

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

April 20, 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, April 20, 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/86718351539>  
and enter passcode 532905

To join the meeting via telephone, dial (312) 626-6799 and enter  
Meeting ID: 867 1835 1539 and Passcode: 532905

1. Call to order.
2. Roll call.
3. Public Comment.  
To submit public comment, email [info@cooklib.org](mailto: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 Special Board Meeting of March 9, 2021.
  - b. Minutes of the Regular Meeting of March 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.
    - i. Committee Recommendation to Proceed with the Cook Park Library Emergency Generator Project by Accepting a Bid from Powerlink Electric.
    - ii. Committee Recommendation to Proceed with the Aspen Drive Library Drive-up Window Project by Accepting a Bid from MAG Construction as Detailed in Resolution 2020-2021/17.
  - 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 2020-2021/12, Adopting Revised Personnel Policy.
  - b. Approval of Resolution 2020-2021/13, Adopting Ethics Policy.
  - c. Approval of Resolution 2020-2021/14, Adopting Revised FMLA Policy.
  - d. Approval of Resolution 2020-2021/15, Adopting Revised Email Communications Policy.
  - e. Approval of Resolution 2020-2021/16 Honoring Ann Oakley for her Service as Trustee of the Cook Memorial Public Library District Board.
  - f. Approval of Resolution 2020-2021/17, to Proceed With the Aspen Drive Library Drive-up Window Project by Accepting a Bid from MAG Construction.

10. Communications.

11. Upcoming Meetings and Events.

- a. Regular Board Meeting on Tuesday, May 18, 2021 at 6:30 p.m.

12. Public Questions.

13. Adjournment.

Wendy Vieth, President  
Board of Library Trustees

April 16, 2021

10:30 AM

04/16/21

Cash Basis

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Balance Sheet by Class

As of March 31, 2021

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
<b>ASSETS</b>						
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	(107,445)	274,217	555,776	23,873	507,318	1,253,739
10-1504 - Illinois Funds - General, IMRF	287,357	37,443			23,236	348,036
10-1509 - Wintrust MaxSafe Acct - General	5,228,869					5,228,869
60-1509 - Wintrust MaxSafe Acct - S/R					1,231,463	1,231,463
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,444					56,444
60-1551 - Chase Savings - SRF					200,944	200,944
Total 10-1550 - Chase Savings Account	56,444				200,944	257,387
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,751					10,751
60-1561 - Byline Bank - Spec Res Fund					640,411	640,411
Total 10-1560 - Byline Bank	10,751				640,411	651,162
Total 1000 - Cash	5,476,662	311,660	555,776	23,873	2,603,372	8,971,342
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	5,476,662	311,660	555,776	23,873	2,848,372	9,216,342
Other Current Assets						
10-1994 - A/R Hawthorn District 173					103,451	103,451
10-1990 - Friends of the Library 2	9,618					9,618
Total Other Current Assets	9,618				103,451	113,069
Total Current Assets	5,486,280	311,660	555,776	23,873	2,951,823	9,329,411
<b>TOTAL ASSETS</b>	<b>5,486,280</b>	<b>311,660</b>	<b>555,776</b>	<b>23,873</b>	<b>2,951,823</b>	<b>9,329,411</b>
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	(0)					(0)
Total Accounts Payable	(0)					(0)
Credit Cards						
10-2050 - Chase One Card	7,754					7,754
Total Credit Cards	7,754					7,754
Other Current Liabilities						
00-2011 - Other Liabilities	12,593					12,593
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	14					14
10-2000 - Manual Payroll Checks	(837)					(837)
10-2100 - Federal Income Tax Payable	(2,036)					(2,036)
10-2300 - IMRF Payable-Employee Medicare	(0)					(0)
10-2700 - Dental and Vision	1,239					1,239
10-2800 - CO-OP 90's Medical Plan	4,411					4,411
10-2900 - Other Health Care-FSA	71					71
Total 00-2100 - Payroll W/H & Payable	2,862					2,862
20-2300 - IMRF Payable-Employer Medicare		(0)				(0)
Total Other Current Liabilities	15,456	(0)				15,455
Total Current Liabilities	23,209	(0)				23,209
Total Liabilities	23,209	(0)				23,209
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	2,047,821	159,198		(10,202)	367,980	2,564,797
Total Equity	5,463,070	311,660	555,776	23,873	2,951,823	9,306,202
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,486,280</b>	<b>311,660</b>	<b>555,776</b>	<b>23,873</b>	<b>2,951,823</b>	<b>9,329,411</b>
UNBALANCED CLASSES	0					(0)

10:31 AM

04/16/21

Cash Basis

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Profit &amp; Loss by Fund

July 2020 through March 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	58,158	0	0	0	58,158
00-4100 · Interest Earned	23,712	0	0	10,284	33,996
00-4200 · Other	32,591	0	0	0	32,591
10-4300 · Grants & Other Donations	75,969	0	0	0	75,969
10-4350 · Fines	8,838	0	0	0	8,838
Total Income	8,739,220	745,794	0	10,284	9,495,298
Gross Profit	8,739,220	745,794	0	10,284	9,495,298
Expense					
10-5100 · Salaries	3,236,325	0	0	0	3,236,325
10-5200 · Benefits	352,331	0	0	0	352,331
10-5300 · Training	12,155	0	0	0	12,155
10-5400 · Materials	784,013	0	0	0	784,013
10-5500 · Processing	25,888	0	0	0	25,888
10-5600 · Supplies	84,482	0	0	0	84,482
10-5700 · Vehicles	8,395	0	0	0	8,395
10-5800 · Computer Operations	356,952	0	0	0	356,952
10-5900 · Utilities	115,048	0	0	0	115,048
10-6000 · Telephone	17,519	0	0	0	17,519
10-6100 · Postage	7,479	0	0	0	7,479
10-6200 · Maintenance	83,795	0	0	0	83,795
10-6300 · Repair	63,792	0	0	0	63,792
10-6400 · Insurance	52,854	0	0	0	52,854
10-6500 · Professional Services	42,176	0	0	0	42,176
10-6600 · Improvements	8,107	0	0	0	8,107
10-6700 · Community Relations	58,094	0	0	0	58,094
10-7000 · Debt Service	981,908	0	0	0	981,908
20-8210 · Employer IMRF Disbursements	0	346,756	0	0	346,756
20-8250 · Employer Soc Security Tax Disb	0	239,841	0	0	239,841
Total Expense	6,291,314	586,597	0	0	6,877,910
Net Ordinary Income	2,447,906	159,198	0	10,284	2,617,388
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	85	0	0	42,304	42,389
Total Other Expense	85	0	10,202	42,304	52,591
Net Other Income	-400,085	0	-10,202	357,696	-52,591
Net Income	2,047,821	159,198	-10,202	367,980	2,564,797

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Monthly Budget Report  
March 2021

		March 2021				Year To Date March 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	715	(715)	-100.00%	9,285,747	9,433,000	(147,253)	-1.56%	98.44%	9,433,000		
	00-4050 · Replacement Tax	5,399	1,700	3,699	217.58%	58,158	49,000	9,158	18.69%	95.34%	61,000		
	00-4100 · Interest Earned	1,970	3,750	(1,780)	-47.46%	33,995	33,750	245	0.73%	75.54%	45,000		
	00-4200 · Other	1,947	2,966	(1,019)	-34.34%	32,591	23,102	9,489	41.07%	101.85%	32,000		
	10-4300 · Grants & Other Donations	575	4,583	(4,008)	-87.45%	75,969	41,247	34,722	84.18%	0.00%	55,000		
	10-4330 · Friends of The Library	0	0	0	0.00%		0	0	0.00%	0.00%	0		
	10-4350 · Fines	843	5,000	(4,157)	-83.13%	8,838	35,000	(26,162)	-74.75%	17.68%	50,000		
Total Income		10,735	18,714	(7,979)	-42.64%	9,495,298	9,615,099	(119,801)	-1.25%	98.13%	9,676,000	0.00%	0
Expense													
	10-5100 · Salaries	326,015	346,965	20,950	6.04%	3,236,326	3,456,838	220,512	6.38%	71.87%	4,503,000	0.00%	4,720,000
	10-5200 · Benefits	35,540	45,659	10,119	22.16%	352,331	404,151	51,820	12.82%	65.13%	541,000	0.00%	570,000
	10-5300 · Training	2,940	4,418	1,478	33.46%	12,155	22,850	10,695	46.80%	22.93%	53,000	0.00%	57,000
	10-5400 · Materials	82,577	109,496	26,919	24.58%	784,013	905,069	121,056	13.38%	65.77%	1,192,000	0.00%	1,225,000
	10-5500 · Processing	4,227	2,985	(1,242)	-41.62%	25,888	28,040	2,152	7.68%	69.97%	37,000	0.00%	40,000
	10-5600 · Supplies	5,415	10,789	5,374	49.81%	84,482	105,158	20,676	19.66%	61.67%	137,000	0.00%	165,000
	10-5700 · Vehicles	766	2,489	1,724	69.24%	8,395	22,483	14,088	62.66%	27.98%	30,000	0.00%	32,000
	10-5800 · Computer Operations	44,322	50,303	5,981	11.89%	356,952	394,090	37,138	9.42%	70.96%	503,000	0.00%	530,000
	10-5900 · Utilities	13,841	20,499	6,658	32.48%	115,048	148,674	33,626	22.62%	58.70%	196,000	0.00%	215,000
	10-6000 · Telephone	1,857	1,978	121	6.11%	17,519	22,004	4,485	20.38%	60.41%	29,000	0.00%	32,000
	10-6100 · Postage	3,170	811	(2,359)	-290.82%	7,479	7,557	78	1.03%	74.79%	10,000	0.00%	11,000
	10-6200 · Maintenance	18,990	16,965	(2,025)	-11.93%	83,795	122,210	38,415	31.43%	49.29%	170,000	0.00%	178,000
	10-6300 · Repair	15,106	7,077	(8,029)	-113.45%	63,792	81,864	18,072	22.08%	58.52%	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	5,310	4,640	(670)	-14.44%	42,176	54,955	12,779	23.25%	56.23%	75,000	0.00%	110,000
	10-6600 · Improvements	511	3,433	2,922	85.10%	8,107	32,396	24,289	74.97%	18.85%	43,000	0.00%	44,000
	10-6700 · Community Relations	5,661	16,760	11,099	66.22%	58,094	106,087	47,993	45.24%	36.77%	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	4,166	4,166	100.00%	0	37,502	37,502	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	9,168	9,168	100.00%	0	82,496	82,496	100.00%	0.00%	110,000	0.00%	110,000
	20-8210 · Employer IMRF Disbursements	35,142	38,894	3,752	9.65%	346,756	385,908	39,152	10.15%	68.99%	502,589	0.00%	528,000
	20-8250 · Employer Soc Security Tax Disb	24,471	26,374	1,903	7.22%	239,841	262,759	22,919	8.72%	70.07%	342,288	0.00%	359,000
Total Expense		625,860	723,869	98,009	13.54%	6,877,911	7,737,091	859,180	11.10%	69.86%	9,844,877	0.00%	10,326,000

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Monthly Budget Report  
March 2021

	March 2021				Year To Date March 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(615,125)	(705,155)	90,030		2,617,387	1,878,008	739,379			(168,877)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0		0					
10-9910 · Interfund Transfers - General	0		0		(400,000)		0					
60-9960 · Interfund Transfers - Special Reserve	0		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	10,627	0	(10,627)		42,389	0	(42,389)					
Total Other Expense	10,627	0	(10,627)		52,591	0	(52,591)					
Net Other Income/(Expense)	(10,627)	0	(10,627)		(52,591)	0	(52,591)					
Net Income	(625,753)	(705,155)	79,402		2,564,796	1,878,008	686,788			(168,877)		

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04/16/21

Cash Basis

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Summary

March 13 through April 16, 2021

	10-General	20-IMRF	60-Special Reserve	TOTAL
<b>Ordinary Income/Expense</b>				
Income				
00-4000 · Property Tax	248,311.54	31,652.41	0.00	279,963.95
00-4050 · Replacement Tax	25,226.48	0.00	0.00	25,226.48
00-4100 · Interest Earned	543.63	0.00	1,426.46	1,970.09
00-4200 · Other	1,701.88	0.00	0.00	1,701.88
10-4300 · Grants & Other Donations	575.00	0.00	0.00	575.00
10-4350 · Fines	843.36	0.00	0.00	843.36
<b>Total Income</b>	<b>277,201.89</b>	<b>31,652.41</b>	<b>1,426.46</b>	<b>310,280.76</b>
<b>Gross Profit</b>	<b>277,201.89</b>	<b>31,652.41</b>	<b>1,426.46</b>	<b>310,280.76</b>
Expense				
10-5100 · Salaries	328,490.84	0.00	0.00	328,490.84
10-5200 · Benefits	37,104.94	0.00	0.00	37,104.94
10-5300 · Training	3,952.51	0.00	0.00	3,952.51
10-5400 · Materials	74,498.72	0.00	0.00	74,498.72
10-5500 · Processing	2,644.78	0.00	0.00	2,644.78
10-5600 · Supplies	8,700.46	0.00	0.00	8,700.46
10-5700 · Vehicles	318.36	0.00	0.00	318.36
10-5800 · Computer Operations	5,646.22	0.00	0.00	5,646.22
10-5900 · Utilities	14,463.39	0.00	0.00	14,463.39
10-6000 · Telephone	4,178.63	0.00	0.00	4,178.63
10-6100 · Postage	3,169.57	0.00	0.00	3,169.57
10-6200 · Maintenance	8,017.86	0.00	0.00	8,017.86
10-6300 · Repair	14,251.86	0.00	0.00	14,251.86
10-6500 · Professional Services	1,506.91	0.00	0.00	1,506.91
10-6600 · Improvements	1,016.07	0.00	0.00	1,016.07
10-6700 · Community Relations	9,130.74	0.00	0.00	9,130.74
20-8210 · Employer IMRF Disbursements	0.00	35,375.79	0.00	35,375.79
20-8250 · Employer Soc Security Tax Disb	0.00	24,659.87	0.00	24,659.87
<b>Total Expense</b>	<b>517,091.86</b>	<b>60,035.66</b>	<b>0.00</b>	<b>577,127.52</b>
<b>Net Ordinary Income</b>	<b>-239,889.97</b>	<b>-28,383.25</b>	<b>1,426.46</b>	<b>-266,846.76</b>
<b>Other Income/Expense</b>				
Other Expense				
60-9800 · Special Reserve Disbursements	85.25	0.00	3,387.46	3,472.71
<b>Total Other Expense</b>	<b>85.25</b>	<b>0.00</b>	<b>3,387.46</b>	<b>3,472.71</b>
<b>Net Other Income</b>	<b>-85.25</b>	<b>0.00</b>	<b>-3,387.46</b>	<b>-3,472.71</b>
<b>Net Income</b>	<b>-239,975.22</b>	<b>-28,383.25</b>	<b>-1,961.00</b>	<b>-270,319.47</b>

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>00-4000 · Property Tax</b>				
<b>10-4000 · Property Tax General</b>				
General Journal	04/02/2021	2981		75,759.06
General Journal	04/07/2021	2984		69,901.67
Deposit	04/16/2021			102,650.81
Total 10-4000 · Property Tax General				248,311.54
<b>20-4000 · Property Tax IMRF</b>				
General Journal	04/02/2021	2981		16,615.65
General Journal	04/07/2021	2984		6,110.60
Deposit	04/16/2021			8,926.16
Total 20-4000 · Property Tax IMRF				31,652.41
Total 00-4000 · Property Tax				279,963.95
<b>00-4050 · Replacement Tax</b>				
<b>10-4050 · Replacement Tax General</b>				
General Journal	04/05/2021	2983		25,226.48
Total 10-4050 · Replacement Tax General				25,226.48
Total 00-4050 · Replacement Tax				25,226.48
<b>00-4100 · Interest Earned</b>				
<b>60-3109 · Interest-Wintrust MaxSafe - S/R</b>				
General Journal	03/31/2021	2982		67.11
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				67.11
<b>10-3109 · Interest-Wintrust MaxSafe - Gen</b>				
General Journal	03/31/2021	2982		521.26
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				521.26
<b>10-3180 · Interest - Money Market Fund</b>				
General Journal	03/31/2021	2982		17.57
Total 10-3180 · Interest - Money Market Fund				17.57
<b>10-4100 · Interest Earned-General Fund</b>				
<b>10-4101 · Interest Income - Chase Savings</b>				
General Journal	03/31/2021	2982		2.53
Total 10-4101 · Interest Income - Chase Savings				2.53
<b>10-4111 · Interest Income-BylineSavings</b>				
General Journal	03/31/2021	2982		2.27
Total 10-4111 · Interest Income-BylineSavings				2.27
Total 10-4100 · Interest Earned-General Fund				4.80
<b>60-4100 · Interest Earned Special Reserve</b>				
<b>60-4101 · Interest Income - Chase Savings</b>				
General Journal	03/31/2021	2982		9.02
Total 60-4101 · Interest Income - Chase Savings				9.02
<b>60-4102 · Interest Income - Chase CD's</b>				
General Journal	03/31/2021	2982		1,214.93
Total 60-4102 · Interest Income - Chase CD's				1,214.93
<b>60-4111 · Interest Income -Byline Savings</b>				
General Journal	03/31/2021	2982		135.40
Total 60-4111 · Interest Income -Byline Savings				135.40
Total 60-4100 · Interest Earned Special Reserve				1,359.35
Total 00-4100 · Interest Earned				1,970.09



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## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>00-4200 · Other</b>				
<b>10-4400 · Lost Materials</b>				
Deposit	03/19/2021			21.00
Bill	03/30/2021	LOST/PAID - 031821	VITTORE, CAROL	-12.99
Bill	04/16/2021	LOST/PAID - 040121	WLODARSKA, NATALIA	-12.99
Bill	04/16/2021	LOST/PAID - 040921	CONNECTIONS DAY SCHOOL	-56.98
Bill	03/30/2021	LOST/PAID - 031121	BOSSLER, CHARLOTTE	-13.38
Bill	03/30/2021	LOST/PAID - 031721	MICHALUK, LISA	-16.89
Bill	04/16/2021	LOST/PAID - 040221	HAWTHORN SCHOOL DISTRICT #73	-10.16
Deposit	03/19/2021			20.00
Deposit	03/19/2021			18.00
Deposit	03/19/2021			75.98
Total 10-4400 · Lost Materials				11.59
<b>10-4450 · Copy Machine Income</b>				
<b>10-4451 · Aspen - Print/Copy Station</b>				
Deposit	04/06/2021			34.89
Deposit	03/19/2021			475.40
Total 10-4451 · Aspen - Print/Copy Station				510.29
<b>10-4452 · Cook Park - Print/Copy Station</b>				
Deposit	04/06/2021			36.75
Deposit	03/19/2021			439.05
Total 10-4452 · Cook Park - Print/Copy Station				475.80
Total 10-4450 · Copy Machine Income				986.09
<b>10-4500 · Misc - General Account</b>				
Deposit	03/19/2021			100.00
Deposit	03/19/2021			100.00
Deposit	03/19/2021			370.00
Deposit	03/19/2021			28.35
Deposit	03/19/2021			105.85
Total 10-4500 · Misc - General Account				704.20
Total 00-4200 · Other				1,701.88
<b>10-4300 · Grants &amp; Other Donations</b>				
<b>10-4365 · Donations - Other</b>				
Deposit	03/19/2021			100.00
Deposit	03/19/2021			75.00
Deposit	03/19/2021			100.00
Deposit	03/19/2021			200.00
Deposit	03/19/2021			100.00
Total 10-4365 · Donations - Other				575.00
Total 10-4300 · Grants & Other Donations				575.00
<b>10-4350 · Fines</b>				
General Journal	03/31/2021	2982		812.39
General Journal	03/31/2021	2993		-83.55
Deposit	03/19/2021			114.52
Total 10-4350 · Fines				843.36
Total Income				310,280.76
Gross Profit				310,280.76
<b>Expense</b>				
<b>10-5100 · Salaries</b>				
<b>10-5110 · Administration Salaries</b>				
General Journal	03/26/2021	2980		30,693.25
General Journal	04/09/2021	2987		31,812.10
Total 10-5110 · Administration Salaries				62,505.35
<b>10-5120 · Adult Salaries</b>				
General Journal	03/26/2021	2980		39,694.52
General Journal	04/09/2021	2987		40,510.93
Total 10-5120 · Adult Salaries				80,205.45

