

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

March 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, March 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/86470721366>

and enter passcode 813289

To join the meeting via telephone, dial (312) 626-6799 and enter Meeting ID: 864 7072 1366 and Passcode: 813289

1. Call to order.
2. Roll call.
3. 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.
4. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of February 16, 2021.
5. Approval of the Bills.
6. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
7. Report of the President.

8. 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.

9. Other Business.
 - a. Approval of Resolution 2020-2021/10, Adopting Revised Security Camera Policy.
 - b. Approval of Resolution 2020-2021/11, Adopting Revised Electronic Information Networks and Public Library Computers Use Policy.

10. Communications.

11. Upcoming Meetings and Events.
 - a. Building and Grounds Committee Meeting on Monday, April 12, 2021 at 6:30 p.m.
 - b. Special Board Meeting / Policy Workshop on Tuesday, April 13, 2021 at 6:30 p.m.
 - c. Regular Board Meeting on Tuesday, April 20, 2021 at 6:30 p.m.

12. Public Questions.

13. Adjournment.

Wendy Vieth, President
Board of Library Trustees

March 12, 2021

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF LIBRARY TRUSTEES OF THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT

February 16, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, February 16, 2021 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:30 p.m. Trustees in attendance in addition to Ms. Vieth were Jim Larson, Ann Oakley, Phyllis Dobbs, Karen Singer and Laura Valenziano.

Staff members in attendance were Library Director David Archer and Business Manager Russ Cerqua. Also in attendance was district resident James Spencer.

Public Comment: None.

Nomination of New Secretary: Due to the resignation of Jen Banek, Ms. Vieth made a motion, seconded by Ms. Dobbs to nominate Karen Singer to the office of secretary. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Approval of the Minutes: Ms. Vieth made a motion, seconded by Mr. Larson to approve the minutes of the special meeting of December 9, 2020. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Oakley to approve the minutes of the regular meeting of January 19, 2021 as amended. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nay; none. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Valenziano to approve the minutes of the special meeting of January 26, 2021 as amended. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nay; none. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Vieth to approve the Bills Paid Report from January 16, 2021 through February 21, 2021 in the amount of \$558,396.50. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Report of the Director: Mr. Archer provided a brief statistical report noting that virtual program attendance for adults is up 2.33% and that attendance is also very good for the children's virtual book clubs. He noted that the online databases' low numbers are due to reporting issues by some of the vendors which should be remedied by next month. He reported that holds placed and holds filled was understandably very high with the buildings still being closed in January and that the numbers for e-library checkouts are up 35%.

Mr. Archer noted that at a recent board meeting, there was a brief discussion about which holidays are typically observed by libraries. He then showed the trustees a spreadsheet showing which 68 Chicago-area libraries are closed for specific holidays which was followed by a discussion.

He reported that on February 10, 2021, the Joint Review Board of the proposed Oak Creek/Townline Road TIF District in Mundelein voted unanimously in favor (with one abstention) of the resolution to approve the Redevelopment Plan and Eligibility Report. He noted that trustees voted at the special board meeting on January 26, 2021 to authorize the Library's representative on the JRB to vote to recommend approval of the Plan and Report.

Mr. Archer then reported on the proposed amendments to the Illinois Public Library District Act for service to nonresidents and outlined those for trustees.

Lastly, Mr. Archer reported on the virtual Legislative Breakfast that he, Mr. Cerqua, Ms. Dobbs and Ms. Valenziano attended. He noted that a lot of the focus was on COVID-19 at the federal level. It was indicated by the federal office holders who were there that they are supporting federal funding of libraries through the Library Services and Technology Act (LSTA). At the state level the priority is simply to maintain existing library funding so any legislation that could inhibit a local government's ability to capture needed revenue from property taxes is a priority. It was also indicated that the per capita grant program be fully funded. Mr. Archer explained that that program is state assistance provided to libraries and is based upon a library's population. It's funded right now at \$1.25 per resident but there is a push to increase it to \$1.50 per resident.

There was then a long discussion regarding holiday closures.

Approve Report of the Director: Ms. Vieth made a motion, seconded by Ms. Valenziano to approve the report of the director. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report.

Policy Review: No report.

Building and Grounds: Mr. Archer announced that a problem was encountered for the proposed drive-up window at the Aspen Drive Library and showed a diagram of a big steel supporting beam which is running diagonally through the entire wall where the window was proposed to be located. The solution is to replace the two return slots with just one and moving it to the right of where the steel beam is located. The new drive-up window would then be built into the wall where the two return slots used to be. He noted that it will be a little more expensive but not drastically. The biggest work will be some masonry work and adding a canopy. He also noted that if the architect's cost analysis sees the project coming in under \$25K, it will not have to go

to bid. The Library will simply proceed to get proposals from two or three companies to get costs and bring these proposals back to the committee. If the architect's cost analysis sees the project coming in over \$25K, then a more formal bid process would be needed to comply with state bidding laws. Either way, one of these two scenarios will be presented to the committee. Mr. Larson, the committee chairperson, agreed to this plan.

Development: No report.

Technology: No report.

Resources, Services & Long-Range Planning: No report.

Adhoc Committee for Cooperative Opportunities: No report.

Village of Libertyville Parking Commission: No report.

Friends Representative: No report.

RAILS Representative: No report.

Historical Society Representative: No report.

Other Business:

Approval of Resolution 2020-2021/7: Mr. Archer explained that this resolution reflects the revisions made to the Drug-Free Workplace Policy at the January 26, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Mr. Larson to approve Resolution 2020-2021/7 adopting the revised Drug-Free Workplace Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Approval of Resolution 2020-2021/8: Mr. Archer explained that this resolution reflects the revisions made to the Freedom of Information Act Policy at the January 26, 2021 special board meeting. Ms. Dobbs made a motion, seconded by Mr. Larson to approve Resolution 2020-2021/8 adopting the revised Freedom of Information Act Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Approval of Resolution 2020-2021/9: Mr. Archer explained that this resolution reflects the revisions made to the Social Media Policy at the January 26, 2021 special board meeting. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/9 adopting the revised Social Media Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer and Ms. Valenziano. Nays; None. Motion carries.

Communications: Ms. Dobbs reported on Grayslake Library’s bike sharing program noting that it could possibly be something for CMPLD to think about. Mr. Archer reported on an email communication received from a patron for the children’s department.

There was then some discussion on the timeline and process for filling the trustee position vacated by Jen Banek.

Public Questions: None.

Adjournment: Ms. Singer made a motion, seconded by Mr. Larson to adjourn the meeting. Having no further business, the meeting was adjourned at 7:49 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Oakley, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President

12:11 PM

03/12/21

Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Class
As of February 28, 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	473,173	351,019	555,776	23,873	516,646	1,920,487
10-1504 - Illinois Funds - General, IMRF	281,941	37,443			23,236	342,620
10-1509 - Wintrust MaxSafe Acct - General	5,228,348					5,228,348
60-1509 - Wintrust MaxSafe Acct - S/R					1,231,396	1,231,396
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,441					56,441
60-1551 - Chase Savings - SRF					200,935	200,935
Total 10-1550 - Chase Savings Account	56,441				200,935	257,376
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,749					10,749
60-1561 - Byline Bank - Spec Res Fund					640,275	640,275
Total 10-1560 - Byline Bank	10,749				640,275	651,025
Total 1000 - Cash	6,051,337	388,462	555,776	23,873	2,612,487	9,631,936
2000 - Investments						
60-1501 - Investments - Special Reserve					245,000	245,000
60-1651 - Investments - Chase (SRF)						
Total 60-1501 - Investments - Special Reserve					245,000	245,000
Total 2000 - Investments					245,000	245,000
Total Checking/Savings	6,051,337	388,462	555,776	23,873	2,857,487	9,876,936
Other Current Assets						
10-1994 - A/R Hawthorn District 173					103,451	103,451
10-1990 - Friends of the Library 2	7,333					7,333
Total Other Current Assets	7,333				103,451	110,784
Total Current Assets	6,058,670	388,462	555,776	23,873	2,960,938	9,987,719
TOTAL ASSETS	6,058,670	388,462	555,776	23,873	2,960,938	9,987,719
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	(0)					(0)
Total Accounts Payable	(0)					(0)
Credit Cards						
10-2050 - Chase One Card	5,358					5,358
Total Credit Cards	5,358					5,358
Other Current Liabilities						
00-2011 - Other Liabilities	12,593					12,593

12:11 PM
03/12/21
Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Class
As of February 28, 2021

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
00-2100 · Payroll W/H & Payable						
10-2850 · Aflac Payable	88					88
10-2000 · Manual Payroll Checks	5,189					5,189
10-2100 · Federal Income Tax Payable	(2,036)					(2,036)
10-2300 · IMRF Payable-Employee Medicare	7,659					7,659
10-2600 · IMRF Voluntary Life Insurance	144					144
10-2700 · Dental and Vision	1,885					1,885
10-2800 · CO-OP 90's Medical Plan	7,431					7,431
10-2900 · Other Health Care-FSA	71					71
10-2961 · Wage Assignments Payable	192					192
Total 00-2100 · Payroll W/H & Payable	20,624					20,624
20-2300 · IMRF Payable-Employer Medicare		17,190				17,190
Total Other Current Liabilities	33,217	17,190				50,407
Total Current Liabilities	38,575	17,190				55,765
Total Liabilities	38,575	17,190				55,765
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	2,604,846	218,810		(10,202)	377,096	3,190,550
Total Equity	6,020,095	371,273	555,776	23,873	2,960,938	9,931,955
TOTAL LIABILITIES & EQUITY	6,058,670	388,462	555,776	23,873	2,960,938	9,987,719
UNBALANCED CLASSES	0					(0)

12:12 PM

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Profit & Loss by Fund
 July 2020 through February 2021

03/12/21

Cash Basis

	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	23,168	0	0	8,858	32,025
00-4200 · Other	30,644	0	0	0	30,644
10-4300 · Grants & Other Donations	75,394	0	0	0	75,394
10-4350 · Fines	7,995	0	0	0	7,995
Total Income	8,729,912	745,794	0	8,858	9,484,564
Gross Profit	8,729,912	745,794	0	8,858	9,484,564
Expense					
10-5100 · Salaries	2,910,311	0	0	0	2,910,311
10-5200 · Benefits	316,791	0	0	0	316,791
10-5300 · Training	9,216	0	0	0	9,216
10-5400 · Materials	701,436	0	0	0	701,436
10-5500 · Processing	21,660	0	0	0	21,660
10-5600 · Supplies	79,067	0	0	0	79,067
10-5700 · Vehicles	7,629	0	0	0	7,629
10-5800 · Computer Operations	312,630	0	0	0	312,630
10-5900 · Utilities	101,207	0	0	0	101,207
10-6000 · Telephone	15,662	0	0	0	15,662
10-6100 · Postage	4,310	0	0	0	4,310
10-6200 · Maintenance	64,806	0	0	0	64,806
10-6300 · Repair	48,686	0	0	0	48,686
10-6400 · Insurance	52,854	0	0	0	52,854
10-6500 · Professional Services	36,866	0	0	0	36,866
10-6600 · Improvements	7,596	0	0	0	7,596
10-6700 · Community Relations	52,433	0	0	0	52,433

