

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

November 19, 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, November 19, 2024 will be held in the Meeting Room at the Cook Park Library, 413 N Milwaukee Ave, Libertyville, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of October 15, 2024.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - i. Acceptance of the FY2023-2024 Audit.
 - b. Policy Review.
 - c. Building and Grounds.
 - d. Technology
 - e. Resources, Services and Long-Range Planning.
 - i. Approval of Resolution 2024-2025/6, Authorizing Specialty Vehicle Services to Finalize Design for New Outreach Vehicle and Proceed to Procurement Phase.
 - f. Friends' Representative.

- g. RAILS Representative.
- h. Historical Society Representative.

10. Other Business.

11. Communications.

12. Upcoming Meetings and Events.

- a. Special Board Meeting on Monday, December 2, 2024 at 5:30 p.m. in the Conference Room at the Cook Park Library.
- b. Regular Board Meeting on Tuesday, December 17, 2024 at 6:30 p.m. in the Conference Room at the Cook Park Library.

13. Public Questions.

14. Closed Session as Permitted by 5 ILCS 120/2c-3 to Discuss the Selection of a Person to Fill a Public Office.

15. Adjournment.

Deb Ader, President
Board of Library Trustees

November 15, 2024

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

Cook Memorial Public Library District
Balance Sheet by Fund
As of October 31, 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					
1000 - Cash					
10-1040 - Petty Cash	625	0	0	0	625
10-1045 - Cash on Hand - Aspen	60	0	0	0	60
10-1150 - Chase Operating A/C	4,757,685	784,258	9,919	1,145,897	6,697,759
10-1504 - Illinois Funds - General, IMRF	275,646	37,443	0	123,236	436,325
10-1509 - Wintrust MaxSafe Acct - General	3,814,661	0	0	0	3,814,661
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	1,000,650	1,000,650
10-1550 - Chase Savings Account					
10-1551 - Chase Savings - GF	56,535	0	0	0	56,535
60-1551 - Chase Savings - SRF	0	0	0	51,176	51,176
Total 10-1550 - Chase Savings Account	<u>56,535</u>	<u>0</u>	<u>0</u>	<u>51,176</u>	<u>107,711</u>
Total 1000 - Cash	<u>8,905,212</u>	<u>821,701</u>	<u>9,919</u>	<u>2,320,959</u>	<u>12,057,791</u>
2000 - Investments					
10-1502 - Investments - General Fund					
10-1651 - Investments - Chase (GF)	1,715,000	0	0	0	1,715,000
Total 10-1502 - Investments - General Fund	<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>10,620,212</u>	<u>821,701</u>	<u>9,919</u>	<u>3,790,959</u>	<u>15,242,791</u>
Total Current Assets	<u>10,620,212</u>	<u>821,701</u>	<u>9,919</u>	<u>3,790,959</u>	<u>15,242,791</u>
TOTAL ASSETS	<u>10,620,212</u>	<u>821,701</u>	<u>9,919</u>	<u>3,790,959</u>	<u>15,242,791</u>
Current Liabilities					
10-2050 - Chase One Card					
10-2050 - Chase One Card	16,822	0	0	2,864	19,686
Total Credit Cards	<u>16,822</u>	<u>0</u>	<u>0</u>	<u>2,864</u>	<u>19,686</u>
Other Current Liabilities					
00-2100 - Payroll W/H & Payable					
10-2850 - Aflac Payable	321	0	0	0	321
10-2300 - IMRF Payable-Employee Medicare	21,010	0	0	0	21,010
10-2600 - IMRF Voluntary Life Insurance	224	0	0	0	224
10-2700 - Dental and Vision	2,780	0	0	0	2,780
10-2800 - CO-OP 90's Medical Plan	9,412	0	0	0	9,412
10-2900 - Other Health Care-FSA	3,997	0	0	0	3,997
Total 00-2100 - Payroll W/H & Payable	<u>37,744</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>37,744</u>
20-2300 - IMRF Payable-Employer Medicare	0	34,096	0	0	34,096
Total Other Current Liabilities	<u>37,744</u>	<u>34,096</u>	<u>0</u>	<u>0</u>	<u>71,840</u>
Total Current Liabilities	<u>54,566</u>	<u>34,096</u>	<u>0</u>	<u>2,864</u>	<u>91,526</u>
Total Liabilities	<u>54,566</u>	<u>34,096</u>	<u>0</u>	<u>2,864</u>	<u>91,526</u>
Equity					
00-3000 - Beginning Fund Balances					
10-3000 - Fund Balance-General Fund	3,063,217	0	0	0	3,063,217
10-3010 - Assigned FB - Computer/Tech Res	125,000	0	0	0	125,000
10-3011 - Assigned FB - Bookmobile Res.	500,000	0	0	0	500,000
20-3000 - Fund Balance - IMRF Fund	0	235,429	0	0	235,429
50-3000 - Fund Balance-Trust Fund	0	0	27,974	0	27,974
60-3000 - Fund Balance-Spec Reserve Fund	0	0	0	3,881,268	3,881,268
Total 00-3000 - Beginning Fund Balances	<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	6,732,186	570,009	0	11,874	7,314,069
Total Equity	<u>10,565,648</u>	<u>787,605</u>	<u>9,919</u>	<u>3,788,096</u>	<u>15,151,268</u>
TOTAL LIABILITIES & EQUITY	<u>10,620,214</u>	<u>821,701</u>	<u>9,919</u>	<u>3,790,960</u>	<u>15,242,794</u>

Cook Memorial Public Library District

Profit Loss by Fund

As of October 31, 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	9,377,604	828,500	0	10,206,104
00-4050 · Replacement Tax	56,839	0	0	56,839
00-4100 · Interest Earned	114,093	0	46,874	160,967
00-4200 · Other	20,367	0	0	20,367
10-4300 · Grants & Other Donations	96,026	0	0	96,026
10-4350 · Fines & Lost Materials	7,020	0	0	7,020
Total Income	<u>9,671,949</u>	<u>828,500</u>	<u>46,874</u>	<u>10,547,323</u>
Gross Profit	9,671,949	828,500	46,874	10,547,323
Expense				
10-5100 · Salaries	1,633,108	0	0	1,633,108
10-5200 · Benefits	199,975	0	0	199,975
10-5300 · Training	15,887	0	0	15,887
10-5400 · Materials	373,443	0	0	373,443
10-5500 · Processing	9,728	0	0	9,728
10-5600 · Supplies	44,138	0	0	44,138
10-5700 · Vehicles	3,934	0	0	3,934
10-5800 · Computer Operations	241,217	0	0	241,217
10-5900 · Utilities	80,065	0	0	80,065
10-6000 · Telephone	7,569	0	0	7,569
10-6100 · Postage	3,000	0	0	3,000
10-6200 · Maintenance	59,482	0	0	59,482
10-6300 · Repair	45,843	0	0	45,843
10-6400 · Insurance	4,948	0	0	4,948
10-6500 · Professional Services	44,104	0	0	44,104
10-6600 · Improvements	21,438	0	0	21,438
10-6700 · Community Relations	41,488	0	0	41,488
10-7000 · Debt Service	110,396	0	0	110,396
20-8210 · Employer IMRF Disbursements	0	136,467	0	136,467
20-8250 · Employer Soc Security Tax Disb	0	122,024	0	122,024
Total Expense	<u>2,939,763</u>	<u>258,491</u>	<u>0</u>	<u>3,198,254</u>
Net Ordinary Income	6,732,186	570,009	46,874	7,349,069
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0	0	35,000	35,000
Total Other Expense	<u>0</u>	<u>0</u>	<u>35,000</u>	<u>35,000</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>(35,000)</u>	<u>(35,000)</u>
Net Income	<u>6,732,186</u>	<u>570,009</u>	<u>11,874</u>	<u>7,314,069</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Budget Report October 2024

	October 2024				Year To Date October 2024				Annual Budget	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$
Income										
00-4000 · Property Tax	583,791	858,045	(274,254)	-31.96%	10,206,104	3,432,190	6,773,914	197.36%	99.12%	10,296,550
00-4050 · Replacement Tax	22,239	15,417	6,822	44.25%	56,839	61,667	(4,828)	-7.83%	30.72%	185,000
00-4100 · Interest Earned	41,871	16,667	25,204	151.22%	160,967	66,667	94,300	141.45%	80.48%	200,000
00-4200 · Other	6,842	1,750	5,092	290.97%	20,367	7,000	13,367	190.96%	96.99%	21,000
10-4300 · Grants & Other Donations	0	7,917	(7,917)	-100.00%	96,026	31,667	64,359	203.24%	0.00%	95,000
10-4350 · Fines & Lost Materials	1,267	1,250	17	1.36%	7,020	5,000	2,020	40.40%	46.80%	15,000
Total Income	656,010	901,046	(245,036)	-27.19%	10,547,323	3,604,191	6,943,132	192.64%	97.55%	10,812,550
Expenses										
10-5100 · Salaries	411,469	447,304	35,835	8.01%	1,633,108	1,789,214	156,106	8.72%	30.43%	5,367,644
10-5200 · Benefits	41,985	54,617	12,632	23.13%	199,975	218,467	18,492	8.46%	30.51%	655,402
10-5300 · Training	4,978	5,407	429	7.93%	15,887	21,628	5,741	26.54%	24.48%	64,885
10-5400 · Materials	83,249	107,048	23,799	22.23%	373,443	428,192	54,749	12.79%	29.07%	1,284,575
10-5500 · Processing	2,909	3,927	1,018	25.92%	9,728	15,707	5,979	38.07%	20.65%	47,120
10-5600 · Supplies	10,011	11,508	1,497	13.01%	44,138	46,033	1,895	4.12%	31.96%	138,100
10-5700 · Vehicles	661	3,302	2,641	79.98%	3,934	13,207	9,273	70.21%	9.93%	39,620
10-5800 · Computer Operations	122,609	57,358	(65,251)	-113.76%	241,217	229,430	(11,787)	-5.14%	35.05%	688,290
10-5900 · Utilities	15,591	14,958	(633)	-4.23%	80,065	59,833	(20,232)	-33.81%	44.60%	179,500
10-6000 · Telephone	3,020	2,240	(780)	-34.82%	7,569	8,960	1,391	15.52%	28.16%	26,880
10-6100 · Postage	1,000	1,083	83	7.66%	3,000	4,333	1,333	30.76%	23.08%	13,000
10-6200 · Maintenance	22,505	15,731	(6,774)	-43.06%	59,482	62,925	3,443	5.47%	31.51%	188,775
10-6300 · Repair	14,246	10,497	(3,749)	-35.71%	45,843	41,987	(3,856)	-9.18%	36.39%	125,960
10-6400 · Insurance	0	6,167	6,167	100.00%	4,948	24,667	19,719	79.94%	6.69%	74,000
10-6500 · Professional Services	30,635	8,825	(21,810)	-247.14%	44,104	35,300	(8,804)	-24.94%	41.65%	105,900
10-6600 · Improvements	2,222	8,838	6,616	74.86%	21,438	35,352	13,914	39.36%	20.21%	106,055
10-6700 · Community Relations	9,027	16,400	7,373	44.96%	41,488	65,602	24,114	36.76%	21.08%	196,805
10-6900 · Contingency	0	4,167	4,167	100.00%	0	16,667	16,667	100.00%	0.00%	50,000
10-7000 · Debt Service	0	81,833	81,833	100.00%	110,396	327,333	216,937	66.27%	11.24%	982,000
20-8210 · Employer IMRF Disbursements	34,330	43,833	9,503	21.68%	136,467	175,333	38,866	22.17%	25.94%	526,000
20-8250 · Employer Soc Security Tax Disb	30,716	33,667	2,951	8.77%	122,024	134,667	12,643	9.39%	30.20%	404,000
Total Expenses	841,163	938,710	97,547	10.39%	3,198,254	3,754,837	556,583	14.82%	28.39%	11,264,511
Net Ordinary Income/Expense	(185,153)				7,349,069					
Other Expense										
50-8500 · Trust Disbursements	-				-					
60-9800 · Special Reserve Disbursements	15,000				35,000					
Total Other Expense	15,000				35,000					
Net Other Income/(Expense)	(15,000)				(35,000)					
<i>Net Income</i>	<u>(200,153)</u>				<u>7,314,069</u>					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary By Fund

October 5 through November 8, 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	536,406.58	47,384.06	0.00	583,790.64
00-4100 · Interest Earned	34,868.24	0.00	7,002.47	41,870.71
00-4200 · Other	8,370.21	0.00	0.00	8,370.21
10-4350 · Fines & Lost Materials	1,368.40	0.00	0.00	1,368.40
Total Income	<u>581,013.43</u>	<u>47,384.06</u>	<u>7,002.47</u>	<u>635,399.96</u>
Gross Profit	581,013.43	47,384.06	7,002.47	635,399.96
Expense				
10-5100 · Salaries	411,032.42	0.00	0.00	411,032.42
10-5200 · Benefits	59,004.21	0.00	0.00	59,004.21
10-5300 · Training	5,162.38	0.00	0.00	5,162.38
10-5400 · Materials	83,491.90	0.00	0.00	83,491.90
10-5600 · Supplies	10,062.03	0.00	0.00	10,062.03
10-5700 · Vehicles	638.39	0.00	0.00	638.39
10-5800 · Computer Operations	116,026.57	0.00	0.00	116,026.57
10-5900 · Utilities	15,591.46	0.00	0.00	15,591.46
10-6000 · Telephone	3,020.48	0.00	0.00	3,020.48
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	22,505.08	0.00	0.00	22,505.08
10-6300 · Repair	14,246.07	0.00	0.00	14,246.07
10-6500 · Professional Services	33,224.57	0.00	0.00	33,224.57
10-6600 · Improvements	3,065.66	0.00	0.00	3,065.66
10-6700 · Community Relations	11,804.17	0.00	0.00	11,804.17
20-8210 · Employer IMRF Disbursements	0.00	34,299.25	0.00	34,299.25
20-8250 · Employer Soc Security Tax Disb	0.00	30,616.10	0.00	30,616.10
Total Expense	<u>789,875.39</u>	<u>64,915.35</u>	<u>0.00</u>	<u>854,790.74</u>
Net Ordinary Income	(208,862)	(17,531)	7,002.47	(219,391)
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	24,522.20	24,522.20
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>24,522.20</u>	<u>24,522.20</u>
Net Other Income	0.00	0.00	(24,522)	(24,522)
Net Income	<u>(208,862)</u>	<u>(17,531)</u>	<u>(17,520)</u>	<u>(243,913)</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 10/5/24-11/8/24

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
Income					
00-4000 · Property Tax					
10-4000 · Property Tax General					
	10/11/2024	3768		356,520.01	356,520.01
	10/11/2024	3768		680.84	357,200.85
	10/25/2024	3774		178,324.18	535,525.03
	10/25/2024	3774		333.39	535,858.42
	10/31/2024	3780		548.16	536,406.58
Total 10-4000 · Property Tax General				<u>536,406.58</u>	<u>536,406.58</u>
20-4000 · Property Tax IMRF					
	10/11/2024	3768		31,559.15	31,559.15
	10/25/2024	3774		15,770.77	47,329.92
	10/31/2024	3780		54.14	47,384.06
Total 20-4000 · Property Tax IMRF				<u>47,384.06</u>	<u>47,384.06</u>
Total 00-4000 · Property Tax				583,790.64	583,790.64
00-4100 · Interest Earned					
60-3109 · Interest-Wintrust MaxSafe - S/R					
	10/31/2024	3776		4,193.18	4,193.18
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				<u>4,193.18</u>	<u>4,193.18</u>
10-3109 · Interest-Wintrust MaxSafe - Gen					
	10/31/2024	3776		16,146.00	16,146.00
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				<u>16,146.00</u>	<u>16,146.00</u>
10-3180 · Interest - Money Market Fund					
	10/31/2024	3776		1,819.35	1,819.35
	10/31/2024	3776		1,763.96	3,583.31
Total 10-3180 · Interest - Money Market Fund				<u>3,583.31</u>	<u>3,583.31</u>
10-4100 · Interest Earned-General Fund					
10-4101 · Interest Income - Chase Savings					
	10/31/2024	3776		0.95	0.95
Total 10-4101 · Interest Income - Chase Savings				<u>0.95</u>	<u>0.95</u>
10-4102 · Interest Income - Chase CD's					
	10/31/2024	3779		926.30	926.30
	10/31/2024	3779		6,694.54	7,620.84
	10/31/2024	3779		1,006.85	8,627.69
	10/31/2024	3779		6,510.29	15,137.98
Total 10-4102 · Interest Income - Chase CD's				<u>15,137.98</u>	<u>15,137.98</u>
Total 10-4100 · Interest Earned-General Fund				15,138.93	15,138.93
60-4100 · Interest Earned Special Reserve					
60-4101 · Interest Income - Chase Savings					
	10/31/2024	3776		0.86	0.86
Total 60-4101 · Interest Income - Chase Savings				<u>0.86</u>	<u>0.86</u>
60-4102 · Interest Income - Chase CD's					

