

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

January 19, 2021

Virtual 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, January 19, 2021 will be held virtually as authorized by Illinois Public Act 101-0640.

To join the meeting via computer or smart device, click on this link:
<https://us02web.zoom.us/j/83413827738>
and enter passcode 947994

To join the meeting via telephone, dial (312) 626-6799 and enter
Meeting ID: 834 1382 7738 and Passcode: 947994

1. Call to order.
2. Roll call.
3. Public Comment.
 - a. To submit public comment, send an email with your comments to info@cooklib.org at any time prior to the start of the meeting. All comments will be read aloud during the public comment period.
4. Presentation and Q&A of Proposed Oak Creek / Townline Road TIF District.
5. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of December 15, 2020.
6. Approval of the Bills.
7. Library Services Update.
8. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
9. Report of the President.

10. Reports of Committees and Representatives.

a. Finance and Employee Practices.

i. Committee Recommendation for Approval of Extending Temporary Emergency Leave Policy Due to COVID-19.

ii. Committee Recommendation for Approval of Annual Staff Merit and Cost-of-Living Salary Adjustments.

iii. Approval of Ordinance 2020-2021/3 Abating Certain General Fund Taxes Levied Pursuant to Ordinance 2020-2021/2 for the 2020 Tax Year.

iv. Committee Recommendation for Approval of Audit Services.

b. Policy.

c. Building and Grounds.

d. Development.

e. Technology Committee

f. Resources, Services and Long Range Planning.

g. Adhoc Committee for Cooperative Opportunities.

h. Village of Libertyville Parking Commission Representative.

i. Friends' Representative.

j. RAILS Representative.

k. Historical Society Representative.

11. Other Business.

a. Post Issuance Tax Compliance Report.

b. Approval of Resolution 2020-2021/3, Authorizing the Revision of the Developer Donation Fee Agreement Applicable to Development in the Village of Mundelein in Accordance with the Mundelein village code

c. Approval of Resolution 2020-2021/4, Adopting Revised Use of the Library Policy.

d. Approval of Resolution 2020-2021/5, Adopting Revised Victims' Economic Security and Safety Act Policy.

e. Approval of Resolution 2020-2021/6, Approving the Permanent Elimination of Overdue Fines for Most Library Items Effective April 1, 2020.

12. Communications.

13. Upcoming Meetings and Events.

a. Special Board Mtg/Policy Workshop on Tues, January 26, 2021 at 6:30 p.m.

b. Regular Board Meeting on Tuesday, February 16, 2021 at 6:30 p.m.

14. Public Questions.

15. Adjournment.

Wendy Vieth, President
Board of Library Trustees

January 15, 2021



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: January 19, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Presentation and Q&A of Proposed Oak Creek / Townline Road TIF District.

Amanda Orenchuk, Director of Community Development for the Village of Mundelein, will be on hand at the beginning of this evening's meeting to provide a brief overview of the proposed Oak Creek / Townline Road TIF District. Please refer to an email sent to all Trustees on January 11, 2021 to view a draft copy of the Redevelopment Plan and an Eligibility Report. Trustees Dobbs and Oakley previously met with Village officials on November 12th to discuss the project.

From: David Archer
Sent: Monday, January 11, 2021 4:56 PM
To: David Archer
Cc: Gabriella Pantle; Russ Cerqua
Subject: Proposed TIF District in Mundelein
Attachments: Mundelein TIF Redev Plan - Feas Study 2020-12-31.pdf

Trustees,

Please find attached a pdf that has two documents related to the proposed TIF District in Mundelein: a draft copy of the **Redevelopment Plan**; and an **Eligibility Report**. You may recall seeing a previous draft of the plan that I sent via email on Oct 27th. I'm checking to see if a representative from the Village of Mundelein would be able to attend the beginning of the January 19th library board meeting to answer any questions you may have. The Village has tentatively scheduled a Joint Review Board Meeting on February 10th to consider the Eligibility Report and Draft Redevelopment Plan. **If you have any question about this proposed TIF, please let me know and I'd be happy to connect with the Village in advance of the library board meeting on January 19th.**

Below, I have provided an overview of TIFs, joint review boards, and other information. This is the same information that was provided to you when the Vernon Hills Hawthorn Mall TIF was discussed last summer.

What is TIF?

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

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

What is a Redevelopment Plan?

A Redevelopment Plan covers the sources of funds to pay for redevelopment costs. As previously mentioned, the current equalized assessed valuation (EAV) of taxable real estate within the designated TIF District is "frozen" at the level the date the TIF District was created. Subsequent growth in property tax revenues that occurs in the TIF District is put into a separate fund maintained by the municipality to pay for infrastructure and redevelopment costs within the TIF District. Financial assistance to schools and libraries due to increased costs attributed to housing units located within the TIF is detailed on pages 19-20 (p. 21-22 of the pdf).

What is an Eligibility Report?

This report summarizes the findings of the Village's consultant that the parcels in the proposed TIF district meet the preliminary qualifications of the TIF Act as a conservation area. The report lists factors to support this designation on page 11 (p. 60 of the pdf).

What is a Joint Review Board and what is Their Role? (65 ILCS 5/11-74.4-5)

1. A Joint Review Board consists of a representative selected by each taxing body within the proposed redevelopment project area, a representative selected by the municipality and a public member.

2. The duties of the Joint Review Board ("JRB") are to review Redevelopment Plan and the Eligibility Report.
3. The JRB must submit a recommendation to the Village in regard to the Eligibility Report and the Redevelopment Plan. The report will need to be approved by a majority vote of those members of the Joint Review Board present and voting. The report is due within 30 days after the convening of the first meeting of the JRB. The report will either approve or reject the proposal, and a decision should be based on whether or not the Eligibility Report, the proposed Redevelopment Project Area, and the Redevelopment Plan and Project, satisfy the plan requirements and the objectives of the TIF Act.
4. The decision of the JRB is only a recommendation to the Mundelein Village Board. If the JRB recommends rejection of the plans, the Village will have 30 days within which to address the reasons for the rejection and resubmit a revised Redevelopment Plan and Project. During this period, Village representatives must meet and confer with the JRB and attempt to resolve those issues. In the event that the Village and the JRB are unable to resolve these differences, or in the event that the resubmitted Redevelopment Plan and Project is rejected by the Joint Review Board, the Village may proceed with the approval of the Redevelopment Plan, but only upon a 3/5ths vote of the Village Board.

David Archer
Library Director

Cook Memorial Public Library District | www.cooklib.org

Cook Park Library • Aspen Drive Library • Bookmobile

413 N. Milwaukee Ave., Libertyville IL 60048 • 701 Aspen Dr., Vernon Hills, IL 60061

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darcher@cooklib.org

3:45 PM

01/14/21

Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Balance Sheet by Class

As of December 31, 2020

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
1000 - Cash						
10-1040 - Petty Cash	625					625
10-1045 - Cash on Hand - Aspen	60					60
10-1150 - Chase Operating A/C	1,997,989	459,217	555,776	23,873	516,846	3,553,500
10-1504 - Illinois Funds - General, IMRF	266,953	37,443			23,236	327,632
10-1509 - Wintrust MaxSafe Acct - General	5,627,212					5,627,212
60-1509 - Wintrust MaxSafe Acct - S/R					831,276	831,276
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,437					56,437
60-1551 - Chase Savings - SRF					200,919	200,919
Total 10-1550 - Chase Savings Account	56,437				200,919	257,356
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,745					10,745
60-1561 - Byline Bank - Spec Res Fund					640,018	640,018
Total 10-1560 - Byline Bank	10,745				640,018	650,763
Total 1000 - Cash	7,960,021	496,660	555,776	23,873	2,212,094	11,248,424
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	245,000					245,000
Total 10-1502 - Investments - General Fund	245,000					245,000
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)					245,000	245,000
Total 60-1501 - Investments - Special Reserve					245,000	245,000
Total 2000 - Investments	245,000				245,000	490,000
Total Checking/Savings	8,205,021	496,660	555,776	23,873	2,457,094	11,738,424
Other Current Assets						
10-1994 - A/R Hawthorn District 173					103,451	103,451
10-1990 - Friends of the Library 2	6,105					6,105
Total Other Current Assets	6,105				103,451	109,556
Total Current Assets	8,211,126	496,660	555,776	23,873	2,560,545	11,847,980
TOTAL ASSETS	8,211,126	496,660	555,776	23,873	2,560,545	11,847,980
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	(0)					(0)
Total Accounts Payable	(0)					(0)
Credit Cards						
10-2050 - Chase One Card	7,706					7,706
Total Credit Cards	7,706					7,706
Other Current Liabilities						
00-2011 - Other Liabilities	12,593					12,593
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	88					88
10-2000 - Manual Payroll Checks	4,356					4,356
10-2100 - Federal Income Tax Payable	2,037					2,037
10-2300 - IMRF Payable-Employee Medicare	7,439					7,439
10-2600 - IMRF Voluntary Life Insurance	128					128
10-2700 - Dental and Vision	1,878					1,878
10-2800 - CO-OP 90's Medical Plan	8,790					8,790
10-2900 - Other Health Care-FSA	928					928
10-2961 - Wage Assignments Payable	188					188
Total 00-2100 - Payroll W/H & Payable	25,833					25,833
20-2300 - IMRF Payable-Employer Medicare		16,801				16,801
Total Other Current Liabilities	38,426	16,801				55,227
Total Current Liabilities	46,132	16,801				62,932
Total Liabilities	46,132	16,801				62,932
Equity						
00-3000 - Beginning Fund Balances						
10-3000 - Fund Balance-General Fund	3,133,565					3,133,565
10-3010 - Assigned Fund Balance-Gen Fund	170,000					170,000
20-3000 - Fund Balance - IMRF Fund		166,718				166,718
30-3000 - Fund Balance-Working Cash Fund			555,776			555,776
50-3000 - Fund Balance-Trust Fund				45,935		45,935
60-3000 - Fund Balance-Spec Reserve Fund					5,954,701	5,954,701
Total 00-3000 - Beginning Fund Balances	3,303,565	166,718	555,776	45,935	5,954,701	10,026,695
32000 - Retained Earnings	111,685	(14,256)		(11,861)	(3,370,858)	(3,285,290)
Net Income	4,749,745	327,397		(10,202)	(23,297)	5,043,643
Total Equity	8,164,994	479,859	555,776	23,873	2,560,545	11,785,047
TOTAL LIABILITIES & EQUITY	8,211,126	496,660	555,776	23,873	2,560,545	11,847,980
UNBALANCED CLASSES						
	0					(0)

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July through December 2020

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
Ordinary Income/Expense					
Income					
00-4000 · Property Tax	8,440,067	737,069	0	0	9,177,136
00-4050 · Replacement Tax	37,816	0	0	0	37,816
00-4100 · Interest Earned	17,936	0	0	8,465	26,401
00-4200 · Other	28,872	0	0	0	28,872
10-4300 · Grants & Other Donations	75,394	0	0	0	75,394
10-4350 · Fines	7,407	0	0	0	7,407
Total Income	8,607,492	737,069	0	8,465	9,353,026
Gross Profit	8,607,492	737,069	0	8,465	9,353,026
Expense					
10-5100 · Salaries	2,260,715	0	0	0	2,260,715
10-5200 · Benefits	242,951	0	0	0	242,951
10-5300 · Training	5,222	0	0	0	5,222
10-5400 · Materials	566,873	0	0	0	566,873
10-5500 · Processing	18,109	0	0	0	18,109
10-5600 · Supplies	64,889	0	0	0	64,889
10-5700 · Vehicles	6,407	0	0	0	6,407
10-5800 · Computer Operations	299,782	0	0	0	299,782
10-5900 · Utilities	74,051	0	0	0	74,051
10-6000 · Telephone	12,762	0	0	0	12,762
10-6100 · Postage	4,310	0	0	0	4,310
10-6200 · Maintenance	48,342	0	0	0	48,342
10-6300 · Repair	30,383	0	0	0	30,383
10-6400 · Insurance	4,948	0	0	0	4,948
10-6500 · Professional Services	31,936	0	0	0	31,936
10-6600 · Improvements	6,068	0	0	0	6,068
10-6700 · Community Relations	37,546	0	0	0	37,546
10-7000 · Debt Service	142,454	0	0	0	142,454
20-8210 · Employer IMRF Disbursements	0	242,486	0	0	242,486
20-8250 · Employer Soc Security Tax Disb	0	167,186	0	0	167,186
Total Expense	3,857,748	409,672	0	0	4,267,420
Net Ordinary Income	4,749,745	327,397	0	8,465	5,085,606
Other Income/Expense					
Other Expense					
50-8500 · Trust Disbursements	0	0	10,202	0	10,202
60-9800 · Special Reserve Disbursements	0	0	0	31,762	31,762
Total Other Expense	0	0	10,202	31,762	41,964
Net Other Income	0	0	-10,202	-31,762	-41,964
Net Income	4,749,745	327,397	-10,202	-23,297	5,043,643

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
December 2020

	December 2020				Year To Date December 2020				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Ordinary Income/Expense												
Income												
00-4000 · Property Tax	164,533	0	164,533	0.00%	9,177,136	9,332,285	(155,149)	-1.66%	97.29%	9,433,000		
00-4050 · Replacement Tax	3,142	800	2,342	292.75%	37,816	31,600	6,216	19.67%	61.99%	61,000		
00-4100 · Interest Earned	4,331	3,750	581	15.49%	26,401	22,500	3,901	17.34%	58.67%	45,000		
00-4200 · Other	25,550	2,967	22,583	761.14%	28,872	14,202	14,670	103.30%	90.23%	32,000		
10-4300 · Grants & Other Donations	216	4,583	(4,367)	-95.29%	75,394	27,498	47,896	174.18%	0.00%	55,000		
10-4330 · Friends of The Library	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4350 · Fines	(1,018)	5,000	(6,018)	-120.36%	7,407	20,000	(12,593)	-62.97%	14.81%	50,000		
Total Income	196,754	17,100	179,654	1050.61%	9,353,026	9,448,085	(95,059)	-1.01%	96.66%	9,676,000	0.00%	0
Expense												
10-5100 · Salaries	476,185	489,168	12,983	2.65%	2,260,715	2,415,941	155,226	6.43%	50.20%	4,503,000	0.00%	4,720,000
10-5200 · Benefits	36,455	44,026	7,571	17.20%	242,951	267,029	24,078	9.02%	44.91%	541,000	0.00%	570,000
10-5300 · Training	296	3,027	2,731	90.22%	5,222	14,579	9,357	64.18%	9.85%	53,000	0.00%	57,000
10-5400 · Materials	75,771	94,433	18,662	19.76%	566,873	600,585	33,712	5.61%	47.56%	1,192,000	0.00%	1,225,000
10-5500 · Processing	5,175	2,987	(2,188)	-73.25%	18,109	18,307	198	1.08%	48.94%	37,000	0.00%	40,000
10-5600 · Supplies	6,322	10,662	4,340	40.71%	64,889	72,893	8,004	10.98%	47.36%	137,000	0.00%	165,000
10-5700 · Vehicles	2,707	2,493	(214)	-8.58%	6,407	15,008	8,601	57.31%	21.36%	30,000	0.00%	32,000
10-5800 · Computer Operations	69,389	50,655	(18,534)	-36.44%	299,782	319,538	19,756	6.18%	59.60%	503,000	0.00%	530,000
10-5900 · Utilities	10,943	13,678	2,735	20.00%	74,051	91,430	17,379	19.01%	37.78%	196,000	0.00%	215,000
10-6000 · Telephone	3,071	1,736	(1,335)	-76.90%	12,762	13,715	953	6.95%	44.01%	29,000	0.00%	32,000
10-6100 · Postage	32	812	780	96.06%	4,310	5,122	812	15.85%	43.10%	10,000	0.00%	11,000
10-6200 · Maintenance	6,609	13,175	6,566	49.84%	48,342	79,295	30,953	39.04%	28.44%	170,000	0.00%	178,000
10-6300 · Repair	2,852	8,969	6,117	68.20%	30,383	56,130	25,747	45.87%	27.87%	109,000	0.00%	114,000
10-6400 · Insurance	0	0	0	0.00%	4,948	6,000	1,052	17.53%	7.07%	70,000	0.00%	80,000
10-6500 · Professional Services	7,930	4,780	(3,150)	-65.90%	31,936	41,035	9,099	22.17%	42.58%	75,000	0.00%	110,000
10-6600 · Improvements	511	3,407	2,896	85.00%	6,068	21,642	15,574	71.96%	14.11%	43,000	0.00%	44,000
10-6700 · Community Relations	4,331	16,849	12,518	74.30%	37,546	72,034	34,488	47.88%	23.76%	158,000	0.00%	161,000
10-6800 · Rent	0	0	0	0.00%	0	0	0	0.00%	0.00%	0	0.00%	5,000
10-6900 · Contingency	0	4,167	4,167	100.00%	0	25,002	25,002	100.00%	0.00%	50,000	0.00%	50,000
10-7000 · Debt Service	0	0	0	0.00%	142,454	143,254	800	0.56%	14.48%	984,000	0.00%	990,000
10-8010 · Capital Improvement Projects	0	9,166	9,166	100.00%	0	54,996	54,996	100.00%	0.00%	110,000	0.00%	110,000
20-8210 · Employer IMRF Disbursements	51,316	57,691	6,375	11.05%	242,486	269,226	26,740	9.93%	48.25%	502,589	0.00%	528,000
20-8250 · Employer Soc Security Tax Disb	35,134	39,164	4,030	10.29%	167,186	183,637	16,451	8.96%	48.84%	342,288	0.00%	359,000
Total Expense	795,029	871,245	76,216	8.75%	4,267,420	4,786,398	518,978	10.84%	43.35%	9,844,877	0.00%	10,326,000

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
December 2020

	December 2020				Year To Date December 2020				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(598,275)	(854,145)	255,870		5,085,606	4,661,687	423,919			(168,877)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0		0					
10-9910 · Interfund Transfers - General	0		0		0		0					
60-9960 · Interfund Transfers - Special Reserve	0		0		0		0					
Total Other Income	0		0		0		0					
Other Expense												
10-9500 · Other Expense	0		0		0		0					
50-8500 · Trust Disbursements	0	0	0		10,202	0	(10,202)					
60-9800 · Special Reserve Disbursements	0	0	0		31,762	0	(31,762)					
Total Other Expense	0	0	0		41,964	0	(41,964)					
Net Other Income/(Expense)	0	0	0		(41,964)	0	(41,964)					
Net Income	(598,275)	(854,145)	255,870		5,043,642	4,661,687	381,955			(168,877)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary By Fund