12:12 PM

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Profit & Loss by Fund
July 2020 through February 2021

03/12/21

Cash Basis

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
10-7000 · Debt Service	981,908	0	0	0	981,908
20-8210 · Employer IMRF Disbursements	0	311,614	0	0	311,614
20-8250 · Employer Soc Security Tax Disb	0	215,370	0	0	215,370
Total Expense	5,725,066	526,984	0	0	6,252,050
Net Ordinary Income	3,004,846	218,810	0	8,858	3,232,514
Other Income/Expense					
Other Income					
10-9910 · Interfund Transfers - General	-400,000	0	0	0	-400,000
60-9960 · Interfund Transfers-Spec Reserv	0	0	0	400,000	400,000
Total Other Income	-400,000	0	0	400,000	0
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	-400,000	0	-10,202	368,238	-41,964
Net Income	2,604,846	218,810	-10,202	377,096	3,190,550

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
February 2021**

	February 2021				Year To Date February 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	0	100,000	(100,000)	-100.00%	9,285,747	9,432,285	(146,538)	-1.55%	98.44%	9,433,000		
00-4050 · Replacement Tax	0	1,700	(1,700)	-100.00%	52,759	47,300	5,459	11.54%	86.49%	61,000		
00-4100 · Interest Earned	4,787	3,750	1,037	27.66%	32,025	30,000	2,025	6.75%	71.17%	45,000		
00-4200 · Other	968	2,967	(1,999)	-67.37%	30,644	20,136	10,508	52.18%	95.76%	32,000		
10-4300 · Grants & Other Donations	0	4,583	(4,583)	-100.00%	75,394	36,664	38,730	105.63%	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	486	5,000	(4,514)	-90.27%	7,995	30,000	(22,005)	-73.35%	15.99%	50,000		
Total Income	6,242	118,000	(111,758)	-94.71%	9,484,564	9,596,385	(111,821)	-1.17%	98.02%	9,676,000	0.00%	0
Expense												
10-5100 · Salaries	325,067	346,966	21,899	6.31%	2,910,311	3,109,873	199,562	6.42%	64.63%	4,503,000	0.00%	4,720,000
10-5200 · Benefits	37,744	45,715	7,971	17.44%	316,791	358,492	41,701	11.63%	58.56%	541,000	0.00%	570,000
10-5300 · Training	1,012	2,131	1,119	52.51%	9,216	18,432	9,216	50.00%	17.39%	53,000	0.00%	57,000
10-5400 · Materials	79,276	97,110	17,834	18.36%	701,436	795,573	94,137	11.83%	58.85%	1,192,000	0.00%	1,225,000
10-5500 · Processing	111	3,761	3,650	97.05%	21,660	25,055	3,395	13.55%	58.54%	37,000	0.00%	40,000
10-5600 · Supplies	5,038	10,688	5,650	52.86%	79,067	94,369	15,302	16.22%	57.71%	137,000	0.00%	165,000
10-5700 · Vehicles	245	2,493	2,248	90.17%	7,629	19,994	12,365	61.84%	25.43%	30,000	0.00%	32,000
10-5800 · Computer Operations	4,626	9,457	4,831	51.08%	312,630	343,787	31,157	9.06%	62.15%	503,000	0.00%	530,000
10-5900 · Utilities	14,053	17,988	3,935	21.88%	101,207	128,175	26,968	21.04%	51.64%	196,000	0.00%	215,000
10-6000 · Telephone	1,317	2,940	1,623	55.19%	15,662	20,026	4,364	21.79%	54.01%	29,000	0.00%	32,000
10-6100 · Postage	0	812	812	100.00%	4,310	6,746	2,436	36.12%	43.10%	10,000	0.00%	11,000
10-6200 · Maintenance	7,131	12,975	5,844	45.04%	64,806	105,245	40,439	38.42%	38.12%	170,000	0.00%	178,000
10-6300 · Repair	11,606	5,924	(5,682)	-95.92%	48,686	74,787	26,101	34.90%	44.67%	109,000	0.00%	114,000
10-6400 · Insurance	0	0	0	0.00%	52,854	70,000	17,146	24.49%	75.51%	70,000	0.00%	80,000
10-6500 · Professional Services	3,608	4,640	1,032	22.25%	36,866	50,315	13,449	26.73%	49.15%	75,000	0.00%	110,000
10-6600 · Improvements	511	3,913	3,402	86.93%	7,596	28,963	21,367	73.77%	17.66%	43,000	0.00%	44,000
10-6700 · Community Relations	5,322	8,445	3,123	36.98%	52,433	89,327	36,894	41.30%	33.19%	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	33,336	33,336	100.00%	0.00%	50,000	0.00%	50,000
10-7000 · Debt Service	0	0	0	0.00%	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	73,328	73,328	100.00%	0.00%	110,000	0.00%	110,000
20-8210 · Employer IMRF Disbursements	34,550	38,894	4,344	11.17%	311,614	347,014	35,400	10.20%	62.00%	502,589	0.00%	528,000
20-8250 · Employer Soc Security Tax Disb	24,123	26,374	2,251	8.53%	215,370	236,385	21,015	8.89%	62.92%	342,288	0.00%	359,000
Total Expense	555,342	654,559	99,217	15.16%	6,252,050	7,013,222	761,172	10.85%	63.51%	9,844,877	0.00%	10,326,000

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
February 2021**

	February 2021				Year To Date February 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(549,100)	(536,559)	(12,541)		3,232,514	2,583,163	649,351			(168,877)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0		0					
10-9910 · Interfund Transfers - General	(400,000)		0		(400,000)		0					
60-9960 · Interfund Transfers - Special Reserve	400,000		0		400,000		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	(549,100)	(536,559)	(12,541)		3,190,550	2,583,163	607,387			(168,877)		

11:35 AM

03/12/21

Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Summary By Fund
 February 13 through March 12, 2021

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4050 · Replacement Tax	5,398.86	0.00	0.00	5,398.86
00-4100 · Interest Earned	551.90	0.00	192.77	744.67
00-4200 · Other	1,227.86	0.00	0.00	1,227.86
10-4350 · Fines	486.49	0.00	0.00	486.49
Total Income	7,665.11	0.00	192.77	7,857.88
Gross Profit	7,665.11	0.00	192.77	7,857.88
Expense				
10-5100 · Salaries	324,587.37	0.00	0.00	324,587.37
10-5200 · Benefits	36,173.46	0.00	0.00	36,173.46
10-5300 · Training	565.68	0.00	0.00	565.68
10-5400 · Materials	81,985.73	0.00	0.00	81,985.73
10-5500 · Processing	4,227.28	0.00	0.00	4,227.28
10-5600 · Supplies	4,944.87	0.00	0.00	4,944.87
10-5700 · Vehicles	700.53	0.00	0.00	700.53
10-5800 · Computer Operations	46,858.91	0.00	0.00	46,858.91
10-5900 · Utilities	13,724.78	0.00	0.00	13,724.78
10-6000 · Telephone	1,582.52	0.00	0.00	1,582.52
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	18,773.26	0.00	0.00	18,773.26
10-6300 · Repair	9,569.45	0.00	0.00	9,569.45
10-6500 · Professional Services	4,757.86	0.00	0.00	4,757.86
10-6600 · Improvements	511.35	0.00	0.00	511.35
10-6700 · Community Relations	5,359.60	0.00	0.00	5,359.60
20-8210 · Employer IMRF Disbursements	0.00	34,514.85	0.00	34,514.85
20-8250 · Employer Soc Security Tax Disb	0.00	24,086.41	0.00	24,086.41
Total Expense	555,322.65	58,601.26	0.00	613,923.91
Net Ordinary Income	-547,657.54	-58,601.26	192.77	-606,066.03

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 03/12/21
 Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Summary By Fund
 February 13 through March 12, 2021

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	8,250.00	8,250.00
Total Other Expense	0.00	0.00	8,250.00	8,250.00
Net Other Income	0.00	0.00	-8,250.00	-8,250.00
Net Income	<u>-547,657.54</u>	<u>-58,601.26</u>	<u>-8,057.23</u>	<u>-614,316.03</u>

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
Ordinary Income/Expense				
Income				
00-4050 · Replacement Tax				
10-4050 · Replacement Tax General				
General Journal	03/03/2021	2971		5,398.86
Total 10-4050 · Replacement Tax General				5,398.86
Total 00-4050 · Replacement Tax				5,398.86
00-4100 · Interest Earned				
60-3109 · Interest-Wintrust MaxSafe - S/R				
General Journal	02/28/2021	2970		62.84
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				62.84
10-3109 · Interest-Wintrust MaxSafe - Gen				
General Journal	02/28/2021	2970		527.55
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				527.55
10-3180 · Interest - Money Market Fund				
General Journal	02/28/2021	2970		20.15
Total 10-3180 · Interest - Money Market Fund				20.15
10-4100 · Interest Earned-General Fund				
10-4101 · Interest Income - Chase Savings				
General Journal	02/28/2021	2970		2.15
Total 10-4101 · Interest Income - Chase Savings				2.15
10-4111 · Interest Income-BylineSavings				
General Journal	02/28/2021	2970		2.05
Total 10-4111 · Interest Income-BylineSavings				2.05
Total 10-4100 · Interest Earned-General Fund				4.20
60-4100 · Interest Earned Special Reserve				
60-4101 · Interest Income - Chase Savings				
General Journal	02/28/2021	2970		7.65
Total 60-4101 · Interest Income - Chase Savings				7.65

