

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

December 16, 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, December 16, 2025 will be held in the Meeting Room at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
  - a. Minutes of the Regular Meeting of November 18, 2025.
  - b. Minutes of the Closed Session Meeting of November 18, 2025.
6. Approval of the Bills.
7. Report of the Director.
  - a. Statistical Report.
  - b. Narrative Report.
  - c. Personnel Report.
  - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
  - a. Finance and Employee Practices.
    - i. Acceptance of the FY2024-2025 Audit.
  - b. Policy Review.
    - i. Approval of Resolution 2025-2026/2, Adopting the Revised Social Media Policy.
    - ii. Approval of Resolution 2025-2026/3, Adopting the Revised Drug Free Workplace Policy.
    - iii. Approval of Resolution 2025-2026/4, Adopting the Revised Freedom of Information Act Policy.

- c. Building and Grounds.
    - i. Discussion of Nania Energy Solar Feasibility Report.
  - d. Technology
  - e. Resources, Services and Long-Range Planning.
  - f. Friends' Representative.
  - g. RAILS Representative.
  - h. Historical Society Representative.
10. Other Business.
- a. Review of FY2026 Illinois Public Library Per Capita Grant Application.
  - b. Review of Employee Engagement Pulse Survey Summary.
11. Communications.
12. Upcoming Meetings and Events.
- a. Finance & Employee Practices Committee Meeting on Tuesday, January 13, 2026 at 5:30 p.m. in the Staff Conference Room at the Cook Park Library.
  - b. Regular Board Meeting on Tuesday, January 20, 2026 at 6:30 p.m. in the Meeting Room at the Cook Park Library.
  - c. Finance & Employee Practices Committee Meeting on Tuesday, February 3, 2026 at 6:00 p.m. in the Staff Conference Room at the Cook Park Library.
  - d. Resources, Services and Long-Range Planning Committee Meeting on Tuesday, February 24, 2026 at 6:30 p.m. at the Cook Park Library.
13. Public Questions.
14. Adjournment.

Deb Ader, President  
Board of Library Trustees

December 12, 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](mailto:ADA@cooklib.org) or in writing, not less than five (5) business days prior to the meeting.*

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Balance Sheet as of November 30, 2025

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
<b>Current Assets</b>				
Checking/Savings				
1000 · Cash				
10-1040 · Petty Cash	625	-	-	625
10-1045 · Cash on Hand - Aspen	60	-	-	60
10-1150 · Chase Operating A/C	4,529,833	552,771	955,848	6,038,452
10-1504 · Illinois Funds - General, IMRF	409,758	37,443	123,236	570,437
10-1509 · Wintrust MaxSafe Acct - General	4,004,175	-	-	4,004,175
60-1509 · Wintrust MaxSafe Acct - S/R	-	-	536,913	536,913
10-1550 · Chase Savings Account				
10-1551 · Chase Savings - GF	56,547	-	-	56,547
60-1551 · Chase Savings - SRF	-	-	51,187	51,187
Total 10-1550 · Chase Savings Account	<u>56,547</u>	<u>-</u>	<u>51,187</u>	<u>107,734</u>
Total 1000 · Cash	<u>9,000,998</u>	<u>590,214</u>	<u>1,667,184</u>	<u>11,258,396</u>
2000 · Investments				
10-1502 · Investments - General Fund				
10-1651 · Investments - Chase (GF)	1,715,000	-	-	1,715,000
Total 10-1502 · Investments - General Fund	<u>1,715,000</u>	<u>-</u>	<u>-</u>	<u>1,715,000</u>
60-1501 · Investments - Special Reserve				
60-1651 · Investments - Chase (SRF)	-	-	1,225,000	1,225,000
Total 60-1501 · Investments - Special Reserve	<u>-</u>	<u>-</u>	<u>1,225,000</u>	<u>1,225,000</u>
Total 2000 · Investments	<u>1,715,000</u>	<u>-</u>	<u>1,225,000</u>	<u>2,940,000</u>
<b>Total Assets</b>	<b><u>10,715,998</u></b>	<b><u>590,214</u></b>	<b><u>2,892,184</u></b>	<b><u>14,198,396</u></b>
<b>Current Liabilities</b>				
Credit Cards				
10-2050 · Chase One Card	-	-	-	-
Total Credit Cards	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Current Liabilities				
00-2100 · Payroll W/H & Payable				
10-2850 · Aflac Payable	781	-	-	781
10-2000 · Manual Payroll Checks	5,145	-	-	5,145
10-2300 · IMRF Payable-Employee Medicare	32,921	-	-	32,921
10-2600 · IMRF Voluntary Life Insurance	1,232	-	-	1,232
10-2700 · Dental and Vision	9,176	-	-	9,176
10-2800 · CO-OP 90's Medical Plan	40,599	-	-	40,599
10-2900 · Other Health Care-FSA	46,321	-	-	46,321
Total 00-2100 · Payroll W/H & Payable	<u>136,175</u>	<u>-</u>	<u>-</u>	<u>136,175</u>
20-2300 · IMRF Payable-Employer Medicare	-	51,918	-	51,918
Total Other Current Liabilities	<u>136,175</u>	<u>51,918</u>	<u>-</u>	<u>188,093</u>
<b>Total Current Liabilities</b>	<b><u>136,175</u></b>	<b><u>51,918</u></b>	<b><u>-</u></b>	<b><u>188,093</u></b>
<b>Equity</b>				
00-3000 · Beginning Fund Balances				
10-3000 · Fund Balance-General Fund	3,063,217	-	-	3,063,217
10-3010 · Assigned FB - Computer/Tech Res	125,000	-	-	125,000
10-3011 · Assigned FB - Bookmobile Res	500,000	-	-	500,000
20-3000 · Fund Balance - IMRF Fund	-	235,429	-	235,429
60-3000 · Fund Balance-Spec Reserve Fund	-	-	3,881,268	3,881,268
Total 00-3000 · Beginning Fund Balances	<u>3,688,217</u>	<u>235,429</u>	<u>3,881,268</u>	<u>7,804,914</u>
Net Income	6,891,606	302,867	(989,084)	6,205,389
<b>Total Equity</b>	<b><u>10,579,823</u></b>	<b><u>538,296</u></b>	<b><u>2,892,184</u></b>	<b><u>14,010,303</u></b>
<b>Total Liabilities &amp; Equity</b>	<b><u>10,715,998</u></b>	<b><u>590,214</u></b>	<b><u>2,892,184</u></b>	<b><u>14,198,396</u></b>

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Profit & Loss as of November 2025**

	<b>10-General</b>	<b>20-IMRF</b>	<b>60-Special Reserve</b>	<b>TOTAL</b>
<b>Ordinary Income/Expense</b>				
Income				
00-4000 · Property Tax	10,036,786	699,260	-	10,736,046
00-4050 · Replacement Tax	43,944	-	-	43,944
00-4100 · Interest Earned	116,816	-	23,757	140,573
00-4200 · Other	49,481	-	-	49,481
10-4300 · Grants & Other Donations	120,471	-	-	120,471
10-4350 · Fines & Lost Materials	11,451	-	-	11,451
<b>Total Income/Gross Profit</b>	<b>10,378,949</b>	<b>699,260</b>	<b>23,757</b>	<b>11,101,967</b>
Expense				
10-5100 · Salaries	2,287,053	-	-	2,287,053
10-5200 · Benefits	310,882	-	-	310,882
10-5300 · Training	9,381	-	-	9,381
10-5400 · Materials	404,001	-	-	404,001
10-5500 · Processing	13,891	-	-	13,891
10-5600 · Supplies	48,594	-	-	48,594
10-5700 · Vehicles	2,662	-	-	2,662
10-5800 · Computer Operations	249,542	-	-	249,542
10-5900 · Utilities	80,991	-	-	80,991
10-6000 · Telephone	8,147	-	-	8,147
10-6100 · Postage	5,370	-	-	5,370
10-6200 · Maintenance	76,496	-	-	76,496
10-6300 · Repair	38,545	-	-	38,545
10-6400 · Insurance	4,474	-	-	4,474
10-6500 · Professional Services	50,182	-	-	50,182
10-6600 · Improvements	34,661	-	-	34,661
10-6660 · Bookmobile	177,972	-	-	177,972
10-6700 · Community Relations	58,259	-	-	58,259
10-7000 · Debt Service	101,849	-	-	101,849
20-8210 · Employer IMRF Disbursements	-	194,549	-	194,549
20-8250 · Employer Soc Security Tax Disb	-	170,250	-	170,250
<b>Total Expense</b>	<b>3,962,951</b>	<b>364,799</b>	<b>-</b>	<b>4,327,750</b>
<b>Net Ordinary Income</b>	<b>6,415,998</b>	<b>334,461</b>	<b>23,757</b>	<b>6,774,217</b>
Other Income/Expense				
60-9800 · Special Reserve Disbursements	-	-	35,776	35,776
<b>Total Other Expense</b>	<b>-</b>	<b>-</b>	<b>35,776</b>	<b>35,776</b>
<b>Net Other Income</b>	<b>-</b>	<b>-</b>	<b>(35,776)</b>	<b>(35,776)</b>
<b>Net Income</b>	<b>6,415,998</b>	<b>334,461</b>	<b>(12,019)</b>	<b>6,738,441</b>

**Cook Memorial Public Library District**  
**Budget Report July 1, 2025 - June 30, 2026**

**November**    Months Elapsed    41.67%  
 5

Mos Remaining    58.33%  
 7

	<b>Month Actual</b>	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Budget Remaining</b>	<b>%</b>
<b>Income</b>					
00-4000 · Property Tax	213,927	10,736,046	10,702,455	-33,591	(0.31%)
00-4050 · Replacement Tax	0	43,944	125,000	81,056	64.84%
00-4100 · Interest Earned	18,004	140,573	200,000	59,427	29.71%
00-4200 · Other	924	49,481	23,500	(25,981)	(110.56%)
10-4300 · Grants & Other Donations	0	120,471	102,000	-18,471	(18.11%)
10-4350 · Fines & Lost Materials	1,484	11,451	15,000	3,549	23.66%
<b>Total Income</b>	<b>234,340</b>	<b>11,101,967</b>	<b>11,167,955</b>	<b>65,988</b>	<b>0.59%</b>
<b>Expenses</b>					
10-5100 · Salaries	413,012	2,287,053	5,529,910	3,242,857	58.64%
10-5200 · Benefits	67,176	310,882	687,300	376,418	54.77%
10-5300 · Training	2,273	9,381	58,310	48,929	83.91%
10-5400 · Materials	118,470	404,001	1,240,250	836,249	67.43%
10-5500 · Processing	3,704	13,891	50,250	36,359	72.36%
10-5600 · Supplies	8,621	48,594	146,130	97,536	66.75%
10-5700 · Vehicles	237	2,662	25,560	22,898	89.59%
10-5800 · Computer Operations	3,845	249,542	628,045	378,503	60.27%
10-5900 · Utilities	20,500	80,991	225,250	144,259	64.04%
10-6000 · Telephone	2,283	8,147	20,290	12,143	59.85%
10-6100 · Postage	1,370	5,370	12,000	6,630	55.25%
10-6200 · Maintenance	12,652	76,496	194,265	117,769	60.62%
10-6300 · Repair	5,158	38,545	126,805	88,261	69.60%
10-6400 · Insurance	0	4,474	82,400	77,926	94.57%
10-6500 · Professional Services	23,088	50,182	140,500	90,318	64.28%
10-6600 · Improvements	22,397	34,661	177,455	142,794	80.47%
10-6700 · Community Relations	10,407	58,259	210,850	152,591	72.37%
10-6900 · Contingency	0	0	25,000	25,000	100.00%
10-7000 · Debt Service	0	101,849	981,700	879,851	89.63%
20-8210 · Employer IMRF Disbursements	34,967	194,549	508,000	313,451	61.70%
20-8250 · Employer Soc Security Tax Disb	30,659	170,250	423,000	252,750	59.75%
10-6660 · Bookmobile	0	177,972	500,000	322,028	64.41%
60-9800 · Special Reserve Disbursements	5,000	35,776			
<b>Total Expenses</b>	<b>785,815</b>	<b>4,363,526</b>	<b>11,993,270</b>	<b>7,665,520</b>	<b>63.92%</b>
<b>Budget Impact - Surplus/(Deficit)</b>	<b>(551,475)</b>	<b>6,738,441</b>	<b>(825,315)</b>		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
 Bills Paid Summary 11/8 through 12/5

	<b>10-General</b>	<b>20-IMRF</b>	<b>60-Special Reserve</b>	<b>TOTAL</b>
<b>Income</b>				
00-4000 · Property Tax	196,805.27	17,121.61	-	213,926.88
00-4050 · Replacement Tax	16,330.26	-	-	16,330.26
00-4100 · Interest Earned	15,458.86	-	2,545.50	18,004.36
00-4200 · Other	1,550.22	-	-	1,550.22
10-4300 · Grants & Other Donations	12,100.00	-	-	12,100.00
10-4350 · Fines & Lost Materials	1,632.61	-	-	1,632.61
<b>Total Income</b>	<b>243,877.22</b>	<b>17,121.61</b>	<b>2,545.50</b>	<b>263,544.33</b>
<b>Operating Expenses</b>				
10-5100 · Salaries	413,011.80	-	-	413,011.80
10-5200 · Benefits	67,278.15	-	-	67,278.15
10-5300 · Training	1,324.15	-	-	1,324.15
10-5400 · Materials	99,938.18	-	-	99,938.18
10-5500 · Processing	3,703.63	-	-	3,703.63
10-5600 · Supplies	12,359.52	-	-	12,359.52
10-5700 · Vehicles	994.81	-	-	994.81
10-5800 · Computer Operations	2,570.88	-	-	2,570.88
10-5900 · Utilities	20,499.94	-	-	20,499.94
10-6000 · Telephone	2,282.84	-	-	2,282.84
10-6100 · Postage	1,370.00	-	-	1,370.00
10-6200 · Maintenance	12,651.61	-	-	12,651.61
10-6300 · Repair	7,054.84	-	-	7,054.84
10-6500 · Professional Services	23,088.49	-	-	23,088.49
10-6600 · Improvements	7,468.07	-	-	7,468.07
10-6700 · Community Relations	8,249.38	-	-	8,249.38
20-8210 · Employer IMRF Disbursements	-	34,966.54	-	34,966.54
20-8250 · Employer Soc Security Tax Disb	-	30,658.53	-	30,658.53
<b>Total Ordinary Expense</b>	<b>683,846.29</b>	<b>65,625.07</b>	<b>0.00</b>	<b>749,471.36</b>
<b>Total Expense</b>	<b>683,846.29</b>	<b>65,625.07</b>	<b>0.00</b>	<b>749,471.36</b>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
 Bills Paid Detail 11/8-12/5/25

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>00-4000 · Property Tax</b>						
<b>10-4000 · Property Tax General</b>						
	GJ	11/24/25	3999		196,036.15	196,036.15
	GJ	11/24/25	3999		769.12	196,805.27
Total 10-4000 · Property Tax General					<u>196,805.27</u>	<u>196,805.27</u>
<b>20-4000 · Property Tax IMRF</b>						
	GJ	11/24/25	3999		17,121.61	17,121.61
Total 20-4000 · Property Tax IMRF					<u>17,121.61</u>	<u>17,121.61</u>
Total 00-4000 · Property Tax					<u>213,926.88</u>	<u>213,926.88</u>
<b>00-4050 · Replacement Tax</b>						
<b>10-4050 · Replacement Tax General</b>						
	GJ	12/3/25	4004		16,330.26	16,330.26
Total 10-4050 · Replacement Tax General					<u>16,330.26</u>	<u>16,330.26</u>
Total 00-4050 · Replacement Tax					<u>16,330.26</u>	<u>16,330.26</u>
<b>00-4100 · Interest Earned</b>						
<b>60-3109 · Interest - Wintrust MaxSafe S/R</b>						
	GJ	11/30/25	4002		1,681.19	1,681.19
Total 60-3109 · Interest - Wintrust MaxSafe S/R					<u>1,681.19</u>	<u>1,681.19</u>
<b>10-3109 · Interest - Wintrust MaxSafe Gen</b>						
	GJ	11/30/25	4002		12,690.52	12,690.52
Total 10-3109 · Interest - Wintrust MaxSafe Gen					<u>12,690.52</u>	<u>12,690.52</u>
<b>10-4100 · Interest - General Fund</b>						
<b>10-4101 · Interest Income - Chase Savings</b>						
	GJ	11/30/25	4002		0.85	0.85
Total 10-4101 · Interest Income - Chase Savings					<u>0.85</u>	<u>0.85</u>
<b>10-4102 · Interest Income - Chase CD's</b>						
	GJ	11/30/25	4005		769.90	769.90
	GJ	11/30/25	4005		957.18	1,727.08
	GJ	11/30/25	4005		1,040.41	2,767.49
Total 10-4102 · Interest Income - Chase CD's					<u>2,767.49</u>	<u>2,767.49</u>
Total 10-4100 · Interest - General Fund					<u>2,768.34</u>	<u>2,768.34</u>
<b>60-4100 · Interest - Special Reserve</b>						
<b>60-4101 · Interest - Chase Savings</b>						
	GJ	11/30/25	4002		0.77	0.77
Total 60-4101 · Interest - Chase Savings					<u>0.77</u>	<u>0.77</u>
<b>60-4102 · Interest - Chase CD's</b>						
	GJ	11/30/25	4005		863.54	863.54
Total 60-4102 · Interest - Chase CD's					<u>863.54</u>	<u>863.54</u>
Total 60-4100 · Interest - Special Reserve					<u>864.31</u>	<u>864.31</u>
Total 00-4100 · Interest Earned					<u>18,004.36</u>	<u>18,004.36</u>
<b>00-4200 · Other</b>						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 11/8-12/5/25

