

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

May 20, 2025

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, May 20, 2025 will be held in the Workshop 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. Swearing in of Trustees Elect.
6. Election of Officers.
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
7. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of April 15, 2025.
8. Approval of the Bills.
9. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
10. Report of the President.

11. Reports of Committees and Representatives.

- a. Finance and Employee Practices.
- b. Policy Review.
 - i. Review of Revised Reimbursement Policy.
 - ii. Renewing the Motion to Approve Resolution 2024-2025/9 Abolishing the Current Version of the Reimbursement Policy and Adopting a New Version.
 - iii. Review of Revised Charity Collection Containers Policy.
 - iv. Renewing the Motion to Approve Resolution 2024-2025/11 Adopting the Charity Collection Containers Policy.
- c. Building and Grounds.
- d. Technology
- e. Resources, Services and Long-Range Planning.
- f. Friends' Representative.
- g. RAILS Representative.
- h. Historical Society Representative.

12. Other Business.

13. Communications.

14. Upcoming Meetings and Events.

- a. Finance & Employee Practices Committee Meeting on Tuesday, June 3, 2025 at 5:30 p.m. in the Conference Room at the Cook Park Library.
- b. Regular Board Meeting on Tuesday, June 17, 2025 at 6:30 p.m. at the Aspen Drive Library.

15. Public Questions.

16. Adjournment.

Deb Ader, President
Board of Library Trustees

May 16, 2025

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.

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
Current Assets					
Checking/Savings					
1000 · Cash					
10-1040 · Petty Cash	625	0	0	0	625
10-1045 · Cash on Hand - Aspen	60	0	0	0	60
10-1150 · Chase Operating A/C	(198,434)	365,511	9,919	1,123,531	1,300,527
10-1504 · Illinois Funds - General, IMRF	324,576	37,443	0	123,236	485,255
10-1509 · Wintrust MaxSafe Acct - General	3,903,304	0	0	0	3,903,304
60-1509 · Wintrust MaxSafe Acct - S/R	0	0	0	523,538	523,538
10-1550 · Chase Savings Account					
10-1551 · Chase Savings - GF	56,541	0	0	0	56,541
60-1551 · Chase Savings - SRF	0	0	0	51,181	51,181
Total 10-1550 · Chase Savings Account	56,541	0	0	51,181	107,722
Total 1000 · Cash	4,086,672	402,954	9,919	1,821,486	6,321,031
2000 · Investments					
10-1502 · Investments - General Fund					
10-1651 · Investments - Chase (GF)	1,715,000	0	0	0	1,715,000
Total 10-1502 · Investments - General Fund	1,715,000	0	0	0	1,715,000
60-1501 · Investments - Special Reserve					
60-1651 · Investments - Chase (SRF)	0	0	0	1,225,000	1,225,000
Total 60-1501 · Investments - Special Reserve	0	0	0	1,225,000	1,225,000
Total 2000 · Investments	1,715,000	0	0	1,225,000	2,940,000
Total Assets	5,800,168	402,954	9,919	3,046,486	9,259,526
Current Liabilities					
10-2050 · Chase One Card	18,012	0	0	8,542	26,554
Total Credit Cards	18,012	0	0	8,542	26,554
Other Current Liabilities					
00-2100 · Payroll W/H & Payable					
10-2850 · Aflac Payable	642	0	0	0	641
10-2300 · IMRF Payable-Employee Medicare	21,286	0	0	0	21,286
10-2600 · IMRF Voluntary Life Insurance	648	0	0	0	648
10-2700 · Dental and Vision	7,442	0	0	0	7,442
10-2800 · CO-OP 90's Medical Plan	30,188	0	0	0	30,188
10-2900 · Other Health Care-FSA	17,841	0	0	0	17,841
Total 00-2100 · Payroll W/H & Payable	78,047	0	0	0	78,046
20-2300 · IMRF Payable-Employer Medicare	0	35,690	0	0	35,690
Total Other Current Liabilities	78,047	35,690	0	0	113,736
Total Liabilities	96,059	35,690	0	8,542	140,290
Equity					
00-3000 · Beginning Fund Balances					
10-3000 · Fund Balance-General Fund	3,063,217	0	0	0	3,063,217
10-3010 · Assigned FB - Computer/Tech Res	125,000	0	0	0	125,000
10-3011 · Assigned FB - Bookmobile Res	500,000	0	0	0	500,000
20-3000 · Fund Balance - IMRF Fund	0	235,429	0	0	235,429
50-3000 · Fund Balance-Trust Fund	0	0	27,974	0	27,974
60-3000 · Fund Balance-Spec Reserve Fund	0	0	0	3,881,268	3,881,268
Total 00-3000 · Beginning Fund Balances	3,688,217	235,429	27,974	3,881,268	7,832,888
Net Income	2,015,892	131,835	(18,055)	(843,324)	1,286,348
Total Equity	5,704,109	367,264	9,919	3,037,944	9,119,236
Total Liabilities & Equity	5,800,168	402,954	9,919	3,046,486	9,259,526

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Profit & Loss as of April 2025

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	9,487,330	838,203	0	10,325,533
00-4050 · Replacement Tax	97,093	0	0	97,093
00-4100 · Interest Earned	253,136	0	104,045	357,181
00-4200 · Other	59,078	0	0	59,078
10-4300 · Grants & Other Donations	103,732	0	0	103,732
10-4350 · Fines & Lost Materials	17,876	0	0	17,876
Total Income/Gross Profit	<u>10,018,245</u>	<u>838,203</u>	<u>104,045</u>	<u>10,960,493</u>
Expense				
10-5100 · Salaries	4,331,502	0	0	4,331,502
10-5200 · Benefits	544,985	0	0	544,985
10-5300 · Training	30,451	0	0	30,451
10-5400 · Materials	895,631	0	0	895,631
10-5500 · Processing	30,289	0	0	30,289
10-5600 · Supplies	95,928	0	0	95,928
10-5700 · Vehicles	7,910	0	0	7,910
10-5800 · Computer Operations	472,134	0	0	472,134
10-5900 · Utilities	199,637	0	0	199,637
10-6000 · Telephone	19,749	0	0	19,749
10-6100 · Postage	9,051	0	0	9,051
10-6200 · Maintenance	121,556	0	0	121,556
10-6300 · Repair	79,580	0	0	79,580
10-6400 · Insurance	65,139	0	0	65,139
10-6500 · Professional Services	75,806	0	0	75,806
10-6600 · Improvements	74,814	0	0	74,814
10-6700 · Community Relations	110,140	0	0	110,140
10-7000 · Debt Service	981,793	0	0	981,793
20-8210 · Employer IMRF Disbursements	0	365,125	0	365,125
20-8250 · Employer Soc Security Tax Disb	0	323,410	0	323,410
Total Expense	<u>8,146,095</u>	<u>688,535</u>	<u>0</u>	<u>8,834,630</u>
Net Ordinary Income	<u>1,872,150</u>	<u>149,668</u>	<u>104,045</u>	<u>2,125,863</u>
Other Income/Expense				
60-9800 · Special Reserve Disbursements	<u>0</u>	<u>0</u>	<u>842,322</u>	<u>842,322</u>
Total Other Expense	<u>0</u>	<u>0</u>	<u>842,322</u>	<u>842,322</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>(842,322)</u>	<u>(842,322)</u>
Net Income	<u>1,872,150</u>	<u>149,668</u>	<u>(738,277)</u>	<u>1,283,541</u>

Cook Memorial Public Library District
Budget Report July 1, 2024 - June 30, 2025

April

Months Elapsed 83.33%

Mos Remaining 16.67%

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	Month Actual	YTD Actual	Annual Budget	Budget Remaining	%
<u>Income</u>					
00-4000 · Property Tax	969	10,325,532	10,296,550	(28,982)	(0.28%)
00-4050 · Replacement Tax	7221	97,093	185,000	87,907	47.52%
00-4100 · Interest Earned	34,930	357,181	200,000	(157,181)	(78.59%)
00-4200 · Other	3,986	59,078	21,000	(38,078)	(181.32%)
10-4300 · Grants & Other Donations	150	103,732	95,000	(8,732)	(9.19%)
10-4350 · Fines & Lost Materials	2,290	17,876	15,000	(2,876)	(19.17%)
Total Income	49,546	10,960,492	10,812,550	(147,942)	(1.37%)
<u>Expenses</u>					
10-5100 · Salaries	421,540	4,331,502	5,367,645	1,036,143	19.30%
10-5200 · Benefits	58,830	544,985	655,405	110,420	16.85%
10-5300 · Training	2,141	30,451	64,885	34,434	53.07%
10-5400 · Materials	104,472	895,631	1,284,575	388,944	30.28%
10-5500 · Processing	2,909	30,289	47,120	16,831	35.72%
10-5600 · Supplies	10,395	95,928	138,100	42,172	30.54%
10-5700 · Vehicles	769	7,910	39,620	31,710	80.04%
10-5800 · Computer Operations	10,419	472,134	688,290	216,156	31.40%
10-5900 · Utilities	19,877	199,637	179,500	(20,137)	(11.22%)
10-6000 · Telephone	3,026	19,749	26,880	7,131	26.53%
10-6100 · Postage	2030	9,051	13,000	3,949	30.38%
10-6200 · Maintenance	8,384	121,556	188,775	67,219	35.61%
10-6300 · Repair	7,001	79,580	125,960	46,380	36.82%
10-6400 · Insurance	-	65,139	74,000	8,861	11.97%
10-6500 · Professional Services	3,336	75,806	105,900	30,094	28.42%
10-6600 · Improvements	1,042	74,814	106,055	31,241	29.46%
10-6700 · Community Relations	6,930	110,140	196,805	86,665	44.04%
10-6900 · Contingency	-	-	50,000	50,000	100.00%
10-7000 · Debt Service	-	981,793	982,000	207	0.02%
20-8210 · Employer IMRF Disbursements	36,142	365,125	526,000	160,875	30.58%
20-8250 · Employer Soc Security Tax Disb	31,406	323,410	404,000	80,590	19.95%
60-9800 · Special Reserve Disbursements	155,680	842,322	-	-	
Total Expenses	886,329	9,676,952	11,264,515	2,429,885	21.57%
Budget Impact (Surplus/Deficit)	(836,783)	1,283,540	(451,965)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Summary 4/5-5/9/25

	10-General	20-IMRF	60-Special Reserve	TOTAL
Income				
00-4000 · Property Tax	882.41	87.02	0.00	969.43
00-4050 · Replacement Tax	27,617.68	0.00	0.00	27,617.68
00-4100 · Interest Earned	29,463.27	0.00	5,466.86	34,930.13
00-4200 · Other	4,009.43	0.00	0.00	4,009.43
10-4300 · Grants & Other Donations	150.00	0.00	0.00	150.00
10-4350 · Fines & Lost Materials	2,329.15	0.00	0.00	2,329.15
Total Income	64,451.94	87.02	5,466.86	70,005.82
Expense				
10-5100 · Salaries	416,357.01	0.00	0.00	416,357.01
10-5200 · Benefits	61,524.80	0.00	0.00	61,524.80
10-5300 · Training	1,289.94	0.00	0.00	1,289.94
10-5400 · Materials	104,081.29	0.00	0.00	104,081.29
10-5500 · Processing	5,818.10	0.00	0.00	5,818.10
10-5600 · Supplies	11,234.95	0.00	0.00	11,234.95
10-5700 · Vehicles	769.48	0.00	0.00	769.48
10-5800 · Computer Operations	9,941.49	0.00	0.00	9,941.49
10-5900 · Utilities	19,876.52	0.00	0.00	19,876.52
10-6000 · Telephone	3,026.47	0.00	0.00	3,026.47
10-6100 · Postage	2,000.00	0.00	0.00	2,000.00
10-6200 · Maintenance	9,995.51	0.00	0.00	9,995.51
10-6300 · Repair	6,731.24	0.00	0.00	6,731.24
10-6400 · Insurance	118.00	0.00	0.00	118.00
10-6500 · Professional Services	3,349.27	0.00	0.00	3,349.27
10-6600 · Improvements	1,041.77	0.00	0.00	1,041.77
10-6700 · Community Relations	12,548.98	0.00	0.00	12,548.98
20-8210 · Employer IMRF Disbursements	0.00	35,622.64	0.00	35,622.64
20-8250 · Employer Soc Security Tax Disb	0.00	31,040.72	0.00	31,040.72
Total Ordinary Expenses	669,704.82	66,663.36	0.00	736,368.18
Other Income/Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	158,679.58	158,679.58
Total Expenses	669,704.82	66,663.36	158,679.58	895,047.76

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
Ordinary Income/Expense						
Income						
00-4000 · Property Tax						
10-4000 · Property Tax General						
	GJ	04/11/2025	3873		23.50	23.50
	GJ	04/11/2025	3873		0.04	23.54
	GJ	04/14/2025	3780		858.87	882.41
Total 10-4000 · Property Tax General					882.41	882.41
20-4000 · Property Tax IMRF						
	GJ	04/11/2025	3873		2.08	2.08
	GJ	04/14/2025	3780		84.94	87.02
Total 20-4000 · Property Tax IMRF					87.02	87.02
Total 00-4000 · Property Tax					969.43	969.43
00-4050 · Replacement Tax						
10-4050 · Replacement Tax General						
	GJ	05/05/2025	3886		27,617.68	27,617.68
Total 10-4050 · Replacement Tax General					27,617.68	27,617.68
Total 00-4050 · Replacement Tax					27,617.68	27,617.68
00-4100 · Interest Earned						
60-3109 · Interest - Wintrust MaxSafe S/R						
	GJ	04/30/2025	3879		3,716.46	3,716.46
Total 60-3109 · Interest - Wintrust MaxSafe S/R					3,716.46	3,716.46
10-3109 · Interest - Wintrust MaxSafe Gen						
	GJ	04/30/2025	3879		14,332.09	14,332.09
Total 10-3109 · Interest - Wintrust MaxSafe Gen					14,332.09	14,332.09
10-4100 · Interest - General Fund						
10-4101 · Interest Income - Chase Savings						
	GJ	04/30/2025	3879		0.92	0.92
Total 10-4101 · Interest Income - Chase Savings					0.92	0.92
10-4102 · Interest Income - Chase CD's						
	GJ	04/30/2025	3885		957.18	957.18
	GJ	04/30/2025	3885		6,657.96	7,615.14
	GJ	04/30/2025	3885		1,040.41	8,655.55
	GJ	04/30/2025	3885		6,474.71	15,130.26
Total 10-4102 · Interest Income - Chase CD's					15,130.26	15,130.26
Total 10-4100 · Interest - General Fund					15,131.18	15,131.18
60-4100 · Interest - Special Reserve						
60-4101 · Interest - Chase Savings						
	GJ	04/30/2025	3879		0.83	0.83
Total 60-4101 · Interest - Chase Savings					0.83	0.83
60-4102 · Interest - Chase CD's						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
	GJ	04/30/2025	3885		886.03	886.03
	GJ	04/30/2025	3885		863.54	1,749.57
Total 60-4102 · Interest - Chase CD's					1,749.57	1,749.57
Total 60-4100 · Interest - Special Reserve					1,750.40	1,750.40
Total 00-4100 · Interest Earned					34,930.13	34,930.13
00-4200 · Other						
10-4660 · Developer Fees						
	Dep	04/30/2025			1,652.00	1,652.00
Total 10-4660 · Developer Fees					1,652.00	1,652.00
10-4450 · Copy Machine Income						
10-4451 · Aspen - Print/Copy Station						
	Dep	04/10/2025			912.80	912.80
	Dep	04/30/2025			377.85	1,290.65
Total 10-4451 · Aspen - Print/Copy Station					1,290.65	1,290.65
10-4452 · Cook Park - Print/Copy Station						
	Dep	04/10/2025			417.31	417.31
	Dep	04/30/2025			549.07	966.38
Total 10-4452 · Cook Park - Print/Copy Station					966.38	966.38
Total 10-4450 · Copy Machine Income					2,257.03	2,257.03
10-4460 · Programs & Bus Trips						
10-4461 · Bus Trips - Adults						
	Dep	04/08/2025			55.00	55.00
Total 10-4461 · Bus Trips - Adults					55.00	55.00
Total 10-4460 · Programs & Bus Trips					55.00	55.00
10-4500 · Misc - General Account						
	Dep	04/22/2025			3.60	3.60
	Dep	05/06/2025			7.10	10.70
	Dep	04/08/2025			12.00	22.70
	Dep	04/22/2025			6.70	29.40
	Dep	05/06/2025			16.00	45.40
Total 10-4500 · Misc - General Account					45.40	45.40
Total 00-4200 · Other					4,009.43	4,009.43
10-4300 · Grants & Other Donations						
10-4365 · Donations - Other						
	Dep	04/10/2025			50.00	50.00
	Dep	04/10/2025			100.00	150.00
Total 10-4365 · Donations - Other					150.00	150.00
Total 10-4300 · Grants & Other Donations					150.00	150.00
10-4350 · Fines & Lost Materials						
	Dep	04/08/2025			45.48	45.48
	Dep	04/22/2025			24.00	69.48

