

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

October 15, 2024

Board Meeting  
6:30 p.m.

The regular meeting of the Board of Library Trustees of the Cook Memorial Public Library District scheduled for Tuesday, October 15, 2024, will be held in the Meeting Room at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Capital Needs Assessment Presentation.
6. Approval of the Minutes.
  - a. Minutes of the Regular Meeting of September 17, 2024.
7. Approval of the Bills.
8. Report of the Director.
  - a. Statistical Report.
  - b. Narrative Report.
  - c. Personnel Report.
  - d. Investment Report.
9. Report of the President.
10. Reports of Committees and Representatives.
  - a. Finance and Employee Practices.
    - i. Committee Recommendation to Approve Levy Ordinance 2024-2025/2.
  - b. Building and Grounds.
  - c. Policy Review.
    - i. Approval of Resolution 2024-2025/3 Adopting the Revised Records of the Secretary Policy.
    - ii. Approval of Resolution 2024-2025/4 Adopting the Revised Security Camera Policy.

iii. Approval of Resolution 2024-2025/5 Adopting the Revised Email Communications Policy.

- d. Technology.
- e. Resources, Services and Long-Range Planning.
- f. Friends' Representative.
- g. RAILS Representative.
- h. Historical Society Representative.

11. Board Communications.

12. New Business

- a. Approval of Resolution 2024-2025/2 Honoring Jim Larson as Trustee.

13. Upcoming Meetings and Events.

- a. Resources, Services and Long-Range Planning Committee Meeting on Thursday, November 7, 2024 at 6:30 p.m. at the Aspen Drive Library.
- b. Finance and Employee Practices Committee Meeting on Thursday, November 14 at 5:00 p.m. at the Cook Park Library.
- c. Regular Board Meeting on Tuesday, November 19, 2024, at 6:30 p.m. at the Cook Park Library.

14. Public Questions.

15. Adjournment.

Deb Ader, President  
Board of Library Trustees

October 11, 2024

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



# Cook Memorial Public Library District

## LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: October 15, 2024

FROM: David Archer, Library Director

AGENDA ITEM: Capital Needs Assessment Presentation

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At the April 15 Library Board meeting, Trustees approved Resolution 2023-2024/17, accepting a proposal from Williams Architects to conduct an updated Capital Needs Assessment for both library locations. The assessments identify capital improvements needed at both locations over the next ten years and serve as a tool in future capital decision-making processes and budgeting.

Williams Architects conducted the assessment over the summer and recently met with senior management to review an initial draft. This draft was presented at the September 10 Finance and Employee Practices Committee meeting.

The assessment team will be on hand at tonight's meeting to review an updated draft of the report and answer your questions:

- Andrew R. Dogan, Managing Principal, Williams Architects
- Kyle Cunningham, Williams Architects
- Jeff Chamberlin, Mechanical Engineer, 2010 Engineering Group

Assistant Director Lauren Cerniglia and Finance Director Crystal Edwards, both of whom participated in the review process, will also be in attendance to provide additional insight, if needed.



# **Cook Memorial Public Library District**

## **Capital Needs Assessment Report**

### **Aspen Drive Library**



prepared by



**Williams Project # 2024-037**

**10 October 2024**

**DRAFT**

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## 2024-2034 Capital Needs Assessment

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**Cook Memorial Public Library District  
Needs Assessment Study  
INTRODUCTION AND EXECUTIVE SUMMARY**

In May 2024, Williams Architects was commissioned to conduct a Capital Needs Assessment for the Cook Memorial Public Library District. Our firm is a national architecture, planning, and interiors practice with extensive experience in needs assessment, space planning, and the design and planning of public library facilities across the country. Our proven assessment and planning process considers factors such as building condition, code compliance, operational review, national trends in library service, and local community characteristics and needs to create sound recommendations that form the foundation and program for facility improvements. This Findings and Recommendations Report combines information from our field assessments conducted between May and July of this year, with input provided by the Cook Memorial Public Library District staff during our on-site survey.

Our process involved assessing the condition of the existing buildings and sites to ensure that any major required items related to the building infrastructure are not overlooked. The assessment also considered the facility's compliance with the Americans with Disabilities Act Accessibility Guidelines and the Illinois Accessibility Code.

The Williams Team deeply appreciates this opportunity to serve the Cook Memorial Public Library District. Please advise us if there are any comments or concerns regarding this report or any of the information contained within.

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# Cook Memorial Public Library District – Aspen Drive Needs Assessment Study BUILDING CONDITION ASSESSMENT

Our team conducted a condition assessment of the existing building on July 11 of this year as part of our initial fact-finding process. The following is a summary of these findings, grouped by areas of the facility.

## Site Components:

- There are 152 parking spaces on site, including five accessible spaces. The existing building is approximately 34,335 square feet in gross area (including outside walls) The Village of Vernon Hills Zoning Ordinance requires 1 parking space for each 200 square feet of floor area; therefore 172 parking spaces would be required under the existing zoning ordinance. Future alterations or additions to the building may require a variance from the Village’s zoning requirements for off-street parking. An agreement is needed from the Village to provide fewer parking spaces than the municipal code requires. Williams has no knowledge of any existing agreements between the Library and the Village.



*Aerial photo of Aspen Drive location site and parking lot*

- Asphalt parking areas are generally in good condition; very few cracks or damaged areas are observed. Sealcoating and re-striping are generally recommended every two to three years.
- The site is situated on Aspen Drive off of Townline Road and has one entrance and exit. There is no dedicated drive-up or drop-off/pick-up/loading area. The site circulation consists of a two-way traffic flow along the East and South lots and one-way traffic at the North portion of the facility to allow for traffic to the book drop off. Striping is provided to indicate intended directional flow to prevent vehicles from entering the North lot. There is a book drop off and Media pick up at the north side of the building.



*Book drop and media pickup at North side of parking lot.*

- The asphalt parking lot is in good condition. Sealcoating and restriping should be considered every 2-3 years.
- A spall was observed in the concrete curb near the book drop off bollards.



*Spall in curb near book drop off bollards.*

- The sidewalk on the south side of the building between the exterior wall and green space is deteriorated with gaps. In particular, there is a section of sidewalk that has a spall.



*Sidewalk spalling at South side of the building.*

- A bike rack is provided outside the main entrance. The bike rack appears to be in good condition and was used by two bike users while Williams was on site.



*Bike Rack at the main entrance.*

- A flag pole is present on site near the front of the facility. The flag is lighted per US code.



*Flagpole at the front of the building.*

## Building Exterior:

- The exterior walls are masonry consisting of a 4" face brick outer course and stone. The masonry is generally in good condition, with only minor mortar cracking and deterioration apparent. No previous tuckpointing is seemingly evident. The metal fascia soffits are in good condition.



Existing exterior masonry walls.

- The perimeter joint sealant of the storefront of the south elevation of Meeting Room A appears to be missing and mortar for the stone at the jambs missing. This is a potential source of water infiltration if there is nothing to prevent water from getting between stone units and behind storefront.



*Perimeter joint sealant missing at south storefront of Meeting Room A. Mortar observed in background.*



*Mortar missing between stone at jambs of storefront.*

- The book mobile swing door is a hollow metal door and frame and likely original to the facility. Rusting is occurring at the sill of the doors, likely due to snow/water accumulation during storms.



*Existing Hollow Metal doors and frames at service door entries/exits.*

- The building's main glazing and entrance systems include aluminum storefront and spandrel paneling, generally in good condition. Some caulking at the joints is worn down and needs to be removed and reapplied. There are some instances of mullions having moved, creating gaps in the storefront system.



*Perimeter joint sealant surrounding storefronts.*



*Storefront mullions have moved creating gaps.*

- Perimeter joint sealant was observed to be worn or open at select windows along exterior of building. Butt joint seams of break metal windowsills and heads were observed to be open, as well. These areas are recommended to be addressed to maintain the prevention of water infiltration.



*Perimeter joint sealant open at window heads.*



*Butt joints of windowsill break metal have opened.*

- The drip edges were found at many locations below select windowsills and at the base of the building to have come loose and “walked” away from the building. This movement is likely due to thermal expansion as well as the drip edges not being bed in mastic. The drip edges were observed to be 1 ½” in length. Drip edges are typically desired to be 3” embedded into wall.



*Drip edges moving away from building.*





*Drip edges moving away from building.*

- Small spalls in concrete foundation were observed at base of concrete at east elevation. Spall is minor at this time.



*Minor spall in concrete foundation at east elevation.*

- The hose bibb door was observed to be open with no lock or latch present. Replacing the door with one that can lock is recommended for security and preventing people from accessing spigot.



*The water spigot gate door is opened with no lock or latch.*

- Debris, branches, and soil were observed filling some weep holes along the base of the building. The weep holes are recommended to be cleaned and ensure debris does not fill the holes to prevent water from backing up in the masonry cavity.



Debris and soil observed in weep holes.

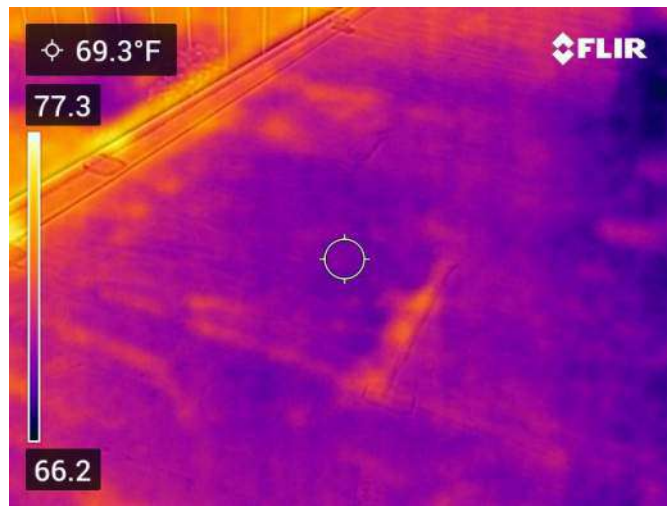
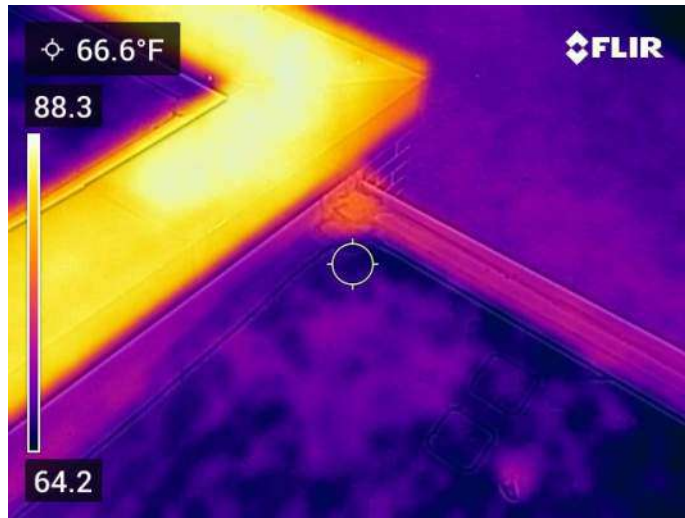
## Building Roofing:

- The building's existing roof is a PVC or Thermoplastic Polyolefin (TPO) roofing membrane. The addition portion of the facility received a new roof in 2018-2019. Thermal imaging of the roof indicates that the condition of the membrane and the insulation beneath it is in satisfactory condition. Some minor instances of thermal shorting were noticed. They coincided with patching that occurred in the roof membrane.



*Existing roof surface*

- Thermal imaging suggests that the roof system was well insulated without thermal shorts/bridging. The dark purple hue suggests a cooler temperature of the roof, indicating that no heat from the building was translating up through it. Some thermal shorting was occurring at the inside face of the parapet wall. The detailing of the insulation at this location is likely the cause. (Note: dark spots in the photos are due to rain earlier in the day prior to Williams visit.)



Thermal imaging shows the lack of heat bridging through the roof system.

-Thermal imaging suggests that some thermal shorting was also occurring at roof penetrations such as skylights and exhaust vents. This is a common issue.



Roof penetrations are causes for thermal shorts.

- Walkway protection pads or rolls were observed around roof hatch and some mechanical units. These are recommended to minimize foot traffic to areas needed to maintain the HVAC units on the roof. The walkways should connect all serviceable equipment on the roof. It was also observed that one walkway protection pad was loose and peeling up at corner of RTU 4.



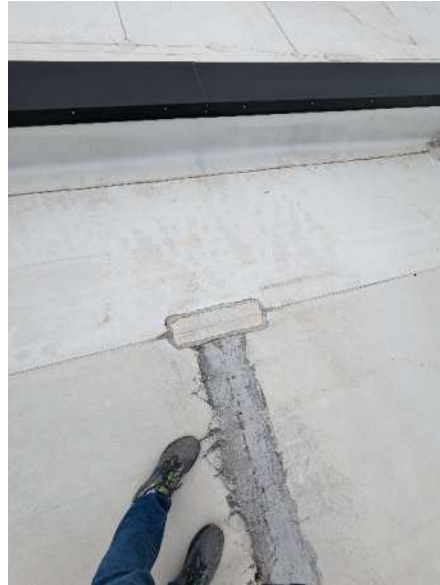
*Not all equipment was connected via walkway mats. Loose adhered walkway protection pad at RTU 4.*

Some roof discoloration in the form of dirt/dust accumulation was observed. Some areas accumulated enough to produce a condition for topical mold growth.



*Discoloration of the roof membrane surface due to dirt and debris and subsequent mold growth.*

- Generally, the roof was well adhered to the insulation below. Areas of loose membrane were visible in just a few areas, typically at the location where the membrane turned upward to a penetration or at building edge.



*Loose membrane observed near the roof penetration and in the main field of roof at south end of kids collection.*

- Select areas of the sealant where the roofing membrane terminated against the stone veneer were observed to be opened. Sealant is recommended to prevent water infiltration.



*Open sealant between roofing membrane and stone veneer.*

-Generally speaking, the roof flashing and heat-weld seams were in good order.



*A typical image of the flashing membrane, heat weld seaming on the roof.*

-Fasteners for metal roof coping and flashing were observed to be loose or missing at select locations. The fasteners are recommended to be tightened and installed to prevent damage to the metal copings and flashings from wind uplift.



*Fasteners are not fully installed into metal coping.*

- Areas with penetrations received the proper roof accessories. Pictured here is a vent stack penetration with the appropriate boot assembly and sealing measures. The caulk should be monitored for failure and subsequent replacement.



*Vent stack boot should be monitored where the caulk seals the piping to the roof system.*

- Sealant at butt joints of metal roof coping was observed to be deteriorated or missing in locations. Sealant should be installed to prevent water infiltration from bypassing metal roof coping.



*Deteriorated sealant at metal coping butt joints.*



- Perimeter sealant was observed to be worn or open in select locations at clerestory windows. Sealing these areas are recommended to prevent water infiltration.



*Deteriorated sealant at clerestory window perimeter.*

Two bolts in the mechanical area screen wall were noted to be rusted and should be monitored and replaced with galvanized bolts to prevent failure of connections.



*Rusted bolts at mechanical screen wall to column connection.*

-Open joints were observed in select locations at clerestory window mullions. It is recommended that these joints be sealed to prevent water infiltration.



*Open gaps in clerestory window mullions.*

-Some areas of the roof have received patchwork, particularly in the areas of roof transitions, or edges as portrayed below. The work should be reviewed by a licensed roofer and repaired as need be.



*Roof flashings with heat welded edges should be monitored for failure and subsequent replacement/repair.*

-Seams were observed to be open at select locations of duct foil. These areas are recommended to be sealed by Mechanical Contractor to prevent water infiltration.



*Open seams in duct foil.*

- A typical roof drain. The perimeter of drains were observed to be relatively clean at this time. It is recommended that roof drains be continued to be reviewed and cleaned on a scheduled basis.



*Typical roof drain.*



*Gutter and downspouts of the skylight atrium portion of the roof.*

- Some small areas of ponding water were observed on the roof. These appear to be related to rain that occurred the morning of our site visit and are not likely substantially contributing to the deterioration of the roof system.



*Area of observed ponding.*

**Accessibility:**

- Five accessible parking spaces are provided, consistent with the required number of accessible spaces given the number of parking spaces provided overall. Six Handicap spaces are required for 172 spaces.



*Accessible parking spaces*

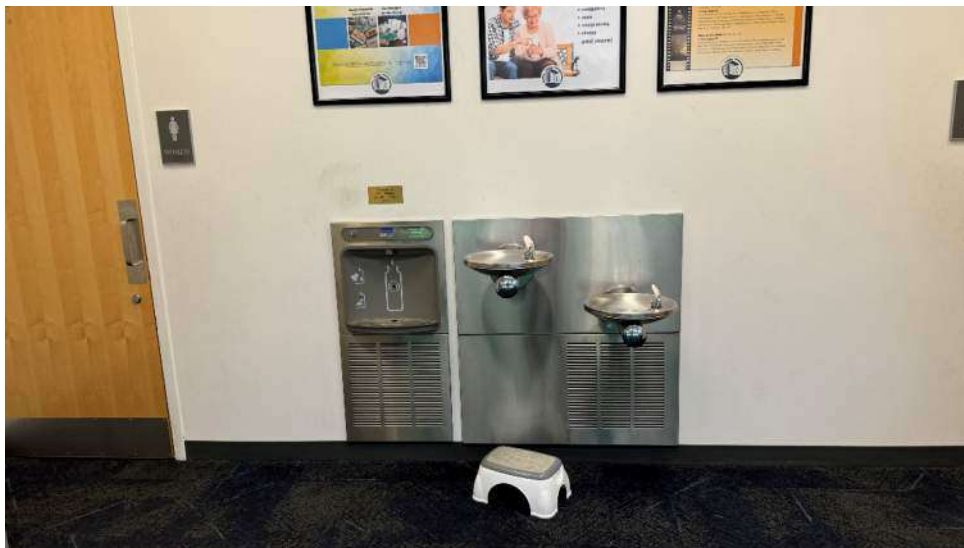
## Building Interior / Finishes:

Large portions of the facility were remodeled during the recent addition project. There are no serious issues present requiring immediate attention with respect to finishes or interior partitions. Some issues observed requiring attention are as follows:

The base of the cabinet heater serving the entrance vestibule is becoming damaged and corroded as a result of being in a trafficked area and potential salt exposure.



Some door frames appear to have been repainted during the addition and remodel project but were not properly primed as paint is flaking off. These should be scraped, primed, and repainted.



Corner guards are not present at many drywall corners. We recommend adding these to minimize damage and reduce need for paint touch-ups.



Wood countertops in the Workshop space are already experiencing damage.



Floor box covers are in fair to poor condition throughout the facility, and some (in the addition) are not operable.





## **Building Infrastructure – Mechanical Systems:**

### **HVAC**

#### **Existing Conditions**

The existing main building has no central heating or cooling plant. The building is heated, cooled, and ventilated by four (4) packaged single zone variable air volume gas fired heating/cooling rooftop units.

#### **RTU-1 (Serves Southwest)**

The unit is a vertical discharge Carrier model 48A3S020 utilizing R-410a refrigerant with nominal cooling capacity of 20 tons. It was installed in 2009 and is in fair condition.

#### **RTU-2 (Serves Northwest)**

The unit is a vertical discharge Carrier model 48A3S020 utilizing R-410a refrigerant with nominal cooling capacity of 20 tons. It was installed in 2009 and is in fair condition.

#### **RTU-3 (Serves Southeast)**

The unit is a Carrier model 48A2S030 utilizing R-410a refrigerant with nominal cooling capacity of 30 tons. It is a vertical discharge unit on an elevated curb with supply/return ductwork routed on the roof from the curb. The rooftop unit was installed in 2009 and is in fair condition. The exterior jacket on the exposed ductwork has deteriorated and is allowing water into the insulation.

#### **RTU-4 (Serves Northeast)**

The unit is a vertical discharge Carrier 48A3T035 utilizing R-410a refrigerant with nominal cooling capacity of 35 tons. It was installed in 2019 and is in good condition.

#### **Fan Powered Boxes and Variable Air Volume Boxes with Electric Reheat Coils**

Heating and cooling for occupied spaces is accomplished by Fan Powered Boxes and Variable Air Volume Boxes with electric heating coils. There are 24 Variable Air Volume boxes with electric reheat coils installed in 2009. There are 4 Fan Powered Boxes with electric reheat coils and 5 Variable Air Volume Boxes with electric reheat coils installed in 2019.

### Electric Heaters

There is an electric wall heater serving the south vestibule installed in 2009. There are 2 electric ceiling heaters serving the northeast stairwell installed in 2019. There is an electric baseboard serving the high glass at the southeast area installed in 2009.

### Exhaust Fans

There are 9 roof mounted exhaust fans serving toilet rooms and general exhaust. Seven (7) of these fans were installed in 2009 and two (2) were installed in 2019.

### MDF Duct Free Split System

The MDF room is cooled by a Mitsubishi duct free split system consisting of an indoor fan coil unit and outdoor condensing unit. It was installed in 2022 and is in very good condition.

### Temperature Controls

A Carrier iVue Building Automation System consisting of Direct Digital Controls is utilized to control the building. It was installed in 2009 with additional controllers added in 2019 for the addition. All the 2009 controllers are Carrier CCN, which is anticipated to be obsolete within the next 4 years. The 2019 controllers are current technology BACnet controllers.

### **Revision Recommendations**

1. Rooftop Unit RTU-1 is 15 years old and should be scheduled for replacement in the next in the next 5 years.
2. Rooftop Unit RTU-2 is 15 years old and should be scheduled for replacement in the next in the next 5 years.
3. Rooftop Unit RTU-3 is 15 years old and should be scheduled for replacement in the next in the next 5 years. The insulation jacket on the supply and return ductwork exposed on the roof should be resealed to prevent water from entering insulation.
4. Rooftop Unit RTU-4 is 5 years old and should be scheduled for replacement in the next in the next 15 years.
5. The (24) Variable Air Volume boxes with electric heating coils installed in 2009 are 15 years old and should be scheduled for replacement in the next 10 years.
6. The (4) Fan Powered Boxes and (5) Variable Air Volume Boxes installed in 2019 are 5 years old and shouldn't need replacement for another 20 years.
7. The roof exhaust fans are in good condition and shouldn't need to be replaced for another 20 years.
8. The Duct Free Split System cooling unit serving the MDF Room is 2 years old and shouldn't need to be replaced for 18 years.
9. The Carrier iVue Building Automation System CCN controllers serving the 2009 HVAC equipment are going to be obsoleted in the next 4 years. Within the next 4 years, the BACnet communication trunk installed in the 2019

addition should be extended to the 2009 areas of the building and all Carrier CCN controllers should be replaced with BACnet controllers and added to the BACnet network.

## **PLUMBING**

### **Existing Conditions**

#### Water Service

A 6" combined domestic/fire water main enters the maintenance room on the north side of the building. It splits to a 4" fire sprinkler service and a 2" domestic water service. The domestic water service is equipped with a 1-1/2" water meter and has a 3" Wilkins model 375 Reduced Pressure Zone type backflow preventer assembly.

#### Domestic Water Distribution Piping

The domestic water piping is copper piping throughout the building and in good condition.

#### Domestic Water Heater

There are a number of water heaters serving the building.

One (1) is located in the lower level and serves the 2019 addition. It is an electric tank type AO Smith model DEN-66, 66-gallon tank, 4,500 watts, installed in 2019. This water heater has circulation pump and expansion tank installed.

One (1) is located below the sink in the Makers Room. It is an electric tank type AO Smith model DEL-6, 1,500 watts, installed in 2019. It has an expansion tank, but no circulation pump.

Two (2) are located above mop basins in the 2009 area. They are electric tank type Lochinvar models with 30-gallon tank, 3,000 watts, installed in 2009.

Three (3) are located in sink base cabinets in the 2009 area. They are electric tank type Lochinvar model with 6-gallon tank, 3,000 watts, installed in 2009.

#### Irrigation System

There is an irrigation system with a pump installed in the lower level. It is protected with a 1" Febco model 825YA Reduced Pressure Zone type backflow preventer assembly.

#### Sanitary and Storm Piping

Sanitary drainage and storm drainage from flat roof is in good condition and waste flows well under normal conditions.

#### Sanitary and Storm Pumps

There is a duplex sanitary pump system installed on the lower level. The pumps are Zoeller 71 Series submersible grinder type and were installed in 2019. There is a duplex storm pump system installed on the lower level. The pumps are Zoeller and were installed in 2019.

### Plumbing Fixtures

Public toilet room plumbing fixtures are commercial quality fixtures in good condition. Water closets and urinals are wall hung china fixtures with electronic battery-operated hands-free type flush valves. Lavatories are individual wall mounted and have electronic battery-operated hands-free faucets with mixing valves. Toilet Rooms are equipped with a floor drain. Electric water cooler is a dual height unit with a separate bottle filler. Mop sinks have wall mounted faucets complete with integral vacuum breakers. Various sinks throughout the building are stainless steel drop-in type with quarter turn faucets.

### **Revision Recommendations**

1. (5) electric water heaters at individual sinks and mop sinks installed in 2009 are 15 years old and may require replacement within the next 5 years.
2. Mop sinks installed at gypsum wall should have stainless steel wall guards to prevent water damage at wall.

## **FIRE PROTECTION**

### **Existing Conditions**

The entire building is protected by an automatic sprinkler system per NFPA-13 guidelines and was installed in 1994. The system consists of a 6" combined fire/domestic water main with 4" fire service with a 4" Wilkins 375A RPZ backflow preventer. It serves a single zone with valves, switches, pressure gauges, drains and connections to fire alarm system as required by NFPA and fire codes. Control valve and backflow preventer gate valves have valve supervisory switches connected to the fire alarm system. Sprinkler heads in ceiling areas are concealed type with white cover plate and in exposed areas are brass upright heads. Sprinklers are in good condition. Spare head cabinet with additional replacement sprinklers and sprinkler wrench is located adjacent to the main fire protection risers in accordance with NFPA requirements. The fire department connection is a two-way flush type located on the west wall near the main entrance.

### **Revision Recommendation**

3. None.

## **ELECTRICAL**

### **Existing Conditions**

#### Electrical Service

The building is served by a pad mounted utility transformer located on the north side of the building. The service entrance conductors are routed underground to a CT cabinet in the main electrical room on the first floor. Power is routed from the CT cabinet to an 800A distribution board within the main electrical room. The main switchboard is rated 800 amperes at 480/277V-3Ph-4W and manufactured by Eaton. It is installed as part of the 2009 construction and appears to be in good condition.

#### Electrical Power Distribution

Electrical panels containing circuit breakers distribute power throughout the facility. The main 800A distribution board feeds 480/277V panels in the facility. The distribution board also feeds a 150KVA step down transformer that serves as the start of the 208V distribution on the first floor of the facility. There is also a 480V distribution board located in the lower level that was part of the 2019 addition and renovation project. This panel in the lower level serves as a distribution point for both levels of the addition. A 75KVA transformer is subfed from this panel and is the source for 208/120V panels in the addition. There is a 7KW lighting inverter in the building dating from the 2009 construction. This inverter is in the main electrical room and serves all EM lighting and exit signs in the building. Circuits were extended to the addition during the 2019 addition. Additionally, there is a Lutron relay panel that serves all lighting circuits. All electrical distribution equipment including distribution panels, branch circuit panels, transformers, automatic transfer switches are in good condition.