December 11, 2020 through January 15, 2021

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	99,885.57	8,725.51	0.00	108,611.08
00-4050 · Replacement Tax	18,084.90	0.00	0.00	18,084.90
00-4100 · Interest Earned	768.36	0.00	3,562.95	4,331.31
00-4200 · Other	22,421.68	0.00	0.00	22,421.68
10-4300 · Grants & Other Donations	216.00	0.00	0.00	216.00
10-4350 · Fines	-1,018.45	0.00	0.00	-1,018.45
Total Income	140,358.06	8,725.51	3,562.95	152,646.52
Gross Profit	140,358.06	8,725.51	3,562.95	152,646.52
Expense				
10-5100 · Salaries	477,388.36	0.00	0.00	477,388.36
10-5200 · Benefits	34,704.27	0.00	0.00	34,704.27
10-5300 · Training	1,041.26	0.00	0.00	1,041.26
10-5400 · Materials	54,559.03	0.00	0.00	54,559.03
10-5500 · Processing	3,440.66	0.00	0.00	3,440.66
10-5600 · Supplies	10,283.90	0.00	0.00	10,283.90
10-5700 · Vehicles	2,725.04	0.00	0.00	2,725.04
10-5800 · Computer Operations	10,001.64	0.00	0.00	10,001.64
10-5900 · Utilities	12,966.26	0.00	0.00	12,966.26
10-6000 · Telephone	4,159.69	0.00	0.00	4,159.69
10-6100 · Postage	32.32	0.00	0.00	32.32
10-6200 · Maintenance	9,679.14	0.00	0.00	9,679.14
10-6300 · Repair	7,196.00	0.00	0.00	7,196.00
10-6400 · Insurance	47,906.00	0.00	0.00	47,906.00
10-6500 · Professional Services	2,001.27	0.00	0.00	2,001.27
10-6600 · Improvements	1,016.07	0.00	0.00	1,016.07
10-6700 · Community Relations	8,303.24	0.00	0.00	8,303.24
10-7000 · Debt Service	839,453.93	0.00	0.00	839,453.93
20-8210 · Employer IMRF Disbursements	0.00	51,196.67	0.00	51,196.67
20-8250 · Employer Soc Security Tax Disb	0.00	35,342.23	0.00	35,342.23
Total Expense	1,526,858.08	86,538.90	0.00	1,613,396.98
Net Ordinary Income	-1,386,500.02	-77,813.39	3,562.95	-1,460,750.46
Net Income	-1,386,500.02	-77,813.39	3,562.95	-1,460,750.46

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

01/14/21

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
Ordinary Income/Expense				
Income				
00-4000 · Property Tax				
10-4000 · Property Tax General				
General Jou...	01/14/2021	2947		99,885.57
Total 10-4000 · Property Tax General				99,885.57
20-4000 · Property Tax IMRF				
General Jou...	01/14/2021	2947		8,725.51
Total 20-4000 · Property Tax IMRF				8,725.51
Total 00-4000 · Property Tax				108,611.08
00-4050 · Replacement Tax				
10-4050 · Replacement Tax General				
General Jou...	12/31/2020	2945		3,141.93
General Jou...	01/06/2021	2946		14,942.97
Total 10-4050 · Replacement Tax General				18,084.90
Total 00-4050 · Replacement Tax				18,084.90
00-4100 · Interest Earned				
60-3109 · Interest-Wintrust MaxSafe - S/R				
General Jou...	12/31/2020	2936		66.02
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				66.02
10-3109 · Interest-Wintrust MaxSafe - Gen				
General Jou...	12/31/2020	2936		685.82
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				685.82
10-3180 · Interest - Money Market Fund				
General Jou...	12/31/2020	2936		24.90
General Jou...	12/31/2020	2936		26.99
General Jou...	12/31/2020	2936		25.99
Total 10-3180 · Interest - Money Market Fund				77.88
10-4100 · Interest Earned-General Fund				
10-4101 · Interest Income - Chase Savings				
General Jou...	12/31/2020	2936		2.38
Total 10-4101 · Interest Income - Chase Savings				2.38
10-4111 · Interest Income-BylineSavings				
General Jou...	12/31/2020	2936		2.28
Total 10-4111 · Interest Income-BylineSavings				2.28
Total 10-4100 · Interest Earned-General Fund				4.66
60-4100 · Interest Earned Special Reserve				
60-4101 · Interest Income - Chase Savings				
General Jou...	12/31/2020	2936		8.47
Total 60-4101 · Interest Income - Chase Savings				8.47
60-4102 · Interest Income - Chase CD's				
General Jou...	12/31/2020	2939		3,009.47
General Jou...	12/31/2020	2939		343.67
Total 60-4102 · Interest Income - Chase CD's				3,353.14

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

01/14/21

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
60-4111 · Interest Income -Byline Savings				
General Jou...	12/31/2020	2936		135.32
Total 60-4111 · Interest Income -Byline Savings				135.32
Total 60-4100 · Interest Earned Special Reserve				3,496.93
Total 00-4100 · Interest Earned				4,331.31
00-4200 · Other				
10-4400 · Lost Materials				
Bill	12/28/2020	LOST/PAID - 121520	KUSKA, DOROTHY	-4.99
Bill	12/28/2020	LOST/PAID-REIMB 1220	FOX, ARTHUR J	-1.02
Deposit	12/29/2020			21.60
Deposit	12/29/2020			9.99
Deposit	12/29/2020			20.00
Deposit	12/29/2020			13.16
Deposit	12/29/2020			254.56
Deposit	12/29/2020			20.99
Deposit	12/29/2020			20.00
Deposit	12/29/2020			19.99
Deposit	12/29/2020			31.00
Deposit	12/29/2020			31.26
Deposit	12/29/2020			130.97
Deposit	12/29/2020			65.77
Deposit	12/29/2020			19.39
Deposit	12/29/2020			47.99
Deposit	12/29/2020			12.99
Deposit	12/29/2020			19.99
Deposit	12/29/2020			17.99
Deposit	12/29/2020			31.00
Deposit	12/29/2020			19.95
Deposit	12/29/2020			18.81
Deposit	12/29/2020			5.00
Deposit	12/29/2020			318.64
Deposit	12/29/2020			31.99
Deposit	12/29/2020			19.79
Deposit	12/29/2020			19.99
Total 10-4400 · Lost Materials				1,216.80
10-4450 · Copy Machine Income				
10-4452 · Cook Park - Print/Copy Station				
Deposit	12/29/2020			4.00
Deposit	12/29/2020			2.00
General Jou...	12/31/2020	2936		0.12
Total 10-4452 · Cook Park - Print/Copy Station				6.12
Total 10-4450 · Copy Machine Income				6.12
10-4500 · Misc - General Account				
Deposit	12/29/2020			20,740.76
Deposit	12/29/2020			90.00
Deposit	12/29/2020			250.00
Deposit	12/29/2020			118.00
Total 10-4500 · Misc - General Account				21,198.76
Total 00-4200 · Other				22,421.68

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

01/14/21

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-4300 · Grants & Other Donations				
10-4365 · Donations - Other				
Deposit	12/29/2020			100.00
Deposit	12/29/2020			1.00
Deposit	12/29/2020			100.00
Deposit	12/29/2020			15.00
Total 10-4365 · Donations - Other				216.00
Total 10-4300 · Grants & Other Donations				216.00
10-4350 · Fines				
Deposit	12/29/2020			27.50
Deposit	12/29/2020			5.00
General Jou...	12/31/2020	2936		15.00
General Jou...	12/31/2020	2940		-481.86
General Jou...	12/31/2020	2940		-481.86
General Jou...	12/31/2020	2942		-102.23
Total 10-4350 · Fines				-1,018.45
Total Income				152,646.52
Gross Profit				152,646.52
Expense				
10-5100 · Salaries				
10-5110 · Administration Salaries				
General Jou...	12/18/2020	2935		29,213.49
General Jou...	12/30/2020	2938		29,123.71
General Jou...	01/14/2021	2949		29,149.07
Total 10-5110 · Administration Salaries				87,486.27
10-5120 · Adult Salaries				
General Jou...	12/18/2020	2935		38,258.50
General Jou...	12/30/2020	2938		39,503.13
General Jou...	01/14/2021	2949		40,816.07
Total 10-5120 · Adult Salaries				118,577.70
10-5130 · Children's Salaries				
General Jou...	12/18/2020	2935		23,148.41
General Jou...	12/30/2020	2938		23,379.00
General Jou...	01/14/2021	2949		23,568.21
Total 10-5130 · Children's Salaries				70,095.62
10-5140 · Circulation Salaries				
General Jou...	12/18/2020	2935		21,923.47
General Jou...	12/30/2020	2938		21,316.89
General Jou...	01/14/2021	2949		21,769.23
Total 10-5140 · Circulation Salaries				65,009.59
10-5145 · Maintenance Salaries				
General Jou...	12/18/2020	2935		6,792.26
General Jou...	12/30/2020	2938		6,599.02
General Jou...	01/14/2021	2949		6,678.84
Total 10-5145 · Maintenance Salaries				20,070.12
10-5150 · ILL Salaries				
General Jou...	12/18/2020	2935		3,560.10
General Jou...	12/30/2020	2938		3,470.24
General Jou...	01/14/2021	2949		3,572.78
Total 10-5150 · ILL Salaries				10,603.12

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-5155 · Outreach Salaries				
General Jou...	12/18/2020	2935		8,298.42
General Jou...	12/30/2020	2938		8,006.84
General Jou...	01/14/2021	2949		8,248.19
Total 10-5155 · Outreach Salaries				24,553.45
10-5160 · Tech Services Salaries				
General Jou...	12/18/2020	2935		21,916.03
General Jou...	12/30/2020	2938		21,811.95
General Jou...	01/14/2021	2949		21,965.23
Total 10-5160 · Tech Services Salaries				65,693.21
10-5165 · Shelves Salaries				
General Jou...	12/18/2020	2935		5,161.12
General Jou...	12/30/2020	2938		4,951.10
General Jou...	01/14/2021	2949		5,187.06
Total 10-5165 · Shelves Salaries				15,299.28
Total 10-5100 · Salaries				477,388.36
10-5200 · Benefits				
10-5210 · Health Insurance				
Bill	12/28/2020	865594-JANUARY 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,454.10
General Jou...	12/31/2020	2941		72.00
Bill	01/14/2021	P77758/P65753 - 1220	COOPERATIVE 90'S MEDICAL	28,185.40
Total 10-5210 · Health Insurance				32,711.50
10-5220 · Dental/Vision Insurance				
Bill	12/28/2020	10438 - JANUARY 2021	DELTA DENTAL OF ILLINOIS - VISION	264.31
Deposit	12/29/2020			-49.19
General Jou...	12/31/2020	2940		-481.86
General Jou...	12/31/2020	2940		-481.86
General Jou...	12/31/2020	2940		-481.86
General Jou...	12/31/2020	2940		-481.86
Bill	01/14/2021	10438 - DECEMBER 20	COOPERATIVE 90'S DENTAL	3,088.50
Total 10-5220 · Dental/Vision Insurance				1,376.18
10-5240 · Life Insurance				
Bill	12/28/2020	034963 - JAN 2021	MADISON NATIONAL LIFE INS CO., INC.	256.51
Total 10-5240 · Life Insurance				256.51
10-5270 · LTD Insurance				
Bill	12/28/2020	034963 - JAN 2021	MADISON NATIONAL LIFE INS CO., INC.	360.08
Total 10-5270 · LTD Insurance				360.08
Total 10-5200 · Benefits				34,704.27
10-5300 · Training				
10-5320 · Travel				
10-5328 · Travel - Tech Services				
Bill	01/14/2021	JANUARY 13, 2021	KLINE, SANDY	4.26
Total 10-5328 · Travel - Tech Services				4.26
Total 10-5320 · Travel				4.26
10-5330 · Memberships				
10-5331 · Memberships - Admin				
Bill	01/14/2021	BASSETT:MAR21-FEB22	AMERICAN LIBRARY ASSOCIATION	225.00
Bill	01/14/2021	CMPL - 2021	AMERICAN LIBRARY ASSOCIATION	664.00
Total 10-5331 · Memberships - Admin				889.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

01/14/21

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-5338 · Memberships - Tech Services				
Bill	01/14/2021	DUCLOS:JAN 21-DEC 22	AMERICAN LIBRARY ASSOCIATION	148.00
Total 10-5338 · Memberships - Tech Services				148.00
Total 10-5330 · Memberships				1,037.00
Total 10-5300 · Training				1,041.26
10-5400 · Materials				
10-5410 · Books - Adult				
Credit Card ...	12/31/2020	dec 2020a	Amazon Marketplace.com - CMPL Credit Card	829.88
Bill	01/14/2021	DECEMBER 3, 2020	KLINE, SANDY	22.00
Bill	01/14/2021	2035658807	BAKER & TAYLOR - L5580152	293.93
Bill	01/14/2021	2035659301	BAKER & TAYLOR - L5579912	102.66
Bill	01/14/2021	5016609510	BAKER & TAYLOR - C0209743	180.73
Bill	01/14/2021	5016609518	BAKER & TAYLOR - C5217413	70.55
Bill	01/14/2021	5016609519	BAKER & TAYLOR - C5217413	14.50
Bill	01/14/2021	2248163X	BENDER & CO., INC.	163.43
Bill	01/14/2021	1811797	CENTER POINT LARGE PRINT	115.65
Bill	01/14/2021	8783	FAMILY ROOTS PUBLISHING	54.85
Bill	01/14/2021	72700722	GALE	31.19
Bill	01/14/2021	2035664413	BAKER & TAYLOR - L5742022	477.73
Bill	01/14/2021	5016606372	BAKER & TAYLOR - L3966532	66.56
Bill	01/14/2021	72704195	GALE	31.19
Bill	01/14/2021	72721367	GALE	24.79
Bill	01/14/2021	1815281	CENTER POINT LARGE PRINT	184.56
Bill	01/14/2021	72746256	GALE	51.18
Bill	01/14/2021	72746573	GALE	25.59
Bill	01/14/2021	59312	REGENT BOOK COMPANY	32.57
Bill	01/14/2021	11589109	ROWMAN & LITTLEFIELD PUBLISHING GR...	215.63
Bill	01/14/2021	149664	RUSSIAN PUBLISHING HOUSE LTD.	237.01
Bill	01/14/2021	843687221	THOMSON REUTERS - WEST	1,830.00
Bill	01/14/2021	1817035	CENTER POINT LARGE PRINT	23.37
Bill	01/14/2021	72847101	GALE	344.43
Bill	01/14/2021	72847142	GALE	74.72
Bill	01/14/2021	72845298	GALE	75.97
Bill	01/14/2021	72845546	GALE	30.39
Bill	01/14/2021	72832010	GALE	49.58
Bill	01/14/2021	72819233	GALE	100.48
Bill	01/14/2021	850905-00 1220	MANUFACTURER'S NEWS, INC.	226.90
Bill	01/14/2021	2035675622	BAKER & TAYLOR - L5580152	222.02
Bill	01/14/2021	2035670500	BAKER & TAYLOR - L5579912	128.29
Bill	01/14/2021	5016616605	BAKER & TAYLOR - L3966532	26.52
Bill	01/14/2021	2035684228	BAKER & TAYLOR - L5579912	95.16
Bill	01/14/2021	2035679941	BAKER & TAYLOR - L5579912	375.96
Bill	01/14/2021	2035682601	BAKER & TAYLOR - L5580152	469.72
Bill	01/14/2021	5016634524	BAKER & TAYLOR - L3966532	194.27
Bill	01/14/2021	2035680232	BAKER & TAYLOR - L5742022	278.00
Bill	01/14/2021	2035677918	BAKER & TAYLOR - L5742022	471.47
Bill	01/14/2021	2035688670	BAKER & TAYLOR - L5742022	681.61
Bill	01/14/2021	2035690429	BAKER & TAYLOR - L5579912	249.72
Bill	01/14/2021	2035698139	BAKER & TAYLOR - L5579912	202.08
Bill	01/14/2021	2035689211	BAKER & TAYLOR - L5580072	131.48
Bill	01/14/2021	2035693374	BAKER & TAYLOR - L5580152	418.51
Bill	01/14/2021	C020974	BAKER & TAYLOR - C0209743	164.14
Bill	01/14/2021	5016638172	BAKER & TAYLOR - C0209743	33.25
Bill	01/14/2021	5016638170	BAKER & TAYLOR - C5217413	113.38
Bill	01/14/2021	2035695669	BAKER & TAYLOR - L4231132	11.94
Bill	01/14/2021	2035646816	BAKER & TAYLOR - L5742022	271.72
Bill	01/14/2021	2035697373	BAKER & TAYLOR - L5742022	608.53
Bill	01/14/2021	2035691707	BAKER & TAYLOR - L3966532	790.62
Bill	01/14/2021	2035708548	BAKER & TAYLOR - L5579912	244.94
Bill	01/14/2021	2035699116	BAKER & TAYLOR - L5580152	417.11
Bill	01/14/2021	5016659159	BAKER & TAYLOR - L3966532	44.38
Bill	01/14/2021	2035700468	BAKER & TAYLOR - L5579912	237.65
Bill	01/14/2021	2035710950	BAKER & TAYLOR - L3966532	822.77
Bill	01/14/2021	2035713171	BAKER & TAYLOR - L5579912	208.98
Bill	01/14/2021	2035709480	BAKER & TAYLOR - L5580152	292.73

