

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

February 16, 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, February 16, 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/86236611302>
and enter passcode 981899

To join the meeting via telephone, dial (312) 626-6799 and enter
Meeting ID: 862 3661 1302 and Passcode: 981899

1. Call to order.
2. Roll call.
3. Nomination of New Secretary.
4. Public Comment.
To submit public comment, email info@cooklib.org at any time prior to the start of the meeting. All comments will be read aloud during the public comment period.
5. Approval of the Minutes.
 - a. Minutes of the Special Board Meeting of December 9, 2020.
 - b. Minutes of the Regular Meeting of January 19, 2021.
 - c. Minutes of the Special Board Meeting of January 26, 2021.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.

8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - 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.
10. Other Business.
 - a. Approval of Resolution 2020-2021/7, Adopting Revised Drug-Free Workplace Policy.
 - b. Approval of Resolution 2020-2021/8, Adopting Revised Freedom of Information Act Policy.
 - c. Approval of Resolution 2020-2021/9, Adopting Revised Social Media Policy.
11. Communications.
12. Upcoming Meetings and Events.
 - a. Special Board Meeting / Policy Workshop on Tuesday, March 9, 2021 at 6:30 p.m.
 - b. Regular Board Meeting on Tuesday, March 16, 2021 at 6:30 p.m.
13. Public Questions.
14. Adjournment.

Wendy Vieth, President
Board of Library Trustees

February 12, 2021

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Balance Sheet by Class

As of January 31, 2021

	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	725,061	409,886	555,776	23,873	516,646	2,231,241
10-1504 - Illinois Funds - General, IMRF	281,921	37,443			23,236	342,600
10-1509 - Wintrust MaxSafe Acct - General	5,627,820					5,627,820
60-1509 - Wintrust MaxSafe Acct - S/R					831,333	831,333
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,439					56,439
60-1551 - Chase Savings - SRF					200,927	200,927
Total 10-1550 - Chase Savings Account	56,439				200,927	257,366
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,747					10,747
60-1561 - Byline Bank - Spec Res Fund					640,153	640,153
Total 10-1560 - Byline Bank	10,747				640,153	650,900
Total 1000 - Cash	6,702,873	447,329	555,776	23,873	2,212,294	9,941,945
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	6,947,873	447,329	555,776	23,873	2,457,294	10,431,945
Other Current Assets						
10-1994 - A/R Hawthorn District 173					103,451	103,451
10-1990 - Friends of the Library 2	6,805					6,805
Total Other Current Assets	6,805				103,451	110,256
Total Current Assets	6,954,478	447,329	555,776	23,873	2,560,745	10,542,200
TOTAL ASSETS	6,954,478	447,329	555,776	23,873	2,560,745	10,542,200
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	350					350
Total Accounts Payable	350					350
Credit Cards						
10-2050 - Chase One Card	6,638					6,638
Total Credit Cards	6,638					6,638
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	5,648					5,648
10-2100 - Federal Income Tax Payable	151					151
10-2300 - IMRF Payable-Employee Medicare	7,737					7,737
10-2600 - IMRF Voluntary Life Insurance	128					128
10-2700 - Dental and Vision	1,879					1,879
10-2800 - CO-OP 90's Medical Plan	8,283					8,283
10-2900 - Other Health Care-FSA	71					71
10-2961 - Wage Assignments Payable	196					196
Total 00-2100 - Payroll W/H & Payable	24,181					24,181
20-2300 - IMRF Payable-Employer Medicare		17,383				17,383
Total Other Current Liabilities	36,774	17,383				54,157
Total Current Liabilities	43,762	17,383				61,145
Total Liabilities	43,762	17,383				61,145
Equity						
00-3000 - Beginning Fund Balances						
10-3000 - Fund Balance-General Fund	3,135,249					3,135,249
10-3010 - Assigned FB - Computer/Tech Res	255,000					255,000
10-3011 - Assigned FB - Bookmobile Res.	25,000					25,000
20-3000 - Fund Balance - IMRF Fund		152,462				152,462
30-3000 - Fund Balance-Working Cash Fund			555,776			555,776
50-3000 - Fund Balance-Trust Fund				34,074		34,074
60-3000 - Fund Balance-Spec Reserve Fund					2,583,843	2,583,843
Total 00-3000 - Beginning Fund Balances	3,415,249	152,462	555,776	34,074	2,583,843	6,741,405
Net Income	3,495,486	277,483		(10,202)	(23,097)	3,739,651
Total Equity	6,910,715	429,946	555,776	23,873	2,560,745	10,481,055
TOTAL LIABILITIES & EQUITY	6,954,477	447,329	555,776	23,873	2,560,745	10,542,200
UNBALANCED CLASSES	0					(0)

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2020 through January 2021

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
Ordinary Income/Expense					
Income					
00-4000 · Property Tax	8,539,953	745,794	0	0	9,285,747
00-4050 · Replacement Tax	52,759	0	0	0	52,759
00-4100 · Interest Earned	18,573	0	0	8,665	27,238
00-4200 · Other	29,676	0	0	0	29,676
10-4300 · Grants & Other Donations	75,394	0	0	0	75,394
10-4350 · Fines	7,508	0	0	0	7,508
Total Income	8,723,863	745,794	0	8,665	9,478,322
Gross Profit	8,723,863	745,794	0	8,665	9,478,322
Expense					
10-5100 · Salaries	2,585,243	0	0	0	2,585,243
10-5200 · Benefits	279,047	0	0	0	279,047
10-5300 · Training	8,204	0	0	0	8,204
10-5400 · Materials	622,160	0	0	0	622,160
10-5500 · Processing	21,549	0	0	0	21,549
10-5600 · Supplies	74,028	0	0	0	74,028
10-5700 · Vehicles	7,384	0	0	0	7,384
10-5800 · Computer Operations	308,004	0	0	0	308,004
10-5900 · Utilities	87,155	0	0	0	87,155
10-6000 · Telephone	14,344	0	0	0	14,344
10-6100 · Postage	4,310	0	0	0	4,310
10-6200 · Maintenance	57,674	0	0	0	57,674
10-6300 · Repair	37,079	0	0	0	37,079
10-6400 · Insurance	52,854	0	0	0	52,854
10-6500 · Professional Services	33,258	0	0	0	33,258
10-6600 · Improvements	7,084	0	0	0	7,084
10-6700 · Community Relations	47,111	0	0	0	47,111
10-7000 · Debt Service	981,908	0	0	0	981,908
20-8210 · Employer IMRF Disbursements	0	277,064	0	0	277,064
20-8250 · Employer Soc Security Tax Disb	0	191,247	0	0	191,247
Total Expense	5,228,397	468,311	0	0	5,696,708
Net Ordinary Income	3,495,466	277,483	0	8,665	3,781,614
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	3,495,466	277,483	-10,202	-23,097	3,739,651

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report January 2021

	January 2021				Year To Date January 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Ordinary Income/Expense												
Income												
00-4000 · Property Tax	108,611	0	108,611	0.00%	9,285,747	9,332,285	(46,538)	-0.50%	98.44%	9,433,000		
00-4050 · Replacement Tax	14,943	14,000	943	6.74%	52,759	45,600	7,159	15.70%	86.49%	61,000		
00-4100 · Interest Earned	837	3,750	(2,913)	-77.67%	27,238	26,250	988	3.76%	60.53%	45,000		
00-4200 · Other	804	2,967	(2,163)	-72.91%	29,676	17,169	12,507	72.84%	92.74%	32,000		
10-4300 · Grants & Other Donations	0	4,583	(4,583)	-100.00%	75,394	32,081	43,313	135.01%	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	101	5,000	(4,899)	-97.98%	7,508	25,000	(17,492)	-69.97%	15.02%	50,000		
Total Income	125,296	30,300	94,996	313.52%	9,478,322	9,478,385	(63)	0.00%	97.96%	9,676,000	0.00%	0
Expense												
10-5100 · Salaries	324,528	346,966	22,438	6.47%	2,585,243	2,762,907	177,664	6.43%	57.41%	4,503,000	0.00%	4,720,000
10-5200 · Benefits	36,096	45,748	9,652	21.10%	279,047	312,777	33,730	10.78%	51.58%	541,000	0.00%	570,000
10-5300 · Training	2,981	1,722	(1,259)	-73.13%	8,204	16,301	8,097	49.67%	15.48%	53,000	0.00%	57,000
10-5400 · Materials	55,287	97,878	42,591	43.51%	622,160	698,463	76,303	10.92%	52.19%	1,192,000	0.00%	1,225,000
10-5500 · Processing	3,441	2,987	(454)	-15.19%	21,549	21,294	(255)	-1.20%	58.24%	37,000	0.00%	40,000
10-5600 · Supplies	9,139	10,788	1,649	15.29%	74,028	83,681	9,653	11.54%	54.04%	137,000	0.00%	165,000
10-5700 · Vehicles	978	2,493	1,515	60.79%	7,384	17,501	10,117	57.81%	24.61%	30,000	0.00%	32,000
10-5800 · Computer Operations	8,222	14,792	6,570	44.42%	308,004	334,330	26,326	7.87%	61.23%	503,000	0.00%	530,000
10-5900 · Utilities	13,104	18,757	5,653	30.14%	87,155	110,187	23,032	20.90%	44.47%	196,000	0.00%	215,000
10-6000 · Telephone	1,582	3,371	1,789	53.06%	14,344	17,086	2,742	16.05%	49.46%	29,000	0.00%	32,000
10-6100 · Postage	0	812	812	100.00%	4,310	5,934	1,624	27.37%	43.10%	10,000	0.00%	11,000
10-6200 · Maintenance	9,332	12,975	3,643	28.08%	57,674	92,270	34,596	37.49%	33.93%	170,000	0.00%	178,000
10-6300 · Repair	6,697	12,733	6,036	47.41%	37,079	68,863	31,784	46.15%	34.02%	109,000	0.00%	114,000
10-6400 · Insurance	47,906	64,000	16,094	25.15%	52,854	70,000	17,146	24.49%	75.51%	70,000	0.00%	80,000
10-6500 · Professional Services	1,322	4,640	3,318	71.50%	33,258	45,675	12,417	27.18%	44.34%	75,000	0.00%	110,000
10-6600 · Improvements	1,016	3,408	2,392	70.19%	7,084	25,050	17,966	71.72%	16.48%	43,000	0.00%	44,000
10-6700 · Community Relations	9,565	8,848	(717)	-8.10%	47,111	80,882	33,771	41.75%	29.82%	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	29,169	29,169	100.00%	0.00%	50,000	0.00%	50,000
10-7000 · Debt Service	839,454	840,746	1,292	0.15%	981,908	984,000	2,092	0.21%	99.79%	984,000	0.00%	990,000
10-8010 · Capital Improvement Projects	0	9,166	9,166	100.00%	0	64,162	64,162	100.00%	0.00%	110,000	0.00%	110,000
20-8210 · Employer IMRF Disbursements	34,579	38,894	4,315	11.09%	277,064	308,120	31,056	10.08%	55.13%	502,589	0.00%	528,000
20-8250 · Employer Soc Security Tax Disb	24,060	26,374	2,314	8.77%	191,247	210,011	18,764	8.93%	55.87%	342,288	0.00%	359,000
Total Expense	1,429,288	1,572,265	142,977	9.09%	5,696,708	6,358,663	661,955	10.41%	57.86%	9,844,877	0.00%	10,326,000

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
January 2021

	January 2021				Year To Date January 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(1,303,992)	(1,541,965)	237,973		3,781,614	3,119,722	661,892			(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	(1,303,992)	(1,541,965)	237,973		3,739,650	3,119,722	619,928			(168,877)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary By Fund