#### Electrical Power Distribution

Electrical panels containing circuit breakers distribute power throughout the facility. The main switch feeds a 1200A distribution board which in turn feeds 480/277V panels in the facility. The distribution board also feeds a 300KVA step down transformer that serves as the start of the 208V distribution in the facility. All 208/120V panels are fed from this transformer. Panels dating from the 2010 renovation were manufactured by Square D. Additional panels were installed within the last two years coinciding with the installation of a generator. These panels are manufactured by Eaton. The generator was installed as a replacement to an existing Central Lighting Inverter (CLI) consisting of (2) CLI's that dated from the 2010 construction. Additionally, there are (3) Lutron relay panels that serve all lighting circuits. All electrical distribution equipment including distribution panels, branch circuit panels, transformers, automatic transfer switches are in good condition.

#### Lighting

There are varying styles of fixtures inside the building including 2'x2' troffers, 1'x4' troffers, round downlights, suspended linear strips, decorative pendants, wall washers, wall sconces, track lights, and strip lights. Lights installed as part of the 2019 addition and renovation are LED and are in good condition. The rest of the lights appear to date to the 2009 construction and in fair condition. The majority of the 2009 lighting contains T5, T8 and Compact fluorescent lamps and are controlled by a Lutron Quantum control system that consists of relay panels, control stations and Lutron Ballasts. Many manufacturers of this system have discontinued their own line of ballasts which were used with this system. Any fixture utilizing the Lutron (3) wire dimming control system associated with the

Quantum system has limited options for ballast replacement. Lutron does promote an LED upgrade kit for fixtures that utilizes EcoSystem and Hi-Lume ballasts which were used with Lutron's proprietary 3 wire dimming system.

Some fixtures in back of house areas appear to be using LED retrofit lamps. Due to the ballast compatibility issue, it is assumed these fixtures have no dimming capabilities and are just simply switched by the existing Lutron Control system. Several options are available to update or replace the existing control system and light fixtures containing Lutron components.

Exit signs and emergency lighting appear to be adequately provided throughout the building and are backed by the recently installed generator. The exit signs appear to be in good condition. Emergency lighting fixtures include select normal lighting fixtures with power supplied by both the generator and normal power routed through listed relay packs that switch to the emergency circuit upon loss of normal power. These fixtures were formerly backed by the removed central lighting inverters.

Exterior lighting consists of pole mounted fixtures, lighting bollards, soffit lights, wall packs and grade mounted flood lights. Some fixtures have been retrofitted/replaced with LED; however older lamp sources do remain.

#### Fire Alarm System

The existing fire alarm control panel is manufactured by Edwards System Technologies and is an IO500 addressable panel located at the main entry. Initiating and notification devices appear to be adequately provided throughout the building based on the codes in effect at the time of construction but not with current Illinois Accessibility Codes which would require visual notification in almost every space. Existing detection coverage is limited but appears to comply with code minimums.

#### **Revision Recommendations**

##### 1a. Modernize Interior Lighting Option 1:

Replace all fixtures containing Lutron proprietary ballasts with new LED lighting. Replace existing Lutron relay panels with new relay panels from a current system. Provide controls compliant with 2021 International Energy Conservation Code.

##### 1b. Modernize Interior Lighting Option 2:

Retrofit all fixtures containing Lutron proprietary ballasts with new LED tubes and LED drivers. Replace existing Lutron relay panels with new relay panels from a current system. As this option only replaces the lamps and ballasts of existing fixtures, compliance with 2021 IECC for lighting controls is not required.

##### 2. Replace remaining exterior fixtures that are not LED with LED fixtures.



## Furniture & Shelving:

- Wood stacking chairs in program room have started to wear on seats. Veneer/wood is peeling away causing rough exposed areas of wood. Library is doing a good job of sanding down these areas to avoid splinters, etc. Recommend replacement in the next 0-2years.



- Wood chairs with upholstered seats pads are beginning to show wear at corners. Chairs are in multiple locations, teen, study rooms, conference room, quiet reading, adult services etc. The manufacturer for the chairs is no longer in business. Recommend reaching out to an upholster to see if chairs can be reupholstered with a vinyl fabric. If not, recommend replacement program in the next 2-5 years.



- Folding chairs and lounge furniture with worn cushions and stains in staff break room. Recommend all poly stacking chairs and new or repurposed lounge furniture with vinyl/cleanable fabric.



- Play features and some furniture in children's department in average to good condition. However, these pieces tend to wear quickly over time due to use. Recommend replacement program to update and or replace interactive features as they begin to show signs of wear and or become obsolete, broken pieces, etc.





GRAPHIC NORTH

**Aspen Drive Public Library**  
**701 Aspen Drive, Vernon Hills, IL 60061**

2024-037  
 8/29/2024

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Item / Category	Location	1-2 Years	2-5 Years	5-10 Years
Building/Systems	Aspen Drive	\$ 178,500.00	\$ 636,000.00	\$ 265,000.00
Furniture/Shelving	Aspen Drive	\$ 30,000.00	\$ 73,000.00	\$ -
<b>Summary of Trade Costs</b>		\$208,500.00	\$709,000.00	\$265,000.00
Contractor Overhead and Profit - 18%		\$37,530.00	\$127,620.00	\$47,700.00
Design Contingency - 10%		\$20,850.00	\$70,900.00	\$26,500.00
Construction Contingency - 10%		\$22,935.00	\$77,990.00	\$29,150.00
Subtotal - Unescalated Construction Costs		\$289,815.00	\$985,510.00	\$368,350.00
Escalation - 1 year at 4%		\$11,592.60		
Escalation - 3.5 years at 4% (midpoint)			\$ 263,429.00	
Escalation - 7.5 years @ 4% (midpoint)				\$ 439,717.00
Subtotal - Escalated Value @ Midpoint of Time Period		\$301,407.60	\$1,248,939.00	\$808,067.00
Professional Services Estimate		\$33,154.84	\$124,893.90	\$80,806.70
<b>Total Project Cost Over Time Period</b>		<b>\$334,562.44</b>	<b>\$1,373,832.90</b>	<b>\$888,873.70</b>
<b>Approximate Budget Per Year</b>		<b>\$167,281.22</b>	<b>\$457,944.30</b>	<b>\$177,774.74</b>

NOTES AND QUALIFICATIONS:

- 1) Costs represent industry expected construction costs based on similar projects as of September 2024. These costs should not be construed as a guarantee or warranty of costs as increases in material and labor costs may occur between now and the time of bidding that are beyond the Architect's control. Projects budgeted for beyond 2024 have escalation factors applied to the entire total as indicated above.
- 2) Costs of hazardous materials discovery, testing, and remediation are not included except where expressly indicated.
- 3) Costs assume general contractor bidding for each "phase" of projects. Construction management fees are not included, but many CM costs are captured within constructor general conditions.
- 4) Escalation factors are applied as a future value of money calculation at 4% annually to the Subtotal of Unescalated Construction Costs for the number of years indicated above.
- 5) These costs represent a "worst-case" assumption that professional services and prevailing wage contractors will be required and that each project will be undertaken individually. Bundling projects together to achieve economy of scale, directly hiring contractors with whom the Library has a relationship, and/or performing work with the Library's own staff will likely reduce these overall costs. Library staff will review and update the items and costs that can be performed in-house.

				Priority of Work			
Category	Item No.	Condition	Recommendation	0-2 Years	2-5 Years	5-10 Years	Notes
<b>Building Shell</b>							
<b>BS</b>							
Exterior Walls	BS. 1	Perimeter Joint Sealant and mortar on south elevation of Meeting Room A storefront missing	Install perimeter sealant and mortar around storefront.	\$5,000.00			
Exterior Walls	BS. 2	Instances of openings in storefront mullions	Install sealant at these instances.	\$5,000.00			
Exterior Walls	BS. 3	Worn or open joint sealant along perimeter of window openings.	Remove and replace worn perimeter sealant.	\$10,000.00			
Exterior Walls	BS. 4	Open joint sealant at window sill break metal.	Remove and replace deteriorated sealant.	\$15,000.00			
Exterior Walls	BS. 5	Drip edges were found to have moved away from the building.	Repair	\$10,000.00			
<b>Interiors / Finishes</b>							
<b>I</b>							
	I.1	Drywall corners are damaged in several locations due to lack of wall/corner protection.	Add corner guards and wall protection at areas as needed.	\$15,000.00			
	I.2	Counter in Workshop is damaged and gouged; wood material requires maintenance.	Replace wood countertop with solid surface or quartz.		\$10,000.00		
	I.3	Many floor box covers are damaged or inoperable.	Replace damaged covers.		\$20,000.00		
<b>Roofing</b>							
<b>R</b>							
	R.1	Deteriorated joint sealant at metal coping butt joints, metal coping to stone veneer condition, and select locations of clerestory window perimeter.	Remove and replace deteriorated joint sealants	\$15,000.00			
	R.2	Instances of openings in clerestory mullions	Install sealant at these instances.	\$5,000.00			
	R.3	Missing or loose fasteners for metal coping	Install new fasteners where missing and tighten screws where loose.	\$2,500.00			
	R.4	Rusted bolts in mechanical screen wall.	Remove bolts and replace with new galvanized bolts.	\$2,500.00			
	R.5	Areas of loose adhered roofing membrane	Hire roofing contractor remove and patch locations of loose adhesion	\$10,000.00			
<b>Miscellaneous Components</b>							
<b>MC</b>							
	MC. 1						
<b>Other</b>							
<b>General</b>							
<b>G</b>							
General Construction	G.1						
General Construction	G.2						
General Construction	G.3						
General Construction	G.4						
<b>HVAC</b>							
<b>HV</b>							
HVAC	HV.1	Rooftop Unit RTU-1 with nominal capacity of 20 tons cooling serving the southwest area is 15 years old.	Schedule replacement of rooftop unit in the next 5 years.		\$90,000		
HVAC	HV.2	Rooftop Unit RTU-2 with nominal capacity of 20 tons cooling serving the northwest area is 15 years old.	Schedule replacement of rooftop unit in the next 5 years.		\$90,000		
HVAC	HV.3	Rooftop Unit RTU-3 with nominal capacity of 30 tons cooling serving the southeast area is 15 years old.	Schedule replacement of rooftop unit in the next 5 years.		\$120,000		
HVAC	HV.4	Insulation jacket on supply and return ductwork associated with RTU-3 exposed on roof has deteriorated allowing water to enter insulation.	Reseal all areas where seams have pulled away and replace any damaged insulation.	\$8,000			
HVAC	HV.5	(24) Variable Air Volume Boxes with electric heating coils are 15 years old.	Schedule replacement of (24) Variable Air Volume Boxes with electric heating coils within the next 10 years.			\$265,000	

Category	Item No.	Condition	Recommendation	Priority of Work			Notes
				0-2 Years	2-5 Years	5-10 Years	
HVAC	HV.5	Carrier iVue Building Automation System CCN controllers are going to be phased out in the next 4 years.	Schedule replacement of all Carrier CCN controllers with BACnet controllers and extend BACnet trunk installed in 2019 to serve entire building system.	\$75,000			Budget to be confirmed with current BAS system service firm.

Plumbing		P					
Plumbing	P.1	(5) small electric water heaters are 15 years old.	Replace water heaters.		\$18,000		
Plumbing	P.2	Mop sink is missing protective wall panels.	Provide stainless steel wall panels .	\$500			
Fire Protection		FP					
Fire Protection	FP.1	None.	None.				
Electrical		E					
Electrical	E.1a	Obsolete Lighting Control System and Ballasts	Replace fixtures containing proprietary Lutron Ballasts and replace Lutron relay panels		\$150,000		Choose either E.1a or E.1b.
Electrical	E1b	Obsolete Lighting Control System and Ballasts	Retrofit fixtures containig proprietary Lutron Ballasts and replace Lutron relay panels.		\$98,000		Choose either E.1a or E.1b.
Electrical	E.2	Inefficient exterior lighting	Replace exterior lighting with LED.		\$40,000		

	1 - 3 years	3-5 years	5 - 10 years
<b>Summary of Costs</b>	\$178,500.00	\$636,000.00	\$265,000.00

The costs indicated are construction costs only. Total project costs need to include "soft" costs: A/E/ fees, testing, contingencies etc. These costs may range from 15% to 30% of the project cost and depend on the complexity of the work, the total volume of the work and other factors. In addition, it is recommended that an amount equaling 4% be added for each year beyond 2024, to accommodate potential for inflation.



**Aspen Drive Library  
Cook Memorial Library District  
Libertyville, Illinois  
Assessment of Furniture & Shelving**

**Williams Architects  
10/10/2024**

				Priority of Work			
Main Level	Item No.	Condition	Recommendation	0-2 Years	2-5 Years	5-10 Years	Notes
<b>Administration Offices AO</b>							
Office Furniture	AO.1	Private office desks and associated components. Above average condition.	Existing furniture to remain.				
Chairs	AO.2	Task and guest chairs . Average condition	Existing chairs to remain.				
Storage Cabinets	AO.3	Metal/Plastic Laminate storage cabinets and lateral files. Above average condition	Existing storage to remain.				
<b>Staff Work Rooms WR</b>							
Workstations	WR.1	Refurbished workstation panels, worksurface tops, metal storage components. Average condition	Overall furniture is functional, some workstations & panels have mismatched finishes. Replace as needed.				
Chairs	WR.2	Task Chairs. Average condition	Existing chairs to remain. Replace as needed.				
Storage	WR.3	General storage. Average condition	Existing to remain. Replace as needed.				
<b>Meeting Rooms MR</b>							
Flip Top Nesting Tables	MR.1	Above average condition	Existing furniture to remain				
Stationary table	MR.3	Above average condition	Existing furniture to remain				
Wood stacking chairs	MR.4	Wood splitting and veneer coming up at seats. Fair to poor condition	Replace stacking chairs.	\$20,000.00			
Conference Chairs	MR.4	Average to below average condition.	Upholstered seat pads wearing/torn at corners of chairs. Begin replacement program to replace chairs and or reupholster chair pads		\$5,000.00		
Butcher Block Tables	MR.5	Average condition	Tables are starting to show stains from paints/markers. Recommend deep cleaning.				
Stacking chairs	MR.6	Average condition	All plastic stacking chairs showing signs of stains from paint and markers. Recommend deep cleaning. Replacement in the future		\$10,000.00		
<b>Break Room BR</b>							
Tables	BR.1	Misc. tables. Fair condition	Replace with new matching tables	\$3,500.00			
Chairs	BR.2	Misc.chairs. Metal folding chairs. Fair to poor condition	Replace with new chairs	\$2,500.00			
Lounge Furniture	BR.3	Worn. Fabric w/stains. Fair to poor condition	Replace with new lounge furniture	\$4,000.00			
<b>Study Rooms SR</b>							
Tables	SR.1	Above average condition	Existing tables to remain				
Chairs	SR.2	Average to below average condition.	Upholstered seat pads wearing/torn at corners of chairs. Begin replacement program to replace and or reupholster chair pads		\$5,000		
<b>Shelving S</b>							
Spine out shelving	S.1	Above average condition.	Existing shelving to remain				
AV shelving	S.2	Above average condition.	Existing shelving to remain				
Display shelving	S.3	Above average condition.	Existing shelving to remain				
<b>Teen T</b>							
Tables	T.1	Above average condition	Existing tables to remain				
Chairs	T.2	Average to below average condition.	Upholstered seat pads wearing/torn at corners of chairs. Begin replacement program to replace and or reupholster chair pads		\$5,000		
Lounge Furniture	T.3	Above average condition	Existing lounge furniture to remain				
Bench Seating/Tables	T.4	Above average condition	Existing tables & chairs to remain				
Computer Tables/Chairs	T.5	Above average condition	Existing tables & chairs to remain				
<b>Computer Lab CL.1</b>							
Computer Tables	CL.1	Above average condition	Existing computer tables to remain				
Chairs	CL.2	Average to above average condition.	Existing chairs to remain.				

Aspen Drive Library  
 Cook Memorial Library District  
 Libertyville, Illinois  
 Assessment of Furniture & Shelving

Williams Architects  
 10/10/2024

Main Level	Item No.	Condition	Recommendation	Priority of Work			Notes
				0-2 Years	2-5 Years	5-10 Years	
<b>Reading Room</b>							
	RR						
Tables	RR.1	Above average condition	Existing tables to remain				
Chairs	RR.2	Average to above average condition	Upholstered seat pads wearing/torn at corners of chairs. Begin replacement program to replace chairs and or reupholster chair pads		\$8,000.00		





# **Cook Memorial Public Library District**

## **Capital Needs Assessment Report Cook Park Library**



prepared by



**Williams Project # 2024-037  
10 October 2024  
DRAFT**

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## 2024-2034 Capital Needs Assessment

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**Cook Memorial Public Library District  
Needs Assessment Study  
INTRODUCTION AND EXECUTIVE SUMMARY**

In May 2024, Williams Architects was commissioned to conduct a Capital Needs Assessment for the Cook Memorial Public Library District. Our firm is a national architecture, planning, and interiors practice with extensive experience in needs assessment, space planning, and the design and planning of public library facilities across the country. Our proven assessment and planning process considers factors such as building condition, code compliance, operational review, national trends in library service, and local community characteristics and needs to create sound recommendations that form the foundation and program for facility improvements. This Findings and Recommendations Report combines information from our field assessments conducted between May and July of this year, with input provided by the Cook Memorial Public Library District staff during our on-site survey.

Our process involved assessing the condition of the existing buildings and sites to ensure that any major required items related to the building infrastructure are not overlooked. The assessment also considered the facility's compliance with the Americans with Disabilities Act Accessibility Guidelines and the Illinois Accessibility Code.

The Williams Team deeply appreciates this opportunity to serve the Cook Memorial Public Library District. Please advise us if there are any comments or concerns regarding this report or any of the information contained within.

## Cook Memorial Public Library District – Cook Park BUILDING CONDITION ASSESSMENT

Our team conducted a condition assessment of the existing building on several occasions between June and August of this year as part of our initial fact-finding process. The following is a summary of these findings, grouped by areas of the facility.

### Site Components:

- There are 47 parking spaces on site, including two accessible spaces. The existing building is approximately 46,737 square feet in gross area (including outside walls). The Village of Libertyville Zoning Ordinance requires 1 parking space for each 750 square feet of floor area; therefore 62 parking spaces would be required under the existing zoning ordinance. The current parking spaces do not meet local zoning ordinances. An agreement is needed from the Village to provide fewer parking spaces than the municipal code requires. Williams has no knowledge of any existing agreements between the Library and the Village.



*Aerial photo of Cook Park location site and parking lot*

- Asphalt parking areas are generally in good condition; very few cracks or damaged areas are observed. Sealcoating and re-striping are generally recommended every two to three years.
- The site is situated at the corner of Brainard Ave and Church St. and has one entrance and exit. There is a dedicated drive-up or drop-off/pick-up/loading area. The site circulation consists of a one-way traffic flow off Brainard Ave and exit onto Church St. Striping is provided to indicate intended directional flow to prevent vehicles from entering against flow. There is a main Book / AV drop off and Media pickup provided.





*Book drop near front of the facility at the parking lot.*

- Rust staining and concrete delamination was observed on the concrete ramp to Stairs S301. This is possibly due to the cracks and spalling in the concrete allowing water to reach and cause the rebar to rust.



*Rust staining on the ramp outside of Stairs S301.*

- A bike rack is provided outside the main entrance. The bike rack appears to be in good condition and was used by two bike users while Williams was on site.



*Bike Rack at the main entrance.*

## Building Exterior:

- The exterior walls are masonry consisting of a 4" face brick outer course. The masonry is generally in fair condition, with areas of mortar cracking and deterioration at select locations noted. Previous tuckpointing appears to have been performed in locations.



*Existing exterior masonry walls.*

- Cracked mortar joints were observed between limestone coping stones and blocks at select locations along façade. It is recommended that at coping stones, the joints be ground, pointed, and raked back to accommodate joint sealant for sky facing joints to provide longer lasting protection.



*Mortar cracking at limestone stone blocks below storefront.*



*Mortar cracking at limestone coping stones.*

- Deterioration of mortar was observed along the base of the masonry walls at areas such as the loading dock and book drop off drive lane. This is potentially caused by the repetitive cycle of snow melt that accumulates during snowplows for the drive lanes and loading docks.



*Deteriorated mortar at base of wall near loading dock.*

- Staining on metal fascia at loading dock was observed with rust discoloration on masonry wall below. This could be caused by water infiltration behind the fascia from above and causing rusting of metal behind the exterior panel.



*Staining of metal fascia and rust discoloration below.*

- The building's main glazing and entrance systems include aluminum storefront and spandrel paneling, generally in good condition. There were some instances of mullions having moved creating gaps in the windows at the book drop off.



*Window mullions have moved creating gaps.*

- Cracked brick masonry was observed in a few locations such as over the west window head on the book drop off and pickup window as well as the overhang for technical service windows. These areas do not appear to have structural concerns at this time but should be monitored and replaced during the scope of a larger masonry repair scope.



*Cracked brick masonry at book pick up window head.*

- Sealant was observed to be deteriorated or missing at select masonry expansion joints present on the building's façade. These are recommended to be sealed to prevent water infiltration.



*Missing sealant at masonry expansion joints.*

- At the North elevation, efflorescence was observed at the brick masonry walls. Water infiltration behind the system has likely caused the salts naturally occurring in the brick making process to be pressed to the surface via water pressure, causing them to be visible. Efflorescence was also observed along the masonry wall base at the book drop off. Water infiltration as well as salt buildup from snow plowing likely contributed to the deterioration in this area.



*Efflorescence observed on masonry wall at North Elevation.*



*Efflorescence observed as book drop off wall base.*

- Vines were observed to be heavy on the South and East elevations. While the vines provide an aesthetic appearance. Their roots penetrate the mortar and can provide potential water infiltration or deterioration of mortar.



*Vines observed along walls of Library.*



- An existing wall feature was observed to have been removed at the south end of the West elevation but there was no infill observed for the holes. Penetrations for pipes through the walls were observed to be open at locations around the building. It is recommended that these areas be infilled to prevent water infiltration.



*Existing wall feature removed but no infill observed for penetrations.*



*Gas meter pipe penetration observed to be open.*

- Dirt and Debris was found in an existing pipe at the east side of the North elevation.



*Debris and soil observed in exterior pipe on North Elevation.*

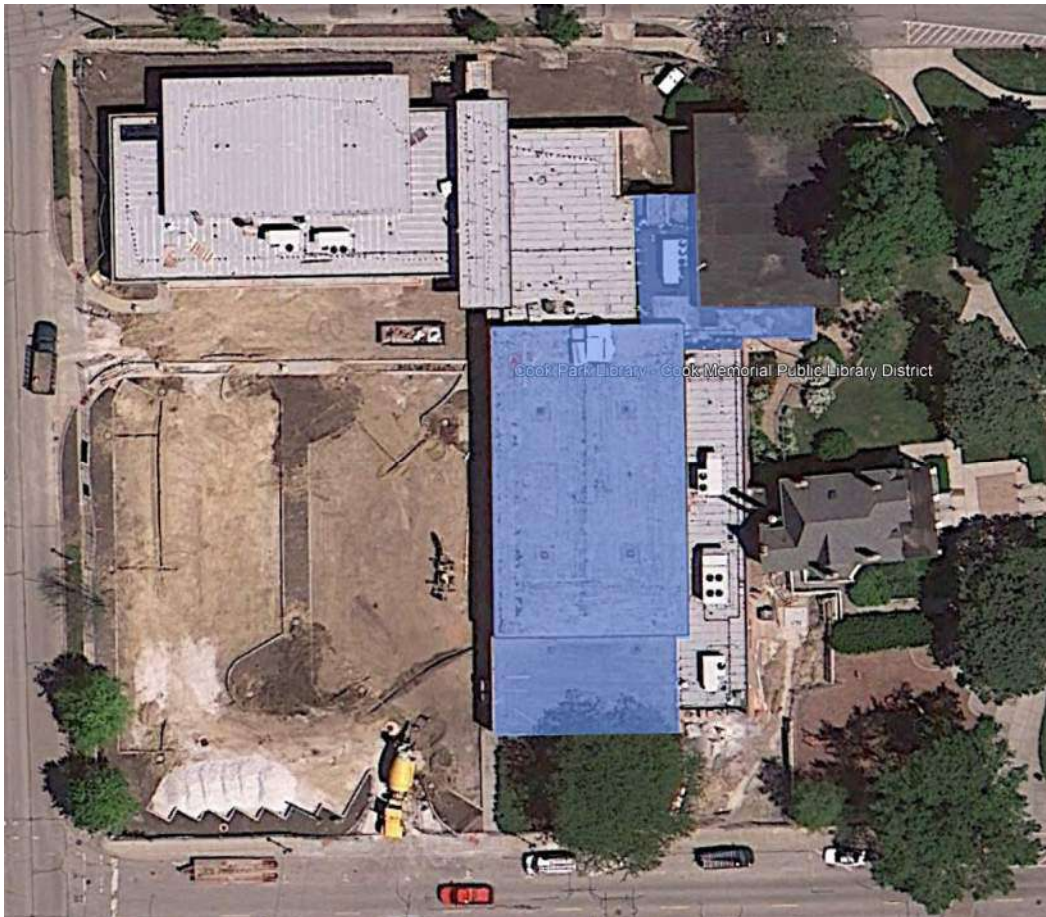
- Minor concrete spalls noted on the exterior of the West Elevation South end. It is recommended that the spalls are removed and patches installed. A protective coating is also recommended above the concrete surface.



*Deteriorated coating and minor concrete spalls noted along concrete foundation curb.*

## Building Roofing:

- The building's existing roof system encompasses different systems including gravel roof built up, adhered EPDM, modified bitumen, and Thermoplastic Polyolefin (TPO). Thermal imaging of several areas of the roof indicates that the condition of the membrane and the insulation beneath it is in worn and at the end of its expected service life. The roof insulation was shown to be allowing heat to translate up through the building.
  - o The gravel roof built up and modified bitumen roof not part of the 2009 expansion project are recommended to be replaced soon. It is also recommended that these roofs be replaced with similar roofing materials during a reroof for ease of maintenance. Increased insulation will be added as part of this reroofing project per current energy conservation codes, so the project will have dual benefits of keeping the building dry while lowering energy usage.

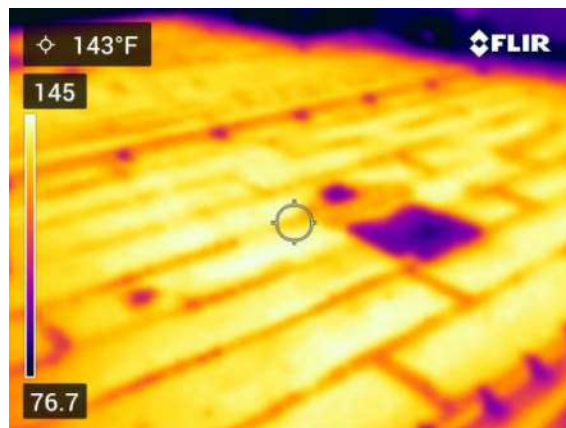


*Extents of existing roofing not included as part of the 2010 expansion project.*



*Existing roof surface*

- Thermal imaging indicated thermal shorting occurring at the seams of the modified bitumen roofing system as well as at the roof penetrations. It is common to have some thermal shorting occur at roof penetrations such as drains and vents.



*Thermal imaging showing heat bridging through the modified bitumen roof system.*



*Roof penetrations are causes for thermal shorts.*

- Walkway protection pads or rolls were not observed. These are recommended to minimize foot traffic to areas needed to maintain the HVAC units on the roof. The walkways should connect all serviceable equipment on the roof.



