

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

April 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, April 16, 2024 will be held in the Meeting Room at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Closed Session to Discuss Litigation [5 ILCS 120/2(c)(11)] and Personnel [5 ILCS 120/2(c)(1)].
6. Approval of the Minutes.
 - a. Minutes of the Closed Session Meeting of March 12, 2024.
 - b. Minutes of the Regular Meeting of March 12, 2024.
7. Approval of the Bills.
8. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
9. Report of the President.
10. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - i. Approval of Resolution 2023-2024/17 Accepting Williams Architects' Proposal to Conduct Capital Needs Assessment.
 - ii. Approval of Resolution 2023-2024/18 Adopting the Revised Capital Assets Policy.

- iii. Approval of Resolution 2023-2024/19 Adopting the Revised Fund Balance Policy.
 - b. Policy Review.
 - c. Building and Grounds.
 - i. Cook Park Study/Conference Room Project Update.
 - d. Technology.
 - e. Resources, Services and Long-Range Planning.
 - i. Cook Park Children's Refresh Update.
 - ii. Outreach Vehicle Replacement Update.
 - f. Friends' Representative.
 - g. RAILS Representative.
 - h. Historical Society Representative.
11. Other Business.
12. Communications.
13. Upcoming Meetings and Events.
- a. Finance Committee Meeting on Monday, April 29, 2024 at 4:15 p.m. at the Cook Park Library.
 - b. Regular Board Meeting on Tuesday, May 21, 2024 at 6:30 p.m. at the Cook Park Library.
 - c. Finance Committee Meeting on Monday, June 3, 2024 at 6:00 p.m. at the Cook Park Library.
14. Public Questions.
15. Adjournment.

Deb Ader, President
Board of Library Trustees

April 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 March 31, 2024

	<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	797,133	433,909	555,776	9,919	196,383	1,993,120
10-1504 - Illinois Funds - General, IMRF	160,668	37,443	0	0	123,236	321,347
10-1509 - Wintrust MaxSafe Acct - General	3,696,407	0	0	0	0	3,696,407
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	969,726	969,726
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,524	0	0	0	0	56,524
60-1551 - Chase Savings - SRF	0	0	0	0	51,167	51,167
Total 10-1550 - Chase Savings Account	<u>56,524</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>51,167</u>	<u>107,691</u>
Total 1000 - Cash	<u>4,711,417</u>	<u>471,352</u>	<u>555,776</u>	<u>9,919</u>	<u>1,340,512</u>	<u>7,088,976</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>6,181,417</u>	<u>471,352</u>	<u>555,776</u>	<u>9,919</u>	<u>3,180,512</u>	<u>10,398,976</u>
Other Current Assets						
10-1991 - Due From Staff Association	(177)	0	0	0	0	(177)
Total Other Current Assets	<u>(177)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(177)</u>
Total Current Assets	<u>6,181,240</u>	<u>471,352</u>	<u>555,776</u>	<u>9,919</u>	<u>3,180,512</u>	<u>10,398,799</u>
TOTAL ASSETS	<u><u>6,181,240</u></u>	<u><u>471,352</u></u>	<u><u>555,776</u></u>	<u><u>9,919</u></u>	<u><u>3,180,512</u></u>	<u><u>10,398,799</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>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of March 31, 2024

	<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>
Credit Cards						
10-2050 · Chase One Card	32,915	0	0	0	2,864	35,779
Total Credit Cards	<u>32,915</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,864</u>	<u>35,779</u>
Other Current Liabilities						
00-2100 · Payroll W/H & Payable						
10-2850 · Aflac Payable	93	0	0	0	0	93
10-2300 · IMRF Payable-Employee Medicare	20,464	0	0	0	0	20,464
10-2600 · IMRF Voluntary Life Insurance	240	0	0	0	0	240
10-2700 · Dental and Vision	2,458	0	0	0	0	2,458
10-2800 · CO-OP 90's Medical Plan	15,301	0	0	0	0	15,301
10-2900 · Other Health Care-FSA	(799)	0	0	0	0	(799)
Total 00-2100 · Payroll W/H & Payable	<u>37,757</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>37,757</u>
20-2300 · IMRF Payable-Employer Medicare	0	33,992	0	0	0	33,992
Total Other Current Liabilities	<u>37,757</u>	<u>33,992</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>71,749</u>
Total Current Liabilities	<u>70,672</u>	<u>33,992</u>	<u>0</u>	<u>0</u>	<u>2,864</u>	<u>107,528</u>
Total Liabilities	70,672	33,992	0	0	2,864	107,528
Equity						
00-3000 · Beginning Fund Balances						
10-3000 · Fund Balance-General Fund	3,063,217	0	0	0	0	3,063,217
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	235,429	0	0	0	235,429
30-3000 · Fund Balance-Working Cash Fund	0	0	555,776	0	0	555,776
50-3000 · Fund Balance-Trust Fund	0	0	0	27,974	0	27,974
60-3000 · Fund Balance-Spec Reserve Fund	0	0	0	0	2,975,492	2,975,492
Total 00-3000 · Beginning Fund Balances	<u>4,038,217</u>	<u>235,429</u>	<u>555,776</u>	<u>27,974</u>	<u>2,975,492</u>	<u>7,832,888</u>
32000 · Retained Earnings	0	0	0	0	0	0
Net Income	2,072,354	201,931	0	(18,055)	202,156	2,458,386
Total Equity	<u>6,110,571</u>	<u>437,360</u>	<u>555,776</u>	<u>9,919</u>	<u>3,177,648</u>	<u>10,291,274</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,181,243</u></u>	<u><u>471,352</u></u>	<u><u>555,776</u></u>	<u><u>9,919</u></u>	<u><u>3,180,512</u></u>	<u><u>10,398,802</u></u>
UNBALANCED CLASSES	0	0	0	0	0	0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2023 through March 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
00-4000 · Property Tax	9,190,954.72	785,940.48	0.00	0.00	9,976,895.20
00-4050 · Replacement Tax	142,003.54	0.00	0.00	0.00	142,003.54
00-4100 · Interest Earned	203,219.99	0.00	0.00	78,431.97	281,651.96
00-4200 · Other	40,966.67	0.00	0.00	0.00	40,966.67
10-4300 · Grants & Other Donations	91,102.58	0.00	0.00	0.00	91,102.58
10-4350 · Fines & Lost Materials	15,672.45	0.00	0.00	0.00	15,672.45
Total Income	<u>9,683,919.95</u>	<u>785,940.48</u>	<u>0.00</u>	<u>78,431.97</u>	<u>10,548,292.40</u>
Gross Profit	9,683,919.95	785,940.48	0.00	78,431.97	10,548,292.40
Expense					
10-5100 · Salaries	3,808,358.47	0.00	0.00	0.00	3,808,358.47
10-5200 · Benefits	477,112.34	0.00	0.00	0.00	477,112.34
10-5300 · Training	24,519.63	0.00	0.00	0.00	24,519.63
10-5400 · Materials	886,541.76	0.00	0.00	0.00	886,541.76
10-5500 · Processing	28,562.07	0.00	0.00	0.00	28,562.07
10-5600 · Supplies	91,578.75	0.00	0.00	0.00	91,578.75
10-5700 · Vehicles	8,238.03	0.00	0.00	0.00	8,238.03
10-5800 · Computer Operations	520,538.71	0.00	0.00	0.00	520,538.71
10-5900 · Utilities	112,958.68	0.00	0.00	0.00	112,958.68
10-6000 · Telephone	20,642.03	0.00	0.00	0.00	20,642.03
10-6100 · Postage	7,093.83	0.00	0.00	0.00	7,093.83
10-6200 · Maintenance	103,910.51	0.00	0.00	0.00	103,910.51
10-6300 · Repair	89,987.34	0.00	0.00	0.00	89,987.34
10-6400 · Insurance	59,087.38	0.00	0.00	0.00	59,087.38
10-6500 · Professional Services	52,687.93	0.00	0.00	0.00	52,687.93
10-6600 · Improvements	44,617.86	0.00	0.00	0.00	44,617.86
10-6700 · Community Relations	95,961.81	0.00	0.00	0.00	95,961.81
10-7000 · Debt Service	981,425.75	0.00	0.00	0.00	981,425.75
20-8210 · Employer IMRF Disbursements	0.00	299,593.25	0.00	0.00	299,593.25
20-8250 · Employer Soc Security Tax Disb	0.00	284,416.14	0.00	0.00	284,416.14

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2023 through March 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Total Expense	7,413,822.88	584,009.39	0.00	0.00	7,997,832.27
Net Ordinary Income	2,270,097.07	201,931.09	0.00	78,431.97	2,550,460.13
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	34,743.15	0.00	0.00	39,276.15	74,019.30
Total Other Expense	34,743.15	0.00	18,054.63	39,276.15	92,073.93
Net Other Income	-197,743.15	0.00	-18,054.63	123,723.85	-92,073.93
Net Income	<u><u>2,072,353.92</u></u>	<u><u>201,931.09</u></u>	<u><u>-18,054.63</u></u>	<u><u>202,155.82</u></u>	<u><u>2,458,386.20</u></u>

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT
March 2024 Budget Report**

	March 2024				Year To Date March 2024				Annual Budget	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$
Income										
00-4000 · Property Tax	0	0	0	0.00%	9,976,895	9,941,000	35,895	0.36%	100.36%	9,941,000
00-4050 · Replacement Tax	15,114	16,916	(1,802)	-10.65%	142,004	152,252	(10,248)	-6.73%	69.95%	203,000
00-4100 · Interest Earned	31,044	10,000	21,044	210.44%	281,652	90,000	191,652	212.95%	234.71%	120,000
00-4200 · Other	4,824	1,000	3,824	382.43%	40,967	13,000	27,967	215.13%	204.83%	20,000
10-4300 · Grants & Other Donations	0	7,300	(7,300)	-100.00%	91,103	65,700	25,403	38.66%	0.00%	88,000
10-4330 · Friends of The Library	0	416	(416)	-100.00%	0	3,752	(3,752)	-100.00%	0.00%	5,000
10-4350 · Fines & Lost Materials	1,537	0	1,537	0.00%	15,672	15,000	672	4.48%	104.48%	15,000
Total Income	52,519	35,632	16,887	47.39%	10,548,292	10,280,704	267,588	2.60%	101.50%	10,392,000
Expenses										
10-5100 · Salaries	403,651	406,987	3,336	0.82%	3,808,358	3,877,616	69,258	1.79%	71.83%	5,302,000
10-5200 · Benefits	122,276	52,831	-69,445	-131.45%	477,112	482,749	5,637	1.17%	74.43%	641,000
10-5300 · Training	2,891	4,834	1,943	40.19%	24,520	47,328	22,808	48.19%	37.72%	65,000
10-5400 · Materials	89,586	119,406	29,820	24.97%	886,542	969,554	83,012	8.56%	69.37%	1,278,000
10-5500 · Processing	5,096	4,047	-1,049	-25.91%	28,562	37,031	8,469	22.87%	58.29%	49,000
10-5600 · Supplies	9,793	11,057	1,264	11.43%	91,579	106,485	14,906	14.00%	65.88%	139,000
10-5700 · Vehicles	969	3,073	2,104	68.47%	8,238	27,731	19,493	70.29%	22.26%	37,000
10-5800 · Computer Operations	110,630	80,852	-29,778	-36.83%	520,539	586,724	66,185	11.28%	67.51%	771,000
10-5900 · Utilities	4,877	15,237	10,360	67.99%	112,959	106,020	(6,939)	-6.54%	73.83%	153,000
10-6000 · Telephone	2,565	1,972	-593	-30.06%	20,642	24,651	4,009	16.26%	55.79%	37,000
10-6100 · Postage	1,070	1,059	-11	-1.00%	7,094	9,821	2,727	27.77%	54.57%	13,000
10-6200 · Maintenance	8,615	15,035	6,420	42.70%	103,911	121,897	17,986	14.76%	59.38%	175,000
10-6300 · Repair	4,210	8,099	3,889	48.01%	89,987	94,659	4,672	4.94%	71.99%	125,000
10-6400 · Insurance	0	0	0	0.00%	59,087	77,016	17,929	23.28%	76.72%	77,016
10-6500 · Professional Services	3,190	9,869	6,679	67.68%	52,688	88,382	35,694	40.39%	46.63%	113,000
10-6600 · Improvements	940	8,854	7,914	89.39%	44,618	155,109	110,491	71.23%	25.07%	178,000
10-6700 · Community Relations	17,586	21,446	3,860	18.00%	95,962	134,537	38,575	28.67%	191.92%	50,000
10-6800 · Rent	0	0	0	0.00%	0	0	0	0.00%	0.00%	982,000
10-6900 · Contingency	0	4,166	4,166	100.00%	0	37,502	37,502	100.00%	0.00%	125,000
10-7000 · Debt Service	0	0	0	0.00%	981,426	982,000	574	0.06%	186.58%	526,000
10-8010 · Capital Improvement Projects	0	10,418	10,418	100.00%	0	93,746	93,746	100.00%	0.00%	125,000
20-8210 · Employer IMRF Disbursements	33,991	40,287	6,296	15.63%	299,593	385,030	85,437	22.19%	56.96%	526,000
20-8250 · Employer Soc Security Tax Disb	30,055	31,018	963	3.10%	284,416	295,489	11,073	3.75%	70.40%	404,000
Total Expenses	851,990	850,547	-1,443	-0.17%	7,997,832	8,741,077	743,245	8.50%	69.96%	11,432,016
Net Ordinary Income/Expense	(799,471)	(814,915)	15,444		2,550,460	1,539,627	1,010,833			
Other Income										
10-9910 · Interfund Transfers - General	0		0		(163,000)		0			
60-9960 · Interfund Transfers - Special Reserve	0		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		18,055		(18,055)			
60-9800 · Special Reserve Disbursements	37,607		(37,607)		74,019		(74,019)			
Total Other Expense	37,607		(37,607)		92,074		(92,074)			
Net Other Income/(Expense)	(37,607)		(37,607)		(92,074)		(92,074)			
Net Income	(837,078)		(22,163)		2,458,387		918,759			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary By Fund

March 9 through April 5, 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4050 · Replacement Tax	15,114.15	0.00	0.00	15,114.15
00-4100 · Interest Earned	19,642.02	0.00	11,401.54	31,043.56
00-4200 · Other	4,718.71	0.00	0.00	4,718.71
10-4350 · Fines & Lost Materials	1,840.72	0.00	0.00	1,840.72
Total Income	<u>41,315.60</u>	<u>0.00</u>	<u>11,401.54</u>	<u>52,717.14</u>
Gross Profit	41,315.60	0.00	11,401.54	52,717.14
Expense				
10-5100 · Salaries	403,291.34	0.00	0.00	403,291.34
10-5200 · Benefits	68,860.32	0.00	0.00	68,860.32
10-5300 · Training	2,615.61	0.00	0.00	2,615.61
10-5400 · Materials	40,625.37	0.00	0.00	40,625.37
10-5500 · Processing	1,292.50	0.00	0.00	1,292.50
10-5600 · Supplies	4,417.99	0.00	0.00	4,417.99
10-5700 · Vehicles	521.13	0.00	0.00	521.13
10-5800 · Computer Operations	85,157.53	0.00	0.00	85,157.53
10-5900 · Utilities	3,620.28	0.00	0.00	3,620.28
10-6000 · Telephone	1,368.16	0.00	0.00	1,368.16
10-6100 · Postage	320.00	0.00	0.00	320.00
10-6200 · Maintenance	829.37	0.00	0.00	829.37
10-6300 · Repair	1,261.00	0.00	0.00	1,261.00
10-6500 · Professional Services	2,219.26	0.00	0.00	2,219.26
10-6700 · Community Relations	15,346.65	0.00	0.00	15,346.65
20-8210 · Employer IMRF Disbursements	0.00	33,721.73	0.00	33,721.73
20-8250 · Employer Soc Security Tax Disb	0.00	30,027.46	0.00	30,027.46
Total Expense	<u>631,746.51</u>	<u>63,749.19</u>	<u>0.00</u>	<u>695,495.70</u>
Net Ordinary Income	-590,430.91	-63,749.19	11,401.54	-642,778.56
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	34,743.15	0.00	2,863.84	37,606.99

1:11 PM
04/12/24
Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary By Fund

March 9 through April 5, 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Total Other Expense	34,743.15	0.00	2,863.84	37,606.99
Net Other Income	-34,743.15	0.00	-2,863.84	-37,606.99
Net Income	<u><u>-625,174.06</u></u>	<u><u>-63,749.19</u></u>	<u><u>8,537.70</u></u>	<u><u>-680,385.55</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
March 9 through April 5, 2024