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

01/14/21

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
Bill	01/14/2021	2035698271	BAKER & TAYLOR - L5580072	15.54
Check	01/14/2021	55149	GALE	-60.78
Check	01/14/2021	55149	GALE	149.98
Bill	01/14/2021	JANUARY 13, 2021	KLINE, SANDY	16.18
Total 10-5410 · Books - Adult				14,309.89
10-5415 · Books - Juvenile				
Credit Card ...	12/31/2020	123120b	Amazon Marketplace.com - CMPL Credit Card	71.05
Bill	01/14/2021	2035663615	BAKER & TAYLOR - L4231522	28.38
Bill	01/14/2021	2035665754	BAKER & TAYLOR - L3966522	108.78
Bill	01/14/2021	2035661081	BAKER & TAYLOR - L3966522	394.38
Bill	01/14/2021	2035666196	BAKER & TAYLOR - L4231142	289.26
Bill	01/14/2021	2035665904	BAKER & TAYLOR - L5580072	282.46
Bill	01/14/2021	0001618867	WORLD BOOK, INC	1,998.00
Bill	01/14/2021	2035679714	BAKER & TAYLOR - L5580072	446.06
Bill	01/14/2021	2035675160	BAKER & TAYLOR - L3966522	316.52
Bill	01/14/2021	2035677738	BAKER & TAYLOR - L3966522	480.78
Bill	01/14/2021	2035677440	BAKER & TAYLOR - L4231142	109.88
Bill	01/14/2021	2035689140	BAKER & TAYLOR - L4231142	336.77
Bill	01/14/2021	2035683413	BAKER & TAYLOR - L5580072	123.08
Bill	01/14/2021	2035687369	BAKER & TAYLOR - L3966522	307.83
Bill	01/14/2021	2035682728	BAKER & TAYLOR - L4231142	224.53
Bill	01/14/2021	2035700346	BAKER & TAYLOR - L4231142	366.29
Bill	01/14/2021	2035698271	BAKER & TAYLOR - L5580072	248.10
Bill	01/14/2021	2035694686	BAKER & TAYLOR - L3966522	546.55
Bill	01/14/2021	2035698267	BAKER & TAYLOR - L3966522	368.01
Bill	01/14/2021	2035693159	BAKER & TAYLOR - L4231522	63.94
Bill	01/14/2021	2035689211	BAKER & TAYLOR - L5580072	1,457.90
Bill	01/14/2021	2035708249	BAKER & TAYLOR - L4231522	33.48
Bill	01/14/2021	2035710544	BAKER & TAYLOR - L4231142	562.03
Bill	01/14/2021	2035705054	BAKER & TAYLOR - L3966522	391.97
Bill	01/14/2021	2035708600	BAKER & TAYLOR - L5580072	473.32
Bill	01/14/2021	2035711270	BAKER & TAYLOR - L5580072	665.80
Total 10-5415 · Books - Juvenile				10,695.15
10-5420 · Audio/Visual - Adult				
Credit Card ...	12/31/2020	123120c	Amazon Marketplace.com - CMPL Credit Card	80.09
Credit Card ...	12/31/2020	dec 2020	Amazon Marketplace.com - CMPL Credit Card	29.92
Bill	01/14/2021	99758231	MIDWEST TAPE, LLC	175.98
Bill	01/14/2021	99768608	MIDWEST TAPE, LLC	2,212.08
Bill	01/14/2021	99824304	MIDWEST TAPE, LLC	168.51
Bill	01/14/2021	99829705	MIDWEST TAPE, LLC	1,103.76
Bill	01/14/2021	99800326	MIDWEST TAPE, LLC	340.77
Bill	01/14/2021	99793364	MIDWEST TAPE, LLC	904.58
Bill	01/14/2021	99851972	MIDWEST TAPE, LLC	293.88
Bill	01/14/2021	99860834	MIDWEST TAPE, LLC	249.03
Total 10-5420 · Audio/Visual - Adult				5,558.60
10-5425 · Audio/Visual - Juvenile				
Bill	01/14/2021	99768608	MIDWEST TAPE, LLC	125.91
Bill	01/14/2021	99829705	MIDWEST TAPE, LLC	191.92
Bill	01/14/2021	99793364	MIDWEST TAPE, LLC	58.46
Bill	01/14/2021	99851972	MIDWEST TAPE, LLC	138.67
Bill	01/14/2021	99860834	MIDWEST TAPE, LLC	27.48
Total 10-5425 · Audio/Visual - Juvenile				542.44
10-5430 · Games - Adult				
Bill	01/14/2021	4693	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	343.16
Bill	01/14/2021	4695	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	241.55
Bill	01/14/2021	4815	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	61.37
Bill	01/14/2021	4814	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	205.37
Total 10-5430 · Games - Adult				851.45

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-5435 · Games - Children				
Bill	01/14/2021	4692	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	646.47
Bill	01/14/2021	4694	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	80.00
Bill	01/14/2021	4816	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	100.00
Total 10-5435 · Games - Children				826.47
10-5440 · Periodicals - Adult				
Credit Card ...	12/31/2020	dec 2020d	Amazon Marketplace.com - CMPL Credit Card	135.92
Total 10-5440 · Periodicals - Adult				135.92
10-5450 · Circulating Technologies				
10-5452 · Circ Tech - Software				
Credit Card ...	12/31/2020	120220	Faronics - CMPL Credit Card	851.60
Total 10-5452 · Circ Tech - Software				851.60
10-5453 · Circ Tech - Subscriptions				
Credit Card ...	12/31/2020	1213&121620	Netflix.com - CMPL Credit Card	31.98
Total 10-5453 · Circ Tech - Subscriptions				31.98
Total 10-5450 · Circulating Technologies				883.58
10-5490 · Electronic Services				
10-5491 · Online Databases				
10-5492 · Online Databases - Adults				
Bill	01/14/2021	70602754	PROQUEST LLC	7,108.85
Total 10-5492 · Online Databases - Adults				7,108.85
Total 10-5491 · Online Databases				7,108.85
10-5494 · Digital Popular Materials				
10-5495 · Dig. Popular Materials - Adults				
Bill	01/14/2021	07001CO20440266	OVERDRIVE, INC.	314.96
Bill	01/14/2021	07001CO20440267	OVERDRIVE, INC.	250.90
Bill	01/14/2021	07001CO20442065	OVERDRIVE, INC.	874.42
Bill	01/14/2021	07001CO20448468	OVERDRIVE, INC.	377.97
Bill	01/14/2021	07001CO20448323	OVERDRIVE, INC.	223.46
Bill	01/14/2021	DECEMBER 2020	BIBLIOTHECA, LLC	1,951.28
Bill	01/14/2021	99839855	MIDWEST TAPE, LLC	8,568.42
Bill	01/14/2021	07001CO20459806	OVERDRIVE, INC.	316.93
Bill	01/14/2021	07001CO20459807	OVERDRIVE, INC.	476.91
Total 10-5495 · Dig. Popular Materials - Adults				13,355.25
Total 10-5494 · Digital Popular Materials				13,355.25
Total 10-5490 · Electronic Services				20,464.10
10-5497 · Interlibrary Loan Fees				
Deposit	12/29/2020			-20.99
Bill	01/14/2021	23042	IHLS-OCLC	312.42
Total 10-5497 · Interlibrary Loan Fees				291.43
Total 10-5400 · Materials				54,559.03
10-5500 · Processing				
10-5520 · Cataloging				
Bill	01/14/2021	23075	IHLS-OCLC	745.88
Bill	01/14/2021	23042	IHLS-OCLC	2,527.78
Bill	01/14/2021	99847660	MIDWEST TAPE, LLC	167.00
Total 10-5520 · Cataloging				3,440.66
Total 10-5500 · Processing				3,440.66

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

01/14/21

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-5600 · Supplies				
10-5611 · Supplies - Admin				
Credit Card ...	12/31/2020	120220	ComplianceSigns - CMPL Credit Card	39.37
Bill	01/14/2021	193521 - DECEMBER 20	WAREHOUSE DIRECT OFFICE PRODUCTS...	514.57
Total 10-5611 · Supplies - Admin				553.94
10-5612 · Supplies - Adults				
Bill	01/14/2021	6886254	DEMCO, INC.	80.63
Bill	01/14/2021	56872636	AMERICAN LIBRARY ASSOCIATION	59.60
Total 10-5612 · Supplies - Adults				140.23
10-5613 · Supplies - Children's				
Credit Card ...	12/14/2020	112020	Amazon Marketplace.com - CMPL Credit Card	254.10
Credit Card ...	12/14/2020	111320	Amazon Marketplace.com - CMPL Credit Card	19.98
Credit Card ...	12/31/2020	120920	Oriental Trading Co - CMPL Credit Card	16.78
Credit Card ...	12/31/2020	dec 2020	Amazon Marketplace.com - CMPL Credit Card	26.99
Credit Card ...	12/31/2020	dec 2020	Oriental Trading Co - CMPL Credit Card	37.18
Credit Card ...	12/31/2020	dec 2020	Amazon Marketplace.com - CMPL Credit Card	47.98
Credit Card ...	12/31/2020	120120	Amazon Marketplace.com - CMPL Credit Card	102.28
Credit Card ...	12/31/2020	120220	Dollar Tree - CMPL Credit Card	107.98
Credit Card ...	12/31/2020	120320	Amazon Marketplace.com - CMPL Credit Card	114.50
Credit Card ...	12/31/2020	121120	Dollar Tree - CMPL Credit Card	135.90
Credit Card ...	12/31/2020	121120	Amazon Marketplace.com - CMPL Credit Card	191.19
Bill	01/14/2021	2035665904	BAKER & TAYLOR - L5580072	230.04
Total 10-5613 · Supplies - Children's				1,284.90
10-5614 · Supplies - Circulation				
Credit Card ...	12/31/2020	120820	Menards - CMPL Credit Card	35.91
Credit Card ...	12/31/2020	122920	Menards - CMPL Credit Card	23.94
Bill	01/14/2021	29146	GRAPHIC 14, INCORPORATED	530.00
Bill	01/14/2021	127958610	ULINE, INC	230.40
Bill	01/14/2021	193521 - DECEMBER 20	WAREHOUSE DIRECT OFFICE PRODUCTS...	77.92
Total 10-5614 · Supplies - Circulation				898.17
10-5615 · Supplies - Maintenance				
Credit Card ...	12/31/2020	122920	Menards - CMPL Credit Card	5.49
Credit Card ...	12/31/2020	122920	HOME DEPOT	73.42
Credit Card ...	12/31/2020	121520	Bulbamerica - CMPL Credit Card	143.92
Bill	01/14/2021	676411	IDLEWOOD ELECTRIC SUPPLY INC.	416.84
Bill	01/14/2021	676408	IDLEWOOD ELECTRIC SUPPLY INC.	302.38
Bill	01/14/2021	5873074	FERGUSON ENTERPRISES, INC.	233.94
Bill	01/14/2021	120420 - 358593	ACE HARDWARE OF LIBERTYVILLE, INC.	26.94
Bill	01/14/2021	P35329659	BATTERIES + BULBS	608.30
Bill	01/14/2021	5894192	FERGUSON ENTERPRISES, INC.	11.69
Bill	01/14/2021	83996	NCC-PETERSON PRODUCTS	525.00
Bill	01/14/2021	83996	NCC-PETERSON PRODUCTS	525.00
Bill	01/14/2021	83996	NCC-PETERSON PRODUCTS	509.88
Bill	01/14/2021	193521 - DECEMBER 20	WAREHOUSE DIRECT OFFICE PRODUCTS...	503.07
Check	01/14/2021	55150	LOWE'S	6.62
Check	01/14/2021	55150	LOWE'S	58.33
Check	01/14/2021	55150	LOWE'S	-3.31
Total 10-5615 · Supplies - Maintenance				3,947.51

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-5618 · Supplies - Tech Services				
Credit Card ...	12/31/2020	122920	Menards - CMPL Credit Card	31.96
Bill	01/14/2021	6880965	DEMCO, INC.	390.74
Bill	01/14/2021	6888250	DEMCO, INC.	111.46
Bill	01/14/2021	6886254	DEMCO, INC.	26.52
Bill	01/14/2021	1416003	KAPCO	131.40
Bill	01/14/2021	1415528	KAPCO	141.26
Bill	01/14/2021	193521 - DECEMBER 20	WAREHOUSE DIRECT OFFICE PRODUCTS...	290.21
Bill	01/14/2021	6890001	DEMCO, INC.	114.25
Bill	01/14/2021	6892433	DEMCO, INC.	239.10
Total 10-5618 · Supplies - Tech Services				1,476.90
10-5660 · Supplies - Computer				
Bill	01/14/2021	127891107	ULINE, INC	134.45
Bill	01/14/2021	193521 - DECEMBER 20	WAREHOUSE DIRECT OFFICE PRODUCTS...	700.99
Total 10-5660 · Supplies - Computer				835.44
10-5670 · Supplies - Paper				
Bill	01/14/2021	29146	GRAPHIC 14, INCORPORATED	816.00
Total 10-5670 · Supplies - Paper				816.00
10-5680 · Supplies - Staff Room				
Bill	01/14/2021	193521 - DECEMBER 20	WAREHOUSE DIRECT OFFICE PRODUCTS...	187.81
Bill	01/14/2021	5054	ABSOLUTE VENDING SERVICE, INC	143.00
Total 10-5680 · Supplies - Staff Room				330.81
Total 10-5600 · Supplies				10,283.90
10-5700 · Vehicles				
10-5720 · Bookmobile Maintenance/Repair				
Credit Card ...	12/31/2020	122920	Lake County Truck Sales-CMPL Credit Card	2,481.20
Credit Card ...	12/31/2020	120720	83-RV, INC.	149.30
Total 10-5720 · Bookmobile Maintenance/Repair				2,630.50
10-5730 · Bookmobile Delivery Service				
Bill	01/14/2021	JULY-DEC 2020	MACTAGGART, CONSTANCE	63.54
Total 10-5730 · Bookmobile Delivery Service				63.54
10-5780 · Vehicles - Other Operating Exp				
10-5782 · Vehicles-Other Op Exp- Outreach				
Bill	01/14/2021	DEC 22, 2020	ABREU, LEONOR	31.00
Total 10-5782 · Vehicles-Other Op Exp- Outreach				31.00
Total 10-5780 · Vehicles - Other Operating Exp				31.00
Total 10-5700 · Vehicles				2,725.04
10-5800 · Computer Operations				
10-5865 · Remote Communications Expenses				
Bill	12/28/2020	NOVEMBER 2020	ECKMANN, ROBERT	10.00
Bill	12/28/2020	NOVEMBER 2020	SULEK, DOROTA	5.00
Bill	01/14/2021	DECEMBER 2020	CARROLL, MARY	5.00
Bill	01/14/2021	DECEMBER 2020	KERPAN, DONNA	5.00
Bill	01/14/2021	DECEMBER 2020	OAKES, KATIE	5.00
Bill	01/14/2021	DECEMBER 2020	SMITH, KELLY	5.00
Bill	01/14/2021	DECEMBER 2020	ANDREW, MARY	10.00
Bill	01/14/2021	DECEMBER 2020	ARNSWALD, NANCY	10.00
Bill	01/14/2021	DECEMBER 2020	ATEN, JANE	5.00
Bill	01/14/2021	DECEMBER 2020	BARRY, JENNIFER	10.00
Bill	01/14/2021	DECEMBER 2020	BASSETT, ELLEN	10.00
Bill	01/14/2021	DECEMBER 2020	BOSAK, NICOLE	10.00
Bill	01/14/2021	DECEMBER 2020	CARNES, LORRAINE	10.00
Bill	01/14/2021	DECEMBER 2020	COMPTON, PATRICIA	10.00
Bill	01/14/2021	DECEMBER 2020	COWSKY, MARY CAROL	5.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

01/14/21

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
Bill	01/14/2021	DECEMBER 2020	GAFKA, DEBORAH	10.00
Bill	01/14/2021	DECEMBER 2020	GEORGE, JUDI	5.00
Bill	01/14/2021	DECEMBER 2020	HADJIMITSOS, LAURA	10.00
Bill	01/14/2021	DECEMBER 2020	HANSEN, JO	10.00
Bill	01/14/2021	DECEMBER 2020	HEATHERMAN, AMY	10.00
Bill	01/14/2021	DECEMBER 2020	IHMELS, PAT	5.00
Bill	01/14/2021	DECEMBER 2020	KING, BECKY	10.00
Bill	01/14/2021	DECEMBER 2020	KLINE, SANDY	10.00
Bill	01/14/2021	DECEMBER 2020	KRAUSE, DONNA	10.00
Bill	01/14/2021	DECEMBER 2020	KRISHNAMOORTHY, SEETHALAKSHMI	10.00
Bill	01/14/2021	DECEMBER 2020	MELLANG, MARY	10.00
Bill	01/14/2021	DECEMBER 2020	MORTON, MARK	15.00
Bill	01/14/2021	DECEMBER 2020	MURROW, JOE	15.00
Bill	01/14/2021	DECEMBER 2020	MUSKAT, MARY ELLEN	5.00
Bill	01/14/2021	DECEMBER 2020	OLSON, CHERYLE	5.00
Bill	01/14/2021	DECEMBER 2020	PARKER, LISA	5.00
Bill	01/14/2021	DECEMBER 2020	DOWNS SAMUELSON, HALEY	10.00
Bill	01/14/2021	DECEMBER 2020	SCHOENFIELD, SONIA	10.00
Bill	01/14/2021	DECEMBER 2020	HOGBERG-WASEMANN, LINDA	5.00
Bill	01/14/2021	DECEMBER 2020	WHEELAND, DAVID	5.00
Bill	01/14/2021	DECEMBER 2020	ZENN, CARLY	5.00
Bill	01/14/2021	DECEMBER 2020	ZWOLSKI, CAROL	10.00
Bill	01/14/2021	DECEMBER 2020	LARSON, ANDREA	10.00
Total 10-5865 · Remote Communications Expenses				315.00
10-5830 · Replacement Hardware/Software				
10-5831 · Rep Hrdwre/Sftwre - Admin				
Credit Card ...	12/31/2020	120220	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card ...	12/31/2020	122820	Zoom.us - CMPL Credit Card	64.99
Credit Card ...	12/31/2020	121920	Zoom.us - CMPL Credit Card	14.99
Credit Card ...	12/31/2020	120720	Skype.com - CMPL Credit Card	6.50
Credit Card ...	12/31/2020	122320	Zoom.us - CMPL Credit Card	14.99
Credit Card ...	12/31/2020	120120	Liberated Syndication - CMPL Credit Card	15.00
Credit Card ...	12/31/2020	dec 2020	GODADDY - CMPL Credit Card	127.98
Credit Card ...	12/31/2020	122420	GODADDY - CMPL Credit Card	159.98
Credit Card ...	01/04/2021	010121	Liberated Syndication - CMPL Credit Card	15.00
Bill	01/14/2021	682	SHOUTBOMB LLC	402.00
Bill	01/14/2021	INV00012475	DEMCO SOFTWARE	798.76
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				1,650.19
Total 10-5830 · Replacement Hardware/Software				1,650.19
10-5850 · Misc Contracts				
Bill	01/14/2021	INV-US-50530	ENVISIONWARE, INC.	4,286.54
Total 10-5850 · Misc Contracts				4,286.54
10-5860 · Internet				
Bill	12/28/2020	S660366366-20336	AT&T	1,953.37
Bill	12/28/2020	122320-012221	COMCAST HOLDINGS CORPORATION	234.90
Bill	01/14/2021	S660366366-21001	AT&T	1,556.64
Total 10-5860 · Internet				3,744.91
10-5800 · Computer Operations - Other				
Bill	01/14/2021	DECEMBER 2020	SOLING, ELIZABETH	5.00
Total 10-5800 · Computer Operations - Other				5.00
Total 10-5800 · Computer Operations				10,001.64
10-5900 · Utilities				
10-5910 · Electricity				
10-5911 · Electricity - Aspen				
Bill	01/14/2021	18903701101	CONSTELLATION NEW ENERGY, INC.	5,076.49
Total 10-5911 · Electricity - Aspen				5,076.49

