

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

August 15, 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, August 15, 2023 will be held in the Meeting Room at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
  - a. Minutes of the Regular Meeting of July 18, 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.
    - i. Review of Proposed FY2024 Operating Budget.
    - ii. Finance Policy.
    - iii. Fund Balance Policy.
  - 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 2023-2024/3 Appointing a Representative and Alternate to the Governing Board of Cooperative 90's Health/Dental Plan.
- b. Approval of Resolution 2023-2024/4 Adoption of Revised By-Laws.

11. Communications.

12. Upcoming Meetings and Events.

- a. Technology Committee Meeting on Tuesday, August 29, 2023 at 6:30 p.m. at the Cook Park Library.
- b. Policy Review Committee Meeting on Tuesday, September 12, 2023 at 6:30 p.m. at the Cook Park Library.
- c. Budget and Appropriation Hearing on Tuesday, September 19, 2023 at 6:15 p.m. at the Cook Park Library.
- d. Decennial Committee on Local Government Efficiency Meeting on Tuesday, September 19, 2023 during the regular board meeting at Cook Park Library.
- e. Regular Board Meeting on Tuesday, September 19, 2023 at 6:30 p.m. at the Cook Park Library.

13. Public Questions.

14. Adjournment.

Deb Ader, President  
Board of Library Trustees

August 11, 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 July 31, 2023 - Preliminary

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>1000 - Cash</b>						
10-1040 - Petty Cash	625	0	0	0	0	625
10-1045 - Cash on Hand - Aspen	60	0	0	0	0	60
10-1150 - Chase Operating A/C	3,569,372	551,879	555,776	29,458	-120,135	4,586,350
10-1504 - Illinois Funds - General, IMRF	53,894	37,443	0	0	123,236	214,573
10-1509 - Wintrust MaxSafe Acct - General	3,564,617	0	0	0	0	3,564,617
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	1,333,064	1,333,064
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,507	0	0	0	0	56,507
60-1551 - Chase Savings - SRF	0	0	0	0	51,151	51,151
<b>Total 10-1550 - Chase Savings Account</b>	<b>56,507</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51,151</b>	<b>107,658</b>
<b>Total 1000 - Cash</b>	<b>7,245,075</b>	<b>589,322</b>	<b>555,776</b>	<b>29,458</b>	<b>1,387,316</b>	<b>9,806,947</b>
<b>2000 - Investments</b>						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	980,000	0	0	0	0	980,000
<b>Total 10-1502 - Investments - General Fund</b>	<b>980,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>980,000</b>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)	0	0	0	0	1,595,000	1,595,000
<b>Total 60-1501 - Investments - Special Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,595,000</b>	<b>1,595,000</b>
<b>Total 2000 - Investments</b>	<b>980,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,595,000</b>	<b>2,575,000</b>
<b>Total Checking/Savings</b>	<b>8,225,075</b>	<b>589,322</b>	<b>555,776</b>	<b>29,458</b>	<b>2,982,316</b>	<b>12,381,947</b>
<b>Other Current Assets</b>						
10-1990 - Friends of the Library 2	2,183	0	0	0	0	2,183
10-1991 - Due From Staff Association	60	0	0	0	0	60
<b>Total Other Current Assets</b>	<b>2,243</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,243</b>
<b>Total Current Assets</b>	<b>8,227,318</b>	<b>589,322</b>	<b>555,776</b>	<b>29,458</b>	<b>2,982,316</b>	<b>12,384,190</b>
<b>TOTAL ASSETS</b>	<b>8,227,318</b>	<b>589,322</b>	<b>555,776</b>	<b>29,458</b>	<b>2,982,316</b>	<b>12,384,190</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Balance Sheet by Fund

As of July 31, 2023 - Preliminary

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
20000 - Accounts Payable	0	0	0	0	0	0
Total Accounts Payable	0	0	0	0	0	0
Credit Cards						
10-2050 - Chase One Card	4,543	0	0	1,484	0	6,027
Total Credit Cards	4,543	0	0	1,484	0	6,027
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	139	0	0	0	0	139
10-2600 - IMRF Voluntary Life Insurance	-200	0	0	0	0	-200
10-2700 - Dental and Vision	1,094	0	0	0	0	1,094
10-2800 - CO-OP 90's Medical Plan	6,052	0	0	0	0	6,052
10-2900 - Other Health Care-FSA	3,000	0	0	0	0	3,000
Total 00-2100 - Payroll W/H & Payable	10,085	0	0	0	0	10,085
20-2300 - IMRF Payable-Employer Medicare	0	1	0	0	0	1
Total Other Current Liabilities	10,085	1	0	0	0	10,086
Total Current Liabilities	14,628	1	0	1,484	0	16,113
Total Liabilities	14,628	1	0	1,484	0	16,113
Equity						
00-3000 - Beginning Fund Balances						
10-3000 - Fund Balance-General Fund	2,879,355	0	0	0	0	2,879,355
10-3010 - Assigned FB - Computer/Tech Res	700,000	0	0	0	0	700,000
10-3011 - Assigned FB - Bookmobile Res.	275,000	0	0	0	0	275,000
20-3000 - Fund Balance - IMRF Fund	0	190,042	0	0	0	190,042
30-3000 - Fund Balance-Working Cash Fund	0	0	555,776	0	0	555,776
50-3000 - Fund Balance-Trust Fund	0	0	0	11,295	0	11,295
60-3000 - Fund Balance-Spec Reserve Fund	0	0	0	0	3,569,259	3,569,259
Total 00-3000 - Beginning Fund Balances	3,854,355	190,042	555,776	11,295	3,569,259	8,180,727
32000 - Retained Earnings	178,904	45,387	0	16,679	-593,767	-352,797
Net Income	4,179,432	353,892	0	0	6,824	4,540,148
Total Equity	8,212,691	589,321	555,776	27,974	2,982,316	12,368,078
TOTAL LIABILITIES & EQUITY	8,227,319	589,322	555,776	29,458	2,982,316	12,384,191
UNBALANCED CLASSES	0	0	0	0	0	0

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Profit & Loss by Fund

July 2023 - Preliminary

	10-General	20-IMRF	60-Special Reserve	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
00-4000 · Property Tax	4,814,642	411,741	0	5,226,383
00-4050 · Replacement Tax	45,058	0	0	45,058
00-4100 · Interest Earned	37,191	0	6,824	44,015
00-4200 · Other	3,670	0	0	3,670
10-4350 · Fines	1,612	0	0	1,612
<b>Total Income</b>	<b>4,902,173</b>	<b>411,741</b>	<b>6,824</b>	<b>5,320,738</b>
<b>Gross Profit</b>	<b>4,902,173</b>	<b>411,741</b>	<b>6,824</b>	<b>5,320,738</b>
<b>Expense</b>				
10-5100 · Salaries	385,488	0	0	385,488
10-5200 · Benefits	51,665	0	0	51,665
10-5300 · Training	573	0	0	573
10-5400 · Materials	91,339	0	0	91,339
10-5500 · Processing	188	0	0	188
10-5600 · Supplies	6,788	0	0	6,788
10-5700 · Vehicles	436	0	0	436
10-5800 · Computer Operations	23,346	0	0	23,346
10-5900 · Utilities	12,516	0	0	12,516
10-6000 · Telephone	1,409	0	0	1,409
10-6200 · Maintenance	14,392	0	0	14,392
10-6300 · Repair	4,575	0	0	4,575
10-6500 · Professional Services	2,969	0	0	2,969
10-6600 · Improvements	1,546	0	0	1,546
10-6700 · Community Relations	6,797	0	0	6,797
10-7000 · Debt Service	118,713	0	0	118,713
20-8210 · Employer IMRF Disbursements	0	28,783	0	28,783
20-8250 · Employer Soc Security Tax Disb	0	29,066	0	29,066
<b>Total Expense</b>	<b>722,740</b>	<b>57,849</b>	<b>0</b>	<b>780,589</b>
<b>Net Ordinary Income</b>	<b>4,179,433</b>	<b>353,892</b>	<b>6,824</b>	<b>4,540,149</b>
<b>Net Income</b>	<b>4,179,433</b>	<b>353,892</b>	<b>6,824</b>	<b>4,540,149</b>

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

	July 2023				Year To Date July 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	5,226,383	0	5,226,383	0.00%	5,226,383	0	5,226,383	0.00%	#DIV/0!	0		
00-4050 · Replacement Tax	45,058	0	45,058	0.00%	45,058	0	45,058	0.00%	#DIV/0!	0		
00-4100 · Interest Earned	44,015	0	44,015	0.00%	44,015	0	44,015	0.00%	#DIV/0!	0		
00-4200 · Other	3,670	0	3,670	0.00%	3,670	0	3,670	0.00%	#DIV/0!	0		
10-4300 · Grants & Other Donations	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4330 · Friends of The Library	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4350 · Fines	1,612	0	1,612	0.00%	1,612	0	1,612	0.00%	#DIV/0!	0		
Total Income	5,320,738	0	5,320,738	0.00%	5,320,738	0	5,320,738	0.00%	#DIV/0!	0	0.00%	0
Expense												
10-5100 · Salaries	385,488	0	(385,488)	0.00%	385,488	0	(385,488)	0.00%	#DIV/0!	0	0.00%	0
10-5200 · Benefits	51,665	0	(51,665)	0.00%	51,665	0	(51,665)	0.00%	#DIV/0!	0	0.00%	0
10-5300 · Training	573	0	(573)	0.00%	573	0	(573)	0.00%	#DIV/0!	0	0.00%	0
10-5400 · Materials	91,339	0	(91,339)	0.00%	91,339	0	(91,339)	0.00%	#DIV/0!	0	0.00%	0
10-5500 · Processing	188	0	(188)	0.00%	188	0	(188)	0.00%	#DIV/0!	0	0.00%	0
10-5600 · Supplies	6,788	0	(6,788)	0.00%	6,788	0	(6,788)	0.00%	#DIV/0!	0	0.00%	0
10-5700 · Vehicles	436	0	(436)	0.00%	436	0	(436)	0.00%	#DIV/0!	0	0.00%	0
10-5800 · Computer Operations	23,346	0	(23,346)	0.00%	23,346	0	(23,346)	0.00%	#DIV/0!	0	0.00%	0
10-5900 · Utilities	12,516	0	(12,516)	0.00%	12,516	0	(12,516)	0.00%	#DIV/0!	0	0.00%	0
10-6000 · Telephone	1,409	0	(1,409)	0.00%	1,409	0	(1,409)	0.00%	#DIV/0!	0	0.00%	0
10-6100 · Postage	0	0	0	0.00%	0	0	0	0.00%	#DIV/0!	0	0.00%	0
10-6200 · Maintenance	14,392	0	(14,392)	0.00%	14,392	0	(14,392)	0.00%	#DIV/0!	0	0.00%	0
10-6300 · Repair	4,575	0	(4,575)	0.00%	4,575	0	(4,575)	0.00%	#DIV/0!	0	0.00%	0
10-6400 · Insurance	0	0	0	0.00%	0	0	0	0.00%	#DIV/0!	0	0.00%	0
10-6500 · Professional Services	2,969	0	(2,969)	0.00%	2,969	0	(2,969)	0.00%	#DIV/0!	0	0.00%	0
10-6600 · Improvements	1,546	0	(1,546)	0.00%	1,546	0	(1,546)	0.00%	#DIV/0!	0	0.00%	0
10-6700 · Community Relations	6,797	0	(6,797)	0.00%	6,797	0	(6,797)	0.00%	#DIV/0!	0	0.00%	0
10-6800 · Rent	0	0	0	0.00%	0	0	0	0.00%	0.00%	0	0.00%	0
10-6900 · Contingency	0	0	0	0.00%	0	0	0	0.00%	#DIV/0!	0	0.00%	0
10-7000 · Debt Service	118,713	0	(118,713)	0.00%	118,713	0	(118,713)	0.00%	#DIV/0!	0	0.00%	0
10-8010 · Capital Improvement Projects	0	0	0	0.00%	0	0	0	0.00%	0.00%	0	0.00%	0
20-8210 · Employer IMRF Disbursements	28,783	0	(28,783)	0.00%	28,783	0	(28,783)	0.00%	#DIV/0!	0	0.00%	0
20-8250 · Employer Soc Security Tax Disb	29,066	0	(29,066)	0.00%	29,066	0	(29,066)	0.00%	#DIV/0!	0	0.00%	0
Total Expense	780,589	0	(780,589)	0.00%	780,589	0	(780,589)	0.00%	#DIV/0!	0	0.00%	0

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

	July 2023				Year To Date July 2023				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	4,540,149	0	4,540,149		4,540,149	0	4,540,149			0		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0		0					
10-9910 · Interfund Transfers - General	0		0				0					
60-9960 · Interfund Transfers - Special Reserve	0		0				0					
Total Other Income	0		0		0		0					
Other Expense												
10-9500 · Other Expense	0		0		0		0					
50-8500 · Trust Disbursements	0	0	0		0	0	0					
60-9800 · Special Reserve Disbursements	0	0	0		0	0	0					
Total Other Expense	0	0	0		0	0	0					
Net Other Income/(Expense)	0	0	0		0	0	0					
Net Income	4,540,149	0	4,540,149		4,540,149	0	4,540,149			0		

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Summary By Fund

July 15 through August 11, 2023

	10-General	20-IMRF	60-Special Reserve	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
00-4000 · Property Tax	122,360.45	10,448.53	0.00	132,808.98
00-4050 · Replacement Tax	7,264.50	0.00	0.00	7,264.50
00-4100 · Interest Earned	37,190.59	0.00	6,824.20	44,014.79
00-4200 · Other	4,189.76	0.00	0.00	4,189.76
10-4350 · Fines	1,612.46	0.00	0.00	1,612.46
<b>Total Income</b>	<b>172,617.76</b>	<b>10,448.53</b>	<b>6,824.20</b>	<b>189,890.49</b>
<b>Gross Profit</b>	<b>172,617.76</b>	<b>10,448.53</b>	<b>6,824.20</b>	<b>189,890.49</b>
<b>Expense</b>				
10-5100 · Salaries	387,874.85	0.00	0.00	387,874.85
10-5200 · Benefits	57,795.87	0.00	0.00	57,795.87
10-5300 · Training	757.26	0.00	0.00	757.26
10-5400 · Materials	145,072.64	0.00	0.00	145,072.64
10-5500 · Processing	4,199.73	0.00	0.00	4,199.73
10-5600 · Supplies	16,334.87	0.00	0.00	16,334.87
10-5700 · Vehicles	429.85	0.00	0.00	429.85
10-5800 · Computer Operations	30,504.55	0.00	0.00	30,504.55
10-5900 · Utilities	11,801.56	0.00	0.00	11,801.56
10-6000 · Telephone	1,409.21	0.00	0.00	1,409.21
10-6200 · Maintenance	10,107.92	0.00	0.00	10,107.92
10-6300 · Repair	15,371.80	0.00	0.00	15,371.80
10-6400 · Insurance	4,948.00	0.00	0.00	4,948.00
10-6500 · Professional Services	3,926.38	0.00	0.00	3,926.38
10-6600 · Improvements	3,895.27	0.00	0.00	3,895.27
10-6700 · Community Relations	8,610.70	0.00	0.00	8,610.70
20-8210 · Employer IMRF Disbursements	0.00	29,078.62	0.00	29,078.62
20-8250 · Employer Soc Security Tax Disb	0.00	29,243.00	0.00	29,243.00
<b>Total Expense</b>	<b>703,040.46</b>	<b>58,321.62</b>	<b>0.00</b>	<b>761,362.08</b>
<b>Net Ordinary Income</b>	<b>-530,422.70</b>	<b>-47,873.09</b>	<b>6,824.20</b>	<b>-571,471.59</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
50-8500 · Trust Disbursements	0.00	0.00	9,727.31	9,727.31

12:13 PM  
08/10/23  
Cash Basis

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

	July 15 through August 11, 2023			
	10-General	20-IMRF	60-Special Reserve	TOTAL
60-9800 - Special Reserve Disbursements	0.00	0.00	10,428.01	10,428.01
Total Other Expense	0.00	0.00	20,155.32	20,155.32
Net Other Income	0.00	0.00	-20,155.32	-20,155.32
Net Income	<u><u>-530,422.70</u></u>	<u><u>-47,873.09</u></u>	<u><u>-13,331.12</u></u>	<u><u>-591,626.91</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 15 through August 11, 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	07/27/2023	3483		121,872.51	121,872.51
	General Journal	07/27/2023	3483		445.24	122,317.75
	General Journal	08/02/2023	3486		12.77	122,330.52
	General Journal	08/04/2023	3489		29.93	122,360.45
Total 10-4000 - Property Tax General					122,360.45	122,360.45
<b>20-4000 - Property Tax IMRF</b>						
	General Journal	07/27/2023	3483		10,445.26	10,445.26
	General Journal	08/02/2023	3486		1.08	10,446.34
	General Journal	08/04/2023	3489		2.19	10,448.53
Total 20-4000 - Property Tax IMRF					10,448.53	10,448.53
Total 00-4000 - Property Tax					132,808.98	132,808.98
<b>00-4050 - Replacement Tax</b>						
<b>10-4050 - Replacement Tax General</b>						
	General Journal	08/03/2023	3487		7,264.50	7,264.50
Total 10-4050 - Replacement Tax General					7,264.50	7,264.50
Total 00-4050 - Replacement Tax					7,264.50	7,264.50
<b>00-4100 - Interest Earned</b>						
<b>60-3109 - Interest-Wintrust MaxSafe - S/R</b>						
	General Journal	07/31/2023	3481		5,986.36	5,986.36
Total 60-3109 - Interest-Wintrust MaxSafe - S/R					5,986.36	5,986.36
<b>10-3109 - Interest-Wintrust MaxSafe - Gen</b>						
	General Journal	07/31/2023	3481		16,157.80	16,157.80
Total 10-3109 - Interest-Wintrust MaxSafe - Gen					16,157.80	16,157.80
<b>10-3180 - Interest - Money Market Fund</b>						
	General Journal	07/31/2023	3481		715.27	715.27
	General Journal	07/31/2023	3481		924.78	1,640.05
Total 10-3180 - Interest - Money Market Fund					1,640.05	1,640.05
<b>10-4100 - Interest Earned-General Fund</b>						
<b>10-4101 - Interest Income - Chase Savings</b>						
	General Journal	07/31/2023	3481		0.95	0.95
Total 10-4101 - Interest Income - Chase Savings					0.95	0.95
<b>10-4102 - Interest Income - Chase CD's</b>						
	General Journal	07/31/2023	3488		11,584.00	11,584.00
	General Journal	07/31/2023	3488		6,841.21	18,425.21
	General Journal	07/31/2023	3488		966.58	19,391.79
Total 10-4102 - Interest Income - Chase CD's					19,391.79	19,391.79
Total 10-4100 - Interest Earned-General Fund					19,392.74	19,392.74
<b>60-4100 - Interest Earned Special Reserve</b>						
<b>60-4101 - Interest Income - Chase Savings</b>						
	General Journal	07/31/2023	3481		2.16	2.16

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 60-4101 - Interest Income - Chase Savings					2.16	2.16
<b>60-4102 - Interest Income - Chase CD's</b>						
	General Journal	07/31/2023	3488		835.68	835.68
Total 60-4102 - Interest Income - Chase CD's					835.68	835.68
Total 60-4100 - Interest Earned Special Reserve					837.84	837.84
Total 00-4100 - Interest Earned					44,014.79	44,014.79
<b>00-4200 - Other</b>						
<b>10-4660 - Developer Fees</b>						
	Deposit	07/27/2023			2,065.00	2,065.00
Total 10-4660 - Developer Fees					2,065.00	2,065.00
<b>10-4400 - Lost Materials</b>						
	Deposit	07/17/2023			15.99	15.99
	Deposit	07/17/2023			64.91	80.90
	Bill	07/28/2023	LOST/PAID - 071323	CULLEN, KELLY	-13.30	67.60
	Bill	07/28/2023	LOST/PAID - 071923	MICHALUK, LISA	-11.45	56.15
	Bill	07/28/2023	LOST/PAID - 071823	POLIVICK, JOHN	-25.00	31.15
	Bill	07/28/2023	LOST/PAID - 071323	RACINE, KIMBERLY	-9.99	21.16
	Bill	07/28/2023	LOST/PAID - 071523	RYNIEC, STEVEN	-13.95	7.21
	Bill	07/28/2023	LOST/PAID - 072623	GREENSWAG, SARAH	-48.90	-41.69
	Bill	07/28/2023	LOST/PAID - 072123	HORIGAN, ERIKA	-12.99	-54.68
	Deposit	07/31/2023			62.93	8.25
	Deposit	07/31/2023			110.67	118.92
	Bill	08/11/2023	LOST/PAID - 080223	GETSY, TINA	-13.09	105.83
	Bill	08/11/2023	LOST/PAID - 080223	NEWBURGER, KERRI	-9.49	96.34
	Bill	08/11/2023	LOST/PAID - 080423	RABINOWITZ, NANCY	-6.99	89.35
Total 10-4400 - Lost Materials					89.35	89.35
<b>10-4450 - Copy Machine Income</b>						
<b>10-4451 - Aspen - Print/Copy Station</b>						
	Deposit	07/17/2023			604.50	604.50
	Deposit	08/04/2023			275.25	879.75
Total 10-4451 - Aspen - Print/Copy Station					879.75	879.75
<b>10-4452 - Cook Park - Print/Copy Station</b>						
	Deposit	07/17/2023			396.45	396.45
	Deposit	08/04/2023			257.40	653.85
Total 10-4452 - Cook Park - Print/Copy Station					653.85	653.85
Total 10-4450 - Copy Machine Income					1,533.60	1,533.60
<b>10-4500 - Misc - General Account</b>						
	Deposit	07/17/2023			86.00	86.00
	Deposit	07/17/2023			55.00	141.00
	Deposit	07/31/2023			146.00	287.00
	Deposit	07/31/2023			214.81	501.81
Total 10-4500 - Misc - General Account					501.81	501.81
Total 00-4200 - Other					4,189.76	4,189.76
<b>10-4350 - Fines</b>						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report**