	Type	Date	Num	Name	Paid Amount	Balance
<b>10-4450 · Copy Machine Income</b>						
<b>10-4451 · Aspen - Print/Copy Station</b>						
	Dep	12/4/25			518.60	518.60
Total 10-4451 · Aspen - Print/Copy Station					518.60	518.60
<b>10-4452 · Cook Park - Print/Copy Station</b>						
	Dep	12/4/25			565.50	565.50
Total 10-4452 · Cook Park - Print/Copy Station					565.50	565.50
Total 10-4450 · Copy Machine Income					1,084.10	1,084.10
<b>10-4500 · Misc - General Account</b>						
	Dep	11/26/25			2.50	2.50
	Dep	11/26/25			2.00	4.50
	Dep	11/26/25			174.00	178.50
	Dep	11/26/25			287.37	465.87
	Dep	12/4/25			0.25	466.12
Total 10-4500 · Misc - General Account					466.12	466.12
Total 00-4200 · Other					1,550.22	1,550.22
<b>10-4300 · Grants &amp; Other Donations</b>						
<b>10-4365 · Donations - Other</b>						
	Dep	12/4/25			100.00	100.00
	Dep	12/4/25			5,000.00	5,100.00
	Dep	12/4/25			7,000.00	12,100.00
Total 10-4365 · Donations - Other					12,100.00	12,100.00
Total 10-4300 · Grants & Other Donations					12,100.00	12,100.00
<b>10-4350 · Fines &amp; Lost Materials</b>						
	Bill	11/21/25	LOST/PAID - 111325	Krogman, Mary	-17.70	-17.70
	Bill	11/21/25	LOST/PAID - 110425	Lobo-Needham, Ryan	-23.65	-41.35
	Bill	11/21/25	LOST/PAID -110425	Xu, Yue	-18.99	-60.34
	Dep	11/26/25			54.47	-5.87
	Dep	11/26/25			34.45	28.58
	GJ	11/30/25	4002		1,729.38	1,757.96
	GJ	11/30/25	4006		-280.57	1,477.39
	Dep	12/4/25			97.39	1,574.78
	Dep	12/4/25			72.82	1,647.60
	Bill	12/5/25	LOST/PAID - 112825	Scharm, Elizabeth	-14.99	1,632.61
Total 10-4350 · Fines & Lost Materials					1,632.61	1,632.61
<b>Total Income</b>					<b>263,544.33</b>	<b>263,544.33</b>
<b>10-5100 · Salaries</b>						
<b>10-5110 · Salaries - Administration</b>						
	GJ	11/14/25	3998		44,800.33	44,800.33
	GJ	11/26/25	4000		45,527.10	90,327.43
Total 10-5110 · Salaries - Administration					90,327.43	90,327.43
<b>10-5120 · Salaries - Adult Svcs</b>						

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 11/8-12/5/25

	Type	Date	Num	Name	Paid Amount	Balance
	GJ	11/14/25	3998		33,576.63	33,576.63
	GJ	11/26/25	4000		33,697.09	67,273.72
Total 10-5120 · Salaries - Adult Svcs					67,273.72	67,273.72
<b>10-5130 · Salaries - Youth Svcs</b>						
	GJ	11/14/25	3998		37,549.57	37,549.57
	GJ	11/26/25	4000		38,076.49	75,626.06
Total 10-5130 · Salaries - Youth Svcs					75,626.06	75,626.06
<b>10-5140 · Salaries - Circulation</b>						
	GJ	11/14/25	3998		32,306.93	32,306.93
	GJ	11/26/25	4000		31,814.89	64,121.82
Total 10-5140 · Salaries - Circulation					64,121.82	64,121.82
<b>10-5145 · Salaries - Maintenance</b>						
	GJ	11/14/25	3998		9,397.66	9,397.66
	GJ	11/26/25	4000		9,585.42	18,983.08
Total 10-5145 · Salaries - Maintenance					18,983.08	18,983.08
<b>10-5150 · Salaries - ILL</b>						
	GJ	11/14/25	3998		4,630.98	4,630.98
	GJ	11/26/25	4000		4,633.87	9,264.85
Total 10-5150 · Salaries - ILL					9,264.85	9,264.85
<b>10-5155 · Salaries - Outreach</b>						
	GJ	11/14/25	3998		11,157.31	11,157.31
	GJ	11/26/25	4000		11,250.97	22,408.28
Total 10-5155 · Salaries - Outreach					22,408.28	22,408.28
<b>10-5160 · Salaries - Tech Svcs</b>						
	GJ	11/14/25	3998		25,630.25	25,630.25
	GJ	11/26/25	4000		25,351.51	50,981.76
Total 10-5160 · Salaries - Tech Svcs					50,981.76	50,981.76
<b>10-5165 · Salaries - Shelves</b>						
	GJ	11/14/25	3998		7,047.50	7,047.50
	GJ	11/26/25	4000		6,977.30	14,024.80
Total 10-5165 · Salaries - Shelves					14,024.80	14,024.80
Total 10-5100 · Salaries					413,011.80	413,011.80
<b>10-5200 · Benefits</b>						
<b>10-5210 · Health Insurance</b>						
	Bill	11/21/25	3457 - DEC 2025	Blue Cross Blue Shield Of Illinois	3,864.22	3,864.22
	Bill	11/21/25	3457 - DEC 2025	Blue Cross Blue Shield Of Illinois	14,446.51	18,310.73
	Bill	11/21/25	#10-2025M	Cooperative 90'S Medical	37,256.40	55,567.13
	Bill	11/21/25	#10-2025M	Cooperative 90'S Medical	4,749.60	60,316.73
	Bill	11/21/25	5047122025	NCPERS Group Life Ins	192.00	60,508.73
	Bill	11/28/25	175865	Aflac	131.58	60,640.31
	GJ	11/30/25	4007		628.76	61,269.07
	GJ	11/30/25	4007		361.00	61,630.07
	GJ	11/30/25	4007		504.13	62,134.20

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
 Bills Paid Detail 11/8-12/5/25

Type	Date	Num	Name	Paid Amount	Balance
GJ	11/30/25	4007		200.00	62,334.20
Total 10-5210 · Health Insurance				62,334.20	62,334.20
<b>10-5220 · Dental/Vision Insurance</b>					
Bill	11/21/25	#10.2025D	Cooperative 90'S Dental	1,402.20	1,402.20
Bill	11/21/25	#10.2025D	Cooperative 90'S Dental	3,617.80	5,020.00
Bill	11/21/25	1990500	Delta Dental of Illinois - Vision	110.10	5,130.10
Bill	11/21/25	1990500	Delta Dental of Illinois - Vision	284.37	5,414.47
Dep	11/26/25			-53.19	5,361.28
Dep	11/26/25			-53.19	5,308.09
Dep	11/26/25			-53.19	5,254.90
Dep	11/26/25			-159.57	5,095.33
Dep	11/26/25			-49.00	5,046.33
GJ	11/30/25	4003		-776.24	4,270.09
Total 10-5220 · Dental/Vision Insurance				4,270.09	4,270.09
<b>10-5240 · Life Insurance</b>					
Bill	11/28/25	1734276	Madison National Life Ins Co., Inc.	260.52	260.52
Total 10-5240 · Life Insurance				260.52	260.52
<b>10-5270 · LTD Insurance</b>					
Bill	11/28/25	1734276	Madison National Life Ins Co., Inc.	413.34	413.34
Total 10-5270 · LTD Insurance				413.34	413.34
Total 10-5200 · Benefits				67,278.15	67,278.15
<b>10-5300 · Training</b>					
<b>10-5310 · Workshops</b>					
<b>10-5311 · Workshops - Admin</b>					
CC	12/1/25	111425	Illinois Library Assoc-CMPL CC	55.00	55.00
Total 10-5311 · Workshops - Admin				55.00	55.00
<b>10-5312 · Workshops - Adult Svcs</b>					
CC	12/1/25	112725	Dupage Genealogical Society	75.00	75.00
Total 10-5312 · Workshops - Adult Svcs				75.00	75.00
<b>10-5318 · Workshops - Tech Svcs</b>					
Bill	11/21/25	11/14/2025	Du Clos, Katie	13.50	13.50
Total 10-5318 · Workshops - Tech Svcs				13.50	13.50
Total 10-5310 · Workshops				143.50	143.50
<b>10-5320 · Travel</b>					
<b>10-5321 · Travel - Admin</b>					
Bill	11/21/25	NOVEMBER 7, 2025	Hamann, Cyndi	45.36	45.36
Total 10-5321 · Travel - Admin				45.36	45.36
<b>10-5322 · Travel - Adult Svcs</b>					
Bill	11/21/25	OCTOBER 25	Thebarga, Nathan	20.16	20.16
Total 10-5322 · Travel - Adult Svcs				20.16	20.16
<b>10-5328 · Travel - Tech Svcs</b>					
Bill	11/21/25	NOVEMBER 14, 2025	Du Clos, Katie	63.31	63.31
Total 10-5328 · Travel - Tech Svcs				63.31	63.31

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

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	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 10-5320 · Travel					128.83	128.83
<b>10-5330 · Memberships</b>						
<b>10-5338 · Memberships - Tech Svcs</b>						
Bill	11/21/25	DUCLOS:JAN26-DEC26		American Library Association	125.00	125.00
Total 10-5338 · Memberships - Tech Svcs					125.00	125.00
Total 10-5330 · Memberships					125.00	125.00
<b>10-5350 · Conferences</b>						
<b>10-5351 · Conferences - Admin</b>						
CC	12/1/25	112625		PLA - CMPL CC	364.00	364.00
CC	12/1/25	112625		United Airlines - CMPL CC	334.96	698.96
Total 10-5351 · Conferences - Admin					698.96	698.96
Total 10-5350 · Conferences					698.96	698.96
<b>10-5365 · Staff Recognition</b>						
Bill	11/21/25	NOVEMBER 25		Coutre, Maureen	50.00	50.00
Bill	11/21/25	OCTOBER 2025		Heatherman, Amy	177.86	227.86
Total 10-5365 · Staff Recognition					227.86	227.86
Total 10-5300 · Training					1,324.15	1,324.15
<b>10-5400 · Materials</b>						
<b>10-5410 · Books - Adult</b>						
CC	11/8/25	102325		Amazon Marketplace.com	21.56	21.56
CC	11/8/25	102525		Amazon Marketplace.com	11.99	33.55
CC	11/8/25	102725		Amazon Marketplace.com	32.98	66.53
Bill	11/21/25	2039291077		Baker & Taylor - C0209743	110.75	177.28
Bill	11/21/25	999101610378		Cengage Learning, Inc.	112.46	289.74
Bill	11/21/25	999101623960		Cengage Learning, Inc.	121.56	411.30
Bill	11/21/25	999101377738		Cengage Learning, Inc.	98.37	509.67
Bill	11/21/25	2208695		Center Point Large Print	159.55	669.22
Bill	11/21/25	2202156		Center Point Large Print	128.84	798.06
Bill	11/21/25	2201943		Center Point Large Print	32.21	830.27
Bill	11/21/25	2206292		Center Point Large Print	96.63	926.90
Bill	11/21/25	999101648383		Cengage Learning, Inc.	112.46	1,039.36
Bill	11/21/25	1793585-B1		Information Today, Inc.	502.53	1,541.89
Bill	11/21/25	955593 - 2025-2026		Sullivan's Law Directory	153.29	1,695.18
Bill	11/21/25	91676886		Ingram Library Services	240.16	1,935.34
Bill	11/21/25	91714289		Ingram Library Services	264.16	2,199.50
Bill	11/21/25	4687207		Barnes & Noble, Inc.	64.00	2,263.50
Bill	11/21/25	999101697591		Cengage Learning, Inc.	29.59	2,293.09
Bill	11/21/25	999101694076		Cengage Learning, Inc.	30.39	2,323.48
Bill	11/21/25	999101704378		Cengage Learning, Inc.	29.59	2,353.07
Bill	11/21/25	999101704377		Cengage Learning, Inc.	30.39	2,383.46
Bill	11/21/25	999101706068		Cengage Learning, Inc.	170.94	2,554.40
Bill	11/21/25	999101706067		Cengage Learning, Inc.	161.55	2,715.95
Bill	11/21/25	999101698861		Cengage Learning, Inc.	510.24	3,226.19

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 11/8-12/5/25

Type	Date	Num	Name	Paid Amount	Balance
Bill	11/21/25	2209668	Center Point Large Print	161.05	3,387.24
Bill	11/21/25	91784664	Ingram Library Services	133.96	3,521.20
Bill	11/21/25	91839105	Ingram Library Services	838.23	4,359.43
Bill	11/21/25	91858020	Ingram Library Services	474.39	4,833.82
Bill	11/21/25	91839104	Ingram Library Services	21.08	4,854.90
Bill	11/21/25	91839103	Ingram Library Services	113.78	4,968.68
Bill	11/21/25	91839102	Ingram Library Services	1,286.61	6,255.29
Bill	11/21/25	91858019	Ingram Library Services	211.77	6,467.06
Bill	11/21/25	91945084	Ingram Library Services	205.20	6,672.26
Bill	11/21/25	91945085	Ingram Library Services	317.03	6,989.29
Bill	11/21/25	91973731	Ingram Library Services	325.50	7,314.79
Bill	11/21/25	91973732	Ingram Library Services	903.34	8,218.13
Bill	11/21/25	91973733	Ingram Library Services	647.71	8,865.84
Bill	11/21/25	91973730	Ingram Library Services	132.15	8,997.99
Bill	11/21/25	91973729	Ingram Library Services	14.29	9,012.28
Bill	11/21/25	91973728	Ingram Library Services	239.67	9,251.95
CC	12/1/25	110325	Amazon Marketplace.com	19.99	9,271.94
CC	12/1/25	110325	Amazon Marketplace.com	10.99	9,282.93
CC	12/1/25	110325	Amazon Marketplace.com	130.36	9,413.29
CC	12/1/25	110325	Amazon Marketplace.com	79.20	9,492.49
CC	12/1/25	110325	Amazon Marketplace.com	18.14	9,510.63
CC	12/1/25	110425	Amazon Marketplace.com	451.00	9,961.63
CC	12/1/25	110425	Amazon Marketplace.com	15.95	9,977.58
CC	12/1/25	110425	Amazon Marketplace.com	19.20	9,996.78
CC	12/1/25	110325	Amazon Marketplace.com	15.95	10,012.73
CC	12/1/25	110425	Amazon Marketplace.com	16.50	10,029.23
CC	12/1/25	110425	Amazon Marketplace.com	110.00	10,139.23
CC	12/1/25	110425	Amazon Marketplace.com	86.88	10,226.11
CC	12/1/25	110425	Amazon Marketplace.com	16.50	10,242.61
CC	12/1/25	110325	Amazon Marketplace.com	71.50	10,314.11
CC	12/1/25	110625	Amazon Marketplace.com	65.88	10,379.99
CC	12/1/25	110625	Amazon Marketplace.com	37.37	10,417.36
CC	12/1/25	110625	Amazon Marketplace.com	55.00	10,472.36
CC	12/1/25	110625	Amazon Marketplace.com	68.18	10,540.54
CC	12/1/25	110725	Amazon Marketplace.com	70.40	10,610.94
CC	12/1/25	102525	Amazon Marketplace.com	15.57	10,626.51
CC	12/1/25	111125	Amazon Marketplace.com	36.28	10,662.79
CC	12/1/25	100825	Amazon Marketplace.com	30.74	10,693.53
CC	12/1/25	111025	Amazon Marketplace.com	61.20	10,754.73
CC	12/1/25	111025	Amazon Marketplace.com	874.50	11,629.23
CC	12/1/25	111125	Amazon Marketplace.com	11.40	11,640.63
CC	12/1/25	111025	Amazon Marketplace.com	15.37	11,656.00
CC	12/1/25	111025	Amazon Marketplace.com	11.40	11,667.40