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

Type	Date	Num	Name	Paid Amount	Balance
Dep	05/06/2025			25.99	95.47
Dep	04/08/2025			47.49	142.96
Dep	04/22/2025			68.20	211.16
Dep	05/06/2025			56.06	267.22
GJ	04/30/2025	3879		2,386.16	2,653.38
GJ	04/30/2025	3881		-240.88	2,412.50
Bill	04/25/2025	LOST/PAID - 041425	Cullen, Seamus	-15.99	2,396.51
Bill	05/02/2025	LOST/PAID - 042325	Brookdale Vernon Hills	-19.39	2,377.12
Bill	05/02/2025	LOST/PAID - 042325	Mahlis, Nely	-14.99	2,362.13
Bill	05/02/2025	LOST/PAID - 030625	Siddiqi, Umar	-16.99	2,345.14
Bill	05/02/2025	LOST/PAID - 042125	Son, Michael	-15.99	2,329.15
Total 10-4350 · Fines & Lost Materials				2,329.15	2,329.15
Total Income				70,005.82	70,005.82
Expense					
10-5100 · Salaries					
10-5110 · Salaries - Administration					
GJ	04/18/2025	3875		52,601.95	52,601.95
GJ	05/02/2025	3878		48,515.32	101,117.27
Total 10-5110 · Salaries - Administration				101,117.27	101,117.27
10-5120 · Salaries - Adult Svcs					
GJ	04/18/2025	3875		35,432.67	35,432.67
GJ	05/02/2025	3878		33,247.14	68,679.81
Total 10-5120 · Salaries - Adult Svcs				68,679.81	68,679.81
10-5130 · Salaries - Youth Svcs					
GJ	04/18/2025	3875		35,140.68	35,140.68
GJ	05/02/2025	3878		35,289.10	70,429.78
Total 10-5130 · Salaries - Youth Svcs				70,429.78	70,429.78
10-5140 · Salaries - Circulation					
GJ	04/18/2025	3875		30,542.34	30,542.34
GJ	05/02/2025	3878		31,419.79	61,962.13
Total 10-5140 · Salaries - Circulation				61,962.13	61,962.13
10-5145 · Salaries - Maintenance					
GJ	04/18/2025	3875		10,187.82	10,187.82
GJ	05/02/2025	3878		10,763.06	20,950.88
Total 10-5145 · Salaries - Maintenance				20,950.88	20,950.88
10-5150 · Salaries - ILL					
GJ	04/18/2025	3875		4,556.35	4,556.35
GJ	05/02/2025	3878		4,485.46	9,041.81
Total 10-5150 · Salaries - ILL				9,041.81	9,041.81
10-5155 · Salaries - Outreach					
GJ	04/18/2025	3875		11,042.43	11,042.43
GJ	05/02/2025	3878		10,980.18	22,022.61

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5155 · Salaries - Outreach					22,022.61	22,022.61
10-5160 · Salaries - Tech Svcs						
	GJ	04/18/2025	3875		24,326.24	24,326.24
	GJ	05/02/2025	3878		24,256.82	48,583.06
Total 10-5160 · Salaries - Tech Svcs					48,583.06	48,583.06
10-5165 · Salaries - Shelves						
	GJ	04/18/2025	3875		6,758.25	6,758.25
	GJ	05/02/2025	3878		6,811.41	13,569.66
Total 10-5165 · Salaries - Shelves					13,569.66	13,569.66
Total 10-5100 · Salaries					416,357.01	416,357.01
10-5200 · Benefits						
10-5210 · Health Insurance						
	Bill	05/02/2025	904292	Aflac	160.38	160.38
	Bill	04/11/2025	#3.2025M	Cooperative 90'S Medical	36,490.80	36,651.18
	Bill	04/11/2025	#3.2025M	Cooperative 90'S Medical	5,303.20	41,954.38
	Bill	04/25/2025	3455 - MAY 25	Blue Cross Blue Shield Of Illinois	8,006.68	49,961.06
	Bill	04/25/2025	3455 - MAY 25	Blue Cross Blue Shield Of Illinois	1,804.84	51,765.90
	GJ	04/30/2025	3883		1,398.98	53,164.88
	GJ	04/30/2025	3883		229.59	53,394.47
	GJ	04/30/2025	3883		300.01	53,694.48
	GJ	04/30/2025	3883		979.08	54,673.56
	GJ	04/30/2025	3883		200.00	54,873.56
Total 10-5210 · Health Insurance					54,873.56	54,873.56
10-5220 · Dental/Vision Insurance						
	Dep	04/10/2025			-49.00	-49.00
	Dep	04/30/2025			-49.00	-98.00
	GJ	04/30/2025	3880		-832.96	-930.96
	Bill	04/11/2025	#3.2025D	Cooperative 90'S Dental	3,525.60	2,594.64
	Bill	04/11/2025	#3.2025D	Cooperative 90'S Dental	1,445.40	4,040.04
	Bill	04/25/2025	1917935	Delta Dental of Illinois - Risk	3.28	4,043.32
	Bill	04/25/2025	1917935	Delta Dental of Illinois - Risk	29.34	4,072.66
	Bill	04/25/2025	1919886	Delta Dental of Illinois - Vision	278.34	4,351.00
	Bill	04/25/2025	1919886	Delta Dental of Illinois - Vision	85.16	4,436.16
	Dep	04/30/2025			-53.19	4,382.97
	Dep	04/10/2025			-53.19	4,329.78
	Dep	04/10/2025			-53.19	4,276.59
	Dep	04/30/2025			-53.19	4,223.40
	Dep	04/10/2025			-53.19	4,170.21
	Dep	04/10/2025			-53.19	4,117.02
Total 10-5220 · Dental/Vision Insurance					4,117.02	4,117.02
10-5230 · Unemployment Compensation						
	Bill	05/02/2025	1ST QTR 2025	LIMRiCC Unemployment Compensation G	2,534.22	2,534.22

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5230 · Unemployment Compensation					2,534.22	2,534.22
Total 10-5200 · Benefits					61,524.80	61,524.80
10-5300 · Training						
10-5310 · Workshops						
10-5311 · Workshops - Admin						
	CC	04/30/2025	041125	Einstein Bros Bagels	89.87	89.87
	CC	04/30/2025	041125	Einstein Bros Bagels	122.86	212.73
Total 10-5311 · Workshops - Admin					212.73	212.73
10-5312 · Workshops - Adult Svcs						
	CC	04/30/2025	040925	McHenry County IL Genealogical - Credit	70.00	70.00
Total 10-5312 · Workshops - Adult Svcs					70.00	70.00
10-5316 · Workshops - ILL						
	CC	04/30/2025	042325	WILIUG - CMPL Credit Card	20.94	20.94
Total 10-5316 · Workshops - ILL					20.94	20.94
10-5318 · Workshops - Tech Svcs						
	CC	04/30/2025	042325	WILIUG - CMPL Credit Card	20.94	20.94
Total 10-5318 · Workshops - Tech Svcs					20.94	20.94
Total 10-5310 · Workshops					324.61	324.61
10-5320 · Travel						
10-5323 · Travel - Youth Svcs						
	Bill	05/02/2025	FEBRUARY 2025	Gillespie, Deena	19.32	19.32
Total 10-5323 · Travel - Youth Svcs					19.32	19.32
Total 10-5320 · Travel					19.32	19.32
10-5330 · Memberships						
10-5332 · Memberships - Adult Svcs						
	Bill	05/02/2025	APRIL 22 & 23, 2025	Larson, Andrea	182.00	182.00
Total 10-5332 · Memberships - Adult Svcs					182.00	182.00
10-5333 · Memberships - Youth Svcs						
	Bill	05/02/2025	ALA/ALSC - 2025	Beverley, Heather	180.00	180.00
Total 10-5333 · Memberships - Youth Svcs					180.00	180.00
10-5338 · Memberships - Tech Svcs						
	Bill	05/09/2025	2024-2025	WILIUG	40.00	40.00
	CC	05/01/2025	050125	American Library Assoc - CMPL Credit Car	125.00	165.00
Total 10-5338 · Memberships - Tech Svcs					165.00	165.00
Total 10-5330 · Memberships					527.00	527.00
10-5365 · Staff Recognition						
	Bill	05/09/2025	APRIL 24, 2025	Cerniglia, Lauren	32.46	32.46
	GJ	04/30/2025	3882	Sam's Club Direct	17.96	50.42
	GJ	04/30/2025	3882	Sam's Club Direct	51.44	101.86
	Bill	05/02/2025	APRIL 22 & 23, 2025	Larson, Andrea	47.98	149.84
	Bill	05/09/2025	APRIL 2025	Bahnsen, Brooke	35.76	185.60

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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Type	Date	Num	Name	Paid Amount	Balance
Bill	05/09/2025	APRIL 10, 2025	Krishnamoorthy, Seethalakshmi	35.60	221.20
Bill	04/18/2025	SPRING 25 POTLUCI	Heatherman, Amy	197.81	419.01
				<u>419.01</u>	<u>419.01</u>
				1,289.94	1,289.94

Total 10-5365 · Staff Recognition

Total 10-5300 · Training

10-5400 · Materials

10-5410 · Books - Adult

Bill	04/18/2025	87031883	Gale	60.78	60.78
Bill	04/18/2025	87047229	Gale	107.96	168.74
Bill	04/18/2025	8210325B0153U-1	Sentrum Marketing, LLC	384.00	552.74
Bill	04/18/2025	2038957147	Baker & Taylor - L5580152	492.06	1,044.80
Bill	04/18/2025	2038946411	Baker & Taylor - L5742022	94.25	1,139.05
Bill	04/18/2025	2038944112	Baker & Taylor - L5742022	554.88	1,693.93
Bill	04/18/2025	2038949199	Baker & Taylor - L5742022	202.26	1,896.19
Bill	04/18/2025	2038949239	Baker & Taylor - L3966532	1,084.36	2,980.55
Bill	04/18/2025	2038952456	Baker & Taylor - C5217413	49.84	3,030.39
Bill	04/18/2025	2038956773	Baker & Taylor - L5742022	724.81	3,755.20
Bill	04/18/2025	2038955649	Baker & Taylor - C0209743	82.14	3,837.34
Bill	04/18/2025	2038955650	Baker & Taylor - C0209743	31.12	3,868.46
Bill	04/18/2025	2038964529	Baker & Taylor - L5580152	376.87	4,245.33
Bill	04/18/2025	2038956691	Baker & Taylor - L3966532	995.91	5,241.24
Bill	04/18/2025	2038966758	Baker & Taylor - L5579912	35.62	5,276.86
Bill	04/18/2025	2038962840	Baker & Taylor - L5579912	94.28	5,371.14
Bill	04/18/2025	87057618	Gale	65.58	5,436.72
Bill	04/18/2025	87057307	Gale	252.72	5,689.44
Bill	04/18/2025	87058405	Gale	56.98	5,746.42
Bill	04/18/2025	87092473	Gale	141.55	5,887.97
Bill	04/18/2025	87063653	Gale	118.36	6,006.33
Bill	04/18/2025	2038966494	Baker & Taylor - L5742022	294.63	6,300.96
Bill	04/18/2025	2038964247	Baker & Taylor - L3966532	977.05	7,278.01
Bill	04/18/2025	2038974107	Baker & Taylor - L5579912	75.92	7,353.93
Bill	04/18/2025	2038971595	Baker & Taylor - L5742022	684.56	8,038.49
Bill	04/18/2025	2038973172	Baker & Taylor - L5742022	127.03	8,165.52
Bill	04/18/2025	2038972873	Baker & Taylor - C0209743	224.80	8,390.32
Bill	04/18/2025	85993734	Gale	295.90	8,686.22
Bill	04/18/2025	86025922	Gale	59.18	8,745.40
Bill	04/18/2025	86031583	Gale	55.98	8,801.38
Bill	04/18/2025	2038981467	Baker & Taylor - L5742022	48.38	8,849.76
Bill	04/18/2025	2038978861	Baker & Taylor - L5580152	283.21	9,132.97
Bill	04/18/2025	2038973314	Baker & Taylor - L5742022	130.67	9,263.64
Bill	04/18/2025	2038986796	Baker & Taylor - L5742022	60.15	9,323.79
Bill	04/18/2025	2038976910	Baker & Taylor - L3966532	1,054.81	10,378.60
Bill	04/18/2025	2038996909	Baker & Taylor - L5580152	419.24	10,797.84