Ordinary Income/Expense	Type	Date	Num	Name	Paid Amount	Balance
Income						
00-4050 - Replacement Tax						
10-4050 - Replacement Tax General						
	General Journal	03/31/2024	3655		15,114.15	15,114.15
Total 10-4050 - Replacement Tax General					<u>15,114.15</u>	<u>15,114.15</u>
Total 00-4050 - Replacement Tax					15,114.15	15,114.15
00-4100 - Interest Earned						
60-3109 - Interest-Wintrust MaxSafe - S/R						
	General Journal	03/31/2024	3643		4,145.17	4,145.17
Total 60-3109 - Interest-Wintrust MaxSafe - S/R					<u>4,145.17</u>	<u>4,145.17</u>
10-3109 - Interest-Wintrust MaxSafe - Gen						
	General Journal	03/31/2024	3643		15,946.44	15,946.44
Total 10-3109 - Interest-Wintrust MaxSafe - Gen					<u>15,946.44</u>	<u>15,946.44</u>
10-3180 - Interest - Money Market Fund						
	General Journal	03/31/2024	3643		1,302.25	1,302.25
	General Journal	03/31/2024	3643		1,456.74	2,758.99
Total 10-3180 - Interest - Money Market Fund					<u>2,758.99</u>	<u>2,758.99</u>
10-4100 - Interest Earned-General Fund						
10-4101 - Interest Income - Chase Savings						
	General Journal	03/31/2024	3643		2.23	2.23
Total 10-4101 - Interest Income - Chase Savings					<u>2.23</u>	<u>2.23</u>
10-4102 - Interest Income - Chase CD's						
	General Journal	03/31/2024	3648		934.36	934.36
Total 10-4102 - Interest Income - Chase CD's					<u>934.36</u>	<u>934.36</u>
Total 10-4100 - Interest Earned-General Fund					936.59	936.59
60-4100 - Interest Earned Special Reserve						
60-4101 - Interest Income - Chase Savings						
	General Journal	03/31/2024	3643		2.02	2.02
Total 60-4101 - Interest Income - Chase Savings					<u>2.02</u>	<u>2.02</u>
60-4102 - Interest Income - Chase CD's						
	General Journal	03/31/2024	3648		856.49	856.49
	General Journal	03/31/2024	3648		-915.56	-59.07
	General Journal	03/31/2024	3648		6,291.47	6,232.40
	General Journal	03/31/2024	3648		1,021.95	7,254.35
Total 60-4102 - Interest Income - Chase CD's					<u>7,254.35</u>	<u>7,254.35</u>
Total 60-4100 - Interest Earned Special Reserve					<u>7,256.37</u>	<u>7,256.37</u>
Total 00-4100 - Interest Earned					31,043.56	31,043.56
00-4200 - Other						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

Type	Date	Num	Name	Paid Amount	Balance
10-4660 - Developer Fees					
Deposit	03/22/2024			2,478.00	2,478.00
Total 10-4660 - Developer Fees				2,478.00	2,478.00
10-4450 - Copy Machine Income					
10-4451 - Aspen - Print/Copy Station					
Deposit	03/22/2024			536.15	536.15
Total 10-4451 - Aspen - Print/Copy Station				536.15	536.15
10-4452 - Cook Park - Print/Copy Station					
Deposit	03/22/2024			525.06	525.06
Total 10-4452 - Cook Park - Print/Copy Station				525.06	525.06
Total 10-4450 - Copy Machine Income				1,061.21	1,061.21
10-4460 - Programs & Bus Trips					
10-4461 - Bus Trips - Adults					
General Journal	03/31/2024	3653		400.00	400.00
Total 10-4461 - Bus Trips - Adults				400.00	400.00
Total 10-4460 - Programs & Bus Trips				400.00	400.00
10-4500 - Misc - General Account					
Deposit	03/11/2024			20.50	20.50
Deposit	03/22/2024			745.00	765.50
General Journal	03/31/2024	3652		1.22	766.72
General Journal	03/31/2024	3652		-1.22	765.50
Deposit	04/04/2024			10.00	775.50
Deposit	04/04/2024			4.00	779.50
Total 10-4500 - Misc - General Account				779.50	779.50
Total 00-4200 - Other				4,718.71	4,718.71
10-4350 - Fines & Lost Materials					
Deposit	03/11/2024			24.00	24.00
Deposit	03/11/2024			72.70	96.70
Deposit	03/11/2024			19.50	116.20
Bill	03/15/2024	LOST/PAID - 030624	RAGUIMOVA, OLGA	-9.95	106.25
Bill	03/22/2024	LOST/PAID - 031324	REDDY, GEETHA	-9.99	96.26
Deposit	03/22/2024			10.50	106.76
Deposit	03/22/2024			32.48	139.24
Deposit	03/22/2024			11.75	150.99
Deposit	03/22/2024			11.99	162.98
Bill	03/29/2024	LOST/PAID - 032224A	CULLEN, KELLY	-12.99	149.99
Bill	03/29/2024	LOST/PAID - 032224B	CULLEN, KELLY	-12.99	137.00
Bill	03/29/2024	LOST/PAID - 032524	PUPPALA, RAYMA	-14.95	122.05
Bill	03/29/2024	LOST/PAID - 031924	YETMAN, HAILEY	-17.19	104.86

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

	Type	Date	Num	Name	Paid Amount	Balance
	Bill	03/29/2024	LOST/PAID - 031824	YOUNG, RYAN	-6.98	97.88
	General Journal	03/31/2024	3643		1,795.43	1,893.31
	General Journal	03/31/2024	3645		-202.56	1,690.75
	Deposit	04/04/2024			26.50	1,717.25
	Deposit	04/04/2024			58.97	1,776.22
	Deposit	04/04/2024			35.50	1,811.72
	Deposit	04/04/2024			29.00	1,840.72
Total 10-4350 - Fines & Lost Materials					<u>1,840.72</u>	<u>1,840.72</u>
Total Income					<u>52,717.14</u>	<u>52,717.14</u>
Gross Profit					52,717.14	52,717.14
Expense						
10-5100 - Salaries						
10-5110 - Administration Salaries						
	General Journal	03/22/2024	3642		46,068.75	46,068.75
	General Journal	04/05/2024	3647		43,766.50	89,835.25
Total 10-5110 - Administration Salaries					<u>89,835.25</u>	<u>89,835.25</u>
10-5120 - Adult Salaries						
	General Journal	03/22/2024	3642		37,293.40	37,293.40
	General Journal	04/05/2024	3647		35,445.66	72,739.06
Total 10-5120 - Adult Salaries					<u>72,739.06</u>	<u>72,739.06</u>
10-5130 - Children's Salaries						
	General Journal	03/22/2024	3642		35,765.81	35,765.81
	General Journal	04/05/2024	3647		34,715.30	70,481.11
Total 10-5130 - Children's Salaries					<u>70,481.11</u>	<u>70,481.11</u>
10-5140 - Circulation Salaries						
	General Journal	03/22/2024	3642		33,140.70	33,140.70
	General Journal	04/05/2024	3647		29,927.29	63,067.99
Total 10-5140 - Circulation Salaries					<u>63,067.99</u>	<u>63,067.99</u>
10-5145 - Maintenance Salaries						
	General Journal	03/22/2024	3642		10,046.26	10,046.26
	General Journal	04/05/2024	3647		9,810.91	19,857.17
Total 10-5145 - Maintenance Salaries					<u>19,857.17</u>	<u>19,857.17</u>
10-5150 - ILL Salaries						
	General Journal	03/22/2024	3642		4,605.30	4,605.30
	General Journal	04/05/2024	3647		4,269.27	8,874.57
Total 10-5150 - ILL Salaries					<u>8,874.57</u>	<u>8,874.57</u>
10-5155 - Outreach Salaries						
	General Journal	03/22/2024	3642		11,650.49	11,650.49
	General Journal	04/05/2024	3647		10,759.86	22,410.35

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5155 - Outreach Salaries					22,410.35	22,410.35
10-5160 - Tech Services Salaries						
	General Journal	03/22/2024	3642		21,740.59	21,740.59
	General Journal	04/05/2024	3647		20,778.08	42,518.67
Total 10-5160 - Tech Services Salaries					42,518.67	42,518.67
10-5165 - Shelters Salaries						
	General Journal	03/22/2024	3642		6,938.41	6,938.41
	General Journal	04/05/2024	3647		6,568.76	13,507.17
Total 10-5165 - Shelters Salaries					13,507.17	13,507.17
Total 10-5100 - Salaries					403,291.34	403,291.34
10-5200 - Benefits						
10-5210 - Health Insurance						
	Bill	03/15/2024	P65753-FEBRUARY 24	COOPERATIVE 90'S MEDICAL	42,897.00	42,897.00
	Bill	03/15/2024	P65753-FEBRUARY 24	COOPERATIVE 90'S MEDICAL	8,193.00	51,090.00
	Bill	03/15/2024	5047 - APRIL 2024	NCPERS GROUP LIFE INS	240.00	51,330.00
	Bill	03/29/2024	865594 - APRIL 2024	BLUE CROSS BLUE SHIELD OF ILLINOIS	6,534.00	57,864.00
	Bill	03/29/2024	865594 - APRIL 2024	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,365.12	59,229.12
	General Journal	03/31/2024	3650		1,777.54	61,006.66
	General Journal	03/31/2024	3650		473.70	61,480.36
	General Journal	03/31/2024	3650		200.00	61,680.36
	General Journal	03/31/2024	3650		1,436.35	63,116.71
	General Journal	03/31/2024	3650		1,544.79	64,661.50
	General Journal	03/31/2024	3650		95.00	64,756.50
	General Journal	03/31/2024	3657	NAVIA	-704.11	64,052.39
Total 10-5210 - Health Insurance					64,052.39	64,052.39
10-5220 - Dental/Vision Insurance						
	Bill	03/15/2024	10438-FEBRUARY 24	COOPERATIVE 90'S DENTAL	3,276.60	3,276.60
	Bill	03/15/2024	10438-FEBRUARY 24	COOPERATIVE 90'S DENTAL	1,261.40	4,538.00
	Deposit	03/22/2024			-51.19	4,486.81
	Bill	03/29/2024	10438 - APRIL 2024	DELTA DENTAL OF ILLINOIS - VISION	269.96	4,756.77
	Bill	03/29/2024	10438 - APRIL 2024	DELTA DENTAL OF ILLINOIS - VISION	102.77	4,859.54
	Bill	03/29/2024	104381 - APRIL 2024	DELTA DENTAL OF ILLINOIS - RISK	3.28	4,862.82
	Bill	03/29/2024	104381 - APRIL 2024	DELTA DENTAL OF ILLINOIS - RISK	29.34	4,892.16
	General Journal	03/31/2024	3644		-702.77	4,189.39
Total 10-5220 - Dental/Vision Insurance					4,189.39	4,189.39
10-5240 - Life Insurance						
	Bill	03/29/2024	034963 - APRIL 2024	MADISON NATIONAL LIFE INS CO., INC.	243.72	243.72
Total 10-5240 - Life Insurance					243.72	243.72
10-5270 - LTD Insurance						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

Type	Date	Num	Name	Paid Amount	Balance
Bill	03/29/2024	034963 - APRIL 2024	MADISON NATIONAL LIFE INS CO., INC.	374.82	374.82
Total 10-5270 - LTD Insurance				374.82	374.82
Total 10-5200 - Benefits				68,860.32	68,860.32
10-5300 - Training					
10-5310 - Workshops					
10-5311 - Workshops - Admin					
Credit Card Charge	03/31/2024	032824	Illinois Library Assoc-CMPL Credit Card	160.00	160.00
Credit Card Charge	03/31/2024	032824	Illinois Library Assoc-CMPL Credit Card	160.00	320.00
Credit Card Charge	03/31/2024	032824	Illinois Library Assoc-CMPL Credit Card	160.00	480.00
Credit Card Charge	03/31/2024	032824	Illinois Library Assoc-CMPL Credit Card	160.00	640.00
Credit Card Charge	03/31/2024	031924	Illinois Library Assoc-CMPL Credit Card	40.00	680.00
Credit Card Charge	03/31/2024	031324	Illinois Library Assoc-CMPL Credit Card	30.00	710.00
General Journal	03/31/2024	3656	Illinois Library Assoc-CMPL Credit Card	1,600.00	2,310.00
Total 10-5311 - Workshops - Admin				2,310.00	2,310.00
Total 10-5310 - Workshops				2,310.00	2,310.00
10-5320 - Travel					
10-5322 - Travel - Adults					
Bill	03/15/2024	MARCH 9, 2024	SMITH, ROBERT	48.91	48.91
Total 10-5322 - Travel - Adults				48.91	48.91
Total 10-5320 - Travel				48.91	48.91
10-5330 - Memberships					
10-5331 - Memberships - Admin					
Bill	03/22/2024	CMPL - 2024	LACONI, INC.	150.00	150.00
Credit Card Charge	03/31/2024	030224	American Library Assoc - CMPL Credit Card	247.00	397.00
Total 10-5331 - Memberships - Admin				397.00	397.00
Total 10-5330 - Memberships				397.00	397.00
10-5350 - Conferences					
10-5351 - Conferences - Admin					
Credit Card Charge	03/11/2024	022924	American Library Assoc - CMPL Credit Card	184.00	184.00
Credit Card Charge	03/31/2024	032124	American Library Assoc - CMPL Credit Card	431.00	615.00
Credit Card Charge	03/31/2024	022924	United Airlines - CMP Credit Card	497.70	1,112.70
Credit Card Charge	03/31/2024	030824	American Library Assoc - CMPL Credit Card	347.00	1,459.70
General Journal	03/31/2024	3656	Illinois Library Assoc-CMPL Credit Card	-1,600.00	-140.30
Total 10-5351 - Conferences - Admin				-140.30	-140.30
Total 10-5350 - Conferences				-140.30	-140.30
Total 10-5300 - Training				2,615.61	2,615.61
10-5400 - Materials					
10-5410 - Books - Adult					
Bill	03/15/2024	2038132588	BAKER & TAYLOR - L5742022	815.96	815.96

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

Type	Date	Num	Name	Paid Amount	Balance
Bill	03/15/2024	2038136707	BAKER & TAYLOR - L5742022	538.61	1,354.57
Bill	03/15/2024	2038136736	BAKER & TAYLOR - L5742022	46.44	1,401.01
Bill	03/15/2024	2038136979	BAKER & TAYLOR - L5742022	31.49	1,432.50
Bill	03/15/2024	2038141808	BAKER & TAYLOR - L3966532	127.78	1,560.28
Bill	03/15/2024	2038139570	BAKER & TAYLOR - L5580152	301.46	1,861.74
Bill	03/15/2024	2038127813	BAKER & TAYLOR - L3966532	488.05	2,349.79
Bill	03/15/2024	2038138694	BAKER & TAYLOR - L5579912	237.11	2,586.90
Bill	03/15/2024	2038133933	BAKER & TAYLOR - C5217413	165.55	2,752.45
Bill	03/15/2024	2038130973	BAKER & TAYLOR - C0209743	138.36	2,890.81
Bill	03/15/2024	2038130974	BAKER & TAYLOR - C0209743	18.42	2,909.23
Bill	03/15/2024	2038149498	BAKER & TAYLOR - L5580152	429.44	3,338.67
Bill	03/15/2024	2038149275	BAKER & TAYLOR - L5580072	10.03	3,348.70
Bill	03/15/2024	2082704	CENTER POINT LARGE PRINT	390.98	3,739.68
Bill	03/15/2024	2080594	CENTER POINT LARGE PRINT	92.13	3,831.81
Bill	03/15/2024	84010322	GALE	158.35	3,990.16
Bill	03/15/2024	84010049	GALE	499.04	4,489.20
Bill	03/15/2024	84003052	GALE	78.37	4,567.57
Bill	03/15/2024	84002215	GALE	52.78	4,620.35
Bill	03/15/2024	83932411	GALE	155.97	4,776.32
Credit Card Charge	03/31/2024	030124	Bender & Co., Inc. - CMPL Credit Card	269.10	5,045.42
Credit Card Charge	03/31/2024	030224	Amazon Marketplace.com - CMPL Credit Card	16.99	5,062.41
Credit Card Charge	03/31/2024	022724	Amazon Marketplace.com - CMPL Credit Card	61.05	5,123.46
Credit Card Charge	03/31/2024	022924	Amazon Marketplace.com - CMPL Credit Card	60.00	5,183.46
Credit Card Charge	03/31/2024	022924	Amazon Marketplace.com - CMPL Credit Card	24.04	5,207.50
Credit Card Charge	03/31/2024	022924	Amazon Marketplace.com - CMPL Credit Card	35.99	5,243.49
Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	64.31	5,307.80
Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	35.60	5,343.40
Credit Card Charge	03/31/2024	031124	Amazon Marketplace.com - CMPL Credit Card	14.95	5,358.35
Credit Card Charge	03/31/2024	031124	Amazon Marketplace.com - CMPL Credit Card	40.47	5,398.82
Credit Card Charge	03/31/2024	031524	Amazon Marketplace.com - CMPL Credit Card	39.30	5,438.12
Credit Card Charge	03/31/2024	031524	Amazon Marketplace.com - CMPL Credit Card	10.99	5,449.11
Credit Card Charge	03/31/2024	031824	Amazon Marketplace.com - CMPL Credit Card	26.29	5,475.40
Credit Card Charge	03/31/2024	031824	Amazon Marketplace.com - CMPL Credit Card	47.44	5,522.84
Credit Card Charge	03/31/2024	031924	IllinoisStateGenealogical-CMPLCreditCard	86.00	5,608.84
Credit Card Charge	03/31/2024	031924	Genealogical.com - CMPL Credit Card	364.70	5,973.54
Credit Card Charge	03/31/2024	031824	Amazon Marketplace.com - CMPL Credit Card	111.86	6,085.40
Credit Card Charge	03/31/2024	032024	Amazon Marketplace.com - CMPL Credit Card	36.99	6,122.39
Credit Card Charge	03/31/2024	032124	Amazon Marketplace.com - CMPL Credit Card	42.77	6,165.16
Credit Card Charge	03/31/2024	032524	LakeCountyForestPreserve-CMPL Credit Card	111.15	6,276.31