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-5130 · Children's Salaries</b>				
General Journal	03/26/2021	2980		24,144.13
General Journal	04/09/2021	2987		24,330.48
Total 10-5130 · Children's Salaries				48,474.61
<b>10-5140 · Circulation Salaries</b>				
General Journal	03/26/2021	2980		22,332.11
General Journal	04/09/2021	2987		22,703.45
Total 10-5140 · Circulation Salaries				45,035.56
<b>10-5145 · Maintenance Salaries</b>				
General Journal	03/26/2021	2980		7,219.99
General Journal	04/09/2021	2987		7,377.67
Total 10-5145 · Maintenance Salaries				14,597.66
<b>10-5150 · ILL Salaries</b>				
General Journal	03/26/2021	2980		3,601.24
General Journal	04/09/2021	2987		3,626.95
Total 10-5150 · ILL Salaries				7,228.19
<b>10-5155 · Outreach Salaries</b>				
General Journal	03/26/2021	2980		8,240.38
General Journal	04/09/2021	2987		7,330.54
Total 10-5155 · Outreach Salaries				15,570.92
<b>10-5160 · Tech Services Salaries</b>				
General Journal	03/26/2021	2980		22,333.29
General Journal	04/09/2021	2987		22,270.46
Total 10-5160 · Tech Services Salaries				44,603.75
<b>10-5165 · Shelters Salaries</b>				
General Journal	03/26/2021	2980		5,115.49
General Journal	04/09/2021	2987		5,153.86
Total 10-5165 · Shelters Salaries				10,269.35
Total 10-5100 · Salaries				328,490.84
<b>10-5200 · Benefits</b>				
<b>10-5210 · Health Insurance</b>				
Bill	03/30/2021	865594 - APRIL 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,454.10
Check	04/16/2021	55546	JENNINGS, ELLEN	-51.00
Bill	04/16/2021	P65753/P77758-MAR21	COOPERATIVE 90'S MEDICAL	29,093.40
Check	04/16/2021	55546	JENNINGS, ELLEN	852.00
General Journal	03/31/2021	2989		72.00
Total 10-5210 · Health Insurance				34,420.50
<b>10-5220 · Dental/Vision Insurance</b>				
Bill	03/30/2021	10438 - APRIL 2021	DELTA DENTAL OF ILLINOIS - VISION	245.46
Deposit	03/19/2021			-49.19
Deposit	03/19/2021			-566.88
General Journal	03/31/2021	2988		-623.58
Bill	04/16/2021	10438 - MARCH 2021	COOPERATIVE 90'S DENTAL	3,003.50
Total 10-5220 · Dental/Vision Insurance				2,009.31
<b>10-5240 · Life Insurance</b>				
Bill	03/30/2021	034963 - APRIL 2021	MADISON NATIONAL LIFE INS CO., INC.	279.17
Total 10-5240 · Life Insurance				279.17
<b>10-5270 · LTD Insurance</b>				
Bill	03/30/2021	034963 - APRIL 2021	MADISON NATIONAL LIFE INS CO., INC.	395.96
Total 10-5270 · LTD Insurance				395.96
Total 10-5200 · Benefits				37,104.94
<b>10-5300 · Training</b>				
<b>10-5310 · Workshops</b>				
<b>10-5311 · Workshops - Admin</b>				
Bill	03/30/2021	1642	HOLLABACK, INC.	2,550.00
Credit Card Charge	03/31/2021	032521	Illinois Library Assoc-CMPL Credit Card	10.00
Total 10-5311 · Workshops - Admin				2,560.00

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## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-5312 · Workshops - Adults</b>				
Bill	04/16/2021	REACHING FORWARD 21	ILLINOIS LIBRARY ASSOCIATION	50.00
Total 10-5312 · Workshops - Adults				50.00
<b>10-5313 · Workshops - Children's</b>				
Bill	04/16/2021	NORSTROM - 04/24/21	ILLINOIS LIBRARY ASSOCIATION	50.00
Bill	04/16/2021	843044 - VILLARREAL	ILLINOIS LIBRARY ASSOCIATION	50.00
Bill	04/16/2021	REACHING FORWARD 21	ILLINOIS LIBRARY ASSOCIATION	50.00
Bill	04/16/2021	REACHING FORWARD 21	ILLINOIS LIBRARY ASSOCIATION	50.00
Bill	04/16/2021	REACHING FORWARD 21	ILLINOIS LIBRARY ASSOCIATION	50.00
Total 10-5313 · Workshops - Children's				250.00
<b>10-5314 · Workshops - Circulation</b>				
Bill	04/16/2021	REACHING FORWARD 21	ILLINOIS LIBRARY ASSOCIATION	50.00
Total 10-5314 · Workshops - Circulation				50.00
Total 10-5310 · Workshops				2,910.00
<b>10-5320 · Travel</b>				
<b>10-5328 · Travel - Tech Services</b>				
Bill	04/16/2021	MARCH 24, 2021	KLINE, SANDY	3.70
Bill	04/16/2021	MARCH 21 & 30, 2021	KLINE, SANDY	7.73
Total 10-5328 · Travel - Tech Services				11.43
Total 10-5320 · Travel				11.43
<b>10-5330 · Memberships</b>				
<b>10-5331 · Memberships - Admin</b>				
Bill	04/16/2021	CMPLD - 040821	ILLINOIS LIBRARY ASSOCIATION	500.00
Total 10-5331 · Memberships - Admin				500.00
<b>10-5334 · Memberships - Circulation</b>				
Credit Card Charge	03/31/2021	030621	American Library Assoc - CMPL Credit Card	151.00
Total 10-5334 · Memberships - Circulation				151.00
Total 10-5330 · Memberships				651.00
<b>10-5350 · Conferences</b>				
<b>10-5352 · Conferences - Adults</b>				
Bill	04/16/2021	MAY 25-27, 2021	LARSON, ANDREA	155.08
Total 10-5352 · Conferences - Adults				155.08
<b>10-5353 · Conferences - Children's</b>				
Credit Card Charge	03/31/2021	031821	Innovative Users Group - CMPL Credit Card	100.00
Total 10-5353 · Conferences - Children's				100.00
<b>10-5354 · Conferences - Circulation</b>				
Credit Card Charge	03/31/2021	031821	Innovative Users Group - CMPL Credit Card	150.00
Total 10-5354 · Conferences - Circulation				150.00
<b>10-5358 · Conferences - Tech Services</b>				
Credit Card Credit	03/31/2021	031821	Innovative Users Group - CMPL Credit Card	-150.00
Credit Card Charge	03/31/2021	031821	Innovative Users Group - CMPL Credit Card	150.00
Credit Card Credit	03/31/2021	031821	Innovative Users Group - CMPL Credit Card	-25.00
Total 10-5358 · Conferences - Tech Services				-25.00
Total 10-5350 · Conferences				380.08
Total 10-5300 · Training				3,952.51

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## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-5400 - Materials</b>				
<b>10-5410 - Books - Adult</b>				
Bill	04/16/2021	2035829273	BAKER & TAYLOR - L5580152	370.27
Bill	04/16/2021	2035831025	BAKER & TAYLOR - L5579912	434.33
Bill	04/16/2021	5016806218	BAKER & TAYLOR - L3966532	60.16
Bill	04/16/2021	8889	FAMILY ROOTS PUBLISHING	54.85
Bill	04/16/2021	73919828	GALE	45.48
Bill	04/16/2021	2035834612	BAKER & TAYLOR - L5580152	426.88
Bill	04/16/2021	2035801749	BAKER & TAYLOR - L5742022	331.76
Bill	04/16/2021	2035834167	BAKER & TAYLOR - L5580072	100.97
Bill	04/16/2021	2035809190	BAKER & TAYLOR - L5742022	770.06
Bill	04/16/2021	2035793704	BAKER & TAYLOR - L3966532	598.42
Bill	04/16/2021	2035838489	BAKER & TAYLOR - L5579912	310.85
Bill	04/16/2021	2035769286	BAKER & TAYLOR - L5742022	242.88
Bill	04/16/2021	2035807822	BAKER & TAYLOR - L3966532	561.80
Bill	04/16/2021	2035763148	BAKER & TAYLOR - L3966532	607.26
Bill	04/16/2021	149707	RUSSIAN PUBLISHING HOUSE LTD.	176.46
Bill	04/16/2021	2035842968	BAKER & TAYLOR - L5580152	536.07
Bill	04/16/2021	2035816658	BAKER & TAYLOR - L5742022	424.59
Bill	04/16/2021	2035844693	BAKER & TAYLOR - L5579912	409.36
Bill	04/16/2021	2035845080	BAKER & TAYLOR - L5579912	381.04
Bill	04/16/2021	2035796676	BAKER & TAYLOR - L5742022	246.43
Bill	04/16/2021	5016826518	BAKER & TAYLOR - C5217413	37.15
Bill	04/16/2021	2035855788	BAKER & TAYLOR - L5580152	106.74
Bill	04/16/2021	2035828964	BAKER & TAYLOR - L5742022	618.65
Bill	04/16/2021	2035821383	BAKER & TAYLOR - L3966532	711.03
Bill	04/16/2021	2035827268	BAKER & TAYLOR - L3966532	463.22
Bill	04/16/2021	2035859848	BAKER & TAYLOR - L5579912	320.47
Bill	04/16/2021	2035854108	BAKER & TAYLOR - L5579912	132.38
Bill	04/16/2021	5016826510	BAKER & TAYLOR - C0209743	224.87
Bill	04/16/2021	5016826511	BAKER & TAYLOR - C0209743	43.51
Bill	04/16/2021	2035857669	BAKER & TAYLOR - L5580072	73.69
Bill	04/16/2021	73988407	GALE	203.96
Bill	04/16/2021	73979801	GALE	97.48
Bill	04/16/2021	73980098	GALE	24.69
Bill	04/16/2021	73971597	GALE	24.04
Bill	04/16/2021	73995563	GALE	21.44
Bill	04/16/2021	2035847424	BAKER & TAYLOR - L5580072	23.31
Bill	04/16/2021	2035835916	BAKER & TAYLOR - L5742022	430.02
Bill	04/16/2021	2035862850	BAKER & TAYLOR - L5580072	70.35
Bill	04/16/2021	74023016	GALE	98.78
Bill	04/16/2021	74023135	GALE	49.38
Bill	04/16/2021	74030459	GALE	21.44
Bill	04/16/2021	2035876283	BAKER & TAYLOR - L5580152	416.48
Bill	04/16/2021	2035841081	BAKER & TAYLOR - L5742022	337.58
Bill	04/16/2021	2035870811	BAKER & TAYLOR - L5580152	222.57
Bill	04/16/2021	2035875259	BAKER & TAYLOR - L5579912	349.90
Bill	04/16/2021	2035875349	BAKER & TAYLOR - L5579912	247.49
Bill	04/16/2021	2035866841	BAKER & TAYLOR - L5579912	185.32
Bill	04/16/2021	2035866613	BAKER & TAYLOR - L5580072	32.26
Bill	04/16/2021	74064120	GALE	24.04
Bill	04/16/2021	9085	TSAI FONG BOOKS, INC.	493.76
Bill	04/16/2021	2035882608	BAKER & TAYLOR - L5579912	184.27
Bill	04/16/2021	5016863771	BAKER & TAYLOR - C0209743	17.63
Bill	04/16/2021	5016863770	BAKER & TAYLOR - C0209743	95.16
Bill	04/16/2021	5016863929	BAKER & TAYLOR - C5217413	62.30
Bill	04/16/2021	1837034	CENTER POINT LARGE PRINT	184.56
Bill	04/16/2021	1839726	CENTER POINT LARGE PRINT	45.54
Bill	04/16/2021	1840090	CENTER POINT LARGE PRINT	92.28
Bill	04/16/2021	2035890220	BAKER & TAYLOR - L5580072	15.90
Bill	04/16/2021	2035871086	BAKER & TAYLOR - L5579912	98.53
Bill	04/16/2021	2035882760	BAKER & TAYLOR - L5579912	174.46
Bill	04/16/2021	2035845788	BAKER & TAYLOR - L5742022	556.09
Bill	04/16/2021	2035889880	BAKER & TAYLOR - L5579912	225.16
Bill	04/16/2021	2035883220	BAKER & TAYLOR - L5580152	537.06
Bill	04/16/2021	2035852764	BAKER & TAYLOR - C0209743	532.28
Bill	04/16/2021	5016876228	BAKER & TAYLOR - L3966532	298.33
Bill	04/16/2021	2035841302	BAKER & TAYLOR - L3966532	481.19
Bill	04/16/2021	74119177	GALE	73.42
Bill	04/16/2021	74124638	GALE	27.19
Bill	04/16/2021	74124692	GALE	49.58
Bill	04/16/2021	74119150	GALE	244.35
Bill	04/16/2021	2A-2580 02/24/21	INDIA FOR EVERYONE	919.21
Bill	04/16/2021	2035899217	BAKER & TAYLOR - L5580152	594.28
Bill	04/16/2021	2035857990	BAKER & TAYLOR - L5742022	405.75
Bill	04/16/2021	2035860625	BAKER & TAYLOR - L5742022	485.27
Bill	04/16/2021	2035901228	BAKER & TAYLOR - L5579912	61.64
Bill	04/16/2021	2035905673	BAKER & TAYLOR - L5579912	398.28

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## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
Bill	04/16/2021	2035898617	BAKER & TAYLOR - L5580072	45.81
Bill	04/16/2021	74130347	GALE	29.59
Bill	04/16/2021	74130691	GALE	100.48
Bill	04/16/2021	13635	M. MEGHRIG & SONS	305.23
Bill	04/16/2021	MARCH 21 & 30, 2021	KLINE, SANDY	22.39
Credit Card Charge	03/31/2021	march 2021a	Amazon Marketplace.com - CMPL Credit Card	667.40
Bill	04/16/2021	21DN-46728 0322	VALUE LINE PUBLISHING LLC	1,103.00
Bill	04/16/2021	APRIL 2021	BARNES & NOBLE, INC.	44.78
Total 10-5410 · Books - Adult				22,374.31
<b>10-5415 · Books - Juvenile</b>				
Bill	04/16/2021	2035824296	BAKER & TAYLOR - L4231142	596.43
Bill	04/16/2021	2035834167	BAKER & TAYLOR - L5580072	410.53
Bill	04/16/2021	2035833305	BAKER & TAYLOR - L3966522	303.30
Bill	04/16/2021	2035834160	BAKER & TAYLOR - L3966522	709.85
Bill	04/16/2021	2035834221	BAKER & TAYLOR - L5580072	387.85
Bill	04/16/2021	2035838727	BAKER & TAYLOR - L4231142	303.81
Bill	04/16/2021	2035838178	BAKER & TAYLOR - L5580072	337.26
Bill	04/16/2021	2035841117	BAKER & TAYLOR - L5580072	274.05
Bill	04/16/2021	2035844235	BAKER & TAYLOR - L3966522	733.26
Bill	04/16/2021	2035844496	BAKER & TAYLOR - L4231522	21.57
Bill	04/16/2021	2035847424	BAKER & TAYLOR - L5580072	452.61
Bill	04/16/2021	2035847419	BAKER & TAYLOR - L3966522	296.52
Bill	04/16/2021	2035845096	BAKER & TAYLOR - L3966522	30.07
Bill	04/16/2021	2035857669	BAKER & TAYLOR - L5580072	1,964.75
Bill	04/16/2021	2035862850	BAKER & TAYLOR - L5580072	254.61
Bill	04/16/2021	2035860866	BAKER & TAYLOR - L4231142	216.50
Bill	04/16/2021	2035865443	BAKER & TAYLOR - L3966522	401.43
Bill	04/16/2021	2035876435	BAKER & TAYLOR - L3966522	1,087.69
Bill	04/16/2021	2035876431	BAKER & TAYLOR - L5580072	790.90
Bill	04/16/2021	2035868613	BAKER & TAYLOR - L5580072	1,551.33
Bill	04/16/2021	2035868655	BAKER & TAYLOR - L5580072	380.25
Bill	04/16/2021	2035871947	BAKER & TAYLOR - L4231522	93.28
Bill	04/16/2021	2035869095	BAKER & TAYLOR - L4231142	248.13
Bill	04/16/2021	2035882627	BAKER & TAYLOR - L5580072	607.24
Bill	04/16/2021	2035882037	BAKER & TAYLOR - L4231142	379.15
Bill	04/16/2021	2035890204	BAKER & TAYLOR - L3966522	433.37
Bill	04/16/2021	2035890220	BAKER & TAYLOR - L5580072	537.38
Bill	04/16/2021	2035882763	BAKER & TAYLOR - L4231142	73.42
Bill	04/16/2021	149731	RUSSIAN PUBLISHING HOUSE LTD.	175.20
Bill	04/16/2021	2035897517	BAKER & TAYLOR - L4231142	369.41
Bill	04/16/2021	2035898617	BAKER & TAYLOR - L5580072	545.68
Bill	04/16/2021	2035897940	BAKER & TAYLOR - L4231522	80.68
Total 10-5415 · Books - Juvenile				15,047.51
<b>10-5420 · Audio/Visual - Adult</b>				
Bill	04/16/2021	500143764	MIDWEST TAPE, LLC	1,265.46
Bill	04/16/2021	500169226	MIDWEST TAPE, LLC	368.61
Bill	04/16/2021	500169081	MIDWEST TAPE, LLC	2,239.55
Bill	04/16/2021	500180038	MIDWEST TAPE, LLC	427.33
Bill	04/16/2021	500204363	MIDWEST TAPE, LLC	624.46
Bill	04/16/2021	500204453	MIDWEST TAPE, LLC	70.50
Bill	04/16/2021	500220635	MIDWEST TAPE, LLC	383.16
Bill	04/16/2021	500236590	MIDWEST TAPE, LLC	1,488.32
Bill	04/16/2021	500259588	MIDWEST TAPE, LLC	649.53
Bill	04/16/2021	500259431	MIDWEST TAPE, LLC	878.37
Bill	04/16/2021	500283690	MIDWEST TAPE, LLC	83.64
Bill	04/16/2021	500299484	MIDWEST TAPE, LLC	525.51
Credit Card Charge	03/31/2021	031221	AudioEditions - CMPL Credit Card	38.94
Credit Card Charge	03/31/2021	march 2021b	Amazon Marketplace.com - CMPL Credit Card	167.97
Total 10-5420 · Audio/Visual - Adult				9,211.35
<b>10-5425 · Audio/Visual - Juvenile</b>				
Bill	04/16/2021	500143764	MIDWEST TAPE, LLC	370.33
Bill	04/16/2021	500169081	MIDWEST TAPE, LLC	167.16
Bill	04/16/2021	500204363	MIDWEST TAPE, LLC	74.96
Bill	04/16/2021	500236590	MIDWEST TAPE, LLC	85.42
Bill	04/16/2021	500259431	MIDWEST TAPE, LLC	254.87
Bill	04/16/2021	500299484	MIDWEST TAPE, LLC	29.98
Credit Card Charge	03/31/2021	march 2021c	Amazon Marketplace.com - CMPL Credit Card	97.09
Total 10-5425 · Audio/Visual - Juvenile				1,079.81