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

Type	Date	Num	Name	Paid Amount	Balance
Bill	04/18/2025	2038984042	Baker & Taylor - L5742022	79.85	10,877.69
Bill	04/18/2025	2038989232	Baker & Taylor - L5742022	352.53	11,230.22
Bill	04/18/2025	2038978094	Baker & Taylor - L5742022	378.91	11,609.13
Bill	04/18/2025	2038986725	Baker & Taylor - L5742022	45.52	11,654.65
Bill	04/18/2025	2038984316	Baker & Taylor - L5742022	116.95	11,771.60
Bill	04/18/2025	2038983938	Baker & Taylor - L5742022	229.11	12,000.71
Bill	04/18/2025	2038992089	Baker & Taylor - L3966532	751.20	12,751.91
Bill	04/18/2025	2038986798	Baker & Taylor - L3966532	889.52	13,641.43
Bill	04/18/2025	2039004843	Baker & Taylor - L5579912	144.56	13,785.99
Bill	04/18/2025	2038991846	Baker & Taylor - L5579912	192.40	13,978.39
Bill	04/18/2025	2038995000	Baker & Taylor - C0209743	181.26	14,159.65
Bill	04/18/2025	2038975575	Baker & Taylor - L4732442	37.20	14,196.85
CC	04/30/2025	040125	Barnes & Noble, Inc.- CMPL Credit Card	-3.25	14,193.60
CC	04/30/2025	033125	Amazon Marketplace.com	17.06	14,210.66
CC	04/30/2025	040225	Amazon Marketplace.com	17.66	14,228.32
CC	04/30/2025	040125	Amazon Marketplace.com	52.12	14,280.44
CC	04/30/2025	040325	Amazon Marketplace.com	39.20	14,319.64
CC	04/30/2025	040125	Amazon Marketplace.com	25.17	14,344.81
CC	04/30/2025	040225	Amazon Marketplace.com	89.49	14,434.30
CC	04/30/2025	040225	Amazon Marketplace.com	6.19	14,440.49
CC	04/30/2025	040325	Amazon Marketplace.com	64.80	14,505.29
CC	04/30/2025	040325	Amazon Marketplace.com	208.44	14,713.73
CC	04/30/2025	041325	Amazon Marketplace.com	28.00	14,741.73
CC	04/30/2025	040325	Amazon Marketplace.com	16.19	14,757.92
CC	04/30/2025	040125	Amazon Marketplace.com	21.00	14,778.92
CC	04/30/2025	040425	Amazon Marketplace.com	29.15	14,808.07
CC	04/30/2025	033125	Amazon Marketplace.com	32.38	14,840.45
CC	04/30/2025	041025	Amazon Marketplace.com	34.35	14,874.80
CC	04/30/2025	041025	Amazon Marketplace.com	98.36	14,973.16
CC	04/30/2025	040725	Amazon Marketplace.com	141.62	15,114.78
CC	04/30/2025	040425	Amazon Marketplace.com	45.99	15,160.77
CC	04/30/2025	041025	Amazon Marketplace.com	62.88	15,223.65
CC	04/30/2025	040725	Amazon Marketplace.com	37.99	15,261.64
CC	04/30/2025	041525	Amazon Marketplace.com	41.96	15,303.60
CC	04/30/2025	041525	Amazon Marketplace.com	35.68	15,339.28
CC	04/30/2025	041425	Amazon Marketplace.com	137.22	15,476.50
CC	04/30/2025	041525	Amazon Marketplace.com	46.13	15,522.63
CC	04/30/2025	041525	Amazon Marketplace.com	43.84	15,566.47
CC	04/30/2025	041725	Amazon Marketplace.com	37.44	15,603.91
CC	04/30/2025	041625	Amazon Marketplace.com	99.89	15,703.80
CC	04/30/2025	041825	American Ancestors	76.08	15,779.88
CC	04/30/2025	041825	Amazon Marketplace.com	37.37	15,817.25

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

Type	Date	Num	Name	Paid Amount	Balance
CC	04/30/2025	041525	Amazon Marketplace.com	22.62	15,839.87
CC	04/30/2025	041825	Amazon Marketplace.com	10.89	15,850.76
CC	04/30/2025	042125	Amazon Marketplace.com	108.51	15,959.27
CC	04/30/2025	042225	Amazon Marketplace.com	13.99	15,973.26
CC	04/30/2025	042125	Amazon Marketplace.com	132.60	16,105.86
CC	04/30/2025	042225	Amazon Marketplace.com	131.59	16,237.45
CC	04/30/2025	041725	Amazon Marketplace.com	19.99	16,257.44
CC	04/30/2025	042125	Amazon Marketplace.com	33.70	16,291.14
CC	04/30/2025	042225	Amazon Marketplace.com	77.91	16,369.05
CC	04/30/2025	042425	Amazon Marketplace.com	21.18	16,390.23
CC	04/30/2025	042425	Amazon Marketplace.com	20.75	16,410.98
CC	04/30/2025	042525	Amazon Marketplace.com	141.25	16,552.23
CC	04/30/2025	042825	Amazon Marketplace.com	58.00	16,610.23
CC	04/30/2025	042825	Amazon Marketplace.com	33.23	16,643.46
CC	04/30/2025	042925	Amazon Marketplace.com	35.86	16,679.32
CC	04/30/2025	042825	Amazon Marketplace.com	13.48	16,692.80
CC	04/30/2025	042525	Amazon Marketplace.com	148.89	16,841.69
CC	04/30/2025	042425	Amazon Marketplace.com	169.41	17,011.10
CC	04/30/2025	040225	Amazon Marketplace.com	39.20	17,050.30
Total 10-5410 • Books - Adult				17,050.30	17,050.30

10-5415 • Books - Juvenile

Bill	04/18/2025	2038959387	Baker & Taylor - L5580072	473.93	473.93
Bill	04/18/2025	2038956319	Baker & Taylor - L3966522	232.07	706.00
Bill	04/18/2025	2038956246	Baker & Taylor - L3966522	305.42	1,011.42
Bill	04/18/2025	2038962555	Baker & Taylor - L4231142	285.72	1,297.14
Bill	04/18/2025	2038958422	Baker & Taylor - L4231142	316.65	1,613.79
Bill	04/18/2025	2038964238	Baker & Taylor - L5580072	390.75	2,004.54
Bill	04/18/2025	038955793	Baker & Taylor - L5580072	510.11	2,514.65
Bill	04/18/2025	2038972966	Baker & Taylor - L5580072	246.73	2,761.38
Bill	04/18/2025	2038970477	Baker & Taylor - L3966522	352.48	3,113.86
Bill	04/18/2025	2038970361	Baker & Taylor - L4231522	53.00	3,166.86
Bill	04/18/2025	2038972957	Baker & Taylor - L4231142	308.52	3,475.38
Bill	04/18/2025	2038975338	Baker & Taylor - L5580072	353.09	3,828.47
Bill	04/18/2025	2038975163	Baker & Taylor - L3966522	425.36	4,253.83
Bill	04/18/2025	2038980167	Baker & Taylor - L5580072	272.40	4,526.23
Bill	04/18/2025	2038986730	Baker & Taylor - L5580072	534.75	5,060.98
Bill	04/18/2025	2038986777	Baker & Taylor - L5580072	433.85	5,494.83
Bill	04/18/2025	2038986737	Baker & Taylor - L3966522	279.03	5,773.86
Bill	04/18/2025	2038991858	Baker & Taylor - L5580072	787.45	6,561.31
Bill	04/18/2025	2038995023	Baker & Taylor - L4231142	411.40	6,972.71
Bill	04/18/2025	2038999194	Baker & Taylor - L5580072	313.59	7,286.30
Bill	04/18/2025	2039005989	Baker & Taylor - L4231522	67.18	7,353.48

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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Type	Date	Num	Name	Paid Amount	Balance
Bill	04/18/2025	2038975575	Baker & Taylor - L4732442	78.40	7,431.88
CC	04/30/2025	040225	Walmart.com - CMPL Credit Card	32.99	7,464.87
CC	04/30/2025	040225	Amazon Marketplace.com	42.46	7,507.33
CC	04/30/2025	040225	Amazon Marketplace.com	165.15	7,672.48
CC	04/30/2025	040225	Amazon Marketplace.com	251.97	7,924.45
CC	04/30/2025	040325	Amazon Marketplace.com	79.01	8,003.46
CC	04/30/2025	040425	Amazon Marketplace.com	265.48	8,268.94
CC	04/30/2025	040425	Amazon Marketplace.com	61.25	8,330.19
CC	04/30/2025	041025	Amazon Marketplace.com	13.00	8,343.19
CC	04/30/2025	041125	Amazon Marketplace.com	25.53	8,368.72
CC	04/30/2025	041625	Amazon Marketplace.com	27.98	8,396.70
CC	04/30/2025	041825	Amazon Marketplace.com	76.65	8,473.35
CC	04/30/2025	042325	Amazon Marketplace.com	57.03	8,530.38
CC	04/30/2025	042225	Amazon Marketplace.com	276.17	8,806.55
CC	04/30/2025	042225	Amazon Marketplace.com	72.44	8,878.99
Total 10-5415 · Books - Juvenile				8,878.99	8,878.99
10-5420 · Audio/Visual - Adult					
Bill	04/18/2025	506888154	Midwest Tape, LLC	222.65	222.65
Bill	04/18/2025	506888155	Midwest Tape, LLC	513.31	735.96
Bill	04/18/2025	506913966	Midwest Tape, LLC	221.25	957.21
Bill	04/18/2025	506943721	Midwest Tape, LLC	79.17	1,036.38
Bill	04/18/2025	506932255	Midwest Tape, LLC	3,439.31	4,475.69
Bill	04/18/2025	506962430	Midwest Tape, LLC	404.86	4,880.55
Bill	04/18/2025	506977070	Midwest Tape, LLC	108.06	4,988.61
Bill	04/18/2025	506966648	Midwest Tape, LLC	103.11	5,091.72
Bill	04/18/2025	506996900	Midwest Tape, LLC	1,613.90	6,705.62
CC	04/30/2025	032525	Amazon Marketplace.com	285.88	6,991.50
CC	04/30/2025	040925	Amazon Marketplace.com	12.50	7,004.00
CC	04/30/2025	041025	Amazon Marketplace.com	13.98	7,017.98
Total 10-5420 · Audio/Visual - Adult				7,017.98	7,017.98
10-5425 · Audio/Visual - Juvenile					
Bill	04/18/2025	506932255	Midwest Tape, LLC	14.99	14.99
Bill	04/18/2025	506996900	Midwest Tape, LLC	48.72	63.71
Total 10-5425 · Audio/Visual - Juvenile				63.71	63.71
10-5430 · Games - Adult					
Bill	04/18/2025	019961	Crimson Multimedia Distribution, Inc.	284.62	284.62
Bill	04/18/2025	019958	Crimson Multimedia Distribution, Inc.	809.47	1,094.09
CC	04/30/2025	041625	Amazon Marketplace.com	32.95	1,127.04
CC	04/30/2025	041525	Amazon Marketplace.com	131.95	1,258.99
Total 10-5430 · Games - Adult				1,258.99	1,258.99
10-5435 · Games - Children					
Bill	04/18/2025	019959	Crimson Multimedia Distribution, Inc.	30.00	30.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
	Bill	04/18/2025	019960	Crimson Multimedia Distribution, Inc.	60.00	90.00
Total 10-5435 · Games - Children					90.00	90.00
10-5440 · Periodicals - Adult						
	CC	04/30/2025	042525	Bloomberg Business - CMPL Credit Card	99.00	99.00
	CC	04/30/2025	041425	Chicago Tribune - CMPL Credit Card	230.91	329.91
	CC	04/30/2025	041425	Lake County News Sun	83.07	412.98
	CC	04/30/2025	042125	USA Today - CMPL Credit Card	514.05	927.03
	CC	04/30/2025	041425	Lake County News Sun	176.64	1,103.67
Total 10-5440 · Periodicals - Adult					1,103.67	1,103.67
10-5450 · Circulating Technologies						
10-5451 · Circ Tech - Equipment						
	CC	04/30/2025	042825	Walmart.com - CMPL Credit Card	479.88	479.88
	CC	04/30/2025	042325	Mobile Beacon - CMPL Credit Card	1,200.00	1,679.88
	CC	04/30/2025	042825	Amazon Marketplace.com	17.08	1,696.96
	CC	04/30/2025	042825	Amazon Marketplace.com	249.99	1,946.95
Total 10-5451 · Circ Tech - Equipment					1,946.95	1,946.95
10-5453 · Circ Tech - Subscriptions						
	CC	04/30/2025	040125	Hulu	18.99	18.99
	CC	04/30/2025	040225	Peacock	6.00	24.99
	CC	04/30/2025	042825	Netflix.com - CMPL Credit Card	24.99	49.98
	CC	04/30/2025	042625	VIX Plus	8.99	58.97
	CC	04/30/2025	040225	Amazon Prime	8.99	67.96
	CC	04/30/2025	040425	Hulu	18.99	86.95
Total 10-5453 · Circ Tech - Subscriptions					86.95	86.95
Total 10-5450 · Circulating Technologies					2,033.90	2,033.90
10-5490 · Electronic Services						
10-5491 · Online Databases						
10-5492 · Online Databases - Adults						
	Bill	04/25/2025	70891010	Proquest LLC	11,091.82	11,091.82
	Bill	04/18/2025	128599	Encyclopaedia Britannica	972.00	12,063.82
	CC	04/30/2025	040125	Consumers Checkbook - Credit Card	500.00	12,563.82
	Bill	04/25/2025	56399	Record Information Services	777.00	13,340.82
	Bill	04/18/2025	3244	Cypress Information Services LLC	630.00	13,970.82
Total 10-5492 · Online Databases - Adults					13,970.82	13,970.82
10-5493 · Online Databases - Children's						
	Bill	04/25/2025	ARI0007959	World Book	4,398.02	4,398.02
	Bill	04/18/2025	128599	Encyclopaedia Britannica	3,088.00	7,486.02
	Bill	04/18/2025	70812477	Scholastic Library Publishing	7,314.00	14,800.02
Total 10-5493 · Online Databases - Children's					14,800.02	14,800.02
Total 10-5491 · Online Databases					28,770.84	28,770.84
10-5494 · Digital Popular Materials						
10-5495 · Dig Popular Materials - Adults						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
	Bill	04/18/2025	07001CO25084563	Overdrive, Inc.	1,866.93	1,866.93
	Bill	04/18/2025	07001CO25084526	Overdrive, Inc.	1,219.56	3,086.49
	Bill	04/18/2025	07001CO25084523	Overdrive, Inc.	217.49	3,303.98
	Bill	04/18/2025	07001CO25084518	Overdrive, Inc.	220.25	3,524.23
	Bill	04/18/2025	446377 - PPU	Kanopy Inc.	717.00	4,241.23
	Bill	04/18/2025	07001CO25092469	Overdrive, Inc.	1,953.40	6,194.63
	Bill	04/18/2025	07001CO25092471	Overdrive, Inc.	1,047.40	7,242.03
	Bill	04/18/2025	07001CO25092481	Overdrive, Inc.	357.64	7,599.67
	Bill	04/18/2025	07001CO25092560	Overdrive, Inc.	219.99	7,819.66
	Bill	04/18/2025	07001CO25092461	Overdrive, Inc.	199.95	8,019.61
	Bill	04/18/2025	07001CO25105466	Overdrive, Inc.	1,289.79	9,309.40
	Bill	04/18/2025	07001CO25104908	Overdrive, Inc.	882.57	10,191.97
	Bill	04/18/2025	07001CO25104899	Overdrive, Inc.	296.60	10,488.57
	Bill	04/18/2025	07001CO25104909	Overdrive, Inc.	292.51	10,781.08
	Bill	04/18/2025	1000428137	OCLC Inc.	6,472.68	17,253.76
	Bill	04/18/2025	506968233	Midwest Tape, LLC	15,076.79	32,330.55
Total 10-5495 · Dig Popular Materials - Adults					32,330.55	32,330.55
10-5496 · Dig Popular Materials - Juv						
	Bill	04/18/2025	70812477	Scholastic Library Publishing	4,723.00	4,723.00
Total 10-5496 · Dig Popular Materials - Juv					4,723.00	4,723.00
Total 10-5494 · Digital Popular Materials					37,053.55	37,053.55
Total 10-5490 · Electronic Services					65,824.39	65,824.39
10-5497 · Interlibrary Loan Fees						
	Bill	04/11/2025	31812	IHLS-OCLC	359.55	359.55
	Bill	05/02/2025	31909	IHLS-OCLC	359.55	719.10
	Bill	04/11/2025	31870	IHLS-OCLC	5.26	724.36
	Bill	04/11/2025	229567462	Mid-Continent Public Library	35.00	759.36
Total 10-5497 · Interlibrary Loan Fees					759.36	759.36
Total 10-5400 · Materials					104,081.29	104,081.29
10-5500 · Processing						
10-5520 · Cataloging						
	Bill	04/11/2025	31812	IHLS-OCLC	2,909.05	2,909.05
	Bill	05/02/2025	31909	IHLS-OCLC	2,909.05	5,818.10
Total 10-5520 · Cataloging					5,818.10	5,818.10
Total 10-5500 · Processing					5,818.10	5,818.10
10-5600 · Supplies						
10-5611 · Supplies - Admin						
	CC	04/30/2025	041425	Amazon Marketplace.com	8.54	8.54
	CC	04/30/2025	040125	Bank Supplies - CMPL Credit Card	50.68	59.22
	Bill	04/18/2025	193521 - MARCH 20	Warehouse Direct, Inc	22.19	81.41
Total 10-5611 · Supplies - Admin					81.41	81.41
10-5612 · Supplies - Adult Svcs						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
	CC	04/30/2025	040125	Demco, Inc, - CMPL Credit Card	334.72	334.72
	CC	04/30/2025	042125	Amazon Marketplace.com	39.32	374.04
Total 10-5612 · Supplies - Adult Svcs					374.04	374.04
10-5613 · Supplies - Youth Svcs						
	CC	04/30/2025	040925	Amazon Marketplace.com	42.87	42.87
	CC	04/30/2025	041625	Amazon Marketplace.com	14.29	57.16
	CC	04/30/2025	041025	Amazon Marketplace.com	63.92	121.08
Total 10-5613 · Supplies - Youth Svcs					121.08	121.08
10-5614 · Supplies - Circulation						
	CC	04/30/2025	040225	Walmart.com - CMPL Credit Card	11.94	11.94
	GJ	04/30/2025	3882	Sam's Club Direct	14.48	26.42
	CC	04/30/2025	040225	CDW-G - CMPL Credit Card	208.65	235.07
Total 10-5614 · Supplies - Circulation					235.07	235.07
10-5615 · Supplies - Maintenance						
	CC	04/30/2025	040425	Amazon Marketplace.com	80.99	80.99
	CC	04/30/2025	041525	Amazon Marketplace.com	1,619.82	1,700.81
	Bill	04/18/2025	022625-032125	ACE Hardware Of Libertyville, Inc.	75.71	1,776.52
	CC	04/30/2025	040325	Amazon Marketplace.com	24.95	1,801.47
	CC	04/30/2025	041825	Amazon Marketplace.com	21.35	1,822.82
	CC	04/30/2025	042225	Amazon Marketplace.com	196.00	2,018.82
	Bill	04/18/2025	022625-032125	ACE Hardware Of Libertyville, Inc.	27.57	2,046.39
	Bill	04/18/2025	022625-032125	ACE Hardware Of Libertyville, Inc.	24.73	2,071.12
	Bill	04/18/2025	193521 - MARCH 20	Warehouse Direct, Inc	1,023.42	3,094.54
Total 10-5615 · Supplies - Maintenance					3,094.54	3,094.54
10-5616 · Supplies - ILL						
	CC	04/30/2025	040225	Uline - CMPL Credit Card	52.46	52.46
Total 10-5616 · Supplies - ILL					52.46	52.46
10-5618 · Supplies - Tech Svcs						
	CC	04/30/2025	040125	Demco, Inc, - CMPL Credit Card	561.54	561.54
Total 10-5618 · Supplies - Tech Svcs					561.54	561.54
10-5660 · Supplies - Computer						
	CC	04/30/2025	041825	Amazon Marketplace.com	503.50	503.50
	Bill	04/18/2025	193521 - MARCH 20	Warehouse Direct, Inc	2,785.96	3,289.46
	CC	04/30/2025	041025	CDW-G - CMPL Credit Card	2,103.96	5,393.42
	CC	04/30/2025	042325	CDW-G - CMPL Credit Card	41.27	5,434.69
Total 10-5660 · Supplies - Computer					5,434.69	5,434.69
10-5670 · Supplies - Paper						
	Bill	05/09/2025	62991	Graphic 14, Incorporated	919.00	919.00
Total 10-5670 · Supplies - Paper					919.00	919.00
10-5680 · Supplies - Staff Room						
	CC	04/30/2025	041025	Amazon Marketplace.com	122.49	122.49
	Bill	04/18/2025	193521 - MARCH 20	Warehouse Direct, Inc	238.63	361.12