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

Type	Date	Num	Name	Paid Amount	Balance
Credit Card Charge	03/31/2024	032824	Amazon Marketplace.com - CMPL Credit Card	78.73	6,355.04
Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	56.51	6,411.55
Credit Card Charge	04/01/2024	032924	Amazon Marketplace.com - CMPL Credit Card	16.90	6,428.45
Credit Card Charge	04/01/2024	032824	Amazon Marketplace.com - CMPL Credit Card	56.91	6,485.36
Bill	04/05/2024	2083808	CENTER POINT LARGE PRINT	65.02	6,550.38
Bill	04/05/2024	84016311	GALE	103.48	6,653.86
Bill	04/05/2024	2038136848	BAKER & TAYLOR - L3966532	1,128.67	7,782.53
Bill	04/05/2024	2038158115	BAKER & TAYLOR - L5580152	149.27	7,931.80
Bill	04/05/2024	2038157485	BAKER & TAYLOR - L5579912	237.31	8,169.11
Total 10-5410 · Books - Adult				8,169.11	8,169.11
10-5415 · Books - Juvenile					
Bill	03/15/2024	2038142208	BAKER & TAYLOR - L4231522	47.23	47.23
Bill	03/15/2024	2038141818	BAKER & TAYLOR - L5580072	211.34	258.57
Bill	03/15/2024	2038138340	BAKER & TAYLOR - L5580072	571.50	830.07
Bill	03/15/2024	2038138729	BAKER & TAYLOR - L3966522	559.05	1,389.12
Bill	03/15/2024	2038149275	BAKER & TAYLOR - L5580072	457.01	1,846.13
Bill	03/15/2024	2038146788	BAKER & TAYLOR - L4231132	51.53	1,897.66
Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	13.99	1,911.65
Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	45.08	1,956.73
Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	24.66	1,981.39
Credit Card Charge	03/31/2024	031524	Amazon Marketplace.com - CMPL Credit Card	17.97	1,999.36
Credit Card Charge	03/31/2024	032124	Amazon Marketplace.com - CMPL Credit Card	10.54	2,009.90
Credit Card Charge	03/31/2024	032124	Amazon Marketplace.com - CMPL Credit Card	15.19	2,025.09
Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	25.90	2,050.99
Credit Card Charge	04/01/2024	032824	Amazon Marketplace.com - CMPL Credit Card	13.87	2,064.86
Credit Card Charge	04/01/2024	032824	Amazon Marketplace.com - CMPL Credit Card	13.97	2,078.83
Credit Card Charge	04/01/2024	032924	Amazon Marketplace.com - CMPL Credit Card	52.18	2,131.01
Credit Card Charge	04/01/2024	032824	Amazon Marketplace.com - CMPL Credit Card	239.92	2,370.93
Bill	04/05/2024	2038153328	BAKER & TAYLOR - L3966522	412.16	2,783.09
Bill	04/05/2024	2038159802	BAKER & TAYLOR - L4231142	280.26	3,063.35
Bill	04/05/2024	2038162924	BAKER & TAYLOR - L5580072	295.73	3,359.08
Total 10-5415 · Books - Juvenile				3,359.08	3,359.08
10-5420 · Audio/Visual - Adult					
Credit Card Charge	03/11/2024	022624	Amazon Marketplace.com - CMPL Credit Card	35.92	35.92
Bill	03/15/2024	505143519	MIDWEST TAPE, LLC	2,988.90	3,024.82
Bill	03/15/2024	505159074	MIDWEST TAPE, LLC	290.37	3,315.19
Bill	03/15/2024	505115283	MIDWEST TAPE, LLC	1,789.92	5,105.11
Credit Card Charge	03/31/2024	031224	PBS.org - CMPL Credit Card	67.98	5,173.09
Credit Card Charge	03/31/2024	032624	Amazon Marketplace.com - CMPL Credit Card	38.63	5,211.72

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

Type	Date	Num	Name	Paid Amount	Balance
Bill	04/05/2024	505176331	MIDWEST TAPE, LLC	2,177.21	7,388.93
Bill	04/05/2024	505191888	MIDWEST TAPE, LLC	108.81	7,497.74
Total 10-5420 - Audio/Visual - Adult				7,497.74	7,497.74
10-5425 - Audio/Visual - Juvenile					
Bill	03/15/2024	505143519	MIDWEST TAPE, LLC	151.41	151.41
Bill	03/15/2024	505115283	MIDWEST TAPE, LLC	55.46	206.87
Bill	04/05/2024	505176331	MIDWEST TAPE, LLC	33.72	240.59
Total 10-5425 - Audio/Visual - Juvenile				240.59	240.59
10-5430 - Games - Adult					
Bill	04/05/2024	013907	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	146.67	146.67
Bill	04/05/2024	013908	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	120.00	266.67
Bill	04/05/2024	013909	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	261.42	528.09
Total 10-5430 - Games - Adult				528.09	528.09
10-5440 - Periodicals - Adult					
Credit Card Charge	03/11/2024	022924	Pioneer Press - CMPL Credit Card	19.99	19.99
Credit Card Charge	03/31/2024	030924	Ebsco Industries - CMPL Credit Card	180.11	200.10
Credit Card Credit	03/31/2024	030924	Ebsco Industries - CMPL Credit Card	-74.95	125.15
Credit Card Credit	03/31/2024	030924	Ebsco Industries - CMPL Credit Card	-33.00	92.15
Credit Card Charge	03/31/2024	030824	Chicago Tribune - CMPL Credit Card	252.32	344.47
Credit Card Charge	03/31/2024	031224	Chicago Sun-Times - CMPL Credit Card	546.00	890.47
Credit Card Charge	03/31/2024	032024	TVA Publications - CMPL Credit Card	35.00	925.47
Credit Card Charge	03/31/2024	032124	Lake County News Sun - CMPL Credit Card	76.32	1,001.79
Credit Card Charge	03/31/2024	032124	Lake County News Sun - CMPL Credit Card	80.64	1,082.43
Credit Card Charge	03/31/2024	032724	Chicago Sun-Times - CMPL Credit Card	273.00	1,355.43
Credit Card Charge	03/31/2024	030924	Chicago Tribune - CMPL Credit Card	159.92	1,515.35
Total 10-5440 - Periodicals - Adult				1,515.35	1,515.35
10-5450 - Circulating Technologies					
10-5451 - Circ Tech - Equipment					
Credit Card Charge	03/31/2024	032824	Moblebeacon.com - CMPL Credit Card	1,200.00	1,200.00
Credit Card Charge	03/31/2024	032124	Amazon Marketplace.com - CMPL Credit Card	35.98	1,235.98
Credit Card Charge	03/31/2024	032124	Amazon Marketplace.com - CMPL Credit Card	61.78	1,297.76
Total 10-5451 - Circ Tech - Equipment				1,297.76	1,297.76
10-5453 - Circ Tech - Subscriptions					
Credit Card Charge	03/11/2024	022824	Netflix.com - CMPL Credit Card	22.99	22.99
Credit Card Charge	03/31/2024	032724	VIX PLUS - CMPL Credit Card	6.99	29.98
Credit Card Charge	03/31/2024	032824	Netflix.com - CMPL Credit Card	22.99	52.97
Credit Card Charge	03/31/2024	030124	Hulu - CMPL Credit Card	17.99	70.96
Credit Card Charge	03/31/2024	030424	Hulu - CMPL Credit Card	17.99	88.95
Credit Card Charge	03/31/2024	030224	Peacock Plus - CMPL Credit Card	6.00	94.95

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Bills Paid Report

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Type	Date	Num	Name	Paid Amount	Balance
Credit Card Charge	03/31/2024	030224	Amazon Prime - CMPL Credit Card	8.99	103.94
Total 10-5453 · Circ Tech - Subscriptions				103.94	103.94
Total 10-5450 · Circulating Technologies				1,401.70	1,401.70
10-5490 · Electronic Services					
10-5491 · Online Databases					
10-5492 · Online Databases - Adults					
Bill	03/15/2024	54686	RECORD INFORMATION SERVICES, INC.	777.00	777.00
Credit Card Charge	03/31/2024	030424	Newsbank - CMPL Credit Card	7,056.00	7,833.00
Total 10-5492 · Online Databases - Adults				7,833.00	7,833.00
Total 10-5491 · Online Databases				7,833.00	7,833.00
10-5494 · Digital Popular Materials					
10-5495 · Dig. Popular Materials - Adults					
Bill	03/15/2024	07001CO24070714	OVERDRIVE, INC.	738.19	738.19
Bill	03/15/2024	07001CO24070728	OVERDRIVE, INC.	913.77	1,651.96
Bill	03/15/2024	07001CO24070713	OVERDRIVE, INC.	323.00	1,974.96
Bill	03/15/2024	07001CO24073174	OVERDRIVE, INC.	435.02	2,409.98
Bill	03/15/2024	INV-US73828	BIBLIOTHECA, LLC	1,092.30	3,502.28
Bill	03/15/2024	INV-US73829	BIBLIOTHECA, LLC	3,819.01	7,321.29
Bill	03/22/2024	390397 - PPU	KANOPY INC.	583.00	7,904.29
Bill	04/05/2024	07001CO24078352	OVERDRIVE, INC.	430.30	8,334.59
Bill	04/05/2024	07001CO24078366	OVERDRIVE, INC.	907.91	9,242.50
Bill	04/05/2024	07001CO24078350	OVERDRIVE, INC.	323.37	9,565.87
Bill	04/05/2024	07001CO24079832	OVERDRIVE, INC.	354.98	9,920.85
Total 10-5495 · Dig. Popular Materials - Adults				9,920.85	9,920.85
10-5496 · Dig. Pop. Materials - Juvenile					
Bill	03/15/2024	INV-US73828	BIBLIOTHECA, LLC	159.86	159.86
Total 10-5496 · Dig. Pop. Materials - Juvenile				159.86	159.86
Total 10-5494 · Digital Popular Materials				10,080.71	10,080.71
Total 10-5490 · Electronic Services				17,913.71	17,913.71
Total 10-5400 · Materials				40,625.37	40,625.37
10-5500 · Processing					
10-5510 · Acquisitions					
Bill	03/15/2024	NS24030021	BAKER & TAYLOR - L5581062	1,292.50	1,292.50
Total 10-5510 · Acquisitions				1,292.50	1,292.50
Total 10-5500 · Processing				1,292.50	1,292.50
10-5600 · Supplies					
10-5611 · Supplies - Admin					
Credit Card Charge	03/11/2024	022924	Zazzle Inc. - CPL Credit Card	40.93	40.93
Credit Card Charge	03/31/2024	022924	Amazon Marketplace.com - CMPL Credit Card	7.99	48.92

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5611 - Supplies - Admin					48.92	48.92
10-5613 - Supplies - Children's						
	Bill	03/15/2024	2038141754	BAKER & TAYLOR - L5588902	7.88	7.88
	Credit Card Charge	03/31/2024	030424	OfficeSupply.com - CMPL Credit Card	57.16	65.04
	Credit Card Charge	03/31/2024	030524	Uline, Inc. - CMPL Credit Card	80.65	145.69
	Credit Card Charge	03/31/2024	032724	Uline, Inc. - CMPL Credit Card	87.06	232.75
	Credit Card Charge	03/31/2024	0302&031924	Amazon Marketplace.com - CMPL Credit Card	54.08	286.83
	Credit Card Charge	04/01/2024	01324	Amazon Marketplace.com - CMPL Credit Card	13.99	300.82
Total 10-5613 - Supplies - Children's					300.82	300.82
10-5615 - Supplies - Maintenance						
	Bill	03/29/2024	INV106022	IDLEWOOD ELECTRIC SUPPLY INC.	352.56	352.56
	Credit Card Charge	03/31/2024	031524	JC Licht - CMPL Credit Card	92.79	445.35
	Credit Card Charge	03/31/2024	032124	JC Licht - CMPL Credit Card	35.25	480.60
	Credit Card Charge	03/31/2024	031824	JC Licht - CMPL Credit Card	63.63	544.23
	Credit Card Charge	03/31/2024	031824	Menards - CMPL Credit Card	4.97	549.20
	Credit Card Charge	03/31/2024	031824	Menards - CMPL Credit Card	22.23	571.43
	Credit Card Charge	03/31/2024	031224	Amazon Marketplace.com - CMPL Credit Card	302.04	873.47
	Credit Card Charge	03/31/2024	031224	Uline, Inc. - CMPL Credit Card	159.40	1,032.87
	Credit Card Charge	03/31/2024	031224	Amazon Marketplace.com - CMPL Credit Card	197.98	1,230.85
	Credit Card Charge	03/31/2024	032024	Amazon Marketplace.com - CMPL Credit Card	14.37	1,245.22
	Credit Card Charge	03/31/2024	030524	Uline, Inc. - CMPL Credit Card	159.40	1,404.62
Total 10-5615 - Supplies - Maintenance					1,404.62	1,404.62
10-5617 - Supplies - Outreach						
	Credit Card Charge	03/31/2024	031324	Amazon Marketplace.com - CMPL Credit Card	312.99	312.99
Total 10-5617 - Supplies - Outreach					312.99	312.99
10-5618 - Supplies - Tech Services						
	Credit Card Charge	03/31/2024	022924	Amazon Marketplace.com - CMPL Credit Card	13.95	13.95
	Credit Card Charge	03/31/2024	030524	Uline, Inc. - CMPL Credit Card	74.16	88.11
	Credit Card Charge	03/31/2024	032024	Demco, Inc. - CMPL Credit Card	550.84	638.95
	Credit Card Charge	03/31/2024	032024	Demco, Inc. - CMPL Credit Card	153.13	792.08
Total 10-5618 - Supplies - Tech Services					792.08	792.08
10-5660 - Supplies - Computer						
	Credit Card Charge	03/31/2024	030724	CDW-G - CMPL Credit Card	1,110.61	1,110.61
Total 10-5660 - Supplies - Computer					1,110.61	1,110.61
10-5680 - Supplies - Staff Room						
	Credit Card Charge	03/31/2024	022724	Amazon Marketplace.com - CMPL Credit Card	158.98	158.98
	Credit Card Charge	03/31/2024	030524	Uline, Inc. - CMPL Credit Card	167.65	326.63
	Credit Card Charge	03/31/2024	030524	Amazon Marketplace.com - CMPL Credit Card	121.32	447.95
Total 10-5680 - Supplies - Staff Room					447.95	447.95

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5600 · Supplies					4,417.99	4,417.99
10-5700 · Vehicles						
10-5710 · Bookmobile Fuel						
	Bill	03/15/2024	49	VILLAGE-VERNON	198.44	198.44
Total 10-5710 · Bookmobile Fuel					198.44	198.44
10-5720 · Bookmobile Maintenance/Repair						
	Credit Card Charge	03/31/2024	030824	83RV Inc - CMPL Credit Card	164.11	164.11
Total 10-5720 · Bookmobile Maintenance/Repair					164.11	164.11
10-5730 · Bookmobile Delivery Service						
	Bill	03/22/2024	SEPT-DEC 2023	WEAGLEY, LINDA	21.88	21.88
	Bill	03/22/2024	JAN-FEB 2024	WEAGLEY, LINDA	6.42	28.30
Total 10-5730 · Bookmobile Delivery Service					28.30	28.30
10-5750 · Van Fuel						
	Bill	03/15/2024	49	VILLAGE-VERNON	130.28	130.28
Total 10-5750 · Van Fuel					130.28	130.28
Total 10-5700 · Vehicles					521.13	521.13
10-5800 · Computer Operations						
10-5865 · Remote Communications Expenses						
	Bill	04/05/2024	MARCH 2024	ECKMANN, ROBERT	10.00	10.00
	Bill	04/05/2024	MARCH 2024	GAFKA, DEBORAH	10.00	20.00
	Bill	04/05/2024	MARCH 2024	MORTON, MARK	5.00	25.00
Total 10-5865 · Remote Communications Expenses					25.00	25.00
10-5830 · Replacement Hardware/Software						
10-5831 · Rep Hrdwre/Sftwre - Admin						
	Credit Card Charge	03/11/2024	030124	Liberated Syndication - CMPL Credit Card	7.00	7.00
	Bill	03/29/2024	12135	RAILS	1,145.00	1,152.00
	Credit Card Charge	03/31/2024	031124	Constant Contact - CMPL Credit Card	2,104.20	3,256.20
	Credit Card Charge	03/31/2024	030424	Timely - CMPL Credit Card	225.00	3,481.20
	Credit Card Charge	03/31/2024	031524	Envisionware - CMP Credit Card	4,725.97	8,207.17
	Credit Card Charge	03/31/2024	030524	GODADDY - CMPL Credit Card	599.98	8,807.15
	Credit Card Charge	03/31/2024	030724	WhenToWork.com - CMPL Credit Card	1,056.00	9,863.15
	Credit Card Charge	03/31/2024	032724	Amazon Marketplace.com - CMPL Credit Card	12.95	9,876.10
	Credit Card Charge	04/01/2024	040124	Liberated Syndication - CMPL Credit Card	7.00	9,883.10
	Bill	04/05/2024	29932	COMPUTER VIEW, INC.	17,826.00	27,709.10
	Bill	04/05/2024	29930	COMPUTER VIEW, INC.	9,754.00	37,463.10
	Bill	04/05/2024	29931	COMPUTER VIEW, INC.	9,754.00	47,217.10
Total 10-5831 · Rep Hrdwre/Sftwre - Admin					47,217.10	47,217.10
Total 10-5830 · Replacement Hardware/Software					47,217.10	47,217.10
10-5850 · Misc Contracts						