January 16 through February 12, 2021

02/12/21

Cash Basis

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4100 · Interest Earned	4,679.66	0.00	200.07	4,879.73
00-4200 · Other	780.96	0.00	0.00	780.96
10-4350 · Fines	101.13	0.00	0.00	101.13
Total Income	<u>5,561.75</u>	<u>0.00</u>	<u>200.07</u>	<u>5,761.82</u>
Gross Profit	5,561.75	0.00	200.07	5,761.82
Expense				
10-5100 · Salaries	326,693.87	0.00	0.00	326,693.87
10-5200 · Benefits	37,725.18	0.00	0.00	37,725.18
10-5300 · Training	2,390.00	0.00	0.00	2,390.00
10-5400 · Materials	79,855.58	0.00	0.00	79,855.58
10-5500 · Processing	111.00	0.00	0.00	111.00
10-5600 · Supplies	4,242.59	0.00	0.00	4,242.59
10-5700 · Vehicles	1,128.15	0.00	0.00	1,128.15
10-5800 · Computer Operations	1,843.07	0.00	0.00	1,843.07
10-5900 · Utilities	14,190.21	0.00	0.00	14,190.21
10-6000 · Telephone	494.21	0.00	0.00	494.21
10-6200 · Maintenance	7,348.44	0.00	0.00	7,348.44
10-6300 · Repair	10,885.97	0.00	0.00	10,885.97
10-6500 · Professional Services	3,607.69	0.00	0.00	3,607.69
10-6600 · Improvements	511.35	0.00	0.00	511.35
10-6700 · Community Relations	8,394.90	0.00	0.00	8,394.90
20-8210 · Employer IMRF Disbursements	0.00	34,743.03	0.00	34,743.03
20-8250 · Employer Soc Security Tax Disb	0.00	24,231.26	0.00	24,231.26
Total Expense	<u>499,422.21</u>	<u>58,974.29</u>	<u>0.00</u>	<u>558,396.50</u>
Net Ordinary Income	-493,860.46	-58,974.29	200.07	-552,634.68
Other Income/Expense				
Other Income				
10-9910 · Interfund Transfers - General	-400,000.00	0.00	0.00	-400,000.00
60-9960 · Interfund Transfers-Spec Reserv	0.00	0.00	400,000.00	400,000.00
Total Other Income	<u>-400,000.00</u>	<u>0.00</u>	<u>400,000.00</u>	<u>0.00</u>
Net Other Income	-400,000.00	0.00	400,000.00	0.00
Net Income	<u>-893,860.46</u>	<u>-58,974.29</u>	<u>400,200.07</u>	<u>-552,634.68</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

Type	Date	Num	Name	Paid Amount
Ordinary Income/Expense				
Income				
00-4100 - Interest Earned				
60-3109 - Interest-Wintrust MaxSafe - S/R				
General Journal	01/31/2021	2956		56.80
Total 60-3109 - Interest-Wintrust MaxSafe - S/R				56.80
10-3109 - Interest-Wintrust MaxSafe - Gen				
General Journal	01/31/2021	2956		608.04
Total 10-3109 - Interest-Wintrust MaxSafe - Gen				608.04
10-3180 - Interest - Money Market Fund				
General Journal	01/31/2021	2956		24.62
Total 10-3180 - Interest - Money Market Fund				24.62
10-4100 - Interest Earned-General Fund				
10-4101 - Interest Income - Chase Savings				
General Journal	01/31/2021	2956		2.23
Total 10-4101 - Interest Income - Chase Savings				2.23
10-4102 - Interest Income - Chase CD's				
General Journal	02/04/2021	2966		4,042.50
Total 10-4102 - Interest Income - Chase CD's				4,042.50
10-4111 - Interest Income-BylineSavings				
General Journal	01/31/2021	2956		2.27
Total 10-4111 - Interest Income-BylineSavings				2.27
Total 10-4100 - Interest Earned-General Fund				4,047.00
60-4100 - Interest Earned Special Reserve				
60-4101 - Interest Income - Chase Savings				
General Journal	01/31/2021	2956		7.92
Total 60-4101 - Interest Income - Chase Savings				7.92
60-4111 - Interest Income -Byline Savings				
General Journal	01/31/2021	2956		135.35
Total 60-4111 - Interest Income -Byline Savings				135.35
Total 60-4100 - Interest Earned Special Reserve				143.27
Total 00-4100 - Interest Earned				4,879.73
00-4200 - Other				
10-4400 - Lost Materials				
Deposit	01/21/2021			21.00
Deposit	01/21/2021			16.00
Deposit	01/21/2021			10.00
Deposit	01/21/2021			8.00
Deposit	01/21/2021			26.00
Deposit	01/21/2021			25.00
Deposit	01/21/2021			23.00
Deposit	01/21/2021			16.16
Deposit	01/21/2021			12.98
Deposit	01/21/2021			60.98
Deposit	01/21/2021			34.43
Deposit	01/21/2021			42.99
Deposit	01/21/2021			21.90
Deposit	01/21/2021			29.00
Deposit	01/21/2021			12.99
Deposit	01/21/2021			15.99
Deposit	01/21/2021			10.99
Deposit	01/21/2021			19.23
Bill	01/28/2021	LOST/PAID 012421	WESLEY, KIMBERLY	-23.24
Deposit	01/29/2021			33.92
Deposit	01/29/2021			31.00
Deposit	01/29/2021			24.98
Deposit	01/29/2021			18.25
Deposit	01/29/2021			38.98
Bill	02/12/2021	LOST/PAI D -012821	BROWN, KENRIC	-12.74
Bill	02/12/2021	LOST/PAID - 020321	WINTRONE, MONICA	-9.99
Total 10-4400 - Lost Materials				507.80

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

02/12/21

Type	Date	Num	Name	Paid Amount
10-4500 · Misc - General Account				
Deposit	01/21/2021			250.00
Deposit	01/21/2021			23.16
Total 10-4500 · Misc - General Account				273.16
Total 00-4200 · Other				780.96
10-4350 · Fines				
Deposit	01/21/2021			20.99
Deposit	01/21/2021			25.60
Deposit	01/21/2021			22.93
General Journal	01/31/2021	2956		101.63
General Journal	01/31/2021	2959		-70.02
Total 10-4350 · Fines				101.13
Total Income				5,761.82
Gross Profit				5,761.82
Expense				
10-5100 · Salaries				
10-5110 · Administration Salaries				
General Journal	01/28/2021	2951		30,241.99
General Journal	02/11/2021	2965		29,580.10
Total 10-5110 · Administration Salaries				59,822.09
10-5120 · Adult Salaries				
General Journal	01/28/2021	2951		39,262.40
General Journal	02/11/2021	2965		40,278.80
Total 10-5120 · Adult Salaries				79,541.20
10-5130 · Children's Salaries				
General Journal	01/28/2021	2951		24,306.62
General Journal	02/11/2021	2965		23,734.78
Total 10-5130 · Children's Salaries				48,041.40
10-5140 · Circulation Salaries				
General Journal	01/28/2021	2951		22,263.51
General Journal	02/11/2021	2965		22,304.90
Total 10-5140 · Circulation Salaries				44,568.41
10-5145 · Maintenance Salaries				
General Journal	01/28/2021	2951		7,262.34
General Journal	02/11/2021	2965		7,547.01
Total 10-5145 · Maintenance Salaries				14,809.35
10-5150 · ILL Salaries				
General Journal	01/28/2021	2951		3,687.99
General Journal	02/11/2021	2965		3,671.21
Total 10-5150 · ILL Salaries				7,359.20
10-5155 · Outreach Salaries				
General Journal	01/28/2021	2951		8,454.11
General Journal	02/11/2021	2965		8,208.07
Total 10-5155 · Outreach Salaries				16,662.18
10-5160 · Tech Services Salaries				
General Journal	01/28/2021	2951		22,869.44
General Journal	02/11/2021	2965		22,472.05
Total 10-5160 · Tech Services Salaries				45,341.49
10-5165 · Shelters Salaries				
General Journal	01/28/2021	2951		5,225.25
General Journal	02/11/2021	2965		5,323.30
Total 10-5165 · Shelters Salaries				10,548.55
Total 10-5100 · Salaries				326,693.87

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

Type	Date	Num	Name	Paid Amount
10-5200 · Benefits				
10-5210 · Health Insurance				
Deposit	01/21/2021			-852.00
Bill	01/28/2021	865594 - FEB 21	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,454.10
General Journal	01/31/2021	2952		72.00
General Journal	01/31/2021	2952		81.00
Bill	02/12/2021	P77758/P65753-0121	COOPERATIVE 90'S MEDICAL	29,857.40
Total 10-5210 · Health Insurance				33,612.50
10-5220 · Dental/Vision Insurance				
Deposit	01/21/2021			-49.19
Bill	01/28/2021	10438 - FEB 2021	DELTA DENTAL OF ILLINOIS - VISION	268.08
Bill	02/12/2021	10438 - JAN 2021	COOPERATIVE 90'S DENTAL	3,046.00
Total 10-5220 · Dental/Vision Insurance				3,264.89
10-5230 · Unemployment Compensation				
Bill	01/28/2021	4TH QUARTER 2020	LIMRiCC UNEMPLOYMENT COMPENSATION ...	254.64
Total 10-5230 · Unemployment Compensation				254.64
10-5240 · Life Insurance				
Bill	01/28/2021	034963 - FEB 2021	MADISON NATIONAL LIFE INS CO., INC.	246.75
Total 10-5240 · Life Insurance				246.75
10-5270 · LTD Insurance				
Bill	01/28/2021	034963 - FEB 2021	MADISON NATIONAL LIFE INS CO., INC.	346.40
Total 10-5270 · LTD Insurance				346.40
Total 10-5200 · Benefits				37,725.18
10-5300 · Training				
10-5310 · Workshops				
10-5311 · Workshops - Admin				
Credit Card Ch...	01/31/2021	012521	Homeless Training Inst - CMPL Credit Card	97.00
Credit Card Ch...	01/31/2021	012821	Homeless Training Inst - CMPL Credit Card	1,500.00
Total 10-5311 · Workshops - Admin				1,597.00
10-5316 · Workshops - ILL				
Credit Card Ch...	01/31/2021	012921	Innovative Users Group - CMPL Credit Card	75.00
Total 10-5316 · Workshops - ILL				75.00
10-5317 · Workshops - Outreach				
Credit Card Ch...	01/31/2021	010721	American Library Assoc - CMPL Credit Card	43.00
Total 10-5317 · Workshops - Outreach				43.00
Total 10-5310 · Workshops				1,715.00
10-5330 · Memberships				
10-5331 · Memberships - Admin				
Bill	01/28/2021	CERNIGLIA:0221-0122	AMERICAN LIBRARY ASSOCIATION	225.00
Bill	02/12/2021	MCCOWIN:FEB21-JAN22	AMERICAN LIBRARY ASSOCIATION	225.00
Bill	02/12/2021	GASS: JAN 21-DEC 21	AMERICAN LIBRARY ASSOCIATION	225.00
Total 10-5331 · Memberships - Admin				675.00
Total 10-5330 · Memberships				675.00
Total 10-5300 · Training				2,390.00
10-5400 · Materials				
10-5410 · Books - Adult				
Bill	01/28/2021	21DN-46728	VALUE LINE PUBLISHING LLC	1,240.00
Credit Card Ch...	01/31/2021	jan 2021a	Amazon Marketplace.com - CMPL Credit Card	775.75
Bill	02/12/2021	2035716036	BAKER & TAYLOR - L5580152	348.45
Bill	02/12/2021	2035659294	BAKER & TAYLOR - L5742022	259.09
Bill	02/12/2021	2035713163	BAKER & TAYLOR - L5742022	492.49
Bill	02/12/2021	2035698380	BAKER & TAYLOR - L3966532	954.33
Bill	02/12/2021	2035721428	BAKER & TAYLOR - L5579912	321.20
Bill	02/12/2021	2035718170	BAKER & TAYLOR - L5579912	73.54
Bill	02/12/2021	5016664600	BAKER & TAYLOR - C5217413	51.66
Bill	02/12/2021	5016664817	BAKER & TAYLOR - C0209743	19.52
Bill	02/12/2021	2035723861	BAKER & TAYLOR - L3966532	1,218.69
Bill	02/12/2021	2035679641	BAKER & TAYLOR - L3966532	858.86
Bill	02/12/2021	2035668244	BAKER & TAYLOR - L3966532	533.68
Bill	02/12/2021	2035659293	BAKER & TAYLOR - L3966532	529.54