*Walkway mats not observed.*



*Walkway mats not observed.*

- Topical mold growth was observed at the south end of the built up gravel roof as well as near the AHU at the modified bitumen roofing.



*Mold growth observed on the ballasted roof.*



*Mold growth observed near AHUs at modified bitumen roofing.*

- Tears and openings in roofing patches of the modified bitumen roofing were observed at select locations. The older sections of the modified bitumen roofing are recommended to be replaced with a newer roofing membrane. The work should be reviewed by a licensed roofer and repaired as need be at areas of newer modified bitumen roofing which were part of the 2009 expansion.



*Tear in roofing membrane of modified bitumen roof.*

- Rust was noted on the metal coping stones which were adhered to the limestone coping stone at built up gravel roofs. It is recommended that these areas be replaced as part of a larger scale reroofing project.



*Rust present on metal coping adhered to limestone coping stones.*

-Sealant at metal copings were found to have areas that were open or sealant missing. It is recommended that these areas of sealant be replaced to prevent water infiltration.



*Open sealant along metal coping.*



*Open sealant along metal coping.*



- Pipe insulation at rooftop unit is observed to be deteriorated along pipes before penetrating into boot leading to roof.



*Deteriorated insulation for rooftop unit pipe.*

- Sealant and roofing were observed to be opened at ends of gutter above elevator shaft. Metal gutter and coping was also observed to be rusted. It is recommended that the roof, coping, and gutter be replaced as part of a larger reroofing project.



*Open sealant and roof patch at gutter and metal roof flashing at gutter above elevator shaft*

-Open joints were observed in select locations at clerestory window mullions. It is recommended that these joints be sealed to prevent water infiltration. At other locations it was observed that vertical mullions had either moved up or down from the initial setting creating openings into the clerestory windows behind.



*Open gaps in clerestory window mullions.*



*Open gaps in storefront mullions.*

-Some areas of the EPDM roof has received patchwork, particularly in the areas of roof transitions, or edges as portrayed below. The work should be reviewed by a licensed roofer and repaired as need be.



*Roof flashings with heat welded edges should be monitored for failure and subsequent replacement/repair.*

-Missing cover plate at mullion of skylight above children’s services was observed. Condensation was observed in adjacent glazing panels. This is likely an indication that the thermal breaks have failed, and water infiltration has occurred. It is recommended that these panels are replaced, and a new cover plate installed.



*Missing skylight cover plate and condensation visible in glazing panes.*

- A typical roof drain. The perimeter of drains observed to have debris surrounding covers. It is recommended that roof drains be continued to be reviewed and cleaned on a scheduled basis. There are many locations where trees grow next to the exterior walls and have the potential to allow debris to build up.



*Typical roof drain with debris present around perimeter.*

- Some small areas of ponding water were observed on the roof. These appear to be related to rain that occurred the morning of our site visit and are not likely substantially contributing to the deterioration of the roof system.



*Area of observed ponding. Note it is likely produced from a condensate drain from a rooftop cooling unit.*

- Areas of open sealant along limestone coping stones was observed. These areas are recommended to be ground and resealed to prevent water infiltration.



*Open sealant in limestone coping stones.*

**Accessibility:**

- Two accessible parking spaces are provided, consistent with the required number of accessible spaces given the number of parking spaces provided overall. As noted previously, an exemption is needed with the Village for the parking spaces provided for the Library. Should additional parking be needed for code from the Village, additional handicap spaces would be needed.



*Accessible parking space*

## **Building Interior / Finishes:**

Large portions of the facility were remodeled during the 2010 addition project. There are no serious issues present requiring immediate attention with respect to finishes or interior partitions. Some issues observed requiring attention are as follows:

Carpet in certain high-traffic areas (particularly in staff workrooms and the children's area) is showing signs of wear and staining and should be replaced soon. We understand a remodeling project is planned for the children's department that will presumably address these issues. Carpeting in other high-traffic areas that was last installed during the last major expansion and remodeling project will require replacement in the next 5 years.

The building's quiet study rooms lack wall protection typically seen to help mitigate the effects of chair backs scraping against walls, but it appears the Library does an excellent job of maintaining wall surfaces by touching up walls in a standard white color to mitigate these issues.

## **Building Infrastructure – Mechanical Systems:**

### **HVAC**

#### **Existing Conditions**

The existing main building has no central heating or cooling plant. The building is heated, cooled, and ventilated by ten (6) packaged gas fired heating/cooling rooftop units with energy recovery wheels. There is no inside access ladder with roof hatch to either of the two roof areas that have rooftop units installed so service is accomplished with an extension ladder on the side of the building.

#### RTU-1 (Serves Lower Level)

The unit is a vertical discharge variable air volume AAON model RN-040 utilizing R-410a refrigerant with nominal cooling capacity of 40 tons. It was installed in 2010 and is in fair condition.

#### RTU-2 (Serves First Floor South)

The unit is a vertical discharge variable air volume AAON model RM-010 utilizing R-410a refrigerant with nominal cooling capacity of 10 tons. It was installed in 2010 and is in fair condition.

#### RTU-3 (Serves First Floor Adult Collections Area)

The unit is a vertical discharge constant volume AAON model RN-020 utilizing R-410a refrigerant with nominal cooling capacity of 20 tons. It is installed on an elevated roof curb with horizontal supply/return ductwork discharging out the curb exposed on the roof. It was installed in 2010 and is in fair condition.

#### RTU-4 (Serves First Floor Northeast Fiction Area)

The unit is a vertical discharge constant volume AAON model RN-025 utilizing R-410a refrigerant with nominal cooling capacity of 25 tons. It was installed in 2010 and is in fair condition.

#### RTU-5 (Serves First Floor North Wing, South Side)

The unit is a vertical discharge variable air volume AAON model RN-015 utilizing R-410a refrigerant with nominal cooling capacity of 15 tons. It was installed in 2010 and is in fair condition.



### RTU-6 (Serves First Floor Interior)

The unit is a vertical discharge constant volume AAON model RM-010 utilizing R-410a refrigerant with nominal cooling capacity of 10 tons. It is installed on an elevated roof curb with horizontal supply/return ductwork discharging out the curb exposed on the roof. It was installed in 2010 and is in fair condition.

### Variable Air Volume Boxes with Electric Heating Coils

Heating and cooling for occupied spaces is accomplished by (39) Variable Air Volume Boxes with electric heating coils, all installed in 2010.

### Electric Heaters

Electric wall heaters and cabinet unit heaters serve entry vestibules and stairwells. There is an electric baseboard serving high glass at various areas of the building. All electric heaters were installed in 2010.

### Exhaust Fans

There are 6 roof mounted exhaust fans serving toilet rooms and general exhaust, all installed in 2010.

### MDF Duct Free Split System

The MDF room is cooled by a Stulz model OHS-040 environmental cooling unit with remote air-cooled condenser on the roof. It has a nominal 4 tons of cooling capacity and was installed in 2010.

### Temperature Controls

A Johnson Controls Metasys Building Automation System consisting of Direct Digital Controls is utilized to control the building. It was installed in 2010. Obsolete wireless thermostats are used to control VAV boxes. The server and controllers are original to the building. The JCI Metasys integrates to a separate control system that is used for the rooftop units.

### **Revision Recommendations**

1. Rooftop Unit RTU-1 is 14 years old and should be scheduled for replacement in the next 6 years.
2. Rooftop Unit RTU-2 is 14 years old and should be scheduled for replacement in the next 6 years.

3. Rooftop Unit RTU-3 is 14 years old and should be scheduled for replacement in the next 6 years. The insulation jacket on the supply and return ductwork exposed on the roof should be resealed to prevent water from entering insulation.
4. Rooftop Unit RTU-4 is 14 years old and should be scheduled for replacement in the next 6 years.
5. Rooftop Unit RTU-5 is 14 years old and should be scheduled for replacement in the next 6 years. The insulation jacket on the supply and return ductwork exposed on the roof should be resealed to prevent water from entering insulation.
6. Rooftop Unit RTU-4 is 14 years old and should be scheduled for replacement in the next 6 years.
7. The (39) Variable Air Volume boxes with electric heating coils installed in 2010 are 14 years old and should be scheduled for replacement in the next 11 years.
8. The roof exhaust fans are in good condition and shouldn't need to be replaced for another 20 years.
9. The Environmental Cooling Unit system serving the MDF Room is 14 years old and should be scheduled for replacement in the next 6 years.
10. The JCI Metasys Building Automation System using wireless controls is obsolete. Within the next 2 years, the building server and the wireless thermostats controlling (40) VAV boxes should be replaced with current technology.
11. It is recommended that (2) inside roof access ladders with roof hatch be installed to service rooftop units and provide safe access to the roof.

## **PLUMBING**

### **Existing Conditions**

#### Domestic Water Service

A 2" domestic water main enters the north wall of the water service room on the lower level. The domestic water service is equipped with a 1-1/2" water meter and has a 2" Watts model 009M2 Reduced Pressure Zone type backflow preventer assembly.

#### Domestic Water Heater

There are a number of water heaters serving the building.

One (1) is located in the lower level and serves the entire north wing. It is a gas fired tank/heater, AO Smith model BTH-120, 60-gallon tank, 120 MBH input, installed in 2010. This water heater has a circulation pump and expansion tank installed.

The South Wing has 3 domestic water heaters:

Two (2) are located below sinks in the Children's and Circulation Work Rooms. They are electric tank type, 6-gallon tank, 3,000 watts, installed in 2010 with expansion tank, but no circulation pump.

One (1) is located suspended in a janitor closet in the Children's Work Room in the 2009 area. It is an electric tank type, 6-gallon tank, 3,000 watts, installed in 2010 with expansion tank, but no circulation pump.

#### Sanitary and Storm Piping

Sanitary drainage and storm drainage from flat roof is in good condition and waste flows well under normal conditions.

#### Sanitary and Storm Pumps

There is a duplex sanitary pump system installed on the lower level. The pumps are Zoeller submersible wastewater pumps, model W-2429-13. The age of the pumps is unknown, and they were shown to remain in the 2010 renovation but are assumed to have been replaced within the last 5 years. There is a duplex storm pump system installed on the lower level, assumed to be Weil based on nearby installation manual. The age of the pumps is unknown, and they were shown to remain in the 2010 renovation.

### Plumbing Fixtures

Public toilet room plumbing fixtures are commercial quality fixtures in good condition. Water closets and urinals are wall hung china fixtures with electronic battery-operated hands-free type flush valves. Lavatories are individual wall mounted and have electronic battery-operated hands-free faucets with mixing valves. Toilet Rooms are equipped with a floor drain. Electric water cooler is a dual height unit with a separate bottle filler. Mop sinks have wall mounted faucets complete with integral vacuum breakers. Various sinks throughout the building are stainless steel drop-in type with quarter turn faucets.

### **Revision Recommendations**

1. Duplex storm pump system age is unknown, however the pumps, basin cover and floats controls appear old and worn. Pump system may require replacement in the next 5 years.
2. Gas fired water heater in the lower level is 14 years old and past its typical life cycle, and should be replaced.
3. (3) small 6-gallon electric water heaters at individual sinks installed in 2010 are 14 years old and may require replacement within the next 5 years.

## **FIRE PROTECTION**

### **Existing Conditions**

The entire building is protected by an automatic sprinkler system per NFPA-13 guidelines and was installed in 1994. The system consists of a 6" dedicated fire sprinkler water main with a 6" Ames RPZ backflow preventer. It serves three (3) zones with valves, switches, pressure gauges, drains and connections to the fire alarm system as required by NFPA and fire codes. Control valves and backflow preventer gate valves have valve supervisory switches connected to the fire alarm system. Sprinkler heads in ceiling areas are concealed type with white cover plate and in exposed areas are brass upright heads. Sprinklers are in good condition. Spare head cabinet with additional replacement sprinklers and sprinkler wrench is located adjacent to the main fire protection risers in accordance with NFPA requirements. The fire department connection is a chrome pedestal siamese type located in the planting bed on the north side of the building.

### **Revision Recommendation**

1. None.

## **ELECTRICAL**

### **Existing Conditions**

#### Electrical Service

The building is served by a pad mounted utility transformer located on the east side of the building. The service entrance conductors are routed underground to a combination meter/CT cabinet/main bolted pressure switch in the lower level along the east side of the building. The main switchboard is rated 1200 amperes at 480/277V-3Ph-4W and manufactured by Jameson/Boltswitch. It was installed as part of the 2010 renovation and appears to be in good condition.

#### Electrical Power Distribution

Electrical panels containing circuit breakers distribute power throughout the facility. The main switch feeds a 1200A distribution board which in turn feeds 480/277V panels in the facility. The distribution board also feeds a 300KVA step down transformer that serves as the start of the 208V distribution in the facility. All 208/120V panels are fed from this transformer. Panels dating from the 2010 renovation were manufactured by Square D. Additional panels were installed within the last two years coinciding with the installation of a generator. These panels are manufactured by Eaton. The generator was installed as a replacement to an existing Central Lighting Inverter (CLI) consisting of (2) CLI's that dated from the 2010 renovation. Additionally, there are (3) Lutron relay panels that serve all lighting circuits. All electrical distribution equipment including distribution panels, branch circuit panels, transformers, automatic transfer switches are in good condition.

#### Lighting

There are varying styles of fixtures inside the building including 2'x2' troffers, 1'x4' troffers, round downlights, suspended linear strips, decorative pendants, wall washers, wall sconces, track lights, and strip lights. Lights installed as part of the recent interior renovation work are LED and are in good condition. The rest of the lights appear to date to the 2010 construction and are in fair condition. The majority of the 2010 lighting contains T5, T8 and Compact fluorescent lamps and is controlled by a Lutron Quantum control system that consists of relay panels, control stations and Lutron Ballasts. Many manufacturers of this system have discontinued their own line of ballasts which were used with this system. Any fixture utilizing the Lutron (3) wire dimming control system associated with the Quantum system has limited options for ballast replacement. Lutron does promote an LED upgrade kit for fixtures that utilized EcoSystem and Hi-Lume ballasts which were used with Lutrons proprietary 3 wire dimming system.

Some fixtures in back of house areas appear to be using LED retrofit lamps. Due to ballast compatibility issue, it is assumed these fixtures have no dimming capabilities and are just simply switched by the existing Lutron Control system. Several options are available to update or replace the existing control system and light fixtures containing Lutron components.

Exit signs and emergency lighting appear to be adequately provided throughout the building and are backed by the recently installed generator. The exit signs appear to be in good condition. Emergency lighting fixtures comprise of selecting normal lighting fixtures with power supplied by both the generator and normal power routed through listed relay packs that switch to the emergency circuit upon loss of normal power. These fixtures were formerly backed by the removed central lighting inverters.

Exterior lighting consists of pole mounted fixtures, lighting bollards, soffit lights, wall packs and grade mounted flood lights. Some fixtures have been retrofitted/replaced with LED; however older lamp sources remain. Around the perimeter of the building at the roof line appears to be several hundred linear feet of Holiday lights permanently installed. Typically, Holiday are considered temporary lighting and are limited to a 90-day installation which typically coincides with the UL list. of the products. Historical street view imagery appears to confirm these lights have been in place for several years, which would be a violation of the National Electrical Code and the UL listing of the product.

### Fire Alarm System

The existing fire alarm control panel is manufactured by Edwards System Technologies and is an IO500 addressable panel located at the main entry. Initiating and notification devices appear to be adequately provided throughout the building based on the codes in effect at the time of construction but not with current Illinois Accessibility Codes which would require visual notification in almost every space. Existing detection coverage is limited but appears to comply with code minimums.

## **Revision Recommendations**

### 1a. Modernize Interior Lighting Option 1:

Replace all fixtures containing Lutron proprietary ballasts with new LED lighting. Replace existing Lutron relay panels with new relay panels from a current system. Provide controls compliant with 2021 International Energy Conservation Code.

### 1b. Modernize Interior Lighting Option 2:

Retrofit all fixtures containing Lutron proprietary ballasts with new LED tubes and LED drivers. Replace existing Lutron relay panels with new relay panels from a current system. As this option only replaces the lamps and ballasts of existing fixtures, compliance with 2021 IECC for lighting controls is not required.

### 2a. Temporary Holiday Lights Option 1:

Remove holiday lights and do not replace.

### 2b. Temporary Holiday Lights Option 2:

Remove holiday lights and replace with LED color change tape linear fixtures in aluminum extruded channel that are intended for permanent installation.

## 2. Replace exterior lighting with LED.

**Furniture & Shelving:**

- Staff work rooms: General observation, staff areas could benefit from a review of storage needs and organization requirements. Current storage in average condition. A space plan review might assist with better options for storage needs.







- Wood stacking chairs in lower-level meeting room have started to wear on seats. Veneer/wood is peeling away causing rough exposed areas of wood. Library is doing a good job of sanding down these areas to avoid splinters, etc. Recommend replacement in the next 0-2years. Folding tables in average condition. Would recommend replacement in 2-5yrs with tables with a smooth finish top for ease of writing on and doing crafts, etc.



- Misc. furniture pieces in staff lounge: Some of the pieces are worn, la-z-boy chairs, fabric wearing.



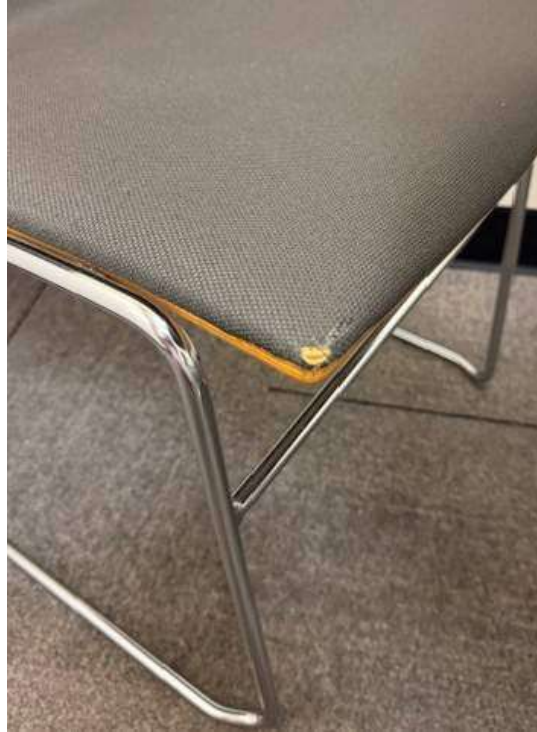
- Computer lab tables are in average condition. Would recommend replacement with individual stations, updated technology, etc. (similar to Aspen Drive)



- Lounge chairs in reading room in average condition. Cushions appear to be losing their shape, fabric has a few stains. Would recommend replacement with new furniture with vinyl/cleanable fabric.

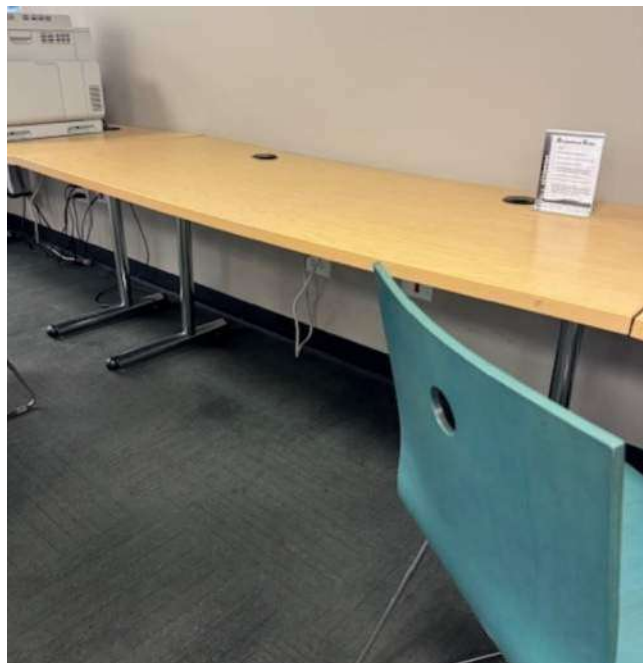


- Chairs and some lounge furniture in adult services showing wear on seats. Fabric on seats starting to tear/show holes. Some of the lounge pieces are showing stains. Stains may be removed with a deep cleaning of the vinyl. Begin replacement program for wood chairs with fabric. Manufacturer no longer in business. Reupholster or replace with new.

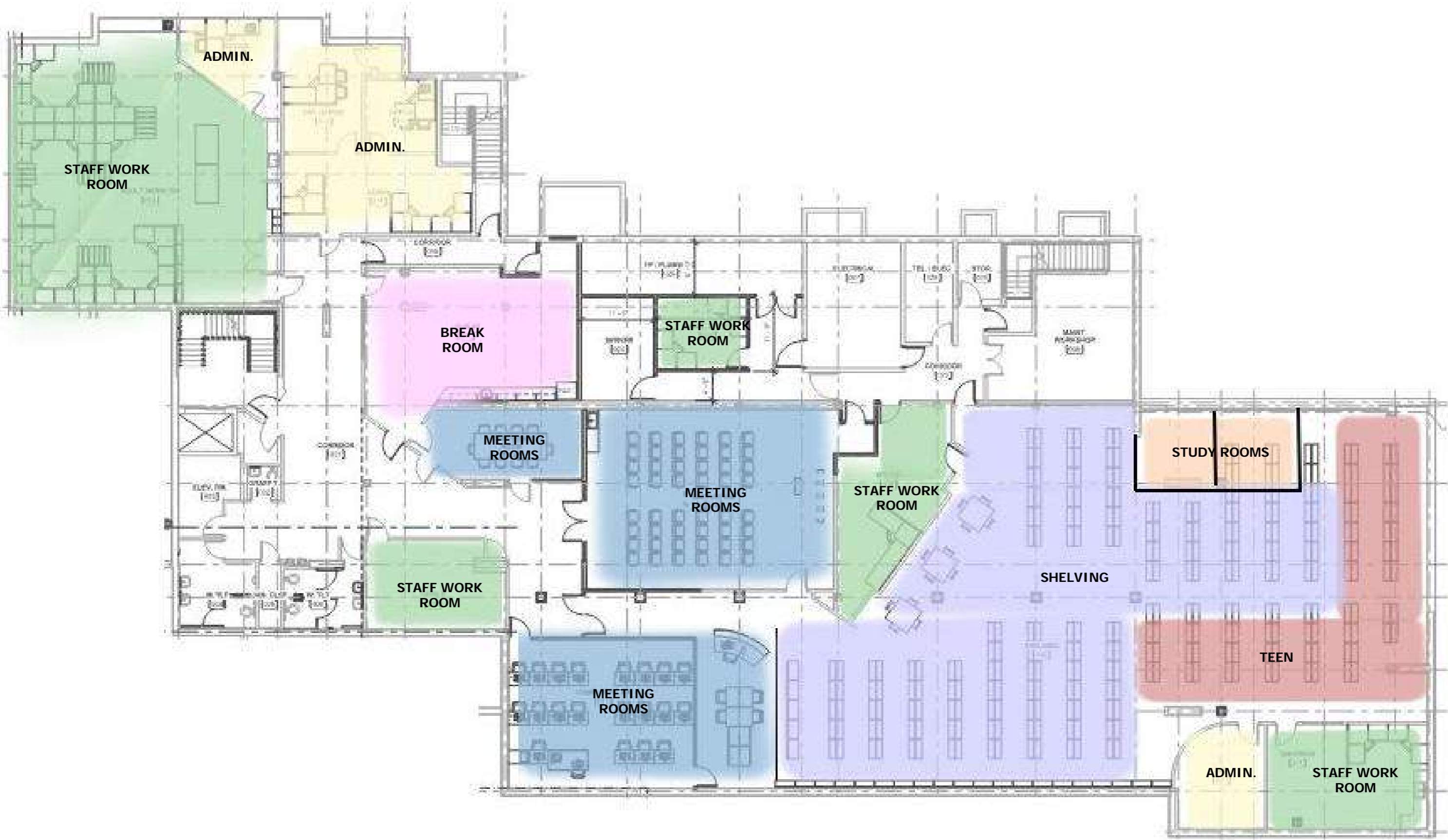




- Furniture in the children's department is worn and showing signs of aging. Some of the interactive activities could be updated with new options in the market. Misc. furniture throughout for tables and chairs. Tables appear to be in good condition, adult chairs have the same issue with fabric holes in corner of seats. Computer workstations are dated, and tabletops are bowing in the center. Would recommend a review and replacement of children's furniture and interactives.