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
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Type	Date	Num	Name	Paid Amount	Balance
CC	12/1/25	111025	Amazon Marketplace.com	262.88	11,930.28
CC	12/1/25	111125	Amazon Marketplace.com	57.60	11,987.88
CC	12/1/25	111125	Amazon Marketplace.com	26.40	12,014.28
CC	12/1/25	111025	Amazon Marketplace.com	60.50	12,074.78
CC	12/1/25	111125	Amazon Marketplace.com	18.14	12,092.92
CC	12/1/25	111125	Amazon Marketplace.com	33.00	12,125.92
CC	12/1/25	111125	Amazon Marketplace.com	29.70	12,155.62
CC	12/1/25	111025	Amazon Marketplace.com	117.50	12,273.12
CC	12/1/25	111325	Amazon Marketplace.com	25.48	12,298.60
CC	12/1/25	111325	Amazon Marketplace.com	30.15	12,328.75
CC	12/1/25	111425	Amazon Marketplace.com	22.19	12,350.94
CC	12/1/25	102725	Amazon Marketplace.com	23.82	12,374.76
CC	12/1/25	111625	Amazon Marketplace.com	160.00	12,534.76
CC	12/1/25	111725	Amazon Marketplace.com	61.20	12,595.96
CC	12/1/25	111625	Amazon Marketplace.com	69.28	12,665.24
CC	12/1/25	111725	Amazon Marketplace.com	19.25	12,684.49
CC	12/1/25	111725	Amazon Marketplace.com	725.35	13,409.84
CC	12/1/25	111725	Amazon Marketplace.com	33.00	13,442.84
CC	12/1/25	111725	Amazon Marketplace.com	33.00	13,475.84
CC	12/1/25	111725	Amazon Marketplace.com	31.90	13,507.74
CC	12/1/25	111725	Amazon Marketplace.com	96.60	13,604.34
CC	12/1/25	111825	Amazon Marketplace.com	31.90	13,636.24
CC	12/1/25	111725	Amazon Marketplace.com	32.45	13,668.69
CC	12/1/25	111825	Amazon Marketplace.com	11.00	13,679.69
CC	12/1/25	111825	Barnes & Noble, Inc.- CMPL CC	103.96	13,783.65
CC	12/1/25	111725	Amazon Marketplace.com	39.60	13,823.25
CC	12/1/25	111725	Amazon Marketplace.com	30.84	13,854.09
CC	12/1/25	111825	Amazon Marketplace.com	39.60	13,893.69
CC	12/1/25	111925	Amazon Marketplace.com	92.95	13,986.64
CC	12/1/25	112025	Amazon Marketplace.com	23.72	14,010.36
CC	12/1/25	111925	Amazon Marketplace.com	131.65	14,142.01
CC	12/1/25	111725	Amazon Marketplace.com	16.50	14,158.51
CC	12/1/25	111925	Amazon Marketplace.com	46.17	14,204.68
CC	12/1/25	112425	Amazon Marketplace.com	15.39	14,220.07
CC	12/1/25	111725	Amazon Marketplace.com	23.89	14,243.96
CC	12/1/25	112525	Amazon Marketplace.com	52.80	14,296.76
CC	12/1/25	102125	Amazon Marketplace.com	35.20	14,331.96
CC	12/1/25	11525	Amazon Marketplace.com	22.20	14,354.16
CC	12/1/25	102325	Amazon Marketplace.com	52.80	14,406.96
CC	12/1/25	111725	Amazon Marketplace.com	16.49	14,423.45
CC	12/1/25	100225	Amazon Marketplace.com	15.40	14,438.85
CC	12/1/25	112425	Amazon Marketplace.com	16.49	14,455.34
CC	12/1/25	112525	Amazon Marketplace.com	-68.22	14,387.12

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 Bills Paid Detail 11/8-12/5/25

Type	Date	Num	Name	Paid Amount	Balance
CC	12/1/25	112525	Amazon Marketplace.com	15.39	14,402.51
CC	12/1/25	101625	Amazon Marketplace.com	50.45	14,452.96
CC	12/1/25	112525	Amazon Marketplace.com	17.60	14,470.56
CC	12/1/25	112425	Barnes & Noble, Inc. - CMPL CC	109.95	14,580.51
CC	12/1/25	112425	Amazon Marketplace.com	81.45	14,661.96
CC	12/1/25	112625	Amazon Marketplace.com	98.30	14,760.26
CC	12/1/25	112525	Amazon Marketplace.com	29.39	14,789.65
CC	12/1/25	112525	Amazon Marketplace.com	15.39	14,805.04
CC	12/1/25	112525	Amazon Marketplace.com	64.74	14,869.78
CC	12/1/25	093025	Amazon Marketplace.com	28.95	14,898.73
CC	12/1/25	102125	Amazon Marketplace.com	176.00	15,074.73
CC	12/1/25	113025	Amazon Marketplace.com	61.20	15,135.93
CC	12/1/25	120125	Amazon Marketplace.com	16.77	15,152.70
CC	12/1/25	111725	Amazon Marketplace.com	66.00	15,218.70
CC	12/1/25	111725	Amazon Marketplace.com	82.08	15,300.78
Total 10-5410 · Books - Adult				15,300.78	15,300.78
<b>10-5415 · Books - Juvenile</b>					
CC	11/8/25	101425	Amazon Marketplace.com	90.79	90.79
CC	11/8/25	100525	Amazon Marketplace.com	37.02	127.81
CC	11/8/25	101425	Amazon Marketplace.com	11.69	139.50
CC	11/8/25	101425	Amazon Marketplace.com	12.34	151.84
CC	11/8/25	100525	Amazon Marketplace.com	100.00	251.84
Bill	11/21/25	91714288	Ingram Library Services	148.50	400.34
Bill	11/21/25	91800789	Ingram Library Services	137.47	537.81
Bill	11/21/25	91800790	Ingram Library Services	217.02	754.83
Bill	11/21/25	91829242	Ingram Library Services	56.05	810.88
Bill	11/21/25	91829243	Ingram Library Services	175.19	986.07
Bill	11/21/25	91839101	Ingram Library Services	700.83	1,686.90
Bill	11/21/25	91945087	Ingram Library Services	129.91	1,816.81
Bill	11/21/25	91945086	Ingram Library Services	470.05	2,286.86
Bill	11/21/25	999101719058	Cengage Learning, Inc.	19.99	2,306.85
CC	12/1/25	110325	Amazon Marketplace.com	51.98	2,358.83
CC	12/1/25	110325	Amazon Marketplace.com	32.47	2,391.30
CC	12/1/25	110325	Amazon Marketplace.com	35.98	2,427.28
CC	12/1/25	110325	Amazon Marketplace.com	32.64	2,459.92
CC	12/1/25	110325	Amazon Marketplace.com	108.19	2,568.11
CC	12/1/25	110425	Amazon Marketplace.com	25.98	2,594.09
CC	12/1/25	110425	Amazon Marketplace.com	14.28	2,608.37
CC	12/1/25	110425	Amazon Marketplace.com	25.98	2,634.35
CC	12/1/25	110425	Amazon Marketplace.com	23.38	2,657.73
CC	12/1/25	110525	Amazon Marketplace.com	49.98	2,707.71
CC	12/1/25	102425	Elenco - CMPL CC	45.38	2,753.09
CC	12/1/25	110625	Amazon Marketplace.com	-193.63	2,559.46

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Type	Date	Num	Name	Paid Amount	Balance
CC	12/1/25	110525	Amazon Marketplace.com	55.60	2,615.06
CC	12/1/25	110725	Amazon Marketplace.com	31.18	2,646.24
CC	12/1/25	110725	Amazon Marketplace.com	22.08	2,668.32
CC	12/1/25	110825	Amazon Marketplace.com	25.98	2,694.30
CC	12/1/25	110925	Amazon Marketplace.com	23.21	2,717.51
CC	12/1/25	110925	Amazon Marketplace.com	25.98	2,743.49
CC	12/1/25	110925	Amazon Marketplace.com	32.48	2,775.97
CC	12/1/25	111125	Amazon Marketplace.com	37.02	2,812.99
CC	12/1/25	111125	Amazon Marketplace.com	11.10	2,824.09
CC	12/1/25	111025	Amazon Marketplace.com	17.58	2,841.67
CC	12/1/25	111125	Amazon Marketplace.com	105.89	2,947.56
CC	12/1/25	111125	Amazon Marketplace.com	25.98	2,973.54
CC	12/1/25	111125	Amazon Marketplace.com	10.49	2,984.03
CC	12/1/25	111125	Amazon Marketplace.com	20.98	3,005.01
CC	12/1/25	111425	Amazon Marketplace.com	28.27	3,033.28
CC	12/1/25	111425	Amazon Marketplace.com	22.99	3,056.27
CC	12/1/25	111525	Amazon Marketplace.com	193.63	3,249.90
CC	12/1/25	102225	Amazon Marketplace.com	11.69	3,261.59
CC	12/1/25	111225	Amazon Marketplace.com	11.69	3,273.28
CC	12/1/25	111825	Amazon Marketplace.com	19.48	3,292.76
CC	12/1/25	111825	Amazon Marketplace.com	25.48	3,318.24
CC	12/1/25	112525	Amazon Marketplace.com	25.98	3,344.22
CC	12/1/25	112825	Amazon Marketplace.com	23.21	3,367.43
CC	12/1/25	110425	Amazon Marketplace.com	68.62	3,436.05
Total 10-5415 · Books - Juvenile				3,436.05	3,436.05
<b>10-5420 · Audio/Visual - Adult</b>					
Bill	11/21/25	507932426	Midwest Tape, LLC	968.93	968.93
Bill	11/21/25	507923051	Midwest Tape, LLC	398.28	1,367.21
Bill	11/21/25	507914804	Midwest Tape, LLC	1,631.75	2,998.96
Bill	11/21/25	507956147	Midwest Tape, LLC	152.10	3,151.06
Bill	11/21/25	507981158	Midwest Tape, LLC	3,653.73	6,804.79
Bill	11/21/25	508018622	Midwest Tape, LLC	1,835.98	8,640.77
Bill	11/21/25	507990718	Midwest Tape, LLC	121.14	8,761.91
Bill	11/21/25	508034767	Midwest Tape, LLC	589.12	9,351.03
Bill	11/21/25	508025531	Midwest Tape, LLC	183.63	9,534.66
CC	12/1/25	110525	Amazon Marketplace.com	28.12	9,562.78
CC	12/1/25	111525	Amazon Marketplace.com	8.44	9,571.22
Total 10-5420 · Audio/Visual - Adult				9,571.22	9,571.22
<b>10-5430 · Games - Adult</b>					
Bill	11/21/25	025005	Crimson Multimedia Distribution, Inc.	1,161.32	1,161.32
Bill	11/21/25	025006	Crimson Multimedia Distribution, Inc.	240.00	1,401.32
Bill	11/21/25	025277	Crimson Multimedia Distribution, Inc.	90.00	1,491.32
Total 10-5430 · Games - Adult				1,491.32	1,491.32

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
 Bills Paid Detail 11/8-12/5/25

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>10-5435 · Games - Youth</b>						
	Bill	11/21/25	025008	Crimson Multimedia Distribution, Inc.	535.04	535.04
	Bill	11/21/25	025007	Crimson Multimedia Distribution, Inc.	1,170.97	1,706.01
	Bill	11/21/25	025276	Crimson Multimedia Distribution, Inc.	166.12	1,872.13
Total 10-5435 · Games - Youth					<u>1,872.13</u>	<u>1,872.13</u>
<b>10-5440 · Periodicals - Adult</b>						
	CC	11/8/25	102825	Cooking Light - CMPL CC	25.00	25.00
	Bill	11/21/25	1763583	Ebsco Industries Inc.	3,696.07	3,721.07
	Bill	11/21/25	1763584	Ebsco Industries Inc.	14,465.00	18,186.07
	CC	12/1/25	111225	Lake County News Sun	272.64	18,458.71
	CC	12/1/25	111825	Chicago Tribune - CMPL CC	272.00	18,730.71
	CC	12/1/25	111825	General Society of Mayflower	48.00	18,778.71
	CC	12/1/25	112825	Lake County News Sun	505.44	19,284.15
Total 10-5440 · Periodicals - Adult					<u>19,284.15</u>	<u>19,284.15</u>
<b>10-5445 · Periodicals - Juvenile</b>						
	Bill	11/21/25	1763583	Ebsco Industries Inc.	1,230.28	1,230.28
	Bill	11/21/25	1763584	Ebsco Industries Inc.	1,012.87	2,243.15
Total 10-5445 · Periodicals - Juvenile					<u>2,243.15</u>	<u>2,243.15</u>
<b>10-5450 · Circulating Technologies</b>						
<b>10-5451 · Circ Tech - Equipment</b>						
	CC	12/1/25	11829	Trend Micro - CMPL CC	162.69	162.69
Total 10-5451 · Circ Tech - Equipment					<u>162.69</u>	<u>162.69</u>
<b>10-5453 · Circ Tech - Subscriptions</b>						
	CC	12/1/25	112825	Netflix.com - CMPL CC	24.99	24.99
	CC	12/1/25	110325	Netflix.com - CMPL CC	24.99	49.98
	CC	12/1/25	110425	Hulu	18.99	68.97
	CC	12/1/25	112225	Hulu	18.99	87.96
	CC	12/1/25	120125	Hulu	18.99	106.95
	CC	12/1/25	112625	VIX Plus	8.99	115.94
Total 10-5453 · Circ Tech - Subscriptions					<u>115.94</u>	<u>115.94</u>
Total 10-5450 · Circulating Technologies					<u>278.63</u>	<u>278.63</u>
<b>10-5490 · Electronic Services</b>						
<b>10-5491 · Online Databases</b>						
	Bill	11/21/25	15138	RAILS	405.00	405.00
	Bill	11/21/25	5075	WP Company LLC	1,800.00	2,205.00
	Bill	11/21/25	223108	American Ancestors	540.00	2,745.00
	Bill	11/21/25	INV005303	PolicyMap, Inc.	6,560.00	9,305.00
Total 10-5491 · Online Databases					<u>9,305.00</u>	<u>9,305.00</u>
<b>10-5494 · Digital Popular Materials</b>						
	Bill	11/21/25	91011032454	Ebsco Industries Inc.	4,182.37	4,182.37

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
 Bills Paid Detail 11/8-12/5/25

Type	Date	Num	Name	Paid Amount	Balance
Bill	11/21/25	07001CO25326217	Overdrive, Inc.	1,272.73	5,455.10
Bill	11/21/25	07001CO25326218	Overdrive, Inc.	1,250.92	6,706.02
Bill	11/21/25	07001CO25326219	Overdrive, Inc.	280.00	6,986.02
Bill	11/21/25	07001CO25326209	Overdrive, Inc.	234.91	7,220.93
Bill	11/21/25	07001CO25333696	Overdrive, Inc.	982.91	8,203.84
Bill	11/21/25	07001CO25333704	Overdrive, Inc.	1,284.62	9,488.46
Bill	11/21/25	07001CO25333714	Overdrive, Inc.	178.92	9,667.38
Bill	11/21/25	07001CO25333701	Overdrive, Inc.	300.83	9,968.21
Bill	11/21/25	476282 - PPU	Kanopy Inc.	701.00	10,669.21
Bill	11/21/25	507967389	Midwest Tape, LLC	14,839.94	25,509.15
Bill	11/21/25	07001CO25348468	Overdrive, Inc.	1,347.91	26,857.06
Bill	11/21/25	07001CO25348469	Overdrive, Inc.	1,114.90	27,971.96
Bill	11/21/25	07001CO25348484	Overdrive, Inc.	407.86	28,379.82
Bill	11/21/25	07001CO25348459	Overdrive, Inc.	198.98	28,578.80
Bill	11/21/25	1000471069	OCLC Inc.	5,572.05	34,150.85
Bill	11/21/25	07001CO25355492	Overdrive, Inc.	973.48	35,124.33
Bill	11/21/25	07001CO25355447	Overdrive, Inc.	920.08	36,044.41
Bill	11/21/25	07001CO25355451	Overdrive, Inc.	589.43	36,633.84
Bill	11/21/25	07001CO25355432	Overdrive, Inc.	127.55	36,761.39
				<u>36,761.39</u>	<u>36,761.39</u>
Total 10-5494 · Digital Popular Materials				<u>36,761.39</u>	<u>36,761.39</u>
Total 10-5490 · Electronic Services				46,066.39	46,066.39
<b>10-5497 · Interlibrary Loan Fees</b>					
Bill	11/21/25	33297	IHLS-OCLC	367.63	367.63
CC	12/1/25	111825	Amazon Marketplace.com	26.73	394.36
Total 10-5497 · Interlibrary Loan Fees				<u>394.36</u>	<u>394.36</u>
Total 10-5400 · Materials				99,938.18	99,938.18
<b>10-5500 · Processing</b>					
<b>10-5520 · Cataloging</b>					
Bill	11/21/25	MR0700125330189	Overdrive, Inc.	729.12	729.12
Bill	11/21/25	33297	IHLS-OCLC	2,974.51	3,703.63
Total 10-5520 · Cataloging				<u>3,703.63</u>	<u>3,703.63</u>
Total 10-5500 · Processing				3,703.63	3,703.63
<b>10-5600 · Supplies</b>					
<b>10-5611 · Supplies - Admin</b>					
Bill	11/21/25	193521 - OCTOBER 25	Warehouse Direct, Inc	943.03	943.03
CC	12/1/25	112025	Amazon Marketplace.com	147.00	1,090.03
CC	12/1/25	112025	Amazon Marketplace.com	48.99	1,139.02
Total 10-5611 · Supplies - Admin				<u>1,139.02</u>	<u>1,139.02</u>
<b>10-5613 · Supplies - Youth Svcs</b>					
CC	12/1/25	102925	Demco, Inc, - CMPL CC	118.90	118.90
CC	12/1/25	111225	Amazon Marketplace.com	32.99	151.89
CC	12/1/25	111225	Amazon Marketplace.com	25.97	177.86