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

Type	Date	Num	Name	Paid Amount
Bill	02/12/2021	2035729405	BAKER & TAYLOR - L5580152	388.25
Bill	02/12/2021	2035731027	BAKER & TAYLOR - L5579912	10.78
Bill	02/12/2021	2035708654	BAKER & TAYLOR - L5742022	919.31
Bill	02/12/2021	2035727348	BAKER & TAYLOR - L5579912	162.87
Bill	02/12/2021	2035734186	BAKER & TAYLOR - L5579912	282.46
Bill	02/12/2021	2035728597	BAKER & TAYLOR - L5580072	15.54
Bill	02/12/2021	73090648	GALE	49.38
Bill	02/12/2021	73135419	GALE	149.97
Bill	02/12/2021	73090462	GALE	98.78
Bill	02/12/2021	D0121A00000394	MORNINGSTAR, INC.	205.00
Bill	02/12/2021	2035739497	BAKER & TAYLOR - L5580152	471.03
Bill	02/12/2021	5016696513	BAKER & TAYLOR - C0209743	237.29
Bill	02/12/2021	5016696530	BAKER & TAYLOR - C5217413	130.96
Bill	02/12/2021	2035738951	BAKER & TAYLOR - L5579912	210.07
Bill	02/12/2021	2035743778	BAKER & TAYLOR - L5579912	77.02
Bill	02/12/2021	2035722342	BAKER & TAYLOR - L5742022	738.69
Bill	02/12/2021	1822674	CENTER POINT LARGE PRINT	184.56
Bill	02/12/2021	73172119	GALE	49.58
Bill	02/12/2021	73319953	GALE	55.98
Bill	02/12/2021	73089078	GALE	29.59
Bill	02/12/2021	73281681	GALE	85.57
Bill	02/12/2021	2035745346	BAKER & TAYLOR - L5742022	701.87
Bill	02/12/2021	2035738758	BAKER & TAYLOR - L5742022	431.67
Bill	02/12/2021	2035747794	BAKER & TAYLOR - L5579912	295.70
Bill	02/12/2021	2035741173	BAKER & TAYLOR - L3966532	500.27
Bill	02/12/2021	2035748331	BAKER & TAYLOR - L5580152	262.26
Bill	02/12/2021	1826667	CENTER POINT LARGE PRINT	44.94
Bill	02/12/2021	2035732422	BAKER & TAYLOR - L5742022	749.00
Bill	02/12/2021	5016731458	BAKER & TAYLOR - C0209743	38.40
Bill	02/12/2021	5016731459	BAKER & TAYLOR - C0209743	19.52
Bill	02/12/2021	5016731460	BAKER & TAYLOR - C0209743	14.50
Bill	02/12/2021	5016731464	BAKER & TAYLOR - C5217413	32.14
Bill	02/12/2021	2035757153	BAKER & TAYLOR - L5580152	97.65
Bill	02/12/2021	2035761186	BAKER & TAYLOR - L5579912	524.17
Bill	02/12/2021	73404548	GALE	27.99
Bill	02/12/2021	11616996	ROWMAN & LITTLEFIELD PUBLISHING GROU...	69.43
Bill	02/12/2021	2035768239	BAKER & TAYLOR - C0209743	100.47
Bill	02/12/2021	2035766217	BAKER & TAYLOR - L5579912	270.75
Bill	02/12/2021	2035765838	BAKER & TAYLOR - L5579912	503.70
Bill	02/12/2021	73596081	GALE	100.48
Bill	02/12/2021	73593943	GALE	25.59
Bill	02/12/2021	73595684	GALE	74.72

Total 10-5410 · Books - Adult

17,114.70

10-5415 · Books - Juvenile

Credit Card Ch...	01/31/2021	jan 2021b	Amazon Marketplace.com - CMPL Credit Card	96.01
Bill	02/12/2021	2035720842	BAKER & TAYLOR - L5580072	440.65
Bill	02/12/2021	2035719636	BAKER & TAYLOR - L4231142	497.69
Bill	02/12/2021	2035715513	BAKER & TAYLOR - L3966522	381.18
Bill	02/12/2021	2035726012	BAKER & TAYLOR - L3966522	641.31
Bill	02/12/2021	2035731415	BAKER & TAYLOR - L4231522	99.81
Bill	02/12/2021	2035728597	BAKER & TAYLOR - L5580072	368.38
Bill	02/12/2021	2035727349	BAKER & TAYLOR - L5580072	306.25
Bill	02/12/2021	2035734024	BAKER & TAYLOR - L4231142	389.75
Bill	02/12/2021	2035737107	BAKER & TAYLOR - L5580072	885.66
Bill	02/12/2021	2035744301	BAKER & TAYLOR - L3966522	137.51
Bill	02/12/2021	2035743641	BAKER & TAYLOR - L4231142	191.06
Bill	02/12/2021	2035754816	BAKER & TAYLOR - L3966522	392.31
Bill	02/12/2021	2035753136	BAKER & TAYLOR - L5580072	174.66
Bill	02/12/2021	2035755315	BAKER & TAYLOR - L4231142	200.73
Bill	02/12/2021	2035754254	BAKER & TAYLOR - L4231522	91.92
Bill	02/12/2021	2035747153	BAKER & TAYLOR - L5580072	205.00
Bill	02/12/2021	2035757362	BAKER & TAYLOR - L5580072	88.74
Bill	02/12/2021	2035758994	BAKER & TAYLOR - L4231142	601.47

Total 10-5415 · Books - Juvenile

6,190.09

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

02/12/21

Type	Date	Num	Name	Paid Amount
10-5420 · Audio/Visual - Adult				
Credit Card Ch...	01/31/2021	jan 2021c	Amazon Marketplace.com - CMPL Credit Card	150.73
Bill	02/12/2021	99886028	MIDWEST TAPE, LLC	90.33
Bill	02/12/2021	99880513	MIDWEST TAPE, LLC	1,135.11
Bill	02/12/2021	99915893	MIDWEST TAPE, LLC	2,200.27
Bill	02/12/2021	99915971	MIDWEST TAPE, LLC	13.74
Bill	02/12/2021	99929639	MIDWEST TAPE, LLC	130.62
Bill	02/12/2021	99940620	MIDWEST TAPE, LLC	1,711.14
Bill	02/12/2021	99950639	MIDWEST TAPE, LLC	156.84
Bill	02/12/2021	99970034	MIDWEST TAPE, LLC	1,042.58
Total 10-5420 · Audio/Visual - Adult				6,631.36
10-5425 · Audio/Visual - Juvenile				
Credit Card Ch...	01/31/2021	jan 2021d	Amazon Marketplace.com - CMPL Credit Card	71.18
Bill	02/12/2021	99886028	MIDWEST TAPE, LLC	126.90
Bill	02/12/2021	99880513	MIDWEST TAPE, LLC	44.96
Bill	02/12/2021	99915893	MIDWEST TAPE, LLC	188.88
Bill	02/12/2021	99915971	MIDWEST TAPE, LLC	36.72
Bill	02/12/2021	99929639	MIDWEST TAPE, LLC	55.26
Bill	02/12/2021	99940620	MIDWEST TAPE, LLC	203.88
Bill	02/12/2021	99950639	MIDWEST TAPE, LLC	27.48
Bill	02/12/2021	99970034	MIDWEST TAPE, LLC	123.68
Total 10-5425 · Audio/Visual - Juvenile				878.94
10-5430 · Games - Adult				
Bill	02/12/2021	4902	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	165.18
Total 10-5430 · Games - Adult				165.18
10-5440 · Periodicals - Adult				
Credit Card Ch...	01/31/2021	010421	USA Today - CMPL Credit Card	256.53
Credit Card Ch...	01/31/2021	010521	Lake County News Sun - CMPL Credit Card	112.32
Credit Card Ch...	01/31/2021	012221	Sunset Magazine - CMPL Credit Card	24.95
Total 10-5440 · Periodicals - Adult				393.80
10-5450 · Circulating Technologies				
10-5451 · Circ Tech - Equipment				
Bill	02/12/2021	6766078	CDW GOVERNMENT, INC.	462.00
Total 10-5451 · Circ Tech - Equipment				462.00
10-5453 · Circ Tech - Subscriptions				
Credit Card Ch...	01/31/2021	0113&011621	Netflix.com - CMPL Credit Card	31.98
Total 10-5453 · Circ Tech - Subscriptions				31.98
Total 10-5450 · Circulating Technologies				493.98
10-5490 · Electronic Services				
10-5491 · Online Databases				
10-5492 · Online Databases - Adults				
Bill	02/12/2021	INV008009	MANGO LANGUAGES	3,870.00
Bill	02/12/2021	CHI406040QF2021	CONSUMERS' CHECKBOOK	500.00
Bill	02/12/2021	1000146696-1	EBSCO INDUSTRIES INC	5,086.00
Total 10-5492 · Online Databases - Adults				9,456.00
10-5493 · Online Databases - Children's				
Bill	02/12/2021	70653571	PROQUEST LLC	3,281.57
Bill	02/12/2021	26947072	SCHOLASTIC LIBRARY PUBLISHING, INC.	6,892.00
Total 10-5493 · Online Databases - Children's				10,173.57
Total 10-5491 · Online Databases				19,629.57

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

02/12/21

Type	Date	Num	Name	Paid Amount
10-5494 · Digital Popular Materials				
10-5495 · Dig. Popular Materials - Adults				
Bill	02/12/2021	07001CO21002889	OVERDRIVE, INC.	866.39
Bill	02/12/2021	07001CO21002888	OVERDRIVE, INC.	437.40
Bill	02/12/2021	07001CO21023285	OVERDRIVE, INC.	498.95
Bill	02/12/2021	07001CO21015083	OVERDRIVE, INC.	521.94
Bill	02/12/2021	07001CO21019127	OVERDRIVE, INC.	191.49
Bill	02/12/2021	07001CO21018789	OVERDRIVE, INC.	562.18
Bill	02/12/2021	07001CO21011131	OVERDRIVE, INC.	479.93
Bill	02/12/2021	07001CO21011142	OVERDRIVE, INC.	1,139.83
Bill	02/12/2021	07001CO21032232	OVERDRIVE, INC.	430.97
Bill	02/12/2021	07001CO21027818	OVERDRIVE, INC.	535.48
Bill	02/12/2021	07001CO21027817	OVERDRIVE, INC.	512.96
Bill	02/12/2021	JANUARY 2021	BIBLIOTHECA, LLC	2,815.54
Bill	02/12/2021	JANUARY 2021	MIDWEST TAPE, LLC	9,629.63
Bill	02/12/2021	07001CO21044482	OVERDRIVE, INC.	193.00
Bill	02/12/2021	07001CO21040449	OVERDRIVE, INC.	1,321.87
Bill	02/12/2021	07001CO21040444	OVERDRIVE, INC.	787.39
Total 10-5495 · Dig. Popular Materials - Adults				20,924.95
10-5496 · Dig. Pop. Materials - Juvenile				
Bill	02/12/2021	26947072	SCHOLASTIC LIBRARY PUBLISHING, INC.	7,455.00
Total 10-5496 · Dig. Pop. Materials - Juvenile				7,455.00
Total 10-5494 · Digital Popular Materials				28,379.95
Total 10-5490 · Electronic Services				48,009.52
10-5497 · Interlibrary Loan Fees				
Deposit	01/21/2021			-21.99
Total 10-5497 · Interlibrary Loan Fees				-21.99
Total 10-5400 · Materials				79,855.58
10-5500 · Processing				
10-5510 · Acquisitions				
Bill	02/12/2021	99965961	MIDWEST TAPE, LLC	111.00
Total 10-5510 · Acquisitions				111.00
Total 10-5500 · Processing				111.00
10-5600 · Supplies				
10-5611 · Supplies - Admin				
Bill	01/28/2021	122220	SAM'S CLUB DIRECT	24.67
Credit Card Ch...	02/01/2021	012921	Amazon Marketplace.com - CMPL Credit Card	16.98
Bill	02/12/2021	193521 - JAN 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, IN...	137.19
Total 10-5611 · Supplies - Admin				178.84
10-5612 · Supplies - Adults				
Bill	02/12/2021	57004146	AMERICAN LIBRARY ASSOCIATION	59.60
Bill	02/12/2021	193521 - JAN 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, IN...	71.24
Total 10-5612 · Supplies - Adults				130.84
10-5613 · Supplies - Children's				
Bill	02/12/2021	193521 - JAN 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, IN...	382.68
Total 10-5613 · Supplies - Children's				382.68
10-5614 · Supplies - Circulation				
Bill	02/12/2021	193521 - JAN 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, IN...	12.84
Total 10-5614 · Supplies - Circulation				12.84