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-5430 · Games - Adult</b>				
Bill	04/16/2021	5177	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	164.36
Bill	04/16/2021	5178	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	121.44
Bill	04/16/2021	5221	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	84.66
Total 10-5430 · Games - Adult				370.46
<b>10-5440 · Periodicals - Adult</b>				
Bill	04/16/2021	CMPL - 2021	TRADITIONAL HOME MAGAZINE	20.00
Credit Card Charge	03/31/2021	030321	Interview Magazine - CMPL Credit Card	58.84
Credit Card Charge	03/31/2021	031821	Chicago Tribune - CMPL Credit Card	148.00
Check	04/16/2021	55545	EBSCO INDUSTRIES INC	-99.19
Check	04/16/2021	55545	EBSCO INDUSTRIES INC	-73.92
Check	04/16/2021	55545	EBSCO INDUSTRIES INC	-19.97
Bill	04/16/2021	MARCH 21 & 30, 2021	KLINE, SANDY	18.12
Bill	04/16/2021	APRIL 2021	BARNES & NOBLE, INC.	31.92
Check	04/16/2021	55545	EBSCO INDUSTRIES INC	406.00
Credit Card Charge	03/31/2021	030121	Lake County News Sun - CMPL Credit Card	112.32
Credit Card Charge	03/31/2021	030521	Amazon Marketplace.com - CMPL Credit Card	19.98
Total 10-5440 · Periodicals - Adult				622.10
<b>10-5450 · Circulating Technologies</b>				
<b>10-5451 · Circ Tech - Equipment</b>				
Credit Card Charge	03/31/2021	030321	Moblebeacon.com - CMPL Credit Card	1,290.00
Credit Card Charge	03/31/2021	031221	Amazon Marketplace.com - CMPL Credit Card	44.85
Total 10-5451 · Circ Tech - Equipment				1,334.85
<b>10-5453 · Circ Tech - Subscriptions</b>				
Credit Card Charge	03/31/2021	0315&03171	Netflix.com - CMPL Credit Card	35.98
Credit Card Charge	03/31/2021	0303&030421	Hulu - CMPL Credit Card	25.98
Credit Card Charge	03/31/2021	030421	Hulu - CMPL Credit Card	11.98
Credit Card Charge	03/31/2021	0303&030421	HBOMAX.com - CMPL Credit Card	29.98
Total 10-5453 · Circ Tech - Subscriptions				103.92
Total 10-5450 · Circulating Technologies				1,438.77
<b>10-5490 · Electronic Services</b>				
<b>10-5491 · Online Databases</b>				
<b>10-5492 · Online Databases - Adults</b>				
Bill	04/16/2021	49960	RECORD INFORMATION SERVICES, INC.	777.00
Bill	04/16/2021	61437921	NEW ENGLAND HISTORIC	250.00
Total 10-5492 · Online Databases - Adults				1,027.00
Total 10-5491 · Online Databases				1,027.00
<b>10-5494 · Digital Popular Materials</b>				
<b>10-5495 · Dig. Popular Materials - Adults</b>				
Bill	04/16/2021	07001CO21090394	OVERDRIVE, INC.	547.17
Bill	04/16/2021	07001CO21090403	OVERDRIVE, INC.	942.34
Bill	04/16/2021	07001CO21091917	OVERDRIVE, INC.	205.49
Bill	04/16/2021	07001CO21103018	OVERDRIVE, INC.	107.94
Bill	04/16/2021	07001CO21103019	OVERDRIVE, INC.	524.98
Bill	04/16/2021	07001CO21103017	OVERDRIVE, INC.	822.91
Bill	04/16/2021	07001CO21112044	OVERDRIVE, INC.	1,196.82
Bill	04/16/2021	07001CO21113767	OVERDRIVE, INC.	312.46
Bill	04/16/2021	07001CO21113775	OVERDRIVE, INC.	258.93
Bill	04/16/2021	07001CO21123333	OVERDRIVE, INC.	748.96
Bill	04/16/2021	07001CO21122726	OVERDRIVE, INC.	789.31
Bill	04/16/2021	07001CO21128147	OVERDRIVE, INC.	354.98
Bill	04/16/2021	07001CO21132985	OVERDRIVE, INC.	942.36
Bill	04/16/2021	07001CO21135452	OVERDRIVE, INC.	357.95
Bill	04/16/2021	07001CO21135538	OVERDRIVE, INC.	362.46
Bill	04/16/2021	500250115	MIDWEST TAPE, LLC	9,670.26
Bill	04/16/2021	INV-US42247	BIBLIOTHECA, LLC	4,814.67
Total 10-5495 · Dig. Popular Materials - Adults				22,959.99
Total 10-5494 · Digital Popular Materials				22,959.99
Total 10-5490 · Electronic Services				23,986.99

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-5497 · Interlibrary Loan Fees</b>				
Bill	04/16/2021	23291	IHLS-OCLC	312.42
Bill	04/16/2021	202165483 - 010121	UNIVERSITY OF MAINE	55.00
Total 10-5497 · Interlibrary Loan Fees				367.42
Total 10-5400 · Materials				74,498.72
<b>10-5500 · Processing</b>				
<b>10-5520 · Cataloging</b>				
Bill	04/16/2021	500248997	MIDWEST TAPE, LLC	117.00
Bill	04/16/2021	23291	IHLS-OCLC	2,527.78
Total 10-5520 · Cataloging				2,644.78
Total 10-5500 · Processing				2,644.78
<b>10-5600 · Supplies</b>				
<b>10-5611 · Supplies - Admin</b>				
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	264.70
Credit Card Charge	03/31/2021	030521	Amazon Marketplace.com - CMPL Credit Card	23.98
Credit Card Charge	03/31/2021	031021	Amazon Marketplace.com - CMPL Credit Card	102.23
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	100.94
Total 10-5611 · Supplies - Admin				491.85
<b>10-5613 · Supplies - Children's</b>				
Bill	04/16/2021	6932330	DEMCO, INC.	32.81
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	10.88
Credit Card Charge	03/31/2021	031921	Amazon Marketplace.com - CMPL Credit Card	114.78
Total 10-5613 · Supplies - Children's				158.47
<b>10-5614 · Supplies - Circulation</b>				
Bill	04/16/2021	30380	GRAPHIC 14, INCORPORATED	530.50
Total 10-5614 · Supplies - Circulation				530.50
<b>10-5615 · Supplies - Maintenance</b>				
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	898.86
Bill	04/16/2021	030821-032321	LOWE'S	17.07
Bill	04/16/2021	030821-032321	LOWE'S	122.76
Credit Card Charge	03/31/2021	031921	Candela Corporation - CMPL Credit Card	586.75
Credit Card Charge	03/31/2021	030221	HVACBrain - CMPL Credit Card	390.00
Bill	04/16/2021	4186.12	J & R LOCK & SAFE, INC.	8.00
Bill	04/16/2021	031721-032321	ACE HARDWARE OF LIBERTYVILLE, INC.	0.98
Bill	04/16/2021	031721-032321	ACE HARDWARE OF LIBERTYVILLE, INC.	18.05
Bill	04/16/2021	031721-032321	ACE HARDWARE OF LIBERTYVILLE, INC.	22.57
Total 10-5615 · Supplies - Maintenance				2,065.04
<b>10-5616 · Supplies - ILL</b>				
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	53.16
Bill	04/16/2021	131675220	ULINE, INC	38.92
Total 10-5616 · Supplies - ILL				92.08
<b>10-5617 · Supplies - Outreach</b>				
Credit Card Charge	03/31/2021	030721	Amazon Marketplace.com - CMPL Credit Card	28.26
Total 10-5617 · Supplies - Outreach				28.26
<b>10-5618 · Supplies - Tech Services</b>				
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	17.58
Bill	04/16/2021	6932330	DEMCO, INC.	313.16
Bill	04/16/2021	6919455	DEMCO, INC.	145.10
Bill	04/16/2021	132048118	ULINE, INC	520.00
Bill	04/16/2021	6921716	DEMCO, INC.	120.16
Credit Card Charge	03/31/2021	033121	Amazon Marketplace.com - CMPL Credit Card	15.96
Bill	04/16/2021	666533	COMPUTYPE, INC.	183.90
Bill	04/16/2021	6933625	DEMCO, INC.	323.69
Total 10-5618 · Supplies - Tech Services				1,639.55
<b>10-5660 · Supplies - Computer</b>				
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	2,183.85
Bill	04/16/2021	131342638	ULINE, INC	127.60
Bill	04/16/2021	9883043	CDW GOVERNMENT, INC.	235.60
Total 10-5660 · Supplies - Computer				2,547.05

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## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-5670 · Supplies - Paper</b>				
Bill	04/16/2021	30380	GRAPHIC 14, INCORPORATED	222.00
Bill	04/16/2021	30453	GRAPHIC 14, INCORPORATED	658.50
Total 10-5670 · Supplies - Paper				880.50
<b>10-5680 · Supplies - Staff Room</b>				
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	180.17
Bill	04/16/2021	131342638	ULINE, INC	86.99
Total 10-5680 · Supplies - Staff Room				267.16
Total 10-5600 · Supplies				8,700.46
<b>10-5700 · Vehicles</b>				
<b>10-5710 · Bookmobile Fuel</b>				
Bill	04/16/2021	1768	VILLAGE-VERNON	37.00
Total 10-5710 · Bookmobile Fuel				37.00
<b>10-5730 · Bookmobile Delivery Service</b>				
Bill	04/16/2021	MARCH 2021	DITTMAN, SUSAN	22.96
Total 10-5730 · Bookmobile Delivery Service				22.96
<b>10-5750 · Van Fuel</b>				
Bill	04/16/2021	1768	VILLAGE-VERNON	193.38
Total 10-5750 · Van Fuel				193.38
<b>10-5760 · Van Maintenance/Repair</b>				
Credit Card Charge	03/31/2021	030321	Napleton Ford - CMPL Credit Card	65.02
Total 10-5760 · Van Maintenance/Repair				65.02
Total 10-5700 · Vehicles				318.36
<b>10-5800 · Computer Operations</b>				
<b>10-5865 · Remote Communications Expenses</b>				
Bill	03/30/2021	FEBRUARY 2021	ANDREW, MARY	10.00
Bill	03/30/2021	FEBRUARY 2021	BARRY, JENNIFER	10.00
Bill	03/30/2021	FEBRUARY 2021	COMPTON, PATRICIA	10.00
Bill	03/30/2021	FEBRUARY 2021	MORTON, MARK	10.00
Bill	03/30/2021	FEBRUARY 2021	MURROW, JOE	15.00
Bill	03/30/2021	FEBRUARY 2021	DOWNES SAMUELSON, HALEY	15.00
Bill	03/30/2021	FEBRUARY 2021	SCHOENFIELD, SONIA	10.00
Bill	04/16/2021	MARCH 2021	COWSKY, MARY CAROL	5.00
Bill	04/16/2021	MARCH 2021	BASSETT, ELLEN	10.00
Bill	04/16/2021	MARCH 2021	BOSAK, NICOLE	10.00
Bill	04/16/2021	MARCH 2021	CARNES, LORRAINE	10.00
Bill	04/16/2021	MARCH 2021	ECKMANN, ROBERT	10.00
Bill	04/16/2021	MARCH 2021	GAFKA, DEBORAH	10.00
Bill	04/16/2021	MARCH 2021	HADJIMITSOS, LAURA	10.00
Bill	04/16/2021	MARCH 2021	KLINE, SANDY	10.00
Bill	04/16/2021	MARCH 2021	KRISHNAMOORTHY, SEETHALAKSHMI	10.00
Bill	04/16/2021	MARCH 2021	MELLANG, MARY	10.00
Bill	04/16/2021	MARCH 2021	LARSON, ANDREA	10.00
Bill	04/16/2021	MARCH 2021	KRAUSE, DONNA	10.00
Bill	04/16/2021	MARCH 2021	HEATHERMAN, AMY	15.00
Bill	04/16/2021	MARCH 2021	ARNSWALD, NANCY	10.00
Bill	04/16/2021	MARCH 2021	ANDREW, MARY	10.00
Bill	04/16/2021	MARCH 2021	BARRY, JENNIFER	10.00
Bill	04/16/2021	MARCH 2021	COMPTON, PATRICIA	10.00
Bill	04/16/2021	MARCH 2021	DOWNES SAMUELSON, HALEY	15.00
Bill	04/16/2021	MARCH 2021	KING, BECKY	10.00
Bill	04/16/2021	MARCH 2021	MORTON, MARK	15.00
Bill	04/16/2021	MARCH 2021	MURROW, JOE	10.00
Bill	04/16/2021	MARCH 2021	SCHOENFIELD, SONIA	10.00
Total 10-5865 · Remote Communications Expenses				310.00



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## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-5830 · Replacement Hardware/Software</b>				
<b>10-5831 · Rep Hrdwre/Sftwre - Admin</b>				
Credit Card Charge	03/31/2021	030231	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card Charge	03/31/2021	031921	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	03/31/2021	032321	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	03/31/2021	032821	Zoom.us - CMPL Credit Card	64.99
Credit Card Charge	03/31/2021	030121	Liberated Syndication - CMPL Credit Card	15.00
Credit Card Charge	03/31/2021	030421	Skype.com - CMPL Credit Card	6.50
Bill	04/16/2021	28929	COMPUTER VIEW, INC.	300.00
Credit Card Charge	03/31/2021	032921	Wordpress.com - CMPL Credit card	99.00
Credit Card Charge	03/31/2021	031921	Simplify3D - CMPL Credit Card	149.00
Credit Card Charge	03/31/2021	031721	Zoom.us - CMPL Credit Card	149.90
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				844.37
Total 10-5830 · Replacement Hardware/Software				844.37
<b>10-5850 · Misc Contracts</b>				
Bill	04/16/2021	INV-US-52315	ENVISIONWARE, INC.	3,522.40
Total 10-5850 · Misc Contracts				3,522.40
<b>10-5860 · Internet</b>				
Bill	04/16/2021	120447107114908854	COMCAST	244.85
Bill	03/22/2021	118583913	COMCAST	244.85
Bill	03/30/2021	032321-042221	COMCAST	234.90
Bill	04/16/2021	120447107114908854	COMCAST	244.85
Total 10-5860 · Internet				969.45
Total 10-5800 · Computer Operations				5,646.22
<b>10-5900 · Utilities</b>				
<b>10-5910 · Electricity</b>				
<b>10-5911 · Electricity - Aspen</b>				
Bill	04/16/2021	19585263101	CONSTELLATION NEW ENERGY, INC.	5,535.63
Total 10-5911 · Electricity - Aspen				5,535.63
<b>10-5912 · Electricity - Cook Park</b>				
Bill	04/16/2021	19585405501	CONSTELLATION NEW ENERGY, INC.	6,745.25
Total 10-5912 · Electricity - Cook Park				6,745.25
Total 10-5910 · Electricity				12,280.88
<b>10-5920 · Gas</b>				
<b>10-5921 · Gas - Aspen</b>				
Bill	04/16/2021	3116333	CONSTELLATION NATURAL GAS	845.19
Total 10-5921 · Gas - Aspen				845.19
<b>10-5922 · Gas - Cook Park</b>				
Bill	04/16/2021	3116333	CONSTELLATION NATURAL GAS	1,221.14
Total 10-5922 · Gas - Cook Park				1,221.14
Total 10-5920 · Gas				2,066.33
<b>10-5930 · Water</b>				
<b>10-5931 · Water - Aspen</b>				
General Journal	03/31/2021	2991	LAKE COUNTY DEPARTMENT OF PUBLIC WOR...	116.18
Total 10-5931 · Water - Aspen				116.18
Total 10-5930 · Water				116.18
Total 10-5900 · Utilities				14,463.39
<b>10-6000 · Telephone</b>				
<b>10-6010 · Telephone</b>				
Bill	03/30/2021	383509	CALL ONE	1,088.23
Bill	04/16/2021	1209822	CALL ONE	1,090.96
Bill	03/30/2021	032321-042221	COMCAST	275.17
Total 10-6010 · Telephone				2,454.36
<b>10-6020 · Bookmobile - Telephone</b>				
Bill	03/30/2021	9875698475	VERIZON WIRELESS SERVICES LLC	228.53
Total 10-6020 · Bookmobile - Telephone				228.53

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-6050 · Telephone Service Contracts</b>				
Bill	04/16/2021	22012	BLUE WIRE COMMUNICATIONS	1,495.74
Total 10-6050 · Telephone Service Contracts				1,495.74
Total 10-6000 · Telephone				4,178.63
<b>10-6100 · Postage</b>				
Bill	04/16/2021	17928748 - 041321	PITNEY BOWES - RESERVE ACCOUNT	1,000.00
Bill	03/22/2021	SPRING 2021	U.S. POSTMASTER	2,169.57
Total 10-6100 · Postage				3,169.57
<b>10-6200 · Maintenance</b>				
<b>10-6210 · Janitorial Service</b>				
<b>10-6211 · Janitorial Service - Aspen</b>				
Bill	04/16/2021	C17076	COMPLETE CLEANING COMPANY, INC.	2,160.00
Total 10-6211 · Janitorial Service - Aspen				2,160.00
<b>10-6212 · Janitorial Service - Cook Park</b>				
Bill	04/16/2021	C17076	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
<b>10-6220 · Landscaping Service</b>				
<b>10-6221 · Landscaping - Aspen</b>				
Bill	04/16/2021	3040	LANDSCAPE CONCEPTS, INC.	773.88
Total 10-6221 · Landscaping - Aspen				773.88
<b>10-6222 · Landscaping - Cook Park</b>				
Bill	04/16/2021	3039	LANDSCAPE CONCEPTS, INC.	517.13
Total 10-6222 · Landscaping - Cook Park				517.13
Total 10-6220 · Landscaping Service				1,291.01
<b>10-6230 · Snow Removal</b>				
<b>10-6231 · Snow Removal - Aspen</b>				
Bill	04/16/2021	75548	JAMES MARTIN ASSOCIATES, INC.	190.00
Total 10-6231 · Snow Removal - Aspen				190.00
Total 10-6230 · Snow Removal				190.00
<b>10-6240 · Trash Removal</b>				
<b>10-6242 · Trash Removal - Cook Park</b>				
General Journal	03/31/2021	2990	GROOT INDUSTRIES, INC.	216.49
Total 10-6242 · Trash Removal - Cook Park				216.49
Total 10-6240 · Trash Removal				216.49
<b>10-6250 · Miscellaneous</b>				
<b>10-6251 · Misc. Maintenance - Aspen</b>				
Bill	04/16/2021	5430	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen				198.00
<b>10-6252 · Misc. Maintenance - Cook Park</b>				
Bill	04/16/2021	015600CS306243	AMBIUS, LLC (19)	337.98
Bill	04/16/2021	DMLH648	IRON MOUNTAIN INCORPORATED	87.66
Bill	04/16/2021	5430	AMS OF NORTHERN ILLINOIS	149.00
Total 10-6252 · Misc. Maintenance - Cook Park				574.64
<b>10-6253 · Maint-Buildings/Grounds- Other</b>				
General Journal	04/07/2021	2985	VILLAGE-VERNON	-75.00
Total 10-6253 · Maint-Buildings/Grounds- Other				-75.00
Total 10-6250 · Miscellaneous				697.64
Total 10-6200 · Maintenance				8,017.86

