

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

June 18, 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, June 18, 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. Approval of the Minutes.
 - a. Minutes of the Closed Session Meeting of May 21, 2024.
 - b. Minutes of the Regular Meeting of May 21, 2024.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - i. Schedule Budget and Appropriation Hearing.
 - ii. Approval of FY 2025 Operating Budget.
 - iii. Approval of Resolution 2023-2024/22 Adopting Revised Salary Schedules.
 - iv. Approval of Resolution 2023-2024/23 Authorizing Employee Engagement Survey with AllOne Consulting.
 - v. Approval of Resolution 2023-2024/24 Authorizing the Transfer of \$555,776 from the General Fund to the Special Reserve Fund and the Transfer of \$350,000 from the General Fund's Technology Reserve to the Special Reserve Fund.

- b. Building and Grounds.
- c. Policy Review.
- d. Technology.
- e. Resources, Services and Long-Range Planning.
- f. Friends' Representative.
- g. RAILS Representative.
- h. Historical Society Representative.

10. Other Business.

- a. Approval of Resolution 2023-2024/25 Authorizing the Library's Participation in the Non-Resident Fee Program.
- b. Approval of Ordinance 2023-2024/3 Setting Forth a Schedule of Regular Meetings of the Board of Library Trustees of the Cook Memorial Public Library District Commencing July 1, 2024 and Ending June 30, 2025.
- c. Approval of Resolution 2023-2024/26 Authorizing the Library Director and Finance Director to Execute Required Paperwork with all Designated, Eligible Depository Institutions for the Fiscal Year July 1, 2024 through June 30, 2025.
- d. Selection of Trustees for Annual Secretary's Audit.

11. Communications.

12. Upcoming Meetings and Events.

- a. Resources, Services and Long-Range Planning Committee Meeting on Wednesday, July 10, 2024 at 6:30 p.m. at the Cook Park Library.
- b. Regular Board Meeting on Tuesday, July 16, 2024 at 6:30 p.m. at the Cook Park Library.
- c. Policy Review Committee Meeting on Tuesday, August 13, 2024 at 5:00 p.m. at the Aspen Drive Library.
- d. Building and Grounds Committee Meeting, TBD.

13. Public Questions.

14. Closed Session as Permitted By 5 ILCS 120/2(c)(1) to Discuss the Performance of a Specific Employee.

15. Adjournment.

Deb Ader, President
Board of Library Trustees

June 13, 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 May 31, 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>30-Working Cash</u>	<u>40-Early Property Tax</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	0	625
10-1045 - Cash on Hand - Aspen	60	0	0	0	0	0	60
10-1150 - Chase Operating A/C	-453,604	292,668	555,776	566,866	9,919	234,491	1,206,116
10-1504 - Illinois Funds - General, IMRF	208,226	37,443	0	0	0	123,236	368,905
10-1509 - Wintrust MaxSafe Acct - General	3,731,185	0	0	0	0	0	3,731,185
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	0	978,821	978,821
10-1550 - Chase Savings Account							
10-1551 - Chase Savings - GF	56,529	0	0	0	0	0	56,529
60-1551 - Chase Savings - SRF	0	0	0	0	0	51,171	51,171
Total 10-1550 - Chase Savings Account	56,529	0	0	0	0	51,171	107,700
Total 1000 - Cash	3,543,021	330,111	555,776	566,866	9,919	1,387,719	6,393,412
2000 - Investments							
10-1502 - Investments - General Fund							
10-1651 - Investments - Chase (GF)	1,470,000	0	0	0	0	0	1,470,000
Total 10-1502 - Investments - General Fund	1,470,000	0	0	0	0	0	1,470,000
60-1501 - Investments - Special Reserve							
60-1651 - Investments - Chase (SRF)	0	0	0	0	0	1,470,000	1,470,000
Total 60-1501 - Investments - Special Reserve	0	0	0	0	0	1,470,000	1,470,000
Total 2000 - Investments	1,470,000	0	0	0	0	1,470,000	2,940,000
Total Checking/Savings	5,013,021	330,111	555,776	566,866	9,919	2,857,719	9,333,412
Other Current Assets							
10-1991 - Due From Staff Association	362	0	0	0	0	0	362
Total Other Current Assets	362	0	0	0	0	0	362
Total Current Assets	5,013,383	330,111	555,776	566,866	9,919	2,857,719	9,333,774
TOTAL ASSETS	<u>5,013,383</u>	<u>330,111</u>	<u>555,776</u>	<u>566,866</u>	<u>9,919</u>	<u>2,857,719</u>	<u>9,333,774</u>
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
20000 - Accounts Payable	0	0	0	0	0	0	0
Total Accounts Payable	0	0	0	0	0	0	0
Credit Cards							
10-2050 - Chase One Card	27,652	0	0	0	0	2,864	30,516
Total Credit Cards	27,652	0	0	0	0	2,864	30,516
Other Current Liabilities							

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

	<u>10-General</u>	<u>20-IMRF</u>	<u>30-Working Cash</u>	<u>40-Early Property Tax</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
00-2100 - Payroll W/H & Payable							
10-2850 - Aflac Payable	324	0	0	0	0	0	324
10-2000 - Manual Payroll Checks	5,741	0	0	0	0	0	5,741
10-2300 - IMRF Payable-Employee Medicare	31,659	0	0	0	0	0	31,659
10-2600 - IMRF Voluntary Life Insurance	584	0	0	0	0	0	584
10-2700 - Dental and Vision	4,551	0	0	0	0	0	4,551
10-2800 - CO-OP 90's Medical Plan	29,244	0	0	0	0	0	29,244
10-2900 - Other Health Care-FSA	-2,402	0	0	0	0	0	-2,402
Total 00-2100 - Payroll W/H & Payable	69,701	0	0	0	0	0	69,701
20-2300 - IMRF Payable-Employer Medicare	0	50,427	0	0	0	0	50,427
40-2011 - Due To/From Gen Fund-Prop Tax	0	0	0	520,853	0	0	520,853
40-2014 - Due To/From IMRF Fund-Prop Tax	0	0	0	46,013	0	0	46,013
Total Other Current Liabilities	69,701	50,427	0	566,866	0	0	686,994
Total Current Liabilities	97,353	50,427	0	566,866	0	2,864	717,510
Total Liabilities	97,353	50,427	0	566,866	0	2,864	717,510
Equity							
00-3000 - Beginning Fund Balances							
10-3000 - Fund Balance-General Fund	3,063,217	0	0	0	0	0	3,063,217
10-3010 - Assigned FB - Computer/Tech Res	475,000	0	0	0	0	0	475,000
10-3011 - Assigned FB - Bookmobile Res.	500,000	0	0	0	0	0	500,000
20-3000 - Fund Balance - IMRF Fund	0	235,429	0	0	0	0	235,429
30-3000 - Fund Balance-Working Cash Fund	0	0	555,776	0	0	0	555,776
50-3000 - Fund Balance-Trust Fund	0	0	0	0	27,974	0	27,974
60-3000 - Fund Balance-Spec Reserve Fund	0	0	0	0	0	2,975,492	2,975,492
Total 00-3000 - Beginning Fund Balances	4,038,217	235,429	555,776	0	27,974	2,975,492	7,832,888
32000 - Retained Earnings	0	0	0	0	0	0	0
Net Income	877,816	44,256	0	0	-18,055	-120,636	783,381
Total Equity	4,916,033	279,685	555,776	0	9,919	2,854,856	8,616,269
TOTAL LIABILITIES & EQUITY	5,013,386	330,112	555,776	566,866	9,919	2,857,720	9,333,779
UNBALANCED CLASSES	0	0	0	0	0	0	0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2023 through May 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	9,190,982.67	785,941.80	0.00	0.00	9,976,924.47
00-4050 · Replacement Tax	188,075.72	0.00	0.00	0.00	188,075.72
00-4100 · Interest Earned	254,868.96	0.00	0.00	97,501.24	352,370.20
00-4200 · Other	52,848.16	0.00	0.00	0.00	52,848.16
10-4300 · Grants & Other Donations	92,256.78	0.00	0.00	0.00	92,256.78
10-4350 · Fines & Lost Materials	19,223.77	0.00	0.00	0.00	19,223.77
Total Income	<u>9,798,256.06</u>	<u>785,941.80</u>	<u>0.00</u>	<u>97,501.24</u>	<u>10,681,699.10</u>
Gross Profit	9,798,256.06	785,941.80	0.00	97,501.24	10,681,699.10
Expense					
10-5100 · Salaries	4,809,689.20	0.00	0.00	0.00	4,809,689.20
10-5200 · Benefits	596,471.82	0.00	0.00	0.00	596,471.82
10-5300 · Training	34,412.46	0.00	0.00	0.00	34,412.46
10-5400 · Materials	1,033,329.61	0.00	0.00	0.00	1,033,329.61
10-5500 · Processing	32,612.37	0.00	0.00	0.00	32,612.37
10-5600 · Supplies	114,803.32	0.00	0.00	0.00	114,803.32
10-5700 · Vehicles	9,288.89	0.00	0.00	0.00	9,288.89
10-5800 · Computer Operations	595,086.01	0.00	0.00	0.00	595,086.01
10-5900 · Utilities	149,854.45	0.00	0.00	0.00	149,854.45
10-6000 · Telephone	24,972.66	0.00	0.00	0.00	24,972.66
10-6100 · Postage	9,462.88	0.00	0.00	0.00	9,462.88
10-6200 · Maintenance	124,825.99	0.00	0.00	0.00	124,825.99
10-6300 · Repair	97,074.56	0.00	0.00	0.00	97,074.56
10-6400 · Insurance	59,087.38	0.00	0.00	0.00	59,087.38
10-6500 · Professional Services	66,823.37	0.00	0.00	0.00	66,823.37
10-6600 · Improvements	59,137.62	0.00	0.00	0.00	59,137.62
10-6700 · Community Relations	122,081.70	0.00	0.00	0.00	122,081.70
10-7000 · Debt Service	981,425.75	0.00	0.00	0.00	981,425.75
20-8210 · Employer IMRF Disbursements	0.00	382,733.69	0.00	0.00	382,733.69
20-8250 · Employer Soc Security Tax Disb	0.00	358,952.48	0.00	0.00	358,952.48

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2023 through May 2024

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
Total Expense	<u>8,920,440.04</u>	<u>741,686.17</u>	<u>0.00</u>	<u>0.00</u>	<u>9,662,126.21</u>
Net Ordinary Income	877,816.02	44,255.63	0.00	97,501.24	1,019,572.89
Other Income/Expense					
Other Expense					
50-8500 - Trust Disbursements	0.00	0.00	18,054.63	0.00	18,054.63
60-9800 - Special Reserve Disbursements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>218,137.51</u>	<u>218,137.51</u>
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>18,054.63</u>	<u>218,137.51</u>	<u>236,192.14</u>
Net Other Income	0.00	0.00	-18,054.63	-218,137.51	-236,192.14
Net Income	<u><u>877,816.02</u></u>	<u><u>44,255.63</u></u>	<u><u>-18,054.63</u></u>	<u><u>-120,636.27</u></u>	<u><u>783,380.75</u></u>

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

	May 2024				Year To Date May 2024				Annual Budget	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$
Income										
00-4000 · Property Tax	10	0	10	0.00%	9,976,924	9,941,000	35,924	0.36%	100.36%	9,941,000
00-4050 · Replacement Tax	32,591	16,916	15,675	92.66%	188,076	186,084	1,992	1.07%	92.65%	203,000
00-4100 · Interest Earned	29,823	10,000	19,823	198.23%	352,370	110,000	242,370	220.34%	293.64%	120,000
00-4200 · Other	9,848	5,000	4,848	96.96%	52,848	19,000	33,848	178.15%	264.24%	20,000
10-4300 · Grants & Other Donations	1,000	7,300	(6,300)	-86.30%	92,257	80,300	11,957	14.89%	0.00%	88,000
10-4330 · Friends of The Library	0	416	(416)	-100.00%	0	4,584	(4,584)	-100.00%	0.00%	5,000
10-4350 · Fines & Lost Materials	1,505	0	1,505	0.00%	19,224	15,000	4,224	28.16%	128.16%	15,000
Total Income	74,777	39,632	35,145	88.68%	10,681,699	10,355,968	325,731	3.15%	102.79%	10,392,000
Expenses										
10-5100 · Salaries	608,624	610,423	1,799	0.29%	4,809,689	4,895,026	85,337	1.74%	90.71%	5,302,000
10-5200 · Benefits	79,573	52,745	(26,828)	-50.86%	596,472	588,285	-8,187	-1.39%	93.05%	641,000
10-5300 · Training	5,404	6,059	655	10.81%	34,412	58,671	24,259	41.35%	52.94%	65,000
10-5400 · Materials	95,630	101,346	5,716	5.64%	1,033,330	1,176,656	143,326	12.18%	80.86%	1,278,000
10-5500 · Processing	3,906	4,046	140	3.46%	32,612	45,124	12,512	27.73%	66.56%	49,000
10-5600 · Supplies	16,182	10,847	(5,335)	-49.18%	114,803	128,179	13,376	10.44%	82.59%	139,000
10-5700 · Vehicles	468	3,123	2,655	85.01%	9,289	33,927	24,638	72.62%	25.11%	37,000
10-5800 · Computer Operations	34,598	35,545	947	2.66%	595,086	687,461	92,375	13.44%	77.18%	771,000
10-5900 · Utilities	20,519	17,342	(3,177)	-18.32%	149,854	139,297	(10,557)	-7.58%	97.94%	153,000
10-6000 · Telephone	1,457	8,402	6,945	82.66%	24,973	35,024	10,051	28.70%	67.49%	37,000
10-6100 · Postage	1,000	1,059	59	5.57%	9,463	11,939	2,476	20.74%	72.79%	13,000
10-6200 · Maintenance	11,070	14,633	3,563	24.35%	124,826	162,366	37,540	23.12%	71.33%	175,000
10-6300 · Repair	6,254	8,140	1,886	23.17%	97,075	115,744	18,669	16.13%	77.66%	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	9,456	9,870	414	4.19%	66,823	108,121	41,298	38.20%	59.14%	113,000
10-6600 · Improvements	12,973	9,279	(3,694)	-39.81%	59,138	173,242	114,104	65.86%	33.22%	178,000
10-6700 · Community Relations	12,691	26,823	14,132	52.69%	122,082	169,456	47,374	27.96%	244.16%	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	45,834	45,834	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	114,582	114,582	100.00%	0.00%	125,000
20-8210 · Employer IMRF Disbursements	50,426	60,399	9,973	16.51%	382,734	485,716	102,982	21.20%	72.76%	526,000
20-8250 · Employer Soc Security Tax Disb	45,319	46,475	1,156	2.49%	358,952	372,982	14,030	3.76%	88.85%	404,000
Total Expenses	1,015,550	1,041,140	25,590	2.46%	9,662,126	10,606,648	944,522	8.90%	84.52%	11,432,016
Net Ordinary Income/Expense	(940,773)	(1,001,508)	60,735		1,019,573	(250,680)	1,270,253			
Other Income										
10-9910 · Interfund Transfers - General	0		0		0		0			
60-9960 · Interfund Transfers - Special Reserve	0		0		0		0			
Total Other Income	0		0		0		0			
Other Expense										
10-9500 · Other Expense	0		0		0		0			
50-8500 · Trust Disbursements	0		0		18,055		(18,055)			
60-9800 · Special Reserve Disbursements	100,708		(100,708)		218,138		(218,138)			
Total Other Expense	100,708		(100,708)		236,193		(236,193)			
Net Other Income/(Expense)	(100,708)		(100,708)		(236,193)		(236,193)			
Net Income	(1,041,481)		(39,973)		783,380		1,034,060			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary By Fund

May 11 through June 7, 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	0.00	0.00	0.00	0.00
00-4100 · Interest Earned	18,228.98	0.00	11,594.21	29,823.19
00-4200 · Other	13,084.23	0.00	0.00	13,084.23
10-4300 · Grants & Other Donations	1,000.00	0.00	0.00	1,000.00
10-4350 · Fines & Lost Materials	1,392.74	0.00	0.00	1,392.74
Total Income	<u>33,705.95</u>	<u>0.00</u>	<u>11,594.21</u>	<u>45,300.16</u>
Gross Profit	33,705.95	0.00	11,594.21	45,300.16
Expense				
10-5100 · Salaries	399,166.06	0.00	0.00	399,166.06
10-5200 · Benefits	67,810.30	0.00	0.00	67,810.30
10-5300 · Training	2,942.21	0.00	0.00	2,942.21
10-5400 · Materials	93,817.58	0.00	0.00	93,817.58
10-5500 · Processing	1,052.06	0.00	0.00	1,052.06
10-5600 · Supplies	16,141.58	0.00	0.00	16,141.58
10-5700 · Vehicles	35.50	0.00	0.00	35.50
10-5800 · Computer Operations	63,512.69	0.00	0.00	63,512.69
10-5900 · Utilities	2,603.15	0.00	0.00	2,603.15
10-6000 · Telephone	1,457.00	0.00	0.00	1,457.00
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	11,069.94	0.00	0.00	11,069.94
10-6300 · Repair	7,683.60	0.00	0.00	7,683.60
10-6500 · Professional Services	9,502.41	0.00	0.00	9,502.41
10-6600 · Improvements	1,510.77	0.00	0.00	1,510.77
10-6700 · Community Relations	7,925.94	0.00	0.00	7,925.94
20-8210 · Employer IMRF Disbursements	0.00	33,032.46	0.00	33,032.46
20-8250 · Employer Soc Security Tax Disb	0.00	29,722.64	0.00	29,722.64
Total Expense	<u>687,230.79</u>	<u>62,755.10</u>	<u>0.00</u>	<u>749,985.89</u>
Net Ordinary Income	-653,524.84	-62,755.10	11,594.21	-704,685.73
Other Income/Expense				