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Deposit	07/17/2023			15.75	15.75
	Deposit	07/17/2023			7.00	22.75
	General Journal	07/31/2023	3481		1,661.51	1,684.26
	Deposit	07/31/2023			63.27	1,747.53
	Deposit	07/31/2023			33.00	1,780.53
	General Journal	07/31/2023	3491		-168.07	1,612.46
Total 10-4350 · Fines					1,612.46	1,612.46
Total Income					189,890.49	189,890.49
Gross Profit					189,890.49	189,890.49
<b>Expense</b>						
<b>10-5100 · Salaries</b>						
<b>10-5110 · Administration Salaries</b>						
	General Journal	07/28/2023	3485		47,837.72	47,837.72
	General Journal	08/11/2023	3496		48,054.29	95,892.01
Total 10-5110 · Administration Salaries					95,892.01	95,892.01
<b>10-5120 · Adult Salaries</b>						
	General Journal	07/28/2023	3485		33,301.69	33,301.69
	General Journal	08/11/2023	3496		34,282.87	67,584.56
Total 10-5120 · Adult Salaries					67,584.56	67,584.56
<b>10-5130 · Children's Salaries</b>						
	General Journal	07/28/2023	3485		33,289.84	33,289.84
	General Journal	08/11/2023	3496		31,922.64	65,212.48
Total 10-5130 · Children's Salaries					65,212.48	65,212.48
<b>10-5140 · Circulation Salaries</b>						
	General Journal	07/28/2023	3485		28,606.40	28,606.40
	General Journal	08/11/2023	3496		29,214.98	57,821.38
Total 10-5140 · Circulation Salaries					57,821.38	57,821.38
<b>10-5145 · Maintenance Salaries</b>						
	General Journal	07/28/2023	3485		9,106.61	9,106.61
	General Journal	08/11/2023	3496		9,291.45	18,398.06
Total 10-5145 · Maintenance Salaries					18,398.06	18,398.06
<b>10-5150 · ILL Salaries</b>						
	General Journal	07/28/2023	3485		4,103.56	4,103.56
	General Journal	08/11/2023	3496		4,063.10	8,166.66
Total 10-5150 · ILL Salaries					8,166.66	8,166.66
<b>10-5155 · Outreach Salaries</b>						
	General Journal	07/28/2023	3485		9,410.57	9,410.57
	General Journal	08/11/2023	3496		9,100.70	18,511.27
Total 10-5155 · Outreach Salaries					18,511.27	18,511.27
<b>10-5160 · Tech Services Salaries</b>						
	General Journal	07/28/2023	3485		22,055.36	22,055.36
	General Journal	08/11/2023	3496		21,860.53	43,915.89
Total 10-5160 · Tech Services Salaries					43,915.89	43,915.89
<b>10-5165 · Shelves Salaries</b>						

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	General Journal	07/28/2023	3485		6,168.38	6,168.38
	General Journal	08/11/2023	3496		6,204.16	12,372.54
Total 10-5165 - Shelves Salaries					12,372.54	12,372.54
Total 10-5100 - Salaries					387,874.85	387,874.85
<b>10-5200 - Benefits</b>						
<b>10-5210 - Health Insurance</b>						
	Bill	07/28/2023	MEX45 - JULY 2023	AFLAC	138.78	138.78
	Bill	07/28/2023	865594 - AUGUST 2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	5,352.53	5,491.31
	Bill	07/28/2023	865594 - AUGUST 2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,178.46	6,669.77
	General Journal	07/31/2023	3493		439.00	7,108.77
	General Journal	07/31/2023	3493		215.31	7,324.08
	General Journal	07/31/2023	3493		396.96	7,721.04
	General Journal	07/31/2023	3493		98.74	7,819.78
	General Journal	07/31/2023	3493		100.00	7,919.78
	Bill	08/11/2023	P65753/P77758-JL 23	COOPERATIVE 90'S MEDICAL	36,387.60	44,307.38
	Bill	08/11/2023	P65753/P77758-JL 23	COOPERATIVE 90'S MEDICAL	7,020.40	51,327.78
Total 10-5210 - Health Insurance					51,327.78	51,327.78
<b>10-5220 - Dental/Vision Insurance</b>						
	Deposit	07/27/2023			-50.19	-50.19
	Deposit	07/27/2023			-50.19	-100.38
	Deposit	07/27/2023			-46.00	-146.38
	Deposit	07/27/2023			-46.00	-192.38
	Deposit	07/27/2023			-50.19	-242.57
	Bill	07/28/2023	104381-AUGUST 2023	DELTA DENTAL OF ILLINOIS - RISK	17.95	-224.62
	Bill	07/28/2023	104381-AUGUST 2023	DELTA DENTAL OF ILLINOIS - RISK	14.67	-209.95
	Bill	07/28/2023	10438-AUGUST 2023	DELTA DENTAL OF ILLINOIS - VISION	277.83	67.88
	Bill	07/28/2023	10438-AUGUST 2023	DELTA DENTAL OF ILLINOIS - VISION	110.81	178.69
	General Journal	07/31/2023	3494		-100.38	78.31
	Bill	08/11/2023	10438 - JULY 2023	COOPERATIVE 90'S DENTAL	3,243.20	3,321.51
	Bill	08/11/2023	10438 - JULY 2023	COOPERATIVE 90'S DENTAL	1,312.80	4,634.31
Total 10-5220 - Dental/Vision Insurance					4,634.31	4,634.31
<b>10-5230 - Unemployment Compensation</b>						
	Bill	07/28/2023	2ND QTR - 2023	LIMRICC UNEMPLOYMENT COMPENSATION GR	1,103.57	1,103.57
Total 10-5230 - Unemployment Compensation					1,103.57	1,103.57
<b>10-5240 - Life Insurance</b>						
	Bill	07/28/2023	034963 - AUGUST 2023	MADISON NATIONAL LIFE INS CO., INC.	273.23	273.23
Total 10-5240 - Life Insurance					273.23	273.23
<b>10-5270 - LTD Insurance</b>						
	Bill	07/28/2023	034963 - AUGUST 2023	MADISON NATIONAL LIFE INS CO., INC.	456.98	456.98
Total 10-5270 - LTD Insurance					456.98	456.98
Total 10-5200 - Benefits					57,795.87	57,795.87
<b>10-5300 - Training</b>						
<b>10-5310 - Workshops</b>						
<b>10-5311 - Workshops - Admin</b>						

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	07/31/2023	072123	Dunkin Donuts - CMPL Credit Card	16.26	16.26
	Credit Card Charge	07/31/2023	071023	Management Assoc - CMPL Credit Card	280.00	296.26
Total 10-5311 · Workshops - Admin					296.26	296.26
Total 10-5310 · Workshops					296.26	296.26
<b>10-5330 · Memberships</b>						
<b>10-5333 · Memberships - Children's</b>						
	Credit Card Charge	07/31/2023	071923	American Library Assoc - CMPL Credit Card	143.00	143.00
	Bill	08/11/2023	ECKMANN: 1023-0924	AMERICAN LIBRARY ASSOCIATION	155.00	298.00
Total 10-5333 · Memberships - Children's					298.00	298.00
Total 10-5330 · Memberships					298.00	298.00
<b>10-5350 · Conferences</b>						
<b>10-5351 · Conferences - Admin</b>						
	Bill	08/11/2023	IUG & ALA 2023	HEATHERMAN, AMY	163.00	163.00
Total 10-5351 · Conferences - Admin					163.00	163.00
Total 10-5350 · Conferences					163.00	163.00
Total 10-5300 · Training					757.26	757.26
<b>10-5400 · Materials</b>						
<b>10-5410 · Books - Adult</b>						
	Credit Card Charge	07/31/2023	july 23	Amazon Marketplace.com - CMPL Credit Card	637.55	637.55
	Credit Card Charge	07/31/2023	071123	LULU.Com - CMPL Credit Card	18.60	656.15
	Credit Card Charge	07/31/2023	071323	Amazon Marketplace.com - CMPL Credit Card	14.75	670.90
	Bill	08/11/2023	2037655549	BAKER & TAYLOR - L5579912	195.30	866.20
	Bill	08/11/2023	2037656538	BAKER & TAYLOR - L5579912	394.47	1,260.67
	Bill	08/11/2023	2037638434	BAKER & TAYLOR - L3966532	751.87	2,012.54
	Bill	08/11/2023	2037645439	BAKER & TAYLOR - L5742022	561.97	2,574.51
	Bill	08/11/2023	2037641171	BAKER & TAYLOR - L5742022	353.77	2,928.28
	Bill	08/11/2023	2037668086	BAKER & TAYLOR - L5580152	423.38	3,351.66
	Bill	08/11/2023	81538974	GALE	254.32	3,605.98
	Bill	08/11/2023	81539575	GALE	103.48	3,709.46
	Bill	08/11/2023	81538872	GALE	127.16	3,836.62
	Bill	08/11/2023	2037667820	BAKER & TAYLOR - L5742022	662.58	4,499.20
	Bill	08/11/2023	2037657036	BAKER & TAYLOR - L5742022	1,045.75	5,544.95
	Bill	08/11/2023	2037659559	BAKER & TAYLOR - L5742022	449.19	5,994.14
	Bill	08/11/2023	2037650993	BAKER & TAYLOR - L3966532	363.72	6,357.86
	Bill	08/11/2023	2037677710	BAKER & TAYLOR - L5580152	558.94	6,916.80
	Bill	08/11/2023	2037672274	BAKER & TAYLOR - L5579912	243.14	7,159.94
	Bill	08/11/2023	2037651364	BAKER & TAYLOR - C0209743	135.54	7,295.48
	Bill	08/11/2023	2037651365	BAKER & TAYLOR - C0209743	20.14	7,315.62
	Bill	08/11/2023	2037651366	BAKER & TAYLOR - C0209743	15.13	7,330.75
	Bill	08/11/2023	2037688288	BAKER & TAYLOR - L5580152	344.84	7,675.59
	Bill	08/11/2023	2037661444	BAKER & TAYLOR - C5217413	108.31	7,783.90
	Bill	08/11/2023	37827936	BENDER & CO., INC.	243.10	8,027.00
	Bill	08/11/2023	2037685812	BAKER & TAYLOR - L5579912	262.37	8,289.37
	Bill	08/11/2023	81589221	GALE	157.47	8,446.84

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 15 through August 11, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	08/11/2023	8210723B0395U-1	SENTRUM MARKETING, LLC	562.10	9,008.94
Bill	08/11/2023	2037671968	BAKER & TAYLOR - L5742022	655.64	9,664.58
Bill	08/11/2023	2037697537	BAKER & TAYLOR - L5579912	52.99	9,717.57
Bill	08/11/2023	2037698964	BAKER & TAYLOR - L5579912	225.52	9,943.09
Bill	08/11/2023	2037690893	BAKER & TAYLOR - L5579912	279.52	10,222.61
Bill	08/11/2023	2037667653	BAKER & TAYLOR - C5217413	163.71	10,386.32
Bill	08/11/2023	2037688608	BAKER & TAYLOR - L5742022	779.18	11,165.50
Bill	08/11/2023	2037666419	BAKER & TAYLOR - L3966532	604.60	11,770.10
Bill	08/11/2023	2037679280	BAKER & TAYLOR - L3966532	521.37	12,291.47
Bill	08/11/2023	2037704909	BAKER & TAYLOR - L5579912	202.77	12,494.24
Bill	08/11/2023	2037689995	BAKER & TAYLOR - C0209743	485.37	12,979.61
Bill	08/11/2023	2037666509	BAKER & TAYLOR - C0209743	377.01	13,356.62
Bill	08/11/2023	2037670279	BAKER & TAYLOR - C0209743	47.79	13,404.41
Bill	08/11/2023	2037679271	BAKER & TAYLOR - C0209743	120.84	13,525.25
Bill	08/11/2023	2037689998	BAKER & TAYLOR - C5217413	198.77	13,724.02
Bill	08/11/2023	2037679372	BAKER & TAYLOR - C5217413	142.52	13,866.54
Bill	08/11/2023	2035057	CENTER POINT LARGE PRINT	301.85	14,168.39
Bill	08/11/2023	2037692856	BAKER & TAYLOR - L5742022	306.55	14,474.94
Bill	08/11/2023	2037699437	BAKER & TAYLOR - L5580152	496.48	14,971.42
Bill	08/11/2023	2037709005	BAKER & TAYLOR - L5580152	362.76	15,334.18
Check	08/11/2023	59045	BAKER & TAYLOR - L5742022	-25.43	15,308.75
Check	08/11/2023	59045	BAKER & TAYLOR - L5742022	816.67	16,125.42
Total 10-5410 - Books - Adult				16,125.42	16,125.42
10-5415 - Books - Juvenile					
Credit Card Charge	07/31/2023	july 23	Amazon Marketplace.com - CMPL Credit Card	164.67	164.67
Bill	08/11/2023	2037656451	BAKER & TAYLOR - L5580072	298.81	463.48
Bill	08/11/2023	2037655393	BAKER & TAYLOR - L4231522	215.83	679.31
Bill	08/11/2023	2037671305	BAKER & TAYLOR - L3966522	1,579.34	2,258.65
Bill	08/11/2023	2037671465	BAKER & TAYLOR - L5580072	328.67	2,587.32
Bill	08/11/2023	2037674787	BAKER & TAYLOR - L3966522	1,978.00	4,565.32
Bill	08/11/2023	2037674795	BAKER & TAYLOR - L5580072	300.59	4,865.91
Bill	08/11/2023	2037685748	BAKER & TAYLOR - L5580072	1,050.92	5,916.83
Bill	08/11/2023	2037685722	BAKER & TAYLOR - L3966522	165.84	6,082.67
Bill	08/11/2023	2037685395	BAKER & TAYLOR - L3966522	1,146.33	7,229.00
Bill	08/11/2023	2037684549	BAKER & TAYLOR - L4231522	110.33	7,339.33
Bill	08/11/2023	8210723B0398U-1	SENTRUM MARKETING, LLC	182.40	7,521.73
Bill	08/11/2023	2037693308	BAKER & TAYLOR - L5580072	159.94	7,681.67
Bill	08/11/2023	2037697576	BAKER & TAYLOR - L5580072	64.87	7,746.54
Bill	08/11/2023	2037694876	BAKER & TAYLOR - L3966522	1,253.92	9,000.46
Bill	08/11/2023	2037693932	BAKER & TAYLOR - L3966522	1,430.05	10,430.51
Bill	08/11/2023	2037691965	BAKER & TAYLOR - L4231142	491.03	10,921.54
Bill	08/11/2023	2037701169	BAKER & TAYLOR - L4231142	181.46	11,103.00
Bill	08/11/2023	2037705642	BAKER & TAYLOR - L3966522	414.12	11,517.12
Bill	08/11/2023	2037711201	BAKER & TAYLOR - L3966522	478.37	11,995.49

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Bill	08/11/2023	2037712865	BAKER & TAYLOR - L3966522	840.97	12,836.46
	Bill	08/11/2023	2037711952	BAKER & TAYLOR - L5580072	212.48	13,048.94
	Bill	08/11/2023	2037712882	BAKER & TAYLOR - L5580072	1,272.58	14,321.52
	Bill	08/11/2023	2037711512	BAKER & TAYLOR - L4231522	176.30	14,497.82
Total 10-5415 - Books - Juvenile					14,497.82	14,497.82
<b>10-5420 - Audio/Visual - Adult</b>						
	Credit Card Charge	07/31/2023	july 23	Amazon Marketplace.com - CMPL Credit Card	41.91	41.91
	Bill	08/11/2023	504084604	MIDWEST TAPE, LLC	1,642.96	1,684.87
	Bill	08/11/2023	504058480	MIDWEST TAPE, LLC	178.86	1,863.73
	Bill	08/11/2023	504114919	MIDWEST TAPE, LLC	1,781.74	3,645.47
	Bill	08/11/2023	504089616	MIDWEST TAPE, LLC	314.10	3,959.57
	Bill	08/11/2023	504125121	MIDWEST TAPE, LLC	90.51	4,050.08
	Bill	08/11/2023	504145719	MIDWEST TAPE, LLC	845.72	4,895.80
	Bill	08/11/2023	504177683	MIDWEST TAPE, LLC	1,821.26	6,717.06
	Bill	08/11/2023	504156555	MIDWEST TAPE, LLC	29.16	6,746.22
Total 10-5420 - Audio/Visual - Adult					6,746.22	6,746.22
<b>10-5425 - Audio/Visual - Juvenile</b>						
	Bill	08/11/2023	504114919	MIDWEST TAPE, LLC	80.20	80.20
	Bill	08/11/2023	504089616	MIDWEST TAPE, LLC	11.88	92.08
	Bill	08/11/2023	504145719	MIDWEST TAPE, LLC	131.18	223.26
	Bill	08/11/2023	504177683	MIDWEST TAPE, LLC	160.44	383.70
Total 10-5425 - Audio/Visual - Juvenile					383.70	383.70
<b>10-5430 - Games - Adult</b>						
	Bill	08/11/2023	11080	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	80.00	80.00
	Bill	08/11/2023	11082	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	366.42	446.42
Total 10-5430 - Games - Adult					446.42	446.42
<b>10-5435 - Games - Children</b>						
	Bill	08/11/2023	11079	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	120.00	120.00
	Bill	08/11/2023	11081	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	417.24	537.24
Total 10-5435 - Games - Children					537.24	537.24
<b>10-5440 - Periodicals - Adult</b>						
	Credit Card Charge	07/31/2023	070523	Chicago Tribune - CMPL Credit Card	159.42	159.42
	Credit Card Charge	07/31/2023	071323	Pioneer Press - CMPL Credit Card	32.50	191.92
	Credit Card Charge	07/31/2023	071223	Chicago Sun-Times - CMPL Credit Card	473.20	665.12
Total 10-5440 - Periodicals - Adult					665.12	665.12
<b>10-5450 - Circulating Technologies</b>						
<b>10-5453 - Circ Tech - Subscriptions</b>						
	Credit Card Charge	07/31/2023	070423	Hulu - CMPL Credit Card	14.99	14.99
	Credit Card Charge	07/31/2023	071323	Acorn TV - CMPL Credit Card	69.99	84.98
	Credit Card Charge	07/31/2023	072623	VIX PLUS - CMPL Credit Card	6.99	91.97
Total 10-5453 - Circ Tech - Subscriptions					91.97	91.97
Total 10-5450 - Circulating Technologies					91.97	91.97
<b>10-5490 - Electronic Services</b>						
<b>10-5491 - Online Databases</b>						