GRAPHIC NORTH

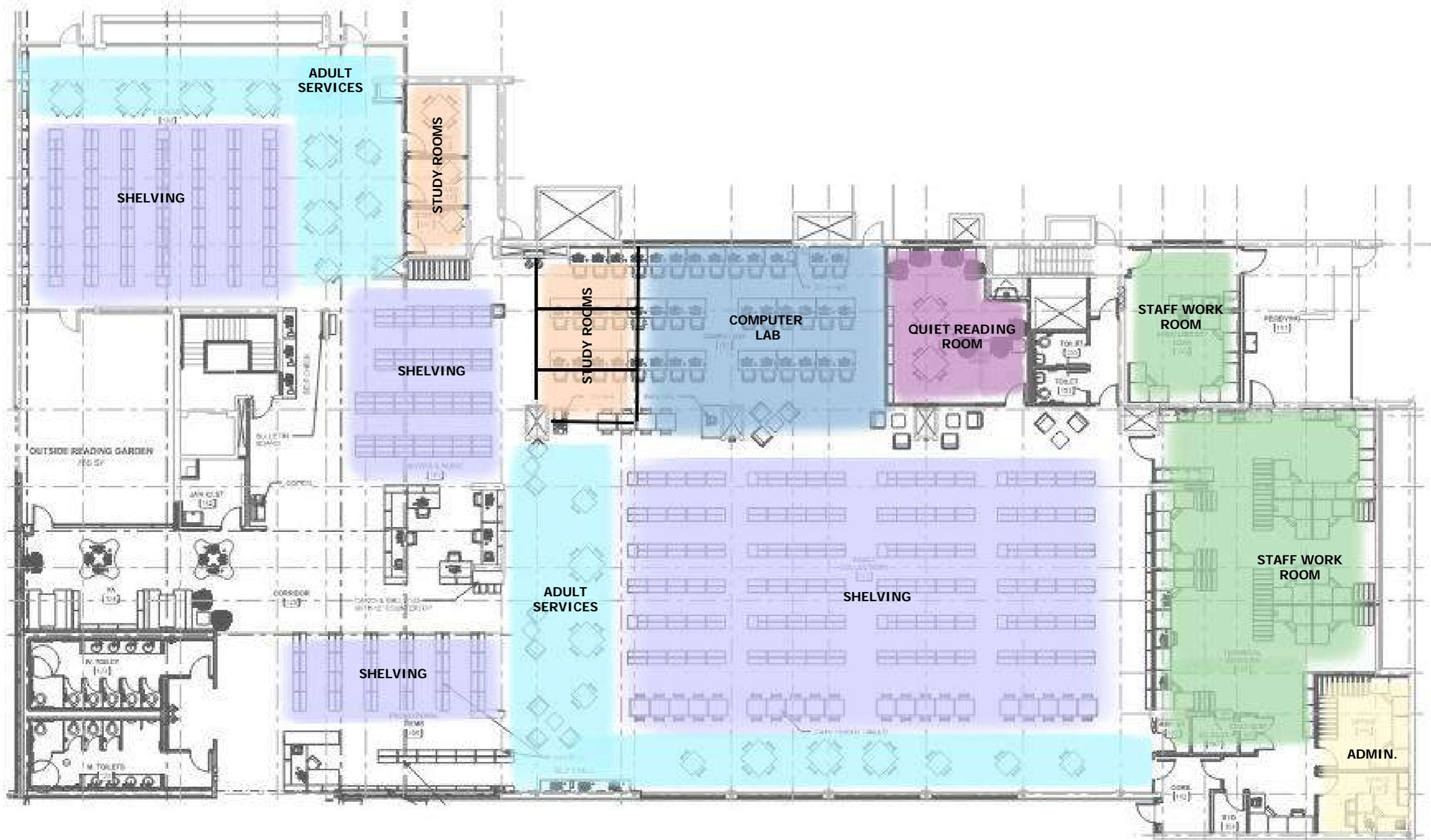
**Cook Park Public Library - Lower Level**  
**413 N. Milwaukee Av., Libertyville, IL 60048**

2024-037  
 8/29/2024

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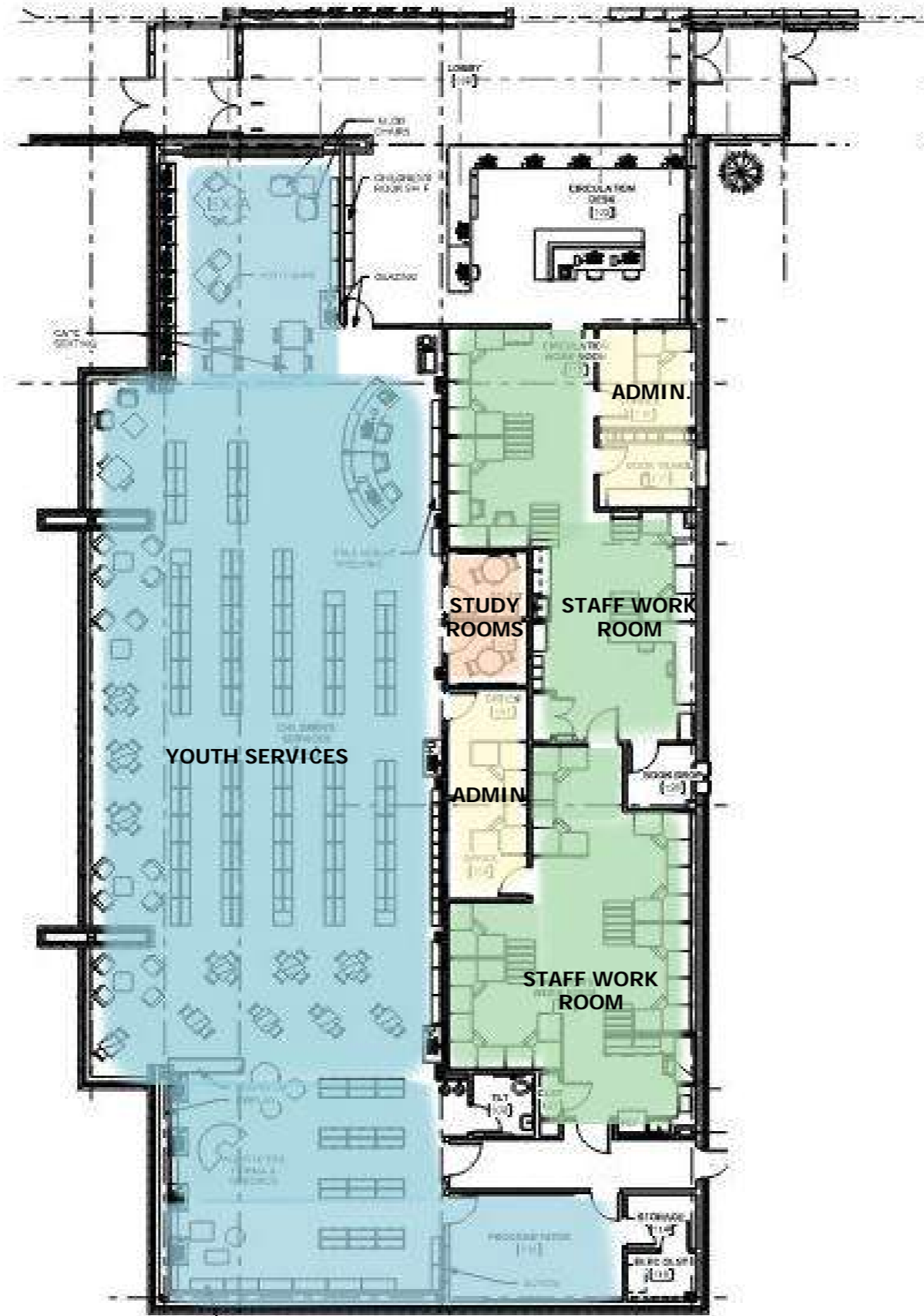
GRAPHIC NORTH

**Cook Park Public Library - Main Level Module B**  
**413 N. Milwaukee Av., Libertyville, IL 60048**

2024-037  
 8/29/2024

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**Cook Park Public Library - Main Level Module A**  
**413 N. Milwaukee Av., Libertyville, IL 60048**

2024-037  
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Item / Category	Location	1-2 Years	2-5 Years	5-10 Years
Building/Systems	Cook Park	\$ 747,000.00	\$ 396,000.00	\$ 660,000.00
Furniture/Shelving	Cook Park	\$ 153,000.00	\$ 183,000.00	\$ -
<b>Summary of Trade Costs</b>		<b>\$900,000.00</b>	<b>\$579,000.00</b>	<b>\$660,000.00</b>
Contractor Overhead and Profit - 18%		\$162,000.00	\$104,220.00	\$118,800.00
Design Contingency - 10%		\$90,000.00	\$57,900.00	\$66,000.00
Construction Contingency - 10%		\$99,000.00	\$63,690.00	\$72,600.00
Subtotal - Unescalated Construction Costs		\$1,251,000.00	\$804,810.00	\$917,400.00
Escalation - 1 year at 4%		\$50,040.00		
Escalation - 3.5 years at 4% (midpoint)			\$ 263,429.00	
Escalation - 7.5 years @ 4% (midpoint)				\$ 439,717.00
Subtotal - Escalated Value @ Midpoint of Time Period		\$1,301,040.00	\$1,068,239.00	\$1,357,117.00
Professional Services Estimate		\$143,114.40	\$106,823.90	\$135,711.70
<b>Total Project Cost Over Time Period</b>		<b>\$1,444,154.40</b>	<b>\$1,175,062.90</b>	<b>\$1,492,828.70</b>
<b>Approximate Budget Per Year</b>		<b>\$722,077.20</b>	<b>\$391,687.63</b>	<b>\$298,565.74</b>

NOTES AND QUALIFICATIONS:

- 1) Costs represent industry expected construction costs based on similar projects as of September 2024. These costs should not be construed as a guarantee or warranty of costs as increases in material and labor costs may occur between now and the time of bidding that are beyond the Architect's control. Projects budgeted for beyond 2024 have escalation factors applied to the entire total as indicated above.
- 2) Costs of hazardous materials discovery, testing, and remediation are not included except where expressly indicated.
- 3) Costs assume general contractor bidding for each "phase" of projects. Construction management fees are not included, but many CM costs are captured within constructor general conditions.
- 4) Escalation factors are applied as a future value of money calculation at 4% annually to the Subtotal of Unescalated Construction Costs for the number of years indicated above.
- 5) These costs represent a "worst-case" assumption that professional services and prevailing wage contractors will be required and that each project will be undertaken individually. Bundling projects together to achieve economy of scale, directly hiring contractors with whom the Library has a relationship, and/or performing work with the Library's own staff will likely reduce these overall costs. Library staff will review and update the items and costs that can be performed in-house.

Category	Item No.	Condition	Recommendation	Priority of Work			Notes
				0-2 Years	2-5 Years	5-10 Years	
<b>Building Shell</b>							
Exterior Walls	BS. 1	Vines present on south and east elevations	Remove vines and tuckpoint deteriorated mortar behind	\$10,000.00			
Exterior Walls	BS. 2	Deteriorated mortar around building	Tuckpoint deteriorated mortar	\$50,000.00			
Exterior Walls	BS. 3	Missing sealant at masonry expansion joints	Install backer rod and joint sealant in expansion joints	\$15,000.00			
Exterior Walls	BS. 4	Damaged and cracked brick at select locations	Remove and replace damaged bricks.	\$20,000.00			
Exterior Walls	BS. 5	Building through wall penetrations lack perimeter sealant	Provide sealant for penetrations.	\$15,000.00			
Exterior Walls	BS. 6						
<b>Interiors / Finishes</b>							
	I.1	Carpet in certain staff areas is faded and worn.	Replace carpet.		\$45,000.00		
	I.2	Carpet in children's areas is faded and worn.	Replace carpet as part of planned remodeling project (cost not				
	I.3	Study rooms lack wall protection for chair back damage/wear.	Add wall protection to study rooms.		\$5,000.00		
<b>Roofing</b>							
	R	Replace roofing					
	R.1	Several areas of existing roofing have failing flashings, sealant joints, and signs of water penetration.	Replace older sections of roofing with new system including increased insulation.	\$475,000.00			
<b>Miscellaneous Components</b>							
	MC						
	MC. 1						
<b>Other</b>							
<b>General</b>							
	G						
General Construction	G.1	Rust staining and delaminated concrete at ramp to Stairs S301	Remove delaminated concrete, clean and coat existing rebar, pour new concrete.	\$ 10,000.00			
General Construction	G.2	Concrete delamination and exposed waterproofing at west side of building unsightly.	Repair concrete and coat with medium texture concrete coating.	\$ 10,000.00			
General Construction	G.3						
General Construction	G.4						
<b>HVAC</b>							
	HV						
HVAC	HV.1	Rooftop Unit RTU-1 with nominal capacity of 40 tons cooling serving the lower level is 14 years old.	Schedule replacement of rooftop unit in the next 6 years along with reinstallation of unit screening.			\$165,000	
HVAC	HV.2	Rooftop Unit RTU-2 with nominal capacity of 10 tons cooling serving the first floor south is 14 years old.	Schedule replacement of rooftop unit in the next 6 years along with reinstallation of unit screening.			\$65,000	
HVAC	HV.3	Rooftop Unit RTU-3 with nominal capacity of 20 tons cooling serving the first floor adult collections area is 14 years old.	Schedule replacement of rooftop unit in the next 6 years along with reinstallation of unit screening.			\$100,000	
HVAC	HV.4	Rooftop Unit RTU-4 with nominal capacity of 25 tons cooling serving the northeast fiction area is 14 years old.	Schedule replacement of rooftop unit in the next 6 years along with reinstallation of unit screening.			\$115,000	
HVAC	HV.5	Rooftop Unit RTU-5 with nominal capacity of 25 tons cooling serving the south side of the first floor north wing is 14 years old.	Schedule replacement of rooftop unit in the next 6 years along with reinstallation of unit screening.			\$115,000	
HVAC	HV.6	Rooftop Unit RTU-6 with nominal capacity of 10 tons cooling serving the north side of the first floor north wing is 14 years old.	Schedule replacement of rooftop unit in the next 6 years along with reinstallation of unit screening.			\$65,000	

Category	Item No.	Condition	Recommendation	Priority of Work			Notes
				0-2 Years	2-5 Years	5-10 Years	
HVAC	HV.7	Insulation jacket on supply and return ductwork associated with RTU-3 and RTU-6 exposed on roof has deteriorated allowing water to enter insulation.	Reseal all areas where seams have pulled away and replace any damaged insulation.	\$10,000			
HVAC	HV.8	(39) Variable Air Volume Boxes with electric heating coils are 14 years old.	Schedule replacement of (39) Variable Air Volume Boxes with electric heating coils within the next 11 years.				Just outside the replacement year categories. Estimated to be \$430,000.
HVAC	HV.9	Environmental Cooling System serving the MDF room is 14 years old.	Schedule replacement of Environmental Cooling System within the next 6 years.			\$35,000	
HVAC	HV.10	Johnson Controls Metasys Building Automation System server and wireless controls are obsolete.	Schedule replacement of JCI Metasys server and wireless controls within the next 2 years.	\$100,000			Budget to be confirmed with current BAS system service firm.
HVAC	HV.11	No inside ladder with roof hatch exists to service rooftop units on either of 2 roof areas.	Provide (2) inside roof ladders with roof hatch to access roof.	\$30,000			
<b>Plumbing</b>							
Plumbing	P.1	Duplex storm pump system is near the end of its life cycle.	Replace pump system.		\$20,000		
Plumbing	P.2	Gas fired water heater is near the end of its life cycle.	Replace water heater.		\$15,000		
Plumbing	P.3	(3) small electric water heaters are 14 years old.	Replace water heaters.		\$9,000		
<b>Fire Protection</b>							
Fire Protection	FP.1	None.	None.				
<b>Electrical</b>							
Electrical	E.1a	Obsolete Lighting Control	Replace fixtures containing		\$83,000		Choose either E.1a or
Electrical	E.1b	Obsolete Lighting Control	Retrofit fixtures containing proprietary		\$63,000		Choose either E.1a or
Electrical	E.2a	Temporary holiday lights are	Remove temporary lighting.		\$2,000		Choose either E.2a or
Electrical	E.2b	Temporary holiday lights are permanently installed.	Remove temporary lighting and install new LED lighting intended for permanent installation.	\$2,000	\$66,000		Choose either E.2a or E.2b.
Electrical	E.3	Inefficient exterior lighting	Replace exterior lighting with LED.		\$78,000		

	1 - 2 years	2 - 5 years	5 - 10 years
<b>Summary of Costs</b>	\$747,000.00	\$386,000.00	\$660,000.00

The costs indicated are construction costs only. Total project costs need to include "soft" costs: A/E/ fees, testing, contingencies etc. These costs may range from 15% to 30% of the project cost and depend on the complexity of the work, the total volume of the work and other factors. In addition, it is recommended that an amount equaling 4% be added for each year beyond 2024, to accommodate potential for inflation.

**Cook Park Library  
Cook Memorial Library District  
Libertyville, Illinois  
Assessment of Furniture & Shelving**

**Williams Architects  
10/10/2024**

				Priority of Work			
Lower Level	Item No.	Condition	Recommendation	0-2 Years	2-5 Years	5-10 Years	Notes
<b>Administration Offices AO</b>							
Office Furniture	AO.1	Private office desks and associated components. Above average condition.	Existing furniture to remain.				Administration secretary. Work area comprised of multiple different furniture pieces. Recommend replacement with new furniture designed to fit the space and storage needs.
Chairs	AO.2	Task and guest chairs . Average condition	Existing chairs to remain.				
Storage Cabinets	AO.3	Metal storage cabinets and lateral files. Average condition	Existing storage to remain.				
<b>Staff Work Rooms WR</b>							
Workstations	WR.1	Refurbished workstation panels, worksurface tops, metal storage components. Average condition	Overall furniture is functional, some workstations & panels in better condition than others. Existing to remain. Replace as needed.				
Chairs	WR.2	Task Chairs. Average condition	Existing chairs to remain. Replace as needed.				
Storage	WR.3	General storage. Average condition	Overall, staff work rooms could benefit from an updated layout to help with storage needs and organization requirements.		\$25,000-\$50,000		
<b>Meeting Rooms MR</b>							
Flip Top Nesting Tables	MR.1	Average condition	Existing furniture to remain				
Folding tables	MR.2	Average condition.	Replace with smooth top folding tables for ease of writing and crafts.		\$5,000.00		
Stationary tables	MR.3	Average to above average condition	Existing furniture to remain				
Wood stacking chairs	MR.4	Wood splitting and veneer coming up at seats. Fair to poor condition	Replace stacking chairs.	\$20,000.00			
Conference Chairs	MR.5	Average Condition	Existing furniture to remain				
<b>Break Room BR</b>							
Tables	BR.1	Misc. tables. Fair condition	Replace with new matching tables	\$2,000.00			
Chairs	BR.2	Misc.chairs. Vinyl on some of the chairs wearing/torn. Fair condition	Replace with new chairs	\$5,000.00			
Lounge Furniture	BR.3	Worn vinyl. Fair to poor condition	Replace with new lounge furniture	\$3,000.00			
<b>Study Rooms SR</b>							
Tables	SR.1	Above average condition	Existing tables to remain				
Chairs	SR.2	Above average condition	Existing chairs to remain				
<b>Shelving S</b>							
Spine out shelving	S.1	Average to above average condition.	Existing shelving to remain				*lower shelving would help open the feel of the lower level.
AV shelving	S.2	Average to above average.	Existing shelving to remain				
Display shelving	S.3	Average to above average condition.	Existing shelving to remain				
<b>Teen T</b>							
Tables	T.1	Above average condition	Existing tables to remain				
Chairs	T.2	Average to above condition	Existing chairs to remain				
Lounge Furniture	T.3	Average condition.	Existing lounge furniture to remain				
<b>Main Level</b>							
<b>Administration Offices AO</b>							
Office Furniture	AO.1	Private office desks and associated components. Above average condition.	Existing furniture to remain.				
Chairs	AO.2	Task and guest chairs . Average condition	Existing chairs to remain.				

**Cook Park Library  
Cook Memorial Library District  
Libertyville, Illinois  
Assessment of Furniture & Shelving**

**Williams Architects  
10/10/2024**

				Priority of Work			
Lower Level	Item No.	Condition	Recommendation	0-2 Years	2-5 Years	5-10 Years	Notes
Storage Cabinets	AO.3	Metal/plastic laminate storage cabinets and lateral files. Average condition	Existing storage to remain.				
<b>Staff Work Rooms</b>							
	<b>WR</b>						
Workstations	WR.1	Refurbished workstation panels, worksurface tops, metal storage components. Average condition	Overall furniture is functional, some workstations & panels in better condition than others. Existing to remain. Replace as needed.				
Chairs	WR.2	Task Chairs. Average condition	Existing chairs to remain. Replace as needed.				
Storage	WR.3	General storage. Average condition	Overall, staff work rooms could benefit from an updated layout to help with storage needs and organization requirements.		\$25,000-\$50,000		
<b>Computer Lab</b>							
	<b>CL.1</b>						
Computer Tables	CL.1	Computer tables are large, dated, showing wear on finishes. Average to above average condition.	Replace with new computer tables and integrated technology.	\$25,000.00			
Chairs	CL.2		Existing chairs to remain.				
<b>Study Rooms</b>							
	<b>SR</b>						
Tables	SR.1	Above average condition	Existing tables to remain				
Chairs	SR.2	Above average condition	Existing chairs to remain				
<b>Reading Room</b>							
	<b>RR</b>						
Tables	RR.1	Average condition	Existing tables to remain				
Chairs	RR.2	Average to above average condition	Existing chairs to remain				





Cook Memorial Public Library District  
Balance Sheet by Fund  
As of September 30, 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Current Assets					
Checking/Savings					
10-1040 · Petty Cash	625	0	0	0	625
10-1045 · Cash on Hand - Aspen	60	0	0	0	60
10-1150 · Chase Operating A/C	4,993,832	801,767	9,919	1,158,089	6,963,607
10-1504 · Illinois Funds - General, IMRF	249,824	37,443	0	123,236	410,503
10-1509 · Wintrust MaxSafe Acct - General	3,798,620	0	0	0	3,798,620
60-1509 · Wintrust MaxSafe Acct - S/R	0	0	0	996,457	996,457
10-1550 · Chase Savings Account					
10-1551 · Chase Savings - GF	56,534	0	0	0	56,534
60-1551 · Chase Savings - SRF	0	0	0	51,176	51,176
Total 10-1550 · Chase Savings Account	<u>56,534</u>	<u>0</u>	<u>0</u>	<u>51,176</u>	<u>107,710</u>
Total 1000 · Cash	<u>9,099,495</u>	<u>839,210</u>	<u>9,919</u>	<u>2,328,958</u>	<u>12,277,582</u>
10-1502 · Investments - General Fund					
10-1651 · Investments - Chase (GF)	1,715,000	0	0	0	1,715,000
Total 10-1502 · Investments - General Fund	<u>1,715,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,715,000</u>
60-1501 · Investments - Special Reserve					
60-1651 · Investments - Chase (SRF)	0	0	0	1,470,000	1,470,000
Total 60-1501 · Investments - Special Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,470,000</u>	<u>1,470,000</u>
Total 2000 · Investments	<u>1,715,000</u>	<u>0</u>	<u>0</u>	<u>1,470,000</u>	<u>3,185,000</u>
Total Checking/Savings	<u>10,814,495</u>	<u>839,210</u>	<u>9,919</u>	<u>3,798,958</u>	<u>15,462,582</u>
Total Current Assets	<u>10,814,495</u>	<u>839,210</u>	<u>9,919</u>	<u>3,798,958</u>	<u>15,462,582</u>
TOTAL ASSETS	<u><b>10,814,495</b></u>	<u><b>839,210</b></u>	<u><b>9,919</b></u>	<u><b>3,798,958</b></u>	<u><b>15,462,582</b></u>
Current Liabilities					
10-2050 · Chase One Card	38,077	0	0	2,864	40,941
Total Credit Cards	<u>38,077</u>	<u>0</u>	<u>0</u>	<u>2,864</u>	<u>40,941</u>
Other Current Liabilities					
00-2100 · Payroll W/H & Payable					
10-2850 · Aflac Payable	146	0	0	0	146
10-2300 · IMRF Payable-Employee Medicare	20,804	0	0	0	20,804
10-2600 · IMRF Voluntary Life Insurance	224	0	0	0	224
10-2700 · Dental and Vision	2,573	0	0	0	2,573
10-2800 · CO-OP 90's Medical Plan	9,998	0	0	0	9,998
10-2900 · Other Health Care-FSA	2,485	0	0	0	2,485
Total 00-2100 · Payroll W/H & Payable	<u>36,230</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>36,230</u>
20-2300 · IMRF Payable-Employer Medicare	0	33,942	0	0	33,942
Total Other Current Liabilities	<u>36,230</u>	<u>33,942</u>	<u>0</u>	<u>0</u>	<u>70,172</u>
Total Current Liabilities	<u>74,307</u>	<u>33,942</u>	<u>0</u>	<u>2,864</u>	<u>111,113</u>
Total Liabilities	<u>74,307</u>	<u>33,942</u>	<u>0</u>	<u>2,864</u>	<u>111,113</u>
Equity					
10-3000 · Fund Balance-General Fund	3,063,217	0	0	0	3,063,217
10-3010 · Assigned FB - Computer/Tech Res	125,000	0	0	0	125,000
10-3011 · Assigned FB - Bookmobile Res.	500,000	0	0	0	500,000
20-3000 · Fund Balance - IMRF Fund	0	235,429	0	0	235,429
50-3000 · Fund Balance-Trust Fund	0	0	27,974	0	27,974
60-3000 · Fund Balance-Spec Reserve Fund	0	0	0	3,881,268	3,881,268
Total 00-3000 · Beginning Fund Balances	<u>3,688,217</u>	<u>235,429</u>	<u>27,974</u>	<u>3,881,268</u>	<u>7,832,888</u>
32000 · Retained Earnings	145,245	(17,833)	(18,055)	(105,046)	4,311
Net Income	<u>6,906,728</u>	<u>587,671</u>	<u>0</u>	<u>19,872</u>	<u>7,514,271</u>
Total Equity	<u>10,740,190</u>	<u>805,267</u>	<u>9,919</u>	<u>3,796,094</u>	<u>15,351,470</u>
TOTAL LIABILITIES & EQUITY	<u><b>10,814,497</b></u>	<u><b>839,209</b></u>	<u><b>9,919</b></u>	<u><b>3,798,958</b></u>	<u><b>15,462,583</b></u>

Cook Memorial Public Library District  
Profit Loss by Fund  
As of September 30, 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	8,841,198	781,116	0	9,622,314
00-4050 · Replacement Tax	34,601	0	0	34,601
00-4100 · Interest Earned	79,224	0	39,872	119,096
00-4200 · Other	13,520	0	0	13,520
10-4300 · Grants & Other Donations	96,026	0	0	96,026
10-4350 · Fines & Lost Materials	5,753	0	0	5,753
Total Income	<u>9,070,322</u>	<u>781,116</u>	<u>39,872</u>	<u>9,891,310</u>
Gross Profit	9,070,322	781,116	39,872	9,891,310
Expense				
10-5100 · Salaries	1,221,638	0	0	1,221,638
10-5200 · Benefits	157,943	0	0	157,943
10-5300 · Training	10,909	0	0	10,909
10-5400 · Materials	290,194	0	0	290,194
10-5500 · Processing	6,819	0	0	6,819
10-5600 · Supplies	34,128	0	0	34,128
10-5700 · Vehicles	3,273	0	0	3,273
10-5800 · Computer Operations	118,608	0	0	118,608
10-5900 · Utilities	64,473	0	0	64,473
10-6000 · Telephone	4,549	0	0	4,549
10-6100 · Postage	2,000	0	0	2,000
10-6200 · Maintenance	36,977	0	0	36,977
10-6300 · Repair	31,597	0	0	31,597
10-6400 · Insurance	4,948	0	0	4,948
10-6500 · Professional Services	13,469	0	0	13,469
10-6600 · Improvements	19,216	0	0	19,216
10-6700 · Community Relations	32,455	0	0	32,455
10-7000 · Debt Service	110,396	0	0	110,396
20-8210 · Employer IMRF Disbursements	0	102,136	0	102,136
20-8250 · Employer Soc Security Tax Disb	0	91,308	0	91,308
Total Expense	<u>2,163,592</u>	<u>193,444</u>	<u>0</u>	<u>2,357,036</u>
Net Ordinary Income	6,906,730	587,672	39,872	7,534,274
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0	0	20,000	20,000
Total Other Expense	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>
Net Other Income	0	0	(20,000)	(20,000)
Net Income	<u><b>6,906,730</b></u>	<u><b>587,672</b></u>	<u><b>19,872</b></u>	<u><b>7,514,274</b></u>