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary By Fund

May 11 through June 7, 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Expense				
60-9800 - Special Reserve Disbursements	0.00	0.00	87,852.76	87,852.76
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>87,852.76</u>	<u>87,852.76</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>-87,852.76</u>	<u>-87,852.76</u>
Net Income	<u><u>-653,524.84</u></u>	<u><u>-62,755.10</u></u>	<u><u>-76,258.55</u></u>	<u><u>-792,538.49</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
May 11 through June 7, 2024

	Type	Date	Num	Name	Paid Amount	Balance
Ordinary Income/Expense						
Income						
00-4050 · Replacement Tax						
10-4050 · Replacement Tax General						
	General Journal	05/31/2024	3686		0.00	0.00
Total 10-4050 · Replacement Tax General					<u>0.00</u>	<u>0.00</u>
Total 00-4050 · Replacement Tax					0.00	0.00
00-4100 · Interest Earned						
60-3109 · Interest-Wintrust MaxSafe - S/R						
	General Journal	05/31/2024	3686		4,486.66	4,486.66
Total 60-3109 · Interest-Wintrust MaxSafe - S/R					<u>4,486.66</u>	<u>4,486.66</u>
10-3109 · Interest-Wintrust MaxSafe - Gen						
	General Journal	05/31/2024	3686		17,260.02	17,260.02
Total 10-3109 · Interest-Wintrust MaxSafe - Gen					<u>17,260.02</u>	<u>17,260.02</u>
10-3180 · Interest - Money Market Fund						
	General Journal	05/31/2024	3686		0.00	0.00
Total 10-3180 · Interest - Money Market Fund					<u>0.00</u>	<u>0.00</u>
10-4100 · Interest Earned-General Fund						
10-4101 · Interest Income - Chase Savings						
	General Journal	05/31/2024	3686		2.38	2.38
Total 10-4101 · Interest Income - Chase Savings					<u>2.38</u>	<u>2.38</u>
10-4102 · Interest Income - Chase CD's						
	General Journal	05/31/2024	3684		966.58	966.58
Total 10-4102 · Interest Income - Chase CD's					<u>966.58</u>	<u>966.58</u>
Total 10-4100 · Interest Earned-General Fund					968.96	968.96
60-4100 · Interest Earned Special Reserve						
60-4101 · Interest Income - Chase Savings						
	General Journal	05/31/2024	3686		2.16	2.16
Total 60-4101 · Interest Income - Chase Savings					<u>2.16</u>	<u>2.16</u>
60-4102 · Interest Income - Chase CD's						
	General Journal	05/31/2024	3684		3,623.65	3,623.65
	General Journal	05/31/2024	3684		1,479.45	5,103.10
	General Journal	05/31/2024	3684		-856.49	4,246.61
	General Journal	05/31/2024	3684		-915.56	3,331.05
	General Journal	05/31/2024	3684		915.56	4,246.61
	General Journal	05/31/2024	3684		886.03	5,132.64
	General Journal	05/31/2024	3684		1,057.19	6,189.83
	General Journal	05/31/2024	3684		915.56	7,105.39
Total 60-4102 · Interest Income - Chase CD's					<u>7,105.39</u>	<u>7,105.39</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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May 11 through June 7, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 60-4100 · Interest Earned Special Reserve					7,107.55	7,107.55
Total 00-4100 · Interest Earned					29,823.19	29,823.19
00-4200 · Other						
10-4660 · Developer Fees						
Deposit		05/24/2024			3,717.00	3,717.00
Total 10-4660 · Developer Fees					3,717.00	3,717.00
10-4450 · Copy Machine Income						
10-4451 · Aspen - Print/Copy Station						
General Journal		05/31/2024	3692		0.05	0.05
Total 10-4451 · Aspen - Print/Copy Station					0.05	0.05
Total 10-4450 · Copy Machine Income					0.05	0.05
10-4500 · Misc - General Account						
Deposit		05/24/2024			2.26	2.26
Deposit		05/24/2024			5.00	7.26
Deposit		05/24/2024			4.00	11.26
Deposit		05/24/2024			1.00	12.26
Deposit		05/24/2024			20.62	32.88
Deposit		05/24/2024			200.00	232.88
Deposit		05/24/2024			150.26	383.14
Deposit		05/31/2024			7.00	390.14
General Journal		05/31/2024	3693		311.00	701.14
Deposit		06/07/2024			1,591.00	2,292.14
Deposit		06/07/2024			53.09	2,345.23
Deposit		06/07/2024			7,021.95	9,367.18
Total 10-4500 · Misc - General Account					9,367.18	9,367.18
Total 00-4200 · Other					13,084.23	13,084.23
10-4300 · Grants & Other Donations						
10-4365 · Donations - Other						
Deposit		05/24/2024			1,000.00	1,000.00
Total 10-4365 · Donations - Other					1,000.00	1,000.00
Total 10-4300 · Grants & Other Donations					1,000.00	1,000.00
10-4350 · Fines & Lost Materials						
Bill		05/17/2024	LOST/PAID - 050924	CULLEN, KELLY	-9.99	-9.99
Bill		05/17/2024	LOST/PAID - 051324	JENNINGS, RIKKI	-14.99	-24.98
Bill		05/24/2024	LOST/PAID - 051524	GERBER, COURTNEY	-17.99	-42.97
Deposit		05/24/2024			17.25	-25.72
Deposit		05/24/2024			19.00	-6.72
Deposit		05/24/2024			5.00	-1.72
Deposit		05/24/2024			27.00	25.28

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Type	Date	Num	Name	Paid Amount	Balance
Deposit	05/24/2024			45.50	70.78
Deposit	05/24/2024			40.34	111.12
Deposit	05/24/2024			4.10	115.22
Deposit	05/24/2024			16.60	131.82
Deposit	05/24/2024			26.99	158.81
Bill	05/31/2024	LOST/PAID - 052024	REBACK, TAUNYA	-24.75	134.06
Bill	05/31/2024	LOST/PAID - 052024	NALYVAKO, DENYA	-27.07	106.99
Deposit	05/31/2024			16.00	122.99
Deposit	05/31/2024			15.99	138.98
Deposit	05/31/2024			18.45	157.43
Deposit	05/31/2024			10.00	167.43
General Journal	05/31/2024	3686		1,550.23	1,717.66
General Journal	05/31/2024	3690		-203.06	1,514.60
Bill	06/07/2024	LOST/PAID - 052824	JIN, SIMON	-37.99	1,476.61
Bill	06/07/2024	LOST/PAID - 052924	JIN, SIMON	-32.00	1,444.61
Bill	06/07/2024	LOST/PAID - 052524	SABHARWAL, YAJNEESH	-38.97	1,405.64
Bill	06/07/2024	LOST/PAID - 053124	SONG, CARREEN	-12.90	1,392.74
Total 10-4350 · Fines & Lost Materials				1,392.74	1,392.74
Total Income				45,300.16	45,300.16
Gross Profit				45,300.16	45,300.16
Expense					
10-5100 · Salaries					
10-5110 · Administration Salaries					
General Journal	05/17/2024	3679		51,691.98	51,691.98
General Journal	05/31/2024	3683		44,588.55	96,280.53
Total 10-5110 · Administration Salaries				96,280.53	96,280.53
10-5120 · Adult Salaries					
General Journal	05/17/2024	3679		34,762.61	34,762.61
General Journal	05/31/2024	3683		33,001.75	67,764.36
Total 10-5120 · Adult Salaries				67,764.36	67,764.36
10-5130 · Children's Salaries					
General Journal	05/17/2024	3679		35,355.43	35,355.43
General Journal	05/31/2024	3683		35,132.13	70,487.56
Total 10-5130 · Children's Salaries				70,487.56	70,487.56
10-5140 · Circulation Salaries					
General Journal	05/17/2024	3679		29,608.60	29,608.60
General Journal	05/31/2024	3683		29,976.24	59,584.84
Total 10-5140 · Circulation Salaries				59,584.84	59,584.84
10-5145 · Maintenance Salaries					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

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Type	Date	Num	Name	Paid Amount	Balance
General Journal	05/17/2024	3679		9,565.91	9,565.91
General Journal	05/31/2024	3683		9,897.86	19,463.77
Total 10-5145 - Maintenance Salaries				19,463.77	19,463.77
10-5150 - ILL Salaries					
General Journal	05/17/2024	3679		4,325.73	4,325.73
General Journal	05/31/2024	3683		4,301.67	8,627.40
Total 10-5150 - ILL Salaries				8,627.40	8,627.40
10-5155 - Outreach Salaries					
General Journal	05/17/2024	3679		10,836.73	10,836.73
General Journal	05/31/2024	3683		10,402.44	21,239.17
Total 10-5155 - Outreach Salaries				21,239.17	21,239.17
10-5160 - Tech Services Salaries					
General Journal	05/17/2024	3679		20,833.16	20,833.16
General Journal	05/31/2024	3683		20,777.33	41,610.49
Total 10-5160 - Tech Services Salaries				41,610.49	41,610.49
10-5165 - Shelters Salaries					
General Journal	05/17/2024	3679		7,500.24	7,500.24
General Journal	05/31/2024	3683		6,607.70	14,107.94
Total 10-5165 - Shelters Salaries				14,107.94	14,107.94
Total 10-5100 - Salaries				399,166.06	399,166.06
10-5200 - Benefits					
10-5210 - Health Insurance					
Bill	05/17/2024	MEX45 - APRIL 24	AFLAC	92.52	92.52
Bill	05/24/2024	5047 - JUNE 2024	NCPERS GROUP LIFE INS	240.00	332.52
Bill	05/24/2024	P65753 - APRIL 2024	COOPERATIVE 90'S MEDICAL	43,013.60	43,346.12
Bill	05/24/2024	P65753 - APRIL 2024	COOPERATIVE 90'S MEDICAL	8,076.40	51,422.52
Bill	05/31/2024	MEX45 - MAy 24	AFLAC	92.52	51,515.04
Bill	05/31/2024	865594 - JUNE 2024	BLUE CROSS BLUE SHIELD OF ILLINOIS	8,716.92	60,231.96
Bill	05/31/2024	865594 - JUNE 2024	BLUE CROSS BLUE SHIELD OF ILLINOIS	2,072.64	62,304.60
General Journal	05/31/2024	3691		1,255.60	63,560.20
General Journal	05/31/2024	3691		76.48	63,636.68
General Journal	05/31/2024	3691		100.00	63,736.68
General Journal	05/31/2024	3691		139.60	63,876.28
General Journal	05/31/2024	3691		219.87	64,096.15
General Journal	05/31/2024	3691		37.61	64,133.76
Deposit	06/07/2024			-1,166.00	62,967.76
Total 10-5210 - Health Insurance				62,967.76	62,967.76
10-5220 - Dental/Vision Insurance					
Bill	05/24/2024	10438 - APRIL 2024	COOPERATIVE 90'S DENTAL	3,328.30	3,328.30

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report
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Type	Date	Num	Name	Paid Amount	Balance
Bill	05/24/2024	10438 - APRIL 2024	COOPERATIVE 90'S DENTAL	1,256.70	4,585.00
Bill	05/24/2024	104381 - JUNE 2024	DELTA DENTAL OF ILLINOIS - RISK	3.28	4,588.28
Bill	05/24/2024	104381 - JUNE 2024	DELTA DENTAL OF ILLINOIS - RISK	29.34	4,617.62
Bill	05/24/2024	10438 - JUNE 2024	DELTA DENTAL OF ILLINOIS - VISION	282.02	4,899.64
Bill	05/24/2024	10438 - JUNE 2024	DELTA DENTAL OF ILLINOIS - VISION	106.62	5,006.26
Deposit	05/24/2024			-51.19	4,955.07
General Journal	05/31/2024	3687		-702.77	4,252.30
Deposit	06/07/2024			-47.00	4,205.30
Total 10-5220 · Dental/Vision Insurance				4,205.30	4,205.30
10-5240 · Life Insurance					
Bill	05/31/2024	034963 - JUNE 24	MADISON NATIONAL LIFE INS CO., INC.	253.92	253.92
Total 10-5240 · Life Insurance				253.92	253.92
10-5270 · LTD Insurance					
Bill	05/31/2024	034963 - JUNE 24	MADISON NATIONAL LIFE INS CO., INC.	383.32	383.32
Total 10-5270 · LTD Insurance				383.32	383.32
Total 10-5200 · Benefits				67,810.30	67,810.30
10-5300 · Training					
10-5310 · Workshops					
10-5311 · Workshops - Admin					
Credit Card Charge	05/31/2024	050424	Einstein Bros Bagels - CMPL Credit Card	186.54	186.54
Credit Card Charge	05/31/2024	051624	Bagels By The Book - CMPL Credit Card	30.65	217.19
Total 10-5311 · Workshops - Admin				217.19	217.19
Total 10-5310 · Workshops				217.19	217.19
10-5320 · Travel					
10-5323 · Travel - Children's					
Bill	05/24/2024	MAY 10, 2024	MITCHELL, KORIE	51.44	51.44
Total 10-5323 · Travel - Children's				51.44	51.44
10-5328 · Travel - Tech Services					
Bill	05/31/2024	MAY 2024	KLINE, SANDY	3.58	3.58
Total 10-5328 · Travel - Tech Services				3.58	3.58
Total 10-5320 · Travel				55.02	55.02
10-5330 · Memberships					
10-5331 · Memberships - Admin					
Bill	05/17/2024	CMPLD - 041224	ILLINOIS LIBRARY ASSOCIATION	500.00	500.00
Credit Card Charge	05/31/2024	052924	HR Resource - CMPL Credit Card	2,020.00	2,520.00
Total 10-5331 · Memberships - Admin				2,520.00	2,520.00
Total 10-5330 · Memberships				2,520.00	2,520.00
10-5360 · Personnel Tools					
Credit Card Charge	05/31/2024	052924	HR Resource - CMPL Credit Card	150.00	150.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report
May 11 through June 7, 2024

Total 10-5360 · Personnel Tools

Total 10-5300 · Training

10-5400 · Materials

10-5410 · Books - Adult

Type	Date	Num	Name	Paid Amount	Balance
				150.00	150.00
				2,942.21	2,942.21
Bill	05/24/2024	2038196964	BAKER & TAYLOR - L5742022	336.96	336.96
Bill	05/24/2024	2038190341	BAKER & TAYLOR - C0209743	669.74	1,006.70
Bill	05/24/2024	2038192947	BAKER & TAYLOR - L3966532	546.13	1,552.83
Bill	05/24/2024	2038213588	BAKER & TAYLOR - L5580152	526.34	2,079.17
Bill	05/24/2024	2038219258	BAKER & TAYLOR - L5579912	261.77	2,340.94
Bill	05/24/2024	2038207861	BAKER & TAYLOR - L5742022	76.63	2,417.57
Bill	05/24/2024	84179809	GALE	29.59	2,447.16
Bill	05/24/2024	84186247	GALE	106.48	2,553.64
Bill	05/24/2024	84180476	GALE	257.52	2,811.16
Bill	05/24/2024	84181168	GALE	98.37	2,909.53
Bill	05/24/2024	2038205537	BAKER & TAYLOR - L5742022	702.14	3,611.67
Bill	05/24/2024	2038207103	BAKER & TAYLOR - L3966532	608.36	4,220.03
Bill	05/24/2024	2038230716	BAKER & TAYLOR - L5579912	234.81	4,454.84
Bill	05/24/2024	2038234679	BAKER & TAYLOR - L5580152	492.12	4,946.96
Bill	05/24/2024	2038231245	BAKER & TAYLOR - L5580152	434.96	5,381.92
Bill	05/24/2024	2038228294	BAKER & TAYLOR - L5580152	204.12	5,586.04
Bill	05/24/2024	2038217488	BAKER & TAYLOR - L5742022	524.64	6,110.68
Bill	05/24/2024	2038235462	BAKER & TAYLOR - L5742022	1,078.09	7,188.77
Bill	05/24/2024	2038219677	BAKER & TAYLOR - L5742022	132.98	7,321.75
Bill	05/24/2024	2038230835	BAKER & TAYLOR - L5742022	533.51	7,855.26
Bill	05/24/2024	2038222495	BAKER & TAYLOR - L5742022	208.66	8,063.92
Bill	05/24/2024	2038229704	BAKER & TAYLOR - L5742022	210.29	8,274.21
Bill	05/24/2024	2038221847	BAKER & TAYLOR - L3966532	329.25	8,603.46
Bill	05/24/2024	2038212812	BAKER & TAYLOR - L5742022	750.34	9,353.80
Bill	05/24/2024	2038216596	BAKER & TAYLOR - C0209743	92.64	9,446.44
Bill	05/24/2024	2038250630	BAKER & TAYLOR - L5580152	215.96	9,662.40
Bill	05/24/2024	2038230734	BAKER & TAYLOR - L5742022	204.33	9,866.73
Bill	05/24/2024	2038202899	BAKER & TAYLOR - L5742022	430.67	10,297.40
Bill	05/24/2024	2038246194	BAKER & TAYLOR - L5579912	176.65	10,474.05
Bill	05/24/2024	2038236661	BAKER & TAYLOR - L3966532	595.94	11,069.99
Bill	05/24/2024	84221736	GALE	107.98	11,177.97
Bill	05/24/2024	2038256694	BAKER & TAYLOR - L5579912	214.35	11,392.32
Bill	05/24/2024	2038256319	BAKER & TAYLOR - L5579912	213.78	11,606.10
Bill	05/24/2024	2038244294	BAKER & TAYLOR - L5742022	423.39	12,029.49
Bill	05/24/2024	2038247156	BAKER & TAYLOR - C0209743	93.38	12,122.87