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 10/5/24-11/8/24

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	10/31/2024	3779		1,057.19	1,057.19
	10/31/2024	3779		915.56	1,972.75
	10/31/2024	3779		835.68	2,808.43
Total 60-4102 · Interest Income - Chase CD's				<u>2,808.43</u>	<u>2,808.43</u>
Total 60-4100 · Interest Earned Special Reserve				<u>2,809.29</u>	<u>2,809.29</u>
Total 00-4100 · Interest Earned				41,870.71	41,870.71
00-4200 · Other					
10-4450 · Copy Machine Income					
10-4451 · Aspen - Print/Copy Station					
	10/15/2024			953.35	953.35
	11/07/2024			409.00	1,362.35
	10/31/2024	3781		1.78	1,364.13
Total 10-4451 · Aspen - Print/Copy Station				<u>1,364.13</u>	<u>1,364.13</u>
10-4452 · Cook Park - Print/Copy Station					
	10/15/2024			427.05	427.05
	11/07/2024			510.00	937.05
Total 10-4452 · Cook Park - Print/Copy Station				<u>937.05</u>	<u>937.05</u>
Total 10-4450 · Copy Machine Income				2,301.18	2,301.18
10-4460 · Programs & Bus Trips					
10-4461 · Bus Trips - Adults					
	10/07/2024			3,836.00	3,836.00
Total 10-4461 · Bus Trips - Adults				<u>3,836.00</u>	<u>3,836.00</u>
Total 10-4460 · Programs & Bus Trips				3,836.00	3,836.00
10-4500 · Misc - General Account					
	10/07/2024			70.00	70.00
	10/22/2024			7.70	77.70
	11/04/2024			6.00	83.70
	10/07/2024			8.00	91.70
	10/22/2024			10.00	101.70
	11/04/2024			3.60	105.30
	10/15/2024			27.73	133.03
	10/15/2024		VILLAGE-LIBERTYVILLE	1,500.00	1,633.03
	11/07/2024		ABOS	600.00	2,233.03
Total 10-4500 · Misc - General Account				<u>2,233.03</u>	<u>2,233.03</u>
Total 00-4200 · Other				8,370.21	8,370.21
10-4350 · Fines & Lost Materials					
	10/07/2024			15.00	15.00
	10/22/2024			13.51	28.51
	11/04/2024			19.00	47.51
	10/07/2024			38.98	86.49
	10/22/2024			13.99	100.48
	10/07/2024			35.49	135.97

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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	10/22/2024			28.50	164.47
	11/04/2024			4.10	168.57
	10/07/2024			13.50	182.07
	10/22/2024			16.60	198.67
	11/04/2024			79.76	278.43
	10/31/2024	3776		1,419.39	1,697.82
	10/31/2024	3782		-203.09	1,494.73
	10/11/2024	LOST/PAID - 100624	MARVIN, JESSICA	-9.99	1,484.74
	10/18/2024	LOST/PAID - 101224	BOMKAMP, COLLEEN	-16.99	1,467.75
	10/18/2024	LOST/PAID - 100924	PINSEL, ELLIOT	-10.50	1,457.25
	10/25/2024	LOST/PAID - 101724	LEWIS, PETER	-12.99	1,444.26
	10/25/2024	LOST/PAID - 101524	RUSK, ANDREA	-14.99	1,429.27
	10/25/2024	LOST/PAID - 102124	CULLEN, KELLY	-13.99	1,415.28
	10/25/2024	LOST/PAID - 102124	LIGHTMAN, EMILY	-21.99	1,393.29
	11/08/2024	LOST/PAID - 102824	SHINDE, EKANATH	-14.90	1,378.39
	11/08/2024	LOST/PAID - 103124	SLOVIK, ROBERT	-9.99	1,368.40
Total 10-4350 · Fines & Lost Materials				<u>1,368.40</u>	<u>1,368.40</u>
Total Income				<u>635,399.96</u>	<u>635,399.96</u>
Gross Profit				<u>635,399.96</u>	<u>635,399.96</u>
Expense					
10-5100 · Salaries					
10-5110 · Administration Salaries					
	10/18/2024	3771		46,564.20	46,564.20
	11/01/2024	3777		46,929.66	93,493.86
Total 10-5110 · Administration Salaries				<u>93,493.86</u>	<u>93,493.86</u>
10-5120 · Adult Salaries					
	10/18/2024	3771		36,975.34	36,975.34
	11/01/2024	3777		35,926.11	72,901.45
Total 10-5120 · Adult Salaries				<u>72,901.45</u>	<u>72,901.45</u>
10-5130 · Children's Salaries					
	10/18/2024	3771		35,779.01	35,779.01
	11/01/2024	3777		36,400.28	72,179.29
Total 10-5130 · Children's Salaries				<u>72,179.29</u>	<u>72,179.29</u>
10-5140 · Circulation Salaries					
	10/18/2024	3771		29,981.28	29,981.28
	11/01/2024	3777		30,073.95	60,055.23
Total 10-5140 · Circulation Salaries				<u>60,055.23</u>	<u>60,055.23</u>
10-5145 · Maintenance Salaries					
	10/18/2024	3771		9,926.10	9,926.10
	11/01/2024	3777		9,712.52	19,638.62
Total 10-5145 · Maintenance Salaries				<u>19,638.62</u>	<u>19,638.62</u>
10-5150 · ILL Salaries					

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	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	10/18/2024	3771		4,492.22	4,492.22
	11/01/2024	3777		4,436.06	8,928.28
Total 10-5150 · ILL Salaries				8,928.28	8,928.28
10-5155 · Outreach Salaries					
	10/18/2024	3771		10,507.78	10,507.78
	11/01/2024	3777		11,835.08	22,342.86
Total 10-5155 · Outreach Salaries				22,342.86	22,342.86
10-5160 · Tech Services Salaries					
	10/18/2024	3771		24,031.82	24,031.82
	11/01/2024	3777		24,006.72	48,038.54
Total 10-5160 · Tech Services Salaries				48,038.54	48,038.54
10-5165 · Shelves Salaries					
	10/18/2024	3771		6,719.01	6,719.01
	11/01/2024	3777		6,735.28	13,454.29
Total 10-5165 · Shelves Salaries				13,454.29	13,454.29
Total 10-5100 · Salaries				411,032.42	411,032.42
10-5200 · Benefits					
10-5210 · Health Insurance					
	10/15/2024			-3,457.00	-3,457.00
	11/07/2024			-3,526.00	-6,983.00
	10/31/2024	3785		39.85	-6,943.15
	10/31/2024	3785		72.69	-6,870.46
	10/31/2024	3785		255.98	-6,614.48
	10/31/2024	3785		147.08	-6,467.40
	10/31/2024	3785		100.00	-6,367.40
	11/01/2024	865594 - NOVEMBER 2	BLUE CROSS BLUE SHIELD OF ILLINOIS	8,006.68	1,639.28
	11/01/2024	865594 - NOVEMBER 2	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,804.84	3,444.12
	10/25/2024	5047 - NOVEMBER 24	NCPERS GROUP LIFE INS	224.00	3,668.12
	11/01/2024	MEX45-OCT 24	AFLAC	130.62	3,798.74
	10/25/2024	865598 - SEPT 24	COOPERATIVE 90'S MEDICAL	42,489.10	46,287.84
	10/25/2024	865598 - SEPT 24	COOPERATIVE 90'S MEDICAL	6,356.90	52,644.74
	10/11/2024	MEX45 - SEPT 24	AFLAC	160.38	52,805.12
Total 10-5210 · Health Insurance				52,805.12	52,805.12
10-5220 · Dental/Vision Insurance					
	10/15/2024			-47.00	-47.00
	11/07/2024			-49.00	-96.00
	10/31/2024	3778		-869.15	-965.15
	10/25/2024	10438 - NOVEMBER 24	DELTA DENTAL OF ILLINOIS - VISION	290.82	-674.33
	10/25/2024	104381 - NOVEMBER 2	DELTA DENTAL OF ILLINOIS - RISK	29.34	-644.99
	10/25/2024	104381 - NOVEMBER 2	DELTA DENTAL OF ILLINOIS - RISK	3.28	-641.71
	10/25/2024	10438 - NOVEMBER 24	DELTA DENTAL OF ILLINOIS - VISION	105.35	-536.36
	10/15/2024			-53.19	-589.55

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	10/15/2024			-53.19	-642.74
	11/07/2024			-53.19	-695.93
	11/07/2024			-53.19	-749.12
	10/15/2024			-51.19	-800.31
	10/25/2024	10438 - SEPT 24	COOPERATIVE 90'S DENTAL	3,618.70	2,818.39
	10/25/2024	10438 - SEPT 24	COOPERATIVE 90'S DENTAL	1,450.30	4,268.69
Total 10-5220 · Dental/Vision Insurance				4,268.69	4,268.69
10-5230 · Unemployment Compensation					
	10/25/2024	3RD QTR - 2024	LIMRICC UNEMPLOYMENT COMPENSATION GROUP	621.88	621.88
Total 10-5230 · Unemployment Compensation				621.88	621.88
10-5240 · Life Insurance					
	10/25/2024	034963 - NOV 24	MADISON NATIONAL LIFE INS CO., INC.	260.04	260.04
	11/01/2024	034963 - OCT 24	MADISON NATIONAL LIFE INS CO., INC.	260.04	520.08
Total 10-5240 · Life Insurance				520.08	520.08
10-5270 · LTD Insurance					
	10/25/2024	034963 - NOV 24	MADISON NATIONAL LIFE INS CO., INC.	394.22	394.22
	11/01/2024	034963 - OCT 24	MADISON NATIONAL LIFE INS CO., INC.	394.22	788.44
Total 10-5270 · LTD Insurance				788.44	788.44
Total 10-5200 · Benefits				59,004.21	59,004.21
10-5300 · Training					
10-5310 · Workshops					
10-5311 · Workshops - Admin					
	10/31/2024	102324	Illinois Library Assoc-CMPL Credit Card	55.00	55.00
Total 10-5311 · Workshops - Admin				55.00	55.00
10-5318 · Workshops - Tech Services					
	10/31/2024	100224	MCLS.Org - CMPL Credit Card	120.00	120.00
Total 10-5318 · Workshops - Tech Services				120.00	120.00
Total 10-5310 · Workshops				175.00	175.00
10-5320 · Travel					
10-5321 · Travel - Admin					
	11/01/2024	OCTOBER 10, 2024	PLOHR, JENNIFER	10.32	10.32
Total 10-5321 · Travel - Admin				10.32	10.32
10-5322 · Travel - Adults					
	11/01/2024	OCTOBER 26, 2024	SMITH, ROBERT	71.29	71.29
Total 10-5322 · Travel - Adults				71.29	71.29
10-5323 · Travel - Children's					
	10/18/2024	ILA CONF - OCT 24	NORSTROM, THERESE	263.26	263.26
	10/18/2024	SEPT-OCT 2024	GILLESPIE, DEENA	20.90	284.16
	10/11/2024	AUGUST 24	WONCH, KEVIN	25.33	309.49
Total 10-5323 · Travel - Children's				309.49	309.49
10-5328 · Travel - Tech Services					
	10/25/2024	JULY-OCT 24	BOSAK, NICOLE	85.49	85.49

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Total 10-5328 · Travel - Tech Services				85.49	85.49
Total 10-5320 · Travel				476.59	476.59
10-5330 · Memberships					
10-5331 · Memberships - Admin					
	10/31/2024	102124	Mainstreet Libertyville-CMPL Credit Card	200.00	200.00
Total 10-5331 · Memberships - Admin				200.00	200.00
10-5338 · Memberships - Tech Services					
	11/01/2024	DUCLOS;JAN25-DEC25	AMERICAN LIBRARY ASSOCIATION	125.00	125.00
Total 10-5338 · Memberships - Tech Services				125.00	125.00
Total 10-5330 · Memberships				325.00	325.00
10-5350 · Conferences					
10-5351 · Conferences - Admin					
	10/31/2024	101824	Hotel Wyndam - CMPL Credit Card	1,016.78	1,016.78
	10/31/2024	101824	Hotel Wyndam - CMPL Credit Card	1,301.04	2,317.82
	10/31/2024	1012-101724	ABOS Miscellaneous - CMPL Credit Card	130.90	2,448.72
	11/01/2024	ABOS CONF - OCT 24	BAHNSEN, BROOKE	294.80	2,743.52
	11/01/2024	ABOS CONF - OCT 24	VARGA, KAREN	294.80	3,038.32
	10/25/2024	IA CONF - OCT 24	LANG, ESTHER	1,097.47	4,135.79
Total 10-5351 · Conferences - Admin				4,135.79	4,135.79
Total 10-5350 · Conferences				4,135.79	4,135.79
10-5365 · Staff Recognition					
	10/11/2024	OCTOBER 4, 2024	COUTRE, MAUREEN	50.00	50.00
Total 10-5365 · Staff Recognition				50.00	50.00
Total 10-5300 · Training				5,162.38	5,162.38
10-5400 · Materials					
10-5410 · Books - Adult					
	10/25/2024	85787896	GALE	575.82	575.82
	10/25/2024	85786757	GALE	59.18	635.00
	10/25/2024	85793099	GALE	131.16	766.16
	10/25/2024	85793560	GALE	52.49	818.65
	10/25/2024	85779810	GALE	124.76	943.41
	10/25/2024	85779429	GALE	57.58	1,000.99
	10/25/2024	85631266	GALE	76.77	1,077.76
	10/25/2024	85693327	GALE	323.10	1,400.86
	10/25/2024	85693346	GALE	131.16	1,532.02
	10/25/2024	85613710	GALE	187.13	1,719.15
	10/25/2024	85632215	GALE	164.97	1,884.12
	10/25/2024	85597848	GALE	547.81	2,431.93
	10/25/2024	12532052	ROWMAN & LITTLEFIELD PUBLISHING GROUP INC	236.71	2,668.64
	10/25/2024	19409	TSAI FONG BOOKS, INC.	23.89	2,692.53
	10/25/2024	2038600465	BAKER & TAYLOR - L3966532	835.86	3,528.39
	10/25/2024	2038609783	BAKER & TAYLOR - L5580152	293.92	3,822.31

