

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

January 16, 2024

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, January 16, 2024 will be held in the Meeting Room at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of December 19, 2023.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - b. Policy Review.
 - c. Building and Grounds.
 - d. Technology.
 - e. Resources, Services and Long-Range Planning.
 - f. Friends' Representative.
 - g. RAILS Representative.
 - h. Historical Society Representative.

10. Other Business.

- a. Review of Per Capita Grant Requirements.
- b. Post Issuance Tax Compliance Report.
- c. Approval of Resolution 2023-2024/16 Accepting Bids, Awarding Contract, and Adjusting Budget for the Cook Park Library Study and Conference Room Project.

11. Communications.

12. Upcoming Meetings and Events.

- a. Regular Board Meeting on Tuesday, February 20, 2024 at 6:30 p.m. at the Aspen Drive Library.
- b. Resources, Services and Long-Range Planning Committee Meeting on Tuesday, January 23, 2024 at 6:30 p.m. at the Aspen Drive Library.
- c. Finance Committee Meeting on Monday, January 29, 2024 at 5:15 p.m. at the Cook Park Library.

13. Public Questions.

14. Adjournment.

Deb Ader, President
Board of Library Trustees

January 12, 2024

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

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of December 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	3,734,461	633,720	555,776	11,403	196,391	5,131,751
10-1504 - Illinois Funds - General, IMRF	102,934	37,443	0	0	123,236	263,613
10-1509 - Wintrust MaxSafe Acct - General	3,646,961	0	0	0	0	3,646,961
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	956,791	956,791
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,517	0	0	0	0	56,517
60-1551 - Chase Savings - SRF	0	0	0	0	51,160	51,160
Total 10-1550 - Chase Savings Account	<u>56,517</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>51,160</u>	<u>107,677</u>
Total 1000 - Cash	<u>7,541,558</u>	<u>671,163</u>	<u>555,776</u>	<u>11,403</u>	<u>1,327,578</u>	<u>10,107,478</u>
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	1,470,000	0	0	0	0	1,470,000
Total 10-1502 - Investments - General Fund	<u>1,470,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,470,000</u>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)	0	0	0	0	1,840,000	1,840,000
Total 60-1501 - Investments - Special Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,840,000</u>	<u>1,840,000</u>
Total 2000 - Investments	<u>1,470,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,840,000</u>	<u>3,310,000</u>
Total Checking/Savings	<u>9,011,558</u>	<u>671,163</u>	<u>555,776</u>	<u>11,403</u>	<u>3,167,578</u>	<u>13,417,478</u>
Total Current Assets	<u>9,011,558</u>	<u>671,163</u>	<u>555,776</u>	<u>11,403</u>	<u>3,167,578</u>	<u>13,417,478</u>
TOTAL ASSETS	<u><u>9,011,558</u></u>	<u><u>671,163</u></u>	<u><u>555,776</u></u>	<u><u>11,403</u></u>	<u><u>3,167,578</u></u>	<u><u>13,417,478</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						
10-2050 - Chase One Card	7,858	0	0	1,484	0	9,342
Total Credit Cards	<u>7,858</u>	<u>0</u>	<u>0</u>	<u>1,484</u>	<u>0</u>	<u>9,342</u>
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of December 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>
10-2850 - Aflac Payable	93	0	0	0	0	93
10-2300 - IMRF Payable-Employee Medicare	30,718	0	0	0	0	30,718
10-2600 - IMRF Voluntary Life Insurance	248	0	0	0	0	248
10-2700 - Dental and Vision	1,202	0	0	0	0	1,202
10-2800 - CO-OP 90's Medical Plan	7,225	0	0	0	0	7,225
10-2900 - Other Health Care-FSA	2,341	0	0	0	0	2,341
Total 00-2100 - Payroll W/H & Payable	41,827	0	0	0	0	41,827
20-2300 - IMRF Payable-Employer Medicare	0	44,679	0	0	0	44,679
Total Other Current Liabilities	41,827	44,679	0	0	0	86,506
Total Current Liabilities	49,685	44,679	0	1,484	0	95,848
Total Liabilities	49,685	44,679	0	1,484	0	95,848
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	475,000	0	0	0	0	475,000
10-3011 - Assigned FB - Bookmobile Res.	500,000	0	0	0	0	500,000
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	4,923,657	391,055	0	-18,055	192,087	5,488,744
Total Equity	8,961,874	626,484	555,776	9,919	3,167,579	13,321,632
TOTAL LIABILITIES & EQUITY	9,011,559	671,163	555,776	11,403	3,167,579	13,417,480
UNBALANCED CLASSES	0	0	0	0	0	0

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Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July through December 2023

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
Ordinary Income/Expense					
Income					
00-4000 · Property Tax	9,188,501.26	785,730.87	0.00	0.00	9,974,232.13
00-4050 · Replacement Tax	89,668.68	0.00	0.00	0.00	89,668.68
00-4100 · Interest Earned	141,063.58	0.00	0.00	52,312.02	193,375.60
00-4200 · Other	31,685.79	0.00	0.00	0.00	31,685.79
10-4300 · Grants & Other Donations	91,077.58	0.00	0.00	0.00	91,077.58
10-4350 · Fines & Lost Materials	10,050.04	0.00	0.00	0.00	10,050.04
Total Income	9,552,046.93	785,730.87	0.00	52,312.02	10,390,089.82
Gross Profit	9,552,046.93	785,730.87	0.00	52,312.02	10,390,089.82
Expense					
10-5100 · Salaries	2,612,163.04	0.00	0.00	0.00	2,612,163.04
10-5200 · Benefits	305,369.93	0.00	0.00	0.00	305,369.93
10-5300 · Training	17,540.35	0.00	0.00	0.00	17,540.35
10-5400 · Materials	635,823.54	0.00	0.00	0.00	635,823.54
10-5500 · Processing	17,127.93	0.00	0.00	0.00	17,127.93
10-5600 · Supplies	59,962.54	0.00	0.00	0.00	59,962.54
10-5700 · Vehicles	7,075.30	0.00	0.00	0.00	7,075.30
10-5800 · Computer Operations	334,820.69	0.00	0.00	0.00	334,820.69
10-5900 · Utilities	77,653.48	0.00	0.00	0.00	77,653.48
10-6000 · Telephone	15,046.67	0.00	0.00	0.00	15,046.67
10-6100 · Postage	5,000.00	0.00	0.00	0.00	5,000.00
10-6200 · Maintenance	71,570.53	0.00	0.00	0.00	71,570.53
10-6300 · Repair	65,935.58	0.00	0.00	0.00	65,935.58
10-6400 · Insurance	4,948.00	0.00	0.00	0.00	4,948.00
10-6500 · Professional Services	34,189.67	0.00	0.00	0.00	34,189.67
10-6600 · Improvements	18,286.15	0.00	0.00	0.00	18,286.15
10-6700 · Community Relations	64,163.80	0.00	0.00	0.00	64,163.80
10-7000 · Debt Service	118,712.87	0.00	0.00	0.00	118,712.87
20-8210 · Employer IMRF Disbursements	0.00	199,246.25	0.00	0.00	199,246.25
20-8250 · Employer Soc Security Tax Disb	0.00	195,429.40	0.00	0.00	195,429.40
Total Expense	4,465,390.07	394,675.65	0.00	0.00	4,860,065.72
Net Ordinary Income	5,086,656.86	391,055.22	0.00	52,312.02	5,530,024.10

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Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Profit & Loss by Fund
 July through December 2023

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
Other Income/Expense					
Other Income					
10-9910 · Interfund Transfers - General	-163,000.00	0.00	0.00	0.00	-163,000.00
60-9960 · Interfund Transfers-Spec Reserv	0.00	0.00	0.00	163,000.00	163,000.00
Total Other Income	-163,000.00	0.00	0.00	163,000.00	0.00
Other Expense					
50-8500 · Trust Disbursements	0.00	0.00	18,054.63	0.00	18,054.63
60-9800 · Special Reserve Disbursements	0.00	0.00	0.00	23,225.31	23,225.31
Total Other Expense	0.00	0.00	18,054.63	23,225.31	41,279.94
Net Other Income	-163,000.00	0.00	-18,054.63	139,774.69	-41,279.94
Net Income	4,923,656.86	391,055.22	-18,054.63	192,086.71	5,488,744.16

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
December 2023

December 2023				Year To Date December 2023				Annual Budget		Annual Appropriation	
								% of Budget	\$	% of Approp	\$
Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %				
Ordinary Income/Expense											
Income											
00-4000 · Property Tax	70,781	276	70,505	25545.37%	9,974,232	9,941,000	33,232	0.33%	100.33%	9,941,000	
00-4050 · Replacement Tax	0	16,917	(16,917)	-100.00%	89,669	101,502	(11,833)	-11.66%	44.17%	203,000	
00-4100 · Interest Earned	32,452	10,000	22,452	224.52%	193,376	60,000	133,376	222.29%	161.15%	120,000	
00-4200 · Other	1,805	1,000	805	80.49%	31,686	10,000	21,686	216.86%	158.43%	20,000	
10-4300 · Grants & Other Donations	0	7,300	(7,300)	-100.00%	91,078	43,800	47,278	107.94%	0.00%	88,000	
10-4330 · Friends of The Library	0	417	(417)	-100.00%	0	2,502	(2,502)	-100.00%	0.00%	5,000	
10-4350 · Fines & Lost Materials	1,423	0	1,423	0.00%	10,050	15,000	(4,950)	-33.00%	67.00%	15,000	
	106,461	35,910	70,551	196.47%	10,390,090	10,173,804	216,286	2.13%	99.98%	10,392,000	0.00%
											0
10-5100 · Salaries	601,384	606,222	4,838	0.80%	2,612,163	2,656,655	44,492	1.67%	49.27%	5,302,000	0.00%
10-5200 · Benefits	54,643	52,974	(1,669)	-3.15%	305,370	324,140	18,770	5.79%	47.64%	641,000	0.00%
10-5300 · Training	2,924	5,127	2,203	42.97%	17,540	33,032	15,492	46.90%	26.99%	65,000	0.00%
10-5400 · Materials	67,759	101,355	33,596	33.15%	635,824	640,240	4,416	0.69%	49.75%	1,278,000	0.00%
10-5500 · Processing	155	4,048	3,893	96.16%	17,128	24,488	7,360	30.06%	34.95%	49,000	0.00%
10-5600 · Supplies	6,730	10,806	4,076	37.72%	59,963	73,516	13,553	18.44%	43.14%	139,000	0.00%
10-5700 · Vehicles	1,236	3,076	1,840	59.81%	7,075	18,506	11,431	61.77%	19.12%	37,000	0.00%
10-5800 · Computer Operations	71,701	92,274	20,573	22.30%	334,821	435,674	100,853	23.15%	43.43%	771,000	0.00%
10-5900 · Utilities	11,610	8,571	(3,039)	-35.46%	77,653	63,627	(14,026)	-22.04%	50.75%	153,000	0.00%
10-6000 · Telephone	1,448	2,825	1,377	48.75%	15,047	16,760	1,713	10.22%	40.67%	37,000	0.00%
10-6100 · Postage	1,000	1,059	59	5.57%	5,000	6,644	1,644	24.74%	38.46%	13,000	0.00%
10-6200 · Maintenance	7,882	14,784	6,902	46.68%	71,571	77,693	6,122	7.88%	40.90%	175,000	0.00%
10-6300 · Repair	6,211	8,650	2,439	28.20%	65,936	63,593	(2,343)	-3.68%	52.75%	125,000	0.00%
10-6400 · Insurance	0	0.00	0	0.00%	4,948	5,000	52	1.04%	6.42%	77,016	0.00%
10-6500 · Professional Services	5,887	15,008	9,121	60.77%	34,190	53,777	19,587	36.42%	30.26%	113,000	0.00%
10-6600 · Improvements	1,845	26,854	25,009	93.13%	18,286	118,022	99,736	84.51%	10.27%	178,000	0.00%
10-6700 · Community Relations	3,272	19,535	16,263	83.25%	64,164	93,489	29,325	31.37%	128.33%	50,000	0.00%
10-6800 · Rent	0	0	0	0.00%	0	0	0	0.00%	0.00%	982,000	0.00%
10-6900 · Contingency	0	4,167	4,167	100.00%	0	25,002	25,002	100.00%	0.00%	125,000	0.00%
10-7000 · Debt Service	0	0	0	0.00%	118,713	119,513	800	0.67%	22.57%	526,000	0.00%
10-8010 · Capital Improvement Projects	0	10,416	10,416	100.00%	0	62,496	62,496	100.00%	0.00%	125,000	0.00%
20-8210 · Employer IMRF Disbursements	44,678	60,399	15,721	26.03%	199,246	264,169	64,923	24.58%	37.88%	526,000	0.00%
20-8250 · Employer Soc Security Tax Disb	45,132	46,155	1,023	2.22%	195,429	202,435	7,006	3.46%	48.37%	404,000	0.00%

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
December 2023

	December 2023				Year To Date December 2023				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Total Expense	935,500	1,094,305	158,805	14.51%	4,860,066	5,378,471	518,405	9.64%	42.51%	11,432,016	0.00%	0
Net Ordinary Income (Expense)	(829,039)	(1,058,395)	(88,255)		5,530,024	4,795,333	(302,119)			(1,040,016)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income												
10-9910 · Interfund Transfers - General	(163,000)		0		(163,000)		0					
60-9960 · Interfund Transfers - Special Reserve	163,000		0		163,000		0					
Total Other Income	0		0		0		0					
Other Expense												
10-9500 · Other Expense	0		0		0		0					
50-8500 · Trust Disbursements	0	0	0		18,055	0	(18,055)					
60-9800 · Special Reserve Disbursements	12,156	0	(12,156)		23,225	0	(23,225)					
Total Other Expense	12,156	0	(12,156)		41,280	0	(41,280)					
Net Other Income/(Expense)	(12,156)	0	(12,156)		(41,280)	0	(41,280)					
Net Income	(841,195)	(1,058,395)	(100,411)		5,488,744	4,795,333	(343,399)			(1,040,016)		

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As of December 31, 2023

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Current Assets						
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10-1504 - Illinois Funds - General, IMRF	102,934	37,443	0	0	123,236	263,613
10-1509 - Wintrust MaxSafe Acct - General	3,646,961	0	0	0	0	3,646,961
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	956,791	956,791
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,517	0	0	0	0	56,517
60-1551 - Chase Savings - SRF	0	0	0	0	51,160	51,160
Total 10-1550 - Chase Savings Account	<u>56,517</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>51,160</u>	<u>107,677</u>
Total 1000 - Cash	<u>7,541,558</u>	<u>671,163</u>	<u>555,776</u>	<u>11,403</u>	<u>1,327,578</u>	<u>10,107,478</u>
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	1,470,000	0	0	0	0	1,470,000
Total 10-1502 - Investments - General Fund	<u>1,470,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,470,000</u>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)	0	0	0	0	1,840,000	1,840,000
Total 60-1501 - Investments - Special Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,840,000</u>	<u>1,840,000</u>
Total 2000 - Investments	<u>1,470,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,840,000</u>	<u>3,310,000</u>
Total Checking/Savings	<u>9,011,558</u>	<u>671,163</u>	<u>555,776</u>	<u>11,403</u>	<u>3,167,578</u>	<u>13,417,478</u>
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TOTAL ASSETS	<u><u>9,011,558</u></u>	<u><u>671,163</u></u>	<u><u>555,776</u></u>	<u><u>11,403</u></u>	<u><u>3,167,578</u></u>	<u><u>13,417,478</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						
10-2050 - Chase One Card	7,858	0	0	1,484	0	9,342
Total Credit Cards	<u>7,858</u>	<u>0</u>	<u>0</u>	<u>1,484</u>	<u>0</u>	<u>9,342</u>
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						