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Type	Date	Num	Name	Paid Amount	Balance
Bill	05/24/2024	2038247155	BAKER & TAYLOR - C0209743	96.94	12,219.81
Bill	05/24/2024	84173756	GALE	118.36	12,338.17
Bill	05/24/2024	84272113	GALE	60.78	12,398.95
Bill	05/24/2024	84272025	GALE	59.18	12,458.13
Bill	05/24/2024	84272285	GALE	87.17	12,545.30
Bill	05/24/2024	84265905	GALE	86.37	12,631.67
Bill	05/24/2024	84234838	GALE	27.19	12,658.86
Bill	05/24/2024	84278371	GALE	163.95	12,822.81
Bill	05/24/2024	84277794	GALE	118.36	12,941.17
Bill	05/24/2024	84278807	GALE	513.44	13,454.61
Bill	05/24/2024	84288074	GALE	55.98	13,510.59
Bill	05/24/2024	84283929	GALE	107.98	13,618.57
Bill	05/24/2024	84283364	GALE	169.54	13,788.11
Check	05/24/2024	60032	GALE	-62.38	13,725.73
Check	05/24/2024	60032	GALE	116.76	13,842.49
Credit Card Charge	05/31/2024	042924	Amazon Marketplace.com - CMPL Credit Card	54.59	13,897.08
Credit Card Charge	05/31/2024	050224	Amazon Marketplace.com - CMPL Credit Card	34.15	13,931.23
Credit Card Charge	05/31/2024	050124	Amazon Marketplace.com - CMPL Credit Card	25.06	13,956.29
Credit Card Charge	05/31/2024	050324	Amazon Marketplace.com - CMPL Credit Card	48.45	14,004.74
Credit Card Charge	05/31/2024	050224	Amazon Marketplace.com - CMPL Credit Card	27.84	14,032.58
Credit Card Charge	05/31/2024	050724	Amazon Marketplace.com - CMPL Credit Card	64.32	14,096.90
Credit Card Charge	05/31/2024	050824	Amazon Marketplace.com - CMPL Credit Card	31.94	14,128.84
Credit Card Charge	05/31/2024	050624	Amazon Marketplace.com - CMPL Credit Card	34.90	14,163.74
Credit Card Charge	05/31/2024	050724	Amazon Marketplace.com - CMPL Credit Card	28.52	14,192.26
Credit Card Charge	05/31/2024	051524	Amazon Marketplace.com - CMPL Credit Card	111.05	14,303.31
Credit Card Charge	05/31/2024	051424	Amazon Marketplace.com - CMPL Credit Card	41.88	14,345.19
Credit Card Charge	05/31/2024	052124	Amazon Marketplace.com - CMPL Credit Card	15.52	14,360.71
Credit Card Charge	05/31/2024	052224	Amazon Marketplace.com - CMPL Credit Card	201.48	14,562.19
Credit Card Charge	05/31/2024	052624	Amazon Marketplace.com - CMPL Credit Card	12.93	14,575.12
Credit Card Charge	05/31/2024	052524	Amazon Marketplace.com - CMPL Credit Card	41.97	14,617.09
Credit Card Charge	05/31/2024	052724	Amazon Marketplace.com - CMPL Credit Card	26.47	14,643.56
Credit Card Charge	05/31/2024	052824	Amazon Marketplace.com - CMPL Credit Card	35.99	14,679.55
Bill	06/07/2024	2094965	CENTER POINT LARGE PRINT	298.10	14,977.65
Total 10-5410 · Books - Adult				14,977.65	14,977.65
10-5415 · Books - Juvenile					
Bill	05/24/2024	203216804	BAKER & TAYLOR - L3966522	292.96	292.96
Bill	05/24/2024	2038216837	BAKER & TAYLOR - L5580072	259.59	552.55
Bill	05/24/2024	2038213258	BAKER & TAYLOR - L4231142	280.36	832.91
Bill	05/24/2024	2038227207	BAKER & TAYLOR - L4231142	89.41	922.32

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Type	Date	Num	Name	Paid Amount	Balance
Bill	05/24/2024	2038229881	BAKER & TAYLOR - L4231522	113.30	1,035.62
Bill	05/24/2024	2038243396	BAKER & TAYLOR - L5580072	316.39	1,352.01
Bill	05/24/2024	2038240636	BAKER & TAYLOR - L5580072	359.88	1,711.89
Bill	05/24/2024	2038238181	BAKER & TAYLOR - L4231142	289.22	2,001.11
Bill	05/24/2024	2038248584	BAKER & TAYLOR - L4231142	246.23	2,247.34
Bill	05/24/2024	2038246810	BAKER & TAYLOR - L3966522	922.93	3,170.27
Bill	05/24/2024	2038247613	BAKER & TAYLOR - L4231142	339.08	3,509.35
Bill	05/24/2024	2038256687	BAKER & TAYLOR - L3966522	438.38	3,947.73
Bill	05/24/2024	2038256317	BAKER & TAYLOR - L3966522	886.16	4,833.89
Bill	05/24/2024	2038253797	BAKER & TAYLOR - L5580072	886.46	5,720.35
Bill	05/24/2024	2038259271	BAKER & TAYLOR - L4231522	97.89	5,818.24
Bill	05/24/2024	2038252777	BAKER & TAYLOR - L4231522	148.64	5,966.88
Bill	05/24/2024	2038256788	BAKER & TAYLOR - L5580072	853.68	6,820.56
Bill	05/24/2024	2038256326	BAKER & TAYLOR - L5580072	380.06	7,200.62
Bill	05/24/2024	2038256675	BAKER & TAYLOR - L5580072	1,736.10	8,936.72
Bill	05/24/2024	2038259489	BAKER & TAYLOR - L5580072	390.28	9,327.00
Bill	05/24/2024	2038259838	BAKER & TAYLOR - L4231142	585.28	9,912.28
Bill	05/24/2024	84234837	GALE	39.98	9,952.26
Credit Card Charge	05/31/2024	050424	Amazon Marketplace.com - CMPL Credit Card	66.72	10,018.98
Credit Card Charge	05/31/2024	050824	Amazon Marketplace.com - CMPL Credit Card	18.52	10,037.50
Credit Card Charge	05/31/2024	051624	Amazon Marketplace.com - CMPL Credit Card	10.49	10,047.99
Total 10-5415 · Books - Juvenile				10,047.99	10,047.99
10-5420 · Audio/Visual - Adult					
Bill	05/24/2024	505317286	MIDWEST TAPE, LLC	534.45	534.45
Bill	05/24/2024	505327405	MIDWEST TAPE, LLC	449.52	983.97
Bill	05/24/2024	505370846	MIDWEST TAPE, LLC	3,401.48	4,385.45
Bill	05/24/2024	505344412	MIDWEST TAPE, LLC	353.19	4,738.64
Bill	05/24/2024	505382542	MIDWEST TAPE, LLC	18.48	4,757.12
Bill	05/24/2024	505452643	MIDWEST TAPE, LLC	278.52	5,035.64
Bill	05/24/2024	505424906	MIDWEST TAPE, LLC	1,677.15	6,712.79
Bill	05/24/2024	505414703	MIDWEST TAPE, LLC	16.38	6,729.17
Bill	05/24/2024	505404593	MIDWEST TAPE, LLC	1,555.27	8,284.44
Bill	05/24/2024	505474656	MIDWEST TAPE, LLC	1,788.59	10,073.03
Credit Card Charge	05/31/2024	050424	Amazon Marketplace.com - CMPL Credit Card	6.29	10,079.32
Credit Card Charge	05/31/2024	051024	Walmart - CMPL Credit Card	77.82	10,157.14
Credit Card Charge	05/31/2024	051424	Amazon Marketplace.com - CMPL Credit Card	21.98	10,179.12
Total 10-5420 · Audio/Visual - Adult				10,179.12	10,179.12
10-5435 · Games - Children					
Bill	05/24/2024	014582	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	61.73	61.73

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 11 through June 7, 2024

Type	Date	Num	Name	Paid Amount	Balance
Bill	05/24/2024	014581	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	386.47	448.20
Total 10-5435 · Games - Children				448.20	448.20
10-5440 · Periodicals - Adult					
Bill	05/31/2024	MAY 2024	KLINE, SANDY	52.51	52.51
Credit Card Credit	05/31/2024	040424	Chicago Sun-Times - CMPL Credit Card	-273.00	-220.49
Credit Card Charge	05/31/2024	050724	Amazon Marketplace.com - CMPL Credit Card	10.94	-209.55
Credit Card Charge	05/31/2024	051024	Lake County News Sun - CMPL Credit Card	76.32	-133.23
Credit Card Charge	05/31/2024	051624	USA Today - CMPL Credit Card	395.80	262.57
Credit Card Charge	05/31/2024	052824	Chicago Tribune - CMPL Credit Card	155.92	418.49
Credit Card Charge	05/31/2024	052824	Pioneer Press - CMPL Credit Card	19.99	438.48
Total 10-5440 · Periodicals - Adult				438.48	438.48
10-5450 · Circulating Technologies					
10-5451 · Circ Tech - Equipment					
Credit Card Charge	05/31/2024	050324	Amazon Marketplace.com - CMPL Credit Card	124.98	124.98
Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	77.97	202.95
Credit Card Charge	05/31/2024	052224	Amazon Marketplace.com - CMPL Credit Card	7.99	210.94
Total 10-5451 · Circ Tech - Equipment				210.94	210.94
10-5453 · Circ Tech - Subscriptions					
Credit Card Charge	05/31/2024	050124	Hulu - CMPL Credit Card	17.99	17.99
Credit Card Charge	05/31/2024	050224	Peacock Plus - CMPL Credit Card	6.00	23.99
Credit Card Charge	05/31/2024	050224	Amazon Prime - CMPL Credit Card	8.99	32.98
Credit Card Charge	05/31/2024	050424	Hulu - CMPL Credit Card	17.99	50.97
Credit Card Charge	05/31/2024	052624	VIX PLUS - CMPL Credit Card	6.99	57.96
Credit Card Charge	05/31/2024	052824	Netflix.com - CMPL Credit Card	22.99	80.95
Credit Card Charge	05/31/2024	050224	Disneyplus.com - CMPL Credit Card	139.99	220.94
Credit Card Charge	05/31/2024	050324	HELP.MAX.Com	149.99	370.93
Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	296.57	667.50
Total 10-5453 · Circ Tech - Subscriptions				667.50	667.50
Total 10-5450 · Circulating Technologies				878.44	878.44
10-5490 · Electronic Services					
10-5491 · Online Databases					
10-5492 · Online Databases - Adults					
Bill	05/24/2024	106099	ENCYCLOPAEDIA BRITANNICA, INC.	884.00	884.00
Bill	06/07/2024	70833306	PROQUEST LLC	10,716.74	11,600.74
Total 10-5492 · Online Databases - Adults				11,600.74	11,600.74
10-5493 · Online Databases - Children's					
Bill	05/24/2024	106099	ENCYCLOPAEDIA BRITANNICA, INC.	2,808.00	2,808.00
Total 10-5493 · Online Databases - Children's				2,808.00	2,808.00
Total 10-5491 · Online Databases				14,408.74	14,408.74

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report
May 11 through June 7, 2024

	Type	Date	Num	Name	Paid Amount	Balance
10-5494 - Digital Popular Materials						
10-5495 - Dig. Popular Materials - Adults						
	Bill	05/24/2024	07001CO24108927	OVERDRIVE, INC.	1,536.72	1,536.72
	Bill	05/24/2024	07001CO24109190	OVERDRIVE, INC.	731.94	2,268.66
	Bill	05/24/2024	0001CO24109192	OVERDRIVE, INC.	265.10	2,533.76
	Bill	05/24/2024	07001CO24115919	OVERDRIVE, INC.	1,194.14	3,727.90
	Bill	05/24/2024	07001CO24116194	OVERDRIVE, INC.	427.98	4,155.88
	Bill	05/24/2024	07001CO24115607	OVERDRIVE, INC.	929.45	5,085.33
	Bill	05/24/2024	07001CO24115608	OVERDRIVE, INC.	232.50	5,317.83
	Bill	05/24/2024	07001CO24122521	OVERDRIVE, INC.	882.53	6,200.36
	Bill	05/24/2024	07001CO24122376	OVERDRIVE, INC.	1,126.17	7,326.53
	Bill	05/24/2024	07001CO24122368	OVERDRIVE, INC.	271.37	7,597.90
	Bill	05/24/2024	07001CO24122824	OVERDRIVE, INC.	348.33	7,946.23
	Bill	05/24/2024	398980 - PPU	KANOPY INC.	496.00	8,442.23
	Bill	05/24/2024	505410543	MIDWEST TAPE, LLC	11,195.04	19,637.27
	Bill	05/24/2024	07001CO24135414	OVERDRIVE, INC.	1,615.62	21,252.89
	Bill	05/24/2024	07001CO24129687	OVERDRIVE, INC.	1,788.96	23,041.85
	Bill	05/24/2024	07001CO24129689	OVERDRIVE, INC.	437.82	23,479.67
	Bill	05/24/2024	07001CO24129667	OVERDRIVE, INC.	405.91	23,885.58
	Bill	05/24/2024	07001CO24141430	OVERDRIVE, INC.	1,526.79	25,412.37
	Bill	05/24/2024	07001CO24141035	OVERDRIVE, INC.	1,421.11	26,833.48
	Bill	05/24/2024	07001CO24141030	OVERDRIVE, INC.	396.09	27,229.57
	Bill	05/24/2024	07001CO24141026	OVERDRIVE, INC.	55.00	27,284.57
	Bill	05/24/2024	07001CO24141028	OVERDRIVE, INC.	364.18	27,648.75
	Bill	05/24/2024	07001CO24148072	OVERDRIVE, INC.	1,252.66	28,901.41
	Bill	05/24/2024	07001CO24148089	OVERDRIVE, INC.	863.39	29,764.80
	Bill	05/24/2024	07001CO24148105	OVERDRIVE, INC.	398.60	30,163.40
	Bill	05/24/2024	07001CO24147458	OVERDRIVE, INC.	391.56	30,554.96
	Bill	05/24/2024	1000369388	OCLC INC.	5,678.05	36,233.01
	Total 10-5495 - Dig. Popular Materials - Adults				36,233.01	36,233.01
10-5496 - Dig. Pop. Materials - Juvenile						
	Bill	05/24/2024	07001CO24145037	OVERDRIVE, INC.	63.98	63.98
	Credit Card Charge	05/31/2024	051324	Playaway - CMPL Credit Card	6,126.71	6,190.69
	Total 10-5496 - Dig. Pop. Materials - Juvenile				6,190.69	6,190.69
Total 10-5494 - Digital Popular Materials					42,423.70	42,423.70
Total 10-5490 - Electronic Services					56,832.44	56,832.44
10-5497 - Interlibrary Loan Fees						
	Bill	06/07/2024	30029	IHLS-OCLC	15.26	15.26
Total 10-5497 - Interlibrary Loan Fees					15.26	15.26