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Bills Paid Report

March 9 through April 5, 2024

Type	Date	Num	Name	Paid Amount	Balance
Bill	03/15/2024	INV-US74280	BIBLIOTHECA, LLC	35,266.43	35,266.43
Total 10-5850 · Misc Contracts				35,266.43	35,266.43
10-5860 · Internet					
Credit Card Charge	03/31/2024	030224	Comcast - CMPL Credit Card	630.00	630.00
Credit Card Charge	03/31/2024	030924	Comcast - CMPL Credit Card	630.00	1,260.00
Credit Card Charge	03/31/2024	030224	AT & T - CMPLD Credit Card	1,389.00	2,649.00
Total 10-5860 · Internet				2,649.00	2,649.00
Total 10-5800 · Computer Operations				85,157.53	85,157.53
10-5900 · Utilities					
10-5920 · Gas					
10-5921 · Gas - Aspen					
Bill	03/15/2024	3971663	CONSTELLATION NATURAL GAS	954.91	954.91
Total 10-5921 · Gas - Aspen				954.91	954.91
10-5922 · Gas - Cook Park					
Bill	03/15/2024	3971663	CONSTELLATION NATURAL GAS	1,264.72	1,264.72
Total 10-5922 · Gas - Cook Park				1,264.72	1,264.72
Total 10-5920 · Gas				2,219.63	2,219.63
10-5930 · Water					
10-5931 · Water - Aspen					
General Journal	03/31/2024	3651	LAKE COUNTY DEPARTMENT OF PUBLIC WOF	415.74	415.74
Total 10-5931 · Water - Aspen				415.74	415.74
10-5932 · Water - Cook Park					
Credit Card Charge	03/31/2024	032724	Village of Libertyville-CMPL Credit Card	984.91	984.91
Total 10-5932 · Water - Cook Park				984.91	984.91
Total 10-5930 · Water				1,400.65	1,400.65
Total 10-5900 · Utilities				3,620.28	3,620.28
10-6000 · Telephone					
10-6010 · Telephone					
Bill	03/22/2024	46541	PEERLESS NETWORK, INC.	1,004.17	1,004.17
Credit Card Charge	03/31/2024	031324	Comcast - CMPL Credit Card	333.19	1,337.36
Total 10-6010 · Telephone				1,337.36	1,337.36
10-6020 · Bookmobile - Telephone					
Credit Card Charge	03/31/2024	030924	T-Mobile - CMPL Credit Card	30.80	30.80
Total 10-6020 · Bookmobile - Telephone				30.80	30.80
Total 10-6000 · Telephone				1,368.16	1,368.16
10-6100 · Postage					
Bill	04/05/2024	PERMIT FEE - 051124	LIBERTYVILLE POSTMASTER	320.00	320.00
Total 10-6100 · Postage				320.00	320.00
10-6200 · Maintenance					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

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	Type	Date	Num	Name	Paid Amount	Balance
10-6240 - Trash Removal						
10-6242 - Trash Removal - Cook Park						
	General Journal	03/31/2024	3646	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						
10-6251 - Misc. Maintenance - Aspen						
	Bill	03/15/2024	6580	AMS OF NORTHERN ILLINOIS	205.20	205.20
	Credit Card Charge	03/31/2024	031424	Uline, Inc. - CMPL Credit Card	232.79	437.99
Total 10-6251 - Misc. Maintenance - Aspen					437.99	437.99
10-6252 - Misc. Maintenance - Cook Park						
	Bill	03/15/2024	6580	AMS OF NORTHERN ILLINOIS	154.80	154.80
Total 10-6252 - Misc. Maintenance - Cook Park					154.80	154.80
Total 10-6250 - Miscellaneous					592.79	592.79
Total 10-6200 - Maintenance					829.37	829.37
10-6300 - Repair						
10-6340 - Service Contracts-Mech. & Bldg.						
10-6342 - Service Contracts - Cook Park						
	Bill	03/29/2024	17224	METALMASTER ROOFMASTER INC	991.00	991.00
	Bill	03/29/2024	1-18496	FIRE & SECURITY SERVICES, INC.	147.00	1,138.00
	Bill	03/29/2024	1-18496	FIRE & SECURITY SERVICES, INC.	123.00	1,261.00
Total 10-6342 - Service Contracts - Cook Park					1,261.00	1,261.00
Total 10-6340 - Service Contracts-Mech. & Bldg.					1,261.00	1,261.00
Total 10-6300 - Repair					1,261.00	1,261.00
10-6500 - Professional Services						
10-6540 - Payroll Processing						
	General Journal	03/22/2024	3641		1,804.26	1,804.26
Total 10-6540 - Payroll Processing					1,804.26	1,804.26
10-6560 - Recruitment						
	Bill	03/15/2024	35796-022024	PEOPLEFACTS	302.75	302.75
Total 10-6560 - Recruitment					302.75	302.75
10-6575 - Miscellaneous Services & Fees						
	General Journal	03/31/2024	3643		105.00	105.00
	General Journal	03/31/2024	3652		2.50	107.50
	General Journal	03/31/2024	3654	Sam's Club - CMPL Credit Card	4.75	112.25
Total 10-6575 - Miscellaneous Services & Fees					112.25	112.25
Total 10-6500 - Professional Services					2,219.26	2,219.26
10-6700 - Community Relations						
10-6710 - Newsletter						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

Type	Date	Num	Name	Paid Amount	Balance
Bill	03/15/2024	21780	VOGUE PRINTERS	9,462.00	9,462.00
Total 10-6710 - Newsletter				9,462.00	9,462.00
10-6712 - Graphics					
Credit Card Charge	03/31/2024	031224	Adobe Stock - CMPL Credit Card	29.99	29.99
Total 10-6712 - Graphics				29.99	29.99
10-6720 - Programming - Adult					
10-6721 - Programs - Performances					
Credit Card Charge	03/11/2024	022824	Amazon Marketplace.com - CMPL Credit Card	90.00	90.00
Bill	03/15/2024	MARCH 21, 2024	GARVIN GARDENS	465.00	555.00
Bill	03/15/2024	FEB 24 - TAI CHI	HINSON, HAILEY AHANNA	160.00	715.00
Bill	03/15/2024	FEB 24 - YOGA	HINSON, HAILEY AHANNA	160.00	875.00
Bill	03/15/2024	FEB 24 - MEDITATION	HINSON, HAILEY AHANNA	120.00	995.00
Deposit	03/22/2024			-15.00	980.00
Deposit	03/22/2024			-300.00	680.00
Deposit	03/22/2024			-15.00	665.00
Deposit	03/22/2024			-15.00	650.00
Bill	03/29/2024	JAN - MARCH 2024	ORINOCO FITNESS	90.00	740.00
Bill	03/29/2024	JAN - MARCH 2024	ORINOCO FITNESS	120.00	860.00
Bill	03/29/2024	JAN - MARCH 2024	ORINOCO FITNESS	90.00	950.00
Credit Card Charge	03/31/2024	031524	Lucky Entertainment - CMPL Credit Card	110.00	1,060.00
Credit Card Charge	03/31/2024	022924	Amazon Marketplace.com - CMPL Credit Card	41.31	1,101.31
Credit Card Charge	03/31/2024	022924	Amazon Marketplace.com - CMPL Credit Card	60.60	1,161.91
Bill	04/05/2024	APRIL 8, 2024	LUDYTUNES LLC	100.00	1,261.91
Total 10-6721 - Programs - Performances				1,261.91	1,261.91
10-6722 - Book Discussions&Author Events					
Bill	04/05/2024	3112024	VERNON AREA PUBLIC LIBRARY DISTRICT	2,365.41	2,365.41
Total 10-6722 - Book Discussions&Author Events				2,365.41	2,365.41
10-6723 - Other Expenditures					
Credit Card Charge	03/31/2024	030424	Amazon Marketplace.com - CMPL Credit Card	20.00	20.00
Credit Card Charge	03/31/2024	031124	Amazon Marketplace.com - CMPL Credit Card	64.95	84.95
Credit Card Charge	03/31/2024	032524	Amazon Marketplace.com - CMPL Credit Card	109.30	194.25
Credit Card Charge	03/31/2024	032524	Amazon Marketplace.com - CMPL Credit Card	22.02	216.27
Total 10-6723 - Other Expenditures				216.27	216.27
10-6725 - Genealogy					
Bill	03/15/2024	MARCH 21, 2024	NIEMIEC, DAN	175.00	175.00
Total 10-6725 - Genealogy				175.00	175.00
10-6726 - Computer					
Bill	04/05/2024	MARCH 13, 2024	MONTANO, ESTEVAN	150.00	150.00
Bill	04/05/2024	MARCH 20, 2024	MONTANO, ESTEVAN	150.00	300.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6726 · Computer					300.00	300.00
Total 10-6720 · Programming - Adult					4,318.59	4,318.59
10-6730 · Programming - Young Adult						
10-6731 · Programs - YA (Other)						
	Credit Card Charge	03/11/2024	022824	Amazon Marketplace.com - CMPL Credit Card	90.00	90.00
	Credit Card Charge	03/31/2024	022824	Amazon Marketplace.com - CMPL Credit Card	230.69	320.69
Total 10-6731 · Programs - YA (Other)					320.69	320.69
Total 10-6730 · Programming - Young Adult					320.69	320.69
10-6740 · Programming - Children's						
	Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	13.98	13.98
	Credit Card Charge	03/31/2024	031324	Amazon Marketplace.com - CMPL Credit Card	219.72	233.70
	Credit Card Charge	03/31/2024	031324	Amazon Marketplace.com - CMPL Credit Card	163.20	396.90
	Credit Card Charge	03/31/2024	032024	Amazon Marketplace.com - CMPL Credit Card	120.29	517.19
	Credit Card Charge	03/31/2024	032624	Amazon Marketplace.com - CMPL Credit Card	17.88	535.07
	Credit Card Charge	03/31/2024	032724	Oriental Trading Co - CMPL Credit Card	26.97	562.04
	Credit Card Charge	03/31/2024	032724	Amazon Marketplace.com - CMPL Credit Card	12.99	575.03
	Credit Card Charge	03/31/2024	030624	Amazon Marketplace.com - CMPL Credit Card	11.77	586.80
	Credit Card Charge	03/31/2024	0302&031924	Amazon Marketplace.com - CMPL Credit Card	85.38	672.18
	General Journal	03/31/2024	3654	Sam's Club - CMPL Credit Card	59.92	732.10
Total 10-6740 · Programming - Children's					732.10	732.10
10-6760 · Promotions/Prizes						
10-6761 · Promotions/Prizes- Admin/Gen						
	General Journal	03/31/2024	3654	Sam's Club - CMPL Credit Card	34.32	34.32
	Bill	04/05/2024	CMPLD - 2024	LIBERTYVILLE CIVIC CENTER FOUNDATION	75.00	109.32
Total 10-6761 · Promotions/Prizes- Admin/Gen					109.32	109.32
10-6762 · Promotions/Prizes- Adults						
	Credit Card Charge	03/31/2024	032724	Amazon Marketplace.com - CMPL Credit Card	100.00	100.00
Total 10-6762 · Promotions/Prizes- Adults					100.00	100.00
10-6763 · Promotions/Prizes - Children's						
	Credit Card Charge	03/31/2024	032524	Clementine ECC - CMPL Credit Card	160.00	160.00
Total 10-6763 · Promotions/Prizes - Children's					160.00	160.00
Total 10-6760 · Promotions/Prizes					369.32	369.32
10-6780 · Digital Studios						
10-6781 · Digital Studios - Equipment						
	Credit Card Charge	03/31/2024	032824	AtomicFilament.com - CMPL Credit Card A	113.96	113.96
Total 10-6781 · Digital Studios - Equipment					113.96	113.96
Total 10-6780 · Digital Studios					113.96	113.96
Total 10-6700 · Community Relations					15,346.65	15,346.65
20-8210 · Employer IMRF Disbursements						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

March 9 through April 5, 2024

Type	Date	Num	Name	Paid Amount	Balance
General Journal	03/22/2024	3642		17,444.74	17,444.74
General Journal	04/05/2024	3647		16,276.99	33,721.73
Total 20-8210 · Employer IMRF Disbursements				33,721.73	33,721.73
20-8250 · Employer Soc Security Tax Disb					
General Journal	03/22/2024	3642		15,442.60	15,442.60
General Journal	04/05/2024	3647		14,584.86	30,027.46
Total 20-8250 · Employer Soc Security Tax Disb				30,027.46	30,027.46
Total Expense				695,495.70	695,495.70
Net Ordinary Income				-642,778.56	-642,778.56
Other Income/Expense					
Other Expense					
60-9800 · Special Reserve Disbursements					
Bill	03/22/2024	APP NO: 1 - 031124	RED FEATHER GROUP	34,743.15	34,743.15
Credit Card Charge	03/31/2024	031424	Walmart.com - CMPL Credit Card	277.99	35,021.14
Credit Card Charge	03/31/2024	031424	Amazon Marketplace.com - CMPL Credit Card	399.92	35,421.06
Credit Card Charge	03/31/2024	031524	CDW-G - CMPL Credit Card	2,185.93	37,606.99
Total 60-9800 · Special Reserve Disbursements				37,606.99	37,606.99
Total Other Expense				37,606.99	37,606.99
Net Other Income				-37,606.99	-37,606.99
Net Income				-680,385.55	-680,385.55



Cook Memorial Public Library District Librarian's Statistical Report - Page 1 March 2024

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.