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-6300 · Repair</b>				
<b>10-6320 · Building &amp; Grounds Repairs</b>				
<b>10-6321 · Building Repairs - Aspen</b>				
Bill	03/30/2021	JO13247 - 121420	SHERMAN MECHANICAL, INC.	3,274.00
Bill	03/30/2021	JO13247 - 121420	SHERMAN MECHANICAL, INC.	2,090.00
Total 10-6321 · Building Repairs - Aspen				5,364.00
<b>10-6322 · Building Repairs - Cook Park</b>				
Bill	04/16/2021	JO13764	SHERMAN MECHANICAL, INC.	6,179.00
Total 10-6322 · Building Repairs - Cook Park				6,179.00
Total 10-6320 · Building & Grounds Repairs				11,543.00
<b>10-6340 · Service Contracts-Mech. &amp; Bldg.</b>				
<b>10-6342 · Service Contracts - Cook Park</b>				
Bill	03/30/2021	420765	FIRE & SECURITY SERVICES, INC.	108.00
Bill	03/30/2021	8105578354 - 040121	SUBURBAN ELEVATOR	538.44
Total 10-6342 · Service Contracts - Cook Park				646.44
Total 10-6340 · Service Contracts-Mech. & Bldg.				646.44
<b>10-6360 · Office Machine Service Contract</b>				
Bill	03/18/2021	9007526547	KONICA MINOLTA BUSINESS SOLUTIONS	393.51
Bill	04/16/2021	9007603614	KONICA MINOLTA BUSINESS SOLUTIONS	318.91
Bill	04/16/2021	2485	RMC IMAGING, INC.	1,350.00
Total 10-6360 · Office Machine Service Contract				2,062.42
Total 10-6300 · Repair				14,251.86
<b>10-6500 · Professional Services</b>				
<b>10-6540 · Payroll Processing</b>				
General Journal	03/26/2021	2979		830.93
General Journal	04/09/2021	2986		320.76
Total 10-6540 · Payroll Processing				1,151.69
<b>10-6560 · Recruitment</b>				
Bill	04/16/2021	35796-032021	PEOPLEFACTS	265.03
Bill	04/16/2021	35796-012021	PEOPLEFACTS	54.69
Bill	03/30/2021	9191647763	QUEST DIAGNOSTICS	35.50
Total 10-6560 · Recruitment				355.22
Total 10-6500 · Professional Services				1,506.91
<b>10-6600 · Improvements</b>				
<b>10-6650 · Copiers &amp; Other Leased Equip</b>				
Bill	04/16/2021	37477737	KONICA MINOLTA	511.35
Bill	04/16/2021	3104674335	PITNEY BOWES GLOBAL FINANCIAL SERVICES...	504.72
Total 10-6650 · Copiers & Other Leased Equip				1,016.07
Total 10-6600 · Improvements				1,016.07
<b>10-6700 · Community Relations</b>				
<b>10-6710 · Newsletter</b>				
Bill	04/16/2021	17322	VOGUE PRINTERS	3,045.00
Total 10-6710 · Newsletter				3,045.00
<b>10-6712 · Graphics</b>				
Bill	04/16/2021	193521 - MARCH 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	350.88
Total 10-6712 · Graphics				350.88

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>10-6720 · Programming - Adult</b>				
<b>10-6721 · Programs - Performances</b>				
Bill	04/16/2021	APRIL 20, 2021	BOCHENEK, ANNETTE	200.00
Bill	04/16/2021	MAY 3, 2021	HINSON, HAILEY AHANNA	30.00
Bill	03/30/2021	APRIL 11, 2021	RIDDLE, JENNY	250.00
Bill	04/16/2021	APRIL 2021 YOGA	HINSON, HAILEY AHANNA	120.00
Bill	04/16/2021	APRIL 2021	HINSON, HAILEY AHANNA	120.00
Bill	04/16/2021	MAY 9, 2021	GARY E. MIDKIFF & COMPANY	210.00
Bill	04/16/2021	APR 2021 MEDITATION	HINSON, HAILEY AHANNA	150.00
Bill	04/16/2021	MAY 4, 2021	MICHALSKI, BRIAN	200.00
Bill	04/16/2021	MAY 6, 2021	MADDOX, SUSAN K.	200.00
Bill	04/16/2021	MAY 12, 2021	CLARK, DAVID	125.00
Bill	04/16/2021	APRIL 29, 2021	KAREN CHAN FINANCIAL EDUCATION	250.00
Bill	04/16/2021	APR 2021 TAI CHI	HINSON, HAILEY AHANNA	120.00
Bill	04/16/2021	APRIL 22, 2021	GIBBONS, JIM	250.00
Total 10-6721 · Programs - Performances				2,225.00
<b>10-6722 · Book Discussions&amp;Author Events</b>				
Bill	04/16/2021	14	VERNON AREA PUBLIC LIBRARY DISTRICT	1,295.00
Total 10-6722 · Book Discussions&Author Events				1,295.00
<b>10-6726 · Computer</b>				
Bill	04/16/2021	MAY 5, 2021	MONTANO, ESTEVAN	150.00
Bill	04/16/2021	MAY 10, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer				300.00
Total 10-6720 · Programming - Adult				3,820.00
<b>10-6730 · Programming - Young Adult</b>				
<b>10-6731 · Programs - YA (Other)</b>				
Credit Card Charge	03/31/2021	031621	Amazon Marketplace.com - CMPL Credit Card	150.00
Bill	04/16/2021	APRIL 23, 2021	HINSON, HAILEY AHANNA	45.00
Total 10-6731 · Programs - YA (Other)				195.00
Total 10-6730 · Programming - Young Adult				195.00
<b>10-6740 · Programming - Children's</b>				
Bill	04/16/2021	MAY 11, 2021	ERICKSON, LAUREN	350.00
Bill	04/16/2021	MAY 4, 2021	COLODNY, DEBRA	150.00
Bill	04/16/2021	APRIL 20, 2021	BEVERLEY, JOEL	150.00
Credit Card Charge	03/31/2021	032421	Amazon Marketplace.com - CMPL Credit Card	50.80
Bill	03/30/2021	040821	HAYWARD, MARK	300.00
Credit Card Charge	03/31/2021	032421	Amazon Marketplace.com - CMPL Credit Card	20.99
Bill	04/16/2021	MAY 2-9, 2021	TRAVELING LANTERN THEATRE COMPANY	150.00
Credit Card Charge	03/31/2021	031821	Oriental Trading Co - CMPL Credit Card	28.95
Bill	04/16/2021	MARCH 2021	MCCOWIN, SUE	43.32
Credit Card Charge	03/31/2021	032621	Mountain Crest Gardens - CMPL Credit Card	65.86
Bill	03/30/2021	APRIL 5, 2021	BOUGH, ERICA	175.00
Bill	04/16/2021	MAY 3, 2021	BOUGH, ERICA	175.00
Total 10-6740 · Programming - Children's				1,659.92
<b>10-6780 · Digital Studios</b>				
<b>10-6781 · Digital Studios - Equipment</b>				
Credit Card Charge	03/31/2021	031121	Amazon Marketplace.com - CMPL Credit Card	36.96
Total 10-6781 · Digital Studios - Equipment				36.96
Total 10-6780 · Digital Studios				36.96
<b>10-6790 · Workshops</b>				
<b>10-6793 · Workshops - Programs/Classes</b>				
Credit Card Charge	03/31/2021	031921	Amazon Marketplace.com - CMPL Credit Card	22.98
Total 10-6793 · Workshops - Programs/Classes				22.98
Total 10-6790 · Workshops				22.98
Total 10-6700 · Community Relations				9,130.74
<b>20-8210 · Employer IMRF Disbursements</b>				
General Journal	03/26/2021	2980		17,816.92
General Journal	04/09/2021	2987		17,558.87
Total 20-8210 · Employer IMRF Disbursements				35,375.79

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04/16/21

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Report

March 13 through April 16, 2021

Type	Date	Num	Name	Paid Amount
<b>20-8250 · Employer Soc Security Tax Disb</b>				
General Journal	03/26/2021	2980		12,400.87
General Journal	04/09/2021	2987		12,259.00
Total 20-8250 · Employer Soc Security Tax Disb				24,659.87
Total Expense				577,127.52
Net Ordinary Income				-266,846.76
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>60-9800 · Special Reserve Disbursements</b>				
<b>60-9812 · Cook Park - Generator</b>				
Credit Card Charge	03/31/2021	030421	BHFX 90 - CMPL Credit Card	85.25
Total 60-9812 · Cook Park - Generator				85.25
<b>60-9811 · Aspen - Drive Thru Window</b>				
Bill	03/30/2021	1650.0340	PRODUCT ARCHITECTURE + DESIGN	2,000.00
Bill	04/16/2021	1650.0349	PRODUCT ARCHITECTURE + DESIGN	1,095.36
Bill	03/30/2021	173404	PADDOCK PUBLICATIONS, INC.	292.10
Total 60-9811 · Aspen - Drive Thru Window				3,387.46
Total 60-9800 · Special Reserve Disbursements				3,472.71
Total Other Expense				3,472.71
Net Other Income				-3,472.71
<b>Net Income</b>				<b>-270,319.47</b>



# Cook Memorial Public Library District

## Librarian's Statistical Report - Page 1

### March 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.

	March 2019			March 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,444	35,194	44,638	7,916	33,885	41,801	-6.36%
Reciprocal Borrowing Patrons	512	6,802	7,314	426	6,127	6,553	-10.40%
<b>Total</b>	<b>9,956</b>	<b>41,996</b>	<b>51,952</b>	<b>8,342</b>	<b>40,012</b>	<b>48,354</b>	<b>-6.93%</b>

#### Visitors

	March 2019			March 2021			Percent Change
	March 2019	March 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change	
Aspen Drive Library	23,291	7,282	-68.73%	185,768	44,011	-76.31%	
Cook Park Library	25,641	9,862	-61.54%	222,877	54,239	-75.66%	
Drive-Up	1,534	1,750	14.08%	13,085	11,768	-10.06%	
Outreach	1,679	95	-94.34%	14,618	796	-94.55%	
<b>Total</b>	<b>52,145</b>	<b>18,989</b>	<b>-63.58%</b>	<b>436,348</b>	<b>110,814</b>	<b>-74.60%</b>	

#### Program Attendance

	March 2019			March 2021			Percent Change
	March 2019	March 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change	
Adult	1,822	1,196	-34.36%	10,235	12,343	20.60%	
Juvenile	2,901	1,470	-49.33%	18,766	10,738	-42.78%	
Young Adult	71	21	-70.42%	556	127	-77.16%	
<b>Total</b>	<b>4,794</b>	<b>2,687</b>	<b>-43.95%</b>	<b>29,557</b>	<b>23,208</b>	<b>-21.48%</b>	

#### Special Services

	March 2019			March 2021			Percent Change
	March 2019	March 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change	
Reference Questions	8,177	4,643	-43.22%	70,860	34,406	-51.45%	
Library App Users		316			1,307		
Online Databases*	7,914	3,996	-49.51%	48,235	30,436	-36.90%	
www.cooklib.org	98,289	90,889	-7.53%	772,685	810,892	4.94%	
Holds Placed	17,843	19,845	11.22%	156,479	179,666	14.82%	
Holds Filled	15,856	15,631	-1.42%	130,577	182,351	39.65%	
Homebound Items Delivered	943	607	-35.63%	9,151	4,584	-49.91%	

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

#### Collection Size

	March 2019					March 2021					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,603	38,021		84,624	31.90%	48,443	41,215		89,658	33.15%	5.95%
Cook Park Library	55,504	110,890	151	166,545	62.79%	57,080	107,990	144	165,214	61.09%	-0.80%
Other Libraries				0	0.00%		1		1		#Div/0!
Outreach	11,120	2,949	14	14,083	5.31%	12,505	3,045	13	15,563	5.75%	10.51%
<b>Total</b>	<b>113,227</b>	<b>151,860</b>	<b>165</b>	<b>265,252</b>		<b>118,028</b>	<b>152,251</b>	<b>157</b>	<b>270,436</b>		<b>1.95%</b>

## Librarian's Statistical Report - March 2021 - Page 2

### Circulation

	March 2019				March 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,780	25,556		37,336	10,345	20,520		30,865	-17.33%
Foreign Language	342	633		975	191	288		479	-50.87%
Large Type	1,650	25		1,675	1,579	24		1,603	-4.30%
Nonfiction	9,616	7,851		17,467	7,134	5,247		12,381	-29.12%
Periodicals	1,821	107		1,928	1,705	119		1,824	-5.39%
<b>Subtotal Print</b>	<b>25,209</b>	<b>34,172</b>		<b>59,381</b>	<b>20,954</b>	<b>26,198</b>		<b>47,152</b>	<b>-20.59%</b>
Bags and Containers			50	50			10	10	-80.00%
Equipment	160	3		163	95	1		96	-41.10%
Interlibrary Loan			260	260			191	191	-26.54%
LINKin	1,574			1,574	1,023			1,023	-35.01%
Multimedia		76		76				0	-100.00%
Other			15	15			16	16	6.67%
<b>Subtotal Other</b>	<b>1,734</b>	<b>79</b>	<b>325</b>	<b>2,138</b>	<b>1,118</b>	<b>1</b>	<b>217</b>	<b>1,336</b>	<b>-37.51%</b>
eAudiobooks			3,913	3,913			5,037	5,037	28.72%
eBooks			6,040	6,040			8,506	8,506	40.83%
eMagazines			1,341	1,341			1,591	1,591	18.64%
eMusic			305	305			305	305	0.00%
eVideo			680	680			1,068	1,068	57.06%
<b>Subtotal Downloadables</b>			<b>12,279</b>	<b>12,279</b>			<b>16,507</b>	<b>16,507</b>	<b>34.43%</b>
Audiobooks	1,234	706		1,940	557	513		1,070	-44.85%
Compact Discs	2,754	636		3,390	1,321	321		1,642	-51.56%
DVDs, Blu-Ray	20,955	8,761		29,716	9,996	3,427		13,423	-54.83%
Video Games	988	1,210		2,198	411	870		1,281	-41.72%
<b>Subtotal Audiovisual</b>	<b>25,931</b>	<b>11,313</b>		<b>37,244</b>	<b>12,285</b>	<b>5,131</b>		<b>17,416</b>	<b>-53.24%</b>
<b>Grand Total All Agencies</b>	<b>52,874</b>	<b>45,564</b>	<b>12,604</b>	<b>111,042</b>	<b>34,357</b>	<b>31,330</b>	<b>16,724</b>	<b>82,411</b>	<b>-25.78%</b>

### Agency Subtotals

	March 2019	March 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change
Downloadables	12,279	16,507	34.43%	99,234	144,685	45.80%
Aspen Drive Library	29,258	18,254	-37.61%	254,262	133,542	-47.48%
Cook Park Library	62,382	44,686	-28.37%	539,805	337,184	-37.54%
Outreach	7,123	2,964	-58.39%	59,315	18,997	-67.97%
<b>Total</b>	<b>111,042</b>	<b>82,411</b>	<b>-25.78%</b>	<b>952,616</b>	<b>634,408</b>	<b>-33.40%</b>



## Director's Report April 2021

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David Archer, Library Director

### **Updates to Statistical Report**

A category for library app users has been added to the monthly statistical report. The figure represents the count of active devices using our library app. An 'active device' means that a device has had at least one session during the specified month.

The statistical report has also been temporarily modified to compare data in 2021 with 2019. Library services were significantly curtailed in the spring of 2020 due to the pandemic which resulted in reduced usage in all statistical categories.

### **Summer Programs**

With the status of indoor events uncertain for this summer, we are in the process of renting a tent for the summer months at Aspen Drive to provide an outdoor space for programming, with an emphasis on children's story times. Library staff are working with the Village of Vernon Hills to secure the proper permits. Unfortunately, there is inadequate space at the Cook Park Library for a tent, so staff will conduct story times in grassy areas adjacent to the building, as weather permits. We will continue to offer virtual programs, with the flexibility to pivot toward more in-person programming should state guidelines allow.

### **Vaccination Event**

Nearly 20 library staff members participated in a COVID-19 vaccination event on March 30<sup>th</sup> at the Vernon Hills Park District's Sullivan Center, adjacent to the Aspen Drive Library. The Library, Park District and the Village of Vernon Hills partnered with Jewel Osco to provide vaccinations to nearly 1,200 community members. Library staff directed attendees, checked them in and provided other logical support. The Library's I.T. contractor, Computer View, also provided technical support. The second dose follow-up event occurs Tuesday, April 20<sup>th</sup>.

### **A Look Ahead**

- Finance Committee meets to review draft FY22 Budget – May /June / July
- Last day to file Economic Interest form with the Lake County Clerk – Tuesday, May 1
- Library closed until 12 p.m. for Staff Training - Friday, May 14
- Trustees sworn in for new term and officers elected – Tuesday, May 18
- Library closed for Memorial Day – Monday, May 31 (open Sunday, May 30)



Cook Memorial Public Library District								
Investment Maturity Schedule								
March 31, 2021								
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q1 2021	Q2 2021	Q3 2021	Total
<b>Special Reserve Fund:</b>								
Lakeland BK NFLD NJ CD	17-Mar-2020	27-May-2021	245,000	1.000%		245,000		245,000
<b>Total Special Reserve</b>			245,000		0	245,000	0	245,000
<b>Working Cash Fund:</b>								
<b>Total Working Cash Fund</b>			0		0	0	0	0
<b>General Fund:</b>								
<b>Total General Fund</b>			0		0	0	0	0
<b>Total Investments</b>			245,000		0	245,000	0	245,000
<b>Difference</b>			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
<b>31-Dec-2020</b>	<b>Ending Balance</b>			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
<b>31-Jan-2021</b>	<b>Ending Balance</b>			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
<b>28-Feb-2021</b>	<b>Ending Balance</b>			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
29-Mar-2021	Lakeland BK NFD NJ CD	Interest										1,214.93			
31-Mar-2021	Chase Bank	Interest					0.00	2.53	9.02	11.55			2.53	9.02	11.55
<b>31-Mar-2021</b>	<b>Ending Balance</b>			0.00	245,000.00	0.00	245,000.00	56,443.94	200,943.55	357,376.99	17,332.00	7,779.25	21.03	74.87	18,083.22

# Position Detail

Cook Memorial Public Library

Report date as of Mar 31, 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	Div/Int Rate	YTM
										Accr Int	Cost Yld		
Cook Memorial PLD Special Res / ... 6414					245,000.00		245,367.50	367.50	0.15	1,225.00	0.50		
CD					245,000.00		245,367.50	367.50	0.15	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 LT	100.00	245,000.00	100.1500	245,367.50	367.50	0.15	1,225.00	0.50	1.00	0.00
Total					245,000.00		245,367.50	367.50	0.15	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

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
<b>31-Dec-2020</b>	<b>Ending Balance</b>			<b>10,744.81</b>	<b>640,017.85</b>	<b>650,762.66</b>	<b>0.00</b>	<b>0.00</b>	<b>21.42</b>	<b>1,275.70</b>	<b>1,297.12</b>
31-Jan-2021		Interest	For January 2021	2.27	135.35	137.62			2.27	135.35	137.62
						0.00					0.00
<b>31-Jan-2021</b>	<b>Ending Balance</b>			<b>10,747.08</b>	<b>640,153.20</b>	<b>650,900.28</b>	<b>0.00</b>	<b>0.00</b>	<b>23.69</b>	<b>1,411.05</b>	<b>1,434.74</b>
28-Feb-2021		Interest	For February 2021	2.05	122.28	124.33			2.05	122.28	124.33
						0.00					0.00
<b>28-Feb-2021</b>	<b>Ending Balance</b>			<b>10,749.13</b>	<b>640,275.48</b>	<b>651,024.61</b>	<b>0.00</b>	<b>0.00</b>	<b>25.74</b>	<b>1,533.33</b>	<b>1,559.07</b>
31-Mar-2021		Interest	For March 2021	2.27	135.40	137.67			2.27	135.40	137.67
						0.00					0.00
<b>31-Mar-2021</b>	<b>Ending Balance</b>			<b>10,751.40</b>	<b>640,410.88</b>	<b>651,162.28</b>	<b>0.00</b>	<b>0.00</b>	<b>28.01</b>	<b>1,668.73</b>	<b>1,696.74</b>

## Cook Memorial Public Library District

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

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
<b>31-Dec-2020</b>	<b>Ending Balance</b>			<b>5,627,212.01</b>	<b>4,396.03</b>
31-Jan-2021	Wintrust Bank	Interest	For January 2021	608.04	608.04
<b>31-Jan-2021</b>	<b>Ending Balance</b>			<b>5,627,820.05</b>	<b>5,004.07</b>
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
<b>28-Feb-2021</b>	<b>Ending Balance</b>			<b>5,228,347.60</b>	<b>5,531.62</b>
31-Mar-2021	Wintrust Bank	Interest	For March 2021	521.26	521.26
<b>31-Mar-2021</b>	<b>Ending Balance</b>			<b>5,228,868.86</b>	<b>6,052.88</b>

## 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
<b>31-Dec-2020</b>	<b>Ending Balance</b>			<b>831,276.00</b>	<b>574.39</b>
31-Jan-2021	Wintrust Bank	Interest	For January 2021	56.80	56.80
<b>31-Jan-2021</b>	<b>Ending Balance</b>			<b>831,332.80</b>	<b>631.19</b>
11-Feb-2021	Transfer from MaxSafe General Account			400,000.00	
26-Feb-2021	Wintrust Bank	Interest	For February 2021	62.84	62.84
<b>28-Feb-2021</b>	<b>Ending Balance</b>			<b>1,231,395.64</b>	<b>694.03</b>
31-Mar-2021	Wintrust Bank	Interest	For March 2021	67.11	67.11
<b>31-Mar-2021</b>	<b>Ending Balance</b>			<b>1,231,462.75</b>	<b>761.14</b>



# Cook Memorial Public Library District

## LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: April 20, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Committee Recommendation to Proceed with the Cook Park Library Emergency Generator Project by Accepting a Bid from Powerlink Electric.