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report
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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5400 · Materials					93,817.58	93,817.58
10-5500 · Processing						
10-5520 · Cataloging						
	Bill	05/24/2024	505143371	MIDWEST TAPE, LLC	4.20	4.20
	Bill	05/24/2024	MR0700124125468	OVERDRIVE, INC.	912.06	916.26
	Bill	05/24/2024	505409629	MIDWEST TAPE, LLC	135.80	1,052.06
Total 10-5520 · Cataloging					1,052.06	1,052.06
Total 10-5500 · Processing					1,052.06	1,052.06
10-5600 · Supplies						
10-5611 · Supplies - Admin						
	Bill	05/24/2024	193521 - APRIL 2024	WAREHOUSE DIRECT OFFICE PRODUCTS, INC	555.92	555.92
	Credit Card Charge	05/31/2024	051624	Amazon Marketplace.com - CMPL Credit Card	69.98	625.90
	Credit Card Charge	05/31/2024	051524	Amazon Marketplace.com - CMPL Credit Card	44.71	670.61
	Credit Card Charge	05/31/2024	052324	Fodeez Frames - CMPL Credit Card	123.96	794.57
	Credit Card Charge	05/31/2024	052324	CSC - CMPL Credit Card	37.55	832.12
	Credit Card Charge	05/31/2024	052324	Displays 2 Go - CMPL Credit Card	904.75	1,736.87
	Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	44.99	1,781.86
Total 10-5611 · Supplies - Admin					1,781.86	1,781.86
10-5612 · Supplies - Adults						
	General Journal	05/29/2024	3681	Amazon Marketplace.com - CMPL Credit Card	1,064.84	1,064.84
	Credit Card Charge	05/31/2024	050124	Amazon Marketplace.com - CMPL Credit Card	34.29	1,099.13
	Credit Card Charge	05/31/2024	051024	Amazon Marketplace.com - CMPL Credit Card	64.65	1,163.78
Total 10-5612 · Supplies - Adults					1,163.78	1,163.78
10-5613 · Supplies - Children's						
	Bill	05/24/2024	2038242902	BAKER & TAYLOR - L5588902	6.87	6.87
	Bill	05/24/2024	193521 - APRIL 2024	WAREHOUSE DIRECT OFFICE PRODUCTS, INC	180.60	187.47
	Credit Card Charge	05/31/2024	050124	Amazon Marketplace.com - CMPL Credit Card	19.23	206.70
	Credit Card Charge	05/31/2024	050124	Amazon Marketplace.com - CMPL Credit Card	15.32	222.02
	Credit Card Charge	05/31/2024	050124	Demco, Inc, - CMPL Credit Card	89.38	311.40
	Credit Card Charge	05/31/2024	050124	Amazon Marketplace.com - CMPL Credit Card	7.47	318.87
	Credit Card Charge	05/31/2024	050124	Amazon Marketplace.com - CMPL Credit Card	104.67	423.54
	Credit Card Charge	05/31/2024	050824	Amazon Marketplace.com - CMPL Credit Card	7.99	431.53
	Credit Card Charge	05/31/2024	051524	Amazon Marketplace.com - CMPL Credit Card	49.87	481.40
Total 10-5613 · Supplies - Children's					481.40	481.40
10-5614 · Supplies - Circulation						
	Bill	05/24/2024	193521 - APRIL 2024	WAREHOUSE DIRECT OFFICE PRODUCTS, INC	33.00	33.00
Total 10-5614 · Supplies - Circulation					33.00	33.00
10-5615 · Supplies - Maintenance						
	Bill	05/17/2024	032724-041224	ACE HARDWARE OF LIBERTYVILLE, INC.	29.99	29.99

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report
May 11 through June 7, 2024

Type	Date	Num	Name	Paid Amount	Balance
Bill	05/17/2024	032724-041224	ACE HARDWARE OF LIBERTYVILLE, INC.	62.27	92.26
Bill	05/17/2024	032724-041224	ACE HARDWARE OF LIBERTYVILLE, INC.	5.70	97.96
Bill	05/17/2024	032724-041224	ACE HARDWARE OF LIBERTYVILLE, INC.	86.66	184.62
Bill	05/24/2024	482029	J & R LOCK & SAFE, INC.	83.50	268.12
Bill	05/24/2024	193521 - APRIL 2024	WAREHOUSE DIRECT OFFICE PRODUCTS, INC	1,248.83	1,516.95
Bill	05/24/2024	APRIL 19, 2024	COTINI, MICHAEL	19.76	1,536.71
Bill	05/31/2024	040224-043024	LOWE'S	21.45	1,558.16
Bill	05/31/2024	040224-043024	LOWE'S	16.13	1,574.29
Bill	05/31/2024	040224-043024	LOWE'S	23.12	1,597.41
Bill	05/31/2024	040224-043024	LOWE'S	29.58	1,626.99
Bill	05/31/2024	040224-043024	LOWE'S	37.68	1,664.67
Bill	05/31/2024	040224-043024	LOWE'S	25.12	1,689.79
Bill	05/31/2024	040224-043024	LOWE'S	134.55	1,824.34
Credit Card Charge	05/31/2024	050324	JC Licht - CMPL Credit Card	198.63	2,022.97
Credit Card Charge	05/31/2024	052424	JC Licht - CMPL Credit Card	26.24	2,049.21
Credit Card Charge	05/31/2024	050624	Amazon Marketplace.com - CMPL Credit Card	241.24	2,290.45
Credit Card Charge	05/31/2024	051624	Oransi - CMPL Credit Card	2,995.34	5,285.79
Credit Card Charge	05/31/2024	052124	Uline, Inc. - CMPL Credit Card	159.40	5,445.19
Total 10-5615 · Supplies - Maintenance				5,445.19	5,445.19
10-5616 · Supplies - ILL					
Credit Card Charge	05/31/2024	052424	Uline, Inc. - CMPL Credit Card	36.00	36.00
Total 10-5616 · Supplies - ILL				36.00	36.00
10-5618 · Supplies - Tech Services					
Bill	05/24/2024	193521 - APRIL 2024	WAREHOUSE DIRECT OFFICE PRODUCTS, INC	53.95	53.95
Credit Card Charge	05/31/2024	050124	Demco, Inc. - CMPL Credit Card	589.12	643.07
Credit Card Charge	05/31/2024	051724	Demco, Inc. - CMPL Credit Card	214.98	858.05
Credit Card Charge	05/31/2024	052424	Uline, Inc. - CMPL Credit Card	138.43	996.48
Total 10-5618 · Supplies - Tech Services				996.48	996.48
10-5660 · Supplies - Computer					
Bill	05/24/2024	193521 - APRIL 2024	WAREHOUSE DIRECT OFFICE PRODUCTS, INC	2,994.61	2,994.61
Bill	05/24/2024	29985	COMPUTER VIEW, INC.	825.00	3,819.61
Bill	05/31/2024	040224-043024	LOWE'S	55.02	3,874.63
Credit Card Charge	05/31/2024	050924	CDW-G - CMPL Credit Card	1,922.33	5,796.96
Total 10-5660 · Supplies - Computer				5,796.96	5,796.96
10-5680 · Supplies - Staff Room					
Bill	05/17/2024	032724-041224	ACE HARDWARE OF LIBERTYVILLE, INC.	7.18	7.18
Bill	05/24/2024	193521 - APRIL 2024	WAREHOUSE DIRECT OFFICE PRODUCTS, INC	399.73	406.91
Total 10-5680 · Supplies - Staff Room				406.91	406.91
Total 10-5600 · Supplies				16,141.58	16,141.58

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 11 through June 7, 2024

	Type	Date	Num	Name	Paid Amount	Balance
10-5700 - Vehicles						
10-5720 - Bookmobile Maintenance/Repair						
	Credit Card Charge	05/31/2024	050324	Rondout Service Center - CMPL Credit Card	35.50	35.50
Total 10-5720 - Bookmobile Maintenance/Repair					35.50	35.50
Total 10-5700 - Vehicles					35.50	35.50
10-5800 - Computer Operations						
10-5865 - Remote Communications Expenses						
	Bill	06/07/2024	MAY 2024	ECKMANN, ROBERT	10.00	10.00
Total 10-5865 - Remote Communications Expenses					10.00	10.00
10-5820 - Repairs						
	Bill	06/07/2024	29990	COMPUTER VIEW, INC.	117.00	117.00
Total 10-5820 - Repairs					117.00	117.00
10-5830 - Replacement Hardware/Software						
10-5831 - Rep Hrdwre/Sftwre - Admin						
	Bill	05/24/2024	30006	COMPUTER VIEW, INC.	7,820.50	7,820.50
	Bill	05/24/2024	30007	COMPUTER VIEW, INC.	11,448.00	19,268.50
	Credit Card Charge	05/31/2024	052224	Apple.com - CMPL Credit Card	105.19	19,373.69
	Credit Card Charge	05/31/2024	050424	Timely - CMPL Credit Card	225.00	19,598.69
	Credit Card Charge	05/31/2024	050224	Commonsense.org - CMPLD Credit Card	30.00	19,628.69
	Credit Card Charge	05/31/2024	052224	Ninjaforms.com - CMPL Credit Card	99.00	19,727.69
	Credit Card Charge	05/31/2024	042924	Amazon Marketplace.com - CMPL Credit Card	2,137.00	21,864.69
	Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	116.00	21,980.69
	Bill	06/07/2024	29987	COMPUTER VIEW, INC.	27,520.00	49,500.69
Total 10-5831 - Rep Hrdwre/Sftwre - Admin					49,500.69	49,500.69
Total 10-5830 - Replacement Hardware/Software					49,500.69	49,500.69
10-5840 - LAN Services						
	Bill	05/24/2024	29984	COMPUTER VIEW, INC.	9,850.00	9,850.00
	Bill	05/24/2024	29977	COMPUTER VIEW, INC.	1,880.00	11,730.00
	Bill	06/07/2024	29988	COMPUTER VIEW, INC.	1,300.00	13,030.00
Total 10-5840 - LAN Services					13,030.00	13,030.00
10-5850 - Misc Contracts						
	Bill	05/17/2024	INV-US-70701	ENVISIONWARE, INC.	225.00	225.00
Total 10-5850 - Misc Contracts					225.00	225.00
10-5860 - Internet						
	Credit Card Charge	05/31/2024	052224	Comcast - CMPL Credit Card	630.00	630.00
Total 10-5860 - Internet					630.00	630.00
Total 10-5800 - Computer Operations					63,512.69	63,512.69
10-5900 - Utilities						
10-5920 - Gas						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
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Type	Date	Num	Name	Paid Amount	Balance
10-5921 · Gas - Aspen					
Bill	05/17/2024	4020062	CONSTELLATION NATURAL GAS	372.17	372.17
Total 10-5921 · Gas - Aspen				372.17	372.17
10-5922 · Gas - Cook Park					
Bill	05/17/2024	4020062	CONSTELLATION NATURAL GAS	665.18	665.18
Total 10-5922 · Gas - Cook Park				665.18	665.18
Total 10-5920 · Gas				1,037.35	1,037.35
10-5930 · Water					
10-5931 · Water - Aspen					
General Journal	05/31/2024	3689	LAKE COUNTY DEPARTMENT OF PUBLIC WOF	481.29	481.29
Total 10-5931 · Water - Aspen				481.29	481.29
10-5932 · Water - Cook Park					
Credit Card Charge	05/31/2024	052424	Village of Libertyville-CMPL Credit Card	1,084.51	1,084.51
Total 10-5932 · Water - Cook Park				1,084.51	1,084.51
Total 10-5930 · Water				1,565.80	1,565.80
Total 10-5900 · Utilities				2,603.15	2,603.15
10-6000 · Telephone					
10-6010 · Telephone					
Bill	05/31/2024	50960	PEERLESS NETWORK, INC.	1,004.18	1,004.18
Credit Card Charge	05/31/2024	052224	Comcast - CMPL Credit Card	331.83	1,336.01
Total 10-6010 · Telephone				1,336.01	1,336.01
10-6020 · Bookmobile - Telephone					
General Journal	05/31/2024	3689	VERIZON WIRELESS SERVICES LLC	90.19	90.19
Credit Card Charge	05/31/2024	052124	T-Mobile - CMPL Credit Card	30.80	120.99
Total 10-6020 · Bookmobile - Telephone				120.99	120.99
Total 10-6000 · Telephone				1,457.00	1,457.00
10-6100 · Postage					
Bill	05/17/2024	50271857 - 051324	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	1,000.00
Total 10-6100 · Postage				1,000.00	1,000.00
10-6200 · Maintenance					
10-6210 · Janitorial Service					
10-6211 · Janitorial Service - Aspen					
Bill	05/24/2024	C27070	COMPLETE CLEANING COMPANY, INC.	2,625.00	2,625.00
Total 10-6211 · Janitorial Service - Aspen				2,625.00	2,625.00
10-6212 · Janitorial Service - Cook Park					
Bill	05/24/2024	C27070	COMPLETE CLEANING COMPANY, INC.	4,250.00	4,250.00
Total 10-6212 · Janitorial Service - Cook Park				4,250.00	4,250.00
Total 10-6210 · Janitorial Service				6,875.00	6,875.00
10-6220 · Landscaping Service					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report
May 11 through June 7, 2024

Type	Date	Num	Name	Paid Amount	Balance
10-6221 - Landscaping - Aspen					
Bill	05/24/2024	453.90	LANDSCAPE CONCEPTS, INC.	1,001.75	1,001.75
Total 10-6221 - Landscaping - Aspen				1,001.75	1,001.75
10-6222 - Landscaping - Cook Park					
Bill	05/24/2024	45389	LANDSCAPE CONCEPTS, INC.	609.75	609.75
Total 10-6222 - Landscaping - Cook Park				609.75	609.75
Total 10-6220 - Landscaping Service				1,611.50	1,611.50
10-6240 - Trash Removal					
10-6242 - Trash Removal - Cook Park					
General Journal	05/31/2024	3688	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	05/24/2024	6643	AMS OF NORTHERN ILLINOIS	205.20	205.20
Bill	05/31/2024	776236	ANDERSON PEST SOLUTIONS	93.40	298.60
Total 10-6251 - Misc. Maintenance - Aspen				298.60	298.60
10-6252 - Misc. Maintenance - Cook Park					
Bill	05/24/2024	JKPW419	IRON MOUNTAIN INCORPORATED	150.48	150.48
Bill	05/24/2024	015600CS349261	AMBIUS, LLC (19)	392.98	543.46
Bill	05/24/2024	6643	AMS OF NORTHERN ILLINOIS	154.80	698.26
Bill	05/31/2024	14167	ALL TECH ENERGY, INC.	1,350.00	2,048.26
Total 10-6252 - Misc. Maintenance - Cook Park				2,048.26	2,048.26
Total 10-6250 - Miscellaneous				2,346.86	2,346.86
Total 10-6200 - Maintenance				11,069.94	11,069.94
10-6300 - Repair					
10-6330 - Mechanical Repairs					
10-6331 - Mechanical Repairs - Aspen					
Bill	05/24/2024	W49348	SHERMAN MECHANICAL, INC.	1,504.23	1,504.23
Total 10-6331 - Mechanical Repairs - Aspen				1,504.23	1,504.23
Total 10-6330 - Mechanical Repairs				1,504.23	1,504.23
10-6340 - Service Contracts-Mech. & Bldg.					
10-6341 - Service Contracts - Aspen					
Bill	05/17/2024	N.2275681	AVERUS, INC.	301.00	301.00
Bill	05/31/2024	R.2282455	AVERUS, INC.	8.50	309.50
Bill	05/31/2024	I-25078	FIRE & SECURITY SERVICES, INC.	219.00	528.50
Bill	06/07/2024	CO12364	SHERMAN MECHANICAL, INC.	1,464.00	1,992.50
Total 10-6341 - Service Contracts - Aspen				1,992.50	1,992.50
10-6342 - Service Contracts - Cook Park					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 11 through June 7, 2024