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**

**Budget Report September 2024**

	September 2024				Year To Date September 2024				Annual Budget	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$
<b><u>Income</u></b>										
00-4000 · Property Tax	3,884,020	858,045	3,025,975	352.66%	9,622,314	2,574,145	7,048,169	273.81%	93.45%	10,296,550
00-4050 · Replacement Tax	5,439	15,417	(9,978)	-64.72%	34,601	46,250	(11,649)	-25.19%	18.70%	185,000
00-4100 · Interest Earned	53,840	16,667	37,173	223.03%	119,096	50,000	69,096	138.19%	59.55%	200,000
00-4200 · Other	4,691	1,750	2,941	168.06%	13,520	5,250	8,270	157.52%	64.38%	21,000
10-4300 · Grants & Other Donations	5,000	7,917	(2,917)	-36.84%	96,026	23,750	72,276	304.32%	0.00%	95,000
10-4350 · Fines & Lost Materials	1,711	1,250	461	36.88%	5,753	3,750	2,003	53.41%	38.35%	15,000
<b>Total Income</b>	<b>3,954,701</b>	<b>901,046</b>	<b>3,053,655</b>	<b>338.90%</b>	<b>9,891,310</b>	<b>2,703,145</b>	<b>7,188,165</b>	<b>265.92%</b>	<b>91.48%</b>	<b>10,812,550</b>
<b><u>Expenses</u></b>										
10-5100 · Salaries	410,382	447,304	36,922	8.25%	1,221,638	1,341,911	120,273	8.96%	22.76%	5,367,644
10-5200 · Benefits	50,084	54,617	4,533	8.30%	157,943	163,851	5,908	3.61%	24.10%	655,402
10-5300 · Training	2,467	5,407	2,940	54.37%	10,909	16,221	5,312	32.75%	16.81%	64,885
10-5400 · Materials	82,620	107,048	24,428	22.82%	290,194	321,144	30,950	9.64%	22.59%	1,284,575
10-5500 · Processing	2,909	3,927	1,018	25.92%	6,819	11,780	4,961	42.11%	14.47%	47,120
10-5600 · Supplies	13,192	11,508	(1,684)	-14.63%	34,128	34,525	397	1.15%	24.71%	138,100
10-5700 · Vehicles	1,630	3,302	1,672	50.64%	3,273	9,905	6,632	66.96%	8.26%	39,620
10-5800 · Computer Operations	72,274	57,358	(14,916)	-26.01%	118,608	172,073	53,465	31.07%	17.23%	688,290
10-5900 · Utilities	17,077	14,958	(2,119)	-14.17%	64,473	44,875	(19,598)	-43.67%	35.92%	179,500
10-6000 · Telephone	1,524	2,240	716	31.96%	4,549	6,720	2,171	32.31%	16.92%	26,880
10-6100 · Postage	1,000	1,083	83	7.66%	2,000	3,250	1,250	38.46%	15.38%	13,000
10-6200 · Maintenance	9,768	15,731	5,963	37.91%	36,977	47,194	10,217	21.65%	19.59%	188,775
10-6300 · Repair	15,976	10,497	(5,479)	-52.20%	31,597	31,490	(107)	-0.34%	25.08%	125,960
10-6400 · Insurance	0	6,167	6,167	100.00%	4,948	18,500	13,552	73.25%	6.69%	74,000
10-6500 · Professional Services	2,509	8,825	6,316	71.57%	13,469	26,475	13,006	49.13%	12.72%	105,900
10-6600 · Improvements	5,965	8,838	2,873	32.51%	19,216	26,514	7,298	27.53%	18.12%	106,055
10-6700 · Community Relations	17,365	16,400	(965)	-5.88%	32,455	49,201	16,746	34.04%	16.49%	196,805
10-6900 · Contingency	0	4,167	4,167	100.00%	0	12,500	12,500	100.00%	0.00%	50,000
10-7000 · Debt Service	0	81,833	81,833	100.00%	110,396	245,500	135,104	55.03%	11.24%	982,000
20-8210 · Employer IMRF Disbursements	34,059	43,833	9,774	22.30%	102,136	131,500	29,364	22.33%	19.42%	526,000
20-8250 · Employer Soc Security Tax Disb	30,570	33,667	3,097	9.20%	91,308	101,000	9,692	9.60%	22.60%	404,000
<b>Total Expenses</b>	<b>771,371</b>	<b>938,710</b>	<b>167,339</b>	<b>17.83%</b>	<b>2,357,036</b>	<b>2,816,129</b>	<b>459,093</b>	<b>16.30%</b>	<b>20.92%</b>	<b>11,264,511</b>
<b>Net Ordinary Income/Expense</b>	<b>3,183,330</b>				<b>7,534,274</b>					
<b><u>Other Expense</u></b>										
10-9500 · Other Expense	-				-					
50-8500 · Trust Disbursements	-				-					
60-9800 · Special Reserve Disbursements	15,000				20,000					
<b>Total Other Expense</b>	<b>15,000</b>				<b>20,000</b>					
<b>Net Other Income/(Expense)</b>	<b>(15,000)</b>				<b>(20,000)</b>					
<b>Net Income</b>	<b>3,168,330</b>				<b>7,514,274</b>					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
 Bills Paid Summary By Fund  
 September 7 through October 4, 2024

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	3,568,726.41	315,293.73	0.00	3,884,020.14
00-4050 · Replacement Tax	27,677.95	0.00	0.00	27,677.95
00-4100 · Interest Earned	27,067.07	0.00	26,772.72	53,839.79
00-4200 · Other	3,345.25	0.00	0.00	3,345.25
10-4300 · Grants & Other Donations	5,000.00	0.00	0.00	5,000.00
10-4350 · Fines & Lost Materials	1,692.79	0.00	0.00	1,692.79
Total Income	<u>3,633,509.47</u>	<u>315,293.73</u>	<u>26,772.72</u>	<u>3,975,575.92</u>
Gross Profit	3,633,509.47	315,293.73	26,772.72	3,975,575.92
Expense				
10-5100 · Salaries	413,059.32	0.00	0.00	413,059.32
10-5200 · Benefits	50,084.32	0.00	0.00	50,084.32
10-5300 · Training	3,078.59	0.00	0.00	3,078.59
10-5400 · Materials	83,064.97	0.00	0.00	83,064.97
10-5500 · Processing	5,818.00	0.00	0.00	5,818.00
10-5600 · Supplies	13,232.85	0.00	0.00	13,232.85
10-5700 · Vehicles	160.23	0.00	0.00	160.23
10-5800 · Computer Operations	77,989.15	0.00	0.00	77,989.15
10-5900 · Utilities	17,076.53	0.00	0.00	17,076.53
10-6000 · Telephone	1,524.24	0.00	0.00	1,524.24
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	9,767.53	0.00	0.00	9,767.53
10-6300 · Repair	15,975.70	0.00	0.00	15,975.70
10-6500 · Professional Services	2,512.20	0.00	0.00	2,512.20
10-6600 · Improvements	6,163.14	0.00	0.00	6,163.14
10-6700 · Community Relations	18,567.95	0.00	0.00	18,567.95
20-8210 · Employer IMRF Disbursements	0.00	34,246.78	0.00	34,246.78
20-8250 · Employer Soc Security Tax Disb	0.00	30,801.62	0.00	30,801.62
Total Expense	<u>719,074.72</u>	<u>65,048.40</u>	<u>0.00</u>	<u>784,123.12</u>
Net Ordinary Income	2,914,434.75	250,245.33	26,772.72	3,191,452.80
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	15,000.00	15,000.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>15,000.00</u>
Net Other Income	0.00	0.00	(15,000.00)	(15,000.00)
Net Income	<u><u>2,914,434.75</u></u>	<u><u>250,245.33</u></u>	<u><u>11,772.72</u></u>	<u><u>3,176,452.80</u></u>

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Detail 9/7/24-10/4/24**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
<b>Income</b>					
<b>00-4000 · Property Tax</b>					
<b>10-4000 · Property Tax General</b>					
	09/13/2024	3751		3,333,342.80	3,333,342.80
	09/13/2024	3751		6,370.47	3,339,713.27
	09/19/2024	3756		1,750.61	3,341,463.88
	09/19/2024	3756		8.38	3,341,472.26
	09/27/2024	3758		226,820.66	3,568,292.92
	09/27/2024	3758		433.49	3,568,726.41
Total 10-4000 · Property Tax General				3,568,726.41	3,568,726.41
<b>20-4000 · Property Tax IMRF</b>					
	09/13/2024	3751		295,059.79	295,059.79
	09/19/2024	3756		156.31	295,216.10
	09/27/2024	3758		20,077.63	315,293.73
Total 20-4000 · Property Tax IMRF				315,293.73	315,293.73
Total 00-4000 · Property Tax				3,884,020.14	3,884,020.14
<b>00-4050 · Replacement Tax</b>					
<b>10-4050 · Replacement Tax General</b>					
	09/30/2024	3759		5,439.18	5,439.18
	10/03/2024	3767		22,238.77	27,677.95
Total 10-4050 · Replacement Tax General				27,677.95	27,677.95
Total 00-4050 · Replacement Tax				27,677.95	27,677.95
<b>00-4100 · Interest Earned</b>					
<b>60-3109 · Interest-Wintrust MaxSafe - S/R</b>					
	09/30/2024	3757		4,409.74	4,409.74
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				4,409.74	4,409.74
<b>10-3109 · Interest-Wintrust MaxSafe - Gen</b>					
	09/30/2024	3757		16,970.66	16,970.66
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				16,970.66	16,970.66
<b>10-3180 · Interest - Money Market Fund</b>					
	09/30/2024	3757		1,860.77	1,860.77
	09/30/2024	3757		0.00	1,860.77
Total 10-3180 · Interest - Money Market Fund				1,860.77	1,860.77
<b>10-4100 · Interest Earned-General Fund</b>					
<b>10-4101 · Interest Income - Chase Savings</b>					

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Detail 9/7/24-10/4/24**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	09/30/2024	3757		0.95	0.95
Total 10-4101 · Interest Income - Chase Savings				0.95	0.95
<b>10-4102 · Interest Income - Chase CD's</b>					
	09/30/2024	3764		6,237.10	6,237.10
	09/30/2024	3764		957.18	7,194.28
	09/30/2024	3764		1,040.41	8,234.69
Total 10-4102 · Interest Income - Chase CD's				8,234.69	8,234.69
Total 10-4100 · Interest Earned-General Fund				8,235.64	8,235.64
<b>60-4100 · Interest Earned Special Reserve</b>					
<b>60-4101 · Interest Income - Chase Savings</b>					
	09/30/2024	3757		0.86	0.86
Total 60-4101 · Interest Income - Chase Savings				0.86	0.86
<b>60-4102 · Interest Income - Chase CD's</b>					
	09/30/2024	3764		915.56	915.56
	09/30/2024	3764		13,107.50	14,023.06
	09/30/2024	3764		6,360.60	20,383.66
	09/30/2024	3764		1,092.43	21,476.09
	09/30/2024	3764		886.03	22,362.12
Total 60-4102 · Interest Income - Chase CD's				22,362.12	22,362.12
Total 60-4100 · Interest Earned Special Reserve				22,362.98	22,362.98
Total 00-4100 · Interest Earned				53,839.79	53,839.79
<b>00-4200 · Other</b>					
<b>10-4660 · Developer Fees</b>					
	09/23/2024			3,304.00	3,304.00
Total 10-4660 · Developer Fees				3,304.00	3,304.00
<b>10-4500 · Misc - General Account</b>					
	09/10/2024			15.00	15.00
	09/23/2024			26.00	41.00
	09/23/2024			0.25	41.25
Total 10-4500 · Misc - General Account				41.25	41.25
Total 00-4200 · Other				3,345.25	3,345.25
<b>10-4300 · Grants &amp; Other Donations</b>					
<b>10-4335 · Friends of The Library</b>					
	09/23/2024			5,000.00	5,000.00
Total 10-4335 · Friends of The Library				5,000.00	5,000.00

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Detail 9/7/24-10/4/24**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 10-4300 · Grants & Other Donations				5,000.00	5,000.00
<b>10-4350 · Fines &amp; Lost Materials</b>					
	09/10/2024			14.00	14.00
	09/10/2024			25.00	39.00
	09/10/2024			14.50	53.50
	09/10/2024			141.02	194.52
	09/13/2024	LOST/PAID - 090324	KULASIK, ELIZABETH	-16.99	177.53
	09/13/2024	LOST/PAID - 090524	STRICKLAND, BRICE	-9.99	167.54
	09/20/2024	LOST/PAID - 091324	KOLLURU, VENKATA RAMYA	-12.99	154.55
	09/20/2024	LOST/PAID - 091424	SHUTAN, ELIZABETH	-25.65	128.90
	09/23/2024			11.10	140.00
	09/23/2024			30.95	170.95
	09/23/2024			6.51	177.46
	09/23/2024			19.99	197.45
	09/27/2024	LOST/PAID - 091724	OSMANOVIC, ADIS	-4.99	192.46
	09/30/2024	3757		1,741.62	1,934.08
	09/30/2024	3762		-218.31	1,715.77
	10/04/2024	LOST/PAID - 092624	WEPLER, JONATHAN	-12.99	1,702.78
	10/04/2024	LOST/PAID - 092824	WOLF, LISA	-9.99	1,692.79
Total 10-4350 · Fines & Lost Materials				<u>1,692.79</u>	<u>1,692.79</u>
Total Income				<u>3,975,575.92</u>	<u>3,975,575.92</u>
Gross Profit				3,975,575.92	3,975,575.92
<b>Expense</b>					
<b>10-5100 · Salaries</b>					
<b>10-5110 · Administration Salaries</b>					
	09/20/2024	3753		46,515.32	46,515.32
	10/04/2024	3765		47,302.43	93,817.75
Total 10-5110 · Administration Salaries				<u>93,817.75</u>	<u>93,817.75</u>
<b>10-5120 · Adult Salaries</b>					
	09/20/2024	3753		36,179.36	36,179.36
	10/04/2024	3765		36,834.36	73,013.72
Total 10-5120 · Adult Salaries				<u>73,013.72</u>	<u>73,013.72</u>
<b>10-5130 · Children's Salaries</b>					
	09/20/2024	3753		36,440.59	36,440.59
	10/04/2024	3765		36,739.08	73,179.67



**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Detail 9/7/24-10/4/24**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 10-5130 · Children's Salaries				73,179.67	73,179.67
<b>10-5140 · Circulation Salaries</b>					
	09/20/2024	3753		30,933.17	30,933.17
	10/04/2024	3765		29,768.79	60,701.96
Total 10-5140 · Circulation Salaries				60,701.96	60,701.96
<b>10-5145 · Maintenance Salaries</b>					
	09/20/2024	3753		10,003.66	10,003.66
	10/04/2024	3765		9,941.47	19,945.13
Total 10-5145 · Maintenance Salaries				19,945.13	19,945.13
<b>10-5150 · ILL Salaries</b>					
	09/20/2024	3753		4,433.97	4,433.97
	10/04/2024	3765		4,491.02	8,924.99
Total 10-5150 · ILL Salaries				8,924.99	8,924.99
<b>10-5155 · Outreach Salaries</b>					
	09/20/2024	3753		10,975.13	10,975.13
	10/04/2024	3765		10,525.00	21,500.13
Total 10-5155 · Outreach Salaries				21,500.13	21,500.13
<b>10-5160 · Tech Services Salaries</b>					
	09/20/2024	3753		23,954.90	23,954.90
	10/04/2024	3765		23,981.14	47,936.04
Total 10-5160 · Tech Services Salaries				47,936.04	47,936.04
<b>10-5165 · Shelves Salaries</b>					
	09/20/2024	3753		7,130.81	7,130.81
	10/04/2024	3765		6,909.12	14,039.93
Total 10-5165 · Shelves Salaries				14,039.93	14,039.93
Total 10-5100 · Salaries				413,059.32	413,059.32
<b>10-5200 · Benefits</b>					
<b>10-5210 · Health Insurance</b>					
	09/17/2024	3754	BLUE CROSS BLUE SHIELD OF ILLINOIS	-2,072.64	-2,072.64
	09/17/2024	3754	NCPERS GROUP LIFE INS	-224.00	-2,296.64
	09/17/2024	3754	NAVIA	-774.77	-3,071.41
	09/17/2024	3754	COOPERATIVE 90'S MEDICAL	-7,149.40	-10,220.81
	09/17/2024	3754	AFLAC	-92.52	-10,313.33
	09/20/2024	P65753 - AUGUST 2024	COOPERATIVE 90'S MEDICAL	40,615.60	30,302.27
	09/20/2024	P65753 - AUGUST 2024	COOPERATIVE 90'S MEDICAL	6,116.40	36,418.67

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
09/27/2024	865594 - OCT 2024	BLUE CROSS BLUE SHIELD OF ILLINOIS	8,006.68	44,425.35
09/27/2024	865594 - OCT 2024	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,804.84	46,230.19
09/27/2024	5047 - OCTOBER 24	NCPERS GROUP LIFE INS	224.00	46,454.19
09/30/2024	3763		284.84	46,739.03
09/30/2024	3763		181.03	46,920.06
09/30/2024	3763		4.16	46,924.22
09/30/2024	3763		120.00	47,044.22
09/30/2024	3763		100.00	47,144.22
Total 10-5210 · Health Insurance			47,144.22	47,144.22
<b>10-5220 · Dental/Vision Insurance</b>				
09/17/2024	3754	DELTA DENTAL OF ILLINOIS - VISION	-97.82	-97.82
09/17/2024	3754	DELTA DENTAL OF ILLINOIS - RISK	-3.28	-101.10
09/17/2024	3754	COOPERATIVE 90'S DENTAL	-1,203.40	-1,304.50
09/20/2024	10438 - AUGUST 24	COOPERATIVE 90'S DENTAL	3,469.30	2,164.80
09/20/2024	10438 - AUGUST 24	COOPERATIVE 90'S DENTAL	1,299.70	3,464.50
09/23/2024			-53.19	3,411.31
09/23/2024			-51.19	3,360.12
09/23/2024			-51.19	3,308.93
09/27/2024	104381 - OCT 24	DELTA DENTAL OF ILLINOIS - RISK	3.28	3,312.21
09/27/2024	104381 - OCT 24	DELTA DENTAL OF ILLINOIS - RISK	29.34	3,341.55
09/27/2024	10438 - OCT 24	DELTA DENTAL OF ILLINOIS - VISION	290.82	3,632.37
09/27/2024	10438 - OCT 24	DELTA DENTAL OF ILLINOIS - VISION	112.88	3,745.25
09/30/2024	3760		-805.15	2,940.10
Total 10-5220 · Dental/Vision Insurance			2,940.10	2,940.10
Total 10-5200 · Benefits			50,084.32	50,084.32
<b>10-5300 · Training</b>				
<b>10-5310 · Workshops</b>				
<b>10-5311 · Workshops - Admin</b>				
09/30/2024	091224	Sunset Foods - CMPL Credit Card	274.96	274.96
09/30/2024	092624	Internet Librarian Connect - CMPL Credit	405.56	680.52
09/30/2024	091424	Einstein Bros Bagels - CMPL Credit Card	242.46	922.98
Total 10-5311 · Workshops - Admin			922.98	922.98
Total 10-5310 · Workshops			922.98	922.98
<b>10-5320 · Travel</b>				
<b>10-5323 · Travel - Children's</b>				

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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	09/13/2024	AUGUST 28, 2024	NORSTROM, THERESE	33.50	33.50
Total 10-5323 · Travel - Children's				33.50	33.50
<b>10-5327 · Travel - Outreach</b>					
	09/13/2024	AUGUST 2024	BAHNSEN, BROOKE	27.27	27.27
	09/13/2024	AUGUST 26, 2024	VARGA, KAREN	18.83	46.10
Total 10-5327 · Travel - Outreach				46.10	46.10
Total 10-5320 · Travel				79.60	79.60
<b>10-5330 · Memberships</b>					
<b>10-5332 · Memberships - Adults</b>					
	09/13/2024	BARRY: 1024 - 0925	AMERICAN LIBRARY ASSOCIATION	58.00	58.00
	09/30/2024	090424	caggi - CMPL Credit Card	37.50	95.50
Total 10-5332 · Memberships - Adults				95.50	95.50
Total 10-5330 · Memberships				95.50	95.50
<b>10-5350 · Conferences</b>					
<b>10-5351 · Conferences - Admin</b>					
	09/30/2024	092024	Library Marketing Conf - CMPL Credit Card	998.00	998.00
	09/30/2024	091924	Amtrak - CMPL Credit Card	158.00	1,156.00
	09/30/2024	091024	Wisconsin Historical - CMPL Credit Card	-155.00	1,001.00
	09/30/2024	091224	Illinois Library Assoc-CMPL Credit Card	325.00	1,326.00
	10/01/2024	092724	ABOS - CMPL Credit Card	405.00	1,731.00
	10/04/2024	SEPTEMBER 17, 2024	BEVERLEY, HEATHER	189.00	1,920.00
Total 10-5351 · Conferences - Admin				1,920.00	1,920.00
Total 10-5350 · Conferences				1,920.00	1,920.00
<b>10-5365 · Staff Recognition</b>					
	09/30/2024	3761	SAM'S CLUB DIRECT	43.14	43.14
	10/04/2024	SEPTEMBER 17, 2024	KRISHNAMOORTHY, SEETHALAKSHMI	17.37	60.51
Total 10-5365 · Staff Recognition				60.51	60.51
Total 10-5300 · Training				3,078.59	3,078.59
<b>10-5400 · Materials</b>					
<b>10-5410 · Books - Adult</b>					
	09/13/2024	4571530	BARNES & NOBLE, INC.	20.00	20.00
	09/20/2024	85363379	GALE	139.95	159.95
	09/20/2024	85335526	GALE	60.78	220.73
	09/20/2024	85363189	GALE	52.78	273.51
	09/20/2024	85337641	GALE	161.97	435.48

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
09/20/2024	85336891	GALE	196.74	632.22
09/20/2024	85337019	GALE	515.04	1,147.26
09/20/2024	85299362	GALE	204.73	1,351.99
09/20/2024	85261989	GALE	57.58	1,409.57
09/20/2024	84871408	GALE	109.48	1,519.05
09/20/2024	1	MORNINGSTAR, INC.	230.00	1,749.05
09/20/2024	2038537293	BAKER & TAYLOR - L5742022	375.82	2,124.87
09/20/2024	2038545394	BAKER & TAYLOR - L5742022	582.08	2,706.95
09/20/2024	2038538844	BAKER & TAYLOR - C0209743	210.13	2,917.08
09/20/2024	2038538845	BAKER & TAYLOR - C0209743	14.58	2,931.66
09/20/2024	2038538846	BAKER & TAYLOR - C0209743	64.08	2,995.74
09/20/2024	2038538847	BAKER & TAYLOR - C0209743	18.42	3,014.16
09/20/2024	2038538848	BAKER & TAYLOR - C0209743	19.05	3,033.21
09/20/2024	2038533847	BAKER & TAYLOR - L3966532	957.98	3,991.19
09/20/2024	2038531419	BAKER & TAYLOR - L5742022	496.91	4,488.10
09/20/2024	2038534318	BAKER & TAYLOR - L5742022	556.56	5,044.66
09/20/2024	2038540505	BAKER & TAYLOR - L5580152	798.72	5,843.38
09/20/2024	2038541199	BAKER & TAYLOR - L5579912	164.38	6,007.76
09/20/2024	2038525045	BAKER & TAYLOR - L3966532	598.71	6,606.47
09/20/2024	2038536395	BAKER & TAYLOR - C5217413	120.96	6,727.43
09/20/2024	2038525013	BAKER & TAYLOR - L5742022	266.34	6,993.77
09/20/2024	2038505893	BAKER & TAYLOR - L5742022	430.48	7,424.25
09/20/2024	2038500107	BAKER & TAYLOR - L5742022	676.53	8,100.78
09/20/2024	2038502578	BAKER & TAYLOR - L5742022	96.38	8,197.16
09/20/2024	2038491297	BAKER & TAYLOR - L3966532	521.57	8,718.73
09/20/2024	2038507368	BAKER & TAYLOR - C0209743	223.70	8,942.43
09/20/2024	2038507369	BAKER & TAYLOR - C0209743	17.79	8,960.22
09/20/2024	2038505558	BAKER & TAYLOR - L3966532	1,736.10	10,696.32
09/20/2024	2038509070	BAKER & TAYLOR - L5580152	624.02	11,320.34
09/20/2024	2038516413	BAKER & TAYLOR - L5579912	275.70	11,596.04
09/20/2024	2038510489	BAKER & TAYLOR - L5579912	130.21	11,726.25
09/20/2024	2038512072	BAKER & TAYLOR - C5217413	210.28	11,936.53
09/20/2024	2038516600	BAKER & TAYLOR - L5742022	684.26	12,620.79
09/20/2024	2038522115	BAKER & TAYLOR - L5580152	355.35	12,976.14
09/20/2024	2038522615	BAKER & TAYLOR - L5579912	24.77	13,000.91

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09/20/2024	2038520901	BAKER & TAYLOR - L3966532	1,045.21	14,046.12
09/20/2024	2038531849	BAKER & TAYLOR - L5580152	118.96	14,165.08
09/20/2024	2038523850	BAKER & TAYLOR - C0209743	101.98	14,267.06
09/20/2024	2038523851	BAKER & TAYLOR - C0209743	27.28	14,294.34
09/20/2024	2038523852	BAKER & TAYLOR - C0209743	20.95	14,315.29
09/20/2024	2038523853	BAKER & TAYLOR - C0209743	19.05	14,334.34
09/20/2024	2038524869	BAKER & TAYLOR - L5742022	640.40	14,974.74
09/20/2024	2038524931	BAKER & TAYLOR - L5742022	630.36	15,605.10
09/30/2024	090324	Bender & Co., Inc. - CMPL Credit Card	269.10	15,874.20
09/30/2024	090424	Amazon Marketplace.com - CMPL Credit Card	90.97	15,965.17
09/30/2024	090624	Amazon Marketplace.com - CMPL Credit Card	-11.00	15,954.17
09/30/2024	090924	Amazon Marketplace.com - CMPL Credit Card	37.99	15,992.16
09/30/2024	090924	Amazon Marketplace.com - CMPL Credit Card	168.20	16,160.36
09/30/2024	090924	Amazon Marketplace.com - CMPL Credit Card	64.33	16,224.69
09/30/2024	090924	Amazon Marketplace.com - CMPL Credit Card	12.95	16,237.64
09/30/2024	sept 24	Amazon Marketplace.com - CMPL Credit Card	182.99	16,420.63
09/30/2024	091524	Amazon Marketplace.com - CMPL Credit Card	83.30	16,503.93
09/30/2024	091324	Amazon Marketplace.com - CMPL Credit Card	162.79	16,666.72
09/30/2024	091124	Amazon Marketplace.com - CMPL Credit Card	46.25	16,712.97
09/30/2024	091624	Amazon Marketplace.com - CMPL Credit Card	191.41	16,904.38
09/30/2024	091724	Amazon Marketplace.com - CMPL Credit Card	14.44	16,918.82
09/30/2024	091824	Amazon Marketplace.com - CMPL Credit Card	24.99	16,943.81
09/30/2024	092324	Amazon Marketplace.com - CMPL Credit Card	62.42	17,006.23
09/30/2024	092024	Amazon Marketplace.com - CMPL Credit Card	32.92	17,039.15
09/30/2024	092324	Amazon Marketplace.com - CMPL Credit Card	15.49	17,054.64
09/30/2024	092324	Amazon Marketplace.com - CMPL Credit Card	36.30	17,090.94
09/30/2024	092424	Amazon Marketplace.com - CMPL Credit Card	11.39	17,102.33
09/30/2024	092524	Amazon Marketplace.com - CMPL Credit Card	23.95	17,126.28
10/01/2024	092424	Amazon Marketplace.com - CMPL Credit Card	108.09	17,234.37
10/01/2024	092624	Amazon Marketplace.com - CMPL Credit Card	35.99	17,270.36
10/01/2024	092624	Amazon Marketplace.com - CMPL Credit Card	93.24	17,363.60
Total 10-5410 · Books - Adult			17,363.60	17,363.60
<b>10-5415 · Books - Juvenile</b>				
09/20/2024	2038557295	BAKER & TAYLOR - L5588902	19.87	19.87
09/20/2024	2038544676	BAKER & TAYLOR - L5580072	511.31	531.18