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

Type	Date	Num	Name	Paid Amount
10-5615 · Supplies - Maintenance				
Credit Card Ch...	01/31/2021	011221	Door Hardware Center - CMPL Credit Card	81.29
Credit Card Ch...	01/31/2021	011521	Amazon Marketplace.com - CMPL Credit Card	127.92
Bill	02/12/2021	622330 - 012521	ACE HARDWARE OF LIBERTYVILLE, INC.	5.84
Bill	02/12/2021	622330 - 012521	ACE HARDWARE OF LIBERTYVILLE, INC.	18.97
Bill	02/12/2021	622330 - 012521	ACE HARDWARE OF LIBERTYVILLE, INC.	5.99
Bill	02/12/2021	622330 - 012521	ACE HARDWARE OF LIBERTYVILLE, INC.	27.99
Bill	02/12/2021	P35926606	BATTERIES + BULBS	59.88
Bill	02/12/2021	84150	NCC-PETERSON PRODUCTS	512.88
Bill	02/12/2021	193521 - JAN 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, IN...	423.46
Bill	02/12/2021	5941766	FERGUSON ENTERPRISES, INC.	94.96
Bill	02/12/2021	010721-012021	LOWE'S	5.69
Bill	02/12/2021	010721-012021	LOWE'S	75.99
Bill	02/12/2021	010721-012021	LOWE'S	62.65
Bill	02/12/2021	010721-012021	LOWE'S	18.98
Bill	02/12/2021	010721-012021	LOWE'S	20.18
Total 10-5615 · Supplies - Maintenance				1,542.67
10-5616 · Supplies - ILL				
Bill	02/12/2021	128859019	ULINE, INC	81.33
Total 10-5616 · Supplies - ILL				81.33
10-5618 · Supplies - Tech Services				
Bill	01/28/2021	JANUARY 17, 2021	DU CLOS, KATIE	29.82
Bill	02/12/2021	6903849	DEMCO, INC.	575.28
Bill	02/12/2021	6898383	DEMCO, INC.	282.84
Bill	02/12/2021	193521 - JAN 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, IN...	23.44
Total 10-5618 · Supplies - Tech Services				911.38
10-5660 · Supplies - Computer				
Bill	02/12/2021	193521 - JAN 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, IN...	382.93
Total 10-5660 · Supplies - Computer				382.93
10-5680 · Supplies - Staff Room				
Bill	02/12/2021	5166	ABSOLUTE VENDING SERVICE, INC	111.00
Bill	02/12/2021	193521 - JAN 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, IN...	308.36
Bill	02/12/2021	4898	ABSOLUTE VENDING SERVICE, INC	134.72
Bill	02/12/2021	129680949	ULINE, INC	65.00
Total 10-5680 · Supplies - Staff Room				619.08
Total 10-5600 · Supplies				4,242.59
10-5700 · Vehicles				
10-5710 · Bookmobile Fuel				
Bill	02/12/2021	1723	VILLAGE-VERNON	93.06
Total 10-5710 · Bookmobile Fuel				93.06
10-5720 · Bookmobile Maintenance/Repair				
Credit Card Ch...	01/31/2021	01082021	Pomp's Tire Service - CMPL Credit Card	883.00
Total 10-5720 · Bookmobile Maintenance/Repair				883.00
10-5750 · Van Fuel				
Bill	02/12/2021	1723	VILLAGE-VERNON	152.09
Total 10-5750 · Van Fuel				152.09
Total 10-5700 · Vehicles				1,128.15
10-5800 · Computer Operations				
10-5865 · Remote Communications Expenses				
Bill	01/28/2021	DECEMBER 2020	ECKMANN, ROBERT	10.00
Bill	02/12/2021	JANUARY 2021	ATEN, JANE	5.00
Bill	02/12/2021	JANUARY 2020	BOSAK, NICOLE	10.00
Bill	02/12/2021	JANUARY 2020	CARNES, LORRAINE	10.00
Bill	02/12/2021	JANUARY 2021	HADJIMITSOS, LAURA	10.00
Bill	02/12/2021	JANUARY 2021	ARNSWALD, NANCY	15.00
Bill	02/12/2021	JANUARY 2021	BASSETT, ELLEN	10.00
Bill	02/12/2021	JANUARY 2021	ECKMANN, ROBERT	10.00
Bill	02/12/2021	JANUARY 2021	GAFKA, DEBORAH	10.00
Bill	02/12/2021	JANUARY 2021	HEATHERMAN, AMY	10.00
Bill	02/12/2021	JANUARY 2021	KING, BECKY	10.00
Bill	02/12/2021	JANUARY 2021	KLINE, SANDY	10.00
Bill	02/12/2021	JANUARY 2021	KRAUSE, DONNA	10.00
Bill	02/12/2021	JANUARY 2021	LARSON, ANDREA	10.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

Type	Date	Num	Name	Paid Amount
Bill	02/12/2021	JANUARY 2021	MELLANG, MARY	10.00
Bill	02/12/2021	JANUARY 2021	ZWOLSKI, CAROL	10.00
Bill	02/12/2021	JANUARY 2021	COWSKY, MARY CAROL	5.00
Bill	02/12/2021	JANUARY 2021	GEORGE, JUDI	5.00
Bill	02/12/2021	JANUARY 2021	PATTERSON, LORI	5.00
Bill	02/12/2021	JANUARY 2021	RILL, MARIA	5.00
Bill	02/12/2021	JANUARY 2021	SMITH, BARBARA	5.00
Bill	02/12/2021	JANUARY 2021	SOLING, ELIZABETH	5.00
Bill	02/12/2021	JANUARY 2021	SULEK, DOROTA	5.00
Bill	02/12/2021	JANUARY 2021	WALSH-OAKES, KATIE	5.00
Bill	02/12/2021	JANUARY 2021	KRISHNAMOORTHY, SEETHALAKSHMI	10.00
Bill	02/12/2021	JANUARY 2021	MUSKAT, MARY ELLEN	5.00
Bill	02/12/2021	JANUARY 2021	OLSON, CHERYLE	5.00
Bill	02/12/2021	JANUARY 2021	QUIST, DANIELLE	5.00
Bill	02/12/2021	JANUARY 2021	KERPAN, DONNA	5.00
Bill	02/12/2021	JANUARY 2021	HANSEN, JO	15.00
Total 10-5865 · Remote Communications Expenses				245.00
10-5830 · Replacement Hardware/Software				
10-5831 · Rep Hrdwre/Sftwre - Admin				
Credit Card Ch...	01/31/2021	010421	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card Ch...	01/31/2021	01282021	Zoom.us - CMPL Credit Card	64.99
Credit Card Ch...	01/31/2021	011921	Zoom.us - CMPL Credit Card	14.99
Credit Card Ch...	01/31/2021	012321	Zoom.us - CMPL Credit Card	14.99
Credit Card Ch...	01/31/2021	010521	Skype.com - CMPL Credit Card	6.50
Credit Card Ch...	01/31/2021	012321	LOOMLY - CMPL Credit Card	300.00
Credit Card Ch...	02/01/2021	012821	Techsoup - CMPL Credit Card	150.00
Credit Card Ch...	02/01/2021	012921	Techsoup - CMPL Credit Card	150.00
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				731.47
Total 10-5830 · Replacement Hardware/Software				731.47
10-5860 · Internet				
Bill	01/28/2021	010921-020821	COMCAST HOLDINGS CORPORATION	181.70
Bill	01/28/2021	012321-022221	COMCAST HOLDINGS CORPORATION	234.90
Bill	02/12/2021	28867	COMPUTER VIEW, INC.	450.00
Total 10-5860 · Internet				866.60
Total 10-5800 · Computer Operations				1,843.07
10-5900 · Utilities				
10-5910 · Electricity				
10-5911 · Electricity - Aspen				
Bill	02/12/2021	19130425001	CONSTELLATION NEW ENERGY, INC.	5,698.63
Total 10-5911 · Electricity - Aspen				5,698.63
10-5912 · Electricity - Cook Park				
Bill	02/12/2021	19130602101	CONSTELLATION NEW ENERGY, INC.	7,326.76
Total 10-5912 · Electricity - Cook Park				7,326.76
Total 10-5910 · Electricity				13,025.39
10-5920 · Gas				
10-5921 · Gas - Aspen				
Bill	02/12/2021	3072734	CONSTELLATION NATURAL GAS	321.12
Total 10-5921 · Gas - Aspen				321.12
10-5922 · Gas - Cook Park				
Bill	02/12/2021	3072734	CONSTELLATION NATURAL GAS	706.26
Total 10-5922 · Gas - Cook Park				706.26
Total 10-5920 · Gas				1,027.38
10-5930 · Water				
10-5931 · Water - Aspen				
General Journal	01/31/2021	2954	LAKE COUNTY DEPARTMENT OF PUBLIC WO...	137.44
Total 10-5931 · Water - Aspen				137.44
Total 10-5930 · Water				137.44
Total 10-5900 · Utilities				14,190.21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

Type	Date	Num	Name	Paid Amount
10-6000 · Telephone				
10-6010 · Telephone				
Bill	01/28/2021	012321-022221	COMCAST HOLDINGS CORPORATION	265.17
Total 10-6010 · Telephone				265.17
10-6020 · Bookmobile - Telephone				
Bill	01/28/2021	9871449307	VERIZON WIRELESS SERVICES LLC	229.04
Total 10-6020 · Bookmobile - Telephone				229.04
Total 10-6000 · Telephone				494.21
10-6200 · Maintenance				
10-6210 · Janitorial Service				
10-6211 · Janitorial Service - Aspen				
Bill	02/12/2021	C16487	COMPLETE CLEANING COMPANY, INC.	2,160.00
Total 10-6211 · Janitorial Service - Aspen				2,160.00
10-6212 · Janitorial Service - Cook Park				
Bill	02/12/2021	C16487	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
10-6230 · Snow Removal				
10-6231 · Snow Removal - Aspen				
Bill	02/12/2021	72429	JAMES MARTIN ASSOCIATES, INC.	190.00
Bill	02/12/2021	72825	JAMES MARTIN ASSOCIATES, INC.	190.00
Bill	02/12/2021	72871	JAMES MARTIN ASSOCIATES, INC.	190.00
Total 10-6231 · Snow Removal - Aspen				570.00
10-6232 · Snow Removal - Cook Park				
Bill	02/12/2021	72740	JAMES MARTIN ASSOCIATES, INC.	99.00
Bill	02/12/2021	72826	JAMES MARTIN ASSOCIATES, INC.	99.00
Bill	02/12/2021	72896	JAMES MARTIN ASSOCIATES, INC.	99.00
Total 10-6232 · Snow Removal - Cook Park				297.00
Total 10-6230 · Snow Removal				867.00
10-6240 · Trash Removal				
10-6242 · Trash Removal - Cook Park				
General Journal	01/31/2021	2953	GROOT INDUSTRIES, INC.	216.49
General Journal	02/01/2021	2955	GROOT INDUSTRIES, INC.	216.49
Total 10-6242 · Trash Removal - Cook Park				432.98
Total 10-6240 · Trash Removal				432.98
10-6250 · Miscellaneous				
10-6252 · Misc. Maintenance - Cook Park				
Bill	02/12/2021	015600CS303849	AMBIUS, LLC (19)	337.98
Bill	02/12/2021	DJDK953	IRON MOUNTAIN INCORPORATED	87.76
Total 10-6252 · Misc. Maintenance - Cook Park				425.74
Total 10-6250 · Miscellaneous				425.74
Total 10-6200 · Maintenance				7,348.44
10-6300 · Repair				
10-6320 · Building & Grounds Repairs				
10-6321 · Building Repairs - Aspen				
Bill	02/12/2021	176225	TEE JAY SERVICE COMPANY, INC.	1,885.00
Total 10-6321 · Building Repairs - Aspen				1,885.00
10-6322 · Building Repairs - Cook Park				
Bill	02/12/2021	176167	TEE JAY SERVICE COMPANY, INC.	3,023.00
Total 10-6322 · Building Repairs - Cook Park				3,023.00
Total 10-6320 · Building & Grounds Repairs				4,908.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

