

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

September 19, 2023

Public Hearing on Budget and Appropriations Ordinance
6:15 p.m.

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, September 19, 2023 will be held in the Meeting Room at the Cook Park Library, 413 N Milwaukee Ave, Libertyville, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Meeting of the Decennial Committee for Local Government Efficiency.
 - a. Approval of Minutes from the May 30, 2023 Meeting.
 - b. Existing and Potential Efficiencies Document.
 - c. Overview of CCS Shared Catalog.
6. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of August 15, 2023.
7. Approval of the Bills.
8. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
9. Report of the President.

10. Reports of Committees and Representatives.

a. Finance and Employee Practices.

- i. Approval of Resolution 2023-2024/5 Adopting Revised Salary Bands for Fiscal Year 2024.
- ii. Approval of FY2024 Operating Budget.
- iii. Approval of Budget and Appropriations Ordinance 2023-2024/1.

b. Policy Review.

c. Building and Grounds.

d. Technology.

e. Resources, Services and Long Range Planning.

f. Village of Libertyville Parking Commission Representative.

g. Friends' Representative.

h. RAILS Representative.

i. Historical Society Representative.

11. Other Business.

12. Communications.

13. Upcoming Meetings and Events.

- a. Regular Board Meeting on Tuesday, October 17, 2023 at 6:30 p.m. at the Aspen Drive Library.

14. Public Questions.

15. Adjournment.

Deb Ader, President
Board of Library Trustees

September 15, 2023

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

MINUTES OF THE DECENNIAL COMMITTEE FOR LOCAL GOVERNMENT
EFFICIENCY OF THE BOARD OF LIBRARY TRUSTEES
OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT

May 30, 2023

Call to order: : The meeting of the Decennial Committee for Local Government Efficiency of the Board of Library Trustees of the Cook Memorial Public Library District was called to order by Chairperson Jim Larson at 6:30 p.m. in the Meeting Room at the Cook Park Library, 413 N. Milwaukee, Libertyville, Illinois. In addition to Mr. Larson were Trustees Deb Ader, Phyllis Dobbs, Kristin Palic, Lisa Michaluk, and Sara Lawton. Karen Singer was absent.

Staff member present was Library Director David Archer. Community members present were Nate Johnson and Kira Dirst. Rob Schuler was absent.

Public Comment: None.

Introduction and Purpose of Committee: Mr. Larson explained that the purpose of the committee is by Illinois Statute that each local government organization is supposed to find efficiencies within the organization connecting other organizations to ourselves. One example of that would be CMPLD collaborating with other library districts for databases, etc.

Overview of Existing Efficiencies: Mr. Archer provided an overview of existing formal and informal agreements or arrangements that the Library currently has in place with other tax funded entities which include villages, the county, school districts, etc.

Overview of Potential Efficiencies: Mr. Archer provided some items that should be on the Library's radar. Explore the potential of joining a consortium for our catalog system. Right now the Library uses a product for its catalog put out by Innovative Interfaces that is an all-encompassing product for a stand-alone library. He then proceeded to explain how it works. Another product that is out there is a consortium called CCS that CMPLD used to belong to but left around 2002. It's made up of 30 area public libraries that pooled their resources to share a database for circulation, acquisitions, cataloging, interlibrary loan and an online public access catalog using the Polaris platform from Innovative Interfaces, Inc. versus the Sierra platform that we use as a stand-alone library. While leaving CCS was before his time, Mr. Archer predicted that the reason behind it was loss of autonomy because when you are part of a consortium you are subject to the rules of the consortium in terms of cataloging and loan rules. That can end up being a downside in terms of efficiencies so the library determined at that time that going it alone and being a stand-alone library would better serve our patrons. The 30 libraries that participate in this consortium do share the cost of the hardware, software, system administration, especially the salaries associated with the system administration. Since it is a shared catalog, it is a system by which you as a member at one library are able to get a title from another library and have it delivered to your library. Right now CMPLD has this same capability. As a stand-alone library we belong to a partnership called LinkIn which is a consortium of larger libraries. This product works alongside our current system. If our library doesn't have a title that you're looking for, you can hit the LinkIn button and it will search our partner libraries to see if there is a title that

can be placed on hold. This requires an extra step. So while it does allow patrons find titles that CMPLD doesn't have, it's not as seamless as the CCS system.

We have been approached on a number of occasions by other library directors to join this system. Do not yet know what the cost savings would be but if the committee wished to as part of this exercise, to explore whether or not this is an option for us. The committee agreed that it was worth exploring but would like to know what the pros and cons are and the costs. Ms. Dobbs said that joining this consortium was explored a couple of years ago and some of the library staff felt that it would create more work. One question was would CMPLD stay in LinkIn along with CCS? It was noted that the CCS libraries are not in LinkIn but is that because they can't be? or is it not possible to be part of both at the same time? Mr. Archer wasn't sure of the answer. He did mention that some of our area libraries who are very similar to us, recently went from stand-alone to CCS who have benefited from it. Informal discussions with those libraries.....no loss of autonomy or control.

Ms. Dobbs asked which digital consortiums are we not in that we could be in? Mr. Archer explained that there are two groups, one of which used to be called MyMediaMall, that have member libraries that contribute towards a shared group of eLibrary materials. CMPLD did belong to one of these consortiums back in 2015 but feedback received from the community via surveys showed that while the collections were robust, the waiting times were extremely long. So one of the goals of the Strategic Plan back then was to have a stand-alone eLibrary resource that would not be shared with patrons from other libraries. This has served us well even though initially we did lose the sheer number of titles within these consortiums but the model of eLibrary's are changing whereas before you used to be able to buy a title that you would own as opposed to now after an X number of uses you have to buy it again. He noted that this is going to become the norm placing less benefit on being part of a consortium. In the 8 years that we have gone as a stand-alone, it was a good decision because it has provided us with relatively short waiting periods for our titles. That does however come as a cost. We are spending more than we would as part of a consortium but our number for eLibrary circulation have shown that to be a very popular item in our collection.

He wanted to remind the Board as to why CMPLD disengaged from those consortiums during the last Strategic Plan but noted that it could certainly be revisited. Committee members then discussed the pros and cons of being part of a consortium.

Asked if there are any opportunities with the Village of Libertyville and how do we go about it. We provide services in kind with them but nothing else in terms of efficiencies.

Discussed other possible partnerships such as working with ComEd to get discounts on converting fluorescent lights to LED, working with the County on a bike sharing program

Survey of Residents in Attendance for Input on Matters Discussed in the Meeting: Mr. Archer explained that it's a requirement of the law that the committee conduct a survey of the residents who attended asking for input on matters discussed at the meeting. Since there are no members of the public present, this agenda item becomes mute.

Next steps would be for administration to prepare a report over the summer and have the committee meet again at the board meeting on September 19, 2023. Would like to be able to review the existing efficiencies and the pros, cons and costs of potential new efficiencies. Efficiencies we are considering or opting out of and identifying the pros, the cons, and the costs.

Ms. Dobbs added a cost efficiency that the Library currently has in place with the E-Rate program.

Regarding the written report that needs to be submitted to the County Board, the committee agreed to use the format provided by Ancel Glink.

Adjournment: Mr. Larson made a motion, seconded by Ms. Dobbs to adjourn the meeting. All ayes. Having no further business, the meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Jim Larson, Chairperson
Decennial Committee



Cook Memorial Public Library District

DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY MEETING AGENDA SUPPLEMENT

MEETING DATE: September 19, 2023

FROM: David Archer, Library Director

AGENDA ITEM: Existing and Potential Efficiencies / Overview of CCS Shared Catalog

Tonight is the second of three meetings as required by the Illinois Decennial Committees on Local Government Efficiency Act (50 ILCS 70/1). The meeting is part of the regular board meeting, which is permitted by the Act. The committee is a requirement of many units of local government in Illinois to study the governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units.

Trustees approved the appointment of three community members to the committee: Rob Schuler of Libertyville; Nathan Johnson of Vernon Hills; and Kara Dirst of Libertyville. Mr. Schuler's work commitments will prevent him from sitting on the committee going forward.

At the May 30, 2023, meeting of the Committee, Trustees reviewed existing and potential efficiencies detailed in the text below. **Additional content added since the last meeting is indicated in red text on the last page.**

For tonight's meeting, Assistant Director Lauren Cerniglia and Technical Services Manager Katie DuClos will present an overview of Cooperative Computer Services (CCS), a consortium of 29 public libraries in suburban Chicago that share an Integrated Library System (ILS). Their written report is attached to this memo.

No action is required of Trustees at tonight's meeting. The only action required by the Decennial Committees on Local Government Efficiency Act is that the committee meet three times by late 2024 and summarize its work and findings within a written report provided to the Lake County Board no later than 18 months after the formation of the Committee.

A. Existing Cost-Sharing Agreements & Arrangements with Local, Regional and State Units of Government

1. RAILS

Reaching Across Illinois Library System (RAILS) is a state-funded government agency that provides delivery, shared catalogs, resource sharing, continuing education, and communication services to all types of libraries in northern and west-central Illinois. CMPLD relies heavily on the following RAILS services:

- a. Van delivery service connecting CMPLD to 1,300 institutional members.
- b. Numerous continuing education for library employees.
- c. Human resources and legal consulting services.

- d. Group purchases and vendor discounts for online resources (PressReader, Creativebug Brainfuse, and SWANK Movie license for Movie Matinees).

2. Village of Vernon Hills & Countryside Fire Protection District

- a. Free refuse and recycling pickup.
- b. Access to Village-owned fuel pumps for library vehicles.
- c. Waiver of building permits for library construction projects.
- d. Land donated to CMPLD for construction of new building.
- e. Use of Village-owned land ("Lot 2") for shared parking.
- f. Partnership with Countryside Fire District to provide select staff members free CPR training every two years

3. Vernon Hills Park District

- a. Free use Sullivan Center for some of our larger programs.
- b. Shared promotional space at Sullivan Center.

4. Lake County

- a. Partner with Clerk's Office to offer occasional mobile passports events.
- b. Partner with Clerk's Office to train library staff as deputy registrars for voter registration.
- c. Partner with Health Department to provide Mental Health First Aid Training to patrons
- d. Partner with Workforce Development for jobs and career programs for patrons.
- e. At Department of Health's request, we offer developmental milestone screening of children ages 0-5 years old at the Library. Staff received training and the Library purchased the necessary screening tools. We offer one-on-one screenings at the Library upon request; we have hosted D73-sponsor screening events at Aspen Drive; and we offered screenings at D70 kindergarten registration days. County lists the Library as a screening site. DCFS has referred their clients to us for screenings.

5. Illinois Secretary of State's Office

- a. Partner to provide occasional mobile driver's license services.
- b. Library connects patrons to the state program, Talking Book and Braille Service (TBBS), which provides audio and braille library service via mail or digital download to any Illinois resident who is unable to read standard print material due to a permanent or temporary visual or physical disability.

6. Coop-90s Heath Insurance Cooperative

- a. For nearly 17 years, the Library has been part of an insurance cooperative with six other units of local government for our employee health insurance. This cooperative has proven to be very beneficial for the Library as it provides protection from catastrophic claims in addition to the premium savings from buying as a group instead of as an individual library.

7. LIRA Health Insurance Cooperative

- a. Since 2017, CMPLD has been part of Libraries of Illinois Risk Agency (LIRA), a cooperative of 50 Illinois public libraries that pools its resources for property, casualty, and workers compensation insurance. Administered by Gallagher-Bassett.

8. Partnerships with other Libraries

- a. One Book/One Community program with Indian Trails and Vernon Area Library Districts.
- b. Member of Illinois Libraries Present, a cooperative of Illinois libraries providing premier online events for participating member libraries of all sizes and budgets.
- c. cloudLink-Consortium with several other libraries in cloudLibrary collection (eBooks and eAudiobooks) that allows for sharing of digital materials.
- d. Library belongs to LINKin, a shared service of 11 Chicago-area libraries that enables patrons to use the online catalog to independently request materials via not owned by their home library. Requested titles are received from the lending library via RAILS van delivery to either of our two locations within a few days.

B. Existing Cost-Sharing Agreements & Arrangements w/ School Districts

The Library has a very close relationship with schools in the district, supporting educators and students in a variety of ways. Notably, the Library has a full-time staff member dedicated to providing services to students through the schools.

1. District 128 (Libertyville High School and Vernon Hills High School)

- a. Sharing of materials to their school libraries
- b. Provide interlibrary loan support
- c. Staff providing programming at LHS Dances and after school at LHS
- d. Staff participation in Health Fairs and Career Fairs at both schools, at LHS Open House and Mock Interviews at VHHS.
- e. Staff member also involved in Libertyville Connect, a coalition advocating for positive youth mental health and substance-free living.
- f. Partner with the D128 Teacher's Union for Finals Study Night at both Libraries in Fall and Spring Semesters.

2. District 120 (Mundelein High School)

- a. Partnership with Mundelein High School District 120 to provide space at both Cook Park and Aspen Drive for Adult Education ESL (English as a Second Language) classes

3. District 70 (Libertyville K-8 schools)

- a. Provide curriculum support through the provision of materials to teachers upon request, through selection of appropriate materials by Student Services Coordinator.
- b. Provide research database training to students K-5 and up
- c. Facilitate student participation in the Library's annual bookmark contest and writing contest.
- d. Host annual art exhibition
- e. Participate in school-wide family events, such as Family Reading Night and the School Open House at the start of the year.
- f. Participate in school-wide student events such as Maker Fair, Science Fair, and other activities
- g. Offered library card sign up at Highland Middle School
- h. Visit classes at K-5 schools to encourage participation in Summer Reading

- i. Other occasional activities upon request, such as instructional sessions at teacher in-service days.

4. District 73 (Vernon Hills Schools preK-8 schools)

- a. Provide curriculum support through the provision of materials to teachers upon request, through selection of appropriate materials by Student Services Coordinator.
- b. Provide research database training to students K-5 and up
- c. Facilitate student participation in the Library's annual bookmark contest and writing contest.
- d. Host annual art exhibition
- e. Participate in school-wide family events, such as the Community Resource Fair.
- f. Services to Hawthorn School for Young Learners
 - i. Full-time children's staff member focusing on service to HSYL
 - ii. On-going series of visits to each class to provide a program including stories and crafts
 - iii. Offered library card sign-up at the family event kicking off the new school year

5. District 68 (Oak Grove School K-8 school) & District 72 (Rondout School K-8 school)

- a. Provide curriculum support through the provision of materials to teachers upon request, through selection of appropriate materials by Student Services Coordinator.
- b. Provide research database training to students K-5 and up
- c. Facilitate student participation in the Library's annual bookmark contest and writing contest.

C. Potential Cost-Savings Agreements & Arrangements (discussion)

- 1. Explore additional resource sharing **and efficiencies** with other libraries , RAILS **and other entities**.
 - a. CCS is a group of 30 area public libraries that share a database for circulation, acquisitions, cataloging, interlibrary loan and an online public access catalog using the Polaris platform from Innovative Interfaces, Inc.
 - b. There are digital consortiums the library could join that provide access to shared eBook and audiobooks. CMPLD was a member of a consortium 8 years ago, but became a 'standalone' library as one of the goals of the 2015 strategic plan to improve access to digital collections.
 - c. **Work with Lake County and/or other units of local government to explore potential bike sharing program.**
 - d. **Consult with ComEd on potential LED conversion discounts for lighting at Cook Park.**

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of August 31, 2023

	<u>10-General</u>	<u>20-IMRF</u>	<u>30-Working Cash</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
ASSETS						
Current Assets						
Checking/Savings						
1000 - Cash						
10-1040 - Petty Cash	625	0	0	0	0	625
10-1045 - Cash on Hand - Aspen	60	0	0	0	0	60
10-1150 - Chase Operating A/C	3,051,279	500,446	555,776	29,458	108,832	4,245,791
10-1504 - Illinois Funds - General, IMRF	62,183	37,443	0	0	123,236	222,862
10-1509 - Wintrust MaxSafe Acct - General	3,581,283	0	0	0	0	3,581,283
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	1,339,240	1,339,240
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,508	0	0	0	0	56,508
60-1551 - Chase Savings - SRF	0	0	0	0	51,152	51,152
Total 10-1550 - Chase Savings Account	<u>56,508</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>51,152</u>	<u>107,660</u>
Total 1000 - Cash	6,751,938	537,889	555,776	29,458	1,622,460	9,497,521
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	980,000	0	0	0	0	980,000
Total 10-1502 - Investments - General Fund	<u>980,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>980,000</u>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)	0	0	0	0	1,350,000	1,350,000
Total 60-1501 - Investments - Special Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,350,000</u>	<u>1,350,000</u>
Total 2000 - Investments	<u>980,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,350,000</u>	<u>2,330,000</u>
Total Checking/Savings	7,731,938	537,889	555,776	29,458	2,972,460	11,827,521
Other Current Assets						
10-1990 - Friends of the Library 2	3,183	0	0	0	0	3,183
10-1991 - Due From Staff Association	141	0	0	0	0	141
Total Other Current Assets	<u>3,324</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,324</u>
Total Current Assets	<u>7,735,262</u>	<u>537,889</u>	<u>555,776</u>	<u>29,458</u>	<u>2,972,460</u>	<u>11,830,845</u>
TOTAL ASSETS	<u><u>7,735,262</u></u>	<u><u>537,889</u></u>	<u><u>555,776</u></u>	<u><u>29,458</u></u>	<u><u>2,972,460</u></u>	<u><u>11,830,845</u></u>
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	0	0	0	0	0	0
Total Accounts Payable	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Credit Cards						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of August 31, 2023

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
10-2050 · Chase One Card	10,791	0	0	1,484	0	12,275
Total Credit Cards	10,791	0	0	1,484	0	12,275
Other Current Liabilities						
00-2100 · Payroll W/H & Payable						
10-2850 · Aflac Payable	93	0	0	0	0	93
10-2600 · IMRF Voluntary Life Insurance	248	0	0	0	0	248
10-2700 · Dental and Vision	1,180	0	0	0	0	1,180
10-2800 · CO-OP 90's Medical Plan	6,153	0	0	0	0	6,153
10-2900 · Other Health Care-FSA	-645	0	0	0	0	-645
Total 00-2100 · Payroll W/H & Payable	7,029	0	0	0	0	7,029
20-2300 · IMRF Payable-Employer Medicare	0	1	0	0	0	1
Total Other Current Liabilities	7,029	1	0	0	0	7,030
Total Current Liabilities	17,820	1	0	1,484	0	19,305
Total Liabilities	17,820	1	0	1,484	0	19,305
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	183,862	45,387	0	16,679	-593,767	-347,839
Net Income	3,679,227	302,460	0	0	-3,031	3,978,656
Total Equity	7,717,444	537,889	555,776	27,974	2,972,461	11,811,544
TOTAL LIABILITIES & EQUITY	7,735,264	537,890	555,776	29,458	2,972,461	11,830,849
UNBALANCED CLASSES	0	0	0	0	0	0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July through August 2023