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
60-4111 · Interest Income -Byline Savings				
General Journal	02/28/2021	2970		122.28
Total 60-4111 · Interest Income -Byline Savings				122.28
Total 60-4100 · Interest Earned Special Reserve				129.93
Total 00-4100 · Interest Earned				744.67
00-4200 · Other				
10-4400 · Lost Materials				
Bill	02/24/2021	LOST/PAID - 021121	TENDERO, ANNA	-25.32
Bill	02/24/2021	REPLACE CK #54245	JONES, CHRISTINA	-11.99
Deposit	02/25/2021			16.79
Deposit	02/25/2021			25.00
Deposit	02/25/2021			18.66
Deposit	02/25/2021			32.00
Deposit	02/25/2021			26.60
Deposit	02/25/2021			21.00
Deposit	02/25/2021			17.95
Bill	03/12/2021	LOST/PAID - 022021	Gudapati, Rama Krishna Kumar	-18.99
Bill	03/12/2021	LOST/PAID - 022821	STEININGER, JENNIFER	-26.99
Bill	03/12/2021	LOST/PAID - 030421	WILLIAMS, ZUZI	-15.52
Total 10-4400 · Lost Materials				59.19
10-4450 · Copy Machine Income				
10-4451 · Aspen - Print/Copy Station				
Deposit	03/04/2021			298.47
Total 10-4451 · Aspen - Print/Copy Station				298.47
Total 10-4450 · Copy Machine Income				298.47
10-4500 · Misc - General Account				
Deposit	02/25/2021			500.00
Deposit	02/25/2021			370.00
Deposit	02/25/2021			0.20
Total 10-4500 · Misc - General Account				870.20
Total 00-4200 · Other				1,227.86

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-4350 · Fines				
Deposit	02/25/2021			0.80
General Journal	02/28/2021	2970		556.98
General Journal	02/28/2021	2976		-71.29
Total 10-4350 · Fines				486.49
Total Income				7,857.88
Gross Profit				7,857.88
Expense				
10-5100 · Salaries				
10-5110 · Administration Salaries				
General Journal	02/26/2021	2968		29,573.92
General Journal	03/12/2021	2978		29,531.89
Total 10-5110 · Administration Salaries				59,105.81
10-5120 · Adult Salaries				
General Journal	02/26/2021	2968		39,864.34
General Journal	03/12/2021	2978		40,159.65
Total 10-5120 · Adult Salaries				80,023.99
10-5130 · Children's Salaries				
General Journal	02/26/2021	2968		23,849.50
General Journal	03/12/2021	2978		24,184.76
Total 10-5130 · Children's Salaries				48,034.26
10-5140 · Circulation Salaries				
General Journal	02/26/2021	2968		22,166.71
General Journal	03/12/2021	2978		21,965.49
Total 10-5140 · Circulation Salaries				44,132.20
10-5145 · Maintenance Salaries				
General Journal	02/26/2021	2968		7,377.98
General Journal	03/12/2021	2978		7,353.43
Total 10-5145 · Maintenance Salaries				14,731.41
10-5150 · ILL Salaries				
General Journal	02/26/2021	2968		3,609.73
General Journal	03/12/2021	2978		3,635.29
Total 10-5150 · ILL Salaries				7,245.02

12:12 PM

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

03/12/21

Bills Paid Report

February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-5155 · Outreach Salaries				
General Journal	02/26/2021	2968		8,158.83
General Journal	03/12/2021	2978		8,254.13
Total 10-5155 · Outreach Salaries				16,412.96
10-5160 · Tech Services Salaries				
General Journal	02/26/2021	2968		22,386.93
General Journal	03/12/2021	2978		22,404.26
Total 10-5160 · Tech Services Salaries				44,791.19
10-5165 · Shelters Salaries				
General Journal	02/26/2021	2968		4,959.05
General Journal	03/12/2021	2978		5,151.48
Total 10-5165 · Shelters Salaries				10,110.53
Total 10-5100 · Salaries				324,587.37
10-5200 · Benefits				
10-5210 · Health Insurance				
Bill	02/24/2021	865594 - MARCH 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,454.10
General Journal	02/28/2021	2974		72.00
Bill	03/12/2021	P65753/P77758-0221	COOPERATIVE 90'S MEDICAL	28,329.40
Total 10-5210 · Health Insurance				32,855.50
10-5220 · Dental/Vision Insurance				
Bill	02/24/2021	10438 - MARCH 2021	DELTA DENTAL OF ILLINOIS - VISION	241.69
Deposit	02/25/2021			-49.19
General Journal	02/28/2021	2975		-481.86
Bill	03/12/2021	10438 - FEB 2021	COOPERATIVE 90'S DENTAL	3,003.50
Total 10-5220 · Dental/Vision Insurance				2,714.14
10-5240 · Life Insurance				
Bill	02/24/2021	034963 - MARCH 2021	MADISON NATIONAL LIFE INS CO., INC.	250.58
Total 10-5240 · Life Insurance				250.58
10-5270 · LTD Insurance				
Bill	02/24/2021	034963 - MARCH 2021	MADISON NATIONAL LIFE INS CO., INC.	353.24
Total 10-5270 · LTD Insurance				353.24
Total 10-5200 · Benefits				36,173.46

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-5300 · Training				
10-5310 · Workshops				
10-5311 · Workshops - Admin				
Credit Card Charge	02/28/2021	021621	Management Assoc - CMPL Credit Card	199.00
Total 10-5311 · Workshops - Admin				199.00
10-5318 · Workshops - Tech Services				
Bill	02/24/2021	IUG - 020821	DU CLOS, KATIE	75.00
Total 10-5318 · Workshops - Tech Services				75.00
Total 10-5310 · Workshops				274.00
10-5320 · Travel				
10-5328 · Travel - Tech Services				
Bill	03/12/2021	FEB 11 & 21, 2021	KLIN, SANDY	3.68
Total 10-5328 · Travel - Tech Services				3.68
Total 10-5320 · Travel				3.68
10-5330 · Memberships				
10-5331 · Memberships - Admin				
Bill	02/24/2021	40275 010121	GLMV CHAMBER OF COMMERCE	350.00
Deposit	02/25/2021			-77.00
Total 10-5331 · Memberships - Admin				273.00
10-5332 · Memberships - Adults				
Bill	02/24/2021	LARSON - 2021	ADULT READING ROUND TABLE	15.00
Total 10-5332 · Memberships - Adults				15.00
Total 10-5330 · Memberships				288.00
Total 10-5300 · Training				565.68
10-5400 · Materials				
10-5410 · Books - Adult				
Credit Card Charge	02/28/2021	022321	Genealogical.com - CMPL Credit Card	15.45
Bill	03/12/2021	2035781110	BAKER & TAYLOR - L5580152	595.31
Bill	03/12/2021	2035748233	BAKER & TAYLOR - L5742022	409.07
Bill	03/12/2021	2035761544	BAKER & TAYLOR - L5742022	416.27
Bill	03/12/2021	2035752785	BAKER & TAYLOR - L5742022	395.12
Bill	03/12/2021	2035754070	BAKER & TAYLOR - L3966532	629.32
Bill	03/12/2021	5016742328	BAKER & TAYLOR - L3966532	38.04
Bill	03/12/2021	2035779385	BAKER & TAYLOR - L5579912	183.90
Bill	03/12/2021	2035773745	BAKER & TAYLOR - L5579912	517.50
Bill	03/12/2021	2035768441	BAKER & TAYLOR - L5579912	213.73
Bill	03/12/2021	149689	RUSSIAN PUBLISHING HOUSE LTD.	177.96

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
Bill	03/12/2021	73690533	GALE	59.18
Bill	03/12/2021	73594610	GALE	83.97
Bill	03/12/2021	73595784	GALE	295.04
Bill	03/12/2021	2035786685	BAKER & TAYLOR - L5579912	371.78
Bill	03/12/2021	2035783763	BAKER & TAYLOR - L5579912	347.82
Bill	03/12/2021	2035782506	BAKER & TAYLOR - L5579912	38.89
Bill	03/12/2021	73779692	GALE	149.97
Bill	03/12/2021	73709660	GALE	22.74
Bill	03/12/2021	2035786774	BAKER & TAYLOR - L5742022	442.60
Bill	03/12/2021	2035791246	BAKER & TAYLOR - L5579912	185.25
Bill	03/12/2021	2035783986	BAKER & TAYLOR - L5742022	342.19
Bill	03/12/2021	2035794293	BAKER & TAYLOR - L5580152	273.97
Bill	03/12/2021	2035797607	BAKER & TAYLOR - L4231132	11.94
Bill	03/12/2021	1827317	CENTER POINT LARGE PRINT	22.77
Bill	03/12/2021	73725528	GALE	59.18
Bill	03/12/2021	73725742	GALE	22.74
Bill	03/12/2021	73725827	GALE	204.31
Bill	03/12/2021	003953-00 021021	MANUFACTURER'S NEWS, INC.	209.70
Bill	03/12/2021	11633233	ROWMAN & LITTLEFIELD PUBLISHING GROUP I...	47.78
Bill	03/12/2021	2035791118	BAKER & TAYLOR - L5742022	461.31
Bill	03/12/2021	2035736186	BAKER & TAYLOR - L3966532	765.98
Bill	03/12/2021	2035775478	BAKER & TAYLOR - L3966532	664.60
Bill	03/12/2021	2035790651	BAKER & TAYLOR - L3966532	643.35
Bill	03/12/2021	2035800891	BAKER & TAYLOR - L5579912	334.76
Bill	03/12/2021	2035776431	BAKER & TAYLOR - L5742022	382.49
Bill	03/12/2021	2035780894	BAKER & TAYLOR - L5742022	436.87
Bill	03/12/2021	5016777196	BAKER & TAYLOR - L3966532	28.00
Bill	03/12/2021	2035805424	BAKER & TAYLOR - L4231142	298.46
Bill	03/12/2021	5016761984	BAKER & TAYLOR - C0209743	73.04
Bill	03/12/2021	5016761988	BAKER & TAYLOR - C5217413	41.53
Bill	03/12/2021	73831342	GALE	48.09
Bill	03/12/2021	73793422	GALE	41.58
Bill	03/12/2021	73831799	GALE	24.04
Bill	03/12/2021	73841538	GALE	17.54
Bill	03/12/2021	1829671	CENTER POINT LARGE PRINT	184.56
Bill	03/12/2021	1833873	CENTER POINT LARGE PRINT	22.17
Bill	03/12/2021	2035813287	BAKER & TAYLOR - L5580152	347.87
Bill	03/12/2021	2035807773	BAKER & TAYLOR - L5580152	63.59
Bill	03/12/2021	2035815771	BAKER & TAYLOR - L5579912	286.07
Bill	03/12/2021	2035808773	BAKER & TAYLOR - L5579912	211.26
Bill	03/12/2021	2035816356	BAKER & TAYLOR - L5580152	392.00
Bill	03/12/2021	2035816150	BAKER & TAYLOR - L5579912	286.72
Bill	03/12/2021	1832885	CENTER POINT LARGE PRINT	70.11
Bill	03/12/2021	1834383	CENTER POINT LARGE PRINT	91.68
Bill	03/12/2021	1832665	CENTER POINT LARGE PRINT	273.24
Bill	03/12/2021	73904163	GALE	74.07
Bill	03/12/2021	73904092	GALE	245.65
Bill	03/12/2021	73893782	GALE	20.79
Bill	03/12/2021	2035819193	BAKER & TAYLOR - L5579912	235.99