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-5912 · Electricity - Cook Park				
Bill	01/14/2021	18903893501	CONSTELLATION NEW ENERGY, INC.	6,855.47
Total 10-5912 · Electricity - Cook Park				6,855.47
Total 10-5910 · Electricity				11,931.96
10-5920 · Gas				
10-5921 · Gas - Aspen				
Bill	01/14/2021	3037189	CONSTELLATION NATURAL GAS	217.38
Total 10-5921 · Gas - Aspen				217.38
10-5922 · Gas - Cook Park				
Bill	01/14/2021	3037189	CONSTELLATION NATURAL GAS	458.42
Total 10-5922 · Gas - Cook Park				458.42
Total 10-5920 · Gas				675.80
10-5930 · Water				
10-5932 · Water - Cook Park				
Bill	01/14/2021	100120-120320	VILLAGE-LIBERTYVILLE	358.50
Total 10-5932 · Water - Cook Park				358.50
Total 10-5930 · Water				358.50
Total 10-5900 · Utilities				12,966.26
10-6000 · Telephone				
10-6010 · Telephone				
Bill	12/28/2020	351418	CALL ONE	1,080.51
Bill	12/28/2020	122320-012221	COMCAST HOLDINGS CORPORATION	262.66
Bill	01/14/2021	362182	CALL ONE	1,088.23
Total 10-6010 · Telephone				2,431.40
10-6020 · Bookmobile - Telephone				
Bill	12/28/2020	9869336292	VERIZON WIRELESS SERVICES LLC	232.55
Total 10-6020 · Bookmobile - Telephone				232.55
10-6050 · Telephone Service Contracts				
Bill	12/28/2020	21560	BLUE WIRE COMMUNICATIONS	1,495.74
Total 10-6050 · Telephone Service Contracts				1,495.74
Total 10-6000 · Telephone				4,159.69
10-6100 · Postage				
Credit Card ...	12/31/2020	122120	FEDEX - CMPL Credit Card	32.32
Total 10-6100 · Postage				32.32
10-6200 · Maintenance				
10-6210 · Janitorial Service				
10-6211 · Janitorial Service - Aspen				
Bill	01/14/2021	C16172	COMPLETE CLEANING COMPANY, INC.	2,160.00
Total 10-6211 · Janitorial Service - Aspen				2,160.00
10-6212 · Janitorial Service - Cook Park				
Bill	01/14/2021	C16172	COMPLETE CLEANING COMPANY, INC.	3,462.72
Total 10-6212 · Janitorial Service - Cook Park				3,462.72
Total 10-6210 · Janitorial Service				5,622.72

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-6220 · Landscaping Service				
10-6221 · Landscaping - Aspen				
Bill	01/14/2021	WINTER 2020	SIMPSON, SARAH	190.90
Total 10-6221 · Landscaping - Aspen				190.90
10-6222 · Landscaping - Cook Park				
Bill	01/14/2021	WINTER 2020	SIMPSON, SARAH	115.65
Total 10-6222 · Landscaping - Cook Park				115.65
Total 10-6220 · Landscaping Service				306.55
10-6230 · Snow Removal				
10-6231 · Snow Removal - Aspen				
Bill	01/14/2021	71931	JAMES MARTIN ASSOCIATES, INC.	500.00
Bill	01/14/2021	72251	JAMES MARTIN ASSOCIATES, INC.	460.00
Bill	01/14/2021	72347	JAMES MARTIN ASSOCIATES, INC.	460.00
Total 10-6231 · Snow Removal - Aspen				1,420.00
10-6232 · Snow Removal - Cook Park				
Bill	01/14/2021	71932	JAMES MARTIN ASSOCIATES, INC.	498.00
Bill	01/14/2021	72278	JAMES MARTIN ASSOCIATES, INC.	249.00
Bill	01/14/2021	72373	JAMES MARTIN ASSOCIATES, INC.	249.00
Total 10-6232 · Snow Removal - Cook Park				996.00
Total 10-6230 · Snow Removal				2,416.00
10-6240 · Trash Removal				
10-6242 · Trash Removal - Cook Park				
General Jou...	12/31/2020	2943	GROOT INDUSTRIES, INC.	216.49
Total 10-6242 · Trash Removal - Cook Park				216.49
Total 10-6240 · Trash Removal				216.49
10-6250 · Miscellaneous				
10-6251 · Misc. Maintenance - Aspen				
Bill	12/28/2020	5299	AMS OF NORTHERN ILLINOIS	198.00
Bill	01/14/2021	5334	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen				396.00
10-6252 · Misc. Maintenance - Cook Park				
Bill	12/28/2020	5299	AMS OF NORTHERN ILLINOIS	149.00
Bill	01/14/2021	015600CS302473	AMBIUS, LLC (19)	337.98
Bill	01/14/2021	5334	AMS OF NORTHERN ILLINOIS	149.00
Bill	01/14/2021	DGNY059	IRON MOUNTAIN INCORPORATED	85.40
Total 10-6252 · Misc. Maintenance - Cook Park				721.38
Total 10-6250 · Miscellaneous				1,117.38
Total 10-6200 · Maintenance				9,679.14
10-6300 · Repair				
10-6340 · Service Contracts-Mech. & Bldg.				
10-6341 · Service Contracts - Aspen				
Bill	01/14/2021	31389	AMERICAN BACKFLOW PREVENTION, INC.	227.90
Bill	01/14/2021	7153177904 082120	SCHINDLER ELEVATOR CORPORATION	1,230.00
Total 10-6341 · Service Contracts - Aspen				1,457.90

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-6342 · Service Contracts - Cook Park				
Bill	12/28/2020	410708	FIRE & SECURITY SERVICES, INC.	108.00
Bill	12/28/2020	8105503787	SUBURBAN ELEVATOR	538.43
Bill	01/14/2021	1-100568622199	JOHNSON CONTROLS, INC.	3,065.89
Total 10-6342 · Service Contracts - Cook Park				3,712.32
Total 10-6340 · Service Contracts-Mech. & Bldg.				5,170.22
10-6360 · Office Machine Service Contract				
Bill	01/14/2021	INV1012820	PAYLOCITY CORPORATION	1,715.14
Bill	01/14/2021	9007369114	KONICA MINOLTA BUSINESS SOLUTIONS	310.64
Total 10-6360 · Office Machine Service Contract				2,025.78
Total 10-6300 · Repair				7,196.00
10-6400 · Insurance				
10-6420 · Business Package Insurance				
Bill	01/14/2021	CMPLD - 2021	LIBRARIES OF ILLINOIS RISK AGENCY	32,512.00
Total 10-6420 · Business Package Insurance				32,512.00
10-6430 · Umbrella Insurance				
Bill	01/14/2021	CMPLD - 2021	LIBRARIES OF ILLINOIS RISK AGENCY	1,779.00
Total 10-6430 · Umbrella Insurance				1,779.00
10-6440 · Worker's Compensation Insurance				
Bill	01/14/2021	3680078	ARTHUR J GALLAGHER RISK MANAGEME...	13,615.00
Total 10-6440 · Worker's Compensation Insurance				13,615.00
Total 10-6400 · Insurance				47,906.00
10-6500 · Professional Services				
10-6520 · Legal Services				
Bill	01/14/2021	214575	KLEIN, THORPE AND JENKINS, LTD.	440.00
Total 10-6520 · Legal Services				440.00
10-6540 · Payroll Processing				
General Jou...	12/18/2020	2934		555.92
General Jou...	12/30/2020	2937		312.32
Bill	01/14/2021	CMPLD 2021-2023	WISC DEPT OF REVENUE	10.00
General Jou...	01/14/2021	2948		558.03
Total 10-6540 · Payroll Processing				1,436.27
10-6575 · Miscellaneous Services & Fees				
Bill	12/28/2020	MEMBERSHIP FEE	SAM'S CLUB DIRECT	125.00
Total 10-6575 · Miscellaneous Services & Fees				125.00
Total 10-6500 · Professional Services				2,001.27
10-6600 · Improvements				
10-6650 · Copiers & Other Leased Equip				
Bill	01/14/2021	36919475	KONICA MINOLTA	511.35
Bill	01/14/2021	3104472707	PITNEY BOWES GLOBAL FINANCIAL SERV...	504.72
Total 10-6650 · Copiers & Other Leased Equip				1,016.07
Total 10-6600 · Improvements				1,016.07

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

01/14/21

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
10-6700 · Community Relations				
10-6720 · Programming - Adult				
10-6721 · Programs - Performances				
Bill	01/07/2021	JANUARY 7, 2021	ART EXCURSIONS, INC.	350.00
Bill	01/07/2021	JANUARY 7, 2021	BOCHENEK, ANNETTE	200.00
Bill	01/07/2021	JANUARY 12, 2021	GIBBONS, JIM	250.00
Bill	01/07/2021	JANUARY 13, 2021	PRACHT, ANDREA	150.00
Bill	01/07/2021	GUIDED MEDITATION	HINSON, HAILEY AHANNA	30.00
Bill	01/14/2021	JANUARY 29, 2021	DVORAK, MARK	300.00
Bill	01/14/2021	FEBRUARY 10, 2021	CHINESE AMERICAN MUSEUM OF CHICAGO	200.00
Bill	01/14/2021	JAN 2021 TAI CHI	HINSON, HAILEY AHANNA	120.00
Bill	01/14/2021	JAN 2021 YOGA	HINSON, HAILEY AHANNA	120.00
Bill	01/14/2021	0121: AM MEDITATION:	HINSON, HAILEY AHANNA	120.00
Bill	01/14/2021	0121: PM MEDITATION	HINSON, HAILEY AHANNA	90.00
Bill	01/14/2021	JANUARY 27, 2021	MADDOX, SUSAN K.	200.00
Bill	01/14/2021	JANUARY 21, 2021	NIGRO, JEFF	250.00
Bill	01/14/2021	JANUARY 28, 2021	TAYLOR, CLARENCE	350.00
Total 10-6721 · Programs - Performances				2,730.00
10-6722 · Book Discussions&Author Events				
Credit Card ...	12/31/2020	120620	Amazon Marketplace.com - CMPL Credit Card	107.08
Bill	01/14/2021	SEPT/DEC 2020	LARSON, ANDREA	26.99
Total 10-6722 · Book Discussions&Author Events				134.07
10-6725 · Genealogy				
Bill	01/07/2021	JANUARY 5, 2021	CLARK, DAVID	125.00
Total 10-6725 · Genealogy				125.00
10-6726 · Computer				
Bill	12/11/2020	NOVEMBER 2020	MONTANO, ESTEVAN	150.00
Bill	12/11/2020	NOVEMBER 2020	MONTANO, ESTEVAN	150.00
Bill	12/11/2020	NOVEMBER 2020	MONTANO, ESTEVAN	150.00
Bill	12/11/2020	NOVEMBER 2020	MONTANO, ESTEVAN	150.00
Bill	01/07/2021	JANUARY 11, 2021	MONTANO, ESTEVAN	150.00
Bill	01/07/2021	JANUARY 13, 2021	MONTANO, ESTEVAN	150.00
Bill	01/07/2021	JANUARY 14, 2021	MONTANO, ESTEVAN	150.00
Bill	01/07/2021	JANUARY 18, 2021	MONTANO, ESTEVAN	150.00
Bill	01/14/2021	JANUARY 20, 2021	MONTANO, ESTEVAN	150.00
Bill	01/14/2021	JANUARY 27, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer				1,500.00
Total 10-6720 · Programming - Adult				4,489.07
10-6730 · Programming - Young Adult				
10-6731 · Programs - YA (Other)				
Bill	01/07/2021	JANUARY 11, 2021	SHELBY, COLETTE J	150.00
Total 10-6731 · Programs - YA (Other)				150.00
Total 10-6730 · Programming - Young Adult				150.00
10-6740 · Programming - Children's				
Bill	12/28/2020	122320 - 010621	MARTIN, JAMIE	300.00
Credit Card ...	12/31/2020	121620	Amazon Marketplace.com - CMPL Credit Card	15.40
Credit Card ...	12/31/2020	dec 2020	Amazon Marketplace.com - CMPL Credit Card	25.16
Credit Card ...	12/31/2020	dec 2020	Joann Fabrics - CMPL Credit Card	28.71
Credit Card ...	12/31/2020	122320	Oriental Trading Co - CMPL Credit Card	28.77
Credit Card ...	12/31/2020	dec 2020	Walmart.com - CMPL Credit Card	32.43
Credit Card ...	12/31/2020	121620	Oriental Trading Co - CMPL Credit Card	39.96
Credit Card ...	12/31/2020	122320	Michaels - CMPL Credit Card	57.10
Credit Card ...	12/31/2020	dec 2020	Joann Fabrics - CMPL Credit Card	52.91
Credit Card ...	12/31/2020	121820	Amazon Marketplace.com - CMPL Credit Card	97.03
Credit Card ...	12/31/2020	121820	Amazon Marketplace.com - CMPL Credit Card	104.93
Credit Card ...	12/31/2020	121920	Dollar Tree - CMPL Credit Card	116.79
Credit Card ...	01/04/2021	123120	Amazon Marketplace.com - CMPL Credit Card	72.51
Credit Card ...	01/04/2021	010121	Target.com - CMPL Credit Card	26.98

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

01/14/21

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
Bill	01/07/2021	JANUARY 19, 2021	BEVERLEY, JOEL	150.00
Bill	01/07/2021	JANUARY 16, 2021	STICKY FINGERS COOKING	150.00
Bill	01/07/2021	JANUARY 13, 2021	STICKY FINGERS COOKING	150.00
Bill	01/14/2021	7686	LIBRARIES FIRST	500.00
Bill	01/14/2021	FEBRUARY 16, 2021	BEVERLEY, JOEL	150.00
Bill	01/14/2021	127995600	ULINE, INC	85.25
Bill	01/14/2021	JANUARY 23, 2021	MAGIC BY RANDY, INC.	500.00
Total 10-6740 · Programming - Children's				2,683.93
10-6760 · Promotions/Prizes				
10-6761 · Promotions/Prizes- Admin/Gen				
Credit Card ...	12/31/2020	122120	Home Pages - CMPL Credit Card	295.00
Total 10-6761 · Promotions/Prizes- Admin/Gen				295.00
10-6768 · Promotions/Prizes-Tech Services				
Bill	01/14/2021	DEC 23, 2020	DU CLOS, KATIE	75.00
Total 10-6768 · Promotions/Prizes-Tech Services				75.00
Total 10-6760 · Promotions/Prizes				370.00
10-6780 · Digital Studios				
10-6781 · Digital Studios - Equipment				
Credit Card ...	12/31/2020	dec 2020	Amazon Marketplace.com - CMPL Credit Card	94.99
Credit Card ...	12/31/2020	dec 2020	Amazon Marketplace.com - CMPL Credit Card	24.99
Credit Card ...	12/31/2020	120220	AtomicFilament.com - CMPL Credit Card A	32.98
Credit Card ...	01/04/2021	010121	Misumiusa.com - CMPL Credit Card	168.21
Total 10-6781 · Digital Studios - Equipment				321.17
Total 10-6780 · Digital Studios				321.17
10-6790 · Workshops				
10-6793 · Workshops - Programs/Classes				
Credit Card ...	12/31/2020	dec 2020	Amazon Marketplace.com - CMPL Credit Card	15.98
Credit Card ...	12/31/2020	122320	Amazon Marketplace.com - CMPL Credit Card	29.94
Credit Card ...	12/31/2020	120320	Amazon Marketplace.com - CMPL Credit Card	89.85
Credit Card ...	12/31/2020	120520	Amazon Marketplace.com - CMPL Credit Card	127.60
Credit Card ...	12/31/2020	dec 2020	Amazon Marketplace.com - CMPL Credit Card	25.70
Total 10-6793 · Workshops - Programs/Classes				289.07
Total 10-6790 · Workshops				289.07
Total 10-6700 · Community Relations				8,303.24
10-7000 · Debt Service				
Bill	01/14/2021	707	CHASE	375,328.00
Bill	01/14/2021	706	CHASE	311,888.63
Bill	01/14/2021	6718287	CAPITAL ONE PUBLIC FUNDING	152,237.30
Total 10-7000 · Debt Service				839,453.93
20-8210 · Employer IMRF Disbursements				
General Jou...	12/18/2020	2935		17,199.78
General Jou...	12/30/2020	2938		16,801.07
General Jou...	01/14/2021	2949		17,195.82
Total 20-8210 · Employer IMRF Disbursements				51,196.67

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01/14/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

December 11, 2020 through January 15, 2021

Type	Date	Num	Name	Paid Amount
20-8250 · Employer Soc Security Tax Disb				
General Jou...	12/18/2020	2935		11,676.23
General Jou...	12/30/2020	2938		11,730.51
General Jou...	01/14/2021	2949		11,935.49
Total 20-8250 · Employer Soc Security Tax Disb				35,342.23
Total Expense				1,613,396.98
Net Ordinary Income				-1,460,750.46
Net Income				-1,460,750.46



Cook Memorial Public Library District

Librarian's Statistical Report - Page 1

December 2020

Registered Card Holders

The number of card holders. Excludes in-house patrons. According to the 2010 census, district population was 59,842. Accounts inactive for three years are deleted in June and December.