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	4,889,364	418,117	0	5,307,481
00-4050 · Replacement Tax	52,322	0	0	52,322
00-4100 · Interest Earned	55,881	0	17,124	73,005
00-4200 · Other	6,755	0	0	6,755
10-4300 · Grants & Other Donations	90,513	0	0	90,513
10-4350 · Fines	3,567	0	0	3,567
Total Income	5,098,402	418,117	17,124	5,533,643
Gross Profit	5,098,402	418,117	17,124	5,533,643
Expense				
10-5100 · Salaries	774,314	0	0	774,314
10-5200 · Benefits	97,755	0	0	97,755
10-5300 · Training	3,322	0	0	3,322
10-5400 · Materials	238,873	0	0	238,873
10-5500 · Processing	4,388	0	0	4,388
10-5600 · Supplies	23,240	0	0	23,240
10-5700 · Vehicles	2,160	0	0	2,160
10-5800 · Computer Operations	53,302	0	0	53,302
10-5900 · Utilities	23,947	0	0	23,947
10-6000 · Telephone	2,820	0	0	2,820
10-6100 · Postage	1,000	0	0	1,000
10-6200 · Maintenance	24,522	0	0	24,522
10-6300 · Repair	22,589	0	0	22,589
10-6400 · Insurance	4,948	0	0	4,948
10-6500 · Professional Services	5,879	0	0	5,879
10-6600 · Improvements	5,442	0	0	5,442
10-6700 · Community Relations	11,962	0	0	11,962
10-7000 · Debt Service	118,713	0	0	118,713
20-8210 · Employer IMRF Disbursements	0	57,564	0	57,564
20-8250 · Employer Soc Security Tax Disb	0	58,093	0	58,093
Total Expense	1,419,176	115,657	0	1,534,833
Net Ordinary Income	3,679,226	302,460	17,124	3,998,810

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July through August 2023

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Income/Expense				
Other Expense				
50-8500 - Trust Disbursements	0	0	9,727	9,727
60-9800 - Special Reserve Disbursements	0	0	10,428	10,428
Total Other Expense	<u>0</u>	<u>0</u>	<u>20,155</u>	<u>20,155</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>-20,155</u>	<u>-20,155</u>
Net Income	<u><u>3,679,226</u></u>	<u><u>302,460</u></u>	<u><u>-3,031</u></u>	<u><u>3,978,655</u></u>

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

	August 2023				Year To Date August 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	81,098	0	81,098	0.00%	5,307,481	0	5,307,481	0.00%	#DIV/0!	0		
00-4050 · Replacement Tax	7,265	0	7,265	0.00%	52,322	0	52,322	0.00%	#DIV/0!	0		
00-4100 · Interest Earned	28,991	0	28,991	0.00%	73,005	0	73,005	0.00%	#DIV/0!	0		
00-4200 · Other	3,086	0	3,086	0.00%	6,755	0	6,755	0.00%	#DIV/0!	0		
10-4300 · Grants & Other Donations	90,513	0	90,513	0.00%	90,513	0	90,513	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	1,955	0	1,955	0.00%	3,567	0	3,567	0.00%	#DIV/0!	0		
Total Income	212,906	0	212,906	0.00%	5,533,644	0	5,533,644	0.00%	#DIV/0!	0	0.00%	0
Expense												
10-5100 · Salaries	388,826	0	(388,826)	0.00%	774,314	0	(774,314)	0.00%	#DIV/0!	0	0.00%	0
10-5200 · Benefits	45,823	0	(45,823)	0.00%	97,755	0	(97,755)	0.00%	#DIV/0!	0	0.00%	0
10-5300 · Training	2,749	0	(2,749)	0.00%	3,322	0	(3,322)	0.00%	#DIV/0!	0	0.00%	0
10-5400 · Materials	147,534	0	(147,534)	0.00%	238,873	0	(238,873)	0.00%	#DIV/0!	0	0.00%	0
10-5500 · Processing	4,200	0	(4,200)	0.00%	4,388	0	(4,388)	0.00%	#DIV/0!	0	0.00%	0
10-5600 · Supplies	16,452	0	(16,452)	0.00%	23,240	0	(23,240)	0.00%	#DIV/0!	0	0.00%	0
10-5700 · Vehicles	1,724	0	(1,724)	0.00%	2,160	0	(2,160)	0.00%	#DIV/0!	0	0.00%	0
10-5800 · Computer Operations	29,956	0	(29,956)	0.00%	53,302	0	(53,302)	0.00%	#DIV/0!	0	0.00%	0
10-5900 · Utilities	11,431	0	(11,431)	0.00%	23,947	0	(23,947)	0.00%	#DIV/0!	0	0.00%	0
10-6000 · Telephone	1,411	0	(1,411)	0.00%	2,820	0	(2,820)	0.00%	#DIV/0!	0	0.00%	0
10-6100 · Postage	1,000	0	(1,000)	0.00%	1,000	0	(1,000)	0.00%	#DIV/0!	0	0.00%	0
10-6200 · Maintenance	10,130	0	(10,130)	0.00%	24,522	0	(24,522)	0.00%	#DIV/0!	0	0.00%	0
10-6300 · Repair	18,014	0	(18,014)	0.00%	22,589	0	(22,589)	0.00%	#DIV/0!	0	0.00%	0
10-6400 · Insurance	4,948	0	(4,948)	0.00%	4,948	0	(4,948)	0.00%	#DIV/0!	0	0.00%	0
10-6500 · Professional Services	2,910	0	(2,910)	0.00%	5,879	0	(5,879)	0.00%	#DIV/0!	0	0.00%	0
10-6600 · Improvements	3,895	0	(3,895)	0.00%	5,442	0	(5,442)	0.00%	#DIV/0!	0	0.00%	0
10-6700 · Community Relations	5,165	0	(5,165)	0.00%	11,962	0	(11,962)	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	0	0	0	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	28,781	0	(28,781)	0.00%	57,564	0	(57,564)	0.00%	#DIV/0!	0	0.00%	0
20-8250 · Employer Soc Security Tax Disb	29,027	0	(29,027)	0.00%	58,093	0	(58,093)	0.00%	#DIV/0!	0	0.00%	0
Total Expense	753,976	0	(753,976)	0.00%	1,534,833	0	(1,534,833)	0.00%	#DIV/0!	0	0.00%	0

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

	August 2023				Year To Date August 2023				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(541,070)	0	(541,070)		3,998,811	0	3,998,811			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	9,727	0	(9,727)		9,727	0	(9,727)					
60-9800 · Special Reserve Disbursements	10,428	0	(10,428)		10,428	0	(10,428)					
Total Other Expense	20,155	0	(20,155)		20,155	0	(20,155)					
Net Other Income/(Expense)	(20,155)	0	(20,155)		(20,155)	0	(20,155)					
Net Income	(561,225)	0	(561,225)		3,978,656	0	3,978,656			0		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary By Fund

August 12 through September 15, 2023

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
Ordinary Income/Expense					
Income					
00-4000 · Property Tax	1,750,662.28	149,690.63	0.00	0.00	1,900,352.91
00-4100 · Interest Earned	18,690.65	0.00	0.00	10,299.85	28,990.50
00-4200 · Other	3,598.98	0.00	0.00	0.00	3,598.98
10-4300 · Grants & Other Donations	90,477.58	0.00	0.00	0.00	90,477.58
10-4350 · Fines	1,954.74	0.00	0.00	0.00	1,954.74
Total Income	1,865,384.23	149,690.63	0.00	10,299.85	2,025,374.71
Gross Profit	1,865,384.23	149,690.63	0.00	10,299.85	2,025,374.71
Expense					
10-5100 · Salaries	390,764.78	0.00	0.00	0.00	390,764.78
10-5200 · Benefits	57,809.11	0.00	0.00	0.00	57,809.11
10-5300 · Training	2,672.28	0.00	0.00	0.00	2,672.28
10-5400 · Materials	119,126.84	0.00	0.00	0.00	119,126.84
10-5500 · Processing	3,024.84	0.00	0.00	0.00	3,024.84
10-5600 · Supplies	8,588.49	0.00	0.00	0.00	8,588.49
10-5700 · Vehicles	2,147.65	0.00	0.00	0.00	2,147.65
10-5800 · Computer Operations	202,352.01	0.00	0.00	0.00	202,352.01
10-5900 · Utilities	14,374.78	0.00	0.00	0.00	14,374.78
10-6000 · Telephone	1,410.89	0.00	0.00	0.00	1,410.89
10-6100 · Postage	2,000.00	0.00	0.00	0.00	2,000.00
10-6200 · Maintenance	18,699.37	0.00	0.00	0.00	18,699.37
10-6300 · Repair	21,562.17	0.00	0.00	0.00	21,562.17
10-6500 · Professional Services	2,463.32	0.00	0.00	0.00	2,463.32
10-6600 · Improvements	1,041.77	0.00	0.00	0.00	1,041.77
10-6700 · Community Relations	16,848.71	0.00	0.00	0.00	16,848.71
20-8210 · Employer IMRF Disbursements	0.00	28,955.70	0.00	0.00	28,955.70
20-8250 · Employer Soc Security Tax Disb	0.00	29,139.39	0.00	0.00	29,139.39
Total Expense	864,887.01	58,095.09	0.00	0.00	922,982.10
Net Ordinary Income	1,000,497.22	91,595.54	0.00	10,299.85	1,102,392.61
Other Income/Expense					
Other Expense					
50-8500 · Trust Disbursements	0.00	0.00	8,327.32	0.00	8,327.32

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Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary By Fund

August 12 through September 15, 2023

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
60-9800 - Special Reserve Disbursements	0.00	0.00	0.00	641.30	641.30
Total Other Expense	0.00	0.00	8,327.32	641.30	8,968.62
Net Other Income	0.00	0.00	-8,327.32	-641.30	-8,968.62
Net Income	<u>1,000,497.22</u>	<u>91,595.54</u>	<u>-8,327.32</u>	<u>9,658.55</u>	<u>1,093,423.99</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Ordinary Income/Expense						
Income						
00-4000 - Property Tax						
10-4000 - Property Tax General						
	General Journal	08/17/2023	3498		73,315.33	73,315.33
	General Journal	08/17/2023	3498		267.72	73,583.05
	General Journal	08/29/2023	3504		1,087.60	74,670.65
	General Journal	08/30/2023	3505		3.01	74,673.66
	General Journal	08/31/2023	3508		5.58	74,679.24
	General Journal	09/01/2023	3509		150.01	74,829.25
	General Journal	09/01/2023	3509		273.77	75,103.02
	General Journal	09/02/2023	3510		69.25	75,172.27
	General Journal	09/11/2023	3518		1,669,395.71	1,744,567.98
	General Journal	09/11/2023	3518		6,094.30	1,750,662.28
Total 10-4000 - Property Tax General					1,750,662.28	1,750,662.28
20-4000 - Property Tax IMRF						
	General Journal	08/17/2023	3498		6,292.44	6,292.44
	General Journal	08/29/2023	3504		79.40	6,371.84
	General Journal	08/30/2023	3505		0.25	6,372.09
	General Journal	08/31/2023	3508		0.46	6,372.55
	General Journal	09/01/2023	3509		12.83	6,385.38
	General Journal	09/01/2023	3509		23.90	6,409.28
	General Journal	09/02/2023	3510		6.56	6,415.84
	General Journal	09/11/2023	3518		143,274.79	149,690.63
Total 20-4000 - Property Tax IMRF					149,690.63	149,690.63
Total 00-4000 - Property Tax					1,900,352.91	1,900,352.91
00-4100 - Interest Earned						
60-3109 - Interest-Wintrust MaxSafe - S/R						
	General Journal	08/31/2023	3507		6,175.81	6,175.81
Total 60-3109 - Interest-Wintrust MaxSafe - S/R					6,175.81	6,175.81
10-3109 - Interest-Wintrust MaxSafe - Gen						
	General Journal	08/31/2023	3507		16,665.77	16,665.77
Total 10-3109 - Interest-Wintrust MaxSafe - Gen					16,665.77	16,665.77
10-3180 - Interest - Money Market Fund						
	General Journal	08/31/2023	3507		1,024.50	1,024.50
Total 10-3180 - Interest - Money Market Fund					1,024.50	1,024.50
10-4100 - Interest Earned-General Fund						
10-4101 - Interest Income - Chase Savings						
	General Journal	08/31/2023	3507		1.59	1.59
Total 10-4101 - Interest Income - Chase Savings					1.59	1.59
10-4102 - Interest Income - Chase CD's						
	General Journal	08/31/2023	3516		998.79	998.79
Total 10-4102 - Interest Income - Chase CD's					998.79	998.79
Total 10-4100 - Interest Earned-General Fund					1,000.38	1,000.38

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
60-4100 - Interest Earned Special Reserve						
60-4101 - Interest Income - Chase Savings						
	General Journal	08/31/2023	3507		1.23	1.23
Total 60-4101 - Interest Income - Chase Savings					1.23	1.23
60-4102 - Interest Income - Chase CD's						
	General Journal	08/31/2023	3516		863.54	863.54
	General Journal	08/31/2023	3516		283.93	1,147.47
	General Journal	08/31/2023	3516		2,975.34	4,122.81
Total 60-4102 - Interest Income - Chase CD's					4,122.81	4,122.81
Total 60-4100 - Interest Earned Special Reserve					4,124.04	4,124.04
Total 00-4100 - Interest Earned					28,990.50	28,990.50
00-4200 - Other						
10-4660 - Developer Fees						
	Deposit	08/17/2023			2,065.00	2,065.00
Total 10-4660 - Developer Fees					2,065.00	2,065.00
10-4400 - Lost Materials						
	Deposit	08/16/2023			23.30	23.30
	Deposit	08/29/2023			79.97	103.27
	Deposit	08/16/2023			96.91	200.18
	Deposit	08/29/2023			31.98	232.16
	Bill	08/30/2023	LOST/PAID - 082523	BAUMGAERTEL, KATE	-9.99	222.17
	Bill	08/30/2023	LOST/PAID - 081223	CHUNCHU, SAIKRISHNA	-31.98	190.19
	Bill	08/30/2023	LOST/PAID - 081923	FULDEORE, MAHESH	-12.95	177.24
	Bill	08/30/2023	LOST/PAID - 082823	JACOB, ROBIN	-17.99	159.25
	Bill	08/30/2023	LOST/PAID - 082523	KRUEGER, RYAN QUINN	-17.99	141.26
	Bill	09/15/2023	LOST/PAID - 083023	JACOB, ROBIN	-15.99	125.27
	Bill	09/15/2023	LOST/PAID - 090723	BENTKOVER, MATTHEW	-29.99	95.28
Total 10-4400 - Lost Materials					95.28	95.28
10-4450 - Copy Machine Income						
10-4451 - Aspen - Print/Copy Station						
	Deposit	09/01/2023			629.20	629.20
	General Journal	08/31/2023	3507		0.25	629.45
Total 10-4451 - Aspen - Print/Copy Station					629.45	629.45
10-4452 - Cook Park - Print/Copy Station						
	Deposit	09/01/2023			433.05	433.05
Total 10-4452 - Cook Park - Print/Copy Station					433.05	433.05
Total 10-4450 - Copy Machine Income					1,062.50	1,062.50
10-4500 - Misc - General Account						
	Deposit	08/16/2023			54.00	54.00
	Deposit	08/16/2023			86.00	140.00
	Deposit	08/29/2023			59.70	199.70
	Credit Card Charge	08/31/2023	081423	D&J Bistro - CMPL Credit Card	-200.00	-0.30
	Deposit	08/29/2023			12.00	11.70
	Deposit	08/31/2023			11.75	23.45

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Deposit	08/31/2023			129.25	152.70
	Deposit	08/31/2023			23.50	176.20
	Deposit	08/31/2023			200.00	376.20
Total 10-4500 - Misc - General Account					376.20	376.20
Total 00-4200 - Other					3,598.98	3,598.98
10-4300 - Grants & Other Donations						
10-4315 - Per Capita Grants						
	Deposit	08/17/2023			90,413.08	90,413.08
Total 10-4315 - Per Capita Grants					90,413.08	90,413.08
10-4365 - Donations - Other						
	Deposit	08/31/2023			100.00	100.00
	Credit Card Charge	09/01/2023	082923	Bricks R Us - CMPL Credit Card	-35.50	64.50
Total 10-4365 - Donations - Other					64.50	64.50
Total 10-4300 - Grants & Other Donations					90,477.58	90,477.58
10-4350 - Fines						
	Deposit	08/16/2023			10.50	10.50
	Deposit	08/29/2023			25.01	35.51
	Deposit	08/16/2023			26.60	62.11
	Deposit	08/29/2023			8.65	70.76
	General Journal	08/31/2023	3507		2,063.16	2,133.92
	General Journal	08/31/2023	3514		-179.18	1,954.74
Total 10-4350 - Fines					1,954.74	1,954.74
Total Income					2,025,374.71	2,025,374.71
Gross Profit					2,025,374.71	2,025,374.71
Expense						
10-5100 - Salaries						
10-5110 - Administration Salaries						
	General Journal	08/25/2023	3503		48,211.43	48,211.43
	General Journal	09/08/2023	3512		47,728.48	95,939.91
Total 10-5110 - Administration Salaries					95,939.91	95,939.91
10-5120 - Adult Salaries						
	General Journal	08/25/2023	3503		34,759.69	34,759.69
	General Journal	09/08/2023	3512		34,148.74	68,908.43
Total 10-5120 - Adult Salaries					68,908.43	68,908.43
10-5130 - Children's Salaries						
	General Journal	08/25/2023	3503		31,803.50	31,803.50
	General Journal	09/08/2023	3512		32,268.99	64,072.49
Total 10-5130 - Children's Salaries					64,072.49	64,072.49
10-5140 - Circulation Salaries						
	General Journal	08/25/2023	3503		29,326.37	29,326.37
	General Journal	09/08/2023	3512		30,436.10	59,762.47
Total 10-5140 - Circulation Salaries					59,762.47	59,762.47
10-5145 - Maintenance Salaries						
	General Journal	08/25/2023	3503		9,165.72	9,165.72