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09/20/2024	2038544672	BAKER & TAYLOR - L3966522	513.25	1,044.43
09/20/2024	2038507033	BAKER & TAYLOR - L5580072	419.93	1,464.36
09/20/2024	2038505256	BAKER & TAYLOR - L5580072	566.22	2,030.58
09/20/2024	2038505260	BAKER & TAYLOR - L3966522	1,339.98	3,370.56
09/20/2024	2038515799	BAKER & TAYLOR - L4231142	267.53	3,638.09
09/20/2024	2038493148	BAKER & TAYLOR - L5588902	10.69	3,648.78
09/20/2024	2038511836	BAKER & TAYLOR - L3966522	456.16	4,104.94
09/20/2024	2038516468	BAKER & TAYLOR - L3966522	121.89	4,226.83
09/20/2024	2038515490	BAKER & TAYLOR - L5580072	306.21	4,533.04
09/20/2024	2038516483	BAKER & TAYLOR - L5580072	369.71	4,902.75
09/20/2024	2038525445	BAKER & TAYLOR - L4231142	503.86	5,406.61
09/20/2024	2038528982	BAKER & TAYLOR - L3966522	691.68	6,098.29
09/20/2024	2038533507	BAKER & TAYLOR - L5580072	336.96	6,435.25
09/20/2024	2038528895	BAKER & TAYLOR - L5580072	759.85	7,195.10
09/20/2024	2038522603	BAKER & TAYLOR - L5588902	13.75	7,208.85
09/20/2024	2038533454	BAKER & TAYLOR - L3966522	830.89	8,039.74
09/20/2024	2038528375	BAKER & TAYLOR - L4231522	169.97	8,209.71
09/20/2024	2038553529	BAKER & TAYLOR - L3966522	382.12	8,591.83
09/20/2024	2038553260	BAKER & TAYLOR - L5580072	339.75	8,931.58
09/20/2024	2038556761	BAKER & TAYLOR - L4231142	300.66	9,232.24
09/20/2024	2038552647	BAKER & TAYLOR - L4231142	273.09	9,505.33
09/20/2024	2038397506B	BAKER & TAYLOR - L3966522	5.00	9,510.33
09/30/2024	090324	Amazon Marketplace.com - CMPL Credit Card	484.15	9,994.48
09/30/2024	092524	Amazon Marketplace.com - CMPL Credit Card	57.48	10,051.96
Total 10-5415 · Books - Juvenile			10,051.96	10,051.96
<b>10-5420 · Audio/Visual - Adult</b>				
09/20/2024	506032410	MIDWEST TAPE, LLC	47.94	47.94
09/20/2024	505960333	MIDWEST TAPE, LLC	179.76	227.70
09/20/2024	505948834	MIDWEST TAPE, LLC	616.25	843.95
09/20/2024	506010438	MIDWEST TAPE, LLC	596.05	1,440.00
09/20/2024	505978516	MIDWEST TAPE, LLC	1,983.36	3,423.36
09/20/2024	506005692	MIDWEST TAPE, LLC	268.56	3,691.92
09/20/2024	506049888	MIDWEST TAPE, LLC	2,329.94	6,021.86
09/30/2024	090324	Amazon Marketplace.com - CMPL Credit Card	8.87	6,030.73
09/30/2024	090324	Amazon Marketplace.com - CMPL Credit Card	26.00	6,056.73

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
09/30/2024	090624	Blackstone Audio - CMPL Credit Card	42.91	6,099.64
09/30/2024	090724	Blackstone Audio - CMPL Credit Card	100.60	6,200.24
09/30/2024	090424	Amazon Marketplace.com - CMPL Credit Card	33.98	6,234.22
09/30/2024	090924	Amazon Marketplace.com - CMPL Credit Card	16.98	6,251.20
09/30/2024	091224	Amazon Marketplace.com - CMPL Credit Card	36.42	6,287.62
09/30/2024	091724	Amazon Marketplace.com - CMPL Credit Card	24.64	6,312.26
09/30/2024	091724	Amazon Marketplace.com - CMPL Credit Card	24.72	6,336.98
09/30/2024	091824	Amazon Marketplace.com - CMPL Credit Card	28.76	6,365.74
09/30/2024	092424	Amazon Marketplace.com - CMPL Credit Card	13.69	6,379.43
09/30/2024	092524	Amazon Marketplace.com - CMPL Credit Card	8.49	6,387.92
09/30/2024	092424	Amazon Marketplace.com - CMPL Credit Card	24.89	6,412.81
09/30/2024	092524	Blackstone Audio - CMPL Credit Card	149.24	6,562.05
10/01/2024	092824	Amazon Marketplace.com - CMPL Credit Card	97.57	6,659.62
10/01/2024	092824	Amazon Marketplace.com - CMPL Credit Card	19.97	6,679.59
10/01/2024	093024	Amazon Marketplace.com - CMPL Credit Card	14.98	6,694.57
Total 10-5420 · Audio/Visual - Adult			6,694.57	6,694.57
<b>10-5425 · Audio/Visual - Juvenile</b>				
09/20/2024	506010438	MIDWEST TAPE, LLC	52.47	52.47
09/20/2024	505978516	MIDWEST TAPE, LLC	69.71	122.18
09/20/2024	506049888	MIDWEST TAPE, LLC	14.99	137.17
Total 10-5425 · Audio/Visual - Juvenile			137.17	137.17
<b>10-5430 · Games - Adult</b>				
09/20/2024	016303	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	106.12	106.12
09/20/2024	016019	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	647.32	753.44
09/20/2024	016196	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	1,031.33	1,784.77
09/20/2024	016197	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	35.00	1,819.77
Total 10-5430 · Games - Adult			1,819.77	1,819.77
<b>10-5435 · Games - Children</b>				
09/20/2024	016304	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	120.00	120.00
09/20/2024	016020	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	100.00	220.00
09/20/2024	016198	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	81.28	301.28
Total 10-5435 · Games - Children			301.28	301.28
<b>10-5440 · Periodicals - Adult</b>				
09/13/2024	4571530	BARNES & NOBLE, INC.	10.68	10.68
09/30/2024	091124	Pioneer Press - CMPL Credit Card	18.99	29.67

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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	09/30/2024	091724	Woman's Day Magazine - CMPL Credit Card	15.98	45.65
Total 10-5440 · Periodicals - Adult				45.65	45.65
<b>10-5450 · Circulating Technologies</b>					
<b>10-5453 · Circ Tech - Subscriptions</b>					
	09/30/2024	090224	Peacock Plus - CMPL Credit Card	6.00	6.00
	09/30/2024	090224	Amazon Prime - CMPL Credit Card	8.99	14.99
	09/30/2024	090424	Hulu - CMPL Credit Card	17.99	32.98
	09/30/2024	092624	VIX PLUS - CMPL Credit Card	6.99	39.97
	10/01/2024	092824	Netflix.com - CMPL Credit Card	22.99	62.96
Total 10-5453 · Circ Tech - Subscriptions				62.96	62.96
Total 10-5450 · Circulating Technologies				62.96	62.96
<b>10-5490 · Electronic Services</b>					
<b>10-5491 · Online Databases</b>					
<b>10-5492 · Online Databases - Adults</b>					
	09/20/2024	2023-355	OURDIGITALWORLD	1,322.40	1,322.40
	09/20/2024	70840527	PROQUEST LLC	6,295.16	7,617.56
	09/30/2024	092124	S&P Global - CMPL Credit Card	9,820.00	17,437.56
Total 10-5492 · Online Databases - Adults				17,437.56	17,437.56
Total 10-5491 · Online Databases				17,437.56	17,437.56
<b>10-5494 · Digital Popular Materials</b>					
<b>10-5495 · Dig. Popular Materials - Adults</b>					
	09/20/2024	414663 - PPU	KANOPIY INC.	530.00	530.00
	09/20/2024	505982847	MIDWEST TAPE, LLC	12,476.75	13,006.75
	09/20/2024	1000401802	OCLC INC.	5,292.63	18,299.38
	09/20/2024	07001CO24265448	OVERDRIVE, INC.	1,611.53	19,910.91
	09/20/2024	07001CO24265349	OVERDRIVE, INC.	1,155.29	21,066.20
	09/20/2024	07001CO24265345	OVERDRIVE, INC.	196.53	21,262.73
	09/20/2024	07001CO24265558	OVERDRIVE, INC.	222.48	21,485.21
	09/20/2024	07001CO24258407	OVERDRIVE, INC.	1,248.30	22,733.51
	09/20/2024	07001CO24258416	OVERDRIVE, INC.	1,025.33	23,758.84
	09/20/2024	07001CO24258422	OVERDRIVE, INC.	379.01	24,137.85
	09/20/2024	07001CO24258409	OVERDRIVE, INC.	52.50	24,190.35
	09/20/2024	07001CO24243053	OVERDRIVE, INC.	590.41	24,780.76
	09/20/2024	07001CO24243072	OVERDRIVE, INC.	1,059.93	25,840.69
	09/20/2024	07001CO24243070	OVERDRIVE, INC.	349.98	26,190.67



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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	09/20/2024	07001CO24243052	OVERDRIVE, INC.	141.01	26,331.68
	09/20/2024	07001CO24249226	OVERDRIVE, INC.	438.29	26,769.97
	09/20/2024	07001CO24248957	OVERDRIVE, INC.	1,112.92	27,882.89
	09/20/2024	07001CO24248961	OVERDRIVE, INC.	304.39	28,187.28
	09/20/2024	07001CO24248923	OVERDRIVE, INC.	160.59	28,347.87
Total 10-5495 · Dig. Popular Materials - Adults				28,347.87	28,347.87
<b>10-5496 · Dig. Pop. Materials - Juvenile</b>					
	09/20/2024	07001CO24243078	OVERDRIVE, INC.	83.50	83.50
Total 10-5496 · Dig. Pop. Materials - Juvenile				83.50	83.50
Total 10-5494 · Digital Popular Materials				28,431.37	28,431.37
Total 10-5490 · Electronic Services				45,868.93	45,868.93
<b>10-5497 · Interlibrary Loan Fees</b>					
	09/20/2024	31199	IHLS-OCLC	359.54	359.54
	10/04/2024	31210	IHLS-OCLC	359.54	719.08
Total 10-5497 · Interlibrary Loan Fees				719.08	719.08
Total 10-5400 · Materials				83,064.97	83,064.97
<b>10-5500 · Processing</b>					
<b>10-5520 · Cataloging</b>					
	09/20/2024	31199	IHLS-OCLC	2,909.00	2,909.00
	10/04/2024	31210	IHLS-OCLC	2,909.00	5,818.00
Total 10-5520 · Cataloging				5,818.00	5,818.00
Total 10-5500 · Processing				5,818.00	5,818.00
<b>10-5600 · Supplies</b>					
<b>10-5611 · Supplies - Admin</b>					
	09/20/2024	193521 - AUGUST 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	201.11	201.11
	09/30/2024	091624	Amazon Marketplace.com - CMPL Credit Card	-44.99	156.12
	09/30/2024	091624	Sam's Club - CMPL Credit Card	280.16	436.28
	10/01/2024	092724	Amazon Marketplace.com - CMPL Credit Card	11.75	448.03
Total 10-5611 · Supplies - Admin				448.03	448.03
<b>10-5612 · Supplies - Adults</b>					
	09/30/2024	091924	Gaylord Archival - CMPL Credit Card	246.84	246.84
Total 10-5612 · Supplies - Adults				246.84	246.84
<b>10-5613 · Supplies - Children's</b>					
	09/20/2024	193521 - AUGUST 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	589.77	589.77
	09/30/2024	091824	Demco, Inc, - CMPL Credit Card	55.74	645.51

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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 10-5613 · Supplies - Children's				645.51	645.51
<b>10-5614 · Supplies - Circulation</b>					
	09/30/2024	091124	Walmart.com - CMPL Credit Card	7.96	7.96
	09/30/2024	091724	Demco, Inc, - CMPL Credit Card	96.92	104.88
Total 10-5614 · Supplies - Circulation				104.88	104.88
<b>10-5615 · Supplies - Maintenance</b>					
	09/13/2024	488730	J & R LOCK & SAFE, INC.	11.00	11.00
	09/20/2024	073024-082124	ACE HARDWARE OF LIBERTYVILLE, INC.	21.43	32.43
	09/20/2024	193521 - AUGUST 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,719.19	1,751.62
	09/30/2024	3761	LOWE'S	43.62	1,795.24
	09/30/2024	091324	Menards - CMPL Credit Card	28.62	1,823.86
	09/30/2024	091124	Home Depot - CMPL Credit Card	34.46	1,858.32
	09/30/2024	090324	Amazon Marketplace.com - CMPL Credit Card	19.60	1,877.92
	09/30/2024	10-5615	Uline - CMPL Credit Card	73.41	1,951.33
	09/30/2024	090424	Uline - CMPL Credit Card	229.04	2,180.37
	09/30/2024	092424	Lighting 2 Light - CMPL Credit Card	988.00	3,168.37
	09/30/2024	092424	Amazon Marketplace.com - CMPL Credit Card	24.00	3,192.37
	10/01/2024	092424	Amazon Marketplace.com - CMPL Credit Card	107.59	3,299.96
Total 10-5615 · Supplies - Maintenance				3,299.96	3,299.96
<b>10-5616 · Supplies - ILL</b>					
	09/30/2024	092424	Demco, Inc, - CMPL Credit Card	81.82	81.82
Total 10-5616 · Supplies - ILL				81.82	81.82
<b>10-5618 · Supplies - Tech Services</b>					
<b>10-5625 · RFID Tags - Tech Services</b>					
	09/20/2024	INV-US77205	BIBLIOTHECA, LLC	873.24	873.24
Total 10-5625 · RFID Tags - Tech Services				873.24	873.24
<b>10-5618 · Supplies - Tech Services - Other</b>					
	09/30/2024	090424	Demco, Inc, - CMPL Credit Card	655.67	655.67
	09/30/2024	090624	Office Smart Labels - CMPL Credit Card	173.02	828.69
	09/30/2024	090624	Amazon Marketplace.com - CMPL Credit Card	24.00	852.69
	09/30/2024	0907&090824	Amazon Marketplace.com - CMPL Credit Card	3.99	856.68
	09/30/2024	091224	Demco, Inc, - CMPL Credit Card	302.37	1,159.05
Total 10-5618 · Supplies - Tech Services - Other				1,159.05	1,159.05
Total 10-5618 · Supplies - Tech Services				2,032.29	2,032.29
<b>10-5660 · Supplies - Computer</b>					

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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	09/20/2024	193521 - AUGUST 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	2,098.16	2,098.16
	09/30/2024	082924	Amazon Marketplace.com - CMPL Credit Card	935.98	3,034.14
	09/30/2024	090524	CDW-G - CMPL Credit Card	1,290.63	4,324.77
	09/30/2024	0911&091224	CDW-G - CMPL Credit Card	974.90	5,299.67
Total 10-5660 · Supplies - Computer				5,299.67	5,299.67
<b>10-5680 · Supplies - Staff Room</b>					
	09/20/2024	193521 - AUGUST 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	642.59	642.59
	09/30/2024	10-5615	Uline - CMPL Credit Card	169.30	811.89
	09/30/2024	091724	Amazon Marketplace.com - CMPL Credit Card	261.96	1,073.85
Total 10-5680 · Supplies - Staff Room				1,073.85	1,073.85
Total 10-5600 · Supplies				13,232.85	13,232.85
<b>10-5700 · Vehicles</b>					
<b>10-5720 · Bookmobile Maintenance/Repair</b>					
	09/30/2024	092024	83-RV, INC.	107.30	107.30
Total 10-5720 · Bookmobile Maintenance/Repair				107.30	107.30
<b>10-5730 · Bookmobile Delivery Service</b>					
	09/13/2024	AUGUST-SEPT 2024	NELSON, ELIZABETH	30.82	30.82
	10/04/2024	SEPT-OCT 2024	NELSON, ELIZABETH	22.11	52.93
Total 10-5730 · Bookmobile Delivery Service				52.93	52.93
Total 10-5700 · Vehicles				160.23	160.23
<b>10-5800 · Computer Operations</b>					
<b>10-5865 · Remote Communications Expenses</b>					
	09/13/2024	AUGUST 2024	ECKMANN, ROBERT	10.00	10.00
	10/04/2024	SEPTEMBER 2024	ECKMANN, ROBERT	10.00	20.00
Total 10-5865 · Remote Communications Expenses				20.00	20.00
<b>10-5820 · Repairs</b>					
	09/13/2024	30080	COMPUTER VIEW, INC.	475.00	475.00
Total 10-5820 · Repairs				475.00	475.00
<b>10-5830 · Replacement Hardware/Software</b>					
<b>10-5831 · Rep Hrdwre/Sftwre - Admin</b>					
	09/27/2024	30062	COMPUTER VIEW, INC.	7,020.00	7,020.00
	09/30/2024	090524	Gimlet/Sidecar Publications - CMPL Credit	468.00	7,488.00
	09/30/2024	090424	Timely - CMPL Credit Card	225.00	7,713.00
	09/30/2024	083024	CDW-G - CMPL Credit Card	6,136.20	13,849.20
	09/30/2024	090524	ADOBE - CMPL Credit Card	-651.05	13,198.15

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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	10/01/2024	100124	Liberated Syndication - CMPL Credit Card	7.00	13,205.15
	10/04/2024	30089	COMPUTER VIEW, INC.	6,765.00	19,970.15
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				19,970.15	19,970.15
Total 10-5830 · Replacement Hardware/Software				19,970.15	19,970.15
<b>10-5840 · LAN Services</b>					
	09/13/2024	34184	WEBLINX INCORPORATED	135.00	135.00
	09/20/2024	30070	COMPUTER VIEW, INC.	56,000.00	56,135.00
Total 10-5840 · LAN Services				56,135.00	56,135.00
<b>10-5860 · Internet</b>					
	09/30/2024	091624	AT & T - CMPLD Credit Card	1,389.00	1,389.00
Total 10-5860 · Internet				1,389.00	1,389.00
Total 10-5800 · Computer Operations				77,989.15	77,989.15
<b>10-5900 · Utilities</b>					
<b>10-5910 · Electricity</b>					
<b>10-5911 · Electricity - Aspen</b>					
	09/20/2024	69143270401	CONSTELLATION NEW ENERGY, INC.	6,788.02	6,788.02
Total 10-5911 · Electricity - Aspen				6,788.02	6,788.02
<b>10-5912 · Electricity - Cook Park</b>					
	09/20/2024	69143419001	CONSTELLATION NEW ENERGY, INC.	8,463.86	8,463.86
Total 10-5912 · Electricity - Cook Park				8,463.86	8,463.86
Total 10-5910 · Electricity				15,251.88	15,251.88
<b>10-5930 · Water</b>					
<b>10-5931 · Water - Aspen</b>					
	09/30/2024	3761	LAKE COUNTY DEPARTMENT OF PUBLIC WORK	471.24	471.24
Total 10-5931 · Water - Aspen				471.24	471.24
<b>10-5932 · Water - Cook Park</b>					
	09/30/2024	3761	VILLAGE-LIBERTYVILLE	1,353.41	1,353.41
Total 10-5932 · Water - Cook Park				1,353.41	1,353.41
Total 10-5930 · Water				1,824.65	1,824.65
Total 10-5900 · Utilities				17,076.53	17,076.53
<b>10-6000 · Telephone</b>					
<b>10-6010 · Telephone</b>					
	09/20/2024	091524-101424	PEERLESS NETWORK, INC.	1,077.29	1,077.29
	09/30/2024	091324	Comcast - CMPL Credit Card	334.38	1,411.67

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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 10-6010 · Telephone				1,411.67	1,411.67
<b>10-6020 · Bookmobile - Telephone</b>					
	09/30/2024	3761	VERIZON WIRELESS SERVICES LLC	81.77	81.77
	09/30/2024	091424	T-Mobile - CMPL Credit Card	30.80	112.57
Total 10-6020 · Bookmobile - Telephone				112.57	112.57
Total 10-6000 · Telephone				1,524.24	1,524.24
<b>10-6100 · Postage</b>					
	09/30/2024	3761	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	1,000.00
Total 10-6100 · Postage				1,000.00	1,000.00
<b>10-6200 · Maintenance</b>					
<b>10-6210 · Janitorial Service</b>					
<b>10-6211 · Janitorial Service - Aspen</b>					
	09/20/2024	C28074	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>					
	09/20/2024	C28074	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>					
	09/20/2024	50842	LANDSCAPE CONCEPTS, INC.	1,001.75	1,001.75
Total 10-6221 · Landscaping - Aspen				1,001.75	1,001.75
<b>10-6222 · Landscaping - Cook Park</b>					
	09/20/2024	50841	LANDSCAPE CONCEPTS, INC.	609.75	609.75
Total 10-6222 · Landscaping - Cook Park				609.75	609.75
Total 10-6220 · Landscaping Service				1,611.50	1,611.50
<b>10-6240 · Trash Removal</b>					
<b>10-6242 · Trash Removal - Cook Park</b>					
	09/30/2024	3761	GROOT INDUSTRIES, INC.	244.38	244.38
Total 10-6242 · Trash Removal - Cook Park				244.38	244.38
Total 10-6240 · Trash Removal				244.38	244.38
<b>10-6250 · Miscellaneous</b>					
<b>10-6251 · Misc. Maintenance - Aspen</b>					
	09/27/2024	SEPTEMBER 2024	AMS OF NORTHERN ILLINOIS	205.20	205.20
	09/30/2024	091924	Anderson Pest Control - CMPL Credit Card	93.40	298.60

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Total 10-6251 · Misc. Maintenance - Aspen				298.60	298.60
<b>10-6252 · Misc. Maintenance - Cook Park</b>					
	09/20/2024	015600CS353427	AMBIUS, LLC (19)	431.98	431.98
	09/27/2024	SEPTEMBER 2024	AMS OF NORTHERN ILLINOIS	154.80	586.78
	09/30/2024	3761	IRON MOUNTAIN INCORPORATED	151.27	738.05
Total 10-6252 · Misc. Maintenance - Cook Park				<u>738.05</u>	<u>738.05</u>
Total 10-6250 · Miscellaneous				<u>1,036.65</u>	<u>1,036.65</u>
Total 10-6200 · Maintenance				9,767.53	9,767.53
<b>10-6300 · Repair</b>					
<b>10-6320 · Building &amp; Grounds Repairs</b>					
<b>10-6321 · Building Repairs - Aspen</b>					
	09/20/2024	DM24-128	DE MARR SEALCOATING, INC.	10,472.02	10,472.02
Total 10-6321 · Building Repairs - Aspen				<u>10,472.02</u>	<u>10,472.02</u>
Total 10-6320 · Building & Grounds Repairs				10,472.02	10,472.02
<b>10-6340 · Service Contracts-Mech. &amp; Bldg.</b>					
<b>10-6341 · Service Contracts - Aspen</b>					
	09/30/2024	090424	Esscoe, LLC - CMPL Credit Card	456.00	456.00
	09/30/2024	090724	FSS Technologies - CMPL Credit Card	219.00	675.00
	09/30/2024	092024	Sherman Mechanical - CMPL Credit Card	1,464.00	2,139.00
Total 10-6341 · Service Contracts - Aspen				<u>2,139.00</u>	<u>2,139.00</u>
<b>10-6342 · Service Contracts - Cook Park</b>					
	09/30/2024	090424	Esscoe, LLC - CMPL Credit Card	1,204.68	1,204.68
	09/30/2024	092024	Sherman Mechanical - CMPL Credit Card	2,160.00	3,364.68
Total 10-6342 · Service Contracts - Cook Park				<u>3,364.68</u>	<u>3,364.68</u>
Total 10-6340 · Service Contracts-Mech. & Bldg.				<u>5,503.68</u>	<u>5,503.68</u>
Total 10-6300 · Repair				15,975.70	15,975.70
<b>10-6500 · Professional Services</b>					
<b>10-6540 · Payroll Processing</b>					
	09/20/2024	3752		1,908.15	1,908.15
	10/04/2024	3766		462.14	2,370.29
Total 10-6540 · Payroll Processing				<u>2,370.29</u>	<u>2,370.29</u>
<b>10-6560 · Recruitment</b>					
	09/13/2024	35796-082024	PEOPLEFACTS	36.91	36.91
Total 10-6560 · Recruitment				<u>36.91</u>	<u>36.91</u>
<b>10-6575 · Miscellaneous Services &amp; Fees</b>					

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	09/30/2024	3757		105.00	105.00
Total 10-6575 · Miscellaneous Services & Fees				105.00	105.00
Total 10-6500 · Professional Services				2,512.20	2,512.20
<b>10-6600 · Improvements</b>					
<b>10-6610 · Furniture</b>					
<b>10-6614 · Furniture - Circulation</b>					
	09/20/2024	9586	LIBRARY FURNITURE INTERNATIONAL, INC.	1,085.00	1,085.00
Total 10-6614 · Furniture - Circulation				1,085.00	1,085.00
Total 10-6610 · Furniture				1,085.00	1,085.00
<b>10-6630 · Equipment</b>					
<b>10-6633 · Equipment - Children's</b>					
	10/01/2024	092624	CDW-G - CMPL Credit Card	197.98	197.98
Total 10-6633 · Equipment - Children's				197.98	197.98
Total 10-6630 · Equipment				197.98	197.98
<b>10-6650 · Copiers &amp; Other Leased Equip</b>					
	09/30/2024	3761	PITNEY BOWES GLOBAL FINANCIAL SERVICES	504.72	504.72
	09/30/2024	091924	Konica Minolta - CMPL Credit Card	2,187.72	2,692.44
	09/30/2024	090324	Konica Minolta - CMPL Credit Card	2,187.72	4,880.16
Total 10-6650 · Copiers & Other Leased Equip				4,880.16	4,880.16
Total 10-6600 · Improvements				6,163.14	6,163.14
<b>10-6700 · Community Relations</b>					
<b>10-6710 · Newsletter</b>					
	09/13/2024	24-2805	VOGUE PRINTERS	9,907.55	9,907.55
Total 10-6710 · Newsletter				9,907.55	9,907.55
<b>10-6712 · Graphics</b>					
	09/13/2024	56870	GRAPHIC 14, INCORPORATED	168.73	168.73
Total 10-6712 · Graphics				168.73	168.73
<b>10-6720 · Programming - Adult</b>					
<b>10-6721 · Programs - Performances</b>					
	09/10/2024	3746	WHITE, CHRIS	-175.00	-175.00
	09/13/2024	SEPTEMBER 19, 2024	ALGONQUIN AREA PUBLIC LIBRARY	70.00	-105.00
	09/13/2024	0034	LYONS, JOHN F.	300.00	195.00
	09/13/2024	SEPTEMBER 9, 2024	WHITE, CHRIS	87.50	282.50
	09/20/2024	SEPTEMBER 28, 2024	BANKER, TYMSI	200.00	482.50
	09/23/2024			-6.00	476.50