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 11/8-12/5/25

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	CC	12/1/25	112025	Amazon Marketplace.com	36.98	214.84
Total 10-5613 · Supplies - Youth Svcs					214.84	214.84
<b>10-5614 · Supplies - Circulation</b>						
	Bill	11/21/25	193521 - OCTOBER 25	Warehouse Direct, Inc	15.15	15.15
Total 10-5614 · Supplies - Circulation					15.15	15.15
<b>10-5615 · Supplies - Maintenance</b>						
	Bill	11/21/25	092625-101425	ACE Hardware Of Libertyville, Inc.	11.99	11.99
	Bill	11/21/25	092625-101425	ACE Hardware Of Libertyville, Inc.	33.75	45.74
	Bill	11/21/25	193521 - OCTOBER 25	Warehouse Direct, Inc	1,732.19	1,777.93
	CC	12/1/25	111225	JC Licht	109.34	1,887.27
	CC	12/1/25	111825	JC Licht	55.19	1,942.46
	CC	12/1/25	110425	Amazon Marketplace.com	115.96	2,058.42
	CC	12/1/25	111025	Amazon Marketplace.com	399.99	2,458.41
	CC	12/1/25	111825	Amazon Marketplace.com	178.71	2,637.12
	CC	12/1/25	111825	Uline - CMPL CC	48.99	2,686.11
	CC	12/1/25	112425	Uline - CMPL CC	163.72	2,849.83
Total 10-5615 · Supplies - Maintenance					2,849.83	2,849.83
<b>10-5616 · Supplies - ILL</b>						
	CC	12/1/25	103025	Amazon Marketplace.com	67.70	67.70
Total 10-5616 · Supplies - ILL					67.70	67.70
<b>10-5618 · Supplies - Tech Svcs</b>						
	Bill	11/21/25	193521 - OCTOBER 25	Warehouse Direct, Inc	177.15	177.15
	CC	12/1/25	11025	Computype - CMPL CC	800.10	977.25
	CC	12/1/25	110525	Nordisco - CMPL CC	150.56	1,127.81
	CC	12/1/25	110525	Amazon Marketplace.com	92.00	1,219.81
	CC	12/1/25	102725	Grainger - CMPL CC	-24.96	1,194.85
	CC	12/1/25	111425	Computype - CMPL CC	3,238.50	4,433.35
	CC	12/1/25	111425	Demco, Inc, - CMPL CC	101.25	4,534.60
Total 10-5618 · Supplies - Tech Svcs					4,534.60	4,534.60
<b>10-5660 · Supplies - Computer</b>						
	Bill	11/21/25	193521 - OCTOBER 25	Warehouse Direct, Inc	1,700.10	1,700.10
	CC	12/1/25	111025	Amazon Marketplace.com	41.48	1,741.58
Total 10-5660 · Supplies - Computer					1,741.58	1,741.58
<b>10-5670 · Supplies - Paper</b>						
	Bill	11/21/25	69077	Graphic 14, Incorporated	919.00	919.00
Total 10-5670 · Supplies - Paper					919.00	919.00
<b>10-5680 · Supplies - Staff Room</b>						
	Bill	11/21/25	4	Premier Vending, Inc.	69.78	69.78
	Bill	11/21/25	3	Premier Vending, Inc.	139.56	209.34
	Bill	11/21/25	193521 - OCTOBER 25	Warehouse Direct, Inc	648.87	858.21
	CC	12/1/25	112125	Amazon Marketplace.com	19.59	877.80
Total 10-5680 · Supplies - Staff Room					877.80	877.80
Total 10-5600 · Supplies					12,359.52	12,359.52

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 11/8-12/5/25

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>10-5700 · Vehicles</b>						
<b>10-5720 · Bookmobile Maintenance/Repair</b>						
	CC	12/1/25	112025	83RV, Inc	180.79	180.79
	CC	12/1/25	112025	83RV, Inc	-14.79	166.00
	CC	12/1/25	110725	Lake County Truck Sales-CMPL CC	793.11	959.11
Total 10-5720 · Bookmobile Maintenance/Repair					<u>959.11</u>	<u>959.11</u>
<b>10-5730 · Bookmobile Delivery Service</b>						
	Bill	12/5/25	NOVEMBER 25	Varga, Karen	35.70	35.70
Total 10-5730 · Bookmobile Delivery Service					<u>35.70</u>	<u>35.70</u>
Total 10-5700 · Vehicles					<u>994.81</u>	<u>994.81</u>
<b>10-5800 · Computer Operations</b>						
<b>10-5830 · Replacement Hardware/Software</b>						
<b>10-5831 · Rep Hrdwre/Sftwre - Admin</b>						
	Bill	11/21/25	AG7WT15	CDW Government, Inc.	216.18	216.18
	CC	12/1/25	120125	Liberated Syndication - CMPL CC	7.00	223.18
	CC	12/1/25	110325	Timely - CMPL CC	241.00	464.18
Total 10-5831 · Rep Hrdwre/Sftwre - Admin					<u>464.18</u>	<u>464.18</u>
Total 10-5830 · Replacement Hardware/Software					<u>464.18</u>	<u>464.18</u>
<b>10-5860 · Internet</b>						
	CC	11/8/25	101325	Comcast - CMPL CC	344.78	344.78
	Bill	11/21/25	743058015	AT&T	1,414.66	1,759.44
	CC	12/1/25	111325	Comcast - CMPL CC	347.26	2,106.70
Total 10-5860 · Internet					<u>2,106.70</u>	<u>2,106.70</u>
Total 10-5800 · Computer Operations					<u>2,570.88</u>	<u>2,570.88</u>
<b>10-5900 · Utilities</b>						
<b>10-5910 · Electricity</b>						
<b>10-5911 · Electricity - Aspen</b>						
	Bill	11/21/25	71657225801	Constellation New Energy, Inc.	8,366.42	8,366.42
Total 10-5911 · Electricity - Aspen					<u>8,366.42</u>	<u>8,366.42</u>
<b>10-5912 · Electricity - Cook Park</b>						
	Bill	11/21/25	71657250001	Constellation New Energy, Inc.	9,841.04	9,841.04
Total 10-5912 · Electricity - Cook Park					<u>9,841.04</u>	<u>9,841.04</u>
Total 10-5910 · Electricity					<u>18,207.46</u>	<u>18,207.46</u>
<b>10-5920 · Gas</b>						
<b>10-5921 · Gas - Aspen</b>						
	Bill	11/21/25	4431760	Constellation Natural Gas	48.11	48.11
Total 10-5921 · Gas - Aspen					<u>48.11</u>	<u>48.11</u>
<b>10-5922 · Gas - Cook Park</b>						
	Bill	11/21/25	4431760	Constellation Natural Gas	102.50	102.50
Total 10-5922 · Gas - Cook Park					<u>102.50</u>	<u>102.50</u>
Total 10-5920 · Gas					<u>150.61</u>	<u>150.61</u>
<b>10-5930 · Water</b>						
<b>10-5931 · Water - Aspen</b>						

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Detail 11/8-12/5/25**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	Ck	11/30/25	LC 112425	Lake County Dept of Public Works	522.02	522.02
Total 10-5931 · Water - Aspen					522.02	522.02
<b>10-5932 · Water - Cook Park</b>						
	Ck	11/30/25	613E3D9 11	Village of Libertyville	1,619.85	1,619.85
Total 10-5932 · Water - Cook Park					1,619.85	1,619.85
Total 10-5930 · Water					2,141.87	2,141.87
Total 10-5900 · Utilities					20,499.94	20,499.94
<b>10-6000 · Telephone</b>						
<b>10-6010 · Telephone</b>						
	Bill	11/11/25	84483	Peerless Network, Inc.	1,083.63	1,083.63
	Bill	11/21/25	86211	Peerless Network, Inc.	1,084.71	2,168.34
Total 10-6010 · Telephone					2,168.34	2,168.34
<b>10-6020 · Bookmobile - Telephone</b>						
	Ck	11/30/25	6126222237	Verizon Wireless Services LLC	83.50	83.50
	CC	12/1/25	092025	T-Mobile - CMPL CC	31.00	114.50
Total 10-6020 · Bookmobile - Telephone					114.50	114.50
Total 10-6000 · Telephone					2,282.84	2,282.84
<b>10-6100 · Postage</b>						
	Bill	11/12/25	PERMIT #6 - 111125	U.S. Postmaster	370.00	370.00
	Ck	11/30/25	50271857NOV	Pitney Bowes - Reserve Account	1,000.00	1,370.00
Total 10-6100 · Postage					1,370.00	1,370.00
<b>10-6200 · Maintenance</b>						
<b>10-6210 · Janitorial Service</b>						
<b>10-6211 · Janitorial Service - Aspen</b>						
	Bill	11/21/25	C31570	Complete Cleaning Company, Inc.	2,625.00	2,625.00
Total 10-6211 · Janitorial Service - Aspen					2,625.00	2,625.00
<b>10-6212 · Janitorial Service - Cook Park</b>						
	Bill	11/21/25	C31570	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
<b>10-6220 · Landscaping Service</b>						
<b>10-6221 · Landscaping - Aspen</b>						
	Bill	11/21/25	68561	Landscape Concepts, Inc.	2,860.00	2,860.00
	Bill	11/21/25	68232	Landscape Concepts, Inc.	1,001.75	3,861.75
Total 10-6221 · Landscaping - Aspen					3,861.75	3,861.75
<b>10-6222 · Landscaping - Cook Park</b>						
	Bill	11/21/25	67998	Landscape Concepts, Inc.	609.75	609.75
Total 10-6222 · Landscaping - Cook Park					609.75	609.75
Total 10-6220 · Landscaping Service					4,471.50	4,471.50
<b>10-6240 · Trash Removal</b>						
<b>10-6242 · Trash Removal - Cook Park</b>						
	Ck	11/30/25	15428035T09	Groot Industries, Inc.	251.22	251.22
Total 10-6242 · Trash Removal - Cook Park					251.22	251.22

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 11/8-12/5/25

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 10-6240 · Trash Removal					251.22	251.22
<b>10-6250 · Miscellaneous</b>						
<b>10-6251 · Misc. Maintenance - Aspen</b>						
Bill	11/21/25	7180		AMS Of Northern Illinois	205.20	205.20
Total 10-6251 · Misc. Maintenance - Aspen					205.20	205.20
<b>10-6252 · Misc. Maintenance - Cook Park</b>						
Bill	11/21/25	015600CS368092		Ambius	431.98	431.98
Bill	11/21/25	7180		AMS Of Northern Illinois	154.80	586.78
Bill	11/21/25	7737		Village of Libertyville	103.00	689.78
Ck	11/30/25	KVPW466		Iron Mountain Incorporated	158.91	848.69
Total 10-6252 · Misc. Maintenance - Cook Park					848.69	848.69
Total 10-6250 · Miscellaneous					1,053.89	1,053.89
Total 10-6200 · Maintenance					12,651.61	12,651.61
<b>10-6300 · Repair</b>						
<b>10-6330 · Mechanical Repairs</b>						
<b>10-6332 · Mechanical Repairs - Cook Park</b>						
CC	12/1/25	47003		American Backflow & Fire Prevention	1,523.00	1,523.00
Total 10-6332 · Mechanical Repairs - Cook Park					1,523.00	1,523.00
Total 10-6330 · Mechanical Repairs					1,523.00	1,523.00
<b>10-6340 · Service Contracts-Mech. &amp; Bldg.</b>						
<b>10-6341 · Service Contracts - Aspen</b>						
Bill	11/21/25	30132		JM Irrigation, LLC	250.00	250.00
Bill	11/21/25	41880876		Johnson Controls Security Solutions	424.94	674.94
Bill	11/21/25	C014154		Sherman Mechanical, Inc.	1,524.00	2,198.94
CC	12/1/25	I-78564		FSS Technologies - CMPL CC	120.00	2,318.94
CC	12/1/25	I-78564		FSS Technologies - CMPL CC	99.00	2,417.94
Total 10-6341 · Service Contracts - Aspen					2,417.94	2,417.94
<b>10-6342 · Service Contracts - Cook Park</b>						
Bill	11/21/25	41880877		Johnson Controls Security Solutions	485.90	485.90
Bill	11/21/25	C014123		Sherman Mechanical, Inc.	2,203.00	2,688.90
Total 10-6342 · Service Contracts - Cook Park					2,688.90	2,688.90
Total 10-6340 · Service Contracts-Mech. & Bldg.					5,106.84	5,106.84
<b>10-6360 · Office Machine Service Contract</b>						
Bill	12/5/25	3125		RMC Imaging, Inc.	425.00	425.00
Total 10-6360 · Office Machine Service Contract					425.00	425.00
Total 10-6300 · Repair					7,054.84	7,054.84
<b>10-6500 · Professional Services</b>						
<b>10-6510 · Accounting Services</b>						
Bill	11/28/25	110123		Lauterbach & Amen, LLP	15,000.00	15,000.00
Total 10-6510 · Accounting Services					15,000.00	15,000.00
<b>10-6520 · Legal Services</b>						
Bill	11/21/25	252958		Klein, Thorpe and Jenkins, Ltd	183.75	183.75
Total 10-6520 · Legal Services					183.75	183.75

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 11/8-12/5/25

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>10-6530 · Consulting</b>						
	Bill	11/21/25	22916	HR Source	4,875.00	4,875.00
Total 10-6530 · Consulting					<u>4,875.00</u>	<u>4,875.00</u>
<b>10-6540 · Payroll Processing</b>						
	GJ	11/14/25	3997		2,133.56	2,133.56
	GJ	11/26/25	4001		853.96	2,987.52
Total 10-6540 · Payroll Processing					<u>2,987.52</u>	<u>2,987.52</u>
<b>10-6560 · Recruitment</b>						
	Ck	11/30/25	9218041375	Quest Diagnostics	39.55	39.55
Total 10-6560 · Recruitment					<u>39.55</u>	<u>39.55</u>
<b>10-6575 · Miscellaneous Services &amp; Fees</b>						
	Ck	11/30/25	102025	Sam's Club Direct	2.67	2.67
Total 10-6575 · Miscellaneous Services & Fees					<u>2.67</u>	<u>2.67</u>
Total 10-6500 · Professional Services					<u>23,088.49</u>	<u>23,088.49</u>
<b>10-6600 · Improvements</b>						
<b>10-6610 · Furniture</b>						
<b>10-6611 · Furniture - Admin</b>						
	Bill	11/21/25	78330	Continua Interiors of Illinois, LLC	216.30	216.30
Total 10-6611 · Furniture - Admin					<u>216.30</u>	<u>216.30</u>
Total 10-6610 · Furniture					<u>216.30</u>	<u>216.30</u>
<b>10-6620 · Computers</b>						
<b>10-6621 · Computers - Admin</b>						
	Bill	11/21/25	30457	Computer View, Inc.	6,210.00	6,210.00
Total 10-6621 · Computers - Admin					<u>6,210.00</u>	<u>6,210.00</u>
Total 10-6620 · Computers					<u>6,210.00</u>	<u>6,210.00</u>
<b>10-6650 · Copiers &amp; Other Leased Equip</b>						
	Ck	11/30/25	48054966	Konica Minolta	1,041.77	1,041.77
Total 10-6650 · Copiers & Other Leased Equip					<u>1,041.77</u>	<u>1,041.77</u>
Total 10-6600 · Improvements					<u>7,468.07</u>	<u>7,468.07</u>
<b>10-6700 · Community Relations</b>						
<b>10-6712 · Graphics</b>						
	CC	12/1/25	112125	YourStuffMade.com - CMPL CC	117.95	117.95
Total 10-6712 · Graphics					<u>117.95</u>	<u>117.95</u>
<b>10-6720 · Programming - Adult</b>						
<b>10-6721 · Programs - Performances</b>						
	Bill	11/11/25	NOVEMBER 9, 2025	Gary E. Midkiff & Company	230.00	230.00
	Bill	11/11/25	A111025	KJR Studio Productions	200.00	430.00
	Bill	11/21/25	2051	Hinson, Hailey Ahanna	360.00	790.00
	Bill	11/21/25	202511	Opsal, Carol	50.00	840.00
	Bill	11/28/25	NOVEMBER 25	Garcilazo, Brittney	150.00	990.00
	Bill	11/28/25	NOVEMBER 25	Garcilazo, Brittney	175.00	1,165.00
	Bill	11/28/25	DECEMBER 2, 2025	Rose, Brian	250.00	1,415.00
	CC	12/1/25	110425	Amazon Marketplace.com	21.10	1,436.10