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5145 - Maintenance Salaries	General Journal	09/08/2023	3512		9,495.53	18,661.25
10-5150 - ILL Salaries					18,661.25	18,661.25
	General Journal	08/25/2023	3503		4,103.38	4,103.38
	General Journal	09/08/2023	3512		4,138.68	8,242.06
Total 10-5150 - ILL Salaries					8,242.06	8,242.06
10-5155 - Outreach Salaries						
	General Journal	08/25/2023	3503		9,411.50	9,411.50
	General Journal	09/08/2023	3512		9,674.88	19,086.38
Total 10-5155 - Outreach Salaries					19,086.38	19,086.38
10-5160 - Tech Services Salaries						
	General Journal	08/25/2023	3503		21,894.32	21,894.32
	General Journal	09/08/2023	3512		21,803.88	43,698.20
Total 10-5160 - Tech Services Salaries					43,698.20	43,698.20
10-5165 - Shelves Salaries						
	General Journal	08/25/2023	3503		6,155.32	6,155.32
	General Journal	09/08/2023	3512		6,238.27	12,393.59
Total 10-5165 - Shelves Salaries					12,393.59	12,393.59
Total 10-5100 - Salaries					390,764.78	390,764.78
10-5200 - Benefits						
10-5210 - Health Insurance						
	Bill	09/15/2023	P65753/P77758-AUG 23	COOPERATIVE 90'S MEDICAL	37,300.20	37,300.20
	Bill	09/15/2023	P65753/P77758-AUG 23	COOPERATIVE 90'S MEDICAL	7,121.80	44,422.00
	Bill	08/30/2023	MEX45 - AUGUST 23	AFLAC	92.52	44,514.52
	General Journal	08/31/2023	3515		214.67	44,729.19
	General Journal	08/31/2023	3515		668.74	45,397.93
	General Journal	08/31/2023	3515		126.40	45,524.33
	General Journal	08/31/2023	3515		101.21	45,625.54
	General Journal	08/31/2023	3515		100.00	45,725.54
	Bill	08/30/2023	865594 - SEPT 2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	5,861.07	51,586.61
	Bill	08/30/2023	5047 - SEPT 2023	NCPERS GROUP LIFE INS	224.00	51,810.61
	Bill	08/30/2023	865594 - SEPT 2023	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,290.36	53,100.97
Total 10-5210 - Health Insurance					53,100.97	53,100.97
10-5220 - Dental/Vision Insurance						
	Bill	09/15/2023	10438 - AUGUST 2023	COOPERATIVE 90'S DENTAL	1,227.40	1,227.40
	Bill	09/15/2023	10438 - AUGUST 2023	COOPERATIVE 90'S DENTAL	3,241.60	4,469.00
	Deposit	08/31/2023			-46.00	4,423.00
	Deposit	08/17/2023			-50.19	4,372.81
	Deposit	08/31/2023			-50.19	4,322.62
	General Journal	08/31/2023	3469		-686.77	3,635.85
	Bill	08/30/2023	104381 - SEPT 2023	DELTA DENTAL OF ILLINOIS - RISK	14.67	3,650.52
	Bill	08/30/2023	104381 - SEPT 2023	DELTA DENTAL OF ILLINOIS - RISK	17.95	3,668.47
	Bill	08/30/2023	10438-SEPTEMBER 2023	DELTA DENTAL OF ILLINOIS - VISION	257.82	3,926.29
	Bill	08/30/2023	10438-SEPTEMBER 2023	DELTA DENTAL OF ILLINOIS - VISION	99.00	4,025.29

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5220 · Dental/Vision Insurance					4,025.29	4,025.29
10-5240 · Life Insurance						
	Bill	08/30/2023	034963 - SEPT 2023	MADISON NATIONAL LIFE INS CO., INC.	228.05	228.05
Total 10-5240 · Life Insurance					228.05	228.05
10-5270 · LTD Insurance						
	Bill	08/30/2023	034963 - SEPT 2023	MADISON NATIONAL LIFE INS CO., INC.	454.80	454.80
Total 10-5270 · LTD Insurance					454.80	454.80
Total 10-5200 · Benefits					57,809.11	57,809.11
10-5300 · Training						
10-5310 · Workshops						
10-5311 · Workshops - Admin						
	Bill	08/30/2023	072123-081523	SAM'S CLUB DIRECT	27.94	27.94
Total 10-5311 · Workshops - Admin					27.94	27.94
Total 10-5310 · Workshops					27.94	27.94
10-5320 · Travel						
10-5327 · Travel - Outreach						
	Bill	08/30/2023	AUGUST 1, 2023	MARTIN, RYAN	18.34	18.34
Total 10-5327 · Travel - Outreach					18.34	18.34
Total 10-5320 · Travel					18.34	18.34
10-5330 · Memberships						
10-5331 · Memberships - Admin						
	Credit Card Charge	08/31/2023	082423	ILLINOIS GOVERNMENT - CMPL Credit Card	125.00	125.00
Total 10-5331 · Memberships - Admin					125.00	125.00
10-5332 · Memberships - Adults						
	Bill	09/15/2023	BARRY: 1023 - 0924	AMERICAN LIBRARY ASSOCIATION	56.00	56.00
	Bill	09/15/2023	DOSHI:1023-0924	AMERICAN LIBRARY ASSOCIATION	155.00	211.00
	Bill	09/15/2023	CMPL - 2023	LCIGS	30.00	241.00
	Credit Card Charge	08/31/2023	082323	American Library Assoc - CMPL Credit Card	236.00	477.00
Total 10-5332 · Memberships - Adults					477.00	477.00
10-5337 · Memberships - Outreach						
	Credit Card Charge	08/31/2023	080823	ABOS - CMPL Credit Card	49.00	49.00
Total 10-5337 · Memberships - Outreach					49.00	49.00
Total 10-5330 · Memberships					651.00	651.00
10-5350 · Conferences						
10-5351 · Conferences - Admin						
	Credit Card Charge	08/31/2023	082423	ILLINOIS GOVERNMENT - CMPL Credit Card	375.00	375.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	535.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	695.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	855.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	1,015.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	1,175.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	1,335.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	1,495.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	1,655.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	1,815.00
	Credit Card Charge	08/31/2023	082223	Illinois Library Assoc-CMPL Credit Card	160.00	1,975.00
Total 10-5351 - Conferences - Admin					1,975.00	1,975.00
Total 10-5350 - Conferences					1,975.00	1,975.00
Total 10-5300 - Training					2,672.28	2,672.28
10-5400 - Materials						
10-5410 - Books - Adult						
	Bill	09/15/2023	2037714679	BAKER & TAYLOR - L5579912	448.24	448.24
	Bill	09/15/2023	2037698320	BAKER & TAYLOR - L3966532	459.10	907.34
	Bill	09/15/2023	2037718032	BAKER & TAYLOR - L5580152	432.61	1,339.95
	Bill	09/15/2023	2037701874	BAKER & TAYLOR - L5742022	550.35	1,890.30
	Bill	09/15/2023	2037703365	BAKER & TAYLOR - C0209743	118.11	2,008.41
	Bill	09/15/2023	2037703366	BAKER & TAYLOR - C0209743	36.52	2,044.93
	Bill	09/15/2023	2037703367	BAKER & TAYLOR - C0209743	68.03	2,112.96
	Bill	09/15/2023	2037703816	BAKER & TAYLOR - L3966532	542.45	2,655.41
	Bill	09/15/2023	2037705636	BAKER & TAYLOR - C5217413	169.14	2,824.55
	Bill	09/15/2023	2037709671	BAKER & TAYLOR - L5742022	254.34	3,078.89
	Bill	09/15/2023	2037721992	BAKER & TAYLOR - L5579912	196.55	3,275.44
	Bill	09/15/2023	81671899	GALE	563.02	3,838.46
	Bill	09/15/2023	81671771	GALE	188.74	4,027.20
	Bill	09/15/2023	81684513	GALE	30.39	4,057.59
	Bill	09/15/2023	81679115	GALE	103.48	4,161.07
	Bill	09/15/2023	2037717321	BAKER & TAYLOR - L5742022	556.80	4,717.87
	Bill	09/15/2023	2037716667	BAKER & TAYLOR - L3966532	567.26	5,285.13
	Bill	09/15/2023	2037726827	BAKER & TAYLOR - L5579912	382.29	5,667.42
	Bill	09/15/2023	2037716660	BAKER & TAYLOR - C0209743	106.44	5,773.86
	Bill	09/15/2023	2037716661	BAKER & TAYLOR - C0209743	27.03	5,800.89
	Bill	09/15/2023	2037716662	BAKER & TAYLOR - C0209743	18.89	5,819.78
	Bill	09/15/2023	2037734826	BAKER & TAYLOR - L5579912	291.97	6,111.75
	Bill	09/15/2023	2037757643	BAKER & TAYLOR - L5579912	281.94	6,393.69
	Bill	09/15/2023	2037722418	BAKER & TAYLOR - L5742022	378.43	6,772.12
	Bill	09/15/2023	2037721854	BAKER & TAYLOR - L3966532	529.76	7,301.88
	Bill	09/15/2023	2037748607	BAKER & TAYLOR - L5579912	323.97	7,625.85
	Bill	09/15/2023	2037728760	BAKER & TAYLOR - C5217413	127.83	7,753.68
	Bill	09/15/2023	2037738580	BAKER & TAYLOR - L5580152	704.25	8,457.93
	Bill	09/15/2023	2037732632	BAKER & TAYLOR - L5742022	545.37	9,003.30
	Bill	09/15/2023	2037749643	BAKER & TAYLOR - L5580152	417.61	9,420.91
	Bill	09/15/2023	2037755264	BAKER & TAYLOR - L5580152	361.36	9,782.27
	Bill	09/15/2023	2037737264	BAKER & TAYLOR - L3966532	796.63	10,578.90
	Bill	09/15/2023	2038701	CENTER POINT LARGE PRINT	119.84	10,698.74
	Bill	09/15/2023	81726355	GALE	155.97	10,854.71
	Bill	09/15/2023	2037764443	BAKER & TAYLOR - L3966532	1,061.53	11,916.24
	Bill	09/15/2023	2037748679	BAKER & TAYLOR - L3966532	574.58	12,490.82
	Bill	09/15/2023	2037743388	BAKER & TAYLOR - L5742022	724.27	13,215.09

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	09/15/2023	2037746514	BAKER & TAYLOR - L5742022	698.29	13,913.38
Bill	09/15/2023	2037745354	BAKER & TAYLOR - C0209743	83.14	13,996.52
Bill	09/15/2023	2037745355	BAKER & TAYLOR - C0209743	15.76	14,012.28
Bill	09/15/2023	2037760090	BAKER & TAYLOR - L5742022	331.68	14,343.96
Bill	09/15/2023	2037764872	BAKER & TAYLOR - C5217413	62.07	14,406.03
Bill	09/15/2023	2037763311	BAKER & TAYLOR - L5742022	600.63	15,006.66
Bill	09/15/2023	2037757386	BAKER & TAYLOR - L5742022	286.35	15,293.01
Bill	09/15/2023	2037764854	BAKER & TAYLOR - C0209743	188.27	15,481.28
Bill	09/15/2023	82114967	GALE	30.39	15,511.67
Bill	09/15/2023	2037779618	BAKER & TAYLOR - L5742022	868.40	16,380.07
Bill	09/15/2023	2037776398	BAKER & TAYLOR - L3966532	686.26	17,066.33
Bill	09/15/2023	2037770691	BAKER & TAYLOR - L5742022	366.65	17,432.98
Bill	09/15/2023	2037768399	BAKER & TAYLOR - L5742022	530.94	17,963.92
Bill	09/15/2023	2037771878	BAKER & TAYLOR - L5580152	238.91	18,202.83
Bill	09/15/2023	82322761	GALE	103.48	18,306.31
Bill	09/15/2023	2042730	CENTER POINT LARGE PRINT	305.60	18,611.91
Bill	09/15/2023	82355612	GALE	55.98	18,667.89
Credit Card Charge	08/31/2023	080423	Amazon Marketplace.com - CMPL Credit Card	93.10	18,760.99
Credit Card Charge	08/31/2023	080423	Amazon Marketplace.com - CMPL Credit Card	33.41	18,794.40
Credit Card Charge	08/31/2023	081123	Amazon Marketplace.com - CMPL Credit Card	31.98	18,826.38
Credit Card Charge	08/31/2023	081023	Amazon Marketplace.com - CMPL Credit Card	33.75	18,860.13
Credit Card Charge	08/31/2023	081923	Amazon Marketplace.com - CMPL Credit Card	19.99	18,880.12
Credit Card Charge	08/31/2023	081723	Amazon Marketplace.com - CMPL Credit Card	15.99	18,896.11
Credit Card Charge	08/31/2023	082299	Amazon Marketplace.com - CMPL Credit Card	18.99	18,915.10
Credit Card Charge	08/31/2023	082323	Amazon Marketplace.com - CMPL Credit Card	100.76	19,015.86
Credit Card Charge	08/31/2023	082423	Amazon Marketplace.com - CMPL Credit Card	11.69	19,027.55
Credit Card Charge	08/31/2023	082323	Amazon Marketplace.com - CMPL Credit Card	21.99	19,049.54
Total 10-5410 - Books - Adult				19,049.54	19,049.54
10-5415 - Books - Juvenile					
Bill	09/15/2023	2037670994	BAKER & TAYLOR - L4231142	400.58	400.58
Bill	09/15/2023	2037716881	BAKER & TAYLOR - L4231142	265.40	665.98
Bill	09/15/2023	2037721222	BAKER & TAYLOR - L3966522	1,235.53	1,901.51
Bill	09/15/2023	2037726696	BAKER & TAYLOR - L5580072	672.73	2,574.24
Bill	09/15/2023	2037733407	BAKER & TAYLOR - L5580072	258.68	2,832.92
Bill	09/15/2023	2037725162	BAKER & TAYLOR - L3966522	635.95	3,468.87
Bill	09/15/2023	2037729087	BAKER & TAYLOR - L4231142	327.24	3,796.11
Bill	09/15/2023	2037734849	BAKER & TAYLOR - L3966522	1,796.03	5,592.14
Bill	09/15/2023	2037735835	BAKER & TAYLOR - L4231142	498.75	6,090.89
Bill	09/15/2023	2037745083	BAKER & TAYLOR - L5580072	320.47	6,411.36
Bill	09/15/2023	2037743707	BAKER & TAYLOR - L4231142	377.06	6,788.42
Bill	09/15/2023	2037741549	BAKER & TAYLOR - L3966522	956.04	7,744.46
Bill	09/15/2023	2037737948	BAKER & TAYLOR - L5580072	344.51	8,088.97
Bill	09/15/2023	2037737624	BAKER & TAYLOR - L5580072	309.90	8,398.87
Bill	09/15/2023	2037741427	BAKER & TAYLOR - L4231522	156.24	8,555.11

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

Type	Date	Num	Name	Paid Amount	Balance
Bill	09/15/2023	2037749312	BAKER & TAYLOR - L4231142	470.26	9,025.37
Bill	09/15/2023	2037752173	BAKER & TAYLOR - L4231142	302.38	9,327.75
Bill	09/15/2023	2037753998	BAKER & TAYLOR - L3966522	711.14	10,038.89
Bill	09/15/2023	2037754604	BAKER & TAYLOR - L3966522	199.69	10,238.58
Bill	09/15/2023	2037754612	BAKER & TAYLOR - L5580072	1,701.45	11,940.03
Bill	09/15/2023	2037761418	BAKER & TAYLOR - L5580072	249.12	12,189.15
Bill	09/15/2023	2037761419	BAKER & TAYLOR - L3966522	288.46	12,477.61
Bill	09/15/2023	2037761810	BAKER & TAYLOR - L4231142	637.81	13,115.42
Bill	09/15/2023	2037764873	BAKER & TAYLOR - C5217413	56.27	13,171.69
Bill	09/15/2023	2037768806	BAKER & TAYLOR - L4231142	252.43	13,424.12
Bill	09/15/2023	2037764854	BAKER & TAYLOR - C0209743	129.99	13,554.11
Bill	09/15/2023	2037774946	BAKER & TAYLOR - L5580072	582.75	14,136.86
Bill	09/15/2023	2037774844	BAKER & TAYLOR - L3966522	897.05	15,033.91
Bill	09/15/2023	2037774286	BAKER & TAYLOR - L4231522	105.40	15,139.31
Bill	09/15/2023	2037781567	BAKER & TAYLOR - L5580072	134.22	15,273.53
Bill	09/15/2023	2037781310	BAKER & TAYLOR - L5580072	451.64	15,725.17
Credit Card Credit	08/31/2023	080223	Amazon Marketplace.com - CMPL Credit Card	-22.99	15,702.18
Credit Card Charge	08/31/2023	081523	Amazon Marketplace.com - CMPL Credit Card	49.76	15,751.94
Total 10-5415 - Books - Juvenile				15,751.94	15,751.94
10-5420 - Audio/Visual - Adult					
Bill	09/15/2023	504188223	MIDWEST TAPE, LLC	300.63	300.63
Bill	09/15/2023	504281076	MIDWEST TAPE, LLC	1,537.09	1,837.72
Bill	09/15/2023	504253679	MIDWEST TAPE, LLC	336.69	2,174.41
Bill	09/15/2023	504248611	MIDWEST TAPE, LLC	779.72	2,954.13
Bill	09/15/2023	504248609	MIDWEST TAPE, LLC	1,845.87	4,800.00
Bill	09/15/2023	504220439	MIDWEST TAPE, LLC	138.12	4,938.12
Bill	09/15/2023	504215153	MIDWEST TAPE, LLC	1,553.95	6,492.07
Bill	09/15/2023	504286539	MIDWEST TAPE, LLC	287.37	6,779.44
Bill	09/15/2023	504311953	MIDWEST TAPE, LLC	2,684.46	9,463.90
Bill	09/15/2023	504317760	MIDWEST TAPE, LLC	136.62	9,600.52
Bill	09/15/2023	504340399	MIDWEST TAPE, LLC	1,420.94	11,021.46
Credit Card Charge	08/31/2023	080923	Amazon Marketplace.com - CMPL Credit Card	14.24	11,035.70
Credit Card Charge	08/31/2023	080923	Amazon Marketplace.com - CMPL Credit Card	15.09	11,050.79
Credit Card Charge	08/31/2023	081423	Amazon Marketplace.com - CMPL Credit Card	40.16	11,090.95
Credit Card Charge	08/31/2023	081423	Amazon Marketplace.com - CMPL Credit Card	25.00	11,115.95
Credit Card Charge	08/31/2023	081523	Amazon Marketplace.com - CMPL Credit Card	10.05	11,126.00
Credit Card Charge	08/31/2023	082123	Blackstone Audio - CMPL Credit Card	36.54	11,162.54
Total 10-5420 - Audio/Visual - Adult				11,162.54	11,162.54
10-5425 - Audio/Visual - Juvenile					
Bill	09/15/2023	504281076	MIDWEST TAPE, LLC	86.17	86.17
Bill	09/15/2023	504215153	MIDWEST TAPE, LLC	38.22	124.39
Bill	09/15/2023	504311953	MIDWEST TAPE, LLC	223.40	347.79
Total 10-5425 - Audio/Visual - Juvenile				347.79	347.79
10-5430 - Games - Adult					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