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
Bill	03/12/2021	5016794948	BAKER & TAYLOR - C0209743	15.76
Bill	03/12/2021	5016794951	BAKER & TAYLOR - C5217413	15.76
Bill	03/12/2021	1832603	CENTER POINT LARGE PRINT	23.37
Bill	03/12/2021	1832367	CENTER POINT LARGE PRINT	46.74
Bill	03/12/2021	73912154	GALE	100.48
Bill	03/12/2021	73911493	GALE	128.64
Bill	03/12/2021	1673013141	MERGENT, INC.	1,130.00
Bill	03/12/2021	844011451	THOMSON REUTERS - WEST	5,608.00
Total 10-5410 · Books - Adult				20,919.65
10-5415 · Books - Juvenile				
Credit Card Charge	02/28/2021	feb 2021a	Amazon Marketplace.com - CMPL Credit Card	145.45
Credit Card Charge	02/28/2021	feb 2021b	Amazon Marketplace.com - CMPL Credit Card	1,336.68
Credit Card Charge	03/01/2021	022721	Amazon Marketplace.com - CMPL Credit Card	9.48
Bill	03/12/2021	2035773278	BAKER & TAYLOR - L4231522	35.18
Bill	03/12/2021	2035775693	BAKER & TAYLOR - L4231142	342.78
Bill	03/12/2021	2035766228	BAKER & TAYLOR - L3966522	2,093.84
Bill	03/12/2021	2035769022	BAKER & TAYLOR - L5580072	337.92
Bill	03/12/2021	2035782479	BAKER & TAYLOR - L5580072	326.68
Bill	03/12/2021	2035783089	BAKER & TAYLOR - L3966522	295.11
Bill	03/12/2021	2035790257	BAKER & TAYLOR - L4231142	306.74
Bill	03/12/2021	2035791238	BAKER & TAYLOR - L3966522	497.36
Bill	03/12/2021	2035791891	BAKER & TAYLOR - L5580072	130.72
Bill	03/12/2021	2035797375	BAKER & TAYLOR - L4231522	14.75
Bill	03/12/2021	2035803110	BAKER & TAYLOR - L3966522	749.59
Bill	03/12/2021	2035806435	BAKER & TAYLOR - L3966522	812.32
Bill	03/12/2021	2035810155	BAKER & TAYLOR - L5580072	326.57
Bill	03/12/2021	2035808767	BAKER & TAYLOR - L3966522	470.38
Bill	03/12/2021	2035813030	BAKER & TAYLOR - L4231142	325.44
Bill	03/12/2021	2035819191	BAKER & TAYLOR - L5580072	459.02
Bill	03/12/2021	2035821743	BAKER & TAYLOR - L3966522	1,338.43
Bill	03/12/2021	2035821772	BAKER & TAYLOR - L5580072	734.14
Bill	03/12/2021	2035822027	BAKER & TAYLOR - L5580072	867.87
Bill	03/12/2021	2035823484	BAKER & TAYLOR - L4231522	117.12
Total 10-5415 · Books - Juvenile				12,073.57
10-5420 · Audio/Visual - Adult				
Credit Card Charge	02/28/2021	021221	Great Courses - CMPL Credit Card	89.95
Credit Card Charge	02/28/2021	feb 2021c	Amazon Marketplace.com - CMPL Credit Card	61.10
Credit Card Charge	02/28/2021	020921	Foreign Policy Assoc - CMPL Credit Card	40.00
Bill	03/12/2021	500028536	MIDWEST TAPE, LLC	236.73
Bill	03/12/2021	500010313	MIDWEST TAPE, LLC	2,557.56
Bill	03/12/2021	500010381	MIDWEST TAPE, LLC	123.72
Bill	03/12/2021	500038800	MIDWEST TAPE, LLC	1,193.96
Bill	03/12/2021	500067648	MIDWEST TAPE, LLC	172.11
Bill	03/12/2021	500056872	MIDWEST TAPE, LLC	632.24
Bill	03/12/2021	500085235	MIDWEST TAPE, LLC	51.57

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
Bill	03/12/2021	500096375	MIDWEST TAPE, LLC	985.68
Bill	03/12/2021	500109735	MIDWEST TAPE, LLC	147.24
Total 10-5420 · Audio/Visual - Adult				6,291.86
10-5425 · Audio/Visual - Juvenile				
Bill	03/12/2021	500010313	MIDWEST TAPE, LLC	89.94
Bill	03/12/2021	500010381	MIDWEST TAPE, LLC	12.99
Bill	03/12/2021	500038800	MIDWEST TAPE, LLC	22.47
Bill	03/12/2021	500056872	MIDWEST TAPE, LLC	67.46
Total 10-5425 · Audio/Visual - Juvenile				192.86
10-5430 · Games - Adult				
Bill	03/12/2021	5011	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	123.27
Total 10-5430 · Games - Adult				123.27
10-5435 · Games - Children				
Bill	03/12/2021	5012	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	100.00
Bill	03/12/2021	5013	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	415.41
Total 10-5435 · Games - Children				515.41
10-5440 · Periodicals - Adult				
Credit Card Credit	02/28/2021	020421	USA Today - CMPL Credit Card	-348.03
Credit Card Charge	02/28/2021	021021	Bottom Line/Personal - CMPL Credit Card	39.00
Credit Card Charge	02/28/2021	021121	Wall Street Journal - CMPL Credit Card	539.88
Credit Card Charge	02/28/2021	021221	Pioneer Press - CMPL Credit Card	32.50
Credit Card Charge	02/28/2021	021221	Pioneer Press - CMPL Credit Card	26.00
Credit Card Charge	02/28/2021	021621	Chicago Tribune - CMPL Credit Card	148.00
Credit Card Charge	03/01/2021	022821	Amazon Marketplace.com - CMPL Credit Card	37.40
Bill	03/12/2021	FEB 11 & 21, 2021	KLINE, SANDY	32.97
Total 10-5440 · Periodicals - Adult				507.72
10-5450 · Circulating Technologies				
10-5453 · Circ Tech - Subscriptions				
Credit Card Charge	02/28/2021	0213&021621	Netflix.com - CMPL Credit Card	31.98
Total 10-5453 · Circ Tech - Subscriptions				31.98
Total 10-5450 · Circulating Technologies				31.98

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-5490 · Electronic Services				
10-5491 · Online Databases				
10-5492 · Online Databases - Adults				
Bill	03/12/2021	Q-42370-1	ENCYCLOPAEDIA BRITANNICA, INC.	850.00
Bill	03/12/2021	RN975489	NEWSBANK INC.	6,586.00
Bill	03/12/2021	2635	CYPRESS INFORMATION SERVICES LLC	630.00
Bill	03/12/2021	70671611	PROQUEST LLC	6,306.45
Total 10-5492 · Online Databases - Adults				14,372.45
10-5493 · Online Databases - Children's				
Bill	03/12/2021	SF-000798	WORLD BOOK, INC	3,661.00
Bill	03/12/2021	Q-42370-1	ENCYCLOPAEDIA BRITANNICA, INC.	2,600.00
Total 10-5493 · Online Databases - Children's				6,261.00
Total 10-5491 · Online Databases				20,633.45
10-5494 · Digital Popular Materials				
10-5495 · Dig. Popular Materials - Adults				
Bill	03/12/2021	07001CO21049652	OVERDRIVE, INC.	307.42
Bill	03/12/2021	07001CO21049651	OVERDRIVE, INC.	976.86
Bill	03/12/2021	07001CO21053631	OVERDRIVE, INC.	224.98
Bill	03/12/2021	07001CO21057559	OVERDRIVE, INC.	465.39
Bill	03/12/2021	07001CO21057972	OVERDRIVE, INC.	197.49
Bill	03/12/2021	07001CO21057275	OVERDRIVE, INC.	468.45
Bill	03/12/2021	INV-US41100	BIBLIOTHECA, LLC	3,261.10
Bill	03/12/2021	500092590	MIDWEST TAPE, LLC	8,795.18
Bill	03/12/2021	07001CO21067571	OVERDRIVE, INC.	868.42
Bill	03/12/2021	07001CO21070700	OVERDRIVE, INC.	259.98
Bill	03/12/2021	07001CO21072245	OVERDRIVE, INC.	1,866.81
Bill	03/12/2021	07001CO21067561	OVERDRIVE, INC.	256.45
Bill	03/12/2021	07001CO21080455	OVERDRIVE, INC.	596.73
Bill	03/12/2021	07001CO21080468	OVERDRIVE, INC.	1,396.33
Bill	03/12/2021	07001CO21083583	OVERDRIVE, INC.	441.95
Total 10-5495 · Dig. Popular Materials - Adults				20,383.54
Total 10-5494 · Digital Popular Materials				20,383.54
Total 10-5490 · Electronic Services				41,016.99
10-5497 · Interlibrary Loan Fees				
Bill	03/12/2021	23167	IHLS-OCLC	312.42
Total 10-5497 · Interlibrary Loan Fees				312.42
Total 10-5400 · Materials				81,985.73

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-5500 · Processing				
10-5510 · Acquisitions				
Bill	03/12/2021	NS21030136	BAKER & TAYLOR - L5581062	1,175.00
Total 10-5510 · Acquisitions				1,175.00
10-5520 · Cataloging				
Bill	03/12/2021	23167	IHLS-OCLC	2,527.78
Bill	03/12/2021	MR700121061073	OVERDRIVE, INC.	442.50
Bill	03/12/2021	500091616	MIDWEST TAPE, LLC	82.00
Total 10-5520 · Cataloging				3,052.28
Total 10-5500 · Processing				4,227.28
10-5600 · Supplies				
10-5611 · Supplies - Admin				
Credit Card Charge	03/01/2021	022721	Harland Clarke - CMPL Credit Card	157.29
Bill	03/12/2021	7257	LIBRARY FURNITURE INTERNATIONAL, INC.	608.00
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	155.34
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	119.99
Total 10-5611 · Supplies - Admin				1,040.62
10-5612 · Supplies - Adults				
Credit Card Charge	02/28/2021	020321	Amazon Marketplace.com - CMPL Credit Card	31.90
Credit Card Charge	02/28/2021	021121	Displaysandholders.com - CMPL Credit Card	32.74
Total 10-5612 · Supplies - Adults				64.64
10-5613 · Supplies - Children's				
Credit Card Charge	02/28/2021	021821	Amazon Marketplace.com - CMPL Credit Card	49.99
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	21.93
Total 10-5613 · Supplies - Children's				71.92
10-5614 · Supplies - Circulation				
Bill	03/12/2021	130072239	ULINE, INC	121.42
Total 10-5614 · Supplies - Circulation				121.42
10-5615 · Supplies - Maintenance				
Credit Card Charge	02/28/2021	022021	Amazon Marketplace.com - CMPL Credit Card	19.83
Credit Card Charge	02/28/2021	020421	Candela Corporation - CMPL Credit Card	344.77
Bill	03/12/2021	012921-022321	ACE HARDWARE OF LIBERTYVILLE, INC.	41.96
Bill	03/12/2021	012921-022321	ACE HARDWARE OF LIBERTYVILLE, INC.	203.40
Bill	03/12/2021	012921-022321	ACE HARDWARE OF LIBERTYVILLE, INC.	44.98
Bill	03/12/2021	012921-022321	ACE HARDWARE OF LIBERTYVILLE, INC.	169.95
Bill	03/12/2021	012921-022321	ACE HARDWARE OF LIBERTYVILLE, INC.	6.98
Bill	03/12/2021	012921-022321	ACE HARDWARE OF LIBERTYVILLE, INC.	77.98
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	229.16