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
<b>10-5492 · Online Databases - Adults</b>						
	Bill	08/11/2023	128821	A TO Z DATABASES	5,382.00	5,382.00
	Bill	08/11/2023	11098	RAILS	1,500.00	6,882.00
	Bill	08/11/2023	81644498	GALE	20,324.88	27,206.88
	Bill	08/11/2023	81644579	GALE	21,463.81	48,670.69
	Bill	08/11/2023	81644582	GALE	20,742.91	69,413.60
	Bill	08/11/2023	81644581	GALE	5,656.06	75,069.66
	Bill	08/11/2023	1116	RAILS	7,614.00	82,683.66
	Bill	08/11/2023	1116	RAILS	1,328.00	84,011.66
Total 10-5492 · Online Databases - Adults					84,011.66	84,011.66
<b>10-5493 · Online Databases - Children's</b>						
	Bill	08/11/2023	70799987	PROQUEST LLC	3,233.12	3,233.12
Total 10-5493 · Online Databases - Children's					3,233.12	3,233.12
Total 10-5491 · Online Databases					87,244.78	87,244.78
<b>10-5494 · Digital Popular Materials</b>						
<b>10-5495 · Dig. Popular Materials - Adults</b>						
	Bill	08/11/2023	JULY 2023	BIBLIOTHECA, LLC	4,221.68	4,221.68
	Bill	08/11/2023	359249-PPU	KANOPY INC.	599.00	4,820.68
	Bill	08/11/2023	JULY 2023	MIDWEST TAPE, LLC	11,154.67	15,975.35
	Bill	08/11/2023	07001CO23277263	OVERDRIVE, INC.	997.54	16,972.89
	Bill	08/11/2023	07001CO23277254	OVERDRIVE, INC.	341.79	17,314.68
	Bill	08/11/2023	07001CO23277277	OVERDRIVE, INC.	206.77	17,521.45
	Bill	08/11/2023	07001CO23277601	OVERDRIVE, INC.	469.87	17,991.32
Total 10-5495 · Dig. Popular Materials - Adults					17,991.32	17,991.32
Total 10-5494 · Digital Popular Materials					17,991.32	17,991.32
Total 10-5490 · Electronic Services					105,236.10	105,236.10
<b>10-5497 · Interlibrary Loan Fees</b>						
	Bill	08/11/2023	29078	IHLS-OCLC	342.63	342.63
Total 10-5497 · Interlibrary Loan Fees					342.63	342.63
Total 10-5400 · Materials					145,072.64	145,072.64
<b>10-5500 · Processing</b>						
<b>10-5520 · Cataloging</b>						
	Bill	08/11/2023	29078	IHLS-OCLC	2,854.04	2,854.04
	Bill	08/11/2023	504145971	MIDWEST TAPE, LLC	99.00	2,953.04
	Bill	08/11/2023	MR0700123276598	OVERDRIVE, INC.	1,075.30	4,028.34
	Bill	08/11/2023	11162	RAILS	171.39	4,199.73
Total 10-5520 · Cataloging					4,199.73	4,199.73
Total 10-5500 · Processing					4,199.73	4,199.73
<b>10-5600 · Supplies</b>						
<b>10-5611 · Supplies - Admin</b>						
	Credit Card Charge	07/31/2023	071323	Amazon Marketplace.com - CMPL Credit Card	15.98	15.98
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	194.73	210.71
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	21.95	232.66
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	154.59	387.25

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report**

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5611 · Supplies - Admin					387.25	387.25
<b>10-5612 · Supplies - Adults</b>						
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	15.68	15.68
Total 10-5612 · Supplies - Adults					15.68	15.68
<b>10-5613 · Supplies - Children's</b>						
	Credit Card Charge	07/31/2023	071923	Amazon Marketplace.com - CMPL Credit Card	36.96	36.96
	Bill	08/11/2023	2037685716	BAKER & TAYLOR - L5588902	33.82	70.78
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	123.70	194.48
Total 10-5613 · Supplies - Children's					194.48	194.48
<b>10-5614 · Supplies - Circulation</b>						
	Credit Card Charge	07/31/2023	071023	Amazon Marketplace.com - CMPL Credit Card	44.99	44.99
	Bill	08/11/2023	47563	GRAPHIC 14, INCORPORATED	884.24	929.23
Total 10-5614 · Supplies - Circulation					929.23	929.23
<b>10-5615 · Supplies - Maintenance</b>						
	Deposit	07/27/2023			-11.47	-11.47
	Credit Card Charge	07/31/2023	071123	Displays 2 Go - CMPL Credit Card	41.91	30.44
	Credit Card Charge	07/31/2023	72023	Bulbamerica - CMPL Credit Card	191.92	222.36
	Credit Card Charge	07/31/2023	071723	Amazon Marketplace.com - CMPL Credit Card	169.98	392.34
	Bill	08/11/2023	3701725	ULINE, INC	154.52	546.86
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,059.39	1,606.25
	Bill	08/11/2023	072023-072623	LOWE'S	57.89	1,664.14
	Check	08/11/2023	59046	ACE HARDWARE OF LIBERTYVILLE, INC.	6.99	1,671.13
	Check	08/11/2023	59046	ACE HARDWARE OF LIBERTYVILLE, INC.	322.82	1,993.95
	Check	08/11/2023	59046	ACE HARDWARE OF LIBERTYVILLE, INC.	-51.98	1,941.97
Total 10-5615 · Supplies - Maintenance					1,941.97	1,941.97
<b>10-5617 · Supplies - Outreach</b>						
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	9.05	9.05
Total 10-5617 · Supplies - Outreach					9.05	9.05
<b>10-5618 · Supplies - Tech Services</b>						
<b>10-5625 · RFID Tags - Tech Services</b>						
	Bill	08/11/2023	INV-US67037	BIBLIOTHECA, LLC	5,855.76	5,855.76
	Bill	08/11/2023	INV-US67037	BIBLIOTHECA, LLC	1,276.95	7,132.71
	Bill	08/11/2023	INV-US67037	BIBLIOTHECA, LLC	330.00	7,462.71
Total 10-5625 · RFID Tags - Tech Services					7,462.71	7,462.71
<b>10-5618 · Supplies - Tech Services - Other</b>						
	Credit Card Charge	07/31/2023	071423	Amazon Marketplace.com - CMPL Credit Card	43.76	43.76
	Bill	08/11/2023	691112	COMPUTYPE, INC.	205.64	249.40
	Bill	08/11/2023	7335047	DEMCO, INC.	223.98	473.38
	Bill	08/11/2023	7333308	DEMCO, INC.	56.17	529.55
	Bill	08/11/2023	165749550	ULINE, INC	531.00	1,060.55
	Bill	08/11/2023	7337286	DEMCO, INC.	354.16	1,414.71
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	112.18	1,526.89
Total 10-5618 · Supplies - Tech Services - Other					1,526.89	1,526.89
Total 10-5618 · Supplies - Tech Services					8,989.60	8,989.60

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
<b>10-5660 - Supplies - Computer</b>						
	Credit Card Charge	07/31/2023	070523	Amazon Marketplace.com - CMPL Credit Card	251.70	251.70
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,692.00	1,943.70
Total 10-5660 - Supplies - Computer					1,943.70	1,943.70
<b>10-5670 - Supplies - Paper</b>						
	Bill	08/11/2023	47563	GRAPHIC 14, INCORPORATED	1,068.98	1,068.98
Total 10-5670 - Supplies - Paper					1,068.98	1,068.98
<b>10-5680 - Supplies - Staff Room</b>						
	Credit Card Charge	07/31/2023	071923	Walmart - CMPL Credit Card	5.75	5.75
	Bill	08/11/2023	REJE015363	REFRESHING GREAT LAKES, LLC	222.05	227.80
	Bill	08/11/2023	193521 - JULY 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	627.13	854.93
Total 10-5680 - Supplies - Staff Room					854.93	854.93
Total 10-5600 - Supplies					16,334.87	16,334.87
<b>10-5700 - Vehicles</b>						
<b>10-5710 - Bookmobile Fuel</b>						
	Bill	07/28/2023	1961	VILLAGE-VERNON	120.93	120.93
Total 10-5710 - Bookmobile Fuel					120.93	120.93
<b>10-5720 - Bookmobile Maintenance/Repair</b>						
	Credit Card Charge	07/31/2023	070723	83RV Inc - CMPL Credit Card	64.78	64.78
	Credit Card Charge	07/31/2023	070723	Home Depot - CMPL Credit Card	15.59	80.37
Total 10-5720 - Bookmobile Maintenance/Repair					80.37	80.37
<b>10-5730 - Bookmobile Delivery Service</b>						
	Bill	07/28/2023	MAY-JULY 2023	STECKEL, ZACHARY	44.54	44.54
Total 10-5730 - Bookmobile Delivery Service					44.54	44.54
<b>10-5750 - Van Fuel</b>						
	Bill	07/28/2023	1961	VILLAGE-VERNON	184.01	184.01
Total 10-5750 - Van Fuel					184.01	184.01
Total 10-5700 - Vehicles					429.85	429.85
<b>10-5800 - Computer Operations</b>						
<b>10-5865 - Remote Communications Expenses</b>						
	Bill	08/11/2023	JULY 2023	ECKMANN, ROBERT	10.00	10.00
	Bill	08/11/2023	JULY 2023	GAFKA, DEBORAH	10.00	20.00
	Bill	08/11/2023	JULY 2023	KRAUSE, DONNA	10.00	30.00
	Bill	08/11/2023	JULY 2023	LARSON, ANDREA	10.00	40.00
	Bill	08/11/2023	JULY 2023	MORTON, MARK	5.00	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>						
	Credit Card Charge	07/31/2023	070823	Timely - CMPL Credit Card	200.00	200.00
	Credit Card Charge	07/31/2023	071223	qr-code-generator.com - CMPL Credit Card	191.88	391.88
	Credit Card Charge	07/31/2023	071923	GODADDY - CMPL Credit Card	449.99	841.87
	Credit Card Charge	07/31/2023	072723	Prusa3d.com - CMPL Credit Card	328.43	1,170.30
	Bill	08/11/2023	29719	COMPUTER VIEW, INC.	11,000.00	12,170.30
	Bill	08/11/2023	297.20	COMPUTER VIEW, INC.	1,170.00	13,340.30

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Bill	08/11/2023	29722	COMPUTER VIEW, INC.	5,250.00	18,590.30
	Bill	08/11/2023	29723	COMPUTER VIEW, INC.	5,616.00	24,206.30
Total 10-5831 - Rep Hrdwre/Sftwre - Admin					24,206.30	24,206.30
<b>10-5834 - Rep Hrdwre/Sftwre - Circulation</b>						
	Credit Card Charge	07/31/2023	070623	Amazon Marketplace.com - CMPL Credit Card	35.95	35.95
Total 10-5834 - Rep Hrdwre/Sftwre - Circulation					35.95	35.95
Total 10-5830 - Replacement Hardware/Software					24,242.25	24,242.25
<b>10-5860 - Internet</b>						
	Bill	07/28/2023	1514598705	AT&T	2,314.13	2,314.13
	Bill	07/28/2023	7068699700	AT&T	2,368.17	4,682.30
	Bill	07/28/2023	177111802	COMCAST	1,535.00	6,217.30
Total 10-5860 - Internet					6,217.30	6,217.30
Total 10-5800 - Computer Operations					30,504.55	30,504.55
<b>10-5900 - Utilities</b>						
<b>10-5910 - Electricity</b>						
<b>10-5911 - Electricity - Aspen</b>						
	Bill	08/11/2023	65743502101	CONSTELLATION NEW ENERGY, INC.	4,360.78	4,360.78
Total 10-5911 - Electricity - Aspen					4,360.78	4,360.78
<b>10-5912 - Electricity - Cook Park</b>						
	Bill	08/11/2023	65743419701	CONSTELLATION NEW ENERGY, INC.	6,684.49	6,684.49
Total 10-5912 - Electricity - Cook Park					6,684.49	6,684.49
Total 10-5910 - Electricity					11,045.27	11,045.27
<b>10-5920 - Gas</b>						
<b>10-5921 - Gas - Aspen</b>						
	Bill	08/11/2023	3780246	CONSTELLATION NATURAL GAS	129.39	129.39
Total 10-5921 - Gas - Aspen					129.39	129.39
<b>10-5922 - Gas - Cook Park</b>						
	Bill	08/11/2023	3780246	CONSTELLATION NATURAL GAS	256.56	256.56
Total 10-5922 - Gas - Cook Park					256.56	256.56
Total 10-5920 - Gas					385.95	385.95
<b>10-5930 - Water</b>						
<b>10-5931 - Water - Aspen</b>						
	General Journal	07/31/2023	3490	LAKE COUNTY DEPARTMENT OF PUBLIC WORK	370.34	370.34
Total 10-5931 - Water - Aspen					370.34	370.34
Total 10-5930 - Water					370.34	370.34
Total 10-5900 - Utilities					11,801.56	11,801.56
<b>10-6000 - Telephone</b>						
<b>10-6010 - Telephone</b>						
	Bill	07/28/2023	27955	PEERLESS NETWORK, INC.	945.73	945.73
	Bill	07/28/2023	072323-082223	COMCAST	308.06	1,253.79
Total 10-6010 - Telephone					1,253.79	1,253.79
<b>10-6020 - Bookmobile - Telephone</b>						
	Bill	07/28/2023	061723-071623	VERIZON WIRELESS SERVICES LLC	155.42	155.42
Total 10-6020 - Bookmobile - Telephone					155.42	155.42

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6000 · Telephone					1,409.21	1,409.21
<b>10-6200 · Maintenance</b>						
<b>10-6210 · Janitorial Service</b>						
<b>10-6211 · Janitorial Service - Aspen</b>						
	Bill	08/11/2023	C24748	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	08/11/2023	C24748	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	08/11/2023	35702	LANDSCAPE CONCEPTS, INC.	1,000.00	1,000.00
	Bill	08/11/2023	41204314-0	BARTLETT TREE EXPERTS	50.00	1,050.00
	Bill	08/11/2023	36019	LANDSCAPE CONCEPTS, INC.	945.00	1,995.00
Total 10-6221 · Landscaping - Aspen					1,995.00	1,995.00
<b>10-6222 · Landscaping - Cook Park</b>						
	Bill	08/11/2023	35701	LANDSCAPE CONCEPTS, INC.	500.00	500.00
	Bill	08/11/2023	36018	LANDSCAPE CONCEPTS, INC.	575.25	1,075.25
Total 10-6222 · Landscaping - Cook Park					1,075.25	1,075.25
Total 10-6220 · Landscaping Service					3,070.25	3,070.25
<b>10-6240 · Trash Removal</b>						
<b>10-6242 · Trash Removal - Cook Park</b>						
	General Journal	07/19/2023	3480	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	08/11/2023	6360	AMS OF NORTHERN ILLINOIS	205.20	205.20
	Bill	08/11/2023	49829618	ANDERSON PEST SOLUTIONS	93.40	298.60
Total 10-6251 · Misc. Maintenance - Aspen					298.60	298.60
<b>10-6252 · Misc. Maintenance - Cook Park</b>						
	Bill	08/11/2023	6360	AMS OF NORTHERN ILLINOIS	154.80	154.80
	Bill	08/11/2023	HSWN838	IRON MOUNTAIN INCORPORATED	146.97	301.77
Total 10-6252 · Misc. Maintenance - Cook Park					301.77	301.77
Total 10-6250 · Miscellaneous					600.37	600.37
Total 10-6200 · Maintenance					10,107.92	10,107.92
<b>10-6300 · Repair</b>						
<b>10-6320 · Building &amp; Grounds Repairs</b>						
<b>10-6321 · Building Repairs - Aspen</b>						
	Bill	08/11/2023	JO19598	SHERMAN MECHANICAL, INC.	4,155.00	4,155.00
Total 10-6321 · Building Repairs - Aspen					4,155.00	4,155.00
<b>10-6322 · Building Repairs - Cook Park</b>						
	Bill	08/11/2023	23296	SERVICE PLUS INC.	3,250.00	3,250.00

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6322 - Building Repairs - Cook Park					3,250.00	3,250.00
Total 10-6320 - Building & Grounds Repairs					7,405.00	7,405.00
<b>10-6340 - Service Contracts-Mech. &amp; Bldg.</b>						
<b>10-6341 - Service Contracts - Aspen</b>						
	Bill	08/11/2023	8106307977	SCHINDLER ELEVATOR CORPORATION	6,168.12	6,168.12
	Bill	08/11/2023	60229	ESSCOE, L.L.C.	456.00	6,624.12
	Bill	08/11/2023	60169E	JM IRRIGATION, L.L.C.	138.00	6,762.12
Total 10-6341 - Service Contracts - Aspen					6,762.12	6,762.12
<b>10-6342 - Service Contracts - Cook Park</b>						
	Bill	08/11/2023	60228	ESSCOE, L.L.C.	1,204.68	1,204.68
Total 10-6342 - Service Contracts - Cook Park					1,204.68	1,204.68
Total 10-6340 - Service Contracts-Mech. & Bldg.					7,966.80	7,966.80
Total 10-6300 - Repair					15,371.80	15,371.80
<b>10-6400 - Insurance</b>						
<b>10-6410 - Bonds Insurance</b>						
	Bill	08/11/2023	4793083	RISK PROGRAM ADMINISTRATORS	4,948.00	4,948.00
Total 10-6410 - Bonds Insurance					4,948.00	4,948.00
Total 10-6400 - Insurance					4,948.00	4,948.00
<b>10-6500 - Professional Services</b>						
<b>10-6530 - Consulting</b>						
	Bill	08/11/2023	18482	HR SOURCE	200.00	200.00
Total 10-6530 - Consulting					200.00	200.00
<b>10-6540 - Payroll Processing</b>						
	General Journal	07/17/2023	3479		762.47	762.47
	General Journal	07/28/2023	3484		1,206.08	1,968.55
	General Journal	08/11/2023	3495		689.32	2,657.87
Total 10-6540 - Payroll Processing					2,657.87	2,657.87
<b>10-6560 - Recruitment</b>						
	Credit Card Charge	07/31/2023	070323	RecruiterBox.com - CMPL Credit Card	746.00	746.00
	Bill	08/11/2023	35796-062023	PEOPLEFACTS	151.13	897.13
	Bill	08/11/2023	35796-072023	PEOPLEFACTS	66.38	963.51
Total 10-6560 - Recruitment					963.51	963.51
<b>10-6575 - Miscellaneous Services &amp; Fees</b>						
	General Journal	07/31/2023	3481		105.00	105.00
Total 10-6575 - Miscellaneous Services & Fees					105.00	105.00
Total 10-6500 - Professional Services					3,926.38	3,926.38
<b>10-6600 - Improvements</b>						
<b>10-6610 - Furniture</b>						
<b>10-6611 - Furniture - Admin</b>						
	Bill	08/11/2023	8628	LIBRARY FURNITURE INTERNATIONAL, INC.	1,885.50	1,885.50
	Bill	08/11/2023	8628	LIBRARY FURNITURE INTERNATIONAL, INC.	968.00	2,853.50
Total 10-6611 - Furniture - Admin					2,853.50	2,853.50
Total 10-6610 - Furniture					2,853.50	2,853.50
<b>10-6650 - Copiers &amp; Other Leased Equip</b>						

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6650 · Copiers & Other Leased Equip	Bill	08/11/2023	42920694	KONICA MINOLTA	1,041.77	1,041.77
Total 10-6600 · Improvements					1,041.77	1,041.77
<b>10-6700 · Community Relations</b>					3,895.27	3,895.27
<b>10-6710 · Newsletter</b>						
Total 10-6710 · Newsletter	Bill	07/28/2023	FALL 2023 NEWSLETTER	U.S. POSTMASTER	2,803.53	2,803.53
<b>10-6712 · Graphics</b>					2,803.53	2,803.53
Total 10-6712 · Graphics	Credit Card Charge	07/31/2023	071223	Adobe Stock - CMPL Credit Card	29.99	29.99
<b>10-6720 · Programming - Adult</b>					29.99	29.99
<b>10-6721 · Programs - Performances</b>						
	General Journal	07/18/2023	3478	ROOS, SUSI	-150.00	-150.00
	Deposit	07/27/2023			-100.00	-250.00
	Deposit	07/27/2023			-100.00	-350.00
	Bill	07/28/2023	AUGUST 13, 2023	GARY E. MIDKIFF & COMPANY	210.00	-140.00
	Bill	07/28/2023	AUGUST 14, 2023	LUCKY ENTERTAINMENT	125.00	-15.00
	Bill	07/28/2023	AUGUST 15, 2023	PRACHT, ANDREA	250.00	235.00
	Bill	07/28/2023	AUGUST 10, 2023	RAFTER, MARTY	50.00	285.00
	Bill	08/11/2023	SEPTEMBER 10, 2023	GARY E. MIDKIFF & COMPANY	210.00	495.00
	Bill	08/11/2023	AUGUST 16, 2023	OPSAL, CAROL	50.00	545.00
	Bill	08/11/2023	AUGUST 22, 2023	WAGNER-WEBB, MARY	450.00	995.00
	Bill	08/11/2023	AUGUST 31, 2023	TROY, CHARLES	350.00	1,345.00
Total 10-6721 · Programs - Performances					1,345.00	1,345.00
<b>10-6724 · Prepaid Bus Trips</b>						
	Deposit	07/27/2023			-200.00	-200.00
Total 10-6724 · Prepaid Bus Trips	Bill	08/11/2023	SEPTEMBER 8, 2023	OLSON TRANSPORATION, INC.	900.00	700.00
<b>10-6726 · Computer</b>					700.00	700.00
Total 10-6726 · Computer	Bill	08/11/2023	AUGUST 24, 2023	MAYBERRY, MELISSA	150.00	150.00
Total 10-6720 · Programming - Adult					150.00	150.00
<b>10-6740 · Programming - Children's</b>					2,195.00	2,195.00
	Bill	07/28/2023	JUNE-JULY 2023	RAINBOW ASSISTED	100.00	100.00
	Bill	07/28/2023	JULY 18 & 27, 2023	BHATTACHARYA, RACHANA	600.00	700.00
	Credit Card Charge	07/31/2023	070623	Amazon Marketplace.com - CMPL Credit Card	12.29	712.29
	Credit Card Charge	07/31/2023	070623	Amazon Marketplace.com - CMPL Credit Card	163.05	875.34
	Credit Card Charge	07/31/2023	071023	Walmart - CMPL Credit Card	22.60	897.94
	Credit Card Charge	07/31/2023	071223	Oriental Trading Co - CMPL Credit Card	19.98	917.92
	Credit Card Credit	07/31/2023	071823	Amazon Marketplace.com - CMPL Credit Card	-10.33	907.59
	Credit Card Credit	07/31/2023	071823	Amazon Marketplace.com - CMPL Credit Card	-34.50	873.09
	Credit Card Charge	07/31/2023	071923	Walmart - CMPL Credit Card	9.88	882.97
	Credit Card Charge	07/31/2023	071223	Amazon Marketplace.com - CMPL Credit Card	75.98	958.95
	Credit Card Charge	07/31/2023	071923	Amazon Marketplace.com - CMPL Credit Card	106.19	1,065.14