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	Type	Date	Num	Name	Paid Amount	Balance
	Bill	09/15/2023	11287	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	100.00	100.00
	Bill	09/15/2023	11283	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	517.11	617.11
	Bill	09/15/2023	11284	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	283.41	900.52
Total 10-5430 - Games - Adult					900.52	900.52
10-5435 - Games - Children						
	Bill	09/15/2023	11285	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	274.02	274.02
	Bill	09/15/2023	11286	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	80.00	354.02
	Credit Card Charge	08/31/2023	082423	Amazon Marketplace.com - CMPL Credit Card	34.65	388.67
Total 10-5435 - Games - Children					388.67	388.67
10-5440 - Periodicals - Adult						
	Bill	09/15/2023	CMPL - 2023	KANE COUNTY GENEALOGICAL SOCIETY	25.00	25.00
	Bill	09/15/2023	CMPL - 2023	MAYFLOWER JOURNAL	24.00	49.00
	Credit Card Charge	08/31/2023	081323	New York Times - CMPL Credit Card	688.04	737.04
	Credit Card Charge	08/31/2023	080823	Wall Street Journal - CMPL Credit Card	719.88	1,456.92
	Credit Card Charge	08/31/2023	080823	Lake County News Sun - CMPL Credit Card	81.31	1,538.23
	Credit Card Charge	08/31/2023	082223	Chicago Tribune - CMPL Credit Card	160.91	1,699.14
	Credit Card Charge	08/31/2023	073123	Lake County News Sun - CMPL Credit Card	85.63	1,784.77
	Credit Card Charge	08/31/2023	080223	Chicago Tribune - CMPL Credit Card	159.92	1,944.69
	Credit Card Charge	08/31/2023	082923	Daily Herald - CMPL Credit Card	583.40	2,528.09
Total 10-5440 - Periodicals - Adult					2,528.09	2,528.09
10-5450 - Circulating Technologies						
10-5451 - Circ Tech - Equipment						
	Credit Card Charge	08/31/2023	080323	Moblebeacon.com - CMPL Credit Card	66.00	66.00
Total 10-5451 - Circ Tech - Equipment					66.00	66.00
10-5452 - Circ Tech - Software						
	Credit Card Charge	08/31/2023	072723	Faronics - CMPL Credit Card	504.24	504.24
Total 10-5452 - Circ Tech - Software					504.24	504.24
10-5453 - Circ Tech - Subscriptions						
	Credit Card Charge	08/31/2023	080123	Hulu - CMPL Credit Card	14.99	14.99
	Credit Card Charge	08/31/2023	080423	Hulu - CMPL Credit Card	14.99	29.98
	Credit Card Charge	08/31/2023	082923	Netflix.com - CMPL Credit Card	19.99	49.97
	Credit Card Charge	08/31/2023	082623	VIX PLUS - CMPL Credit Card	6.99	56.96
	Credit Card Charge	08/31/2023	080223	Amazon Prime - CMPL Credit Card	8.99	65.95
	Credit Card Charge	08/31/2023	080623	Paramount+ - CMPL Credit Card	119.99	185.94
Total 10-5453 - Circ Tech - Subscriptions					185.94	185.94
Total 10-5450 - Circulating Technologies					756.18	756.18
10-5490 - Electronic Services						
10-5491 - Online Databases						
10-5492 - Online Databases - Adults						
	Bill	09/15/2023	2023-163	OURDIGITALWORLD	1,347.49	1,347.49
	Bill	09/15/2023	70804434	PROQUEST LLC	6,082.28	7,429.77
	Bill	09/15/2023	82206231	GALE	4,902.39	12,332.16
Total 10-5492 - Online Databases - Adults					12,332.16	12,332.16
Total 10-5491 - Online Databases					12,332.16	12,332.16

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
10-5494 · Digital Popular Materials						
10-5495 · Dig. Popular Materials - Adults						
	Bill	09/15/2023	07001CO23282732	OVERDRIVE, INC.	857.50	857.50
	Bill	09/15/2023	07001CO23282920	OVERDRIVE, INC.	476.31	1,333.81
	Bill	09/15/2023	07001CO23282731	OVERDRIVE, INC.	963.05	2,296.86
	Bill	09/15/2023	07001CO23282734	OVERDRIVE, INC.	128.37	2,425.23
	Bill	09/15/2023	07001CO23293954	OVERDRIVE, INC.	786.01	3,211.24
	Bill	09/15/2023	07001CO23293973	OVERDRIVE, INC.	581.18	3,792.42
	Bill	09/15/2023	07001CO23293961	OVERDRIVE, INC.	418.29	4,210.71
	Bill	09/15/2023	07001CO23295445	OVERDRIVE, INC.	426.99	4,637.70
	Bill	09/15/2023	07001CO23288210	OVERDRIVE, INC.	575.67	5,213.37
	Bill	09/15/2023	07001CO23288211	OVERDRIVE, INC.	683.49	5,896.86
	Bill	09/15/2023	07001CO23288225	OVERDRIVE, INC.	326.58	6,223.44
	Bill	09/15/2023	07001CO23289707	OVERDRIVE, INC.	347.98	6,571.42
	Bill	09/15/2023	363742 - PPU	KANOPY INC.	533.00	7,104.42
	Bill	09/15/2023	07001CO23300180	OVERDRIVE, INC.	484.98	7,589.40
	Bill	09/15/2023	07001CO23300185	OVERDRIVE, INC.	691.04	8,280.44
	Bill	09/15/2023	07001CO23300196	OVERDRIVE, INC.	290.34	8,570.78
	Bill	09/15/2023	07001CO23301971	OVERDRIVE, INC.	169.49	8,740.27
	Bill	09/15/2023	07001co23310177	OVERDRIVE, INC.	907.14	9,647.41
	Bill	09/15/2023	07001co23309858	OVERDRIVE, INC.	1,110.96	10,758.37
	Bill	09/15/2023	07001co23309867	OVERDRIVE, INC.	147.48	10,905.85
	Bill	09/15/2023	07001co23311836	OVERDRIVE, INC.	305.84	11,211.69
	Bill	09/15/2023	INV-US68120	BIBLIOTHECA, LLC	2,113.15	13,324.84
	Bill	09/15/2023	INV-US68121	BIBLIOTHECA, LLC	2,217.54	15,542.38
	Bill	09/15/2023	504293142	MIDWEST TAPE, LLC	11,549.35	27,091.73
Total 10-5495 · Dig. Popular Materials - Adults					27,091.73	27,091.73
Total 10-5494 · Digital Popular Materials					27,091.73	27,091.73
Total 10-5490 · Electronic Services					39,423.89	39,423.89
10-5497 · Interlibrary Loan Fees						
	Bill	09/15/2023	29090	IHLS-OCLC	342.63	342.63
	Bill	09/15/2023	29148	IHLS-OCLC	15.26	357.89
	Bill	09/15/2023	INV-INC35245	INNOVATIVE INTERFACES, INC.	28,459.79	28,817.68
Total 10-5497 · Interlibrary Loan Fees					28,817.68	28,817.68
Total 10-5400 · Materials					119,126.84	119,126.84
10-5500 · Processing						
10-5520 · Cataloging						
	Bill	09/15/2023	29090	IHLS-OCLC	2,854.04	2,854.04
	Bill	09/15/2023	504292241	MIDWEST TAPE, LLC	170.80	3,024.84
Total 10-5520 · Cataloging					3,024.84	3,024.84
Total 10-5500 · Processing					3,024.84	3,024.84
10-5600 · Supplies						
10-5611 · Supplies - Admin						
	Bill	09/15/2023	193521 - AUGUST 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	291.16	291.16

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5611 - Supplies - Admin	Credit Card Charge	08/31/2023	082123	Amazon Marketplace.com - CMPL Credit Card	15.04	306.20
10-5612 - Supplies - Adults					306.20	306.20
	Credit Card Charge	08/31/2023	081523	Amazon Marketplace.com - CMPL Credit Card	82.99	82.99
	Credit Card Charge	08/31/2023	080723	Amazon Marketplace.com - CMPL Credit Card	82.99	165.98
	Credit Card Charge	08/31/2023	082123	Amazon Marketplace.com - CMPL Credit Card	14.99	180.97
Total 10-5612 - Supplies - Adults					180.97	180.97
10-5613 - Supplies - Children's						
	Bill	09/15/2023	7356952	DEMCO, INC.	213.91	213.91
	Bill	09/15/2023	7358691	DEMCO, INC.	99.51	313.42
	Bill	09/15/2023	193521 - AUGUST 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	69.92	383.34
	Bill	09/15/2023	2037718427	BAKER & TAYLOR - L5588902	12.05	395.39
	Credit Card Charge	08/31/2023	082423	Engino-Net Limited - CMPL Credit Card	9.00	404.39
Total 10-5613 - Supplies - Children's					404.39	404.39
10-5614 - Supplies - Circulation						
	Bill	09/15/2023	27252	ECO PROMOTIONAL PRODUCTS, INC.	2,334.80	2,334.80
	Credit Card Charge	08/31/2023	082123	Amazon Marketplace.com - CMPL Credit Card	21.32	2,356.12
	Bill	09/15/2023	LL38066	CDW GOVERNMENT, INC.	188.45	2,544.57
Total 10-5614 - Supplies - Circulation					2,544.57	2,544.57
10-5615 - Supplies - Maintenance						
	Bill	09/15/2023	193521 - AUGUST 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	1,573.03	1,573.03
	Bill	09/15/2023	080323-083123	LOWE'S	68.28	1,641.31
	Credit Card Charge	08/31/2023	082823	Amazon Marketplace.com - CMPL Credit Card	36.05	1,677.36
	Bill	09/15/2023	080323-083123	LOWE'S	54.59	1,731.95
	Bill	09/15/2023	080323-083123	LOWE'S	83.03	1,814.98
	Credit Card Charge	08/31/2023	082923	Amazon Marketplace.com - CMPL Credit Card	115.96	1,930.94
	Credit Card Charge	08/31/2023	080823	Gordon Electrical - CMPL Credit Card	161.12	2,092.06
	Bill	09/15/2023	080323-083123	LOWE'S	33.77	2,125.83
	Credit Card Charge	08/31/2023	081023	Neutron Industries - CMPL Credit Card	227.30	2,353.13
	Credit Card Charge	08/31/2023	082423	Amazon Marketplace.com - CMPL Credit Card	33.58	2,386.71
Total 10-5615 - Supplies - Maintenance					2,386.71	2,386.71
10-5616 - Supplies - ILL						
	Bill	09/15/2023	167587326	ULINE, INC	98.33	98.33
	Bill	09/15/2023	168039019	ULINE, INC	51.24	149.57
Total 10-5616 - Supplies - ILL					149.57	149.57
10-5618 - Supplies - Tech Services						
	Bill	09/15/2023	193521 - AUGUST 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	14.05	14.05
	Credit Card Charge	08/31/2023	080723	Amazon Marketplace.com - CMPL Credit Card	82.99	97.04
	Bill	09/15/2023	7349556	DEMCO, INC.	114.17	211.21
	Bill	09/15/2023	7351853	DEMCO, INC.	346.27	557.48
	Credit Card Charge	08/31/2023	081023	Amazon Marketplace.com - CMPL Credit Card	25.61	583.09
Total 10-5618 - Supplies - Tech Services					583.09	583.09
10-5660 - Supplies - Computer						
	Bill	09/15/2023	193521 - AUGUST 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	1,025.61	1,025.61

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5660 - Supplies - Computer					1,025.61	1,025.61
10-5680 - Supplies - Staff Room						
	Bill	09/15/2023	REJE015871	REFRESHING GREAT LAKES, LLC	222.05	222.05
	Bill	09/15/2023	193521 - AUGUST 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	721.45	943.50
	Credit Card Charge	09/01/2023	082823	Amazon Marketplace.com - CMPL Credit Card	63.88	1,007.38
Total 10-5680 - Supplies - Staff Room					1,007.38	1,007.38
Total 10-5600 - Supplies					8,588.49	8,588.49
10-5700 - Vehicles						
10-5710 - Bookmobile Fuel						
	Bill	09/15/2023	1975	VILLAGE-VERNON	177.14	177.14
	Bill	08/30/2023	1968	VILLAGE-VERNON	130.70	307.84
Total 10-5710 - Bookmobile Fuel					307.84	307.84
10-5720 - Bookmobile Maintenance/Repair						
	Credit Card Charge	08/31/2023	080123	Lake County Truck Sales-CMPL Credit Card	1,444.40	1,444.40
	Credit Card Charge	08/31/2023	080823	Rondout Service Center - CMPL Credit Card	35.50	1,479.90
Total 10-5720 - Bookmobile Maintenance/Repair					1,479.90	1,479.90
10-5730 - Bookmobile Delivery Service						
	Bill	09/15/2023	JUNE-AUGUST 2023	WEAGLEY, LINDA	18.61	18.61
Total 10-5730 - Bookmobile Delivery Service					18.61	18.61
10-5750 - Van Fuel						
	Bill	09/15/2023	1975	VILLAGE-VERNON	227.93	227.93
	Bill	08/30/2023	1968	VILLAGE-VERNON	113.37	341.30
Total 10-5750 - Van Fuel					341.30	341.30
Total 10-5700 - Vehicles					2,147.65	2,147.65
10-5800 - Computer Operations						
10-5865 - Remote Communications Expenses						
	Bill	09/15/2023	AUGUST 2023	ECKMANN, ROBERT	10.00	10.00
	Bill	09/15/2023	AUGUST 2023	GAFKA, DEBORAH	5.00	15.00
	Bill	09/15/2023	AUGUST 2023	KRAUSE, DONNA	10.00	25.00
	Bill	09/15/2023	AUGUST 2023	LARSON, ANDREA	10.00	35.00
Total 10-5865 - Remote Communications Expenses					35.00	35.00
10-5810 - Integrated Library System						
	Bill	09/15/2023	INV-INC35245	INNOVATIVE INTERFACES, INC.	4,743.69	4,743.69
	Bill	09/15/2023	INV-INC35244	INNOVATIVE INTERFACES, INC.	64,022.03	68,765.72
Total 10-5810 - Integrated Library System					68,765.72	68,765.72
10-5830 - Replacement Hardware/Software						
10-5831 - Rep Hrdwre/Sftwre - Admin						
	Credit Card Charge	08/31/2023	080423	Timely - CMPL Credit Card	200.00	200.00
	Credit Card Charge	09/01/2023	090123	Liberated Syndication - CMPL Credit Card	7.00	207.00
	Credit Card Charge	08/31/2023	080223	Techsoup - CMPL Credit Card	18.00	225.00
	Credit Card Charge	08/31/2023	082123	Techsoup - CMPL Credit Card	60.00	285.00
	Credit Card Charge	08/31/2023	081023	ADOBE - CMPL Credit Card	382.37	667.37
	Credit Card Charge	08/31/2023	080323	Zoom.us - CMPL Credit Card	719.75	1,387.12
	Credit Card Charge	08/31/2023	082723	Screencastify - CMPL Credit Card	105.00	1,492.12

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Bills Paid Report

August 12 through September 15, 2023

Type	Date	Num	Name	Paid Amount	Balance
Check	09/15/2023	59172	COMPUTER VIEW, INC.	15,360.00	16,852.12
Check	09/15/2023	59172	COMPUTER VIEW, INC.	7,200.00	24,052.12
Check	09/15/2023	59172	COMPUTER VIEW, INC.	21,367.00	45,419.12
Check	09/15/2023	59172	COMPUTER VIEW, INC.	43,510.00	88,929.12
Check	09/15/2023	59172	COMPUTER VIEW, INC.	21,820.00	110,749.12
Check	09/15/2023	59172	COMPUTER VIEW, INC.	-12,560.00	98,189.12
Check	09/15/2023	59172	COMPUTER VIEW, INC.	-21,375.00	76,814.12
Check	09/15/2023	59172	COMPUTER VIEW, INC.	-17,270.00	59,544.12
Check	09/15/2023	59172	COMPUTER VIEW, INC.	700.00	60,244.12
Credit Card Charge	08/31/2023	080723	Amazon Marketplace.com - CMPL Credit Card	42.72	60,286.84
Check	09/15/2023	59172	COMPUTER VIEW, INC.	1,800.00	62,086.84
Check	09/15/2023	59172	COMPUTER VIEW, INC.	1,404.00	63,490.84
Check	09/15/2023	59172	COMPUTER VIEW, INC.	1,400.00	64,890.84
Credit Card Charge	08/31/2023	082423	Amazon Marketplace.com - CMPL Credit Card	24.97	64,915.81
Credit Card Charge	08/31/2023	081023	SurveyMonkey - CMPL Credit Card	468.00	65,383.81
Check	09/15/2023	59172	COMPUTER VIEW, INC.	450.00	65,833.81
Credit Card Charge	08/31/2023	080923	Amazon Marketplace.com - CMPL Credit Card	26.70	65,860.51
Credit Card Charge	08/31/2023	082523	Amazon Marketplace.com - CMPL Credit Card	69.99	65,930.50
Credit Card Charge	08/31/2023	080923	Amazon Marketplace.com - CMPL Credit Card	59.99	65,990.49
Credit Card Charge	08/31/2023	082123	Amazon Marketplace.com - CMPL Credit Card	18.36	66,008.85
Total 10-5831 - Rep Hrdwre/Sftwre - Admin				66,008.85	66,008.85
10-5833 - Rep Hrdwre/Sftwre - Children's					
Credit Card Charge	08/31/2023	080923	Heinemann - CMPL Credit Card	25.00	25.00
Total 10-5833 - Rep Hrdwre/Sftwre - Children's				25.00	25.00
10-5834 - Rep Hrdwre/Sftwre - Circulation					
Bill	09/15/2023	LM95432	CDW GOVERNMENT, INC.	197.98	197.98
Total 10-5834 - Rep Hrdwre/Sftwre - Circulation				197.98	197.98
10-5838 - Rep Hrdwre/Sftwre - Tech Serv					
Bill	09/15/2023	LK17133	CDW GOVERNMENT, INC.	593.94	593.94
Total 10-5838 - Rep Hrdwre/Sftwre - Tech Serv				593.94	593.94
Total 10-5830 - Replacement Hardware/Software				66,825.77	66,825.77
10-5840 - LAN Services					
Check	09/15/2023	59172	COMPUTER VIEW, INC.	53,350.00	53,350.00
Bill	09/15/2023	32989	WEBLIXX INCORPORATED	4,050.00	57,400.00
Total 10-5840 - LAN Services				57,400.00	57,400.00
10-5850 - Misc Contracts					
Bill	09/15/2023	US-79841	ENVISIONWARE, INC.	1,450.00	1,450.00
Total 10-5850 - Misc Contracts				1,450.00	1,450.00
10-5860 - Internet					
Bill	08/30/2023	S660366366-23213	AT&T	711.46	711.46
Bill	09/15/2023	S660366366-23244	AT&T	711.48	1,422.94
Bill	08/30/2023	4441701805	AT&T	2,400.57	3,823.51
Bill	08/30/2023	179461415	COMCAST	1,535.00	5,358.51
Check	09/15/2023	59172	COMPUTER VIEW, INC.	150.00	5,508.51

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Bills Paid Report

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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5860 - Internet	Bill	09/15/2023	8824081800	AT&T	2,367.01	7,875.52
Total 10-5800 - Computer Operations					7,875.52	7,875.52
10-5900 - Utilities					202,352.01	202,352.01
10-5910 - Electricity						
10-5911 - Electricity - Aspen						
	Bill	09/15/2023	66014295201	CONSTELLATION NEW ENERGY, INC.	5,307.09	5,307.09
Total 10-5911 - Electricity - Aspen					5,307.09	5,307.09
10-5912 - Electricity - Cook Park						
	Bill	09/15/2023	66014210601	CONSTELLATION NEW ENERGY, INC.	7,768.59	7,768.59
Total 10-5912 - Electricity - Cook Park					7,768.59	7,768.59
Total 10-5910 - Electricity					13,075.68	13,075.68
10-5920 - Gas						
10-5921 - Gas - Aspen						
	Bill	09/15/2023	3805549	CONSTELLATION NATURAL GAS	25.23	25.23
Total 10-5921 - Gas - Aspen					25.23	25.23
10-5922 - Gas - Cook Park						
	Bill	09/15/2023	3805549	CONSTELLATION NATURAL GAS	73.16	73.16
Total 10-5922 - Gas - Cook Park					73.16	73.16
Total 10-5920 - Gas					98.39	98.39
10-5930 - Water						
10-5932 - Water - Cook Park						
	Bill	09/15/2023	060723-080123	VILLAGE-LIBERTYVILLE	1,200.71	1,200.71
Total 10-5932 - Water - Cook Park					1,200.71	1,200.71
Total 10-5930 - Water					1,200.71	1,200.71
Total 10-5900 - Utilities					14,374.78	14,374.78
10-6000 - Telephone						
10-6010 - Telephone						
	Bill	08/30/2023	30363	PEERLESS NETWORK, INC.	945.75	945.75
	Bill	08/30/2023	082323-092223	COMCAST	308.06	1,253.81
Total 10-6010 - Telephone					1,253.81	1,253.81
10-6020 - Bookmobile - Telephone						
	Bill	08/30/2023	9942236204	VERIZON WIRELESS SERVICES LLC	157.08	157.08
Total 10-6020 - Bookmobile - Telephone					157.08	157.08
Total 10-6000 - Telephone					1,410.89	1,410.89
10-6100 - Postage						
	Bill	08/30/2023	50271857 - 082823	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	1,000.00
	Bill	09/15/2023	50271857 - 091223	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	2,000.00
Total 10-6100 - Postage					2,000.00	2,000.00
10-6200 - Maintenance						
10-6210 - Janitorial Service						
10-6211 - Janitorial Service - Aspen						
	Bill	09/15/2023	C25004	COMPLETE CLEANING COMPANY, INC.	2,381.83	2,381.83
	Bill	09/15/2023	13580594-65 JUNE 23	STANLEY STEEMER	3,520.00	5,901.83