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At the November 17, 2020 Board Meeting, Trustees unanimously approved a contract with Hansen Palmer Associates in the amount of \$11,000 to provide engineering consulting services for a new emergency generator at the Cook Park Library. In a power outage, the generator would power the computer servers, the server room's dedicated air conditioning unit, sump and ejection pit pumps and emergency lighting.

This project is subject to competitive bidding as the cost exceeds \$25,000, the threshold set by state law (75 ILCS 16/40-45). On Tuesday, April 6, 2021, bids were publicly opened for this project which included all of the electrical and mechanical scope of work indicated on the contract documents produced by Hansen Palmer Associates, and their subcontracting mechanical engineers from Elara Engineering. Four bids were received with Powerlink Electric Inc., the apparent low bidder at \$105,158

Please see attached bid results and a recommendation by Hansen Palmer to accept Powerlink's bid. Additionally, Library Director David Archer received positive feedback from all three references he contacted regarding Powerlink's performance. All three responded they currently use Powerlink for their electrical needs or would use them again for their projects: Village of Northbrook; CVS/Caremark; and Interstate Power Systems.

At the April 12, 2021 Building and Grounds Committee Meeting, John Thomson, an engineer with Hansen Palmer, provided an overview of the project and recommended approval of the bid by Powerlink Electric. Committee members made a unanimous recommendation to accept a bid from Powerlink to add a drive-up window at Aspen Drive not to exceed \$121,000. This amount is for the base bid of \$105,158 with a 15% contingency.

This project will be funded from the Special Reserve Fund.

### **Recommended Language for Motion:**

"I make a motion to approve the Building and Grounds Committee recommendation to proceed with the Cook Park Library emergency generator project not to exceed \$121,000 by accepting a bid from Powerlink Electric with a base bid of \$105,158."



April 13, 2021

Mr. David Archer  
Library Director  
Cook Memorial Public Library District  
413 N. Milwaukee Ave.  
Libertyville, IL 60048

Re: New Generator at Cook Park Library - Bid Review

Dear Director Archer,

On Tuesday, April 6, 2021 at 11:15am, bids were publicly opened and read for this project which included all of the electrical scope of work and mechanical scope of work indicated on the Contract Documents produced by Hansen Palmer Associates, Ltd., and their subcontracting mechanical engineers from Elara Engineering, dated March 9, 2021. There were four bids received with the apparent low bidder being Powerlink Electric with a bid of \$105,158 for all of the indicated scope of work. The other bidders were Carey Electric with a bid of \$116,630, Krauss Electric with a bid of \$119,850, and Associated Electric with a bid of \$139,250. See our attached bid results review for an evaluation of the breakout prices and variations between the bidders.

Following the bid, Ken Arnsward, the Facilities Project Coordinator with Cook Memorial Public Library District, and I had a bid review meeting with Doug Pantle, President, of Powerlink Electric, the apparent low bidder for this project via conference call on Monday, April 12, 2021 at 8:30am. During this call, we reviewed all of the major aspects of the Contract Documents, which includes the drawings and specifications, to confirm that his bid included all of the required items. We found that Powerlink's bid included all of the requirements and scope of work included in the project Contract Documents and found this bid complete and responsive. There were no alternates included in the Contract Documents, and Powerlink did not provide voluntary alternates to review.

Therefore, we find that the bid by Powerlink of \$105,158 is the responsive low bid for this project. We recommend that Powerlink's bid be accepted.

Please note that we recommend that you include approximately a 15% contingency above the bid amount to account for additional fees such as utility upgrade costs and unforeseen conditions that may arise during construction.

If you should have any questions or require any additional information regarding this matter, please do not hesitate to contact me at your earliest convenience.

Sincerely,

John L. Thomson, P.E.  
JLT  
Attachments



## BID RESULTS REVIEW

<b>Cook Memorial Public Library District</b> <b>New Generator for Cook Memorial Library Cook Park Location</b> 413 N. Milwaukee Ave., Libertyville, IL 60048 On Tuesday, April 6, 2021 at 11:15am					
Contractor	Base Bid	Electrical Work	Mechanical Work	Bond Premium	Average Variation
Powerlink	\$105,158	\$94,402	\$9,576	\$1,180	
Carey	\$116,630	\$107,800	\$8,000	\$870	
Krauss	\$119,850	\$109,550	\$10,300	\$1,181	
Associated	\$139,250	\$130,640	\$7,235	\$1,375	
Average	\$120,222	\$110,598	\$8,778	\$1,152	
Max:Min Percetage Variation	32%	38%	42%	58%	46%
Ave:Min Percetage Variation	14%	17%	21%	32%	24%
Low Bidder					
Max:Low Bidder	-\$34,092	-\$36,238	-\$724	-\$195	
Max:Low Bidder Percetage Variation	-32%	-38%	-8%	-17%	-21%
Min:Low Bidder	\$0	\$0	\$2,341	\$310	
Min:Low Bidder Percetage Variation	0%	0%	24%	26%	17%
Ave:Low Bidder	-\$15,064	-\$16,196	\$798	\$29	
Ave:Low Bidder Percetage Variation	-14%	-17%	8%	2%	-2%

DOCUMENT 00 03 00

BID FORM

Date: April 5, 2021

Project Name: New Generator for:  
Cook Memorial Library District  
Cook Park Location

Owner Name: Cook Memorial Public Library District, Libertyville, Illinois

Submitted By: Engineered Services, Inc. d/b/a Powerlink Electric  
Bidder's Name:

Address: 400 Corporate Woods Parkway

City: Vernon Hills State: IL Zip: 60061

To:  
Cook Memorial Public Library District  
413 N. Milwaukee Avenue  
Libertyville, Illinois 60048  
Attention: Mr. David Archer, Library Director

1. **BASE BID**

The Undersigned, having inspected the construction site and having familiarized himself with the conditions likely to be encountered affecting the cost and schedule of the Work, and having thoroughly familiarized himself with the Bidding Documents; hereby proposes to provide all labor, material, tools, equipment, supervision and services required for the proper execution of the entire work required, in strict conformance with the Contract Documents prepared by the Engineers Hansen Palmer Associates, Ltd. and Elara Engineering.

One Hundred Five Thousand One Hundred Fifty Eight Dollars and Zero Cents

Dollars (\$ 105,158.00)

and, if this bid is accepted, agrees to execute a formal Contract subject to modifications as may be exercised by the Owner.

2. **BREAK OUT PRICES**

A. For information only, provide the following prices included in the Base Bid.

1. Electrical Work	\$ <u>94,402.00</u>
2. Mechanical Work	\$ <u>9,576.00</u>
3. Premium for Performance Bond and Labor and Material Payment Bond	\$ <u>1,180.00</u>

**3. PREVAILING WAGE LAW**

All contractors and subcontractors under this contract must comply with all requirements of the Illinois Prevailing Wage Act 820 ILCS 130/.01 et seq Act, including but not limited to, all wage notice and record keeping duties, including the Substance Abuse Prevention Public Works Act.

**4. UNDERSTANDING**

The Undersigned in submitting this Bid agrees to the following.

- A. This Contractor will act as the General Contractor for this project. This work will include all Architectural work (including all the patching for all of the trades), all Mechanical work, and all Electrical work. In addition to the aforementioned scope of construction work, this Contractor shall be the Construction Manager for all of this work. This Contractor shall coordinate the work of all trades, shall schedule the work of all trades, shall monitor the permit process for all trades, as well as shall provide all construction management work required in the contract documents (i.e.: requests for information, submit shop drawings, change order processing, run weekly construction meetings including producing meeting minutes, respond to punch list items, provide project record documents, etc).
- B. Not to withdraw his proposal for a period of sixty (60) days after the date of the Bid Opening.
- C. To enter into and execute a Contract, if same is awarded to him on the basis of this Bid, and to furnish Contract Bonds with ten (10) days of a written Notice of Award.
- D. To perform the work in accordance with the intent of the Contract Documents.
- E. The schedule of work to be determined. Working hours shall comply with local Zoning Ordinances. Working hours inside of the building may be extended to an early start or late finish upon prior written permission by the Owner and continue at Owner's discretion. Any additional costs incurred shall be included in the bid.
- F. Any of the Contractor's work that occurs in the public areas of the building shall not occur between 9:30 A.M. until the public closing of the building. All of the Contractor's equipment, materials, etc., shall be removed from these areas, and the areas shall be made safe for public occupation per local Code requirements and per the Owner's requirements. The public areas of the building shall be determined by the Owner.
- G. The Contractor shall schedule with the Owner designated areas of work in non-public areas that may be allowed to proceed during times when the building is accessible to the public. The Contractor shall only proceed at Owner's written permission and continue at Owner's discretion.
- H. The Contractor shall provide temporary sanitary facilities outside of the building at a location per the direction of the Owner. Maintenance and housekeeping of sanitation facilities will be the Contractor's responsibility, including the area surrounding the temporary sanitary facilities, to the Owner's satisfaction.
- I. The Contractor's work shall include and be responsible for painting of surface wiremold and touch-up painting, both to match adjacent surfaces to the satisfaction of the Owner.
- J. That the Owner reserves the right to reject any and all Bids and to waive informalities in the Bidding, and to award the contract in its best interest.
- K. The Contractor shall follow any and all regulations and or precautions in regard to pandemic protocols as directed by the Owner, and or State requirements, and or Local requirements, and per Federal Center for Disease (CDC) guidelines.

**5. CONTRACT DOCUMENTS**

The Undersigned acknowledges the following documents as the basis for his proposal:

- A. Invitation to Bid / Legal Notice.
- B. Owner/Contractor Agreement.
- C. Supplementary Conditions.
- D. Special Conditions.
- E. Specifications and Drawings dated 03/09/2021.
- F. Addenda: The Undersigned further acknowledges receipt of Addenda as listed below and represents that any additions to, modifications of, or deletions from the work specified, as called in these Addenda, are included in the Base Bid Sum and the Alternates.

**ADDENDUM NUMBER DATE**

#1 Dated 03/24/2021

#2 Dated 03/30/2021

(NOTE: If no Addenda have been received, write "NONE")

**6. MINORITY BUSINESS**

- A. The Bidder (qualifies) (does not qualify) as a minority business.

(MBE) \_\_\_\_\_ (WBE) \_\_\_\_\_ Other \_\_\_\_\_

**7. TAXES**

The Undersigned is aware that Cook Memorial Public Library is exempt from fees related to Illinois Retailers Occupation Tax, the Illinois Use Tax Act, and the Illinois Service Occupation Tax Act as sales to a corporation organized and operated exclusively for not-for-profit charitable, religious, or municipal purposes. This bid reflects the reduction permitted by this tax exemption.

**8. BID SECURITY**

- A. The Undersigned has attached Bid Security in the amount and form required by the Bidding Documents in the amount of \$10,515.80.

**9. PERFORMANCE AND PAYMENT BONDS**

- A. The undersigned has included the cost of Performance and Payment Bonds in the Lump Sum Price as required by the Bidding Documents and will execute the Bonds on the forms required.

11. ADDRESS, LEGAL STATUS, AND SIGNATURE OF BIDDER

- A. The Undersigned designates the address given below as the legal address to which all notices, directions, or other communications may be served or mailed.

Name of Firm or Joint Venture: Engineered Services, Inc. d/b/a Powerlink Electric

Street Address: 400 Corporate Woods Parkway

City: Vernon Hills State IL Zip 60014

Telephone: (847) 850-5666

- B. The Undersigned declares the Bidder has the legal status indicated below:

1. If a partnership, give full names of all partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If a corporation, indicate state in which incorporated: Illinois

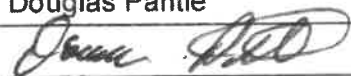
Affix Seal

- C. The Undersigned affirms he/she is qualified to do business in the State of Illinois.

- D. Signatures:

1. Individual, partnership or corporation:

Name: Douglas Pantle

By: 

Title: President

2. Parties to Joint Venture:

Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

END OF DOCUMENT

**SUB-CONTRACTORS AND SUPPLIERS SHEET****Sub-Contractor and Supplier List**

The sub-contractor and suppliers listed below will be involved in this contract work in the assignments listed. We understand that any deviation from this list must be requested in writing one (1) week prior to the start of the work that is involved, with an explanation of why the deviation is necessary.

Legal name, current telephone number and current address of sub-contractor must be included.

Sub-Contractors (Current Phone w/Area Code) Work Assignment

Jensen's Plumbing & Heating	Mechanical
Butler Coring & Concrete	Concrete Pad

Suppliers Material

Viking Electric	Electrical Supply

Firm Name: Engineered Services, Inc. d/b/a Powerlink Electric

Bidder's Signature: 

**END OF DOCUMENT**

DOCUMENT 00 04 10

BID BOND

We Engineered Services, Inc. dba Powerlink Electric as Principal and Employers Mutual Casualty Company as a corporation of the State of Iowa as Surety, are held and firmly bound unto Cook Memorial Public Library District as Obligee, in the amount of Ten Percent of Amount Bid Dollars (\$ 10%), for the payment of which Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, to the agreement.

Principal has submitted to Obligee a bid to enter into a written contract for

New Generator for Cook Memorial Library District in accordance with Bidding Documents for the project, which contract is by reference made a part hereof and is hereinafter referred to as "the Contract".

The condition of this obligation is that if Principal, upon acceptance by Obligee of its bid within the period of time specified for acceptance, shall comply with all post award requirements as required by the terms of the bid within the time specified after from Standard Documents of the Notice of Award, or in the event of the failure to comply with all post award requirements, if Principal shall pay Obligee (1) for all costs of procuring the work which exceeds the amount of its bid, or (2) shall pay Obligee the amount of this bond as liquidated damages in the event Principal is a sole bidder and after an attempt to secure other bids by re-advertising none can be obtained, then this obligation shall be null and void; otherwise, it shall remain in full force and effect.

Surety hereby agrees that its obligation shall not be impaired by any extensions of time for Obligee's acceptance or compliance with post award requirements. Surety hereby waives notice of such extensions.

Signed and sealed this 6th day of April, 2021.

Engineered Services, Inc. dba Powerlink Electric

PRINCIPAL

  
TITLE

CORPORATE SEAL

Employers Mutual Casualty Company

SURETY COMPANY

SEAL HERE

  
ATTORNEY-IN-FACT Jaclyn Kopecky

ATTEST

  
CORPORATE SECRETARY

  
WITNESS

END OF DOCUMENT

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

### KNOW ALL MEN BY THESE PRESENTS, that:

1. Employers Mutual Casualty Company, an Iowa Corporation
2. EMCASCO Insurance Company, an Iowa Corporation
3. Union Insurance Company of Providence, an Iowa Corporation

4. Illinois EMCASCO Insurance Company, an Iowa Corporation
5. Dakota Fire Insurance Company, a North Dakota Corporation
6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

**JACLYN KOPECKY**

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the Bid Bond

### Any and All Bonds

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

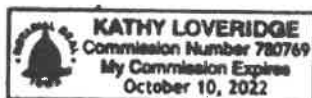
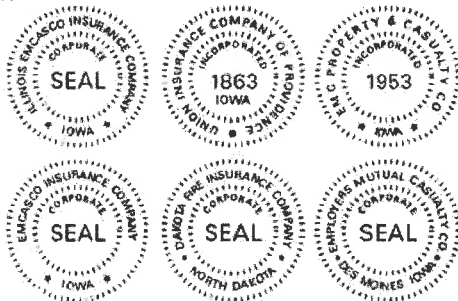
## AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

**RESOLVED:** The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 30th day of March, 2020.

Seals



*Scott R. Jean*  
Scott R. Jean, President & CEO  
of Company 1; Chairman, President  
& CEO of Companies 2, 3, 4, 5 & 6

*Todd Strother*  
Todd Strother, Executive Vice President  
Chief Legal Officer & Secretary of  
Companies 1, 2, 3, 4, 5 & 6

On this 30th day of March, 2020 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2022.

*Kathy Loveridge*  
Notary Public in and for the State of Iowa

## CERTIFICATE

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 30th day of March, 2020, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 6th day of April, 2021.

*J. D. Clough*

Vice President



DOCUMENT 00 04 50


**BIDDER CERTIFICATION**

We hereby certify that our firm Engineered Services, Inc. d/b/a Powerlink Electric is not barred from bidding on public contracts as a result of a violation of or conviction for either bid-rigging or bid rotation under Article 33E of the State of Illinois Criminal Code, or any other provision of Illinois Law.

We further certify and affirm that our proposal was prepared independently for this project and that it contains no fees or amounts other than for the legitimate execution of the work as specified and it has no understanding or agreements in restraint of trade.

This certification must be executed by the Bidder and submitted with the Bidder's Bid Form.

FIRM NAME Engineered Services, Inc. d/b/a Powerlink Electric

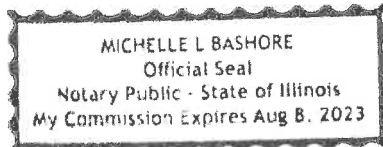
BY  CORPORATE SEAL  
(SIGNATURE)

TITLE President

ATTEST   
(SECRETARY)

Subscribed and sworn to before me on this  
5th Day of April, 2020

SEAL



(NOTARY PUBLIC)

**END OF DOCUMENT**

DOCUMENT 00 04 57

SEXUAL HARASSMENT POLICY CERTIFICATE

SEXUAL HARASSMENT POLICY CERTIFICATE

Engineered Services, Inc. d/b/a Powerlink Electric contractor does hereby  
certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2 - 105)  
that [he, she, it] has a written sexual harassment policy that includes, at a minimum, the  
following information: (i) the illegality of sexual harassment; (ii) the definition of sexual  
harassment under State Law; (iii) a description of sexual harassment, utilizing  
examples; (iv) an internal complaint process including penalties; (v) the legal recourse,  
investigative and complaint process available through the Department of Human Rights  
and Human Rights Commission; (vi) directions on how to contact the Department of  
Human Rights and Human Rights Commission; and (vii) protection against retaliation.

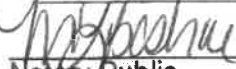
By   
(Authorized Agent of Contractor)

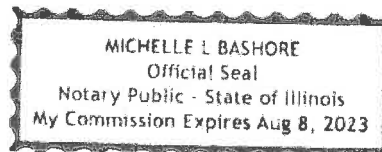
President  
Title

April 5, 2021  
Date

Subscribed and sworn to before me this 5th day

of April, 2021

  
Notary Public



Seal

END OF DOCUMENT

DOCUMENT 00 04 60

BIDDER REFERENCE

Project References: Submit at least five (5) references for similar projects which were completed within the past two (2) years. Failure to complete this form will result in rejection of bid.