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	64.05
Bill	03/12/2021	021621-030121	LOWE'S	46.91
Bill	03/12/2021	021621-030121	LOWE'S	27.94
Bill	03/12/2021	021621-030121	LOWE'S	30.27
Total 10-5615 · Supplies - Maintenance				1,308.18
10-5616 · Supplies - ILL				
Bill	03/12/2021	6916932	DEMCO, INC.	100.08
Total 10-5616 · Supplies - ILL				100.08
10-5617 · Supplies - Outreach				
Credit Card Charge	02/28/2021	022521	School Specialty - CMPL Credit Card	63.73
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	10.45
Bill	03/12/2021	021621-030121	LOWE'S	5.68
Total 10-5617 · Supplies - Outreach				79.86
10-5618 · Supplies - Tech Services				
Credit Card Charge	02/28/2021	020421	Ace Office Systems - CMPL Credit Card	164.00
Credit Card Charge	02/28/2021	020521	Amazon Marketplace.com - CMPL Credit Card	7.49
Credit Card Charge	02/28/2021	020921	Amazon Marketplace.com - CMPL Credit Card	21.99
Credit Card Charge	02/28/2021	020921	Amazon Marketplace.com - CMPL Credit Card	34.95
Credit Card Charge	03/01/2021	022821	Amazon Marketplace.com - CMPL Credit Card	24.40
Bill	03/12/2021	500081135	MIDWEST TAPE, LLC	70.00
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	128.67
Bill	03/12/2021	6916932	DEMCO, INC.	31.94
Total 10-5618 · Supplies - Tech Services				483.44
10-5660 · Supplies - Computer				
Credit Card Charge	02/28/2021	020521	Amazon Marketplace.com - CMPL Credit Card	19.99
Credit Card Charge	03/01/2021	022721	Amazon Marketplace.com - CMPL Credit Card	24.95
Bill	03/12/2021	130503663	ULINE, INC	129.06
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	971.30
Total 10-5660 · Supplies - Computer				1,145.30
10-5680 · Supplies - Staff Room				
Bill	03/12/2021	193521 - FEB 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	257.61
Bill	03/12/2021	5268	ABSOLUTE VENDING SERVICE, INC	271.80
Total 10-5680 · Supplies - Staff Room				529.41
Total 10-5600 · Supplies				4,944.87

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-5700 · Vehicles				
10-5710 · Bookmobile Fuel				
Bill	03/12/2021	1753	VILLAGE-VERNON	38.64
Bill	03/12/2021	1761	VILLAGE-VERNON	87.66
Total 10-5710 · Bookmobile Fuel				126.30
10-5750 · Van Fuel				
Bill	03/12/2021	1753	VILLAGE-VERNON	118.26
Bill	03/12/2021	1761	VILLAGE-VERNON	161.77
Total 10-5750 · Van Fuel				280.03
10-5760 · Van Maintenance/Repair				
Bill	03/12/2021	012921-022321	ACE HARDWARE OF LIBERTYVILLE, INC.	2.99
Bill	03/12/2021	04291-377316	SAFELITE FULFILLMENT, INC.	291.21
Total 10-5760 · Van Maintenance/Repair				294.20
Total 10-5700 · Vehicles				700.53
10-5800 · Computer Operations				
10-5865 · Remote Communications Expenses				
Bill	02/24/2021	JANUARY 2021	ANDREW, MARY	10.00
Bill	02/24/2021	JANUARY 2021	BARRY, JENNIFER	10.00
Bill	02/24/2021	JANUARY 2021	COMPTON, PATRICIA	10.00
Bill	02/24/2021	JANUARY 2021	MORTON, MARK	10.00
Bill	02/24/2021	JANUARY 2021	MURROW, JOE	15.00
Bill	02/24/2021	JANUARY 2021	DOWNS SAMUELSON, HALEY	15.00
Bill	02/24/2021	JANUARY 2021	SCHOENFIELD, SONIA	10.00
Bill	02/24/2021	JANUARY 2021	MOTOYAMA, MANAMI	5.00
Bill	02/24/2021	FEBRUARY 2021	COWSKY, MARY CAROL	5.00
Bill	03/12/2021	FEBRUARY 2021	BASSETT, ELLEN	10.00
Bill	03/12/2021	FEBRUARY 2021	BOSAK, NICOLE	10.00
Bill	03/12/2021	FEBRUARY 2021	ECKMANN, ROBERT	10.00
Bill	03/12/2021	FEBRUARY 2021	KLINE, SANDY	10.00
Bill	03/12/2021	FEBRUARY 2021	KRAUSE, DONNA	15.00
Bill	03/12/2021	FEBRUARY 2021	CARNES, LORRAINE	10.00
Bill	03/12/2021	FEBRUARY 2021	MELLANG, MARY	10.00
Bill	03/12/2021	FEBRUARY 2021	ZWOLSKI, CAROL	10.00
Bill	03/12/2021	FEBRUARY 2021	ARNSWALD, NANCY	10.00
Bill	03/12/2021	FEBRUARY 2021	GAFKA, DEBORAH	10.00
Bill	03/12/2021	FEBRUARY 2021	HADJIMITSOS, LAURA	10.00
Bill	03/12/2021	FEBRUARY 2021	KING, BECKY	10.00
Bill	03/12/2021	FEBRUARY 2021	KRISHNAMOORTHY, SEETHALAKSHMI	5.00
Bill	03/12/2021	FEBRUARY 2021	ZENN, CARLY	5.00

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
Bill	03/12/2021	FEBRUARY 2021	HEATHERMAN, AMY	15.00
Bill	03/12/2021	FEBRUARY 2021	LARSON, ANDREA	10.00
Total 10-5865 · Remote Communications Expenses				250.00
10-5830 · Replacement Hardware/Software				
10-5831 · Rep Hrdwre/Sftwre - Admin				
Credit Card Charge	02/28/2021	020221	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card Charge	02/28/2021	021921	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	02/28/2021	022321	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	02/28/2021	020421	Skype.com - CMPL Credit Card	6.50
Credit Card Charge	02/28/2021	020121	Liberated Syndication - CMPL Credit Card	15.00
Credit Card Charge	02/28/2021	020821	WhenToWork.com - CMPL Credit Card	550.00
Credit Card Charge	03/01/2021	022821	Techsoup - CMPL Credit Card	150.00
Credit Card Charge	03/01/2021	030121	Zoom.us - CMPL Credit Card	64.99
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				846.47
10-5836 · Rep Hrdwre/Sftwre - ILL				
Bill	03/12/2021	22938 120720 608.04	IHLS-OCLC	608.04
Total 10-5836 · Rep Hrdwre/Sftwre - ILL				608.04
Total 10-5830 · Replacement Hardware/Software				1,454.51
10-5840 · LAN Services				
Bill	03/12/2021	28900	COMPUTER VIEW, INC.	42,000.00
Total 10-5840 · LAN Services				42,000.00
10-5860 · Internet				
Bill	02/24/2021	INV - 110120-020121	COMCAST	2,919.50
Bill	03/12/2021	022321-032221	COMCAST HOLDINGS CORPORATION	234.90
Total 10-5860 · Internet				3,154.40
Total 10-5800 · Computer Operations				46,858.91
10-5900 · Utilities				
10-5910 · Electricity				
10-5911 · Electricity - Aspen				
Bill	03/12/2021	19351623301	CONSTELLATION NEW ENERGY, INC.	5,367.27
Total 10-5911 · Electricity - Aspen				5,367.27
10-5912 · Electricity - Cook Park				
Bill	03/12/2021	19351833201	CONSTELLATION NEW ENERGY, INC.	6,376.08
Total 10-5912 · Electricity - Cook Park				6,376.08
Total 10-5910 · Electricity				11,743.35

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-5920 · Gas				
Bill	03/12/2021	3089020	CONSTELLATION NATURAL GAS	627.73
Total 10-5921 · Gas - Aspen				627.73
10-5922 · Gas - Cook Park				
Bill	03/12/2021	3089020	CONSTELLATION NATURAL GAS	1,069.30
Total 10-5922 · Gas - Cook Park				1,069.30
Total 10-5920 · Gas				1,697.03
10-5930 · Water				
Bill	03/12/2021	120320-020221	VILLAGE-LIBERTYVILLE	284.40
Total 10-5932 · Water - Cook Park				284.40
Total 10-5930 · Water				284.40
Total 10-5900 · Utilities				13,724.78
10-6000 · Telephone				
10-6010 · Telephone				
Bill	02/24/2021	372867	CALL ONE	1,088.23
Bill	03/12/2021	022321-032221	COMCAST HOLDINGS CORPORATION	265.17
Total 10-6010 · Telephone				1,353.40
10-6020 · Bookmobile - Telephone				
Bill	02/24/2021	9873562606	VERIZON WIRELESS SERVICES LLC	229.12
Total 10-6020 · Bookmobile - Telephone				229.12
Total 10-6000 · Telephone				1,582.52
10-6100 · Postage				
Bill	03/12/2021	17928748 - 030321	PITNEY BOWES - RESERVE ACCOUNT	1,000.00
Total 10-6100 · Postage				1,000.00
10-6200 · Maintenance				
10-6210 · Janitorial Service				
Bill	03/12/2021	C16786	COMPLETE CLEANING COMPANY, INC.	2,160.00
Total 10-6211 · Janitorial Service - Aspen				2,160.00