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6211 - Janitorial Service - Aspen					5,901.83	5,901.83
10-6212 - Janitorial Service - Cook Park						
	Bill	09/15/2023	C25004	COMPLETE CLEANING COMPANY, INC.	3,818.89	3,818.89
	Bill	09/15/2023	13577144-65 JUNE 23	STANLEY STEEMER	5,280.00	9,098.89
					<u>9,098.89</u>	<u>9,098.89</u>
Total 10-6212 - Janitorial Service - Cook Park					15,000.72	15,000.72
Total 10-6210 - Janitorial Service						
10-6220 - Landscaping Service						
10-6221 - Landscaping - Aspen						
	Bill	09/15/2023	37553	LANDSCAPE CONCEPTS, INC.	945.00	945.00
	Bill	09/15/2023	41204315-0	BARTLETT TREE EXPERTS	280.00	1,225.00
	Bill	09/15/2023	41204316-0	BARTLETT TREE EXPERTS	252.00	1,477.00
					<u>1,477.00</u>	<u>1,477.00</u>
Total 10-6221 - Landscaping - Aspen						
10-6222 - Landscaping - Cook Park						
	Bill	09/15/2023	37552	LANDSCAPE CONCEPTS, INC.	575.25	575.25
					<u>575.25</u>	<u>575.25</u>
Total 10-6222 - Landscaping - Cook Park					2,052.25	2,052.25
Total 10-6220 - Landscaping Service						
10-6240 - Trash Removal						
10-6242 - Trash Removal - Cook Park						
	General Journal	08/31/2023	3513	GROOT INDUSTRIES, INC.	258.58	258.58
					<u>258.58</u>	<u>258.58</u>
Total 10-6242 - Trash Removal - Cook Park					258.58	258.58
Total 10-6240 - Trash Removal						
10-6250 - Miscellaneous						
10-6251 - Misc. Maintenance - Aspen						
	Bill	09/15/2023	6391	AMS OF NORTHERN ILLINOIS	205.20	205.20
	Bill	09/15/2023	51204915	ANDERSON PEST SOLUTIONS	93.40	298.60
					<u>298.60</u>	<u>298.60</u>
Total 10-6251 - Misc. Maintenance - Aspen						
10-6252 - Misc. Maintenance - Cook Park						
	Bill	09/15/2023	HVLV547	IRON MOUNTAIN INCORPORATED	148.46	148.46
	Bill	09/15/2023	015600CS339242R	AMBIUS, LLC (19)	392.98	541.44
	Bill	09/15/2023	015600CS340326	AMBIUS, LLC (19)	392.98	934.42
	Bill	09/15/2023	6391	AMS OF NORTHERN ILLINOIS	154.80	1,089.22
					<u>1,089.22</u>	<u>1,089.22</u>
Total 10-6252 - Misc. Maintenance - Cook Park					1,387.82	1,387.82
Total 10-6250 - Miscellaneous						
Total 10-6200 - Maintenance					18,699.37	18,699.37
10-6300 - Repair						
10-6320 - Building & Grounds Repairs						
10-6321 - Building Repairs - Aspen						
	Bill	08/30/2023	22169 - 041723	SERVICE PLUS INC.	870.00	870.00
					<u>870.00</u>	<u>870.00</u>
Total 10-6321 - Building Repairs - Aspen						
10-6322 - Building Repairs - Cook Park						
	Bill	09/15/2023	123130	ARROW PLUMBING, INC.	262.00	262.00
					<u>262.00</u>	<u>262.00</u>
Total 10-6322 - Building Repairs - Cook Park					1,132.00	1,132.00
Total 10-6320 - Building & Grounds Repairs						
10-6330 - Mechanical Repairs						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

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	Type	Date	Num	Name	Paid Amount	Balance
10-6332 · Mechanical Repairs - Cook Park						
	Bill	09/15/2023	JO19708	SHERMAN MECHANICAL, INC.	9,244.00	9,244.00
	Bill	08/30/2023	18083	AMERICAN BACKFLOW PREVENTION, INC.	270.00	9,514.00
	Bill	09/15/2023	1-130418257869	JOHNSON CONTROLS, INC.	4,450.00	13,964.00
Total 10-6332 · Mechanical Repairs - Cook Park					13,964.00	13,964.00
Total 10-6330 · Mechanical Repairs					13,964.00	13,964.00
10-6340 · Service Contracts-Mech. & Bldg.						
10-6341 · Service Contracts - Aspen						
	Bill	08/30/2023	528116	FIRE & SECURITY SERVICES, INC.	219.00	219.00
	Bill	08/30/2023	39172033	JOHNSON CONTROLS SECURITY SOLUTIONS	367.71	586.71
	Bill	09/15/2023	CO11377	SHERMAN MECHANICAL, INC.	1,453.50	2,040.21
Total 10-6341 · Service Contracts - Aspen					2,040.21	2,040.21
10-6342 · Service Contracts - Cook Park						
	Bill	08/30/2023	39172034	JOHNSON CONTROLS SECURITY SOLUTIONS	420.46	420.46
	Bill	08/30/2023	14298	METALMASTER ROOFMASTER INC	495.50	915.96
	Bill	09/15/2023	CO11350	SHERMAN MECHANICAL, INC.	2,160.00	3,075.96
Total 10-6342 · Service Contracts - Cook Park					3,075.96	3,075.96
Total 10-6340 · Service Contracts-Mech. & Bldg.					5,116.17	5,116.17
10-6360 · Office Machine Service Contract						
	Bill	09/15/2023	2847	RMC IMAGING, INC.	1,350.00	1,350.00
Total 10-6360 · Office Machine Service Contract					1,350.00	1,350.00
Total 10-6300 · Repair					21,562.17	21,562.17
10-6500 · Professional Services						
10-6520 · Legal Services						
	Bill	09/15/2023	235737	KLEIN, THORPE AND JENKINS, LTD.	180.00	180.00
Total 10-6520 · Legal Services					180.00	180.00
10-6540 · Payroll Processing						
	General Journal	08/25/2023	3502		1,802.90	1,802.90
	General Journal	09/08/2023	3511		452.82	2,255.72
Total 10-6540 · Payroll Processing					2,255.72	2,255.72
10-6550 · Documentation Publishing						
	Bill	09/15/2023	260677	PADDOCK PUBLICATIONS, INC.	27.60	27.60
Total 10-6550 · Documentation Publishing					27.60	27.60
10-6575 · Miscellaneous Services & Fees						
	General Journal	08/31/2023	3507		105.00	105.00
	General Journal	08/31/2023	3507		-105.00	0.00
Total 10-6575 · Miscellaneous Services & Fees					0.00	0.00
Total 10-6500 · Professional Services					2,463.32	2,463.32
10-6600 · Improvements						
10-6650 · Copiers & Other Leased Equip						
	Bill	09/15/2023	43084022	KONICA MINOLTA	1,041.77	1,041.77
Total 10-6650 · Copiers & Other Leased Equip					1,041.77	1,041.77
Total 10-6600 · Improvements					1,041.77	1,041.77
10-6700 · Community Relations						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

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	Type	Date	Num	Name	Paid Amount	Balance
10-6710 · Newsletter						
	Bill	09/15/2023	21029	VOGUE PRINTERS	9,413.00	9,413.00
Total 10-6710 · Newsletter					9,413.00	9,413.00
10-6712 · Graphics						
	Credit Card Charge	08/31/2023	081223	Adobe Stock - CMPL Credit Card	29.99	29.99
	Credit Card Charge	08/31/2023	081023	Amazon Marketplace.com - CMPL Credit Card	77.18	107.17
	Credit Card Charge	08/31/2023	082823	Amazon Marketplace.com - CMPL Credit Card	8.89	116.06
Total 10-6712 · Graphics					116.06	116.06
10-6720 · Programming - Adult						
10-6721 · Programs - Performances						
	Bill	08/30/2023	SEPTEMBER 18, 2023	LUCKY ENTERTAINMENT	125.00	125.00
	Bill	09/15/2023	OCTOBER 9, 2023	LUCKY ENTERTAINMENT	125.00	250.00
	Bill	09/15/2023	OCTOBER 12, 2023	CONROY, BRAD	275.00	525.00
	Bill	09/15/2023	OCTOBER 8, 2023	GARY E. MIDKIFF & COMPANY	210.00	735.00
	Bill	08/30/2023	SEPTEMBER 19, 2023	PACK, WILLIAM	325.00	1,060.00
	Bill	09/15/2023	SEPTEMBER 20, 2023	OPSAL, CAROL	50.00	1,110.00
	Bill	08/30/2023	SEPTEMBER 12, 2023	JENICA PALERACIO, LEAN BELLAS KITCHEN	175.00	1,285.00
	Bill	09/15/2023	SEPTEMBER 28, 2023	GIBBONS, JIM	250.00	1,535.00
	Bill	09/15/2023	OCTOBER 3, 2023	MATHIESEN, MARTINA	300.00	1,835.00
Total 10-6721 · Programs - Performances					1,835.00	1,835.00
10-6723 · Other Expenditures						
	Credit Card Charge	08/31/2023	082823	Amazon Marketplace.com - CMPL Credit Card	186.89	186.89
Total 10-6723 · Other Expenditures					186.89	186.89
10-6724 · Prepaid Bus Trips						
	Bill	08/30/2023	2023-3765	ART EXCURSIONS, INC.	1,035.00	1,035.00
	Bill	09/15/2023	SEPTEMBER 8, 2023B	ART EXCURSIONS, INC.	592.50	1,627.50
	Deposit	08/29/2023			-1,188.00	439.50
	Deposit	08/17/2023			-900.00	-460.50
Total 10-6724 · Prepaid Bus Trips					-460.50	-460.50
10-6725 · Genealogy						
	Bill	09/15/2023	SEPTEMBER 21, 2023	KRUSKI, JASON	125.00	125.00
Total 10-6725 · Genealogy					125.00	125.00
10-6726 · Computer						
	Bill	09/15/2023	OCTOBER 11, 2023	MONTANO, ESTEVAN	150.00	150.00
	Bill	08/30/2023	SEPTEMBER 11, 2023	MONTANO, ESTEVAN	150.00	300.00
	Bill	08/30/2023	SEPTEMBER 13, 2023	MONTANO, ESTEVAN	150.00	450.00
	Bill	09/15/2023	OCTOBER 9, 2023	MONTANO, ESTEVAN	150.00	600.00
	Bill	09/15/2023	OCTOBER 4, 2023	MONTANO, ESTEVAN	150.00	750.00
	Bill	08/30/2023	SEPTEMBER 14, 2023	MAYBERRY, MELISSA	150.00	900.00
	Bill	09/15/2023	OCTOBER 2, 2023	MONTANO, ESTEVAN	150.00	1,050.00
	Bill	09/15/2023	SEPTEMBER 25, 2023	MONTANO, ESTEVAN	150.00	1,200.00
	Bill	09/15/2023	SEPTEMBER 27, 2023	MONTANO, ESTEVAN	150.00	1,350.00
Total 10-6726 · Computer					1,350.00	1,350.00
Total 10-6720 · Programming - Adult					3,036.39	3,036.39

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
10-6730 · Programming - Young Adult						
10-6731 · Programs - YA (Other)						
	Credit Card Charge	08/31/2023	080723	Amazon Marketplace.com - CMPL Credit Card	99.74	99.74
	Credit Card Charge	08/31/2023	080723	Amazon Marketplace.com - CMPL Credit Card	5.98	105.72
	Credit Card Charge	08/31/2023	080723	USPS.com - CMPL Credit Card	28.05	133.77
Total 10-6731 · Programs - YA (Other)					133.77	133.77
10-6730 · Programming - Young Adult - Other						
	Credit Card Charge	08/31/2023	082523	ETSY.com - CMPL Credit Card	1.35	1.35
	Credit Card Charge	08/31/2023	082523	Northwood Distributing - CMPL Credit Card	57.98	59.33
Total 10-6730 · Programming - Young Adult - Other					59.33	59.33
Total 10-6730 · Programming - Young Adult					193.10	193.10
10-6740 · Programming - Children's						
	Credit Card Charge	08/31/2023	081823	Little Caesars Pizza - CMPL Credit Card	44.94	44.94
	Credit Card Charge	08/31/2023	081823	Mariano's - CMPL Credit Card	21.32	66.26
	Bill	08/30/2023	AUGUST 18, 2023	WONCH, KEVIN	44.94	111.20
	Credit Card Charge	08/31/2023	082323	Amazon Marketplace.com - CMPL Credit Card	9.23	120.43
	Bill	09/15/2023	167587326	ULINE, INC	56.67	177.10
	Bill	08/30/2023	SEPTEMBER 12, 2023	GUIFARRO, HECTOR	125.00	302.10
	Bill	09/15/2023	OCTOBER 3, 2023	GUIFARRO, HECTOR	125.00	427.10
	Bill	09/15/2023	OCTOBER 10, 2023	GUIFARRO, HECTOR	125.00	552.10
	Credit Card Charge	08/31/2023	081723	Oriental Trading Co - CMPL Credit Card	43.97	596.07
	Credit Card Charge	08/31/2023	081723	Amazon Marketplace.com - CMPL Credit Card	97.22	693.29
	Credit Card Charge	08/31/2023	080923	Amazon Marketplace.com - CMPL Credit Card	96.02	789.31
	General Journal	08/16/2023	3497	LAMBS FARM	-285.00	504.31
	Bill	08/30/2023	072123-081523	SAM'S CLUB DIRECT	44.44	548.75
	Bill	08/30/2023	LAMBS FARM - 081523	PHILLIPS, MELISSA	189.00	737.75
	Credit Card Credit	08/31/2023	082923	Amazon Marketplace.com - CMPL Credit Card	-96.02	641.73
	Credit Card Charge	08/31/2023	080923	Amazon Marketplace.com - CMPL Credit Card	19.58	661.31
	Bill	09/15/2023	OCTOBER 16, 2023	LIBERTYVILLE MUNDELEIN HISTORICAL SOC	50.00	711.31
	Bill	09/15/2023	193521 - AUGUST 2023	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	618.37	1,329.68
	Credit Card Charge	08/31/2023	081723	Amazon Marketplace.com - CMPL Credit Card	11.98	1,341.66
	Credit Card Charge	08/31/2023	081723	Amazon Marketplace.com - CMPL Credit Card	176.23	1,517.89
	Credit Card Charge	08/31/2023	082323	Amazon Marketplace.com - CMPL Credit Card	131.77	1,649.66
Total 10-6740 · Programming - Children's					1,649.66	1,649.66
10-6760 · Promotions/Prizes						
10-6761 · Promotions/Prizes- Admin/Gen						
	Bill	09/15/2023	11975792	AMERICAN LIBRARY ASSOCIATION	193.16	193.16
	Bill	09/15/2023	7349609	DEMCO, INC.	338.33	531.49
	Bill	08/30/2023	072123-081523	SAM'S CLUB DIRECT	34.32	565.81
	Credit Card Charge	08/31/2023	081523	Amazon Marketplace.com - CMPL Credit Card	26.99	592.80
	Bill	09/15/2023	S80559	BOOKPAGE	1,440.00	2,032.80
Total 10-6761 · Promotions/Prizes- Admin/Gen					2,032.80	2,032.80
10-6763 · Promotions/Prizes - Children's						
	Bill	09/15/2023	2037751269	BAKER & TAYLOR - L5588902	18.09	18.09

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6763 · Promotions/Prizes - Children's					18.09	18.09
10-6770 · Promotions/Prizes - YA						
	Bill	09/15/2023	2037742048	BAKER & TAYLOR - L5588902	77.69	77.69
Total 10-6770 · Promotions/Prizes - YA					77.69	77.69
Total 10-6760 · Promotions/Prizes					2,128.58	2,128.58
10-6780 · Digital Studios						
10-6781 · Digital Studios - Equipment						
	Credit Card Charge	08/31/2023	081923	Apple.com - CMPL Credit Card	69.00	69.00
	Credit Card Charge	08/31/2023	082923	AtomicFilament.com - CMPL Credit Card A	32.98	101.98
	Credit Card Charge	08/31/2023	082323	AtomicFilament.com - CMPL Credit Card A	32.98	134.96
	Credit Card Charge	08/31/2023	082323	Amazon Marketplace.com - CMPL Credit Card	36.99	171.95
Total 10-6781 · Digital Studios - Equipment					171.95	171.95
10-6782 · Digital Studios - Software						
	Credit Card Charge	09/01/2023	090123	Cleverbridge.com - CMPL Credit Card	129.98	129.98
Total 10-6782 · Digital Studios - Software					129.98	129.98
Total 10-6780 · Digital Studios					301.93	301.93
10-6790 · Workshops						
10-6792 · Workshops - Software						
	Credit Card Charge	08/31/2023	081523	Cricut - CMPL Credit Card	9.99	9.99
Total 10-6792 · Workshops - Software					9.99	9.99
Total 10-6790 · Workshops					9.99	9.99
Total 10-6700 · Community Relations					16,848.71	16,848.71
20-8210 · Employer IMRF Disbursements						
	General Journal	08/25/2023	3503		14,434.56	14,434.56
	General Journal	09/08/2023	3512		14,521.14	28,955.70
Total 20-8210 · Employer IMRF Disbursements					28,955.70	28,955.70
20-8250 · Employer Soc Security Tax Disb						
	General Journal	08/25/2023	3503		14,546.29	14,546.29
	General Journal	09/08/2023	3512		14,593.10	29,139.39
Total 20-8250 · Employer Soc Security Tax Disb					29,139.39	29,139.39
Total Expense					922,982.10	922,982.10
Net Ordinary Income					1,102,392.61	1,102,392.61
Other Income/Expense						
Other Expense						
50-8500 · Trust Disbursements						
50-8506 · Arendsen Donation						
	Bill	09/15/2023	185370	INTERIOR INVESTMENTS, LLC	8,327.32	8,327.32
Total 50-8506 · Arendsen Donation					8,327.32	8,327.32
Total 50-8500 · Trust Disbursements					8,327.32	8,327.32
60-9800 · Special Reserve Disbursements						
60-9809 · Aspen - Paver/Front Entrance						
	Bill	09/15/2023	21-171-20R	FEATHERSTONE, INC.	641.30	641.30
Total 60-9809 · Aspen - Paver/Front Entrance					641.30	641.30
Total 60-9800 · Special Reserve Disbursements					641.30	641.30

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
August 12 through September 15, 2023

	Type	Date	Num	Name	Paid Amount	Balance
Total Other Expense					8,968.62	8,968.62
Net Other Income					-8,968.62	-8,968.62
Net Income					1,093,423.99	1,093,423.99



Cook Memorial Public Library District

Librarian's Statistical Report - Page 1

August 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.