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	07/31/2023	072623	Amazon Marketplace.com - CMPL Credit Card	15.95	1,081.09
	Credit Card Charge	07/31/2023	072623	Oriental Trading Co - CMPL Credit Card	74.94	1,156.03
	Credit Card Charge	07/31/2023	072723	Amazon Marketplace.com - CMPL Credit Card	214.67	1,370.70
	Credit Card Charge	07/31/2023	072723	Amazon Marketplace.com - CMPL Credit Card	20.97	1,391.67
	Credit Card Charge	07/31/2023	072623	Amazon Marketplace.com - CMPL Credit Card	39.68	1,431.35
	Credit Card Charge	07/31/2023	071223	ETSY.com - CMPL Credit Card	28.00	1,459.35
	Bill	08/11/2023	SEPTEMBER 5, 2023	GUIFARRO, HECTOR	125.00	1,584.35
	Bill	08/11/2023	165868430	ULINE, INC	59.93	1,644.28
	Bill	08/11/2023	AUGUST 2023	RAINBOW ASSISTED	100.00	1,744.28
	Bill	08/11/2023	AUGUST 2023	LAMBS FARM	285.00	2,029.28
Total 10-6740 - Programming - Children's					2,029.28	2,029.28
<b>10-6760 - Promotions/Prizes</b>						
<b>10-6761 - Promotions/Prizes- Admin/Gen</b>						
	Bill	07/28/2023	062823-071223	SAM'S CLUB DIRECT	32.14	32.14
Total 10-6761 - Promotions/Prizes- Admin/Gen					32.14	32.14
<b>10-6763 - Promotions/Prizes - Children's</b>						
	Bill	08/11/2023	2037664230	BAKER & TAYLOR - L5588902	77.69	77.69
	Bill	08/11/2023	2037672288	BAKER & TAYLOR - L5588902	364.82	442.51
	Bill	08/11/2023	2037703616	BAKER & TAYLOR - L5588902	25.13	467.64
	Bill	08/11/2023	20376494224	BAKER & TAYLOR - L5588902	22.61	490.25
	Bill	08/11/2023	143478	JANWAY COMPANY USA, INC	282.00	772.25
Total 10-6763 - Promotions/Prizes - Children's					772.25	772.25
Total 10-6760 - Promotions/Prizes					804.39	804.39
<b>10-6780 - Digital Studios</b>						
<b>10-6781 - Digital Studios - Equipment</b>						
	Credit Card Charge	07/31/2023	072123	AtomicFilament.com - CMPL Credit Card A	58.18	58.18
	Credit Card Charge	07/31/2023	072123	Amazon Marketplace.com - CMPL Credit Card	119.96	178.14
	Credit Card Charge	07/31/2023	070823	Apple.com - CMPL Credit Card	69.00	247.14
Total 10-6781 - Digital Studios - Equipment					247.14	247.14
Total 10-6780 - Digital Studios					247.14	247.14
<b>10-6790 - Workshops</b>						
<b>10-6792 - Workshops - Software</b>						
	Credit Card Charge	07/31/2023	071523	Cricut - CMPL Credit Card	9.99	9.99
Total 10-6792 - Workshops - Software					9.99	9.99
<b>10-6793 - Workshops - Programs/Classes</b>						
	Bill	07/28/2023	JULY 24, 2023	VARELA, HEIDI	250.00	250.00
	Credit Card Charge	07/31/2023	071823	Amazon Marketplace.com - CMPL Credit Card	71.88	321.88
	Bill	08/11/2023	JUNE-AUGUST 2023	MURROW, JOE	169.50	491.38
Total 10-6793 - Workshops - Programs/Classes					491.38	491.38
Total 10-6790 - Workshops					501.37	501.37
Total 10-6700 - Community Relations					8,610.70	8,610.70
<b>20-8210 - Employer IMRF Disbursements</b>						
	General Journal	07/28/2023	3485		14,732.52	14,732.52
	General Journal	08/11/2023	3496		14,346.10	29,078.62

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report**

July 15 through August 11, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 20-8210 · Employer IMRF Disbursements					29,078.62	29,078.62
<b>20-8250 · Employer Soc Security Tax Disb</b>						
	General Journal	07/28/2023	3485		14,761.93	14,761.93
	General Journal	08/11/2023	3496		14,481.07	29,243.00
					<u>29,243.00</u>	<u>29,243.00</u>
Total 20-8250 · Employer Soc Security Tax Disb					<u>761,362.08</u>	<u>761,362.08</u>
Total Expense					<u>-571,471.59</u>	<u>-571,471.59</u>
Net Ordinary Income						
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
<b>50-8500 · Trust Disbursements</b>						
<b>50-8506 · Arendsen Donation</b>						
	Bill	08/11/2023	14527460	KRUEGER INTERNATIONAL, INC.	1,197.50	1,197.50
	Bill	08/11/2023	14527460	KRUEGER INTERNATIONAL, INC.	515.00	1,712.50
	Bill	08/11/2023	14524123	KRUEGER INTERNATIONAL, INC.	362.00	2,074.50
	Bill	08/11/2023	14517726	KRUEGER INTERNATIONAL, INC.	6,867.81	8,942.31
	Bill	08/11/2023	14517726	KRUEGER INTERNATIONAL, INC.	785.00	9,727.31
					<u>9,727.31</u>	<u>9,727.31</u>
Total 50-8506 · Arendsen Donation					<u>9,727.31</u>	<u>9,727.31</u>
Total 50-8500 · Trust Disbursements						
<b>60-9800 · Special Reserve Disbursements</b>						
	Bill	08/11/2023	14516659	KRUEGER INTERNATIONAL, INC.	10,428.01	10,428.01
					<u>10,428.01</u>	<u>10,428.01</u>
Total 60-9800 · Special Reserve Disbursements					<u>20,155.32</u>	<u>20,155.32</u>
Total Other Expense					<u>-20,155.32</u>	<u>-20,155.32</u>
Net Other Income					<u>-591,626.91</u>	<u>-591,626.91</u>
<b>Net Income</b>					<u>-591,626.91</u>	<u>-591,626.91</u>



# Cook Memorial Public Library District

## Librarian's Statistical Report - Page 1

### July 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.

	July 2022			July 2023			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,298	31,291	38,589	7,140	33,048	40,188	4.14%
Reciprocal Borrowing Patrons	396	5,589	5,985	389	5,904	6,293	5.15%
Total	7,694	36,880	44,574	7,529	38,952	46,481	4.28%

#### Visitors

	July 2022	July 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Aspen Drive Library	11,768	13,891	18.04%	11,768	13,891	18.04%
Drive-Up	359	435	21.17%	359	435	21.17%
Cook Park Library	18,066	21,068	16.62%	18,066	21,068	16.62%
Drive-Up	1,265	1,213	-4.11%	1,265	1,213	-4.11%
Outreach	342	667	95.03%	342	667	95.03%
Total	31,800	37,274	17.21%	31,800	37,274	17.21%

#### Program Attendance

	July 2022	July 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Adult	1,057	1,098	3.88%	1,057	1,098	3.88%
Juvenile	1,857	3,205	72.59%	1,857	3,205	72.59%
Young Adult	161	84	-47.83%	161	84	-47.83%
	3,075	4,387	42.67%	3,075	4,387	42.67%

#### Special Services

	July 2022	July 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Reference Questions	5,073	6,469	27.52%	5,073	6,469	27.52%
Technology Questions	746	832	11.53%	746	832	11.53%
Library App Users	662	905	36.71%	662	905	36.71%
Online Databases*	3,163	3,685	16.50%	3,163	3,685	16.50%
www.cooklib.org	99,925	34,504	-65.47%	99,925	34,504	-65.47%
Holds Placed	12,678	13,529	6.71%	12,678	13,529	6.71%
Holds Filled	11,639	10,847	-6.80%	11,639	10,847	-6.80%
Homebound Items Delivered	722	595	-17.59%	722	595	-17.59%

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

#### Collection Size

	July 2022				July 2023					Percent Change
	Juvenile	Adult	Other	Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	49,665	43,169		92,834	50,312	43,736		94,048	34.26%	1.31%
Cook Park Library	57,508	108,018	145	165,671	57,711	106,440	147	164,298	59.85%	-0.83%
Outreach	12,840	2,975	13	15,828	13,266	2,877	13	16,156	5.89%	2.07%
Total	120,013	154,162	158	274,333	121,289	153,053	160	274,502		0.06%

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

### Circulation

	July 2022				July 2023				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,620	23,658		35,278	11,883	23,609		35,492	0.61%
Foreign Language	260	183		443	238	225		463	4.51%
Large Type	1,494	15		1,509	1,485	17		1,502	-0.46%
Nonfiction	6,785	5,106		11,891	7,078	5,124		12,202	2.62%
Periodicals	1,054	122		1,176	989	146		1,135	-3.49%
<b>Subtotal Print</b>	<b>21,213</b>	<b>29,084</b>		<b>50,297</b>	<b>21,673</b>	<b>29,121</b>		<b>50,794</b>	<b>0.99%</b>
Bags and Containers			15	15			4	4	-73.33%
Equipment	194	7		201	236	5		241	19.90%
Interlibrary Loan			129	129			129	129	0.00%
LINKin	1,006			1,006	949			949	-5.67%
Multimedia		419		419		387		387	-7.64%
Other			9	9	2		15	17	88.89%
<b>Subtotal Other</b>	<b>1,200</b>	<b>426</b>	<b>153</b>	<b>1,779</b>	<b>1,187</b>	<b>392</b>	<b>148</b>	<b>1,727</b>	<b>-2.92%</b>
eAudiobooks			5,464	5,464			6,348	6,348	16.18%
eBooks			7,642	7,642			7,561	7,561	-1.06%
eMagazines			237	237			214	214	-9.70%
eMusic			326	326			238	238	-26.99%
eVideo			854	854			1,043	1,043	22.13%
<b>Subtotal Downloadables</b>			<b>14,523</b>	<b>14,523</b>			<b>15,404</b>	<b>15,404</b>	<b>6.07%</b>
Audiobooks	635	499		1,134	586	430		1,016	-10.41%
Compact Discs	1,199	339		1,538	1,297	119		1,416	-7.93%
DVDs, Blu-Ray	8,339	3,502		11,841	8,170	3,105		11,275	-4.78%
Video Games	457	860		1,317	601	774		1,375	4.40%
<b>Subtotal Audiovisual</b>	<b>10,630</b>	<b>5,200</b>		<b>15,830</b>	<b>10,654</b>	<b>4,428</b>		<b>15,082</b>	<b>-4.73%</b>
<b>Grand Total All Agencies</b>	<b>33,043</b>	<b>34,710</b>	<b>14,676</b>	<b>82,429</b>	<b>33,514</b>	<b>33,941</b>	<b>15,552</b>	<b>83,007</b>	<b>0.70%</b>

### Agency Subtotals

	July 2022	July 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Downloadables	14,523	15,404	6.07%	14,523	15,404	6.07%
Aspen Drive Library	19,830	20,008	0.90%	19,830	20,008	0.90%
Cook Park Library	45,213	45,146	-0.15%	45,213	45,146	-0.15%
Outreach	2,863	2,449	-14.46%	2,863	2,449	-14.46%
<b>Total</b>	<b>82,429</b>	<b>83,007</b>	<b>0.70%</b>	<b>82,429</b>	<b>83,007</b>	<b>0.70%</b>



# Report of the Director

## August 2023

David Archer, Library Director

### T.R.E.A.T.S. eLibrary Presentation to Staff

As part of our efforts to enhance internal communication strategies that reach across departments and resist isolated operations, the staff team working on Goal 4 of the Strategic Plan has identified an initiative to inspire staff to learn more about Library services and functions and share their knowledge and expertise. This initiative, affectionately called T.R.E.A.T.S. (*Talking Really Excitedly About Things Sometimes*), kicked off with a 30-minute overview of our eLibrary services by Digital Services Librarian. Please see attached handout that was given to attendees at the two sessions.

### Comparing FY22 & FY 23 Adult Program Statistics

Below are statistics comparing FY22 and FY 23 adult programs. Observations:

- More programs shifted from virtual to in-person & virtual in FY23 as public COVID concerns waned.
- Virtual programs tend to attract more attendees than in-person programs.
- Offsite programs are held primarily at Vernon Hills Park District, Libertyville Civic Center and area schools.
- Many technology classes tend to have lower average attendance as class size is capped.
- Wellness & Self-Development covers a very broad array of programs including meditation, ESL, job skills, etc.

	Number of Adult Programs			Adult Program Attendance			Average Attendance	
	FY 2022	FY 2023		FY 2022	FY 2023		FY 2022	FY 2023
In-Person	178	269	51%	3,167	4,495	42%	18	17
Offsite	48	71	48%	1,182	2,446	107%	25	34
Virtual	316	187	-41%	8,735	5,442	-38%	28	29
	<b>542</b>	<b>527</b>	<b>-3%</b>	<b>13,084</b>	<b>12,383</b>	<b>-5%</b>	<b>24</b>	<b>23</b>
Book Discussion & Authors	76	74	-3%	1,210	852	-30%	16	12
Concert & Music History	15	32	113%	917	2,140	133%	61	67
Cooking	12	15	25%	943	679	-28%	79	45
Crafting & Art	33	24	-27%	1,128	407	-64%	34	17
Genealogy & History	40	43	8%	1,895	2,015	6%	47	47
Movie & Film History	65	82	26%	1,543	1,274	-17%	24	16
Technology	71	58	-18%	1,139	788	-31%	16	14
Wellness & Self-Development	230	199	-13%	4,309	4,228	-2%	19	21
	<b>542</b>	<b>527</b>	<b>-3%</b>	<b>13,084</b>	<b>12,383</b>	<b>-5%</b>	<b>24</b>	<b>23</b>

## Digital Studio Update

*Submitted by Nate Gass, Digital Services Manager*

The Digital Studio vocal booths have surprisingly become a go-to place for patrons who need a space for voice narration projects. We have several patrons at Aspen who book weekly 3 hour long sessions in the studio to record themselves reading books aloud. One patron Aimee has been doing professional voicework for almost 30 years. She was recently hired to read The Bible for Tyndale House – a publisher based in Carol Stream. She is a Vernon Hills resident so Tyndale sends out their audio engineer with some travelling equipment and they use our vocal booth to record the project. She has expressed to me how grateful she is for the space and also how impressed she was by the studio.

We have another patron that has been using our vocal booth for years as a space to practice his guitar. Booking the studio time keeps him disciplined and also allows him to be as loud as he wants without disturbing anyone else.

The studios bring in many teens to record their own music. They come in groups to put together beats and take turns going into the booth to rap or sing. These are often patrons who otherwise do not use library's services and in fact sometimes they need to get a library card to start using the studio. The studio draws different people from the community into the library.

As we've recently added the analog synthesizer, I'm excited to see what new creativity we can facilitate. One of the reasons we added this instrument is because it is ready to be used out of the box and fun to explore the sounds, even with no musical training, but it can also do amazing things if someone wants to take the time to learn the capabilities. The synthesizer was a big hit at our National Library Week pop-up demos and I met a patron who played synthesizers in several bands and started active Reddit threads on synthesizers. We've talked about the possibility of partnering up in the future to offer more in-depth demonstrations and introductory classes.

In our digitization studio, many patrons use the space for a short time to finish a specific archival project such as digitizing VHS tapes, 35mm slides, or old photos. They will often come in every day for a week and knock out the project or work on it slowly over time, one weekday a week. I've had times where someone is digitizing their wedding video they haven't seen for decades or patrons see photos for the first time after uncovering a box of slides.

Another aspect of our studio services I'm proud of is the training we are able to offer through both 1-on-1 appointments and workshops conducted by our Tech Aides. These run multiple times a week and rotate between different skills patrons can learn in the studios. We stick to things we can teach in 30 minutes and have written instructions (done in-house by the Tech Aides. We direct patrons to our LinkedIn Learning subscription for further self-guided instruction. Of course, the Tech Aides are always willing to assist patrons who are using the studios during their public desk shifts. We feel this is a sustainable service model that allows us to offer a lot of interesting digital services in a way that empowers patrons

# eLibrary - Behind the Scenes

## Accessing materials:

- Want to know what we have? See the [eLibrary page](#) or the eLibrary handouts on the slat wall at either location
- Only for Cook Memorial Public Library District cardholders (this applies even to the small pocket of Vernon Hills residents with a Vernon Area card who have special access privileges through our library)
- Most libraries do have their own eLibrary collections
- If a patron can't access our eLibrary materials (they get an error message, etc), check to see if their card is expired or blocked, if not then bump it up to Lindsay

## Catalog questions:

- Not all Hoopla titles are in our catalog (Hoopla has more than 1.4 million titles)
- We have a percentage of Hoopla items added to our catalog each month, but if you want to make sure something is or is not in Hoopla, it's best to go to the Hoopla site to check
- TS is adding and deleting records for eLibrary materials on a regular basis, but there may still be a delay in getting titles added to/deleted from the catalog

## Differences in collections:

- Two types of services we offer:
  - Cost-per-circulation collections (Hoopla, Kanopy) - we get access to everything that these vendors make available, we pay per checkout for these services
    - Perks: No wait time for patrons, items are always available
    - Cons: We have to limit the number of checkouts for these (by month) so that we can budget for them, only two of the Big 5 publishers provide content in Hoopla so not everything is available, sometimes a window for when new items will be in Hoopla (6 months or a year)
  - Curated collections (Libby/OverDrive, CloudLibrary\*) - our selectors choose what to add to these collections, we have developed these ourselves
    - \*CloudLibrary has an additional service as a part of it, called CloudLink, which operates as a type of material sharing between us and a few area libraries who also use CloudLibrary. CloudLink works very much like Linkin, where a patron will see an ebook/audiobook owned by another library as available in CloudLibrary as long as that item is "on the shelf" and not checked out. This is a seamless experience for the patron with no indication that they are getting an ebook/audiobook from another library.