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Balance Sheet by Fund
As of December 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>
10-2850 · Aflac Payable	93	0	0	0	0	93
10-2300 · IMRF Payable-Employee Medicare	30,718	0	0	0	0	30,718
10-2600 · IMRF Voluntary Life Insurance	248	0	0	0	0	248
10-2700 · Dental and Vision	1,202	0	0	0	0	1,202
10-2800 · CO-OP 90's Medical Plan	7,225	0	0	0	0	7,225
10-2900 · Other Health Care-FSA	2,341	0	0	0	0	2,341
Total 00-2100 · Payroll W/H & Payable	41,827	0	0	0	0	41,827
20-2300 · IMRF Payable-Employer Medicare	0	44,679	0	0	0	44,679
Total Other Current Liabilities	41,827	44,679	0	0	0	86,506
Total Current Liabilities	49,685	44,679	0	1,484	0	95,848
Total Liabilities	49,685	44,679	0	1,484	0	95,848
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	475,000	0	0	0	0	475,000
10-3011 · Assigned FB - Bookmobile Res.	500,000	0	0	0	0	500,000
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	4,923,657	391,055	0	-18,055	192,087	5,488,744
Total Equity	8,961,874	626,484	555,776	9,919	3,167,579	13,321,632
TOTAL LIABILITIES & EQUITY	9,011,559	671,163	555,776	11,403	3,167,579	13,417,480
UNBALANCED CLASSES	0	0	0	0	0	0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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Ordinary Income/Expense	Type	Date	Num	Name	Paid Amount	Balance
Income						
00-4000 · Property Tax						
10-4000 · Property Tax General						
	General Journal	12/18/2023	3586		64,979.25	64,979.25
	General Journal	12/18/2023	3586		238.47	65,217.72
Total 10-4000 · Property Tax General					65,217.72	65,217.72
20-4000 · Property Tax IMRF						
	General Journal	12/18/2023	3586		5,563.49	5,563.49
Total 20-4000 · Property Tax IMRF					5,563.49	5,563.49
Total 00-4000 · Property Tax					70,781.21	70,781.21
00-4100 · Interest Earned						
60-3109 · Interest-Wintrust MaxSafe - S/R						
	General Journal	12/29/2023	3593		4,137.38	4,137.38
Total 60-3109 · Interest-Wintrust MaxSafe - S/R					4,137.38	4,137.38
10-3109 · Interest-Wintrust MaxSafe - Gen						
	General Journal	12/29/2023	3593		15,914.20	15,914.20
Total 10-3109 · Interest-Wintrust MaxSafe - Gen					15,914.20	15,914.20
10-3180 · Interest - Money Market Fund						
	General Journal	12/29/2023	3593		0.00	0.00
Total 10-3180 · Interest - Money Market Fund					0.00	0.00
10-4100 · Interest Earned-General Fund						
10-4101 · Interest Income - Chase Savings						
	General Journal	12/29/2023	3593		2.23	2.23
Total 10-4101 · Interest Income - Chase Savings					2.23	2.23
10-4102 · Interest Income - Chase CD's						
	General Journal	12/29/2023	3595		3,087.67	3,087.67
	General Journal	12/29/2023	3595		966.58	4,054.25
Total 10-4102 · Interest Income - Chase CD's					4,054.25	4,054.25
Total 10-4100 · Interest Earned-General Fund					4,056.48	4,056.48
60-4100 · Interest Earned Special Reserve						
60-4101 · Interest Income - Chase Savings						
	General Journal	12/29/2023	3593		2.02	2.02
Total 60-4101 · Interest Income - Chase Savings					2.02	2.02
60-4102 · Interest Income - Chase CD's						
	General Journal	12/29/2023	3595		1,057.19	1,057.19
	General Journal	12/29/2023	3595		835.68	1,892.87
	General Journal	12/29/2023	3595		6,448.87	8,341.74
Total 60-4102 · Interest Income - Chase CD's					8,341.74	8,341.74
Total 60-4100 · Interest Earned Special Reserve					8,343.76	8,343.76
Total 00-4100 · Interest Earned					32,451.82	32,451.82
00-4200 · Other						
10-4450 · Copy Machine Income						
10-4451 · Aspen - Print/Copy Station						
	Deposit	12/18/2023			200.20	200.20
Total 10-4451 · Aspen - Print/Copy Station					200.20	200.20
10-4452 · Cook Park - Print/Copy Station						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-4452 · Cook Park - Print/Copy Station	Deposit	12/18/2023			169.05	169.05
Total 10-4450 · Copy Machine Income					169.05	169.05
10-4500 · Misc - General Account					369.25	369.25
	Deposit	12/26/2023			43.50	43.50
	Deposit	12/29/2023			2.00	45.50
Total 10-4500 · Misc - General Account	Deposit	12/29/2023			6.25	51.75
Total 00-4200 · Other					51.75	51.75
10-4350 · Fines & Lost Materials					421.00	421.00
	Deposit	12/26/2023			15.45	15.45
	Deposit	12/26/2023			30.84	46.29
	Deposit	12/26/2023			6.50	52.79
	Bill	12/29/2023	LOST/PAID - 121423	HOOVER, JAMES	-20.00	32.79
	Bill	12/29/2023	LOST/PAID - 122723	KUSHNIR, OLGA	-41.86	-9.07
	Deposit	12/29/2023			29.00	19.93
	Deposit	12/29/2023			55.98	75.91
	Deposit	12/29/2023			8.00	83.91
	Deposit	12/29/2023			77.93	161.84
	General Journal	12/29/2023	3593		1,525.18	1,687.02
	General Journal	12/29/2023	3596		-169.56	1,517.46
	Bill	01/12/2024	LOST/PAID - 010224	BLAGOJEVIC, DRAGAN	-13.99	1,503.47
	Bill	01/12/2024	LOST/PAID - 122923	FLANAGAN, MICHAEL J.	-40.85	1,462.62
	Bill	01/12/2024	LOST/PAID - 122823	LAMB, ELIZABETH	-20.99	1,441.63
	Bill	01/12/2024	LOST/PAID - 123023	MALDONADO, IVAN	-16.49	1,425.14
	Bill	01/12/2024	LOST/PAID - 122723	ZAREMBA, NADEZDA	-32.99	1,392.15
Total 10-4350 · Fines & Lost Materials					1,392.15	1,392.15
Total Income					105,046.18	105,046.18
Gross Profit					105,046.18	105,046.18
Expense						
10-5100 · Salaries						
10-5110 · Administration Salaries						
	General Journal	12/28/2023	3592		44,737.55	44,737.55
Total 10-5110 · Administration Salaries	General Journal	01/10/2024	3600		44,542.24	89,279.79
					89,279.79	89,279.79
10-5120 · Adult Salaries						
	General Journal	12/28/2023	3592		36,372.27	36,372.27
	General Journal	01/10/2024	3600		36,592.51	72,964.78
Total 10-5120 · Adult Salaries					72,964.78	72,964.78
10-5130 · Children's Salaries						
	General Journal	12/28/2023	3592		33,465.62	33,465.62
Total 10-5130 · Children's Salaries	General Journal	01/10/2024	3600		31,931.69	65,397.31
					65,397.31	65,397.31
10-5140 · Circulation Salaries						
	General Journal	12/28/2023	3592		30,847.09	30,847.09
Total 10-5140 · Circulation Salaries	General Journal	01/10/2024	3600		30,393.09	61,240.18
					61,240.18	61,240.18

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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	Type	Date	Num	Name	Paid Amount	Balance
10-5145 - Maintenance Salaries						
	General Journal	12/28/2023	3592		9,815.80	9,815.80
	General Journal	01/10/2024	3600		9,262.23	19,078.03
Total 10-5145 - Maintenance Salaries					19,078.03	19,078.03
10-5150 - ILL Salaries						
	General Journal	12/28/2023	3592		4,206.17	4,206.17
	General Journal	01/10/2024	3600		4,222.82	8,428.99
Total 10-5150 - ILL Salaries					8,428.99	8,428.99
10-5155 - Outreach Salaries						
	General Journal	12/28/2023	3592		10,742.42	10,742.42
	General Journal	01/10/2024	3600		9,642.22	20,384.64
Total 10-5155 - Outreach Salaries					20,384.64	20,384.64
10-5160 - Tech Services Salaries						
	General Journal	12/28/2023	3592		22,721.90	22,721.90
	General Journal	01/10/2024	3600		22,814.16	45,536.06
Total 10-5160 - Tech Services Salaries					45,536.06	45,536.06
10-5165 - Shelves Salaries						
	General Journal	12/28/2023	3592		6,269.80	6,269.80
	General Journal	01/10/2024	3600		6,687.16	12,956.96
Total 10-5165 - Shelves Salaries					12,956.96	12,956.96
Total 10-5100 - Salaries					395,266.74	395,266.74
10-5200 - Benefits						
10-5210 - Health Insurance						
	General Journal	12/18/2023	3588	NCPERS GROUP LIFE INS	-8.00	-8.00
	General Journal	12/18/2023	3588	NCPERS GROUP LIFE INS	-16.00	-24.00
	Bill	12/29/2023	5047 - JAN 2024	NCPERS GROUP LIFE INS	224.00	200.00
	Bill	12/29/2023	MEX - DEC 2023	AFLAC	92.52	292.52
	Bill	12/29/2023	865594 - JAN 2024	BLUE CROSS BLUE SHIELD OF ILLINOIS	6,534.00	6,826.52
	Bill	12/29/2023	865594 - JAN 2024	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,365.12	8,191.64
	General Journal	12/29/2023	3597		715.31	8,906.95
	General Journal	12/29/2023	3597		1,081.26	9,988.21
	General Journal	12/29/2023	3597		615.00	10,603.21
	General Journal	12/29/2023	3597		8.43	10,611.64
	General Journal	12/29/2023	3597		100.00	10,711.64
	General Journal	12/29/2023	3597		1,733.81	12,445.45
	Bill	01/12/2024	P65753 - DECEMBER 23	COOPERATIVE 90'S MEDICAL	42,897.00	55,342.45
	Bill	01/12/2024	P65753 - DECEMBER 23	COOPERATIVE 90'S MEDICAL	8,193.00	63,535.45
Total 10-5210 - Health Insurance					63,535.45	63,535.45
10-5220 - Dental/Vision Insurance						
	Bill	12/29/2023	10438- JANUARY 2024	DELTA DENTAL OF ILLINOIS - VISION	273.73	273.73
	Bill	12/29/2023	10438- JANUARY 2024	DELTA DENTAL OF ILLINOIS - VISION	107.38	381.11
	Bill	12/29/2023	104381 - JAN 2024	DELTA DENTAL OF ILLINOIS - RISK	3.28	384.39
	Bill	12/29/2023	104381 - JAN 2024	DELTA DENTAL OF ILLINOIS - RISK	29.34	413.73
	Deposit	12/29/2023			-51.19	362.54
	Deposit	12/29/2023			-51.19	311.35
	Deposit	12/29/2023			-51.19	260.16
	General Journal	12/29/2023	3594		-702.77	-442.61

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Type	Date	Num	Name	Paid Amount	Balance
General Journal	12/29/2023	3594		-702.77	-1,145.38
Bill	01/12/2024	10438 - DECEMBER 23	COOPERATIVE 90'S DENTAL	3,276.60	2,131.22
Bill	01/12/2024	10438 - DECEMBER 23	COOPERATIVE 90'S DENTAL	1,261.40	3,392.62
Total 10-5220 · Dental/Vision Insurance				3,392.62	3,392.62
10-5240 · Life Insurance					
Bill	12/29/2023	034963 - JANUARY 202	MADISON NATIONAL LIFE INS CO., INC.	270.72	270.72
Total 10-5240 · Life Insurance				270.72	270.72
10-5270 · LTD Insurance					
Bill	12/29/2023	034963 - JANUARY 202	MADISON NATIONAL LIFE INS CO., INC.	408.82	408.82
Total 10-5270 · LTD Insurance				408.82	408.82
Total 10-5200 · Benefits				67,607.61	67,607.61
10-5300 · Training					
10-5310 · Workshops					
10-5311 · Workshops - Admin					
Credit Card Charge	12/31/2023	120723	Macianos Pizzeria - CMPL Credit Card	592.74	592.74
Credit Card Charge	12/31/2023	113023	American Taxi - CMPL Credit Card	55.20	647.94
Bill	01/12/2024	120223 - 2457	LIBERTYVILLE CIVIC CENTER	25.00	672.94
Bill	01/12/2024	112123-121923	SAM'S CLUB DIRECT	19.98	692.92
Total 10-5311 · Workshops - Admin				692.92	692.92
Total 10-5310 · Workshops				692.92	692.92
10-5330 · Memberships					
10-5331 · Memberships - Admin					
Bill	01/12/2024	256396	GLMV CHAMBER OF COMMERCE	350.00	350.00
Total 10-5331 · Memberships - Admin				350.00	350.00
10-5332 · Memberships - Adults					
Credit Card Charge	12/31/2023	120423	American Library Assoc - CMPL Credit Card	49.58	49.58
Total 10-5332 · Memberships - Adults				49.58	49.58
Total 10-5330 · Memberships				399.58	399.58
10-5350 · Conferences					
10-5351 · Conferences - Admin					
Bill	12/29/2023	NOVEMBER 2023	BAHNSEN, BROOKE	64.65	64.65
Bill	12/29/2023	NOVEMBER 2023	JENSEN, REBECCA	173.72	238.37
Credit Card Charge	12/31/2023	120423	American Library Assoc - CMPL Credit Card	347.00	585.37
Credit Card Charge	12/31/2023	120423	American Airlines - CMPL Credit Card	273.84	859.21
Credit Card Charge	12/31/2023	november 23	Uber - CMPL Credit Card	1.17	860.38
Total 10-5351 · Conferences - Admin				860.38	860.38
Total 10-5350 · Conferences				860.38	860.38
Total 10-5300 · Training				1,952.88	1,952.88
10-5400 · Materials					
10-5410 · Books - Adult					
Credit Card Charge	12/31/2023	112723	Amazon Marketplace.com - CMPL Credit Card	40.58	40.58
Credit Card Charge	12/31/2023	120123	Amazon Marketplace.com - CMPL Credit Card	51.20	91.78
Credit Card Charge	12/31/2023	120123	Amazon Marketplace.com - CMPL Credit Card	102.40	194.18
Credit Card Charge	12/31/2023	113023	Amazon Marketplace.com - CMPL Credit Card	114.99	309.17
Credit Card Charge	12/31/2023	120723	Amazon Marketplace.com - CMPL Credit Card	64.04	373.21
Credit Card Charge	12/31/2023	120523	Amazon Marketplace.com - CMPL Credit Card	56.00	429.21
Credit Card Charge	12/31/2023	121223	Amazon Marketplace.com - CMPL Credit Card	56.00	485.21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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Type	Date	Num	Name	Paid Amount	Balance
Credit Card Charge	12/31/2023	121423	Amazon Marketplace.com - CMPL Credit Card	24.99	510.20
Credit Card Charge	12/31/2023	121523	Amazon Marketplace.com - CMPL Credit Card	51.16	561.36
Credit Card Charge	12/31/2023	121623	Amazon Marketplace.com - CMPL Credit Card	37.99	599.35
Credit Card Charge	12/31/2023	121623	Amazon Marketplace.com - CMPL Credit Card	52.70	652.05
Credit Card Charge	12/31/2023	120723	Amazon Marketplace.com - CMPL Credit Card	113.70	765.75
Credit Card Charge	12/31/2023	121223	Amazon Marketplace.com - CMPL Credit Card	12.99	778.74
Credit Card Charge	12/31/2023	121223	Amazon Marketplace.com - CMPL Credit Card	20.99	799.73
Credit Card Charge	12/31/2023	121923	Amazon Marketplace.com - CMPL Credit Card	57.58	857.31
Credit Card Charge	12/31/2023	122123	Amazon Marketplace.com - CMPL Credit Card	44.16	901.47
Credit Card Charge	12/31/2023	122723	Amazon Marketplace.com - CMPL Credit Card	71.14	972.61
Credit Card Charge	12/31/2023	122723	Amazon Marketplace.com - CMPL Credit Card	66.59	1,039.20
Bill	01/12/2024	2037980488	BAKER & TAYLOR - L5742022	516.05	1,555.25
Bill	01/12/2024	2037992166	BAKER & TAYLOR - L5579912	227.36	1,782.61
Bill	01/12/2024	2037987610	BAKER & TAYLOR - L5579912	181.29	1,963.90
Bill	01/12/2024	83046247	GALE	109.56	2,073.46
Bill	01/12/2024	4498003	BARNES & NOBLE, INC.	31.98	2,105.44
Bill	01/12/2024	2067534	CENTER POINT LARGE PRINT	59.92	2,165.36
Bill	01/12/2024	2068862	CENTER POINT LARGE PRINT	244.18	2,409.54
Bill	01/12/2024	83070141	GALE	55.98	2,465.52
Bill	01/12/2024	83070447	GALE	137.55	2,603.07
Bill	01/12/2024	83071914	GALE	157.47	2,760.54
Bill	01/12/2024	83075614	GALE	26.39	2,786.93
Bill	01/12/2024	83084422	GALE	31.99	2,818.92
Bill	01/12/2024	850905-00 121423	MANUFACTURER'S NEWS, INC.	238.90	3,057.82
Bill	01/12/2024	12388275	ROWMAN & LITTLEFIELD PUBLISHING GROUP II	237.98	3,295.80
Bill	01/12/2024	16792	TSAI FONG BOOKS, INC.	341.62	3,637.42
Bill	01/12/2024	2037996493	BAKER & TAYLOR - L5742022	527.42	4,164.84
Bill	01/12/2024	2038008353	BAKER & TAYLOR - L5742022	482.64	4,647.48
Bill	01/12/2024	2038013765	BAKER & TAYLOR - L5742022	434.92	5,082.40
Bill	01/12/2024	2038002810	BAKER & TAYLOR - L5742022	140.18	5,222.58
Bill	01/12/2024	2038014130	BAKER & TAYLOR - L5580152	485.00	5,707.58
Bill	01/12/2024	2037984367	BAKER & TAYLOR - L3966532	843.97	6,551.55
Bill	01/12/2024	2038000725	BAKER & TAYLOR - L3966532	516.14	7,067.69
Bill	01/12/2024	2037995973	BAKER & TAYLOR - L3966532	552.41	7,620.10
Bill	01/12/2024	2038013818	BAKER & TAYLOR - L5579912	518.46	8,138.56
Bill	01/12/2024	2038013455	BAKER & TAYLOR - C5217413	17.06	8,155.62
Bill	01/12/2024	2038013454	BAKER & TAYLOR - C5217413	58.86	8,214.48
Bill	01/12/2024	2037994090	BAKER & TAYLOR - C0209743	180.89	8,395.37
Bill	01/12/2024	2038011893	BAKER & TAYLOR - L3966532	488.03	8,883.40
Bill	01/12/2024	2038017275	BAKER & TAYLOR - L5742022	381.91	9,265.31
Bill	01/12/2024	2038015357	BAKER & TAYLOR - L3966532	571.25	9,836.56
Bill	01/12/2024	2038018590	BAKER & TAYLOR - L5579912	239.38	10,075.94
Bill	01/12/2024	2038020769	BAKER & TAYLOR - C0209743	688.75	10,764.69
Bill	01/12/2024	2038020770	BAKER & TAYLOR - C0209743	20.95	10,785.64
Bill	01/12/2024	2038020771	BAKER & TAYLOR - C0209743	15.87	10,801.51
Bill	01/12/2024	2037963702	BAKER & TAYLOR - C5217413	113.63	10,915.14
Bill	01/12/2024	2037979883	BAKER & TAYLOR - C0209743	115.59	11,030.73
Bill	01/12/2024	2037985296	BAKER & TAYLOR - L5742022	368.67	11,399.40