CLIENT AND ADDRESS	CONTACT PERSON & TELEPHONE NO.	PROJECT COST	DATE COMPLETED
Village of Northbrook	Paul Risinger (847) 664-4112	\$242,000.00	10/30/2019
CVS	Linda McInerney (847) 559-3909	\$871,000.00	12/15/2019
MWRD	Hoahn Lee (815) 272-7430	\$575,000.00	10/15/2020
BEAR Construction	Victor Sense (847) 521-6047	\$1,985,000.00	Ongoing
Interstate Power Systems	Robert Alfini (708) 642-5071	\$675,000.00	12/31/2020

FIRM NAME: Engineered Services, Inc. d/b/a Powerlink Electric

BIDDER'S SIGNATURE: 

END OF DOCUMENT



# Cook Memorial Public Library District

## LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: April 20, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Committee Recommendation to Proceed with the Aspen Drive Library Drive-up Window Project by Accepting a Bid from MAG Construction.

---

At the June 9, 2020 Building and Grounds Committee Meeting, committee members received an overview of a proposed drive-up window at the Aspen Drive Library. Committee members directed administrative staff to conduct a survey of library users to gauge interest in this improvement. A survey was conducted in the summer of 2020 with results provided to all Trustees prior to the November Building and Grounds Committee meeting. A summary of the survey results is attached.

At the November 12, 2020 Building and Grounds Committee Meeting, committee members agreed to move forward with pricing information for the drive-up window project. The installation of the new window was subject to competitive bidding as the cost was expected to exceed \$25,000, the threshold set by state law (75 ILCS 16/40-45).

All Trustees received updates on the proposed project at the regular board meetings on January 19, 2021 and February 16, 2021.

On Tuesday, April 6, 2021, bids were publicly opened for this project which included the scope of work indicated on the contract documents produced by Product Architecture + Design. Nine bids were received with MAG Construction as the low bidder with a base bid of \$30,495 and an additional \$3,100 for Alternate 1, which adds an exterior protective concrete bollard adjacent to the window.

Please see attached bid results and a recommendation by Product Architecture + Design to accept MAG Construction's base bid and alternate #1. Library Director David Archer received positive feedback from all three references provided by MAG Construction.

At the April 12, 2021 Building and Grounds Committee Meeting, Dan Pohrte, of Product Architecture + Design, provided an overview of the project and recommended approval of the base bid and alternate #1 by MAG Construction. Committee members made a unanimous recommendation to the full board to accept a bid from MAG Construction to add a drive-up window at Aspen Drive not to exceed \$38,600. This amount is for the base bid w/alternate #1 in the amount of \$33,595 with a 15% contingency.

Donations from the Friends of the Library and an anonymous individual will cover \$25,171.35 in costs for this project. These funds will need to be transferred to the Special Reserve Fund via approval of the attached resolution.

April 15, 2021

product architecture + design

# Memorandum:

## Aspen Drive Library: Drive-thru Window and Bookdrop Renovation Recommendation to Award

Cook Memorial Public Library District  
David Archer, Director  
413 N Milwaukee Avenue  
Libertyville, IL 60048

David

On April 6, 2021 at 1:00 pm at the Aspen Drive Library, the library received a total of nine (9) bids for the new drive-thru window and bookdrop renovation project. The low base bid for the project was \$30,495.00 from MAG Construction Co. with an average base bid of \$42,485.67. The product architecture + design team was very pleased with the number and spread of the bids and felt it was a successful bid day.

In addition to the base construction scope, the team listed two (2) add alternates for the project to include a new concrete-filled steel bollard at the new bookdrop location (Alternate #1) and to include a new air curtain as supplemental conditioning for the space adjacent to the new drive-thru window (Alternate #2). The value of this additional scope of work submitted by MAG Construction was \$3,100.00 and \$12,800.00, respectively.

On April 9, 2021 at 8:00 am, our team contacted Joe Magnani, owner and representative for MAG Construction and reviewed the scope of work for the project that was included in the contract documents. At the conclusion of the phone conversation, we were satisfied that all work required to complete the project was included in their proposal and it should be considered valid. In addition, Alex Krug contacted and received positive feedback from three (3) references for projects of similar size completed by MAG Construction in the last three years. Therefore, we can confidently recommend that the library board of trustees approve the submitted bid proposal from MAG Construction Co.

Our recommendation would be to approve the development of a contract for the drive-thru window and bookdrop renovation base bid and alternate #1 for a total contract cost of \$33,595.00 with MAG Construction Co. We would also ask that the board approve a project contingency of \$5,000.00 to be used in the event of unforeseen conditions during construction for a total project cost not to exceed \$38,600.00.

Upon approval by the board, product architecture + design will provide an AIA A105-2017 standard small project agreement between owner and contractor for review and signature. As part of the contract, MAG Construction will provide a project schedule for review and approval by the library.

Please do not hesitate to contact me with any questions.

Best-

Dan Pohrte  
Partner, product architecture + design

# Aspen Drive Library: Bid Tabulation Sheet

Drive-thru Window & Bookdrop

04/06/21 @ 1:00pm

Company Name	Bid Bond?	addendum #1	Base Bid	Alternate 1 - Bollard	Total w/ Alternate 1	Alternate 2 - Air Curtain
Action 1 Construction	Y	Y	\$49,900.00	\$3,000.00	\$52,900.00	\$8,000.00
Blue Reef LLC					\$0.00	
Boller Construction					\$0.00	
Boutz Demo					\$0.00	
Efraim Carlson & Son Inc	Y	Y	\$39,800.00	\$1,800.00	\$41,600.00	\$6,900.00
Horcher Construction	Y	Y	\$32,500.00	\$3,315.00	\$35,815.00	\$11,355.00
Knudsen Construction	Y	Y	\$32,250.00	\$7,000.00	\$39,250.00	\$10,000.00
Lo Destro Construction	Y	Y	\$50,000.00	\$5,000.00	\$55,000.00	\$1,500.00
MAG Construction	Y	Y	\$30,495.00	\$3,100.00	\$33,595.00	\$12,800.00
Pacific Construction	Y	Y	\$69,826.00	\$5,716.00	\$75,542.00	\$2,674.00
PQC Corp					\$0.00	
Red Feather Group	Y	Y	\$39,100.00	\$2,500.00	\$41,600.00	\$4,500.00
Stuckey Construction Co	Y	Y	\$38,500.00	\$5,000.00	\$43,500.00	\$6,000.00
Toler Construction Inc					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	

## Aspen Drive Library Drive-Up Window Survey - July 2020

**Q1. If a drive-up window was installed at Aspen Drive Library, how likely would you use it to pick up materials?**

Answer Choices	Responses	
Likely	64.02%	315
Possibly	20.33%	100
Unlikely	15.65%	77
<b>Answered</b>		<b>492</b>
<b>Skipped</b>		<b>2</b>

**Q2. If a drive-up window was installed at the Aspen Drive Library, how often would you anticipate using it?**

Answer Choices	Responses	
Weekly	19.32%	79
A few times a month	44.01%	180
Once a month	17.60%	72
Every few months	11.49%	47
A few times a year	7.58%	31
<b>Answered</b>		<b>409</b>
<b>Skipped</b>		<b>85</b>

**Q3. The Library District has two locations - Aspen Drive Library in Vernon Hills and Cook Park Library in Libertyville. Which location do you use more regularly?**

Answer Choices	Responses	
Aspen Drive Library, Vernon Hills	61.19%	287
Cook Park Library, Libertyville	28.14%	132
I use both Aspen Drive and Cook Park Libraries equally	10.66%	50
Don't know	0.00%	0
<b>Answered</b>		<b>469</b>
<b>Skipped</b>		<b>25</b>

**Q4. Are you a resident of the Library District?**

Answer Choices	Responses	
Yes	93.62%	440
No	5.53%	26
Don't know	0.85%	4
<b>Answered</b>		<b>470</b>
<b>Skipped</b>		<b>24</b>

**Q5. Where do you live?**

Answer Choices	Responses	
Vernon Hills	56.48%	266
Libertyville	25.90%	122
Mundelein	9.98%	47
Green Oaks	1.49%	7
Mettawa / Indian Creek	1.27%	6
Other	4.88%	23
<b>Answered</b>		<b>471</b>
<b>Skipped</b>		<b>23</b>

**RESOLUTION TO PROCEED WITH THE ASPEN DRIVE LIBRARY DRIVE-UP WINDOW PROJECT BY ACCEPTING A BID FROM MAG CONSTRUCTION**

WHEREAS, at the November 12, 2020 Building and Grounds Committee Meeting, committee members agreed to move forward with pricing information for the proposed addition of a drive-up window at the Aspen Drive Library; and

WHEREAS, on April 6, 2021 a total of nine (9) bids were received and publicly opened pursuant to an invitation to bid issued on March 4, 2021; and;

WHEREAS, after reviewing all bids for the required specifications and accuracy, the Library's retained architect, Product Architecture + Design, and Library Staff have determined that MAG Construction submitted the lowest responsible bid in the amount of \$30,495 and an additional \$3,100 for Alternate 1 for a total of \$33,595; and

WHEREAS, at the April 12, 2021 Building and Grounds Committee meeting, members unanimously recommended the full board accept the bid from MAG Construction in the amount of \$33,595 along with a contingency of 15% for unforeseen expenses for a project total not to exceed \$38,600; and

WHEREAS, donations from the Friends of the Library and an anonymous individual will cover \$25,171.35 in costs for the project;

WHEREAS, the Library Board of Trustees believe and hereby declare that it is in the best interest of the District to approve the bid of MAG Construction, the lowest responsible bidder in response to request for bids opened on April 6, 2021.

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

Section 1: The bid by MAG Construction in the amount of \$33,595 is hereby accepted, substantially in the form attached hereto as Exhibit A.

Section 2: The Board authorizes a 15% contingency for a project total not to exceed \$38,600.

Section 3: The sum of \$12,593.35 representing donated funds from the Friends of the Library, shall be used to cover a portion of the costs of this project and shall be transferred from the General Fund to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

Section 4: The sum of \$12,578, representing a donation from an anonymous donor, shall be used to cover a portion of the costs of this project and shall be transferred from the Trust Fund to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

Section 5: This Resolution is effective immediately on the date of its passage.



RESOLUTION 2020-2021/17

ADOPTED this 20<sup>th</sup> day of April, 2021 pursuant to roll call vote as follows:

AYES: \_\_\_\_

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

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

ATTEST:

\_\_\_\_\_  
President, Wendy Vieth

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

product architecture + design

March 10, 2021

## Bid Proposal Form

**Aspen Drive Library: Drive-Thru Window & Bookdrop**

**Bids Due: November 23, 2020 1:00 pm CST**

**Bid Proposal for:**

Aspen Drive Library  
David Archer, Library Director  
701 Aspen Drive  
Vernon Hills, IL 60061

**Mandatory Pre Bid Walk-Thru:**

**March 23, 2021 | 8:00 a.m. at the Library**

**Bid Due Date:**

**April 6, 2021 | 1:00 p.m. at the Library**

**Included in Sealed Bid:**

Lump Sum Base Bid Proposal Form  
10 % Bid Bond

### Bidder Information:

MAG Construction  
(Name of Company)

Joe Magnani  
(Name of Bidder)

President  
(Title)

629 Homewood Ave Highland Park IL 60035  
(Street Address, City, State, Zip)

847 432 7783  
(Telephone Number)

[Signature] 4-6, 2021  
(Signed / Dated)

**Bid Bond:** Bid bond equal to 10% of the bid amount Included [Signature] (Initial)

### Base Bid

STIPULATED SUM/BASE BID: Having examined the bid documents and visiting the site, including the Drawings and Addenda, the undersigned purposes to furnish all labor, materials and equipment for the following Base Bid Sum:

thirty thousand four hundred ninety five DOLLARS \$30,495.00

Aspen Drive Library: Drive-Thru Window & Bookdrop  
March 10, 2021: ISSUE FOR BID

**product architecture + design**

**Alternates**

Having examined the bid documents and visiting the site, including the Drawings and Addenda, the undersigned purposes to furnish all labor, materials and equipment for the following Alternates:

**Alternate #**

Alternate #1: Bollard (Add) : three thousand one hundred DOLLARS (\$ 3,100.00)

Alternate #2: Air Curtain (Add) : twelve thousand eight hundred DOLLARS (\$ 12,800.00)

**Bid Description:**

By submitting this bid the contractor list above acknowledges:

- a) They have received the contract documents including:
1. Instructions to Bidders (including all riders A,B,C),
  2. Project Scope or Work
  3. Construction Documents & Plans by Product Architecture + Design, Titled ISSUED FOR BID and Dated 03/10/21 including sheets: A0.0, A0.1, D1.1, A1.1,, A1.2.
  4. Addenda: The above signed further acknowledges receipt of the Addenda as listed below and represents that any additions to, modifications of, or deletions from the Work specified, as called for in these Addenda are included in the Base Bid Sum

ADDENDUM NUMBER

# 1  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE

3/25/21  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b) That the form of contract to be used for the project is the American Institute of Architects A105-2017 Owner/Contractor Agreement-Small Commercial Project
- c) A bid bond is required for all bids in the amount of 10% of the bid value issued by a surety authorized to do business in the state of Illinois or by certified check/money order.
- d) They have sole responsibility for labor, materials and equipment items as dictated by the Contract Documents and Invitation to bid.
- e) Bidders may withdraw or cancel a bid at any time prior to the bid opening time provided written notification is received. After the opening time, no bids can be withdrawn or cancelled for a period of sixty (60) calendar days.
- f) The Library is a tax-exempt organization, no sales, excise or use tax to be included in your bid. Any and all other applicable taxes are to be included.

**product architecture + design**

- g) They will pay applicable Prevailing Wage pursuant to the Illinois Prevailing Wage Act 820 ILCS 130/01 et seq and benefits to their employees and submit proof of doing so to Cook Memorial Public Library District prior to receiving payments.
- h) They have read and agreed to all the information contained in the Instructions to Bidders dated March 10, 2021
- i) That they are responsible for any and all OSHA regulations relative to the scope of their work, including providing any and all required Personal Protective Equipment (PPE).
- j) That their proposal is considered accepted only when the Owner (Indian Prairie Public Library) executes the contract.
- k) They are aware that the comparison of a proposal is a subjective process requiring evaluation of a multiple of factors including price, experience, references, compatibility of materials in use at the Project Site, availability of maintenance or repair work, and ability to timely coordinate and complete the work assigned to that trade.
- l) That the Owner reserves the right to waive irregularities, technicalities, and formalities and to reject any or all bids.
- m) That the library must remain open to the public during normal library hours during construction.
- n) All bids over \$50,000 are to include the price for a payment and performance bond. The selected bidder must submit payment and performance bonds to the owner within 10 days receiving notice to proceed. The performance bond to be provided (AIA Form) shall contain the following language "Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein".
- o) They shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner and/or Architect in enforcing the terms and provisions of this Agreement and in defending any proceedings to which the Owner and/or Architect is made party as result of the conduct, acts, errors or omissions of the undersigned.
- p) Builder's Risk insurance shall be covered by the contractor as outlined in the AIA105-2017 contract.
- q) It shall be the responsibility of the contractor to ensure that the library is both watertight and secure at the end of each workday. Any damage cause by the infiltration of weather or breach in security caused by negligence on the part of the contractor shall be the sole responsibility of the contractor to correct.

**-END-**

# THE AMERICAN INSTITUTE OF ARCHITECTS

## AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE MAG Construction Company  
629 Homewood Avenue Highland Park, IL 60035

as Principal, hereinafter called the Principal, and North American Specialty Insurance Company  
1200 Main Street, Suite 800, Kansas City, MO 64105

a corporation duly organized under the laws of the State of NH  
as Surety, hereinafter called the Surety, are held and firmly bound unto Cook Memorial Public Library  
District Aspen Drive Library  
701 Aspen Drive Vernon Hills, IL 60061

as Obligor, hereinafter called the Obligor, in the sum of Ten Percent of Amount Bid  
Dollars (\$ 10% ),  
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs,  
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Aspen Drive Library: Drive-Thru Window & Bookdrop

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with  
the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or  
Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt  
payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter  
such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the  
penalty hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith  
contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise  
to remain in full force and effect.

Signed and sealed this 6th day of April, 2021

Budget E. May  
(Witness)

MAG Construction Company

(Principal)

(Seal)

By: Joseph M. May

President  
(Title)

North American Specialty Insurance Company

(Surety)

(Seal)

By: Kimberly R. Holmes

Attorney-in-Fact

Kimberly R. Holmes

(Title)



Rachel Hernandez  
(Witness)

SS

STATE OF ILLINOIS

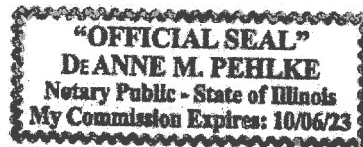
COUNTY OF DuPAGE

I, DeAnne M. Pehlke Notary Public of WILL County, in the State of  
Illinois, do hereby certify that Kimberly R. Holmes Attorney-in-Fact, of the  
North American Specialty Insurance Company who is personally known to me to  
be the same person whose name is subscribed to the foregoing instrument,  
appeared before me this day in person, and acknowledged that she signed,  
sealed and delivered said instrument, for and on behalf of the  
North American Specialty Insurance Company for the used and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of  
Naperville in said County, this 6th day of April A.D., 2021.

DeAnne M. Pehlke  
(Notary Public) DeAnne M. Pehlke  
My Commission expires: 10/06/2023

Notary Seal:



SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY  
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint: **Kimberly R. Holmes**

Principal: MAG Construction Company Bond Number: Bid Bond  
Obligee: Cook Memorial Public Library District Aspen Drive Library Bond Amount: See Bond Form  
Bond Description: Aspen Drive Library: Drive-Thru Window & Bookdrop

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9<sup>th</sup> of May, 2012:

"RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By

Steven P. Anderson, Senior Vice President of Washington International Insurance Company  
& Senior Vice President of North American Specialty Insurance Company



By

Michael A. Ito, Senior Vice President of Washington International Insurance Company  
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 1st day of February, 2019.

North American Specialty Insurance Company  
Washington International Insurance Company

State of Illinois  
County of Cook ss:

On this 1st day of February, 2019, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny  
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 6th day of April, 2021.

Jeffrey Goldberg  
Jeffrey Goldberg, Vice President & Assistant Secretary of  
Washington International Insurance Company & North American Specialty Insurance Company

**RESOLUTION 2020-2021/12**

**RESOLUTION ADOPTING REVISED PERSONNEL 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 Personnel 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 Special Board Meeting / Policy Workshop on December 9, 2020 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 20<sup>th</sup> day of April, 2021

AYES: \_\_\_\_

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

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

ATTEST:

\_\_\_\_\_  
President, Wendy Vieth

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



## **EXHIBIT A**

### **PERSONNEL POLICY**

#### Article I      Purpose.

##### Section 1      Use.

This policy is adopted by the Cook Memorial Public Library District ("Library") Board of Trustees as a guide to staff, especially the Library Director and those members of the library staff empowered by the Library Director with employee administration. Each employee is required to read this policy and have access to a copy for reference. This policy is not intended to serve as a contract between the Library and all or each of its employees. The practices contained within this policy are informational or simply describe general or expected Library practice. Exceptions are sometimes appropriate, and the Board of Library Trustees reserves the right to alter this policy at any time without notice.

##### Section 2      Goal.

The personnel practices within this policy are intended to promote the efficiency of each employee and his or her ability to function as part of a team providing library service. Consistency and fairness tempered with compassion in personnel administration is an important means of promoting good employee performance. The needs as well as the responsibilities of employees must be considered when establishing effective personnel practices. Establishing practices which compare favorably with other libraries and employers in the region is important if the Library is to be able to attract and retain staff.