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 11/8-12/5/25

Type	Date	Num	Name	Paid Amount	Balance
CC	12/1/25	111325	Avery	34.67	1,470.77
CC	12/1/25	112125	Amazon Marketplace.com	149.90	1,620.67
CC	12/1/25	112025	Amazon Marketplace.com	6.89	1,627.56
CC	12/1/25	112025	Amazon Marketplace.com	20.49	1,648.05
CC	12/1/25	112125	Walmart.com - CMPL CC	70.59	1,718.64
Bill	12/5/25	A120825	Amore, Vincent	112.50	1,831.14
Bill	12/5/25	5117	Garvin Gardens	450.00	2,281.14
Bill	12/5/25	12126	Lopez, Leslie	180.00	2,461.14
Bill	12/5/25	134875	Maddox, Susan K.	375.00	2,836.14
Bill	12/5/25	A110725	Taria, Sarah	150.00	2,986.14
Total 10-6721 · Programs - Performances				2,986.14	2,986.14
<b>10-6722 · Book Discussions/Author Events</b>					
Bill	11/21/25	30025449	Indian Trails Public Library District	30.77	30.77
Bill	11/21/25	14773667	Indian Trails Public Library District	618.46	649.23
Bill	11/21/25	100	Hewitt, Nicole	100.00	749.23
Bill	11/21/25	A101325	Schwartz, Tina	100.00	849.23
Ck	11/30/25	102025	Sam's Club Direct	80.88	930.11
Total 10-6722 · Book Discussions/Author Events				930.11	930.11
<b>10-6723 · Other Expenditures</b>					
CC	11/8/25	100325	Superiorthreads.com - CMPL CC	45.40	45.40
Bill	11/21/25	OCTOBER 25	Thebarga, Nathan	20.00	65.40
CC	12/1/25	111125	Amazon Marketplace.com	21.48	86.88
CC	12/1/25	111125	Michaels - CMPL CC	154.89	241.77
CC	12/1/25	112125	Amazon Marketplace.com	87.05	328.82
CC	12/1/25	112025	Amazon Marketplace.com	19.78	348.60
Total 10-6723 · Other Expenditures				348.60	348.60
<b>10-6725 · Genealogy Programs</b>					
Bill	12/5/25	A120425	Wilcox Hibben, Jean	150.00	150.00
Bill	12/5/25	303	Schattner, Jacqueline	175.00	325.00
Total 10-6725 · Genealogy Programs				325.00	325.00
<b>10-6726 · Computer Programs</b>					
Bill	11/21/25	1114	Montano, Estevan	300.00	300.00
Bill	12/5/25	1115	Montano, Estevan	450.00	750.00
Total 10-6726 · Computer Programs				750.00	750.00
Total 10-6720 · Programming - Adult				5,339.85	5,339.85
<b>10-6730 · Programming - Young Adult</b>					
<b>10-6731 · Programs - Young Adult</b>					
CC	12/1/25	110725	Amazon Marketplace.com	54.16	54.16
CC	12/1/25	110725	Amazon Marketplace.com	48.90	103.06
Total 10-6731 · Programs - Young Adult				103.06	103.06
Total 10-6730 · Programming - Young Adult				103.06	103.06
<b>10-6740 · Programs - Youth</b>					
Bill	11/21/25	Y102225	Hernandez, Frida	100.00	100.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
 Bills Paid Detail 11/8-12/5/25

	Type	Date	Num	Name	Paid Amount	Balance
	Ck	11/30/25	102025	Sam's Club Direct	96.88	196.88
	CC	12/1/25	111325	Mariano's	17.20	214.08
	CC	12/1/25	111325	Papa John's - CMPL CC	85.04	299.12
	CC	12/1/25	102925	Amazon Marketplace.com	-24.99	274.13
	CC	12/1/25	111225	Amazon Marketplace.com	111.96	386.09
	CC	12/1/25	112025	Amazon Marketplace.com	105.37	491.46
	Bill	12/5/25	25-98DHM	Dave Herzog's Marionettes	325.00	816.46
	Bill	12/5/25	1	Gurley, Rhiannon	250.00	1,066.46
Total 10-6740 · Programs - Youth					1,066.46	1,066.46
<b>10-6745 · Public Performance/Film</b>						
<b>10-6746 · PublicPerformance/Film- Adults</b>						
	CC	12/1/25	112125	MPLC - CMPL CC	482.65	482.65
Total 10-6746 · PublicPerformance/Film- Adults					482.65	482.65
Total 10-6745 · Public Performance/Film					482.65	482.65
<b>10-6760 · Promotions/Prizes</b>						
<b>10-6761 · Promotions/Prizes- Admin/Gen</b>						
	Ck	11/30/25	102025	Sam's Club Direct	113.92	113.92
Total 10-6761 · Promotions/Prizes- Admin/Gen					113.92	113.92
<b>10-6770 · Promotions/Prizes - YA</b>						
	CC	12/1/25	111025	Amazon Marketplace.com	29.97	29.97
	CC	12/1/25	110525	Amazon Marketplace.com	243.80	273.77
	CC	12/1/25	111225	Amazon Marketplace.com	49.95	323.72
	CC	12/1/25	111725	Amazon Marketplace.com	19.98	343.70
Total 10-6770 · Promotions/Prizes - YA					343.70	343.70
Total 10-6760 · Promotions/Prizes					457.62	457.62
<b>10-6780 · Digital Studios</b>						
<b>10-6781 · Digital Studios - Equipment</b>						
	CC	12/1/25	111025	Amazon Marketplace.com	12.84	12.84
	CC	12/1/25	112025	Amazon Marketplace.com	473.10	485.94
	CC	12/1/25	112025	Amazon Marketplace.com	89.13	575.07
Total 10-6781 · Digital Studios - Equipment					575.07	575.07
<b>10-6782 · Digital Studios - Software</b>						
	CC	12/1/25	111425	Auphonic - CMPL CC	12.00	12.00
Total 10-6782 · Digital Studios - Software					12.00	12.00
<b>10-6784 · Digital Studios - Supplies</b>						
	CC	12/1/25	112425	AtomicFilament.com	94.72	94.72
Total 10-6784 · Digital Studios - Supplies					94.72	94.72
Total 10-6780 · Digital Studios					681.79	681.79
Total 10-6700 · Community Relations					8,249.38	8,249.38
<b>20-8210 · Employer IMRF Disbursements</b>						
	GJ	11/14/25	3998		17,383.49	17,383.49
	GJ	11/26/25	4000		17,583.05	34,966.54
Total 20-8210 · Employer IMRF Disbursements					34,966.54	34,966.54

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Bills Paid Detail 11/8-12/5/25

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>20-8250 · Employer Soc Security Tax Disb</b>						
	GJ	11/14/25	3998		15,281.99	15,281.99
	GJ	11/26/25	4000		15,376.54	30,658.53
Total 20-8250 · Employer Soc Security Tax Disb					<u>30,658.53</u>	<u>30,658.53</u>
<b>Total Expenses</b>					<b><u>749,471.36</u></b>	<b><u>749,471.36</u></b>

Please note that Page 1 of the LSR was not available in time for inclusion in the board packet and will be distributed prior to, or at, Tuesday's meeting.

## Librarian's Statistical Report - November 2025 - Page 2

### Circulation

	November 2024				November 2025				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	8,662	20,791		29,453	10,087	18,191		28,278	-3.99%
Large Type	1,177	40		1,217	1,317	26		1,343	10.35%
Nonfiction	5,891	4,809		10,700	5,253	4,068		9,321	-12.89%
Periodicals	779	95		874	736	80		816	-6.64%
World Language	240	289		529	250	361		611	15.50%
<b>Subtotal Print</b>	<b>16,749</b>	<b>26,024</b>		<b>42,773</b>	<b>17,643</b>	<b>22,726</b>		<b>40,369</b>	<b>-5.62%</b>
Bags and Containers			23	23			22	22	-4.35%
Equipment	277	8		285	395	14		409	43.51%
Interlibrary Loan			130	130			101	101	-22.31%
LINKin	895			895	877			877	-2.01%
Multimedia		272		272		218		218	-19.85%
Other			15	15			23	23	53.33%
<b>Subtotal Other</b>	<b>1,172</b>	<b>280</b>	<b>168</b>	<b>1,620</b>	<b>1,272</b>	<b>232</b>	<b>146</b>	<b>1,650</b>	<b>1.85%</b>
eAudiobooks			7,192	7,192			6,955	6,955	-3.30%
eBooks			6,814	6,814			6,377	6,377	-6.41%
eMagazines			232	232			144	144	-37.93%
eMusic			284	284			246	246	-13.38%
eVideo			1,130	1,130			1,472	1,472	30.27%
<b>Subtotal Downloadables</b>			<b>15,652</b>	<b>15,652</b>			<b>15,194</b>	<b>15,194</b>	<b>-2.93%</b>
Audiobooks	390	358		748	308	477		785	4.95%
Compact Discs	997	144		1,141	989	84		1,073	-5.96%
DVDs, Blu-Ray	5,968	2,018		7,986	4,839	1,687		6,526	-18.28%
Video Games	469	652		1,121	439	599		1,038	-7.40%
<b>Subtotal Audiovisual</b>	<b>7,824</b>	<b>3,172</b>		<b>10,996</b>	<b>6,575</b>	<b>2,847</b>		<b>9,422</b>	<b>-14.31%</b>
<b>Grand Total All Agencies</b>	<b>25,745</b>	<b>29,476</b>	<b>15,820</b>	<b>71,041</b>	<b>25,490</b>	<b>25,805</b>	<b>15,340</b>	<b>66,635</b>	<b>-6.20%</b>

### Agency Subtotals

	November 2024	November 2025	Percent Change	FY 2025 To Date	FY 2026 To Date	Percent Change
Downloadables	15,652	15,194	-2.93%	82,157	84,382	2.71%
Aspen Drive Library	16,444	14,933	-9.19%	86,783	77,328	-10.89%
Cook Park Library	35,750	33,643	-5.89%	192,225	179,033	-6.86%
Outreach	3,195	2,865	-10.33%	18,055	14,911	-17.41%
<b>Total</b>	<b>71,041</b>	<b>66,635</b>	<b>-6.20%</b>	<b>379,220</b>	<b>355,654</b>	<b>-6.21%</b>



# REPORT OF THE DIRECTOR

## DECEMBER 2025

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### Legislative Update

From Municipal Minute Blog: Newly enacted legislation amending the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA) becomes effective on January 1, 2026.

- 1. Meetings of Public Bodies Prohibited on Election Day**

Amends the OMA to prohibit public bodies from holding or scheduling a regular or special meeting on the day of a general, consolidated, or primary election.
- 2. Military Service as a Reason to Attend Meeting Remotely**

Amends the OMA to add language allowing a member of a public body to attend a meeting remotely for the member's "performance of active military duty as a service member." The *Library's Electronic Participation in Board/Committee Meetings Policy* would need to be revised to permit this remote attendance option (next meeting is tentatively scheduled for early spring).
- 3. Immunity for Compliance with PAC Opinion**

Amends provisions relating to the Public Access Counselor's office to clarify that officers and employees of a public body are immune from liability if they disclose records in accordance with an opinion of the PAC office.
- 4. FOIA Posting Requirements**

FOIA currently requires public bodies to post certain information (total operating budget, offices, number of employees, members of advisory bodies, FOIA procedures, etc.) at its administrative offices. Amends law to require posting only on the public body's website rather than at the administrative offices.
- 5. Junk Mail Excluded from FOIA Definition of Public Records**

Amends FOIA to clarify that public records for purposes of FOIA expressly excludes "junk mail." Junk mail is defined as unsolicited commercial mail or email sent to a public body and not responded to by an official, employee, or agent of the public body.
- 6. Electronic FOIA Submissions Must Be in Body of Submission**

Amends FOIA to require that electronic FOIA requests include the request in the body of an a message, rather than as an attachment or hyperlink, for cybersecurity reasons. The revised draft of the Library's FOIA policy being presented tonight includes this provision.
- 7. Verification that FOIA Requester is a Person**

Amends FOIA to allow a public body that has a reasonable belief that a request was not submitted by a person to require the requester to verify orally or in writing that they a person. The deadline for response would be paused until the requester verifies they are a person and if the requester fails to do so, the public body can deny the request. The revised draft of the Library's FOIA policy being presented tonight includes this provision.

## TIF Update

Tax Increment Financing (TIF) is used by municipalities to pay for public infrastructure improvements and other eligible costs to encourage private development in designated areas that would otherwise not be attractive to developers. These designated areas are known as TIF Districts.

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

Over the past six months, each of the five TIF Districts in the Library District held their required annual Joint Review Board (JRB) meeting. The JRB is comprised of representatives from each of the overlapping units of local government that receive property taxes from a designated TIF District. Financial packets from the meetings are available in the [TIF District folder](#) on the Trustee SharePoint page for your review. TIF Districts within the CMPLD boundaries:

1. **Libertyville Downtown TIF District**

This TIF District is no longer active and the Library now captures all available property tax revenue. The Village is expected to formally dissolve the TIF District within the next two years, at which time the remaining funds will be redistributed to the taxing districts. With a current TIF fund balance of approximately \$2 million, the Library would be slated to receive roughly \$75,000 at that time.

2. **Vernon Hills Milwaukee Ave/Townline Road TIF District (“Melody Farms”)**

Established in 2017 to generate revenue for improvements on land at Milwaukee Avenue and Route 60. At the most recent JRB meeting, Village officials reported that, consistent with previous communications, the TIF is projected to be financially balanced by 2027 and could be dissolved around that time. A preliminary financial projection indicates that the Library could receive approximately \$125,000 annually from these properties, based on the current EAV of \$50.3 million. The base EAV for these properties at the start of the TIF was \$291,000.

3. **Green Oaks Rondout Route 176 Corridor TIF District**

Established in November 2014 to generate revenue to fund improvements of 280 acres mostly east of the Tri-State Tollway along Route 176 in Green Oaks.

4. **Vernon Hills Hawthorn Mall TIF District**

Established in 2020 to generate revenue to fund improvements on the Hawthorn Mall site at the northwest corner of Milwaukee Avenue and Route 60.

5. **Mundelein Oak Creek / Townline Road TIF District**

Established in 2021 to generate revenue to fund improvements in the vicinity of Route 60 and Route 45 in south Mundelein.

## Highlights from Staff

*Updates and accomplishments shared by staff from across the library.*

1. At our December 5 all-staff meeting, we raised \$2,079 from the **Holiday Fundraiser**, the fifth consecutive year that we have raised over \$2,000! Donations will be used to make the holidays much brighter for local families in need. Specifically, the library is providing gifts for two local families – with four children between them, ranging in age from 4 to 18. We will also be making generous donations to the Libertyville and Vernon Township Food Pantries.  
*-- Daniel Smith, Genealogy Librarian*
2. We did a minor redesign of the **Adult New Material** area at Cook Park. We moved the New AV to be near the videogames creating a cohesive AV browsing experience. This allowed us to bring up the New Science Fiction and shift the New Mystery books so that all of the new fiction items are together on one pinwheel. These moves should create better browsing for patrons by putting more similar items together.  
*-- Cyndi Hamann, Collection Development Manager*
3. We have made great progress onboarding our material ordering with **Ingram**. All of the items that were initially ordered from Baker and Taylor have been re-ordered from Ingram (this was thousands of items!). All of the selectors have been trained to do their selection in Ingram and they have begun submitting lists. Transitioning from Baker and Taylor to Ingram so quickly has been a huge undertaking, but we have been able to do so smoothly and while maintaining a high level of patron service. -- *CH*
4. Extended hours at Cook Park Library during the **Libertyville Village Tree Lighting** brought in an additional 228 visitors on Friday, November 28. A new feature this year was turning off the lights in the Fiction Room to provide an excellent view of the tree lighting. A group of patrons gathered in this spot to enjoy the event from the warmth of the library.  
*-- Andrea Larson, Senior Manager, Adult and High School Services*
5. You may have noticed the new graphic decals on both Library buildings, celebrating the 10th Anniversary of our **One Book, One Community** program! At our kickoff event on December 7, we gave away 200 free copies of this year's community read, *Hello Beautiful*. A fun addition this year: staff distributed tiny art kits for patrons to create portraits, which will be featured in our **Tiny Art Show** this February. Excitement is already building for the final author event on March 1. Registrations hit 114 within just one day of kickoff, more than double last year's numbers at this time! -- *Andrea Larson, Senior Manager, Adult and High School Services*
6. Another new decal feature can be seen on the glass walls of the new **Cook Park Library Conference Room**. The frosted glass-like circle decals provide much needed privacy during meetings without making the room feel closed in. Special thanks to Andy Traynor and Natalie Klaus for spearheading this project. -- *Bronwyn Gardner, Communications Coordinator*

7. Youth Services partnered again this year with the Libertyville Recreation Department for their popular **Polar Express event**. Staff members Emily Schultz and Heather Beverley provided a fun craft for children to do while waiting for the train and then they read aloud *The Polar Express* book while the families traveled to the North Pole (i.e., Fox Lake). More than 120 children and adults attended the event.  
-- *Melissa Phillips, Senior Manager, Youth Services*
8. Super Readers (seasonal reading club for children in early learning centers): Deena Gillespie, Vijaya Char, Emily Schultz, and Maura Czerwinski visited 42 classrooms at 11 early learning centers to celebrate the end of the **fall Super Readers program** and launch the winter program. They connected with more than 600 students and teachers in one month! -- *MP*
9. Outreach Manager Brooke Bahsen, accompanied by After School Associate Hyunkyung Sung, hosted a table at the ***Día de los Muertos (Day of the Dead)*** event at Hawthorn School of Dual Language. They provided a calavera (the traditional skeleton face) mask craft to the children. They also talked to children about what they liked to read and handed out bookmarks. Approximately 175 people – children and adults – stopped by their table. -- *MP*
10. Rebeccah Jensen is serving as the co-chair of the **RAILS World Languages Networking Group**, which is resource- and information-sharing group for library staff involved in World Language or ESL collections. -- *MP*
11. Outreach and Youth Services staff partnered to bring the Bookmobile to this annual **Hawthorn School for Young Learners** family event (see photos below). Susie Sokol was inside the building and spoke to about 60 adults and children about Library services. Steve Pozdro, Gail Tanimura, and Hyunkyung Sung were on the Bookmobile where they visited with about 100 adults and children and issued new library cards. – *MP*



David Archer attended the North Suburban Legislative Meetup on Dec 3 in Northbrook. Below are the legislative priorities of ILA for the upcoming legislative session.



## Illinois Library Association LIBRARY LEGISLATIVE MEETUPS

# 104<sup>th</sup> Illinois General Assembly

| 2026 Spring Session |

### Fund Libraries

Fully fund Fiscal Year 2026 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

### Library System Area & Per Capita Grants/Public Per Capita & School District Grants Inflationary Adjustments

PPC received a proposal to adjust library and related grants to account for inflationary economic conditions. As noted in the proposal, "without an inflation adjustment, these vital funding mechanisms lose value over time, impacting library operations and services." Grants in these areas have been held flat for the past five fiscal years; we seek appropriate adjustment of grant line funding amounts.