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Type	Date	Num	Name	Paid Amount	Balance
Bill	01/12/2024	2037970232	BAKER & TAYLOR - L5742022	435.16	11,834.56
Bill	01/12/2024	2037965386	BAKER & TAYLOR - L3966532	497.74	12,332.30
Bill	01/12/2024	2037979882	BAKER & TAYLOR - L3966532	488.95	12,821.25
Bill	01/12/2024	2038005181	BAKER & TAYLOR - L5580152	199.58	13,020.83
Bill	01/12/2024	2038006819	BAKER & TAYLOR - L5579912	347.21	13,368.04
Bill	01/12/2024	2037997317	BAKER & TAYLOR - L5579912	117.52	13,485.56
Bill	01/12/2024	2038027394	BAKER & TAYLOR - L5579912	318.43	13,803.99
Bill	01/12/2024	2038023801	BAKER & TAYLOR - L5742022	447.26	14,251.25
Bill	01/12/2024	2038024448	BAKER & TAYLOR - L3966532	555.25	14,806.50
Bill	01/12/2024	2038027965	BAKER & TAYLOR - L5742022	384.66	15,191.16
Total 10-5410 · Books - Adult				15,191.16	15,191.16
10-5415 · Books - Juvenile					
Credit Card Charge	12/31/2023	121423	Amazon Marketplace.com - CMPL Credit Card	6.39	6.39
Bill	01/12/2024	2037987613	BAKER & TAYLOR - L5580072	182.57	188.96
Bill	01/12/2024	2037992668	BAKER & TAYLOR - L4231142	247.41	436.37
Bill	01/12/2024	2037990588	BAKER & TAYLOR - L4231142	290.87	727.24
Bill	01/12/2024	2037989424	BAKER & TAYLOR - L4231522	90.78	818.02
Bill	01/12/2024	2038012813	BAKER & TAYLOR - L5580072	149.73	967.75
Bill	01/12/2024	2038010378	BAKER & TAYLOR - L4231142	388.66	1,356.41
Bill	01/12/2024	2038012733	BAKER & TAYLOR - L3966522	615.47	1,971.88
Bill	01/12/2024	2038012435	BAKER & TAYLOR - L4231522	68.19	2,040.07
Bill	01/12/2024	2038013456	BAKER & TAYLOR - C5217413	11.47	2,051.54
Bill	01/12/2024	2037994091	BAKER & TAYLOR - C0209743	11.47	2,063.01
Bill	01/12/2024	2038017065	BAKER & TAYLOR - L5580072	308.58	2,371.59
Bill	01/12/2024	2038006824	BAKER & TAYLOR - L3966522	857.49	3,229.08
Bill	01/12/2024	2038006891	BAKER & TAYLOR - L5580072	774.33	4,003.41
Bill	01/12/2024	2038002117	BAKER & TAYLOR - L4231142	505.38	4,508.79
Bill	01/12/2024	2038001641	BAKER & TAYLOR - L5580072	390.86	4,899.65
Bill	01/12/2024	2038001489	BAKER & TAYLOR - L3966522	713.99	5,613.64
Bill	01/12/2024	2038024576	BAKER & TAYLOR - L4231142	255.98	5,869.62
Bill	01/12/2024	2038021598	BAKER & TAYLOR - L3966522	1,625.54	7,495.16
Bill	01/12/2024	2038027807	BAKER & TAYLOR - L3966522	330.92	7,826.08
Bill	01/12/2024	2038029372	BAKER & TAYLOR - L5580072	278.16	8,104.24
Total 10-5415 · Books - Juvenile				8,104.24	8,104.24
10-5420 · Audio/Visual - Adult					
Credit Card Charge	12/31/2023	120523	Amazon Marketplace.com - CMPL Credit Card	25.98	25.98
Credit Card Charge	12/31/2023	121423	Amazon Marketplace.com - CMPL Credit Card	11.59	37.57
Credit Card Charge	12/31/2023	121423	Amazon Marketplace.com - CMPL Credit Card	10.58	48.15
Credit Card Charge	12/31/2023	121323	Amazon Marketplace.com - CMPL Credit Card	39.99	88.14
Credit Card Charge	12/31/2023	121423	Amazon Marketplace.com - CMPL Credit Card	71.82	159.96
Credit Card Charge	12/31/2023	121923	Amazon Marketplace.com - CMPL Credit Card	23.98	183.94
Credit Card Charge	12/31/2023	122023	Foreign Policy Assoc - CMPL Credit Card	40.00	223.94
Bill	01/12/2024	504781368	MIDWEST TAPE, LLC	173.37	397.31
Bill	01/12/2024	5048963011	MIDWEST TAPE, LLC	767.41	1,164.72
Bill	01/12/2024	504872586	MIDWEST TAPE, LLC	99.63	1,264.35
Bill	01/12/2024	504819693	MIDWEST TAPE, LLC	745.47	2,009.82
Bill	01/12/2024	504802847	MIDWEST TAPE, LLC	460.29	2,470.11
Bill	01/12/2024	504808591	MIDWEST TAPE, LLC	103.68	2,573.79

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	Type	Date	Num	Name	Paid Amount	Balance		
	Bill	01/12/2024	504848291	MIDWEST TAPE, LLC	965.61	3,539.40		
	Bill	01/12/2024	504842734	MIDWEST TAPE, LLC	121.56	3,660.96		
Total 10-5420 - Audio/Visual - Adult					3,660.96	3,660.96		
10-5425 - Audio/Visual - Juvenile								
	Bill	01/12/2024	5048963011	MIDWEST TAPE, LLC	81.72	81.72		
	Bill	01/12/2024	504819693	MIDWEST TAPE, LLC	89.94	171.66		
	Bill	01/12/2024	504802847	MIDWEST TAPE, LLC	149.93	321.59		
	Bill	01/12/2024	504848291	MIDWEST TAPE, LLC	134.94	456.53		
Total 10-5425 - Audio/Visual - Juvenile					456.53	456.53		
10-5430 - Games - Adult								
	Bill	01/12/2024	013000	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	344.81	344.81		
	Total 10-5430 - Games - Adult				344.81	344.81		
10-5435 - Games - Children								
	Bill	01/12/2024	012999	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	366.34	366.34		
	Total 10-5435 - Games - Children				366.34	366.34		
10-5440 - Periodicals - Adult								
	Credit Card Charge	12/31/2023	121423	Pioneer Press - CMPL Credit Card	17.99	17.99		
	Credit Card Charge	12/31/2023	121423	Pioneer Press - CMPL Credit Card	26.00	43.99		
	Credit Card Charge	12/31/2023	121423	Milk Street Magazine - CMPL Credit Card	28.95	72.94		
	Credit Card Charge	12/31/2023	122723	Jewel Store - CMPL Credit Card	21.98	94.92		
	Credit Card Charge	12/31/2023	122623	Amazon Marketplace.com - CMPL Credit Card	13.29	108.21		
	Credit Card Charge	12/31/2023	122323	Chicago Tribune - CMPL Credit Card	236.64	344.85		
	Credit Card Charge	12/31/2023	122323	Lake County News Sun - CMPL Credit Card	80.64	425.49		
	Credit Card Charge	12/31/2023	122223	Lake County News Sun - CMPL Credit Card	76.32	501.81		
	Credit Card Charge	12/31/2023	122723	Paddock Publications - CMPL Credit Card	358.80	860.61		
	Total 10-5440 - Periodicals - Adult				860.61	860.61		
10-5450 - Circulating Technologies								
10-5453 - Circ Tech - Subscriptions								
	Credit Card Charge	12/31/2023	120223	Amazon Prime - CMPL Credit Card	8.99	8.99		
	Credit Card Charge	12/31/2023	120123	Hulu - CMPL Credit Card	17.99	26.98		
	Credit Card Charge	12/31/2023	120423	Hulu - CMPL Credit Card	17.99	44.97		
	Credit Card Charge	12/31/2023	110223	Peacock Plus - CMPL Credit Card	6.00	50.97		
	Credit Card Charge	12/31/2023	122623	VIX PLUS - CMPL Credit Card	6.99	57.96		
	Credit Card Charge	12/31/2023	122823	Netflix.com - CMPL Credit Card	30.98	88.94		
Total 10-5453 - Circ Tech - Subscriptions				88.94	88.94			
Total 10-5450 - Circulating Technologies							88.94	88.94
10-5490 - Electronic Services								
10-5491 - Online Databases								
10-5492 - Online Databases - Adults								
	General Journal	12/18/2023	3587	ARKIVDIGITAL	560.80	560.80		
	Bill	01/12/2024	CHI1406040QF2024	CONSUMERS' CHECKBOOK	500.00	1,060.80		
	Bill	01/12/2024	INV013461	MANGO LANGUAGES	4,226.00	5,286.80		
	Bill	01/12/2024	INV-112886	STANDARD & POOR'S	9,442.00	14,728.80		
Total 10-5492 - Online Databases - Adults					14,728.80	14,728.80		
10-5493 - Online Databases - Children's								
	Bill	01/12/2024	70808240	PROQUEST LLC	3,620.76	3,620.76		
	Bill	01/12/2024	56072978	SCHOLASTIC LIBRARY PUBLISHING, INC.	7,171.00	10,791.76		

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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5493 · Online Databases - Children's					10,791.76	10,791.76
Total 10-5491 · Online Databases					25,520.56	25,520.56
10-5494 · Digital Popular Materials						
10-5495 · Dig. Popular Materials - Adults						
	Bill	01/12/2024	07001CO23448006	OVERDRIVE, INC.	65.00	65.00
	Bill	01/12/2024	07001CO23447972	OVERDRIVE, INC.	1,087.05	1,152.05
	Bill	01/12/2024	07001CO23447981	OVERDRIVE, INC.	156.77	1,308.82
	Bill	01/12/2024	07001CO23449482	OVERDRIVE, INC.	139.50	1,448.32
	Bill	01/12/2024	DECEMBER 2023	BIBLIOTHECA, LLC	3,671.60	5,119.92
	Bill	01/12/2024	381022 - PPU	KANOPY INC.	723.00	5,842.92
	Bill	01/12/2024	504858361	MIDWEST TAPE, LLC	11,434.97	17,277.89
	Bill	01/12/2024	07001CP23465123	OVERDRIVE, INC.	82.56	17,360.45
	Bill	01/12/2024	07001CO24000601	OVERDRIVE, INC.	604.44	17,964.89
	Bill	01/12/2024	07001CO24000770	OVERDRIVE, INC.	717.42	18,682.31
	Bill	01/12/2024	07001CO24000765	OVERDRIVE, INC.	282.49	18,964.80
	Bill	01/12/2024	07001CO24002010	OVERDRIVE, INC.	290.30	19,255.10
	Bill	01/12/2024	07001CO23459584	OVERDRIVE, INC.	564.05	19,819.15
	Bill	01/12/2024	07001CO23459594	OVERDRIVE, INC.	953.17	20,772.32
	Bill	01/12/2024	07001CO23459736	OVERDRIVE, INC.	249.98	21,022.30
	Bill	01/12/2024	07001CO23459600	OVERDRIVE, INC.	288.99	21,311.29
	Bill	01/12/2024	07001CO243455164	OVERDRIVE, INC.	288.32	21,599.61
	Bill	01/12/2024	07001CO23455166	OVERDRIVE, INC.	1,001.95	22,601.56
	Bill	01/12/2024	07001CO23459402	OVERDRIVE, INC.	155.99	22,757.55
	Bill	01/12/2024	07001CO23455167	OVERDRIVE, INC.	215.00	22,972.55
Total 10-5495 · Dig. Popular Materials - Adults					22,972.55	22,972.55
10-5496 · Dig. Pop. Materials - Juvenile						
	Bill	01/12/2024	56072978	SCHOLASTIC LIBRARY PUBLISHING, INC.	7,756.00	7,756.00
Total 10-5496 · Dig. Pop. Materials - Juvenile					7,756.00	7,756.00
Total 10-5494 · Digital Popular Materials					30,728.55	30,728.55
Total 10-5490 · Electronic Services					56,249.11	56,249.11
10-5497 · Interlibrary Loan Fees						
	Bill	01/12/2024	29548	IHLS-OCLC	342.63	342.63
	Bill	01/12/2024	29655	IHLS-OCLC	342.63	685.26
Total 10-5497 · Interlibrary Loan Fees					685.26	685.26
Total 10-5400 · Materials					86,007.96	86,007.96
10-5500 · Processing						
10-5520 · Cataloging						
	Bill	01/12/2024	29548	IHLS-OCLC	2,854.04	2,854.04
	Bill	01/12/2024	504861417	MIDWEST TAPE, LLC	144.20	2,998.24
	Bill	01/12/2024	29655	IHLS-OCLC	2,854.04	5,852.28
	Bill	01/12/2024	11896	RAILS	383.88	6,236.16
Total 10-5520 · Cataloging					6,236.16	6,236.16
Total 10-5500 · Processing					6,236.16	6,236.16
10-5600 · Supplies						
10-5611 · Supplies - Admin						
	Credit Card Charge	12/31/2023	112923	AED Superstore - CMPL Credit Card	646.00	646.00
	Credit Card Charge	12/31/2023	122623	Amazon Marketplace.com - CMPL Credit Card	91.97	737.97

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	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	12/31/2023	122823	Amazon Marketplace.com - CMPL Credit Card	41.06	779.03
	Bill	01/12/2024	193521 - DECEMBER 23	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	329.69	1,108.72
	Bill	01/12/2024	193521 - DECEMBER 23	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	75.63	1,184.35
Total 10-5611 · Supplies - Admin					1,184.35	1,184.35
10-5612 · Supplies - Adults						
	Credit Card Charge	12/31/2023	121423	Amazon Marketplace.com - CMPL Credit Card	20.99	20.99
	Credit Card Charge	12/31/2023	122123	Amazon Marketplace.com - CMPL Credit Card	13.95	34.94
	Bill	01/12/2024	193521 - DECEMBER 23	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	4.18	39.12
Total 10-5612 · Supplies - Adults					39.12	39.12
10-5613 · Supplies - Children's						
	Credit Card Charge	12/31/2023	121323	Amazon Marketplace.com - CMPL Credit Card	36.97	36.97
	Credit Card Charge	12/31/2023	121223	Amazon Marketplace.com - CMPL Credit Card	73.52	110.49
	Credit Card Charge	12/31/2023	122023	Amazon Marketplace.com - CMPL Credit Card	74.47	184.96
	Bill	01/12/2024	172379589	ULINE, INC	60.12	245.08
Total 10-5613 · Supplies - Children's					245.08	245.08
10-5614 · Supplies - Circulation						
	Bill	01/12/2024	51400	GRAPHIC 14, INCORPORATED	884.24	884.24
	Bill	01/12/2024	193521 - DECEMBER 23	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	39.72	923.96
Total 10-5614 · Supplies - Circulation					923.96	923.96
10-5615 · Supplies - Maintenance						
	Credit Card Charge	12/31/2023	121323	Amazon Marketplace.com - CMPL Credit Card	151.37	151.37
	Credit Card Charge	12/31/2023	121323	Interface, Inc. - CMPL Credit Card	511.87	663.24
	Credit Card Charge	12/31/2023	121423	Amazon Marketplace.com - CMPL Credit Card	17.96	681.20
	Bill	01/12/2024	121023-122523	ACE HARDWARE OF LIBERTYVILLE, INC.	27.98	709.18
	Bill	01/12/2024	193521 - DECEMBER 23	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,034.78	1,743.96
	Bill	01/12/2024	121923	LOWE'S	61.17	1,805.13
Total 10-5615 · Supplies - Maintenance					1,805.13	1,805.13
10-5616 · Supplies - ILL						
	Bill	01/12/2024	10244424895	PITNEY BOWES INC	265.58	265.58
Total 10-5616 · Supplies - ILL					265.58	265.58
10-5617 · Supplies - Outreach						
	Credit Card Charge	12/31/2023	121423	Michaels - CMPL Credit Card	35.83	35.83
Total 10-5617 · Supplies - Outreach					35.83	35.83
10-5618 · Supplies - Tech Services						
	Credit Card Charge	12/31/2023	121423	Amazon Marketplace.com - CMPL Credit Card	30.08	30.08
	Credit Card Charge	12/31/2023	121823	Amazon Marketplace.com - CMPL Credit Card	39.99	70.07
	Bill	01/12/2024	694990	COMPUTYPE, INC.	3,238.50	3,308.57
	Bill	01/12/2024	193521 - DECEMBER 23	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	44.00	3,352.57
Total 10-5618 · Supplies - Tech Services					3,352.57	3,352.57
10-5660 · Supplies - Computer						
	Credit Card Charge	12/31/2023	120123	Amazon Marketplace.com - CMPL Credit Card	13.73	13.73
	Bill	01/12/2024	NV58831	CDW GOVERNMENT, INC.	1,026.48	1,040.21
	Bill	01/12/2024	193521 - DECEMBER 23	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,277.39	2,317.60
Total 10-5660 · Supplies - Computer					2,317.60	2,317.60
10-5670 · Supplies - Paper						
	Bill	01/12/2024	51535	GRAPHIC 14, INCORPORATED	672.75	672.75
	Bill	01/12/2024	51400	GRAPHIC 14, INCORPORATED	314.20	986.95