##### Section 3      Legal Limitations.

Nothing in this policy shall conflict with federal, state or local laws or regulations. If any inconsistency develops between the personnel practices within this policy and any applicable law or regulation, the law or regulation will have the effect of immediately superseding these practices. All applicable laws or regulations will be observed whether or not they are stated in this policy.

##### Section 4      At-Will Employment.

The Library is an at-will employer, which means that either the employee or the Library may terminate employment at any time, for any reason, or for no reason at all. The Personnel Policy gives an outline of the basic personnel policies, practices and procedures of the Library. It contains general statements of policy and should not be read as forming an expressed or implied contract or promise. The Library reserves the right to alter or amend this Personnel Policy at any time, with or without notice. The Library will try to keep this document current, but there may be times when the policy will change before this material can be revised.

## Section 5      Equal Opportunity Provisions.

The Library is an equal opportunity employer in accordance with applicable State and Federal law. The Library does not discriminate or make any employment related decision on the basis of any person's age, race, sex, marital status, handicap, disability, sexual orientation, religion, national origin, or any other characteristic that is protected by applicable law. It is the Library's goal to make all personnel decisions based on individual skill, talent and merit based on the needs of the library.

## Article II      Responsibility.

### Section 1      Board of Trustees.

The Board of Library Trustees is responsible for establishing the general personnel practices contained in this policy, as it is for establishing the compensation and benefit program of the Library. These matters will be reviewed by the Board biannually. In addition, the Board is vested with the authority to make any and all employment policy decisions and to decide all matters not specifically covered by this policy.

### Section 2      Library Director.

The responsibility and authority for administering the library staff rests with the Library Director. He or she shall exercise authority within the purposes, goals and practices established in this policy and shall obey all applicable rules and regulations. If the goals of this policy are to be achieved, some interpretation of and exceptions will be necessary. The Library Director is authorized to make these interpretations and exceptions and will consult the Board when, in his or her judgment, an important precedent is likely to be established. Because exercise of administrative judgment is part of the Library Director's job, review of that judgment can be undertaken by the Board at any time.

The Library Director is responsible for delegating the administration of this policy to other responsible staff when advisable, but he or she is not relieved of responsibility for that administration. The Library Director is also responsible for recommending changes to this policy and other personnel practices of the Library to the Board. He or she is responsible for transmitting concerns of the staff to the Board regarding this policy.

## Article III      Employment.

### Section 1      Recruitment.

The Library is an equal opportunity employer. Recruitment of staff members is based solely on fitness for the work to be done, with appropriate attention to educational and technical qualifications, background and experience. Employees are not required to live within the District. Trustees or close relatives of trustees shall not be employed by the Library. Close relatives of staff members are defined as parents, spouses, domestic partners, children, brothers, sisters, brothers-in-law, sisters-in law, wards, and guardians and shall not be employed by, or volunteer for, the Library in positions where they directly or indirectly supervise or are supervised by another family member.

If a candidate is asked to come from a distance exceeding 40 miles, at least one-half of the interview travel expenses will be paid by the Library. Payment for such mileage shall be reimbursed at that rate established by the U.S. Internal Revenue Service. Such mileage claims should be made within 60 days of being incurred.

All open position announcements are posted in the staff lounge and sent via email to staff.

Section 2 Initial Training.

The first six months of service constitute an initial training period during which the employee is trained and counseled. If either the new employee or the Library wishes to terminate the employment during this period, no notice to or from the employee is required and no severance will be granted. Completion of the initial training period does not create any right to continued employment.

Section 3 Transfers, Promotions, Demotions.

Promotions, demotions and staff transfers between departments will be with the approval of the Library Director.

Article IV Terminations.

Section 1 Termination by the Library.

Elimination of staff positions may be required from time to time. Notification of dismissal should contain the reasons for dismissal and may be effective immediately. However, the provision of reasons does not require that any particular reason be given nor that any employee can only be dismissed for just cause. Employees will be paid for any earned but unused vacation time upon termination of employment.

Section 2 Dismissal Review.

Any full-time employee who has completed the initial training period and who has been dismissed by the Library Director has the privilege of requesting an informational meeting before the Board with the Library Director and Human Resources staff member in attendance. This meeting is to permit the employee to speak to the Board regarding his or her dismissal. The Board, in its discretion, shall determine how such meeting will be structured and who will be present. Such meetings are requested by letter to the Library Director and the President of the Board of Trustees stating the grounds for the request. A request for a meeting with the Board shall not impact or delay the effective date of an employee's dismissal.

Section 3 Retirement.

The Library does not mandate retirement based on age.

Section 4 Resignation.

Employees exempt under the Fair Labor Standards Act are expected to give notice four weeks prior to their last day of work. All other employees are expected to give two

weeks' notice. Pay will be granted for vacation days earned but not used subject to the Library's limitations on accrual of vacation days.

## Article V      Schedules.

### Section 1      Work Week.

Full-time employees are generally scheduled to work 37 1/2 hours per week. The work week begins on Sunday and ends on Saturday. The Library Director may authorize up to 40 hours per week on a regular basis if there is need for extra time. Part-time employees normally work no more than 29 hours per week averaged over a 12-month period. Schedules are planned to meet the requirements of the Library. All schedule changes must be approved by an employee's supervisor.

Staff meetings, department meetings, and other approved committee meetings are also considered scheduled time. Attendance is required and compensation is given.

Employees are personally responsible for keeping their time in the prescribed manner.

### Section 2      Breaks.

Although not required by law, employees working a shift of 3.5 hours or more, are encouraged to take a 15-minute break with pay during each shift. Breaks must be staggered so that public services are adequately covered. Breaks shall not be taken at the beginning or end of a work period or to lengthen a meal break.

### Section 3      Meal Breaks.

Meal breaks are normally one half or one hour in length and are scheduled under the direction of the department managers. A meal break is required by law in each work period 7 1/2 hours or greater and must be scheduled not more than five hours into the work period. Meal breaks for non-exempt employees must be uninterrupted. Meal breaks are unpaid.

### Section 4      Break Time for Nursing Mothers.

Reasonable paid break time is provided to employees who need to express milk for her nursing infant child up to one year after the child's birth. The break time may run concurrently with any break time already provided. The Library will provide a room or other location for an employee to express milk in privacy. (820 ILCS 260/10)

### Section 5      Overtime.

Exempt employees do not receive overtime compensation. Time required by the Library to be worked in excess of the regularly scheduled hours for a non-exempt employee is considered overtime. All employees are expected to comply with requests to work overtime provided reasonable notice is given.

Section 6 Overtime Pay.

Overtime is compensated at the straight time rate of pay if the total of 40 hours per work week is not exceeded. Hours worked by a non-exempt employee in excess of 40 in a work week are compensated at time and one-half.

Section 7 Overtime Calculation.

Only hours actually worked are counted toward overtime. No leave of any kind, holidays, or vacation granted an employee, even if paid, shall be counted as hours worked for calculating overtime.

Section 8 [7] Non-Exempt Employee Work During Non-Work Hours.

With the exception of brief communication for informational exchanges (e.g. schedule changes), non-exempt employees are prohibited from performing library tasks during non-work hours without prior approval by their supervisor. Any such work performed without prior approval will be a reason for disciplinary action.

Section 9 [8] Compensatory Time.

Compensation for overtime hours worked up to 40 hours in a week may be given in the form of equivalent scheduled time off. Whenever possible, compensatory time should be used during the pay period in which it is earned. An employee is to request the use of such compensatory time and such time off is granted if it does not unduly disrupt the operation of the Library.

Hours worked by a non-exempt employee over 40 hours in a week must be paid at time and one half or be taken as time and one half compensation time if the employer and the employee agree. Compensatory time for hours worked over 40 in a week which is not taken by the end of the pay period following the one in which it was incurred, however, will be compensated as pay.

Section 10 [9] Absence and Tardiness.

Regular and predictable attendance is an essential function of every position at the Library. Employees must be prepared to start work at the time their workday begins. Employees unable to report to work for any reason, must notify their supervisor or manager on a daily basis until their return to work. Unexcused absence or tardiness may be subject to disciplinary action, including but not limited to, dismissal.

Section 11 [10] Unscheduled Closings.

Employees will be paid for time scheduled but not worked due to unscheduled closings. Employees scheduled to work during these periods will be asked to remain available to work unless specifically released. The Board may take specific action regarding compensation under special circumstances.

Article VI Holidays.

Section 1 Designated Holidays.

The Library will be closed on the following Library holidays:

New Year's Eve	All Day	Thanksgiving Eve	At 5 p.m.
New Year's Day	All Day	Thanksgiving Day	All Day
Memorial Day	All Day	Christmas Eve	All Day
Independence Day	All Day	Christmas Day	All Day
Labor Day	All Day	Easter Sunday	All Day

Section 2 Holiday Compensation.

Library holidays are paid holidays for full-time employees and part-time employees who would normally be scheduled to work on that day. When a library holiday falls on a day which is a regular day off for a full-time employee, equivalent time off will be scheduled.

**For full-time staff**, Easter Sunday will be compensated as six hours of time off **and** Thanksgiving Eve ~~will be compensated~~ as four hours of time off. **Part-time staff scheduled to work on holidays that fall on a Sunday will be compensated at time and one half.**

Section 3 Religious Observances.

Any employee wishing to be excused from work in order to observe a religious holiday that is not a Library holiday will be granted permission to take vacation, personal leave, or a reasonable amount of unpaid leave for this purpose.

Article VII Vacation.

Section 1 Scheduling.

Vacation and unpaid time off must be approved in advance by an immediate supervisor. Staffing and training considerations may affect the scheduling of vacations.

Section 2 Eligibility.

Full-time employees and part-time employees whose work schedule is 20 hours a week or more over a twelve-month period are entitled to vacation with pay.

Section 3 Eligibility When on Disability or Leave of Absence.

When an employee is on short-term disability, long-term disability, unpaid FMLA or unpaid leave of absence, no additional vacation time will be earned or accrued.

Section 4 Vacation Allowances.

Vacation allowances are based on the schedule as follows:

<u>Classifications</u>	<u>Years Employed by the Library</u>			
	<u>Less than 5 full years</u>	<u>After 5 full years but less than 13 full years</u>	<u>After 13 full years but less than 20 full years</u>	<u>After 20 full years</u>
Full-time staff Salary Band 5 or higher	4 weeks	4 weeks	4 weeks	5 weeks
All other staff 20 hours or more per week	2 weeks	3 weeks	4 weeks	5 weeks

#### Section 5      Earned Vacation.

Full-time employees shall earn and accrue their vacation allowance monthly over the course of their employment year, based upon the following schedule:

<u>Monthly accrual</u>		<u>Monthly accrual</u>	
2 weeks	.833 days (6.25 hours)	4 weeks	1.67 days (12.5 hours)
3 weeks	1.25 days (9.375 hours)	5 weeks	2.083 days (15.625 hours)

Part-time staff shall earn and accrue their vacation allowance monthly over the course of their employment year at the rate of 1/12 per month. The vacation allowance is prorated based on the employee's regularly scheduled work week.

#### Section 6      Availability.

All full-time and part-time employees are entitled to one week of the first year's vacation allowance during the first six months of employment. The remainder of the first year's vacation allowance may be taken after the first six months of employment.

An employment year ends on the anniversary of employment. The vacation allowance is available at any time during that employment year, subject to appropriate scheduling.

Employees are allowed to take up to one week of unearned vacation, as long as they sign a statement acknowledging that they have not earned the vacation time being taken and that it will be repaid from the final paycheck if they leave the employment of the Library for any reason before the amount of vacation time used has been earned.

Section 7      Accumulations.

As much as one week of vacation that remains unused at the end of the employment year may be carried forward for one year for use during the next employment year. For staff with vacation allowances of three weeks or more, as much as two weeks of vacation that remains unused may be carried forward for one year for use during the next employment year. The maximum vacation accumulation at any time shall not exceed an employee's standard vacation allowance for a year, plus one or two additional week(s) depending on how much vacation allowance they are entitled.

Section 8      Holidays During Vacation.

Library holidays occurring during a scheduled vacation are not counted as vacation days.

Section 9      Pay for Unused Vacation.

Unused vacation may not be claimed in the form of additional pay except at termination. Vacation pay due at termination is the earned but unused amount, including any unused, carried forward amount.

Article VIII    Sick Leave.

Section 1      Eligibility.

All ~~full-time~~ employees are entitled to use earned sick leave with pay.

Section 2      Eligibility While on Disability or Leave of Absence.

When an employee is on short-term disability, long-term disability, unpaid FMLA or unpaid leave of absence, no additional sick time will be earned or accrued.

Section 3      Applicability.

Authorized sick leave is granted when an employee is absent because of illness or injury. Sick leave is also authorized for routine dental, optical or medical appointments.

In accordance with the Employee Sick Leave Act (~~P.A. 099-0841~~), employees may use accrued sick leave for absences resulting from the illness, injury or medical appointments of the employee's child, stepchild, spouse, party in a civil union, sibling, parent, parents-in-law, grandchild, grandparent or stepparent. This benefit does not extend the maximum leave allowable under FMLA (P.A. 099-0841).

Section 4      Sick Leave Allowance.

Sick leave accrues at a rate of one 7 1/2 hour day per month to a maximum accumulation of 240 working days. **[For part-time staff, sick leave accrues monthly at a rate of 1/5 of an employee's regularly scheduled work week hours to a maximum accumulation of 240 prorated working days].**

At the discretion of the Library Director or Senior Manager, medical certification of the need for sick leave may be required, or a doctor's release may be required before an employee returns to work.



Section 5      Sickness During Vacation, Personal Days and Comp Days.

Vacation may not be converted into sick leave time when sickness occurs within a scheduled vacation period that is underway.

Section 6      Pay for Unused Sick Leave.

No pay will be granted for unused sick leave at any time, including at the time of separation from employment.

Article IX      Miscellaneous Leaves.

Section 1      Death in the Family.

In the event of a death in the immediate family which includes a spouse, a party in a civil union, parents, stepparents, parents-in-law, sister, brother, children, stepchildren, grandchildren, **grandparents,** wards, and guardians, three calendar days of leave with pay is allowed. Leave in excess of three calendar days may be deducted from accrued vacation time. One day of leave with pay is granted in the case of a death of more distant relatives. Additional paid leave may be granted at the discretion of the Library Director.

In accordance with the Child Bereavement Leave Act (P.A. 99-0703), employees may take up to 10 working days of unpaid leave or accrued vacation time within 60 days following the death of a child. This benefit does not extend the maximum leave allowable under FMLA.

Section 2      Family and Medical Leave.

Under the Family and Medical Leave Act (FMLA), qualified employees are entitled to up to 12 work weeks of unpaid leave per year for the birth or adoption of a child, for a spouse or an immediate family member with a serious health condition, or because of a serious health condition that leaves the employee unable to work. Such leaves shall be requested in accordance with the written FMLA policy of the Library.

Section 3      Victims' Economic, Security and Safety Leave.

Under the Victims' Economic Security and Safety Leave Act (VESSLA), eligible employees are entitled to up to 12 work weeks of unpaid leave as stipulated in the VESSLA Policy. Such leave shall be requested in accordance with the written VESSLA policy of the Library.

Section 4      Personal Leave.

Two personal leave days with pay will be granted during each employment year for full-time employees. These must be scheduled in advance whenever possible.

Section 5      Time Off to Vote.

~~Time off without pay to vote may be granted as required by law.~~ [An employee may be permitted up to two hours of paid leave for the purpose of voting in an election if the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls. An employee who needs to take time off to vote should notify his or her supervisor no later than one week before the election (10 ILCS 5/17-15)].

Section 6      Administrative Leave.

Administrative leave is leave without pay which may be granted to employees for such purposes as education, vacation abroad, etc. Requests for such leave must be made in writing and approved in advance by the Library Director.

If administrative leave is granted, regular vacation must be exhausted first.

Vacation time and sick leave do not accrue during administrative leave. Any proration of vacation time and sick leave will be at the discretion of the Library Director.

Section 7      Jury Duty.

An employee who is selected for jury duty will be paid his/her regular pay during his/her period of jury duty.

Section 8      Military Leave.

Employees shall be provided with leave for military service as required by State and Federal law.

Section 9      School Visitation Leave.

Employees working 20 hours or more who have completed six months of employment and have expended all of their personal and vacation days shall be granted up to four hours in a day and eight hours during an employment year of unpaid leave for school visitation. Seven days' notice is required. The time may be made up at the employee's option.

Article X      Pay.

Section 1      Salary Scale.

Pay scales are reviewed by the Board annually [and adjusted to reflect changes in the Consumer Price Index]. ~~on the basis of their competitiveness and currency in relation to the cost of living.~~ Revised scales become effective July 1 of the applicable year.

Section 2      Salary Amounts.

The salary of each employee will be reviewed annually and will be determined on the basis of performance review, job responsibility and current economic conditions. The salary of the Library Director shall be determined by the Board. The salaries of other employees shall be determined by the Library Director, subject to Board approval.

Section 3          Pay Day.

Employees of the Library are paid ~~every other Monday~~ [bi-weekly].

Section 4          Premium Compensation.

Compensation for work performed on Sundays or Library holidays shall be at time and one half the normal compensation rate.

Section 5          Special Pay.

When an employee is asked to [commute to] ~~work for~~ the Library for a short period to perform a special task, the employee shall receive a minimum of one hour's pay.

Section 6          Bonuses.

The Library Director at his or her sole discretion is authorized to award bonuses to employees for exceptional performance if budgeted.

Article XI      Employee Development.

Section 1          Evaluation and Counseling.

The Library Director is responsible for establishing a system for evaluating Employee performance and for providing constructive counseling, appropriate in-service training and, if advisable, outside training.

Section 2          Performance Review.

Written performance reviews for all employees should be conducted at least once annually. The performance evaluation should be conducted by the employee's supervisor, and the employee's input should be solicited. The evaluation procedure provides the employee with an opportunity to be recognized for his/her professional accomplishments and for the supervisor to establish developmental goals. It also provides a means of informing the employee of any performance deficiencies that need to be corrected. On the evaluation forms, the employee will be given the opportunity to write his/her comments about any and all written comments.

Section 3          Formal Training.

To encourage professional development and continuing education of staff, the Library may provide tuition assistance for pertinent coursework for eligible employees. Employees must receive prior written approval of the Library Director in order to receive reimbursement for any course. The Library Director's determination should include, but not be limited to: content of courses, library needs, and budgetary considerations.

A. Reimbursement for Masters of Library Science Course: ~~The Library may reimburse an eligible employee pursuing a Masters Degree in Library Science or related degree for the tuition costs of three courses.~~

[The Library may reimburse an eligible employee pursuing a Master's Degree in

**Library Science (“MLS”) or equivalent degree for their actual fees and tuition costs up to nine credit hours for completed courses with a grade of “B” or better. Reimbursement shall not exceed the highest resident tuition and fees for MLS programs at schools based within a 60 mile radius of the Library District]**

Eligibility:

- Permanent (not temporary) employee.
- Scheduled for 20 hours or more per week.
- Employed by the Library for at least one year **[before]** starting the first of three reimbursable classes.
- 12 hours of course work must have already been completed with a grade of “B” or better**[, prior to the start of the first reimbursable class].**

**[In the event an employee declines an offer of full-time employment in a position with the Library at Salary Band 5 or above within 12 months after reimbursement is received, and resigns from the Library, the employee must repay the Library for any tuition assistance received within the past 12 months. A full-time employee who resigns within 12 months after reimbursement is received must repay the Library for any tuition assistance received from the Library.]**

B. Reimbursement for Other Courses: Eligible staff must be a permanent (not temporary) employee working 20 hours per week or more and employed by the Library for at least one year.

