary public.
- H. Terms of elected office commence on or after the third Monday of the month next following the election and extend until a successor is elected and qualified (75 ILCS 16/30-10).

- I. Vacancies declared by the Board shall be filled by appointment by the remaining Trustees until the next Trustee election as provided by law. (75 ILCS 16/30-25).

Section 3 Statement of Economic Interest.

All Library District Trustees are required to file a "Statement of Economic Interest" with the County Clerk on or before May 1 each year. Candidates for the office of Trustee must also file such a statement. (5 ILCS 420/4A-101 *et seq.*)

Section 4 Powers of the Board.

A district library "shall be forever for the use of residents and taxpayers of the district in which it is located, subject to reasonable rules and regulations as the board adopts to render the use of the library of the greatest benefit to the greatest number of those residents and taxpayers." (75 ILCS 16/1-10). The Board has powers set forth in 75 ILCS 16/30-55. Among the powers conferred upon the Board by statute are the following:

- A. To enact ordinances and to make and adopt such By-Laws, rules, and resolutions for their own guidance and for the government of the Library as may be expedient. (75 ILCS 16/30-55.5) Any person who violates any ordinance of the District which provides for a penalty is guilty of a petty offense and shall be fined not less than \$25.00 nor more than \$100.00 for such offense. (75 ILCS 16/1-20)
- B. To have the exclusive control of the expenditure of all moneys collected for the Library and deposited to the credit of the appropriate funds. (75 ILCS 16/30-55.10)
- C. To make purchases related to the furtherance of library-related services and activities (75 ILCS 16/30-55.12). Said purchases shall be made pursuant to the Local Government Prompt Payment Act (50 ILCS 505/1)
- D. To have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms, or buildings constructed, leased or set apart for that purpose. (75 ILCS 16/30-55.15)
- E. To purchase or lease real or personal property to construct an appropriate building or buildings for the use of the Library. (75 ILCS 16/30-55.20)
- F. To remodel or reconstruct a building erected or purchased by the Board, when such building is in need thereof or is not adapted to its purposes and needs. (75 ILCS 16/30-55.25)
- G. To sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for Library purposes, and to lease to others any real property not immediately useful to the District but for which plans for ultimate use have been adopted. (75 ILCS 16/30-55.30)

- H. To appoint and fix the compensation of a qualified librarian to act as administrator of the District's daily operation ("Library Director") and to retain legal counsel and professional consultants as needed. (75 ILCS 16/30-55.35)
- I. To contract with any public or private entity for the purpose of providing or receiving library services. (75 ILCS 16/30-55.40)
- J. To join with the board or boards of one or more public libraries within this State, in maintaining libraries, or for the maintenance of a common library or common library services for the participants upon such terms and conditions agreed upon by the participating library boards. (75 ILCS 16/30-55.45)
- K. To enter into contracts and may take title to any property acquired by it for Library purposes. (75 ILCS 16/30-55.50)
- L. To exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board. (75 ILCS 16/30-55.55)
- M. To extend the privileges and use of the Library to persons residing outside of the District, upon such terms and conditions as the Board may from time to time by its regulations prescribe, and to impose a nonresident fee according to a formula prepared by the State Library in accordance with law for such service. (75 ILCS 16/30-55.60 and 75 ILCS 16/30-55.65)
- N. To provide by ordinance, fines and penalties for persons committing injury to any book or other library material or to any real or personal property belonging to or in custody of the Library and for failure to return any book or material or personal property belonging to the Library. (75 ILCS 16/30-55.70)
- O. To invest funds pursuant to the Public Funds Investment Act (75 ILCS 16/30-55.75)
- P. To exercise the power of eminent domain. (75 ILCS 16/30-55.80, 30-55.82)
- Q. To reserve funds for self-insurance. (75 ILCS 16/30-55.85)
- R. To join associations for the benefit of the Library. (75 ILCS 16/30-55.90)
- S. To levy for the maintenance and support of the Library. (75 ILCS 16/35-5)

- T. To dissolve the District if so ordered by the court. Such an order would be the result of a dissolution referendum passing by a simple majority that had been initiated by petition of 25% of the voters. (75 ILCS 16/25-5 *et seq.*)
- U. To participate in the maintenance of a historical museum. (75 ILCS 16/30-55.100)
- V. To enact such other ordinances, perform such other duties and have such other powers as may be provided by law.