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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5670 · Supplies - Paper					986.95	986.95
10-5680 · Supplies - Staff Room						
	Credit Card Charge	12/31/2023	112823	Amazon Marketplace.com - CMPL Credit Card	8.52	8.52
	Bill	01/12/2024	172271859	ULINE, INC	63.48	72.00
	Bill	01/12/2024	193521 - DECEMBER 23	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	436.55	508.55
Total 10-5680 · Supplies - Staff Room					508.55	508.55
Total 10-5600 · Supplies					11,664.72	11,664.72
10-5700 · Vehicles						
10-5710 · Bookmobile Fuel						
	Bill	12/29/2023	1996	VILLAGE-VERNON	232.35	232.35
Total 10-5710 · Bookmobile Fuel					232.35	232.35
10-5750 · Van Fuel						
	Bill	12/29/2023	1996	VILLAGE-VERNON	157.15	157.15
Total 10-5750 · Van Fuel					157.15	157.15
Total 10-5700 · Vehicles					389.50	389.50
10-5800 · Computer Operations						
10-5865 · Remote Communications Expenses						
	Bill	01/12/2024	DECEMBER 2023	GAFKA, DEBORAH	10.00	10.00
	Bill	01/12/2024	DECEMBER 2023	KRAUSE, DONNA	10.00	20.00
	Bill	01/12/2024	DECEMBER 2023	LARSON, ANDREA	5.00	25.00
	Bill	01/12/2024	DECEMBER 2023	MORTON, MARK	10.00	35.00
Total 10-5865 · Remote Communications Expenses					35.00	35.00
10-5810 · Integrated Library System						
	General Journal	12/18/2023	3585	INNOVATIVE INTERFACES, INC.	-29,404.56	-29,404.56
Total 10-5810 · Integrated Library System					-29,404.56	-29,404.56
10-5830 · Replacement Hardware/Software						
10-5831 · Rep Hrdwre/Sftwre - Admin						
	Credit Card Charge	12/31/2023	120423	Timely - CMPL Credit Card	225.00	225.00
	Credit Card Charge	12/31/2023	121323	Tricerat - CMPL Credit Card	84.72	309.72
	Bill	01/12/2024	29868	COMPUTER VIEW, INC.	242.00	551.72
	Bill	01/12/2024	29869	COMPUTER VIEW, INC.	216.00	767.72
	Bill	01/12/2024	29860	COMPUTER VIEW, INC.	1,030.00	1,797.72
	Bill	01/12/2024	29867	COMPUTER VIEW, INC.	9,754.00	11,551.72
	Bill	01/12/2024	29866	COMPUTER VIEW, INC.	9,754.00	21,305.72
	Bill	01/12/2024	29865	COMPUTER VIEW, INC.	17,826.00	39,131.72
	Bill	01/12/2024	29864	COMPUTER VIEW, INC.	27,520.00	66,651.72
	Bill	01/12/2024	896	SHOUTBOMB LLC	705.00	67,356.72
	Bill	01/12/2024	INV-INC38225	INNOVATIVE INTERFACES, INC.	1,000.00	68,356.72
Total 10-5831 · Rep Hrdwre/Sftwre - Admin					68,356.72	68,356.72
10-5836 · Rep Hrdwre/Sftwre - ILL						
	Bill	01/12/2024	29647	IHLS-OCLC	731.78	731.78
Total 10-5836 · Rep Hrdwre/Sftwre - ILL					731.78	731.78
Total 10-5830 · Replacement Hardware/Software					69,088.50	69,088.50
10-5850 · Misc Contracts						
	Bill	01/12/2024	INV-US-68563	ENVISIONWARE, INC.	191.00	191.00
Total 10-5850 · Misc Contracts					191.00	191.00
Total 10-5800 · Computer Operations					39,909.94	39,909.94

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	Type	Date	Num	Name	Paid Amount	Balance
10-5900 - Utilities						
10-5910 - Electricity						
10-5911 - Electricity - Aspen						
	Bill	01/12/2024	67058033201	CONSTELLATION NEW ENERGY, INC.	5,136.78	5,136.78
Total 10-5911 - Electricity - Aspen					5,136.78	5,136.78
10-5912 - Electricity - Cook Park						
	Bill	01/12/2024	67058148901	CONSTELLATION NEW ENERGY, INC.	7,235.08	7,235.08
Total 10-5912 - Electricity - Cook Park					7,235.08	7,235.08
Total 10-5910 - Electricity					12,371.86	12,371.86
10-5920 - Gas						
10-5921 - Gas - Aspen						
	Bill	01/12/2024	3890772	CONSTELLATION NATURAL GAS	191.21	191.21
Total 10-5921 - Gas - Aspen					191.21	191.21
10-5922 - Gas - Cook Park						
	Bill	01/12/2024	3890772	CONSTELLATION NATURAL GAS	374.40	374.40
Total 10-5922 - Gas - Cook Park					374.40	374.40
Total 10-5920 - Gas					565.61	565.61
10-5930 - Water						
10-5932 - Water - Cook Park						
	Bill	01/12/2024	100223-120423	VILLAGE-LIBERTYVILLE	1,117.71	1,117.71
Total 10-5932 - Water - Cook Park					1,117.71	1,117.71
Total 10-5930 - Water					1,117.71	1,117.71
Total 10-5900 - Utilities					14,055.18	14,055.18
10-6000 - Telephone						
10-6010 - Telephone						
	Bill	12/29/2023	122323-012224	COMCAST	312.16	312.16
	Bill	12/29/2023	121523-011424	PEERLESS NETWORK, INC.	977.80	1,289.96
Total 10-6010 - Telephone					1,289.96	1,289.96
10-6020 - Bookmobile - Telephone						
	Bill	12/29/2023	9951968615	VERIZON WIRELESS SERVICES LLC	157.86	157.86
Total 10-6020 - Bookmobile - Telephone					157.86	157.86
10-6050 - Telephone Service Contracts						
	Bill	01/12/2024	26638	BLUE WIRE COMMUNICATIONS	1,495.74	1,495.74
Total 10-6050 - Telephone Service Contracts					1,495.74	1,495.74
Total 10-6000 - Telephone					2,943.56	2,943.56
10-6100 - Postage						
	Bill	12/29/2023	50271857 - 122223	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	1,000.00
Total 10-6100 - Postage					1,000.00	1,000.00
10-6200 - Maintenance						
10-6210 - Janitorial Service						
10-6211 - Janitorial Service - Aspen						
	Bill	01/12/2024	C26041	COMPLETE CLEANING COMPANY, INC.	2,381.83	2,381.83
Total 10-6211 - Janitorial Service - Aspen					2,381.83	2,381.83
10-6212 - Janitorial Service - Cook Park						
	Bill	01/12/2024	C26041	COMPLETE CLEANING COMPANY, INC.	3,818.89	3,818.89
Total 10-6212 - Janitorial Service - Cook Park					3,818.89	3,818.89
Total 10-6210 - Janitorial Service					6,200.72	6,200.72

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	Type	Date	Num	Name	Paid Amount	Balance
10-6220 · Landscaping Service						
10-6221 · Landscaping - Aspen						
	Bill	01/12/2024	39306 - 102023	LANDSCAPE CONCEPTS, INC.	945.00	945.00
Total 10-6221 · Landscaping - Aspen					945.00	945.00
10-6222 · Landscaping - Cook Park						
	Bill	01/12/2024	39305 - 100223	LANDSCAPE CONCEPTS, INC.	575.25	575.25
Total 10-6222 · Landscaping - Cook Park					575.25	575.25
Total 10-6220 · Landscaping Service					1,520.25	1,520.25
10-6240 · Trash Removal						
10-6242 · Trash Removal - Cook Park						
	General Journal	12/29/2023	3598	GROOT INDUSTRIES, INC.	236.58	236.58
Total 10-6242 · Trash Removal - Cook Park					236.58	236.58
Total 10-6240 · Trash Removal					236.58	236.58
10-6250 · Miscellaneous						
10-6252 · Misc. Maintenance - Cook Park						
	Bill	01/12/2024	JCBH596	IRON MOUNTAIN INCORPORATED	305.01	305.01
Total 10-6252 · Misc. Maintenance - Cook Park					305.01	305.01
Total 10-6250 · Miscellaneous					305.01	305.01
Total 10-6200 · Maintenance					8,262.56	8,262.56
10-6300 · Repair						
10-6340 · Service Contracts-Mech. & Bldg.						
10-6341 · Service Contracts - Aspen						
	Bill	01/12/2024	23561	AMERICAN BACKFLOW PREVENTION, INC.	207.90	207.90
	Bill	01/12/2024	INVOICE #20	VILLAGE-VERNON	182.00	389.90
Total 10-6341 · Service Contracts - Aspen					389.90	389.90
10-6342 · Service Contracts - Cook Park						
	Bill	12/29/2023	I-9467	FIRE & SECURITY SERVICES, INC.	147.00	147.00
	Bill	12/29/2023	I-9467	FIRE & SECURITY SERVICES, INC.	123.00	270.00
	Bill	01/12/2024	1-131661023003	JOHNSON CONTROLS, INC.	3,254.00	3,524.00
	Bill	01/12/2024	8106430483	SCHINDLER ELEVATOR CORPORATION	589.59	4,113.59
Total 10-6342 · Service Contracts - Cook Park					4,113.59	4,113.59
Total 10-6340 · Service Contracts-Mech. & Bldg.					4,503.49	4,503.49
Total 10-6300 · Repair					4,503.49	4,503.49
10-6400 · Insurance						
10-6420 · Business Package Insurance						
	Bill	01/12/2024	DEC 2022 - DEC 2023	LIBRARIES OF ILLINOIS RISK AGENCY	38,156.43	38,156.43
Total 10-6420 · Business Package Insurance					38,156.43	38,156.43
10-6430 · Umbrella Insurance						
	Bill	01/12/2024	DEC 2022 - DEC 2023	LIBRARIES OF ILLINOIS RISK AGENCY	5,400.95	5,400.95
Total 10-6430 · Umbrella Insurance					5,400.95	5,400.95
10-6440 · Worker's Compensation Insurance						
	Bill	01/12/2024	INV-00608759	GALLAGHER BASSETT SERVICES, INC.	3,950.00	3,950.00
	Bill	01/12/2024	4951457	RISK PROGRAM ADMINISTRATORS	10,582.00	14,532.00
Total 10-6440 · Worker's Compensation Insurance					14,532.00	14,532.00
Total 10-6400 · Insurance					58,089.38	58,089.38
10-6500 · Professional Services						
10-6520 · Legal Services						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
December 16, 2023 through January 12, 2024

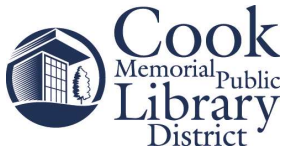
	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6520 - Legal Services	Bill	01/12/2024	238552	KLEIN, THORPE AND JENKINS, LTD.	742.50	742.50
10-6540 - Payroll Processing					742.50	742.50
	General Journal	12/28/2023	3591		439.32	439.32
	General Journal	01/10/2024	3599		781.12	1,220.44
Total 10-6540 - Payroll Processing					1,220.44	1,220.44
10-6550 - Documentation Publishing						
	Bill	01/12/2024	274980	PADDOCK PUBLICATIONS, INC.	36.80	36.80
	Bill	01/12/2024	274320	PADDOCK PUBLICATIONS, INC.	156.40	193.20
Total 10-6550 - Documentation Publishing					193.20	193.20
10-6575 - Miscellaneous Services & Fees						
	General Journal	12/29/2023	3593		105.00	105.00
	Bill	01/12/2024	112123-121923	SAM'S CLUB DIRECT	140.00	245.00
	Bill	01/12/2024	112123-121923	SAM'S CLUB DIRECT	1.89	246.89
Total 10-6575 - Miscellaneous Services & Fees					246.89	246.89
Total 10-6500 - Professional Services					2,403.03	2,403.03
10-6600 - Improvements						
10-6610 - Furniture						
10-6611 - Furniture - Admin						
	Credit Card Charge	12/31/2023	121323	Bed, Bath & Beyond - CMPL Credit Card	248.19	248.19
Total 10-6611 - Furniture - Admin					248.19	248.19
Total 10-6610 - Furniture					248.19	248.19
10-6650 - Copiers & Other Leased Equip						
	Bill	01/12/2024	43924701	KONICA MINOLTA	1,041.77	1,041.77
	Bill	01/12/2024	3106469839	PITNEY BOWES GLOBAL FINANCIAL SERVICES	504.72	1,546.49
Total 10-6650 - Copiers & Other Leased Equip					1,546.49	1,546.49
Total 10-6600 - Improvements					1,794.68	1,794.68
10-6700 - Community Relations						
10-6712 - Graphics						
	Credit Card Charge	12/31/2023	121223	Adobe Stock - CMPL Credit Card	29.99	29.99
	Credit Card Charge	12/31/2023	122023	Online Labels - CMPL Credit Card	24.82	54.81
Total 10-6712 - Graphics					54.81	54.81
10-6720 - Programming - Adult						
10-6721 - Programs - Performances						
	Credit Card Charge	12/31/2023	122023	Foreign Policy Assoc - CMPL Credit Card	765.20	765.20
	Bill	01/08/2024	JANUARY 9, 2024	GIBBONS, JIM	300.00	1,065.20
	Bill	01/08/2024	JANUARY 15, 2024	LUCKY ENTERTAINMENT	135.00	1,200.20
	Bill	01/12/2024	JANUARY 18, 2024	BRADFORD, BARRY	250.00	1,450.20
	Bill	01/12/2024	JANUARY 30, 2024	MADDOX, SUSAN K.	350.00	1,800.20
	Bill	01/12/2024	DEC 2023 - TAI CHI	HINSON, HAILEY AHANNA	120.00	1,920.20
	Bill	01/12/2024	DECEMBER - YOGA	HINSON, HAILEY AHANNA	120.00	2,040.20
	Bill	01/12/2024	DEC 23 - MEDITATION	HINSON, HAILEY AHANNA	120.00	2,160.20
Total 10-6721 - Programs - Performances					2,160.20	2,160.20
10-6722 - Book Discussions&Author Events						
	General Journal	12/19/2023	3589	BOOK BIN, THE	-2,210.00	-2,210.00
	Bill	01/12/2024	DECEMBER 21, 2023	BECKER-PEREZ, AMY	156.31	-2,053.69
Total 10-6722 - Book Discussions&Author Events					-2,053.69	-2,053.69

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
December 16, 2023 through January 12, 2024

	Type	Date	Num	Name	Paid Amount	Balance
10-6723 · Other Expenditures						
	Credit Card Charge	12/31/2023	112923	Amazon Marketplace.com - CMPL Credit Card	126.89	126.89
	Credit Card Charge	12/31/2023	121523	Amazon Marketplace.com - CMPL Credit Card	19.50	146.39
	Credit Card Charge	12/31/2023	122623	Amazon Marketplace.com - CMPL Credit Card	12.86	159.25
	Credit Card Credit	12/31/2023	122723	Amazon Marketplace.com - CMPL Credit Card	-19.50	139.75
	Credit Card Charge	12/31/2023	122023	Amazon Marketplace.com - CMPL Credit Card	8.99	148.74
	Bill	01/12/2024	112123-121923	SAM'S CLUB DIRECT	41.18	189.92
Total 10-6723 · Other Expenditures					189.92	189.92
10-6725 · Genealogy						
	Bill	01/08/2024	JANUARY 11, 2024	SCHATTNER, JACQUELINE	160.00	160.00
Total 10-6725 · Genealogy					160.00	160.00
10-6726 · Computer						
	Bill	01/12/2024	DECEMBER 13, 2023	MONTANO, ESTEVAN	150.00	150.00
	Bill	01/12/2024	DECEMBER 14, 2023	MONTANO, ESTEVAN	150.00	300.00
	Bill	01/12/2024	DECEMBER 18, 2023	MONTANO, ESTEVAN	150.00	450.00
	Bill	01/12/2024	JANAURY 25, 2024	MAYBERRY, MELISSA	150.00	600.00
Total 10-6726 · Computer					600.00	600.00
Total 10-6720 · Programming - Adult					1,056.43	1,056.43
10-6730 · Programming - Young Adult						
10-6731 · Programs - YA (Other)						
	Credit Card Charge	12/31/2023	121323	Amazon Marketplace.com - CMPL Credit Card	40.46	40.46
	Bill	01/12/2024	112123-121923	SAM'S CLUB DIRECT	46.38	86.84
Total 10-6731 · Programs - YA (Other)					86.84	86.84
Total 10-6730 · Programming - Young Adult					86.84	86.84
10-6740 · Programming - Children's						
	Credit Card Charge	12/31/2023	121323	Mariano's - CMPL Credit Card	95.87	95.87
	Credit Card Charge	12/31/2023	120123	Amazon Marketplace.com - CMPL Credit Card	32.98	128.85
	Credit Card Charge	12/31/2023	112923	Amazon Marketplace.com - CMPL Credit Card	15.46	144.31
	Credit Card Charge	12/31/2023	120623	Amazon Marketplace.com - CMPL Credit Card	18.38	162.69
	Credit Card Charge	12/31/2023	120623	Michaels - CMPL Credit Card	5.98	168.67
	Credit Card Charge	12/31/2023	120623	Amazon Marketplace.com - CMPL Credit Card	154.76	323.43
	Credit Card Charge	12/31/2023	121323	Amazon Marketplace.com - CMPL Credit Card	25.00	348.43
	Credit Card Charge	12/31/2023	121223	Amazon Marketplace.com - CMPL Credit Card	70.00	418.43
	Credit Card Charge	12/31/2023	121923	Michaels - CMPL Credit Card	20.94	439.37
	Credit Card Charge	12/31/2023	122023	Amazon Marketplace.com - CMPL Credit Card	313.27	752.64
	Credit Card Charge	12/31/2023	122723	Amazon Marketplace.com - CMPL Credit Card	156.50	909.14
	Credit Card Charge	12/31/2023	122723	Oriental Trading Co - CMPL Credit Card	14.98	924.12
	Credit Card Charge	12/31/2023	122723	Amazon Marketplace.com - CMPL Credit Card	86.26	1,010.38
	Bill	01/08/2024	JANUARY 13, 2024	ERICKSON, LAUREN	500.00	1,510.38
	Bill	01/12/2024	112123-121923	SAM'S CLUB DIRECT	29.96	1,540.34
Total 10-6740 · Programming - Children's					1,540.34	1,540.34
10-6760 · Promotions/Prizes						
10-6761 · Promotions/Prizes- Admin/Gen						
	Bill	01/12/2024	112123-121923	SAM'S CLUB DIRECT	39.42	39.42
Total 10-6761 · Promotions/Prizes- Admin/Gen					39.42	39.42
10-6763 · Promotions/Prizes - Children's						
	Bill	01/12/2024	2038002363	BAKER & TAYLOR - L5588902	942.89	942.89