	August 2022			August 2023			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,487	31,536	39,023	7,228	33,349	40,577	3.98%
Reciprocal Borrowing Patrons	392	5,631	6,023	387	5,966	6,353	5.48%
Total	7,879	37,167	45,046	7,615	39,315	46,930	4.18%

Visitors

	August 2022	August 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Aspen Drive Library	12,815	14,835	15.76%	24,583	28,726	16.85%
Drive-Up	421	432	2.61%	780	867	11.15%
Cook Park Library	18,380	21,274	15.75%	36,446	42,342	16.18%
Drive-Up	1,296	1,245	-3.94%	2,561	2,458	-4.02%
Outreach	678	502	-25.96%	1,020	1,169	14.61%
Total	33,590	38,288	13.99%	65,390	75,562	15.56%

Program Attendance

	August 2022	August 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Adult	786	1,169	48.73%	1,843	2,280	23.71%
Juvenile	1,212	3,111	156.68%	3,069	6,316	105.80%
Young Adult	546	64	-88.28%	707	173	-75.53%
	2,544	4,344	70.75%	5,619	8,769	56.06%

Special Services

	August 2022	August 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Reference Questions	4,652	6,080	30.70%	9,725	12,549	29.04%
Technology Questions	860	808	-6.05%	1,606	1,640	2.12%
Library App Users	671	935	39.34%	1,333	1,840	38.03%
Online Databases*	3,246	3,580	10.29%	6,409	7,265	13.36%
www.cooklib.org	90,227	35,369	-60.80%	190,152	69,873	-63.25%
Holds Placed	14,149	12,957	-8.42%	26,827	26,486	-1.27%
Holds Filled	11,793	11,186	-5.15%	23,432	22,033	-5.97%
Homebound Items Delivered	804	615	-23.51%	1,526	1,210	-20.71%

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

Collection Size

	August 2022					August 2023					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	50,059	43,652		93,711	34.09%	50,740	43,513		94,253	34.24%	0.58%
Cook Park Library	57,804	107,277	145	165,226	60.11%	58,179	106,439	146	164,764	59.85%	-0.28%
Outreach	12,903	3,008	13	15,924	5.79%	13,375	2,892	13	16,280	5.91%	2.24%
Total	120,766	153,937	158	274,861		122,294	152,844	159	275,297		0.16%

Librarian's Statistical Report - August 2023 - Page 2

Circulation

	August 2022				August 2023				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,380	23,581		34,961	11,603	22,982		34,585	-1.08%
Foreign Language	286	178		464	308	269		577	24.35%
Large Type	1,522	21		1,543	1,405	18		1,423	-7.78%
Nonfiction	6,896	5,116		12,012	6,976	5,034		12,010	-0.02%
Periodicals	1,154	126		1,280	1,140	161		1,301	1.64%
Subtotal Print	21,238	29,022		50,260	21,432	28,464		49,896	-0.72%
Bags and Containers			15	15			17	17	13.33%
Equipment	206	3		209	219	5		224	7.18%
Interlibrary Loan			144	144			112	112	-22.22%
LINKin	1,059			1,059	992			992	-6.33%
Multimedia		418		418		386		386	-7.66%
Other			15	15	0		12	12	-20.00%
Subtotal Other	1,265	421	174	1,860	1,211	391	141	1,743	-6.29%
eAudiobooks			5,488	5,488			6,535	6,535	19.08%
eBooks			7,605	7,605			7,340	7,340	-3.48%
eMagazines			305	305			209	209	-31.48%
eMusic			300	300			257	257	-14.33%
eVideo			947	947			1,152	1,152	21.65%
Subtotal Downloadables			14,645	14,645			15,493	15,493	5.79%
Audiobooks	565	459		1,024	497	362		859	-16.11%
Compact Discs	1,346	392		1,738	1,282	235		1,517	-12.72%
DVDs, Blu-Ray	8,163	3,181		11,344	7,569	2,309		9,878	-12.92%
Video Games	462	768		1,230	511	787		1,298	5.53%
Subtotal Audiovisual	10,536	4,800		15,336	9,859	3,693		13,552	-11.63%
Grand Total All Agencies	33,039	34,243	14,819	82,101	32,502	32,548	15,634	80,684	-1.73%

Agency Subtotals

	August 2022	August 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Downloadables	14,645	15,493	5.79%	29,168	30,897	5.93%
Aspen Drive Library	19,005	18,502	-2.65%	38,835	38,510	-0.84%
Cook Park Library	45,044	43,405	-3.64%	90,257	88,551	-1.89%
Outreach	3,407	3,284	-3.61%	6,270	5,733	-8.56%
Total	82,101	80,684	-1.73%	164,530	163,691	-0.51%



Report of the Director September 2023

David Archer, Library Director

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

On August 22 and 24, Communications Coordinator and Graphic Designer Andrew Traynor presented two TREAT 'n' Meet learning sessions on the lifecycle of the newsletter. Attendees learned why the newsletter is an important communications tool, our process, and other neat behind-the-scenes tidbits. TREAT 'n' Meets are short in-person sharing sessions designed to give a brief overview of different parts of the library. They are part of an ongoing initiative that supports Strategic Plan Goal D:4, which is to better enhance communication within the library. Please see attached slideshow that was shown to attendees at two sessions. September's TREAT 'n' Meets presentation will cover after-school operations at Aspen Drive Library.

All-Staff Training

The Library was closed the morning of Friday, September 15 for all-staff training at Aspen Drive. Training included:

- Anti-harassment training by Sheryl Soifer of Perspectives Ltd. The training satisfies the State of Illinois requirement for annual sexual harassment training for businesses.
- Strategic plan progress report.
- Department meetings.

Odds & Ends from Library Staff

The last **Farmers Market** of 2023 was held on August 17. Over the course of the summer, more than 1,000 children and their caregivers enjoyed participating in 10 story times held in front of the Cook Park Library during the Libertyville Farmers Market. The story times were presented by Early Learning Supervisor Terri Norstrom, Early Learning Specialist Deena Gillespie, and Early Learning Library Assistants Vijaya Char and Emily Schultz. Student Services Coordinator Amy van Goethem also pitched in and offered a story time one week.

-- *Melissa Phillips, Senior Manager of Children's Services*

The **Aspen After-School** Program returned with the start of the new school year on August 24. During the first few weeks of school, more than 275 individual students visited Aspen Drive Library in the afternoon, with a total attendance of 914 students, or an average of 61 students per day. The program is overseen by Student Services Coordinator Amy vanGoethem and offered by After-School Associates Clare Hu, Madelyn Norstrom, Luc Gudmonsén (resigned to go to grad school), and Frida Hernandez (replaced Luc).

-- *Melissa Phillips, Senior Manager of Children's Services*

Hannah Dove and I attended **LHS Open House** on August 29th. This is always a fun event where we promote our services and answer any questions parents might have about the library. Many parents stopped to interact with us and several more simply wanted to tell us how much they love the library, often flashing their library card! This event is always a bit of a morale booster because it reminds us how much we are supported by our user community.

-- *Mark Morton, Adult Reference Supervisor*

This past summer the Library offered a number of new and creative **middle school programming** for students in grades 6-8. Middle School Librarian Kevin Wonch, Children's Assistant Manager Heather Beverley, along with the Aspen After-School team, hosted programs such as Dungeons & Dragons, DIY Beaded Keychains, and 3 sessions of the monthly book club. Among the most popular programs was a series of **Middle School Hangouts** that were offered 6 times over the summer, 3 after-hours at Aspen. The Middle School Hangout programs gave the middle school students the opportunity to spend time with each other and the Library staff focused on that age group in a semi-structured setting during the summer. There are not many (any?) places that a middle school student can go for a low key, no fee social experience, so this program really filled a gap.

- - *Melissa Phillips, Senior Manager of Children's Services*

The third season of **Illinois Libraries Present** has begun, with an event with award-winning author Colson Whitehead garnering over 2,000 registrations statewide; CMPLD supplied 37 of those registrations. Coming up, we have events featuring Stephen Graham Jones, Grace Lin, and Maya-Camille Broussard. We hope to incorporate an in-person viewing party into our future programming, as those have been popular with patrons at surrounding libraries.

-- *Hannah Dove, Popular Services Associate*

TREAT n Meet - The Lifecycle of the Newsletter

Presented by Bronwyn Sill and Andy Traynor — August 2023



STRATEGIC PLAN GOAL D:4

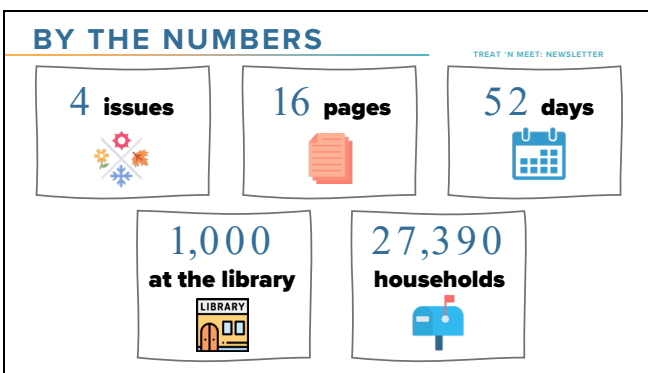
Strengthen how the Library tells its story.

Enhance internal communication strategies that reach across departments and resist isolated operations.

Thank you all for coming!

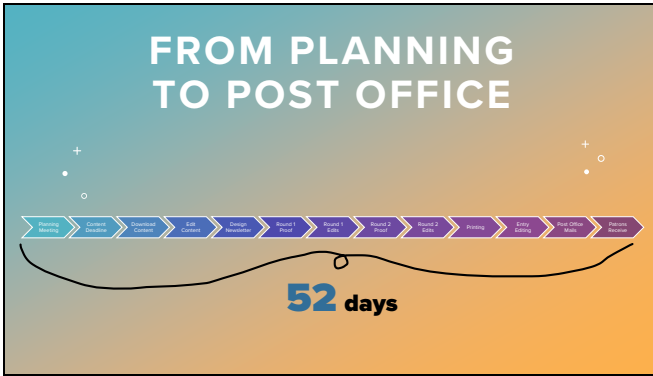
Just a brief reminder that TREAT 'n Meets are short in-person sharing sessions designed to give a brief overview of different parts of the library. They are part of an ongoing initiative that supports Strategic Plan Goal D:4, which is to better enhance communication within the library.

In order to tell our story, we need to *know* our story.

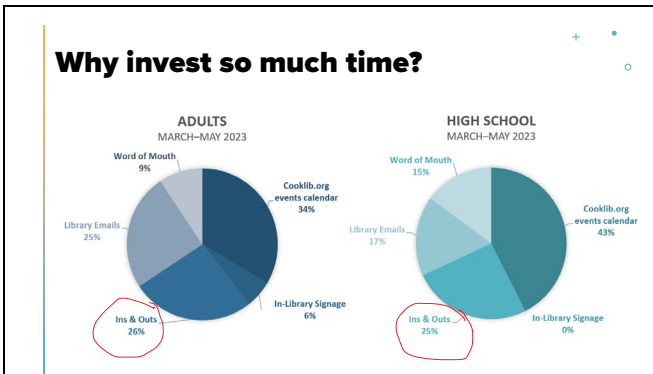


TREAT n Meet - The Lifecycle of the Newsletter

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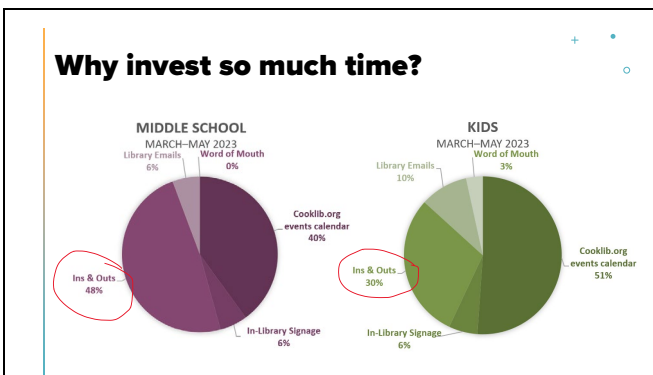
As the previous slide showed, the newsletter cycle takes 52 days, from the planning meeting to when patrons receive their newsletter in the mail. And we do this four times a year!



The next two slides show data taken directly from patron registrations on how they learned about the event.

As you can see, the newsletter is one of the top three ways patrons find out about our events.

1. Online events calendar
2. Ins & Outs newsletter
3. Library emails



For middle school events, it's about half!

TREAT n Meet - The Lifecycle of the Newsletter

Presented by Bronwyn Sill and Andy Traynor — August 2023

Planning Meeting

Before content deadline:

- Share upcoming programs
- Discuss initiatives
- Decide themes

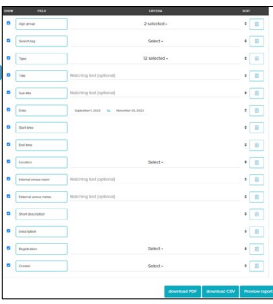


Bronwyn: About a week or two before content is due, a group of staff members meet to talk about upcoming planned programs and discuss possible themes for the newsletter, and the upcoming season.

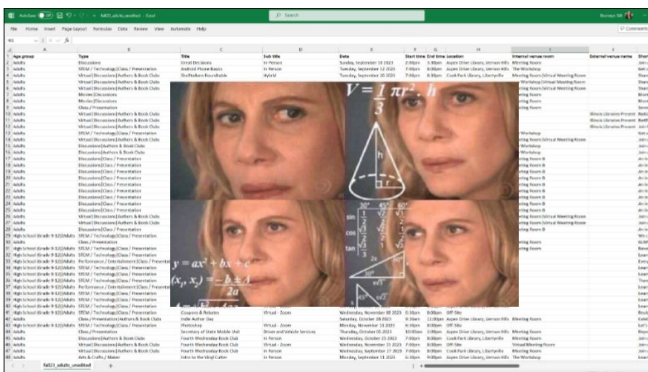
Andy: The look of each newsletter is determined by both the season and theme, which is decided through collaboration between Bronwyn, the programming committee and me. This last issue's punny theme of Cardigan season was actually suggested by Kristina the tech aide, so we are open to ideas from anyone.

Content Deadline & Download

- Download event info from Communico
- Non-program info emailed



Bronwyn: Communico makes it easy to download event info from a certain time. I run a report that lists various data for each program in the season such as Title, Date, and Time, as well as whether registration is required or what type of program the programmer tags it as.



Program	Title	Date	Time	Location	Registration	Programmer
1	Cardigan Season	Monday, September 11, 2023	6:00pm	Agnes Scott College Library	Yes	Bronwyn Sill
2	Cardigan Season	Tuesday, September 12, 2023	6:00pm	Agnes Scott College Library	Yes	Bronwyn Sill
3	Cardigan Season	Wednesday, September 13, 2023	6:00pm	Agnes Scott College Library	Yes	Bronwyn Sill

Bronwyn: All that data is downloaded into a big juicy Excel spreadsheet which makes my eyes hurt....


After going cross-eyed for a few seconds, I clean the file up to make sure programs are formatted consistently, list the correct Sub-Title, have a location added, etc. This spreadsheet is **incredibly** important for the next step in the process: the data merge.

TREAT n Meet - The Lifecycle of the Newsletter

Presented by Bronwyn Sill and Andy Traynor — August 2023

Edit Content

- Run cleaned-up spreadsheet through data merge



Adobe InDesign

```
<<Type>>
<<Title>>
<<Short description>> <<REGISTRATION>>
<<Date>>, <<Start time>>—<<End time>> <<Location>>

<<Description>>
```

Bronwyn: The design software Andy and I use is called Adobe InDesign, and it has a powerful tool called Data Merge — like Mail Merge in Microsoft Word — which takes the Excel document then instantly formats the copy how we use it in the newsletter!

Instead of going line by line making *this* bold, making *that* font size bigger, making *those* teal, etc. this process is an incredibly huge timesaver that quite literally cuts DAYS from the process.

Edit Content

- Categorize/group like events
- Grouped file sent to Andy

Health & Wellness

... ..


History

... ..

Bronwyn: At this point, I also organize and sort events into groupings to make it easier for patrons to find the types of programs they want. Once that file is done, it is sent to Andy so he can start the design process.

Design Newsletter

- Constant design elements
 - Title
 - Masthead
 - Key
 - Age range colors
 - New books



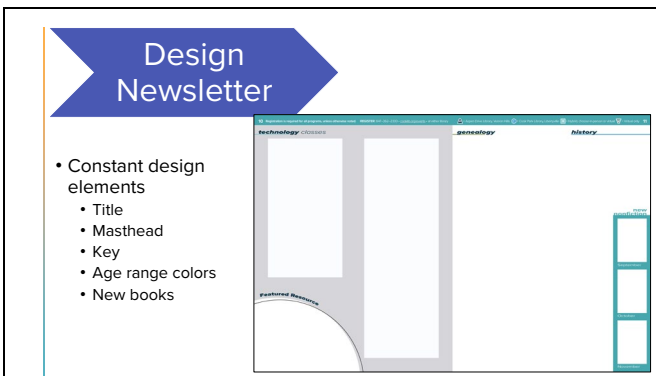
Andy: I start off each issue with a blank template that was created in Adobe InDesign. Baked into these templates are design elements that make up the bones of each issue which are the title, table of contents...

TREAT n Meet - The Lifecycle of the Newsletter

Presented by Bronwyn Sill and Andy Traynor — August 2023



Andy: The masthead, which used to be on the back cover but has recently moved to the front inside cover.



Andy: registration info and location key, section labels, book recommendation sections.



Andy: The first step in the design process is taking the copy that Bronwyn has condensed and organized and placing it in its designated sections. This is done first to make sure that everything will fit into the allotted 16 pages. Once all the copy has been placed, I can begin plugging in images.

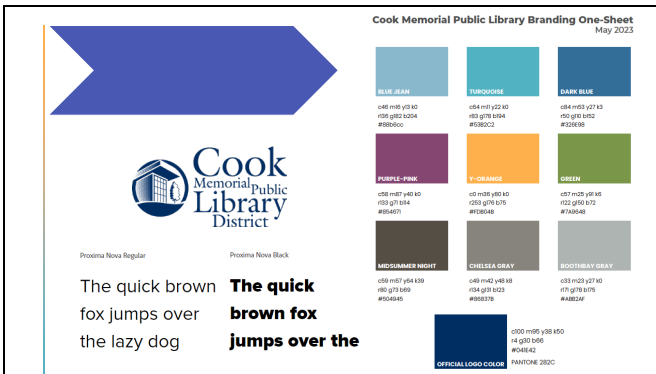
I pull most images from Adobe Stock, a subscription service that provides an endless number of photos and illustrations. For all other custom graphics, such as the cover, I create using a combination of Adobe software Photoshop and Illustrator.

TREAT n Meet - The Lifecycle of the Newsletter

Presented by Bronwyn Sill and Andy Traynor — August 2023



Andy: To stay on brand and to maintain a signature look, I use recurring design motifs: a full-page image on every lefthand page, featured resources or staff...



Andy: ...and use of our library color palette and font, Proxima Nova.