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10/25/2024	2038598100	BAKER & TAYLOR - L5742022	259.20	4,081.51
10/25/2024	2038597066	BAKER & TAYLOR - C0209743	39.04	4,120.55
10/25/2024	2038597065	BAKER & TAYLOR - C0209743	114.14	4,234.69
10/25/2024	2038593149	BAKER & TAYLOR - L5742022	488.31	4,723.00
10/25/2024	2038605226	BAKER & TAYLOR - L5579912	172.81	4,895.81
10/25/2024	2038588135	BAKER & TAYLOR - L5742022	496.68	5,392.49
10/25/2024	2038580286	BAKER & TAYLOR - L5742022	509.22	5,901.71
10/25/2024	2038593936	BAKER & TAYLOR - L5580152	343.00	6,244.71
10/25/2024	2038590724	BAKER & TAYLOR - L5579912	364.19	6,608.90
10/25/2024	2038570800	BAKER & TAYLOR - L5742022	503.24	7,112.14
10/25/2024	2038584482	BAKER & TAYLOR - L5579912	434.63	7,546.77
10/25/2024	2038567951	BAKER & TAYLOR - L5742022	1,089.46	8,636.23
10/25/2024	2038570704	BAKER & TAYLOR - L5742022	568.38	9,204.61
10/25/2024	2038590310	BAKER & TAYLOR - L5579912	332.86	9,537.47
10/25/2024	2038574812	BAKER & TAYLOR - C0209743	148.58	9,686.05
10/25/2024	2038574777	BAKER & TAYLOR - C5217413	75.77	9,761.82
10/25/2024	2038574776	BAKER & TAYLOR - C5217413	42.72	9,804.54
10/25/2024	2038574813	BAKER & TAYLOR - C0209743	19.05	9,823.59
10/25/2024	2038576432	BAKER & TAYLOR - L5580152	199.70	10,023.29
10/25/2024	2038558843	BAKER & TAYLOR - L5742022	197.34	10,220.63
10/25/2024	2038558806	BAKER & TAYLOR - L3966532	638.33	10,858.96
10/25/2024	2038552424	BAKER & TAYLOR - L3966532	889.07	11,748.03
10/25/2024	2038556123	BAKER & TAYLOR - L5742022	310.78	12,058.81
10/25/2024	2038553128	BAKER & TAYLOR - L5742022	450.87	12,509.68
10/25/2024	2038559870	BAKER & TAYLOR - L5580152	470.60	12,980.28
10/25/2024	2038561299	BAKER & TAYLOR - L5579912	163.27	13,143.55
10/25/2024	2038562745	BAKER & TAYLOR - L3966532	494.34	13,637.89
10/25/2024	2038585252	BAKER & TAYLOR - L5742022	372.45	14,010.34
10/25/2024	2038587358	BAKER & TAYLOR - L5742022	64.92	14,075.26
10/25/2024	2038593142	BAKER & TAYLOR - L3966532	1,336.20	15,411.46
10/25/2024	2038575395	BAKER & TAYLOR - L3966532	951.38	16,362.84
10/25/2024	2038578303	BAKER & TAYLOR - L3966532	290.61	16,653.45
10/25/2024	2038601674	BAKER & TAYLOR - L5742022	626.57	17,280.02
10/25/2024	2038617121	BAKER & TAYLOR - L5742022	638.21	17,918.23
10/25/2024	2038609591	BAKER & TAYLOR - L3966532	947.92	18,866.15
10/25/2024	2038622587	BAKER & TAYLOR - L5579912	216.06	19,082.21
10/25/2024	2038619185	BAKER & TAYLOR - C0209743	67.96	19,150.17
10/25/2024	2038619186	BAKER & TAYLOR - C0209743	17.79	19,167.96
10/25/2024	2038619187	BAKER & TAYLOR - C0209743	112.15	19,280.11
10/25/2024	2038631668	BAKER & TAYLOR - L5580072	21.80	19,301.91
10/25/2024	2038628989	BAKER & TAYLOR - L5580152	255.23	19,557.14
10/25/2024	2038635643	BAKER & TAYLOR - L5579912	277.89	19,835.03

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10/25/2024	2038629655	BAKER & TAYLOR - L5579912	193.18	20,028.21
10/25/2024	2038627958	BAKER & TAYLOR - L3966532	801.83	20,830.04
10/25/2024	2038626647	BAKER & TAYLOR - L5742022	349.42	21,179.46
10/25/2024	2038628736	BAKER & TAYLOR - L5742022	141.71	21,321.17
10/25/2024	2038639106	BAKER & TAYLOR - L5580152	514.69	21,835.86
10/25/2024	2038632112	BAKER & TAYLOR - C5217413	140.79	21,976.65
10/31/2024	100424	Amazon Marketplace.com - CMPL Credit Card	-0.26	21,976.39
10/31/2024	100524	Amazon Marketplace.com - CMPL Credit Card	-124.53	21,851.86
10/25/2024	2024-2025	SULLIVAN'S LAW DIRECTORY	144.22	21,996.08
10/31/2024	100224	Amazon Marketplace.com - CMPL Credit Card	213.48	22,209.56
10/31/2024	100324	Amazon Marketplace.com - CMPL Credit Card	68.00	22,277.56
10/31/2024	100324	Amazon Marketplace.com - CMPL Credit Card	23.40	22,300.96
10/31/2024	100324	Amazon Marketplace.com - CMPL Credit Card	13.48	22,314.44
10/31/2024	100524	Amazon Marketplace.com - CMPL Credit Card	68.07	22,382.51
10/31/2024	100924	Amazon Marketplace.com - CMPL Credit Card	54.37	22,436.88
10/31/2024	100924	Amazon Marketplace.com - CMPL Credit Card	31.48	22,468.36
10/31/2024	100924	Amazon Marketplace.com - CMPL Credit Card	124.53	22,592.89
10/31/2024	101024	Amazon Marketplace.com - CMPL Credit Card	22.99	22,615.88
10/31/2024	10112024	Amazon Marketplace.com - CMPL Credit Card	17.09	22,632.97
10/31/2024	101024	Amazon Marketplace.com - CMPL Credit Card	61.20	22,694.17
10/31/2024	101124	Amazon Marketplace.com - CMPL Credit Card	17.29	22,711.46
10/31/2024	101424	Amazon Marketplace.com - CMPL Credit Card	71.46	22,782.92
10/31/2024	101724	Amazon Marketplace.com - CMPL Credit Card	20.00	22,802.92
10/31/2024	101724	Amazon Marketplace.com - CMPL Credit Card	90.94	22,893.86
10/31/2024	101724	Amazon Marketplace.com - CMPL Credit Card	19.17	22,913.03
10/31/2024	101824	Amazon Marketplace.com - CMPL Credit Card	37.44	22,950.47
10/31/2024	102224	Amazon Marketplace.com - CMPL Credit Card	308.33	23,258.80
10/31/2024	102124	Amazon Marketplace.com - CMPL Credit Card	52.12	23,310.92
10/31/2024	102324	Amazon Marketplace.com - CMPL Credit Card	19.68	23,330.60
10/31/2024	102224	Amazon Marketplace.com - CMPL Credit Card	15.18	23,345.78
10/31/2024	102324	Amazon Marketplace.com - CMPL Credit Card	27.98	23,373.76
10/31/2024	102324	Amazon Marketplace.com - CMPL Credit Card	18.79	23,392.55
10/31/2024	102424	Amazon Marketplace.com - CMPL Credit Card	34.51	23,427.06
10/31/2024	101824	Amazon Marketplace.com - CMPL Credit Card	32.67	23,459.73
10/31/2024	102924	Amazon Marketplace.com - CMPL Credit Card	83.92	23,543.65
10/31/2024	101824	Amazon Marketplace.com - CMPL Credit Card	43.48	23,587.13
11/01/2024	102524	Amazon Marketplace.com - CMPL Credit Card	39.89	23,627.02
11/01/2024	102924	Amazon Marketplace.com - CMPL Credit Card	60.06	23,687.08
11/01/2024	102924	Amazon Marketplace.com - CMPL Credit Card	178.67	23,865.75
Total 10-5410 · Books - Adult			23,865.75	23,865.75
10-5415 · Books - Juvenile				
10/25/2024	2038601121	BAKER & TAYLOR - L4231142	798.74	798.74

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10/25/2024	2038597593	BAKER & TAYLOR - L5580072	388.85	1,187.59
10/25/2024	2038596609	BAKER & TAYLOR - L4231522	204.49	1,392.08
10/25/2024	2038597029	BAKER & TAYLOR - L4231142	478.36	1,870.44
10/25/2024	2038597108	BAKER & TAYLOR - L3966522	734.84	2,605.28
10/25/2024	2038592807	BAKER & TAYLOR - L5580072	413.54	3,018.82
10/25/2024	2038576522	BAKER & TAYLOR - L4231142	274.93	3,293.75
10/25/2024	2038578302	BAKER & TAYLOR - L5580072	129.48	3,423.23
10/25/2024	2038579491	BAKER & TAYLOR - L3966522	288.19	3,711.42
10/25/2024	2038558715	BAKER & TAYLOR - L5580072	548.53	4,259.95
10/25/2024	2038566362	BAKER & TAYLOR - L5580072	312.86	4,572.81
10/25/2024	2038563036	BAKER & TAYLOR - L4231522	64.56	4,637.37
10/25/2024	2038564590	BAKER & TAYLOR - L4231142	357.74	4,995.11
10/25/2024	2038570361	BAKER & TAYLOR - L3966522	517.68	5,512.79
10/25/2024	2038572661	BAKER & TAYLOR - L5580072	359.11	5,871.90
10/25/2024	2038617152	BAKER & TAYLOR - L4231142	337.62	6,209.52
10/25/2024	2038619107	BAKER & TAYLOR - L3966522	731.16	6,940.68
10/25/2024	2038613418	BAKER & TAYLOR - L5580072	608.48	7,549.16
10/25/2024	2038619720	BAKER & TAYLOR - L5580072	315.52	7,864.68
10/25/2024	2038622798	BAKER & TAYLOR - L5580072	341.96	8,206.64
10/25/2024	2038622792	BAKER & TAYLOR - L3966522	107.34	8,313.98
10/25/2024	2038631668	BAKER & TAYLOR - L5580072	137.39	8,451.37
10/25/2024	2038628776	BAKER & TAYLOR - L3966522	563.01	9,014.38
10/25/2024	2038632427	BAKER & TAYLOR - L4231522	41.45	9,055.83
10/25/2024	2038635393	BAKER & TAYLOR - L4231142	234.31	9,290.14
10/25/2024	60560	BAKER & TAYLOR - L3966522	-49.14	9,241.00
10/25/2024	60559	BAKER & TAYLOR - L5580072	-22.07	9,218.93
10/25/2024	60560	BAKER & TAYLOR - L3966522	-36.57	9,182.36
10/25/2024	60560	BAKER & TAYLOR - L3966522	510.70	9,693.06
10/25/2024	60560	BAKER & TAYLOR - L3966522	311.61	10,004.67
10/25/2024	60559	BAKER & TAYLOR - L5580072	1,498.40	11,503.07
10/31/2024	100924	Amazon Marketplace.com - CMPL Credit Card	45.99	11,549.06
10/31/2024	100924	Amazon Marketplace.com - CMPL Credit Card	23.92	11,572.98
10/31/2024	101624	Amazon Marketplace.com - CMPL Credit Card	21.54	11,594.52
10/31/2024	102224	Amazon Marketplace.com - CMPL Credit Card	73.32	11,667.84
10/31/2024	102524	Amazon Marketplace.com - CMPL Credit Card	58.10	11,725.94
10/31/2024	102524	Amazon Marketplace.com - CMPL Credit Card	60.74	11,786.68
10/31/2024	102424	Amazon Marketplace.com - CMPL Credit Card	153.03	11,939.71
10/31/2024	102524	Amazon Marketplace.com - CMPL Credit Card	233.74	12,173.45
10/31/2024	102524	Amazon Marketplace.com - CMPL Credit Card	8.18	12,181.63
11/01/2024	102524	Amazon Marketplace.com - CMPL Credit Card	43.88	12,225.51
			12,225.51	12,225.51

Total 10-5415 · Books - Juvenile

10-5420 · Audio/Visual - Adult

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	10/25/2024	506187556	MIDWEST TAPE, LLC	1,692.70	1,692.70
	10/25/2024	506187558	MIDWEST TAPE, LLC	1,030.88	2,723.58
	10/25/2024	506165794	MIDWEST TAPE, LLC	134.37	2,857.95
	10/25/2024	506151737	MIDWEST TAPE, LLC	1,224.80	4,082.75
	10/25/2024	506134092	MIDWEST TAPE, LLC	245.79	4,328.54
	10/25/2024	506098543	MIDWEST TAPE, LLC	595.32	4,923.86
	10/25/2024	506072117	MIDWEST TAPE, LLC	2,437.08	7,360.94
	10/25/2024	506065318	MIDWEST TAPE, LLC	218.22	7,579.16
	10/25/2024	506123212	MIDWEST TAPE, LLC	3,398.59	10,977.75
	10/25/2024	506199839	MIDWEST TAPE, LLC	137.31	11,115.06
	10/31/2024	093024	Amazon Marketplace.com - CMPL Credit Card	12.98	11,128.04
	10/31/2024	100824	Amazon Marketplace.com - CMPL Credit Card	31.32	11,159.36
	10/31/2024	100924	Amazon Marketplace.com - CMPL Credit Card	111.04	11,270.40
	10/31/2024	100724	Amazon Marketplace.com - CMPL Credit Card	21.59	11,291.99
	10/31/2024	100724	Amazon Marketplace.com - CMPL Credit Card	43.50	11,335.49
	10/31/2024	102524	Amazon Marketplace.com - CMPL Credit Card	28.98	11,364.47
	10/31/2024	101824	Blackstone Audio - CMPL Credit Card	39.71	11,404.18
Total 10-5420 · Audio/Visual - Adult				11,404.18	11,404.18
10-5425 · Audio/Visual - Juvenile					
	10/25/2024	506187556	MIDWEST TAPE, LLC	66.73	66.73
	10/25/2024	506151737	MIDWEST TAPE, LLC	36.74	103.47
	10/25/2024	506072117	MIDWEST TAPE, LLC	18.74	122.21
Total 10-5425 · Audio/Visual - Juvenile				122.21	122.21
10-5430 · Games - Adult					
	10/25/2024	016672	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	606.34	606.34
	10/25/2024	016454	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	40.00	646.34
	10/25/2024	016456	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	50.00	696.34
	10/25/2024	016993	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	140.00	836.34
Total 10-5430 · Games - Adult				836.34	836.34
10-5435 · Games - Children					
	10/25/2024	016673	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	382.02	382.02
	10/25/2024	016599	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	306.47	688.49
	10/25/2024	016453	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	367.22	1,055.71
	10/25/2024	016455	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	120.00	1,175.71
	10/25/2024	016992	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	276.12	1,451.83
Total 10-5435 · Games - Children				1,451.83	1,451.83
10-5440 · Periodicals - Adult					
	10/25/2024	CMPL - 2025	SUNSET	24.95	24.95
	10/25/2024	ASPEN - NOV 24	DREW	34.99	59.94
	10/31/2024	100324	Chicago Tribune - CMPL Credit Card	155.92	215.86
	10/31/2024	100324	Lake County News Sun - CMPL Credit Card	76.32	292.18
	10/25/2024	COOK - NOV 24	DREW	34.99	327.17