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
December 16, 2023 through January 12, 2024

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6763 · Promotions/Prizes · Children's					942.89	942.89
Total 10-6760 · Promotions/Prizes					982.31	982.31
10-6780 · Digital Studios						
10-6781 · Digital Studios - Equipment						
	Credit Card Charge	12/31/2023	120723	VocalBooth.com - CMPL Credit Card	1,385.00	1,385.00
Total 10-6781 · Digital Studios - Equipment					1,385.00	1,385.00
Total 10-6780 · Digital Studios					1,385.00	1,385.00
Total 10-6700 · Community Relations					5,105.73	5,105.73
10-7000 · Debt Service						
	Bill	01/12/2024	0012120792	CAPITAL ONE PUBLIC FUNDING, llc	155,219.10	155,219.10
	Bill	01/12/2024	1593	CHASE	365,898.00	521,117.10
	Bill	01/12/2024	1592	CHASE	341,595.78	862,712.88
Total 10-7000 · Debt Service					862,712.88	862,712.88
20-8210 · Employer IMRF Disbursements						
	General Journal	12/28/2023	3592		15,046.11	15,046.11
	General Journal	01/10/2024	3600		16,373.78	31,419.89
Total 20-8210 · Employer IMRF Disbursements					31,419.89	31,419.89
20-8250 · Employer Soc Security Tax Disb						
	General Journal	12/28/2023	3592		15,169.19	15,169.19
	General Journal	01/10/2024	3600		14,576.11	29,745.30
Total 20-8250 · Employer Soc Security Tax Disb					29,745.30	29,745.30
Total Expense					1,631,071.19	1,631,071.19
Net Ordinary Income					-1,526,025.01	-1,526,025.01
Other Income/Expense						
Other Income						
10-9910 · Interfund Transfers - General						
	General Journal	12/29/2023	3601		-163,000.00	-163,000.00
Total 10-9910 · Interfund Transfers - General					-163,000.00	-163,000.00
60-9960 · Interfund Transfers-Spec Reserv						
	General Journal	12/29/2023	3601		163,000.00	163,000.00
Total 60-9960 · Interfund Transfers-Spec Reserv					163,000.00	163,000.00
Total Other Income					0.00	0.00
Other Expense						
60-9800 · Special Reserve Disbursements						
	Bill	01/12/2024	1650.0733	PRODUCT ARCHITECTURE + DESIGN	2,920.00	2,920.00
Total 60-9800 · Special Reserve Disbursements					2,920.00	2,920.00
Total Other Expense					2,920.00	2,920.00
Net Other Income					-2,920.00	-2,920.00
Net Income					-1,528,945.01	-1,528,945.01



Cook Memorial Public Library District

Librarian's Statistical Report - Page 1

December 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.

	December 2022			December 2023			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,183	32,028	39,211	6,856	33,457	40,313	2.81%
Reciprocal Borrowing Patrons	379	5,698	6,077	370	5,972	6,342	4.36%
Total	7,562	37,726	45,288	7,226	39,429	46,655	3.02%

Visitors

	December 2022	December 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Aspen Drive Library	11,742	14,373	22.41%	74,730	89,826	20.20%
Drive-Up	325	376	15.69%	2,276	2,400	5.45%
Cook Park Library	13,393	16,230	21.18%	98,302	111,888	13.82%
Drive-Up	1,082	1,090	0.74%	7,354	6,986	-5.00%
Outreach	547	625	14.26%	4,230	5,420	28.13%
Total	27,089	32,694	20.69%	186,892	216,520	15.85%

Program Attendance

	December 2022	December 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Adult	1,058	650	-38.56%	5,490	5,784	5.36%
Juvenile	2,124	2,621	23.40%	14,375	18,306	27.35%
Young Adult	896	1,237	38.06%	5,296	6,503	22.79%
	4,078	4,508	10.54%	25,161	30,593	21.59%

Special Services

	December 2022	December 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Reference Questions	5,034	4,945	-1.77%	29,315	32,627	11.30%
Technology Questions	701	807	15.12%	4,832	4,770	-1.28%
Library App Users	752	972	29.26%	4,193	5,683	35.54%
Online Databases*	4,712	3,658	-22.37%	22,258	25,350	13.89%
www.cooklib.org	109,237	33,173	-69.63%	604,348	204,984	-66.08%
Holds Placed	11,817	11,694	-1.04%	76,532	74,983	-2.02%
Holds Filled	10,399	10,269	-1.25%	67,189	64,489	-4.02%
Homebound Items Delivered	801	541	-32.46%	4,882	3,469	-28.94%

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

Collection Size

	December 2022					December 2023					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	50,464	43,237		93,701	34.12%	50,048	43,055		93,103	34.26%	-0.64%
Cook Park Library	58,496	106,120	151	164,767	59.99%	58,119	104,110	143	162,372	59.75%	-1.45%
Outreach	13,076	3,102	13	16,191	5.89%	13,538	2,737	13	16,288	5.99%	0.60%
Total	122,036	152,459	164	274,659		121,705	149,902	156	271,763		-1.05%

Librarian's Statistical Report - December 2023 - Page 2

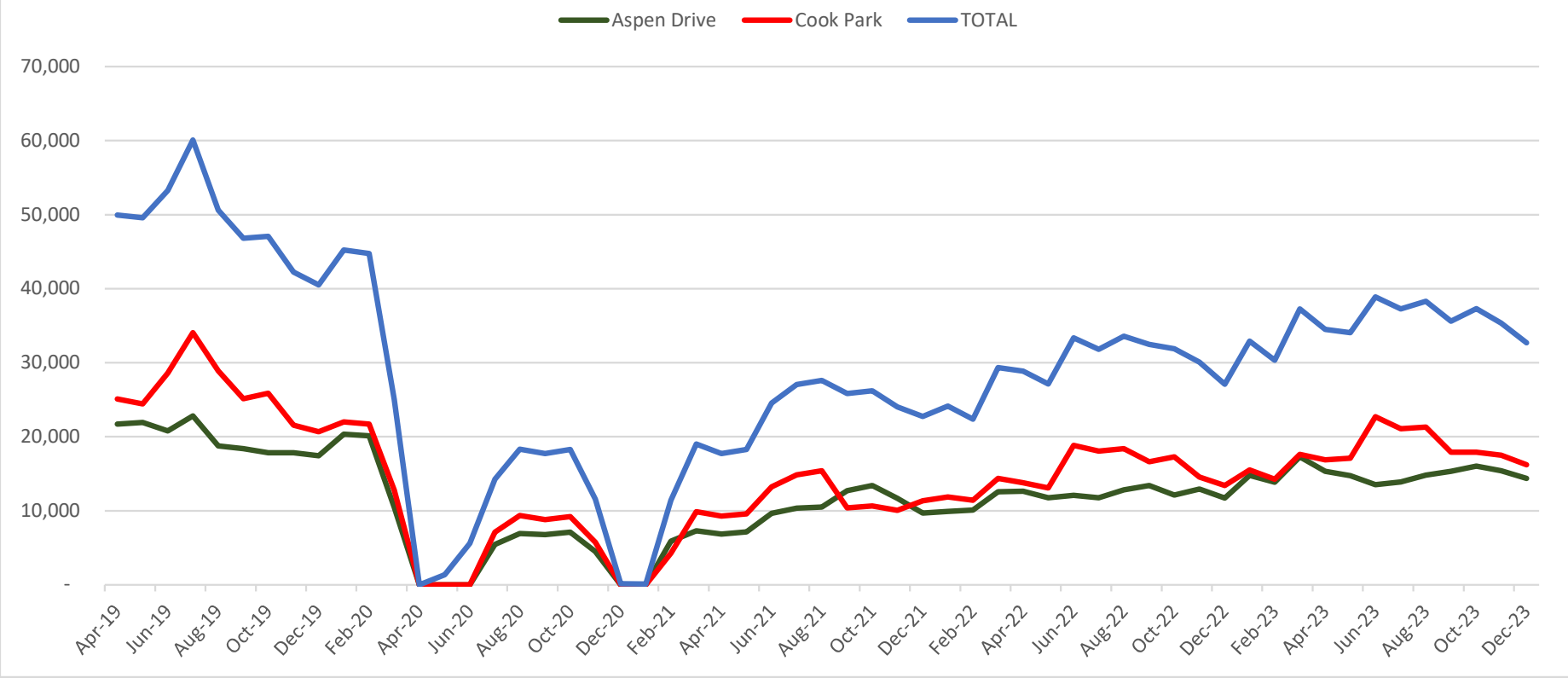
Circulation

	December 2022				December 2023				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	8,397	18,511		26,908	8,602	17,270		25,872	-3.85%
Large Type	1,095	16		1,111	1,102	18		1,120	0.81%
Nonfiction	6,802	4,288		11,090	6,906	4,535		11,441	3.17%
Periodicals	851	111		962	773	98		871	-9.46%
World Language	220	136		356	237	340		577	62.08%
Subtotal Print	17,365	23,062		40,427	17,620	22,261		39,881	-1.35%
Bags and Containers			7	7			26	26	271.43%
Equipment	188	0		188	250	5		255	35.64%
Interlibrary Loan			93	93			109	109	17.20%
LINKin	883			883	868			868	-1.70%
Multimedia		337		337		312		312	-7.42%
Other			12	12			4	4	-66.67%
Subtotal Other	1,071	337	112	1,520	1,118	317	139	1,574	3.55%
eAudiobooks			5,261	5,261			6,366	6,366	21.00%
eBooks			7,116	7,116			7,748	7,748	8.88%
eMagazines			241	241			291	291	20.75%
eMusic			236	236			275	275	16.53%
eVideo			846	846			1,310	1,310	54.85%
Subtotal Downloadables			13,700	13,700			15,990	15,990	16.72%
Audiobooks	378	303		681	406	523		929	36.42%
Compact Discs	2,644	235		2,879	2,426	140		2,566	-10.87%
DVDs, Blu-Ray	7,208	2,547		9,755	7,715	2,524		10,239	4.96%
Video Games	565	719		1,284	570	731		1,301	1.32%
Subtotal Audiovisual	10,795	3,804		14,599	11,117	3,918		15,035	2.99%
Grand Total All Agencies	29,231	27,203	13,812	70,246	29,855	26,496	16,129	72,480	3.18%

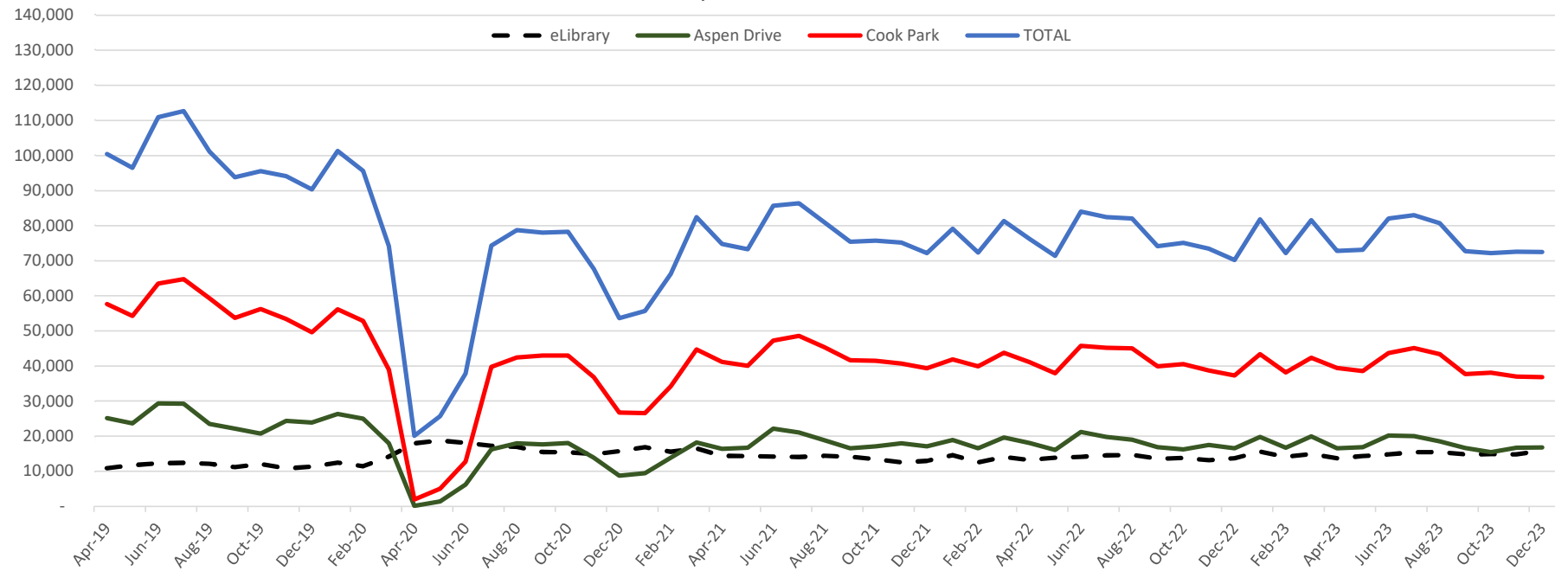
Agency Subtotals

	December 2022	December 2023	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Downloadables	13,700	15,990	16.72%	83,368	91,347	9.57%
Aspen Drive Library	16,495	16,768	1.66%	105,985	104,048	-1.83%
Cook Park Library	37,297	36,827	-1.26%	246,739	238,237	-3.45%
Outreach	2,754	2,895	5.12%	21,404	20,095	-6.12%
Total	70,246	72,480	3.18%	457,496	453,727	-0.82%

Visitors April 2019 - December 2023



Checkouts April 2019- December 2023





Report of the Director

January 2024

David Archer, Library Director

Odds & Ends from Library Staff

1. Middle School Librarian Kevin Wonch was invited by Highland Middle School to attend their **afterschool gaming club**, where he introduced the middle school students to the library's collection of video games and video game programs. The 25 students in attendance had a great time learning about what the library had to offer, and enjoyed playing games on the library's gaming console, which Kevin brought with, as an example of the fun programming the library has each month for middle school students. -- *Melissa Phillips, Senior Manager of Children's Services*
2. **Things in Digital Services have been busy.** A few months ago we doubled some of our most popular Roku streaming services and added Peacock and Amazon Prime. Then this month we added circulating VUDU Rokus to our collection. The library's VUDU Roku is kind of like checking out a library's worth of HOT PICK movies. When the library purchases Blu-rays that come with a digital code, we input those codes into a library VUDU account. We add new titles every month and now patrons can check out a Roku with access to this entire movie collection. In other news, we installed a window panel into our existing vocal booth in the Cook Park studio and the new library website keeps moving along as we continue to fine tune things with our web developer. On the staff side of things we are working hard to integrate more of our technology services into Microsoft 365 over the next few months, working alongside our IT vendor to update Microsoft Teams, migrate our onsite email and calendar into 365, improve our roaming profiles, and migrate our SharePoint site to 365. All of which will put us on a solid foundation going forward and give staff improved workflows and tools. -- *Nate Gass, Digital Services Manager*
3. Genealogy Librarian Daniel Smith and Local History Librarian Jenny Barry recently updated and expanded the "**Lake County Genealogy Resources**" guide which details the library materials that are most useful to those researching Lake County ancestors. More specifically, this guide highlights local history resources, maps, newspapers, church records, yearbooks, etc. and includes print and online options. It is currently available in print at any reference desk and will be available online soon. -- *Daniel Smith, Genealogy Librarian*
4. As part of Goal D4 of the Strategic Plan, we are striving to enhance internal communications and share the Library's story, TREATS 'n' Meets continue to be well received.

Staff are enthusiastic about learning about others' work in the library. In January, Circulation staff will talk about Circulation's Role in **Registering New Patrons**. In February, Amy Heatherman and Katie DuClos will be talking about **Interlibrary Loan** and LINKin.

The first edition of a regular newsletter will go out to staff soon. It will include communication tips, department updates and a short profile of a staff member.