Type	Date	Num	Name	Paid Amount
10-6330 · Mechanical Repairs				
Bill	02/12/2021	10-6331 · Mechanical Repairs - Aspen W35920	SHERMAN MECHANICAL, INC.	250.00
Total 10-6331 · Mechanical Repairs - Aspen				250.00
10-6332 · Mechanical Repairs - Cook Park				
Bill	02/12/2021	W35966	SHERMAN MECHANICAL, INC.	710.58
Bill	02/12/2021	W36251	SHERMAN MECHANICAL, INC.	762.93
Total 10-6332 · Mechanical Repairs - Cook Park				1,473.51
Total 10-6330 · Mechanical Repairs				1,723.51
10-6340 · Service Contracts-Mech. & Bldg.				
Bill	02/12/2021	10-6341 · Service Contracts - Aspen C008131	SHERMAN MECHANICAL, INC.	1,453.50
Total 10-6341 · Service Contracts - Aspen				1,453.50
Bill	01/28/2021	10-6342 · Service Contracts - Cook Park 414316	FIRE & SECURITY SERVICES, INC.	147.00
Bill	02/12/2021	C008097	SHERMAN MECHANICAL, INC.	2,118.00
Total 10-6342 · Service Contracts - Cook Park				2,265.00
Total 10-6340 · Service Contracts-Mech. & Bldg.				3,718.50
Bill	02/12/2021	10-6360 · Office Machine Service Contract 9007471847	KONICA MINOLTA BUSINESS SOLUTIONS	535.96
Total 10-6360 · Office Machine Service Contract				535.96
Total 10-6300 · Repair				10,885.97
10-6500 · Professional Services				
Bill	02/12/2021	10-6530 · Consulting 13023	HR SOURCE	370.00
Total 10-6530 · Consulting				370.00
10-6540 · Payroll Processing				
General Journal	01/28/2021	2950		314.43
General Journal	02/11/2021	2964		558.03
General Journal	02/11/2021	2964		969.75
General Journal	02/11/2021	2964		264.48
General Journal	02/11/2021	2964		1,131.00
Total 10-6540 · Payroll Processing				3,237.69
Total 10-6500 · Professional Services				3,607.69
10-6600 · Improvements				
Bill	02/12/2021	10-6650 · Copiers & Other Leased Equip 37098419	KONICA MINOLTA	511.35
Total 10-6650 · Copiers & Other Leased Equip				511.35
Total 10-6600 · Improvements				511.35
10-6700 · Community Relations				
10-6720 · Programming - Adult				
10-6721 · Programs - Performances				
Bill	01/28/2021	FEBRUARY 3, 2021	ART EXCURSIONS, INC.	350.00
Bill	01/28/2021	FEBRUARY 10, 2021	MADDOX, SUSAN K.	200.00
Bill	01/28/2021	JANUARY 22, 2021	PERIWINKLE ART STUDIO	200.00
Bill	02/12/2021	FEBRUARY 25, 2021	BRADFORD, BARRY	250.00
Bill	02/12/2021	FEB 2021 TAI CHI	HINSON, HAILEY AHANNA	120.00
Bill	02/12/2021	FEB 2021 YOGA	HINSON, HAILEY AHANNA	120.00
Bill	02/12/2021	FEB 2021 MEDITATION	HINSON, HAILEY AHANNA	120.00
Bill	02/12/2021	FEBRUARY 26, 2021	ANTONIO, LUCIANO	300.00
Bill	02/12/2021	MARCH 14, 2021	GARY E. MIDKIFF & COMPANY	210.00
Bill	02/12/2021	MARCH 11, 2021	CLARK, DAVID	150.00
Bill	02/12/2021	MARCH 17, 2021	GIBBONS, JIM	250.00
Bill	02/12/2021	MARCH 4, 2021	GODDARD, LESLIE	200.00
Total 10-6721 · Programs - Performances				2,470.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

Type	Date	Num	Name	Paid Amount
10-6722 · Book Discussions&Author Events				
Bill	01/28/2021	FEBRUARY 16, 2021	TATE, ANGELA	350.00
Bill	02/12/2021	JANUARY 21, 2021	GRAFF, KEIR	100.00
Bill	02/12/2021	JAN & FEB 2021	LARSON, ANDREA	47.98
Total 10-6722 · Book Discussions&Author Events				497.98
10-6725 · Genealogy				
Bill	02/12/2021	FEBRUARY 22, 2021	CLARK, DAVID	125.00
Total 10-6725 · Genealogy				125.00
10-6726 · Computer				
Bill	01/28/2021	FEBRUARY 3, 2021	MONTANO, ESTEVAN	150.00
Bill	01/28/2021	FEBRUARY 4, 2021	MONTANO, ESTEVAN	150.00
Bill	01/28/2021	FEBRUARY 8, 2021	MONTANO, ESTEVAN	150.00
Bill	02/12/2021	FEBRUARY 18, 2021	MONTANO, ESTEVAN	150.00
Bill	02/12/2021	FEBRUARY 24, 2021	MONTANO, ESTEVAN	150.00
Bill	02/12/2021	MARCH 3, 2021	MONTANO, ESTEVAN	150.00
Bill	02/12/2021	MARCH 8, 2021	MONTANO, ESTEVAN	150.00
Bill	02/12/2021	MARCH 10, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer				1,200.00
Total 10-6720 · Programming - Adult				4,292.98
10-6740 · Programming - Children's				
Bill	01/28/2021	FEB 1 & 8, 2021	BOUGH, ERICA	175.00
Credit Card Ch...	01/31/2021	010821	Amazon Marketplace.com - CMPL Credit Card	24.99
Credit Card Ch...	01/31/2021	012321	Amazon Marketplace.com - CMPL Credit Card	6.99
Credit Card Ch...	01/31/2021	011321	Amazon Marketplace.com - CMPL Credit Card	13.46
Credit Card Ch...	01/31/2021	0116321	Amazon Marketplace.com - CMPL Credit Card	17.54
Credit Card Ch...	01/31/2021	011221	Amazon Marketplace.com - CMPL Credit Card	27.00
Credit Card Ch...	01/31/2021	012921	Amazon Marketplace.com - CMPL Credit Card	36.00
Credit Card Ch...	01/31/2021	011321	Oriental Trading Co - CMPL Credit Card	49.95
Credit Card Ch...	01/31/2021	011221	Breakout EDU - CMPL Credit Card	50.00
Credit Card Ch...	01/31/2021	011421	Amazon Marketplace.com - CMPL Credit Card	89.44
Credit Card Ch...	01/31/2021	012121	Lakeshore Learning - CMPL Credit Card	106.95
Credit Card Ch...	01/31/2021	011521	Joann Fabrics - CMPL Credit Card	114.70
Credit Card Ch...	01/31/2021	012221	Amazon Marketplace.com - CMPL Credit Card	313.29
Credit Card Ch...	01/31/2021	011421	Amazon Marketplace.com - CMPL Credit Card	355.11
Credit Card Ch...	02/01/2021	012921	Michaels - CMPL Credit Card	6.95
Credit Card Ch...	02/01/2021	012821	Oriental Trading Co - CMPL Credit Card	16.98
Credit Card Ch...	02/01/2021	012821	Target.com - CMPL Credit Card	19.99
Credit Card Ch...	02/01/2021	012821	Amazon Marketplace.com - CMPL Credit Card	203.15
Bill	02/12/2021	128680407	ULINE, INC	62.30
Bill	02/12/2021	MARCH 23, 2021	SHEDD AQUARIUM SOCIETY	220.00
Bill	02/12/2021	129528211	ULINE, INC	114.71
Bill	02/12/2021	129680949	ULINE, INC	268.07
Bill	02/12/2021	MARCH 16, 2021	BEVERLEY, JOEL	150.00
Bill	02/12/2021	MARCH 1, 2021	BOUGH, ERICA	175.00
Bill	02/12/2021	MARCH 4, 2021	ZSHOTS PHOTOGRAPHY INC.	125.00
Bill	02/12/2021	REISSUE # 54925 1220	THORNTON, CHRISTINE	250.00
Total 10-6740 · Programming - Children's				2,992.57
10-6760 · Promotions/Prizes				
10-6761 · Promotions/Prizes- Admin/Gen				
Bill	02/12/2021	159929 101220	TOWN SQUARE PUBLICATIONS	435.00
Total 10-6761 · Promotions/Prizes- Admin/Gen				435.00
Total 10-6760 · Promotions/Prizes				435.00
10-6780 · Digital Studios				
10-6781 · Digital Studios - Equipment				
Credit Card Ch...	01/31/2021	011821	Amazon Marketplace.com - CMPL Credit Card	15.49
Credit Card Ch...	01/31/2021	010821	Amazon Marketplace.com - CMPL Credit Card	18.28
Credit Card Ch...	01/31/2021	012021	AtomicFilament.com - CMPL Credit Card A	32.98
Total 10-6781 · Digital Studios - Equipment				66.75
Total 10-6780 · Digital Studios				66.75
10-6790 · Workshops				
10-6791 · Workshops - Equipment				
Credit Card Ch...	01/31/2021	010821	Amazon Marketplace.com - CMPL Credit Card	32.99
Credit Card Ch...	01/31/2021	012421	Amazon Marketplace.com - CMPL Credit Card	38.90
Total 10-6791 · Workshops - Equipment				71.89

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

January 16 through February 12, 2021

02/12/21

Type	Date	Num	Name	Paid Amount
10-6793 · Workshops - Programs/Classes				
Credit Card Ch...	01/31/2021	012021	Amazon Marketplace.com - CMPL Credit Card	18.98
Credit Card Ch...	01/31/2021	012021	Amazon Marketplace.com - CMPL Credit Card	56.97
Credit Card Ch...	01/31/2021	012421	Amazon Marketplace.com - CMPL Credit Card	329.86
Credit Card Ch...	01/31/2021	01212021	Michaels - CMPL Credit Card	129.90
Total 10-6793 · Workshops - Programs/Classes				535.71
Total 10-6790 · Workshops				607.60
Total 10-6700 · Community Relations				8,394.90
20-8210 · Employer IMRF Disbursements				
General Journal	01/28/2021	2951		17,382.99
General Journal	02/11/2021	2965		17,360.04
Total 20-8210 · Employer IMRF Disbursements				34,743.03
20-8250 · Employer Soc Security Tax Disb				
General Journal	01/28/2021	2951		12,124.67
General Journal	02/11/2021	2965		12,106.59
Total 20-8250 · Employer Soc Security Tax Disb				24,231.26
Total Expense				558,396.50
Net Ordinary Income				-552,634.68
Other Income/Expense				
Other Income				
10-9910 · Interfund Transfers - General				
General Journal	02/11/2021	2962		-400,000.00
Total 10-9910 · Interfund Transfers - General				-400,000.00
60-9960 · Interfund Transfers-Spec Reserv				
General Journal	02/11/2021	2962		400,000.00
Total 60-9960 · Interfund Transfers-Spec Reserv				400,000.00
Total Other Income				0.00
Net Other Income				0.00
Net Income				-552,634.68



**Cook Memorial Public Library District
 Librarian's Statistical Report - Page 1
 January 2021**

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.