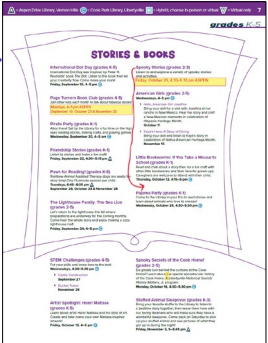
Andy: Shapes on the Adult pages have square corners while Children's have rounded corners, which ensures they are child-safe.

TREAT n Meet - The Lifecycle of the Newsletter

Presented by Bronwyn Sill and Andy Traynor — August 2023

Proofs & Edits

- Two rounds of proofs
- Bronwyn receives and compiles edits then sends to Andy to make changes.



Andy: After a draft is completed, it is a back and forth between me, Bronwyn, and newsletter contributors, tweaking and refining every detail until we arrive at a fully fleshed out newsletter that everyone is happy with.

Printing & Mailing

- Send file to printer
- Review for minor mistakes
- Two weeks to print 27,390 newsletters
- Post Office



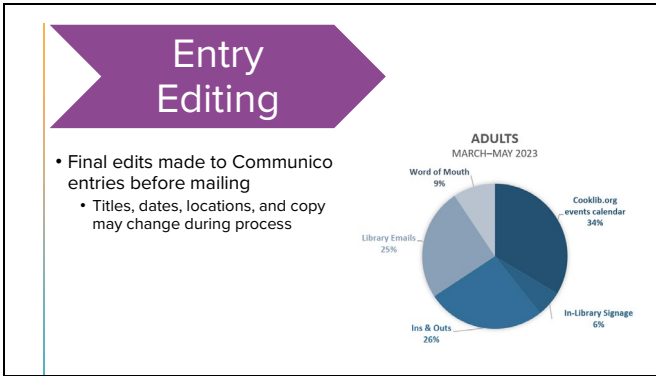
Bronwyn: Once we are happy with the newsletter, Andy sends the electronic file to our printing vendor, Vogue Printers out of Waukegan. They give us one last proof to look over and then the file is sent off to the printing press using 4 colors – CMYK Cyan Magenta Yellow Black. It takes about two weeks for 27,390 newsletters to be printed, stapled, folded, and delivered to the post office for mailing.



Quick video [on YouTube](#) showing the behemoth printing press machine.

TREAT n Meet - The Lifecycle of the Newsletter

Presented by Bronwyn Sill and Andy Traynor — August 2023



Bronwyn: Even though the file is at the printer, our work at the library is not done! While the file is off to the printer, it's time to make sure all edits made during the process are also changed in Communico.

As I mentioned earlier, the newsletter and our online events calendar are how most of our patrons find out about events so it's important that content from the printed newsletter and the online calendar match. I go through all Communico entries then send edits to the programmers so they can make the changes online before the newsletter mails.



Bronwyn: As soon as newsletters start arriving in District mailboxes, patrons can start registering for programs online, in person, or by calling us.

PHEW! That concludes the 52-day cycle!

TREAT n Meet - The Lifecycle of the Newsletter

Presented by Bronwyn Sill and Andy Traynor — August 2023



We did receive a few questions beforehand that we will answer, but if you have any other questions, please let us know!

“Why 16 pages? Can we just add one more?”

Previous newsletters were 8 and 12 pages but has been 16 pages since 2011 because we do so many great things! Can we just add one more? Short answer, no. We would need to add pages in increments of 4 because that is the nature of paper size and printing — adding four more pages which would be an extra \$2500 an issue!

“What can we do in Communico to make your jobs easier?”

Adding appropriate and unique tags helps us know how to group programs but it also helps the patrons find programs on the online calendar.

“How long has CMPLD done a newsletter?”

The oldest file I had was from 1986, but it is now sealed in the centennial time capsule! I’m sure it’s been going on longer than that, but currently, my files go back to 1991.

JULY 2023 EMAIL STATS



20,926

Total Subscribers



31

Total Emails Sent



52%

Avg. Open Rate
industry avg. 42%



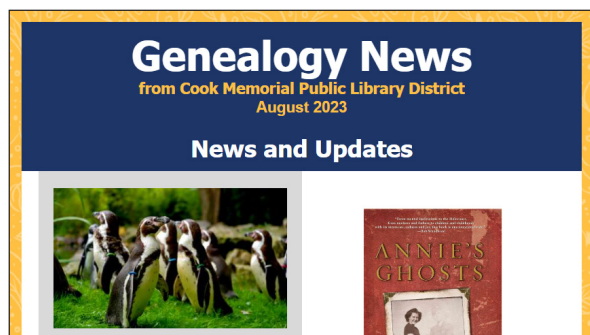
2%

Avg. Click Rate
industry avg. 2%

List Name	# of Subscribers
Author Visits & Literary Events.....	2,166
Book Club Communications.....	629
Career & Job Events.....	421
Children's Events (birth-age 5).....	334
Children's Events (grades 1-5).....	1,222
Children's Events (middle school).....	521
Cinema Club Newsletter.....	196
CMPLD eNews.....	17,588
eLibrary News.....	630
Events (adults).....	3,288
Events (high school).....	501
Genealogy Events (adults).....	605
Health & Wellness Events (adults).....	756
History Events (adults).....	934
Home, Cooking & Garden Events (adults).....	1,053
Local Author News & Events.....	212
Movie Matinees (adults).....	1,029
Music Performances (adults).....	908
Personal Finance Presentations (adults).....	647
Teacher Resources.....	252
Technology Classes (adults).....	725

Top Emails by Click Rate

1



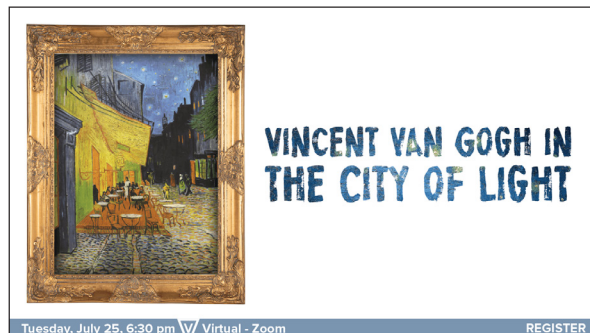
2



3



4




5



JULY 2023 SOCIAL STATS

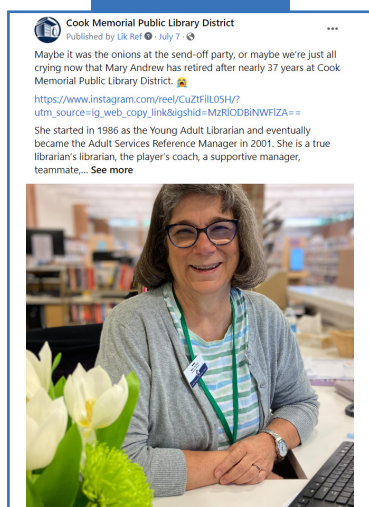
facebook

 **4,020**
page followers

 **25**
posts

 **3,624**
users reached

TOP POSTS



- 1** Mary Andrew's Retirement (video)
1,260 reached; 193 engagements
- 2** Baseball Cap Sale - Pic of Glenn in Cap
1,003 reached; 40 engagements
- 3** Come See Us at National Night Out
850 reached; 18 engagements
- 4** 1K Books Before Kindergarten Finisher Jack
831 reached; 34 engagements
- 5** 1K Books Before Kindergarten Finishers Shane & Nicholas
713 reached; 29 engagements

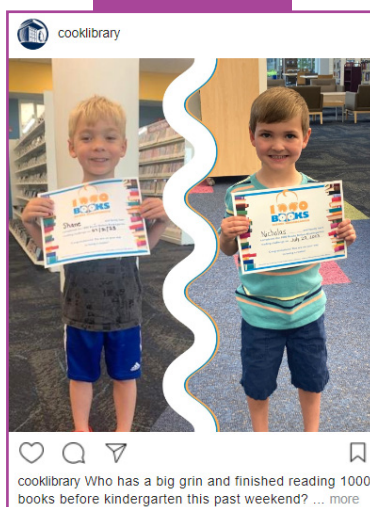
Instagram

 **1,531**
followers

 **24**
posts
+7 stories

 **2,261**
users reached

TOP POSTS




- 1** 1K Books Before Kindergarten Finishers Shane & Nicholas
226 reached; 16 engagements
- 2** Summer Bookmobile Schedule
231 reached; 14 engagements
- 3** Still Time to Sign Up for Summer With Your Library
233 reached; 15 engagements
- 4** Grand-Slam Reads: Baseball Display (video)
258 reached; 17 engagements
- 5** Self Care Day Books (video)
287 reached; 10 engagements

twitter

 **1,953**
followers

 **24**
tweets

 **4,485**
impressions

TOP POSTS



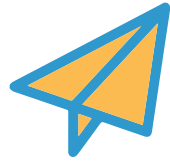
- 1** Emoji Day
288 impressions; 16 engagements
- 2** Happy 4th - Vernon Hills Parade (video)
254 impressions; 210 engagements
- 3** Malala Day Books
180 impressions; 11 engagements
- 4** Baseball Cap Sale - Pic of Glenn in Cap
147 impressions; 2 engagements
- 5** 1K Books Before Kindergarten Finisher Jack
132 impressions; 8 engagements

AUGUST 2023 EMAIL STATS



20,880

Total Subscribers



37

Total Emails Sent



53%

Avg. Open Rate
industry avg. 43%



2%

Avg. Click Rate
industry avg. 2%

List Name	# of Subscribers
Author Visits & Literary Events.....	2,172
Book Club Communications.....	637
Career & Job Events.....	424
Children's Events (birth-age 5).....	332
Children's Events (grades 1-5).....	1,217
Children's Events (middle school).....	522
Cinema Club Newsletter.....	202
CMPLD eNews.....	17,541
eLibrary News.....	634
Events (adults).....	3,284
Events (high school).....	504
Genealogy Events (adults).....	609
Health & Wellness Events (adults).....	766
History Events (adults).....	954
Home, Cooking & Garden Events (adults).....	1,074
Local Author News & Events.....	218
Movie Matinees (adults).....	1,033
Music Performances (adults).....	918
Personal Finance Presentations (adults).....	654
Teacher Resources.....	252
Technology Classes (adults).....	729

Top Emails by Click Rate

1

Cinema Club

August 2023 - Ex Machina

This **Monday, August 21st** we will be screening the 2020 sci-fi thriller *Ex Machina*, written and directed by Alex Garland. The film follows a young computer programmer who agrees to spend a week on a tech CEO's private island for an experiment with artificial intelligence. With AI dominating news cycles, it will be really interesting to discuss what this movie has to say about the topic.

Cinema Club meets in the **Aspen Drive Library Meeting Room** in Vernon Hills. **No registration is required. Add it to your calendar so you don't forget!**

2

Toddlers @ the Library
(13-35 mos. w/adult)

Wednesday, August 9, 10-11 am Aspen Drive Library [REGISTER](#)

3

DONUT MISS OUT!
(grades K-1)

Friday, August 25, 4:30-5:15 pm Cook Park Library [REGISTER](#)

4

LEARN THE **ART OF TAROT**
A Six-Week Series

Thursdays: 8/24, 9/7, 9/21, 10/5, 10/19, 11/2, 7-8:30 pm Aspen Drive Library [REGISTER](#)

5

The Creation of GYPSY

Presented by former theatre lyricist Charles Troy


Thursday, August 31, 6:30 pm Cook Park Library [REGISTER](#)

AUGUST 2023 SOCIAL STATS

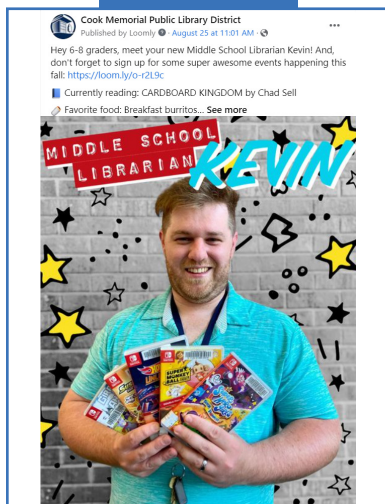
facebook

 **4,032**
page followers

 **44**
posts

 **5,265**
users reached

TOP POSTS




- 1** Meet Middle School Librarian Kevin!
1,556 reached; 59 engagements
- 2** Aspen After-School Team Photo
1,198 reached; 59 engagements
- 3** We're Hiring: Welcome Desk
1,119 reached; 77 engagements
- 4** Barb Lichty Retirement
1,000 reached; 69 engagements
- 5** Michele Esteve Retirement
985 reached; 51 engagements

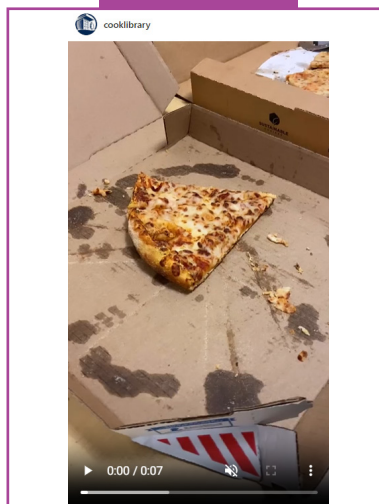
Instagram

 **1,571**
followers

 **42**
posts
+4 stories

 **1,972**
users reached

TOP POSTS



- 1** High School & Staff Pizza Taste Test (video)
1,110 reached; 59 engagements
- 2** Overheard at the Farmers Market (video)
1,059 reached; 81 engagements
- 3** Craft Swap Donations & Reminder (video)
783 reached; 66 engagements
- 4** Excessive Heat Warning; Come in the Library (video)
531 reached; 48 engagements
- 5** National Mike Day (video)
492 reached; 37 engagements

twitter

 **1,957**
followers

 **44**
tweets

 **10,000!**
impressions

TOP POSTS



- 1** New Children's Reading Nook (video)
382 impressions; 25 engagements
- 2** Homework Help Resources for Elementary Students
374 impressions; 210 engagements
- 3** Aspen After-School Team Photo
336 impressions; 16 engagements
- 4** Labor Day Closure
313 impressions; 1 engagement
- 5** Kindergarten Readiness Calendars (video)
272 impressions; 18 engagements

Cook Memorial Public Library District											
Investment Maturity Schedule											
August 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
Special Reserve Fund:											
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
Ally BK Midvale UT CD (05/19/22)	11-May-2022	20-May-2024	245,000	2.950%				245,000			245,000
Bell ST BK & TR Fargo ND (10/12/22)	21-Oct-2022	22-Jan-2024	245,000	4.150%			245,000				245,000
Southeast Bank Athens TN CD (02/24/23)	21-Feb-2023	24-May-2024	125,000	4.800%				125,000			125,000
Total Special Reserve			1,350,000		-	490,000	245,000	370,000	-	245,000	1,350,000
Working Cash Fund:											
Total Working Cash Fund			0		-	-	-	-	-	-	-
General Fund:											
Sandy Spring BK Olney MD CD (05/18/22)	11-May-2022	20-Nov-2023	245,000	2.350%		245,000					245,000
BMO Harris BK Natl Assn CD (06/10/22)	7-Jun-2022	11-Dec-2023	245,000	2.500%		245,000					245,000
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
Total General Fund			980,000		-	490,000	245,000	-	-	245,000	980,000
Total Investments			2,330,000		-	980,000	490,000	370,000	-	490,000	2,330,000

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

Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash Fund	Total	General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
31-May-2023	Ending Balance			1,713,416.46	1,595,000.00	0.00	3,308,416.46	56,504.67	51,146.46	107,651.13	26,647.79	21,284.05	25.72	78.36	44,418.31
12-Jun-2023	BMO Harris BK Natl Assn CD	Interest					0.00				3,054.11				3,054.11
26-Jun-2023	UBS BK Salt Lake City UT CD	Interest					0.00				998.79				998.79
13-Jun-2023	Cross River Bank Teaneck NJ CD (06/13/23)	Purchase	5.250% - Due 12/23/24		245,000.00		245,000.00								0.00
16-Jun-2023	Flagstar BK FSB Troy, MI CD	Maturity & Interest			(245,000.00)		(245,000.00)					183.25			183.25
21-Jun-2023	Bell ST BK & TR Fargo ND	Interest					0.00					863.54			863.54
30-Jun-2023	Chase Bank	Interest					0.00	1.01	2.09	3.10			1.01	2.09	3.10
30-Jun-2023	Ending Balance			1,713,416.46	1,595,000.00	0.00	3,308,416.46	56,505.68	51,148.55	107,654.23	30,700.69	22,330.84	26.73	80.45	49,521.10
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
31-Jul-2023	Ending Balance			980,000.46	1,595,000.00	0.00	2,575,000.46	56,506.63	51,150.71	107,657.34	19,391.79	835.68	0.95	2.16	20,230.58
14-Aug-2023	Israel Disc BK New York NY CD	Maturity			(245,000.00)		(245,000.00)								0.00
15-Aug-2023	Israel Disc BK New York NY CD	Interest					0.00					283.93			283.93
21-Aug-2023	Bell ST BK & TR Fargo ND CD	Interest					0.00					863.54			863.54
24-Aug-2023	Southeast Bank Athens TN CD	Interest					0.00					2,975.34			2,975.34
24-Aug-2023	UBS BK Salt Lake City UT CD	Interest					0.00				998.79				998.79
31-Aug-2023	Chase Bank	Interest					0.00	1.59	1.23	2.82			1.59	1.23	2.82
31-Aug-2023	Ending Balance			980,000.46	1,350,000.00	0.00	2,330,000.46	56,508.22	51,151.94	107,660.16	20,390.58	4,958.49	2.54	3.39	25,355.00

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
31-Jul-2023	Ending Balance			3,564,617.33	16,157.80
1-Aug-2023	Maintenance Fee Reversal	Fee Reversal		105.00	
17-Aug-2023	Maintenance Fee	Fee	Analysis for 07/23	(105.00)	
31-Aug-2023	Wintrust Bank	Interest	For August 2023	16,665.77	16,665.77
31-Aug-2023	Ending Balance			3,581,283.10	32,823.57

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
31-Jul-2023	Ending Balance			1,333,064.20	5,986.36
31-Aug-2023	Wintrust Bank	Interest	For August 2023	6,175.81	6,175.81
31-Aug-2023	Ending Balance			1,339,240.01	12,162.17



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: September 19, 2023

FROM: David Archer, Library Director
Crystal Edwards, Finance Director

AGENDA ITEM: 10.a.i - Resolution Adopting Revised Salary Bands for Fiscal Year 2024

In January 2023, Trustees approved revisions to the Personnel Policy that Salary Bands are reviewed by the Board annually and may be adjusted to reflect changes in the Consumer Price Index (CPI) from the prior calendar year. The CPI for calendar year 2022 was 6.5%.

The attached resolution adopts revisions to the Library's salary bands for Fiscal Year 2024. At the August 1, 2023 Finance and Employee Practices Committee meeting, Committee Members made a unanimous recommendation to the full board to adopt the revised Salary Bands increasing the minimum and maximum salaries within each band by 6.5% effective July 1, 2023.