	March 2023			March 2024			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,226	32,438	39,664	6,885	34,001	40,886	3.08%
Reciprocal Borrowing Patrons	375	5,837	6,212	379	6,126	6,505	4.72%
Total	7,601	38,275	45,876	7,264	40,127	47,391	3.30%

Visitors

	March 2023	March 2024	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Aspen Drive Library	17,313	16,549	-4.41%	120,657	137,654	14.09%
Drive-Up	400	393	-1.75%	3,488	3,604	3.33%
Cook Park Library	17,588	20,524	16.69%	145,647	167,986	15.34%
Drive-Up	1,302	1,233	-5.30%	11,057	10,608	-4.06%
Outreach	988	778	-21.26%	6,881	7,538	9.55%
Total	37,591	39,477	5.02%	287,730	327,390	13.78%

Program Attendance

	March 2023	March 2024	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Adult	1,345	1,078	-19.85%	9,332	9,672	3.64%
Juvenile	4,257	3,095	-27.30%	23,915	27,799	16.24%
Young Adult	1,203	825	-31.42%	8,788	9,167	4.31%
	6,805	4,998	-26.55%	42,035	46,638	10.95%

Special Services

	March 2023	March 2024	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Reference Questions	5,982	6,444	7.72%	46,898	51,049	8.85%
Technology Questions	827	853	3.14%	7,121	7,422	4.23%
Library App Users	822	1,086	32.12%	6,603	8,787	33.08%
Online Databases*	4,523	4,171	-7.78%	37,853	39,914	5.44%
www.cooklib.org	107,519	38,262	-64.41%	905,400	318,696	-64.80%
Holds Placed	13,481	12,858	-4.62%	117,522	115,061	-2.09%
Holds Filled	11,801	10,950	-7.21%	102,067	97,811	-4.17%
Homebound Items Delivered	692	653	-5.64%	7,183	5,170	-28.02%

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

Collection Size

	March 2023					March 2024					
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	Percent Change
Aspen Drive Library	50,818	43,739		94,557	34.40%	49,366	43,800		93,166	34.49%	-1.47%
Cook Park Library	57,750	106,104	150	164,004	59.66%	57,992	102,324	146	160,462	59.40%	-2.16%
Outreach	13,358	2,953	13	16,324	5.94%	13,694	2,784	13	16,491	6.11%	1.02%
Total	121,926	152,796	163	274,885		121,052	148,908	159	270,119		-1.73%

Librarian's Statistical Report - March 2024 - Page 2

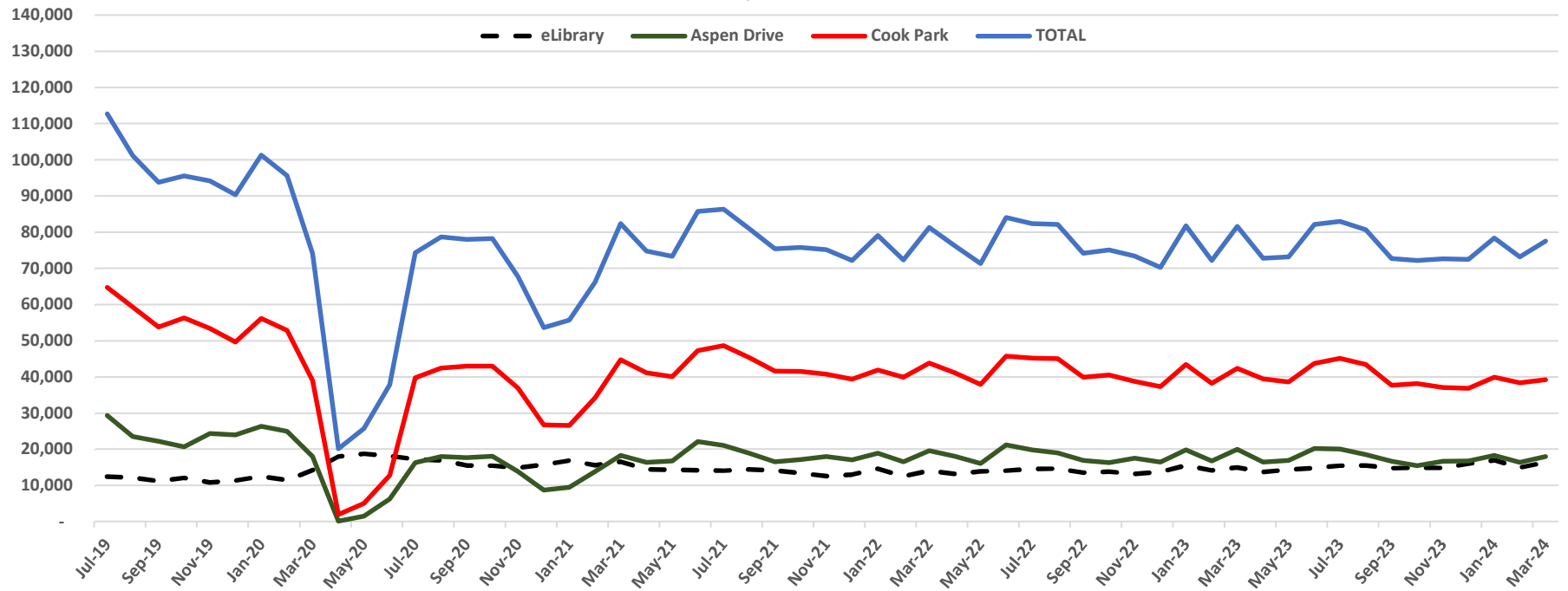
Circulation

	March 2023				March 2024				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	9,709	22,534		32,243	9,586	21,244		30,830	-4.38%
Large Type	1,406	19		1,425	1,257	22		1,279	-10.25%
Nonfiction	7,634	6,505		14,139	7,209	5,652		12,861	-9.04%
Periodicals	1,239	129		1,368	900	136		1,036	-24.27%
World Language	240	299		539	237	234		471	-12.62%
Subtotal Print	20,228	29,486		49,714	19,189	27,288		46,477	-6.51%
Bags and Containers			20	20			23	23	15.00%
Equipment	208	4		212	266			266	25.47%
Interlibrary Loan			154	154			176	176	14.29%
LINKin	1,001			1,001	1,023			1,023	2.20%
Multimedia		390		390		299		299	-23.33%
Other			17	17			15	15	-11.76%
Subtotal Other	1,209	394	191	1,794	1,289	299	214	1,802	0.45%
eAudiobooks			5,977	5,977			6,929	6,929	15.93%
eBooks			7,368	7,368			7,713	7,713	4.68%
eMagazines			237	237			255	255	7.59%
eMusic			284	284			252	252	-11.27%
eVideo			1,071	1,071			1,211	1,211	13.07%
Subtotal Downloadables			14,937	14,937			16,360	16,360	9.53%
Audiobooks	484	498		982	402	419		821	-16.40%
Compact Discs	1,270	705		1,975	931	183		1,114	-43.59%
DVDs, Blu-Ray	8,068	2,699		10,767	7,165	2,535		9,700	-9.91%
Video Games	561	808		1,369	557	705		1,262	-7.82%
Subtotal Audiovisual	10,383	4,710		15,093	9,055	3,842		12,897	-14.55%
Grand Total All Agencies	31,820	34,590	15,128	81,538	29,533	31,429	16,574	77,536	-4.91%

Agency Subtotals

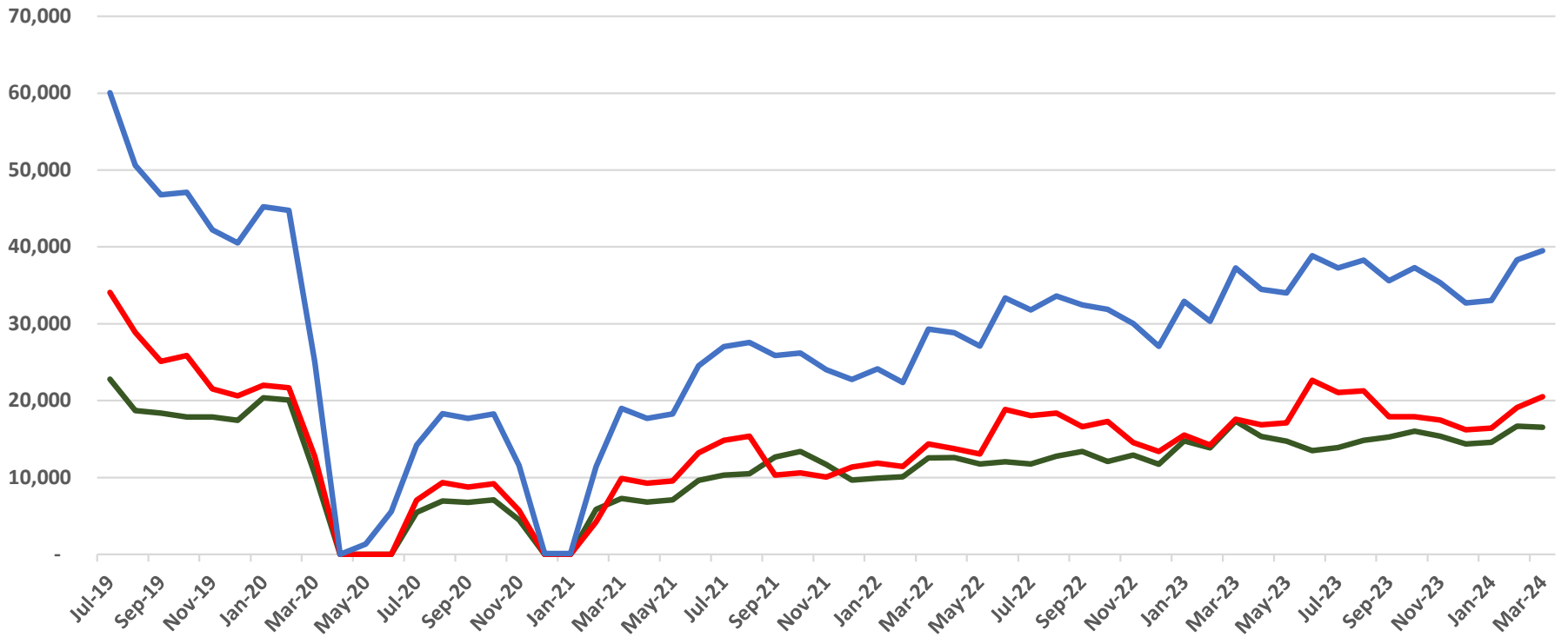
	March 2023	March 2024	Percent Change	FY 2023 To Date	FY 2024 To Date	Percent Change
Downloadables	14,937	16,360	9.53%	128,015	139,610	9.06%
Aspen Drive Library	19,931	17,953	-9.92%	162,499	156,596	-3.63%
Cook Park Library	42,395	39,206	-7.52%	370,707	355,761	-4.03%
Outreach	4,275	4,017	-6.04%	31,867	30,875	-3.11%
Total	81,538	77,536	-4.91%	693,088	682,842	-1.48%

Checkouts July 2019- March 2024



Visitors July 2019 - March 2024

Aspen Drive Cook Park TOTAL





Report of the Director

April 2024

David Archer, Library Director

Mellody Farm TIF

Please find attached a recent article from the *Daily Herald* updating the status of the Mellody Farm Tax Increment Financing (TIF) District which was established in 2017. The article details that the assessed value of the land used for taxing purposes has increased from \$291,000 to \$46.6 million. The Village of Vernon Hills projects the TIF fund balance will exceed the \$16.3 million outstanding debt in 2026 and once all costs and obligations have been paid and any surplus distributed, the district could be dissolved.

As a reminder, under TIF, the current equalized assessed valuation (EAV) of taxable real estate within the designated TIF District is frozen at the level the date the TIF District was created. This is referred to as the base EAV. For a period of up to 23 years, taxing bodies within the TIF District receive revenue calculated on the base EAV only. Subsequent growth in property tax revenues that occurs in the TIF District, above the base EAV, is put into a separate fund maintained by the municipality to pay for infrastructure and redevelopment costs within the TIF District. Because of this, most taxing bodies within the TIF District will typically receive no increase in property tax revenue beyond the base EAV for the duration of the TIF.

Government Officials' Use of Social Media

Please find attached a blog post from Ancel Glink partner Julie Tappendorf regarding recently issued Supreme Court opinions in two cases involving First Amendment challenges to government officials' use of social media. On April 22, Gaby Pantle and I will be attending a webinar hosted by the Local Government Legal Center to learn more about these opinions and how it may affect Library Trustees and staff. Even prior to the Court's most recent analysis, Ancel Glink recommends that government officials maintain separate personal and official social media pages.

EV Charging Usage @ Aspen

Sessions	Charge Duration	Energy Provided	Revenue
Jan 21 - April 9	(minutes)	(kWh)	(20¢/kWh)
39	3,954.5	332.2	\$66.44

Upcoming promotional opportunities:

- Featured in the summer Ins & Outs issue scheduled for delivery in mid-May. The EV charger was also prominently featured in the spring issue.
- Promotional piece in Village of Vernon Hills newsletter.
- Second round of social media posts.
- Researching mobile applications designed to locate EV charging stations and assessing the feasibility of incorporating our station into these platforms.

Odds & Ends

1. In **Digital Services** it has been a great month for professional development. Digital Services Librarian Lindsay Barber-Peddycoart and I attended an online mini-conference on **AI and Libraries** hosted by Library 2.0 and the SJSU School of Information. We are excited about the potential role librarians will play in implementing AI tools into library services and educating the community about possibilities, risks, and how to engage with AI. Lindsay also attended the annual Public Library Association conference in Columbus Ohio and came back with a wealth of ideas. Lastly, we launched a staff-wide training on cybersecurity this week so all staff will be aware of best practices for online safety and security. -- *Nate Gass, Digital Services Manager*

2. **A little about TS: Processing.** Technical Services can be divided into five areas. Two staff members make up the Processing area where materials are labeled and physically prepared for circulation. Our Processing staff include Senior Processing Associate, Bungy Lowry and Processing Associate, Carly Zenn. Bungy processes print materials and Carly processes AV materials. Our Processing staff are careful to process material carefully so it can be identified as belonging to the library. Well-processed material makes it easy for patrons and staff to find it on the shelves and return it to the correct location when it is returned. Processors sometimes work on projects to update labels and correct errors. They also have special training and tools to repair torn pages, broken bindings, cracked cases and other damage so the material looks as good as new. In the 2023 fiscal year, our Processors handled 32,670 items. -- *Katie DuClos, Technical Service Manager*

3. As part of Goal D4 of the Strategic Plan, Katie DuClos, Bronwyn Sill, Lindsay Barber-Peddycoart, and Amy van Goethem 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 March, Marla Littlefield talked about the hiring process. In April, Zach Steckel and Linda Weagley will talk about Homebound services. -- *KD*

4. We celebrated **National Library Week** April 7–13 with a variety of pop-up demos at both locations showcasing materials, services, and resources:
 - eNewsletters & Book List Emails
 - Library Apps, Text Notifications & Freezing Holds
 - Behind the Scenes - Book Processing
 - Digital Studios & Circulating Equipment
 - Bookmobile BINGO
 - Database Deep Dive
 - Library Apps, Text Notifications & Freezing Holds
 - eNewspapers & eMagazines
 - Book Club Basics
 - Digital Studios & Circulating Equipment
 - Library Home Delivery
 - Genealogy Services at the Library
 - Kids & Caregivers: Fun Activities & Helpful Resources--*David Archer, Library Director*

5. Genealogy Library Daniel Smith is excited to share about the almost 800 genealogy eBooks that are now available with a CMPLD library card and free Bookshelf account. The new **Genealogy eBook Collection** includes records from Colonial America to the Civil War as well as a large selection of how-to books and many titles that relate to specific ancestral ethnicities. A direct link can be found on the library's Genealogy webpage under databases. -- *Daniel Smith, Librarian*
6. There have been other **fun staff activities** designed to increase understanding and build connections between departments and staff members.
 - The trivia night, Dewey Wanna Play Trivia?, on Friday, March 1st was a great success. Six teams competed in eight rounds of nail-biting trivia for glory and bragging rights. It was a very fun evening and we used the opportunity to encourage staff to think about the importance of staff events.
 - We planned a Spirit Week for staff during National Library Week, which included Twins Day, Stereotypical Librarian Day, Crazy Socks Day and more! You can see posts of staff having fun participating on social media.
 - The 3 Treats Staff Newsletter is getting amazing click rates as it shares communication tips, library news and events and information about a staff member. -- *KD*

April 7-13, 2024

SPirit DAYS

Show off your library spirit during National Library Week!

April 7 SUNDAY	➔	Wacky Sock Day Let's start the week with just a touch of eclectic apparel.
April 8 MONDAY	➔	Check Out Your Happy T-Shirt Day Wear your Library shirt!
April 9 TUESDAY	➔	Stereotypical Librarian Day SHHH! Cardigans, pocket protectors, cat-eye glasses, oh my.
April 10 WEDNESDAY	➔	Twin Day Grab a partner and wear the same thing — on purpose this time!
April 11 THURSDAY	➔	Dress Like a Book Character Day Dress up as your favorite character.
April 12 FRIDAY	➔	Department Color Day Chat with your department and decide on a color you'll all wear.
April 13 SATURDAY	➔	Wear Your Favorite Team Root, root, root for the _____ Show us your team pride.

QUESTIONS? Ask a TREATS team member:
Lindsay Barber-Peddycoart, Katie DuClos, Bronwyn Sill, or Amy vanGoethem.