Type	Date	Num	Name	Paid Amount	Balance
Bill	05/17/2024	N.2275680	AVERUS, INC.	450.00	450.00
Bill	05/24/2024	8106507295	SCHINDLER ELEVATOR CORPORATION	683.49	1,133.49
Bill	05/24/2024	C012330	SHERMAN MECHANICAL, INC.	2,160.00	3,293.49
Bill	05/31/2024	F.2282456	AVERUS, INC.	60.00	3,353.49
Bill	06/07/2024	7100544465	SCHINDLER ELEVATOR CORPORATION	833.38	4,186.87
Total 10-6342 · Service Contracts - Cook Park				4,186.87	4,186.87
Total 10-6340 · Service Contracts-Mech. & Bldg.				6,179.37	6,179.37
Total 10-6300 · Repair				7,683.60	7,683.60
10-6500 · Professional Services					
10-6520 · Legal Services					
Bill	05/17/2024	241181	KLEIN, THORPE AND JENKINS, LTD.	1,104.50	1,104.50
Credit Card Charge	05/31/2024	052924	HR Resource - CMPL Credit Card	315.00	1,419.50
Bill	06/07/2024	241454	KLEIN, THORPE AND JENKINS, LTD.	505.25	1,924.75
Total 10-6520 · Legal Services				1,924.75	1,924.75
10-6530 · Consulting					
Bill	05/24/2024	12091 - DEPOSIT	SPECIALTY VEHICLE SERVICES, LLC	5,150.00	5,150.00
Total 10-6530 · Consulting				5,150.00	5,150.00
10-6540 · Payroll Processing					
General Journal	05/17/2024	3678		1,877.50	1,877.50
General Journal	05/31/2024	3682		445.16	2,322.66
Total 10-6540 · Payroll Processing				2,322.66	2,322.66
10-6575 · Miscellaneous Services & Fees					
General Journal	05/31/2024	3686		105.00	105.00
Total 10-6575 · Miscellaneous Services & Fees				105.00	105.00
Total 10-6500 · Professional Services				9,502.41	9,502.41
10-6600 · Improvements					
10-6630 · Equipment					
10-6635 · Equipment - Maintenance					
Credit Card Charge	05/31/2024	051524	Amazon Marketplace.com - CMPL Credit Card	469.00	469.00
Total 10-6635 · Equipment - Maintenance				469.00	469.00
Total 10-6630 · Equipment				469.00	469.00
10-6650 · Copiers & Other Leased Equip					
General Journal	05/31/2024	3689	KONICA MINOLTA	1,041.77	1,041.77
Total 10-6650 · Copiers & Other Leased Equip				1,041.77	1,041.77
Total 10-6600 · Improvements				1,510.77	1,510.77
10-6700 · Community Relations					
10-6712 · Graphics					
Bill	05/31/2024	INV-8903	SIGN A RAMA	307.80	307.80
Credit Card Charge	05/31/2024	050624	Amazon Marketplace.com - CMPL Credit Card	17.99	325.79

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report
May 11 through June 7, 2024

	Type	Date	Num	Name	Paid Amount	Balance
	Credit Card Charge	05/31/2024	051224	Adobe Stock - CMPL Credit Card	29.99	355.78
Total 10-6712 - Graphics					355.78	355.78
10-6720 - Programming - Adult						
10-6721 - Programs - Performances						
	Bill	05/17/2024	APRIL 24 - TAI CHI	HINSON, HAILEY AHANNA	120.00	120.00
	Bill	05/17/2024	APR 24 - MEDITATION	HINSON, HAILEY AHANNA	80.00	200.00
	Bill	05/24/2024	MAY 28, 2024	NOSTALGIA ENTERTAINMENT	175.00	375.00
	Bill	05/31/2024	MAY 28, 2024B	NOSTALGIA ENTERTAINMENT	200.00	575.00
	Bill	05/31/2024	JUNE 4, 2024	ALEXANDER, GREGORY	300.00	875.00
	Bill	05/31/2024	JUNE 5, 2024	LAKE COUNTY FOREST PRESERVES	80.00	955.00
Total 10-6721 - Programs - Performances					955.00	955.00
10-6723 - Other Expenditures						
	Credit Card Charge	05/31/2024	050224	Amazon Marketplace.com - CMPL Credit Card	20.98	20.98
	Bill	06/07/2024	MAY 2024	MAKOWSKI, DAREK	62.66	83.64
Total 10-6723 - Other Expenditures					83.64	83.64
10-6724 - Prepaid Bus Trips						
	Bill	05/20/2024	2024-3884	ART EXCURSIONS, INC.	2,530.00	2,530.00
	Deposit	05/24/2024			-418.00	2,112.00
	Deposit	05/24/2024			-492.00	1,620.00
	Deposit	05/24/2024			-84.00	1,536.00
	Deposit	05/24/2024			-2,706.00	-1,170.00
	Bill	05/31/2024	052224 BOAT TOUR	HEATHERMAN, AMY	86.00	-1,084.00
	Credit Card Charge	05/31/2024	051524	Picnic Basket - CMPL Credit Card	513.85	-570.15
Total 10-6724 - Prepaid Bus Trips					-570.15	-570.15
10-6725 - Genealogy						
	Credit Card Charge	05/31/2024	050624	Domino's Pizza - CMPL Credit Card	31.96	31.96
Total 10-6725 - Genealogy					31.96	31.96
10-6726 - Computer						
	Bill	05/17/2024	APRIL 2024	MAYBERRY, MELISSA	300.00	300.00
	Bill	05/17/2024	APRIL 2024	MONTANO, ESTEVAN	300.00	600.00
	Bill	06/07/2024	MAY 2024	MONTANO, ESTEVAN	150.00	750.00
	Bill	06/07/2024	MAY 2024	MONTANO, ESTEVAN	150.00	900.00
Total 10-6726 - Computer					900.00	900.00
Total 10-6720 - Programming - Adult					1,400.45	1,400.45
10-6730 - Programming - Young Adult						
10-6731 - Programs - YA (Other)						
	General Journal	05/29/2024	3681	Amazon Marketplace.com - CMPL Credit Card	-1,064.84	-1,064.84
	Credit Card Charge	05/31/2024	050624	Amazon Marketplace.com - CMPL Credit Card	44.43	-1,020.41
	Bill	06/07/2024	JUNE 7, 2024	HAYDON, CHRISTOPHER	125.00	-895.41

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report
May 11 through June 7, 2024

Type	Date	Num	Name	Paid Amount	Balance
Total 10-6731 - Programs - YA (Other)				-895.41	-895.41
10-6732 - Homework Cafe					
Credit Card Charge	05/31/2024	050824	Amazon Marketplace.com - CMPL Credit Card	11.99	11.99
Total 10-6732 - Homework Cafe				11.99	11.99
Total 10-6730 - Programming - Young Adult				-883.42	-883.42
10-6740 - Programming - Children's					
Bill	05/17/2024	MAY 2024	SAN RAMON JR., HORNILO	250.00	250.00
Bill	05/24/2024	SPRING 2024	RAINBOW ASSISTED	100.00	350.00
Credit Card Charge	05/31/2024	050724	Little Caesars Pizza - CMPL Credit Card	44.94	394.94
Credit Card Credit	05/31/2024	052224	Amazon Marketplace.com - CMPL Credit Card	-53.85	341.09
Credit Card Charge	05/31/2024	050124	Oriental Trading Co - CMPL Credit Card	35.95	377.04
Credit Card Charge	05/31/2024	050124	Amazon Marketplace.com - CMPL Credit Card	9.98	387.02
Credit Card Charge	05/31/2024	050824	Amazon Marketplace.com - CMPL Credit Card	40.73	427.75
Credit Card Charge	05/31/2024	051624	Amazon Marketplace.com - CMPL Credit Card	39.99	467.74
Credit Card Charge	05/31/2024	051524	Amazon Marketplace.com - CMPL Credit Card	57.79	525.53
Credit Card Charge	05/31/2024	051624	Demco, Inc. - CMPL Credit Card	70.67	596.20
Credit Card Charge	05/31/2024	051624	Amazon Marketplace.com - CMPL Credit Card	45.00	641.20
Credit Card Charge	05/31/2024	051624	Amazon Marketplace.com - CMPL Credit Card	414.27	1,055.47
Credit Card Charge	05/31/2024	051724	BookDepot.com - CMPL Credit Card	2,325.93	3,381.40
Credit Card Charge	05/31/2024	051724	BookDepot.com - CMPL Credit Card	450.00	3,831.40
Credit Card Charge	05/31/2024	052224	Amazon Marketplace.com - CMPL Credit Card	78.50	3,909.90
Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	385.11	4,295.01
Credit Card Credit	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	-62.97	4,232.04
Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	9.95	4,241.99
Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	349.00	4,590.99
Total 10-6740 - Programming - Children's				4,590.99	4,590.99
10-6760 - Promotions/Prizes					
10-6761 - Promotions/Prizes- Admin/Gen					
Bill	05/24/2024	193521 - APRIL 2024	WAREHOUSE DIRECT OFFICE PRODUCTS, INC	350.84	350.84
Total 10-6761 - Promotions/Prizes- Admin/Gen				350.84	350.84
10-6762 - Promotions/Prizes- Adults					
Bill	05/24/2024	2038250700	BAKER & TAYLOR - L5588902	203.13	203.13
Total 10-6762 - Promotions/Prizes- Adults				203.13	203.13
10-6763 - Promotions/Prizes - Children's					
Bill	05/24/2024	2038243243	BAKER & TAYLOR - L0347852	1,198.50	1,198.50
Bill	05/24/2024	2038258700	BAKER & TAYLOR - L0347852	35.70	1,234.20
Total 10-6763 - Promotions/Prizes - Children's				1,234.20	1,234.20
Total 10-6760 - Promotions/Prizes				1,788.17	1,788.17
10-6780 - Digital Studios					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
May 11 through June 7, 2024

	Type	Date	Num	Name	Paid Amount	Balance
10-6781 - Digital Studios - Equipment						
	Credit Card Charge	05/31/2024	050724	Amazon Marketplace.com - CMPL Credit Card	33.46	33.46
	Credit Card Charge	05/31/2024	051724	Amazon Marketplace.com - CMPL Credit Card	41.94	75.40
	Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	82.71	158.11
Total 10-6781 - Digital Studios - Equipment					158.11	158.11
10-6782 - Digital Studios - Software						
	General Journal	05/21/2024	3680		9.99	9.99
	General Journal	05/21/2024	3680		9.99	19.98
	General Journal	05/21/2024	3680		9.99	29.97
	General Journal	05/21/2024	3680		9.99	39.96
Total 10-6782 - Digital Studios - Software					39.96	39.96
10-6784 - Digital Studios - Supplies						
	Credit Card Charge	05/31/2024	052424	Amazon Marketplace.com - CMPL Credit Card	82.88	82.88
Total 10-6784 - Digital Studios - Supplies					82.88	82.88
Total 10-6780 - Digital Studios					280.95	280.95
10-6790 - Workshops						
10-6791 - Workshops - Equipment						
	Credit Card Charge	05/31/2024	050724	Amazon Marketplace.com - CMPL Credit Card	459.98	459.98
Total 10-6791 - Workshops - Equipment					459.98	459.98
10-6792 - Workshops - Software						
	General Journal	05/21/2024	3680		-39.96	-39.96
Total 10-6792 - Workshops - Software					-39.96	-39.96
10-6794 - Workshops - Supplies						
	Credit Card Credit	05/31/2024	050724	Amazon Marketplace.com - CMPL Credit Card	-27.00	-27.00
Total 10-6794 - Workshops - Supplies					-27.00	-27.00
Total 10-6790 - Workshops					393.02	393.02
Total 10-6700 - Community Relations					7,925.94	7,925.94
20-8210 - Employer IMRF Disbursements						
	General Journal	05/17/2024	3679		16,908.70	16,908.70
	General Journal	05/31/2024	3683		16,123.76	33,032.46
Total 20-8210 - Employer IMRF Disbursements					33,032.46	33,032.46
20-8250 - Employer Soc Security Tax Disb						
	General Journal	05/17/2024	3679		15,215.53	15,215.53
	General Journal	05/31/2024	3683		14,507.11	29,722.64
Total 20-8250 - Employer Soc Security Tax Disb					29,722.64	29,722.64
Total Expense					749,985.89	749,985.89
Net Ordinary Income					-704,685.73	-704,685.73
Other Income/Expense						
Other Expense						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
May 11 through June 7, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
60-9800 - Special Reserve Disbursements						
	Bill	05/24/2024	14612706	KRUEGER INTERNATIONAL, INC.	6,151.50	6,151.50
	Bill	05/24/2024	14608246	KRUEGER INTERNATIONAL, INC.	81,266.11	87,417.61
	Bill	06/07/2024	1650.0774	PRODUCT ARCHITECTURE + DESIGN	435.15	87,852.76
					<u>87,852.76</u>	<u>87,852.76</u>
Total 60-9800 - Special Reserve Disbursements					<u>87,852.76</u>	<u>87,852.76</u>
Total Other Expense					<u>87,852.76</u>	<u>87,852.76</u>
Net Other Income					<u>-87,852.76</u>	<u>-87,852.76</u>
Net Income					<u>-792,538.49</u>	<u>-792,538.49</u>



Report of the Director

June 2024

David Archer, Library Director

EBSCO Awarded State Contract

The Illinois Secretary of State office recently awarded a three-year contract to EBSCO in the amount of \$3.4 million. This agreement will significantly enhance the accessibility of online subscription research databases, newspaper indexes, and educational resources for Illinois residents through their local libraries. With this contract in place, we can expect savings on database expenditures throughout the duration of the agreement.

Strategies to Increase Checkouts

A question was raised recently about strategies to increase checkout rates of the collection. A number of potential measures have been suggested to improve the browsing experience of our patrons, which will in turn increase circulation of materials. The following will be discussed in more details with the leadership team in the coming months:

1. **Streamline Title Selection:** Reduce the number of titles on shelves. Overcrowded shelves often lead to decision fatigue, making it challenging for patrons to locate specific items.
2. **Promote Face-Out Displays:** Amplifying the visibility of our collection by increasing the number of face-out books within the stacks. Incorporate mini displays within the stacks, providing curated selections that capture patrons' attention.
3. **Picture Book Showcase:** Endeavor to showcase picture books in face-out bins, enhancing their visibility and accessibility to our young readers and caregivers.
4. **Spotlighting Memoirs:** Acknowledging the rising popularity of memoirs, consider carving out a dedicated category within our Biography section.
5. **Targeted Picture Book Categories:** In response to high interest topics such as dinosaurs, magic, and royalty, consider introducing additional picture book categories to enhance the browsing experience.

Odds & Ends from Staff

1. We recently received a **\$1,000 donation for children's books**. This generous donation allowed us to refresh beloved children's fiction series and timeless characters with new hardcover copies. We added books by favorite authors such as Judy Blume, Roald Dahl, Kate DiCamillo, and Beverley Cleary, as well as updating ever popular series such as Spy School, Treehouse Books, Nancy Drew, Percy Jackson and the Olympians, A Series of Unfortunate Events, and many more. In total, we were able to purchase 49 different titles for a total of 87 hardcover books of some of the most well-loved authors, characters, and series.
-- Cyndi Hamann, Collection Development Manager
2. On June 4, 20 staff members received **Basic Life Support training** from Tony Rodkey of Countryside Fire Protection District. This training equipped staff with basic CPR and AED knowledge to act in an emergency situation. The updated list of CPR certified staff is attached and will be added to the Emergency Manual in the next edit.
-- Mark Morton, Information Services Supervisor

3. This month's *In Case of Emergency* email focused on **medical emergencies**. Procedures for dealing with a medical emergency are found in Section 7 of the Emergency Manual. Staff are asked to take time during a quiet moment at a service desk or in their office to read through these procedures.

Action items:

- Go on a field trip to find the AEDs in the library. Where are they located?
- Identify one person you work with who is CPR certified. was sent your monthly safety email.

The goal of these emails is to keep emergency procedures in the forefront of your mind and to make safety fun (or at least not alarming). -- *MM*

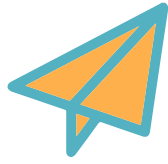
4. **Heather Beverley**, Assistant Manager of Children's Services, was appointed to a one-year term on Association for Library Service to Children's (ALSC) Early Childhood Programs and Services Committee Professional Recognition & Scholarships Committee, as well as one-year term as a Board Fellow for Young Adult Library Services Association (YALSA).
-- *Melissa Phillips, Senior Manager of Children's Services -- MP*
5. Coordinator of Early Learning Services **Terri Norstrom was nominated** to serve on the ALSC Early Childhood Programs and Services Committee (a division of the American Library Association). She is very excited to be working with this group. This committee was started in 1972, before the "baby brain boom" of the early 2000s that she talked about in her TREATS 'n' Meet presentation. This is a two-year appointment that starts on July 1, 2024. -- *MP*
6. The **CORE Kids Summer Camp** returned again this year for weekly visits to Cook Park Library. For 9 weeks, on Mondays, 15 campers and 2 counselors will spend about 45 minutes in the Children's Department Library using the computers, playing games, and looking at books. The camp has made the Library part of their summer activities for more than 10 years. The Director noted that the kids love coming to the library, and for some, this is their first visit. -- *MP*
7. On Friday, May 31, more than 500 visitors came to Aspen Drive Library for an **after-hours Summer Reading Kick-Off**. With multiple crafts, a scavenger hunt, a give-away, and snacks, there was plenty of activity. Plus, participants had the opportunity to sign up for Summer Reading and purchase t-shirts one day early. The coordinators of the party were: Bronwyn Sill, Erica, O'Rourke, Heather Beverley, and Leah Hotchkiss. Amy van Goethem, Jane Aten, Lisa Daniels, and Melissa Phillips also helped out on the evening of the party. Rounding out the helpers was a group of 6 teen volunteers. -- *MP*
8. Over an 8-day period in May, 12 staff members made **20 trips to District 70 and District 73 schools** to promote the Summer Reading program. With multiple presentations at each school, staff provided an engaging and interactive overview of the Summer Reading program and summer activities to 1,550 students. -- *MP*
9. During the first week of **Summer Reading**, more than 1,400 adults, teens, and children registered for the program. -- *MP*
10. Middle School Librarian Kevin Wonch was invited to participate in the final day of school activities at **Highland Middle School**. Kevin set up one of the Library's video game systems, and the students competed among each other as part of the day's events. -- *MP*

MAY 2024 EMAIL STATS



19,190

Total Subscribers



57

Total Emails Sent



49%

Avg. Open Rate
industry avg. 35%



1%

Avg. Click Rate
industry avg. 2%

List Name	# of Subscribers
Authors & Writing (adults)	2,236
Book Club Communications	657
Business & Finance (adults)	699
Career (adults)	500
Children's Events (birth-age 5)	359
Children's Events (grades K-5)	1,184
Children's Events (grades 6-8)	513
Cinema Club Newsletter	225
CMPLD eNews	17,054
Cooking (adults)	1,112
Crafting & Maker	0
English Language Learners	60
Events (adults)	3,263
Events (grades 9-12)	495
Genealogy (adults)	686
Health & Lifestyle (adults)	878
History (adults)	1,029
Local Author News & Events	262
Movie Matinees	1,068
Performances (adult)	976
Teacher Resources	258
Technology (adults)	858

Top Emails by Click Rate

1

3 Treats
Sweet Morsels from the T.R.E.A.T.S. Team

Every other month, you'll receive three short tidbits to help us create a better workplace culture and learn more about each other and the Library.