## Considerations for curated collections:

- Cost
  - Most eBooks and Audiobooks cost much more for libraries than they do for the general public, this is especially true for titles from the Big Five publishers
  - See Reader's First [Publisher Price Watch list](#) (image pasted at the end of outline) for examples of pricing
- Licensing

- Most eBooks and some audiobooks expire after a certain amount of time - usually two years or 26 checkouts (this varies by publisher)

## Publisher Price Watch

### Licenses that expire:

Publisher	Format	Average physical retail price	Average OverDrive price	Markup	Books published per year	Model
<u>Scholastic Corporation</u>	eBook	\$8.37	\$11.79	41%	100 -1000	Expires after 24 mos
<u>HarperCollins Publishers</u>	eBook	\$16.71	\$24.10	44%	> 1000	Expires after 26 loans
<u>Disney Books</u>	eBook	\$9.01	\$15.14	68%	100 -1000	Expires after 26 loans
<u>Hachette Book Group</u>	eAudio	\$27.62	\$65.00	135%	100 -1000	Expires after 24 mos
<u>Simon &amp; Schuster</u>	eAudio	\$28.82	\$76.99	167%	100 -1000	Expires after 24 mos
<u>Penguin Random House</u>	eBook	\$17.41	\$55.00	216%	> 1000	Expires after 24 mos
<u>Simon &amp; Schuster</u>	eBook	\$16.43	\$58.19	254%	> 1000	Expires after 24 mos
<u>Macmillan Publishers</u>	eBook	\$16.52	\$60.00	263%	> 1000	Expires after 24 mos
<u>Hachette Book Group</u>	eBook	\$16.13	\$64.25	298%	100 -1000	Expires after 24 mos

### Licenses that do not expire:

Publisher	Format	Average physical retail price	Average OverDrive price	Markup	Books published per year	Model
<u>Dean Street Publishing</u>	eBook	\$14.71	\$4.35	-70%	< 100	No expiration
<u>Baker Publishing Group</u>	eBook	\$14.56	\$16.39	13%	100-1000	No expiration
<u>Sourcebooks, Inc.</u>	eBook	\$11.08	\$14.74	33%	100-1000	No expiration
<u>Disney Books</u>	eAudio	\$18.83	\$27.04	44%	< 100	No expiration
<u>Workman Publishing</u>	eAudio	\$28.52	\$40.95	44%	< 100	No expiration
<u>Workman Publishing</u>	eBook	\$13.37	\$22.60	69%	100-1000	No expiration
<u>Kensington Publishing</u>	eBook	\$12.70	\$22.50	77%	100-1000	No expiration
<u>Macmillan Publishers</u>	eAudio	\$27.94	\$55.49	99%	100-1000	No expiration

<u>Blackstone Publishing</u>	eBook	\$16.74	\$35.14	110%	< 100	No expiration
<u>Dreamscape Media</u>	eAudio	\$34.33	\$73.24	113%	100-1000	No expiration
<u>HarperCollins Publishers</u>	eAudio	\$31.21	\$67.56	116%	> 1000	No expiration
<u>Oasis Audio</u>	eAudio	\$21.98	\$55.11	151%	100-1000	No expiration
<u>Blackstone Publishing</u>	eAudio	\$21.51	\$54.60	154%	> 1000	No expiration
<u>Recorded Books</u>	eAudio	\$28.82	\$86.35	200%	100-1000	No expiration
<u>Penguin Random House</u>	eAudio	\$27.94	\$89.30	220%	100-1000	No expiration
<u>Bloomsbury Publishing</u>	eBook	\$16.39	\$56.80	247%	100-1000	No expiration
<u>Scholastic Corporation</u>	eAudio	\$15.68	\$68.84	339%	100-1000	No expiration
<u>Bloomsbury Publishing</u>	eAudio	\$24.70	\$115.60	368%	100-1000	No expiration

Cook Memorial Public Library District											
Investment Maturity Schedule											
July 31, 2023											
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	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
Customers BK Phoenixville PA CD (11/15/22)	22-Nov-2022	22-Feb-2024	245,000	4.800%			245,000				245,000
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>			980,000		-	490,000	245,000	-	-	245,000	980,000
<b>Total Investments</b>			2,575,000		245,000	980,000	490,000	370,000	-	490,000	2,575,000
<b>Difference</b>			0								

**Cook Memorial Public Library District**  
**Investment Transaction Schedule - JP Morgan Chase**

Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash Fund	Total	General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
<b>30-Apr-2023</b>	<b>Ending Balance</b>			<b>1,713,416.46</b>	<b>1,840,000.00</b>	<b>0.00</b>	<b>3,553,416.46</b>	<b>56,502.13</b>	<b>51,144.16</b>	<b>107,646.29</b>	<b>16,994.45</b>	<b>11,540.10</b>	<b>23.18</b>	<b>76.06</b>	<b>25,562.90</b>
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
<b>31-May-2023</b>	<b>Ending Balance</b>			<b>1,713,416.46</b>	<b>1,595,000.00</b>	<b>0.00</b>	<b>3,308,416.46</b>	<b>56,504.67</b>	<b>51,146.46</b>	<b>107,651.13</b>	<b>26,647.79</b>	<b>21,284.05</b>	<b>25.72</b>	<b>78.36</b>	<b>44,418.31</b>
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
<b>30-Jun-2023</b>	<b>Ending Balance</b>			<b>1,713,416.46</b>	<b>1,595,000.00</b>	<b>0.00</b>	<b>3,308,416.46</b>	<b>56,505.68</b>	<b>51,148.55</b>	<b>107,654.23</b>	<b>30,700.69</b>	<b>22,330.84</b>	<b>26.73</b>	<b>80.45</b>	<b>49,521.10</b>
5-Jul-2023	Beal BK USA Las Vegas, NV CD	Maturity & Interest		(245,000.00)			(245,000.00)				6,841.21				6,841.21
13-Jul-2023	United States Treasury Bill - Reissue (01/11/23)	Maturity & Interest		(488,416.00)			(488,416.00)				11,584.00				11,584.00
24-Jul-2023	UBS BK Salt Lake City UT CD	Interest					0.00				966.58				966.58
21-Jul-2023	Bell ST BK & TR Fargo ND	Interest					0.00					835.68			835.68
31-Jul-2023	Chase Bank	Interest					0.00	0.95	2.16	3.11			0.95	2.16	3.11
<b>31-Jul-2023</b>	<b>Ending Balance</b>			<b>980,000.46</b>	<b>1,595,000.00</b>	<b>0.00</b>	<b>2,575,000.46</b>	<b>56,506.63</b>	<b>51,150.71</b>	<b>107,657.34</b>	<b>19,391.79</b>	<b>835.68</b>	<b>0.95</b>	<b>2.16</b>	<b>20,230.58</b>

# Position Summary

Cook Memorial Public Library

Report date as of Jul 31, 2023

Report run time: August 01, 2023 05:33 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			980,000.00		973,052.39	-6,947.61	-0.71	35,402.50	3.64		
								4,213.66	3.61		
Cororate Bond			980,000.00		973,052.39	-6,947.61	-0.71	35,402.50	3.64		
								4,213.66	3.61		
245,000	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS 05600XFR6060	2023-12-11	245,000.00	99.0224	242,604.88	-2,395.12	-0.98	6,125.00	2.52	2.50	5.46
								839.04	2.50		
245,000	CUSTOMERS BK PHOENIXVILLE PA C/D FDIC INS TO LIMITS 23204HMH8060	2024-02-22	245,000.00	99.7261	244,329.04	-670.96	-0.27	11,760.00	4.81	4.80	5.26
								2,223.12	4.80		
245,000	SANDY SPRING BK OLNEY MD CD C/D FDIC INS TO LIMITS 800364EC1060	2023-11-20	245,000.00	99.1357	242,882.54	-2,117.46	-0.86	5,757.50	2.37	2.35	5.21
								1,151.50	2.35		
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90355GBR6060	2024-08-26	245,000.00	99.2799	243,235.93	-1,764.07	-0.72	11,760.00	4.83	4.80	0.00
								0.00	4.80		
... 6414 / Cook Memorial PLD Special Res			1,595,000.00		1,582,714.08	-12,285.92	-0.77	39,197.50	2.48		
								6,101.44	2.46		
Cororate Bond			1,595,000.00		1,582,714.08	-12,285.92	-0.77	39,197.50	2.48		
								6,101.44	2.46		
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	245,000.00	98.0569	240,239.61	-4,760.39	-1.94	7,227.50	3.01	2.95	5.42
								1,425.70	2.95		
245,000	BMW BK NORTH AMER SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 05580AE59060	2023-10-10	245,000.00	99.0754	242,734.97	-2,265.03	-0.92	857.50	0.35	0.35	5.25
								265.47	0.35		
245,000	BELL ST BK & TR FARGO N D CD C/D FDIC INS TO LIMITS 07815ACF2060	2024-01-22	245,000.00	99.4858	243,740.37	-1,259.63	-0.51	10,167.50	4.17	4.15	0.00
								0.00	4.15		

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

# Position Summary

Cook Memorial Public Library

Report date as of Jul 31, 2023

Report run time: August 01, 2023 05:33 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	CROSS RIV BK TEANECK N J CD C/D FDIC INS TO LIMITS 227563CW1060	2024-12-23	245,000.00	99.7131	244,297.11	-702.89	-0.29	12,862.50 1,303.87	5.27 5.25	5.25	5.46
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076SV0060	2023-08-14	245,000.00	99.8196	244,558.11	-441.89	-0.18	1,102.50 238.62	0.45 0.45	0.45	5.12
125,000	SOUTHEAST BANK ATHENS TENN CD C/D FDIC INS TO LIMITS 84133PFM5060	2024-05-24	125,000.00	99.5083	124,385.39	-614.61	-0.49	6,000.00 2,564.38	4.82 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	99.0851	242,758.52	-2,241.48	-0.91	980.00 303.40	0.40 0.40	0.40	5.25
Total For Accounts held at JPMS, member FINRA and SIPC			2,575,000.00		2,555,766.47	-19,233.53	-0.75	74,600.00 10,315.10	2.92 2.90		

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>30-Jun-2023</b>	<b>Ending Balance</b>			<b>3,548,564.53</b>	<b>155,135.60</b>
18-Jul-2023	Maintenance Fee	Fee	Analysis for 06/23	(105.00)	
31-Jul-2023	Wintrust Bank	Interest	For July 2023	16,157.80	16,157.80
<b>31-Jul-2023</b>	<b>Ending Balance</b>			<b>3,564,617.33</b>	<b>16,157.80</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
30-Jun-2023	Ending Balance			1,327,077.84	42,441.55
31-Jul-2023	Wintrust Bank	Interest	For July 2023	5,986.36	5,986.36
31-Jul-2023	Ending Balance			1,333,064.20	5,986.36

**Cook Memorial Public Library District**

**BUDGET**

**FOR OPERATING EXPENSES**

**Fiscal Year 2023-2024**

**Preliminary Draft - Version 2 - Dated July 28, 2023**



**Cook Memorial Public Library District**  
**Operating Budget - FYE June 30, 2024**  
**General Fund Budget Summary**

GENERAL FUND	2022-2023		Budget 2023-2024	\$ Inc (Dec) Over FY23 Budget	% Inc (Dec) Over FY23 Budget
	Budget	Appropriation			
Property Tax	\$ 8,909,000		\$ 9,158,000	\$ 249,000	2.79%
Replacement Tax	250,000		250,000	0	0.00%
Interest	48,000		120,000	72,000	150.00%
Fines and Lost Materials	5,000		15,000	10,000	199.99%
Grants/Donations	88,000		93,000	5,000	5.68%
Other Income	18,000		20,000	2,000	11.11%
<b>Total Income</b>	<b>9,318,000</b>		<b>9,656,000</b>	<b>338,000</b>	<b>3.63%</b>
Salaries	5,214,000	5,440,000	5,302,000	88,000	1.69%
Benefits	606,000	640,000	641,000	35,000	5.78%
Training	59,000	62,000	65,000	6,000	10.17%
Materials	1,273,000	1,292,000	1,278,000	5,000	0.39%
Processing	52,000	55,000	49,000	(3,000)	-5.77%
Supplies	127,000	142,000	139,000	12,000	9.45%
Vehicles	36,000	45,000	37,000	1,000	2.78%
Computer Operations	1,293,000	1,370,000	771,000	(522,000)	-40.37%
Utilities	200,000	240,000	153,000	(47,000)	-23.50%
Telephone	33,000	40,000	37,000	4,000	12.12%
Postage	12,000	16,000	13,000	1,000	8.33%
Maintenance	175,000	200,000	175,000	0	0.00%
Repair	130,000	154,000	125,000	(5,000)	-3.85%
Insurance	79,000	90,000	78,000	(1,000)	-1.27%
Professional Services	72,000	90,000	113,000	41,000	56.94%
Improvements	77,000	80,000	178,000	101,000	131.17%
Community Relations	178,000	192,000	192,000	14,000	7.87%
Rents	0	5,000	0	0	0.00%
Contingency	50,000	50,000	50,000	0	0.00%
Debt Service	983,000	985,000	982,000	(1,000)	-0.10%
Reserve For Technology & Outreach Vehicle	125,000	125,000	125,000	0	0.00%
<b>Total Expenditures</b>	<b>10,774,000</b>	<b>11,313,000</b>	<b>10,503,000</b>	<b>(271,001)</b>	<b>-2.52%</b>
<b>Rev Over (Under) Exp - General Fund</b>	<b>\$ (1,456,000)</b>	<b>\$ (11,313,000)</b>	<b>\$ (847,000)</b>	<b>\$ 609,001</b>	<b>N/A</b>

IMRF/SS FUND	2022-2023		Budget 2023-2024	\$ Inc (Dec) Over FY23 Budget	% Inc (Dec) Over FY23 Budget
	Budget	Appropriation			
Property Tax	\$ 844,000		\$ 783,000	\$ (61,000)	-7.23%
Replacement Tax	0		0	0	0.00%
<b>Total Income</b>	<b>844,000</b>		<b>783,000</b>	<b>(61,000)</b>	<b>-7.23%</b>
IMRF Contributions	526,000	557,000	525,640	(360)	-0.07%
Social Security	395,000	415,000	403,889	8,889	2.25%
<b>Total Expenditures</b>	<b>921,000</b>	<b>972,000</b>	<b>929,529</b>	<b>8,529</b>	<b>0.93%</b>
<b>Rev Over (Under) Exp - IMRF/SS Fund</b>	<b>\$ (77,000)</b>	<b>\$ (972,000)</b>	<b>\$ (146,529)</b>	<b>\$ (69,529)</b>	<b>90.30%</b>

<b>Grand Total Expenditures:</b>					
General Fund	\$ 10,774,000	\$ 11,313,000	\$ 10,503,000	\$ (271,000)	-2.52%
IMRF/SS Fund	921,000	972,000	929,529	8,529	0.93%
<b>Total</b>	<b>\$ 11,695,000</b>	<b>\$ 12,285,000</b>	<b>\$ 11,432,529</b>	<b>\$ (262,471)</b>	<b>-2.24%</b>

**Cook Memorial Public Library District**  
**Operating Budget - FYE June 30, 2024**  
**General Fund Budget Final**

(A) = Actual    (B) = Budget

**Property Tax**

**\$ 9,158,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
	Property Tax General - Extension (1)(2)	8,305,017	8,560,000	8,789,347	8,703,543	8,909,000	9,158,000
10-4000	Property Tax General - Actual	8,393,805	8,597,609	8,789,347	8,703,543		

(1) For FY2024, since we collected at least 99.5% of our property taxes for FY2022 & FY2023, we will keep our reserve at 0.5%.

(2) For FY2021, we increased our reserve for uncollectible property taxes from .5% to 1.5%. But since we collected 99.8% of our property taxes, for FY2022 & FY2023 we will reduce our reserve back down to .5%.

**Replacement Tax**

**250,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-4050	Replacement Tax General (1)(2)	83,471	91,371	115,895	252,621	250,000	250,000

(1) The Illinois Department of Revenue's estimate of our collections for FY2024 was not available. Our actual collections for FY2023 were \$285,537. To be conservative, we will leave our budget at \$250,000.

(2) Personal Property Replacement Taxes more than doubled from FY2021 to FY2022. The Illinois Department of Revenue is estimating that our collections for FY2023 will be \$271,594. To be conservative, we will budget \$250,000.

**Interest**

**120,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-3100	Interest (1)(2)	135,283	134,477	24,841	15,392	48,000	120,000

(1) Actual interest income for the General Fund for FY2023 was \$209,225. The US Fed Funds Rate is projected to trend around 4.75% in 2024. As a result, we will increase our estimate. But to be conservative, we will only increase the budget to \$120,000.

(2) With the recent interest hikes from the Feds (and at least two more expected in calendar year 2022), our interest income has been steadily increasing. In July 2022, our interest income just from our MaxSafe account and our Illinois Funds account was \$6,120. On an annual basis, this would be over \$73,000. To be conservative, we will budget \$48,000.

**Fines**

**15,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-4350	Fines & Lost Materials (1) (2)	89,462	56,618	11,913	16,464	3,000	15,000

(1) Revenue has increased slightly year over year since FY21. FY21=\$11,914, FY22=\$16,464, FY23=\$20,028. We will increase the budget from \$3,000 to \$15,000.

(2) Beginning in FY2021, fines for most items were eliminated, so there was a significant decrease in fines revenue. This amount increased slightly in FY2022 and in FY2023.

**Grants/Donations**

**93,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-4315	Per Capita Grants (1) (2)	74,803	74,803	74,803	88,267	88,000	88,000
10-4325	Fundraising Projects	0	0	0	0		0
Various	Other Grants/Donations	5,660	4,118	0	0		5,000

(1) FY2023 Award Letter, received May 23, 2023, indicated that the FY23 amount we will receive in FY2024 is \$90,413.08. We will keep the budget at \$88,000 to be conservative.

(2) Our FY2022 Award Letter we received June 29, 2022 indicated that the amount for FY2022 that we will receive in FY23 is \$90,413.08. We will budget \$88,000.

**Other Income**

**20,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-4400	Lost Materials	3,236	2,178	2,351	1,095	2,400	0
10-4450	Copy Machine Income	24,271	17,883	7,657	9,915	6,000	9,000
10-4461	Bus Trips - Adults	11,475	8,865	0	0	8,000	8,000
10-4462	Bus Trips - Children's	0	0	0	0		0
10-4465	Author's Luncheons - Adults	0	0	0	0		0
10-4470	Bags and Browsers	526	411	50	46	300	300
10-4490	Vendor Refunds	0	0	0	0		0
10-4500	Misc - General Account	3,247	9,167	25,255	8,438	3,300	2,700
10-4650	Donations - Undesignated	0	0	1,232	3,972		0

**Total Income**

\$ 8,825,239	\$ 8,997,500	\$ 9,053,344	\$ 9,099,753	\$ 9,318,000	\$ 9,656,000	\$ 9,656,000
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**Cook Memorial Public Library District**  
**Operating Budget - FYE June 30, 2024**  
**General Fund Budget Final**

(A) = Actual    (B) = Budget

**Salaries (1) (2) (3) (4) (5)**

**5,302,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5110	Administration	778,553	765,826	783,329	888,003	1,019,287	1,036,807
10-5120	Adult Services	981,785	1,010,074	1,034,622	1,117,664	1,222,205	1,198,465
10-5130	Children's Services	608,735	652,499	621,062	699,264	842,543	853,360
10-5140	Circulation	701,016	690,856	584,109	690,470	772,835	791,358
10-5145	Maintenance	221,695	231,181	205,730	203,851	238,747	253,090
10-5150	ILL	90,245	96,061	95,164	97,599	108,764	111,544
10-5155	Outreach	253,931	228,870	206,704	218,111	245,210	268,119
10-5160	Tech Services	552,832	573,514	578,522	578,028	557,402	613,535
10-5165	Shelvers	152,132	147,281	134,232	136,671	207,008	175,722

10-5100	Total Salaries	4,340,924	4,396,162	4,243,474	4,629,661	5,214,001	5,302,000
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(1) FY2024 includes a proposed COLA increase of 3.5% effective July 2023. This 3.5% increase will result in a total COLA increase of 6.5% to account for the 2022 CPI increase of 6.5%. FY2024 also includes a 1.6% proposed merit increase that will be effective January 1, 2024.

(2) FY2023 includes a COLA increase of 2.4% effective July 2022. This 2.4% increase will result in a total COLA increase of 7.0% to account for the 2021 CPI increase of 7.0%. The FY2023 budget also includes an additional COLA increase of 3.0% effective January 2023 as an advance towards the anticipated 2022 CPI increase. This has a 1.5% effect on the FY2023 budget. It also includes a 1.6% merit increase pool that will be given effective January 1, 2023, resulting in a .8% salary increase for FY2023.

(3) In FY2022, employees received a COLA increase of 4.0% in July 2021 (representing a 1.4% increase for the 2020 CPI plus a 2.6% advance on the anticipated 2021 CPI increase). In January 2022, the employees received another 2021 2.0% COLA increase as an additional advance on the 2021 CPI increase, plus a merit increase averaging 1.9%.

(4) The Illinois minimum wage increased from \$12.00 to \$13.00 starting January 1, 2023, and will increase to \$14.00 effective January 1, 2024. Salaries have been adjusted to allow for these increase for affected staff, including some adjustments for wage compression issues.

(5) Budgeted hours: FY2022 = 90.53 FTE, FY2023 = 89.85 FTE, FY2024 = 91.24 FTE(not including potential increase to Sunday hours)

**Benefits**

**641,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5210	Health Insurance (1)	397,818	393,381	415,579	408,035	554,795	592,294
10-5220	Dental/Vision Insurance (2)	33,970	33,681	31,944	30,765	36,335	33,840
10-5230	Unemployment Compensation	4,748	5,231	4,915	5,498	5,742	5,794
10-5240	Life Insurance	3,222	3,266	3,105	3,147	3,631	3,595
10-5250	Social Security Taxes	0	0	0	0	0	0
10-5260	IMRF Contributions	0	0	0	0	0	0
10-5270	LTD Insurance	4,339	4,455	4,340	4,593	5,498	5,477
10-5290	Compsych	0	0	0	0	0	0

10-5200	Total Benefits	444,097	440,014	459,883	452,038	606,000	641,000
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(1) For FY2024, there is a 15.0% increase across the board for the PPO and HDHP plans, and a 9.5% increase for the HMO plan.