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	10/31/2024	102324	Chicago Tribune - CMPL Credit Card	228.18	555.35
	10/31/2024	100324	Quiltfolk.com - CMPL Credit Card	80.00	635.35
	10/31/2024	100924	Bottom Line/Personal - CMPL Credit Card	29.95	665.30
	10/25/2024	00894	DUPAGE COUNTY GENEALOGICAL SOCIETY	25.00	690.30
	10/31/2024	102324	Amazon Marketplace.com - CMPL Credit Card	13.98	704.28
Total 10-5440 · Periodicals - Adult				704.28	704.28
10-5450 · Circulating Technologies					
10-5451 · Circ Tech - Equipment					
	10/31/2024	102224	Amazon Marketplace.com - CMPL Credit Card	21.34	21.34
	10/31/2024	101024	Amazon Marketplace.com - CMPL Credit Card	524.78	546.12
Total 10-5451 · Circ Tech - Equipment				546.12	546.12
10-5453 · Circ Tech - Subscriptions					
	10/31/2024	100424	Hulu - CMPL Credit Card	17.99	17.99
	10/31/2024	100224	Peacock Plus - CMPL Credit Card	6.00	23.99
	10/31/2024	100224	Amazon Prime - CMPL Credit Card	8.99	32.98
	10/31/2024	102624	VIX PLUS - CMPL Credit Card	6.99	39.97
	10/31/2024	102824	Netflix.com - CMPL Credit Card	22.99	62.96
	10/31/2024	100124	Hulu - CMPL Credit Card	17.99	80.95
	11/01/2024	101824	Cricut - CMPL Credit Card	95.88	176.83
	10/31/2024	100824	Criterion Channel - CMPL Credit Card	99.99	276.82
Total 10-5453 · Circ Tech - Subscriptions				276.82	276.82
Total 10-5450 · Circulating Technologies				822.94	822.94
10-5490 · Electronic Services					
10-5491 · Online Databases					
10-5492 · Online Databases - Adults					
	11/07/2024	3787	ARKIVDIGITAL	576.56	576.56
Total 10-5492 · Online Databases - Adults				576.56	576.56
Total 10-5491 · Online Databases				576.56	576.56
10-5494 · Digital Popular Materials					
10-5495 · Dig. Popular Materials - Adults					
	10/25/2024	419275 - PPU	KANOPY INC.	661.00	661.00
	10/25/2024	07001CO24272827	OVERDRIVE, INC.	1,387.47	2,048.47
	10/25/2024	07001CO24272579	OVERDRIVE, INC.	1,210.51	3,258.98
	10/25/2024	07001CO24272577	OVERDRIVE, INC.	165.00	3,423.98
	10/25/2024	07001CO24272999	OVERDRIVE, INC.	274.87	3,698.85
	10/25/2024	07001CO24277214	OVERDRIVE, INC.	54.99	3,753.84
	10/25/2024	07001CO24279863	OVERDRIVE, INC.	1,422.11	5,175.95
	10/25/2024	07001CO24279712	OVERDRIVE, INC.	1,059.63	6,235.58
	10/25/2024	07001CO24279703	OVERDRIVE, INC.	316.98	6,552.56
	10/25/2024	07001CO24279822	OVERDRIVE, INC.	219.44	6,772.00
	10/25/2024	07001CO24292945	OVERDRIVE, INC.	1,256.47	8,028.47
	10/25/2024	07001CO24292949	OVERDRIVE, INC.	274.98	8,303.45

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	10/25/2024	07001CO24292943	OVERDRIVE, INC.	855.78	9,159.23
	10/25/2024	07001CO24292934	OVERDRIVE, INC.	310.98	9,470.21
	10/25/2024	07001CO24300263	OVERDRIVE, INC.	1,178.78	10,648.99
	10/25/2024	07001CO24300272	OVERDRIVE, INC.	963.17	11,612.16
	10/25/2024	07001CO24300274	OVERDRIVE, INC.	157.50	11,769.66
	10/25/2024	07001CO24300282	OVERDRIVE, INC.	257.49	12,027.15
	10/25/2024	07001CO24312885	OVERDRIVE, INC.	804.89	12,832.04
	10/25/2024	07001CO24312884	OVERDRIVE, INC.	327.82	13,159.86
	10/25/2024	07001CO24312878	OVERDRIVE, INC.	260.97	13,420.83
	10/25/2024	07001CO24315390	OVERDRIVE, INC.	868.07	14,288.90
	10/25/2024	1000407179	OCLC INC.	5,454.84	19,743.74
	10/25/2024	506124283	MIDWEST TAPE, LLC	11,738.56	31,482.30
Total 10-5495 · Dig. Popular Materials - Adults				<u>31,482.30</u>	<u>31,482.30</u>
Total 10-5494 · Digital Popular Materials				<u>31,482.30</u>	<u>31,482.30</u>
Total 10-5490 · Electronic Services				<u>32,058.86</u>	<u>32,058.86</u>
Total 10-5400 · Materials				83,491.90	83,491.90
10-5600 · Supplies					
10-5611 · Supplies - Admin					
	10/25/2024	193521 - SEPT 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	303.68	303.68
	10/18/2024	INV-9547	SIGN A RAMA	91.03	394.71
	10/31/2024	3783	SAM'S CLUB DIRECT	36.69	431.40
	10/31/2024	3783	SAM'S CLUB DIRECT	96.90	528.30
	10/31/2024	102224	CDW-G - CMPL Credit Card	32.66	560.96
	10/31/2024	101724	Amazon Marketplace.com - CMPL Credit Card	48.96	609.92
	10/31/2024	102924	American AED - CMPL Credit Card	1,306.40	1,916.32
	11/01/2024	103024	Amazon Marketplace.com - CMPL Credit Card	11.99	1,928.31
	10/31/2024	101824	Amazon Marketplace.com - CMPL Credit Card	10.44	1,938.75
Total 10-5611 · Supplies - Admin				<u>1,938.75</u>	<u>1,938.75</u>
10-5612 · Supplies - Adults					
	10/31/2024	102224	Demco, Inc, - CMPL Credit Card	61.31	61.31
	10/31/2024	100724	Gaylord Archival - CMPL Credit Card	25.67	86.98
Total 10-5612 · Supplies - Adults				<u>86.98</u>	<u>86.98</u>
10-5613 · Supplies - Children's					
	11/01/2024	103024	Amazon Marketplace.com - CMPL Credit Card	33.99	33.99
	10/31/2024	100924	Amazon Marketplace.com - CMPL Credit Card	18.36	52.35
	10/31/2024	102324	Amazon Marketplace.com - CMPL Credit Card	37.78	90.13
Total 10-5613 · Supplies - Children's				<u>90.13</u>	<u>90.13</u>
10-5614 · Supplies - Circulation					
	10/31/2024	100724	Demco, Inc, - CMPL Credit Card	8.66	8.66
Total 10-5614 · Supplies - Circulation				<u>8.66</u>	<u>8.66</u>
10-5615 · Supplies - Maintenance					
	10/25/2024	193521 - SEPT 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,030.73	1,030.73

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	11/01/2024	OCTOBER 18, 2024	PLOHR, JENNIFER	10.97	1,041.70
	10/11/2024	090424-092424	LOWE'S	197.75	1,239.45
	10/31/2024	100124	Grainger - CMPL Credit Card	175.21	1,414.66
	10/18/2024	85213	ACE HARDWARE OF LIBERTYVILLE, INC.	66.73	1,481.39
	10/31/2024	101424	TPI Corp - CMPL Credit Card	312.10	1,793.49
	10/31/2024	101824	Tek4U-Fast - CMPL Credit Card	277.84	2,071.33
	10/31/2024	102324	Frigidaire Parts - CMPL Credit Card	34.13	2,105.46
Total 10-5615 · Supplies - Maintenance				2,105.46	2,105.46
10-5616 · Supplies - ILL					
	10/31/2024	3783	PITNEY BOWES INC	340.25	340.25
Total 10-5616 · Supplies - ILL				340.25	340.25
10-5617 · Supplies - Outreach					
	10/31/2024	100924	Demco, Inc, - CMPL Credit Card	88.25	88.25
Total 10-5617 · Supplies - Outreach				88.25	88.25
10-5618 · Supplies - Tech Services					
	10/25/2024	193521 - SEPT 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	26.83	26.83
	10/31/2024	101024	Demco, Inc, - CMPL Credit Card	448.62	475.45
	10/31/2024	092624	Demco, Inc, - CMPL Credit Card	68.84	544.29
	10/31/2024	102024	Demco, Inc, - CMPL Credit Card	82.61	626.90
	11/01/2024	102424	Demco, Inc, - CMPL Credit Card	113.60	740.50
	10/31/2024	100924	Online Labels - CMPL Credit Card	48.11	788.61
	10/31/2024	102924	Online Labels - CMPL Credit Card	23.34	811.95
Total 10-5618 · Supplies - Tech Services				811.95	811.95
10-5660 · Supplies - Computer					
	10/25/2024	193521 - SEPT 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	3,927.32	3,927.32
Total 10-5660 · Supplies - Computer				3,927.32	3,927.32
10-5680 · Supplies - Staff Room					
	10/25/2024	193521 - SEPT 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	523.03	523.03
	10/31/2024	101524	Amazon Marketplace.com - CMPL Credit Card	119.49	642.52
	10/31/2024	3783	SAM'S CLUB DIRECT	21.76	664.28
Total 10-5680 · Supplies - Staff Room				664.28	664.28
Total 10-5600 · Supplies				10,062.03	10,062.03
10-5700 · Vehicles					
10-5710 · Bookmobile Fuel					
	10/11/2024	175	VILLAGE-VERNON	179.87	179.87
	10/25/2024	182	VILLAGE-VERNON	133.59	313.46
Total 10-5710 · Bookmobile Fuel				313.46	313.46
10-5720 · Bookmobile Maintenance/Repair					
	10/31/2024	102924	Rondout Service Center - CMPL Credit Card	35.50	35.50
Total 10-5720 · Bookmobile Maintenance/Repair				35.50	35.50
10-5750 · Van Fuel					
	10/11/2024	175	VILLAGE-VERNON	123.21	123.21

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	10/25/2024	182	VILLAGE-VERNON	166.22	289.43
Total 10-5750 · Van Fuel				289.43	289.43
Total 10-5700 · Vehicles				638.39	638.39
10-5800 · Computer Operations					
10-5865 · Remote Communications Expenses					
	10/11/2024	SEPTEMBER 24	KRISHNAMOORTHY, SEETHALAKSHMI	5.00	5.00
	10/11/2024	SEPTEMBER 24	LARSON, ANDREA	10.00	15.00
Total 10-5865 · Remote Communications Expenses				15.00	15.00
10-5810 · Integrated Library System					
	10/18/2024	60504	INNOVATIVE INTERFACES, INC.	13,635.00	13,635.00
	10/18/2024	60504	INNOVATIVE INTERFACES, INC.	32,558.74	46,193.74
	10/18/2024	60504	INNOVATIVE INTERFACES, INC.	62,778.88	108,972.62
	10/18/2024	60504	INNOVATIVE INTERFACES, INC.	-183.33	108,789.29
Total 10-5810 · Integrated Library System				108,789.29	108,789.29
10-5830 · Replacement Hardware/Software					
10-5831 · Rep Hrdwre/Sftwre - Admin					
	10/31/2024	100324	Timely - CMPL Credit Card	225.00	225.00
	10/31/2024	101524	Amazon Marketplace.com - CMPL Credit Card	174.99	399.99
	10/18/2024	30100	COMPUTER VIEW, INC.	1,209.00	1,608.99
	10/31/2024	3783	TRICERAT	265.32	1,874.31
	10/18/2024	30103	COMPUTER VIEW, INC.	1,455.00	3,329.31
	11/01/2024	103124	GODADDY - CMPL Credit Card	199.98	3,529.29
	10/31/2024	101624	Hewlett Packard - CMPL Credit Card	1,120.00	4,649.29
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				4,649.29	4,649.29
Total 10-5830 · Replacement Hardware/Software				4,649.29	4,649.29
10-5850 · Misc Contracts					
	10/31/2024	102424	Envisionware - CMP Credit Card	132.75	132.75
Total 10-5850 · Misc Contracts				132.75	132.75
10-5860 · Internet					
	10/31/2024	090124	Comcast - CMPL Credit Card	1,050.00	1,050.00
	10/31/2024	101824	AT & T - CMPLD Credit Card	1,390.24	2,440.24
Total 10-5860 · Internet				2,440.24	2,440.24
Total 10-5800 · Computer Operations				116,026.57	116,026.57
10-5900 · Utilities					
10-5910 · Electricity					
10-5911 · Electricity - Aspen					
	10/25/2024	69355968601	CONSTELLATION NEW ENERGY, INC.	6,894.51	6,894.51
Total 10-5911 · Electricity - Aspen				6,894.51	6,894.51
10-5912 · Electricity - Cook Park					
	10/25/2024	69355915201	CONSTELLATION NEW ENERGY, INC.	8,311.70	8,311.70
Total 10-5912 · Electricity - Cook Park				8,311.70	8,311.70
Total 10-5910 · Electricity				15,206.21	15,206.21

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10-5920 · Gas					
10-5921 · Gas - Aspen					
	10/11/2024	4130653	CONSTELLATION NATURAL GAS	141.43	141.43
Total 10-5921 · Gas - Aspen				<u>141.43</u>	<u>141.43</u>
10-5922 · Gas - Cook Park					
	10/11/2024	4130653	CONSTELLATION NATURAL GAS	243.82	243.82
Total 10-5922 · Gas - Cook Park				<u>243.82</u>	<u>243.82</u>
Total 10-5920 · Gas				<u>385.25</u>	<u>385.25</u>
Total 10-5900 · Utilities				<u>15,591.46</u>	<u>15,591.46</u>
10-6000 · Telephone					
10-6010 · Telephone					
	10/31/2024	101124	Comcast - CMPL Credit Card	334.38	334.38
	10/25/2024	61629	PEERLESS NETWORK, INC.	1,077.25	1,411.63
Total 10-6010 · Telephone				<u>1,411.63</u>	<u>1,411.63</u>
10-6020 · Bookmobile - Telephone					
	10/31/2024	101124	T-Mobile - CMPL Credit Card	30.80	30.80
	10/31/2024	3783	VERIZON WIRELESS SERVICES LLC	82.31	113.11
Total 10-6020 · Bookmobile - Telephone				<u>113.11</u>	<u>113.11</u>
10-6050 · Telephone Service Contracts					
	10/11/2024	27765	BLUE WIRE COMMUNICATIONS	1,495.74	1,495.74
Total 10-6050 · Telephone Service Contracts				<u>1,495.74</u>	<u>1,495.74</u>
Total 10-6000 · Telephone				<u>3,020.48</u>	<u>3,020.48</u>
10-6100 · Postage					
	10/31/2024	3783	PITNEY BOWES - RESERVE ACCOUNT	1,000.00	1,000.00
Total 10-6100 · Postage				<u>1,000.00</u>	<u>1,000.00</u>
10-6200 · Maintenance					
10-6210 · Janitorial Service					
10-6211 · Janitorial Service - Aspen					
	10/31/2024	3783	STANLEY STEEMER	3,075.00	3,075.00
	10/25/2024	C28329	COMPLETE CLEANING COMPANY, INC.	2,625.00	5,700.00
Total 10-6211 · Janitorial Service - Aspen				<u>5,700.00</u>	<u>5,700.00</u>
10-6212 · Janitorial Service - Cook Park					
	10/31/2024	3783	STANLEY STEEMER	6,345.00	6,345.00
	10/25/2024	C28329	COMPLETE CLEANING COMPANY, INC.	4,250.00	10,595.00
Total 10-6212 · Janitorial Service - Cook Park				<u>10,595.00</u>	<u>10,595.00</u>
Total 10-6210 · Janitorial Service				<u>16,295.00</u>	<u>16,295.00</u>
10-6220 · Landscaping Service					
10-6221 · Landscaping - Aspen					
	10/25/2024	52233	LANDSCAPE CONCEPTS, INC.	1,001.75	1,001.75
	10/31/2024	101524	bartlett Tree Experts - CMPL Credit Card	525.00	1,526.75
	10/31/2024	102424	bartlett Tree Experts - CMPL Credit Card	805.00	2,331.75
Total 10-6221 · Landscaping - Aspen				<u>2,331.75</u>	<u>2,331.75</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 10/5/24-11/8/24