What to expect:

1. Communication tips
2. Library news & events
3. Info about one of your coworkers

2

Genealogy After Hours
RESCHEDULED

Friday, May 17, 6–9 pm
Cook Park Library, Libertyville

3

EXPLORE. DO. READ.
SUMMER
WITH YOUR LIBRARY

SUMMER READING
JUNE 1–
ALL AGES JULY 31

MAKE THE LIBRARY PART OF YOUR SUMMER

Sign up at cooklib.org
or in person at any
CMPLD location.

4

Family Maker
TO GO!

Boats!
Saturday, June 8

Wind Powered Cars!
Saturday, July 13

Hand Drums
Saturday, August 10

5

FAMILY MAKER
AT HOME


Spring Flower Mobile
Saturday, May 11

Saturday, May 11 | Take-Home Activity


REGISTER

MAY 2024 SOCIAL STATS

facebook

 **4,176**
page followers

 **34**
posts +3 stories

 **24,123**
users reached

 Cook Memorial Public Library District
Published by Loomly · May 23 at 10:50 AM · ...

Congratulations to our newest 1000 Books Before Kindergarten finisher, Charlotte!! You go, kiddo!
[#futurereader](#) [#1KBK](#) [#1000booksbeforekindergarten](#)



1 1KBK Finisher
6,409 reached; 68 interactions

2 ILA Reaching Forward Conference Photo
6,032 reached; 67 interactions

3 Bridgerton & World Bee Day
4,635 reached; 41 engagements


4 Cook Park Library Nighttime Rain Photo
3,880 reached; 53 engagements

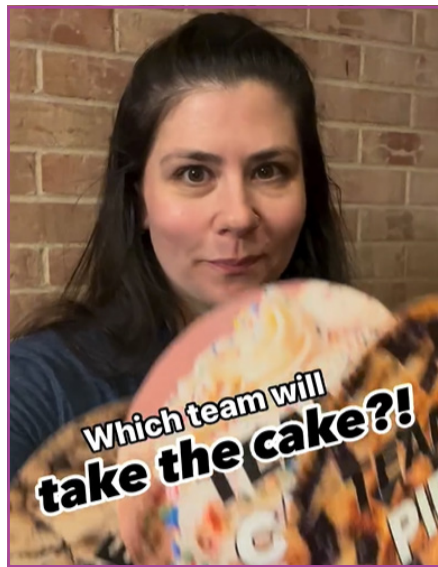
5 Boat Trip Recap Photos
2,044 reached; 51 engagements

Instagram

 **1,715**
page followers

 **32**
posts +10 stories

 **4,243**
users reached



1 World Baking Day: Pie, Cake, or Cookies? (video)
1,430 reached; 68 engagements

2 Mike Cotini's 20-Year Anniversary (video)
1,378 reached; 77 engagements

3 Finals Study Night (video)
1,093 reached; 41 engagements


4 Conference Room is Open (video)
591 reached; 22 engagements


5 We're Hiring
508 reached; 24 engagements



 **1,959**
page followers

 **33**
posts


 **2,790**
users reached

 Cook Library
@CookLibrary

Finals better be ready for YOU! You got this!

Thanks, @LHSwrigley, Elwood the Comfort K9, and @PawfficerBillie for visiting both libraries last night. Your visit was a much-needed break during the cram sesh!

[#finals](#) [#finalsweek](#) [#yougotthis](#)



1 Finals Study Night (video)
407 impressions; 33 engagements

2 Boat Trip Recap Photos
252 impressions; 20 engagements

3 Cook Park Library Nighttime Rain Photo
195 impressions; 9 engagements

4 ILA Reaching Forward Conference Photo
193 impressions; 16 engagements

5 Bridgerton & World Bee Day
181 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 By Number of Views

1. Children's Refresh Project

2. Mary's POTW: The Hunter

3. Marianne's POTW: The Paradise Problem

4. Erica's POTW: How to Solve Your Own Murder

5. Hannah's POTW: Fire Exit

Cook Memorial Public Library District

Investment Maturity Schedule

May 31, 2024

	Issue Date	Maturity Date	Yield	Q3 2024	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Total
Special Reserve Fund:											
River City BK INC KY	13-Sep-2023	12-Sep-2024	5.35%	245,000							245,000
Cross River BK Teaneck, NJ	23-Jun-2023	23-Dec-2024	5.25%		245,000						245,000
Celtic BK Salt Lake City, UT	19-Sep-2023	19-Mar-2025	5.25%			245,000					245,000
Israel Disc BK New York, NY	15-Sep-2023	15-Sep-2025	5.15%					245,000			245,000
Flagstar BK Natl Assn Hicksville, AZ	13-Dec-2023	15-Dec-2025	4.75%						245,000		245,000
Enterprise BK Allison PK, PA	31-Jan-2024	30-Jan-2026	4.40%							245,000	245,000
			Total Special Reserve	245,000	245,000	245,000	0	245,000	245,000	245,000	1,470,000
General Fund:											
RBS Citizens NA Providence, RI	11-Oct-2023	11-Jul-2024	5.50%	245,000							245,000
UBS BK Salt Lake City, UT	24-Feb-2023	26-Aug-2024	4.80%	245,000							245,000
Optum BK Draper, UT	16-Oct-2023	16-Apr-2025	5.45%				245,000				245,000
Optum BK Draper, UT	22-Dec-2023	23-Jun-2025	5.00%				245,000				245,000
Valley Natl Bk Passaic, NJ	5-Mar-2024	5-Sep-2025	5.05%					245,000			245,000
Western Alliance BK Phoenix, AZ	16-Oct-2023	16-Oct-2025	5.30%						245,000		245,000
			Total General Fund	490,000	0	0	490,000	245,000	245,000	0	1,470,000
			GRAND TOTAL	735,000	245,000	245,000	490,000	490,000	490,000	245,000	2,940,000

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

Date	Investment	Transaction	Certificates of Deposit			Savings Accounts			Interest Income				
			General Fund	Special Reserve 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
29-Feb-2024	Ending Balance		1,225,000	1,840,000	3,310,000	56,522.22	51,164.62	107,686.84	41,233.02	29,603.87	16.54	16.07	70,869.50
5-Mar-2024	Valley Natl Bk Passaic, NJ CD	5.05% - Due 9/5/25	245,000		245,000								0.00
7-Mar-2024	Enterprise BK Allison PK, PA CD	Interest			0					856.49			856.49
7-Mar-2024	Enterprise BK Allison PK, PA CD	Interest Reversal			0					(915.56)			(915.56)
15-Mar-2024	Israel DISC BK New York, NY CD	Interest			0					6,291.47			6,291.47
19-Mar-2024	Celtic BK Salt Lake City, UT CD	Interest			0					1,021.95			1,021.95
25-Mar-2024	UBS BK Salt Lake City UT CD	Interest			0				934.36				934.36
31-Mar-2024	Chase Bank	Interest			0	2.23	2.02	4.25			2.23	2.02	4.25
31-Mar-2024	Ending Balance		1,470,000	1,840,000	3,310,000	56,524.45	51,166.64	107,691.09	42,167.38	36,858.22	18.77	18.09	79,062.46
1-Apr-2024	Enterprise BK Allison PK, PA CD	Interest			0					856.49			856.49
16-Apr-2024	Optum BK Draper, Utah CD	Interest			0				6,694.54				6,694.54
16-Apr-2024	Western Alliance BK Phoenix, AZ CD	Interest			0				6,510.29				6,510.29
19-Apr-2024	Celtic BK Salt Lake City, UT CD	Interest			0					1,092.43			1,092.43
24-Apr-2024	UBS BK Salt Lake City UT CD	Interest			0				998.79				998.79
29-Apr-2024	Enterprise BK Allison PK, PA CD	Interest			0					915.56			915.56
30-Apr-2024	Chase Bank	Interest			0	2.46	2.23	4.69			2.46	2.23	4.69
30-Apr-2024	Ending Balance		1,470,000	1,840,000	3,310,000	56,526.91	51,168.87	107,695.78	56,371.00	39,722.70	21.23	20.32	96,135.25
24-May-2024	UBS BK Salt Lake City UT CD	Interest			0				966.58				966.58
20-May-2024	Ally BK Midvale UT CD	Maturity & Interest		(245,000.00)	(245,000)					3,623.65			3,623.65
24-May-2024	Southeast Bank Athens TN CD	Maturity & Interest		(125,000.00)	(125,000)					1,479.45			1,479.45
14-May-2024	Enterprise BK Allison PK, PA CD	Interest Reversal			0					(856.49)			(856.49)
14-May-2024	Enterprise BK Allison PK, PA CD	Interest Reversal			0					(915.56)			(915.56)
15-May-2024	Enterprise BK Allison PK, PA CD	Interest			0					915.56			915.56
15-May-2024	Enterprise BK Allison PK, PA CD	Interest			0					886.03			886.03
20-May-2024	Celtic BK Salt Lake City, UT CD	Interest			0					1,057.19			1,057.19
31-May-2024	Enterprise BK Allison PK, PA CD	Interest			0					915.56			915.56
31-May-2024	Chase Bank	Interest			0	2.38	2.16	4.54			2.38	2.16	4.54
31-May-2024	Ending Balance		1,470,000	1,470,000	2,940,000	56,529.29	51,171.03	107,700.32	57,337.58	46,828.09	23.61	22.48	104,211.76

Position Summary

Cook Memorial Public Library

Report date as of May 31, 2024

Report run time: June 01, 2024 02:01 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		CY Cost Yld	Div/Int Rate	YTM
								Accr Inc				
... 6412 / Cook Memorial PLD General			1,470,000		1,468,515	-1,485	-0.10	76,195	5.19			
Corporate Bond			1,470,000		1,468,515	-1,485	-0.10	20,062	5.18			
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBC2060	2025-04-16	245,000	100.06	245,137	137	0.06	13,352	5.45	5.45	5.37	
								1,610	5.45			
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBW8060	2025-06-23	245,000	99.69	244,242	-758	-0.31	12,250	5.02	5.00	5.17	
								5,370	5.00			
245,000	RBS CTZNS NA PROVIDENCE RI C/D FDIC INS TO LIMITS 75524KRC0060	2024-07-11	245,000	100.00	244,999	-1	-0.00	13,475	5.50	5.50	5.32	
								8,602	5.50			
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90355GBR6060	2024-08-26	245,000	99.87	244,671	-329	-0.13	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	99.71	244,292	-708	-0.29	12,372	5.06	5.05	5.26	
								2,915	5.05			
245,000	WESTERN ALLIANCE BK PHOENIX C/D FDIC INS TO LIMITS 95763PQF1060	2025-10-16	245,000	100.07	245,175	175	0.07	12,985	5.30	5.30	5.24	
								1,565	5.30			
... 6414 / Cook Memorial PLD Special Res			1,470,000		1,464,596	-5,404	-0.37	73,868	5.04			
Corporate Bond			1,470,000		1,464,596	-5,404	-0.37	22,991	5.03			
245,000	CELTIC BK SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 15118RJ24060	2025-03-19	245,000	99.92	244,794	-206	-0.08	12,862	5.25	5.25	0.00	
								0	5.25			

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 May 31, 2024

Report run time: June 01, 2024 02:01 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		CY Cost Yld	Div/Int Rate	YTM
								Accr Inc				
245,000	CROSS RIV BK TEANECK N J CD C/D FDIC INS TO LIMITS 227563CW1060	2024-12-23	245,000	99.89	244,720	-280	-0.11	12,862	5,603	5.26	5.25	5.44
245,000	ENTERPRISE BK ALLISON PK PA C/D FDIC INS TO LIMITS 29367RMY9060	2026-01-30	245,000	98.84	242,153	-2,847	-1.16	10,780	0	4.45	4.40	0.00
245,000	FLAGSTAR BK NATL ASSN HICKSVI C/D FDIC INS TO LIMITS 33847GBL5060	2025-12-15	245,000	99.38	243,490	-1,510	-0.62	11,638	5,388	4.78	4.75	5.17
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076UG0060	2025-09-15	245,000	99.84	244,602	-398	-0.16	12,618	2,627	5.16	5.15	5.26
245,000	RIVER CITY BK INC KY CD 5.3 C/D FDIC INS TO LIMITS 76804EAG2060	2024-09-12	245,000	99.93	244,837	-163	-0.07	13,108	9,373	5.35	5.35	5.38
Total For Accounts held at JPMS, member FINRA and SIPC			2,940,000		2,933,112	-6,888	-0.23	150,062		5.12		
								43,053		5.10		

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

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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
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
16-Apr-2024	Maintenance Fee	Fee	Analysis for 03/24	(105.00)	
30-Apr-2024	Wintrust Bank	Interest	For April 2024	17,727.94	17,727.94
30-Apr-2024	Ending Balance			3,714,030.23	166,200.70
16-May-2024	Maintenance Fee	Fee	Analysis for 04/24	(105.00)	
31-May-2024	Wintrust Bank	Interest	For May 2024	17,260.02	17,260.02
31-May-2024	Ending Balance			3,731,185.25	183,460.72

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund

Date	Investment	Transaction Type	Description	Running Balance	Interest Income
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
30-Apr-2024	Wintrust Bank	Interest	For April 2024	4,608.35	4,608.35
30-Apr-2024	Ending Balance			974,334.28	47,256.44
31-May-2024	Wintrust Bank	Interest	For May 2024	4,486.66	4,486.66
31-May-2024	Ending Balance			978,820.94	51,743.10

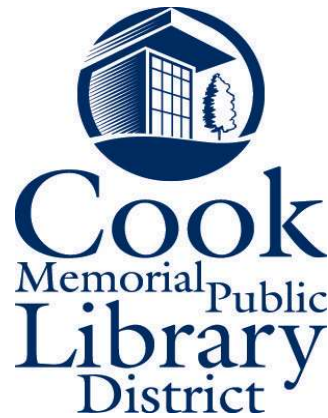
Cook Memorial Public Library District

BUDGET

FOR OPERATING EXPENSES

Fiscal Year 2024-2025

Final Approved June 18, 2024



Cook Memorial Public Library District
Operating Budget Summary - FYE June 30, 2025

	FY24 Budget	FY25 Budget	\$ Change	% Change	% of Budget
<u>Income by Source</u>					
Property Tax	9,158,000	9,460,715	302,715	3.31%	94.83%
Replacement Tax	203,000	185,000	(18,000)	-8.87%	1.85%
Interest	120,000	200,000	80,000	66.67%	2.00%
Fines and Lost Materials	15,000	15,000	(0)	0.00%	0.15%
Grants/Donations	93,000	95,000	2,000	2.15%	0.95%
Other Income	20,000	21,000	1,000	5.00%	0.21%
Total Income	9,609,000	9,976,715	367,714	3.83%	100.00%

<u>Expenses by Type</u>					
Salaries	5,302,000	5,367,645	65,645	1.24%	51.94%
Benefits	641,000	655,405	14,405	2.25%	6.34%
Training	65,000	64,885	(115)	-0.18%	0.63%
Materials	1,278,000	1,284,575	6,575	0.51%	12.43%
Processing	49,000	47,120	(1,880)	-3.84%	0.46%
Supplies	139,000	138,100	(900)	-0.65%	1.34%
Vehicles	37,000	39,620	2,620	7.08%	0.38%
Computer Operations	771,000	688,290	(82,710)	-10.73%	6.66%
Utilities	153,000	179,500	26,500	17.32%	1.74%
Telephone	37,000	26,880	-10,120	-27.35%	0.26%
Postage	13,000	13,000	0	0.00%	0.13%
Maintenance	175,000	188,775	13,775	7.87%	1.83%
Repair	125,000	125,960	961	0.77%	1.22%
Insurance	77,016	74,000	(3,016)	-3.92%	0.72%
Professional Services	113,000	105,900	(7,100)	-6.28%	1.02%
Improvements	178,000	106,055	(71,945)	-40.42%	1.03%
Community Relations	192,000	196,805	4,804	2.50%	1.90%
Contingency	50,000	50,000	0	0.00%	0.48%
Debt Service	982,000	982,000	0	0.00%	9.50%
Reserve for Technology & Outreach	125,000	0	(125,000)	-100.00%	0.00%
Total Expense	10,502,016	10,334,515	(167,502)	-1.59%	100.00%

Net Ordinary Income \$ (893,015) **(357,800)**

	FY24 Budget	FY25 Budget	\$ Change	% Change	% of Budget
<u>Other Income</u>					
Property Tax	783,000	835,835	52,835	6.75%	100.00%
Replacement Tax	0	0	0	0.00%	0.00%
Total Other Income	783,000	835,835	52,835	6.75%	100.00%

<u>Other Expense</u>					
IMRF Contributions	526,000	526,000	0	0.00%	56.56%
Social Security	404,000	404,000	0	0.00%	43.44%
Total Other Expense	930,000	930,000	0	0.00%	100.00%

Net Other Income \$ (147,000) **(94,165)** 52,835 -35.94% -11.27%

<u>Grand Totals</u>					
Income	10,392,000	10,812,550	420,549	4.05%	
Expense	(11,432,016)	(11,264,515)	167,502	-1.47%	
Budgeted Surplus/(Deficit)	(1,040,015)	(451,965)	588,051	-56.54%	

Cook Memorial Public Library District
Operating Budget Narrative - FYE June 30, 2025

INCOME BY SOURCE

(A) = Actual (B) = Budget

TOTAL
10,296,550

Property Tax

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)
Property Tax General	8,789,347	8,703,543	8,912,995	9,158,000	9,460,715
Property Tax IMRF/SS	767,541	834,008	844,225	783,000	835,835
	9,556,888	9,537,551	9,757,220	9,941,000	10,296,550

FY25 - Given our consistent property tax collection rates since FY2022, we'll maintain a 0.5% reserve.