12:12 PM

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

03/12/21

Bills Paid Report

February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-6212 · Janitorial Service - Cook Park				
Bill	03/12/2021	C16786	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	03/12/2021	73642	JAMES MARTIN ASSOCIATES, INC.	2,747.00
Bill	03/12/2021	73857	JAMES MARTIN ASSOCIATES, INC.	920.00
Bill	03/12/2021	74187	JAMES MARTIN ASSOCIATES, INC.	1,000.00
Bill	03/12/2021	73947	JAMES MARTIN ASSOCIATES, INC.	190.00
Bill	03/12/2021	74146	JAMES MARTIN ASSOCIATES, INC.	460.00
Bill	03/12/2021	74266	JAMES MARTIN ASSOCIATES, INC.	460.00
Bill	03/12/2021	74312	JAMES MARTIN ASSOCIATES, INC.	730.00
Bill	03/12/2021	74554	JAMES MARTIN ASSOCIATES, INC.	190.00
Bill	03/12/2021	74603	JAMES MARTIN ASSOCIATES, INC.	500.00
Bill	03/12/2021	75004	JAMES MARTIN ASSOCIATES, INC.	460.00
Total 10-6231 · Snow Removal - Aspen				7,657.00
10-6232 · Snow Removal - Cook Park				
Bill	03/12/2021	73643	JAMES MARTIN ASSOCIATES, INC.	1,341.00
Bill	03/12/2021	73858	JAMES MARTIN ASSOCIATES, INC.	498.00
Bill	03/12/2021	74147	JAMES MARTIN ASSOCIATES, INC.	249.00
Bill	03/12/2021	74188	JAMES MARTIN ASSOCIATES, INC.	445.00
Bill	03/12/2021	74267	JAMES MARTIN ASSOCIATES, INC.	249.00
Bill	03/12/2021	74363	JAMES MARTIN ASSOCIATES, INC.	272.00
Bill	03/12/2021	74555	JAMES MARTIN ASSOCIATES, INC.	399.00
Bill	03/12/2021	74604	JAMES MARTIN ASSOCIATES, INC.	498.00
Bill	03/12/2021	74725	JAMES MARTIN ASSOCIATES, INC.	99.00
Bill	03/12/2021	75005	JAMES MARTIN ASSOCIATES, INC.	249.00
Total 10-6232 · Snow Removal - Cook Park				4,299.00
Total 10-6230 · Snow Removal				11,956.00
10-6250 · Miscellaneous				
10-6251 · Misc. Maintenance - Aspen				
Bill	03/12/2021	5363	AMS OF NORTHERN ILLINOIS	198.00
Bill	03/12/2021	5392	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen				396.00

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-6252 · Misc. Maintenance - Cook Park				
Bill	03/12/2021	5363	AMS OF NORTHERN ILLINOIS	149.00
Bill	03/12/2021	015600CS305041	AMBIUS, LLC (19)	337.98
Bill	03/12/2021	DKKW090	IRON MOUNTAIN INCORPORATED	87.56
Bill	03/12/2021	5392	AMS OF NORTHERN ILLINOIS	149.00
Total 10-6252 · Misc. Maintenance - Cook Park				723.54
10-6253 · Maint-Buildings/Grounds- Other				
Bill	03/12/2021	BLDG PERMIT FEE	VILLAGE-VERNON	75.00
Total 10-6253 · Maint-Buildings/Grounds- Other				75.00
Total 10-6250 · Miscellaneous				1,194.54
Total 10-6200 · Maintenance				18,773.26
10-6300 · Repair				
10-6320 · Building & Grounds Repairs				
10-6321 · Building Repairs - Aspen				
Bill	03/12/2021	J013708	SHERMAN MECHANICAL, INC.	1,513.00
Bill	03/12/2021	J013708	SHERMAN MECHANICAL, INC.	472.00
Total 10-6321 · Building Repairs - Aspen				1,985.00
10-6322 · Building Repairs - Cook Park				
Bill	03/12/2021	110657	ARROW PLUMBING, INC.	535.00
Bill	03/12/2021	J013702	SHERMAN MECHANICAL, INC.	5,322.00
Bill	03/12/2021	J013702	SHERMAN MECHANICAL, INC.	710.00
Total 10-6322 · Building Repairs - Cook Park				6,567.00
Total 10-6320 · Building & Grounds Repairs				8,552.00
10-6330 · Mechanical Repairs				
10-6331 · Mechanical Repairs - Aspen				
Bill	03/12/2021	43381E	JM IRRIGATION, L.L.C.	150.00
Total 10-6331 · Mechanical Repairs - Aspen				150.00
Total 10-6330 · Mechanical Repairs				150.00
10-6340 · Service Contracts-Mech. & Bldg.				
10-6341 · Service Contracts - Aspen				
Bill	02/24/2021	418922	FIRE & SECURITY SERVICES, INC.	219.00
Bill	02/24/2021	35476285	JOHNSON CONTROLS SECURITY SOLUTIONS	284.61
Total 10-6341 · Service Contracts - Aspen				503.61

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-6342 · Service Contracts - Cook Park				
Bill	02/24/2021	35476286	JOHNSON CONTROLS SECURITY SOLUTIONS	363.84
Total 10-6342 · Service Contracts - Cook Park				363.84
Total 10-6340 · Service Contracts-Mech. & Bldg.				867.45
Total 10-6300 · Repair				9,569.45
10-6500 · Professional Services				
10-6520 · Legal Services				
Bill	03/12/2021	215336	KLEIN, THORPE AND JENKINS, LTD.	1,958.00
Bill	03/12/2021	215847	KLEIN, THORPE AND JENKINS, LTD.	2,156.00
Total 10-6520 · Legal Services				4,114.00
10-6540 · Payroll Processing				
General Journal	02/26/2021	2969		314.43
General Journal	03/12/2021	2977		329.43
Total 10-6540 · Payroll Processing				643.86
Total 10-6500 · Professional Services				4,757.86
10-6600 · Improvements				
10-6650 · Copiers & Other Leased Equip				
Bill	03/12/2021	37284204	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				
Credit Card Charge	02/28/2021	020921	Foreign Policy Assoc - CMPL Credit Card	522.48
Bill	03/12/2021	APRIL 11, 202	GARY E. MIDKIFF & COMPANY	210.00
Bill	03/12/2021	APRIL 8, 2021	PACK, WILLIAM	100.00
Bill	03/12/2021	MAR 2021 MEDITATION	HINSON, HAILEY AHANNA	150.00
Bill	03/12/2021	MAR 2021 TAI CHI	HINSON, HAILEY AHANNA	120.00
Bill	03/12/2021	MAR 2021 YOGA	HINSON, HAILEY AHANNA	150.00
Bill	03/12/2021	APRIL 12, 2021	GIBBONS, JIM	250.00
Bill	03/12/2021	APRIL 15, 2021	GIBBONS, JIM	250.00
Bill	03/12/2021	APRIL-MAY 2021	ALGONQUIN AREA PUBLIC LIBRARY	250.00
Bill	03/12/2021	2021-003	AURORA PUBLIC LIBRARY DISTRICT	833.33
Bill	03/12/2021	2021-003	AURORA PUBLIC LIBRARY DISTRICT	125.00
Bill	03/12/2021	2021-003	AURORA PUBLIC LIBRARY DISTRICT	7.50
Total 10-6721 · Programs - Performances				2,968.31

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-6723 · Other Expenditures				
Bill	03/12/2021	MARCH 26, 2021	MADDOX, COLBY	150.00
Bill	03/12/2021	APRIL 2, 2021	ALLEMANA, MICHAEL	350.00
Total 10-6723 · Other Expenditures				500.00
10-6725 · Genealogy				
Bill	03/12/2021	MARCH 24, 2021	MADDOX, SUSAN K.	200.00
Total 10-6725 · Genealogy				200.00
10-6726 · Computer				
Bill	03/12/2021	MARCH 17, 2021	MONTANO, ESTEVAN	150.00
Bill	03/12/2021	MARCH 24, 2021	MONTANO, ESTEVAN	150.00
Bill	03/12/2021	APRIL 5, 2021	MONTANO, ESTEVAN	150.00
Bill	03/12/2021	APRIL 7, 2021	MONTANO, ESTEVAN	150.00
Bill	03/12/2021	APRIL 13, 2021	MONTANO, ESTEVAN	150.00
Bill	03/12/2021	APRIL 14, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer				900.00
Total 10-6720 · Programming - Adult				4,568.31
10-6740 · Programming - Children's				
General Journal	02/17/2021	2967	THORNTON, CHRISTINE	-250.00
Credit Card Charge	02/28/2021	020421	Lakeshore Learning - CMPL Credit Card	31.98
Credit Card Charge	02/28/2021	022221	Discount School Supplies-CMPL Credit Card	49.42
Credit Card Charge	02/28/2021	022421	Amazon Marketplace.com - CMPL Credit Card	45.46
Credit Card Charge	02/28/2021	021321	Amazon Marketplace.com - CMPL Credit Card	63.53
Credit Card Charge	03/01/2021	022821	Amazon Marketplace.com - CMPL Credit Card	163.93
Bill	03/12/2021	MARCH 26, 2021	ANDERSON, MARK	200.00
Bill	03/12/2021	MARCH 9, 2021	COLODNY, DEBRA	150.00
Total 10-6740 · Programming - Children's				454.32
10-6780 · Digital Studios				
10-6781 · Digital Studios - Equipment				
Credit Card Charge	02/28/2021	021921	Amazon Marketplace.com - CMPL Credit Card	15.50
Credit Card Charge	02/28/2021	022221	AtomicFilament.com - CMPL Credit Card A	32.98
Credit Card Charge	02/28/2021	020821	AtomicFilament.com - CMPL Credit Card A	32.98
Credit Card Charge	02/28/2021	020321	Printed Solid - CMPL Credit Card	74.90
Credit Card Charge	02/28/2021	021121	Printed Solid - CMPL Credit Card	39.80
Total 10-6781 · Digital Studios - Equipment				196.16
Total 10-6780 · Digital Studios				196.16

12:12 PM

03/12/21

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
 February 13 through March 12, 2021

Type	Date	Num	Name	Paid Amount
10-6790 · Workshops				
10-6793 · Workshops - Programs/Classes				
Credit Card Charge	02/28/2021	021421	Amazon Marketplace.com - CMPL Credit Card	46.79
Credit Card Charge	02/28/2021	021921	Amazon Marketplace.com - CMPL Credit Card	94.02
Total 10-6793 · Workshops - Programs/Classes				140.81
Total 10-6790 · Workshops				140.81
Total 10-6700 · Community Relations				5,359.60
20-8210 · Employer IMRF Disbursements				
General Journal	02/26/2021	2968		17,190.04
General Journal	03/12/2021	2978		17,324.81
Total 20-8210 · Employer IMRF Disbursements				34,514.85
20-8250 · Employer Soc Security Tax Disb				
General Journal	02/26/2021	2968		12,016.52
General Journal	03/12/2021	2978		12,069.89
Total 20-8250 · Employer Soc Security Tax Disb				24,086.41
Total Expense				613,923.91
Net Ordinary Income				-606,066.03
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements				
Bill	03/12/2021	45003	HANSEN PALMER ASSOCIATES LTD.	8,250.00
Total 60-9800 · Special Reserve Disbursements				8,250.00
Total Other Expense				8,250.00
Net Other Income				-8,250.00
Net Income				-614,316.03



**Cook Memorial Public Library District
Librarian's Statistical Report - Page 1
February 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.