-- *Katie DuClos, Technical Services Manager*

5. A little about TS: Acquisitions: Technical Services can be divided into five areas. Two staff members, Nicole and Sandy, make up one area, Acquisitions. They are responsible for purchasing all library supplies from computers to toilet paper, and all the materials for the collection. For example, when Children's needs googly eyes for a craft, they let Acquisitions know. When a Selector wants to purchase a title, they prepare an order and Nicole and Sandy place it. When purchases arrive, they receive them and direct them to the correct location. Nicole and Sandy are tough negotiators, maintain excellent records and strive to make sure the library spends money and staff time efficiently. It isn't unusual for them to use a coupon, identify a less expensive vendor, or identify a hard-to-get title and run to Barnes & Noble for extra copies. They are an indispensable part of Technical Services. -- *Katie DuClos, Technical Services Manager*
6. The Library recently offered outreach visits with **special storytimes** to six classes at two early learning centers in just two days. On December 7th, Early Learning Specialist Deena Gillespie and Library Assistant and storytime presenter Emily Schultz conducted outreach storytime visits at Lincoln Early Learning Center. Emily and Deena made visits to four different classrooms, serving 139 children and 21 adults. On January 11th, Deena presented the Wonders of Winter story time at East Lake Academy where she saw two PreK classes totaling 25 children and 2 adults.
-- *Melissa Phillips, Senior Manager of Children's Services*
7. In celebration of the end of the **fall Super Readers program**, staff from Library's early learning team visited 692 children in 45 classrooms at 12 early childhood centers. During each visit, a library staff member celebrated completion of the fall Super Readers program and launched the winter Super Readers. For successful completion of the fall program, each child received a coupon for a free book to be redeemed at the library, and each school was presented with a new book to keep. Library staff presenting at the early childhood centers were Vijaya Char, Maura Czerwinski, Deena Gillespie, and Emily Schultz.
-- *Melissa Phillips, Senior Manager of Children's Services*

Cook Memorial Public Library District

Investment Maturity Schedule

December 31, 2023

	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Total
Special Reserve Fund:													
Bell ST BK & TR Fargo ND (10/12/22)	21-Oct-2022	22-Jan-2024	245,000	4.15%	245,000								245,000
Ally BK Midvale UT CD (05/11/22)	19-May-2022	20-May-2024	245,000	2.95%		245,000							245,000
Southeast Bank Athens TN CD (02/17/23)	24-Feb-2023	24-May-2024	125,000	4.80%		125,000							125,000
River City BK INC KY CD (9/07/23)	13-Sep-2023	12-Sep-2024	245,000	5.35%			245,000						245,000
Cross River Bank Teaneck NJ CD (06/13/23)	23-Jun-2023	23-Dec-2024	245,000	5.25%				245,000					245,000
Celtic BK Salt Lake City, UT CD (09/07/23)	19-Sep-2023	19-Mar-2025	245,000	5.25%					245,000				245,000
Israel DISC BK New York, NY CD (09/07/23)	15-Sep-2023	15-Sep-2025	245,000	5.15%							245,000		245,000
Flagstar BK Natl Assoc Hicksville, AZ (12/11/23)	13-Dec-2023	15-Dec-2025	245,000	4.75%								245,000	245,000
Total Special Reserve			1,840,000		245,000	370,000	245,000	245,000	245,000	-	245,000	245,000	1,840,000
General Fund:													
Customers BK Phoenixville PA CD (11/15/22)	22-Nov-2022	22-Feb-2024	245,000	4.80%	245,000								245,000
RBS Citizens NA Providence, RI CD (10/05/23)	11-Oct-2023	11-Jul-2024	245,000	5.50%			245,000						245,000
UBS BK Salt Lake City UT CD (02/21/23)	24-Feb-2023	26-Aug-2024	245,000	4.80%			245,000						245,000
Optum BK Draper, Utah CD (10/04/23)	16-Oct-2023	16-Apr-2025	245,000	5.45%						245,000			245,000
Optum BK Draper, Utah CD (12/11/23)	22-Dec-2023	23-Jun-2025	245,000	5.00%						245,000			245,000
Western Alliance BK Phoenix, AZ CD (10/04/23)	16-Oct-2023	16-Oct-2025	245,000	5.30%								245,000	245,000
Total General Fund			1,470,000		245,000	-	490,000	-	-	490,000	-	245,000	1,470,000
Total Investments			3,310,000		490,000	370,000	735,000	245,000	245,000	490,000	245,000	490,000	3,310,000

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
30-Sep-2023	Ending Balance			980,000.46	2,085,000.00	0.00	3,065,000.46	56,510.45	51,153.96	107,664.41	21,389.37	5,822.03	4.77	5.41	27,221.58
4-Oct-2023	Optum BK Draper, Utah CD (10/16/23)	Purchase	5.45% - Due 04/16/25	245,000.00			245,000.00								0.00
4-Oct-2023	Western Alliance BK Phoenix, AZ CD (10/16/23)	Purchase	5.30% - Due 10/16/25	245,000.00			245,000.00								0.00
5-Oct-2023	RBS Citizens NA Providence, RI CD (10/11/23)	Purchase	5.50% - Due 07/11/24	245,000.00			245,000.00								0.00
10-Oct-2023	BMW BK North Amer Salt Lake City UT CD	Maturity & Interest			(245,000.00)		(245,000.00)					434.62			434.62
10-Oct-2023	GE Cap Retail BK Draper UT CD	Maturity			(245,000.00)		(245,000.00)					496.71			496.71
19-Oct-2023	Celtic BK Salt Lake City, UT CD	Interest					0.00					1,057.19			1,057.19
23-Oct-2023	Bell ST BK & TR Fargo ND CD	Interest					0.00					835.68			835.68
24-Oct-2023	UBS BK Salt Lake City UT CD	Interest					0.00				966.58				966.58
31-Oct-2023	Chase Bank	Interest					0.00	2.46	2.23	4.69			2.46	2.23	4.69
31-Oct-2023	Ending Balance			1,715,000.46	1,595,000.00	0.00	3,310,000.46	56,512.91	51,156.19	107,669.10	22,355.95	8,646.23	7.23	7.64	31,017.05
20-Nov-2023	Sandy Spring BK Olney MD CD	Maturity & Interest		(245,000.00)			(245,000.00)				2,933.96				2,933.96
22-Nov-2023	Customers BK Phoenixville PA CD	Interest					0.00				5,928.33				5,928.33
24-Nov-2023	UBS BK Salt Lake City UT CD	Interest					0.00				998.79				998.79
20-Nov-2023	Ally BK Midvale UT CD	Interest					0.00					3,643.45			3,643.45
20-Nov-2023	Celtic BK Salt Lake City, UT CD	Interest					0.00					1,092.43			1,092.43
21-Nov-2023	Bell ST BK & TR Fargo ND CD	Interest					0.00					863.54			863.54
30-Nov-2023	Chase Bank	Interest					0.00	2.31	2.09	4.40			2.31	2.09	4.40
30-Nov-2023	Ending Balance			1,470,000.46	1,595,000.00	0.00	3,065,000.46	56,515.22	51,158.28	107,673.50	32,217.03	14,245.65	9.54	9.73	46,481.95
11-Dec-2023	BMO Harris BK Natl Assn CD	Maturity		(245,000.00)			(245,000.00)								0.00
11-Dec-2023	Optum BK Draper, Utah CD (12/11/23)	Purchase	5.00% - Due 06/23/25	245,000.00			245,000.00								0.00
11-Dec-2023	BMO Harris BK Natl Assn CD	Interest					0.00				3,087.67				3,087.67
26-Dec-2023	UBS BK Salt Lake City UT CD	Interest					0.00				966.58				966.58
11-Dec-2023	Flagstar BK Natl Assn Hicksville, AZ CD (12/13/23)	Purchase	4.75% - Due 12/15/25		245,000.00		245,000.00								0.00
19-Dec-2023	Celtic BK Salt Lake City, UT CD	Interest					0.00					1,057.19			1,057.19
21-Dec-2023	Bell ST BK & TR Fargo ND CD	Interest					0.00					835.68			835.68
26-Dec-2023	Cross River Bank Teaneck NJ CD	Interest					0.00					6,448.87			6,448.87
29-Dec-2023	Chase Bank						0.00	2.23	2.02	4.25			2.23	2.02	4.25
31-Dec-2023	Ending Balance			1,470,000.46	1,840,000.00	0.00	3,310,000.46	56,517.45	51,160.30	107,677.75	36,271.28	22,587.39	11.77	11.75	58,882.19

Position Summary

Cook Memorial Public Library

Report date as of Dec 29, 2023

Report run time: January 02, 2024 05:07 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Inc	Cost Yld		
... 6412 / Cook Memorial PLD General			1,470,000		1,472,903	2,903	0.20	75,582	5.13		
								9,545	5.14		
Corporate Bond			1,470,000		1,472,903	2,903	0.20	75,582	5.13		
								9,545	5.14		
245,000	CUSTOMERS BK PHOENIXVILLE PA C/D FDIC INS TO LIMITS 23204HMH8060	2024-02-22	245,000	99.95	244,880	-120	-0.05	11,760	4.80	4.80	5.01
								1,160	4.80		
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBC2060	2025-04-16	245,000	100.46	246,131	1,131	0.46	13,352	5.42	5.45	5.07
								2,670	5.45		
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBW8060	2025-06-23	245,000	100.03	245,079	79	0.03	12,250	5.00	5.00	6.00
								201	5.00		
245,000	RBS CTZNS NA PROVIDENCE RI C/D FDIC INS TO LIMITS 75524KRC0060	2024-07-11	245,000	100.20	245,492	492	0.20	13,475	5.49	5.50	5.05
								2,917	5.50		
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90355GBR6060	2024-08-26	245,000	99.82	244,549	-451	-0.18	11,760	4.81	4.80	0.00
								0	4.80		
245,000	WESTERN ALLIANCE BK PHOENIX C/D FDIC INS TO LIMITS 95763PQF1060	2025-10-16	245,000	100.72	246,771	1,771	0.72	12,985	5.26	5.30	4.87
								2,597	5.30		
... 6414 / Cook Memorial PLD Special Res			1,840,000		1,839,309	-691	-0.04	86,482	4.70		
								10,936	4.70		
Corporate Bond			1,840,000		1,839,309	-691	-0.04	86,482	4.70		
								10,936	4.70		
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	245,000	99.15	242,917	-2,083	-0.85	7,228	2.98	2.95	5.03
								772	2.95		

Position Summary

Cook Memorial Public Library

Report date as of Dec 29, 2023

Report run time: January 02, 2024 05:07 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	BELL ST BK & TR FARGO N D CD C/D FDIC INS TO LIMITS 07815ACF2060	2024-01-22	245,000	99.94	244,845	-155	-0.06	10,168 0	4.15 4.15	4.15	0.00
245,000	CELTIC BK SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 15118RJ24060	2025-03-19	245,000	100.20	245,499	499	0.20	12,862 0	5.24 5.25	5.25	0.00
245,000	CROSS RIV BK TEANECK N J CD C/D FDIC INS TO LIMITS 227563CW1060	2024-12-23	245,000	100.05	245,132	132	0.05	12,862 176	5.25 5.25	5.25	5.18
245,000	FLAGSTAR BK NATL ASSN HICKSVI C/D FDIC INS TO LIMITS 33847GBL5060	2025-12-15	245,000	99.93	244,834	-166	-0.07	11,638 478	4.75 4.75	4.75	4.78
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076UG0060	2025-09-15	245,000	100.41	245,993	993	0.41	12,618 3,595	5.13 5.15	5.15	4.90
245,000	RIVER CITY BK INC KY CD 5.3 C/D FDIC INS TO LIMITS 76804EAG2060	2024-09-12	245,000	100.12	245,298	298	0.12	13,108 3,842	5.34 5.35	5.35	5.09
125,000	SOUTHEAST BANK ATHENS TENN CD C/D FDIC INS TO LIMITS 84133PFM5060	2024-05-24	125,000	99.83	124,791	-209	-0.17	6,000 2,071	4.81 4.80	4.80	5.18
Total For Accounts held at JPMS, member FINRA and SIPC			3,310,000		3,312,212	2,212	0.07	162,065 20,481	4.89 4.90		

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

Please note disclosures and glossary included herein for important information about this report. Only the details for your investment account(s) are included on this page.

J.P.Morgan

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
30-Sep-2023	Ending Balance			3,597,002.96	48,648.43
3-Oct-2023	Maintenance Fee Reversal	Fee Reversal		210.00	
17-Oct-2023	Maintenance Fee	Fee	Analysis for 09/23	(105.00)	
31-Oct-2023	Wintrust Bank	Interest	For October 2023	17,604.42	17,604.42
31-Oct-2023	Ending Balance			3,614,712.38	66,252.85
17-Nov-2023	Maintenance Fee	Fee	Analysis for 10/23	(105.00)	
30-Nov-2023	Wintrust Bank	Interest	For November 2023	16,544.37	16,544.37
30-Nov-2023	Ending Balance			3,631,151.75	82,797.22
18-Dec-2023	Maintenance Fee	Fee	Analysis for 11/23	(105.00)	
29-Dec-2023	Wintrust Bank	Interest	For December 2023	15,914.20	15,914.20
31-Dec-2023	Ending Balance			3,646,960.95	98,711.42

Cook Memorial Public Library District					
Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund					
Date	Investment	Transaction Type	Description	Running Balance	Interest Income
30-Sep-2023	Ending Balance			943,774.23	16,696.39
31-Oct-2023	Wintrust Bank	Interest	For October 2023	4,577.46	4,577.46
31-Oct-2023	Ending Balance			948,351.69	21,273.85
30-Nov-2023	Wintrust Bank	Interest	For November 2023	4,301.65	4,301.65
30-Nov-2023	Ending Balance			952,653.34	25,575.50
29-Dec-2023	Wintrust Bank	Interest	For December 2023	4,137.38	4,137.38
31-Dec-2023	Ending Balance			956,790.72	29,712.88

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: The Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the “*Policy*”) adopted by The Board of Library Trustees (the “*Board*”) of the Cook Memorial Public Library District, Lake County, Illinois (the “*District*”), on the 18th day of June, 2013, I have prepared a report reviewing the District’s contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District’s compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the "IRS") has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 16th day of January, 2024.

By 
Crystal Edwards, Compliance Officer



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: January 16, 2024

FROM: David Archer, Library Director

AGENDA ITEM: 10a - Review of Per Capita Grant Requirements

In order to be eligible for Illinois Public Library Per Capita grants, libraries are required to review a checklist to determine if they meet - or show progress in meeting - dozens of standards. The Library receives approximately \$90,000 annually in Per Capita grant funds. Last year, the Library met all standards with the exception of three which were in the process of being met. Please find attached the checklists adopted by the Illinois Library Association, which notes our compliance with the vast majority of standards.

Comments:

1. Standard: the library has a disaster plan.
UPDATE: The Library's Emergency Manual now also serves as a disaster manual, with contact information for key staff, utilities, vendors, and insurance carriers. The Manual contains instructions for a variety of emergency scenarios including water, electrical and mechanicals.
2. Standard: the library has a communications plan.
UPDATE: Not formally completed, but all details for emergency communications are documented.
3. Standard; the Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.
UPDATE: A written plan was drafted last year detailing which responsibilities would be delegated to staff members should senior staff members leave unexpectedly. Additionally, recent organizational changes have elevated the responsibilities of a number of staff members who will be in a position to potentially fill leadership roles within the organization.

SERVING OUR PUBLIC 4.0
STANDARDS
FOR **ILLINOIS**
PUBLIC
LIBRARIES

ILLINOIS LIBRARY ASSOCIATION 2020

Governance and Administration Checklist

- ☒ Library has an elected or appointed board of trustees.
- ☒ Library has a qualified library administrator.
- ☒ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- ☒ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ☒ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ☒ Library has a mission statement and a long-range/strategic plan.
- ☒ Library maintains an understanding of the community by surveys, hearings, and other means.
- ☒ Library board reviews library policies on a regular basis.
- ☒ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- ☒ Library develops an orientation program for new board members.
- ☒ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- ☒ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ☒ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- ☒ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- ☒ Library maintains insurance covering property and liability, including volunteer liability.
- ☒ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

Personnel Checklist

- ☒ Library has a board-approved personnel policy.
- ☒ Library has staffing levels that are sufficient to carry out the library's mission.
- ☒ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ☒ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- ☒ Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- ☒ Library gives each new employee a thorough orientation.
- ☒ Library evaluates staff annually.
- ☒ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ☒ Library provides staff access to library literature and other professional development materials.
- ☒ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ☒ The library complies with state and federal laws that affect library operations.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

Access Checklist

- ☒ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- ☒ At least once every five years, the board directs a review of the library's long-term space needs.
- ☒ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- ☒ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- ☒ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- ☒ The library has the minimum required number of parking spaces.
- ☒ The library's entrance is easily identified, clearly visible, and well lighted.
- ☒ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ☒ The library has adequate internal signage.
- ☒ The library's lighting levels comply with lighting standards.
- ☒ All signage is in compliance with applicable federal, state, and local regulations.
- ☒ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ☒ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ☒ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ☒ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- ☒ Shelving in the areas serving young children is scaled to their needs.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Safety Checklist

- ☒ The library provides a list of emergency call numbers at all staff phones in the library.
- ☒ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- ☒ The library has an emergency manual and disaster plan.
- ☒ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- ☒ The library provides a call list and contact information that is reviewed biannually.
- ☒ Emergency medical supplies are stored in a designated location and are accessible to staff.
- ☒ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- ☐ A prioritization list shows what should be salvaged in order of importance. **(**Included in updated disaster plan)**
- ☒ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- ☒ A procedure exists for letting staff know when it is unsafe to enter the building.
- ☒ The library has a designated tornado shelter.
- ☒ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- ☒ The library provides adequate security for staff, users, and collections.
- ☒ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- ☒ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- ☒ Copies of the emergency manual and disaster plan are provided to community safety personnel. ****N/A**
- ☒ A policy for security camera usage has been adopted and signage is posted.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
 - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
 - b. Library budgets should put priority on purchasing materials that best serve their community.
 - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
 - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Collection Management Checklist

- ☒ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- ☒ Library budgets should put priority on purchasing materials that best serve their community.
- ☒ The library has a written collection development policy approved by the board.
- ☒ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ☒ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☒ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

- ☒ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ☒ The library publicizes and promotes interlibrary loan to its patrons.
- ☒ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reference Service Checklist

- ☒ All basic services are available when the library is open.
- ☒ The library has a reference service policy.
- ☒ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ☒ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ☒ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ☒ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ☒ The library provides easy access to accurate and up-to-date community information.
- ☒ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ☒ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ☒ The library provides access to local and state maps.
- ☒ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ☒ The library provides voter information, including precinct boundaries and location of polling places.
- ☒ The library provides information about local history and events.
- ☒ The library has at least one current reference resource for each subject area.
- ☒ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ☒ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ☒ The library evaluates its reference service on an annual basis.