Illinois Library Association  
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### Require Public Library Trustee Training

The legislative proposal submitted requires public library trustees to undergo training each year. The PPC found this to be a smart, proactive step for a representative of local government to be best prepared as a trustee. It would set a shared understanding of the role of a public library trustee.

### Open Educational Resources Funding Grant

CARLI's Open Educational Resources (OER) Committee presented its proposal for funding OER to address rising textbook costs that are creating an equity gap in higher education. PPC supports the \$3 million proposal to support faculty in creating OER materials. CARLI received a \$2 million US Department of Education Open Textbooks Pilot Grant, 2021-26; and a \$300,000 grant to administer the FY24 \$3 million Secretary of State/Illinois State Library grant. By the Spring 2026 semester, 219 classes have used or will be using the no-cost learning materials created by the two grants. Impact data is still being gathered. The OER funding would be part of the Secretary of State budget, a recurring \$3 million grant, and would be available to all schools in higher education per ILLINET.

### Making eBooks Equitable & Accessible

The cost of eBooks to Illinois libraries is an ongoing and growing concern as libraries respond to user demand. PPC recommends taking legislative action to help libraries address the cost and limited terms of e-content.



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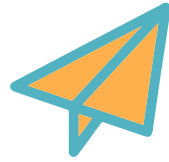
@illibraryassoc.bsky.social

# EMAIL STATS NOVEMBER 2025



**21,070**

Total Subscribers



**45**

Total Emails Sent



**54%**

Avg. Open Rate  
*industry avg. 36%*



**1%**

Avg. Click Rate  
*industry avg. 1%*

## List Name # of Subscribers

Authors & Writing (adults)	2,254
Book Club Communications	698
Business & Finance (adults)	745
Career (adults)	531
Cinema Club Newsletter	254
CMPLD eNews	16,290
Cooking (adults)	1,113
Crafting & Maker	102
English Language Learners	49
Events: ADULTS	3,760
Events: EARLY CHILDHOOD	422
Events: HIGH SCHOOL	593
Events: KIDS	1,886
Events: MIDDLE SCHOOL	686
Genealogy (adults)	748
Health & Lifestyle (adults)	1,064
History (adults)	1,078
Local Author News & Events	308
Movie Matinees	1,087
Performances (adult)	1,057
Seed Library	214
Teacher Resources	282
Technology (adults)	997

## Top Emails by Click Rate

1

Cook Memorial Public Library District  
Website | Catalog | Calendar

**Welcome to the Library!**

Your new Cook Memorial Public Library District card gives you access to a world of information and entertainment for all ages and interests. Discover more on our website or by visiting our two full-service locations and the Bookmobile.

Aspen Drive Library 701 Aspen Dr Vernon Hills, IL      Cook Park Library 413 N Milwaukee Ave Libertyville, IL      Bookmobile [Scheduled Stops](#)

2

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

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

**What to expect:**

1. Communication tip
2. Library news & events
3. Featured staff member

3

**Genealogy News**  
*from Cook Memorial Public Library District*  
November 2025

**News, Updates, & More**

**Book a Genealogy Consultation**

Hit a brick wall in your research? Need another pair of eyes to help you decipher a document? Bring your documents and questions! Daniel is available to help in person at Cook Park or Aspen Drive Library, online, or by phone/email.

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Cook Memorial Public Library District  
Website | Catalog | Calendar

**Welcome to the Library!**

Your new Cook Memorial Public Library District card gives you access to a world of information and entertainment for all ages and interests. Discover more on our website or by visiting our two full-service locations and the Bookmobile.

Aspen Drive Library 701 Aspen Dr Vernon Hills, IL      Cook Park Library 413 N Milwaukee Ave Libertyville, IL      Bookmobile [Scheduled Stops](#)

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**Central European Genealogy Is Easy!**

Thanks to Napoleon, Central European records can be found easily. Learn more about the record types and countries as well as the strategies that will yield success.

# SOCIAL STATS NOVEMBER 2025

## facebook



**4,342**  
page followers

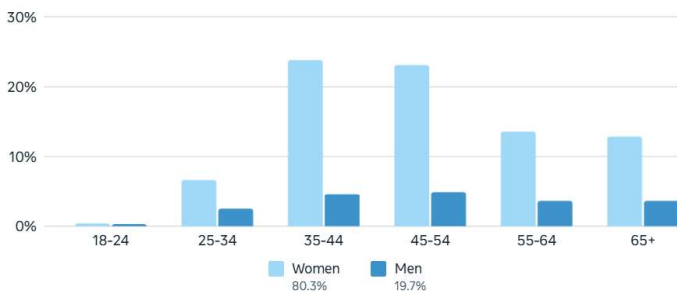


**15**  
posts +1 story



**24,137**  
views

Age & gender



## Instagram



**2,059**  
page followers

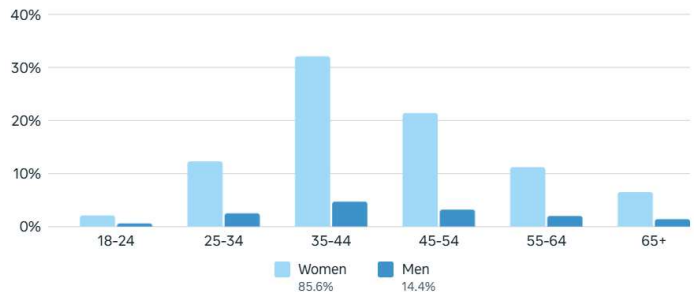


**15**  
posts +1 story



**12,025**  
views

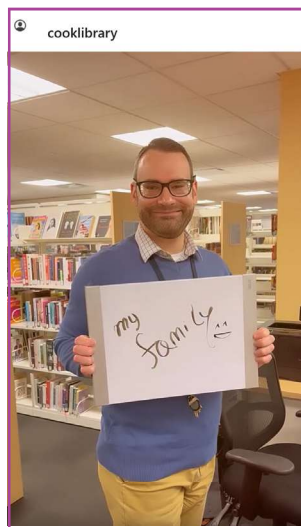
Age & gender



- 1 Library of Things Display**  
107 interactions  
6,392 reached
- 2 Thankful Staff (video)**  
43 interactions  
896 reached
- 3 Thankful for the Friends of the Library**  
40 interactions  
1,028 reached
- 4 Tree Lighting Reminder**  
17 interactions  
794 reached
- 5 Thankful for Community**  
14 interactions  
1,318 reached

**Reach:**  
Unique users exposed to our content.

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



- 1 Thankful Staff (video)**  
24 interactions  
210 reached
- 2 Thankful for the Friends of the Library**  
20 interactions  
72 reached
- 3 Thankful for Community**  
7 interactions  
201 reached
- 4 Thanksgiving Hours**  
1 interaction  
177 reached
- 5 Delayed Opening Hours**  
1 interaction  
259 reached

**Reach:**  
Unique users exposed to our content.

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



**1,847**  
page followers



**Bluesky**



**36**  
followers



**15**  
posts



**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
<b>30-Sep-2025</b>	<b>Ending Balance</b>	<b>1,715,000</b>	<b>1,225,000</b>	<b>2,940,000</b>	<b>56,545.50</b>	<b>51,185.67</b>	<b>107,732.98</b>	<b>19,648.64</b>	<b>11,640.51</b>	<b>2.82</b>	<b>2.54</b>	<b>31,294.51</b>
14-Oct-2025	United FID Bk FSB Evansville, IN CD								835.68			835.68
14-Oct-2025	Timberland BK Hoquiam WA CD							745.07				745.07
16-Oct-2025	Western Alliance Bk Phoenix, AZ	(245,000)						6,510.29				6,510.29
16-Oct-2025	Bank Hapoalim B M New York							4,667.75				4,667.75
16-Oct-2025	Ally Bank Midvale Utah	245,000										0.00
27-Oct-2025	First Farmers BK & Trust CD							926.30				926.30
28-Oct-2025	United Bankers BK Bloomington, MN CD							1,006.85				1,006.85
30-Oct-2025	Preferred BK Los Angeles, CA							835.68				835.68
31-Oct-2025	Enterprise BK Allison PK, PA CD								915.56			915.56
31-Oct-2025	Chase Bank				0.95	0.86	1.81			0.95	0.86	1.81
<b>31-Oct-2025</b>	<b>Ending Balance</b>	<b>1,715,000</b>	<b>1,225,000</b>	<b>2,940,000</b>	<b>56,546.45</b>	<b>51,186.53</b>	<b>107,734.79</b>	<b>34,340.58</b>	<b>13,391.75</b>	<b>3.77</b>	<b>3.40</b>	<b>47,739.50</b>
12-Nov-2025	Timberland BK Hoquiam WA CD							769.90				769.90
13-Nov-2025	United FID Bk FSB Evansville, IN CD								863.54			863.54
28-Nov-2025	First Farmers BK & Trust CD							957.18				957.18
26-Nov-2025	United Bankers BK Bloomington, MN CD							1,040.41				1,040.41
28-Nov-2025	Chase Bank				0.85	0.77	1.62			0.85	0.77	1.62
<b>30-Nov-2025</b>	<b>Ending Balance</b>	<b>1,715,000</b>	<b>1,225,000</b>	<b>2,940,000</b>	<b>56,547.30</b>	<b>51,187.30</b>	<b>107,736.41</b>	<b>37,108.07</b>	<b>14,255.29</b>	<b>4.62</b>	<b>4.17</b>	<b>51,372.15</b>

# Position Summary

Cook Memorial Public Library

Report date as of Nov 28, 2025

Report run time: November 29, 2025 02:05 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		CY Cost Yld	Div/Int Rate	YTM
								Accr Inc				
... 6412 / Cook Memorial PLD General			1,715,000		1,717,316	2,316	0.14	70,805	4.12			
Corporate Bond			1,715,000		1,717,316	2,316	0.14	6,790	4.13			
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007G6A6060	2027-04-16	245,000	99.79	244,489	-511	-0.21	8,820	3.61	3.60	3.76	
245,000	BANK OF AMERICA N A C/D FDIC INS TO LIMITS 06051XGS5060	2026-03-02	245,000	100.04	245,096	96	0.04	9,922	4.05	4.05	3.94	
245,000	***BANK HAPOALIM B M NEW YORK C/D FDIC INS TO LIMITS 06251FBN8060	2026-10-16	245,000	100.00	244,999	-1	-0.00	9,310	3.80	3.80	3.80	
245,000	FIRST FMRS BK & TR CONVERSE IND C/D FDIC INS TO LIMITS 320165MA8060	2026-05-26	245,000	100.39	245,957	957	0.39	11,270	4.58	4.60	3.80	
245,000	PREFERRED BK LOS ANGELES CA C/D FDIC INS TO LIMITS 740367WN3060	2026-12-30	245,000	100.42	246,023	1,023	0.42	10,168	4.13	4.15	3.76	
245,000	TIMBERLAND BK HOQUIAM WA CD C/D FDIC INS TO LIMITS 88709RBR9060	2027-03-12	245,000	99.95	244,872	-128	-0.05	9,065	3.70	3.70	3.74	
245,000	UNITED BANKERS BK BLOOMINGTON MINN C/D FDIC INS TO LIMITS 909557LB4060	2026-03-30	245,000	100.36	245,880	880	0.36	12,250	4.98	5.00	3.94	
... 6414 / Cook Memorial PLD Special Res			1,225,000		1,225,507	507	0.04	51,450	4.20			
Corporate Bond			1,225,000		1,225,507	507	0.04	11,041	4.20			
Corporate Bond			1,225,000		1,225,507	507	0.04	11,041	4.20			

J.P.Morgan

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

# Position Summary

Cook Memorial Public Library

Report date as of Nov 28, 2025

Report run time: November 29, 2025 02:05 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		CY Cost Yld	Div/Int Rate	YTM
								Accr Inc				
245,000	ENTERPRISE BK ALLISON PK PA C/D FDIC INS TO LIMITS 29367RMY9060	2026-01-30	245,000	100.10	245,244	244	0.10	10,780	886	4.40	4.40	3.83
245,000	FLAGSTAR BK NATL ASSN HICKSVI C/D FDIC INS TO LIMITS 33847GBL5060	2025-12-15	245,000	100.04	245,099	99	0.04	11,638	5,325	4.75	4.75	3.63
245,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38150VF61060	2026-06-24	245,000	100.08	245,187	187	0.08	9,800	4,188	4.00	4.00	3.85
245,000	LUANA SAVINGS BANK LUANA IA C/D FDIC INS TO LIMITS 549104M20060	2026-09-17	245,000	99.91	244,776	-224	-0.09	9,065	252	3.70	3.70	3.74
245,000	UNITED FID BK FSB EVANSVILLE IND C/D FDIC INS TO LIMITS 910286HY2060	2026-03-13	245,000	100.08	245,201	201	0.08	10,168	390	4.15	4.15	3.88
<b>Total For Accounts held at JPMS, member FINRA and SIPC</b>			<b>2,940,000</b>		<b>2,942,823</b>	<b>2,823</b>	<b>0.10</b>	<b>122,255</b>		<b>4.15</b>		
								<b>17,831</b>		<b>4.16</b>		

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

<b>Cook Memorial Public Library District</b>				
<b>Investment Transaction Schedule - MaxSafe Account - General Fund</b>				
<b>Date</b>	<b>Investment</b>	<b>Description</b>	<b>MaxSafe Account - General Fund</b>	<b>Interest Income</b>
<b>July 2025</b>			<b>3,947,539.90</b>	<b>15,007.41</b>
8/31/25	Wintrust Bank	Interest	14,064.49	14,064.49
<b>August 2025</b>			<b>3,961,604.39</b>	<b>29,071.90</b>
9/30/25	Wintrust Bank	Interest	15,371.89	15,371.89
<b>September 2025</b>			<b>3,976,976.28</b>	<b>44,443.79</b>
10/31/25	Wintrust Bank	Interest	14,508.55	14,508.55
<b>October 2025</b>			<b>3,991,484.83</b>	<b>58,952.34</b>
11/30/25	Wintrust Bank	Interest	12,690.52	12,690.52
<b>November 2025</b>			<b>4,004,175.35</b>	<b>71,642.86</b>

Cook Memorial Public Library District

**Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund**

Date	Investment	Description	Running Balance	Interest Income
<b>July 2025</b>			<b>529,405.10</b>	<b>1,990.33</b>
8/31/25	Wintrust Bank	Interest	1,865.16	1,865.16
<b>August 2025</b>			<b>531,270.26</b>	<b>3,855.49</b>
9/30/25	Wintrust Bank	Interest	2,038.16	2,038.16
<b>September 2025</b>			<b>533,308.42</b>	<b>5,893.65</b>
10/31/25	Wintrust Bank	Interest	1,922.93	1,922.93
<b>October 2025</b>			<b>535,231.35</b>	<b>7,816.58</b>
11/30/25	Wintrust Bank	Interest	1,681.19	1,681.19
<b>November 2025</b>			<b>536,912.54</b>	<b>9,497.77</b>



# Cook Memorial Public Library District

## LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: December 16, 2025

FROM: David Archer, Library Director

AGENDA ITEM: Review of Library Policies

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The following policies were reviewed by Policy Committee members on Dec 1, 2025 and were unanimously recommended for approval by the full board:

A. **Approval of Resolution 2025-2026/2, Adopting the Revised Social Media Policy**

Reviewed and revised by legal counsel with some improvements to readability by administrative staff. Key points include:

- In response to a Trustee question about discussing Library business on personal accounts, legal counsel recommends that Trustees who frequently post about the Library maintain separate personal and official social media sites. This is offered as guidance rather than a policy requirement.
- **Article III, Section A:** Legal counsel suggested possible disclaimers that Trustees can add to personal social media accounts to clarify they are personal opinions.
- Substantial revisions were made by legal counsel to **Article IV**, "Posting on Social Media."

B. **Approval of Resolution 2025-2026/3, Adopting the Revised Drug Free Workplace Policy**

- Reviewed by Library legal counsel with minor changes. Revised for readability by administrative staff.
- **Article III:** Legal counsel recommends revising the Policy to clarify that it applies to all employees, including substitute and temporary employees, as it was not the intent for those employee groups to be excluded from coverage.

C. **Approval of Resolution 2025-2026/4, Adopting the Revised Freedom of Information Act Policy**

- Legal counsel revised Article II, Section M. Other sections revised by administrative staff for readability.

**RESOLUTION ADOPTING REVISED SOCIAL MEDIA POLICY**

**WHEREAS**, the COOK MEMORIAL PUBLIC LIBRARY DISTRICT (“Library”) is a public library district organized under the Public Library District Act of 1991; and

**WHEREAS**, the Library Board of Trustees last approved revisions to the Social Media Policy (“Policy”) on February 16, 2021; and

**WHEREAS**, the Policy is periodically reviewed by legal counsel and amended as statutory requirements change and/or additional information is needed; and

**WHEREAS**, the Policy Review Committee Meeting on December 3, 2025 revealed the need to update certain provisions of the Policy; and

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

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

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

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

ADOPTED this 16<sup>th</sup> day of December 2025.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Deb Ader

ATTEST:

\_\_\_\_\_  
Sara Lawton, Secretary

# EXHIBIT A

## SOCIAL MEDIA POLICY

The Cook Memorial Public Library District (“~~The~~-Library”) uses social media to increase awareness of and accessibility to its programs, resources and services ~~in order~~ to serve its mission. The purpose of this policy is to address use of social media activities including but not limited to blogs, social networks, online communications, online catalogs, websites, mobile applications, and content sharing platforms by the Library and its employees, volunteers, elected officials and patrons. The Library’s social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for discussing Library programs, events and materials. The Library does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on social media accounts.