7. Middle School Librarian Kevin Wonch was invited to participate in **Hawthorn North Middle School's career day**. He presented to over 70+ students about different aspects of being a librarian, the background needed, and related opportunities kids can take now. Kids also did a small LEGO activity and participated in library-related trivia, which was very popular with attendees. -- *Melissa Phillips, Senior Manager of Children's Services*
8. Middle School Librarian Kevin Wonch received another invitation from **Highland Middle School** to attend their **gaming club**. He brought with him the library's NES/SNES Classic game systems, which the 27 students in attendance enjoyed playing with, and shared with attendees what services and programs the library offers each month for middle school students. -- *MP*
9. In preparation for the **Solar Eclipse** on April 8, Children's Services created 500 Eclipse viewing kits for patrons. The kits contained a pair of viewing glasses, an information handout provided by SEAL—the Solar Eclipse Activities for Libraries program, and a resource guide created in-house. In addition to the kits, Children's Services also obtained 300 viewers, provided by Adler Planetarium. 200 kits were set aside for registered patrons, and 300 kits were reserved for walk-ins. To meet patron demand, Information Services also obtained an additional 200 glasses to give to adult patrons, along with the handouts that Children's Services provided. Together, Children's and Information Services coordinated registration for glasses, as well as distribution. When the adult inventory of glasses was depleted, the children's kits were made available to all. When both the kits and adult glasses ran out, the viewers were then handed out. The last viewer was handed out at 4:59PM on April 7th, as the library was closing. In total, the library handed out 1000+ eclipse glasses and viewers to delighted patrons. -- *MP*
10. Post-eclipse, the Library is offering patrons the opportunity to recycle their eclipse glasses. Coordinated by Andrea Larson, Senior Manager of Information Services, we are collecting used eclipse glasses and viewers at both library locations and donating them to Eclipse Glasses USA, who will send them to school children in other countries for their eclipse viewing experiences. -- *MP*
11. Terri Norstrom, Early Learning Supervisor, has coordinated visits to our story times from two organizations providing pediatric therapies in our community. Mobile Therapy Centers (MTC) and Little Steps Pediatric Therapy Facility are on hand on a rotating basis to offer caregivers and parents attending the opportunity to ask questions related to their child's development in a friendly and safe space. These providers specialize in various therapies including speech, occupational, behavioral, and feeding. They also schedule free developmental screenings. The goal of this project is to support families with children ages birth to five by collaborating with area organizations whose purpose and mission align with ours. -- *MP*
12. The Library will be closed the morning of **Friday, May 3** for **staff training**, the first of three for the year. Agenda:
 - HR Source Attorney Stephanie Dorning will conduct an in-person presentation, *Employment Law Update*, covering labor laws applicable to the Library, incorporating our applicable harassment and discrimination policies. This 1.5-hour interactive session involves a combination of lecture, discussion, and individual activities.
 - Safety Training.
 - Department meetings. -- *DA*

[dailyherald.com](https://www.dailyherald.com)

'This was a good decision we made': Mellody Farm paying off in Vernon Hills

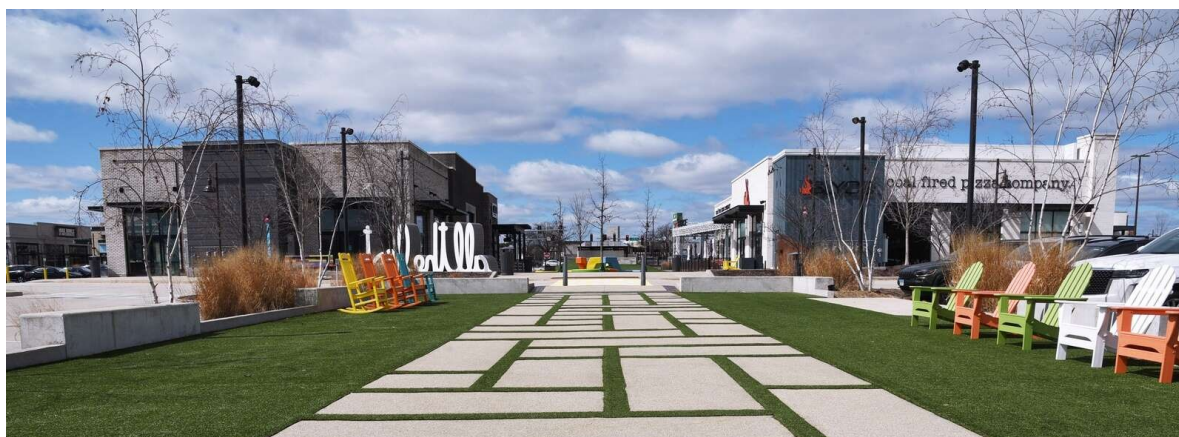
Mick Zawislak

5-6 minutes

TIF district could be dissolved 14 years early



A Taste of Mellody Farm — Dining Under the Stars event at the Vernon Hills shopping area. The center opened in October 2018. *Paul Valade/pvalade@dailyherald.com*





Open space at Mellody Farm shopping center in Vernon Hills. *Paul Valade/*
pvalade@dailyherald.com

Nearly eight years ago, the question in Vernon Hills was whether a hefty upfront village incentive to ignite development on prime open property at Milwaukee Avenue (Route 21) and Townline Road (Route 60) would be worth the investment.

Turns out the luxury apartments and bevy of stores and restaurants developed on the northeast corner as Mellody Farm have exceeded expectations.

So much so that the tax increment financing district created for Mellody Farm — one of three in the village — may be retired 14 years early.

[\\$200 million Mellody Farm project underway in Vernon Hills](#)

“That was a good decision we made ... to say the least,” Mayor Roger Byrne said during a recent overview of the village’s three TIF districts.

Vernon Hills Town Center TIF established in 2002 for the southern gateway area at Milwaukee and Route 45 is running its course. The success of the third, established in late 2020 to help reinvent and repurpose Hawthorn Mall, is to be determined.

[Vernon Hills OKs \\$20 million incentive for Mellody Farm development](#)

“Overall, the village is satisfied with the performance of our three TIF districts in generating development and economic activity,” said Finance Director Thomas Lyons.

“In all three instances, TIF was successful in incentivizing the development of either vacant or underperforming properties that otherwise would have been less feasible to develop without this tool,” he added.

[“It needs to be more”: \\$250 million redevelopment of Hawthorn Mall officially begins](#)

Using TIFs can be controversial because property taxes paid to government bodies are frozen when the district is created. However, property taxes generated by the increased value (the increment) are directed to a special fund to be used for land acquisition, extending utilities or other eligible development-related costs.

The Mellody Farm TIF increment has grown 77% per year, Lyons said. The frozen assessed value of land used for taxing purposes was about \$291,000. The 2024 EAV estimate is about \$46.6 million.

Current projections show the TIF fund balance will exceed the \$16.3 million outstanding debt in the 2026 fiscal year and once all costs and obligations have been paid and any surplus distributed, the district could be dissolved.

“We’d be ending 14 years early,” he said.

In January 2017, village officials agreed to reimburse developer Regency Centers \$20 million to

cover a portion of the public improvements and land costs associated with Mellody Farm.

The 55-acre parcel was among the last large piece of developable land in the commercial-heavy village. But only 33 acres were usable and it had been on the market for years at an estimated \$30.5 million.

Regency developed a 272,242-square-foot shopping center anchored by Whole Foods and developer/contractor Focus built The Atworth at Mellody Farm, a 260-unit luxury apartment building.

“They created a significant amount of tax increment by building a more upscale shopping center with high-quality materials, finishes, landscaping and streetscape elements,” said John Melaniphy, president of Chicago-based retail consultant Melaniphy & Associates Inc., which has advised the village since 1990.

Attention to detail and upscale facilities and amenities, and the residential portion of the project are key to Mellody Farm’s success, he added.

According to Melaniphy, tenants including Nordstrom Rack, Whole Foods, REI and HomeGoods appeal to a wide variety of consumers. Also, a significant portion of leasable area is allocated to restaurants, which generate higher property taxes per square foot and greater sales tax than conventional retail, he added.

For example, the Lazy Dog restaurant at Mellody Farm is among the strongest performers in the chain’s portfolio with sales well above the benchmark, Melaniphy said.

municipalminute.ancelglink.com

Supreme Court's Analysis: Use of Social Media by Government Officials

Tuesday, March 19, 2024 Julie Tappendorf

8–9 minutes

As we [reported](#) last week, the U.S. Supreme Court recently issued opinions in two cases involving First Amendment challenges to government officials' use of social media (*Lindke v. Freed* and *O'Connor-Ratcliff v. Garnier*). To follow up on that post, we want to provide more insight into the new test the Supreme Court announced in [Lindke v. Freed](#) and that will be applied by the respective Courts of Appeals when these two cases are remanded.

In [Lindke v. Freed](#), the U.S. Supreme Court held that when a government official posts on social media, the official's speech will only be attributable to the government (and subject to First Amendment limitations), if the official:

- (1) has actual authority to speak on behalf of the government on a particular matter; and
- (2) purports to exercise that authority when speaking on social media.

According to the Supreme Court, the new test reflects the foundational principle that "the Free Speech clause only prohibits **governmental** abridgement of speech" so an individual who speaks in his or her capacity as a private person cannot be liable for violating another's free speech rights under the First Amendment. The Supreme Court was clear that a government official does not relinquish his or her own First Amendment rights when they take office or are hired by the government. If an official speaks in his or her private capacity by deleting comments and/or blocking users, that is not a violation of another's First Amendment rights but, instead, it is an exercise of the official's individual free speech rights.

With respect to the first prong of the new test, the Supreme Court considered the circumstances under which a government official could have actual authority to speak on behalf of the government. *Lindke* involved a City Manager who deleted critical comments and blocked a user from his personal Facebook page. The Supreme Court stated that the City Manager's status as a government employee, alone, was not conclusive on this first prong because "[t]he distinction between private conduct and state action turns on substance, not labels." So, according to the Court, the person alleging a First Amendment violation must show a connection between the City Manager's actual authority and his social media activity - and that connection must be something more than that the City Manager had *some* authority to communicate with residents. That "something more" needs to be tied to a statute, ordinance, regulation, or even a well-settled custom establishing the City Manager's actual authority, and that established authority must be tied to the speech that allegedly violated the First Amendment.

The Supreme Court gave the following example: If the City Manager had posted about restaurants with local health code violations and then deleted critical comments from those posts, his actions would only be attributed to the City if his formal role (by law or custom) included public health management or regulation. If, on the other hand, the City Manager does not supervise or otherwise contribute to public health initiatives for the City, his posts could not be tied to the government where he had no authority to post in his official capacity.

As to the second prong of this new test, the Supreme Court said that courts must look at whether the challenged post was made in order to fulfill the government official's formal responsibilities. Because government officials and employees do not lose their individual rights to free speech when they are elected, appointed, or hired by a government body, the Court noted that it is important to distinguish circumstances where they speak for themselves from situations where they speak on behalf of the government. One way to make this distinction, according to the Court, is to assess whether the social media page used by the government official is an official page or a personal page.

In many cases, whether a social media page is a personal page or a government page will be fairly easy to determine. Personal pages that include disclaimers such as "the views expressed are strictly my own" or "this is the personal page of John Smith" are entitled to a "heavy" presumption that the posts on that page are personal. On the other hand, a social media page that belongs to the government (an official City account), or passes down to whomever occupies a position (an official City Manager account) are accounts that would purport to speak on behalf of or for the government.

Here, the Court acknowledged that the challenged City Manager's page did not fall squarely into either of these examples - instead, the Court found it to be a "mixed-use" page where the City Manager posted both in his personal capacity and in his capacity as City Manager. According to the Court, applying this new test to a "mixed-use" page requires a fact-specific review of specific activities on that page in order to determine whether a particular post or action was in furtherance of the official's personal capacity or his government capacity.

The Court gave an example of a mayor posting the following on the mayor's personal Facebook page:

Pursuant to Municipal Ordinance 22.1, I am temporarily suspending enforcement of alternate-side parking rules.

The Court noted that this hypothetical post appears to invoke the mayor's actual authority, and if the mayor's personal page was the exclusive place this announcement was made, would likely fall into "state action" for First Amendment purposes. However, if the mayor had merely re-shared this information from the City's official Facebook page, it would be less likely to be seen as state action.

Based on the analysis in the Supreme Court's *Lindke* opinion, government officials and employees might take away the following:

- (1) the Court did not distinguish between public *officials* and public *employees* in establishing its new test;
- (2) the Court rejected an argument that the official's page must be "predominantly" used for government purposes to be subject to the First Amendment;
- (3) the Court also rejected an argument that *any* government-related speech on a personal

page will convert a personal page into a government page;

(4) the mere fact that an account-holder is a government official or employee does not, on its own, mean that their social media page or activities are subject to the First Amendment;

(5) a "mixed use" page where a government official or employee acts both in his or her personal and government capacities can be the most risky type of account as the Court may have to engage in a post-by-post analysis to determine whether the official's or employee's actions have implicated another's First Amendment rights;

(6) adding disclaimers to personal pages that the views express on the personal page are not the views of the government and that the pages are purely for personal use will provide some presumption that the page is a personal one, although it is not determinative and can be rebutted depending on the nature of the activities on that page; and

(7) the Court acknowledged that an official who fails to keep his or her personal page separate from his or her government social media actions exposes himself to greater potential liability. It is particularly problematic if an official blocks a user from commenting on his personal posts because on a "mixed use" page, blocking a user would extend to the entire site, including the user being prevented from commenting on government-related posts on that type of mixed use page.

Based on the Court's analysis and the impact of this new test, government officials and employees may want to consider maintaining separate personal and official social media pages - a best practice we have shared on this site in the past.

Post Authored by Erin Monforti & Julie Tappendorf, Ancel Glink

MARCH 2024 EMAIL STATS



18,953

Total Subscribers



54

Total Emails Sent



53%

Avg. Open Rate
industry avg. 36%



2%

Avg. Click Rate
industry avg. 1%

List Name	# of Subscribers
Authors & Writing (adults)	2,248
Book Club Communications	658
Business & Finance (adults)	698
Career (adults)	492
Children's Events (birth-age 5)	355
Children's Events (grades K-5)	1,190
Children's Events (grades 6-8)	518
Cinema Club Newsletter	223
CMPLD eNews	17,101
Cooking (adults)	1,113
Crafting & Maker NEW	0
eLibrary News	653
English Language Learners NEW	54
Events (adults)	3,275
Events (grades 9-12)	502
Genealogy (adults)	679
Health & Lifestyle (adults)	855
History (adults)	1,015
Local Author News & Events	257
Movie Matinees	1,065
Performances (adult)	970
Teacher Resources	260
Technology (adults)	852

Top Emails by Click Rate

1

Genealogy News

from Cook Memorial Public Library District
March 2024

News & Updates

Spring Programs



Hopefully, you have received your copy of *Ins & Outs*, the library's spring newsletter! If you have not already done so, please register for the upcoming genealogy programs in March, April, and May. We

Collection Update

This spring, the Library is adding a new 10-person conference room next to the genealogy collection at Cook Park Library. You may have noticed that the collection has already shifted a little. During the construction, the genealogy collection will remain accessible. In addition, the genealogy computer and microfilm reader have been moved along the side wall closer to the

2

Cook Memorial Public Library District

[Website](#) | [Catalog](#) | [Calendar](#)



Welcome to the Library!

Your new card gives you access to a world of information and entertainment for all ages and interests. We won't make you scroll forever, so below are some highlights of the amazing things you can now do with your Cook Memorial Library card. Discover more on our [website](#) or by visiting our [two full-service locations](#), Cook Park Library in Libertyville and Aspen Drive Library in Vernon Hills; and the [Bookmobile](#).

3



**SOLAR ECLIPSE VIEWING
TAKE-HOME KIT**

Saturday, March 30 | Take-Home Activity

REGISTER

4

Cinema Club



March 2024 - Shadow of a Doubt

Hello all,

We're dishing up some psychological suspense this month from the master of the genre: Alfred Hitchcock.

On **Monday, March 18th**, we will be screening Hitchcock's 1943 film *Shadow of a Doubt*, in which a teenage girl becomes suspicious that her beloved uncle is hiding a murderous past. *Joseph Cotten* and *Theresa Wright* give standout performances in a movie that

5

**SPRING
stories**




(grades K-1)

Monday, March 18, 4-4:45 pm | Aspen Drive Library


REGISTER

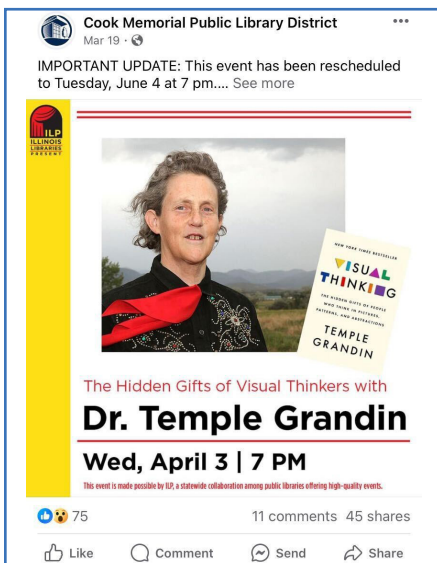
MARCH 2024 SOCIAL STATS

facebook

 **4,126**
page followers

 **35**
posts

 **25,452**
users reached



1 Illinois Libraries Present: An Evening with Temple Grandin
18,114 reached; 206 interactions

2 Bookmark Contest Winners
2,193 reached; 708 interactions

3 Temple Grandin Rescheduled
1,079 reached; 4 engagements


4 We're Hiring: Circulation Associate
1,059 reached; 31 engagements

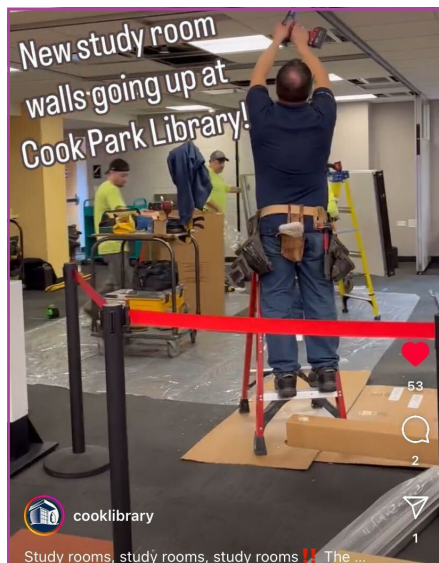
5 District 70 Art Show Opening Reception (video)
987 reached; 338 engagements

Instagram

 **1,683**
page followers

 **41**
posts +5 stories

 **2,101**
users reached



1 Cook Park Study Room Wall Installation (video)
914 reached; 58 engagements

2 Check Out Your Happy Profile Grid
530 reached; 31 engagements

3 We're Hiring: Circulation Associate
512 reached; 20 engagements


4 Daylight Saving Time Survival Tip: Library Coffee Machines
440 reached; 26 engagements

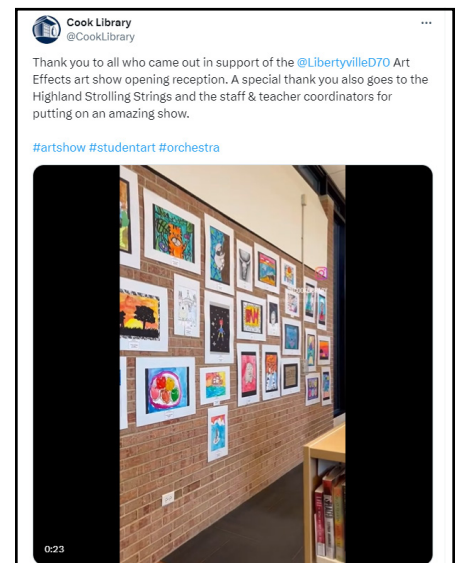
5 Happy St. Patrick's Day (video)
439 reached; 16 engagements



 **1,953**
page followers

 **21**
posts

 **4,558**
users reached



1 District 70 Art Show Opening Reception (video)
1,250 impressions; 244 engagements

2 Teen Craft: DIY Polymer Clay Mirror Event Photos
149 impressions; 2 engagements

3 New from the Podcast: The ACOTAR Episode (video)
143 impressions; 36 engagements

4 Happy St. Patrick's Day (video)
140 impressions; 48 engagements

5 Librarians Have a Particular Set of Skills Meme
135 impressions; 5 engagements

Engagements: Times users interacted with the post. | Impressions: Times users saw the post. | Reach: Unique users exposed to our content.