	February 2020			February 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,024	34,165	43,189	7,965	33,964	41,929	-2.92%
Reciprocal Borrowing Patrons	491	6,438	6,929	429	6,130	6,559	-5.34%
Total	9,515	40,603	50,118	8,394	40,094	48,488	-3.25%

Visitors

	February 2020	February 2021	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
	Aspen Drive Library	20,110	5,984	-70.24%	153,535	36,729
Cook Park Library	21,700	4,238	-80.47%	199,899	44,377	-77.80%
Drive-Up	1,394	1,197	-14.13%	10,864	10,018	-7.79%
Outreach	1,564	84	-94.63%	13,014	701	-94.61%
Total	44,768	11,503	-74.31%	377,312	91,825	-75.66%

Program Attendance

	February 2020	February 2021	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
	Adult	1,837	1,295	-29.50%	11,465	11,147
Juvenile	1,261	1,767	40.13%	13,267	9,181	-30.80%
Young Adult	64			335	106	
	3,162	3,062	-3.16%	25,067	20,434	-18.48%

Special Services

	February 2020	February 2021	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
	Reference Questions	7,411	3,430	-53.72%	59,532	29,763
Online Databases*	9,987	4,893	-51.01%	46,202	26,428	-42.80%
www.cooklib.org	91,161	86,548	-5.06%	685,665	720,003	5.01%
Holds Placed	16,376	19,845	21.18%	131,675	159,821	21.38%
Holds Filled	14,505	17,989	24.02%	112,956	166,720	47.60%
Homebound Items Delivered	926	495	-46.54%	8,341	3,977	-52.32%

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

Collection Size

	February 2020					February 2021					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,924	38,748		85,672	32.60%	47,965	40,958		88,923	33.00%	3.79%
Cook Park Library	55,441	106,368	146	161,955	61.64%	56,684	108,235	145	165,064	61.26%	1.92%
Outreach	12,117	3,008	11	15,136	5.76%	12,392	3,046	13	15,451	5.73%	2.08%
Total	114,482	148,124	157	262,763		117,041	152,239	158	269,438		2.54%

Librarian's Statistical Report - February 2021 - Page 2

Circulation

	February 2020				February 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	10,457	22,064		32,521	8,547	15,499		24,046	-26.06%
Foreign Language	292	499		791	107	222		329	-58.41%
Large Type	1,541	25		1,566	1,167	19		1,186	-24.27%
Nonfiction	8,475	7,464		15,939	5,746	4,130		9,876	-38.04%
Periodicals	1,442	119		1,561	1,307	54		1,361	-12.81%
Subtotal Print	22,207	30,171		52,378	16,874	19,924		36,798	-29.75%
Bags and Containers			25	25			8	8	-68.00%
Equipment	168	2		170	60			60	-64.71%
Interlibrary Loan			245	245			145	145	-40.82%
LINKin	1,343			1,343	1,009			1,009	-24.87%
Multimedia		155		155		6		6	-96.13%
Other	1		8	9			6	6	-33.33%
Subtotal Other	1,512	157	278	1,947	1,069	6	159	1,234	-36.62%
eAudiobooks			3,961	3,961			4,443	4,443	12.17%
eBooks			6,061	6,061			8,324	8,324	37.34%
eMagazines			671	671			1,420	1,420	111.62%
eMusic			269	269			281	281	4.46%
eVideo			495	495			1,077	1,077	117.58%
Subtotal Downloadables			11,457	11,457			15,545	15,545	35.68%
Audiobooks	1,023	599		1,622	433	335		768	-52.65%
Compact Discs	1,997	591		2,588	1,089	288		1,377	-46.79%
DVDs, Blu-Ray	17,938	5,772		23,710	7,530	2,062		9,592	-59.54%
Video Games	883	1,011		1,894	329	582		911	-51.90%
Subtotal Audiovisual	21,841	7,973		29,814	9,381	3,267		12,648	-57.58%
Grand Total All Agencies	45,560	38,301	11,735	95,596	27,324	23,197	15,704	66,225	-30.72%

Agency Subtotals

	February 2020	February 2021	Percent Change	FY 2020 To Date	FY 2021 To Date	Percent Change
Downloadables	11,457	15,545	35.68%	93,908	128,178	36.49%
Aspen Drive Library	24,983	13,880	-44.44%	195,230	115,288	-40.95%
Cook Park Library	52,886	34,220	-35.29%	446,135	292,498	-34.44%
Outreach	6,270	2,580	-58.85%	49,361	16,033	-67.52%
Total	95,596	66,225	-30.72%	784,634	551,997	-29.65%



Director's Report March 2021

David Archer, Library Director

Per Capita Grant Application

As part of this year's application for the annual Illinois Public Library Per Capita and Equalization Aid Grant, libraries are required to review a checklist to determine if they meet 200+ standards. The Library met the vast majority of standards with the exception of a handful which will be addressed over the next year before the next grant application. The Library receives approximately \$75,000 per year in Per Capita grant funds. Standards not fully met include:

1. The Library's disaster plan is in need of updating. High priority.
2. The Library will check with local law enforcement to see if they wish to have our emergency manual and disaster plan on file.
3. The Library's communications plan is in need of updating.
4. The Library does not have a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel. High priority.

Legislative Update – Proposed Bills of Interest to Units of Local Government

1. **SB 482** would expand the alternative procedure for conducting remote meetings of public bodies by removing the current requirement that the State must issue a disaster declaration before public bodies are authorized to hold remote meetings. The bill also allows a public body to hold a remote meeting if the head of a public body determines either (a) that an in-person meeting is not practical or prudent or (b) that conducting an audio or video conference is in the best interest of the public body. The bill would also require that the public notice for the meeting include language that the chair of the public body has determined that an in-person meeting is not practical or prudent or that conducting an audio or video conference is in the best interests of the public body.
2. **HB 2830** proposes to amend the Open Meetings Act to prohibit public bodies from conducting a closed meeting by audio or video conference. If passed, a public body could only conduct a closed meeting with the physical presence of a quorum of the public body members.
3. **HB 2819** would require that if a change is made concerning a public body's regular meeting dates, times, or locations (currently, the statute only references a change in dates), the public body must provide at least 10 days' notice of the change by publication in a newspaper of general circulation in the area where the public body functions.

A Look Ahead

- Election Day – Tuesday, April 6
- Library closed for Easter – Sunday, April 4
- Last day to file Economic Interest form with County Clerk – Tuesday, May 1
- Library closed until 12 p.m. for Staff Training - Friday, May 14
- Trustees sworn in for new term – Tuesday, May 18
- Library closed for Memorial Day – Monday, May 31 (open Sunday, May 30)

Cook Memorial Public Library District								
Investment Maturity Schedule								
February 28, 2021								
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q4 2020	Q1 2021	Q2 2021	Total
Special Reserve Fund:								
Lakeland BK NFDL 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:								
Total General Fund			0		0	0	0	0
Total Investments			245,000		0	0	245,000	245,000
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
4-Feb-2021	Bank West San Francisco CD	Maturity & Interest		(245,000.00)			(245,000.00)				4,042.50				
28-Feb-2021	Chase Bank	Interest					0.00	2.15	7.65	9.80			2.15	7.65	9.80
28-Feb-2021	Ending Balance			0.00	245,000.00	0.00	245,000.00	56,441.41	200,934.53	357,365.44	17,332.00	6,564.32	18.50	65.85	18,071.67

Position Detail

Cook Memorial Public Library

Report date as of Feb 26, 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		CY Cost Yld	Div/Int Rate	YTM
										Accr Int				
Cook Memorial PLD Special Res / ... 6414					245,000.00		245,585.55	585.55	0.24	1,225.00		0.50		
CD					245,000.00		245,585.55	585.55	0.24	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	100.24	245,585.55	585.55	0.24	1,225.00 0.00		0.50 0.50	1.00	0.00
Total					245,000.00		245,585.55	585.55	0.24	1,225.00		0.50		0.50

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

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

**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
31-Jan-2021		Interest	For February 2021	2.05	122.28	124.33			2.05	122.28	124.33
						0.00					0.00
28-Feb-2021	Ending Balance			10,749.13	640,275.48	651,024.61	0.00	0.00	25.74	1,533.33	1,559.07

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
11-Feb-2021	Transfer to MaxSafe Special Reserve Fund A/C	Transfer		(400,000.00)	
26-Feb-2021	Wintrust Bank	Interest	For February 2021	527.55	527.55
28-Feb-2021	Ending Balance			5,228,347.60	5,531.62

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
11-Feb-2021	Transfer from MaxSafe General Account			400,000.00	
26-Feb-2021	Wintrust Bank	Interest	For February 2021	62.84	62.84
28-Feb-2021	Ending Balance			1,231,395.64	694.03

RESOLUTION 2020-2021/10

RESOLUTION ADOPTING REVISED SECURITY CAMERA POLICY

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

WHEREAS, the Library Board of Trustees (“Board”) last approved revisions to the Security Camera Policy (“Policy”) on February 21, 2017; and

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

WHEREAS, at the Special Board Meeting / Policy Workshop on Mach 9, 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 March, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

SECURITY CAMERA POLICY

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

Article I Security Camera Purpose and Placement Guidelines.

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

Article II Use/Disclosure of Video Records.

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

- B. Access to ~~archived~~ **[downloaded]** video in order to document incidents of injury, criminal activity or violation of the Use of the Library Policy is limited to the Library Director, Managers, Maintenance, I.T. Staff and other designated staff specifically authorized by the Library Director. Review of archived video footage should be done in non-public areas of the library.
- C. Access is also allowed by law enforcement officials when pursuant to a subpoena, court order, or as permitted by law.
- D. ~~Archived~~ **[Downloaded]** video footage will not be retained longer than 30 days **[or until the completion of any ongoing investigation]** ~~provided no criminal activity or policy violation has occurred or is being investigated.~~
- E. Video records and still photographs may be used by authorized staff and law enforcement officials to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Use of the Library Policy.
- F. In situations involving banned patrons, stored still images and/or video footage may be shared with staff. Shared images may be posted in restricted staff areas or in a secure file at public desks for the duration of the banning period. After the banning period ends, these images and/or video footage may be archived in the Administrative Offices.