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
10-6222 · Landscaping - Cook Park					
	10/25/2024	52232	LANDSCAPE CONCEPTS, INC.	609.75	609.75
	10/18/2024	51691	LANDSCAPE CONCEPTS, INC.	1,987.00	2,596.75
Total 10-6222 · Landscaping - Cook Park				<u>2,596.75</u>	<u>2,596.75</u>
Total 10-6220 · Landscaping Service				4,928.50	4,928.50
10-6240 · Trash Removal					
10-6242 · Trash Removal - Cook Park					
	10/31/2024	3783	GROOT INDUSTRIES, INC.	244.38	244.38
Total 10-6242 · Trash Removal - Cook Park				<u>244.38</u>	<u>244.38</u>
Total 10-6240 · Trash Removal				244.38	244.38
10-6250 · Miscellaneous					
10-6251 · Misc. Maintenance - Aspen					
	10/25/2024	6799	AMS OF NORTHERN ILLINOIS	205.20	205.20
	10/31/2024	102524	Anderson Pest Control - CMPL Credit Card	93.40	298.60
Total 10-6251 · Misc. Maintenance - Aspen				<u>298.60</u>	<u>298.60</u>
10-6252 · Misc. Maintenance - Cook Park					
	10/25/2024	015600CS354445	AMBIUS, LLC (19)	431.98	431.98
	10/25/2024	6799	AMS OF NORTHERN ILLINOIS	154.80	586.78
	10/31/2024	3783	IRON MOUNTAIN INCORPORATED	151.82	738.60
Total 10-6252 · Misc. Maintenance - Cook Park				<u>738.60</u>	<u>738.60</u>
Total 10-6250 · Miscellaneous				<u>1,037.20</u>	<u>1,037.20</u>
Total 10-6200 · Maintenance				22,505.08	22,505.08
10-6300 · Repair					
10-6320 · Building & Grounds Repairs					
10-6321 · Building Repairs - Aspen					
	10/18/2024	78540	AERO GARAGE DOOR	1,260.00	1,260.00
Total 10-6321 · Building Repairs - Aspen				<u>1,260.00</u>	<u>1,260.00</u>
10-6322 · Building Repairs - Cook Park					
	10/25/2024	20639	METALMASTER ROOFMASTER INC	9,858.00	9,858.00
	10/18/2024	I-55937-1	ARROW PLUMBING, INC.	271.16	10,129.16
	10/18/2024	I-55937-2	ARROW PLUMBING, INC.	539.20	10,668.36
Total 10-6322 · Building Repairs - Cook Park				<u>10,668.36</u>	<u>10,668.36</u>
Total 10-6320 · Building & Grounds Repairs				11,928.36	11,928.36
10-6330 · Mechanical Repairs					
10-6331 · Mechanical Repairs - Aspen					
	10/11/2024	ASPEN HCRS - 0924	VILLAGE-VERNON	185.00	185.00
	10/25/2024	J022518	SHERMAN MECHANICAL, INC.	2,710.00	2,895.00
Total 10-6331 · Mechanical Repairs - Aspen				<u>2,895.00</u>	<u>2,895.00</u>
Total 10-6330 · Mechanical Repairs				2,895.00	2,895.00
10-6340 · Service Contracts-Mech. & Bldg.					
10-6342 · Service Contracts - Cook Park					
	10/31/2024	101024	FSS Technologies - CMPL Credit Card	123.00	123.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 10/5/24-11/8/24

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	10/31/2024	101024	FSS Technologies - CMPL Credit Card	147.00	270.00
	10/22/2024	3772	JOHNSON CONTROLS SECURITY SOLUTIONS	-452.00	-182.00
	10/22/2024	3772	JOHNSON CONTROLS SECURITY SOLUTIONS	-395.29	-577.29
Total 10-6342 · Service Contracts - Cook Park				<u>-577.29</u>	<u>-577.29</u>
Total 10-6340 · Service Contracts-Mech. & Bldg.				<u>-577.29</u>	<u>-577.29</u>
Total 10-6300 · Repair				14,246.07	14,246.07
10-6500 · Professional Services					
10-6510 · Accounting Services					
	10/25/2024	96605	LAUTERBACH & AMEN, LLP	14,500.00	14,500.00
Total 10-6510 · Accounting Services				<u>14,500.00</u>	<u>14,500.00</u>
10-6520 · Legal Services					
	10/11/2024	244462	KLEIN, THORPE AND JENKINS, LTD.	1,386.50	1,386.50
Total 10-6520 · Legal Services				<u>1,386.50</u>	<u>1,386.50</u>
10-6530 · Consulting					
	11/01/2024	24-0067	SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC	1,750.00	1,750.00
	10/25/2024	0022803	WILLIAMS ASSOCIATES ARCHITECTS, LTD.	8,978.61	10,728.61
	10/25/2024	0022829	WILLIAMS ASSOCIATES ARCHITECTS, LTD.	2,070.09	12,798.70
Total 10-6530 · Consulting				<u>12,798.70</u>	<u>12,798.70</u>
10-6540 · Payroll Processing					
	10/18/2024	3770		1,894.24	1,894.24
	11/01/2024	3775		459.31	2,353.55
Total 10-6540 · Payroll Processing				<u>2,353.55</u>	<u>2,353.55</u>
10-6550 · Documentation Publishing					
	10/25/2024	307343	PADDOCK PUBLICATIONS, INC.	418.60	418.60
Total 10-6550 · Documentation Publishing				<u>418.60</u>	<u>418.60</u>
10-6560 · Recruitment					
	10/18/2024	INV-015275	RECRUITERBOX INC.	820.00	820.00
Total 10-6560 · Recruitment				<u>820.00</u>	<u>820.00</u>
10-6575 · Miscellaneous Services & Fees					
	11/01/2024	24-2937	VOGUE PRINTERS	842.22	842.22
	10/31/2024	3776		105.00	947.22
Total 10-6575 · Miscellaneous Services & Fees				<u>947.22</u>	<u>947.22</u>
Total 10-6500 · Professional Services				<u>33,224.57</u>	<u>33,224.57</u>
10-6600 · Improvements					
10-6610 · Furniture					
10-6611 · Furniture - Admin					
	10/25/2024	9677	LIBRARY FURNITURE INTERNATIONAL, INC.	808.00	808.00
Total 10-6611 · Furniture - Admin				<u>808.00</u>	<u>808.00</u>
10-6614 · Furniture - Circulation					
	10/31/2024	100724	Demco, Inc, - CMPL Credit Card	615.00	615.00
Total 10-6614 · Furniture - Circulation				<u>615.00</u>	<u>615.00</u>
Total 10-6610 · Furniture				<u>1,423.00</u>	<u>1,423.00</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 10/5/24-11/8/24

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
10-6630 · Equipment					
10-6633 · Equipment - Children's					
	10/31/2024	102324	Cricut - CMPL Credit Card	600.89	600.89
Total 10-6633 · Equipment - Children's				<u>600.89</u>	<u>600.89</u>
Total 10-6630 · Equipment				600.89	600.89
10-6650 · Copiers & Other Leased Equip					
	11/08/2024	45705819	KONICA MINOLTA	1,041.77	1,041.77
Total 10-6650 · Copiers & Other Leased Equip				<u>1,041.77</u>	<u>1,041.77</u>
Total 10-6600 · Improvements				3,065.66	3,065.66
10-6700 · Community Relations					
10-6710 · Newsletter					
	11/01/2024	WINTER 24 INS/OUT	U.S. POSTMASTER	3,102.94	3,102.94
Total 10-6710 · Newsletter				<u>3,102.94</u>	<u>3,102.94</u>
10-6712 · Graphics					
	10/31/2024	101824	Amazon Marketplace.com - CMPL Credit Card	83.60	83.60
Total 10-6712 · Graphics				<u>83.60</u>	<u>83.60</u>
10-6720 · Programming - Adult					
10-6721 · Programs - Performances					
	11/08/2024	NOVEMBER 12, 2024	MADDOX, SUSAN K.	350.00	350.00
	11/01/2024	OCTOBER 21, 2024	ALGONQUIN AREA PUBLIC LIBRARY	21.50	371.50
	10/11/2024	OCTOBER 13, 2024	GARY E. MIDKIFF & COMPANY	230.00	601.50
	11/01/2024	NOVEMBER 10, 2024	GARY E. MIDKIFF & COMPANY	230.00	831.50
	10/25/2024	MEDITATION-AUG 24	HINSON, HAILEY AHANNA	120.00	951.50
	10/25/2024	SEPTEMBER 24	HINSON, HAILEY AHANNA	160.00	1,111.50
	11/08/2024	NOVEMBER 11, 2024	LUDYTUNES LLC	200.00	1,311.50
	11/01/2024	OCTOBER 17, 2024B	ROWLEY III, FRANK E.	300.00	1,611.50
	10/11/2024	OCTOBER 17, 2024	ROWLEY III, FRANK E.	400.00	2,011.50
	10/11/2024	OCTOBER 16, 2024	OPSAL, CAROL	50.00	2,061.50
	11/01/2024	NOVEMBER 7, 2024	ISAACS, ANETTE	300.00	2,361.50
	10/31/2024	100724	Amazon Marketplace.com - CMPL Credit Card	8.08	2,369.58
	10/31/2024	100724	Amazon Marketplace.com - CMPL Credit Card	108.90	2,478.48
	10/31/2024	100724	Amazon Marketplace.com - CMPL Credit Card	13.97	2,492.45
	10/11/2024	OCTOBER 14, 2024	AMORE, VINCENT	112.50	2,604.95
	10/11/2024	SEPTEMBER 24	COTINI, VALENTINA	16.20	2,621.15
Total 10-6721 · Programs - Performances				<u>2,621.15</u>	<u>2,621.15</u>
10-6722 · Book Discussions&Author Events					
	10/25/2024	OCTOBER 26, 2024	CAMPBELL DIO, RACHELLE	100.00	100.00
	10/25/2024	OCTOBER 26,2024	LINDERT, JACQUELINE	100.00	200.00
	10/31/2024	3783	SAM'S CLUB DIRECT	56.66	256.66
Total 10-6722 · Book Discussions&Author Events				<u>256.66</u>	<u>256.66</u>
10-6723 · Other Expenditures					
	10/31/2024	102124	Amazon Marketplace.com - CMPL Credit Card	32.36	32.36

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

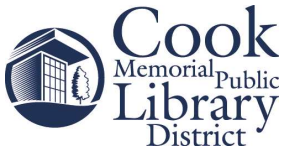
Bills Paid Detail 10/5/24-11/8/24

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
	11/08/2024	OCTOBER 2024	MAKOWSKI, DAREK	121.88	154.24
	10/31/2024	102224	Amazon Marketplace.com - CMPL Credit Card	34.99	189.23
	10/31/2024	100824	Amazon Marketplace.com - CMPL Credit Card	78.28	267.51
	10/31/2024	101624	ETSY.com - CMPL Credit Card	28.83	296.34
	10/31/2024	102124	Amazon Marketplace.com - CMPL Credit Card	60.13	356.47
	10/31/2024	102124	Amazon Marketplace.com - CMPL Credit Card	394.30	750.77
Total 10-6723 · Other Expenditures				750.77	750.77
10-6724 · Prepaid Bus Trips					
	10/31/2024	100924	Jewel Store - CMPL Credit Card	9.98	9.98
	10/31/2024	100924	Dunkin Donuts - CMPL Credit Card	79.80	89.78
	10/31/2024	100424	Picnic Basket - CMPL Credit Card	561.65	651.43
Total 10-6724 · Prepaid Bus Trips				651.43	651.43
10-6725 · Genealogy					
	10/25/2024	OCTOBER 24, 2024	SIX GENERATIONS GENEALOGY	150.00	150.00
	10/18/2024	SEPTEMBER 26, 2024	WILSON, KATHERINE	175.00	325.00
Total 10-6725 · Genealogy				325.00	325.00
10-6726 · Computer					
	11/01/2024	OCTOBER 24	MONTANO, ESTEVAN	450.00	450.00
	11/01/2024	SEPTEMBER 24	MONTANO, ESTEVAN	300.00	750.00
Total 10-6726 · Computer				750.00	750.00
Total 10-6720 · Programming - Adult				5,355.01	5,355.01
10-6730 · Programming - Young Adult					
10-6731 · Programs - YA (Other)					
	10/31/2024	100724	Amazon Marketplace.com - CMPL Credit Card	24.99	24.99
	10/31/2024	100124	Amazon Marketplace.com - CMPL Credit Card	309.80	334.79
Total 10-6731 · Programs - YA (Other)				334.79	334.79
Total 10-6730 · Programming - Young Adult				334.79	334.79
10-6740 · Programming - Children's					
	10/31/2024	102224	Little Caesars Pizza - CMPL Credit Card	39.95	39.95
	10/31/2024	100224	Amazon Marketplace.com - CMPL Credit Card	79.79	119.74
	10/31/2024	102324	Amazon Marketplace.com - CMPL Credit Card	-9.41	110.33
	10/31/2024	102324	Amazon Marketplace.com - CMPL Credit Card	262.94	373.27
	10/31/2024	101624	Amazon Marketplace.com - CMPL Credit Card	11.18	384.45
	10/31/2024	3784	IMPROV PLAYHOUSE THEATER, INC.	-225.00	159.45
	10/25/2024	OCTOBER 24	SCHULTZ, EMILY	17.96	177.41
	10/18/2024	SEPT 25, 2024	GILLESPIE, DEENA	8.75	186.16
	10/31/2024	102224	Mariano's - CMPL Credit Card	98.43	284.59
	10/31/2024	102324	Five Below - CMPL Credit Card	29.70	314.29
	11/01/2024	103024	Amazon Marketplace.com - CMPL Credit Card	19.97	334.26
	10/11/2024	AUGUST 24	WONCH, KEVIN	46.44	380.70
	10/31/2024	100924	Amazon Marketplace.com - CMPL Credit Card	74.28	454.98
Total 10-6740 · Programming - Children's				454.98	454.98

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Detail 10/5/24-11/8/24

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Balance</u>
10-6750 · Printing					
10-6752 · Printing - Children's					
	10/25/2024	193521 - SEPT 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	602.59	602.59
Total 10-6752 · Printing - Children's				<u>602.59</u>	<u>602.59</u>
Total 10-6750 · Printing				<u>602.59</u>	<u>602.59</u>
10-6760 · Promotions/Prizes					
10-6761 · Promotions/Prizes- Admin/Gen					
	10/25/2024	193521 - SEPT 24	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	207.95	207.95
	10/31/2024	3783	SAM'S CLUB DIRECT	57.58	265.53
	10/18/2024	S83632	BOOKPAGE	1,488.00	1,753.53
Total 10-6761 · Promotions/Prizes- Admin/Gen				<u>1,753.53</u>	<u>1,753.53</u>
Total 10-6760 · Promotions/Prizes				<u>1,753.53</u>	<u>1,753.53</u>
10-6780 · Digital Studios					
10-6781 · Digital Studios - Equipment					
	10/31/2024	102824	Amazon Marketplace.com - CMPL Credit Card	39.96	39.96
	11/01/2024	103124	Amazon Marketplace.com - CMPL Credit Card	48.97	88.93
Total 10-6781 · Digital Studios - Equipment				<u>88.93</u>	<u>88.93</u>
10-6784 · Digital Studios - Supplies					
	10/31/2024	102424	Menards - CMPL Credit Card	27.80	27.80
Total 10-6784 · Digital Studios - Supplies				<u>27.80</u>	<u>27.80</u>
Total 10-6780 · Digital Studios				<u>116.73</u>	<u>116.73</u>
Total 10-6700 · Community Relations				<u>11,804.17</u>	<u>11,804.17</u>
20-8210 · Employer IMRF Disbursements					
	10/18/2024	3771		17,061.89	17,061.89
	11/01/2024	3777		17,237.36	34,299.25
Total 20-8210 · Employer IMRF Disbursements				<u>34,299.25</u>	<u>34,299.25</u>
20-8250 · Employer Soc Security Tax Disb					
	10/18/2024	3771		15,266.78	15,266.78
	11/01/2024	3777		15,349.32	30,616.10
Total 20-8250 · Employer Soc Security Tax Disb				<u>30,616.10</u>	<u>30,616.10</u>
Total Expense				<u>854,790.74</u>	<u>854,790.74</u>
60-9800 · Special Reserve Disbursements					
	11/01/2024	310275	PADDOCK PUBLICATIONS, INC.	147.20	147.20
	11/08/2024	INV-US-77645	BIBLIOTHECA, LLC	9,375.00	9,522.20
	10/18/2024	1650.0836	PRODUCT ARCHITECTURE + DESIGN	15,000.00	24,522.20
Total 60-9800 · Special Reserve Disbursements				<u>24,522.20</u>	<u>24,522.20</u>
GRAND TOTAL EXPENDITURES				<u>879,312.94</u>	<u>879,312.94</u>



Cook Memorial Public Library District

Librarian's Statistical Report - Page 1

October 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.