### Article I      Library – Sponsored Social Media.

Only those employees authorized by the Library Director to be responsible for the Library’s social media sites should be actively participating on those sites during work hours.

Library employees should keep in mind the following best practices when posting on the Library’s social media accounts on behalf of the Library:

- A. Social media accounts will not be monitored 24/7. Questions and comments will be responded to within 2 business days as necessary, and during the normal business hours of the Library.
- B. Employees engaged in social networking activities, as representatives of the Library, shall act and conduct themselves according to the highest possible ethical and professional standards when communicating via the Library’s social media accounts. Employees who contribute to the Library’s social media accounts should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present factual responses, acknowledge and correct errors and check grammar and spelling before posting.
- C. Employees should not discuss confidential, work-related matters through social media.
- D. Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.
- E. Content posted on the Library’s social media accounts may be conversational in nature but must remain professional, particularly if responding to a comment. Employees using the Library’s social media accounts shall respect and accept opinions of those interacting with the Library’s social media accounts, regardless of whether such opinions are positive or negative, provided the

## EXHIBIT A

opinions are on topic and not offensive, denigrating or completely out of context.

- F. Disputes between a Library spokesperson and commenter on the Library's social media accounts shall be avoided.
- G. Comments or responses on Library social media accounts should be limited. The Library's social media designee should limit ~~his/her~~ **their** response to (1) providing a factual response to a question posed (for example: when is the next Library Board meeting); (2) providing the information for the appropriate department of the Library that would be most helpful; or (3) encouraging or directing ~~persons~~ **people** interacting with the Library's social media accounts to use appropriate resources to request a Library service. The Library Director or ~~their his/her~~ designee should work to develop standard responses to public questions and comments.
- H. Employees using the Library's social media accounts shall obey all privacy protection laws (~~i.e.~~ **e.g.** HIPAA) and **always** protect sensitive and confidential Library information ~~at all times~~.

### Article II Employee Personal Use of Social Media.

Library employees have the same right to self-expression enjoyed by members of the community ~~as a whole~~ when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees should ~~keep in mind the following~~ **these** best practices when posting content about library-related subjects and issues on personal **social media accounts**: ~~time~~.

- A. If you identify yourself as an employee of the Library, make it clear that the views expressed are yours alone and do not represent the views of the Library.
- B. Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
- C. ~~No eComments with any kind of~~ **that have a** negative, mocking, condescending, etc. slant should **not** be made about patrons in general, about specific questions from patrons, or about patron behavior on the Library's social media sites.
- ~~D. The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.~~
- ED.** Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or library-related social media outlets.

## EXHIBIT A

F. No library employee should comment on litigation involving the Library on the Library's social media accounts, or any personal social media accounts, without prior approval from the Library's Attorney.

The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.

### Article III Trustee Use of Social Media.

Library Trustees have the same right to self-expression enjoyed by members of the community ~~as a whole~~ when discussing matters of public concern. Trustees should ~~keep in mind the~~ following ~~these~~ best practices when posting content about library-related subjects on ~~personal~~ social media ~~accounts~~:

- A. If you identify yourself as a Library Trustee, make it clear that the views expressed are yours alone and do not represent the views of the Library or other trustees. **Trustees may consider including a disclaimer that states the social media site is the Trustee's personal social media and not the Library's.**
- B. Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
- C. ~~No~~ **C**omments ~~with any kind of~~ **that have a** negative, mocking, condescending, etc. slant should **not** be made about library patrons or staff in general, about specific questions from patrons, about interactions with staff of the library, or about patron behavior on the Library's social media sites.
- D. No Library Trustee should comment on litigation involving the Library on the Library's social media accounts, or any personal social media accounts, without prior approval from the Library's Attorney.
- E. Library Trustees should be mindful of the provisions of the Open Meetings Act, ~~in order to~~ **and** avoid discussions regarding Library business ~~by~~ **with** multiple members of the Board on social media, so as not to violate the Act's provisions regarding these types of communications.

### Article IV Posting on Social Media.

- A. The Library permits patrons to comment on Library posts. Patrons and the public are invited to share opinions about Library-related subjects, resources and programs. Postings by patrons and the public do not indicate Library endorsement of the ideas, issues, or opinions expressed in posts on its social media sites. **The Library's social media sites are not intended to be designated public forums for the general exchange of ideas and viewpoints, but a limited public forum for the discussion of Library Programs, events, materials and services.**

## EXHIBIT A

**B.** The purpose of the Library's social media sites is to inform Library users about Educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law. Content that is deemed not suitable for posting by the Library because it is not topically related to the particular subject being commented on, or is deemed prohibited based on the criteria defined below, shall be retained pursuant to the records retention schedule along with a description of the reason(s) the specific content was deleted. **If a member of the public violates the Library's Social Media Policy comment guidelines, the Library may, but is not obligated to, take any or all of the following steps:**

- 1. Remove the content;**
- 2. Report visitor(s) to the applicable social media site provider.**

**C.** **Users and visitors to the Library's social media accounts shall be notified that the intended purpose of these sites is to serve as a mechanism for communication of Library news, services, and events and that it is a limited public forum. The guidelines regarding comment removal shall also be included. These guidelines shall be posted in a conspicuous location on the Library's social media account and should be posted in a consistent location on all of the Library's social media accounts.**

**D.** Content and comments **posted** on the Library's social media accounts containing any of the following ~~forms of content and postings~~ shall not be allowed:

- 1. Profane language or content.**
- 2. Abusive, threatening or obscene language.**
- 3. Off topic comments that are not related to the particular subject matter of the specific post the comment is made in response to and/or when the comment is unrelated to the Library's general services, hosted events, collections, and operations.**
- 4. Slanderous, libelous, threatening, or defamatory statements. References to the personality of individuals or personal attacks will not be permitted.**
- 5. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, socioeconomic or public assistance status, national origin, physical or mental disability, sexual orientation, or gender identity.**
- 6. Sexual content or links to sexual content.**
- 7. Solicitations of commerce.**
- 8. Personally identifiable information such as an address, phone number, social security number or other sensitive information.**

## EXHIBIT A

9. Comments that represent a person other than the one posting the comment.
10. Charitable solicitations or political campaigning.
11. Conduct or encouragement of illegal activity.
12. Content that violates a legal ownership of any other party.
13. Copyright and trademark violations.
14. Duplicate posts from the same individual.
15. Gratuitous links to sites that are viewed as spam.

~~A. Obscenity or child pornography.~~

~~B. Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category.~~

~~C. Slanderous, libelous, threatening or defamatory statements. —~~

~~D. Copyrighted or trademarked material.~~

~~E. Spam.~~

~~F. Content not related to Library business, programs, events, resources and materials.~~

~~G. Advertising or sale of merchandise or services.~~

~~H. Charitable solicitations or political campaigning.~~

The library does not collect, maintain or otherwise use the personal information stored on any third-party site in any way other than to communicate with users on that site, unless permission is granted by users.

### Article V Patron Participation.

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this Policy, and the Library's Policy on Internet and Computer Use, as applicable. The Library's Social Media Policy applies whether or not a patron chooses to post comments using a computer at the Library or when posting from any other computer to any Library social media site. While the Library encourages dialogue, it respectfully requests that commenters be mindful that its social media sites are open to the public and that commenters be courteous and civil toward one another.

### Article VI Disclaimer.

Patrons are personally responsible for their commentary. Patrons should be aware that

## EXHIBIT A

they may be held personally liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just the Library.

All content posted on Library social media sites is subject to the Illinois Freedom of Information Act (FOIA) and the State of Illinois record retention laws. Therefore, all Library social media sites shall clearly indicate that any articles and content posted or submitted for posting are subject to public disclosure.

By posting on the Library's websites and social media sites, patrons and the public give the Library permission to use their name, profile picture, and the content of any posting they make without compensation to them or liability on the part of the Library. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

The Library reserves the right to edit and modify Library-authored posts for space and content, while retaining the intent of the original post.

The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media. Violations of this policy by **Library** staff may result in discipline, up to and including termination of employment.

By joining , utilizing and/or posting on the Library's social media sites, patrons and the public agree to comply with this Policy, the Library's **Internet and Computer Use** ~~Electronic Information Networks Policy, the Library's Wireless Internet Access~~ Policy, and ~~the Library's~~ Use of the Library Policy, as applicable.

Postings that the Library Director or ~~his/her~~ **their** designee deems to have violated this Policy may be removed in whole or in part by the Library Director or designee. The Library reserves the right to terminate accounts and ban or block users who have posted in violation of this Policy on more than one occasion. The Library reserves the right to deny access to any and all of the Library's social media sites for any individual or entity who violates **s** this Policy or applicable laws, at any time and without prior notice. The Library will retain a record of removed posts for the designated period ~~of time~~ required by the Records Retention Act.

Any social media user who has been banned or had a message/content deleted may appeal this decision, in writing or email, to the Library Director. The Library Director may affirm or reverse ~~staff's~~ **said** decision within 30 days of receiving the written appeal.

---

Date

# EXHIBIT A

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Secretary

Adopted: 03/22/12  
Revised: 06/21/16  
Revised: 02/16/21  
**Revised: 12/16/25**

**RESOLUTION ADOPTING REVISED DRUG-FREE WORKPLACE POLICY**

**WHEREAS**, the COOK MEMORIAL PUBLIC LIBRARY DISTRICT (“Library”) is a public library district organized under the Public Library District Act of 1991; and

**WHEREAS**, the Library Board of Trustees last approved revisions to the Drug-Free Workplace Policy (“Policy”) on February 16, 2021; and

**WHEREAS**, the Policy is periodically reviewed by legal counsel and amended as statutory requirements change and/or additional information is needed; and

**WHEREAS**, the Policy Review Committee Meeting on December 3, 2025 revealed the need to update certain provisions of the Policy; and

**WHEREAS**, the Policy is being updated to clarify that it applies to all employees, including substitute and temporary employees who were unintentionally excluded as individuals covered by the Policy; and

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

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

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

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

ADOPTED this 16<sup>th</sup> day of December 2025.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Deb Ader

ATTEST:

\_\_\_\_\_  
Sara Lawton, Secretary

# EXHIBIT A

## DRUG-FREE WORKPLACE POLICY

### Article I Purpose and Goal.

The Cook Memorial Public Library District (“Library”) is a drug-free workplace in accordance with the Drug-Free Workplace Act. The Library is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. Alcohol and drug use pose a significant threat to this goal, therefore, the Library has established a drug-free workplace program that balances respect for individuals with the need to maintain an alcohol and drug-free environment.

The Library Director shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the Library’s policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance program, and the penalties that may be imposed upon employees for drug violations.

### Article II Definitions.

- "Library Premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the Library.
- "Safety Sensitive Position" means an employee in a safety sensitive position designated by the Library. These positions include library vehicle drivers and maintenance equipment operators.
- “Drugs” means any controlled substances as listed in the Illinois Controlled Substances Act (720 ILCS 570) or Cannabis Control Act (720 ILCS 550), and substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C 812, any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug, but ~~which~~ is not **obtained** legally ~~obtained~~, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages. Drugs include: narcotics (heroin, morphine, etc.), cannabis (marijuana, hashish), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, “designer drugs,” etc.)

## EXHIBIT A

- “Refuse to Cooperate” means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or ~~to~~ failure to promptly provide specimen(s) for testing when directed.
- “Under the Influence of Alcohol” means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- “Under the Influence of Drugs” means a confirmed positive test result for drug use. With regard to the use of recreational cannabis, being “under the influence” shall require an indication of impairment while on the Library’s premises, during hours of employment or while acting in any capacity in their employment with the Library, or while an employee is located on property owned, controlled or operated by the Library, including all offices, facilities, structures, fixtures, installations, land, parking areas, sidewalks, common areas under the control of the Library, automobiles, trucks, and all other vehicles and equipment whether owned, leased, rented, or used by the Library.

### Article III Covered Individuals.

Any individual who conducts business for the Library, is applying for a position or is conducting business on the Library’s property is covered by the Drug-Free Workplace Policy (“Policy”). This Policy includes, but is not limited to all full-time employees, part-time employees, **substitute employees, temporary employees**, off-site employees, contractors, volunteers, interns and applicants.

### Article IV Applicability.

The Policy is intended to apply whenever anyone is representing or conducting business for the Library ~~Therefore, this Policy applies~~ during all working hours, ~~whenever conducting business or representing the Library,~~ while on call, paid standby, while on Library property and at Library-sponsored events.

### Article V Prohibited Behavior.

Whenever employees are working, performing Safety Sensitive functions, or present on Library Premises, they are prohibited from: using, possessing, buying, selling, trading, manufacturing or dispensing Drugs and being Under the Influence of Alcohol, cannabis or Drugs except as authorized by the Library’s

## EXHIBIT A

Alcoholic Liquors Sales and/or Delivery Policy.

Performing a Safety Sensitive function means any ~~and all times when~~ an employee is actually driving, getting ready to drive or immediately available to drive a Library vehicle or operate Library equipment.

In addition, employees are prohibited from performing Safety Sensitive functions if the employee is using alcohol or has used alcohol or cannabis during the prior four hours. They are also prohibited from using alcohol or cannabis for eight hours after an accident involving Library property or until a test is taken, whichever occurs first.

This Policy does not prohibit employees from the lawful use and possession of prescribed medications including medical cannabis as authorized by the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1, et seq. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely and **to** promptly disclose any restrictions to their supervisor.

This Policy does not limit any provision of the Cannabis Regulation and Tax Act (PA 101-0027), with regard to the restrictions on the use of or possession of cannabis in public property.

### Article VI Notification of Convictions.

Any employee who is convicted of, pleads guilty or no contest to, or is sentenced for a criminal drug violation must notify the Library Director in writing within five calendar days of the conviction, plea or sentence. The Library will take appropriate action within 30 days of notification.

### Article VII Drug Testing.

The Library will conduct drug testing in the following circumstances:

#### Section 1 Pre-Employment.

All applicants for Safety Sensitive Positions must pass a drug test before beginning employment. Safety Sensitive Positions include Library vehicle drivers and maintenance equipment operators.

#### Section 2 Reasonable Suspicion Testing.

Employees are subject to testing if a supervisor reasonably suspects them of using or being Under the Influence of Alcohol, cannabis or Drugs while they are working for the Library, including but not limited to operating Library vehicles. "Reasonable suspicion" means a belief, based on behavioral observations or other

## EXHIBIT A

evidence, sufficient to lead a prudent or reasonable person to suspect an employee is Under the Influence of Alcohol, cannabis or Drugs.

Whenever possible, before an employee is required to submit to testing based on reasonable suspicion, the employee shall be observed by more than one supervisory or managerial employee. It is encouraged that observation of an employee should be performed by a supervisory or managerial employee who has successfully completed a certified training program to recognize drug and alcohol abuse.

Signs of being Under the Influence can include, but are not limited to, slurred speech, erratic behavior, decreased motor skills, or other such traits. Circumstances, both physical and psychological, shall be given consideration. In addition, other signs of being Under the Influence include: evidence of alcohol, cannabis or Drugs on or about the employee's person or in the employee's vicinity; direct observation of use; report of use provided by a reliable and credible source; information that an employee has caused or contributed to or been involved in an accident at work or on library business; or information that an employee has used, possessed, sold, solicited or transferred cannabis or Drugs while working ~~or on the employer's~~ **Library** premises.

### Section 3 Post-Accident Testing.

Employees are subject to testing when they cause or contribute to accidents which damage a vehicle or Library machinery or equipment, or result in an injury requiring emergency medical treatment away from the scene of the accident.

## Article VIII Collection and Testing Procedures.

### Section 1 Alcohol Testing.

Employees subject to alcohol testing shall be sent or driven to a Library designated clinic and directed to provide breath specimens, ~~and t~~ **The Library** may send a representative to accompany the employee to the testing facility. Under no circumstances may an employee thought to be Under the Influence of Alcohol be allowed to operate a vehicle or other equipment for any purpose. Specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee.

### Section 2 Drug Testing.

Employees subject to drug testing shall be sent or driven to a Library designated clinic and directed to provide urine specimens, ~~and t~~ **The Library** may send a representative to accompany the employee to the testing facility. Under no circumstances may an employee thought to be Under the Influence of Drugs

## EXHIBIT A

be allowed to operate a vehicle or other equipment for any purpose. Employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of, at a minimum, cannabis, cocaine, opiate, amphetamine PCP and all other “controlled substances” as defined by the federal Controlled Substances Act (21 U.S.C. 812), the Illinois Controlled Substance Act (720 ILCS 570), or the Illinois Cannabis Control Act (720 ILCS 550). There shall be a chain of custody from the time specimens are collected through testing and storage.

Applicants subject to drug testing shall follow the same procedure as Employees. Collected specimens shall be tested for evidence of, at a minimum, cocaine, opiate, amphetamine, PCP and all other “controlled substances” as defined by the federal Controlled Substances Act (21 U.S.C. 812).