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
Total 10-5680 · Supplies - Staff Room					361.12	361.12
Total 10-5600 · Supplies					11,234.95	11,234.95
10-5700 · Vehicles						
10-5710 · Bookmobile Fuel						
	Bill	04/25/2025	291	Village of Vernon Hills	199.88	199.88
Total 10-5710 · Bookmobile Fuel					199.88	199.88
10-5720 · Bookmobile Maintenance/Repair						
	CC	04/30/2025	041925	83RV, Inc	301.55	301.55
	CC	04/30/2025	040125	Rondout Service Center	35.50	337.05
Total 10-5720 · Bookmobile Maintenance/Repair					337.05	337.05
10-5730 · Bookmobile Delivery Service						
	Bill	04/11/2025	JAN - MARCH 2025	Weagley, Linda	19.88	19.88
	Bill	04/11/2025	MARCH-APRIL 2025	Nelson, Elizabeth	78.40	98.28
Total 10-5730 · Bookmobile Delivery Service					98.28	98.28
10-5750 · Van Fuel						
	Bill	04/25/2025	291	Village of Vernon Hills	134.27	134.27
Total 10-5750 · Van Fuel					134.27	134.27
Total 10-5700 · Vehicles					769.48	769.48
10-5800 · Computer Operations						
10-5865 · Remote Communications Expenses						
	Bill	05/02/2025	APRIL 2025	Eckmann, Robert	10.00	10.00
Total 10-5865 · Remote Communications Expenses					10.00	10.00
10-5830 · Replacement Hardware/Software						
10-5831 · Rep Hrdwre/Sftwre - Admin						
	CC	04/30/2025	040325	Timely - CMPL Credit Card	225.00	225.00
	CC	05/01/2025	050125	Liberated Syndication - CMPL Credit Card	7.00	232.00
	CC	04/30/2025	040325	Apple.com - CMPL Credit Card	10.99	242.99
Total 10-5831 · Rep Hrdwre/Sftwre - Admin					242.99	242.99
10-5833 · Rep Hrdwre/Sftwre - Children's						
	Bill	04/11/2025	13897	RAILS	1,145.00	1,145.00
Total 10-5833 · Rep Hrdwre/Sftwre - Children's					1,145.00	1,145.00
Total 10-5830 · Replacement Hardware/Software					1,387.99	1,387.99
10-5840 · LAN Services						
	Bill	04/25/2025	34843	Weblinx Incorporated	750.00	750.00
Total 10-5840 · LAN Services					750.00	750.00
10-5850 · Misc Contracts						
	CC	04/30/2025	040425	Envisionware - CMP Credit Card	2,650.00	2,650.00
	CC	04/30/2025	040425A	Envisionware - CMP Credit Card	2,650.00	5,300.00
	CC	04/30/2025	040425B	Envisionware - CMP Credit Card	1,233.50	6,533.50
Total 10-5850 · Misc Contracts					6,533.50	6,533.50
10-5860 · Internet						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
	CC	04/30/2025	042625	Comcast - CMPL Credit Card	630.00	630.00
	CC	04/30/2025	040225	Comcast - CMPL Credit Card	630.00	1,260.00
Total 10-5860 · Internet					1,260.00	1,260.00
Total 10-5800 · Computer Operations					9,941.49	9,941.49
10-5900 · Utilities						
10-5910 · Electricity						
10-5911 · Electricity - Aspen						
	Bill	04/25/2025	70531969701	Constellation New Energy, Inc.	8,014.12	8,014.12
Total 10-5911 · Electricity - Aspen					8,014.12	8,014.12
10-5912 · Electricity - Cook Park						
	Bill	04/25/2025	70532023601	Constellation New Energy, Inc.	9,952.66	9,952.66
Total 10-5912 · Electricity - Cook Park					9,952.66	9,952.66
Total 10-5910 · Electricity					17,966.78	17,966.78
10-5920 · Gas						
10-5921 · Gas - Aspen						
	Bill	04/25/2025	4271346	Constellation Natural Gas	715.58	715.58
Total 10-5921 · Gas - Aspen					715.58	715.58
10-5922 · Gas - Cook Park						
	Bill	04/25/2025	4271346	Constellation Natural Gas	1,194.16	1,194.16
Total 10-5922 · Gas - Cook Park					1,194.16	1,194.16
Total 10-5920 · Gas					1,909.74	1,909.74
Total 10-5900 · Utilities					19,876.52	19,876.52
10-6000 · Telephone						
10-6010 · Telephone						
	CC	04/30/2025	041325	Comcast - CMPL Credit Card	340.98	340.98
	Bill	04/25/2025	73552	Peerless Network, Inc.	1,077.61	1,418.59
Total 10-6010 · Telephone					1,418.59	1,418.59
10-6020 · Bookmobile - Telephone						
	CC	04/30/2025	041225	T-Mobile - CMPL Credit Card	30.80	30.80
	GJ	04/30/2025	3882	Verizon Wireless Services LLC	81.34	112.14
Total 10-6020 · Bookmobile - Telephone					112.14	112.14
10-6050 · Telephone Service Contracts						
	Bill	04/11/2025	28445	Blue Wire Communications	1,495.74	1,495.74
Total 10-6050 · Telephone Service Contracts					1,495.74	1,495.74
Total 10-6000 · Telephone					3,026.47	3,026.47
10-6100 · Postage						
	GJ	04/30/2025	3882	Pitney Bowes - Reserve Account	1,000.00	1,000.00
	GJ	04/30/2025	3882	Pitney Bowes - Reserve Account	1,000.00	2,000.00
Total 10-6100 · Postage					2,000.00	2,000.00
10-6200 · Maintenance						
10-6210 · Janitorial Service						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
10-6211 · Janitorial Service - Aspen						
	Bill	04/25/2025	C29802	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	04/25/2025	C29802	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						
10-6221 · Landscaping - Aspen						
	Bill	05/02/2025	57331	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	05/02/2025	57330	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
10-6230 · Snow Removal						
10-6231 · Snow Removal - Aspen						
	Bill	04/11/2025	128259	James Martin Associates, Inc.	219.00	219.00
Total 10-6231 · Snow Removal - Aspen					219.00	219.00
Total 10-6230 · Snow Removal					219.00	219.00
10-6240 · Trash Removal						
10-6242 · Trash Removal - Cook Park						
	GJ	04/30/2025	3882	Groot Industries, Inc.	244.38	244.38
Total 10-6242 · Trash Removal - Cook Park					244.38	244.38
Total 10-6240 · Trash Removal					244.38	244.38
10-6250 · Miscellaneous						
10-6251 · Misc. Maintenance - Aspen						
	Bill	04/25/2025	6980	AMS Of Northern Illinois	205.20	205.20
	Bill	04/25/2025	76810620	Terminix Anderson	101.81	307.01
Total 10-6251 · Misc. Maintenance - Aspen					307.01	307.01
10-6252 · Misc. Maintenance - Cook Park						
	Bill	04/25/2025	6980	AMS Of Northern Illinois	154.80	154.80
	Bill	04/25/2025	015600CS360979	Ambius	431.98	586.78
	GJ	04/30/2025	3882	Iron Mountain Incorporated	151.84	738.62
Total 10-6252 · Misc. Maintenance - Cook Park					738.62	738.62
Total 10-6250 · Miscellaneous					1,045.63	1,045.63
Total 10-6200 · Maintenance					9,995.51	9,995.51
10-6300 · Repair						
10-6330 · Mechanical Repairs						
10-6332 · Mechanical Repairs - Cook Park						
	Bill	04/11/2025	W52728	Sherman Mechanical, Inc.	237.44	237.44