(2) For FY2024, there is a \$1/month increase in dental single coverage and \$4/month increase for family coverage. No increase in vision insurance.

**Training**

**65,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5310	Workshops	5,103	3,911	7,051	5,409	13,824	13,874
10-5320	Travel	1,239	438	163	451	2,570	2,435
10-5330	Memberships	7,864	7,287	6,892	6,669	10,681	10,991
10-5340	Formal Education (1)	7,650	0	0	0	5,375	0
10-5350	Conferences (2)	10,060	10,517	1,640	6,110	23,250	30,000
10-5360	Personnel Tools (3)	113	1,627	1,049	3,472	2,600	7,300
10-5365	Staff Recognition	125	0	0	0	0	0
10-5370	Trustee Training	0	0	0	0	400	400
10-5380	Printed Materials - Trustees	0	30	0	0	300	0

10-5300	Total Training	32,154	23,810	16,795	22,111	59,000	65,000
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(1) Tuition reimbursement for FY2023 is for three classes for one employee, per the guidelines in our personnel policy.

(2) FY2024 budget has been increased because all major conferences are out of state.

(3) FY2024 budget includes \$5,000 for training of new managers and supervisors.

**Cook Memorial Public Library District**  
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(A) = Actual    (B) = Budget

**Materials**

**1,278,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5410	Books - Adult	250,348	235,876	231,408	226,482	245,700	234,700
10-5415	Books - Juvenile	139,093	138,554	119,636	135,645	156,205	157,955
10-5420	Audio/Visual - Adult	156,380	147,026	105,831	121,079	163,000	163,000
10-5425	Audio/Visual - Juvenile	12,314	8,345	9,934	6,051	9,000	7,250
10-5430	Games - Adult	13,726	9,347	9,332	14,555	24,000	24,000
10-5435	Games - Juvenile	16,020	6,836	8,473	9,050	9,000	9,000
10-5440	Periodicals - Adult	39,071	54,159	25,792	33,491	37,000	37,000
10-5445	Periodicals - Juvenile	1,680	1,541	1,493	1,403	2,000	2,000
10-5450	Circulating Technology (1)	3,660	1,713	10,504	7,611	16,985	13,680
10-5492	Online Databases - Adult	170,794	193,739	199,194	200,314	224,520	230,000
10-5493	Online Databases - Juvenile	18,347	19,127	19,467	19,799	22,600	23,900
10-5495	Digital Popular Materials - Adult	232,795	257,319	268,875	300,642	310,090	321,090
10-5496	Digital Popular Materials - Juvenile	12,785	18,071	9,118	13,715	19,900	20,425
10-5497	Interlibrary Loan Fees	29,340	30,199	30,671	30,475	33,000	34,000
10-5400	Total Materials/Periodicals	1,096,353	1,121,852	1,049,728	1,120,312	1,273,000	1,278,000

(1) This line item includes the cost of equipment that is circulated to patrons, such as Rokus, mobile hotspots and laptop computers.

**Processing**

**49,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5510	Acquisitions	1,175	1,175	1,175	1,175	1,200	1,400
10-5520	Cataloging	34,714	35,816	33,248	40,022	50,800	47,600
10-5500	Total Processing	35,889	36,991	34,423	41,197	52,000	49,000

**Supplies**

**139,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5611	Supplies - Admin	4,893	8,608	17,031	9,598	10,000	10,380
10-5612	Supplies - Adults	844	1,644	1,595	3,580	1,100	2,160
10-5613	Supplies - Children's	6,095	8,647	7,288	5,101	3,100	5,160
10-5614	Supplies - Circulation	9,099	8,605	10,794	6,054	14,000	14,250
10-5615	Supplies - Maintenance	28,382	28,004	26,926	22,998	32,000	35,360
10-5616	Supplies - ILL	2,365	1,550	645	1,481	2,500	2,000
10-5617	Supplies - Outreach	209	958	339	526	800	840
10-5618	Supplies - Tech Services	16,882	10,841	14,682	16,853	20,000	20,000
10-5625	Supplies - RFID Tags	7,824	7,057	6,848	5,897	7,500	7,850
10-5660	Supplies - Computer	21,464	15,933	12,884	23,447	20,000	25,000
10-5670	Supplies - Paper	6,331	3,466	3,392	5,585	7,000	7,000
10-5680	Supplies - Staff Room	9,693	8,163	3,875	7,540	9,000	9,000
10-5690	Supplies - Copies (ISBS)	0	0	0	0	0	0
10-5600	Total Supplies	114,081	103,476	106,299	108,660	127,000	139,000

**Vehicles**

**37,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5710	Bookmobile Fuel	2,163	1,629	494	1,299	2,700	2,700
10-5720	Bookmobile Maintenance/Repair (1)	8,369	3,030	6,848	2,282	19,000	23,000
10-5730	Bookmobile Delivery Service	1,732	1,714	264	929	2,000	2,000
10-5750	Van Fuel	1,659	1,433	1,477	2,308	3,120	3,120
10-5760	Van Maintenance/Repair	1,105	1,384	559	4,116	8,340	5,340
10-5770	Material Delivery Services	0	0	0	0	0	0
10-5780	Vehicles - Other Operating Expenses	0	0	31	8	840	840
10-5700	Total Vehicles	15,028	9,190	9,673	10,942	36,000	37,000

(1) For FY2024 we will increase the budget to \$23,000. We have avoided major repairs so far; however, as the bookmobile ages, the potential for major repairs increases.

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(A) = Actual    (B) = Budget

**Computer Operations**

**771,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5810	Integrated Library System	73,104	75,297	65,776	62,662	69,445	70,800
10-5820	Repairs	0	0	0	0	1,200	1,200
10-5830	Replacement Hrd/Software (1)(2)	63,339	111,679	149,847	121,540	897,005	380,320
10-5840	LAN Services	175,655	177,034	170,100	180,500	242,400	246,850
10-5850	Misc Contracts	51,961	36,010	43,309	44,447	50,450	50,630
10-5860	Internet (3)(4)	16,733	16,952	21,290	28,045	31,000	20,000
10-5865	Remote Communications Expenses	0	0	2,345	1,300	1,500	1,200
10-5870	Desktop Leases	0	0	0	0	0	0

10-5800	Total Computer Operations	380,792	416,972	452,667	438,494	1,293,000	771,000
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(1) FY2023 includes \$494,900 for new patron/staff desktops and laptops, \$84,100 for new Sierra/Encore (our ILS) servers, \$120,000 for two new virtual servers, \$51,887 for new security gates at both locations and \$23,400 for an upgraded door access (key fob) system.

(2) FY2024 includes \$245,000 for the remainder of the \$781,000 in computer/technology upgrades budgeted in FY2023 that were not started or completed in FY2023.

(3) Beginning in FY2021, we increased our internet access from 150MB to 1 GB at a cost of \$921/month.

(4) Beginning in FY2024, we signed new three year agreements with AT&T (fiber connection between the buildings) and Comcast (internet). These new contracts increased our connection between the buildings from 1GB to 2GB and reduced our monthly costs from \$1,671 to \$1,350.

**Utilities**

**153,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-5911	Electricity - Aspen (1)	51,212	58,666	61,417	63,123	71,600	53,000
10-5912	Electricity - Cook Park (1)	88,497	91,083	79,062	88,228	100,400	70,000
10-5921	Gas - Aspen (2)	3,854	3,976	3,901	3,807	7,000	6,000
10-5922	Gas - Cook Park (2)	9,423	5,988	7,295	6,751	11,000	11,000
10-5931	Water - Aspen	2,485	2,438	1,314	2,604	3,500	6,000
10-5932	Water - Cook Park	5,953	5,709	2,292	4,241	6,500	7,000

10-5900	Total Utilities	161,424	167,860	155,281	168,754	200,000	153,000
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(1) Electricity - For FY2024, IUPC recommended a 3% to 5% decrease over prior year actual. For both locations, we budgeted for an approximate 35% increase over current year actual to be conservative.

(2) Gas - For FY2024, IUPC recommended a 10% decrease over prior year actual expenses. To be conservative, we budgeted for 35% increases for both locations.

**Telephone**

**37,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6010	Telephone	13,026	14,642	16,265	16,149	22,650	22,114
10-6020	Bookmobile - Telephone	3,338	2,790	2,764	2,761	2,400	7,186
10-6040	Telephone Repairs	0	71	0	0	0	0
10-6050	Telephone Service Contracts	5,983	7,478	4,595	8,179	7,950	7,700

10-6000	Total Telephone	22,347	24,981	23,624	27,089	33,000	37,000
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**Postage**

**13,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6100	Postage	8,272	6,466	7,310	9,373	12,000	13,000

10-6100	Total Postage	8,272	6,466	7,310	9,373	12,000	13,000
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**Cook Memorial Public Library District**  
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(A) = Actual (B) = Budget

**Maintenance**

**175,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6211	Janitorial Service - Aspen	18,746	25,184	26,860	29,649	36,230	36,730
10-6212	Janitorial Service - Cook Park	49,395	48,373	42,643	51,374	56,600	56,400
10-6221	Landscaping Service - Aspen (1)	4,574	8,373	13,518	6,395	20,000	18,300
10-6222	Landscaping Service - Cook Park (1)	8,064	4,423	7,405	4,137	13,000	13,000
10-6231	Snow Removal - Aspen	11,497	7,146	9,837	7,101	16,000	16,750
10-6232	Snow Removal - Cook Park	8,358	3,135	5,691	4,005	11,000	11,650
10-6241	Trash Removal - Aspen	0	0	0	0	0	0
10-6242	Trash Removal - Cook Park	2,568	2,598	2,602	2,658	2,940	2,940
10-6251	Miscellaneous Maintenance - Aspen	2,910	7,860	2,830	3,593	6,000	6,000
10-6252	Miscellaneous Maintenance - Cook Park	9,455	7,081	7,018	8,470	13,230	13,230
10-6200	Total Maintenance	115,567	114,173	118,404	117,382	175,000	175,000

(1) For FY2023, budget amounts are slightly higher to allow for replacement of some dead trees and plants at both locations, treating of some oak trees at Aspen, and some drainage correction work at Aspen.

**Repair**

**125,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6321	Building & Grounds Repairs-Aspen (1)	3,387	23,341	10,889	1,173	18,170	9,000
10-6322	Building & Grounds Repairs-Cook Park (1)	28,789	5,390	16,652	2,593	24,000	27,947
10-6331	Mechanical Repairs - Aspen	5,032	185	8,204	1,080	12,000	12,000
10-6332	Mechanical Repairs - Cook Park	6,434	8,047	16,177	2,543	18,000	18,000
10-6341	Service Contracts - Aspen	14,645	10,124	17,928	21,915	27,000	27,122
10-6342	Service Contracts - Cook Park	19,989	17,811	21,646	19,858	21,910	22,755
10-6350	Office Machine Repairs	0	0	0	1,203	3,720	4,176
10-6360	Office Machine Service Contracts	7,935	7,558	6,910	5,896	5,200	4,000
10-6370	Telephone Repairs	0	0	0	0	0	0
10-6380	Telephone Service Contracts	0	0	0	0	0	0
10-6300	Total Repairs	86,211	72,456	98,406	56,261	130,000	125,000

(1) FY2024 includes \$3,800 for the resealing/stripping of the parking lot at Cook Park. FY2023 includes \$9,170 for resealing/stripping of the parking lot at Aspen.

**Insurance**

**78,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6410	Bonds Insurance	4,948	4,948	4,948	4,948	5,000	5,000
10-6420	Business Package Insurance (1)	18,923	25,704	32,512	35,395	50,000	50,000
10-6430	Umbrella Insurance (1)	1,240	1,461	1,779	2,487	5,000	5,000
10-6440	Worker's Compensation Insurance	17,324	14,916	11,389	12,249	19,000	18,000
10-6400	Total Insurance	42,435	47,029	50,628	55,079	79,000	78,000

(1) For FY2024, Gallagher recommended a 15% increase over our prior year actual premium of \$34,921 (\$40,159). But given the recent weather related claims (flooding, fires, etc.) throughout the country, rates could increase even more. This, coupled with possible increases in cyber insurance, suggests even higher premiums. We will keep the budget at \$50,000 for the business/package policy, \$5,000 for our umbrella policy to be conservative, and \$5,000 for our bonds insurance.

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(A) = Actual (B) = Budget

**Professional Services**

**113,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6510	Accounting Services	16,900	10,500	17,000	16,500	19,000	19,000
10-6520	Legal Services	11,262	12,144	16,027	10,853	18,000	18,000
10-6530	Consulting (1)(2)	4,860	350	2,460	23,245	10,000	38,000
10-6540	Payroll Processing (3)	13,860	13,818	14,933	17,703	20,100	33,260
10-6550	Documentation Publishing	129	514	488	488	1,000	1,000
10-6560	Recruitment	1,034	1,113	914	1,732	2,400	2,400
10-6565	Financial Services	0	0	0	0	0	0
10-6570	Collection Services	546	304	0	0	0	0
10-6571	Miscellaneous Services & Fees	409	454	426	223	1,500	1,340

10-6500	Total Professional Services	49,000	39,197	52,248	70,744	72,000	113,000
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(1) FY2024 includes \$25,000 for the Outreach vehicle replacement consulting services and \$10,000 for the Cook Park Children's Department design fees.

(2) FY2022 included \$10,500 for HR Source for salary study and benchmarking services, and \$12,250 to Sarah Keister & Associates for services relating to the strategic plan. FY2023 includes \$7,000 for the completion of the strategic plan.

(3) FY2024 includes \$9,000 for additional services from Paylocity for employee onboarding, ACA compliance and performance evaluation modules.

**Improvements**

**178,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6610	Furniture (1)(2)(3)(4)	6,248	3,233	1,991	6,091	34,000	119,848
10-6620	Computers	0	18,437	0	1,078	16,500	22,400
10-6630	Equipment	5,498	1,989	8,639	13,392	7,700	16,952
10-6640	Building & Grounds	450	0	0	0	3,800	3,800
10-6650	Copiers & Other Leased Equipment (5)	8,056	8,206	8,155	8,155	15,000	15,000
10-6660	Strategic Plan Initiatives Exp.	916	0	0	0	0	0

10-6600	Total Improvements	21,168	31,865	18,785	28,716	77,000	178,000
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(1) FY2024 includes \$25,000 for new meeting room tables for the Aspen meeting room carried over from the FY2023 budget.

(2) FY2024 includes \$23,000 for new adult and children's patron computer tables at Cook Park.

(3) FY2024 includes \$20,000 for new office workstations for relocated staff.

(4) FY2024 includes \$40,000 for new furniture associated with the strategic plan.

(5) Increase due to new lease agreement with Konica Minolta on new copiers. This amount now includes all percopy costs. Budget for account 10-6360 has been reduced accordingly.

**Community Relations**

**192,000**

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6710	Newsletter	38,309	34,436	15,684	42,463	46,800	51,200
10-6712	Graphics	4,277	1,973	982	3,481	3,500	3,500
10-6721	Programs - Adult	17,799	21,593	25,003	20,906	23,684	30,550
10-6722	Book Discussions/Authors	4,757	6,393	4,439	6,002	9,775	10,825
10-6723	Other Expenditures	2,499	1,688	923	77	700	3,213
10-6724	Prepaid Bus Trips - Adults	14,672	4,353	0	0	9,500	9,500
10-6725	Genealogy Programs	1,265	486	1,285	600	1,965	1,965
10-6726	Computer Programs	6,600	7,100	9,950	7,407	9,000	7,500
10-6731	Programs - Young Adult	2,228	1,265	1,040	749	4,150	4,150
10-6732	Homework Café	0	0	0	0	0	0
10-6740	Programming - Children's	19,595	19,334	17,515	25,004	25,000	25,300
10-6741	Bus Trips - Childrens	0	0	0	0	0	0
10-6745	Public Performance/Film	969	3,423	0	832	1,115	2,015
10-6750	Printing	458	0	0	841	1,800	2,400
10-6760	Promotions/Prizes	19,965	11,713	15,144	19,484	29,954	32,075
10-6780	Digital Studios	1,303	2,277	2,034	2,542	4,500	4,800
10-6790	Workshops	2,388	4,918	5,416	27,879	6,557	3,008

10-6700	Total Community Relations	137,084	120,952	99,415	158,267	178,000	192,000
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**Cook Memorial Public Library District**  
**Operating Budget - FYE June 30, 2024**  
**General Fund Budget Final**

(A) = Actual (B) = Budget

**Rent**

0

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6800	Rent	0	0	0	0	0	0
10-6900	Total Rent	0	0	0	0	0	0

**Contingency**

50,000

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-6900	Contingency	0		0	0	50,000	50,000
10-6900	Total Contingencies	0	0	0	0	50,000	50,000

**Debt Service**

982,000

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
10-7000	Debt Service (1)	769,662	897,369	981,906	981,132	983,000	982,000
10-7000	Total Debt Service	769,662	897,369	981,906	981,132	983,000	982,000

(1) Beginning in FY2020, debt service increased due to the interest expense on the Series 2019 Debt Certificates issued in February, 2019 for the expansion of the Aspen Drive Library.

**Capital Improvements**

125,000

A/C #	Account	06/30/19 (A)	06/30/20 (A)	6/30/21 (A)	6/30/22 (A)	06/30/23 (B)	06/30/24 (B)
	Reserve for Technology Equipment	0	0	0	0	100,000	100,000
	Reserve for Outreach Vehicle	0	0	0	0	25,000	25,000
	Total Capital Improvements	0	0	0	0	125,000	125,000

Total Expenditures	7,872,488	8,070,815	7,978,949	8,496,212	10,774,001	10,503,000	10,503,000
Net Revenues Over (Under) Expenditures	\$ 952,751	\$ 926,685	\$ 1,074,395	\$ 603,541	\$ (1,456,001)	\$ (847,000)	\$ (847,000)

## **FINANCE POLICY**

### Article I      Responsibility.

The Cook Memorial Public Library District (“Library”) Board of Trustees (“Trustees or Board”) as a whole is responsible for establishing the financial policies of the Library except as they are regulated by law. The Treasurer's legal responsibilities appear in 75 ILCS 16/30-45. The Treasurer is responsible for the execution of the Policy and the law regarding finances, and for the bookkeeping, record keeping and reporting procedures to support that policy. The Library Director is responsible to the Treasurer for the execution of the bookkeeping, record keeping and reporting procedures established by law, the Board and the Treasurer. The Library follows the financial procedures established by Illinois Statute.

### Article II      Treasurer’s Bond/Insurance Policy.

The amount of the annual Treasurer's Bond is set by statute (75 ILCS 16/30-45). The Library Director and other financial personnel will be bonded. The amount of the bond shall be set by the Board in July upon the recommendation of the auditor.

As provided by statute (75 ILCS 16/30-45), as an alternative to the Treasurer’s Bond, the Library may secure an insurance policy with coverage for negligent or intentional acts by Library officials and employees.

### Article III      Fiscal Year.

The fiscal year of the Library is July 1 through June 30. (75 ILCS 16/35-40)

### Article IV      Method of Accounting.

Financial statements are prepared in accordance with generally accepted accounting principles for units of local government.

The Library prepares its financial statements on a modified cash basis. The accounts of the Library are maintained in accordance with the principles of fund accounting. Funds established include but may not be limited to:

- A. General Fund
- B. IMRF/Social Security Fund
- C. Special Reserve Fund

D. Working Cash Fund

E. Project Fund

Article V Disbursements.

Disbursements shall be by checks signed by two of five authorized signers.

A check-signing machine with the signatures of two of the five authorized signers may be used with appropriate control procedures. The authorized signers are the four Officers of the Board and the Library Director.

Article VI Transfers.

Transfers between library funds permitted by law require a majority vote of the Trustees present at any meeting of the Board.

Article VII Audit of Library District Funds.

A licensed public accountant shall be engaged by the Board to annually audit the funds and accounts of the Library as provided in 50 ILCS 310/2 of the Governmental Account Audit Act. Notice of availability of audit report shall be published in a newspaper of local circulation prior to December 31 each year (30 ILCS 15/2).

Article VIII Report of Receipts and Disbursements.

A report of Receipts and Disbursements shall be prepared and certified by the Treasurer at the close of each fiscal year in accordance with 30 ILCS 15/0.01 et seq. of the Illinois Compiled Statutes. An original notarized copy shall be filed with the County Clerk within six months after the expiration of each fiscal year.

Article IX Records Filed and Retained.

The Treasurer shall insure that the documents to be retained are filed with the Secretary.

Article X Control.

The Treasurer and the Library Director shall maintain financial practices which shall afford security for Library monies.