	January 2020			January 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,019	33,953	42,972	7,995	33,961	41,956	-2.36%
Reciprocal Borrowing Patrons	490	6,372	6,862	429	6,121	6,550	-4.55%
Total	9,509	40,325	49,834	8,424	40,082	48,506	-2.66%

Visitors

	January 2020	January 2021	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
	Aspen Drive Library	20,359			133,425	
Cook Park Library	22,006			178,199		
Drive-Up	1,480			9,470		
Outreach	1,398	95	-93.20%	11,450	617	-94.61%
Total	45,243	95	-99.79%	332,544	80,322	-75.85%

Program Attendance

	January 2020	January 2021	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
	Adult	1,538	1,744	13.39%	9,628	9,852
Juvenile	1,274	745	-41.52%	12,006	7,282	-39.35%
Young Adult	57	13	-77.19%	271	106	-60.89%
Total	2,869	2,502	-12.79%	21,905	17,240	-21.30%

Special Services

	January 2020	January 2021	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
	Reference Questions	7,925	2,872	-63.76%	52,121	26,333
Online Databases*	6,842	4,808	-29.73%	36,215	21,532	-40.54%
www.cooklib.org	91,930	95,041	3.38%	594,504	633,455	6.55%
Holds Placed	20,932	27,699	32.33%	115,299	139,976	21.40%
Holds Filled	15,534	23,790	53.15%	98,451	148,731	51.07%
Homebound Items Delivered	1,064	495	-53.48%	7,415	3,482	-53.04%

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

Collection Size

	January 2020					January 2021					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,635	38,422		85,057	32.35%	47,808	41,088		88,896	32.92%	4.51%
Cook Park Library	55,663	107,110	145	162,918	61.96%	56,506	109,043	144	165,693	61.36%	1.70%
Outreach	12,001	2,970	10	14,981	5.70%	12,411	3,030	13	15,454	5.72%	3.16%
Total	114,299	148,502	155	262,956		116,725	153,161	157	270,043		2.70%

Librarian's Statistical Report - January 2021 - Page 2

Circulation

	January 2020				January 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,303	22,966		34,269	7,070	11,742		18,812	-45.10%
Foreign Language	336	420		756	30	113		143	-81.08%
Large Type	1,737	27		1,764	1,058	22		1,080	-38.78%
Nonfiction	9,385	7,137		16,522	5,107	3,402		8,509	-48.50%
Periodicals	1,674	204		1,878	357	4		361	-80.78%
Subtotal Print	24,435	30,754		55,189	13,622	15,283		28,905	-47.63%
Bags and Containers			52	52			12	12	-76.92%
Equipment	162	1		163	36			36	-77.91%
Interlibrary Loan			283	283			162	162	-42.76%
LINKin	1,340			1,340	1,117			1,117	-16.64%
Multimedia		94		94		57		57	-39.36%
Other			13	13			1	1	-92.31%
Subtotal Other	1,502	95	348	1,945	1,153	57	175	1,385	-28.79%
eAudiobooks			4,161	4,161			5,139	5,139	23.50%
eBooks			6,691	6,691			9,674	9,674	44.58%
eMagazines			788	788			756	756	-4.06%
eMusic			253	253			274	274	8.30%
eVideo			591	591			1,055	1,055	78.51%
Subtotal Downloadables			12,484	12,484			16,898	16,898	35.36%
Audiobooks	1,058	505		1,563	438	219		657	-57.97%
Compact Discs	2,860	566		3,426	1,019	234		1,253	-63.43%
DVDs, Blu-Ray	18,746	5,930		24,676	4,933	1,017		5,950	-75.89%
Video Games	880	1,156		2,036	241	402		643	-68.42%
Subtotal Audiovisual	23,544	8,157		31,701	6,631	1,872		8,503	-73.18%
Grand Total All Agencies	49,481	39,006	12,832	101,319	21,406	17,212	17,073	55,691	-45.03%

Agency Subtotals

	January 2020	January 2021	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
Downloadables	12,484	16,898	35.36%	82,451	112,633	36.61%
Aspen Drive Library	26,321	9,464	-64.04%	170,247	101,408	-40.43%
Cook Park Library	56,154	26,520	-52.77%	393,249	258,278	-34.32%
Outreach	6,360	2,809	-55.83%	43,091	13,453	-68.78%
Total	101,319	55,691	-45.03%	689,038	485,772	-29.50%



Director's Report February 2021

David Archer, Library Director

Holiday Closure Survey

At a recent board meeting, there was a brief discussion about which holidays are typically observed by libraries. Attached please find a spreadsheet showing which 68 Chicago-area libraries are closed for specific holidays. Please note that all responding libraries are closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day and are not represented on the spreadsheet. Key: C = Closed; O = Open; P = Partial Day Closure; C+= Usually closed on Sundays.

Oak Creek / Townline Road Joint Review Board Meeting Recap

On February 10th, the Joint Review Board of the proposed Oak Creek/Townline Road TIF District in Mundelein voted unanimously in favor (with one abstention) of resolution to approve a Redevelopment Plan and Eligibility Report. As you recall, Trustees voted at the Special Board meeting on January 26th to authorize the Library's representative on the JRB to vote to recommend approval of the Plan and Report.

Proposed Amendments to the Illinois Public Library District Act for Service to Nonresidents

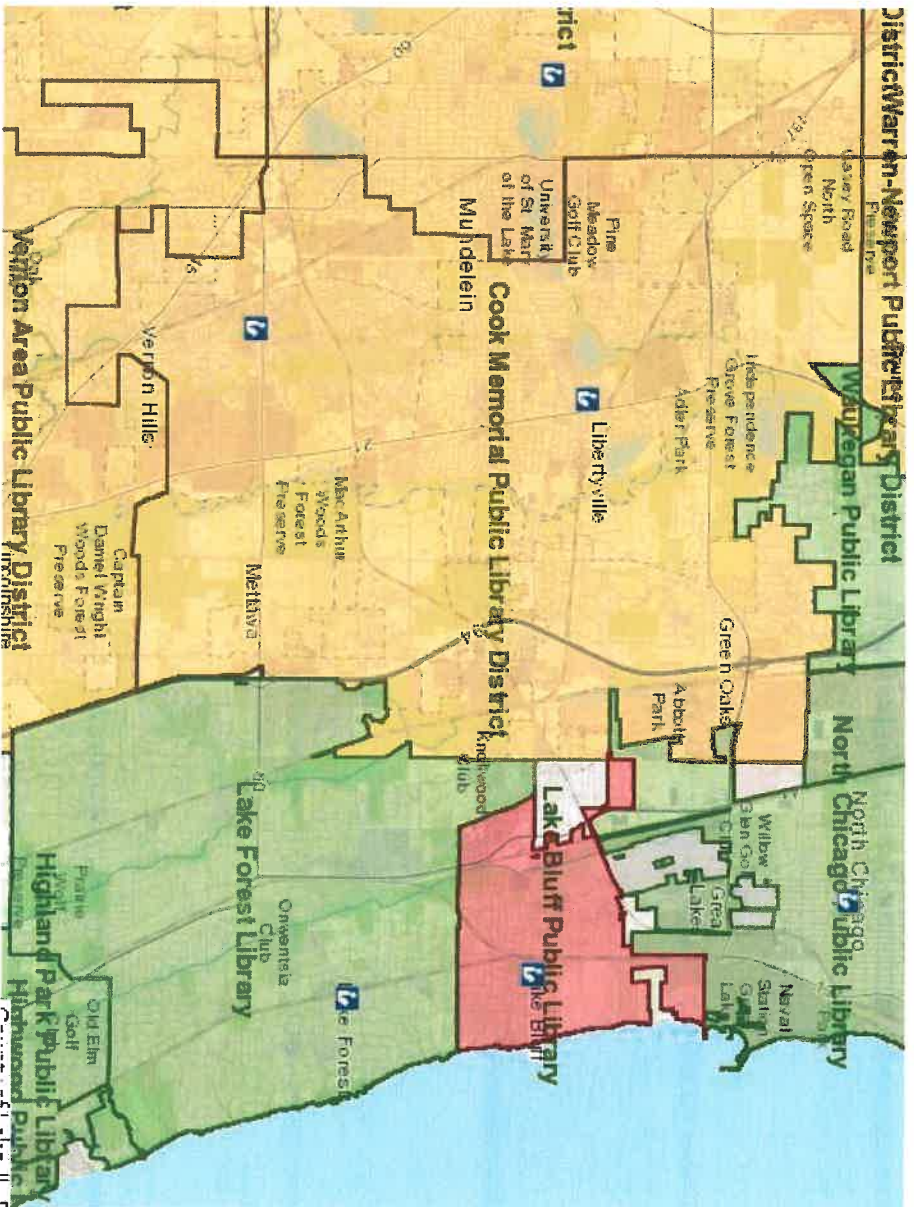
1. Cards for Kids legislation (PA 101-632) specifies that K-12 students living in unincorporated areas in Illinois who are eligible to receive free or reduced price lunches under the National School Lunch Program, shall not be charged a nonresident fee to obtain a card to use the closest public library.
2. Non-resident fees shall not apply to veterans with a service-connected disability who are exempt from paying property taxes on their primary residence.
3. A Library Board may annually take action to offer nonresidents access to E-Resources, free of charge.

As you know, the board of each public library is required by Illinois statute to decide annually whether the library will participate in the state's nonresident fee program. Nonresidents are defined as "a person who resides outside the taxing area of a public library" [75 ILCS 16/30-55.60]. Nonresidents have the option to annually purchase a library card at the closest participating library for a fee at least equal to the cost paid by residents.

The CMPLD board has traditionally supported the nonresident fee program even though there are no unserved areas adjacent to the Library's taxing area in which Cook Park or Aspen Drive is the closest library. The map on the following page shows that the only nearby residential neighborhood not taxed for library services is the Knollwood subdivision in unincorporated Lake Bluff. The closest library for this neighborhood is the Lake Bluff Public Library, which is where residents from this neighborhood would obtain nonresident cards and services.