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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	Type	Date	Num	Name	Paid Amount	Balance
Total 10-6332 · Mechanical Repairs - Cook Park					237.44	237.44
Total 10-6330 · Mechanical Repairs					237.44	237.44
10-6340 · Service Contracts-Mech. & Bldg.						
10-6341 · Service Contracts - Aspen						
	Bill	04/11/2025	38870	American Backflow & Fire Prevention	318.00	318.00
	Bill	04/11/2025	N.2282164	Averus, Inc.	694.00	1,012.00
	Bill	04/25/2025	25133	JM Irrigation, LLC	275.80	1,287.80
Total 10-6341 · Service Contracts - Aspen					1,287.80	1,287.80
10-6342 · Service Contracts - Cook Park						
	Bill	04/18/2025	8106857442	Schindler Elevator Corporation	483.00	483.00
	Bill	04/18/2025	1-135441672180	Johnson Controls, Inc.	3,998.00	4,481.00
	Bill	04/11/2025	N.2282163	Averus, Inc.	725.00	5,206.00
Total 10-6342 · Service Contracts - Cook Park					5,206.00	5,206.00
Total 10-6340 · Service Contracts-Mech. & Bldg.					6,493.80	6,493.80
Total 10-6300 · Repair					6,731.24	6,731.24
10-6400 · Insurance						
10-6440 · Worker's Compensation Insurance						
	Bill	05/02/2025	5553425	Risk Program Administrators	118.00	118.00
Total 10-6440 · Worker's Compensation Insurance					118.00	118.00
Total 10-6400 · Insurance					118.00	118.00
10-6500 · Professional Services						
10-6520 · Legal Services						
	Bill	04/18/2025	248328	Klein, Thorpe and Jenkins, Ltd	539.00	539.00
Total 10-6520 · Legal Services					539.00	539.00
10-6530 · Consulting						
	CC	04/30/2025	041125	HR Source - CMPL Credit Card	350.00	350.00
Total 10-6530 · Consulting					350.00	350.00
10-6540 · Payroll Processing						
	GJ	04/18/2025	3874		1,891.55	1,891.55
	GJ	05/02/2025	3877		478.52	2,370.07
Total 10-6540 · Payroll Processing					2,370.07	2,370.07
10-6560 · Recruitment						
	GJ	04/30/2025	3882	Quest Diagnostics	39.55	39.55
	Bill	04/11/2025	35796-032025	Peoplefacts	60.65	100.20
Total 10-6560 · Recruitment					100.20	100.20
10-6575 · Miscellaneous Services & Fees						
	GJ	04/30/2025	3879		-5.00	-5.00
	GJ	04/30/2025	3879		-5.00	-10.00
Total 10-6575 · Miscellaneous Services & Fees					-10.00	-10.00
Total 10-6500 · Professional Services					3,349.27	3,349.27
10-6600 · Improvements						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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	Type	Date	Num	Name	Paid Amount	Balance
10-6650 · Copiers & Other Leased Equip						
	GJ	04/30/2025	3882	Konica Minolta	1,041.77	1,041.77
Total 10-6650 · Copiers & Other Leased Equip					1,041.77	1,041.77
Total 10-6600 · Improvements					1,041.77	1,041.77
10-6700 · Community Relations						
10-6710 · Newsletter						
	Bill	05/02/2025	SUMMER 25 INS/OU	U.S. Postmaster	3,106.74	3,106.74
Total 10-6710 · Newsletter					3,106.74	3,106.74
10-6712 · Graphics						
	Bill	05/09/2025	62786	Graphic 14, Incorporated	172.70	172.70
	Bill	04/18/2025	193521 - MARCH 20	Warehouse Direct, Inc	23.23	195.93
Total 10-6712 · Graphics					195.93	195.93
10-6720 · Programming - Adult						
10-6721 · Programs - Performances						
	Bill	05/09/2025	4988	Garvin Gardens	225.00	225.00
	Bill	05/09/2025	2038B	Hinson, Hailey Ahanna	400.00	625.00
	Bill	05/02/2025	2038A	Hinson, Hailey Ahanna	320.00	945.00
	CC	04/30/2025	040125	Amazon Marketplace.com	17.98	962.98
	CC	04/30/2025	040125	Amazon Marketplace.com	236.34	1,199.32
	Bill	04/25/2025	MAY 1, 2025	Yiesla, Sharon	200.00	1,399.32
	Bill	04/11/2025	APRIL 13, 2025	Gary E. Midkiff & Company	230.00	1,629.32
	Bill	05/09/2025	MAY 4, 2025	Gary E. Midkiff & Company	230.00	1,859.32
	CC	04/30/2025	040125	Amazon Marketplace.com	29.16	1,888.48
	Bill	04/25/2025	6	Banker, Tynsi	200.00	2,088.48
	CC	05/01/2025	042925	Walmart - CMPL Credit Card	34.37	2,122.85
	Bill	05/09/2025	MAY 8, 2025	Klemmer, Hans	325.00	2,447.85
	CC	04/30/2025	040225	Amazon Marketplace.com	174.43	2,622.28
	CC	04/30/2025	040125	Amazon Marketplace.com	12.84	2,635.12
	CC	04/30/2025	040925	Amazon Marketplace.com	55.45	2,690.57
	Bill	05/09/2025	MAY 12, 2025	White, Chris	87.50	2,778.07
	Bill	05/09/2025	5014	Garvin Gardens	300.00	3,078.07
	Bill	04/25/2025	04142025	Drell, David	75.00	3,153.07
	Bill	04/11/2025	APRIL 12, 2025	Periwinkle Art Studio	500.00	3,653.07
Total 10-6721 · Programs - Performances					3,653.07	3,653.07
10-6722 · Book Discussions/Author Events						
	CC	04/30/2025	041725	Walmart.com - CMPL Credit Card	22.97	22.97
Total 10-6722 · Book Discussions/Author Events					22.97	22.97
10-6723 · Other Expenditures						
	CC	04/30/2025	040925	Amazon Marketplace.com	25.99	25.99
	CC	04/30/2025	040825	Picnic Basket - CMPL Credit Card	29.39	55.38
	CC	04/30/2025	040225	Amazon Marketplace.com	75.62	131.00
Total 10-6723 · Other Expenditures					131.00	131.00

	Type	Date	Num	Name	Paid Amount	Balance
10-6724 · Prepaid Bus Trips						
	Bill	05/02/2025	2024-3983	Art Excursions, Inc.	45.00	45.00
	Bill	04/11/2025	2024-3950	Art Excursions, Inc.	2,040.00	2,085.00
	CC	04/30/2025	041425	Picnic Basket - CMPL Credit Card	501.90	2,586.90
	CC	04/30/2025	041625	Target Store - CMPL Credit Card	22.56	2,609.46
Total 10-6724 · Prepaid Bus Trips					2,609.46	2,609.46
10-6725 · Genealogy Programs						
	Bill	04/25/2025	MARCH 20, 2025	Seed Savers Exchange, Inc.	50.00	50.00
	Bill	04/25/2025	APRIL 10, 2025	Norwegian American Genealogical Center,	150.00	200.00
Total 10-6725 · Genealogy Programs					200.00	200.00
10-6726 · Computer Programs						
	Bill	04/11/2025	1010	Montano, Estevan	450.00	450.00
	Bill	05/09/2025	1011	Montano, Estevan	450.00	900.00
Total 10-6726 · Computer Programs					900.00	900.00
Total 10-6720 · Programming - Adult					7,516.50	7,516.50
10-6730 · Programming - Young Adult						
10-6731 · Programs - Young Adult						
	CC	04/30/2025	040325	Amazon Marketplace.com	209.29	209.29
	GJ	04/23/2025	3876	Amazon Marketplace.com	-309.80	-100.51
	GJ	04/30/2025	3882	Sam's Club Direct	23.12	-77.39
Total 10-6731 · Programs - Young Adult					-77.39	-77.39
Total 10-6730 · Programming - Young Adult					-77.39	-77.39
10-6740 · Programs - Youth						
	CC	04/30/2025	042325	Amazon Marketplace.com	27.57	27.57
	CC	04/30/2025	042325	Amazon Marketplace.com	116.14	143.71
	CC	04/30/2025	042225	Amazon Marketplace.com	26.91	170.62
	CC	04/30/2025	040225	Amazon Marketplace.com	37.98	208.60
	CC	04/30/2025	040125	Lakeshore Learning - CMPL Credit Card	-8.07	200.53
	CC	04/30/2025	041425	Amazon Marketplace.com	15.98	216.51
	CC	04/30/2025	041625	Amazon Marketplace.com	120.51	337.02
	GJ	04/30/2025	3882	Sam's Club Direct	31.96	368.98
	CC	04/30/2025	041025	Amazon Marketplace.com	42.49	411.47
	CC	04/30/2025	042325	Nintendo.com - CMPL Credit Card	65.09	476.56
	CC	04/30/2025	042325	Nintendo.com - CMPL Credit Card	40.12	516.68
	CC	04/30/2025	040925	Amazon Marketplace.com	148.28	664.96
	CC	04/30/2025	041625	Amazon Marketplace.com	-13.99	650.97
	Bill	05/09/2025	APRIL 28, 2025	Beverley, Heather	63.97	714.94
	Bill	05/02/2025	DEC 24 - APRIL 25	Beverley, Heather	192.21	907.15
	CC	04/30/2025	040225	Walmart.com - CMPL Credit Card	3.98	911.13
Total 10-6740 · Programs - Youth					911.13	911.13
10-6760 · Promotions/Prizes						
10-6770 · Promotions/Prizes - YA						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Detail 4/5-5/925

	Type	Date	Num	Name	Paid Amount	Balance
	GJ	04/23/2025	3876	Amazon Marketplace.com	309.80	309.80
Total 10-6770 · Promotions/Prizes - YA					309.80	309.80
Total 10-6760 · Promotions/Prizes					309.80	309.80
10-6780 · Digital Studios						
10-6781 · Digital Studios - Equipment						
	CC	04/30/2025	042825	TapePlayers.com - CMPL Credit Card	478.00	478.00
Total 10-6781 · Digital Studios - Equipment					478.00	478.00
10-6784 · Digital Studios - Supplies						
	CC	04/30/2025	042025	AtomicFilament.com	108.27	108.27
Total 10-6784 · Digital Studios - Supplies					108.27	108.27
Total 10-6780 · Digital Studios					586.27	586.27
Total 10-6700 · Community Relations					12,548.98	12,548.98
20-8210 · Employer IMRF Disbursements						
	GJ	04/18/2025	3875		18,157.40	18,157.40
	GJ	05/02/2025	3878		17,465.24	35,622.64
Total 20-8210 · Employer IMRF Disbursements					35,622.64	35,622.64
20-8250 · Employer Soc Security Tax Disb						
	GJ	04/18/2025	3875		15,689.08	15,689.08
	GJ	05/02/2025	3878		15,351.64	31,040.72
Total 20-8250 · Employer Soc Security Tax Disb					31,040.72	31,040.72
Total Expense					736,368.18	736,368.18
Other Income/Expense						
60-9800 · Special Reserve Disbursements						
	Bill	04/18/2025	APP NO. 3 - MAR 202	D Kersey Construction Co.	18,190.30	18,190.30
	Bill	04/18/2025	APP NO. 3 - MAR 202	Defranco Plumbing	10,631.30	28,821.60
	Bill	04/18/2025	APP NO. 3 - MAR 202	Diverzify Pro., LLC	8,093.44	36,915.04
	Bill	04/18/2025	APP NO. 3 - MAR 202	Jensen's Plumbing & Heating, Inc	7,576.29	44,491.33
	Bill	04/18/2025	APP NO. 3 - MAR 202	Krause Electrical Contractors	71,174.90	115,666.23
	Bill	04/18/2025	APP NO: 3 - MAR 202	Ascher Brothers Co., Inc.	7,618.10	123,284.33
	Bill	04/18/2025	24-188-11	Featherstone, Inc.	30,324.72	153,609.05
	Bill	05/02/2025	1650.0898	Product Architecture + Design	3,000.00	156,609.05
	Bill	04/18/2025	24-188-10R	Featherstone, Inc.	2,070.53	158,679.58
Total 60-9800 · Special Reserve Disbursements					158,679.58	158,679.58
Total Expenses					895,047.76	895,047.76



Cook Memorial Public Library District

Librarian's Statistical Report - Page 1

April 2025

Registered Card Holders

The number of card holders. Excludes in-house patrons. According to the 2020 census, district population was 61,297. Accounts inactive for three years are deleted in June and December.

	April 2024			April 2025			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	6,866	34,174	41,040	6,442	35,386	41,828	1.92%
Reciprocal Borrowing Patrons	380	6,175	6,555	326	6,195	6,521	-0.52%
Total	7,246	40,349	47,595	6,768	41,581	48,349	1.58%

Visitors

	April 2024	April 2025	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Aspen Drive Library	18,640	18,778	0.74%	156,294	163,451	4.58%
Drive-Up	417	362	-13.19%	4,021	3,989	-0.80%
Cook Park Library	21,330	20,100	-5.77%	189,316	206,368	9.01%
Drive-Up	1,173	1,119	-4.60%	11,781	11,225	-4.72%
Outreach	961	954	-0.73%	8,499	8,321	-2.09%
Total	42,521	41,313	-2.84%	369,911	393,354	6.34%

Program Attendance

	April 2024	April 2025	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Adult	1,570	1,043	-33.57%	11,775	9,821	-16.59%
Juvenile	4,480	3,032	-32.32%	32,929	24,925	-24.31%
Young Adult	1,142	1,416	23.99%	10,358	10,363	0.05%
	7,192	5,491	-23.65%	55,062	45,109	-18.08%

Special Services

	April 2024	April 2025	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Reference Questions	5,982	6,573	9.88%	57,031	65,927	15.60%
Technology Questions	865	816	-5.66%	8,287	8,160	-1.53%
Library App Users	1,095	1,260	15.07%	9,882	12,107	22.52%
www.cooklib.org	39,835	40,363	1.33%	358,531	389,702	8.69%
Holds Placed	12,315	12,269	-0.37%	127,376	122,128	-4.12%
Holds Filled	10,211	10,374	1.60%	108,022	102,137	-5.45%
Homebound Items Delivered	472	583	23.52%	5,759	6,034	4.78%

Collection Size

	April 2024					April 2025					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	49,472	43,984		93,456	34.63%	47,305	40,727	1	88,033	35.43%	-5.80%
Cook Park Library	58,027	101,638	148	159,813	59.22%	51,095	92,604	141	143,840	57.89%	-9.99%
Outreach	13,764	2,796	13	16,573	6.14%	14,046	2,530	13	16,589	6.68%	0.10%
Total	121,263	148,418	161	269,842		112,446	135,861	155	248,462		-7.92%

Librarian's Statistical Report - April 2025 - Page 2

Circulation

	April 2024				April 2025				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	9,708	19,584		29,292	9,243	17,657		26,900	-8.17%
Large Type	1,338	25		1,363	1,597	30		1,627	19.37%
Nonfiction	6,754	5,905		12,659	6,305	4,567		10,872	-14.12%
Periodicals	1,014	109		1,123	731	81		812	-27.69%
World Language	202	337		539	213	379		592	9.83%
Subtotal Print	19,016	25,960		44,976	18,089	22,714		40,803	-9.28%
Bags and Containers			26	26			13	13	-50.00%
Equipment	257			257	338	1		339	31.91%
Interlibrary Loan			143	143			127	127	-11.19%
LINKin	814			814	1,117			1,117	37.22%
Multimedia		282		282		263		263	-6.74%
Other			18	18			11	11	-38.89%
Subtotal Other	1,071	282	187	1,540	1,455	264	151	1,870	21.43%
eAudiobooks			6,860	6,860			7,873	7,873	14.77%
eBooks			7,299	7,299			7,288	7,288	-0.15%
eMagazines			232	232			212	212	-8.62%
eMusic			227	227			220	220	-3.08%
eVideo			982	982			977	977	-0.51%
Subtotal Downloadables			15,600	15,600			16,570	16,570	6.22%
Audiobooks	428	414		842	369	362		731	-13.18%
Compact Discs	879	242		1,121	962	149		1,111	-0.89%
DVDs, Blu-Ray	6,818	1,872		8,690	6,132	1,363		7,495	-13.75%
Video Games	438	642		1,080	360	562		922	-14.63%
Subtotal Audiovisual	8,563	3,170		11,733	7,823	2,436		10,259	-12.56%
Grand Total All Agencies	28,650	29,412	15,787	73,849	27,367	25,414	16,721	69,502	-5.89%

Agency Subtotals

	April 2024	April 2025	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Downloadables	15,600	16,570	6.22%	155,210	166,597	7.34%
Aspen Drive Library	16,544	16,241	-1.83%	173,140	172,126	-0.59%
Cook Park Library	37,332	32,285	-13.52%	393,093	354,876	-9.72%
Outreach	4,373	4,406	0.75%	35,248	36,066	2.32%
Total	73,849	69,502	-5.89%	756,691	729,665	-3.57%



Report of the Director May 2025

David Archer, Library Director

Youth Area Renewal Project Update

Donors:

- We are deeply grateful to Friends of the Library President **Jim Jelke**, who recently contributed \$15,000 to the Project. Jim has been a dedicated member of the Friends for 12 years and has served as its President since 2016.
- We are also pleased to share that the **Friends of the Library** donated \$18,000 to support the Project. Over the years, the Friends have generously funded numerous Library programs and building improvements, including nearly half the cost of the Aspen Drive drive-up window, installed in 2021.
- Additionally, we plan to allocate the remaining funds from the **Margaret Earnshaw** bequest, which totals nearly \$10,000. Mrs. Earnshaw, a long-time Library patron who passed away in 2011, left a generous legacy for improvements to the Cook Park Library.