The laboratory shall transmit positive drug tests results to a Medical Review Officer (MRO) retained by the Library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within seventy-two (72) hours of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. The employee shall be placed on administrative leave pending the Library's receipt of notice of the test results. The employee shall have the right to request a representative or designee to be present at the time ~~he or she is~~ **they are** directed to provide a specimen for testing based upon reasonable suspicion.

### Article IX Consequences.

Applicants who Refuse to Cooperate in a drug test will not be hired.

Applicants who fail a drug test shall be given a reasonable opportunity to contest the determination that the positive test result was rendered due to the illegal use of Drugs.

Unless aggravating circumstances are present, the first time that an employee (other than designated Safety Sensitive Positions) tests positive for alcohol or Drugs or possesses, consumes or is Under the Influence of Alcohol, cannabis or Drugs, the person will be suspended and referred to the Library's Employee Assistance Program (EAP). Continued employment and/or reinstatement will be conditioned on cooperation with the EAP, successful completion of any prescribed treatment, passing follow-up tests and other appropriate conditions.

## EXHIBIT A

The first time an employee in a Safety Sensitive Position tests positive for alcohol, cannabis or Drugs or possesses, consumes, or is Under the Influence Alcohol, cannabis or Drugs, the person will be immediately removed from performing any Safety Sensitive functions, advised of available resources for evaluating and resolving alcohol and substance abuse problems, referred to a substance abuse professional, and suspended without pay. In the event of a positive test for cannabis for an employee in a Safety-Sensitive Position, the employee, before being suspended without pay, shall be given a reasonable opportunity to contest the determination that the employee was Under the Influence of cannabis while at work. The employee will not be allowed to return to work unless ~~he or she has~~ **they have** been evaluated by a substance abuse professional, passed return-to-work tests, and the substance abuse professional determines the employee has properly followed any prescribed rehabilitation program.

Employees who test positive for alcohol, cannabis and/or Drugs or violate this Policy's alcohol, cannabis or drug rules more than once shall be terminated, after the employee is given a reasonable opportunity to contest the determination that the positive test result was rendered due to the illegal use of Drugs.

### Article X Return to Work and Follow-Up.

Employees who have tested positive or violated this Policy, and who are not terminated or are reinstated, are subject to testing prior to returning to work. Follow-up testing at times and frequencies determined by the Library may also be required for up to three years.

Following a violation of the Drug-Free Workplace Policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

### Article XI Employee Assistance.

The Library offers all employees and their family members' assistance with alcohol and drug problems through the EAP. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leave of absence, and otherwise accommodated as required by law.

# EXHIBIT A

## Article XII Confidentiality.

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Medical Review Officer shall be kept confidential and maintained in secure files separately from normal personnel files. Such records and information may be disclosed among managers and supervisors on a legitimate need-to-know basis and may be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant. Upon written request, an employee may be provided with a copy of the test results and other records relating to ~~his/her~~ **their** test.

## Article XIII Drug-Free Workplace Requirements.

The Library Director shall ensure that all employees of the Library are aware of the existence of this Policy, and shall make a copy of this Policy available to each employee. Supervisors shall receive periodic training ~~in regard~~ **on how** to recognizing employees with alcohol and other drug problems.

This Policy may be modified by the Library at its sole discretion. To the extent contractor employees, who are present on Library premises, engage or appear to have engaged in conduct that would violate this Policy if done by an employee, such contractor employees will be barred from Library Premises.

## Article XIV Medical Cannabis.

In compliance with the Compassionate Use of Medical Cannabis Program Act (410 ILCS 130/1, et seq.), the Library shall continue to enforce its Policy concerning drug testing and a drug free workplace provided the Policy is applied in a nondiscriminatory manner. The Library respects the rights of those employees who are Registered Qualifying Patients and who engage in the medical use of medical cannabis in compliance with the law. All employees who are Registered Qualifying Patients are subject to all of the Library's normal drug testing requirements, personnel policies and disciplinary penalties for Policy violations. A Registered Qualifying Patient who tests positive for cannabis may not be penalized solely for ~~his or her~~ **their** status as a Registered Qualifying Patient unless failing to do so would put the Library in violation of federal law, or cause the Library to lose a monetary or licensing-related benefit under federal law or rules.

All employees, including Registered Qualifying Patients as defined by the Act, are strictly prohibited from using, possessing, selling, distributing or being impaired by cannabis while on the Library's premises, during hours of

## EXHIBIT A

employment or while acting in any capacity in their employment with the Library. All employees are subject to this Policy while on property owned, controlled or operated by the Library, including all offices, facilities, structures, fixtures, installations, land, parking areas, sidewalks, common areas under the control of the Library, automobiles, trucks, and all other vehicles and equipment whether owned, leased, rented, or used by the Library.

All employees working for the Library are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or aftereffects of medical cannabis. Any employee found to use, sell, possess, or distribute cannabis while on Library Premises, performing Library related duties, or while operating any Library equipment, is subject to disciplinary action, up to and including termination of employment and possible criminal prosecution. An employee must also not be impaired by medical cannabis during work hours to an extent that ~~he or she is~~ **they are** incapable of performing ~~his or her~~ **their** assigned duties, as observed by ~~his/her~~ **their** supervisor based on objective and observable criteria. Any cannabis found on Library Premises will be turned over to the appropriate law enforcement agency. Registered Qualifying Patients are subject to testing as set forth elsewhere in this Policy to the same extent as any other employee.

All Registered Qualifying Patients are expected to consult with their personal physician to determine if the use of medical cannabis will have any potential negative effects on job performance. All Registered Qualifying Patients are required to report to their supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in the performance of duties. ~~The following employees are prohibited from becoming a Registered Qualifying Patient: active duty police officers, firefighters, correctional officers and probation officers and CDL holders.~~

Each Qualifying Patient must carry ~~his/her~~ **their** Registry Identification Card issued by the Department of Public Health. Law enforcement personnel will have access to a verification system maintained by the Department of Public Health. **CDL license holders are prohibited from becoming a Registered Qualifying Patient.**

### Article XV Right to Privacy

The Library understands the terms of the Illinois Right to Privacy in the Workplace Act (820 ILCS 55/1, et. Seq.), with respect to an employee's lawful use of legal drug products off the premises of the employer during non-working and non-call hours. Notwithstanding the Illinois Right to

## EXHIBIT A

Privacy in the Workplace Act, the Library's Drug-Free Workplace Policy is a measure to control the effects that unlawful and lawful drug use can have on the performance of an employee, and on the safety of employees, patrons and the public. Any action of the Library regarding the employment status of any employee as a result of lawful or unlawful drug use will comply with the terms of the Illinois Right to Privacy in the Workplace Act.

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Date

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Secretary

Adopted: 03/16/99  
Revised: 04/17/01  
Revised: 07/15/03  
Revised: 09/02/08  
Revised: 11/17/15  
Revised: 04/17/18  
Revised: 02/16/21  
**Revised: 12/16/25**

**RESOLUTION ADOPTING REVISED FREEDOM OF INFORMATION ACT  
(FOIA) POLICY**

**WHEREAS**, the COOK MEMORIAL PUBLIC LIBRARY DISTRICT (“Library”) is a public library district organized under the Public Library District Act of 1991; and

**WHEREAS**, the Library Board of Trustees last approved revisions to the FOIA Policy (“Policy”) on February 16, 2021; and

**WHEREAS**, the Policy is periodically reviewed by legal counsel and amended as statutory requirements change and/or additional information is needed; and

**WHEREAS**, the Policy Review Committee Meeting on December 3, 2025 revealed the need to update certain provisions of the Policy; and

**WHEREAS**, the Policy is being updated to reflect an amendment to FOIA per Public Act 104-0438, effective January 1, 2026, to require that electronic FOIA requests include the request in the body of the electronic submission, rather than as an attachment or hyperlink for cybersecurity reasons; and

**WHEREAS**, the Policy being updated to reflect another amendment to FOIA per Public Act 104-0438, effective January 1, 2026, to allow a public body that has a reasonable belief that a request was not submitted by a person to require the requester to verify orally or in writing that the requester is a person.

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

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

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

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

ADOPTED this 16<sup>th</sup> day of December 2025.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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President, Deb Ader

ATTEST:

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Sara Lawton, Secretary

DRAFT

# EXHIBIT A

## FREEDOM OF INFORMATION ACT POLICY

This Freedom of Information (“FOIA”) Policy reflects Cook Memorial Public Library District’s (“Library”) commitment to openness, accountability, and public access to information. As a taxpayer-supported institution, the Library recognizes the community’s right to access records that document its operations, governance, and use of public funds, in accordance with applicable freedom of information laws.

### Article I Public Body.

A brief description of the ~~Cook Memorial Public Library District (CMPLD)~~ **Library’s** public body is as follows:

A. ~~The purpose of the CMPLD is to provide materials and services for the recreational, social, informational, and educational needs of the community.~~

**Our mission statement: Through dedicated personal service, we connect our diverse community to resources and experiences that educate, enrich, and inspire.**

B. ~~The CMPLD operating budget is available on the Library website at [www.cooklib.org](http://www.cooklib.org).~~

Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levies are:

1. Corporate purposes (for general operating expenditures including debt service)
2. IMRF (for employees’ retirement and related expenses)
3. Social Security (for employees’ FICA costs and related expenses)

**Library financial information, an organizational chart, and number of employees can be found at [www.cooklib.org/transparency](http://www.cooklib.org/transparency).**

C. The administrative office is located at ~~this address~~: 413 N. Milwaukee Avenue, Libertyville, IL 60048. The Library also has a ~~branch~~ location ~~located~~ at 701 Aspen Drive, Vernon Hills, IL 60061.

D. The ~~CMPLD~~ **Library** Board of Trustees (“**Board**”) is comprised of seven elected residents and have statutory authority over Library governance, policies, and financial oversight. ~~exercises control over the library’s policies and procedures.~~ The board ~~meets~~ **convenes** on the third Tuesday of each month at 6:30 p.m. ~~unless rescheduled and notice given in accordance with the Illinois Open Meetings Act. All regular meetings will be held~~ at **either** the Cook Park Library, 413 N. Milwaukee Avenue, Libertyville, Illinois or the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois as ~~listed~~ **specified** ~~on~~ **in** the annual Ordinance **establishing the setting**

## EXHIBIT A

~~forth a~~ Schedule of Regular Meetings adopted each **spring** ~~June~~.

Board meeting minutes, ~~and~~ Library policies, **and information about the Trustees** can be found ~~on the Library website~~ at [www.cooklib.org/transparency](http://www.cooklib.org/transparency).

E. The Library is required to report and be answerable for our operations to:  
*Illinois State Library*, Springfield, Illinois. ~~Its members are: State Librarian and Secretary Of State, Jesse White; Director of State Library, Anne Craig; and various other staff.~~

### **F. The Library's FOIA officer(s) are:**

- 1. Library Director**
- 2. Executive Assistant**

### Article II ~~Freedom of Information Act~~ **FOIA** Requests.

Information and records available to the public may be requested in the following manner:

A. **Requests for inspection or copies shall be submitted** ~~a request via email~~, by written letter or fax to the following individual:

FOIA Officer  
Cook Memorial Public Library District  
413 N. Milwaukee Ave.  
Libertyville, IL 60048  
[foiarequest@cooklib.org](mailto:foiarequest@cooklib.org)  
Fax: 847-362-2354

**B. Requests for electronic records shall be submitted via email. The requests must appear in their entirety within the body of the electronic submission and not as an attached file or hyperlink.**

~~B~~C. If the request is for a "commercial purpose" that must be indicated on the request.

~~C~~D. It must be specified whether the request is for inspection of public records, copies of public records, or both.

~~D~~E. **The requester may be required to reimburse the Library for** ~~To reimburse~~ actual costs for reproducing the records, **and may be charged** the following fees: ~~will be charged:~~

1. There is no charge for the first ~~fifty (50)~~ pages of black and white text either letter or legal size.

## EXHIBIT A

2. There is a \$.15 per page charge for copied records in excess of ~~fifty (50)~~ pages.
3. Actual copying cost of color copies and other sized copies will be charged.
4. Commercial Requests: The Library will charge \$10.00 per hour for each hour in excess of 8 hours spent searching for or retrieving records or for examining the record for necessary redactions and will also charge the actual costs of retrieving records stored off-site by a third party storage company, if any.

5. Voluminous Requests: **The Library will impose a fee** for electronic records **that fall under a voluminous request as set forth below:** ~~if the records are not in a portable document format (pdf), the Library will impose the following charges:~~

**Records not in PDF format:** Amount of data Fee

~~For~~ Up to 2 **MB** megabytes of data - \$20

~~For~~ More than 2 **MB** ~~and but~~ less than 4 **MG** megabytes of data - \$40

~~For~~ More than 4 **MB** megabytes of data - \$100

~~For voluminous requests for electronic records, if the records are in a portable Document format (pdf), the Library will impose the following charges:~~

**Records in PDF format:** Amount of data Fee

~~For~~ Up to 80 **MB** megabytes of data - \$20

~~For~~ More than 80 **MB** ~~but and~~ less than 160 **MB** megabytes of data - \$40

~~For~~ More than 160 **MB** megabytes of data - \$100

For fees imposed pursuant to this section regarding voluminous requests, the Library will provide the requester with an accounting of all fees, costs and personnel hours in connection with the request. The fees the Library may charge for voluminous requests can still be charged even if the requester fails to accept or collect the records. If a requester does not pay a fee charged pursuant to Section 6 of FOIA, the debt shall be considered a debt due and owing to the Library and may be collected in accordance with applicable law.

~~EF~~. If the records are kept in electronic format, a specific format may be requested and if feasible, will be so provided. If not, records will be provided either in the electronic format in which they are kept (which will require payment by the requestor of the actual cost of the medium only, i.e. flash drive, tape, etc.) or in paper form as you select.

~~FG~~. Except for commercial requests, voluminous requests and recurrent requesters, the **Library** ~~-office~~ will respond to a written request within five (5) **business working** days **after receipt of the request (excluding public holidays observed by the state of IL)** or sooner, if possible. An extension of an additional five (5) **working business** days

## EXHIBIT A

may be taken if the Library meets the criteria for the additional five-day extension under Section 3(e) of FOIA. ~~necessary to properly respond.~~ The Library and the requester may agree to a longer extension if necessary.

**H.** For commercial requests, the Library will respond within 21 business days.

**I.** Pursuant to Section 8.5 of FOIA, the Library is not required to copy a public record that is published on the Library's website, and in response to such a request, may notify a requester that the record is available online and direct the requester to the page on the website where the record can be reasonably accessed. However, if the requester is unable to reasonably access the record online, the requester may re-submit their request for the record stating their inability to access the record online, and the record will be made available for inspection or copying.

**J.** Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA will be deemed unduly burdensome in accordance with Section 3(g) of FOIA.

**K.** If the FOIA Officer has a reasonable belief that a request was not submitted by a person, may require the requester to verify orally or in writing that they are an actual person. If the requester fails to verify that he or she is a person within 30 days after the FOIA Officer requests such a verification, the request may be denied.

**L** ~~G.~~ Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

**M** ~~H.~~ The place and times where records are available for inspection are as follows:

Monday – Friday, 9:00 a.m. to 5:00 p.m.  
Cook Park Library – Administrative Office  
413 N. Milwaukee Ave.  
Libertyville, IL 60048

**N** ~~I.~~ The Library is not required to create records that do not exist or required to answer questions in response to a FOIA request (5 ILCS 140/1).

When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (5 ILCS 140/7).

- a. A copy of the redacted release should be maintained for proof of what was actually released and in order to document the reasons for the redactions.

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**O J.** The denial of a request for records is subject to the following:

- a. Denial of a request by the FOIA Officer shall be in writing and shall identify the specific exemptions being claimed under 5 ILCS 140/9. ~~Failure to respond in a timely manner to a request under the Illinois Freedom of Information Act constitutes a denial (5 ILCS 140/3(d). Because the Library bears the burden of proof in a denial, the FOIA Officer shall consult with the Library Director prior to issuing a denial.~~ **A detailed factual basis for any claimed exemption, and the names and titles of each person responsible for the denial, will be provided (5 ILCS 140/9). Each written denial shall also inform the requesting party of the right to appeal to the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9(a)).**
- b. ~~A detailed factual basis for any claimed exemption, and the names and titles of each person responsible for the denial, will be provided (5 ILCS 140/9). Each written denial shall also inform the requesting party of the right to appeal to the Public Access Counselor of the Illinois Attorney General (5 ILCS 140/9(a)).~~ **Failure to respond in a timely manner to a request under the Illinois Freedom of Information Act constitutes a denial (5 ILCS 140/3(d)).**

### Article III    Types of Records.

~~Certain types of information maintained by CMPLD are exempt from inspection and copying.~~ The following types or categories of records are maintained by the Library and will be made available upon request:

- A. Monthly financial statements.
  - B. Annual Receipts and Disbursements reports.
  - C. Operating budgets.
  - D. Annual audits.
  - E. ~~Minutes of~~ Library ~~Trustees~~ Board **meeting minutes** ~~and committee meetings.~~
  - F. Library policies, ~~including Collection Development.~~
  - G. Adopted ordinances and resolutions of the Board.
  - H. Annual reports to the Illinois State Library.
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# EXHIBIT A

Date

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Secretary

Adopted: 02/17/04

Revised: 11/02/06

Revised: 03/27/07

Revised: 12/15/09

Revised: 04/19/16

Revised: 02/16/21

**Revised: 12/16/25**