	December 2019			December 2020			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,062	33,831	42,893	8,066	33,923	41,989	-2.11%
Reciprocal Borrowing Patrons	482	6,329	6,811	440	6,119	6,559	-3.70%
Total	9,544	40,160	49,704	8,506	40,042	48,548	-2.33%

Visitors

	December 2019	December 2020	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
Aspen Drive Library	17,430			113,066		
Cook Park Library	20,657			156,193		
Drive-Up	1,239			7,990		
Outreach	1,166	109	-90.65%	10,052	522	-94.81%
Total	40,492	109	-99.73%	287,301	80,227	-72.08%

Program Attendance

	December 2019	December 2020	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
Adult	1,792	1,290	-28.01%	8,090	8,108	0.22%
Juvenile	929	1,736	86.87%	10,732	6,537	-39.09%
Young Adult	20	33	65.00%	214	93	-56.54%
	2,741	3,059	11.60%	19,036	14,738	-22.58%

Special Services

	December 2019	December 2020	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
Reference Questions	6,536	2,590	-60.37%	44,196	23,461	-46.92%
Online Databases*	6,595	2,852	-56.76%	29,373	16,718	-43.08%
www.cooklib.org	74,004	93,430	26.25%	502,574	538,414	7.13%
Holds Placed	14,269	23,015	61.29%	94,367	112,277	18.98%
Holds Filled	12,766	21,395	67.59%	82,917	124,941	50.68%
Homebound Items Delivered	1,079	549	-49.12%	6,351	2,987	-52.97%

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

Collection Size

	December 2019					December 2020					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,505	37,842		84,347	32.10%	47,917	41,257		89,174	32.98%	5.72%
Cook Park Library	55,965	107,374	150	163,489	62.23%	56,309	109,272	144	165,725	61.29%	1.37%
Outreach	11,949	2,942	10	14,901	5.67%	12,382	3,113	13	15,508	5.74%	4.07%
Total	114,419	148,158	160	262,737		116,608	153,642	157	270,407		2.92%

Librarian's Statistical Report - December 2020 - Page 2

Circulation

	December 2019				December 2020				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	10,108	19,433		29,541	7,379	11,118		18,497	-37.39%
Foreign Language	241	401		642	69	149		218	-66.04%
Large Type	1,415	20		1,435	973	23		996	-30.59%
Nonfiction	8,082	5,098		13,180	4,721	2,697		7,418	-43.72%
Periodicals	1,167	115		1,282	353	12		365	-71.53%
Subtotal Print	21,013	25,067		46,080	13,495	13,999		27,494	-40.33%
Bags and Containers			12	12			9	9	-25.00%
Equipment	186	2		188	26			26	-86.17%
Interlibrary Loan			168	168			102	102	-39.29%
LINKin	1,077			1,077	825			825	-23.40%
Multimedia		63		63		45		45	-28.57%
Other	1		13	14			2	2	-85.71%
Subtotal Other	1,264	65	193	1,522	851	45	113	1,009	-33.71%
eAudiobooks			3,669	3,669			4,667	4,667	27.20%
eBooks			5,895	5,895			8,773	8,773	48.82%
eMagazines			921	921			774	774	-15.96%
eMusic			349	349			306	306	-12.32%
eVideo			479	479			1,187	1,187	147.81%
Subtotal Downloadables			11,313	11,313			15,707	15,707	38.84%
Audiobooks	894	482		1,376	421	217		638	-53.63%
Compact Discs	4,297	478		4,775	1,585	150		1,735	-63.66%
DVDs, Blu-Ray	16,679	6,601		23,280	4,880	1,414		6,294	-72.96%
Video Games	1,013	990		2,003	310	409		719	-64.10%
Subtotal Audiovisual	22,883	8,551		31,434	7,196	2,190		9,386	-70.14%
Grand Total All Agencies	45,160	33,683	11,506	90,349	21,542	16,234	15,820	53,596	-40.68%

Agency Subtotals

	December 2019	December 2020	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
Downloadables	11,313	15,707	38.84%	69,967	95,735	36.83%
Aspen Drive Library	23,958	8,708	-63.65%	143,926	91,944	-36.12%
Cook Park Library	49,637	26,740	-46.13%	337,095	231,758	-31.25%
Outreach	5,441	2,441	-55.14%	36,731	10,644	-71.02%
Total	90,349	53,596	-40.68%	587,719	430,081	-26.82%



Director's Report January 2021

David Archer, Library Director

Presidents' Day Library Annual Legislative Meeting

The Illinois Library Association's (ILA) annual Presidents' Day Library Legislative Breakfast will be held via Zoom on Monday, February 17 from 9-10:30 am. This is an opportunity to meet with our legislators and speak firsthand about issues affecting libraries. All elected officials on the state and federal level are invited. The ILA President will bring welcoming remarks; ILA Legislative Consultant Derek Blaida and ILA Executive Director Diane Foote will speak about Springfield and Washington legislative priorities. Please contact Gaby to register for this program.

Preschool Packs

Children's Early Learning Coordinator Terri Norstrom received funding from the Friends to develop a set of 50 Preschool Packs, which are backpacks with books and manipulatives that support development in areas of early learning. Each pack will also come with early literacy tips and information about how to use the resources most effectively. The Preschool Packs are replacing the Early Lit Kits, some of which are more than 15 years old and have materials that are dated or no longer reflect best practices. The Early Lit Kits have been very popular, and it is anticipated the Preschool Packs will be a welcome replacement.

New Children's Programs

Children's Librarian Vanessa Villarreal is offering two new children's programs that were developed in response to the learning environment during the pandemic. *Learn to Write Cursive* provides students with the opportunity to learn to write and read cursive; in pre-pandemic times many schools had stopped teaching cursive writing and, in our current learning environment, students' handwriting skills have deteriorated due to increased keyboard use.

A Spanish language conversation program has also been developed and open to any child, but will be of particular help to the students from Hawthorn School of Dual Language. Half of the Dual Language students come from non-Spanish speaking homes, so having an opportunity to practice will be very helpful.

Cook Memorial Public Library District								
Investment Maturity Schedule								
December 31, 2020								
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q4 2020	Q1 2021	Q2 2021	Total
Special Reserve Fund:								
Lakeland BK NFLD NJ CD	17-Mar-2020	27-May-2021	245,000	1.000%			245,000	245,000
Total Special Reserve			245,000		0	0	245,000	245,000
Working Cash Fund:								
Total Working Cash Fund			0		0	0	0	0
General Fund:								
Bank West San Francisco CD (02/05/20)	31-Jan-2020	4-Feb-2021	245,000	1.650%		245,000		245,000
Total General Fund			245,000		0	245,000	0	245,000
Total Investments			490,000		0	245,000	245,000	490,000
Difference			0					

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

Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash 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
30-Sep-2020	Ending Balance			245,000.00	735,000.00	178,000.00	1,158,000.00	56,429.97	200,893.82	357,313.29	10,441.50	1,235.07	7.06	25.14	9,842.27
31-Oct-2020	Chase Bank	Interest					0.00	2.30	8.20				2.30	8.20	10.50
31-Oct-2020	Ending Balance			245,000.00	735,000.00	178,000.00	1,158,000.00	56,432.27	200,902.02	357,313.29	10,441.50	1,235.07	9.36	33.34	9,852.77
20-Nov-2020	TIAA FSB Jacksonville FL CD	Maturity & Interest	Working Cash CD			(178,000.00)	(178,000.00)				2,848.00				2,848.00
27-Nov-2020	USNY BK Geneva NY CD	Interest					0.00					1,976.11			1,976.11
30-Nov-2020	Chase Bank	Interest					0.00	2.38	8.47				2.38	8.47	10.85
30-Nov-2020	Ending Balance			245,000.00	735,000.00	0.00	980,000.00	56,434.65	200,910.49	357,313.29	13,289.50	3,211.18	11.74	41.81	14,687.73
7-Dec-2020	WEX BK Midvale Utah CD	Maturity & Interest			(245,000.00)		(245,000.00)					3,009.47			3,009.47
28-Dec-2020	USNY BK Geneva NY CD	Maturity & Interest			(245,000.00)		(245,000.00)					343.67			343.67
31-Dec-2020	Chase Bank	Interest					0.00	2.38	8.47				2.38	8.47	10.85
31-Dec-2020	Ending Balance			245,000.00	245,000.00	0.00	490,000.00	56,437.03	200,918.96	357,313.29	13,289.50	6,564.32	14.12	50.28	18,051.72

Position Detail

Cook Memorial Public Library December 2020

Report date as of Dec 31, 2020.

Qty	Security	Mat/Exp Date	Acq Date/ Term	Unit Cost	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
										Accr Int	Cost Yld		
Cook Memorial PLD General / ... 6412					245,000.00		245,369.95	369.95	0.15	0.00	0.00		
										3,654.86			
CD					245,000.00		245,369.95	369.95	0.15	0.00	0.00		
										3,654.86			
245,000	BANK WEST SAN FRANCISCO CALIF C/D FDIC INS TO LIMITS 065680QC7060	02/04/2021	01/31/2020 N ST	100.00	245,000.00	100.15	245,369.95	369.95	0.15	0.00	0.00	1.65	0.00
										3,654.86	0.00		
Cook Memorial PLD Special Res / ... 6414					245,000.00		245,957.95	957.95	0.39	0.00	0.00		
CD					245,000.00		245,957.95	957.95	0.39	0.00	0.00		
245,000	LAKELAND BK NFLD N J C/D FDIC INS TO LIMITS 511640AT1060	05/27/2021	03/17/2020 ST	100.00	245,000.00	100.39	245,957.95	957.95	0.39	0.00	0.00	1.00	0.00
										0.00	0.00		
Total					490,000.00		491,327.90	1,327.90	0.27	0.00	0.00		
										3,654.86	0.00		

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

Please note disclosures and glossary included herein for important information about this report

J.P.Morgan

Cook Memorial Public Library District
Investment Transaction Schedule - Byline Bank

Date	Investment	Transaction Type	Description	Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
30-Sep-2020	Ending Balance			10,738.06	639,616.33	650,354.39	0.00	0.00	14.67	874.18	888.85
31-Oct-2020		Interest	For October 2020	2.28	135.27	137.55			2.28	135.27	137.55
						0.00					0.00
31-Oct-2020	Ending Balance			10,740.34	639,751.60	650,491.94	0.00	0.00	16.95	1,009.45	1,026.40
30-Nov-2020		Interest	For November 2020	2.19	130.93	133.12			2.19	130.93	133.12
						0.00					0.00
30-Nov-2020	Ending Balance			10,742.53	639,882.53	650,625.06	0.00	0.00	19.14	1,140.38	1,159.52
31-Dec-2020		Interest	For December 2020	2.28	135.32	137.60			2.28	135.32	137.60
						0.00					0.00
31-Dec-2020	Ending Balance			10,744.81	640,017.85	650,762.66	0.00	0.00	21.42	1,275.70	1,297.12

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
30-Sep-2020	Ending Balance			4,625,215.17	2,399.19
13-Oct-2020	Transfer from Chase Operating A/C	Transfer		1,000,000.00	
31-Oct-2020	Wintrust Bank	Interest	For October 2020	626.06	626.06
31-Oct-2020	Ending Balance			5,625,841.23	3,025.25
11/30/20/20	Wintrust Bank	Interest	For November	684.96	684.96
30-Nov-2020	Ending Balance			5,626,526.19	3,710.21
31-Dec-2020	Wintrust Bank	Interest	For December 2020	685.82	685.82
31-Dec-2020	Ending Balance			5,627,212.01	4,396.03

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - Special Reserve Fund	Interest Income
30-Sep-2020	Ending Balance			831,076.96	375.35
31-Oct-2020	Wintrust Bank	Interest	For October 2020	67.12	67.12
31-Oct-2020	Ending Balance			831,144.08	442.47
30-Nov-2020	Wintrust Bank	Interest	For November 2020	65.90	65.90
30-Nov-2020	Ending Balance			831,209.98	508.37
31-Dec-2020	Wintrust Bank	Interest	For December 2020	66.02	66.02
31-Dec-2020	Ending Balance			831,276.00	574.39



Cook Memorial Public Library District

FINANCE & EMPLOYEE PRACTICES COMMITTEE MEETING AGENDA SUPPLEMENT

MEETING DATE: January 14, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Temporary Emergency Leave

The Families First Coronavirus Response Act (FFCRA) was passed by Congress last March and required many employers to provide their employees with paid sick leave and expanded family leave for specified reasons related to COVID-19 from April 1 through December 31, 2020. Library administration prepared a document summarizing the temporary benefits and distributed to staff. During this nine-month period, 224 hours of temporary leave was used by staff.

On December 27, 2020 the \$900 billion federal stimulus package was passed into law. No extension of paid sick leave or family leave was provided for in this law which means that mandated FFCRA benefits expired on December 31, 2020. However, the package permitted private employers to voluntarily provide emergency paid sick leave or emergency paid FMLA leave under FFCRA through March 31, 2021 and take an associated tax credit. Governmental units can also voluntarily provide emergency paid sick leave or emergency paid FMLA but are not eligible to take the associated tax credit.

The attached draft is for the board's consideration to extend the temporary leave benefits for library employees through June 30, 2021.

TEMPORARY EMERGENCY LEAVE POLICY DUE TO COVID-19

The Cook Memorial Public Library District ("Library") provides eligible employees with emergency leave in accordance with the Families First Coronavirus Response Act effective April 1, 2020 through **June 30, 2021**. This policy will provide eligible employees with Emergency Family Medical Leave ("EFMLA") and Emergency Paid Sick Leave ("EPSL"). Employees seeking a leave for reasons outside of this policy may be eligible under other Library policies.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, and children for whom the employee has day-to-day responsibilities to care for or financially support. The definition also includes an adult son or daughter 18 years of age or older who has a mental or physical disability, and is incapable of self-care because of that disability.

Article I Emergency Family Medical Leave (EFMLA)

Section 1 Eligibility

All employees who have been employed with the Library for at least 30 days prior to the date they wish the leave to start are eligible.

Section 2 Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Section 3 Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through **June 30, 2021**. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Section 4 Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued and available paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (see Article II).

For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Section 5 Benefits During Leave

The Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. If the employee does not continue these pre-arranged benefit payments, the Library may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees accrue leave while on Emergency FMLA Leave in accordance with Articles VII and VIII of the Library's Personnel Policy.

Section 6 Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving EFMLA. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Section 7 Carryover

EFMLA under this policy will not be provided beyond **June 30, 2021**. Any unused EFMLA will not carry over past **June 30, 2021** or be paid out to employees at any time.

Section 8 Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of the Library and the employee if the employee is unable to work or telework.

Section 9 Job Restoration

An employee who returns to work from an approved EFMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Article II Emergency Paid Sick Leave (EPSL)

Section 1 Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Section 2 Amount and Reasons for Leave

All eligible full-time employees will have up to 75 hours of EPSL available to use for the qualifying reasons above. Eligible part-time employees are entitled to their regularly scheduled hours over a two-week period.

Section 3 Amount of Pay

EPSL will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Section 4 Interaction with Other Paid Leave

The employee may use EPSL under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using EFMLA, the employee may use EPSL during the first ten days of unpaid EFMLA. The use of EPSL during the first two weeks of EFMLA will not extend the time off available under EFMLA. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee may use any vacation, sick or personal time available under existing library policies to supplement EFMLA pay.

Section 5 Benefits During Leave

The Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. If the employee does not continue these pre-arranged benefit payments, the Library may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Section 6 Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Section 7 Carryover

EPSL under this policy will not be provided beyond **June 30, 2021**. Any EPSL will not carry over past **June 30, 2021** or be paid out to employees at any time.

Section 8 Intermittent or Reduced Schedule Leave

EPSL for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
5. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take EPSL on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the

Library. Unless the employee is teleworking, once the employee begins taking EPSL for one or more of these qualifying reasons, the employee must continue to take EPSL each day until the employee either (1) uses the full amount of EPSL or (2) no longer has a qualifying reason for taking EPSL.

The employee may take EPSL intermittently, if the employee wants to, with the agreement of the Library, if the employee is taking EPSL to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Employees who take EPSL or EFMLA will not be retaliated against or discharged for doing so.

Updated January 19, 2021

ORDINANCE NO. 2020-2021/3

**ORDINANCE ABATING CERTAIN GENERAL FUND TAXES LEVIED BY THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT PURSUANT TO ORDINANCE
NO. 2020-2021/2 FOR THE 2020 TAX YEAR**

WHEREAS, on November 17, 2020, the Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois adopted Ordinance No. 2020-2021/2 entitled "ANNUAL LEVY ORDINANCE OF THE BOARD OF TRUSTEES OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS" (the "Levy Ordinance") authorizing the levy of a direct annual tax to defray the appropriations of the Library District for the 2020-2021 fiscal year; and

WHEREAS, sufficient funds are now available and on hand to defray a portion of the General Fund appropriations for the 2020-2021 fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS, as follows:

Section 1: Abatement of Tax. The taxes heretofore levied for the General Fund of this Library District be and the same are hereby abated as follows:

Year of Levy - 2020

General Fund Tax Levied in Ordinance No. 2020- 2021/2 \$8,816,000

Amount of General Tax to be Abated - \$ 166,000

Remainder of General Fund Tax Levied which is to be Extended- \$8,650,000

Section 2: Filing Of Ordinance. Forthwith, as soon as this Ordinance becomes effective, a copy thereof, duly certified by the Secretary of this Library District, which certificate shall recite that this Ordinance has been duly adopted by the Board of Library Trustees of this Library District and is in full force and effect, shall be filed with the Lake County Clerk, and this Ordinance shall constitute authority for the County Clerk for the 2020 tax year to abate the said General Fund levy in the amount of \$166,000, heretofore levied for said year and as hereinabove shown.

Section 3: Effective Date and Repealer. All Ordinances or parts thereof in conflict herewith be and the same are hereby repealed to the extent of such conflict and this Ordinance shall be in full force and effect forthwith upon its adoption.

ADOPTED this 19th day of January, 2021, pursuant to roll call vote as follows:

AYES: _____
NAYS: _____
ABSENT: _____

Wendy Veith, President
Board of Library Trustees

Attest:

Jennifer Banek, Secretary
Board of Library Trustees

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

SECRETARY’S CERTIFICATE

I, the undersigned, the duly qualified and acting Secretary of the Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2020-2021/3

**ORDINANCE ABATING CERTAIN GENERAL FUND TAXES LEVIED BY THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT PURSUANT TO ORDINANCE
NO. 2020-2021/2 FOR THE 2020 TAX YEAR**

adopted at a regular meeting at which a quorum was present of the said Board of Library Trustees held in compliance with the Illinois Open Meetings Act on the 19th day of January, 2021. I further certify that said Ordinance remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of January, 2021.

Jennifer Banek, Secretary



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: January 19, 2021

FROM: Russ Cerqua, Business Manager

AGENDA ITEM: Reports of Committees – Finance – Recommendation for Approval of Audit Services

The Finance & Employee Practices Committee met in February and March of 2020 to review proposals from five accounting firms to conduct the Library's annual audit. Upon arrival of the COVID-19 pandemic. It was determined to delay the selection of a new firm until 2021. These firms were contacted to provide us with any changes in their proposed fees. The table below provides each firms original and updated proposed fees.

Committee members met on January 14, 2021 to review updated fees and discuss the proposals. Committee members concluded that Lauterbach and Amen had the best overall proposal and made a unanimous committee recommendation to the full board to proceed with accepting their proposal for auditing services in the amount of \$15,000, beginning with the audit for the fiscal year ending June 30, 2021. Lauterbach and Amen's proposal is attached for your review.