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	09/27/2024	SEPTEMBER 12, 2024	HOTCHKISS, LEAH	80.29	556.79
	09/30/2024	091624	Joann Fabrics - CMPL Credit Card	61.12	617.91
	10/04/2024	OCTOBER 6, 2024	BANKER, TYMSI	200.00	817.91
	10/04/2024	OCTOBER 10, 2024	CHINESE INTERCULTURAL, LLC	275.00	1,092.91
	10/04/2024	SEPTEMBER 18, 2024	OPSAL, CAROL	50.00	1,142.91
	10/04/2024	OCTOBER 5, 2024	PERIWINKLE ART STUDIO	500.00	1,642.91
Total 10-6721 · Programs - Performances				1,642.91	1,642.91
<b>10-6722 · Book Discussions&amp;Author Events</b>					
	09/20/2024	2226	BOOK BIN, THE	2,340.00	2,340.00
Total 10-6722 · Book Discussions&Author Events				2,340.00	2,340.00
<b>10-6723 · Other Expenditures</b>					
	09/13/2024	AUGUST 21, 2024	MURROW, JOE	177.58	177.58
	09/30/2024	092424	Amazon Marketplace.com - CMPL Credit Card	15.97	193.55
Total 10-6723 · Other Expenditures				193.55	193.55
<b>10-6724 · Prepaid Bus Trips</b>					
	09/20/2024	OCTOBER 10, 2024	OLSON TRANSPORATION, INC.	1,309.00	1,309.00
	10/04/2024	OCTOBER 10, 2024	ART EXCURSIONS, INC.	1,300.00	2,609.00
Total 10-6724 · Prepaid Bus Trips				2,609.00	2,609.00
Total 10-6720 · Programming - Adult				6,785.46	6,785.46
<b>10-6730 · Programming - Young Adult</b>					
<b>10-6731 · Programs - YA (Other)</b>					
	09/30/2024	090324	Amazon Marketplace.com - CMPL Credit Card	25.80	25.80
	09/30/2024	090324	Amazon Marketplace.com - CMPL Credit Card	16.00	41.80
	09/30/2024	090424	Prairie Moon Nursery - CMPL Credit Card	35.00	76.80
	09/30/2024	090624	Amazon Marketplace.com - CMPL Credit Card	22.99	99.79
	09/30/2024	091824	Joann Fabrics - CMPL Credit Card	47.74	147.53
Total 10-6731 · Programs - YA (Other)				147.53	147.53
Total 10-6730 · Programming - Young Adult				147.53	147.53
<b>10-6740 · Programming - Children's</b>					
	09/13/2024	SEPTEMBER 10, 2024	LAKE COUNTY ASTRONOMICAL SOCIETY	100.00	100.00
	09/13/2024	SEPTEMBER 16, 2024	LIBERTYVILLE MUNDELEIN HISTORICAL SOCIET	50.00	150.00
	09/30/2024	3761	SAM'S CLUB DIRECT	59.92	209.92
	09/30/2024	091124	GiveNKind.org - CMPL Credit Card	-12.50	197.42
	09/30/2024	090424	Amazon Marketplace.com - CMPL Credit Card	129.27	326.69
	09/30/2024	091124	Walmart.com - CMPL Credit Card	8.01	334.70

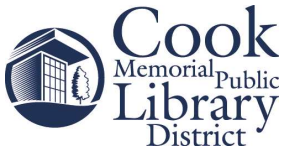


**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Detail 9/7/24-10/4/24**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	09/30/2024	091124	Amazon Marketplace.com - CMPL Credit Card	36.94	371.64
	09/30/2024	091124	Amazon Marketplace.com - CMPL Credit Card	13.99	385.63
	09/30/2024	091824	Amazon Marketplace.com - CMPL Credit Card	16.35	401.98
	09/30/2024	091824	Oriental Trading Co - CMPL Credit Card	9.96	411.94
	09/30/2024	091824	Walmart.com - CMPL Credit Card	12.88	424.82
	09/30/2024	092524	Amazon Marketplace.com - CMPL Credit Card	30.94	455.76
	10/01/2024	092524	Oriental Trading Co - CMPL Credit Card	18.27	474.03
	10/04/2024	OCTOBER 5, 2024	IMPROV PLAYHOUSE THEATER, INC.	225.00	699.03
Total 10-6740 · Programming - Children's				699.03	699.03
<b>10-6760 · Promotions/Prizes</b>					
<b>10-6761 · Promotions/Prizes- Admin/Gen</b>					
	09/30/2024	092524	Target Store - CMPL Credit Card	150.00	150.00
Total 10-6761 · Promotions/Prizes- Admin/Gen				150.00	150.00
<b>10-6764 · Promotions/Prizes - Circulation</b>					
	09/30/2024	0907&090824	Amazon Marketplace.com - CMPL Credit Card	91.08	91.08
	10/04/2024	SEPTEMBER 25, 2024	PHILLIPS, MELISSA	100.00	191.08
Total 10-6764 · Promotions/Prizes - Circulation				191.08	191.08
Total 10-6760 · Promotions/Prizes				341.08	341.08
<b>10-6780 · Digital Studios</b>					
<b>10-6781 · Digital Studios - Equipment</b>					
	09/30/2024	091124	AtomicFilament.com - CMPL Credit Card A	58.19	58.19
	09/30/2024	092324	AtomicFilament.com - CMPL Credit Card A	32.98	91.17
Total 10-6781 · Digital Studios - Equipment				91.17	91.17
<b>10-6784 · Digital Studios - Supplies</b>					
	09/30/2024	092424	Amazon Marketplace.com - CMPL Credit Card	427.40	427.40
Total 10-6784 · Digital Studios - Supplies				427.40	427.40
Total 10-6780 · Digital Studios				518.57	518.57
Total 10-6700 · Community Relations				18,567.95	18,567.95
<b>20-8210 · Employer IMRF Disbursements</b>					
	09/20/2024	3753		16,978.26	16,978.26
	10/04/2024	3765		17,268.52	34,246.78
Total 20-8210 · Employer IMRF Disbursements				34,246.78	34,246.78
<b>20-8250 · Employer Soc Security Tax Disb</b>					
	09/20/2024	3753		15,352.77	15,352.77
	10/04/2024	3765		15,448.85	30,801.62

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Bills Paid Detail 9/7/24-10/4/24**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Total 20-8250 · Employer Soc Security Tax Disb				30,801.62	30,801.62
Total Expense				784,123.12	784,123.12
Net Ordinary Income				3,191,452.80	3,191,452.80
<b>Other Expense</b>					
<b>60-9800 · Special Reserve Disbursements</b>					
	09/20/2024	1650.0826	PRODUCT ARCHITECTURE + DESIGN	15,000.00	15,000.00
Total 60-9800 · Special Reserve Disbursements				15,000.00	15,000.00
Total Other Expense				15,000.00	15,000.00
Net Other Income				(15,000.00)	(15,000.00)
<b>Net Income</b>				<b>3,176,452.80</b>	<b>3,176,452.80</b>



# Cook Memorial Public Library District

## Librarian's Statistical Report - Page 1

### September 2024

#### Registered Card Holders

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

	September 2023			September 2024			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,250	33,546	<b>40,796</b>	6,821	34,417	<b>41,238</b>	1.08%
Reciprocal Borrowing Patrons	383	6,020	<b>6,403</b>	354	5,956	<b>6,310</b>	-1.45%
<b>Total</b>	<b>7,633</b>	<b>39,566</b>	<b>47,199</b>	<b>7,175</b>	<b>40,373</b>	<b>47,548</b>	0.74%

#### Visitors

	September 2023	September 2024	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Aspen Drive Library	15,308	16,415	7.23%	44,034	47,597	8.09%
Drive-Up	392	378	-3.57%	1,259	1,237	-1.75%
Cook Park Library	17,917	21,199	18.32%	60,259	70,098	16.33%
Drive-Up	1,156	1,029	-10.99%	3,614	3,265	-9.66%
Outreach	824	926	12.38%	1,993	2,105	5.62%
<b>Total</b>	<b>35,597</b>	<b>39,947</b>	<b>12.22%</b>	<b>111,159</b>	<b>124,302</b>	<b>11.82%</b>

#### Program Attendance

	September 2023	September 2024	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Adult	933	739	-20.79%	3,216	2,613	-18.75%
Juvenile	3,623	3,466	-4.33%	9,969	8,255	-17.19%
Young Adult	2,037	1,311	-35.64%	3,005	2,284	-23.99%
	6,593	5,516	-16.34%	16,190	13,152	-18.76%

#### Special Services

	September 2023	September 2024	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Reference Questions	5,097	6,573	28.96%	17,646	19,916	12.86%
Technology Questions	743	816	9.83%	2,383	2,448	2.73%
Library App Users	941	1,224	30.07%	2,781	3,593	29.20%
Online Databases*	3,955			11,220		
www.cooklib.org	33,975	36,602	7.73%	103,848	116,047	11.75%
Holds Placed	12,730	12,120	-4.79%	39,216	37,469	-4.45%
Holds Filled	10,940	10,157	-7.16%	32,973	31,535	-4.36%
Homebound Items Delivered	631	588	-6.81%	2,025	1,668	-17.63%

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

#### Collection Size

	September 2023					September 2024					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	50,442	43,488		<b>93,930</b>	34.25%	48,772	42,905	1	<b>91,678</b>	34.86%	-2.40%
Cook Park Library	58,345	105,668	144	<b>164,157</b>	59.86%	55,150	99,071	143	<b>154,364</b>	58.69%	-5.97%
Outreach	13,439	2,703	13	<b>16,155</b>	5.89%	14,043	2,900	13	<b>16,956</b>	6.45%	4.96%
<b>Total</b>	<b>122,226</b>	<b>151,859</b>	<b>157</b>	<b>274,242</b>		<b>117,965</b>	<b>144,876</b>	<b>157</b>	<b>262,998</b>		-4.10%

## Librarian's Statistical Report - September 2024 - Page 2

### Circulation

	September 2023				September 2024				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	9,799	20,028		29,827	9,582	21,224		30,806	3.28%
Large Type	1,294	16		1,310	1,263	36		1,299	-0.84%
Nonfiction	6,479	4,798		11,277	5,875	5,008		10,883	-3.49%
Periodicals	896	133		1,029	768	112		880	-14.48%
World Language	248	441		689	311	629		940	36.43%
<b>Subtotal Print</b>	<b>18,716</b>	<b>25,416</b>		<b>44,132</b>	<b>17,799</b>	<b>27,009</b>		<b>44,808</b>	<b>1.53%</b>
Bags and Containers			18	18			20	20	11.11%
Equipment	225	4		229	284	4		288	25.76%
Interlibrary Loan			128	128			128	128	0.00%
LINKin	958			958	964			964	0.63%
Multimedia		331		331		289		289	-12.69%
Other			7	7			22	22	214.29%
<b>Subtotal Other</b>	<b>1,183</b>	<b>335</b>	<b>153</b>	<b>1,671</b>	<b>1,248</b>	<b>293</b>	<b>170</b>	<b>1,711</b>	<b>2.39%</b>
eAudiobooks			6,278	6,278			7,122	7,122	13.44%
eBooks			6,992	6,992			6,949	6,949	-0.61%
eMagazines			212	212			250	250	17.92%
eMusic			233	233			220	220	-5.58%
eVideo			1,071	1,071			1,383	1,383	29.13%
<b>Subtotal Downloadables</b>			<b>14,786</b>	<b>14,786</b>			<b>15,924</b>	<b>15,924</b>	<b>7.70%</b>
Audiobooks	511	368		879	436	331		767	-12.74%
Compact Discs	1,117	186		1,303	1,019	170		1,189	-8.75%
DVDs, Blu-Ray	6,992	1,884		8,876	6,487	1,583		8,070	-9.08%
Video Games	486	623		1,109	431	528		959	-13.53%
<b>Subtotal Audiovisual</b>	<b>9,106</b>	<b>3,061</b>		<b>12,167</b>	<b>8,373</b>	<b>2,612</b>		<b>10,985</b>	<b>-9.71%</b>
<b>Grand Total All Agencies</b>	<b>29,005</b>	<b>28,812</b>	<b>14,939</b>	<b>72,756</b>	<b>27,420</b>	<b>29,914</b>	<b>16,094</b>	<b>73,428</b>	<b>0.92%</b>

### Agency Subtotals

	September 2023	September 2024	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Downloadables	14,786	15,924	7.70%	45,683	49,801	9.01%
Aspen Drive Library	16,659	16,256	-2.42%	55,169	54,024	-2.08%
Cook Park Library	37,711	37,036	-1.79%	126,262	120,627	-4.46%
Outreach	3,600	4,212	17.00%	9,333	10,225	9.56%
<b>Total</b>	<b>72,756</b>	<b>73,428</b>	<b>0.92%</b>	<b>236,447</b>	<b>234,677</b>	<b>-0.75%</b>



# Report of the Director October 2024

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David Archer, Library Director

## Expanded Sunday Hours Update

On January 8 of this year, we extended our operating hours on Sundays, opening one hour earlier at 12 p.m. Here are some insights into how our patrons have responded positively to this change:

- **Notable First Hour Usage:** From January through July, we saw a total of 3,721 visits between 12 p.m. and 1 p.m., averaging 124 visitors per hour across both locations. On average, visits during the first hour accounted for 18% of total Sunday visits, indicating that patrons are taking advantage of the earlier opening time.
- **Overall Growth:** The average number of Sunday visitors in 2023 (when we were open from 1-5 p.m.) was about **600**. Since expanding our hours to 12-5 p.m. this year, we've seen that number rise to **761**, reflecting a 20% increase in Sunday foot traffic. While our overall visitor count for all hours in 2024 has grown by about 15%, the data suggests that the extra hour on Sundays has contributed to this uptick.

## Digital Navigator Grant

Over the summer, CMPLD, the Fremont Public Library District, and the Ela Public Library District expressed interest in collaborating to share a full-time "Digital Navigator," hired and overseen by Connect Lake County and funded through a Lake County grant. Due to specific funding requirements associated with the grant, Connect Lake County was unable to secure the necessary funding.

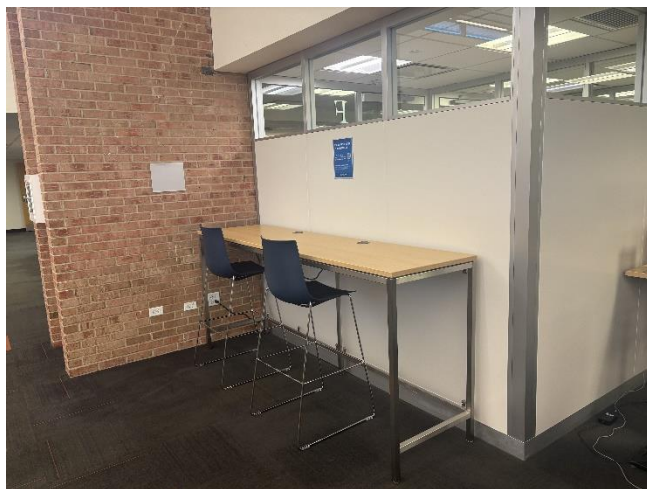
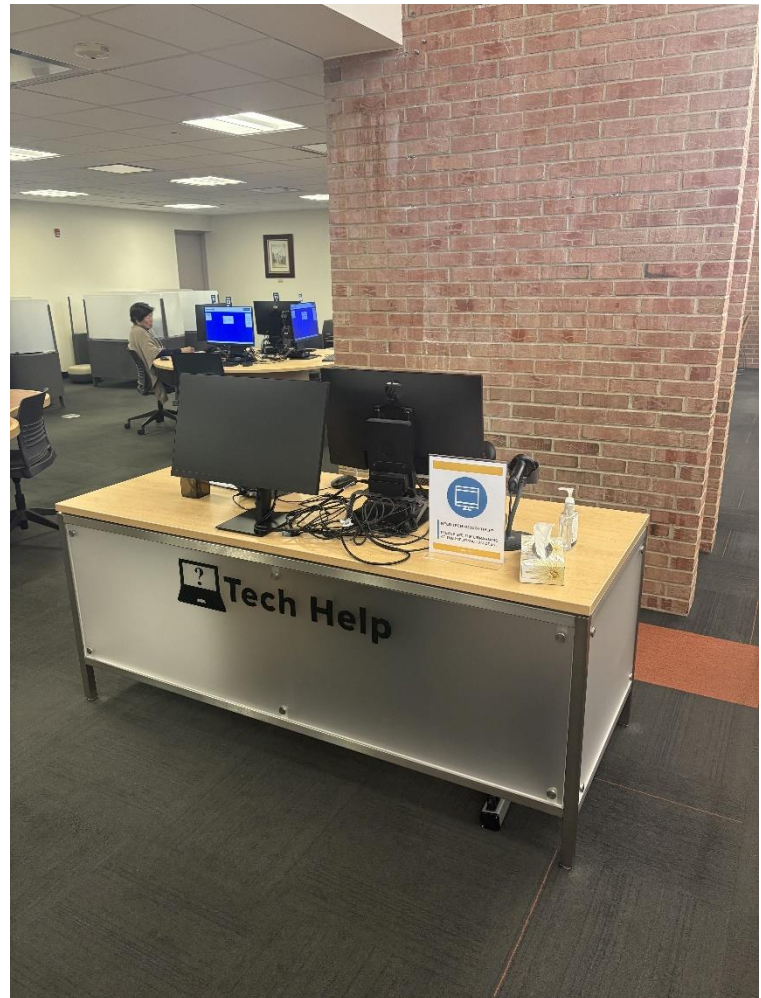
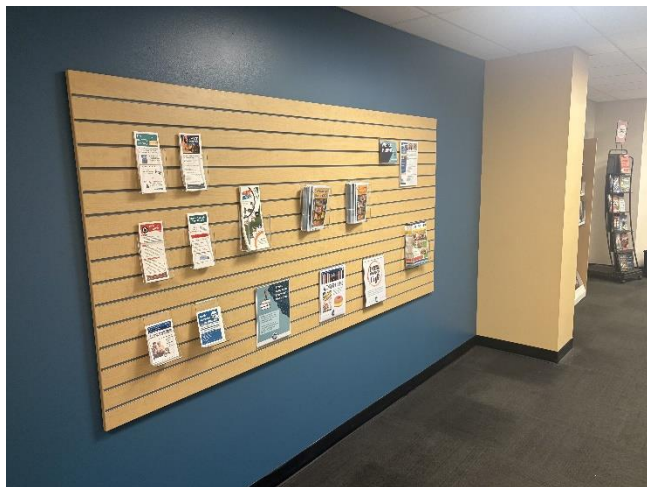
The Digital Navigator would have provided personalized technology assistance to residents, including troubleshooting technical issues, navigating digital platforms, and accessing online resources. While these services are already offered by the Library, the grant would have enabled us to expand their availability. However, we are confident in our ability to meet the needs of our community and will continue to explore partnerships with other libraries to identify additional grant opportunities where appropriate.

## Facility Updates

- Throughout the month of October, 16 **door access control systems** at both Cook Park and Aspen Drive will be replaced. These are the small black boxes near select doors that allow entry via fobs. Both the access boxes and individual fobs will be replaced. The existing hardware is nearing the end of its operational life and the software to run it is no longer supported. This project was included in the FY25 budget.
- The Cook Park adult computer area recently received **new computer tables**, replacing those that had reached the end of their operational life. A new bar-height laptop table was also added, along with a new desk for Tech Aides to station during their shifts in the evenings and weekends.
- A **new slatwall** was installed in the lower level at Cook Park, providing needed space for library promotional materials, as well as specific resources for the adjacent local history and genealogy

collection. These slatwalls are in place at strategic locations at both locations, providing a highly customizable and attractive way to promote library resources.

- Aspen Drive Library parking lot was **seal-coated** in September. Each location alternates with Cook Park due next September.
- **Roof repairs** were recently completed at Cook Park. Repairs were identified as part of the twice-annual roof inspection conducted by our roofing contractor.
- A **new public address system** was recently activated at the Cook Park Library, the same model used at Aspen Drive. The PA system is an important safety and communication upgrade as it allows staff to broadcast emergency information and closing announcements throughout the building. Previously, these announcements were sent through speakers on library phones not audible to most patrons. This project was funded from the FY24 budget with most work completed over the summer.



## Odds & Ends from Library Staff

1. The Digital Studio's 2 PCs were reconfigured with a program called **Deep Freeze** and placed on a separate network. These changes allow sessions that function more like a personal computer with fewer restrictions while maintaining adequate security of the library's network. The change was implemented because patrons book the studio to learn sophisticated programs such as Adobe Creative Cloud and Cricut Design Space, and we want to provide a full learning experience. – *Nate Gass, Digital Services Manager*
2. Digital Services also held a **SharePoint365** launch meeting, officially kicking off a redesign of the library's Intranet. Currently the library uses an on-premises version of SharePoint with limited space that has become outdated. Now that the library is using Microsoft 365 it is time to move SharePoint into the same cloud platform. This will allow our Intranet to have deeper integration with M365 apps and vastly increase storage capacity. The migration project will require planning and collaboration, so we have assembled a SharePoint project team with representatives from many departments to work alongside Digital Services and the library's IT vendor throughout the project. -- *NG*
3. **NVDA** (Nonvisual Desktop Access) was recently pushed out to all staff computers. NVDA is a free open-source screen reader for the blind and visually impaired. Having this application available to all staff will help us meet the library's accessibility standards because we can test our website and other web services to ensure they are built for accessibility. We plan to push the NVDA application out to patron computers soon so that all public computers have this accessibility tool available. – *NG*
4. On September 27, Amy vanGoethem, Student Services Coordinator, visited **Copeland Manor Elementary School**, speaking to all 3 kindergarten classes (about 60 students). Amy told the students about the different ways that the library helps the community and the different jobs that people do in the library. Amy and the students talked about how librarians love questions and are always happy to help their community find the books and information that they need. -- *Amy VanGoethem, Student Services Coordinator*
5. On October 8, Terri Norstrom, Early Learning Coordinator, presented Baby's Brain Gets Lit: Explore the Science Behind Early Childhood Services at the **2024 Illinois Library Association Annual Conference**. In the first part of her program, Terri provided an overview of the current research on the science of the developing brain. Terri then went on to explain how to apply this science to the Library programs and resources to support the development of children aged 0-5 years old. Terri spoke to a full house of engaged attendees who asked questions at the end about specific ideas to take back to their libraries. -- *Melissa Phillips, Senior Manager of Children's Services*
6. We wrapped up another successful Library Card Sign-Up Month punch promotion, with four lucky patrons winning the prize raffle drawings. There were two patrons each from Aspen and Cook Park. We welcomed 295 new patrons to the Library during the month of September! -- *Libby Heumann, Circulation Supervisor*

7. As part of **Goal D4 of the Strategic Plan**, Katie DuClos, Bronwyn Sill, Lindsay Barber-Peddycoart, and Amy van Goethem are striving to enhance internal communications and share the Library's story.

- In late October, Nicole Bosak and Sandy Kline will be presenting a TREAT 'n' Meet about their work in Acquisitions, which includes a wide variety of purchases.
- In early November, Jenny Barry will be presenting a TREAT 'n' Meet about Local History. Afterward, there will be some optional mini tours of Cook House.

These presentations are designed to increase understanding and build connections between departments and staff members.

-- *Katie DuClos, Technical Services & Interlibrary Loan Manager*

8. It was a busy pre-election season for our Deputy Registrars! We registered around 32 patrons to vote at the Cook and Aspen Info Desks. I appreciate the effort that Adult Services staff have put into this essential part of the democratic process. I also want to recognize Allie Mendelson for working with Transition Pathways from D128 to arrange time to offer voter registration to their students here at the library.

-- *Mark Morton, Information Services Librarian / Supervisor*

9. On Wednesday, October 2, 13 members of the 5th grade **Girl Scout troop from St. Joseph School** visited the library to work on requirements for their Cybersecurity Badge. Katie DuClos, Technical Services Manager, led the group on a brief tour behind the scenes of Tech Services and ILL. After the tour, Korie Mitchell, Children's Library Assistant, worked with the troop to complete the requirements for their badge, covering topics of internet safety and how to protect personal information on the internet. -- *Korie Mitchell, Children's Library Assistant*

10. The Early Learning team in Youth Services offered programming to more than 1,400 children this fall:

- In September, the Early Learning staff launched the **2024-2025 Super Readers Club**. Staff visited 14 early childhood centers, seeing nearly 750 children.
- The August-October session of **Family Story Times** had an all-time high of attendance with more than 700 children and caregivers participating in 10 story times at Cook Park and Aspen Drive. -- *Terri Norstrom, Early Learning Supervisor*

11. Staff from Youth Services and Outreach have started an **inter-departmental collaboration** in response to Strategic Goal A-1, recognizing that to "strengthen collaborative opportunities with local early childhood centers" we need to focus on collaboration internally. The focus on the group is to identify pathways to increase access to quality library experiences and materials. Staff involved are Brooke Bahnsen, Outreach Manager; Deena Gillespie, Early Learning Specialist; Terri Norstrom, Early Learning Supervisor; and Gail Tanimura, Bookmobile Driver.  
-- *TN*

12. During October and November, our staff will be hosting a 35-hour **practicum** for a Mundelein resident enrolled in the Library Technical Assistant Program at the College of DuPage. This practicum will provide the student with hands-on experience across various departments within the library, helping them develop valuable skills and practical knowledge. From time to time, the Library hosts practicum students, as staff availability permits, to contribute to the growth of the profession. -- *DA*



**Cook Memorial Public Library District**  
**Investment Maturity Schedule**  
**September 30, 2024**

	Issue Date	Maturity Date	Yield	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Total
<b>Special Reserve Fund:</b>											
Cross River BK Teaneck, NJ	23-Jun-2023	23-Dec-2024	5.25%	245,000							245,000
Celtic BK Salt Lake City, UT	19-Sep-2023	19-Mar-2025	5.25%		245,000						245,000
Israel Disc BK New York, NY	15-Sep-2023	15-Sep-2025	5.15%				245,000				245,000
Flagstar BK Natl Assn Hicksville, AZ	13-Dec-2023	15-Dec-2025	4.75%					245,000			245,000
Enterprise BK Allison PK, PA	31-Jan-2024	30-Jan-2026	4.40%						245,000		245,000
United FID BK FSB Evansville CD	13-Sep-2024	13-Mar-2026	4.15%						245,000		245,000
			<b>Total Special Reserve</b>	245,000	245,000	0	245,000	245,000	490,000	0	1,470,000
<b>General Fund:</b>											
Optum BK Draper, UT	16-Oct-2023	16-Apr-2025	5.45%			245,000					245,000
Optum BK Draper, UT	22-Dec-2023	23-Jun-2025	5.00%			245,000					245,000
Valley Natl Bk Passaic, NJ	5-Mar-2024	5-Sep-2025	5.05%				245,000				245,000
Western Alliance BK Phoenix, AZ	16-Oct-2023	16-Oct-2025	5.30%					245,000			245,000
Bank of America NA	21-Aug-2024	2-Mar-2026	4.05%						245,000		245,000
United Bankers BK Bloomington, MN CD	11-Jun-2024	30-Mar-2026	5.00%						245,000		245,000
First Farmers BK & Trust CD	26-Jul-2024	26-May-2026	4.60%							245,000	245,000
			<b>Total General Fund</b>	0	0	490,000	245,000	245,000	490,000	245,000	1,715,000
			<b>GRAND TOTAL</b>	245,000	245,000	490,000	490,000	490,000	980,000	245,000	3,185,000