**RESOLUTION ADOPTING REVISED SALARY BANDS
FOR FISCAL YEAR 2024**

WHEREAS, the Library maintains Salary Bands in an effort to stay within budget, to promote fairness in pay among employees and to help the Library stay competitive in the marketplace; and

WHEREAS, on June 25, 2014, the Library Board of Trustees accepted the Northern Illinois University Center for Governmental Studies Compensation Study which provided updated Salary Bands; and

WHEREAS, Article XII, Section 2 of the Library's Personnel Policy states that Salary Bands are reviewed by the Board annually and may be adjusted to reflect changes in the Consumer Price Index from the prior calendar year; and

WHEREAS, the CPI for calendar year 2022 was 6.5%; and

WHEREAS, at the August 1, 2023 Finance and Employee Practices Committee meeting, Committee Members made a unanimous recommendation to the full board to adopt revised Salary Bands increasing the minimum and maximum salaries within each band by 6.5% effective July 1, 2023.

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

Section 1: The revised Salary Bands are 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 19th day of September, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

Exhibit A

Cook Memorial Public Library District				
Salary Bands - Effective July 1, 2023				
Band	Grade	Band Salary		Positions
		Minimum	Maximum	
Band 8		\$ 71,799	\$ 143,598	
		\$ 36.82	\$ 73.64	
	12	\$ 74,646		Assistant Director
		\$ 38.28		
	11	\$ 71,799		Finance Director
	11	\$ 36.82		Senior Manager of Adult & High School Services
	11			Senior Manager of Children's Services
	11			Aspen Drive Senior Manager
Band 7		\$ 66,320	\$ 132,639	
		\$ 34.01	\$ 68.02	
	10	\$ 66,320		Outreach Manager
	10	\$ 34.01		Circulation Manager
	10			Collection Development Manager
	10			Head of Cataloging
	10			Digital Services Manager
	10			Technical Services Manager
Band 6		\$ 58,656	\$ 117,312	
		\$ 30.08	\$ 60.16	
	9	\$ 58,656		Assistant Manager Children's Services
	9	\$ 30.08		Communications Coordinator
	9			Digital Services Librarian
	9			Popular Services Supervisor
	9			Reference Supervisor
	9			Early Learning Services Supervisor
	9			Interlibrary Loan Librarian/ILS Administrator
Band 5		\$ 50,076	\$ 100,152	
		\$ 25.68	\$ 51.36	
	8	\$ 50,076		Cataloger
	8	\$ 25.68		Children's Librarian
	8			Children's Program Coordinator
	8			Early Learning Specialist
	8			High School Librarian
	8			Human Resources Generalist
	8			Middle School Librarian
	8			Reference Librarian
	8			Student Services Coordinator

Cook Memorial Public Library District				
Salary Bands - Effective July 1, 2023				
Band	Grade	Band Salary		Positions
		Minimum	Maximum	
Band 4		\$ 45,357	\$ 90,714	
		\$ 23.26	\$ 46.52	
<div><div>7</div><div>\$ 47,190</div><div>Executive Administrative Assistant</div></div> <div><div>7</div><div>\$ 24.20</div><div>Bookkeeper</div></div> <div><div>7</div><div></div><div>Payroll Coordinator</div></div> <div><div>6</div><div>\$ 45,357</div><div>Adult Program Coordinator</div></div> <div><div>6</div><div>\$ 23.26</div><div>Circulation Supervisor</div></div> <div><div>6</div><div></div><div>Facilities Project Coordinator</div></div> <div><div>6</div><div></div><div>Facilities Supervisor</div></div> <div><div>6</div><div></div><div>Graphic Designer</div></div> <div><div>6</div><div></div><div>Outreach Supervisor</div></div> <div><div>6</div><div></div><div>Purchasing Assistant</div></div> <div><div>6</div><div></div><div>Senior Acquisitions Associate</div></div> <div><div>6</div><div></div><div>Senior Circulation Supervisor</div></div> <div><div>6</div><div></div><div>Digital Services Support Coordinator</div></div>				
Band 3		\$ 37,947	\$ 75,894	
		\$ 19.46	\$ 38.92	
<div><div>5</div><div>\$ 42,764</div><div>Bookmobile Driver</div></div> <div><div>5</div><div>\$ 21.93</div><div>Children's Library Assistant</div></div> <div><div>5</div><div></div><div>Popular Services Assistant</div></div> <div><div>5</div><div></div><div>Student Services Assistant</div></div> <div><div>4</div><div>\$ 37,947</div><div>Cataloging Assistant</div></div> <div><div>4</div><div>\$ 19.46</div><div>Children's After School Associate</div></div> <div><div>4</div><div></div><div>Senior Circulation Associate</div></div> <div><div>4</div><div></div><div>Senior Welcome Desk Associate</div></div> <div><div>4</div><div></div><div>Technology Aide</div></div>				
Band 2		\$ 15.99	\$ 31.98	
<div><div>3</div><div>\$ 15.99</div><div>Bookmobile Associate</div></div> <div><div>3</div><div></div><div>Book Club Associate</div></div> <div><div>3</div><div></div><div>Circulation Associate</div></div> <div><div>3</div><div></div><div>Collection Associate</div></div> <div><div>3</div><div></div><div>Outreach Associate</div></div> <div><div>3</div><div></div><div>Interlibrary Loan Associate</div></div> <div><div>3</div><div></div><div>Maintenance Associate</div></div> <div><div>3</div><div></div><div>Periodicals Associate</div></div> <div><div>3</div><div></div><div>Processing Associate</div></div> <div><div>3</div><div></div><div>Senior Processing Associate</div></div> <div><div>3</div><div></div><div>Technical Services Associate</div></div> <div><div>3</div><div></div><div>Welcome Desk Associate</div></div>				
Band 1		\$ 13.85	\$ 27.70	
<div><div>2</div><div>\$ 13.85</div><div>Shelver</div></div>				

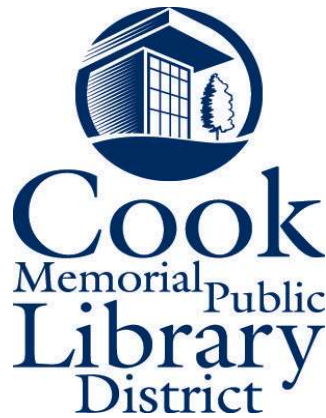
Cook Memorial Public Library District

BUDGET

FOR OPERATING EXPENSES

Fiscal Year 2023-2024

Preliminary Draft - Version 3 - Dated August 15, 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		203,000	(47,000)	-18.80%
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%
Total Income	9,318,000		9,609,000	291,000	3.12%
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	77,016	(1,984)	-2.51%
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%
Total Expenditures	10,774,000	11,313,000	10,502,016	(271,985)	-2.52%
Rev Over (Under) Exp - General Fund	\$ (1,456,000)	\$ (11,313,000)	\$ (893,015)	\$ 562,985	N/A

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%
Total Income	844,000		783,000	(61,000)	-7.23%
IMRF Contributions	526,000	557,000	526,000	(0)	0.00%
Social Security	395,000	415,000	404,000	9,000	2.28%
Total Expenditures	921,000	972,000	930,000	9,000	0.98%
Rev Over (Under) Exp - IMRF/SS Fund	\$ (77,000)	\$ (972,000)	\$ (147,000)	\$ (70,000)	90.91%

Grand Total Expenditures:					
General Fund	\$ 10,774,000	\$ 11,313,000	\$ 10,502,016	\$ (271,984)	-2.52%
IMRF/SS Fund	921,000	972,000	930,000	9,000	0.98%
Total	\$ 11,695,000	\$ 12,285,000	\$ 11,432,016	\$ (262,984)	-2.25%

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

(A) = Actual (B) = Budget

Property Tax

TOTAL
\$ 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	8,909,000	

- (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

203,000

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	203,000

- (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 Revenue

\$ 8,825,239 \$ 8,997,500 \$ 9,053,344 \$ 9,099,753 \$ 9,318,000 \$ 9,609,000 **\$ 9,609,000**

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		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		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		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
Operating Budget - FYE June 30, 2024
General Fund Budget Final

(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		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		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		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		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.

Cook Memorial Public Library District
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AUGUST 15, 2023

(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	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 FY20233.

(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	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	22,347	24,981	23,624	27,089	33,000	37,000
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Cook Memorial Public Library District
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AUGUST 15, 2023

(A) = Actual (B) = Budget

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

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		115,567	114,173	118,404	117,382	175,000	175,000
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(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		86,211	72,456	98,406	56,261	130,000	125,000
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(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**77,016**

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	17,016

10-6400		42,435	47,029	50,628	55,079	79,000	77,016
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(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.

Cook Memorial Public Library District
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AUGUST 15, 2023

(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		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		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		137,084	120,952	99,415	158,267	178,000	192,000
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Cook Memorial Public Library District
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(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

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

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

(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

0	0	0	0	125,000	125,000
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Total Expenditures

7,872,488	8,070,815	7,978,949	8,496,212	10,774,001	10,502,016	10,502,016
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Net Revenues Over (Under) Expenditures

\$ 952,751	\$ 926,685	\$ 1,074,395	\$ 603,541	\$ (1,456,001)	\$ (893,015)	\$ (893,015)
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APPROPRIATION WORK SHEET 2023-2024

General Fund	2023-2024				2022-2023 Appropriation	Appropriation Increase (Decrease)
	Budget	Appropriation	% Over Budget	Budget Cushion		
Salary	5,302,000	5,514,000	4.0%	212,000	5,440,000	74,000
Benefits	641,000	675,000	5.3%	34,000	640,000	35,000
Training	65,000	68,000	4.6%	3,001	62,000	6,000
Materials	1,278,000	1,300,000	1.7%	22,000	1,292,000	8,000
Processing	49,000	53,000	8.2%	4,000	55,000	(2,000)
Supplies	139,000	156,000	12.2%	17,000	142,000	14,000
Vehicle	37,000	52,000	40.5%	15,000	45,000	7,000
Computer Operations	771,000	835,000	8.3%	64,000	1,370,000	(535,000)
Utilities	153,000	175,000	14.4%	22,000	240,000	(65,000)
Telephone	37,000	44,000	18.9%	7,000	40,000	4,000
Postage	13,000	17,000	30.8%	4,000	16,000	1,000
Maintenance	175,000	205,000	17.1%	30,000	200,000	5,000
Repair	125,000	150,000	20.0%	25,001	154,000	(4,000)
Insurance	77,016	90,000	16.9%	12,984	90,000	0
Professional Services	113,000	125,000	10.6%	12,000	90,000	35,000
Improvements	178,000	195,000	9.6%	17,000	80,000	115,000
Community Relations	192,000	207,000	7.8%	15,000	192,000	15,000
Rent	0	5,000	0.0%	5,000	5,000	0
Contingencies	50,000	50,000	0.0%	0	50,000	0
Debt Service	982,000	985,000	0.3%	3,000	985,000	0
Capital Improvement Projects	125,000	125,000	0.0%	0	125,000	0
General Fund Total	10,502,016	11,026,000	5.0%	523,984	11,313,000	(287,000)
IMRF	526,000	557,000	5.9%	31,000	557,000	0
SOCIAL SECURITY	404,001	420,000	4.0%	15,999	415,000	5,000
IMRF/SS Fund Total	930,001	977,000	5.1%	46,999	972,000	5,000
General Fund and IMRF/SS Funds	11,432,016	12,003,000	5.0%	570,984	12,285,000	(282,000)
% Over Extension	9,957,036	20.5				
% Over Budget		5.0				
% Over 22-23 Appropriation		(2.3)				

**BUDGET AND APPROPRIATION ORDINANCE
2023-2024**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND
APPROPRIATION OF FUNDS FOR COOK MEMORIAL PUBLIC LIBRARY
DISTRICT, LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON
THE 1ST DAY OF JULY, 2023, AND ENDING ON THE 30TH DAY OF JUNE, 2024**

WHEREAS, the Board of Library Trustees for the Cook Memorial Public Library District, Lake County, Illinois, caused to be prepared in tentative form a Combined Annual Budget and Appropriation Ordinance, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the 19th day of September, 2023, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW, THEREFORE, Be It Ordained by the Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois, as follows:

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2023, and end on June 30, 2024.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year, and the sum of \$16,536,182, or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the Cook Memorial Public Library District, as hereinafter specified for said fiscal year.

PART I
Estimated Revenue Available

Item 1:	Balance on hand as of July 1, 2023	\$ 6,144,182
Item 2:	Receipts during current fiscal year from library district levy of 2022 and prior years, and receipts from other sources such as fines, rentals and donations	\$ 10,392,000
Item 3:	Working Cash Fund (\$555,776) Not to be considered an asset of the District	
	TOTAL ESTIMATED AMOUNT AVAILABLE	<u>\$ 16,536,182</u>

PART II
Estimated Expenditures (Appropriations) – General Fund

<u>Account</u>	<u>Amount Appropriated</u>
Salaries	\$5,514,000
Benefits	675,000
Training	68,000
Materials (Books/Periodicals/Databases)	1,300,000
Processing	53,000
Supplies	156,000
Vehicle Operations	52,000
Computer Operation	835,000
Utilities	175,000
Telephone	44,000
Postage	17,000
Maintenance	205,000
Repair	150,000
Insurance	90,000
Professional Services	125,000
Improvements	195,000
Community Relations	207,000
Rent	5,000
Contingencies	50,000
Debt Service	985,000
Capital Improvement Projects	<u>125,000</u>
TOTAL ESTIMATED GENERAL FUND EXPENSES	<u>\$11,026,000</u>

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III
Estimated Expenditures (Appropriations) – Special Reserve Fund

Repairs/replacements to existing buildings	\$1,000,000
TOTAL ESTIMATED SPECIAL RESERVE FUND EXPENSES	<u>\$1,000,000</u>

The foregoing appropriation is hereby appropriated from the unexpended balances of the proceeds received annually from public library taxes unexpended and accumulated pursuant to 75 Illinois Compiled Statutes 16/40-50 as noted in Section 6 herein and is in addition to the other appropriations set forth herein.

PART IV

Estimated Expenditures (Appropriations) – Illinois Municipal Retirement Fund

Illinois Municipal Retirement Fund	<u>\$ 557,000</u>
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District’s contributions to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law.

PART V

Estimated Expenditures (Appropriations) – Social Security

Social Security – Employer’s Contributions	<u>\$ 420,000</u>
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District’s contributions to Social Security and is in addition to all other library district taxes as provided by law.

SUMMARY

TOTAL APPROPRIATION FOR GENERAL FUND EXPENSES	\$11,026,000
TOTAL APPROPRIATION FOR IMRF	557,000
TOTAL APPROPRIATION FOR SOCIAL SECURITY	420,000
TOTAL APPROPRIATION FROM SPECIAL RESERVE FUND	1,000,000
 TOTAL ALL FUNDS	 <u>\$13,003,000</u>

Section 3: That all unexpended balances of any item or items of any general appropriation in this Ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

Section 4: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or part thereof.

Section 5: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 6: That the Board of Library Trustees of the Cook Memorial Public Library District has established a Special Reserve Fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the year 1992 and subsequent years, said fund to be accumulated and set aside as a Special Reserve Fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with Chapter 75, Act 16, 40-50 of the Illinois Compiled Statutes as amended, and that said Board of Library Trustees shall adopt a plan or plans pursuant to the provisions of Article 40 of the Public Library District Act of 1991.

Section 7: That this Ordinance shall be in full force and effect from and after passage and publication as provided by law.

ADOPTED this 19th day of September, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAINS: _____

ABSENT: _____

DATE OF ENACTMENT 09/19/2023

EFFECTIVE DATE 09/19/2023

President, Deborah Ader

Secretary, Karen Singer

**ESTIMATE OF REVENUES FOR FISCAL YEAR 2023-2024
COOK MEMORIAL PUBLIC LIBRARY DISTRICT**

The following is an estimate, by source, of revenues anticipated to be received by the Cook Memorial Public Library District, Lake County, Illinois, during the fiscal year 2023-2024.

1. Real Estate Taxes	\$9,941,000
2. Illinois Replacement Tax	203,000
3. Fees	0
4. Interest Income	120,000
5. Grants	93,000
6. Fines and Miscellaneous Income	35,000
Total	<u>\$10,392,000</u>

The undersigned, being the Chief Financial Officer of the Cook Memorial Public Library District, hereby certifies that the foregoing is an estimate of revenues to be received by the Cook Memorial Public Library District during the fiscal year 2023-2024.

Dated: _____

Phyllis Dobbs, Treasurer



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: September 19, 2023

FROM: David Archer, Library Director

AGENDA ITEM: Technology Committee Meeting Recap

At the August 29, 2023, Technology Committee meeting, committee members received an update from Library Director David Archer and Digital Services Manager Nate Gass on completed and forthcoming technology projects and hardware replacements. Additionally, a progress report was made on the new web page, scheduled to launch within the next few months.

A sizeable portion of the meeting was devoted to an overview of two library services - **workshop services** and **digital services**. Plans are underway to merge the most popular workshop equipment and services from workshop services to digital services.

Digital Services

Digital Services are a broad collection of equipment and services available at both Aspen Drive and Cook Park locations. Digital Services offerings are very popular with patrons and encompasses a wide variety of services including:

- eLibrary & online services.
- Public computers and Wi-Fi.
- Scan, fax and copy services.
- Video and audio production.
- Professional-grade recording booths.
- Digitization and graphic design.
- 3D Printing.
- Equipment check-out (aka 'Library of Things')
- Technology assistance (Tech Aides scheduled in evenings and on weekends).
- Studio workshops (instruction).

Workshop Services

Workshop services include maker-type of equipment such as vinyl cutters, sewing machines and laser cutters. These services are based in the Workshop, the large space near the main entry at Aspen Drive. The Workshop was designed to be a flexible room, with multiple uses including library programming and additional space for after-school students.

In an effort to streamline operations and make marketing more effective, most workshop equipment and services will transition to under the digital services umbrella. One proposed notable exception, however, is the **laser cutter** which has presented a number of challenges since being purchased in early 2022. The following points were raised at the committee meeting to support the Library Director's recommendation to discontinue this service:

1. **Limited Usage.** Demand for the laser cutter has been modest, with most usage limited to those attending crafting classes.
2. **Staffing.** Unlike digital studio offerings, which are designed for patrons to use independently, the laser cutter requires a staff member to be present at all times. Devoting the necessary staff time to provide laser cutter services would take time away from core responsibilities such as desk coverage and other more popular programming.
3. **Maintenance & Support.** The laser cutter is a sophisticated machine requiring considerable time from staff to maintain and troubleshoot. Training and support for the laser cutter can be challenging as company technicians are based outside of the Chicago area. The equipment is too specialized to learn and train through conventional methods such as online tutorials, forums, books, company website, etc. This results in the library only having one or two staff members who feel trained and confident enough to assist with patrons and troubleshoot issues. By comparison, the entire Digital Services team, which includes a team of Tech Aides, is trained thoroughly on all other services and equipment and develops support documents for staff and patrons. All other Digital Services also have built-in training and instruction via our LinkedIn Learning and Creativebug databases. No similar instruction is available for our patrons on the laser cutter.
4. **Space.** The success of the Aspen Workshop as flexible space has exceeded expectations, serving as an adaptable all-ages programming space - ideal for arts/crafts programs, after school café, discussion groups, computer classes, and collaborative drop-in space for patrons. The availability for a dedicated laser cutter - which must be located in the workshop - is very limited.

The time required to provide laser cutter services has stretched staff thin and provided an unsatisfactory experience for patrons. It is Mr. Archer's recommendation to sell the laser cutter and focus on our rebranded digital services. After a long discussion at the technology committee meeting, all three committee members informally agreed to the recommendation of ending laser cutter services and asked that the matter be discussed at tonight's meeting.