Article III Disclaimer of Responsibility

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

_____ Date

_____ Secretary

Adopted: 2/21/17
Revised: 3/16/21

RESOLUTION 2020-2021/11**RESOLUTION ADOPTING REVISED ELECTRONIC INFORMATION NETWORKS AND PUBLIC LIBRARY COMPUTERS USE 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 Electronic Information Networks and Public Library Computers Use Policy (“Policy”) on April 16, 2019; and

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

WHEREAS, the Policy is also being updated to be in compliance with the Children’s Internet Protection Act which will enable the Library to obtain federal E-Rate discounts on hardware and ongoing data transmission costs associated with providing Internet service; and

WHEREAS, at the Technology Committee Meeting on December 8, 2020 and at the Special Board Meeting / Policy Workshop on February 16, 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: Procedures to fully support the revisions made in Articles III and IV will be implemented no later than September 1, 2021.

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

PASSED this 16th day of March, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

ELECTRONIC INFORMATION NETWORKS AND PUBLIC LIBRARY COMPUTERS USE POLICY

Article I General Policy.

The Cook Memorial Public Library District (“**CMPLD**” or “Library”) endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of patrons. It is within this context that the Library provides access to electronic information, databases, media, and the Internet (“Electronic Information Networks”). Patrons can access the Electronic Information Networks inside or outside of the Library using their own computer systems or personal devices. The Library also provides access to Electronic Information Networks on desktop and portable laptop computer equipment on the Library’s premises made available to the public (“Public Library Computers”). Providing access to Electronic Information Networks is intended primarily for use as an information resource tool and is consistent with the Library’s collection development policy, Wireless Internet Access Policy and mission statement. Electronic Information Networks and Public Library Computers will be collectively referred to as “Electronic Resources.”

Article II Patron Rights, Responsibilities, and Risks.

Electronic Information Networks are dynamic, global resources that provide access to a wide variety of information. The Library does not have control over these resources and is not responsible for the content, availability, reliability, currency, accuracy or appropriateness of information accessed via their use. Library patrons use these resources at their own discretion and the Library is not responsible for any damages, indirect or direct, including but not limited to loss of data or any violation of privacy, arising from a Library patron's use of Electronic Resources. Patrons using Electronic Resources agree that the Library may need to monitor computer use from time to time as an operational necessity. Furthermore, the Library may be required to disclose any information if directed to do so by a court of competent jurisdiction. The Library extends the protections of applicable confidentiality laws to all records of Internet activity maintained on Public Library Computers. The Library reserves the authority to reasonably regulate these resources to ensure the proper and efficient operation of the Library.

Library patrons have certain rights with respect to the use of Electronic Resources. Library patrons have the right to equitable access and the right to confidentiality and privacy in the use of Electronic Resources to the extent possible given certain constraints, such as proximity of other patrons and staff in public access settings. Patrons also have the right to access and read all patron

related Library service policies, and discuss questions with the appropriate Library staff. This policy is part of the Library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all patron related Library policies are available upon request and on the Library's website.

~~The Library recognizes that the Internet contains material that is inappropriate for children and that may be objectionable to some adults. As such, the Library provides the ability to filter sessions on all Public Library Computers. Filtering software has been installed that has the ability to categorically block mature subject matter, such as pornography and hate content. The Library also recognizes that it is a parent's responsibility and right to guide his/her minor child's Library use. A parent or legal guardian who wishes to have unfiltered access for his/her minor child should notify a staff member as set forth in Article III.C. below. The use of filtering software, however, cannot guarantee that all sites a person might consider objectionable are blocked. Parents or legal guardians, not the Library or its staff, are responsible for information selected, transmitted, and/or accessed by their children. The Library encourages parents to monitor and supervise their children's Internet use.~~

[Article III Internet Filtering]

As required by the Children's Internet Protection Act ("CIPA"), in order to remain eligible for certain federal technology funding, the Library provides Internet filtering software on Public Library Computers to block visual depictions of obscenity, child pornography, and, in the case of persons under the age of 17 years, materials that are "harmful to minors."

The Library has attempted to select third-party Internet filtering software that best complies with CIPA while providing patrons with the broadest possible access to constitutionally protected speech and information. The Library cannot guarantee that filtering software will block all obscenity, child pornography, or materials that are harmful to minors.

Patrons 18 and over may request Internet filters to be disabled for bona fide research or other lawful purposes by notifying a Library staff member. Internet filters may also be disabled for all users for sites that are wrongfully blocked by filtering software].

[Article IV Access by Minors]

The Library recognizes that the Internet may contain material that is inappropriate for children. Parents or legal guardians, not the Library or its staff, are responsible for information selected, transmitted, and/or accessed by their children. The Library encourages parents to monitor and supervise their children's Internet use.

- A. [To address the issue of access by minors to inappropriate material on the Internet, including material that is harmful to minors, the Library has implemented Internet filtering software described in Article III.**

B. To address the issue of the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Library provides the following safety guidelines:

- 1. Never give out identifying information such as home address, school name, or telephone number.**
- 2. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.**
- 3. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.**
- 4. Remember that people online may not be who they say they are.**

C. To address the issue of unauthorized access, including so-called "hacking," and other unlawful activities by minors online, all Library users are hereby advised that use of the Library's computers for hacking or any other unlawful activity is strictly prohibited as described in Article V].

Article **IV** Rules and Guidelines for Use.

The following rules and procedures apply to all users of the Library's Electronic Resources.

- A. In order to give assurance of privacy, access to the browser's history files is disabled.
- B. Patrons will need to acknowledge the "Statement of Acceptable Use" (Article IV) at the start of each desktop computer session.

~~C. Except as noted in Article III.F, adult library cards (ages 18 and up) default to unfiltered Internet access. All children's/students' library cards default to filtered Internet access. Patrons may request default changes at the Checkout Desk. Parents who wish to instruct the Library to provide unfiltered Internet access to their children under eighteen must do so in writing. For details, see a Library staff member at the Checkout Desk.~~

~~D. The Library cannot guarantee that filtering will protect every Internet user from being offended by what is displayed at Internet stations. Conversely, patrons are advised that filtering software may block information that a patron might expect to be accessible on the Internet.~~

~~E. Patrons using the unfiltered stations may be asked to show identification affirming that they are 18 years of age or older.~~

~~F. Internet access via the Library's portable laptop computers and Digital Studio~~

~~computers is filtered for all users.~~

Article **V** Statement of Acceptable Use.

The Library provides access to electronic information, databases, media, and the Internet (“Electronic Information Networks”) on public desktop and portable laptop computer equipment on the Library’s premises (“Public Library Computers”) as an information resource tool. Electronic Information Networks and Public Library Computers will be collectively referred to as “Electronic Resources.” All electronic traffic originating from library connections shall be in accordance with the following guidelines. Failure to use Electronic Resources within the guidelines of Acceptable Use may result in suspension of access privileges, and/or loss of Library privileges.

- A. Destruction of, damage to, or alteration of Electronic Resources, software, or network security is prohibited. The Library will take necessary action against anyone violating this policy, including, but not limited to:
 1. Asking individuals to discontinue their display of information and images that may cause a disruption; and/or
 2. Terminating a Public Library Computer session; and/or
 3. Revoking a patron’s Library privileges.
- B. Users are expected to follow all federal, state, and municipal laws in their use of Electronic Resources. Illegal acts may be subject to prosecution by local, state or federal authorities.
- C. The Library cannot ensure the security of account or credit card numbers entered using Electronic Resources. Users are responsible to assume payment of fees for any fee-based services they incur.
- D. Prohibited uses include:
 1. Illegal Activity: Using Electronic Resources for any activity in violation of applicable local, state and federal laws and regulations, including, but not limited to, advertising, transmitting, or otherwise making available Ponzi schemes, pyramid schemes, fraudulently charging credit cards, pirating software, or making fraudulent offers to sell or buy products, items, or services. Users may not place any material on the Internet related to any illegal activity or constituting or encouraging conduct that would constitute a criminal offense or give rise to civil liability.
 2. Licensing Violations: Use of Electronic Resources in any way, which violates licensing agreements between the Library and network/database

providers. Users may not violate software license agreements or engage in unauthorized duplication of copy protected software.

3. Spamming: Sending of unsolicited bulk and/or commercial messages over the Internet using Electronic Resources.
4. Intellectual Property Right Violations: Engaging in any activity that infringes or misappropriates the intellectual property rights of others, including, but not limited to, patents, copyrights, trademarks, service marks, trade secrets, or any other proprietary right of any third party.
5. Obscene or Indecent Speech or Materials: Using Electronic Resources to advertise, solicit, transmit, store, post, display, or otherwise make available obscene images. The Library will notify and fully cooperate with law enforcement if it becomes aware of any use of Electronic Resources in any connection with child pornography or the solicitation of sex with minors.
6. Forging of Headers: Forging or misrepresenting message headers, whether in whole or in part, to mask the originator of the message.
7. Hacking: Accessing illegally or without authorization computers, accounts, equipment or networks belonging to another party, or attempting to penetrate security measures of another system. This includes any activity that may be used as a precursor to an attempted system penetration, including, but not limited to, port scans, stealth scans, or other information gathering activity.
8. Distribution of Internet Viruses, Trojan Horses, or Other Destructive Activities: Distributing information regarding the creation of and sending Internet viruses, worms, Trojan Horses, pinging, flooding, mail-bombing, or denial of service attacks or like matters. Also, activities that disrupt the use of or interfere with the ability of others to effectively use the service or any connected network, system, service, or equipment.
9. Facilitating a Violation of this Policy of Use: Advertising, transmitting, or otherwise making available any software product or service that is designed to violate this Policy, which includes the facilitation of the means to spam, initiation of pinging, flooding, mail-bombing, denial of service attacks, and piracy of software.
10. Export Control Violations: The transfer of technology, software, or other materials in violation of applicable export laws and regulations, including, but not limited to, the U.S. Export Administration Regulations and Executive Orders.
11. Resale: The sale, transfer, or rental of Electronic Resources to customers, clients or other third parties, either directly or as part of a service or product

created for resale.

12. Overuse: Users may not use computer equipment for longer than the allowed time periods which would deny access to other users.
13. Installation of Software: Users may not install software on any Public Library Computer. Users will be held responsible for any damage to library software or hardware.

Date

Secretary

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