	October 2023			October 2024			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,181	33,272	40,453	6,836	34,582	41,418	2.39%
Reciprocal Borrowing Patrons	377	5,963	6,340	349	6,005	6,354	0.22%
Total	7,558	39,235	46,793	7,185	40,587	47,772	2.09%

Visitors

	October 2023	October 2024	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Aspen Drive Library	16,029	17,889	11.60%	60,063	65,486	9.03%
Drive-Up	396	425	7.32%	1,655	1,662	0.42%
Cook Park Library	17,904	22,470	25.50%	78,163	92,568	18.43%
Drive-Up	1,136	1,139	0.26%	4,750	4,404	-7.28%
Outreach	1,837	1,490	-18.89%	3,830	3,595	-6.14%
Total	37,302	43,413	16.38%	148,461	167,715	12.97%

Program Attendance

	October 2023	October 2024	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Adult	1,162	1,159	-0.26%	4,378	3,797	-13.27%
Juvenile	2,519	2,145	-14.85%	12,488	10,319	-17.37%
Young Adult	1,174	1,527	30.07%	4,179	3,811	-8.81%
	4,855	4,831	-0.49%	21,045	17,927	-14.82%

Special Services

	October 2023	October 2024	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Reference Questions	5,051	6,573	30.13%	22,697	26,489	16.71%
Technology Questions	814	816	0.25%	3,197	3,264	2.10%
Library App Users	943	1,182	25.34%	3,724	4,775	28.22%
Online Databases*	5,996			17,216		
www.cooklib.org	35,043	39,044	11.42%	138,891	155,091	11.66%
Holds Placed	12,525	12,250	-2.20%	51,741	49,719	-3.91%
Holds Filled	10,785	10,770	-0.14%	43,758	42,305	-3.32%
Homebound Items Delivered	607	610	0.49%	2,632	2,278	-13.45%

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

Collection Size

	October 2023					October 2024					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	50,376	43,457		93,833	34.24%	48,831	42,122	1	90,954	35.41%	-3.07%
Cook Park Library	58,512	105,317	144	163,973	59.84%	51,443	97,314	146	148,903	57.96%	-9.19%
Outreach	13,459	2,730	13	16,202	5.91%	14,103	2,915	13	17,031	6.63%	5.12%
Total	122,347	151,504	157	274,008		114,377	142,351	160	256,888		-6.25%

Librarian's Statistical Report - October 2024 - Page 2

Circulation

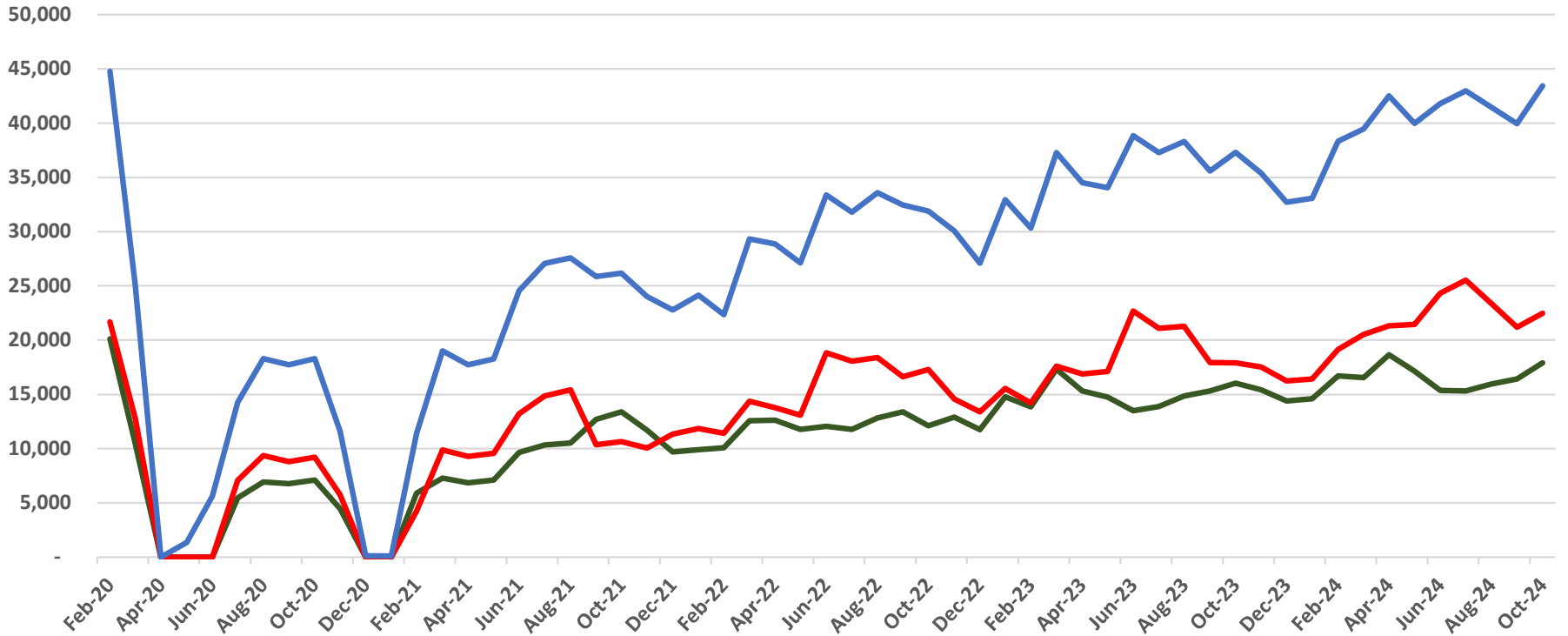
	October 2023				October 2024				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	9,645	20,042		29,687	9,241	21,119		30,360	2.27%
Large Type	1,458	13		1,471	1,433	29		1,462	-0.61%
Nonfiction	6,514	4,672		11,186	6,193	4,567		10,760	-3.81%
Periodicals	882	115		997	766	115		881	-11.63%
World Language	268	455		723	273	398		671	-7.19%
Subtotal Print	18,767	25,297		44,064	17,906	26,228		44,134	0.16%
Bags and Containers			20	20			18	18	-10.00%
Equipment	291	3		294	266	6		272	-7.48%
Interlibrary Loan			125	125			144	144	15.20%
LINKin	902			902	1,080			1,080	19.73%
Multimedia		333		333		282		282	-15.32%
Other			5	5			14	14	180.00%
Subtotal Other	1,193	336	150	1,679	1,346	288	176	1,810	7.80%
eAudiobooks			6,256	6,256			7,528	7,528	20.33%
eBooks			6,819	6,819			6,899	6,899	1.17%
eMagazines			261	261			242	242	-7.28%
eMusic			233	233			301	301	29.18%
eVideo			1,298	1,298			1,252	1,252	-3.54%
Subtotal Downloadables			14,867	14,867			16,222	16,222	9.11%
Audiobooks	513	276		789	428	333		761	-3.55%
Compact Discs	1,038	181		1,219	895	147		1,042	-14.52%
DVDs, Blu-Ray	6,657	1,847		8,504	6,467	1,628		8,095	-4.81%
Video Games	433	610		1,043	421	535		956	-8.34%
Subtotal Audiovisual	8,641	2,914		11,555	8,211	2,643		10,854	-6.07%
Grand Total All Agencies	28,601	28,547	15,017	72,165	27,463	29,159	16,398	73,020	1.18%

Agency Subtotals

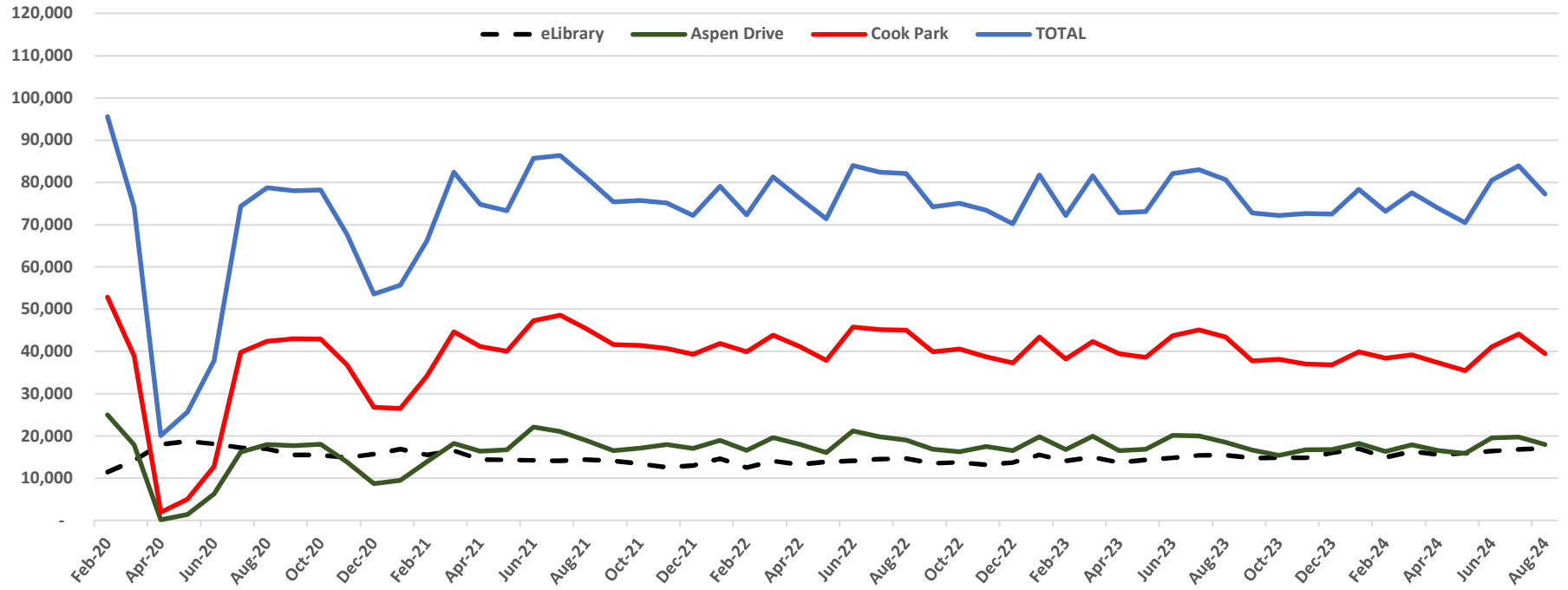
	October 2023	October 2024	Percent Change	FY 2024 To Date	FY 2025 To Date	Percent Change
Downloadables	14,867	16,222	9.11%	60,550	66,023	9.04%
Aspen Drive Library	15,411	16,315	5.87%	70,580	70,339	-0.34%
Cook Park Library	38,139	35,848	-6.01%	164,401	156,475	-4.82%
Outreach	3,748	4,635	23.67%	13,081	14,860	13.60%
Total	72,165	73,020	1.18%	308,612	307,697	-0.30%

Visitors Feb 2020 - Oct 2024

Aspen Drive Cook Park TOTAL



Checkouts Feb 2020 - Oct 2024





Report of the Director November 2024

David Archer, Library Director

NVDA

All public and staff computers have been installed with NonVisual Desktop Access (NVDA), a free and open-source screen reading software audibly read what is on the screen by converting the text to synthesized speech and help the user navigate computer applications and websites.

NVDA allows patrons with visual impairments better access to our computers. Having it on staff computers helps us understand first-hand how these tools are used and gives us the capability to test and ensure our website and online resources are accessible.

Cook Park Server Room Air Conditioner Replacement

The dedicated air conditioning unit for the Cook Park server room recently malfunctioned and required service. Upon evaluation, it was determined that the unit was beyond repair. A replacement unit was recommended. The existing unit was installed in 2001 and was scheduled to be replaced in 2026, according to the previous capital needs assessment. The server room has been temporarily cooled by a portable unit, which has not maintained optimal temperatures.

Although the FY25 budget did not include this expense, and the replacement cost exceeds the director's spending limit of \$10,000 as outlined in the Purchasing Goods and Services Policy, emergency repairs and equipment replacements can proceed without prior Board or Committee approval. The Board President was informed of the need to expedite this purchase as an emergency.

Two quotes were obtained for installation of a 3-ton Mitsubishi PUY-A36 split system cooling outdoor unit, as recommended by our I.T. contractor. Sherman Mechanical provided the lower quote, which was accepted, and the new unit is scheduled for installation on Thursday, November 21. As this is a capital expense, the AC unit will be purchased with funds from the Special Reserve Fund.

Contractor	Quote
Sherman Mechanical	\$ 15,218
F.E. Moran	\$ 18,756

Narcan

We have partnered with the Lake County Health Department to keep Naloxone (Narcan) available at both library locations for emergency use by trained staff. Naloxone is a non-addictive, life-saving medication that can reverse the effects of an opioid overdose when administered promptly. Through this partnership, Narcan has been provided to us free of charge, and select staff members who have volunteered will receive training from the Health Department on November 21. Our local first responders recommended having Narcan on-site.

Conference Highlights

Fall is conference season, and a number of staff have attended to enhance their skillsets and bring ideas to our Library. Highlights:

1. Internet Librarian Virtual Conference

Attendees: Nate Gass and Lindsay Barber-Peddycoart

Notable Programs:

- New Pathways for Search - about harnessing AI's Large Language Models (LLMs) for internet searching and research.
- Free Staff Development Programs and Resources - tons of suggestions for digital literacy training materials online for staff development.
- Problem-Centered Librarianship - A more abstract session geared towards academic librarians, but proposing the library as a place for interdisciplinary collaboration that can solve big, interrelated problems. While not explicitly applicable to public libraries, it got me thinking about things we could do as a library to spark new curiosities in our patrons as they explore their own interests.

2. Library Marketing and Communications Conference

Attendees: Bronwyn Sill and Andrew Traynor

Notable Programs:

- Revising Automated Emails for a Better Brand Experience and Pizza for Reading: Using Nostalgia and Digital Marketing to Engage Cardholders.
- Structuring Internal Communication from the Top-Down and Bottom-Up.

3. American Association of Bookmobile and Outreach Services Annual Conference

Attendees: Brooke Bahnsen, Karen Varga and Gail Tanimura

Notable Programs:

- It's All In the Wiring: Understanding the Mechanics (of Intellectual and Developmental Disabilities and Neurodivergent patrons and staff).
- Storytime on the Road: Taking Services to Daycares.
- The Joys and Trials of the Bookmobile.
- School Bookmobile Stops: Using Your Bookmobile to Support Schools.
- Providing Reader's Advisory Services for People Living with Dementia.
- Beyond the Bus: When One Size Doesn't Fit All.
- Achieving Our Libraries Mission Through Bookmobile Journeys. She talked about using the libraries branding, making a cartoon version of the bookmobile, giving special prizes to repeat visitors, alternative places to visit, and many other creative concepts.

4. Genealogy Seminars & Conferences

Attendee: Daniel Smith

Conferences:

- GeneaQuest - the CAGGNI (Computer Assisted Genealogy Group of Northern Illinois)
- Fox Valley Genealogical Society (FVGS) Conference
- Illinois State Genealogical Society Conference.

Notable Programs:

- AI & Genealogy: The Evolving Role of Artificial Intelligence in Genealogy.
- Why is My Ethnicity Estimate Wrong and Does it Matter?" & "Your DNA Match List: The "Secret Sauce" for Genealogical Success.