Library Name	Type	Population	Operating Budget	New Year's Eve	MLK Day	Presidents Day	Pulaski Day	Good Friday	Easter	Mother's Day	Sun before Mem Day	Father's Day	Sun before Labor Day	Columbus Day	Veterans Day	Thanks-giving Eve	Fri after Thanksgiving	Day After Christmas	O=Open C=Closed P=Partial Day Closure C+= Usually closed on Sundays	
Acorn	District	37,775	\$1,138,800	C					C*	C*	C*		C*						O	Closed on Sundays
Algonquin Area	District	40,809	\$6,485,768	C	O	O	O	O	C	O	C	O	C	O	O	P	O	O	O	Closed Sundays during COVID
Antioch	District	26,111	\$2,926,852	C	O	O	O	O	C	O	C	O	C	O	C	P	O	O	O	
Arlington Heights	Village	75,101	\$15,782,154	P	O	O	O	O	C	O	O	O	O	O	O	P	O	O	O	
Aurora	City	197,899	\$13,230,893	P	O	O	O	O	C	C	C	C	C	O	O	P	O	O	O	Open Sundays Sept-May
Barrington Area	District	44,157	\$9,131,721	C	O	O	O	O	C	O	O	O	O	O	O	O	O	O	O	
Bartlett	District	37,555	\$3,238,185	C	O	O	O	O	C	O	C	O	C	O	O	P	O	O	O	
Batavia	District	26,316	\$5,815,825	C	O	O	O	O	C	O	C	O	C	O	O	P	O	O	O	
Bensenville	District	21,500	\$2,000,500	C	O	O	O	O	C	O	O	O	C	O	O	O	O	O	O	
Bridgeview	Village	16,400	\$1,960,617	C	O	O	O	O	C	O	C*	O	C*	O	O	O	C	O	O	Closed Sundays during COVID
Cary Area	District	28,245	\$2,151,596	C	O	O	O	O	C	O	C	O	C	O	O	P	O	O	O	
Chicago Ridge	Village	14,305	\$1,451,000	C	O	O	O	O	C*	C*	C*	O	C*	O	O	O	O	O	O	Closed on Sundays
Cook Memorial	District	59,842	\$9,676,137	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	O	
Des Plaines	City	58,364	\$7,012,007	C	O	O	O	O	C	O	C	O	C	O	O	O	O	O	O	
Downers Grove	Village	49,213	\$5,653,965	P	O	O	O	O	C	O	C	O	C	O	O	O	O	O	O	
Eisenhower	District	23,184	\$4,239,876	C	O	O	O	O	C	C	C	C	C	O	O	P	O	C		
Ela	District	34,462	\$6,220,190	C	O	O	O	O		O	O	O	O	O	O	P	O	O	O	
Elmwood Park	Village	24,263	\$1,816,032	C	O	O	O	O	C	C	C	O	C	O	O	P	O	C		
Evergreen Park	Village	19,852	\$1,338,876	C	C	C	O	O	C*	C*	C*	C	C*	C	C	O	C	O	O	Closed on Sundays
Flossmoor	Village	9,464	\$1,496,000	C	C	C	O	O	C	C	C	C	C	O	O	P	O	O	O	
Fossil Ridge	District	14,803	\$862,664	C	O	O	O	C	C*	C*	C*	C*	C*	O	O	P	C	O	O	Closed on Sundays
Fountaindale	District	67,683	\$11,819,853	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	O	
Fox River Valley	District	69,000	\$3,789,782	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	O	
Frankfort	District	30,484	\$2,482,355	C	C	O	O	O	C*	C*	C*	C*	C*	O	O	O	O	O	O	Closed on Sundays
Fremont	District	37,499	\$4,152,250	C	O	O	O	O	C	O	C	O	C	O	O	P	O	O	O	
Gail Borden	District	144,597	\$13,833,000	C	O	O	O	O	C	O	C	O	C	O	O	O	O	O	O	
Glen Ellyn	Village	27,450	\$4,460,000	C	C	O	O	O	C	O	O	O	O	O	O	P	O	C		
Glenside	District	36,259	\$3,888,315	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	O	
Glenview	Village	44,000	\$8,430,000	P	O	O	O	O	C	O	O	O	O	O	O	P	O	O	O	
Green Hills	District	31,533	\$2,614,765	P	O	O	O	O	C	O	O	O	O	O	O	O	O	O	O	
Hinsdale	Village	17,705	\$3,239,305	P	O	O	O	O	C	O	O	O	C	O	O	P	O	C	O	Closed Sundays during COVID
Indian Prairie	District	42,529	\$3,940,251	C	O	O	O	O	C	O	C	O	C	O	O	O	O	O	O	
Indian Trails	District	67,010	\$7,279,908	P	O	O	O	O	C	O	O	O	O	O	O	P	O	O	O	
Lake Bluff	Village	5,617	\$1,035,641	C	O	O	O	O	C	O	C	O	C*	O	O	O	O	O	O	Open on Sundays Sept-May
Lake Forest	City	19,375	\$4,181,108	P	O	O	O	O	C	O	C	O	C	O	O	P	O	O	O	
Lake Villa	District	40,276	\$4,422,488	C	O	O	O	O	C	O	C	O	C	O	O	P	O	O	O	

Library Name	Type	Population	Operating Budget	New Year's Eve	MLK Day	Presidents Day	Pulaski Day	Good Friday	Easter	Mother's Day	Sun before Mem Day	Father's Day	Sun before Labor Day	Columbus Day	Veterans Day	Thanks-giving Eve	Fri after Thinksgvg	Day After Christmas	O=Open C=Closed P=Partial Day Closure C+= Usually closed on Sundays
Limestone	District	5,035	\$319,519	C	C	C	O	O	C	C+	C*	O	C*	C	C	O	C	O	Closed on Sundays
Midlothian	Village	14,819	\$1,331,040	C	O	O	O	O	C*	C*	C*	O	C*	O	O	O	O	O	Closed on Sundays
Mississippi Valley	District	35,129	\$1,161,328	C	C	C	O	O	C*	C*	C*	C*	C*	C	C	O	C	O	Closed on Sundays
Morton Grove	Village	23,270	\$3,538,617	P	O	O	O	O	C	O	C	O	C	O	O	P	O	O	
Mount Prospect	Village	54,167	\$9,713,122	P	O	O	O	O	C	O	O	O	O	O	O	O	O	O	
N. Aurora	Village	17,441	\$1,817,050	C	O	O	O	O	C		C	O	C	O	O	P	O	O	
Naperville	City	147,841	\$15,650,000	P	O	O	O	O	C	O	C	O	C	O	O	P	O	O	
Niles-Maine	District	59,000	\$5,786,555	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	
Nippersink	District	11,188	\$722,880	C	O	O	O	O	C*	C*	C*	C*	C*	O	O	P	O	O	Closed on Sundays
Northbrook	Village	33,170	\$7,728,976	P	O	O	O	O	C	O	C	O	C	O	O	P	O	O	
Oak Lawn	Village	56,690	\$5,957,728	C	O	O	O	O	C	O	O	O	O	O	O	O	C	O	
Oak Park	Village	51,878	\$9,788,132	P	O	O	O	O	O	O	O	O	O	O	O	P	O	O	
Palatine	District	88,983	\$7,706,589	P	O	O	O	O	C	O	C	O	C	O	O	O	O	O	
Palos Heights	City	12,515	\$1,730,000	C	O	O	O	O	C	C	C*	O	C*	O	O	O	O	O	Open Sundays Sept-May
Peotone	District	16,006	\$645,799	C	O	O	O	P	C*	C*	C*	O	C*	O	O	P	C	O	Closed on Sundays
Plainfield	District	75,377	\$4,387,100	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	Closed Sundays during COVID
Prospect Hts	District	14,073	\$2,910,000	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	Closed Sundays during COVID
River Forest	Village	11,172	\$1,349,000	P	O	O	O	O	C	O	C*	O	C*	O	O	P	O	O	Open on Sundays Sept-May
Roselle	District	22,791	\$2,184,196	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	
Schaumburg	District	129,773	\$16,115,808	P	O	O	O	O	C	O	O	O	O	O	O	P	O	O	
Skokie	Village	64,874	\$12,487,386	P	O	O	O	O	C	O	O	O	O	O	O	O	O	O	
South Holland	Village	22,030	\$2,248,930	C	O	O	O	C	C*	C*	C*	C*	C*	O	O	P	O	O	Closed on Sundays
St. Charles	District	55,090	\$7,598,502	P	O	C	O	O	C	O	O	O	O	O	O	P	O	O	
Sycamore	City	17,516	\$1,314,962	P	O	O	O	O	C*	C*	C*	O	C*	O	O	P	C	O	Closed on Sundays
Vernon Area	District	45,000	\$8,000,000	C	O	O	O	O	C	O	C	O	O	O	O	P	O	O	
Warren-Newport	District	66,690	\$6,900,000	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	Open on Sundays Sept-May
Wauconda	District	27,246	\$3,647,000	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	
West Chicago	District	29,924	\$2,358,819	C	O	O	O	O	C	O	C	O	C	O	O	P	O	O	Open on Sundays Sept-May
Wheaton	City	52,894	\$4,491,001	P	O	O	O	O	C	O	O	O	O	C	C	P	O	O	Closed Sundays during COVID
Wilmette	District	27,311	\$5,791,868	C	O	O	O	O	C	O	C	O	C	O	O	P	O	O	Closed Sundays during COVID
Woodstock	City	38,000	\$1,732,000	P	O	O	O	O	C		C*	O	C*	O	O	P	O	C	
Zion-Benton	District	42,403	\$2,303,271	C	O	O	O	O	C	O	O	O	O	O	O	P	O	O	
Total closed				47	6	5	0	2	54	5	24	4	24	4	5	0	8	5	
Total open				0	61	62	67	64	1	49	26	58	25	63	62	20	59	63	
Total partial				21	0	0	0	1	0	0	0	0	0	0	0	47	0	0	



Cook Memorial Public Library District								
Investment Maturity Schedule								
January 31, 2021								
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
31-Dec-2020	Ending Balance			245,000.00	245,000.00	0.00	490,000.00	56,437.03	200,918.96	357,345.49	13,289.50	6,564.32	14.12	50.28	18,051.72
31-Jan-2021	Chase Bank	Interest					0.00	2.23	7.92	10.15			2.23	7.92	10.15
31-Jan-2021	Ending Balance			245,000.00	245,000.00	0.00	490,000.00	56,439.26	200,926.88	357,355.64	13,289.50	6,564.32	16.35	58.20	18,061.87

Position Detail

Cook Memorial Public Library

Report date as of Feb 3, 2021.

Qty	Security	Mat/Exp Date	Acq Date/ Term	Unit Cost	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc Accr Int	CY Cost Yld	Div/Int Rate	YTM
Cook Memorial PLD General / ... 6412					245,000.00		245,009.80	9.80	0.00	4,042.50	1.65		
CD					245,000.00		245,009.80	9.80	0.00	4,031.42	1.65		
245,000	BANK WEST SAN FRANCISCO CALIF C/D FDIC INS TO LIMITS 065680QC7060	02/04/2021	01/31/2020 N LT	100.00	245,000.00	100.00	245,009.80	9.80	0.00	4,042.50	1.65	1.65	0.00
Cook Memorial PLD Special Res / ... 6414					245,000.00		245,742.35	742.35	0.30	1,225.00	0.50		
CD					245,000.00		245,742.35	742.35	0.30	1,225.00	0.50		
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	100.30	245,742.35	742.35	0.30	1,225.00	0.50	1.00	0.00
Total					490,000.00		490,752.15	752.15	0.15	5,267.50	1.07		
										4,031.42	1.07		

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
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
31-Jan-2021		Interest	For January 2021	2.27	135.35	137.62			2.27	135.35	137.62
						0.00					0.00
31-Jan-2021	Ending Balance			10,747.08	640,153.20	650,900.28	0.00	0.00	23.69	1,411.05	1,434.74

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
31-Dec-2020	Ending Balance			5,627,212.01	4,396.03
31-Jan-2021	Wintrust Bank	Interest	For January 2021	608.04	608.04
31-Jan-2021	Ending Balance			5,627,820.05	5,004.07

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
31-Dec-2020	Ending Balance			831,276.00	574.39
31-Jan-2021	Wintrust Bank	Interest	For January 2021	56.80	56.80
31-Jan-2021	Ending Balance			831,332.80	631.19

RESOLUTION 2020-2021/7

**RESOLUTION ADOPTING REVISED DRUG-FREE WORKPLACE 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 (“Board”) last approved revisions to the Drug-Free Workplace Policy (“Policy”) on April 17, 2018; and

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

WHEREAS, reviews at the Policy Committee meeting on December 10, 2019 and at Special Board Meetings / Policy Workshops on December 9, 2020 and January 26, 2021 revealed the need to update certain provisions of the Policy in order to be in compliance with the Illinois Cannabis Regulation and Taxation Act; 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 16th day of February, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A
REVISED DRUG-FREE WORKPLACE POLICY

DRUG-FREE WORKPLACE POLICY

Article I Purpose and Goal.

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

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

Article ~~XII~~ III Definitions.

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

(tranquilizers), and hallucinogens (PCP, LSD, “designer drugs,” etc.)]

~~means substances whose use or possession is controlled by and/or illegal under federal or state law or which are not being used or possessed under the supervision of a licensed health care professional. This definition specifically includes “medical marijuana.”~~

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

Article II ~~II~~ **III** Covered ~~Workers~~ **Individuals**].

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

Article ~~III~~ **IV** Applicability.

The ~~drug-free workplace~~ **p[P]**olicy is intended to apply whenever anyone is representing or conducting business for the Library. Therefore, this Policy applies during all working hours, whenever conducting business or representing

the Library, while on call, paid standby, while on Library property and at Library-sponsored events.

Article IV Prohibited Behavior.

Whenever employees are working, performing Safety Sensitive functions, or present on Library Premises, they are prohibited from: using, possessing, buying, selling, trading, manufacturing or dispensing ~~illegal~~ Drugs and being Under the Influence of Alcohol[, **cannabis**] or ~~illegal~~ Drugs. ~~The possession or consumption of alcohol is also prohibited~~ except as authorized by the Library's Alcoholic Liquors Sales and/or Delivery Policy.

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

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

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

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

Article V **II** Notification of Convictions.

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

Article VI II Drug Testing.

The Library will conduct drug testing in the following circumstances:

Section 1 Pre-Employment.