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

Date	Investment	Transaction	Certificates of Deposit			Savings Accounts			Interest Income					
			General Fund	Special Reserve Fund	Total	General Fund	Special Reserve Fund	Total	CD's -	CD's - Special	Savings -	Savings -	Total	
									General Fund	Reserve Fund	General Fund	Reserve Fund		General Fund
1-Jul-2024	Enterprise BK Allison PK, PA CD	Interest			0					886.03				886.03
11-Jul-2024	RBS Citizens NA Providence, RI CD	Maturity & Interest	(245,000)		(245,000)				10,115.48					10,115.48
19-Jul-2024	Celtic BK Salt Lake City, UT CD	Interest			0					1,057.19				1,057.19
24-Jul-2024	UBS BK Salt Lake City UT CD	Interest			0				966.58					966.58
29-Jul-2024	United Bankers BK Bloomington, MN CD	Interest			0				1,006.85					1,006.85
31-Jul-2024	Enterprise BK Allison PK, PA CD	Interest			0					915.56				915.56
26-Jul-2024	First Farmers BK & Trust CD	4.60% - Due 05/26/26	245,000		245,000									0.00
31-Jul-2024	Chase Bank	Interest			0	1.01	0.91	1.92				1.01	0.91	1.92
<b>31-Jul-2024</b>	<b>Ending Balance</b>		<b>1,715,000</b>	<b>1,470,000</b>	<b>3,185,000</b>	<b>56,532.45</b>	<b>51,173.89</b>	<b>107,706.34</b>	<b>12,088.91</b>	<b>2,858.78</b>	<b>1.01</b>	<b>0.91</b>		<b>14,949.61</b>
21-Aug-2024	Bank of America NA CD	4.050% - Due 03/02/26	245,000		245,000									0.00
26-Aug-2024	UBS BK Salt Lake City UT CD	Maturity & Interest	(245,000)		(245,000)				1,063.23					1,063.23
26-Aug-2024	First Farmers BK & Trust CD	Interest			0				957.18					957.18
26-Aug-2024	United Bankers BK Bloomington, MN CD	Interest			0				1,040.41					1,040.41
19-Aug-2024	Celtic BK Salt Lake City, UT CD	Interest			0					1,092.43				1,092.43
31-Aug-2024	Chase Bank	Interest			0	0.92	0.83	1.75				0.92	0.83	1.75
<b>31-Aug-2024</b>	<b>Ending Balance</b>		<b>1,715,000</b>	<b>1,470,000</b>	<b>3,185,000</b>	<b>56,533.37</b>	<b>51,174.72</b>	<b>107,708.09</b>	<b>15,149.73</b>	<b>3,951.21</b>	<b>1.93</b>	<b>1.74</b>		<b>19,104.61</b>
3-Sep-2024	Enterprise BK Allison PK, PA CD	Interest								915.56				915.56
5-Sep-2024	Valley Natl Bk Passaic, NJ CD	Interest							6,237.10					6,237.10
12-Sep-2024	River City BK INC KY CD	Maturity & Interest		(245,000)										13,107.50
16-Sep-2024	Israel DISC BK New York, NY CD	Interest								6,360.60				6,360.60
19-Sep-2024	Celtic BK Salt Lake City, UT CD	Interest								1,092.43				1,092.43
26-Sep-2024	First Farmers BK & Trust CD	Interest							957.18					957.18
30-Sep-2024	United Bankers BK Bloomington, MN CD	Interest							1,040.41					1,040.41
30-Sep-2024	Enterprise BK Allison PK, PA CD	Interest								886.03				886.03
13-Sep-2024	United FID BK FSB Evansville CD	4.150% - Due 03/13/25		245,000										0.00
30-Sep-2024	Chase Bank	Interest				0.95	0.86	1.81				0.95	0.86	1.81
<b>30-Sep-2024</b>	<b>Ending Balance</b>		<b>1,715,000</b>	<b>1,470,000</b>	<b>3,185,000</b>	<b>56,534.32</b>	<b>51,175.58</b>	<b>107,709.90</b>	<b>23,384.42</b>	<b>26,313.33</b>	<b>2.88</b>	<b>2.60</b>		<b>49,703.23</b>

# Position Summary

Cook Memorial Public Library

Report date as of Sep 30, 2024

Report run time: October 01, 2024 04:37 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		1,730,347	15,347	0.89	84,402	4.88			
Corporate Bond			1,715,000		1,730,347	15,347	0.89	16,984	4.92			
245,000	BANK OF AMERICA N A C/D FDIC INS TO LIMITS 06051XGS5060	2026-03-02	245,000	100.22	245,535	535	0.22	9,922	4.04	4.05	3.88	
								870	4.05			
245,000	FIRST FMRS BK & TR CONVERSE IND C/D FDIC INS TO LIMITS 320165MA8060	2026-05-26	245,000	101.20	247,934	2,934	1.20	11,270	4.55	4.60	0.00	
								0	4.60			
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBC2060	2025-04-16	245,000	100.49	246,207	1,207	0.49	13,352	5.42	5.45	4.50	
								6,073	5.45			
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBW8060	2025-06-23	245,000	100.51	246,243	1,243	0.51	12,250	4.97	5.00	6.00	
								3,323	5.00			
245,000	UNITED BANKERS BK BLOOMINGTON MINN C/D FDIC INS TO LIMITS 909557LB4060	2026-03-30	245,000	101.61	248,945	3,945	1.61	12,250	4.92	5.00	0.00	
								0	5.00			
245,000	VALLEY NATL BK PASSAIC N J C/D FDIC INS TO LIMITS 919853KT7060	2025-09-05	245,000	100.91	247,228	2,228	0.91	12,372	5.00	5.05	4.06	
								814	5.05			
245,000	WESTERN ALLIANCE BK PHOENIX C/D FDIC INS TO LIMITS 95763PQF1060	2025-10-16	245,000	101.33	248,255	3,255	1.33	12,985	5.23	5.30	3.98	
								5,906	5.30			
... 6414 / Cook Memorial PLD Special Res			1,470,000		1,478,508	8,508	0.58	70,928	4.80			
Corporate Bond			1,470,000		1,478,508	8,508	0.58	7,381	4.83			
Corporate Bond			1,470,000		1,478,508	8,508	0.58	70,928	4.80			
Corporate Bond			1,470,000		1,478,508	8,508	0.58	7,381	4.83			

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 Sep 30, 2024

Report run time: October 01, 2024 04:37 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	CELTIC BK SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 15118RJ24060	2025-03-19	245,000	100.34	245,841	841	0.34	12,862	5.23	5.25	0.00	
								0	5.25			
245,000	CROSS RIV BK TEANECK N J CD C/D FDIC INS TO LIMITS 227563CW1060	2024-12-23	245,000	100.07	245,164	164	0.07	12,862	5.25	5.25	4.86	
								3,453	5.25			
245,000	ENTERPRISE BK ALLISON PK PA C/D FDIC INS TO LIMITS 29367RMY9060	2026-01-30	245,000	100.66	246,614	1,614	0.66	10,780	4.37	4.40	0.00	
								0	4.40			
245,000	FLAGSTAR BK NATL ASSN HICKSVI C/D FDIC INS TO LIMITS 33847GBL5060	2025-12-15	245,000	100.97	247,368	2,368	0.97	11,638	4.70	4.75	3.91	
								3,443	4.75			
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076UG0060	2025-09-15	245,000	101.06	247,597	2,597	1.06	12,618	5.10	5.15	4.03	
								484	5.15			
245,000	UNITED FID BK FSB EVANSVILLE IND C/D FDIC INS TO LIMITS 910286HY2060	2026-03-13	245,000	100.38	245,924	924	0.38	10,168	4.13	4.15	0.00	
								0	4.15			
<b>Total For Accounts held at JPMS, member FINRA and SIPC</b>			<b>3,185,000</b>		<b>3,208,856</b>	<b>23,856</b>	<b>0.75</b>	<b>155,330</b>	<b>4.84</b>			
								<b>24,365</b>	<b>4.88</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

## Cook Memorial Public Library District

### Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
17-Jul-2024	Maintenance Fee	Fee	Analysis for 06/24	(105.00)	
31-Jul-2024	Wintrust Bank	Interest	For July 2024	18,405.88	18,405.88
<b>31-Jul-2024</b>	<b>Ending Balance</b>			<b>3,765,076.57</b>	<b>18,405.88</b>
16-Aug-2024	Maintenance Fee	Fee	Analysis for 07/24	(105.00)	
31-Aug-2024	Wintrust Bank	Interest	For August 2024	16,782.31	16,782.31
<b>31-Aug-2024</b>	<b>Ending Balance</b>			<b>3,781,753.88</b>	<b>35,188.19</b>
18-Sep-2024	Maintenance Fee	Fee	Analysis for 08/24	(105.00)	
30-Sep-2024	Wintrust Bank	Interest	For September 2024	16,970.66	16,970.66
<b>30-Sep-2024</b>	<b>Ending Balance</b>			<b>3,798,619.54</b>	<b>52,158.85</b>

**Cook Memorial Public Library District**

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

Date	Investment	Transaction Type	Description	Running Balance	Interest Income
31-Jul-2024	Wintrust Bank	Interest	For July 2024	4,784.09	4,784.09
<b>31-Jul-2024 Ending Balance</b>				<b>987,685.00</b>	<b>4,784.09</b>
31-Aug-2024	Wintrust Bank	Interest	For August 2024	4,361.94	4,361.94
<b>31-Aug-2024 Ending Balance</b>				<b>992,046.94</b>	<b>9,146.03</b>
30-Sep-2024	Wintrust Bank	Interest	For September 2024	4,409.74	4,409.74
<b>30-Sep-2024 Ending Balance</b>				<b>996,456.68</b>	<b>13,555.77</b>

**ANNUAL LEVY ORDINANCE  
OF THE BOARD OF LIBRARY TRUSTEES  
OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
LAKE COUNTY, ILLINOIS**

BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS (the “District”):

Section 1. Pursuant to 75ILCS 16/30-85 and 50ILCS 330/1 et seq., Illinois Revised Statutes, the District does hereby find and declare that there will be required to be raised by general taxation in the amounts hereinafter set forth to be levied upon taxable property in said District in order to meet and defray all the necessary expenses and liabilities of the District as required by statute or voted by the people in accordance with law. The Annual Budget and Appropriations Ordinance of the District for the fiscal year 2024-2025, which was passed on the 20th day of August 2024, and published in the *Daily Herald*, is incorporated into this ordinance as is fully set forth herein. The amounts required to defray the necessary expenses and liabilities of the District are itemized and needed for uses and purposes as follows, to wit:

I. GENERAL FUND (Pursuant to 75ILCS 16/30-85)

Salary	\$4,870,100
Benefits	600,500
Training	60,000
Materials	1,324,600
Processing	44,200
Supplies	176,600
Vehicle Operations	44,200
Computer Operations	640,200
Utilities	176,600
Telephone	35,300
Postage	13,200
Maintenance	220,800
Repair	132,500
Insurance	77,700
Professional Services	110,400
Improvements	110,400
Community Relations	189,900
Rent	5,000
Contingencies	44,200
Debt Service	869,800
Capital Improvement Projects	<u>110,400</u>

Total General Fund Levy	<u>\$9,856,600</u>
-------------------------	--------------------

The foregoing appropriations are appropriated from the general property tax for corporate purposes. Said appropriations, less estimated amount receivable from other sources, are hereby levied from the tax for general corporate purposes.

II. FUNDS LEVIED IN EXCESS OF THE LIBRARY RATE (Special Taxes)

Illinois Municipal Retirement Fund	491,800
Social Security	<u>369,000</u>
Total Special Taxes Levy	<u>\$860,800</u>

The foregoing appropriations are hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to Social Security and the Illinois Municipal Retirement Fund and are in addition to all other library district taxes as provided by law. Said appropriations are hereby levied from the proceeds of a special tax for Social Security and Illinois Municipal Retirement Fund contributions and are in addition to all other library district taxes as provided by law.

**AGGREGATE TOTAL LEVIED** **\$10,717,400**

Making the aggregate sum of \$10,717,400 to be raised by taxation and levied on all taxable property in said District, for the fiscal year 2024-2025, in order to meet and defray all the necessary expenses and liabilities for the District as required by statute or voted by the people in accordance with law.

Section 2. That the Secretary of the District shall file with the County Clerk of Lake County, Illinois, a certified copy of this Ordinance no later than the last Tuesday in December.

Section 3. This Ordinance shall be in full force and effect from and after being posted as required by law.

Passed this 15th day of October 2024 pursuant to a roll call vote as follows:

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

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

ABSENT OR NOT VOTING: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Date of Posting: \_\_\_\_\_

\_\_\_\_\_  
Deborah Ader, President

\_\_\_\_\_  
Karen Singer, Secretary



**RESOLUTION ADOPTING REVISED RECORDS OF THE SECRETARY  
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 Records of the Secretary Policy (“Policy”) on October 19, 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 September 24, 2024 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 15<sup>th</sup> day of October, 2024.

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

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

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

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

ATTEST:

\_\_\_\_\_  
Karen Singer, Secretary

## RECORDS OF THE SECRETARY

### Article I      Responsibility.

The ~~responsibility for the records of the Secretary rests ultimately with the~~ Secretary of the Cook Memorial Public Library District (“Library”). ~~The Secretary~~ is responsible for keeping and maintaining appropriate records for their term in office as required by law and as set forth **within this Policy herein**. (75 ILCS 16/30-45(g)). The Secretary is authorized to receive official correspondence and reports and to certify as to the correctness of a copy of any Library document. The Library Director is responsible to the Secretary for proper storage of the Secretary's records, for making routine filings of certified copies of Library documents, for destroying Library documents according to appropriate regulations and established routine, for preparing the Secretary's Audit, for arranging for periodic review of the Library records by the Library attorney and for other duties as assigned by the Secretary.

### Article II      Board Minutes.

The minutes of each Board meeting shall contain:

- A. The name of the Library Board.
- B. The time, date and place of the meeting.
- C. The kind of meeting whether regular, adjourned, etc.
- D. The names of the trustees present and absent, and if any trustees participated by electronic means, and the presence of other persons attending the meeting.
- E. The fact that the regular President and Secretary were present or the names of their substitutes.
- F. Points of order and their disposition.
- G. The text of all motions, the names of the Trustees making and seconding the motions and record of any votes taken.
- H. A summary of all discussion on matters proposed, deliberated or decided.
- I. The time of adjournment.

The President and Secretary for the meeting shall sign the minutes after the minutes are approved by the Board. The minutes shall be bound together in the Minute Book and stored in a fire-proof safe in the Library’s administrative office. The minutes shall be approved by the Board within 30 days of the meeting or by the second subsequent regular Board meeting, whichever is later. The minutes shall be posted on the Library’s website within 10 days of approval by the Board.

### Article III Ordinances.

“Ordinance” means an enactment, adopted by the Board, that applies to the public generally and that implements, applies, or prescribes conduct, imposes a tax, imposes a fee or fine, or assesses a penalty or that otherwise affects the rights of the public concerning the use or operation of the Library.

The number of Trustees voting "aye," "nay" and "abstain" and the name(s) of Trustee(s) absent are recorded in the minutes and on the ordinance. Ordinances passed by the Board shall be numbered consecutively for each fiscal year. Ordinances shall be posted or published, if so required, within the time required by law and shall be effective on the day and date of such posting and publication unless otherwise determined by law. The original of each ordinance shall be signed by the President and the Secretary after the meeting during which it was enacted. The original shall be stored in a fire-proof safe in the Library’s administrative office and either the original or a certified copy of all ordinances shall be made available for public inspection during regular business hours. A certified copy of all ordinances from the last fiscal year shall be posted on the library’s website. (75 ILCS 16/1-40)

### Article IV Resolutions.

“Resolution” means a statement, adopted by the Board that establishes library policy and internal procedures for the governance of the Library.

Resolutions shall be enacted, numbered, retained and made available in the same manner as are ordinances. The original of each resolution shall be stored in a fire-proof safe in the Library’s administrative office and made available for public inspection during regular business hours.

### Article V By-Laws, Policies and Procedures.

By-laws, policies and procedures adopted by the Board and in force are a part of the Secretary's records. Obsolete by-laws, policies and procedures are retained. The motion and subsequent action adopting or revising by-laws, policies and procedures shall be recorded in the Board minutes. The original and complete text of current by-laws, policies and procedures shall be dated with the date of the Board meeting during which it was adopted or revised, ~~signed by the Secretary~~ and stored in a fire-proof safe in the Library’s administrative office. ~~A copy of all of these documents will be available at the Reference Desk at each location.~~

### Article VI Miscellaneous Records.

The Secretary shall maintain records of all written matter affecting the operation of The **Library** ~~District~~. These shall include:

- A. A copy of reports required by law including:
  - 1. Report to the State Librarian
  - 2. Report to the Comptroller of the State of Illinois
  - 3. Report of receipts and disbursements including a receipt of filing with the County Clerk
  - 4. Audit reports including:
    - a. Professional Treasurer's Audit
    - b. Secretary's Audit Committee Report
- B. Reports to the Board as directed by the President.
- C. Election, appointment and resignation records.
- D. Contracts entered into by the Board.
- E. Official correspondence directed to the Board or written by the Secretary.
- F. Publisher's certificates for legal notices required by law.
- G. Meeting and hearing notices (75 ILCS 16/1-30 (d)).

Documents thus received shall be stored in a fire-proof safe in the Library's administrative office. All miscellaneous records shall be retained for a period of seven years and then may be discarded selectively as permitted by ~~the law~~. Local Records Act (50 ILCS 205/1 et seq.)

Article VII    Audit of the Secretary.

The ~~records of the~~ secretary's records shall be audited ~~at the end of each fiscal year and upon a change in the office of Secretary~~ by two other trustees appointed by the President ~~and be conducted each fiscal year and upon the change of secretaries~~. The ~~Audit of the~~ secretary's records shall to be examined include the following:

- A. Minute Book.
- B. Ordinances and Resolutions.
- C. By-Laws, Policies and Procedures Book.

The audit report shall certify as to the accuracy of the records of the Secretary, their completeness and list the discrepancies, if any. The audit report shall be filed with the Secretary no later than ninety days after the end of the fiscal year. (75 ILCS 16/30-65(~~dc~~))

Article VIII Records Retention.

Unless otherwise noted in this policy, the records of the Secretary are retained permanently. All records of the Secretary except those dealing with subjects enumerated in the section of the By-Laws entitled "Closed Session" are available for public inspection in the Library's administrative office during regular business hours. The Board shall review the minutes of closed sessions semi-annually to determine the continued need for confidentiality.

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Date

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Secretary

Revised: 05/03/95  
Revised: 01/20/98  
Revised: 03/20/01  
Revised: 12/16/03  
Revised: 03/20/07  
Revised: 11/19/13  
Revised: 12/17/13  
Revised: 10/17/17  
Revised: 10/19/21  
Revised: 10/15/24

**RESOLUTION 2024-2025/4**

**RESOLUTION ADOPTING REVISED SECURITY CAMERA 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 Security Camera Policy (“Policy”) on March 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 September 24, 2024 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 15<sup>th</sup> day of October, 2024.

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

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

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

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

ATTEST:

\_\_\_\_\_  
Karen Singer, Secretary

## SECURITY CAMERA POLICY

Security cameras are used to enhance the safety and security of Cook Memorial Public Library District (~~“CMPLD”~~ or “Library”) patrons and staff ~~by to discourage~~ ~~ing criminal activity and~~ violations of the Use of the Library Policy, assisting library staff in preventing the occurrence of any violations, and when necessary, providing law enforcement assistance in prosecuting criminal activity while adhering to the applicable federal, state and local law concerning the confidentiality of library records and the protection of individual privacy.

### Article I ~~Security Camera~~ Purpose and Placement Guidelines.

- A. Security cameras are ~~used~~ ~~located~~ in public spaces in the library ~~to discourage~~ ~~riminal activity and violations of the Use of the Library Policy.~~ ~~and~~ video footage is recorded and stored digitally. Facial recognition software and the recording of audio will not be used.
- B. Cameras ~~may be installed~~ ~~are located~~ in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
- C. Cameras ~~will~~ ~~are~~ not ~~be~~ installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- D. Signs ~~will be~~ ~~are~~ posted at all public entrances stating that security cameras are in use.
- E. Because live footage is not continuously monitored, patrons and staff should take appropriate precautions for their safety and for the security of their personal property. The Library is not responsible for loss of property or personal injury.
- F. Recorded footage is confidential and secured in a controlled area. Recorded footage is typically stored until disc capacity has been reached. As new footage is recorded; the oldest footage is automatically deleted.
- G. In determining the placement and use of security cameras, staff and patron safety is the first priority with protection of library property of secondary importance.
- H. While cameras are not installed for the purpose of routine staff performance evaluations, the recorded footage may be used to support the discipline, up to and including termination, of an employee, if appropriate.

### Article II Use/Disclosure of Video Records.

- A. Access to live video footage in order to monitor current activity is limited to staff members authorized by the Library Director, Assistant Director, and Senior Managers.

- B. Access to downloaded video in order to document incidents of injury, criminal activity or violation of the Use of the Library Policy is limited to the Library Director, Managers, Maintenance, IT Staff and other designated staff specifically authorized by the Library Director. Review of archived video footage should be done in non-public areas of the library.
- C. Access is also allowed by law enforcement officials when pursuant to a subpoena, court order, or as permitted by law.
- D. Downloaded video footage will not be retained longer than 30 days or until the completion of any ongoing investigation under the direction of the Library Board, Library Director or any Law Enforcement Agency.
- E. Video records and still photographs may be used by authorized staff and law enforcement officials to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Use of the Library Policy.
- F. In situations involving banned patrons, ~~stored~~ still images and/or video footage may be shared with staff. Shared images may be posted in restricted staff areas or in a secure file at public desks for the duration of the banning period. After the banning period ends, these images and/or video footage may be archived by ~~in the~~ Administrative ~~staff~~ Office.

Article III Disclaimer of Responsibility

The Library disclaims any liability for use of video ~~records~~ ~~data~~ in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

\_\_\_\_\_

Date

\_\_\_\_\_

Secretary

Adopted: 02/21/17  
 Revised: 03/16/21  
 Revised: 10/15/24



**RESOLUTION ADOPTING REVISED EMAIL COMMUNICATIONS 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 Email Communications Policy (“Policy”) on April 20, 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 September 24, 2024 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 15<sup>th</sup> day of October, 2024.

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

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

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

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

ATTEST:

\_\_\_\_\_  
Karen Singer, Secretary

**BOARD OF TRUSTEE  
E-MAIL COMMUNICATIONS POLICY AND  
ADMINISTRATIVE PROCEDURES**

Article I: **General Policy Guidelines.**

It is the goal of the Board of Library Trustees (“Board” or “Trustees”) of the Cook Memorial Public Library District (“Library”) to keep its members, as well as the Library Director, informed about matters affecting ~~the~~ **their** ~~Board’s~~ work.

However, ~~the Board~~ **Trustees** must ~~all~~ be mindful of the requirements imposed by the Illinois Open Meetings Act, Freedom of Information Act and the Local Records Act, particularly as they apply to communication among **trustees** ~~board members~~ outside normal library board meetings.

- A. Generally, trustees shall not use email to conduct Library business (see Article II, Paragraph F). Under no circumstances shall trustees use electronic messaging of any kind to discuss among themselves public business that is required to be discussed in an open meeting according to the Open Meetings Act.
- B. Trustees shall be issued a Library e-mail address. The Library-issued e-mail address is to be used **exclusively** for all Library related ~~permitted~~ communications as described **within this Policy herein.** ~~In addition, the Library-issued e-mail address shall be used exclusively for Library related communications and shall not be~~ **and should not be used** ~~utilized~~ for personal or other business.
- C. Email communication to, by and between **trustees** ~~Board members~~ is permitted on a limited basis for non-substantive matters such as:
  - 1. Agenda item suggestions;
  - 2. Reminders regarding meeting times, dates, and places;
  - 3. Board Meeting agenda or public record information concerning agenda items;  
~~or~~
  - 4. Responses to questions posed by the community, administration or staff, subject to **Article I, Paragraph A** ~~this policy’s first section.~~
- D. Emails sent between and among trustees regarding such non-substantive matters shall be copied to the Library Director. There is no expectation of privacy for any messages sent or received by email.

- E. Under the Freedom of Information Act (FOIA), electronic messages that have been prepared, or have been or are being used, received, possessed or under the control of any public body and that pertain to the transaction of public business are public records. As such, the messages will be subject to disclosure in response to a FOIA request, unless an exemption applies. Messages may also be subject to disclosure in the context of litigation or in response to a court order. If trustees have used personal e-mail accounts or personal devices to participate in electronic messaging or communications in contravention of this policy, those accounts and/or devices may be subject to search for disclosure in response to a FOIA request.

Article II: Procedure.

~~The Board of Library Trustees hereby adopts the following procedures with regard to the use of email and similar electronic forms of communication to assist in our efforts to comply with the Open Meetings Act.~~

In order to comply with the Open Meetings Act, trustees shall adhere to the following procedures while communicating via email.

- A. ~~The Board finds that electronic “chat rooms” are inherently detrimental to the open meetings process and will not utilize~~ “Chat rooms” will not be utilized to conduct library business or deliberations. This does not include the “chat” feature of Zoom or a similar video conferencing system in the event that one is utilized to conduct remote meetings.
- B. “Bulletin boards” or other similar formats, which permit the development of “discussion threads” among trustees board members, also will also not be utilized; however, trustees board members may read the comments of others anyone else who are not board members as they see fit.
- C. The Library Director may provide information relating to library business to trustees board members using email, attachments or other electronic methods. Any response from trustees board members regarding these communications must be sent only to the Library Director (i.e., no “reply to all” responses). An appropriate record of these communications will be maintained in the district administration’s files to assure compliance with state law.
- D. A trustee board member may send email items to all other trustees board members with items of passing interest provided that no response is requested or required. Such emails should clearly state that no response is necessary should be made. It is required that any such emails be sent to the Library Director for storage.

- E. A trustee ~~board member~~ may send emails pertaining to scheduling issues to the ~~all-other trustees~~ ~~board members regarding scheduling issues~~. ~~Board members~~ A reply may reply be sent to the sender provided only that their response is limited to the subject of the original message and does not cross over to items of substance.
- F. Trustees ~~Board members~~ may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act.

Example 1: On a committee of three trustees, communications between two trustees on this committee about substantive committee business constitutes a violation of the Open Meetings Act.

Example 2: Any communication among three trustees about substantive Library business constitutes a violation of the Open Meetings Act (three trustees constitute a majority of a quorum of a seven-member Board).

Example 3: Two trustees (not members of a committee) may correspond between themselves on substantive Library business without violating the Open Meetings Act.

- G. Emails to the Board will be copied to all trustees and the Library Director. When emails from the public require Board response, the President or designee will respond, and will copy the other trustees and the Library Director.
- H. Any item of business for a Board agenda shall be directed to the President and the Library Director so that it may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Library Director in accordance with the Board's established procedures.
- I. The Library Director shall maintain a separate email file to store official email records as described herein. This record shall be maintained indefinitely. If software changes require this record to be transferred to paper, the records shall be maintained for ten years or such other time period as may be established by the State of Illinois.

Adopted: 10/21/03  
Revised: 12/16/03  
Revised: 12/15/09  
Revised: 04/19/16  
Revised: 04/20/21  
Revised: 10/15/24

**RESOLUTION HONORING JIM LARSON FOR HIS SERVICE AS TRUSTEE**

**WHEREAS**, Jim Larson has demonstrated dedication and leadership, having been elected to serve three terms on the Board of Trustees of the Cook Memorial Public Library District, contributing a total of 9 ½ years of service from May 2015 to October 2024; and

**WHEREAS**, during his tenure, Mr. Larson served with distinction as Secretary of the Board from May 2017 to June 2020, and as Vice President from June 2020 through October 2024, providing guidance and support in the governance of the Library District; and

**WHEREAS**, Mr. Larson chaired the Building and Grounds Committee, where his oversight and advocacy ensured critical improvements and maintenance of the Library's infrastructure, as well as enhancements to the aesthetic appeal of its facilities, creating a welcoming and visually pleasing environment for patrons; and

**WHEREAS**, Mr. Larson also actively contributed to the Technology and Policy Review Committees, playing an important role in advancing the Library's technological infrastructure and ensuring sound governance policies; and

**WHEREAS**, his leadership, particularly in the areas of facilities and technology, has influenced and enhanced the growth and progress of the Library, ensuring that it continues to meet the evolving needs of the community.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Library Trustees of the Cook Memorial Public Library District hereby expresses its gratitude and appreciation to Jim Larson for his commitment to providing quality library collections, services, and facilities for the community over the past 9 ½ years.

ADOPTED this 15<sup>th</sup> day of October 2024 pursuant to roll call vote as follows:

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

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

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

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Deb Ader, President

Attested:

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Karen Singer, Secretary