#### Section 5 Compensation.

Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties. (5 ILCS 16/30-30)

### Article III Meetings.

#### Section 1 Regular Meetings.

Meetings shall be open to the public and conducted in accordance with the Illinois Open Meetings Act. (5 ILCS 120/1 *et seq.*) The Board shall call not less than five regular meetings in each fiscal year. The time, day, date and place of all regular meetings shall be established by ordinance at the May meeting of the Board for the ensuing fiscal year. A certified copy of the ordinance shall be posted in the Library and supplied to any news medium that has filed an annual request for such notice. In the absence of such a request, a certified copy of the ordinance shall be supplied to a newspaper of general circulation in the District. (75 ILCS 16/30-50a), (5 ILCS 120/2.02)

#### Section 2 Changing Regular Meeting Arrangements.

If a change is made in the date, time or place of regular meetings as set forth in the annual meeting ordinance by Board action after the original schedule of meetings is published, then at least ten days notice of the change must be given by publication in a newspaper of general circulation in the District and by posting the change in the Library. A copy of the notice shall be delivered to any news medium requesting such notice.

#### Section 3 Rescheduling a Regularly Scheduled Meeting.

If a previously scheduled meeting is rescheduled, a notice of the change and a meeting agenda shall be posted in the Library and provided to any news medium requesting such notice 48 hours before the meeting.

#### Section 4 Reconvened Meetings.

If a meeting is to be reconvened within 24 hours, and if oral notice of the date, time and place is given at the original meeting and there is no change in the agenda, no other notice is required. Otherwise, 48 hour notice of the reconvened meeting, along with an agenda, shall be posted in the Library and supplied to any news medium requesting such notices. (75 ILCS 120/2.02a)

Section 5 Special Meetings.

Special meetings may be called by the President or the Secretary, or by any four Trustees. Notice of the special meeting and an agenda shall be posted in the Library and delivered to any news medium requesting such notice no later than 48 hours preceding the special meeting. The best notice possible will be given in the case of a stated emergency.

Section 6 Quorum.

A quorum shall consist of four Trustees. (75 ILCS 16/30-50b)

Section 7 Participation by Electronic Means.

Participation by electronic means is permitted in accordance with the Electronic Participation in Board/Committee Meetings Policy.

Section 8 President Pro-Tem.

In the absence of the President and Vice President, any trustee may call the meeting to order. The trustees present shall elect one of their members to be President pro-tem for the meeting.

Section 9 Voting.

A majority of those Trustees present and constituting a quorum shall determine the passage of any motion, resolution or ordinance unless a larger majority is required by law. All voting shall be by ayes and nays. Absences and abstains shall be noted but shall not be counted for or against the question being voted upon. The expenditure of money requires a roll call vote. The names and votes of each Trustee voting and the vote shall be recorded. (75 ILCS 16/30-50 (b),(c))

Section 10 Closed Session.

Closed sessions of the Board may be called by majority vote of Trustees present to deliberate matters as permitted by law. Attendance at closed sessions of the Board shall be limited to the Board of Library Trustees, the Library Director (except those portions of the meeting at which their appointment of salary is to be discussed or decided) and others specially invited to attend for specific reasons, at the request of the President with the concurrence of the Board. No final action may be taken in closed session. (5 ILCS 120/2(e)) The Board shall review the minutes of closed sessions semi-annually to determine the continued need to keep minutes of closed meetings confidential. Audio recordings shall be made of closed sessions which shall be kept for 18 months and are subject to judicial review in certain circumstances. Closed session recordings may be deleted after 18 months pursuant to Board action, provided minutes of the closed sessions have been approved. (5 ILCS 120/2.06)

Section 11 Email Communications.

Use of email by trustees shall be in accordance with the Board of Trustees' Email Communications Policy and Administrative Procedures.



Section 12 Addressing the Board.

The Board shall allow members of the public three minutes each to address the Board during a designated Public Comment portion of the meeting. Persons wishing to address the Board during the Public Comment portion of any regular Board or committee meeting are requested to give their names on a sign-up sheet prior to the beginning of the meeting. Each speaker will be limited to three minutes, with the presiding officer having the authority to lengthen or shorten the time allowed each speaker depending upon the number of public participants desiring to speak.

Section 13 Order of Business.

The normal order of business at regular meetings of the Board shall be as follows:

- Call to order
- Pledge of Allegiance
- Roll call
- Public comment
- Approval of the minutes
- Approval of the bills
- Report of the Library Director
- Report of the President
- Reports of the committees
- Other business
- Closed Session if necessary
- Communications
- Public Questions
- Adjournment

The President shall have complete authority over the order of business.

Section 14 Robert's Rules of Order.

The President shall decide all questions of order in accordance with this article and otherwise by rules set down in Robert's Rules of Order, the current revision. Failure to follow Robert's Rules of Order shall not invalidate an otherwise valid decision.

Article IV Fiscal Year.

The fiscal year for the Library extends from July 1 through June 30.

Article V Officers.

Section 1 Election and Term of Office.