Replacement Tax

185,000

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)
Replacement Tax General	115,895	252,621	285,537	203,000	185,000

FY25 - Reduce budget due to IDOR's FY2024 estimate of \$203,412, with FY2024 actual collections as of 5/28/24 being \$188,075.

Interest

200,000

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)
Interest Earned	36,059	21,879	274,078	120,000	200,000

FY25 - Conservative budget estimate of \$200k, given the FY24 budget of \$120k and the actual collection as of \$322,500 as of May 2024, with the Fed Funds Rate maintaining between 5.25% - 5.50%.

Fines & Lost Materials

15,000

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)
Fines & Lost Materials	14,264	17,559	20,418	15,000	15,000

FY25 - Maintain budget estimate level. Annual collection totals since FY21 have consistently been \$15-\$20k.

Grants/Donations

95,000

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)
Per Capita Grants	74,803	88,267	90,413	88,000	90,000
Friends of the Library	12,593	0	2,210	5,000	5,000
Donations - Other	1,232	3,973	4,118	0	0
	88,628	92,240	96,741	93,000	95,000

FY25 - Per Capita grant award letter pending. Budget estimates based on historical data.

Other Income

21,000

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)
Lost Materials (reclassified to 10-4350 Fines & Lost	0	0	0	0	0
Copy Machine Income	7,657	9,915	12,364	9,000	9,000
Bus Trips - Adults	0	0	6,738	8,000	6,000
Bags and Browsers	50	46	0	300	0
Misc - General Account	25,255	8,438	8,320	2,700	6,000
Donations - Undesignated	0	0	19,199	0	0
Developer Fees	0	0	22,715	0	0
	32,962	18,399	69,335	20,000	21,000

Total Income

9,844,696 9,940,249 10,503,329 10,392,000 10,812,550

10,812,550

Cook Memorial Public Library District
Operating Budget Narrative - FYE June 30, 2025

EXPENSES BY TYPE

Salaries

5,367,645

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Administration	783,329	888,003	976,440	1,036,807	1,337,252	28.98%
Adult Services	1,034,622	1,117,664	1,206,718	1,198,465	855,211	-28.64%
Children's Services	621,062	699,264	862,949	853,360	909,405	6.57%
Circulation	584,109	690,470	762,807	791,358	799,140	0.98%
Maintenance	205,730	203,851	222,043	253,090	262,438	3.69%
ILL	95,164	97,599	107,463	111,544	117,200	5.07%
Outreach	206,704	218,111	242,631	268,119	273,411	1.97%
Tech Services	578,522	578,028	585,423	613,535	625,607	1.97%
Shelvers	134,232	136,671	166,363	175,722	187,982	6.98%
	4,243,474	4,629,661	5,132,838	5,302,000	5,367,645	1.24%

FY25 - Estimates include:

- Proposed 3.4% COLA increase, effective July 2024
- Proposed 1.6% merit increase, effective January 2025
- Digital Services staff previously budgeted in Adult Services moved to Admin budget
- IL minimum wage increase to \$15.00, effective January 2025

FTE/Budgeted Hours history:

FY2025 = 90.49
FY2024 = 91.24
FY2023 = 89.85
FY2022 = 90.53

FY24 - included a 3.5% COLA increase effective July 2023, totaling a 6.5% COLA increase for the year to account for the 2022 CPI, along with a 1.6% merit increase effective January 1, 2024.

Benefits

655,405

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Health Insurance	415,579	403,866	480,998	592,294	599,328	1.19%
Dental/Vision Insurance	31,944	30,765	32,083	33,840	43,067	27.27%
Unemployment Compensation	4,915	5,498	4,961	5,794	5,372	-7.28%
Life Insurance	3,105	3,147	3,222	3,595	3,312	-7.88%
LTD Insurance	4,340	4,593	4,832	5,477	4,326	-21.01%
	459,883	447,869	526,095	641,000	655,405	2.25%

FY25 - PPO premiums increase by 2%, HMO Premiums increase by 5%, Dental PPO premiums increase by 4.4%, with no change to Dental HMO & Vision premiums.

Training

64,885

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Workshops	7,051	5,409	4,242	13,874	10,915	-21.32%
Travel	163	451	633	2,435	1,835	-24.64%
Memberships	6,892	6,669	6,800	10,991	10,785	-1.87%
Formal Education	0	0	4,850	0	5,000	100.00%
Conferences	1,640	6,110	7,664	30,000	25,000	-16.67%
Personnel Tools	1,049	3,472	150	7,300	8,950	22.60%
Staff Recognition	0	0	0	0	2,000	100.00%
Trustee Training	0	0	0	400	400	0.00%
	16,795	22,111	24,338	65,000	64,885	-0.18%

FY25 - Estimates include staff recognition funds following the dissolution of the employee-funded Staff Association.

Cook Memorial Public Library District
Operating Budget Narrative - FYE June 30, 2025

Materials	1,284,575					
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Books - Adult	231,408	226,482	232,892	234,700	233,500	-0.51%
Books - Juvenile	119,636	135,645	152,214	157,955	168,500	6.68%
Audio/Visual - Adult	105,831	121,079	109,863	163,000	116,000	-28.83%
Audio/Visual - Juvenile	9,934	6,051	4,788	7,250	5,500	-24.14%
Games - Adult	9,332	14,555	18,933	24,000	20,000	-16.67%
Games - Juvenile	8,473	9,050	11,608	9,000	12,500	38.89%
Periodicals - Adult	25,792	33,491	33,632	37,000	34,000	-8.11%
Periodicals - Juvenile	1,493	1,403	2,655	2,000	2,500	25.00%
Circulating Tech - Equipment	8,432	6,079	5,267	8,700	10,000	14.94%
Circulating Tech - Software	1,394	0	0	0	250	100.00%
Circulating Tech - Subscriptions	678	1,532	2,539	4,980	4,500	-9.64%
Online Databases - Adult	199,194	200,314	211,435	230,000	238,000	3.48%
Online Databases - Juvenile	19,467	19,799	20,388	23,900	22,625	-5.33%
Digital Popular Materials - Adult	268,875	300,642	318,741	321,090	397,000	23.64%
Digital Popular Materials - Juvenile	9,118	13,715	18,170	20,425	14,000	-31.46%
Interlibrary Loan Fees *	30,671	30,475	31,791	34,000	5,700	-83.24%
	1,049,728	1,120,312	1,174,916	1,278,000	1,284,575	0.51%

FY25 - Budget estimates include reallocated funds to better match spending trends and patron needs, including reducing AV due to decreased usage, adjusting Adult and Juv Games to actual demand, and significantly increasing Digital Collections to meet growing demand.

*FY25 - Reallocation of ILS fees from Materials budget to Computer Ops

Processing	47,120					
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Acquisitions	1,175	1,175	1,293	1,400	0	-100.00%
Cataloging	33,248	40,022	38,775	47,600	47,120	-1.01%
	34,423	41,197	40,068	49,000	47,120	-3.84%

Supplies	138,100					
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Supplies - Admin	17,031	9,598	9,246	10,380	9,000	-13.29%
Supplies - Adults	1,595	3,580	2,189	2,160	1,850	-14.35%
Supplies - Children's	7,288	5,101	3,702	5,160	5,200	0.78%
Supplies - Circulation	10,794	6,054	10,269	14,250	6,760	-52.56%
Supplies - Maintenance	26,926	22,998	26,749	35,360	35,150	-0.59%
Supplies - ILL	645	1,481	945	2,000	2,000	0.00%
Supplies - Outreach	339	526	503	840	1,290	53.57%
Supplies - Tech Services	14,682	16,853	6,963	20,000	23,000	15.00%
Supplies - RFID Tags	6,848	5,897	13,508	7,850	7,850	0.00%
Supplies - Computer	12,884	23,447	22,309	25,000	30,000	20.00%
Supplies - Paper	3,392	5,585	4,891	7,000	6,000	-14.29%
Supplies - Staff Room	3,875	7,540	8,923	9,000	10,000	11.11%
	106,299	108,660	110,198	139,000	138,100	-0.65%

Vehicles	39,620					
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Bookmobile Fuel	494	1,299	2,064	2,700	2,500	-7.41%
Bookmobile Maintenance/Repair	6,848	2,282	5,658	23,000	25,000	8.70%
Bookmobile Delivery Service	264	929	729	2,000	2,000	0.00%
Van Fuel	1,477	2,308	2,170	3,120	3,120	0.00%
Van Maintenance/Repair	559	4,116	5,870	5,340	6,200	16.10%
Material Delivery Services	0	0	0	0	740	100.00%
Vehicles - Other Operating Expenses	31	8	0	840	60	-92.86%
	9,673	10,942	16,490	37,000	39,620	7.08%

Cook Memorial Public Library District
Operating Budget Narrative - FYE June 30, 2025

Computer Operations

688,290

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Integrated Library System (ILS)	65,776	62,662	66,763	70,800	116,750	64.90%
Repairs	0	0	0	1,200	1,200	0.00%
Replacement Hrd/Sftware	149,847	121,540	412,437	380,320	243,065	-36.09%
LAN Services	170,100	180,500	205,750	246,850	247,750	0.36%
Misc Contracts	43,309	44,447	40,548	50,630	60,165	18.83%
Internet	21,290	28,045	19,170	20,000	18,160	-9.20%
Remote Communications Expenses	2,345	1,300	890	1,200	1,200	0.00%
	452,667	438,494	745,557	771,000	688,290	-10.73%

FY25 - Budget estimates include reallocation of ILS fees from Materials budget, upgraded door access/key fob system projects and potential tech needs in refreshed areas.

FY24 - Computer replacement cycle completed Fall 2023, carry over from FY23.

Utilities

179,500

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Electricity - Aspen	61,417	63,123	38,953	53,000	65,000	22.64%
Electricity - Cook Park	79,062	88,228	51,271	70,000	87,500	25.00%
Gas - Aspen	3,901	3,807	4,349	6,000	5,000	-16.67%
Gas - Cook Park	7,295	6,751	8,110	11,000	10,000	-9.09%
Water - Aspen	1,314	2,604	4,931	6,000	5,000	-16.67%
Water - Cook Park	2,292	4,241	5,725	7,000	7,000	0.00%
	155,281	168,754	113,338	153,000	179,500	17.32%

FY25 - IUPC recommends an increase in budget estimates for electricity (38.4-42.6%) and gas (40%) over last year's expenses. Maintain general budget levels over FY24.

FY24 - despite IUPC's recommendation for a decrease in electricity (3-5%) and gas (10%) expenses, we budgeted a 35% increase for both utilities across both locations to be conservative.

Telephone

26,880

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Telephone	16,265	16,149	16,287	22,114	17,080	-22.76%
Bookmobile - Telephone	2,764	2,761	1,949	7,186	2,800	-61.04%
Telephone Service Contracts	4,595	8,179	5,983	7,700	7,000	-9.09%
	23,624	27,089	24,220	37,000	26,880	-27.35%

FY24 - Budget included upgrades to the Bookmobile WiFi service.

Postage

13,000

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Postage	7,310	9,373	10,789	13,000	13,000	0.00%

Maintenance

188,775

	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Janitorial Service - Aspen	26,860	29,649	28,582	36,730	39,625	7.88%
Janitorial Service - Cook Park	42,643	51,374	45,827	56,400	60,425	7.14%
Landscaping Service - Aspen	13,518	6,395	13,105	18,300	19,700	7.65%
Landscaping Service - Cook Park	7,405	4,137	5,136	13,000	13,640	4.92%
Snow Removal - Aspen	9,837	7,101	6,681	16,750	16,750	0.00%
Snow Removal - Cook Park	5,691	4,005	2,682	11,650	11,650	0.00%
Trash Removal - Cook Park	2,602	2,658	2,756	2,940	2,940	0.00%
Miscellaneous Maintenance - Aspen	2,830	3,593	2,972	6,000	6,125	2.08%
Miscellaneous Maintenance - CP	7,018	8,470	7,963	13,230	17,920	35.45%
	118,404	117,382	115,704	175,000	188,775	7.87%

FY25 - Maintain overall budget estimate level based on historical data and contract guidance.

Cook Memorial Public Library District
Operating Budget Narrative - FYE June 30, 2025

Repair	125,960					
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Building & Grounds Repairs-Aspen	10,889	1,173	10,209	9,000	10,750	19.45%
Building & Grounds Repairs-Cook Park	16,652	2,593	19,805	27,947	28,200	0.91%
Mechanical Repairs - Aspen	8,204	1,080	2,890	12,000	12,000	0.00%
Mechanical Repairs - Cook Park	16,177	2,543	1,086	18,000	18,000	0.00%
Service Contracts - Aspen	17,928	21,915	20,798	27,122	27,520	1.47%
Service Contracts - Cook Park	21,646	19,858	22,830	22,755	22,970	0.94%
Office Machine Repairs	0	1,203	175	4,176	4,020	-3.74%
Office Machine Service Contracts	6,910	5,896	1,147	4,000	2,500	-37.50%
	98,406	56,261	78,939	125,000	125,960	0.77%

FY25 - Maintain overall budget estimate level based on historical data and contract guidance.

Insurance	74,000					
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Bonds Insurance	4,948	4,948	4,948	5,000	5,000	0.00%
Business Package Insurance	32,512	35,395	34,921	50,000	50,000	0.00%
Umbrella Insurance	1,779	2,487	2,714	5,000	6,000	20.00%
Worker's Compensation Insurance	11,389	12,249	7,086	17,016	13,000	-23.60%
	50,628	55,079	49,669	77,016	74,000	-3.92%

FY25 - Maintain budget estimate levels based on historical data, guidance from Gallagher and ongoing weather-related claims.

Professional Services	105,900					
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Accounting Services	17,000	16,500	15,500	19,000	19,000	0.00%
Legal Services	16,027	10,853	7,123	18,000	22,000	22.22%
Consulting	2,460	23,245	5,380	38,000	30,000	-21.05%
Payroll Processing	14,933	17,703	19,980	33,260	30,000	-9.80%
Documentation Publishing	488	488	499	1,000	600	-40.00%
Recruitment	914	1,732	2,147	2,400	2,800	16.67%
Miscellaneous Services & Fees	426	223	1,001	1,340	1,500	11.94%
	52,248	70,744	51,631	113,000	105,900	-6.28%

FY25 - Return budget estimates to usual levels, with addtl funding for potential consulting needs for telephone system replacement.

FY24 - Budget estimates included additional payroll service modules, outreach vehicle consulting services, and Cook Park Children's refresh design fees.