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Date

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Secretary

Adopted: 10/19/76

Revised: 7/18/95

Revised: 2/17/98

Revised: 3/20/01

Revised: 1/20/04

Revised: 3/20/07

Revised: 12/30/08

Revised: 09/17/13

Revised: 04/18/17

Revised: 12/17/19

**[Revised OR Reviewed: XX/XX/XX]**



## FUND BALANCE POLICY

### Article I Fund Balance Classifications.

The Board of Trustees (“Board”) for the Cook Memorial Public Library District (“~~the~~ Library”) adopted the provisions of Governmental Accounting Standards Board (GASB) Statement 54. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent. Provisions in the Statement establish fund balance classifications that comprise a hierarchy based primarily on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which the resources can be used:

- A. Nonspendable fund balance – amounts that are not in a spendable form or are required to be maintained intact. (i.e. library materials, furniture)
- B. Restricted fund balance – amounts constrained to specific purposes by their providers and due to any legal restrictions, such as state laws or grant restrictions. (IMRF and Social Security Fund, Working Cash Fund)
- C. Committed fund balance – amounts constrained to specific purposes that the Library has imposed upon itself by formal action of the Board by motion, ordinance, or resolution to be reported as committed. Amounts cannot be used for any other purpose unless the Board takes formal action to remove or change the constraint. (Special Reserve Fund)
- D. Assigned fund balance – amounts the Library intends to use for a specific purpose; intent can be expressed by the Board or by an official body to which the governing body delegates authority. (General Fund)
- E. Unassigned fund balance – available for any purpose; these amounts are reported only in the General Fund.

The purpose of the Fund Balance Policy is threefold: to enable realistic long-term planning, to assist with effective development of annual budgets, and to promote clear communications with the general public.

Because it is essential for governments to maintain adequate levels of fund balance to mitigate current and future risks and to ensure stable tax rates, the

Board has developed this Fund Balance Policy to establish the level of unassigned fund balance and restricted fund balance that should be maintained in the General Fund and some of the Restricted Funds.

## Article II      Considerations in Establishing Goal Levels for Fund Balances.

The Library shall consider a variety of factors when determining the level of fund balances including:

- A. The predictability of revenues and the volatility of expenditures.
- B. Exposure to significant one-time outlays.
- C. Transfers of funds from the General Fund to other funds to maintain fund balance levels.
- D. Liquidity.
- E. Commitments and assignments.

## Article III      Fund Balances.

Fund Balance is defined as follows:

The fund balance cash assets or equivalents of the Library less all current operational commitments and liabilities.

### Section 1      Restricted Fund Balance (IMRF and Social Security Fund, Working Cash Fund)

Restricted Fund Balance: The fund balance cash assets or equivalents of the Library which are constrained to specific purposes by their providers as grantors, bondholders, through constitutional provisions, or by enabling legislation.

Goal Statement: For a given fiscal year, the target fund balance amount for the IMRF and Social Security Fund shall be 75% of the fiscal year's operating expense for each fund.

For a given fiscal year, the target fund balance amount for the Working Cash Fund would remain at its current level of \$555,776.

### Section 2      Committed Fund Balance (Special Reserve Fund)

Committed Fund Balance: The fund balance cash assets or equivalents of the Library that are committed to specific purposes by the Board that cannot be used for any other purpose unless the Board takes action to remove or change the constraint. Note that

Special Reserve funds may only be used for the purposes set forth in the Public Library Act of 1991 and the Library's Special Reserve Fund Plan. 75 ILCS 16/40-50.

Section 3 Assigned Fund Balance (General Fund)

Assigned Fund Balance: The fund balance cash assets or equivalents of the Library which have been assigned or committed to one or more future uses, such as specific programs or projects. The designated uses are identified by the Board and subject to change by the Board. The Board will approve if a portion of the unassigned fund balance should be assigned.

Section 4 Unassigned Fund Balance (General Fund)

Unassigned Fund Balance: The fund balance cash assets of the Library which may or may not be assigned to specific purposes.

General Unassigned Fund Balance: The fund balance cash assets or equivalents of the Library which carry no defined future use.

Goal Statement: For a given fiscal year, the targeted range for the General Unassigned Fund Balance shall be between 70 and 75% of the fiscal year's operating expense in the General Fund.

Article IV Spending Hierarchy.

When fund balance resources are available for specific purposes in more than one classification, the Library will spend the most restrictive funds first in the following order:

1. Restricted
2. Committed
3. Assigned
4. Unassigned

Article V Funding Policy.

Subsequent to the end of each fiscal year, the Library may, at the discretion of the Board, transfer a portion of the preceding year's unexpended balance from the General Fund to the Special Reserve Fund. Any portion of the preceding year's unexpended balance from the General Fund that is not transferred to the Special Reserve Fund shall accumulate in the General Fund. Once the accumulated fund balance in the General Fund has reached the target amount for the General Unassigned Fund Balance, any remaining funds may be transferred to the Special Reserve Fund.

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Date

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Secretary

Adopted: 09/16/14

Revised: 04/17/18

**[Revised OR Reviewed XX/XX/XX]**

## Overview of Potential Improvements

Building & Ground Committee Meeting  
July 25, 2023



## 1. Additional Public Study Rooms

### GOAL B: RE-ESTABLISH THE LIBRARY AS A COMMUNITY DESTINATION.

**STRATEGY B1:** Develop and implement a Library is Human 2.0 customer service plan that builds upon the foundational work completed during the last strategic plan.

**STRATEGY B2:** Reimagine the Cook Park Library children's department to expand the potential level of engagement and interaction, particularly among early learners.

**STRATEGY B3:** Optimize space at Cook Park Library to provide more independent, private work spaces to support remote workers and students.

**STRATEGY B4:** Continue to recruit diverse candidates for the library staff.

**STRATEGY B5:** Explore new opportunities to support social interaction and conversation at all age levels.

**STRATEGY B6:** Manage library collections, Library of Things materials, and digital equipment responsively to community need, demographic change, and relevance.

**STRATEGY B7:** Incorporate more flexible options for patron service points.

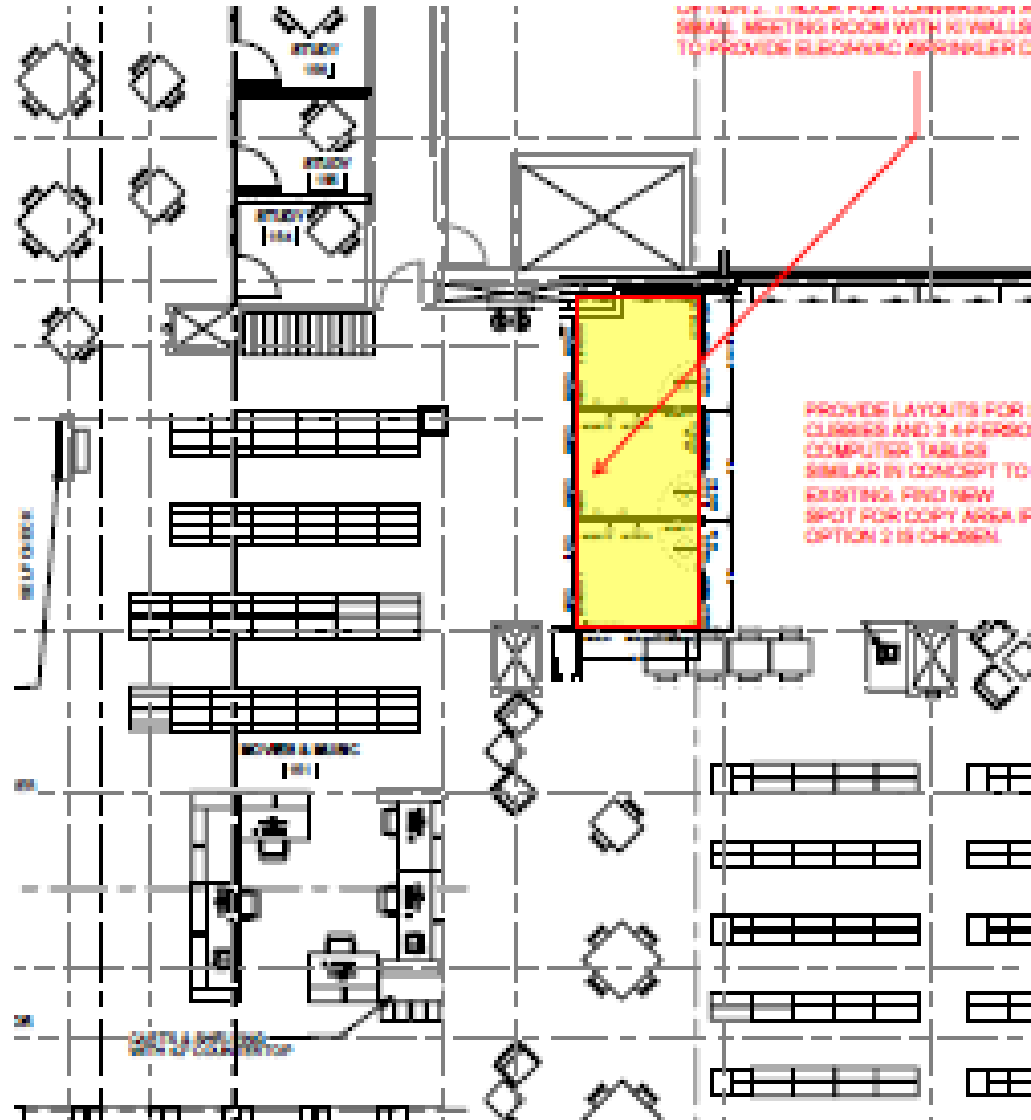
Lower Level Conference Room	Line Item(s)	Subtotal
Wall system	\$36,000	
Remove Door from Collection Side + Wall Repair each side	\$1,500	
HVAC: New VAV + Controls	\$8,500	
VDE + Visual Alarm	\$1,500	
Ceiling + Lighting Rework + Controls	\$2,500	
General Allowances & Contingency	\$5,000	
Electrical	\$5,000	
Furniture & Technology	\$10,000	
		<u>\$70,000</u>
Main level study rooms (qty 3)	Line Item(s)	Subtotal
Wall system	\$50,000	
HVAC: New VAV + Controls	\$8,500	
VDE + Visual Alarm	\$3,500	
Ceiling + Lighting Rework + Controls	\$3,500	
General Allowances & Contingency	\$5,000	
Electrical	\$5,000	
Furniture & Technology	\$10,000	
		<u>\$85,500</u>

## 1. Additional Public Study Rooms

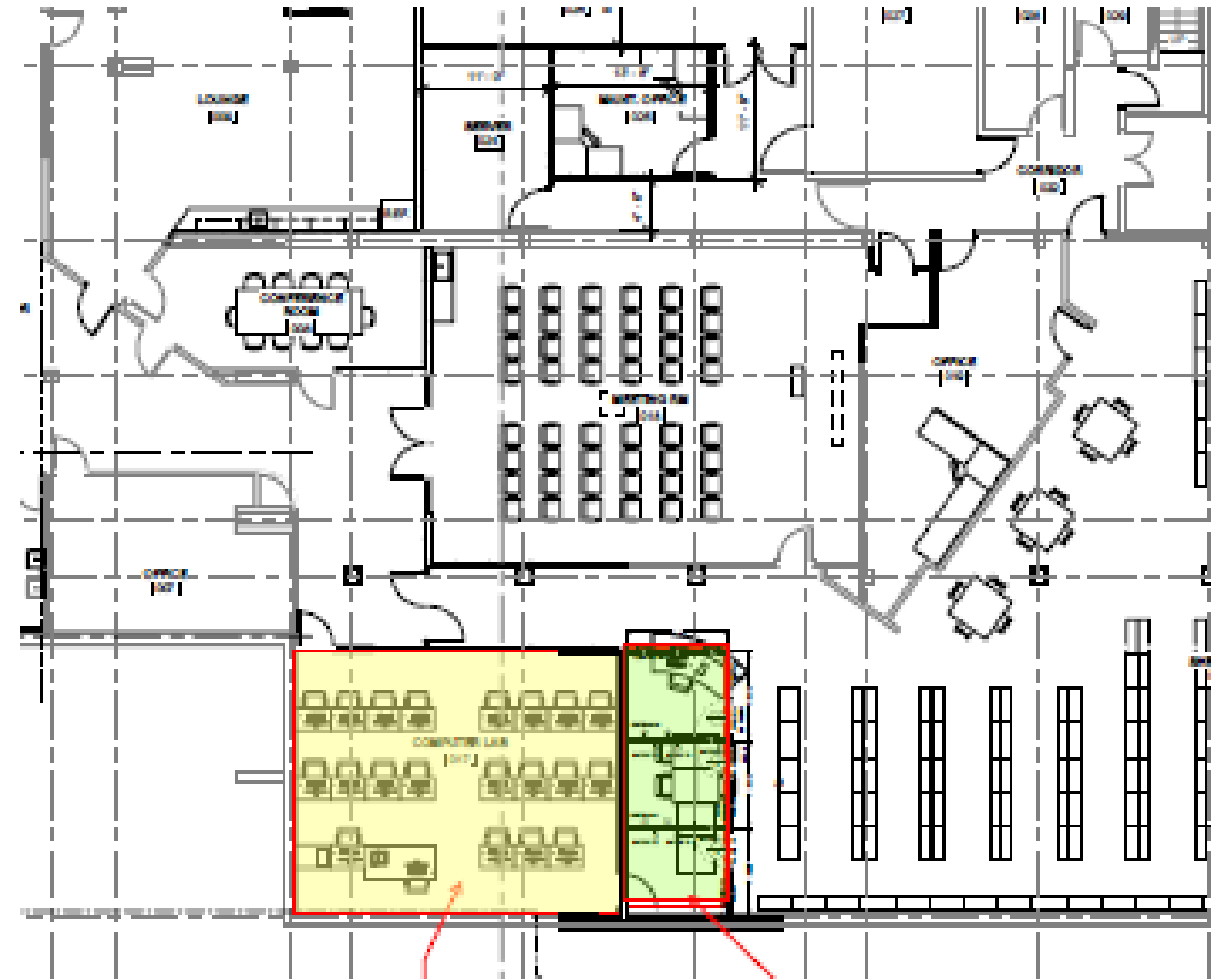


## 1. Additional Public Study Rooms

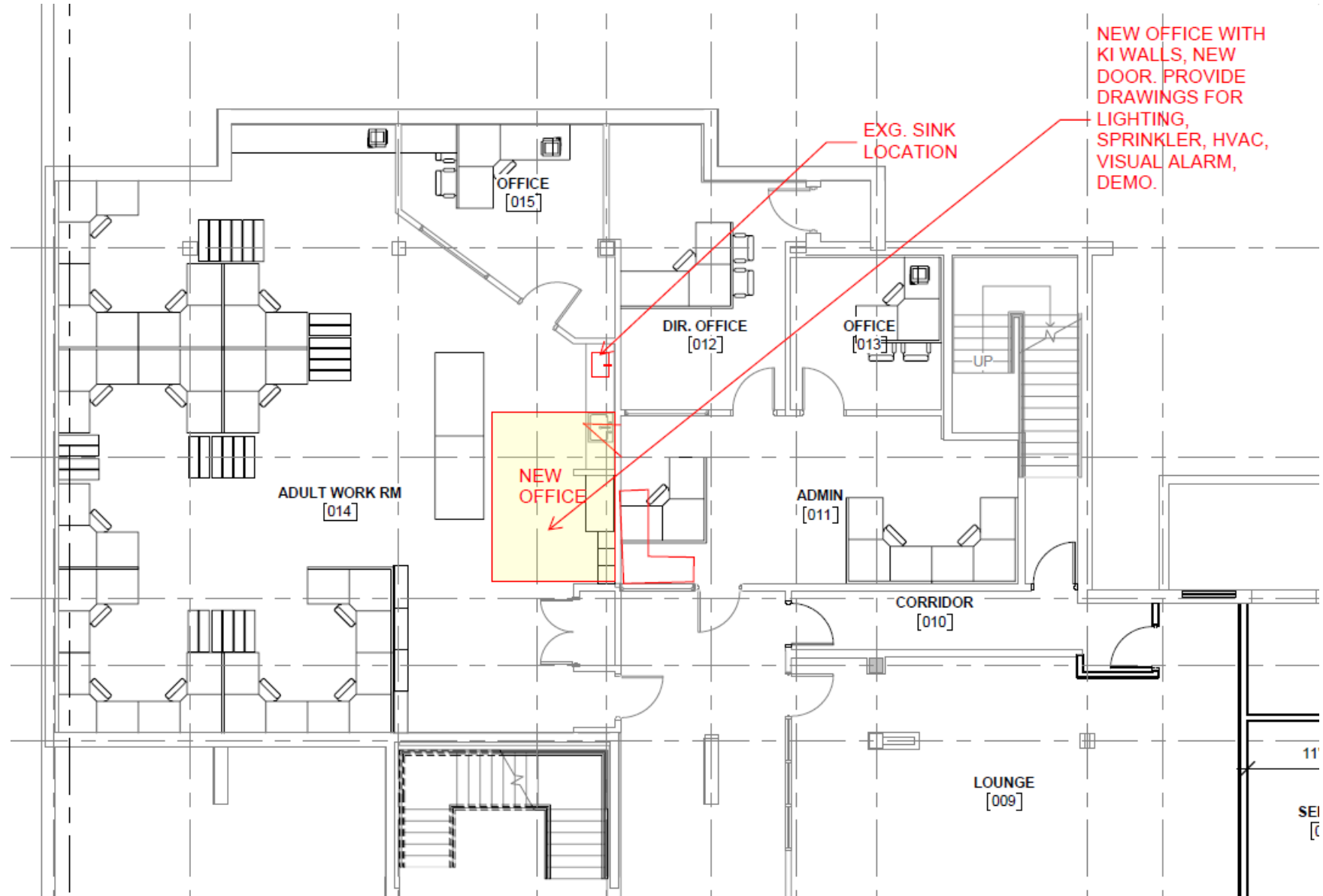
## Three Study Rooms – Main Level



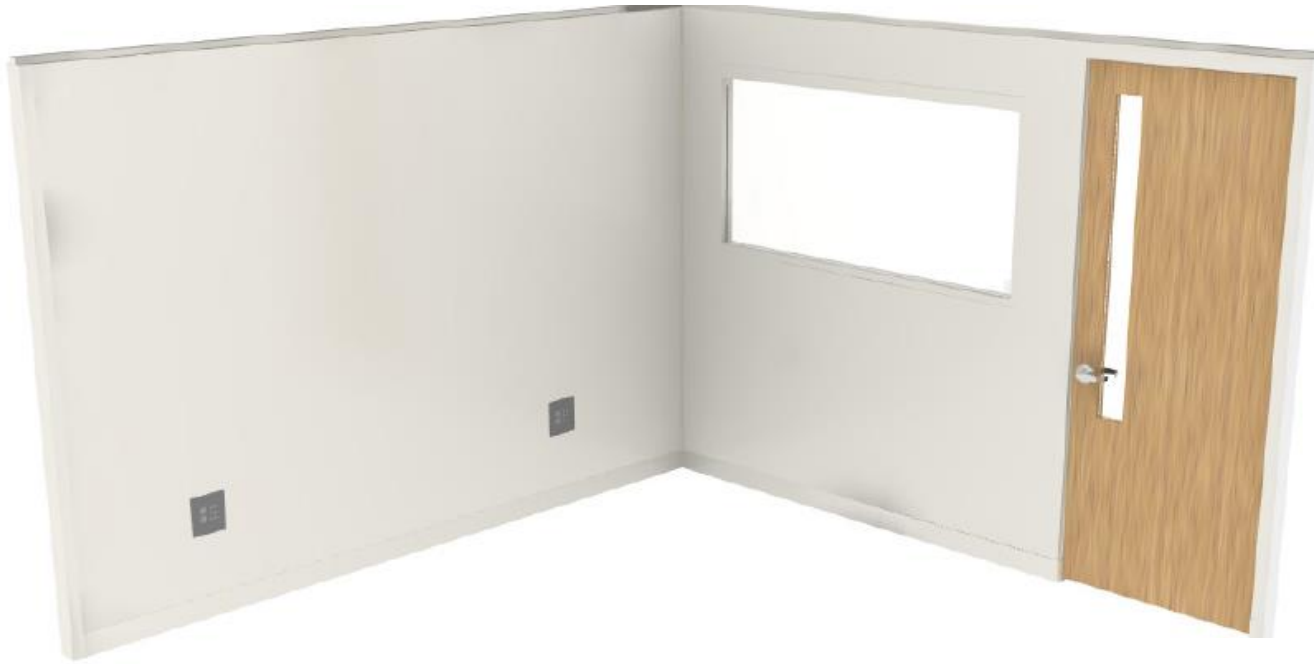
## Conference Room – Lower Level



## 2. Relocation of Administrative Office



## 2. Relocation of Administrative Office



Administrative Office	Line Item(s)	Subtotal
Wall system	\$30,000	
Reconfigure Millwork	\$1,500	
New Door From Administration + Wall Repair each side	\$2,500	
HVAC reconfiguration (Branch from Adj. Space)	\$3,000	
VDE + Visual Alarm	\$1,500	
Ceiling + Lighting Rework + Controls	\$1,500	
Electrical	\$5,000	
General Allowances & Contingency	\$5,000	
		<u>\$50,000</u>

### 3. Relocation of Welcome Desk

**GOAL B: RE-ESTABLISH THE LIBRARY AS A COMMUNITY DESTINATION.**

**STRATEGY B1:** Develop and implement a Library is Human 2.0 customer service plan that builds upon the foundational work completed during the last strategic plan.