Reader's Advisory Service Checklist

- ☒ All basic services are available when the library is open.
- ☒ The library has competently trained staff that has thorough knowledge of popular authors and titles.
- ☒ The library maintains a well-rounded collection of both fiction and nonfiction titles.
- ☒ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- ☒ The library maintains a basic collection of reader's advisory reference materials.
- ☒ All staff members attend at least one relevant continuing education event each year.
- ☒ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
- ☒ Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
- ☒ The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Programming Checklist

- ☒ Library programs are provided free of charge, or on a cost recovery basis.
- ☒ Library programs are located in a physically accessible location.
- ☒ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ☒ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ☒ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ☒ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ☒ The library provides outreach programs to specific populations who cannot visit the library.
- ☒ The library has programming that seeks to serve children and their caregivers.
- ☒ The library has programming that seeks to serve young adults.
- ☒ The library has programming that seeks to serve adults and senior citizens.
- ☒ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ☒ The library is encouraged to partner with other organizations to offer programs.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

- ☒ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- ☒ The wait time for patron workstations does not exceed 15 to 30 minutes.
- ☒ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- ☒ The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, and/or text messaging services, and/or a library email account.
- ☒ The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- ☒ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- ☒ The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
- ☒ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- ☒ The library has a board-adopted Internet acceptable use policy.
- ☒ The Internet acceptable use policy is reviewed annually.
- ☒ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- ☒ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- ☑ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- ☑ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
- ☑ The library protects the integrity, safety, and security of its technological environment.
- ☑ The library's automated catalog and its components comply with current state, national, and international standards.
- ☑ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

- ☐ The library has a communications plan that supports the library's long-range/strategic plan. **** (Update in progress)**
- ☒ The library staff and trustees participate in two or more cooperative activities with other community organizations.
- ☒ The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - ☒ flyers
 - ☒ brochures
 - ☒ website
 - ☒ newsletter
 - ☒ posters
 - ☒ banners
 - ☒ displays
 - ☒ podcasting
 - ☒ presentations
 - ☒ speeches
 - ☐ billboards
 - ☐ other
- ☒ The library maintains at least one social media account.
- ☒ The library invites local, state, and federal officials to visit the library.
- ☒ The library's website is updated at least monthly.
- ☒ The board, administration, and staff conduct an annual library walk-through. **** (management team)**
- ☒ The board, administration, and appropriate staff visit other libraries.
- ☒ The budget includes funds for public relations and marketing activities.
- ☒ The library's promotional methods and services are ADA compliant.
- ☒ A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- ☒ The library's staff receives customer service and marketing training.
- ☒ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- ☒ The library surveys patrons and the community to judge awareness of the library's programs and services.



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: January 16, 2024

FROM: David Archer, Library Director

AGENDA ITEM: 10c - Approval of Resolution 2023-2024/16

Attached please find the following:

1. Resolution accepting the lowest qualified bidder for the Cook Park Study & Conference Room Project and authorizing an increase of \$13,106 in the Project Budget to accommodate a necessary change.
2. Letter of Recommendation from Product Architecture to award the construction contract to Red Feather Construction, totaling \$88,530.
3. Revised Project Budget, reflecting the latest actual and projected costs.
4. Email and attachments from Mid-America Carpenters Union (*note: Library attorney Jim Ferolo was contacted about this communication and will prepare a memorandum for the Board in advance of Tuesday's meeting*).

The initial projected estimate for construction costs for the Project was \$64,598. Since the Board last met, it was determined that there was insufficient sound attenuation above the ceiling in the study rooms and conference room, which would have resulted in noise carrying over into adjacent rooms. This necessitated the addition of gypsum soffits above the ceilings, which increased the total construction cost to \$88,530 for the lowest bidder.

It is worth noting that, despite this adjustment, the actual costs for furniture and architect & engineering services came in lower than budgeted. Consequently, the adjusted proposed Project budget has increased by only \$13,000. Additionally, the contingency of \$11,425 is fully intact. If left untouched, this would result in the Project coming in only slightly above the original budget.

**RESOLUTION ACCEPTING BIDS, AWARDING CONTRACT, AND
ADJUSTING BUDGET FOR THE COOK PARK LIBRARY STUDY & CONFERENCE
ROOM PROJECT.**

WHEREAS, at the October 17, 2023 board meeting, the Library Board of Trustees (“Board” or “Trustees”) unanimously approved Resolution 2023-2024/9, establishing a budget of \$194,489 and authorizing Product Architecture + Design (“Architects”) to provide design, engineering and bid administration services for the Cook Park Study and Conference Room project (“Project”); and

WHEREAS, it was determined by the Architects and the Library Director that the addition of soffits at a cost of \$13,106 is needed above the ceilings for both the study rooms and conference room for sound attenuation; and

WHEREAS, on December 13, 2023, pursuant to the Public Library District Act of 1991, 75 ILCS 16/40-45, the Library publicly advertised for sealed bids which included additional work for soffits; and

WHEREAS, after reviewing six (6) bids for the required specifications and accuracy, the Architects determined that Red Feather Construction submitted the lowest responsible bid in the amount of \$88,530 shown in the Letter of Bid Award Recommendation attached hereto as Exhibit A; and

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

Section 1. That the Board approves a revised Project budget of **\$207,595** to accommodate the addition of soffits above the ceilings for both the study rooms and conference room.

Section 2. That the Board authorizes the Board President and Secretary to execute a contract with Red Feather Construction as set forth in Exhibit A subject to final review of the contracts by the Library Board Director and/or Library Attorney:

Section 3. This Resolution is effective upon its passage.

ADOPTED this 16th day of January 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Deb Ader
President, Board of Library Trustees
Cook Memorial Public Library District

ATTEST:

Karen Singer
Secretary, Board of Library Trustees
Cook Memorial Public Library District

January 11, 2024

Memorandum

Cook Park Library: Interior Renovation Project

re: Letter of Recommendation to Award

Cook Memorial Public Library District
David Archer, Library Director
413 N. Milwaukee Ave
Libertyville, IL 60048

Mr. Archer:

On January 10, 2024 at 1:00 pm, the Cook Memorial Public Library District accepted 6 bids for the interior renovation project at the Cook Park Library. The low bid was submitted by Red Feather Group with a total base bid of \$88, 530.00 (see attached Bid Form & Bid Tabulation Form). The total project estimate was \$64,598.00. (see attached Budget + Bid Review Form). The difference in cost is attributed to the addition of gypsum soffits above the ceilings for both the main study rooms and the lower level conference room in addendum #2 that were not include in the approved budget estimate.

On January 11, 2024 at 9:00 am, Dan Pohrte of product Architecture + Design spoke with Damian Polesuk representing Red Feather Group to review the scope of the project and the submitted bid. The contract documents including the drawings, the written scope of work, the bid form, the instructions to bidder, and addendum #1 & #2 were reviewed and all scope was accounted for by Mr. Polesuk as included in their submitted bid. We also reviewed the schedule with the proposed March 21, 2024 install of the KI demountable partitions and Mr. Polesuk was confident that their company could meet that deadline. They are not currently part of any litigation directly related to any projects that they have performed work on as the lead or sub-contractor.

Our company completed a new lower level family restroom at the Hinsdale Public Library with the Red Feather Group that was of similar value with a more complicated scope. The company was professional both as managers of the projects and on site with the public and staff and delivered a quality project to the library. The schedule was extended due to the discovery of underground water once the slab was opened up for the new plumbing but the situation was resolved and the project was able to move forward with little to no additional cost.

At this time and considering the information above, we would ask that the library award the project to Red Feather Group for a total project cost of \$88,530.00. We would also ask that project construction contingency of \$11,425.00 be approved for use related to unforeseen conditions with the condition of approval by the library for a total project cost of \$99,955.00.

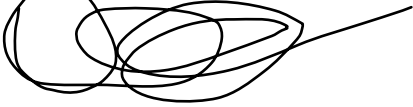
Upon the Library Board's approval to award, product Architecture + Design will draft the AIA A105-2007 contract for review and signature by the library's attorney and Red Feather Group who will then provide the required performance and payment bond.

Exhibit A

product architecture + design

If you have any questions, please do not hesitate to contact me directly at (773) 837-0447 or dpohrte@product-architects.com

Best-

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Dan Pohrte
product Architecture + Design

EXHIBIT A

Cook Park Library Interior Renovation: Budget + Bid Review 01.10.24

	Budget	Bid	Notes:
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Construction:

Lower Level Conference Room	\$19,000		
Main Level Conference Room	\$20,500		
Administrative Office	\$6,000		
General Conditions:	\$19,098		
Total Construction Cost:	\$64,598	\$88,530	Red Feather Construction Low Bid
Project Contingency:	\$11,425	\$11,425	
Architects Fees:	\$17,200	\$13,650	

Furniture:

Main Level Study Rooms	\$10,000	\$8,312	LFI Quote
Lower Level Conference Room	\$10,000	\$4,412	KI Quote

KI Wall System:

Lower Level Conference Room	\$19,698	\$19,698	
Main Level Study Rooms	\$51,347	\$51,347	
Administrative Offices	\$10,221	\$10,221	

Total Project Cost:	\$194,489	\$207,595	
		\$13,106	Difference

Exhibit A

December 11, 2023

Bid Proposal Form

Cook Park Library: Interior Renovation Project

Bids Due: Wednesday, January 10, 2024 at 1:00 P.M.CST**Bid Proposal for:**

Cook Memorial Public Library District ("Owner" herein)
 David Archer, Library Director
 413 N. Milwaukee Ave
 Libertyville, IL 60048

Non-Mandatory Pre Bid Walk-Thru:**Monday, December 18, 2023 | 8:00 A.M. at the Library****Bid Due Date:****Wednesday, January 10, 2024 | 1:00 P.M. at the Library****Included in Sealed Bid:**

Lump Sum Base Bid Proposal Form
 Bid Guarantee in the form of a Bid Bond, Certified Check
 or Bank Draft in an amount equal to and not less than ten
 percent (10%) of the Bid and made payable to the Board
 of Trustees, Cook Memorial Public Library District.

Bidder Information:

Red Feather Group

(Name of Company)

John Soachki

President

(Name of Bidder)

(Title)

711 Becker Road, Glenview, IL, 60025

(Street Address, City, State, Zip)

847 710 3930

(Telephone Number)



January 10, 2024

(Signed | Dated)

2022

Bid Bond: Bid Guarantee equal to 10% of the bid amount Included JS (initial)**Base Bid**

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site, including the Drawings and Addenda, the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

EIGHTY EIGHT THOUSAND FIVE HUNDRED THIRTY DOLLARS (\$ 88,530.00)

Cook Park Library: Interior Renovation Project
 December 11, 2023: ISSUE FOR BID

EXHIBIT A

product architecture + design

Bid Description:

By submitting this bid the bidder named above acknowledges:

- a) It has received the contract documents including:
1. Instructions to Bidders (including all riders A,B,C) dated 12.11.23.
 2. Project Scope or Work dated 12.11.23
 3. Construction Documents & Plans produced by product Architecture + Design, Titled Cook Park Library: Interior Renovation Issue for Bid dated 12.11.2023 including sheets: A0.0, A1.0, A1.1 A2.0, A2.1 E1.0, E1.1, E2.0, E2.1, E3.0, E3.1, E4.0, HV1.0, HV1.1, HV2.0, FP1.1.
 4. KI Demountable Partition Shop Drawings dated 12.11.23 for reference.
 5. Addenda: The above signed further acknowledges receipt of the Addenda as listed below and represents that any additions to, modifications of, or deletions from the Work specified, as called for in these Addenda are included in the Base Bid Sum

<u>ADDENDUM NUMBER</u>	<u>DATE</u>
<u>1</u>	<u>1/4/24</u>
<u>2</u>	<u>1/4/24</u>
<u> </u>	<u> </u>

- b) That the form of contract to be used for the project is the American Institute of Architects A105-2017 Owner/Contractor Agreement-Small Commercial Project as modified by the owner including rider D in Instruction to Bidders.
- c) A bid bond is required for all bids in the amount of 10% of the bid value issued by a surety authorized to do business in the state of Illinois or by certified check/money order payable to the owner.
- d) It has sole responsibility for labor, materials and equipment items as dictated by the Contract Documents and Invitation to bid.
- e) Bidders may withdraw or cancel a bid at any time prior to the bid opening time provided written notification is received. After the opening time, no bids can be withdrawn or cancelled for a period of thirty (30) calendar days.
- f) The Owner is a tax-exempt organization, no sales, excise or use tax to be included in your bid. Any and all other applicable taxes are to be included.
- g) It will pay applicable Prevailing Wage and benefits pursuant to the Illinois Prevailing Wage Act 820 ILCS 130/.01 et seq. to their employees and submit proof of doing so to Cook Memorial Public Library District prior to receiving payments..
- h) The bidder has read and agreed to all the information contained in the Instructions to Bidders title Issue for Bid and dated December 11, 2023
- i) It is responsible for any and all OSHA regulations relative to the scope of their work, including providing any and all required Personal Protective Equipment (PPE).
- j) That this bid is considered accepted only when the Owner (Cook Memorial Public Library District) executes the contract.
- k) It is aware that the comparison of a proposal is a subjective process requiring evaluation of a multiple of factors including price, experience, references, compatibility of materials in

**Cook Park Library: Interior Renovation Project
December 11, 2023: ISSUE FOR BID**

EXHIBIT A

product architecture + design

use at the Project Site, availability of maintenance or repair work, and ability to timely coordinate and complete the work assigned to that trade.

- l) That the Owner reserves the right to reject any or all Bids or parts thereof, or waive any technicalities and irregularities in the bidding, and to disregard all nonconforming or conditional Bids or counter proposals that are in the opinion of the Owner, to be in the best interest of the Cook Memorial Public Library District. The Contract will be awarded to the lowest responsible Bidder. In determining the responsibility of any Bidder, Cook Memorial Public Library District may take into account other factors in addition to financial responsibility, such as past records of its or other entity's transactions with the Bidder, experience, ability to work cooperatively with Cook Memorial Public Library District and its staff, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources. The Bid will be awarded in Cook Memorial Public Library District's best interests based on these and other legally-allowable considerations. Cook Memorial Public Library District and its representatives and agents may make any investigations deemed necessary to determine the ability of the Bidder to perform the Work. The Bidder shall furnish any information and data requested by the Cook Memorial Public Library District for this purpose. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Bid will be considered unless the Bidder shall furnish evidence satisfactory to Cook Memorial Public Library District that he has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the Contract and execute the Project should the Contract be awarded to them.
- m) That the library must remain open to the public during normal library operating hours and that the construction sites must be partitioned off from public access by a minimum plastic barrier.
- n) All bids over \$50,000 are to include the price for a payment and performance bond. The selected bidder must submit payment and performance bonds to the owner within 10 days after receiving notice to proceed. The performance bond to be provided (AIA Form) shall contain the following language "Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein".
- o) It shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner and/or Architect in enforcing the terms and provisions of this Agreement and in defending any proceedings to which the Owner and/or Architect is made party as result of the conduct, acts, errors or omissions of the bidder executing this bid.

-END-

EXHIBIT A



The Gray Insurance Company
The Gray Casualty & Surety Company

Telephone: 504-754-6711
info@graysurety.com

P.O. Box 6202
Metairie, LA 70009

Bid Bond

Know all men by these presents:

THAT Red Feather Group

of 711 Becker Road Glenview, IL 60025

hereinafter called the Principal, and The Gray Casualty & Surety Company of Metairie, Louisiana, a corporation duly organized under the laws of the State of Louisiana, as Surety, hereinafter called the Surety, are held firmly bound unto Cook Memorial Public Library District

as Obligee, hereinafter called the Obligee, in the sum of ^{Ten Percent of the Total Amount Bid (10%)} for the payment of which sum and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid:

Job Number:

Project Description: Cook Park Library: Interior Renovation Project

Project Location:

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specialized in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed this 5 day of January, 2024, by:

Principal: Red Feather Group

Signature and Title:  / PRESIDENT

Witness: 

Signature: 

Surety: The Gray Casualty & Surety Company

Attorney-in-Fact: 
Annette Albach, Attorney-in-Fact

Witness: Stephanie Shetler


Signature: 

EXHIBIT A

Bonding Services Corp.
01/05/2024 14:09 3684294071

THE GRAY INSURANCE COMPANY
THE GRAY CASUALTY & SURETY COMPANY

GENERAL POWER OF ATTORNEY

Bond Number: Bid Bond Principal: Red Feather Group

Project: Cook Park Library: Interior Renovation Project

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Annette Albach and Stephanie Shetler of Schaumburg, Illinois jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26th day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4th day of November, 2022.



By:

Michael T. Gray

Michael T. Gray
President
The Gray Insurance Company

Cullen S. Piske

Cullen S. Piske
President
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 4th day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican
Notary Public
Notary ID No. 92653
Orleans Parish, Louisiana

Leigh Anne Henican

Leigh Anne Henican
Notary Public, Parish of Orleans State of Louisiana
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 5 day of January, 2024

Mark S. Manguno

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 5 day of January, 2024

Leigh Anne Henican





EXHIBIT A
RED FEATHER GROUP Co.