Budget:

- Final budget numbers are expected to be presented at the June board meeting. The Board initially approved a \$970,000 project budget, however, due to higher-than-expected bids, several components had to be scaled back and the overall project budget was revised to \$1,065,000. We fully expect final costs will come in well under this revised budget figure.

Logistics:

- Shelving installation completed week of May 12.
- Books returned to shelves by movers on Friday, May 16.
- New furniture continues to arrive over next two weeks.
- Temporary Youth space in meeting room closes at 5 pm on Sunday, May 18.
- Materials moved from meeting room to the renewed area the week of May 19.
- New space opens the week of May 26 to coincide with Summer Reading festivities.



Institute of Museum and Library Services (IMLS) Update from RAILS

- The Illinois State Library (ISL) has directed the regional library systems (including RAILS) to submit plans at level funding for the upcoming fiscal year (FY 2026). This means ISL is planning for a FY 2026 financial year that looks a lot like FY 2025.
- ISL has received a portion of the IMLS Grants to States allotment for FY 2025. These funds will be used in the FY 2026 ISL budget. ISL has already received all of the FY 2025 funds from the IMLS Grants to State programs.
- On Thursday, May 1, a judge temporarily blocked the Trump administration from further dismantling of IMLS. This stems from a legal effort from the American Library Association (ALA) to stop the Executive Order.
- Congress will need to reauthorize the Museum and Library Services Act for the next federal financial year that funds the IMLS programs, inclusive of the Grants to States program. This means that continuing funding of the IMLS will require further congressional actions.

All-Staff Training

The Library was closed the morning of Friday, May 9 for staff training at Aspen Drive. This was the first meeting of the year with the next two scheduled for Friday, September 12 and Friday, December 5. The morning's training included:

- Welcome new staff.
- Fire drill overseen by Countryside Fire Protection District.
- Update on new Outreach vehicle.
- Sneak peek at upcoming Microsoft 365 'Summer School' training.
- Unveiling of our new Service Guidelines (see below) with small group and department-wide discussion on what good service means to the library.

Library Is Human 2.0

Strategy B1 of the latest Strategic Plan calls for the development and implementation of *the Library Is Human 2.0* Customer Service Plan, building upon the foundational work established during the 2016 Strategic Plan. Our reputation for exceptional service is no accident. By putting our commitment in writing and approaching it with thoughtfulness and intention, we ensure that this standard of service continues to thrive.

The eleven staff members who led the update process followed three key guiding principles:

- Universal: These guidelines apply across all departments, whether you are serving patrons or collaborating with colleagues.
- Evolved: The guidelines reflect the changes in both the Library and the broader community, ensuring they remain relevant and forward-thinking.
- Memorable: Crafted to be easily recalled, these guidelines serve as touchstones for staff as they approach their work.

The updated Guidelines will be integrated into the onboarding process for new staff and serve as a basis for ongoing training and development for all team members.

See the next page for the full text of the Guidelines.

The Library is Human 2.0

GUIDELINES

Head



How do we learn and innovate to provide exceptional service to our community?

We focus on collaboration, open-mindedness, and continuous improvement.

- **We seek** opportunities to improve our skills and knowledge.
- **We approach** new ideas with flexibility and a positive attitude.
- **We communicate** to better understand others and provide constructive feedback.
- **We recognize** that the unique strengths and experiences of staff are the key to a thriving organization.

Heart



How do we engage with our patrons and colleagues to provide excellent customer service?

We treat others with care, good humor, and respect to create memorable experiences and long-lasting goodwill.

- **We prioritize** prompt and welcoming interactions with patrons.
- **We strive** to be approachable, sincere, and professional.
- **We listen** attentively and empathetically, and seek to understand a situation before acting.
- **We are mindful** of how our attitudes and actions meaningfully impact the Library.

Hands



How do we deliver high-quality service?

We exceed patron expectations with competence, dependability, responsiveness, and good judgement.

- **We take** the initiative to assist patrons and staff throughout the Library, connecting with colleagues for support when necessary.
- **We provide** accurate, thorough information and resources.
- **We partner** with the community to offer additional resources and services.
- **We manage** our time effectively and prioritize our tasks.



Cook Memorial Public Library District

Odds & Ends from Library Staff

1. The Hawthorn Art Show Reception is a major annual event for Aspen Drive Library and the K-5 schools in District 73. More than 570 patrons came into the Library between 6 – 8 pm on April 24, the official time of the reception. Families – often including grandparents and aunts/uncles – came with their students to admire the artwork. District 73 catering staff provided a buffet of fruit, vegetables, and cookies. Families have continued to come in to enjoy the students' artwork throughout the month.

The reception was hosted by Melissa Phillips, Senior Manager of Youth Services, and Susie Sokol, Student Services Specialist. Critical assistance for the overall project was provided by staff from Maintenance and Circulation, as well as staff working at the Information Services desk that evening. The reception was organized by Amy vanGoethem, Student Services Coordinator.

– *Melissa Phillips, Senior Manager of Youth Services*



2. More than 60 patrons visited the **Local Author Fair**, held at Aspen Drive Library on April 26. Ten local authors participated, offering titles for sale across a variety of genres, including mystery, memoir, and cookbooks. To increase awareness of our Local Author collection, we are also highlighting titles in a display at our Cook Park location.

– *Hannah Dove, Readers' Services Assistant*

3. Since September 2024, **Art of Recovery** (AOR), a Libertyville-based nonprofit Community Mental Health Center, has hosted weekly drop-in hours at the library, alternating between our two locations. During these sessions, AOR provides referrals for a variety of social services, including housing, mental health support, and addiction recovery.

AOR has been pleased with our partnership thus far. Demand has been higher at Aspen Drive, accounting for more than half of the 6–8 individuals they assist each month at CMPLD. At the start of the year, attendance saw a significant spike, largely due to patrons learning about AOR through Ins & Outs. Word of mouth has also been a major driver of participation. Additionally, patrons have expressed appreciation for the 3–6 p.m. time slot, as it allows them to visit after work or school pickup. AOR also uses our study rooms on an ad-hoc basis because they appreciate the privacy and convenient location for meetings with their clients.

As an organization, AOR is expanding. They have recently increased their staffing and plan to open a new location in Waukegan by the end of the year.

– *Andrea Larson, Senior Manager of Adult & High School Services*

4. Earlier this month, Book Club Associate Amy Becker-Perez met with a librarian from Indian Trails Library in Wheeling to answer questions about our **Book Club program** so they might improve their offerings. This is the second time this year another library has requested to learn more about the program. Each time, they're amazed at how many patrons and books clubs we support and the variety and quality of the books we offer. – *Amy Becker-Perez, Readers' Services Associate*
5. The 2025 **Adult and Teen Winter Reading Club** finished with over 220 participants! As a result of our challenges to read in community, patrons read nearly 200 unique titles, our Goodreads followers have increased by 60, and two lucky patrons have picked up a gift certificate to About Time, the new independent bookstore in Libertyville. – *HD*
6. This summer, Aspen Drive Library celebrates its **15-year anniversary**. Our summer newsletter featured a whole page dedicated to celebrating this milestone with a special call out for the community to share their memories over the years. A blog post was also published last week with background information on Aspen Drive Library as well as images from the initial construction through the expansion. I encourage everyone to read it and share it with friends, family, and neighbors who may have a neat Aspen story to tell. cooklib.org/aspendrivelibrary15. – *Bronwyn Gardner, Communications Coordinator*
7. The Library will once again host a booth at the **Libertyville Farmers Market** on Thursdays from May 29–August 28. Staff are welcome to sign up for a shift to chat with community members, share what the Library offers, and sign people up for Summer Reading. It's a fun, feel-good way to connect with the public and boost the Library's visibility in the community. Sign up in When to Work. – *BG*
8. Along with the exciting news about the new Bookmobile that we heard about at the All-Staff Meeting, our current **van is also getting a little refresh**! It'll be re-wrapped with the same design as before — just replacing the sun-faded decals that are on there now. – *BG*

9. It's parade time! Each year, the Library marches in the **Libertyville Days and Vernon Hills Fourth of July parades**, and I'll soon be putting out a call for volunteer walkers. It's a fun way to represent the Library by waving to the crowd and handing out candy (this year's treat: AirHeads!). We usually have about 20 enthusiastic staff and family members join us. The Libertyville Days parade theme this year is "Aloha Summer" — think tropical vibes!" -- BG
10. The **Super Readers program** for 2024-2025 concluded with visits in April to multiple classes at 14 early learning centers (ELC). Over the course of the school year, Early Learning staff made 54 visits to 14 ELCs and engaged with 3,143 children and their teachers. As part of the Super Readers program, the children receive a coupon for a free book at the Library. Children will be coming in with their coupons for a month or two, so we don't have the final numbers on how many families were brought to the Library to get their free book. Library staff involved with the program are Terri Norstrom, Early Learning Coordinator; Deena Gillespie, Early Learning Specialist; and Early Learning Assistants Vijaya Char, Maura Czerwinski, and Emily Schultz.
-- *Melissa Phillips, Senior Manager of Youth Services*
11. **Visits to the Hawthorn School for Young Learners (HSYL)** concluded in April. During the school year, staff visited 12 Kindergarten classes in each month, presenting stories, craft activities, and information about the Library. A total of 1,648 HSYL students were visited over the course of the year. Most visits were conducted by Susie Sokol, Student Services Specialist, and Amy vanGoethem, Student Services Coordinator. Other staff who assisted with visits through the year were Heather Beverley, Youth Services Assistant Manager; Patricia Danch, Youth Services Assistant; and Frida Hernandez, Aspen After-School Associate. However, this isn't the last interaction with HSYL students. Their last activity will be a field trip to the Library in May. -- *MP*
12. **School visits to Cook Park Library** — Although we had very limited space due to construction, two schools made field trips to Cook Park Library. Staff provided a brief overview on all the Library has for students and families and provided a tour. Technical Services is always a popular spot on tours due to the large number of books undergoing processing and because Bungy has a whole cabinet full of stickers! And TS are always happy to have the kids wander through.
 - **Rockland School** 3rd graders — 40 students, 3 teachers, and 4 parents were hosted by Korie Mitchell, Youth Services Assistant, and Melissa Phillips, Senior Manager of Youth Services.
 - **St. John's School** Kindergarten — 11 students and 2 teachers were hosted by Korie Mitchell, Youth Services Assistant, and Susie Sokol, Student Services Specialist. -- *MP*
13. Eleven staff members recently attended **Reaching Forward North**, the annual day-long professional development conference in Rosemont for library support staff. A sampling of highlights from staff:
 - ***Managing the Library of Things***: "Talked about Effective Processing, Planning, and Circulation."
 - ***Everything You Ever Wanted to Know about Graphic Novels for Kids/Teens (but Were Afraid to Ask)***: "Very informative; explained difference between a graphic novel, a comic, and a manga. Emphasized proven literacy benefits."

- ***Becoming a library advocate for frontline staff:*** “This session was interesting. The speaker talked about formal and informal platforms to advocate for the library. He explained that advocacy is not selling, marketing begging or whining. Advocacy is Action, Engagement, Supporting a Cause, a Positive Message, and Defining Specific Issues.”
- ***Within Unusual Storytimes:*** “Beyond the Basics, I was able to get a sense of how librarians from the Skokie Public Library and the Winnetka-Northfield Public Library District create their weekly and special story times. They spoke of their story walks, move-and-groove dance parties, preschool programs, and special guest storytimes (e.g., read to Pete the Cat, read to a shark, and read to a dinosaur).”
- ***Library Explorers: Field Trips as Adult Programming:*** “We discovered how the Wood Dale Public Library put together some awesome field trips, like visits to Downtown Chicago and nearby museums. We got the scoop on how to plan, fund, and promote library field trips”

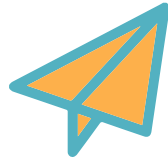


EMAIL STATS APRIL 2025



19,374

Total Subscribers



42

Total Emails Sent



55%

Avg. Open Rate
industry avg. 36%



1%

Avg. Click Rate
industry avg. 1%

List Name	# of Subscribers
Authors & Writing (adults)	2,274
Book Club Communications	669
Business & Finance (adults)	712
Career (adults)	513
Cinema Club Newsletter	239
CMPLD eNews	16,848
Cooking (adults)	1,111
Crafting & Maker	0
English Language Learners	52
Events: ADULTS	3,720
Events: EARLY CHILDHOOD	414
Events: HIGH SCHOOL	585
Events: KIDS	1,881
Events: MIDDLE SCHOOL	680
Genealogy (adults)	708
Health & Lifestyle (adults)	999
History (adults)	1,050
Local Author News & Events	297
Movie Matinees	1,081
Performances (adult)	1,018
Seed Library	213
Teacher Resources	276
Technology (adults)	935

Top Emails by Click Rate

1

Genealogy News

from Cook Memorial Public Library District
May 2025

News & Updates

Summer Genealogy Programs



Can you believe that it is almost time for summer? We are partnering with the **Lake County Genealogical Society** again to offer three programs! We are thankful for their willingness to coordinate these opportunities, and we are very excited about them. All will be offered in the Meeting Room at Cook Park Library and online via Zoom from 7 to 8:30 pm.

- June 12: "Mayhem on a Manifest: Intrigue and Deception"
- July 17: "Underutilized Government Research Resources"

2

Cinema Club

April 2025 - The Manchurian Candidate

We hope you will join us this Monday, April 21st, for a screening and discussion of *The Manchurian Candidate*—a 1962 political thriller starring Frank Sinatra as a Korean War veteran brainwashed into becoming an unwitting assassin in a communist conspiracy.

For longtime Cinema Club attendees, this screening carries special significance as it will be the last time Becky and I run Cinema Club together. After more than 10 years as Cook Library's audiovisual librarian and resident movie aficionado, Becky is retiring. While I am

3

Plant Swap

grow your green collection!