Odds & Ends from Library Staff

1. CMPLD's new **Seed Library** got off to a great start. From September 15 to October 15, patrons donated over seven hundred seed packets! Several seed companies also contributed seeds. All donations will ultimately be repackaged into smaller envelopes over the winter and offered at the opening of the Seed Library in March 2025.
-- *Daniel Smith, Genealogy Librarian, and Hannah Dove, Readers' Advisor*
2. On November 4, Brooke Bahnsen, Outreach Manager, and Frida Hernandez, Aspen After-School Associate, participated in the **Día de los Muertos (Day of the Dead)** event hosted by the Hawthorn 73 Bilingual Parent Advisory Committee. Brooke and Frida set up a table with crafts for children and information about the library. More than 200 families attended the event, and Brooke and Frida interacted with more than 80 children and their families. Brooke and Frida both speak Spanish, so they were able connect with families in the language with which they are most comfortable. -- *Melissa Phillips, Senior Manager of Children's Services*
3. **Rebecca Jensen**, Children's Library Assistant, has started her first semester in the Master of Library Science program at Valdosta State University in Georgia. Rebecca is enrolled in the remote learning program at the school. Rebecca oversees several important activities in the Children's, including the selection of world languages materials. Her participation in the MLS program will undoubtedly bring new perspectives and ideas to the Children's Department. -- *MP*
4. Children's Services recently launched a set of **sensory kits** for use in the Library. The kits contain a variety of tools designed to help patrons with sensory needs have an enjoyable and welcoming experience while visiting the library. The kits are also useful to caregivers who are trying to help their young children regulate their emotions. Each kit contains noise-canceling headphones, tinted glasses, weighted lap pads, sensory seats, and a variety of fidgets and sensory-friendly toys. Since their launch last month, the kits have been in heavy rotation at both locations, with patrons commenting how helpful they found the kits. The kits were developed by Heather Beverley, Assistant Manager of Children's Services, with input from other Children's staff. -- *MP*
5. In November, staff from the early learning team in Children's Services celebrated the end of the fall **Super Readers program**, visiting 14 early learning centers. The program serves more than 800 children in 60 classrooms. The Super Reader program is designed to bring the seasonal reading clubs out of the library into the early learning centers to allow those students to participate. Library staff presenting at the early childhood centers were Vijaya Char, Maura Czerwinski, Deena Gillespie, and Emily Schultz. --*MP*
6. 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. The October and November TREAT 'n' Meets were very informative. Nicole Bosak and Sandy Kline spoke about their work in Acquisitions, and Jenny Barry presented an overview of Local History, including a mini tour of the Cook House afterwards. Since the Cook Park Meeting Room won't be available for a few months, we're moving TREATS 'n' Meets online. We're hoping to have one online offering each month, from December through April. The 3 Treats Newsletter will continue to share communication tips, library news, and highlight staff members during this time.

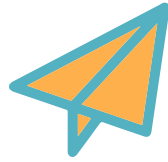
7. Cyndi Hamann, Collection Development Manager suggested a **local subject heading** for our Library of Things collection. Esther Lang, Head of Cataloging, implemented the suggestion and now one can quickly search for all items in our [Library of Things](#).
-- *Katie DuClos, Technical Services & Interlibrary Loan Manager*
8. Amy Heatherman, Interlibrary Loan Librarian and ILS Administrator, and Katie DuClos, Technical Services Manager, deleted all 99,000+ hoopla records. Esther Lang, Head of Cataloging, imported the collection of records afresh because hoopla recently changed their record delivery method. We are doing this with one eMaterial service each year to keep the catalog records for these services as accurate as possible. -- *KD*
9. On October 28th Darek Makowski hosted the Paczki & Pictures program at Aspen. 26 patrons viewed and learned more about the classic Polish film CONQUEST starring Greta Garbo and Charles Boyer. We were pleased with the turnout and happy to share world language materials with patrons who may not usually check them out.
--*Andrea Larson, Senior Manager of Adult and High School Services*
10. Allie Mendelson, Information Services Librarian, has renewed CMPLD's partnership with D128's **Transition Pathways**, a program which works to improve educational, functional, and vocational readiness for students with disabilities. We now have a student volunteer coming in weekly. Thanks to the willingness of other departments to collaborate, the volunteer will complete a variety of tasks, including tidying shelves and cutting scrap paper for catalog stations. This provides good experience for the volunteer and a useful service to the Library. --*AL*
11. Our **winter newsletter** was mailed in early November to all residents in our district. Major features in this issue are the Children's Renewal Project and our annual One Book, One Community. The former was also shared on our blog and social media, resulting in lots of positive reactions from the Libertyville Moms group on Facebook.
--*Bronwyn Sill, Communications Coordinator*
12. All staff were migrated to a **new computer profile system**. We've spent the past year testing and refining settings for this major upgrade. The goal was to enable staff to log in as themselves on the public desk computers, allowing individual customization at the desk and more secure access to documents and files in Microsoft 365. Previously, staff logged in with generic profiles at the public desks because profiles took a very long time to load. Our IT vendor was able to recommend a product which loads profiles differently and cuts down login/logout times to under a minute. The feedback so far is very positive.
-- *Nate Gass, Digital Services Manager*
13. We have migrated Outlook email and calendar from an on-premises mail server into the **Microsoft 365 platform** – reducing the need for an on-premises mail server and fully integrating mail and calendar into the rest of our 365 services. This project was related to the profile migration and required months of testing and refining. We are still wrapping up some final steps in these projects, but I am very excited they are concluding and staff have a fast, secure, and up-to-date computer experience no matter what computer they are working on. -- *NG*

OCTOBER 2024 EMAIL STATS



19,350

Total Subscribers



54

Total Emails Sent



53%

Avg. Open Rate
industry avg. 36%



1%

Avg. Click Rate
industry avg. 2%

List Name	# of Subscribers
Authors & Writing (adults)	2,230
Book Club Communications	669
Business & Finance (adults)	714
Career (adults)	506
Cinema Club Newsletter	233
CMPLD eNews	16,834
Cooking (adults)	1,115
Crafting & Maker	0
English Language Learners	59
Events: ADULTS	3,721
Events: EARLY CHILDHOOD	414
Events: HIGH SCHOOL	586
Events: KIDS	1,879
Events: MIDDLE SCHOOL	681
Genealogy (adults)	702
Health & Lifestyle (adults)	949
History (adults)	1,046
Local Author News & Events	276
Movie Matinees	1,081
Performances (adult)	1,004
Teacher Resources	273
Technology (adults)	891

Top Emails by Click Rate

- Welcome to the Library!**

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

My Account

Your [online account](#) is the place to search for material, see current checked out items, pay account charges, and place, view, and freeze holds. Log in with your library card number and password. The 14-
- Cinema Club**

October 2024 - Misery

Hello all,

It has become a Cinema Club tradition to screen a movie a bit more on the thrilling or chilling side in October of each year -- within reason, of course! This year we'll be watching the 1990 screen adaptation of Stephen King's novel *Misery*, in which a famous author is rescued from a car crash by a fan of his novels, only to realize that the care he is receiving is only the beginning of a nightmare of captivity. Directed by Rob Reiner and
- Local Authors**

Fall 2024

Happy Autumn, Local Authors!

Hello! My name is Hannah, and I am taking over the local author coordinator position from the very talented Erica! I'm very excited to meet with you all, connect through our quarterly local author newsletters, and hopefully expand our local author collection. Below, you'll see upcoming local author events, happenings, external workshops and more!

As always, please don't hesitate to reach out if you have any questions.

Thanks, and happy writing!
- Genealogy After Hours**

Friday, November 1, 5-9 pm
Cook Park Library

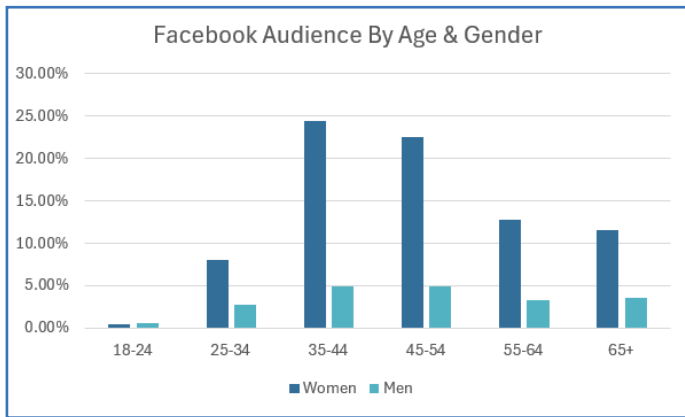
Bring your research and settle in for three hours of individual research and networking after the Library closes. Reconnect with old friends and connect with fellow genealogists.
- FAMILY MAKER At HOME**

OCTOBER 2024 SOCIAL STATS

facebook



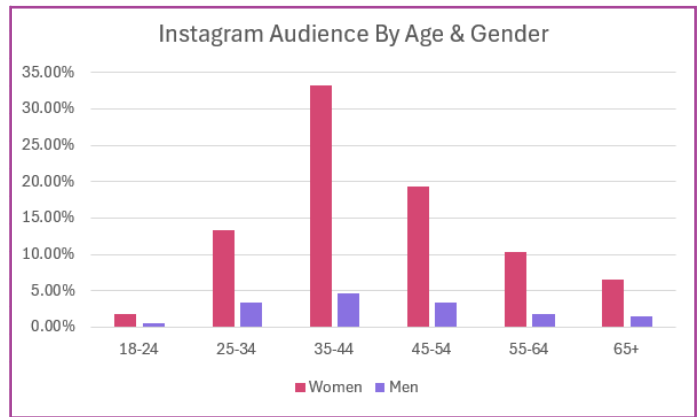
+167 followers since October 2023



Instagram



+184 followers since October 2023



Congratulations to our four Library Card Sign-Up Month prize basket winners! These super users completed activities at the Library in September & earned tickets toward the basket of their choice.

- Sweets & Treats: April
- Bon Appetit: Niccy
- Movie Night: Julie
- Game Night: Cindy

A big thank you to all who participated — we hope you had fun and discovered just how much power your library card holds! 🌟📖

#librarycardsignupmonth #librarycard #librariesfortheWIN



Reach:

Unique users exposed to our content.

Interactions:

Number of likes, shares, saves, and comments.

1 Library Card Sign-Up Month Prize Winners

3,017 reached
23 interactions

2 Congrats Terri Norstrom ILA Presentation

2,642 reached
49 interactions

3 Miss Deena & Miss Vijaya Check Out Your Happy

1,842 reached
46 interactions

4 Art in Motion Bus Tour Event Photos

1,915 reached
22 interactions

5 Sibling 1KBK Finishers

1,508 reached
26 interactions



1 Friends Book Sale Countdown

757 reached
25 interactions

2 Congrats Terri Norstrom ILA Presentation

669 reached
59 interactions

3 Silent Book Club PSA (video)

628 reached
115 interactions

4 Library Card Sign-Up Month Prize Winners

475 reached
43 interactions

5 Parking Lot Unavailable for LHS Homecoming Parade

430 reached
9 interactions

Reach:

Unique users exposed to our content.

Interactions:

Number of likes, shares, saves, and comments.



1,930
page followers

+30 followers since October 2023

Cook Memorial Public Library District											
Investment Maturity Schedule											
October 31, 2024											
	Issue Date	Maturity Date	Yield	Q4 2024	Q1 2025	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Total
Special Reserve Fund:											
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
			Total Special Reserve	245,000	245,000	0	245,000	245,000	490,000	0	1,470,000
General Fund:											
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
			Total General Fund	0	0	490,000	245,000	245,000	490,000	245,000	1,715,000
			GRAND TOTAL	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 - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
31-Jul-2024	Ending Balance		1,715,000	1,470,000	3,185,000	56,532.45	51,173.89	107,706.34	12,088.91	2,858.78	1.01	0.91	14,949.61
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
31-Aug-2024	Ending Balance		1,715,000	1,470,000	3,185,000	56,533.37	51,174.72	107,708.09	15,149.73	3,951.21	1.93	1.74	19,104.61
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			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
30-Sep-2024	Ending Balance		1,715,000	1,470,000	3,185,000	56,534.32	51,175.58	107,709.90	23,384.42	26,313.33	2.88	2.60	49,703.23
14-Oct-2024	United FID BK FSB Evansville CD	Interest								835.68			835.68
16-Oct-2024	Optum BK Draper, UT CD	Interest							6,694.54				6,694.54
16-Oct-2024	Western Alliance BK Phoenix, AZ CD	Interest							6,510.29				6,510.29
21-Oct-2024	Celtic BK Salt Lake City, UT CD	Interest								1,057.19			1,057.19
28-Oct-2024	United Bankers BK Bloomington, MN CD	Interest							1,006.85				1,006.85
28-Oct-2024	First Farmers BK & Trust CD	Interest							926.30				926.30
31-Oct-2024	Enterprise BK Allison PK, PA CD	Interest								915.56			915.56
31-Oct-2024	Chase Bank	Interest				0.95	0.86	1.81			0.95	0.86	1.81
31-Oct-2024	Ending Balance		1,715,000	1,470,000	3,185,000	56,535.27	51,176.44	107,711.71	38,522.40	29,121.76	3.83	3.46	67,651.45

Position Summary

Cook Memorial Public Library

Report date as of Oct 31, 2024

Report run time: November 02, 2024 01:10 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		Div/Int Rate
								Accr Inc	CY Cost Yld	
... 6412 / Cook Memorial PLD General			1,715,000		1,725,638	10,638	0.62	84,404	4.89	
								9,374	4.92	
CORPORATE BONDS			1,715,000		1,725,638	10,638	0.62	84,404	4.89	
								9,374	4.92	
245,000	BANK OF AMERICA N A C/D FDIC INS TO LIMITS 06051XGS5060	2026-03-02	245,000	99.90	244,759	-241	-0.10	9,923	4.05	4.05
								1,740	4.05	
245,000	FIRST FMRS BK & TR CONVERSE IND C/D FDIC INS TO LIMITS 320165MA8060	2026-05-26	245,000	100.80	246,959	1,959	0.80	11,270	4.56	4.60
								157	4.60	
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBC2060	2025-04-16	245,000	100.44	246,067	1,067	0.44	13,353	5.43	5.45
								549	5.45	
245,000	OPTUM BK DRAPER UTAH C/D FDIC INS TO LIMITS 68405VBW8060	2025-06-23	245,000	100.40	245,974	974	0.40	12,250	4.98	5.00
								4,397	5.00	
245,000	UNITED BANKERS BK BLOOMINGTON MINN C/D FDIC INS TO LIMITS 909557LB4060	2026-03-30	245,000	101.19	247,924	2,924	1.19	12,250	4.94	5.00
								101	5.00	
245,000	VALLEY NATL BK PASSAIC N J C/D FDIC INS TO LIMITS 919853KT7060	2025-09-05	245,000	100.63	246,548	1,548	0.63	12,373	5.02	5.05
								1,898	5.05	
245,000	WESTERN ALLIANCE BK PHOENIX C/D FDIC INS TO LIMITS 95763PQF1060	2025-10-16	245,000	100.98	247,407	2,407	0.98	12,985	5.25	5.30
								534	5.30	
... 6414 / Cook Memorial PLD Special Res			1,470,000		1,475,081	5,081	0.35	70,930	4.81	
								11,559	4.83	
CORPORATE BONDS			1,470,000		1,475,081	5,081	0.35	70,930	4.81	
								11,559	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 Oct 31, 2024

Report run time: November 02, 2024 01:10 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		Div/Int Rate
								Accr Inc	CY Cost Yld	
245,000	CELTIC BK SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 15118RJ24060	2025-03-19	245,000	100.29	245,700	700	0.29	12,863 423	5.24 5.25	5.25
245,000	CROSS RIV BK TEANECK N J CD C/D FDIC INS TO LIMITS 227563CW1060	2024-12-23	245,000	100.05	245,134	134	0.05	12,863 4,581	5.25 5.25	5.25
245,000	ENTERPRISE BK ALLISON PK PA C/D FDIC INS TO LIMITS 29367RMY9060	2026-01-30	245,000	100.33	245,798	798	0.33	10,780 0	4.39 4.40	4.40
245,000	FLAGSTAR BK NATL ASSN HICKSVI C/D FDIC INS TO LIMITS 33847GBL5060	2025-12-15	245,000	100.62	246,529	1,529	0.62	11,638 4,464	4.72 4.75	4.75
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076UG0060	2025-09-15	245,000	100.75	246,830	1,830	0.75	12,618 1,590	5.11 5.15	5.15
245,000	UNITED FID BK FSB EVANSVILLE IND C/D FDIC INS TO LIMITS 910286HY2060	2026-03-13	245,000	100.04	245,090	90	0.04	10,168 501	4.15 4.15	4.15
Total For Accounts held at JPMS, member FINRA and SIPC			3,185,000		3,200,719	15,719	0.49	155,334 20,934	4.85 4.88	