Improvements	106,055					
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change
Furniture	1,991	6,091	13,935	119,848	79,700	-33.50%
Computers	0	1,078	0	22,400	0	-100.00%
Equipment	8,639	13,392	1,038	16,952	8,355	-50.71%
Building & Grounds	0	0	0	3,800	3,000	-21.05%
Copiers & Other Leased Equipment	8,155	8,155	13,578	15,000	15,000	0.00%
	18,785	28,716	28,552	178,000	106,055	-40.42%

FY25 - Budget estimates include funds to begin replacing aging meeting room chairs in phases to spread out costs.

FY24 - Budget included Aspen mtg room tables, Cook Park computer tables, workstations, and strategic plan furniture.

Cook Memorial Public Library District
Operating Budget Narrative - FYE June 30, 2025

Community Relations	196,805						
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)	% Change	
Newsletter	15,684	42,463	48,754	51,200	52,000	1.56%	
Graphics	982	3,481	1,808	3,500	2,960	-15.43%	
Programs - Adult	25,003	20,906	27,244	30,550	33,425	9.41%	
Book Discussions/Authors	4,439	6,002	12,762	10,825	11,150	3.00%	
Other Expenditures	923	77	575	3,213	4,500	40.08%	
Prepaid Bus Trips - Adults	0	0	8,198	9,500	9,500	0.00%	
Genealogy Programs	1,285	600	1,879	1,965	2,500	27.23%	
Computer Programs	9,950	7,407	6,300	7,500	7,500	0.00%	
Programs - Young Adult	1,040	749	417	4,150	3,600	-13.25%	
Programming - Children's	17,515	25,004	23,393	25,300	25,300	0.00%	
Public Performance/Film	0	832	2,076	2,015	2,300	14.14%	
Printing	0	841	104	2,400	2,500	4.17%	
Promotions/Prizes	15,144	19,484	21,298	32,075	32,120	0.14%	
Digital Studios	2,034	2,542	7,247	4,800	7,450	55.21%	
Workshops	5,416	27,879	4,386	3,008	0	-100.00%	
	<u>99,415</u>	<u>158,267</u>	<u>166,441</u>	<u>192,000</u>	<u>196,805</u>	<u>2.50%</u>	
Contingency							50,000
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)		
Contingency	0	0	0	50,000	50,000		
Debt Service							982,000
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)		
Debt Service	981,906	981,132	981,408	982,000	982,000		
Obligation level remains unchanged through FY2029.							
Capital Improvements							0
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)		
Reserve for Technology Equipment	0	0	0	100,000	0		
Reserve for Outreach Vehicle	0	0	0	25,000	0		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>125,000</u>	<u>0</u>		
Employer Contributions							930,000
	6/30/21 (A)	6/30/22 (A)	06/30/23 (A)	06/30/24 (B)	06/30/25 (B)		
Employer IMRF Contributions	454,731	447,612	415,549	526,000	526,000		
Employer Social Security Contributions	316,682	344,946	383,289	404,000	404,000		
	<u>771,413</u>	<u>792,557</u>	<u>798,838</u>	<u>930,000</u>	<u>930,000</u>		
Total Expenses	<u>8,750,362</u>	<u>9,284,600</u>	<u>10,190,028</u>	<u>11,432,016</u>	<u>11,264,515</u>		11,264,515
Net Income Over (Under) Expenses	<u>1,094,335</u>	<u>655,649</u>	<u>313,300</u>	<u>(1,040,015)</u>	<u>(451,965)</u>		(451,965)

RESOLUTION 2023-2024/22 ADOPTING REVISED SALARY SCHEDULES

PART 1

WHEREAS, in 2014 the Board of Library Trustees (“Board”) of the Cook Memorial Public Library District (“Library”), approved a revised pay schedule (Exhibit A) comprised of 12 grades within 8 bands with a 100% spread between minimum and maximum salaries within each band as part of a comprehensive salary benchmarking study conducted by the Northern Illinois University Center for Government Affairs; and

WHEREAS, an updated salary benchmarking study (“Revised Study”) was conducted by HR Source in 2022 and discussed at the Finance and Employee Practices Committee meeting on December 1, 2022 and on February 2, 2023; and

WHEREAS, the Revised Study recommended adjustments to the salary spread between the minimum and maximum salaries within each pay band to help mitigate salary dispersion and better align with market standards; and

WHEREAS, at the April 29, 2024 Finance and Employee Practices Meeting, committee members unanimously recommended adopting a 70% spread between minimum and maximum salaries within each pay band, with exceptions outlined for long-term employees and those exceeding salary limits.

PART 2

WHEREAS, Article XII, Section 2 of the Library’s Personnel Policy states that Salary Bands are reviewed by the Board annually; and

WHEREAS, at the April 29, 2024 Finance and Employee Practices Meeting, committee members unanimously recommended that the FY25 Salary Bands remain unchanged from FY24.

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

Section 1: The Board hereby adopts a revised Salary Schedule (Exhibit B) with a 70% spread between minimum and maximum salaries for all employees, except those identified in Section 2, effective July 1, 2024.

Section 2: The Board maintains a 100% spread between minimum and maximum salaries (Exhibit C) for staff employed by the Library for 30 or more years as of July 1, 2024, or whose salaries would exceed the maximum salary established under the new salary range.

Section 3: The Board approves minor alterations to the format of the salary structure, including renaming it from "Salary Bands" to "Salary Structure" and using solely "Pay Grade" for differentiation between positions.

Section 4: Minimum and Maximum salaries of the FY25 Salary Bands remain unchanged from FY24.

Section 5: This Resolution is effective July 1, 2024.

ADOPTED this 18th day of June, 2024 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Deb Ader, President

ATTEST:

Karen Singer, Secretary

**RESOLUTION AUTHORIZING EMPLOYEE ENGAGEMENT SURVEY WITH
ALLONE CONSULTING**

WHEREAS, during the April 29, 2024 Finance and Employee Practices Committee Meeting, committee members deliberated on the importance of conducting an employee engagement survey and directed administrative staff to obtain proposals from suitable service providers; and

WHEREAS, after reviewing proposals at the June 3, 2024 Finance and Employee Practices Committee Meeting, committee members unanimously agreed to make a recommendation to the Cook Memorial Public Library District (“Library”) Board of Trustees (“Board”) to approve a proposal from AllOne Consulting in the amount of \$5,750 as detailed in Exhibit A; and

WHEREAS, AllOne Consulting will undertake the development and administration of an online employee engagement survey, inclusive of:

1. Working closely with the Library to develop and deliver clear and effective pre- and post-survey messaging, including the purpose of the survey, how the data will be used, and the importance of employee participation.
2. Working with the Library to communicate the results and next steps to all employees.
3. Analyzing the data and providing a report that breaks out the results by department and/or service areas.
4. Debriefing the report with the Library and identifying steps that can be made to enhance employee engagement, including utilizing existing resources through the EAP as well as potentially seeking external consultation.
5. Conducting an online pulse survey six months after the initial survey to gauge staff perception of organizational initiatives.

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

Section 1: The Board authorizes the Library Director to execute a contract in the amount of \$5,750 with AllOne Consulting as set forth in Exhibit A.

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

ADOPTED this 18th day of June, 2024 pursuant to a roll call vote as follows:

AYES: ____

NAYS: ____

ABSENT: ____

Deb Ader, President

ATTEST:

Karen Singer, Secretary

DRAFT

EMPLOYEE ENGAGEMENT PROPOSAL

Created For:

Marla Littlefield, Human Resources Generalist
Cook Memorial Public Library District
224-513-7407
mlittlefield@cooklib.org

Provided By:

Jonathan Eisler
Vice President of AllOne Consulting
Jonathan.Eisler@AllOneHealth.com
312.636.6609

Date Created:

April 22, 2024



Who We Are

As part of AllOne Health, the AllOne Consulting team is a dynamic group of professionals with extensive expertise in developing teams and leaders, creating inclusive cultures of engagement, and resolving conflicts. Leveraging decades of experience across roles and industries, our master's and Ph.D. level experts guide clients in creating and sustaining healthy organizations that thrive in today's competitive landscape.

Overview

AllOne Consulting is pleased to submit this proposal to conduct an employee engagement survey for the Cook Memorial Public Library District. Our team has extensive experience in the employee engagement space and has worked with other libraries in the past. We are confident that we can provide valuable insights and recommendations to improve your people's experience with and perceptions of the organization.

Scope of Work

AllOne Consulting will develop and administer an employee engagement survey for your library district. The survey will be designed to capture feedback from all employees, including full-time, part-time, and those working in both library locations. The survey will be administered online and will be completely confidential to encourage honest feedback.

AllOne Consulting will work closely with the project sponsors to develop and deliver clear and effective pre- and post-survey messaging. This will include communication about the purpose of the survey, how the data will be used, and the importance of employee participation. After the survey, AllOne Consulting will work with the project sponsors to communicate the results and next steps to all employees.

AllOne Consulting will closely monitor participation in the survey and send reminders as needed to encourage employees to complete the survey. We will also work with the project sponsors to develop and implement strategies to maximize participation, such as offering incentives for completing the survey or providing time during the workday for employees to complete the survey.

Once the survey is complete, AllOne Consulting will analyze the data and provide a report that breaks out the results by the groups and divisions discussed, including administration, circulation, adult and teen services, children's department, technical services, outreach, and maintenance. The report will also include an analysis of the data by employment status (full-time vs. part-time) and by public-facing vs. internal roles.

AllOne Consulting will debrief the report with the project sponsors and align on actions the district can take to improve employee engagement throughout the organization. These plans may include utilizing existing resources through the EAP, as well as bringing in outside consultants and experts as needed.

Six months after the initial survey, AllOne Consulting will administer an online pulse survey to determine how the organization's actions are being perceived by staff. This will provide valuable feedback on the effectiveness of the library's efforts to improve employee engagement and reinforce how much the organization values your people's feedback.

Investment

As an EAP client of Perspectives, an AllOne Health company, the discounted investment for the services outlined herein is \$5,750.

Thank You

Thank you sincerely for considering our proposal and for extending the opportunity to further strengthen the relationship between our organizations. We are eager to contribute to the cultivation of a culture where employee engagement thrives. Your commitment to these values is truly commendable, and we look forward to the possibility of working together towards these shared goals.

Regards,

Jonathan Eisler

RESOLUTION AUTHORIZING THE TRANSFER OF \$555,776 FROM THE GENERAL FUND TO THE SPECIAL RESERVE FUND AND THE TRANSFER OF \$350,000 FROM THE GENERAL FUND'S TECHNOLOGY RESERVE TO THE SPECIAL RESERVE FUND

WHEREAS, the Board of Library Trustees ("Board") of the Cook Memorial Public Library District ("Library") has established a Special Reserve Fund and a Fund Balance Policy in accordance with applicable statutes, permitting the accumulation of funds for designated purposes; and

WHEREAS, Resolution 2023-2024/20, effective June 30, 2024, abolished the Working Cash Fund, resulting in a transfer of \$555,776 to the General Fund; and

WHEREAS, the Board has designated reserves in the General Fund, including reserves specifically for technology replacements, in accordance with the Library's Fund Balance Policy; and

WHEREAS, prudent fiduciary oversight has made funds available in the General Fund's Technology Reserve for transfer to the Special Reserve Fund; and

WHEREAS, the Board intends to allocate these funds specifically for improvements and furnishings for the Cook Park Library Children's area.

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: The sum of \$555,776 from the General Fund shall be transferred to the Special Reserve Fund on July 1, 2024 to be expended in accordance with the terms and conditions of the Special Reserve Fund.

Section 2: The sum of \$350,000 from the General Fund's Technology Reserve shall be transferred to the Special Reserve Fund on July 1, 2024 to be expended in accordance with the terms and conditions of the Special Reserve Fund.

ADOPTED this 18th day of June, 2024 pursuant to roll call vote as follows:

AYES: ____

NAYS: ____

ABSENT: ____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

**RESOLUTION AUTHORIZING THE LIBRARY’S PARTICIPATION IN THE
NONRESIDENT FEE PROGRAM**

WHEREAS, Illinois 75 ILCS 16/30-55.60 enables residents who are unserved by a public library to purchase a library card at the closest participating public library for a fee at least equal to the cost paid by residents; and

WHEREAS, the board of each Illinois public library is required to decide annually whether the library will participate in the state’s nonresident fee program; and

WHEREAS, the Cook Memorial Public Library District Board of Trustees has traditionally supported the nonresident fee program even though there are no unserved areas adjacent to the Library’s taxing area in which Cook Park or Aspen Drive is the closest library and;

WHEREAS, based on the Illinois State Library’s mathematical formula attached hereto as Exhibit A, the nonresident fee for the upcoming fiscal year is \$423 per household.

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

Section 1: The Library will continue participation in the nonresident fee program, setting the annual fee for the card, using the Illinois State Library mathematical formula method, at \$423 per household effective July 1, 2024 through June 30, 2025.

ADOPTED this 18th day of June, 2024 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

EXHIBIT A

Illinois State Library General Mathematical Formula:

FY24 Property Tax Revenue	<u>\$9,976,924</u>	=	162.76	x	2.6 (average CMPLD household size)	=	\$423
CMPLD Population	61,297						

DRAFT

THE BOARD OF LIBRARY TRUSTEES OF THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

AN ORDINANCE SETTING FORTH A SCHEDULE OF REGULAR
MEETINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE COOK
MEMORIAL PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR
COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025

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

Section 1: In accordance with the terms and provisions of 75 ILCS 120/2.02, Illinois Revised Statutes, the following is a schedule of all Regular meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the fiscal year commencing July 1, 2024 and ending June 30, 2025.

July	16, 2024	Cook Park Library
August	20, 2024	Aspen Drive Library
September	17, 2024	Cook Park Library
October	15, 2024	Aspen Drive Library
November	19, 2024	Cook Park Library
December	17, 2024	Cook Park Library
January	21, 2025	Aspen Drive Library
February	18, 2025	Aspen Drive Library
March	18, 2025	Aspen Drive Library
April	15, 2025	Cook Park Library
May	20, 2025	Cook Park Library
June	17, 2025	Aspen Drive Library

All regular meetings will be held at the Cook Park Library, 413 N. Milwaukee Avenue, Libertyville, Illinois or the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois as noted above. All regularly scheduled meetings will begin at 6:30 p.m.

Section 2: That all ordinances or resolutions in conflict herewith be and they are hereby repealed to the extent of such conflict.

Section 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Effective the 18th day of June, 2024.

Enacted this 18th day of June, 2024.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Posted the 30th day of June, 2024.

Deb Ader, President

Karen Singer, Secretary

RESOLUTION NO. 2023-2024/26

**RESOLUTION AUTHORIZING LIBRARY DIRECTOR AND FINANCE DIRECTOR
TO EXECUTE REQUIRED PAPERWORK WITH ALL DESIGNATED, ELIGIBLE
DEPOSITORY INSTITUTIONS FOR THE FISCAL YEAR
JULY 1, 2024 THROUGH JUNE 30, 2025**

WHEREAS, from time to time, the Library has excess funds from (a) property tax receipts and other revenue sources which can be invested and/or (b) the maturing of existing investments which can be re-invested; and

WHEREAS, good business sense dictates investing these funds in interest-bearing accounts and/or certificates of deposit with different financial institutions to obtain the best return on any investment; and

WHEREAS, the Finance Director and Library Director, in conjunction with the Library's investment advisors, deposit library funds in interest-bearing accounts pursuant to the Library's investment policy; and

WHEREAS, whenever funds are moved to a different financial institution, the Library Board is required to authorize the deposit of funds with that institution; and

WHEREAS, in order to improve efficiency and eliminate delays in obtaining favorable interest rates for Library funds, the Finance Director and Library Director are authorized to execute such resolutions for all approved, eligible depository institutions for the fiscal year July 1, 2024 through June 30, 2025; and

WHEREAS, the Finance Director and Library Director shall notify the Board of all such deposits and changes at the Board's next regular monthly meeting.

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 all of the recitals contained above are hereby incorporated by reference.

Section 2: That the Library Director and Finance Director are authorized to execute all resolutions and documents required by all eligible depository institutions permitted by the Illinois Public Funds Investment Act and the Library's Investment Policy for the fiscal year July 1, 2024 through June 30, 2025.

Section 3: That the officers listed in Section 2 are authorized and empowered to execute such other agreements, including but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Library District may be deposited, collected or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of this Resolution. The other

RESOLUTION NO. 2022-2023/26

agreement and acts may not be contrary to the provisions contained in this Resolution or the Library’s policies.

Section 4: That the Secretary and keeper of the records of the Library District shall certify to the Financial Institution the names of the persons who are at present authorized to act on behalf of the Library District under this Resolution and shall from time to time, hereafter, as changes in the personnel of said officers are made, certify, in writing, any changes to the Financial Institution as soon as possible after the change occurs.

Section 5: That this Resolution shall be in full force and effect upon its adoption.

ADOPTED this 18th day of June, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Deb Ader, President

ATTEST:

Karen Singer, Secretary