Saturday, April 26, 10 am / Aspen Drive Library

REGISTER

4

Service CRAFTS

(grades 6-8)

Candle Making May 13



Candle Making: Tuesday, May 13, 4:30–5:30 pm / Aspen Drive Library

REGISTER

5

Paint & Snack

(grades 6-8)

Experimental
Painting Styles



Tuesday, May 6, 4:30–5:30 pm / Aspen Drive Library

REGISTER

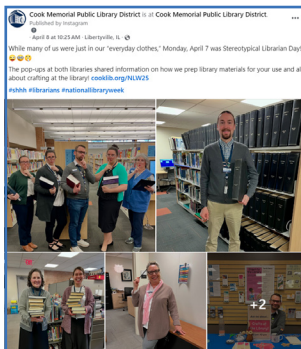
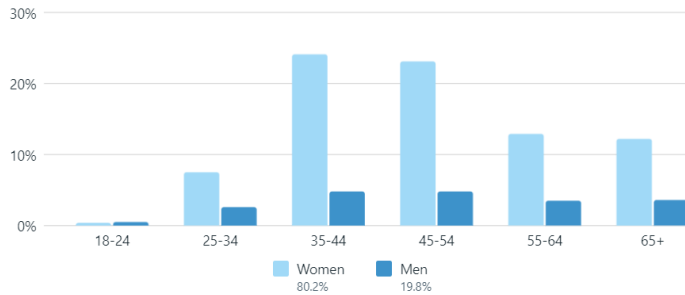
SOCIAL STATS APRIL 2025

facebook



+0 net followers since last month

Age & gender



- National Library Week: Stereotypical Librarian Day**
429 interactions
844 reached
- 1KBK Finisher Sadie**
296 interactions
881 reached
- National Library Week: Reading's Always in Style**
262 interactions
772 reached
- National Library Week: Reading Takes You Places**
218 interactions
576 reached
- National Library Week: Get in the Game - Read**
210 interactions
584 reached

Reach:
Unique users exposed to our content.

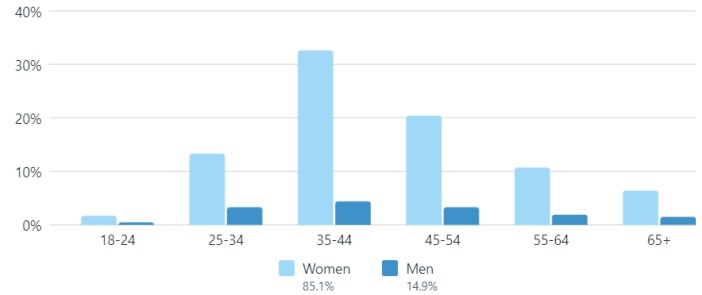
Interactions:
Number of likes, shares, saves, comments, and link clicks.

Instagram



+21 net followers since last month

Age & gender



- National Library Week: Stereotypical Librarian Day**
98 interactions
550 reached
- April Fool's Day Self Checkout**
87 interactions
773 reached
- National Library Week: Reading's Always in Style**
69 interactions
387 reached
- National Library Week: Hats Off to Reading**
59 interactions
338 reached
- Hawthorn D73 Art Show (video)**
48 interactions
563 reached

Reach:
Unique users exposed to our content.

Interactions:
Number of likes, shares, saves, and comments.



1,855
page followers

-3 followers since last month



Bluesky

The Library joined Bluesky at the end of 2024 to secure the @CookLibrary

handle but didn't begin posting until April. Since the platform is still new, our scheduling tool doesn't yet support automatic posting to Bluesky, which has made our presence there a bit inconsistent.

Cook Memorial Public Library District										
Investment Maturity Schedule										
April 30, 2025										
	Issue Date	Maturity Date	Yield	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Q3 2026	Total
Special Reserve Fund:										
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 Park, PA	31-Jan-2024	30-Jan-2026	4.40%				245,000			245,000
United FID Bk FSB Evansville, IN	13-Sep-2024	13-Mar-2026	4.15%				245,000			245,000
Goldman Sachs Bk USA New York	24-Dec-2024	24-Jun-2026	4.00%					245,000		245,000
		Total Special Reserve		-	245,000	245,000	490,000	245,000	-	1,225,000
General Fund:										
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
Bank of America NA	21-Aug-2024	2-Mar-2026	4.05%				245,000			245,000
United Bankers Bk Bloomington, MN	11-Jun-2024	30-Mar-2026	5.00%				245,000			245,000
First Farmers BK & Trust	26-Jul-2024	26-May-2026	4.60%					245,000		245,000
Bank Hapoalim B M New York	16-Apr-2025	16-Oct-2026	3.80%						245,000	245,000
		Total General Fund		245,000	245,000	245,000	490,000	245,000	245,000	1,715,000
		GRAND TOTAL		245,000	490,000	490,000	980,000	490,000	245,000	2,940,000

Cook Memorial Public Library District												
Investment Transaction Schedule - JP Morgan Chase												
Date	Investment	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
31-Jan-2025	Ending Balance	1,715,000	1,470,000	3,185,000	56,538.09	51,178.98	107,717.07	50,592.51	49,927.28	6.65	6.00	100,532.44
13-Feb-2025	United FID BK FSB Evansville CD								863.54			863.54
19-Feb-2025	Celtic BK Salt Lake City, UT CD								1,092.43			1,092.43
26-Feb-2025	First Farmers BK & Trust CD							957.18				957.18
28-Feb-2025	Bank of America NA CD							5,002.03				5,002.03
28-Feb-2025	Enterprise BK Allison PK, PA CD								826.96			826.96
28-Feb-2025	United Bankers BK Bloomington, MN CD							1,040.41				1,040.41
28-Feb-2025	Chase Bank				0.85	0.77	1.62			0.85	0.77	1.62
28-Feb-2025	Ending Balance	1,715,000	1,470,000	3,185,000	56,538.94	51,179.75	107,718.69	57,592.13	52,710.21	7.50	6.77	110,316.61
5-Mar-2025	Valley Natl Bk Passaic, NJ CD							6,135.40				6,135.40
13-Mar-2025	United FID BK FSB Evansville CD								779.97			779.97
17-Mar-2025	Israel DISC BK New York, NY CD								6,256.90			6,256.90
19-Mar-2025	Celtic BK Salt Lake City, UT CD		(245,000)	(245,000)					986.71			986.71
26-Mar-2025	First Farmers BK & Trust CD							864.55				864.55
28-Mar-2025	United Bankers BK Bloomington, MN CD							939.73				939.73
31-Mar-2025	Enterprise BK Allison PK, PA CD								915.56			915.56
31-Mar-2025	Chase Bank				0.95	0.86	1.81			0.95	0.86	1.81
31-Mar-2025	Ending Balance	1,715,000	1,225,000	2,940,000	56,539.89	51,180.61	107,720.50	65,531.81	61,649.35	8.45	7.63	127,197.24
14-Apr-2025	United FID Bk FSB Evansville, IN								863.54			863.54
16-Apr-2025	Optum Bk Draper, UT	(245,000)		(245,000)				6,657.96				6,657.96
16-Apr-2025	Western Alliance Bk Phoenix, AZ							6,474.71				6,474.71
16-Apr-2025	Bank Hapoalim B M New York	245,000		245,000								0.00
28-Apr-2025	United Bankers BK Bloomington, MN CD							1,040.41				1,040.41
28-Apr-2025	First Farmers BK & Trust CD							957.18				957.18
30-Apr-2025	Enterprise BK Allison PK, PA CD								886.03			886.03
30-Apr-2025	Chase Bank				0.92	0.83	1.75			0.92	0.83	1.75
30-Apr-2025	Ending Balance	1,715,000	1,225,000	2,940,000	56,540.81	51,181.44	107,722.25	80,662.07	63,398.92	9.37	8.46	144,078.82

Position Summary

Cook Memorial Public Library

Report date as of Apr 30, 2025

Report run time: May 01, 2025 01:20 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Inc	Cost Yld		
... 6412 / Cook Memorial PLD General			1,715,000		1,719,325	4,325	0.25	80,360	4.67		
								8,713	4.69		
Corporate Bond			1,715,000		1,719,325	4,325	0.25	80,360	4.67		
								8,713	4.69		
245,000	BANK OF AMERICA N A C/D FDIC INS TO LIMITS 06051XGS5060	2026-03-02	245,000	100.02	245,043	43	0.02	9,922	4.05	4.05	4.00
								1,631	4.05		
245,000	***BANK HAPOALIM B M NEW YORK C/D FDIC INS TO LIMITS 06251FBN8060	2026-10-16	245,000	99.58	243,974	-1,026	-0.42	9,310	3.82	3.80	4.09
								332	3.80		
245,000	FIRST FMRS BK & TR CONVERSE IND C/D FDIC INS TO LIMITS 320165MA8060	2026-05-26	245,000	100.57	246,402	1,402	0.57	11,270	4.57	4.60	4.05
								94	4.60		
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBW8060	2025-06-23	245,000	100.10	245,252	252	0.10	12,250	4.99	5.00	6.00
								4,296	5.00		
245,000	UNITED BANKERS BK BLOOMINGTON MINN C/D FDIC INS TO LIMITS 909557LB4060	2026-03-30	245,000	100.82	247,012	2,012	0.82	12,250	4.96	5.00	4.09
								34	5.00		
245,000	VALLEY NATL BK PASSAIC N J C/D FDIC INS TO LIMITS 919853KT7060	2025-09-05	245,000	100.22	245,527	527	0.22	12,372	5.04	5.05	4.33
								1,864	5.05		
245,000	WESTERN ALLIANCE BK PHOENIX C/D FDIC INS TO LIMITS 95763PQF1060	2025-10-16	245,000	100.45	246,114	1,114	0.45	12,985	5.28	5.30	4.27
								462	5.30		
... 6414 / Cook Memorial PLD Special Res			1,225,000		1,227,222	2,222	0.18	55,002	4.48		
								9,782	4.49		
Corporate Bond			1,225,000		1,227,222	2,222	0.18	55,002	4.48		
								9,782	4.49		

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 Apr 30, 2025

Report run time: May 01, 2025 01:20 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Inc	Cost Yld		
245,000	ENTERPRISE BK ALLISON PK PA C/D FDIC INS TO LIMITS 29367RMY9060	2026-01-30	245,000	100.25	245,624	624	0.25	10,780 30	4.39 4.40	4.40	4.04
245,000	FLAGSTAR BK NATL ASSN HICKSVI C/D FDIC INS TO LIMITS 33847GBL5060	2025-12-15	245,000	100.39	245,952	952	0.39	11,638 4,368	4.73 4.75	4.75	4.12
245,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38150VF61060	2026-06-24	245,000	99.91	244,778	-222	-0.09	9,800 3,383	4.00 4.00	4.00	4.08
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076UG0060	2025-09-15	245,000	100.28	245,681	681	0.28	12,618 1,556	5.14 5.15	5.15	4.32
245,000	UNITED FID BK FSB EVANSVILLE IND C/D FDIC INS TO LIMITS 910286HY2060	2026-03-13	245,000	100.08	245,187	187	0.08	10,168 446	4.15 4.15	4.15	4.06
Total For Accounts held at JPMS, member FINRA and SIPC			2,940,000		2,946,547	6,547	0.22	135,362 18,495	4.59 4.60		

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

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

J.P.Morgan

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
31-Jan-2025	Ending Balance			3,860,725.77	113,950.08
28-Feb-2025	Wintrust Bank	Interest	For February 2025	13,485.35	13,485.35
28-Feb-2025	Ending Balance			3,874,211.12	127,435.43
31-Mar-2025	Service Charge - Reversed in April	Fee	Maintenance Fee	(5.00)	
31-Mar-2025	Wintrust Bank	Interest	For March 2025	14,760.32	14,760.32
31-Mar-2025	Ending Balance			3,888,966.44	142,195.75
30-Apr-2025	Reversal of Service Charge from March	Fee	Maintenance Fee	5.00	
30-Apr-2025	Wintrust Bank	Interest	For April 2025	14,332.09	14,332.09
30-Apr-2025	Ending Balance			3,903,303.53	156,527.84

Cook Memorial Public Library District					
Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund					
Date	Investment	Transaction Type	Description	Running Balance	Interest Income
31-Jan-2025	Ending Balance			1,012,496.38	29,595.47
28-Feb-2025	Wintrust Bank	Interest	For February 2025	3,497.77	3,497.77
28-Feb-2025	Ending Balance			1,015,994.15	33,093.24
31-Mar-2025	Service Charge - Reversed in April	Fee	Maintenance Fee	(5.00)	
31-Mar-2025	Wintrust Bank	Interest	For March 2025	3,827.68	3,827.68
31-Mar-2025	Ending Balance			1,019,816.83	36,920.92
30-Apr-2025	Reversal of Service Charge from April	Fee	Maintenance Fee	5.00	
30-Apr-2025	Wintrust Bank	Interest	For April 2025	3,716.46	3,716.46
30-Apr-2025	Ending Balance			1,023,538.29	40,637.38

REVISED

REIMBURSEMENT POLICY

Article I: Overview

Cook Memorial Public Library District ("Library") reimburses employees and trustees for "actual and necessary" expenses incurred during the performance of their duties. This Policy supplements existing guidelines and takes precedence in case of conflict.

Article II: General Policy

Section 1: General Guidelines

Employees must exercise good judgment and economy in traveling at Library expense. Expense levels are guidelines and not flat allowances.

Section 2: Preauthorization

Pre-approval by a supervisor is required for all travel-related expenses to ensure they align with budgeted funds.

Section 3: Travel with Others

Family members, friends, or relatives may accompany employees on official trips, but their expenses will not be reimbursed. If lodging is shared, it is the employee's responsibility to determine any additional costs for double occupancy and related expenses and to adjust the reimbursement request accordingly. Reimbursement for lodging will be limited to the single occupancy rate.

Section 4: Reimbursement Procedures

Submit an itemized ~~travel~~ expense reimbursement form, with receipts ~~and conference schedule~~, to accounting within 30 days. Requests must be approved by a senior manager. Meal reimbursements are capped at per diem rates or actual expenses, whichever is less. Entertainment, that is not part of the conference, ~~and alcohol expenses~~ are non-reimbursable. Missing receipts must be explained with a signed statement.

Article III: Allowable Expenses

Section 1: Meals

Meal expense per diem rates align with those established by the U.S. General Services Administration (GSA). Reimbursement will be provided up to the following per diem rates or the published GSA rate for Lake County, whichever is most current:

Breakfast	\$23
Lunch	\$26
Dinner	\$43 38
<u>Incidentals</u>	<u>\$5</u>
Total	\$92

Taxes and tips are included in the per diem rates. No reimbursement will be provided for meals included in the conference or event. Alcohol expenses are non-reimbursable.

REVISED

Section 2: Lodging

Reimbursement for actual hotel costs is allowable at the single occupancy rate. No reimbursement for lodging within 50 miles of Libertyville is allowed unless authorized by the Library Director.

Section 3: Transportation

Reimbursement will be provided for reasonable transportation costs, including air travel (coach/economy fare), private vehicles, and local transportation. Employees are encouraged to book air travel in advance to secure favorable rates. If alternative transportation is chosen, reimbursement will be based on the lesser of the airfare or mileage, not exceeding actual expenses.

- A. Mileage will be reimbursed at the current IRS rate.
- B. Parking and toll expenses incurred during travel are reimbursable with proper documentation.
- C. Employees should consider the distance to the airport and trip duration when planning travel.