**STRATEGY B2:** Reimagine the Cook Park Library children’s department to expand the potential level of engagement and interaction, particularly among early learners.

**STRATEGY B3:** Optimize space at Cook Park Library to provide more independent, private work spaces to support remote workers and students.

**STRATEGY B4:** Continue to recruit diverse candidates for the library staff.

**STRATEGY B5:** Explore new opportunities to support social interaction and conversation at all age levels.

**STRATEGY B6:** Manage library collections, Library of Things materials, and digital equipment responsively to community need, demographic change, and relevance.

**STRATEGY B7:** Incorporate more flexible options for patron service points.

Relocation of Welcome Desk	Line Item(s)	Subtotal
Placeholder	\$10,000	
		<u>\$10,000</u>

### 3. Relocation of Welcome Desk



#### 4. Design and Panning for Cook Park Children’s Area

**GOAL B: RE-ESTABLISH THE LIBRARY AS A COMMUNITY DESTINATION.**

**STRATEGY B1:** Develop and implement a Library is Human 2.0 customer service plan that builds upon the foundational work completed during the last strategic plan.

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**STRATEGY B6:** Manage library collections, Library of Things materials, and digital equipment responsively to community need, demographic change, and relevance.

**STRATEGY B7:** Incorporate more flexible options for patron service points.

Design & Planning for Cook Park Children's Area	Line Item(s)	Subtotal
Design Work	\$10,000	
		<u>\$10,000</u>

5. LED Lighting Conversion @ Cook Park

GOAL C: BUILD COMMUNITY  
AROUND TECHNOLOGY.

**STRATEGY C1:** Advance the library’s efforts to demonstrate and educate users about select technologies, e-resources, and creative tools through a high level of service.

**STRATEGY C2:** Align technology offerings with the needs of remote workers and students.

**STRATEGY C3:** Develop strategies to reach underrepresented populations within the community through technology services.

**STRATEGY C4:** Incorporate renewable energy initiatives and clean technologies in future building repairs and replacements.

Cook Park LED Lighting Conversion	Line Item(s)	Subtotal
<i>Does not include potential credits and rebates of ~\$27,000</i>	\$200,000	
		<u>\$200,000</u>

6. Solar Panels @ Aspen Drive Library

GOAL C: BUILD COMMUNITY  
AROUND TECHNOLOGY.

**STRATEGY C1:** Advance the library’s efforts to demonstrate and educate users about select technologies, e-resources, and creative tools through a high level of service.

**STRATEGY C2:** Align technology offerings with the needs of remote workers and students.

**STRATEGY C3:** Develop strategies to reach underrepresented populations within the community through technology services.

**STRATEGY C4:** Incorporate renewable energy initiatives and clean technologies in future building repairs and replacements.

Solar Panels @ Aspen	Line Item(s)	Subtotal
Does not include potential reimbursements of approximately \$445,000 from ComEd rebates, federal tax credits and renewable energy credits.	\$700,000	<u>\$700,000</u>

7. Cook Park Employee Entrance

Cook Park Employee Entrance	Line Item(s)	Subtotal
Complete replacement w/new railings & concrete stoop	\$10,000	
		<u>\$10,000</u>



Cook Memorial Public Library District: Budget Estimate				7/25/2023
Lower Level Conference Room			Line Item(s)	Subtotal
	Wall system		\$36,000	
	Remove Door from Collection Side + Wall Repair each side		\$1,500	
	HVAC: New VAV + Controls		\$8,500	
	VDE + Visual Alarm		\$1,500	
	Ceiling + Lighting Rework + Controls		\$2,500	
	General Allowances & Contingency		\$5,000	
	Electrical		\$5,000	
	Furniture & Technology		\$10,000	
				\$70,000
Main level study rooms (qty 3)			Line Item(s)	Subtotal
	Wall system		\$50,000	
	HVAC: New VAV + Controls		\$8,500	
	VDE + Visual Alarm		\$3,500	
	Ceiling + Lighting Rework + Controls		\$3,500	
	General Allowances & Contingency		\$5,000	
	Electrical		\$5,000	
	Furniture & Technology		\$10,000	
				\$85,500
Administrative Office			Line Item(s)	Subtotal
	Wall system		\$30,000	
	Reconfigure Millwork		\$1,500	
	New Door From Administration + Wall Repair each side		\$2,500	
	HVAC reconfiguration (Branch from Adj. Space)		\$3,000	
	VDE + Visual Alarm		\$1,500	
	Ceiling + Lighting Rework + Controls		\$1,500	
	Electrical		\$5,000	
	General Allowances & Contingency		\$5,000	
				\$50,000

Relocation of Welcome Desk			Line Item(s)	Subtotal
	Placeholder		\$10,000	
				\$10,000
Design & Planning for Cook Park Children's Area			Line Item(s)	Subtotal
	Design Work		\$10,000	
				\$10,000
Cook Park LED Lighting Conversion			Line Item(s)	Subtotal
	Does not include potential credits and rebates of ~\$27,000		\$200,000	
				\$200,000
Solar Panels @ Aspen			Line Item(s)	Subtotal
	Does not include potential reimbursements of approximately \$445,000 from ComEd rebates, federal tax credits and renewable energy credits.		\$700,000	
				\$700,000
Cook Park LED Lighting Conversion			Line Item(s)	Subtotal
	Cook Park Employee Entrance		\$10,000	
				\$10,000
			Grand Total	\$1,135,500

# STRATEGIC PLAN

2023 – 2026

## GOAL A: BE A FORCE FOR COMMUNITY ENGAGEMENT OPPORTUNITIES.

**STRATEGY A1:** Strengthen collaborative opportunities with local daycares and centers for early childhood education, including in-person visits and field trips.

**STRATEGY A2:** Re-energize partnerships with schools and community organizations, especially to increase engagement with teens.

**STRATEGY A3:** Work with diverse community groups throughout the district to identify ways the library can support their needs.

**STRATEGY A4:** Identify the most effective and sustainable outreach vehicle(s) to further serve our community needs.

## GOAL C: BUILD COMMUNITY AROUND TECHNOLOGY.

**STRATEGY C1:** Advance the library's efforts to demonstrate and educate users about select technologies, e-resources, and creative tools through a high level of service.

**STRATEGY C2:** Align technology offerings with the needs of remote workers and students.

**STRATEGY C3:** Develop strategies to reach underrepresented populations within the community through technology services.

**STRATEGY C4:** Incorporate renewable energy initiatives and clean technologies in future building repairs and replacements.

## GOAL B: RE-ESTABLISH THE LIBRARY AS A COMMUNITY DESTINATION.

**STRATEGY B1:** Develop and implement a Library is Human 2.0 customer service plan that builds upon the foundational work completed during the last strategic plan.

**STRATEGY B2:** Reimagine the Cook Park Library children's department to expand the potential level of engagement and interaction, particularly among early learners.

**STRATEGY B3:** Optimize space at Cook Park Library to provide more independent, private work spaces to support remote workers and students.

**STRATEGY B4:** Continue to recruit diverse candidates for the library staff.

**STRATEGY B5:** Explore new opportunities to support social interaction and conversation at all age levels.

**STRATEGY B6:** Manage library collections, Library of Things materials, and digital equipment responsively to community need, demographic change, and relevance.

**STRATEGY B7:** Incorporate more flexible options for patron service points.

## GOAL D: STRENGTHEN HOW THE LIBRARY TELLS ITS STORY.

**STRATEGY D1:** Make library communications and information available in languages used by large portions of the community, beginning with Spanish.

**STRATEGY D2:** Increase targeted communications with local school communities.

**STRATEGY D3:** Identify and pursue community outreach opportunities to market the library's services and resources to increase engagement with new audiences.

**STRATEGY D4:** Enhance internal communication strategies that reach across departments and resist isolated operations.

## OUR MISSION

Through dedicated personal service, we connect our diverse community to resources and experiences that educate, enrich, and inspire.



**Cook Park Library**  
413 N Milwaukee Ave  
Libertyville, IL 60048

**Aspen Drive Library**  
701 Aspen Dr,  
Vernon Hills, IL 60061

847-362-2330 • [cooklib.org](http://cooklib.org)



Monday–Thursday	9 am–9 pm
Friday	9 am–6 pm
Saturday	9 am–5 pm
Sunday	1 pm–5 pm



# STRATEGIC PLAN 2023–2026



**Educate. Enrich. Inspire.**

## GOAL A

### BE A FORCE FOR COMMUNITY ENGAGEMENT OPPORTUNITIES

#### OUTCOME

The Library identifies, meaningfully engages with, and develops service offerings tailored to different audiences throughout the district, especially underrepresented communities.

#### STRATEGIES

- ▶ Strengthen collaborative opportunities with local daycares.
- ▶ Re-energize partnerships with schools and community organizations.
- ▶ Work with diverse community groups to support their needs.
- ▶ Identify the most effective and sustainable outreach vehicle(s).



## GOAL B

### RE-ESTABLISH THE LIBRARY AS A COMMUNITY DESTINATION

#### OUTCOME

The Library invests in spaces and opportunities that attract new and existing users, make them feel welcome, and meet their evolved work and social needs.

#### STRATEGIES

- ▶ Refresh Library customer service plan.
- ▶ Update children's area at Cook Park Library.
- ▶ Provide more private work spaces at Cook Park Library.
- ▶ Continue to recruit diverse candidates for the Library staff.
- ▶ Explore new opportunities to support social interaction.
- ▶ Manage Library collections responsively to community need, demographic change, and relevance.
- ▶ Incorporate more flexible options for patron service points.

## GOAL C

### BUILD COMMUNITY AROUND TECHNOLOGY

#### OUTCOME

The Library centers its technology resources, programs, and services in the equitable opportunity for all district residents to access technology that supports their work, interests, and education.

#### STRATEGIES

- ▶ Demonstrate and educate users about select e-resources, and creative tools.
- ▶ Align technology offerings with the needs of remote workers and students.
- ▶ Develop strategies to reach underrepresented populations.
- ▶ Incorporate renewable energy initiatives.



## GOAL D

### STRENGTHEN HOW THE LIBRARY TELLS ITS STORY

#### OUTCOME

Community members have a strong understanding of what the library offers, its role within the district community, and the benefits it holds for individual users.

#### STRATEGIES

- ▶ Select Library communications available in different languages.
- ▶ Increase targeted communications with local school communities.
- ▶ Increase engagement with new audiences.
- ▶ Enhance internal communication strategies.



View the full plan on our website at [cooklib.org/about](https://cooklib.org/about) or scan the code

Cook Memorial Public Library District  
2023-2026 Strategic Plan

		STRATEGY	STAFFING		TIMELINE				BRIEF DESCRIPTION OF ACTION PLANS			
			LEAD	OTHERS	2023	2024	2025	2026	ACTION 1	ACTION 2	ACTION 3	ACTION 4
<div>GOAL A</div> <div>Be a Force for Community Engagement Opportunities</div> <div>The library identifies, meaningfully engages with, and develops service offerings tailored to different audiences throughout the district, especially underrepresented communities.</div>	1	Strengthen collaborative opportunities with local daycares and centers for early childhood education.	Melissa P Terri N Brooke B		•	•	•	•	Clarify teacher card procedures, identifying any barriers to access.			
	2	Re-energize partnerships with schools and community organizations, especially to increase engagement with teens.	Mark M Amy VG			•	•	•				
	3	Work with diverse community groups throughout the district to identify ways the library can support their needs.	Andrea L	Senior Managers Bronwyn S EDI Committee	•	•	•	•	Listening sessions with ESL classes to better understand their needs.	Hold welcome event on Sept 23 @ Aspen for new Ukranian residents.		
	4	Identify the most effective and sustainable outreach vehicle(s) to further serve our community needs.	Outreach	Melissa P Maintenance	•	•	•	•	Gather usage statistics for current Bookmobile vehicle.	Budget for consultant in FY24 for assistamce in identifying BKM replacement.		

Cook Memorial Public Library District  
2023-2026 Strategic Plan

		STRATEGY	STAFFING		TIMELINE				BRIEF DESCRIPTION OF ACTION PLANS			
			LEAD	OTHERS	2023	2024	2025	2026	ACTION 1	ACTION 2	ACTION 3	ACTION 4
<div>GOAL B</div> <div>Re-establish the Library as a Community Destination</div> <div>The library invests in spaces and opportunities that attract new and existing users, make them feel welcome, and meet their evolved work and social needs</div>	1	Develop and implement a Library is Human 2.0 customer service plan that builds upon the foundational work.	Erica O	Katie D	•	•	•	•	Update Library Services Guidelines which were adopted in 2016. This process kicked off at the May all-staff meeting.			
	2	Reimagine the Cook Park Library children's department to expand the potential level of engagement and interaction.	Melissa P Heather B Terri N	Deborah G Maintenance	•	•	•	•	Acquire services of design consultant to plan improvements.	Transform the niche area near the fish tank into a comfortable reading nook and shared space for play and interpersonal connection for adults and children.	Develop plans for rehab of the children's department, setting up a timeline for activities	
	3	Optimize space at Cook Park Library to provide more work spaces to support remote workers and students.	Lauren C	Senior Managers	•	•	•	•	Work with KI and Product to add three additional public study rooms on main level @ Cook Park.	Work with KI and Product to add public conference room on lower level level @ Cook Park.		
	4	Continue to recruit diverse candidates for the library staff.	Marla L		GUIDEPOST: ONGOING							
	5	Explore new opportunities to support social interaction and conversation at all age levels.	Senior Managers	Jenny P Valentina C Bronwyn S	GUIDEPOST: ONGOING							
	6	Manage library collections, Library of Things materials, and digital equipment responsively to community need.	Senior Managers		GUIDEPOST: ONGOING				Work with Product to identify appropriate storage units to hold 'LoT' materials @ checkout desk			
	7	Incorporate more flexible options for patron service points.	Lauren C Deborah G	Children's Staff	•	•	•	•	Explore getting new Welcome & Children's desks to provide more efficiency for staff and visibility for patrons.			

		STRATEGY	STAFFING		TIMELINE				BRIEF DESCRIPTION OF ACTION PLANS			
			LEAD	OTHERS	2023	2024	2025	2026	ACTION 1	ACTION 2	ACTION 3	ACTION 4
<div>GOAL C</div> <div>Build Community Around Technology</div> <div>The library centers its technology resources, programs, and services in the equitable opportunity for all district residents to access technology that supports their work, interests, and education.</div>	1	Advance the library's efforts to demonstrate + educate users about select technologies, e-resources, and creative tools.	Senior Managers	GUIDEPOST: ONGOING								
	2	Align technology offerings with the needs of remote workers and students.	Senior Managers	Nate G		•	•	•				
	3	Develop strategies to reach underrepresented populations within the community through technology services.	Senior Managers			•	•	•				
	4	Incorporate renewable energy initiatives and clean technologies in future building repairs and replacements.	Senior Managers	Maintenance	GUIDEPOST: ONGOING							

		STRATEGY	STAFFING		TIMELINE				BRIEF DESCRIPTION OF ACTION PLANS			
			LEAD	OTHERS	2023	2024	2025	2026	ACTION 1	ACTION 2	ACTION 3	ACTION 4
<b>GOAL D</b>  <b>Strengthen How the Library Tells its Story</b>  <i>Community members have a strong understanding of what the library offers, its role within the district community, and the benefits it holds for individual users.</i>	1	Make library communications and information available in languages used by large portions of the community.	Bronwyn S Lauren C	EDI	•	•	•	•	Translate Welcome Brochure into Spanish, Ukranian & Russian	Do a signage and brochure audit to identify gaps in communication.	Create a handout and page on our website listing all available ESL/ELL resources and services at the Library.	
	2	Increase targeted communications with local school communities.	Bronwyn S	Mark M Children's Staff		•	•	•				
	3	Identify and pursue community outreach opportunities to market the library's services and resources to new audiences.	Bronwyn S			•	•	•	Work more closely with MainStreet Libertyville to identify other opportunities for the Library to reach outside the buildings.			-
	4	Enhance internal communication strategies that reach across departments and resist isolated operations.	Katie D	Bronwyn S Katie D	•	•	•	•	Establish the T.R.E.A.T.S. task force (Talking Really Excitedly About Things Sometimes) to create games and short training for staff to better understand other departments, jobs, services, etc.	During National Library Week (and beyond), implement a BINGO game to ensure staff are aware of certain policies, material, services, roles, and workflows. Also, host demos to showcase offerings to patrons and staff that they might not be aware of.		

**RESOLUTION NO. 2023-2024/3**

**RESOLUTION APPOINTING A REPRESENTATIVE AND ALTERNATE TO THE  
GOVERNING BOARD OF COOPERATIVE 90'S HEALTH/DENTAL PLAN**

**WHEREAS**, Article VII, Section 10 of the 1970 Constitution of the State of Illinois and the Illinois Intergovernmental Cooperation Act (Illinois Compiled Statutes) provides that units of local governments may contract with one another to perform any activity authorized by law and with corporations in any manner not prohibited by law; and

**WHEREAS**, said Illinois Intergovernmental Cooperation Act specifically provides that units of local government may join together for the purpose of establishing self-insurance programs; and

**WHEREAS**, The Cook Memorial Public Library District (the "Library") is a member in good standing of Cooperative 90's, a self-insurance program formed under the Illinois Intergovernmental Cooperation Act; and

**WHEREAS**, the Library, as a member of the Cooperative 90's, is required to appoint one Representative and one Alternate to the Cooperative 90's Board; and

**WHEREAS**, the Representative to the Cooperative 90's Board shall have the authority to take actions and cast votes regarding the administration and lawful activities of the Cooperative 90's; and

**WHEREAS**, the Board of Library Trustees of the Cook Memorial Public Library District ("The Library Board") finds that **CRYSTAL L. EDWARDS** has the required qualifications to be the Representative to the Cooperative 90's Board for the Library and will fulfill all duties and responsibilities of that role; and

**WHEREAS**, the Library Board finds that **DAVID M. ARCHER** has the required qualifications to be the Alternate to the Cooperative 90's Board for the Library in the absence of the Representative and will fulfill all duties and responsibilities of that role; and

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

SECTION 1: Then the preamble to this Resolution is adopted by this reference as if fully set forth herein.

SECTION 2: That the Library Board hereby supports and consents to the appointment of **CRYSTAL L. EDWARDS** as Representative to the Cooperative 90's Board; and

SECTION 3: That the Library Board hereby supports and consents to the appointment of **DAVID M. ARCHER** as Alternate to the Cooperative 90's Board; and

SECTION 4: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

**ADOPTED** this 15th day of August, 2023 pursuant to roll call vote as follows:

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

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

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

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

**APPROVED** by the President and Board this 15th day of August, 2023.

\_\_\_\_\_  
President, Board of Library Trustees of  
the Cook Memorial Public Library District

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees  
of the Cook Memorial Public Library  
District

**RESOLUTION 2023-2024/4**

**RESOLUTION ADOPTING REVISED BY-LAWS**

WHEREAS, the COOK MEMORIAL PUBLIC LIBRARY DISTRICT (“Library”) is a public library district organized under the Public Library District Act of 1991; and

WHEREAS, the Library Board of Trustees last approved revisions to the By-Laws on July 21, 2020; and

WHEREAS, the By-Laws is periodically reviewed by legal counsel and amended as statutory requirements change and/or additional information is needed; and

WHEREAS, the Regular Library Board Meeting on July 18, 2023 revealed the need to update certain provisions of the By-Laws including the addition of the Library Director to serve as a representative to Reaching Across Illinois Library System (RAILS); and

WHEREAS, all prior existing versions of the By-Laws shall be superseded by the revised By-Laws adopted by this Resolution;

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

Section 1: The revised By-Laws is hereby adopted as amended, substantially in the form attached hereto as Exhibit A.

Section 2: This Resolution is effective immediately on the date of its passage.

PASSED this 15<sup>th</sup> day of August, 2023

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

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

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

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

ATTEST:

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