Cook Memorial Public Library District Audit Proposal Fee & Estimated Hours Summary

Firm	Original			Updated			Increase
	Audit -	Comptroller's Report	Total	Audit	Comptroller's Report	Total	
Mueller	\$ 17,000		\$ 17,000	\$ 17,600		\$ 17,600	\$ 600
McClure & Inserra	\$ 13,900		\$ 13,900	\$ 13,900		\$ 13,900	\$ -
Lauterbach & Amen	\$ 15,000		\$ 15,000	\$ 15,000		\$ 15,000	\$ -
GRA Accounting	\$ 11,000		\$ 11,000			\$ 11,000	\$ -
Sikich	\$ 10,000	\$ 750	\$ 10,750	\$ 10,300	\$ 773	\$ 11,073	\$ 323
Mueller - Prior Year Actual	\$ 17,000		\$ 17,000	\$ 17,000		\$ 17,000	N/A

Cook Memorial Public Library District, Illinois

PROPOSAL

For the Years Ending:

June 30, 2020, June 30, 2021,
June 30, 2022, June 30, 2023
and June 30, 2024

Due Date:

February 14, 2020



Lauterbach & Amen, LLP

Certified Public Accountants

668 N. River Road

Naperville, Illinois 60563

Phone: 630.393.1483

Fax: 630.393.2516

lauterbachamen.com



PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES



Cook Memorial Public Library District, Illinois

For the Years Ending: June 30, 2020, 2021, 2022, 2023 and 2024

Due Date: February 14, 2020

Contact Information

Ronald J. Amen, Partner

630.393.1483

ramen@lauterbachamen.com

Jamie L. Wilkey, Partner

630.393.1483

jwilkey@lauterbachamen.com



TABLE OF CONTENTS

Transmittal Letter	3-4
Firm Profile.....	5-10
Key Engagement Personnel.....	11-14
Audit Approach	15-20
Price and Billing	21-22
References	23-24
Appendix/Appendices	
Peer Review Reports	25-28



February 14, 2020

Russell J. Cerqua, CPA
Cook Memorial Public Library District
413 N. Milwaukee Ave.
Libertyville, IL 60048

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the Cook Memorial Public Library District (District).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our audit approach and scope of the audit process. L&A is a firm entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 100+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the District. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

EXPERTISE

- Providing professional audit and consulting services to over 250 local governments on an annual basis, and providing compilation and benefit services to over 250 police and firefighters' pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.

SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the District.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes an entrance conference and planning meetings with the District, weekly meetings with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- Customizing our audit approach to focus on those areas that represent significant risk to the District and any of the District's uniquely complex issues.

CLIENT TRAINING OPPORTUNITIES

- Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the District the highest level of service.

We are very excited about the opportunity to potentially work with the District and are committed to providing the District with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the District. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

Ronald J. Amen

Ronald J. Amen
Partner

Jamie L. Wilkey

Jamie L. Wilkey
Partner



FIRM PROFILE

LAUTERBACHAMEN.COM

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

SERVICES



Actuarial



Audit



Financial



Pension



Tax

5 Partners | 45+ Managers | 115+ Staff

INDUSTRIES

GOVERNMENT

NONPROFIT

PRIVATE SECTOR



Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies.

An Audit is a People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities
- To maintain staff continuity for our clients as evidenced by an exemplary staff retention rate

Firm Philosophy

We have a full-time commitment to accounting and financial reporting, with extensive expertise in the government and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.



Client Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This no additional cost education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to auditing standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting governments.

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:

- Government Finance Officers Association (GFOA)
- Illinois Government Finance Officers Association (IGFOA)
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- American Institute of Certified Public Accountants
- Illinois Municipal Treasurers Association (IMTA)
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Association of School Business Officials (IASBO)
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting (CAFR) - GFOA
- Illinois Library Association
- Township Officials of Illinois
- Technical Account and Review Committee (TARC) - IGFOA (Responds to GASB Pronouncement Exposure Drafts)
- Illinois Public Pension Fund Association (IPPFA)
- Illinois Department of Insurance—Task Force

In addition, we have written articles for publication, instructed training courses and done public presentations for a number of the organizations listed above.

“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”



Government Expertise = Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel Issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources

Communication is the Key

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.

Other Information

L&A has not had any federal or state desk reviews of its audits during the last three years. No disciplinary action has been taken against the firm during the last three years by state regulatory bodies or professional associations.

All L&A audit team members are required to adhere to AICPA rules for Continuing Professional Education (CPE) hours on an annual basis. The firm utilizes a mix of attendance at professional seminars specializing in governmental accounting and auditing, internal trainings which qualify for CPE, and online training platforms also specializing in courses related to governmental accounting and auditing.

The following are the five largest clients that transitioned audit services to another firm during the past three years: City of Champaign (rotation), Village of Arlington Heights (rotation), Bolingbrook Park District (rotation), Village of Vernon Hills (transitioned to financial services), and Village of Wauconda (transitioned to financial services).



Quality Assurance

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm's policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.

Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the Cook Memorial Public Library District.



L&A was ranked as the 17th largest accounting firm in the Chicagoland area, according to an annual survey published by Crain's Chicago Business.



FIRM PROFILE

LAUTERBACHAMEN.COM

License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.

DFK International/USA

Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Conclusion

We are thrilled to have the opportunity to potentially work with the District. We truly have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.





Ronald J. Amen, CPA

Managing Partner

Mr. Amen has over 31 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.

Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

Governmental Accounting and Auditing Experience

Mr. Amen has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, Mr. Amen is often used as a resource for providing creative solutions to issues affecting local governments. Mr. Amen functions as a working partner, in that he is available and present during each phase of the audit process.

Mr. Amen has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



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Jamie L. Wilkey

Technical Partner

Ms. Wilkey has over 19 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses

Governmental Accounting and Auditing Experience

Ms. Wilkey's experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Ms. Wilkey has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Award from the GFOA in the first year of their submittal to the program or maintained their CAFR standing.

Ms. Wilkey also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Ms. Wilkey has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.



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Matt R. Beran, CPA

Operations Partner

Mr. Beran has over 16 years of professional accounting experience, 11 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Mr. Beran's experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Mr. Beran has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Mr. Beran passes along this knowledge to clients to ensure they understand what is changing.

Mr. Beran has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Mr. Beran will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



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mberan@lauterbachamen.com



Audit Team Key Personnel

Monika Adamski

Monika has 11 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and nonprofit entities and also specializes in internal control assessment for all governmental clients.

Tim Gavin

Tim has 14 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Tim is specialized in audits, accounting services and financial reporting. He retains highly specialized skills in accounting and auditing software.

Lia Lopez

Lia has 13 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Illinois at Chicago. Lia specializes in Library, Pension and Fire Protection District audits. She excels in internal controls implementation, financial statement preparation and staff training.

Jennifer Martinson

Jen has 8 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual adjustments.

Brad Porter

Brad has 6 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and the training and auditing of local governments and park districts.

Don Shaw

Don has 11 years of professional accounting experience, 8 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

Erin Sordo

Erin has 9 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Missouri State University. Erin specializes in municipal audits and internal controls for all government clients. She has completed various agreed upon procedures for clients and prepared reports on their internal controls.

Ann Van Vooren

Ann has 11 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann specializes in finalizing Comprehensive Annual Financial Reports for our clients - meeting the requirements established by the GFOA. Ann has completed the AICPA's Nonprofit Level I and Level II Certificate Program. She specializes in auditing and performing consulting services for municipalities and nonprofits.








AUDIT APPROACH

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Overview

We are prepared to meet or exceed all requirements and expectations of the District. The partners of L&A will be involved in all phases of the audit of the District as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

PHASE			TIMING	HOURS (EST)
	Phase 1	Planning	July	12 Hours
	Phase 2	Preliminary Fieldwork	August	16 Hours
	Phase 3	Fieldwork	Early October	80 Hours
	Phase 4	Drafts	Late October	18 Hours
	Phase 5	Audit Completion	Early November	14 Hours



GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program. We have assisted many clients in obtaining their CAFR's and have submitted over a thousand of CAFR's to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the



GFOA. We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of ninety reports to the GFOA on an annual basis and are in the top ten firms nationally that submit to the program.

Audit Scope and Standards

L&A will issue an opinion on the governmental activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the District's financial statements, with "in-relation-to" coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.



AUDIT APPROACH

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Phase 1: Planning



July

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit we will hold an entrance conference with the District to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our audit procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the District.
- Developing a schedule for completing the subsequent phase of the audit.

Phase 2: Preliminary Fieldwork



August

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the District and its finances through a review of various documents and through discussions with the District. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the District for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.



AUDIT APPROACH

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Phase 2: Preliminary Fieldwork (Cont'd)



August

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the District.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental engagements and, therefore, will provide you with the most meaningful information. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

Phase 3: Fieldwork



Early October

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and; therefore, provide for the most efficient and effective approach.



Phase 3: Fieldwork (Cont'd)



Early October

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Inventories	Fund Balance/Net Position
Interfunds	Grants
Capital Assets	Risk Management

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and District policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the District during the draft phase of the audit.

Our firm has state of the art production hardware and software. We believe the investment to stay on the cutting edge of technology benefits not only in reporting, but also in suggestions and recommendations.



AUDIT APPROACH

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Phase 4: Drafts



Late October

The final completion and quality review of the initial draft of the Annual Financial Report will be completed at the our office and a draft of the Annual Financial Report and related communication letters will be provided to the District no later than the date agreed to during the entrance conference. The District will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then return to the District's location for the final draft where we will review the District's questions and/or changes to the Annual Financial Report as well as the client communication letters and submit a final draft of the Annual Financial Report to the District.

Phase 5: Audit Completion



Early November

Upon approval of the drafts by the District, we will deliver final, bound financial Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the District's financial statements in the future.

L&A strives for continual communication with District staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Annual Financial Report and communication letters with representatives of the District.



PRICE AND BILLING

LAUTERBACHAMEN.COM

AUDIT SERVICES RFP RESPONSE FORM

Firm: Lauterbach & Amen, LLP
Firm Contact/Project Manager: Ronald J. Amen, Partner
Email Address: ramen@lauterbachamen.com
Address: 668 N. River Road
Naperville, IL 60563
Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516
Signature of Authorized Agent: *Ronald J. Amen*
Print Name and Position of Authorized Agent: Ronald J. Amen, Partner
Date of Proposal Submission: February 14, 2020

PRICE STRUCTURE

	June 30, 2020	June 30, 2021 (Optional)	June 30, 2022 (Optional)	June 30, 2023 (Optional)	June 30, 2024 (Optional)
Audit and all Associated Work, Including Capital Asset	\$15,000	\$15,500	\$16,000	\$16,500	\$17,000
Conversion to Accrual/ Modified Accrual Basis Financial Statements in Accordance with GAAP (Optional)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500



PRICE AND BILLING

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HOURS SCHEDULE

	Hours	Standard Rate	Quoted Rate	Total	1st Prior Yr. Rate	2nd Prior Yr. Rate	3rd Prior Yr. Rate
Partner	20	\$160	\$150	\$3,000	\$147	\$144	\$141
Manager	60	\$130	\$120	\$7,200	\$117	\$114	\$111
In-Charge	60	\$90	\$80	\$4,800	\$78	\$76	\$74
	140			\$15,000			

In 23 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future GASB's.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the District. We encourage clients to contact us with questions that may arise. In addition, we provide no cost client training to introduce new GASB pronouncements and auditing standards that may affect the District, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from the District personnel and that the District will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services

Should it become necessary for the District to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



REFERENCES

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We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

Indian Trails Public Library District

Susan Beal

847.459.4100

SBeal@IndianTrailsLibrary.org

355 Schoenbeck Road

Wheeling, IL 60090

Palatine Public Library District

Beth Schwarz

847.358.5881 ext. 134

BSchwarz@palatinelibrary.org

700 N. North Ct.

Palatine, IL 60067

Fox River Valley Public Library District *

Lauren Rosenthal

224.699.5829

lrosenthal@frvpld.info

555 Barrington Ave.

Dundee, IL 60118

Helen M. Plum Public Library District

Barb Kruser

630.627.6741 ext. 265

bkruser@helenplum.org

110 W. Maple St.

Lombard, IL 60148

* Indicates governments who currently hold the GFOA Certificate of Achievement



REFERENCES

LAUTERBACHAMEN.COM

Additional Clients Served

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

Libraries

Addison Public Library	Fountaindale Public Library District	Joliet Public Library	Palos Heights Public Library
Algonquin Area Public Library	Fox River Grove Library District	LaGrange Park Public Library District	Peru Public Library District
Batavia Public Library	Fox River Valley Public Library District*	LaGrange Public Library	Plainfield Public Library District
Berkeley Public Library	Frankfort Public Library District	Lake Villa District Library	Prospect Heights Public Library District
Bloomington Public Library	Franklin Park Public Library District	Lemont Public Library District	St. Charles Public Library
Broadview Public Library	Fremont Public Library District	Lincolnwood Public Library District	Summit Public Library
Brookfield Public Library	Geneva Public Library District	Lisle Library District	Villa Park Public Library
Cary Area Public Library District	Glen Ellyn Public Library	Markham Public Library	Warren-Newport Public Library
Des Plaines Public Library	Glenside Public Library District	Mokena Community Public Library District	Winfield Public Library
Eisenhower Public Library District	Harvey Public Library District	Niles-Maine District Library	Winnetka-Northfield Public Library District
Elk Grove Public Library	Helen M. Plum Memorial Public Library District	North Riverside Public Library	Zion-Benton Public Library District
Forest Park Public Library	Indian Trails Public Library District	Palatine Public Library District	

* Indicates governments who currently hold the GFOA Certificate of Achievement.



Municipalities

110+



Park Districts

65+



School Districts

25+



Libraries

45+



Pension Funds

250+



Other Entities

100+



David A. Grotkin
Joel A. Joyce
Brian J. Mechenich
Carrie A. Gindt



Patrick G. Hoffert
Jason J. Wrasse
Joshua T. Bierbach

Report on the Firm's System of Quality Control

August 21, 2018

To the Partners of Lauterbach & Amen, LLP
and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (the firm) in effect for the year ended March 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Reilly, Penner & Benton LLP

1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

www.rpb.biz



Deficiencies Identified in the Firm's System of Quality Control

We noted the following deficiencies during our review:

1. The firm's quality control policies and procedures require the consultation of professional reference materials and the use of standardized checklists to remind the firm to perform risk assessment over major programs in accordance with professional standards for single audit engagements. During our review, we noted instances where the firm used internally generated memorandums in lieu of the standardized checklists and as a result the firm's audit documentation over risk assessment for each major program was not in accordance with applicable professional standards. In our opinion, this contributed to single audit engagements that did not conform to professional standards in all material respects.
2. The firm's quality control policies and procedures require that personnel assigned to each engagement have the proper technical training and proficiency to complete a quality engagement. Although all firm personnel obtained the CPE required by professional standards, we noted instances where the personnel assigned to a specialized industry did not appear to have adequate training specific to that industry. In our opinion, this contributed to single audit engagements that did not conform to professional standards in all material respects.

Opinion

In our opinion, except for the deficiencies previously described, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended March 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass with deficiencies*.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP



APPENDIX

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Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

668 N. RIVER ROAD • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483 • FAX 630.393.2516

www.lauterbachamen.com

August 21, 2018

Peer Review Committee,

This letter represents our response to the report issued in connection with the peer review of the firm's system of quality control for the accounting and auditing practice in effect for the year ended March 31, 2018. The remedial actions discussed in this letter will be monitored to ensure that they are effectively implemented as part of our system of quality control.

1. The firm modified its quality control policies and procedures to ensure that all standardized checklists are reviewed in detail on an annual basis and utilized in all cases where appropriate in lieu of internally generated documentation and memos. The firm has hired a full-time quality control manager who will oversee this annual monitoring to ensure compliance.
2. Additionally, the firm has conducted internal technical training with personnel assigned to our specialized industry to ensure single audit planning and documentation is appropriate. The firm also utilized the services of a consulting accounting firm to assist in training on single audits for this specialized industry. Additionally, our new quality control manager will be monitoring CPE and technical training for personnel assigned to this specialized industry and any future specialized industries on a quarterly basis. For the nonconforming engagements noted, the timing was such that the next engagement was imminent and the firm was able to include the use of additional PPC practice aids to ensure planning, testing and documentation in accordance with applicable professional standards. Given the imminent nature of the subsequent engagements for the nonconforming engagements, the firm did not reissue the SEFA.

These remedial actions will also be emphasized in our monitoring procedures and internal inspection.

We believe these actions are responsive to the findings of the review.

Sincerely,

Ronald J. Amen

Ronald J. Amen, Partner
Lauterbach & Amen, LLP



APPENDIX

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Thomas G. Wieland
David A. Grotkin
Joel A. Joyce
Brian J. Mechenich



Carrie A. Gindt
Patrick G. Hoffert
Jason J. Wrasse

System Review Report

July 8, 2015

To the Partners of Lauterbach & Amen, LLP
and the Illinois CPA Society Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

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www.rpb.biz

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: The Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the "*Policy*") adopted by The Board of Library Trustees (the "*Board*") of the Cook Memorial Public Library District, Lake County, Illinois (the "*District*"), on the 18th day of June, 2013, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* I have in my possession all of the records required under the Policy.

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District does not have any rebate liability to the U.S. Treasury.

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, each issue of the Tax Advantaged Obligations complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the “IRS”) has not commenced an examination of any issue of the Tax Advantaged Obligations. The IRS has not requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 14th day of January, 2021.

By 

Russell J. Cerqua, Compliance Officer



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: January 19, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Approval of Resolution 2020-2021/3

At the October 20, 2020 board meeting, Trustees unanimously approved a Finance Committee recommendation to revise the Developer Donation Fee Agreement for development in Mundelein in accordance with village code. The revisions were made at the request of the Village of Mundelein in order to be more consistent with the developer donation fee agreements of other units of local governments serving Mundelein.

Approval of the Agreement requires a resolution which is attached for your consideration.

This space reserved for Recorder's use only

CREATED 11/3/17 **REVISED 10/20/2020**
COOK MEMORIAL LIBRARY DISTRICT
DEVELOPER DONATION FEE AGREEMENT

This DEVELOPER DONATION FEE AGREEMENT (The "Agreement") is entered into as of the Effective Date (as hereinafter defined) by and between COOK MEMORIAL PUBLIC LIBRARY DISTRICT, a unit of local government (the "Library District" or "Library"), and _____, an Illinois <type of company/corporation> ("Owner"). The Library District and Owner are hereinafter sometimes jointly referred to as the "Parties."