Section 4: Approval of Expenses

All expenses incurred by Library employees and trustees, as provided for in this Policy, shall be documented and included in the monthly financial reports presented to the Library Board. Expenses that exceed the limitations established within this Policy must be approved in advance by a roll call vote at an open meeting of the Library Board, in accordance with the Illinois Local Government Travel Expense Control Act (50 ILCS 150).

Article IV: Mileage Reimbursement

Section 1 Rate

Mileage incurred ~~beyond normal commuting distances~~ when traveling on official Library business will be reimbursed at the current IRS standard rate.

Section 2 Commuting Mileage

~~Commuting mileage, defined as the round-trip distance from an employee's home to their primary work location, is not reimbursable.~~ When traveling to other locations for official duties such as schools ~~visits, or other sites for~~ Library programs sites, or between Library locations, only the mileage exceeding the employee's normal commuting distance will be reimbursed. Commuting mileage, defined as the round-trip distance from an employee's home to their primary work location, is not reimbursable.

Employees should include specific addresses for mileage calculations in their reimbursement requests, which must be certified correct by the employee and approved by a supervisor.

REVISED

Section 3 — Mileage Between Library Locations ~~Mileage between Library locations is not reimbursable.~~

Section 4 Section 3 Insurance Coverage

Employees using personal vehicles must carry private **liability** insurance. The Library provides \$1 million in excess coverage after the first \$100,000 is met by the employee's insurance.

Article V: Telecommuting Expenses

Section 1: Necessary Telecommunication Expenses

"Necessary Telecommunication Expenses" include reasonable costs related to cellular **and**/or internet services incurred as part of an employee's responsibilities for the Library. The Library is not responsible for losses due to an employee's negligence, normal wear, or theft unless caused by the Library's negligence.

Section 2: Eligibility

Employees with an approved Telecommuting Agreement on file are eligible for reimbursement.

Section 3: Request for Telecommunication Expense Allowance

Employees must submit a Necessary Telecommunication Expense Allowance Request within 15 days of the end of the calendar month, along with their most recent approved timesheet. The allowance is based on the total number of remote hours worked in that calendar month:

- A. 1 – 10 hours per month: \$5 allowance
- B. 11 – 80 hours per month: \$10 allowance
- C. 81 or more hours per month: \$15 allowance

Article VI: Related Policies

In addition to this Reimbursement Policy, additional guidelines on employee expenses can be found in the Telecommuting Policy, Purchasing Goods and Services Policy, and Personnel Policy. This policy was drafted using the Illinois Local Government Travel Expense Control Act (50 ILCS 150/1) and the US General Services Administration per diem rates.

Adopted: 11/15/16
Revised: 04/16/19
Revised: 09/15/20
Revised: 10/15/24

REVISED

Revised: 05/20/25

RESOLUTION 2024-2025/9

RESOLUTION ABOLISHING THE CURRENT VERSION OF THE REIMBURSEMENT POLICY AND ADOPTING THE NEW VERSION.

WHEREAS, the Library Board of Trustees originally adopted the Reimbursement Policy (“Policy”) on November 15, 2016; and

WHEREAS, the Policy has been periodically reviewed by legal counsel and amended as statutory requirements or Internal Revenue Service Guidelines change and/or additional information is needed; and

WHEREAS, the Policy Review Committee conducted a comprehensive review of the Policy at their meeting on February 27, 2025 which revealed that many provisions of the current version need to be revised; and

WHEREAS, the proposed new version of the Policy supports transparency and fiscal responsibility, and ensures that current best practices are reflected;

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

Section 1: The current version of the Policy, last revised on September 15, 2020, is hereby abolished and is no longer in effect.

Section 2: The new version of the Policy dated March 18, 2025 is hereby adopted as the official Reimbursement Policy for the Library in the form attached hereto as Exhibit A.

Section 3: Any prior interpretations, procedures, or guidelines inconsistent with the newly adopted version of the policy are superseded by this resolution.

Section 4: This Resolution is effective immediately on the date of its passage.

ADOPTED this 20th day of May, 2025.

AYES: _____

NAYS: _____

ABSENT: _____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

EXHIBIT A

REIMBURSEMENT POLICY

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Family members, friends, or relatives may accompany employees on official trips, but their expenses will not be reimbursed. If lodging is shared, it is the employee's responsibility to determine any additional costs for double occupancy and related expenses and to adjust the reimbursement request accordingly. Reimbursement for lodging will be limited to the single occupancy rate.

Section 4: Reimbursement Procedures

Submit an itemized expense reimbursement form, with receipts accounting within 30 days. Requests must be approved by a senior manager. Meal reimbursements are capped at per diem rates or actual expenses, whichever is less. Entertainment, that is not part of the conference, are non-reimbursable. Missing receipts must be explained with a signed statement.

Article III: Allowable Expenses

Section 1: Meals

Meal expense per diem rates align with those established by the U.S. General Services Administration (GSA). Reimbursement will be provided up to the following per diem rates or the published GSA rate for Lake County, whichever is most current:

Breakfast	\$23
Lunch	\$26
Dinner	\$38
<u>Incidentals</u>	<u>\$5</u>
Total	\$92

EXHIBIT A

Taxes and tips are included in the per diem rates. No reimbursement will be provided for meals included in the conference or event. Alcohol expenses are non-reimbursable.

Section 2: Lodging

Reimbursement for actual hotel costs is allowable at the single occupancy rate. No reimbursement for lodging within 50 miles of Libertyville is allowed unless authorized by the Library Director.

Section 3: Transportation

Reimbursement will be provided for reasonable transportation costs, including air travel (coach/economy fare), private vehicles, and local transportation. Employees are encouraged to book air travel in advance to secure favorable rates. If alternative transportation is chosen, reimbursement will be based on the lesser of the airfare or mileage, not exceeding actual expenses.

- A. Mileage will be reimbursed at the current IRS rate.
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Article IV: Mileage Reimbursement

Section 1 Rate

Mileage incurred when traveling on official Library business will be reimbursed at the current IRS standard rate.

Section 2 Commuting Mileage

When traveling to other locations for official duties such as school visits, Library program sites, or between Library locations, only the mileage exceeding the employee's normal commuting distance will be reimbursed. Commuting mileage, defined as the round-trip distance from an employee's home to their primary work location, is not reimbursable.

Employees should include specific addresses for mileage calculations in their reimbursement requests, which must be certified correct by the employee and approved by a supervisor.

EXHIBIT A

Section 3 Insurance Coverage

Employees using personal vehicles must carry private liability insurance. The Library provides \$1 million in excess coverage after the first \$100,000 is met by the employee's insurance.

Article V: Telecommuting Expenses

Section 1: Necessary Telecommunication Expenses

"Necessary Telecommunication Expenses" include reasonable costs related to cellular and/or internet services incurred as part of an employee's responsibilities for the Library. The Library is not responsible for losses due to an employee's negligence, normal wear, or theft unless caused by the Library's negligence.

Section 2: Eligibility

Employees with an approved Telecommuting Agreement on file are eligible for reimbursement.

Section 3: Request for Telecommunication Expense Allowance

Employees must submit a Necessary Telecommunication Expense Allowance Request within 15 days of the end of the calendar month, along with their most recent approved timesheet. The allowance is based on the total number of remote hours worked in that calendar month:

- A. 1 – 10 hours per month: \$5 allowance
- B. 11 – 80 hours per month: \$10 allowance
- C. 81 or more hours per month: \$15 allowance

Article VI: Related Policies

In addition to this Reimbursement Policy, additional guidelines on employee expenses can be found in the Telecommuting Policy, Purchasing Goods and Services Policy, and Personnel Policy. This policy was drafted using the Illinois Local Government Travel Expense Control Act (50 ILCS 150/1) and the US General Services Administration per diem rates.

Date

Secretary

Adopted: 11/15/16
Revised: 04/16/19
Revised: 09/15/20
Revised: 10/15/24

EXHIBIT A

Revised: 05/20/25

CHARITY COLLECTION CONTAINERS POLICY

The Cook Memorial Public Library District (“Library”) provides designated areas for charity collection containers (“Containers”) sponsored by, or designed to benefit, not-for-profit community organizations to serve the needs of the Library and the Library District community. The Library Director has the discretion to determine appropriate use of these spaces in the Library’s best interest and may take necessary action, including denying the use of Containers by individuals or groups whose activities disrupt Library operations, compromise safety, or create disturbances. **Charitable organizations with a 501(c)(3) designation that are directly involved with fund raising efforts for the Library, as determined by the Library Director, are not subject to this policy and instead shall follow the directives of the Library Director for the placement of collection containers.**

Article I Limits of Use

- A. Approval shall be granted on a first come first served basis. Organizations based in the Library District will be given priority.
- B. The Library will provide and monitor all Containers. Organizations may not supply their own containers.
- C. The Library reserves the right to limit the number of simultaneous Containers.
- D. Each organization may receive approval no more than one time within a 12-month period.
- E. Collection containers are limited to a maximum period of 30 days.
- F. Items that do not fit or overflow any container will not be accepted, and the Library reserves the right to remove any such items.
- G. The Library is not responsible for managing collected items. Organizations are responsible for monitoring their designated Container and ensuring it is emptied as needed. If a Container becomes full or is not maintained, the Library reserves the right to remove or discontinue the collection.
- H. Containers may not be used for the following purposes:
 - 1. Selling items or promoting paid services.
 - 2. Advertising or selling personal or commercial items or services (autos, used furniture, day care, house cleaning, tutoring, etc.) or for personal or commercial solicitation,

fundraising, or recruitment. Promotions of fundraising by area non-profit organizations based in the District may be permitted.

3. Promoting political parties or candidates, or those advocating any other issue on the election ballot.
4. Advocating a position on a public issue.
5. Collecting items that violate any local, state, or federal law, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity.
6. Collecting items that are not suitable for viewing by minors.
7. Collecting items that incite violence or promote hatred toward or discrimination against any individuals or groups of individuals.

Article II Procedures

- A. Organizations must submit an online application for Library approval when requesting the use of a Container. Any unauthorized collection efforts or outside Containers will be removed.
- B. Applications must include the following information: the name of the organization submitting the request; a list of acceptable donation items; and an explanation of how the donated goods will be used.
- C. The sponsoring organization must pick up collected items when contacted by the Library. All items must be retrieved within one business day of notification.
- D. Any items left uncollected will be disposed of if not picked up within five business days after the collection period ends.

Article III Endorsement

Providing a Container for any organization does not imply endorsement by Library staff or the Board of Trustees of any product, service, activity, event, or viewpoint.

Article IV Failure to Comply

Violation of the Charity Collection Containers Policy may result in the removal of the Container and/or loss of future hosting privileges.

Article V Damages and Liability

The Library is not responsible for arranging the return of donated items and assumes no liability for the loss or damage of items placed in any charity collection container.

Any individual, group, or organization using Library space for a collection container is responsible for any willful or accidental damage to Library property.

Article VI Appeal

Appeals or requests for exceptions may be submitted in writing to the Library Director for review and response.

Date

Secretary

Adopted: 05/20/25

RESOLUTION ADOPTING CHARITY COLLECTION CONTAINERS POLICY

WHEREAS, the Cook Memorial Public Library District Board of Trustees (“Trustees”) recognized the need for a clear and comprehensive Charity Collection Containers Policy (“Policy”) to provide not-for-profit community organizations with designated areas for collection containers that serve the needs of the Library and the community; and

WHEREAS, at the Policy Review Committee Meeting on September 24, 2024, the Committee reviewed an initial draft of the Policy prepared by Administration and directed the Library Attorney to review and revise accordingly; and

WHEREAS, at the Policy Review Committee Meeting on February 27, 2025, the Committee reviewed a draft prepared by the Attorney and agreed to make a recommendation to the full Board to approve.

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

Section 1: The Policy being presented in the form attached hereto as Exhibit A, is hereby adopted.

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

PASSED this 20th day of May, 2025.

AYES: ____

NAYS: ____

ABSENT: _____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

EXHIBIT A

CHARITY COLLECTION CONTAINERS POLICY

The Cook Memorial Public Library District (“Library”) provides designated areas for charity collection containers (“Containers”) sponsored by, or designed to benefit, not-for-profit community organizations to serve the needs of the Library and the Library District community. The Library Director has the discretion to determine appropriate use of these spaces in the Library’s best interest and may take necessary action, including denying the use of Containers by individuals or groups whose activities disrupt Library operations, compromise safety, or create disturbances. Charitable organizations with a 501(c)(3) designation that are directly involved with fund raising efforts for the Library, as determined by the Library Director, are not subject to this policy and instead shall follow the directives of the Library Director for the placement of collection containers.

Article I Limits of Use

- A. Approval shall be granted on a first come first served basis. Organizations based in the Library District will be given priority.
- B. The Library will provide and monitor all Containers. Organizations may not supply their own containers.
- C. The Library reserves the right to limit the number of simultaneous Containers.
- D. Each organization may receive approval no more than one time within a 12-month period.
- E. Collection containers are limited to a maximum period of 30 days.
- F. Items that do not fit or overflow any container will not be accepted, and the Library reserves the right to remove any such items.
- G. The Library is not responsible for managing collected items. Organizations are responsible for monitoring their designated Container and ensuring it is emptied as needed. If a Container becomes full or is not maintained, the Library reserves the right to remove or discontinue the collection.
- H. Containers may not be used for the following purposes:
 - 1. Selling items or promoting paid services.
 - 2. Advertising or selling personal or commercial items or services (autos, used furniture, day care, house cleaning, tutoring, etc.) or for personal or commercial solicitation, fundraising, or recruitment. Promotions of

EXHIBIT A

fundraising by area non-profit organizations based in the District may be permitted.

3. Promoting political parties or candidates, or those advocating any other issue on the election ballot.
4. Advocating a position on a public issue.
5. Collecting items that violate any local, state, or federal law, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity.
6. Collecting items that are not suitable for viewing by minors.
7. Collecting items that incite violence or promote hatred toward or discrimination against any individuals or groups of individuals.

Article II Procedures

- A. Organizations must submit an online application for Library approval when requesting the use of a Container. Any unauthorized collection efforts or outside Containers will be removed.
- B. Applications must include the following information: the name of the organization submitting the request; a list of acceptable donation items; and an explanation of how the donated goods will be used.
- C. The sponsoring organization must pick up collected items when contacted by the Library. All items must be retrieved within one business day of notification.
- D. Any items left uncollected will be disposed of if not picked up within five business days after the collection period ends.

Article III Endorsement

Providing a Container for any organization does not imply endorsement by Library staff or the Board of Trustees of any product, service, activity, event, or viewpoint.

Article IV Failure to Comply

Violation of the Charity Collection Containers Policy may result in the removal of the Container and/or loss of future hosting privileges.

Article V Damages and Liability

The Library is not responsible for arranging the return of donated items and assumes no liability for the loss or damage of items placed in any charity collection container.

EXHIBIT A

Any individual, group, or organization using Library space for a collection container is responsible for any willful or accidental damage to Library property.

Article VI Appeal

Appeals or requests for exceptions may be submitted in writing to the Library Director for review and response.

Date

Secretary

Adopted: 03/18/25