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

Section 2 Reasonable Suspicion Testing.

Employees are subject to testing if a supervisor reasonably suspects them of using or being Under the Influence of Alcohol, **[, cannabis]** or Drugs while they are working for the Library, including but not limited to operating Library vehicles. “Reasonable suspicion” means a belief, based on behavioral observations or other evidence, sufficient to lead a prudent or reasonable person to suspect an employee is Under the Influence of Alcohol, **[, cannabis]** or **prohibited** Drugs.

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

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

Section 3 Post-Accident Testing.

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

Article VII **[I]** Collection and Testing Procedures.

[Section 1 Alcohol Testing.]

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

[Section 2 Drug Testing.]

~~Applicants and e~~ **[E]** employees subject to drug testing shall be sent or driven to a Library designated clinic and directed to provide urine specimens, and the Library may send a representative to accompany the employee to the testing facility. Under no circumstances may an employee thought to be Under the Influence of ~~alcohol or a prohibited drug~~ **[Drugs]** be allowed to operate a vehicle or other equipment for any purpose. ~~Applicants and e~~ **[E]** employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of **[at a minimum, cannabis]** marijuana, cocaine, opiate, amphetamine ~~and~~ PCP **[and all other “controlled substances” as defined by the federal Controlled Substances Act (21 U.S.C. 812), the Illinois Controlled Substance Act (720 ILCS 570), or the Illinois Cannabis Control Act (720 ILCS 550).]** ~~use.~~ There shall be a chain of custody from the time specimens are collected through testing and storage.

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

The laboratory shall transmit positive drug tests results to a Medical Review Officer (MRO) retained by the Library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within seventy-two (72) hours of notice of test results. If the second lab fails to find any evidence of drug

use in the split specimen, the employee or applicant will be treated as passing the test. The employee shall be placed on administrative leave pending the Library's receipt of notice of the test results. The employee shall have the right to request a representative or designee to be present at the time he or she is directed to provide a specimen for testing based upon reasonable suspicion.

Article ~~VIII~~ **IX** Consequences.

Applicants who Refuse to Cooperate in ~~or fail to pass~~ a drug test will not be hired.

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

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

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

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

Article IX Return to Work and Follow-Up.

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

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

Article XII Employee Assistance.

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

Article XI Confidentiality.

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

Article XIII Drug-Free Workplace Requirements.

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

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

Article XIV Medical [Cannabis] Marijuana.

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

All employees, including Registered Qualifying Patients as defined by the Act, are strictly prohibited from using, possessing, selling, distributing or being impaired by cannabis while on the Library's premises, during hours of employment or while acting in any capacity in their employment with the Library. All employees are subject to this Policy while on property owned, controlled or operated by the Library, including all offices, facilities, structures, fixtures, installations, land, parking areas, sidewalks, common areas under the control of the Library, automobiles, trucks, and all other vehicles and equipment whether owned, leased, rented, or used by the Library.

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

All Registered Qualifying Patients are expected to consult with their personal physician to determine if the use of medical cannabis will have any potential negative effects on job performance. All Registered Qualifying Patients are required to report to their supervisor if there is any potential risk, limitation or

restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on restrictions in the performance of duties. **[The following employees are prohibited from becoming a Registered Qualifying Patient: active duty police officers, firefighters, correctional officers and probation officers and CDL holders.]**

Each Qualifying Patient must carry his/her Registry Identification Card, issued by the Department of Public Health. Law enforcement personnel will have access to a verification system maintained by the Department of Public Health.

Article XV Right to Privacy

The Library understands the terms of the Illinois Right to Privacy in the Workplace Act (820 ILCS 55/1, et. Seq.), with respect to an employee's lawful use of legal drug products off the premises of the employer during non-working and non-call hours. Notwithstanding the Illinois Right to Privacy in the Workplace Act, the Library's Drug-Free Workplace Policy is a measure to control the effects that unlawful and lawful drug use can have on the performance of an employee, and on the safety of employees, patrons and the public. Any action of the Library regarding the employment status of any employee as a result of lawful or unlawful drug use will comply with the terms of the Illinois Right to Privacy in the Workplace Act.]

Date

Secretary

Adopted: 3/16/99
Revised: 4/17/01
Revised: 7/15/03
Revised: 9/02/08
Revised: 11/17/15
Revised: 04/17/18
[Revised: 02/16/21]

RESOLUTION 2020-2021/8

RESOLUTION ADOPTING REVISED FREEDOM OF INFORMATION ACT POLICY

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

WHEREAS, the Library Board of Trustees (“Board”) last approved revisions to the Freedom of Information act Policy (“Policy”) on April 19, 2016; and

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

WHEREAS, at the Special Board Meeting / Policy Workshop on January 26, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 16th day of February, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A
FREEDOM OF INFORMATION ACT POLICY

FREEDOM OF INFORMATION ACT POLICY

Article I Public Body.

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

- A. The purpose of the CMPLD is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. The CMPLD operating budget is available on the Library website at www.cooklib.org. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures including debt service)
 - 2. IMRF (for employees' retirement and related expenses)
 - 3. Social Security (for employees' FICA costs and related expenses)
- C. The administrative office is located at this address: 413 N. Milwaukee Avenue, Libertyville, IL 60048. The Library also has a branch located at 701 Aspen Drive, Vernon Hills, IL 60061.
- D. The CMPLD Board of Trustees exercises control over the library's policies and procedures. The board meets on the third Tuesday of each month at 6:30 p.m. unless rescheduled and notice given in accordance with the Illinois Open Meetings Act. All regular meetings will be held at the Cook Park Library, 413 N. Milwaukee Avenue, Libertyville, Illinois or the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois as listed on the annual Ordinance setting forth a schedule of regular meetings adopted each June.

Board meeting minutes and Library policies can be found on the Library website at www.cooklib.org.

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

Article II Freedom of Information Act Requests.

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

A. Submit a request via email, by written letter or fax to the following individual:

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

B. If the request is for a “commercial purpose” that must be indicated on the request.

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

D. To reimburse actual costs for reproducing the records, the following fees will be charged:

1. There is no charge for the first fifty (50) pages of black and white text either letter or legal size.
2. There is a \$.15 per page charge for copied records in excess of fifty (50) pages.
3. Actual copying cost of color copies and other sized copies will be charged.
4. Commercial Requests: The Library will charge \$10.00 per hour for each hour in excess of 8 hours spent searching for or retrieving records or for examining the record for necessary redactions and will also charge the actual costs of retrieving records stored off-site by a third party storage company, if any.
5. Voluminous Requests: For electronic records, if the records are not in a portable document format (pdf), the Library will impose the following charges:

<u>Amount of data</u>	<u>Fee</u>
For up to 2 megabytes of data	\$20
For more than 2 and less than 4 megabytes of data	\$40
For more than 4 megabytes of data	\$100

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

<u>Amount of data</u>	<u>Fee</u>
For up to 80 megabytes of data	\$20
For more than 80 and less than 160 megabytes of data	\$40
For more than 160 megabytes of data	\$100

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

- E. If the records are kept in electronic format, a specific format may be requested and if feasible, will be so provided. If not, records will be provided either in the electronic format in which they are kept (which will require payment by the requestor of the actual cost of the medium only, i.e. flash drive, tape, etc.) or in paper form as you select.
- F. Except for commercial requests, voluminous requests and recurrent requesters, the office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- H. The place and times where records are available for inspection are as follows:

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

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

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

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

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

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

Article III Types of Records.

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

- A. Monthly financial statements.
- B. Annual Receipts and Disbursements Reports.
- C. Operating Budgets.
- D. Annual Audits.
- E. Minutes of Library Trustee Board **and committee** meetings.
- F. Library policies, including Collection Development.
- G. Adopted ordinances and resolutions of the Board.
- H. Annual reports to the Illinois State Library.

Date

Secretary

Adopted: 02/17/04

Revised: 11/02/06

Revised: 03/27/07

Revised: 12/15/09

Revised: 04/19/16

[Revised: 02/16/21]

RESOLUTION 2020-2021/9

RESOLUTION ADOPTING REVISED SOCIAL MEDIA POLICY

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

WHEREAS, the Library Board of Trustees (“Board”) last approved revisions to the Social Media Policy (“Policy”) on June 21, 2016; and

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

WHEREAS, at the Special Board Meeting / Policy Workshop on January 26, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 16th day of February, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A
SOCIAL MEDIA POLICY

SOCIAL MEDIA POLICY

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

Article I Library – Sponsored Social Media.

Only those employees **[authorized by the Library Director to be]** responsible for the Library’s social media sites should be actively participating on those sites during work hours. ~~Employees who contribute to the Library’s social media should present content a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting.~~

~~Employees should not discuss confidential, work-related matters through social media.~~

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

- A. Social media accounts will not be monitored 24/7. Questions and comments will be responded to within 1-[2] business days [as necessary], and during the normal business hours of the Library.**
- B. Employees engaged in social networking activities, as representatives of the Library, shall act and conduct themselves according to the highest possible ethical and professional standards when communicating via the Library’s social media accounts. Employees who contribute to the Library’s social media accounts should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present **balanced views** [factual responses], acknowledge and correct errors and check grammar and spelling before posting.**
- C. Employees should not discuss confidential, work-related matters through social media.**
- D. Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.**

E. Content posted on the Library's social media accounts may be conversational in nature but must remain professional, particularly if responding to a comment. Employees using the Library's social media accounts shall respect and accept opinions of those interacting with the Library's social media accounts, regardless of whether such opinions are positive or negative, provided the opinions are on topic and not offensive, denigrating or completely out of context.

F. Disputes between a Library spokesperson and commenter on the Library's social media accounts shall be avoided.

G. Comments or responses on Library social media accounts should be limited. The Library's social media designee should limit his/her response to (1) providing a factual response to a question posed (for example: when is the next Library Board meeting); (2) providing the information for the appropriate department of the Library that would be most helpful; or (3) encouraging or directing persons interacting with the Library's social media accounts to use appropriate resources to request a Library service. The Library Director or his/her designee should work to develop standard responses to public questions and comments.

H. Employees using the Library's social media accounts shall obey all privacy protection laws (i.e. HIPPA [HIPAA]) and protect sensitive and confidential Library information at all times.]

~~Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.~~

Article II Employee Personal Use of Social Media.

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

- A. If you identify yourself as an employee of the Library, make it clear that the views expressed are yours alone and do not represent the views of the Library.
- B. Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.

- C. No comments with any kind of negative, mocking, condescending, etc. slant should be made about patrons in general, about specific questions from patrons, or about patron behavior on the Library's social media sites.
- D. The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.
- E. Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or library-related social media outlets.
- [F. No library employee should comment on litigation involving the Library on the Library's social media accounts, or any personal social media accounts, without prior approval from the Library's Attorney.]**

Article III Trustee Use of Social Media.

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

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

Article IV Posting on Social Media.

The Library permits patrons to comment on Library posts[.] ~~and~~ Patrons **[and the public]** are invited to share opinions about Library-related subjects, resources and programs. Postings **[by patrons and the public]** do not indicate Library endorsement of the ideas, issues, or opinions expressed in posts on its social media sites.

The purpose of the Library's social media sites is to inform Library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law. Content that is deemed not suitable for posting by the Library because it is not topically related to the particular subject being commented on, or is deemed prohibited based on the criteria defined below, shall be retained pursuant to the records retention schedule along with a description of the reason(s) the specific content was deleted. Content and comments on the Library's social media accounts containing any of the following forms of content and postings shall not be allowed:

- A. Obscenity or child pornography.
- B. Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category.
- C. Slanderous, libelous, threatening or defamatory statements.
- D. Copyrighted or trademarked material.
- E. Spam.
- F. Content not related to Library business, programs, events, resources and materials.
- G. Advertising or sale of merchandise or services.
- H. Charitable solicitations or political campaigning.
- I. The library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless permission is granted by users.]**

Article V

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

Article VI Patron Participation.

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

[Article VI Disclaimer.]

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

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

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

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

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

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

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

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

Date

Secretary

Adopted: 03/22/12

Revised: 06/21/16

[Revised: 02/16/21]