Within 74 days after the Trustee election, the incumbent and new Trustees shall elect from among the members of the new Board a President, Vice President, Treasurer and Secretary. This will be the first item of business at the meeting of the Board in May. Officers shall serve for 2-year terms ending on the third

Monday in May of each odd-numbered year or until their successors are duly elected by the Board, normally in May. Election will be by majority of Trustees present. A vacancy in any office shall be filled by the Board for the unexpired term. (75 ILCS 16/30-40(e)).

#### Section 2 President.

The President shall preside over all meetings, call such special meetings as necessary, appoint members of committees, appoint representatives to other entities and perform other duties specified by the District's regulations, ordinances or other appropriate action. The President shall not have or exercise veto powers. The President shall preserve order and decorum and decide questions on order. In the President's absence, the Vice President shall preside. If the Vice President is also absent, the Secretary shall preside. In the absence of all three of these members, the Treasurer will preside. (75 ILCS 16/30-45(b))

#### Section 3 Vice President.

In the President's absence, the Vice President shall preside at meetings. (75 ILCS 16/30-45(c))

#### Section 4 Secretary.

The Secretary shall keep and maintain appropriate records of the District during his or her term of office and shall include in those records the minutes of all meetings, including the date, time and place of the meetings, the names of those in attendance, the ordinances enacted, the resolutions, and regulations adopted, a summary of discussion on all matters proposed, deliberated or decided, a record of any votes taken and all other pertinent written matter affecting the operation of the District. (75 ILCS 30-45(g)), (75 ILCS 16/30-50) The Secretary shall perform all other duties as set forth in the Illinois Library District Act, including but not limited to Sections: 75 ILCS 16/30-20 (certification of candidates for office); 75 ILCS 16/30-65 (reports and audits); and 75 ILCS 16/30-85 (filing of Budget and Appropriation Ordinance and Levy Ordinance). Under the Illinois Election Code, 10 ILCS 5/1-3(10) the Secretary of the Board shall serve as the Local Election Official and is responsible for those actions required of the District under the Election Code. (10 ILCS 5/1-1 et seq.) The Secretary may delegate their duties under the Election Code in writing to the Library Director and/or a designee approved by the Secretary.

#### Section 5 Treasurer.

The Treasurer shall be responsible for the maintenance of accounts and records of the District during the Treasurer's term of office. Indicated in those records shall be a record of all receipts and disbursements and balance in any funds. The records of the Treasurer shall be audited at the end of each fiscal year. The Treasurer shall be responsible for the receipt of all tax distributions. The Treasurer shall be bonded for faithfully discharging the duties of the office and to account to the District for all District funds coming into the Treasurer's hands. The minimum amount of the bond shall be 1/2 of the total funds received by the District in the previous year. As provided by statute (75 ILCS 16/30-450, as an alternative to the Treasurer's Bond, the Library District may secure an insurance

policy with coverage for negligent or intentional acts by District officials and employees. The insurance coverage shall be in an amount at least equal to 50% of the average amount of the District's operating fund from the prior three fiscal years. The Treasurer shall be responsible for the investment of Library funds within the limitations of the Illinois Statutes. (75 ILCS 16/30-45 (d),(e) (50 ILCS 310/1 *et. seq.*)

## Article VI Committees and Representatives.

### Section 1 Appointments and Terms of Appointments.

The President shall appoint all Board committee members and chairperson with the exception of the Chairperson of the Finance and Employee Practices Committee, who will always be the Treasurer. The President shall also appoint all official representatives of the Board to other organizations. Appointments will normally be made at the regular meeting of the Board in June. Appointments of committee members will be for two year terms expiring at the June meeting. Committee members may be replaced at any time by the President.

### Section 2 Powers.

No committee or representative shall have other than advisory powers unless granted specific power by suitable Board action.

### Section 3 Standing Committees.

The standing committees of the Board shall be as follows:

#### A. Finance and Employee Practices.

The Committee shall establish and review the bookkeeping and other financial practices of the Library at the discretion of the Board. The Committee shall review and revise the operating budget, the Budget and Appropriation Ordinance and the Levy Ordinance after preparation by the Library Director. It shall periodically review the salary schedule, wage changes, employee practices, and personnel administration of the Library.

#### B. Resources and Services/Long Range Planning.

The Committee shall evaluate existing Library services in relation to community needs. The Committee shall keep abreast of developing patterns of land use, population, transportation and political incorporation in order to present recommendations to the Board regarding annexation of land to the District and the extension of services within the District. The Committee shall keep abreast of developments in library services and the service needs of District patrons. The Committee shall present needed changes in the service pattern to the Board.

#### C. Building and Grounds.

The Committee shall have charge of matters relating to the maintenance, repair, improvement and insurance of the library building, its furnishings and surrounding grounds.