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

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

J.P.Morgan

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
31-Jul-2024	Ending Balance			3,765,076.57	18,405.88
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
31-Aug-2024	Ending Balance			3,781,753.88	35,188.19
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
30-Sep-2024	Ending Balance			3,798,619.54	52,158.85
17-Oct-2024	Maintenance Fee	Fee	Analysis for 09/24	(105.00)	
31-Oct-2024	Wintrust Bank	Interest	For October 2024	16,146.00	16,146.00
31-Oct-2024	Ending Balance			3,814,660.54	68,304.85

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 Ending Balance				987,685.00	4,784.09
31-Aug-2024	Wintrust Bank	Interest	For August 2024	4,361.94	4,361.94
31-Aug-2024 Ending Balance				992,046.94	9,146.03
30-Sep-2024	Wintrust Bank	Interest	For September 2024	4,409.74	4,409.74
30-Sep-2024 Ending Balance				996,456.68	13,555.77
31-Oct-2024	Wintrust Bank	Interest	For October 2024	4,193.18	4,193.18
31-Oct-2024 Ending Balance				1,000,649.86	17,748.95

RESOLUTION AUTHORIZING SPECIALTY VEHICLE SERVICES TO FINALIZE DESIGN FOR NEW OUTREACH VEHICLE AND PROCEED TO PROCUREMENT PHASE

WHEREAS, the Board of Library Trustees ("Board") of the Cook Memorial Public Library District ("Library") approved a four-year Strategic Plan on December 22, 2022, based on valuable community input; and

WHEREAS, among the key goals of the Strategic Plan are to (1) "identify the most effective and sustainable outreach vehicle(s) to further serve our community needs," and (2) "incorporate renewable energy initiatives and clean technologies in future building repairs and replacements;" and

WHEREAS, the FY 2025 budget allocated funds to engage a consultant for the purpose of identifying an energy-efficient outreach vehicle to replace the Library's 21-year-old Bookmobile; and

WHEREAS, the Resources, Services, and Long-Range Planning ("Committee") met on five occasions in 2024 on January 23, April 2, August 27, October 10, and November 7 to discuss vehicle replacement options, including the last three with consultant Specialty Vehicle Services ("Consultant"); and

WHEREAS, through thoughtful planning and careful budgeting over the past several years, the Board has reserved \$500,000 to fully fund the purchase of a new Outreach vehicle; and

WHEREAS, at their meeting on November 7, 2024, Committee members unanimously recommend that the Board direct the Consultant, in coordination with Library staff, to finalize the design of a 27-foot gasoline-powered Winnebago 425S cutaway-style vehicle with a Ford E-450 chassis, including a stationary battery power system with inverter and battery bank, at an estimated cost of \$345,000 to \$360,000 as detailed in Exhibit A.

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

Section 1: The Board directs Library staff to work with Consultant to finalize the design of the new Outreach vehicle as detailed in Exhibit A.

Section 1: The Board authorizes a \$3,600 payment to Specialty Vehicle Services for procurement services, as detailed in Exhibit A, with the objective of obtaining multiple competitive bids for the new Outreach vehicle.

Section 2: Upon completion of the procurement phase, the Board will review an analysis summary and bid recommendation from Consultant at a future meeting to determine whether to proceed to the final construction phase.

RESOLUTION 2024-2025/6

ADOPTED this 19th day of November, 2024 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Deb Ader

ATTEST:

Karen Singer, Secretary

Exhibit A



October 28, 2024

Brooke Bahnsen
Cook Memorial Public Library District
701 Aspen Drive
Vernon Hills, IL 60061

Re: Revised Outreach Vehicle Recommendations

Dear Ms. Bahnsen,

Please accept this revised document as my professional recommendations for your new outreach vehicle based on our recent meeting and discussions. The goal of this document is to outline the general vehicle configuration we have determined will best suit the goals, desires, and environmental/operational concerns surfaced.

BASE VEHICLE

Based on your unique needs we are recommending a Winnebago 425S cutaway style vehicle based on the Ford E-450 chassis as your base vehicle. The main benefits of this style of vehicle are flat floor (no wheel wells), low entry height, fuel efficiency, maneuverability, and ease of driving. This shell is available to all potential conversion vendors and offers a potentially timely delivery. I believe this type of vehicle will accommodate the maximum number of desirables for this part of the project.

CHASSIS FEATURES

The base chassis will have the following major features:

- 14,500lb Gross Vehicle Weight Rating (GVWR) – no CDL required
- 8-cylinder gasoline engine
- Automatic transmission
- Antilock brakes
- Cab air conditioning
- Power windows/locks
- High-quality cab seating
- Driver and passenger airbag safety systems

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FRANKLIN, WI 53132
262.679.9096
VEHICLESUCCESS.COM

Exhibit A



Representative Images of "Cutaway" style vehicle



Representative Image of "425S" Shell

Exhibit A



OVERALL MAJOR FEATURES

The vehicle envisioned will have the following major features:

- a) 27'L x 11'T x 102"W overall dimensions
- b) 17' aluminum body with single side door, skirting and rear lift door
- c) Crouching height cab pass-through
- d) Wheelchair/book truck lift at rear door
- e) Floor-mounted tie-down tracks
- f) Aluminum interior shelving system with aluminum book, return or tech carts
- g) Full battery stationary power system with inverter and lithium battery bank
- h) LED cabin and exterior lighting
- i) Rear-mounted AM/FM/WB/aux/Bluetooth audio system
- j) Battery powered air conditioning
- k) Battery powered or gas fired heating
- l) Two (2) skylights
- m) Two (2) powered roof vents
- n) Exterior awning
- o) Interior messaging monitor
- p) Front and rear proximity sensors and back-up alarm
- q) Cradlepoint preparation package with rooftop antenna
- r) No graphics package (as part of this scope of work)
- s) Optional: solar panels and wheelchair lift staircase

The estimated cost for this vehicle is expected to be between **\$345,000-\$360,000**.

I hope this information is helpful and accurately depicts the vehicle envisioned for you. Upon acceptance of these recommendations, I will begin work on your layout and technical specifications in preparation for your RFP process. As always, please feel free to contact me directly with any question or comment and thank you again for your business.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Swendrowski'.

Michael Swendrowski
President



Exhibit A

SVS Library Vehicle Vendor List 2024

CAD Industries, LLC.

Attn: Fred Kolkoski
7340 Noraire Drive
Franksville, WI 53126
(262) 895-3795
fred@cadind.com

High Level Enterprises

Attn: Mark Sebast
28767 Holiday Pl.
Elkhart, IN 46517
(518) 318-3547
mark@hleinc.net

Mobile Specialty Vehicles

(division of Wakarusa Coach)
Attn: Chris Nichols
1025 E. Waterford St.
Wakarusa, IN 46573
(817) 240-4538
chris@msvmobile.com

TESCO Specialty Vehicles

Attn: Brent Graham
6401 Seaman Road
Oregon, OH
(410) 720-7436
brent@tescobus.com

Chef Units, LLC.

Attn: Jake Jacobsen
2501 Karbach St., Unit C
Houston, TX 77092
(281) 513-6882
jake@chefunits.com

LDV, Inc

Attn: Cory Weithaus
180 Industrial Drive
Burlington, WI 53105
(262) 757-2430
cweithaus@ldvusa.com

Quality Vans

Attn: Dave Rabuck
1865 South Indian Bend Rd.
Tempe, AZ 85281
(480) 464-7007
dave@qualityvans.com

Farber Specialty Vehicles

Attn: Brock Templin
7052 Americana Parkway
Reynoldsburg, OH 43068
(614) 863-6470
btemplin@farberspecialty.com

Matthews Specialty Vehicles

Attn: Caitlyn Braunns
101 South Swing Road
Greensboro, NC 27409
(336) 297-9600 X608
cbraunns@msvehicles.com

TechOps Specialty Vehicles

Attn: Jennifer Samora
218A Log Canoe Circle
Stevensville, MD 21666
(410) 604-6004
jsamora@techopssv.com

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Exhibit A



Understanding of the Project

We at SVS aim to assist the Cook Memorial Public Library District (“Library”) in the development of a contemporary outreach vehicle to provide information-based benefits to populations within its area. The library is interested in professional assistance to supplement the knowledge base of the team during this initiative, and SVS can provide its expertise and capabilities within this field to guide this unique project forward from its current stage.

The initial objective under the scope of this proposal is to assist with the development of the library’s “desirables” list and consultation with pertinent personnel. SVS will then provide professional recommendations based on the findings and model research prior to development of professional specifications and interior layout design. If desired, SVS will then assist with procurement and contract negotiations with the selected vendor(s). Afterwards, SVS can then conduct vendor relations on behalf of the library and generally manage the entire construction aspect of the project, including inspection of the vehicle for contractual, regulatory and craftsmanship compliance. The multiple phases and deliverables of this project shall be completed in an expeditious manner.

SPECIFIC OBJECTIVES

1. Develop "desirables" list conjunction with the library and consult as required with relevant personnel to develop accurate goals for project. Provide Recommendations Report based on findings.
2. Prepare preliminary AutoCAD floor plan for vehicle layout to include with Request For Proposal (RFP) package, including up to two (2) revisions.
3. Develop comprehensive project specifications for the selected vehicle, vehicle options, and aftermarket modifications. This aspect shall include identification of necessary fixtures and equipment for the vehicle and include up to two (2) revisions.
4. Prepare an independent cost estimate for the developed vehicles based on current market conditions.
5. Prepare and provide a recommended prospective vendor list for Request For Proposal (“RFP”) issue.
6. Assist with or lead RFP (or equivalent) purchasing process in conjunction with library staff.
7. Analyze RFP responses in conjunction with the library. Provide analysis summary and recommendation report based on outcome.
8. Provide primary vendor relations and general project management services on behalf of Library during pre-construction engineering refinement and project construction.
9. Consult with library on finish material selection and exterior graphics design as applicable.
10. Coordinate and conduct a 1 day on-site "post-construction/pre-delivery" inspection and testing at selected vendor's facility. Inspections shall ensure contract, regulatory and quality compliance. Functional/operational testing of the finished vehicle shall also be completed.

Exhibit A



Implementation

Phase 1 - Development:

Includes consultation and report, specifications, AutoCAD floor plan, independent cost estimate, and suggested list of qualified vendors.
(Timeline: 2 – 4 weeks from engagement)

Deliverables:

- Analysis Recommendation Report *(Word and/or PDF document)*
- Specifications *(Word and/or PDF document)*
- AutoCAD Floor Plan *(AutoCAD and/or PDF document)*

Phase 2 - Procurement:

Includes RFP assistance or issue and response analysis with recommendation report.
(Timeline: 1 week from receipt of RFP responses)

Deliverables:

- Cost Estimate *(Excel and/or PDF document)*
- Recommended Vendor List *(Word and/or PDF document)*
- Award Recommendation Report *(Word and/or PDF document)*

Phase 3 - Construction:

Includes vendor interaction/guidance, vendor field inspections/meeting (as contracted), and completed project analysis/inspection report.
(Timeline: 1 week from inspection completion)

Deliverables:

- Project Inspection Report *(Word and/or PDF document)*

Exhibit A



Consulting Fees

Costs shall not exceed this proposal without express written consent from the client.

<u>Accept</u>	<u>Description</u>	<u>Fee</u>
<input type="checkbox"/>	Phase 1: Development – objectives 1-3 as detailed herein	\$10,300
<input type="checkbox"/>	Phase 2: Procurement – objectives 4-7 as detailed herein	\$3,600
<input type="checkbox"/>	Phase 3: Construction & Inspection – objectives 8-10 as detailed herein.	\$9,600
	<i>Subtotal (if all selected):</i>	\$23,500

Terms and Conditions

- *Payment terms are 50% down, 25% progress, balance due upon completion.*
- *Quotation prices are listed in US Dollars and do not include any applicable sales or business taxes/fees.*
- *Client authorized changes to scope of work within this proposal may affect cost.*

Acceptance

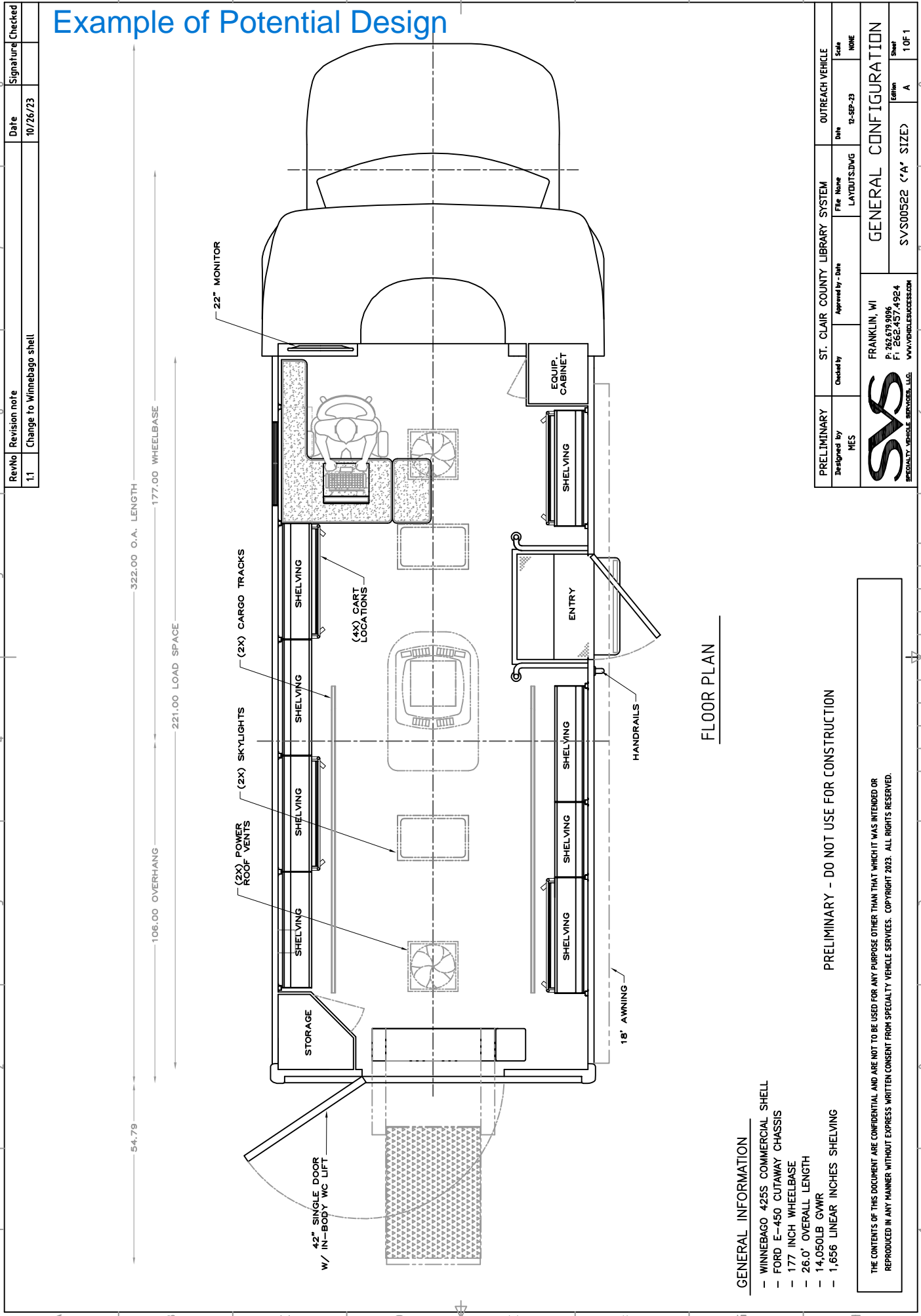
Signature

Date

Printed Name

Title

Example of Potential Design



RevNo	Revision note	Date	Signature	Checked
11	Change to Winnebago shell	10/26/23		

GENERAL INFORMATION

- WINNEBAGO 425S COMMERCIAL SHELL
- FORD E-450 CUTAWAY CHASSIS
- 177 INCH WHEELBASE
- 26'0" OVERALL LENGTH
- 14,050LB GVWR
- 1,656 LINEAR INCHES SHELVING

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