711 Becker Road
Glenview, IL 60025
(407) 221-2045
(847) 710-3930
rfeathergroup@gmail.com

ATTACHMENT 2

PROJECT NAME	Halfway Beach House		
OWNER	Glencoe Park District	REFERENCE CONTACT	Edward Torres (312) 446-3170
ADDRESS	55 Hazel Avenue, Glencoe, IL, 60022		
CONTRACT VALUE	\$174,800.00		
DESCRIPTION	Restoration of historic building: clay tile roof, carpentry, electrical, masonry restoration & plumbing		
TIMELINE	October 2019 – February 2020	OWN FORCES	100%
PROJECT NAME	The grove cedar shingles project		
OWNER	Glenview Park District	REFERENCE CONTACT	Phil Munro (847) 850-9416
ADDRESS	1421 N Milwaukee Ave, Glenview, IL 60025		
CONTRACT VALUE	\$121,000.00		
DESCRIPTION	Replacement of the cedar shakes roof and metal copper flat roofs/sheet metal on historical landmark		
TIMELINE	October-December 2019	OWN FORCES	100%
PROJECT NAME	Roof and gutter system replacement at Hebron apartments		
OWNER	Zion Associates LLC/City of Zion	REFERENCE CONTACT	Tim DeBruler (847) 366-2525
ADDRESS	131 E Park Ave, Libertyville, IL 60048		
CONTRACT VALUE	\$151,000.00		
DESCRIPTION	Reroofing eight two stories buildings (30,000 sq feet area)		
TIMELINE	February 2020	OWN FORCES	100%
PROJECT NAME	Exterior renovations and driveways replacement		
OWNER	Ray Graham Association/City of Naperville	REFERENCE CONTACT	Adam Carter (630) 901-8596
ADDRESS	32 Swift Lane & 52 Starling Lane, Naperville, IL 60165 & 60565		
CONTRACT VALUE	\$107,470.00		
DESCRIPTION	Siding, soffit, fascia, gutters & windows replacement		
TIMELINE	November – December 2019	OWN FORCES	100%
PROJECT NAME	Replacement of widnows, siding & gutters 2019		
OWNER	Wauconda Fire Protection District	REFERENCE CONTACT	Chas J. Buschick (847) 875-2282
ADDRESS	109 W Liberty Street, Wauconda, IL 60084		
CONTRACT VALUE	\$59,645.00		
DESCRIPTION	Siding, soffit, fascia, gutters & windows replacement		
TIMELINE	November – December 2019	OWN FORCES	100%

EXHIBIT A

PROJECT NAME	Naperville Masonry restoration/ tuckpointing		
OWNER	City of Naperville	REFERENCE CONTACT	Margo Matthew (630) 988-3382
ADDRESS	1394 Crab Apple Court, Naperville, IL 60540		
CONTRACT VALUE	\$105,400.00		
DESCRIPTION	Masonry/tuckpointing project		
TIMELINE	April - June 2020	OWN FORCES	50%
PROJECT NAME	Office remodeling – Westmont Business Park		
OWNER	HTW LLC	REFERENCE CONTACT	Joseph Hicks (630) 455-7324
ADDRESS	644 Blackhawk Dr, Westmont, IL 60559		
CONTRACT VALUE	\$122,000.00		
DESCRIPTION	Office space remodeling		
TIMELINE	November – December 2019	OWN FORCES	100%
PROJECT NAME	Exterior Improvements 25W765 Prairie Ave Wheaton		
OWNER	DuPage Health Department	REFERENCE CONTACT	Patricia M. Flaherty (630) 221-7390
ADDRESS	25W765 Prairie Avenue, Wheaton 60187		
CONTRACT VALUE	\$29,350.00		
DESCRIPTION	Siding & windows replacement		
TIMELINE	November – December 2019	OWN FORCES	100%
PROJECT NAME	2nd floor Shaw's carpet replacement		
OWNER	Oakton Community College	REFERENCE CONTACT	Richard Schwass (847) 635-1783
ADDRESS	1600 E. Golf Road, Des Plaines, IL 60016		
CONTRACT VALUE	\$301,998.00		
DESCRIPTION	Carpet replacement		
TIMELINE	June 2019 – June 2020	OWN FORCES	100%
PROJECT NAME	Concrete repair & waterproofing		
OWNER	GSA – General Services Administration	REFERENCE CONTACT	Chuck Lawdensky (847) 352-4377
ADDRESS	536 S. Clark Street, Chicago, IL, 60605		
CONTRACT VALUE	\$314,000.00		
DESCRIPTION	Concrete repair & waterproofing		
TIMELINE	September – December 2019	OWN FORCES	100%
PROJECT NAME	ELMHURST COLLEGE		
OWNER	Elmhurst College	REFERENCE CONTACT	Dragan Dobric (630) 279-4100
ADDRESS	190 Prospect Avenue, Elmhurst, IL 60106		
CONTRACT VALUE	Till today: \$1,500,000.00		
DESCRIPTION	Remodeling of multiple College interiors: science lab, library, Frick Hall, Old Main bldg.		
TIMELINE	Started in 2007, continued till today.	OWN FORCES	100%

EXHIBIT A

PROJECT NAME	WESTMONT BUSINESS PARK		
OWNER	HTW LLC	REFERENCE CONTACT	Joseph Hicks (630) 455-7324
ADDRESS	Westmont Business Park, Westmont, IL, 60559		
CONTRACT VALUE	Till today: \$4,000,000.00		
DESCRIPTION	Office& warehouse remodeling		
TIMELINE	On-going project started in 2009.	OWN FORCES	100%
PROJECT NAME	Basement remodel		
OWNER	Joanna Baran	REFERENCE CONTACT	Joanna Baran (773) 213-3182
ADDRESS	42 E Silo Ridge, Orland Park, IL 60467		
CONTRACT VALUE	\$500,000.00		
DESCRIPTION	Basement remodel		
TIMELINE	April – November 2019	OWN FORCES	100%
PROJECT NAME	EPA – 77 JACKSON		
OWNER	GSA – General Services Administration	REFERENCE CONTACT	Chuck Lawdinsky (847) 352-4377
ADDRESS	1106 Morse Avenue, Schaumburg, IL, 60193		
CONTRACT VALUE	\$83,000.00		
DESCRIPTION	Office space remodel		
TIMELINE	Completion date: May 4 th 2017	OWN FORCES	100%
PROJECT NAME	Fire Station #3 Reroofing		
OWNER	Lockport Township Fire Protection District	REFERENCE CONTACT	John O'Connor (815) 838-3287
ADDRESS	19623 Renwick Road, Lockport, IL 60441		
CONTRACT VALUE	\$46,000.00		
DESCRIPTION	Roof and gutter system replacement		
TIMELINE	July 17 th -25 th 2020	OWN FORCES	50%
PROJECT NAME	Oswego Pump Station – Phase 2 Improvements Fox Metro Water Reclamation District		
OWNER	Fox Metro Water Reclamation District	REFERENCE CONTACT	
ADDRESS	165 S. Harrison Str. Oswego IL 60543		
CONTRACT VALUE	\$67,700.00		
DESCRIPTION	Standing seam metal roof system installation, carpentry, James Hardie cement siding system installation		
TIMELINE	December 2020	OWN FORCES	50%
PROJECT NAME	GSA Building Masonry restoration and waterproofing		
OWNER	GSA	REFERENCE CONTACT	Chuck Lawdinsky (847) 352-4377
ADDRESS	536 S. Clark Str. Chicago IL		
CONTRACT VALUE	\$560,000.00		
DESCRIPTION	Masonry/concrete restoration of underground brick tunnel (shotcrete)		
TIMELINE	June - December 2020	OWN FORCES	100%

EXHIBIT A

PROJECT NAME	IRS Building Masonry restoration and waterproofing		
OWNER	IRS Chicago	REFERENCE CONTACT	Chuck Lawdinsky (847) 352-4377
ADDRESS	230 S. Dearborn Street, Chicago, IL 60604		
CONTRACT VALUE	\$400,000.00		
DESCRIPTION	Masonry/concrete restoration of underground brick tunnel (shoot creet)		
TIMELINE	June - August 2020	OWN FORCES	100%
PROJECT NAME	Village of Brookfield 2020 Public Works Building Improvements Project		
OWNER	Village of Brookfield	ARCHITECT	Edwin Hancock Engineering Company
CONTRACT VALUE	\$102,280.00		
DESCRIPTION	Roofing, masonry tuckpointing, structural steel reinforcement, painting		
COMPLETION	March 2021	PERCENT COMPLETE	85%
PROJECT NAME	Westmont Business Park		
OWNER	HTW LLC	ARCHITECT	A&M Architects LLC
CONTRACT VALUE	\$65,000.00		
DESCRIPTION	Warehouse and office renovation: 780 Burroak Ave. Westmont		
COMPLETION	February 2021	PERCENT COMPLETE	100%
PROJECT NAME	Westmont Business Park		
OWNER	HTW LLC	ARCHITECT	A&M Architects LLC
CONTRACT VALUE	\$70,000.00		
DESCRIPTION	Restroom remodelling: 825 Blackhawk Str. Westmont		
COMPLETION	February 2021	PERCENT COMPLETE	100%
PROJECT NAME	McCook Municipal Complex Repointing		
OWNER	Village of McCook	ARCHITECT	API Architects
CONTRACT VALUE	\$298,700.00		
DESCRIPTION	Masonry and sheet metal replacement project		
COMPLETION	March/April 2021	PERCENT COMPLETE	100%
PROJECT NAME	Roof Replacement Project		
OWNER	Wheaton Park District	ARCHITECT	Brian Morrow (630) 251-2122
ADDRESS	102 E. Wesley Str. Wheaton IL		
CONTRACT VALUE	\$63,770.00		
DESCRIPTION	Roof replacement, remove and replace existing asphalt shingles and underlayment		
TIMELINE	April-July 2021	PERCENT COMPLETE	100%
PROJECT NAME	Exterior Renevation of Beach House		
OWNER	Glencoe Park District	ARCHITECT	Edward Torres (312) 446-3170
ADDRESS	999 Green Bay Rd. Glencoe IL		
CONTRACT VALUE	\$75,200.00		
DESCRIPTION	Renovation of tile roof, carpentry, electrical, masonry restoration & plumbing		
TIMELINE	May 2021	PERCENT COMPLETE	100%

EXHIBIT A

PROJECT NAME	Hinsdale Library Interior Renovation		
OWNER	Village of Hinsdale	ARCHITECT	Tiffany L. Nash (773) 398-7286
CONTRACT VALUE	\$75,000.00		
DESCRIPTION	Bathroom renovations; new walls, ceiling, mechanical, plumbing, fire protection, electrical, & finishes		
COMPLETION	March, 2022	PERCENT COMPLETE	Chuck Lawdinsky (847) 352-4377
PROJECT NAME	Naperville Apartments Renovations		
OWNER	Bridge Communities	ARCHITECT	Engineering Systems inc. (630) 851-4566
CONTRACT VALUE	\$125,000.00		
DESCRIPTION	(4) Kitchen remodeling: 432 E. Bailey Road, Naperville		
COMPLETION	March, 2022	PERCENT COMPLETE	95%
PROJECT NAME	Cosley Zoo-Viewing Deck and Two Deer Decks Replacement		
OWNER	Cosley Zoo (Wheaton Park District)	ARCHITECT	Brian Morrow (630) 251-2122
CONTRACT VALUE	\$97,000.00		
DESCRIPTION	Demo existing decks and rebuild (3) decks		
COMPLETION	July, 2022	PERCENT COMPLETE	100%
PROJECT NAME	Cosley Zoo-Siding and Painting		
OWNER	Cosley Zoo (Wheaton Park District)	ARCHITECT	Brian Morrow (630) 251-2122
CONTRACT VALUE	\$90,000.00		
DESCRIPTION	Replacement of Kiebler Barn siding and painting		
COMPLETION	July, 2022	PERCENT COMPLETE	100%
PROJECT NAME	North Park Bathroom Renovations	ARCHITECT PERCENT COMPLETE	Kluber Architects, Charli Johnsos 100%
OWNER	Village of Lincolnshire		
CONTRACT VALUE	\$79,750.00		
DESCRIPTION			
			Remodel (2) existing bathrooms (Work included: MEP, Masonry, Epoxy, Interior Finishes)
PROJECT NAME	Goodings Grove School Office/Toilet Reno		
OWNER	Gooding's Grove School District	REFERENCE CONTACT	Tria Architecture Tim Ross (630) 450 5652
ADDRESS	12914 W 143rd St, Homer Glen, IL 60491		
CONTRACT VALUE	\$125,970.00		
DESCRIPTION	Remodel existing office space into a smaller office and a single toilet room. Work incl.: flooring, MEP, masonry, painting, interior finishes		
TIMELINE	December 2022-January 2023	OWN FORCES	90%

EXHIBIT A

PROJECT NAME	GENEVA PUBLIC LIBRARY INTERIOR UPGRADES		
OWNER	GENEVA PUBLIC LIBRARY DISTRICT	ARCHITECT	CRAIG MEADOWS (GC STUDIO) (847) 343 8638
CONTRACT VALUE	\$157,000.00		
DESCRIPTION	New casework, lighting, and double door walk in storage		
COMPLETION	October, 2023	PERCENT COMPLETE	100%
PROJECT NAME	FREMONT SCHOOL DISTRICT 79 INTERIOR RENOVATIONS		
OWNER	FREMONT SCHOOL DISTRICT 79	ARCHITECT	WOLD ARCHITECTS (JUSTIN WENDT) Dan Wagner (847) 815 2086
CONTRACT VALUE	\$120,000.00		
DESCRIPTION	Masonry, carpentry, MEP, demolition, paint		
COMPLETION	August, 2023	PERCENT COMPLETE	100%
PROJECT NAME	2023 HEALTH & LIFE SAFETY IMPROVMENTS		
OWNER	FREMONT SCHOOL DISTRICT 79	ARCHITECT	WOLD ARCHITECTS (JUSTIN WENDT) Dan Wagner (847) 815 2086
CONTRACT VALUE	\$67,000.00		
DESCRIPTION	New opening for al. storefront entrance & concrete stoop; Masonry, electrical, concrete, doors, carpentry, paint		
COMPLETION	August, 2023	PERCENT COMPLETE	100%
PROJECT NAME	WATER WORKS RENOVATIONS		
OWNER	Schaumburg Park District	ARCHITECT	WILLIAMS ARCHITECTS Niki Rao (847) 531 0380
CONTRACT VALUE	\$415,000.00		
DESCRIPTION	New casework, flooring, doors, lighting; carpentry, mechanical, electrical, painting, demolition, flooring		
COMPLETION	December, 2023	PERCENT COMPLETE	99%
PROJECT NAME	Lilac Repairs (Historical Restoration)		
OWNER	Waukegan Park District	ARCHITECT	Waukegan Park District Tim G. (847) 561 1379
CONTRACT VALUE	\$100,000.00		
DESCRIPTION	Interior restoration after flood ;Mechanical, electrical, carpentry, painting, demolition, flooring		
COMPLETION	IN PROGRESS	PERCENT COMPLETE	35%

EXHIBIT A

PROJECT NAME	Science Building Renovation		
OWNER	Elmhurst University	ARCHITECT	Gus Augustyn Rosada 630-675-7158
CONTRACT VALUE	\$430,000.00		
DESCRIPTION	Renovaiton of 1 st & 2 nd floor. Re-configure lab rooms into offices (Masonry, concrete, HVAC, electrical, floor polishing & interior finishes)		
COMPLETION	July, 2023	PERCENT COMPLETE	100%
PROJECT NAME	Dinkmayer Hall Bathrooms Remodeling		
OWNER	Elmhurst University	ARCHITECT	Gus Augustyn Rosada 630-675-7158
CONTRACT VALUE	\$531,280.00		
DESCRIPTION	Re-configure bathrooms on 3 floors. (MEP, tiling, epoxy, masonry, carpentry).		
COMPLETION	November, 2023	PERCENT COMPLETE	100%
PROJECT NAME	Elwood School Window Modifications		
OWNER	Elwood School District	ARCHITECT	Tria-Architecture (James Gorski)
CONTRACT VALUE	\$215,000.00		
DESCRIPTION	Replace windows & create 1 masonry opening for a new window		
COMPLETION	September, 2023	PERCENT COMPLETE	100%
PROJECT NAME	GSA-17th & 19th floor IRS Council / Office Space Reconfiguration		
OWNER	General Service Administration (GSA)	ARCHITECT	Matt Watne 773.630.2817
CONTRACT VALUE	\$836,500.00		
DESCRIPTION	MEP, carpentry, interior finishes		
COMPLETION	September, 2023	PERCENT COMPLETE	100%
PROJECT NAME	Brookfield Police Dept. Bathroom + Locker Renovations		
OWNER	Village of Brookfield	ARCHITECT	Grund & Riesterer Architects, Inc. (Charles Grund) 312.372.5353
CONTRACT VALUE	\$175,000.00		
DESCRIPTION	Saw-cut concrete & bring plumbing up to code. MEP, carpentry, ceilings, epoxy flooring, door replacement		
COMPLETION	\$175,000.00	PERCENT COMPLETE	100%

EXHIBIT A

PROJECT NAME	2023 Masonry Repairs		
OWNER	Village of Lincolnshire	ARCHITECT	Wold Architects Jessalyn Kelly (630) 337-7650
CONTRACT VALUE	\$110,000.00		
DESCRIPTION	Masonry restoration, tuckpointing. Drain re-routing (Plumbing), roof patching		
COMPLETION	\$175,000.00	PERCENT COMPLETE	100%

EXHIBIT A

Cook Park Library Interior Renovation: Bid Tabulation						01.10.24
	Bidder	Bid Bond	Addendum 1	Addendum 2	Base Bid	Notes
1	KNUDESEN CONSTRUCTION	X	X	X	\$98,160.00	
2	Happ Builders	X	X	X	\$98,400.00	
3	Boller Construction	X	X	X	\$145,400.00	
4	Red Feather Construction	X	X	X	\$88,530.00	Low Bidder
5	Fischer Construction	X	X	X	\$125,000.00	
6	Efrain	X	X	X	\$89,500.00	
7						
8						
9						
10						