WITNESSETH:

WHEREAS, Owner is or will be the owner of a parcel of real estate containing approximately ____ acres (the "Property") to be developed with ____ *homes/townhomes/condominium units* situated in, or to be annexed to, the Village of Mundelein, Illinois ("Village"); and

WHEREAS, the Property is legally described on Exhibit A attached hereto and made a part hereof; and

WHEREAS, Owner has petitioned the Village for certain development approvals which, if granted, will result in the rezoning of the Property for residential (such approvals, as the same may be subsequently amended upon the petition of Owner are collectively referred to herein as the "Village Approvals"). If the Village Approvals are obtained, Owner intends to cause the development of the Property to be undertaken in accordance with a development plan attached hereto as Exhibit B (the "Development Plan") and

WHEREAS, the Library District believes, and Owner acknowledges, that the development of the Property with residential land uses pursuant to the Village Approvals will increase the demand for services in the Library District, which will accordingly increase the Library District's need for public lands and improvements; and

WHEREAS, in consideration of, and as an inducement for the Village approving the Development Plan, Owner agrees to the terms of this Agreement and agrees further that the Donations (hereinafter defined) provided in this Agreement are specifically and uniquely attributable to the additional burdens that will be imposed upon the Library District by the development of the Property in the manner described in the Development Plan; and

WHEREAS, the Parties seek to enter into this Agreement to confirm the obligation of the Owner, its successors and assigns, or any future substitute developers of the Property to make Donations to the Library District pursuant to Chapter 19.12.040 of the Mundelein Village Code in order to offset that part of the burden of providing new public lands and improvements that will be specifically and uniquely attributable to the development of the Property with residential land uses pursuant to the Village Approvals; and

WHEREAS, the Library District will expend considerable funds in reliance upon the fulfillment of the obligations of Owner, their successors and assigns, or any future substitute developers of the Property to make Donations to the Library District as provided for in this Agreement.

NOW THEREFORE, in consideration of the terms and conditions contained herein and other good and valuable consideration, the receipt and legal sufficiency of which are hereby mutually acknowledged, the Parties agree as follows:

ARTICLE I **RECITALS**

The foregoing Recitals are incorporated herein as part of this Agreement as if fully set forth in this Section I.

ARTICLE II

DONATIONS PAYABLE

A. Amounts Payable. The Parties agree that, prior to the issuance of a occupancy permit ("Occupancy Permit") for each residential Dwelling Unit ("Dwelling Unit") on the Property, Owner shall be obligated to make a cash donation ("Donation") to the Library District in accordance with the Library District Developer Donation Fee Schedule set forth in Exhibit C attached hereto (the "Fee Schedule"), as the same may be modified from time to time pursuant to Article VII hereof.

B. Library District Fee.

(1) Fee Formula. The Library District fee shall be based on a mathematical formula that measures the average costs per Dwelling Unit for library services in 2020. The formula divides the Library's 2020 fiscal year property tax revenue by the population of the Library District multiplied by the average Dwelling Unit size in the Library District, based on the most recent Census data.

2020 Library Property
Tax Revenue
\$9,336,579

Average Dwelling
X Unit Size (2.65) = Average Cost per Dwelling Unit

Population (59,842)

(2) The current average cost of services is \$413 per ~~person~~ Dwelling Unit.

C. One-Time Payment Only. Once an Occupancy Permit has been issued for a Dwelling Unit on a portion of the Property and donation has been paid to the Library District for such Dwelling Unit in accordance with the provisions of paragraphs A and B above, all obligations to pay Donations established by this Agreement shall be deemed to have been satisfied for that Dwelling Unit.

ARTICLE III PAYMENT/COLLECTION

A. Time of Payment. All Donations payable pursuant to the terms of this Agreement shall be due and payable upon the Village's issuance of the Occupancy Permit for the Dwelling Unit for which the Donation is being made. However, Owner shall have the right but not the obligation to prepay (i.e., pay prior to issuance of a Building or Occupancy Permit) any Donation due for any one or more Dwelling Units.

B. Method of Payment. The payment of a Donation pursuant to this Agreement shall be by check payable to the Cook Memorial Public Library District. The Library will provide evidence of payment to the Village for issuance of the relevant Building Permit.

C. Costs of Collection. If Owner shall fail to pay a required Donation to the Library District at the time required, and the Library District is required to file an action against Owner in order to recover the Donation which has not then been paid, the Library District shall be entitled to recover from the non-paying party, in addition to such Donation, the costs and fees (including, without limitation, attorneys' fees) that it incurs in pursuing such action against any such non-paying party. If the Library District obtains a judgment against such party due to the failure to pay a required Donation, the Library District shall have the right to record a judgment lien against

the portion of the Property for which the Donation should have been paid and the right to foreclose that lien in the manner provided by law.

ARTICLE IV
WAIVER OF RIGHT TO CHALLENGE/NO FURTHER DONATIONS

A. Waiver of Right to Challenge. Owner acknowledges that the Donations set forth on the Fee Schedule accurately reflect the burden on the Library District's equipment and capital facilities that will be specifically and uniquely attributable to the Property as a result of its development pursuant to the Village Approvals. Owner forever waives any right to challenge the Library District's authority to collect the Donations for purposes of addressing its need for additional equipment, collections and capital facilities, and any right to contest the amounts set forth herein as being legally excessive. Such waiver shall be binding on the successors and assigns of Owner, including, without limitation, future Owner and developers of the Property applying for Building Permits.

B. Waiver of Claims. The Parties understand and expressly agree that they are entering into this Agreement freely and voluntarily. Owner acknowledges and agrees that the Library District has the absolute right to receive the Donations set forth in this Agreement and the absolute right to exercise its discretion in utilizing those Donations, in accordance with the terms provided herein. Owner waives, releases, remises, and discharges the Village and its Village Board, the Library District and its Board of Trustees, and collectively their respective present and former officers, members (individually and collectively), agents, servants, administrators, employees, successors, representatives, attorneys, and assigns, and each and every one of them, of and from any and all claims, demands, liens, obligations, and actions or causes of actions of every kind or nature, at law or equity, which Owner may now have or claim to have, or which may hereafter accrue, whether known or unknown, anticipated or unanticipated, against the Village and

the Library District emanating or resulting from this Agreement other than a claim or cause of action arising out of or related to a willful or wanton breach of this Agreement.

C. No Further Donations. The Library District acknowledges that no further payments or donations to the Library District (of land, cash or equipment) shall be required of Owner with respect to the Property, and the Library District specifically waives any right to impose any further donation or developer donation fee obligation on such parties notwithstanding any subsequent change in law, circumstances or conditions.

ARTICLE V LAND COVENANT

A. Covenants to Run with Land. The provisions of this Agreement shall run with the land until all Occupancy Permits for Dwelling Units constructed on the Property have been issued and all Donations required to be paid as a result of the issuance of such Building Permit have been paid. Owner agrees to return four (4) fully executed Agreements with all Exhibits to the Library District within thirty (30) days of securing all Village Approvals for the purpose of giving record and public notice of the existence of this Agreement, or within 30 days of the Effective Date, whichever is later. The Library District shall then record the Agreement with the Lake County Recorder of Deeds. The cost of recording shall be paid by Owner.

B. Release. The Library District shall execute and return to Owner within 30 days from the date of receipt, a release, in recordable form, confirming that all required Donations have been paid and releasing the Property from the covenants and provisions of this Agreement once all Building Permits have been issued and all required Donations have been paid to the Library District. In addition, if necessary, the Library District shall promptly execute releases, prepared by Owner, for individual Dwelling Units once the Donations for such Dwelling Units have been paid, releasing such Dwelling Units from the covenants and provisions of this Agreement.

ARTICLE VI

TERM

This Agreement shall be effective as of the Effective Date and shall remain in full force and effect for a term (the "Term") of 20 years, provided, however, that the Term shall automatically end, and this Agreement shall become null and void, upon delivery of notice from Owner to the Library District confirming that Owner has failed to secure the Village Approvals or that it has abandoned its efforts to secure the Village Approvals.

ARTICLE VII INFLATION ADJUSTMENT

Commencing on **July 1, 2020**, and on **July 1** of each year thereafter, the amounts set forth in the Fee Schedule (Exhibit C), if all Donations have not yet been paid to the Library District, shall be increased by the percentage increase in the Consumer Price Index for All Urban Consumers, Chicago, from the immediately preceding year. The Parties shall confirm, in writing, the amount of any increases that may become applicable.

ARTICLE VIII MISCELLANEOUS

A. Notices. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered personally or sent to the Parties by certified or registered mail, return receipt requested, or by facsimile transmission with a copy of the notice and proof of transmission being sent by regular mail on the date of transmission to the following addresses:

LIBRARY DISTRICT:

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
ATTN: Library Director
413 N. MILWAUKEE AVE.
LIBERTYVILLE, IL 60048
847-362-2330
FAX: 847-362-2354

WITH A COPY TO:

KLEIN, THORPE & JENKINS, LTD.
ATTN: JAMES FEROLLO
20 NORTH WACKER DRIVE
SUITE 1660
CHICAGO, IL 60606

312-984-6400
312-984-6444 - FAX

OWNER:

Developer

Address

Phone

Fax

WITH A COPY TO:

Developer's attorney

Address

Phone

Fax

or to such other address or party as any Party may from time to time designate in a notice to the other Parties. A notice given by certified or registered mail shall be deemed given three (3) days after such notice is deposited in the United States mail whether or not such notice is actually received by the addressee.

B. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns (including, without limitation, successor members of the Library District's Board of Trustees).

C. Construction/Interpretation. The article and paragraph captions in this Agreement are for convenience only and shall not affect the interpretation of, and are not to be interpreted as part of, this Agreement. This Agreement shall not be construed more strictly against one Party than against any other Party merely by virtue of the fact that it may have been prepared primarily by counsel for one of the Parties. All of the Parties acknowledge that they have had the benefit of independent counsel with respect to each of the terms of this Agreement.

D. Integration. This Agreement constitutes the entire understanding and agreement of the Parties with respect to the subject matter of this Agreement and may not be modified except by an instrument in writing signed by all Parties (or their designated successors and assigns). All exhibits to this Agreement are expressly incorporated herein by this reference thereto.

E. Severability. The provisions of this Agreement shall be severable so that the unenforceability or invalidity of any provision of this Agreement shall not render any other provision unenforceable or invalid.

F. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.

G. Time of Essence. Time is of the essence with respect to each provision of this Agreement.

H. Effective Date. The "Effective Date" of this Agreement shall be the date of execution by the Library District.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date following their respective signatures to be effective as of the Effective Date.

DEVELOPER'S NAME

By:

Owner

Date of Execution:

COOK MEMORIAL PUBLIC LIBRARY
DISTRICT

By:

President

ATTEST:

Secretary

Date of Execution:

State of Illinois) S.S.
County of Lake)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that _____, President of the Board of Trustees of Cook Memorial Public Library District and _____, Secretary thereof, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such President and Secretary respectively, appeared before me this day in person and acknowledged that they signed and delivered said instruction as their own free and voluntary act, and as the free and voluntary act of said District, for the uses and purposes therein set forth; and said Secretary did also then and there acknowledge that she as custodian of the corporate seal of said District did affix said corporate seal of said District to said instrument as their own and free and voluntary act, and as the free and voluntary act of said Trustee for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 2017.

_____, Notary Public

State of Illinois) S.S.
County of Lake)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that _____, of the _____, personally known to me to be the same person whose name is subscribed to the foregoing instrument as such Managing Member, appeared before me this day in person and acknowledged that he signed and delivered said instruction as his own free and voluntary act, and as the free and voluntary act of said limited liability company, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 2017.

_____, Notary Public

EXHIBIT A
Legal Description

EXHIBIT B
Development Plan

EXHIBIT C
FEE SCHEDULE

Developer Donation Fees
Cook Memorial Public Library District
Amount Per Dwelling Unit

July 1, 2020 – June 30, 2021	\$ 413
July 1, 2021 – June 30, 2021	\$ 413 + annual CPI increase

RESOLUTION 2020-2021/3

RESOLUTION AUTHORIZING THE REVISION OF THE DEVELOPER DONATION FEE AGREEMENT APPLICABLE TO DEVELOPMENT IN THE VILLAGE OF MUNDELEIN IN ACCORDANCE WITH THE MUNDELEIN VILLAGE CODE

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

WHEREAS, Chapter 19.12.00 of the Mundelein Village Code authorizes a library district to enter into an agreement with a developer to receive donations in accordance with the applicable criteria established by the library district; and

WHEREAS, the Library previously passed Resolution 2017-2018(8) establishing a Developer Donation Fee Agreement (“Agreement”) to establish a fee schedule that accurately reflects the increased need for improvements attributable to the development of property with residential land uses; and

WHEREAS, the Library, at the request of the Village of Mundelein, proposed revisions to the Agreement to be more consistent with the developer donation fee agreements of other units of local governments serving Mundelein; and

WHEREAS, the Finance and Employee Practices Committee met on October 13, 2020 and made a unanimous recommendation to the full board to approve revisions to the Agreement which was subsequently unanimously approved by the Library Board at its October 20, 2020 Regular Board Meeting.

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

Section 1: The revised Developer Donation Fee Agreement is hereby adopted, substantially in the form attached hereto as Exhibit A.

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

PASSED this 19th day of January, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

Wendy Vieth, President

ATTEST:

Jennifer Banek, Secretary

EXHIBIT A
REVISED DEVELOPER DONATION FEE AGREEMENT

RESOLUTION 2020-2021/4

**RESOLUTION ADOPTING REVISED USE OF THE LIBRARY POLICY
OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT**

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

WHEREAS, the Library Board of Trustees last approved revisions to the Use of the Library Policy ("Policy") on December 17, 2019; and

WHEREAS, the Policy is required to be reviewed every two years as required by State Statute 75 ILCS 16/30-60; and

WHEREAS, a review of the Policy at a Special Board Meeting on December 9, 2020 revealed the need to update certain provisions; and

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

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

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

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

PASSED this 19th day of January 19, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Jennifer Banek, Secretary

EXHIBIT A
REVISED USE OF THE LIBRARY POLICY

USE OF THE LIBRARY POLICY

Article I General Guidelines.

State law (75 ILCS 16/1-10) empowers the [Library] Board of Trustees to adopt reasonable rules and regulations to render the use of the Cook Memorial Public Library District (“The “Library” [or “CMPLD” or “District”]) for the purpose of providing the greatest benefit to the greatest number of residents and taxpayers. The Board shall review this policy at least every two years. (75 ILCS 16/30-60)

Article II Library Borrowing Privileges.

Section I Residents and Property Owners/Lessees.

Residents of the District and those who own or lease property within the District who have subscribed to the standard application and have presented identification will be issued library cards allowing them to borrow Library materials. They also may borrow material from libraries with which the District has reciprocal borrowing agreements and request materials through interlibrary loan. Library cards will be issued to residents age four through thirteen upon the signature of a parent or guardian. The signature of a parent or guardian acknowledges the responsibility of the signer for loss or damage of Library material loaned to the child and, further, attests to the fact that the Library is not responsible for restricting the exposure of the child to any material in the Library, except as provided for in the Electronic Information and Computer Systems Use Policy.

A child under the age of 18 with a library card may borrow any materials in the Library. However, a parent or legal guardian may restrict his or her child or ward who is under 18 years of age from borrowing any visual media in Cook Memorial Public Library District's [the Library's] physical collection other than those in the Children's or Family Film Collections. This restriction will be in writing on forms provided by the Library. When a child reaches the age of 18, the restriction will automatically be removed.

Library cards are valid only during the period of residency.

Section 2 Property Owners/Lessees Residing Outside of the District.

Library privileges are extended to nonresidents who, as an individual or as a partner, principal stockholder, or other joint owner, own or lease property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property. (75 ILCS 16/30-55.60(3))

Section 3 Temporary Residents.

Temporary Residents of the District will be issued a temporary library card upon deposit of a fee at least equal to the cost paid by residents of the District, with the cost to be

determined according to the formula established by the Illinois State Library (75 ILCS 16/30-55.60). Temporary resident status will be determined by providing proof of temporary residential address and a photo ID.

Section 4 Reciprocal Borrowers.

The Library offers borrowing privileges to registered patrons of any public library in Illinois or Wisconsin. The materials loaned and the conditions upon which they are loaned shall be determined by the Library Director.

Section 5 Nonresidents.

A nonresident is defined as any person residing outside of an area served by a public library in the State of Illinois. The **Library** Board has elected to participate in the State of Illinois' nonresident card program. (75 ILCS 16/30-55.60) Please contact the Library for eligibility information.

Article III Circulation Rules.

Section 1 Charges.

Library cards are issued free of charge. If a card is lost or badly damaged, a new one will be issued upon payment of a replacement charge to be determined by the Library Director. No charge shall be made for the circulation of any material owned by the Library or for any service provided by the Library to obtain material not owned by the Library. Charges imposed by agencies outside the Library may be passed along to library users on an individual basis.

Section 2 Conditions of Circulation.

The Library Director shall establish reasonable regulations governing:

- A. Which material shall or shall not be loaned.
- B. Number of materials loaned to any one patron.
- C. Loan periods necessary for the effective use of the Library's collections.
- D. Fines necessary to encourage the prompt return of materials[, **subject to Board approval. (ILCS 16/30-55.70)**]
- E. Replacement or repair charges for lost or damaged materials[, **subject to Board approval. (ILCS 16/30-55.70)**]

Section 3 Suspension of Borrowing Privileges.

Except in extenuating circumstances, the Library Director is directed to suspend borrowing privileges when a patron has:

- A. Outstanding fines of an amount established by the Library Director

B. Unreturned materials for which a statement has been sent

C. Established a delinquency at another library

Patrons will be reinstated after proper settlement has been made. (75 ILCS 16/30-55.70)

Article IV Information Services.

The Library provides high-quality information services to meet the educational, recreational, and lifelong learning needs of the community. For extensive research projects, library staff will direct patrons to likely sources of information.

Article V Notary Services.

The Library offers free limited notary services for basic acknowledgement and affirmation signatures to Library patrons. Notary services may not be available at all times the Library is open to the public and notary service is not guaranteed. Patrons seeking notary service should call the Library prior to their visit to ensure a Notary is available. Notary services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the Notary may ask the individual(s) to wait while the Notary ~~attends to a patron at the desk, takes a telephone call or~~ tends to other Library business. Notary service is provided on a first-come, first-served basis.

Section 1 Scope.

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose. Notaries cannot provide legal advice or counseling regarding any documents. Notary service is not available for documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, beneficial interests in land trusts and deeds. In addition, Notaries cannot provide services for I-9 forms or serve as authorized representatives. **[The Library is unable to provide witnesses and witnesses may not be solicited from Library patrons or staff members.]**

Section 2 Guidelines.

A. ~~Please DO NOT sign your documents before you come to the library. The Notary is required to see you sign your documents.~~ **[Documents must be signed in the presence of a Notary.]** The Notary will only attest to documents signed in his/her presence.