COOKLIB.ORG POST STATS

Top Posts (other than the landing page)

1. National Library Week Pop-Up Demos

2. What Was Her Name?

3. Marianne's Pick of the Week

4. Erica's Pick of the Week

5. Mary's Pick of the Week

Cook Memorial Public Library District

Investment Maturity Schedule

March 31, 2024

	Issue Date	Maturity Date	Face Value	Coupon/YTM	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Total
Special Reserve Fund:													
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
Enterprise BK Allison PK, PA CD (01/23/24)	31-Jan-2024	30-Jan-2026	245,000	4.40%								245,000	245,000
Total Special Reserve					370,000	245,000	245,000	245,000	0	245,000	245,000	245,000	1,840,000
General Fund:													
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
Valley Natl Bk Passaic, NJ CD (02/27/24)	5-Mar-2024	5-Sep-2025	245,000	5.05%						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					0	490,000	0	0	490,000	245,000	245,000	0	1,470,000
Total Investments					370,000	735,000	245,000	245,000	490,000	490,000	490,000	245,000	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
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
24-Jan-2024	UBS BK Salt Lake City UT CD	Interest					0.00				998.79				998.79
22-Jan-2024	Bell ST BK & TR Fargo, ND CD	Maturity			(245,000)		(245,000)								0.00
23-Jan-2024	Enterprise BK Allison PK, PA CD	Purchase	4.40% - Due 01/30/26		245,000		245,000								0.00
19-Jan-2024	Celtic BK Salt Lake City, UT CD	Interest					0.00					1,092.43			1,092.43
22-Jan-2024	Bell ST BK & TR Fargo ND CD	Interest					0.00					891.40			891.40
31-Jan-2024	Chase Bank	Interest					0.00	2.54	2.02	4.56			2.54	2.30	4.84
31-Jan-2024	Ending Balance			1,470,000.46	1,840,000.00	0.00	3,310,000.46	56,519.99	51,162.32	107,682.31	37,270.07	24,571.22	14.31	14.05	61,869.65
20-Feb-2024	Celtic BK Salt Lake City, UT CD	Interest					0.00					1,092.43			1,092.43
22-Feb-2024	Customers BK Phoenixville PA CD	Maturity & Interest		(245,000)			(245,000)				2,964.16				2,964.16
23-Feb-2024	Southeast Bank Athens TN CD	Interest					0.00					3,024.66			3,024.66
26-Feb-2024	UBS BK Salt Lake City UT CD	Interest					0.00				998.79				998.79
29-Feb-2024	Enterprise BK Allison PK, PA CD	Interest					0.00					915.56			915.56
29-Feb-2024	Chase Bank	Interest					0.00	2.23	2.02	4.25			2.23	2.02	4.25
29-Feb-2024	Ending Balance			1,470,000.46	1,840,000.00	0.00	3,310,000.46	56,522.22	51,164.34	107,686.56	41,233.02	29,603.87	16.54	16.07	70,869.50
5-Mar-2024	Valley Natl Bk Passaic, NJ CD	Purchase	5.05% - Due 9/5/25	245,000			245,000								0.00
7-Mar-2024	Enterprise BK Allison PK, PA CD	Interest					0.00					856.49			856.49
7-Mar-2024	Enterprise BK Allison PK, PA CD	Interest Reversal					0.00					(915.56)			(915.56)
15-Mar-2024	Israel DISC BK New York, NY CD	Interest					0.00					6,291.47			6,291.47
19-Mar-2024	Celtic BK Salt Lake City, UT CD	Interest					0.00					1,021.95			1,021.95
25-Mar-2024	UBS BK Salt Lake City UT CD	Interest					0.00				934.36				934.36
31-Mar-2024	Chase Bank	Interest					0.00	2.23	2.02	4.25			2.23	2.02	4.25
31-Mar-2024	Ending Balance			1,470,000.46	1,840,000.00	0.00	3,310,000.46	56,524.45	51,166.36	107,690.81	42,167.38	36,858.22	18.77	18.09	79,062.46

Position Summary

Cook Memorial Public Library

Report date as of Mar 28, 2024

Report run time: April 01, 2024 05:32 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		1,471,479	1,479	0.10	76,195	5.18			
Corporate Bond			1,470,000		1,471,479	1,479	0.10	21,968	5.18			
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBC2060	2025-04-16	245,000	100.34	245,830	830	0.34	13,352	5.43	5.45	5.10	
								5,963	5.45			
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBW8060	2025-06-23	245,000	99.95	244,877	-123	-0.05	12,250	5.00	5.00	6.00	
								3,222	5.00			
245,000	RBS CTZNS NA PROVIDENCE RI C/D FDIC INS TO LIMITS 75524KRC0060	2024-07-11	245,000	100.01	245,014	14	0.01	13,475	5.50	5.50	5.34	
								6,239	5.50			
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90355GBR6060	2024-08-26	245,000	99.79	244,485	-515	-0.21	11,760	4.81	4.80	0.00	
								0	4.80			
245,000	VALLEY NATL BK PASSAIC N J C/D FDIC INS TO LIMITS 919853KT7060	2025-09-05	245,000	100.05	245,112	112	0.05	12,372	5.05	5.05	5.00	
								746	5.05			
245,000	WESTERN ALLIANCE BK PHOENIX C/D FDIC INS TO LIMITS 95763PQF1060	2025-10-16	245,000	100.47	246,161	1,161	0.47	12,985	5.28	5.30	4.97	
								5,799	5.30			
... 6414 / Cook Memorial PLD Special Res			1,840,000		1,837,013	-2,987	-0.16	87,095	4.74			
Corporate Bond			1,840,000		1,837,013	-2,987	-0.16	17,265	4.73			
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	245,000	99.66	244,159	-841	-0.34	7,228	2.96	2.95	5.07	
								2,554	2.95			

J.P.Morgan

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.

Position Summary

Cook Memorial Public Library

Report date as of Mar 28, 2024

Report run time: April 01, 2024 05:32 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	CELTIC BK SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 15118RJ24060	2025-03-19	245,000	100.14	245,334	334	0.14	12,862	5.24	5.25	0.00	
								0	5.25			
245,000	CROSS RIV BK TEANECK N J CD C/D FDIC INS TO LIMITS 227563CW1060	2024-12-23	245,000	99.99	244,966	-34	-0.01	12,862	5.25	5.25	5.25	
								3,348	5.25			
245,000	ENTERPRISE BK ALLISON PK PA C/D FDIC INS TO LIMITS 29367RMY9060	2026-01-30	245,000	99.16	242,943	-2,057	-0.84	10,780	4.44	4.40	0.00	
								0	4.40			
245,000	FLAGSTAR BK NATL ASSN HICKSVI C/D FDIC INS TO LIMITS 33847GBL5060	2025-12-15	245,000	99.73	244,345	-655	-0.27	11,638	4.76	4.75	4.91	
								3,348	4.75			
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076UG0060	2025-09-15	245,000	100.20	245,484	484	0.20	12,618	5.14	5.15	4.99	
								415	5.15			
245,000	RIVER CITY BK INC KY CD 5.3 C/D FDIC INS TO LIMITS 76804EAG2060	2024-09-12	245,000	99.95	244,875	-125	-0.05	13,108	5.35	5.35	5.31	
								7,074	5.35			
125,000	SOUTHEAST BANK ATHENS TENN CD C/D FDIC INS TO LIMITS 84133PFM5060	2024-05-24	125,000	99.93	124,907	-93	-0.07	6,000	4.80	4.80	5.17	
								526	4.80			
Total For Accounts held at JPMS, member FINRA and SIPC			3,310,000		3,308,492	-1,508	-0.05	163,290	4.94			
								39,234	4.93			

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
31-Dec-2023	Ending Balance			3,646,960.95	98,711.42
18-Jan-2024	Maintenance Fee	Fee	Analysis for 12/23	(105.00)	
31-Jan-2024	Wintrust Bank	Interest	For January 2024	17,944.73	17,944.73
31-Jan-2024	Ending Balance			3,664,800.68	116,656.15
16-Feb-2024	Maintenance Fee	Fee	Analysis for 01/24	(105.00)	
29-Feb-2024	Wintrust Bank	Interest	For February 2024	15,870.17	15,870.17
29-Feb-2024	Ending Balance			3,680,565.85	132,526.32
18-Mar-2024	Maintenance Fee	Fee	Analysis for 02/24	(105.00)	
29-Mar-2024	Wintrust Bank	Interest	For March 2024	15,946.44	15,946.44
31-Mar-2024	Ending Balance			3,696,407.29	148,472.76

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund

Date	Investment	Transaction Type	Description	Running Balance	Interest Income
31-Dec-2023		Ending Balance		956,790.72	29,712.88
31-Jan-2024	Wintrust Bank	Interest	For January 2024	4,664.66	4,664.66
31-Jan-2024		Ending Balance		961,455.38	34,377.54
29-Feb-2024	Wintrust Bank	Interest	For February 2024	4,125.38	4,125.38
29-Feb-2024		Ending Balance		965,580.76	38,502.92
29-Mar-2024	Wintrust Bank	Interest	For March 2024	4,145.17	4,145.17
31-Mar-2024		Ending Balance		969,725.93	42,648.09

RESOLUTION ACCEPTING WILLIAMS ARCHITECTS’ PROPOSAL TO CONDUCT CAPITAL NEEDS ASSESSMENT

WHEREAS, on May 18, 2010, the Cook Memorial Public Library District Board of Trustees (“Board”) approved a contract with Grumman/Butkus Associates to provide a Capital Needs Assessment (“CNA”) for both Library locations to estimate the future costs of property maintenance and equipment and component replacement; and

WHEREAS, this CNA has been updated several times by Library administrative staff to reflect changes in equipment life expectancies; and

WHEREAS, there exists a compelling need to comprehensively update the CNA to accommodate the significant rise in inflation rates over the past three years, and to incorporate the impact of recent construction completed at both library facilities since the last comprehensive assessment; and

WHEREAS, at the Finance and Employee Practices Committee meeting held on March 18, 2024, committee members thoroughly evaluated two CNA proposals as documented in Exhibit A. Subsequently, the committee unanimously recommended to the full Board the acceptance of a proposal from Williams Architects (Exhibit B) for the comprehensive identification of repair and replacement costs associated with major building components and furniture over a ten-year period, as well as the conduct of an accessibility assessment to ensure compliance with required code.

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 authorizes the Library Director to execute a contract with Williams Architects as set forth in Exhibit B.

Section 2: The sum of \$21,850 shall be expended from the General Fund.

Section 3: This Resolution is effective immediately on the date of its passage.

ADOPTED this 16th day of April 2024 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

EXHIBIT A

	Capital Needs Assessment	Accessibility	Furniture	Total
Product Architecture + Design	\$14,000	\$5,000	\$6,000	\$25,000
Williams Architects	\$19,850	Included in total	\$2,000	\$21,850



Exhibit B

27 February 2024

Ms. Crystal Edwards, Finance Director
Cook Memorial Public Library District
413 North Milwaukee Avenue
Libertyville, IL 60048

Re: Proposal for Architectural Services –
Cook Memorial Public Library District– Capital Needs Assessment
Williams Architects Project No. 2024-TBD

Dear Ms. Edwards:

Williams Architects is pleased to present this proposal for Architectural Services for preparation of a comprehensive Capital Needs Assessment for the Cook Memorial Public Library District. Our team truly looks forward to the opportunity to work with the Cook Memorial Public Library District on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

PROJECT BACKGROUND / UNDERSTANDING

The Cook Memorial Library District has two facilities; the Cook Park Library in Libertyville, and the Aspen Drive Library in Vernon Hills. We visited both of the Library buildings on Tuesday, February 20. We understand that the Cook Park Library is approximately 44,200 square feet in area on a single level with a basement, and that the Aspen Drive Library is approximately 35,000 square feet on a single level with a partial basement.

The Cook Memorial Public Library District wishes to prepare a new Capital Needs Assessment that will comprehensively identify, prioritize, and budget for capital improvements needed to its two buildings over the next ten years. The final deliverable will be used by the library as a tool in future capital decision-making processes and budgeting.

Our assessment will analyze the capital needs of the Library through a process of conducting a detailed facility condition assessment that identifies all visible and readily inferable capital needs and associated repair and replacement costs over a ten-year period. The assessment shall include every major component and significant aspect of the Library property's physical condition, including (but not limited to) accessibility, drainage, electrical, energy consumption, HVAC systems, plumbing, building and life safety code compliance, roofing, building envelope, building structure, security, and fire safety. We also provide an option to assess condition of the Library's furniture and shelving as part of this Proposal. The final deliverable shall be a written report indicating all findings (including photographic documentation where applicable) including probable cost estimates of repair, replacement costs, and estimated service life. Our services also include a presentation of our findings at a Library Board meeting.

PROJECT APPROACH

In speaking with you about the recent history of the Library and visiting the site, we have learned a great deal about the Library's needs. This is important background information from which to now move forward with this project. The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging assessment process that will meet your goals for this project.

We believe completion of a Capital Needs Assessment is an effort that, though possible to be completed by construction firms or junior architects following checklists, requires experienced architects for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule / meeting matrix to ensure we have effectively communicated the process and expectations of the entire project team. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.

PROJECT KICK-OFF / DATA COLLECTION

Williams Architects and our consultant team review all data collected and meet with Library Staff to gather additional input. In the kick-off meeting we discuss:

- A. Expectations/Tasks - Define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives) will be discussed, and a project schedule will be developed.
- B. Communiqué – Confirmation of lines of communication, points of contact, level of involvement by Cook Memorial Public Library District leaders and staff, and other related project management details.
- C. Data Collection – Review potential data and information required to facilitate a thorough understanding of the project background and required services from the Client and the Design Team.
- E. Schedule – Confirm the proposed schedule and associated milestone dates.

CAPITAL NEEDS ASSESSMENT

During this phase of the Project, our team conducts a visual observation of the existing property to assess the condition of all items noted on page 1 of this Proposal. The assessment will be conducted by licensed architects from our firm, and mechanical, electrical, and plumbing systems will be assessed by licensed engineers from 20/10 Engineering Group of Schaumburg. Photographs will be taken to document all visible findings with infrared photography used to identify areas of possible moisture infiltration. All findings shall be compiled into a draft report identifying and prioritizing all capital needs, associated repair and replacement costs, and estimated remaining service life for review and discussion with Library staff. As part of our process, we will also identify potential sources of grant funding for the items identified. Following review of this draft report, our team shall finalize the report document for distribution to the Library Board and make a presentation of our findings to the Library Board.

As previously noted, we provide an option for assessment of furniture and shelving. This assessment, if selected, will be performed by our Director of Interiors, Carrie Kotera.

COST ESTIMATING

Our cost estimates for necessary repairs and replacements will be based on historical data and our firm's recent experience with libraries and other similar public facilities. Where multiple options exist to rectify identified issues, a range of costs will be expressed in our report.

Our Team is also concerned with identifying and suggesting strategies to rectify items needing repair or replacement that are economical to construct while taking into consideration the life-cycle impact on maintenance costs and energy consumption. We will review cost-saving options and seek consensus among the assessment and Owner Team so value-engineering options can be integrated up-front into the assessment process.

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the Library's requirements and an assumed March authorization to proceed. Please note based on the timing of this assessment that certain exterior components may need to be evaluated later in the year if they become concealed by snow or unsafe to access due to ice coverage.