D. Policy Review Committee.

The Committee shall establish a schedule for reviewing the By-Laws and all policies and shall be responsible for the review and revision of said policies, as detailed in the schedule and in accordance with the Policies and Procedures Policy.

~~E. Development Committee.~~

~~—The Committee shall continually explore, evaluate, and recommend  
—additional sources of revenue to benefit the Library District.~~

**[E.] F.** Technology Committee

The Committee shall consider the impact and opportunities of new and emerging technologies and support their effective integration into the Library's established technology systems. The Committee shall periodically meet with relevant library staff to review and discuss current technology trends and the Library's needs, and serve as an advocate in communicating technology enhancements to the full Board of Trustees. The Committee will contribute to technology planning to ensure resources are spent responsibly and in a manner that further enhances services to the District's patrons.

Section 4 Audit Committees.

The President shall appoint two Trustees to the Secretary's Audit Committee at the June Meeting each year to carry out their duties as established by law. This committee shall be dissolved upon the acceptance of the audit report by the Board. (75 ILCS16/30-65(c))

Section 5 Appointed Representatives.

Representatives shall represent the Library at regular meetings of the governing body of the organization to which they are appointed. The representatives communicate the policies and services of the Library to these organizations and are expected to keep the Board regularly informed.

Representatives shall be appointed by the President to the following organizations:

A. The Libertyville-Mundelein Historical Society.

The Library Director and one appointed member of the Board of Library Trustees are ex-officio members of the Libertyville Mundelein Historical Society Board.

B. Reaching Across Illinois Library System (RAILS)

One appointed member of the Board of Trustees **[or the Library Director]** shall serve as the representative to RAILS.

C. Friends of Cook Library

The Library Director and one appointed member of the Board of Library Trustees are ex-officio members of the Friends of Cook Library.

Section 6 Special Committees and Representatives.

The President may appoint special committees and representatives as may be required.

Article VII Library Director.

The Library Director serves as the chief operational officer of the Board of Trustees, and shall serve at the will of the Board. The Library Director is responsible for advising the Board regarding the objectives and overall policies of the Library for which the Board is directly responsible. Further, the Library Director is responsible for the administration of the Library within the guidelines established by the Board in its objectives and policies and within the limitations of the Budget. As administrator, the Library Director develops and supervises the library program; establishes the organizational structure; hires, discharges and administers staff; and purchases needed material and equipment subject to review by the Board. The Library Director shall supply periodic reports to the Board regarding the operation of the Library and shall certify as to the correctness of all the bills. A summary report including an overall assessment of the Library shall be submitted to the Board prior to September 30 each year. The Library Director shall attend all committee meetings and general meetings of the Board except executive sessions where the Library Director is the subject of consideration. The Library Director is responsible for assembling and presenting all reports required of the Board or its Officers. (75 ILCS 16/30-55.35(a))

Article VIII Library Attorney.

The Library Attorney shall review such official actions of the Board; draft or review such ordinances; review such Board Minutes, By-Laws, Ordinance Book and written policies and procedures as directed by the Board. The Library attorney shall answer all legal questions related to the operation of the Library directed to the attorney by the Board or the Library Director. (75 ILCS 16/30-55.35)

Article IX Libertyville-Mundelein Historical Society.

In the event that the Libertyville-Mundelein Historical Society is dissolved, title to its historical material and all assets will revert to the Board of Library Trustees of the Cook Memorial Public Library District which shall hold same in trust custody and shall be maintained or disposed of as considered in the best interest of the Library Board. (By-Laws, Libertyville-Mundelein Historical Society)

Article X      Amendments.

These By-Laws may be changed or amended at any regular meeting of the Board of Trustees by majority vote of those Trustees present provided ten (10) days written notice of the text of the proposed changes is distributed to all trustees. By-Laws may be waived or suspended for a meeting by majority vote of trustees present.

Article XI      Acknowledgement of Applicable Law.

The Trustees understand and acknowledge that By-Laws are:

- A. Designed to assist the Board with procedures and guidelines governing Library District affairs and operations.
- B. Subject to and do not supercede other laws applicable to Library District affairs and business.
- C. Automatically amended, by operation of law, to the extent of any conflict between the By-Laws and other applicable laws.
- D. Intended to be updated by the Trustees periodically in an effort to maintain consistency between the By-Laws and other applicable laws.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

Adopted: 4/20/76

Revised: 4/21/98

Revised: 3/20/01

Revised: 4/17/01

Revised: 8/19/03

Revised: 8/22/06

Revised: 3/20/07

Revised: 11/16/10

Revised: 09/17/13

Revised: 08/18/15

Revised: 04/19/16

Revised: 04/17/18

Revised: 07/21/20

**[Revised: 08/15/23]**