- B. Each person signing the document must be present for the Notary to notarize each individual signature. ~~The Library Notary shall never notarize any signature without the maker of the signature first appearing personally before the Notary.~~
- C. ~~The person who will sign the document must be sure that the d~~ [D]ocument[s] is [must be] completely filled out [prior to presenting to the Notary], leaving no blank spaces other than where the individual will sign the document. ~~before appearing before the Notary. Library~~ Notaries may not notarize any document with blank spaces.
- D. Documents in any other language other than English will not be notarized by the ~~Library~~ Notary.
- E. This policy requires that the Notary and the individual seeking notarization be able to communicate directly with each other. The ~~Library~~ Notary is not permitted to make use of a translator to communicate with a notary service customer.
- F. A ~~current~~ [valid] ID with a signature and photo is required so that the Notary can verify the identity of the person seeking notary services. ~~PLEASE NOTE:~~ The ID must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs are a valid (unexpired) state driver's license or ID card, a United States military ID, or valid (unexpired) passport. Examples of unacceptable IDs are Social Security cards, a United States passport card, or student IDs that do not bear a photograph and signature. Notaries ~~at the Library~~ reserve the right to refuse to sign any document that they deem questionable and/or may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable ID.
- G. Notaries ~~at the Library~~ cannot sign government I-9 forms or provide an Apostille. An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another.
- H. Illinois law does not authorize a Notary ~~public~~ to certify copies of any document. Persons requesting certified copies of documents will be referred to the official who has custody of the original document or to the office where the document has been officially filed.
- I. A notary commission is personal to the Notary Public. Library staff who serve as a Notary Public shall follow the Notary laws of the State of Illinois and must adhere to the highest standards of competence and responsibility in providing notary public services. Notaries will not provide service if the individual, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Notary. In this event, the

Library Notary[ies] may at his/her [their] sole discretion, decline to provide notary service.

J. The Library Notary [Notaries] shall correctly maintain a notary journal of all notarial acts they perform.

K. The Library reserves the right to refuse notary service at any time.

L. In consideration of using the free notary services of the Library, the individual using the Library notary services must agree to hold the Library Notary and the Cook Memorial Public Library District [CMPLD] harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated in the documents executed by the individual and from and against any and all claims and damages arising out of or resulting from any dissemination, distribution and copying of communication in any form between the individual using notary services and any other person or entity by any unauthorized person or persons.

Article VI Electronic Information and Computer Use.

~~The Library provides access to electronic information, including the Internet and other electronic media.~~

Library patrons using electronic information networks must do so within guidelines set forth in the "Electronic Information Networks and Public Library Computers Use Policy" and "Wireless Internet Access Policy."

Remote access to electronic media is restricted to CMPLD cardholders. ~~The Library Director shall establish reasonable regulations governing use of library equipment, including limiting usage for non-CMPLD cardholders.~~

Article VII Programs and Use of Technology Equipment and Electronics.

A variety of programs are offered both at the Library and at other sites within the District as a means of fulfilling the Library's mission. Programs and activities sponsored by the Library are scheduled based upon perceived needs and interests of the community. Presenters from for-profit organizations are not allowed to promote their products or services. Charges may be imposed to cover the costs of supplies, tickets or transportation. Authors are permitted to sell materials relating to their presentation. While most programs are open to CMPLD cardholders and non-cardholders alike, programs and activities may be limited at the discretion of the Library Director to CMPLD cardholders.

The Library provides a variety of technology equipment and electronics to help support patrons' educational, professional, and personal goals and endeavors. The Library

Director shall establish reasonable regulations governing use of this equipment and electronics, including limited usage for non-CMPLD cardholders.

Policies related to children's programs and attendance are covered in the "Safe Child Policy."

Article VIII Use of 3D Printers.

The Library provides access to 3D printers to make three-dimensional objects using a design that is uploaded from a digital computer file. The Library's 3D printers may only be used for lawful purposes and may not be used to create weapons or material that is:

- A. Prohibited by local, state or federal law.
- B. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- C. Obscene or otherwise inappropriate for the Library environment.
- D. In violation of another's intellectual property rights.

The Library Director shall establish reasonable regulations governing use of this equipment.

Article IX Teacher Services.

Section 1 Cards [Accounts] for Teachers Teaching in District Schools.

Library cards [accounts] may be issued to persons teaching at schools located within the District as part of an agreement between the schools and the Library. These cards [accounts] are fine-free and entitle the borrower to an extended period on curriculum-related materials subject to the overall limitations placed on the collection.

Section 2 Borrowing Privileges for Teachers Not Teaching in District Schools.

Residents of the Library District who teach outside of it may request subject/genre collections to be prepared for them. Teachers who live and teach outside the District will be assisted like any other patron who is visiting the Library.

Section 3 Library Privileges for Homeschooling Families.

Homeschooling parents residing in the District may apply for a homeschooling family card that grants all the privileges given to public and private school teachers. Cards must be renewed annually. They [These cards] are fine-free and entitle the borrower to an extended loan period on curriculum-related materials subject to the overall limitations placed on the collection.

Section 4 Student Reserves.

~~Teachers~~ **[Persons]** teaching within the District may request that material be placed on reserve for their students. ~~The~~ Library staff shall determine the nature and extent of compliance with such requests.

Article X Tours of the Library.

Tours of the Library may be requested by any group, all or part of which is composed of Library constituents. School tours will be conducted only for schools within the Library District. Tours must be scheduled. The presence of these groups shall not diminish the usefulness of the Library to other patrons.

Article XI ~~Displays~~ **[Posting of Flyers]**.

Flyers ~~and pamphlets~~ from non-~~profit~~ **[commercial and civic]** organizations ~~and unincorporated associations will be displayed in the pamphlet rack~~ **[may be posted on designated bulletin[s] [boards] or pamphlet racks]** as space permits **[and permission is received by the Library Director or designee. Priority is given to local programs and events. Postings not pertaining to a specific date may be displayed and removed as space allows. The posting of political flyers will not be allowed.]**

~~Notices for upcoming educational/cultural events may be submitted for posting on a community bulletin board as space permits. Priority is given to local events and the length of time an item is posted may be restricted due to space limitations. Postings are limited to this community bulletin board only.~~

~~No display, flyer, pamphlet, poster or notice will be displayed in the Library or on Library property without permission. Please submit requests to the Library Director's designee.~~ Questions regarding the administration of this policy should be directed to the Library Director. The Policy Review Committee may hear complaints regarding the content or administration of this policy.

Article XII Solicitations, Petitioning and Leafleting.

Not-for-profit groups may request to solicit donations or sell products outside the library building on library property provided the appropriate requirements of the applicable Village have been met, library operations are not disrupted and permission is granted by the Library Director or designee.

The Library recognizes petitioning and distributing noncommercial leaflets by individuals and groups as a fundamental right protected by the First Amendment of the Constitution. Persons may request signatures on a petition or distribute noncommercial leaflets on Library property solely outside the building no less than 15 feet from a public entrance provided Library operations are not disrupted. Advance notice or permission from the Library Director is not required.

All persons soliciting donations, petitioning, or distributing noncommercial leaflets are subject to Patron Behavior provisions of the Use of the Library Policy.

Article XIII Patron Behavior.

Library patrons are expected to act with consideration for other people using the Library and for staff who are giving service. Conduct within the Library or on library grounds that hinders patrons from using the Library or library materials is considered obstructive. Conduct that results or may result in harming people or property, or that interferes with staff providing service or performing their duties is considered disruptive. Without limitation, examples of disruptive behavior include:

- A. Disruptive noise or conduct.
- B. Loitering in washrooms and lobbies.
- C. Failure to observe posted notices.
- D. Use of cell phones that is disturbing to others.
- E. Smoking, ~~including electronic cigarettes, within the~~ **[or vaping is prohibited within all buildings, grounds and the Bookmobile].** ~~Library building or within 25 feet of the entrance of any library building.~~
- F. Eating, ~~(except in designated areas)~~
- G. Drinking, except from spill-proof containers.
- H. Improper parking.
- I. ~~Intimidation,~~ **[Intimidating or]** unwelcome remarks to other patrons or staff.
- J. Willful disregard of circulation or other service rules, or failure to observe a reasonable verbal instruction from a member of the staff.
- K. Bathing, **[or]** extended sleeping.
- L. Theft or vandalism of library property or the property of other patrons.
- M. Consumption of alcoholic ~~beverages~~ **[liquors except as permitted by the Alcoholic Liquors Sales and/or Delivery Policy].**
- N. Failure to wear shirt/top ~~and~~ **[or]** shoes.

O. Public Intoxication.

[P. Use of skateboards, scooters, roller blades, roller skates or the like.]

[Q. Possession of animals, except those as permitted by the ADA Policy.]

Parents, guardians and caregivers should be aware that the library is a public building open to all individuals. Parents or guardians, not the Library or its staff, are responsible for their children. Detailed rules regulating the use of the Library by minors are addressed in the "Safe Child Policy."

Acts of vandalism, theft, substance abuse or other more serious offenses will be reported to the police.

Any staff member witnessing willfully disruptive behavior or responding to a complaint from another patron of such behavior is empowered to eject the patron or group of patrons causing the disruption for the rest of the day. Staff will allow children 14 years of age and under to remain in the library under staff supervision until a parent or responsible adult can be notified (See Safe Child Policy).

After consultation with the Library Director, any Senior Manager is authorized to suspend a part or all library privileges to a willfully disruptive patron or ban him/her from the premises for a period not to exceed six months. The Library Director is authorized to suspend service or ban a patron for up to one year. Restrictions for longer periods must be approved by the Board. Notices of suspension may be given verbally but will be accompanied by a written notice to the person, parent or responsible adult that describes the offending behavior. A Senior Manager or the Library Director will meet with the patron to discuss the facts and circumstances prior to suspending Library privileges. (75 ILCS 16/30-55.55) Patrons who refuse to provide identification or to leave the Library when requested to leave by a staff member, or who return to the Library when they are banned from the premises, will be reported to the police and may be prosecuted for trespassing.

Any patron banned from the premises may file a written request for reinstatement to the **Library** Board within one week after having been banned. The Board will review the request in a timely manner and render a decision. The decision of the **Library** Board is final.

Article XIII Weapons, Hazardous Materials and Dangerous Behavior.

Weapons, as defined under applicable federal, state and local statutes and ordinances, are prohibited in all Library **District** facilities and grounds. Staff members will contact emergency authorities immediately if they suspect that a weapon may be present, even if the person may be authorized to carry a weapon. Nothing in this policy should be construed to prohibit, abridge, or in any way hinder the religious freedom of any person or group.

Hazardous materials and substances are prohibited in all Library ~~Distriet~~ facilities and grounds. Staff will contact emergency authorities immediately if they suspect that hazardous materials may be present.

Dangerous behavior is prohibited in all Library ~~Distriet~~ facilities and grounds. Such behavior includes any behavior that appears to threaten the safety of persons or property.

Date

Secretary

Adopted: 04/03/95
Revised: 01/20/98
Revised: 07/18/00
Revised: 03/20/01
Revised: 12/16/03
Revised: 08/22/05
Revised: 02/19/08
Revised: 06/01/10
Revised: 08/17/10
Revised: 01/15/13
Revised: 12/17/13
Revised: 07/15/14
Revised: 06/21/16
Revised: 11/15/16
Revised: 04/18/17
Revised: 10/16/18
Revised: 12/17/19
[Revised: 01/19/21]

RESOLUTION 2020-2021/5

RESOLUTION ADOPTING REVISED VICTIMS' ECONOMIC SECURITY AND SAFETY ACT OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT

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

WHEREAS, the Library Board of Trustees ("Board") last approved revisions to the Victims' Economic Security and Safety Act Policy ("Policy") on April 16, 2016; and

WHEREAS, the Policy is periodically reviewed and amended as statutory requirements change; and

WHEREAS, reviews of the Policy occurred at the Policy Committee on December 10, 2019 and at a Special Board Meeting on December 9, 2020 revealed the need to update certain provisions; and

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

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

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

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

PASSED this 19th day of January, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Jennifer Banek, Secretary

EXHIBIT A
REVISED VICTIMS' ECONOMIC SECURITY AND SAFETY ACT POLICY

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT POLICY

[The Cook Memorial Public Library District ("Library") complies with and supports the Victims' Economic Security and Safety Act ("VESSA") (820 ILCS 180/1), with amendments to expand its provisions.]

Article I III Statement of Policy.

Eligible ~~Cook Memorial Public~~ Library ~~District~~ employees are entitled to use unpaid victims' economic and security and safety leave for up to twelve (12) work weeks per 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic[,] ~~or sexual~~ [or gender] violence to the employee or the employee's family or household member;
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security;
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic[,] ~~or sexual~~ [or gender] violence.

Article H II Definitions.

- A. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day or partial leave day taken;
- B. "Family or Household Member" means a spouse, [domestic partner,] parent, son, daughter, and persons jointly residing in the same household;
- C. "Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child;

D. “Son or Daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability;

E. “Domestic **[Violence]**, ~~or~~ Sexual Violence **[or Gender Violence]**” means domestic violence, sexual assault, **[gender violence]** or stalking.

[F. “Domestic Violence” means abuse, as defined in Section 103 of the Illinois Domestic Violence Act of 1986, by a family or household member, as defined in Section 103 of the Illinois Domestic Violence Act of 1986.]

[G. “Sexual Assault” means any conduct proscribed by: (i) Article 11 of the Criminal Code of 2012 except Sections 11-35 and 11-45; (ii) Sections 12-13, 12-14, 12-14.1, 12-15, and 12-16 of the Criminal Code of 2012; or (iii) a similar provision of the Criminal Code of 1961.]

~~**[H. “Gender Violence” means harm inflicted upon individuals and groups that is connected to normative understanding of their gender.]**~~

H. [“Gender Violence” means one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of the State of Illinois that are committed, at least in part, on the basis of a person’s actual or perceived sex or gender, regardless of whether the acts resulted in criminal charges, prosecution, or conviction.]

Article III Coverage and Eligibility.

Both full and part-time employees are eligible to apply for this leave.

Article IV Intermittent or Reduced Leave.

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Article V Substitution of Paid Time Off/Family/Medical Leave.

A. Leave under this policy is unpaid; however, an employee may elect to substitute accrued paid vacation, sick or personal time for an equivalent amount of victims’ economic security and safety leave. Such substitution will not extend the total amount of allowable leave beyond twelve (12) workweeks;

B. When the employee’s need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), FMLA leave will run concurrently with leave taken pursuant to this policy.

Article VI Notice Requirement.

~~An employee~~ [Notice] is required ~~to give~~ 48 hours [in advance] ~~notice~~ to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Article VII Certification.

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested;
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
 - 1. Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
 - 2. A police or court record;
 - 3. Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Article VIII Effect on Benefits.

- A. An employee granted a leave under this policy will not lose any benefits accrued prior to the taking of the leave, but is not entitled to seniority or benefit accrual during the leave period.
- B. An employee granted leave under this policy will continue to be covered under the Library's health insurance and welfare plans under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Any required employee contributions will be either through payroll deduction or by direct payment to the Library. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.

- C. If an employee's contribution is more than 30 days late, the Library may terminate the employee's insurance coverage.
- D. If the Library pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Library for delinquent payments (on a payroll deduction schedule) upon return from leave.
- E. If the employee fails to return from unpaid leave pursuant to this policy for reasons other than (1) the continuation, reoccurrence, or onset of domestic or sexual violence that entitles the employee to leave; or (2) circumstances beyond the employee's control (certification required within a reasonable period of time as to the reason the employee is unable to return), the Library may seek reimbursement from the employee for the portion of the health insurance premiums paid on behalf of the employee (also known as the employer contribution) during the period of leave.

Article IX Job Protection.

- A. If the employee returns to work from a leave pursuant to this policy, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.
- C. If the employee fails to return from a leave pursuant to this policy, the employee will be reinstated to the employee's same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available; the employee's employment may be terminated.

Article X Reasonable Accommodation.

- A. ~~The Library supports the Victims' Economic Security and Safety Act.~~ The Library will attempt to provide reasonable accommodations for persons who are entitled to protection under ~~this Act~~ [VESSA], unless such accommodations would impose an undue hardship for the Library.
- B. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic[,] ~~or~~ sexual [or gender] violence.

C. A qualified individual is an individual who, but for being a victim of domestic[,]
~~or~~ sexual [or gender] violence or with a family or household member who is a
victim of domestic[,]
~~or~~ sexual [or gender] violence, can perform the essential
functions of the employment position that such individual holds or desires.

Date

Secretary

Adopted: 12/16/03

Reviewed: 11/03/11

Revised: 04/19/16

[Revised: 01/19/21]

RESOLUTION 2020-2021/6

**RESOLUTION APPROVING THE PERMANENT ELIMINATION OF OVERDUE
FINES FOR MOST LIBRARY ITEMS EFFECTIVE APRIL 1, 2021**

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

WHEREAS, overdue fines are an equity issue and present an economic barrier to access of library materials and services, especially to lower income patrons who need library services the most; and

WHEREAS, libraries have found that the elimination of overdue fines has increased circulation numbers, brought lapsed users back to the library, and boosted their public image; and

WHEREAS, the current temporary suspension of overdue fines since March 2020 has been positively received by Library patrons and has not resulted in a significant delay in the return of materials; and

WHEREAS, the Library’s operations are not dependent upon overdue fine revenue and its annual budget can easily accommodate the elimination of fine income; and

WHEREAS, overdue fines ultimately do not serve the core mission of the modern library.

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

Section 1: The permanent elimination of fines will apply to all items with the exception of certain circulating library equipment effective April 1, 2021.

Section 2: The Board authorizes the assessment of fines for circulating equipment as detailed in the Late Fine Table attached hereto as Exhibit A.

Section 3: The Board authorizes the elimination of overdue fines currently owed by all patrons.

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

PASSED this 19th day of January, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Jennifer Banek, Secretary

EXHIBIT A
Late Fine Table

MATERIALS	LATE FINE	MAX FINE
Print Materials	none	-
Hot Pick & book club		
Books		
Magazines		
DVDs/Blu-rays	none	-
Hot Picks		
Feature films & children's		
Nonfiction & TV series		
Audiobooks/Music CDs	none	-
Hot Pick Music CDs		
all others		
Video Games	none	-
Hot Picks		
All others		
LINKin Materials*		
DVDs	none	-
All other materials	none	-
Interlibrary Loan*		
DVDs	none	-
All other materials	none	-
Other Materials		
Digital Studio equipment	50¢/day	\$3
Hot Pick equipment	50¢/day	\$3
Science kits/equipment	50¢/day	\$3
Children's bk & CD kits	none	-
Early literacy kits	none	-
Astronomy equipment	\$5/day	\$25
Laptops	\$5/day	\$25