Preliminary Project Schedule

Task/Phase	Completion Date
• Authorization to Proceed	March 2024
• Project Kick-Off / Data Collection / Assessment Visit(s)	April 2024
• Draft Report to Library Staff	June 2024
• Meeting with Library Staff To Review Draft Report	June 2024
• Presentation of Findings to Library Board	July 2024 Board Meeting

PROPOSED PROFESSIONAL FEES

We propose to provide the above referenced services for a fixed fee of **NINETEEN THOUSAND EIGHT HUNDRED FIFTY DOLLARS (\$19,850.00) total for both buildings**, plus reimbursable expenses as described below.

Evaluation of library furniture and shelving at both buildings can be provided for an additional **TWO THOUSAND DOLLARS (\$2,000.00)**.

If the scope of work should substantially increase during the project beyond the scope indicated herein, or if additional latent or concealed conditions should require additional project scope or specialized investigation, we will propose a fee and time adjustment to the mutual satisfaction of the Cook Memorial Public Library District and Williams Architects. Examples of such circumstances that may suggest a fee and time adjustment are discovery of conditions that may warrant the engagement of testing and inspection companies to measure or evaluate hidden conditions such as roof moisture scans or structural load calculations.

ADDITIONAL SERVICES

Any Additional Services requested in writing by the Cook Memorial Public Library District for work not included in this Proposal shall be provided on an hourly basis at our standard hourly rates or at mutually agreed upon fixed fees.

In addition to our estimated fees, we recommend the Library maintain an Owner contingency fund within the overall assessment budget to allow for the potential of Additional Services and unforeseen conditions not included herein. (The most common circumstances in which additional services become advisable are described above)

REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Owner for our reimbursable expenses at our direct cost. Reimbursable expenses include project-related expenses such as mileage to and from the Library facilities from our Itasca office, printing & photocopying, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. We anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically. We estimate reimbursable expenses for the project not to exceed FIVE HUNDRED DOLLARS (\$500.00).

PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings and specifications for our use in identifying existing conditions and systems.
2. In addition to our visit(s) to conduct the assessment, we include up to **two (2)** meetings with Library staff and **one (1)** meeting with the Library Board to present and discuss findings. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between CMPLD and WA.
3. Architect makes no warranties, express or implied. This proposal is based on the "professional standard of care" for architectural services provided by similar firms performing similar services. Nothing contained in the Agreement shall require the Architect to exercise professional skill and judgment greater than that which can be reasonably expected from other architects performing similar services to those required hereunder. This limitation shall also apply to any certification or representation made by the Architect as an accommodation upon request of Owner. The Architect shall not make, nor shall Architect be required to make, any certification or representation which seeks knowledge, services or responsibilities beyond the services set forth herein.
4. The client understands that while producing the Capital Needs Assessment, imperfections and inconsistencies may occur, and that latent, invisible, or undetectable conditions may not be able to be identified. However, every reasonable effort to remedy such imperfections and inconsistencies will be made at no additional cost to the Library.
5. The final report will make every attempt to identify items that are not in compliance with codes that were adopted by the Village of Bensenville at the time they were constructed. However, the Owner recognizes that Authorities Having Jurisdiction such as Village Chief Building Officials, Fire Marshals, etc. may interpret codes and impose requirements in their own manner, and that such interpretations and imposition of requirements are beyond the control of our firm.
6. Preliminary estimates of Construction Cost prepared and/or reviewed by the Architect represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices for work described and recommended during this Scope of Work will not vary from the Owner's Project Budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.
7. As licensed architects, our firm (nor any other architectural or construction management firm) is not licensed or experienced in the identification, discovery, or testing of any hazardous materials and therefore cannot bear professional responsibility for any such materials or discoveries. We can identify materials that typically contain hazardous components, but we cannot guarantee that our assessment will conclusively identify all such items. We would be glad to refer the Library to qualified testing and remediation companies experienced in such matters upon request.
8. This scope of services is intended to solely address capital needs for future planning and budgeting purposes and is different from a "master plan" or "space needs assessment" in which current and future spatial needs are identified and solutions explored. WA can provide these services in tandem with this Capital Needs Assessment or after this exercise upon request as an additional service.

CONCLUSION

If the Cook Memorial Public Library District agrees with the terms and conditions of this Proposal, please sign and date below, and return a copy to our office. We truly appreciate this opportunity to develop a professional relationship with the Cook Memorial Public Library District and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Senior Principal / Director of Library Design & Planning

ACCEPTANCE:

The Cook Memorial Public Library District hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.

Printed Name and Title
Cook Memorial Public Library District Authorized Representative

Authorized Signature
Cook Memorial Public Library District

Date

PLEASE SELECT AUTHORIZED SCOPE OF SERVICES BELOW (initial one of the following):

_____ BASE ASSESSMENT SERVICES ONLY (\$19,850.00)

_____ BASE ASSESSMENT SERVICES AND FURNITURE/SHELVING ASSESSMENT (\$21,850.00)

February 21, 2024

Crystal Edwards, Finance Director
Cook Memorial Public Library District
413 N. Milwaukee Avenue
Libertyville, IL 60048

re: Proposal for Professional Services: Building Capital Assessment Report including Annual Cost Projections at the Cook Park Library & Aspen Drive Library

Crystal:

Thank you for your consideration of product architecture + design to complete the proposed capital assessment report for the Cook Memorial Public Library District Cook Park Library and Aspen Drive Library. Our understanding of the project is to complete a capital assessment report with a 10-year outlook outlining future expenditures including the items listed below. Our firm along with our team of engineers have completed many capital assessment reports in the past and are confident that we can produce a document that will be used to plan for both current and future expenditures.

The final capital assessment report will include the individual reports for each heading listed below along with a 10 year summary matrix for both branches. Please review the attached Assessment report that that was completed for the Mount Prospect Library in 2021 as an example of our work.

Completed Capital Assessment Reports + References:

- Mount Prospect Public Library: Su Reynders, Director (sreynders@mppl.org)
- Chicago Ridge Public Library: Dana Wishnick, Director (dwishnick@chicagoridgelibrary.org)
- Downers Grove Public Library: Julie Milavec, Director (jmilavec@dglibrary.org)
- Lincolnwood Public Library: Su Reynders (sreynders@mppl.org)
- Oak Brook Public Library: Jacob Post, Director (jpost@oak-brook.org)
- Schaumburg Township District Library: Annie Miskewitch, Director (amiskewitch@stdl.org)
- Warrenville Public Library: Sandy Whitmer, Director (director@warrenville.com)

Project Scope:

Capital Assessment Report:

The following constitutes the list of proposed building equipment and infrastructure to be included in the scope of services for the capital assessment. The capital assessment report will include a 10 year outlook starting from 2024 through 2034 including any expected annual expenditures and escalation.

1. MEP + FP:
 - a. HVAC system, equipment, and associated main piping and support infrastructure
 - b. Plumbing Systems
 - i. Subsoil drainage/sumps and ejector pits as applicable
 - ii. Building supply and waste systems including fixtures
 - iii. Misc. Equipment
 1. Hot water Heater
 2. Exhaust fans

- c. Electrical Systems
 - i. Panel loads
 - ii. Lighting: Interior and Exterior (see sustainability section also)
 - iii. Major Equipment
 - d. Sprinkler System
 - e. Fire Alarm System
 - f. Security System
 - g. Major Data Infrastructure & Cabling
2. Building Exterior:
- a. Exterior Envelope
 - i. Wall Systems/Materials:
 - 1. Panel Systems
 - 2. Window Wall System
 - 3. Masonry
 - b. Roof (Replaced as part of the Renovation)
 - c. Landscaping
 - d. Concrete site work
 - e. Sidewalks
 - f. Curbs
 - g. Drives
 - h. Overall site drainage
3. Building Interior:
- a. Floor Finishes
 - b. Interior wall finishes
 - c. Ceiling tile schedule for replacement
 - d. Restrooms (Patron & Staff)
 - e. Millwork including staff desks
4. Furniture:
- a. Current Inventory and Schedule of replacement (Plan and Spread Sheet)
5. Accessibility:
- a. Our extensive knowledge of library design, applicable building codes, and the Illinois Accessibility Code will enable us to complete summary report for the library including but not limited to:
 - i. Required clearances and slopes along the path of travel
 - ii. Collection Clearances
 - iii. Toilet rooms and water fountains
 - iv. Public Service Points
 - v. Exterior Site Sidewalks and Vehicle Drop Offs
 - vi. Required Clearances at Mechanical/Electrical Infrastructure

All inspections of the existing conditions will be visual and non-invasive based on retaining continuity of both the exterior envelope and interior finishes. The final report will include photographs, field notes and equipment lists that represent the current condition of the building to the best of our abilities and knowledge. Should the need arise for further forensic investigation (example: exterior wall deterioration), our team will notify the owner prior to any work commencing along with any associated cost to complete the work under a separate proposal.

Fee:

The fee for the finished capital assessment report is a fixed fee of \$12,500.00 for each branch equaling a total fee of \$25,000.000 based on the constraints noted above. The base fee to complete items 1-3 listed above at each branch is \$7,000.00. The fee for item 4 Furniture is \$3000.00 per branch and an additional \$2500.00 for the Item 5 Accessibility Review. If selected, we would propose a kick-off meeting to review the above list in detail in order to develop an agreed upon list to be included in the final reports.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services. Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.



Dan Pohrte, Partner
product architecture + design
811 west evergreen suite 405
chicago, il 60642

v 312.202.0701 c 773.837.0447

Accepted by:

_____ Date: _____
David Archer, Library Director

RESOLUTION ADOPTING the REVISED CAPITAL ASSETS POLICY

WHEREAS, following the Finance and Employee Practices Committee’s review and recommendation, the Library Board of Trustees (“Board”) adopted the Capital Assets Policy via Resolution 2023-2024/15 at the Regular Board Meeting on December 19, 2023; and

WHEREAS, Subsequent to the Board adopting the policy in December 2023, the Finance and Employee Practices Committee (“Finance Committee”) requested clarification from the Library’s Auditing firm, Lauterbach & Amen, LLP regarding the capitalization of library materials; and

WHEREAS, recommended revisions were made to the Capital Assets Policy by Lauterbach & Amen, LLP, and presented to the Finance Committee in March 2024, to adjust the capitalization thresholds across different asset categories and to separate physical items from electronic library materials which are not subject to capitalization under this policy; and

WHEREAS, at the March 18, 2024, Finance Committee meeting, Trustees made a unanimous committee recommendation to present this revised Capital Assets Policy to the full board for adoption.

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

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

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

PASSED this 16th day of April, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

DRAFT

CAPITAL ASSETS POLICY

Article I Purpose

Cook Memorial Public Library District maintains a fixed asset ledger for the capitalization of assets. The capital asset policy is herein established to allow the following:

1. Ensure compliance with GASB34 for governmental financial reporting.
2. Preparation of the year-end financial statements in accordance with generally accepted accounting principles.
3. Control and accountability for identification and management of capital assets.

Article II Categories

Capital assets are substantial assets that provide benefit beyond a single accounting period. The Library will use the following categories when accounting for capital assets:

- A. Land
- B. Buildings
- C. **Building** Improvements ~~other than Buildings~~
- D. Furniture & Equipment
- E. Library Materials
- F. Vehicles
- G. Automated Library Systems

Article III Capitalization Thresholds

- The Library will capitalize ~~all~~ assets with ~~an individual unit cost of \$5,000 or more.~~ varying thresholds based on asset categories:
 - \$5,000 for Furniture & Equipment, Vehicles, and Automated Library Systems
 - \$25,000 for **Building and Building Improvements**
 - \$1 for Land and Physical Library Materials
- **Physical** Library materials, excluding electronic resources, will be capitalized ~~using the annual aggregate cost of purchased materials~~ as a single addition, reflecting the total cost of these physical materials acquired during the year.
- Donated assets will be recorded using the fair market value on the date of transfer, plus any associated costs.

Article IV Depreciation & Disposals

Depreciation of capital assets is provided using the straight-line method over the following estimated useful lives:

Asset Category

Useful Life (years)

Land	Not Depreciated
Buildings	40
Building improvements	5 - 30
Furniture & Equipment	5 - 15
Library Materials	7
Vehicles	8
Automated Library Systems	5

Date

Secretary

Adopted: XX/XX/24

RESOLUTION 2023-2024/19

RESOLUTION ADOPTING REVISED FUND BALANCE POLICY

WHEREAS, the Finance and Employee Practices Committee (“Finance Committee”) last reviewed the Fund Balance Policy (“Policy”) at their meeting on August 15, 2023 and determined that no changes were necessary; and

WHEREAS, the Finance Committee revealed the need to update certain provisions of the Policy at their meeting on March 18, 2024 which included increasing the top threshold from 6 to 12 months for total unrestricted fund balances (committed, assigned and unassigned) being represented in the General Fund; and

WHEREAS, the Policy was revised to also be more closely aligned with GASB 54 and to include targeted goal statements for each fund category; and

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

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

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

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

PASSED this 16th day of April, 2024

AYES: _____

NAYS: _____

ABSENT: _____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

EXHIBIT A

FUND BALANCE POLICY

The Fund Balance Policy of the Cook Memorial Public Library District (the "Library") is designed to ensure fiscal stability and financial integrity in alignment with the best practices and guidelines set forth by the Governmental Accounting Standards Board (GASB). This policy establishes clear classifications and guidelines for the management of the Library's fund balances, ensuring that funds are allocated and utilized effectively to support the Library's mission, operational needs, and long-term strategic objectives. The policy categorizes fund balances according to GASB Statement 54, providing a framework for understanding the restrictions and flexibilities associated with each fund Category. This policy serves as a vital tool for financial planning, risk mitigation, and the promotion of transparency and accountability in the Library's financial management practices.

Article I Fund Balances and Classifications

Fund balance is defined as the Library's cash assets or equivalents, minus all current operational commitments and liabilities. In accordance with GASB Statement 54, the following classifications describe the relative strength of the spending constraints placed on the purposes for which the resources can be used:

Section 1 Restricted Fund Balance

Definition: Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Fund Balance: These funds are reviewed annually in the levy process to ensure that sufficient funds are available in the next period. The Board levies only the amount necessary to cover projected expenses during the next period and does not levy to accumulate reserves in these funds.

Section 2 Committed Fund Balance

Definition: Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

Fund Balance: Increases and decreases in the fund balances are associated with specific purposes; therefore, no target range is established for these funds. The dollar amount of the commitment can be determined after year end.

Section 3 Assigned Fund Balance

Definition: Amounts the library *intends* to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

Fund Balance: Total *unrestricted fund balances (committed, assigned and unassigned)* in the General Fund should represent no less than three (3) months and no more than twelve (12) months of operating expenses. Balances over the maximum shall be transferred to other funds or the Special Reserve Fund at the board's discretion.

Section 4 Unassigned Fund Balance

EXHIBIT A

Definition: Amounts that are available for any purpose; these amounts are reported only in the general fund.

Fund Balance: Total *unrestricted fund balances (committed, assigned and unassigned)* in the General Fund should represent no less than three (3) months and no more than twelve (12) months of operating expenses. Balances above the maximum shall be transferred to other funds or the Special Reserve Fund at the board's discretion.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned, and unassigned). The Library assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

Article II Other Considerations

When determining the appropriate levels for fund balances, the Library will evaluate a range of factors to ensure financial stability and responsiveness to changing circumstances. These factors include:

- A. Predictability of Revenues and Volatility of Expenditures: Assessing the stability and fluctuations of income streams and spending patterns.
- B. Exposure to Significant One-Time Outlays: Recognizing potential for unexpected, substantial expenses.
- C. Fund Transfers: Monitoring the movement of funds, especially from the General Fund to other funds, to maintain appropriate balance levels.
- D. Liquidity: Ensuring there are sufficient liquid assets to meet short-term obligations.
- E. Commitments and Assignments: Taking into account existing and planned commitments and assignments that impact fund balances.

If any of the above factors change, the Library should readdress current unrestricted fund balance levels to ensure amounts are appropriate.

Note: Special Reserve funds can only be utilized for purposes outlined in the Public Library Act of 1991 and this policy (75 ILCS 16/40-50).

Secretary

Date

Adopted: 09/16/14
Revised: 04/17/18
Reviewed: 08/15/23 – No changes
Revised: 04/16/24

FUND BALANCE POLICY

Article I Fund Balance Classifications.

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

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

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

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

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

Article II Considerations in Establishing Goal Levels for Fund Balances.

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

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

Article III Fund Balances.

Fund Balance is defined as follows:

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

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

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

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

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

Section 2 Committed Fund Balance (Special Reserve Fund)

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

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

Section 3 Assigned Fund Balance (General Fund)

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

Section 4 Unassigned Fund Balance (General Fund)

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

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

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

Article IV Spending Hierarchy.

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

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

Article V Funding Policy.

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

Date

Secretary

Adopted: 09/16/14
Revised: 04/17/18
Reviewed: 08/15/23 – No changes