The Library may reimburse an eligible employee for up to two courses per year upon successful completion of a course directly benefiting work performance with a grade of “B” or better.

C. Required Courses: Employees may be required to take work-related courses. Appropriate leave with pay, tuition, travel pay and reimbursement for necessary expenses will be granted in these cases.

#### Section 4 Meetings, Workshops and Conventions.

Compensation for attendance at off-site meetings, workshops or conventions is allowed only if prior authorization has been granted. The Library shall pay for registration fees, travel, lodging and other necessary expenses in accordance with the Library’s Employee Travel & Mileage Reimbursement Policy. Attendance is determined by available funds and the needs of the Library.

A. One-Day Events: All employees required by the Library to attend one-day events shall be compensated for attendance and travel time.

- B. Overnight Events: Exempt employees are entitled to uninterrupted pay for any regularly scheduled hours during which the employee is absent from work. Non-exempt employees shall be compensated for attendance and travel time up to 7 ½ hours a day.

Section 5 Association Memberships.

In order to keep the Board and key staff members informed about Library issues, the Library pays for one professional membership, including one subsection, up to \$230 per year for Trustees, the Library Director, and managers.

For Librarians working 20 hours or more per week, the Library pays for one professional membership, up to \$150 per year. Payment for additional subsections for librarians or membership for other exempt employees may be authorized at the recommendation of the employee's manager.

Article XII Temporary Employees.

Section 1 Temporary Employees.

Temporary employees are hired for a specific period of time, normally less than a year. Temporary employees shall receive the same wages and hourly benefits as other employees as provided herein, except that paid vacation will be available only if the period of employment exceeds one year. Severance pay shall not be granted to temporary employees.

Article XIII Employee Reinstatement After Rehire.

Section 1 Reinstatement.

Rehired employees may regain credit for past service, as such service may affect eligibility for related benefits such as sick time, vacation eligibility and service awards under the following conditions:

- A. Two or more years of service must have taken place prior to separation.
- B. The gap in the service from separation to rehire must not have exceeded six months.
- C. One year of continuous service must have been completed since rehire.
- D. The separation must have been on mutually agreeable terms.

The application of the foregoing criteria shall be made only once. Persons separating for a second time will not be eligible for service restoration.



## Article XIV Insurance and Retirement Benefits.

### Section 1 Illinois Municipal Retirement Fund.

Employees hired to positions requiring performance of duties for 1,000 hours or more in the next consecutive twelve-month period must join IMRF. New employees required to be on IMRF will join on the first day of work. Employees who subsequently qualify for IMRF join on the day their schedule changes. The benefits of IMRF include a retirement annuity, disability benefits and a survivor's benefit.

### Section 2 Health and Life Insurance.

All ~~full-time~~ employees **[working 30 hours or more]**, except temporary employees, are offered participation in the existing health and life insurance coverage by the Library. All aspects of coverage, including without limitation, benefit levels and premium costs, are subject to change from time to time at the discretion of the Library.

### Section 3 Dental and Vision Insurance.

Non-temporary employees working 20 hours or more, are offered participation in the existing dental and vision coverage by the Library. All aspects of coverage, including without limitation, benefit levels and premium costs, are subject to change from time to time at the discretion of the Library.

### Section 4 Social Security.

All employees shall make Social Security contributions as required by law.

## Article XV Record Keeping.

### Section 1 Personnel Records and Privacy.

Personnel records are considered private and are maintained in locked files in the administrative offices. The use of such records should be limited to promoting appropriate public purposes, including the proper delivery of library services. Access or release of such records shall be prohibited except as authorized or required by law. Personnel files include materials such as: forms related to hiring, performance evaluations, and letters and memoranda related to performance. Medical records, documents necessary for the administration of Library benefit programs, and any investigatory information will be kept in a separate file.

### Section 2 Examination of an Employee's Personnel File by Employee.

Employees may examine their file at reasonable intervals and upon reasonable written Notice submitted to administration. This review will take place in accordance with the Illinois Personnel Records Review Act, 820 ILCS 40/1 et seq. Employment references and notes of legal or disciplinary investigations in progress, if any, and any other exempt material will be removed before the employee views the file.

### Section 3 Notification of Changes.

Employees must immediately report change of address, telephone number and/or

family status to administration, as an employee's income tax status and benefits may be affected by these changes.

## Article XVI Employee Safety and Health.

### Section 1 Reporting Hazardous Conditions and Injuries.

Hazardous conditions and/or incidents on library property should be reported to a manager or supervisor. An employee experiencing any discomfort triggered by work activity should inform his or her manager or supervisor. Employees must report within 48 hours any injury, no matter how slight, which occurs during work hours. By law, the maximum time frame given to report any personal injury is 45 days.

### Section 2 Smoking[Vaping].

The Library is a smoke-free [campus] building. Smoking [or vaping] is [prohibited within all buildings, grounds and the Bookmobile]. ~~not allowed in the building or within 25 feet of the entrance to the building, or on the Bookmobile.~~

## Article XVII Disciplinary Action.

### Section 1 Disciplinary Steps.

An employee who violates personnel policies or other established rules or otherwise exhibits unacceptable behavior may be subject to disciplinary action as follows:

- |                   |                         |
|-------------------|-------------------------|
| A. First Offense  | Verbal Warning          |
| B. Second Offense | Written Warning         |
| C. Third Offense  | Disciplinary Suspension |
| D. Fourth Offense | Termination             |

In general, the goal of employee discipline is correction, not punishment; however, the Library reserves the right to discipline or discharge any employee at any time, with or without cause and with or without notice.

If in the judgment of the Library Director, an infraction is sufficiently serious that these types of disciplinary action are not likely to be successful, or in the event of repeated infractions of a relatively minor nature, an employee may be terminated subject to the approval of the Board, 75 ILCS 16/30-55.35(a).

### Section 2 Suspensions.

An employee may be suspended as a disciplinary action without pay at the discretion of the Library Director. An employee may also be suspended without pay at the discretion of the Library Director pending an investigation or resolution of an incident involving the employee. If pay is withheld during this period of investigation, it may be restored

when the incident is resolved.

#### Article XVIII Procedure for Solving Problems in the Workplace.

The Library encourages employees to raise issues that may be negatively impacting their work environment. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be followed:

- A. The employee should informally discuss the situation with his or her supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee.
- B. If the employee is not satisfied with the supervisor's response or feels the issue is not resolved, the employee can present the issue to Human Resources in writing as soon as possible. The employee should give Human Resources an opportunity to assess the situation and get back to the employee in writing.
- C. If the employee is still not satisfied that the issue is resolved, the employee can present the issue to the Library Director for consideration. The decision of the Library Director is final.

#### Article XIX Driving.

##### Section 1 Motor Vehicle Record check.

A motor vehicle record (MVR) check will be conducted prior to hire and annually thereafter for all employees who use a personal or library vehicle on a regular basis in connection with the responsibilities of their position. Continued employment may be subject to an MVR report that meets library standards. To meet library's standards, an MVR check must show:

- A. No convictions at any time for:
  - 1. Driving under the influence of alcohol or drugs, and/or refusal to take a Blood alcohol content test.
  - 2. Any felony involving the use of a vehicle.
  - 3. Vehicular homicide.
  - 4. Fleeing or attempting to elude police; failure to stop and report an accident in which the driver was involved.
  - 5. A violation, arising in connection with a fatal accident, of state or local law relating to motor vehicle traffic control.
  - 6. Driving under a suspended or revoked license.
  - 7. Aggravated speeding.



8. Causing a fatal accident as the result of the unlawful operation of a motor vehicle.
- B. No more than one order of court supervision or two convictions for moving violations within the last 12 months. Moving violations include but are not limited to:
  1. Speeding violations.
  2. Improper or excessive lane changes.
  3. Following the vehicle ahead too closely.
  4. At fault accidents.
  5. Running a red light or stop sign.
  6. Failure to yield.

When a valid driver's license is a requirement for the position, it is the responsibility of the employee to notify human resources if his/her driver's license is suspended or revoked.

#### Section 2 Safety.

It is the responsibility of all employees who drive library vehicles or their own vehicles for library business to safely operate them in accordance with this policy.

While operating all library and personal vehicles for library business, employee responsibilities include:

- A. Following the Illinois Vehicle Code, and all motor vehicle laws, statutes, and/or ordinances at all times including those related to cell phone use and distracted driving.
- B. Wearing seat belts.
- C. Possessing a valid driver's license.
- D. Reporting all accidents to the proper law enforcement agency and, as soon as possible, to a manager.

#### Section 3 Insurance Coverage on Personal Cars Used for Library Business.

Employees using personal vehicles for library business must provide proof of insurance indicating personal auto liability limits meeting at least the minimum state requirements. It is the responsibility of the employee to notify human resources of policy cancellations or reduction of limits. Employees must provide proof of insurance to be eligible for reimbursement of mileage costs incurred while driving on Library related business.

## Article XX Whistleblower Protection

The Library is committed to the highest standards of openness and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Library to voice concerns in a responsible and effective manner. When an individual discovers information which he or she believes shows serious malpractice or wrongdoing within the organization, this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done. This policy ensures that no members of staff should feel at a disadvantage in raising legitimate concerns.

It should be emphasized that this policy is intended to assist individuals who believe they have discovered fraudulent or unethical behavior or impropriety. It is not designed to question financial or business decisions taken by the Library, nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.

This policy is designed to enable employees of the Library to raise concerns internally and at a high level and to disclose information which the individual believes shows fraudulent or unethical behavior or impropriety. This policy is intended to cover concerns which are in the public's interest and may at least initially be investigated separately, but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- A. Financial malpractice or impropriety or fraud.
- B. Failure to comply with a legal obligation or statute.
- C. Dangers to health & safety or the environment.
- D. Criminal activity.
- E. Unethical behavior.
- F. Attempts to conceal any of these.

This policy is not intended to prevent or discourage an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation.

### Section 1 Protection.

This policy is designed to offer protection to those employees of the Library who disclose such concerns provided the disclosure is made:

A. In good faith.

B. In the reasonable belief of the individual making the disclosure that it tends to show fraudulent or unethical behavior or impropriety.

It is important to note that no protection from internal disciplinary procedures or employment action is offered to those who choose not to use the procedure in accordance with points A and B above. In an extreme case, malicious allegations could give rise to legal action on the part of the persons complained about.

#### Section 2 Confidentiality.

The Library will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

#### Section 3 Anonymous Allegations.

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Library.

In exercising this discretion, the factors to be taken into account will include:

A. The seriousness of the issues raised;

B. The credibility of the concern; and

C. The likelihood of confirming the allegation from attributable sources.

#### Section 4 Untrue Allegations.

If an individual makes an allegation in good faith, which is not confirmed by a subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

No employee will be retaliated against for:

A. Making a good faith report pursuant to this policy;

B. Refusing to participate in an activity that would result in a violation of state or federal law, rule or regulation;

- C. Disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation and,
- D. Disclosing information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation.

#### Section 5 Procedures for Making Disclosure.

On receipt of a complaint, the staff member or Library Trustee who receives and takes note of the complaint, must pass this information as soon as is reasonably possible to the Library Director, or Library Board President in the event the Director is the subject of a complaint, who will determine the best course of action based on the nature of the allegation.

#### Section 6 Timetables.

Due to the varied nature of these sorts of complaints, which may involve internal investigators and / or the police, it is not possible to set precise timetables for such investigations. The Library Director will ensure that investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

#### Section 7 Investigating Procedure.

The following steps will be followed:

- A. Full details and clarifications of the complaint should be obtained.
- B. The involvement of the Library's auditors and the Police will be considered at this stage, in consultation with the Library Director and/or Board President.
- C. The allegations will be fully investigated with the assistance where appropriate, of other individuals / bodies.
- D. A judgment concerning the complaint and validity of the complaint will be made in a written report containing the findings of the investigations and reasons for the judgment.
- E. The report will be passed to the Library Director and/or Board President who will decide what disciplinary or other appropriate action to take.
- F. If appropriate, a copy of the outcomes will be passed to the Library Auditors to enable a review of the procedures.

If the complainant is not satisfied that his/her concern is being properly dealt with, he/she has the right to raise it in confidence with his/her manager, Assistant Director

or Library Director.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome, the Library recognizes the lawful rights of employees and ex-employees to make disclosures to prescribed persons or, where justified, elsewhere.

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Date

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Secretary

Adopted: 03/16/99  
Revised: 04/17/01  
Revised: 07/01/04  
Revised: 03/17/09  
Revised: 12/17/13  
Revised: 07/15/14  
Revised: 06/21/16  
Revised: 11/15/16  
Revised: 04/18/17  
Revised: 10/16/18  
Revised: 04/16/19

**[Revised: 04/20/21]**

**RESOLUTION 2020-2021/13**

**RESOLUTION ADOPTING ETHICS 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 (“Trustees”) strongly believes the integrity of the Library rests solidly on the foundation of ethical behavior by its Trustees and employees and that adequate guidelines in the form of an Ethics Policy be provided for separating their roles as private citizens from their roles as public servants; and

WHEREAS, at a Special Board Meeting / Policy Workshop on March 9, 2021 and April 13, 2021, Trustees reviewed and discussed drafts of the Ethics Policy as prepared by the Library Attorney.

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 20<sup>th</sup> day of April, 2021

AYES: \_\_\_\_

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

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

ATTEST:

\_\_\_\_\_  
President, Wendy Vieth

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

## EXHIBIT A

### ETHICS POLICY

The integrity of the Cook Memorial Public Library District ("Library") rests solidly on the foundation of several general rules of ethical behavior which are set forth in this Ethics Policy. These rules form fundamental values to be understood and honored by all Library Officers and employees. It is hereby declared to be the standard of ethical service to the Library that all Library Officers and employees avoid conflicts between their private interests and those of the general public whom they serve. To enhance the faith of the people and to assure the integrity and impartiality of all Officers and Employees of the Library, it is necessary that adequate guidelines be provided for separating their roles as private citizens from their roles as public servants. Being a Public Officer or Employee of the Library is a public trust and any effort to realize personal gain through official conduct is a violation of that trust. The ethical standards established herein are intended to eliminate, to the fullest extent possible, violations of ethical conduct and to ensure that such are investigated and punished where applicable.

#### Article I: Definitions.

For purposes of this policy, the following terms shall be given these definitions:

- A. "Campaign for elective office" - means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
- B. "Candidate" - means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).
- C. "Collective bargaining" – this has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
- D. "Compensated time" - means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

- E. "Compensatory time off" - means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
- F. "Conflict of Interest" – means an interest that competes with or is adverse to a legitimate interest of the Library.
- G. "Contribution" – this has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- H. "Employee" - means a person employed by the Library, whether on a full-time or part-time basis or pursuant to a contract (5 ILCS 430/70-5(c)).
- I. "Employer" - means the Cook Memorial Public Library District.
- J. "Gift" - means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- K. "Leave of absence" - means any period during which an employee does not receive:
1. Compensation for employment;
  2. Service credit towards pension benefits; and
  3. Health insurance benefits paid for by the employer.
- L. "Officer" - means a person who holds, by election or appointment, an office created by statute or policy, regardless of whether the officer is compensated for service in his or her official capacity (5 ILCS 430/70-5(c)).
- M. "Political activity" - means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities:
1. Relating to the support or opposition of any executive, legislative, or administrative action;
  2. Relating to collective bargaining; or
  3. That are otherwise in furtherance of the person's official duties.
- N. "Political organization" - means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.



O. "Prohibited political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

P. "Prohibited source" - means any person or entity who:

1. Is seeking official action by:
  - a. An officer; or
  - b. An employee; or
  - c. The officer or another employee directing that employee.
2. Does business or seeks to do business with:
  - a. The officer; or
  - b. An employee; or
  - c. The officer or another employee directing that employee.
3. Conducts activities regulated by:
  - a. The officer; or
  - b. An employee; or
  - c. The officer or another employee directing that employee; or
4. has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Q. Potential conflict of interest – means a situation whereby the interests of the Library and the interests of someone else will, may, or might become in conflict in the ordinary course of events.

## Article II: Prohibited Political Activities

- A. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Library in connection with any prohibited political activity.
- B. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity:
  - 1. As part of that officer or employee's duties;
  - 2. As a condition of employment; or
  - 3. During any compensated time off (such as holidays, vacation or personal time off).
- C. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- D. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.
- E. No person shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club if:
  - 1. In a position that is subject to recognized merit principles of public employment; or
  - 2. In a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs.

## Article III Gift Ban

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this Article.

A. Exceptions include:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any contribution that is lawfully made under the Election Code.
4. Any activity associated with a fundraising event in support of a political organization or candidate.
5. Educational materials and missions.
6. Travel expenses for a meeting to discuss business.
7. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse or civil partner and the individual's fiancé or fiancée.
8. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
  - a. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
  - b. Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
  - c. Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

9. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are consumed on the premises from which they were purchased or prepared or are purchased ready-to-consume and delivered by any means.
10. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
11. Intra-governmental and inter-governmental gifts. For the purpose of this Article, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
12. Bequests, inheritances, and other transfers at death.
13. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed here is mutually exclusive and independent of every other.

- B. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

#### Article IV      Other Prohibited Activities

The following acts, actions, inactions, and attempted acts constitute a violation of the ethical standards of conduct for Library Officers and Employees. These include but are not necessarily limited to these specific references but, rather, are intended as providing examples of actions and inactions that are prohibited by this Policy.

##### Section 1      Gratuities

No Library Officer or Employee shall intentionally solicit, or accept, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which the gift is intended to influence him or her in the performance of his or her official duty/duties or is intended as a reward for any official action on their part.

##### Section 2      Preferential treatment

No Library Officer or Employee shall use or attempt to use their official position to unreasonably secure, request or grant, any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or their immediate family.

### Section 3      Use of Information

- A. No Library Officer or Employee who acquires information in the course of his or her official duties, which information by law or policy is not available at the time to the general public, shall use such information to further the private interests of themselves or anyone else.
- B. No Library Officer or Employee shall obtain or use Library records, documents, communications, or other written or electronic records of the Library or those under the control of the Library which records by law or policy is not available at the time to the general public, to further the private interests of themselves or anyone else.

### Section 4      Full Disclosure

No Library Officer or Employee shall participate, as an agent or representative of the Library, in recommending or otherwise acting upon any matter in which he or she has an interest. Such Officer or Employee must disclose the full nature and extent of their interest. Such a disclosure must be made before the time to perform their duty or concurrently with that performance. If the Officer is a member of a decision making or advisory body, the disclosure must be made to the Chairman and other members of the body on the official record.

- A. Whenever any Library Officer or employee has an ownership, employment, financial, family interest or other interest in a proposed contract, business or transaction with the Library which interest is allowed under this Policy, such Officer or employee shall file with the Library a written disclosure of interest statement in such form as the Library may hereafter prescribe.
- B. Such written disclosure of interest statement shall be filed with the Library not later than the call to order of the meeting at which action is contemplated or, where there is no such meeting, within forty-eight (48) hours of the Officer's learning of an interest allowed under this Ethics Policy.

### Section 5      Use of Library Property

No Library Officer or Employee shall, make use of or permit others to make use of Library property, equipment, vehicles, or supplies of any kind for purely personal gain.

## **Article V      Incorporation of Statutes and Guidelines**

### Section 1      Incorporation of Illinois Statutes and Local Laws

The Library Board embraces all statutes enacted by the State of Illinois and all applicable laws and ordinances regulating the conduct of officials appointed to governing boards.

### Section 2      Incorporation of Library Guidelines

The Library Board adopts and incorporates into the Library's policy those ethics statements recommended by the American Library Association; United for Libraries: the Association of Library Trustees, Advocates, Friends, and Foundations; and the Illinois Library Association to the extent permitted by law.

The American Library Association Code of Ethics, last amended January 22, 2008, is hereby incorporated into and made a part of the Library's Ethics Policy. The ALA Code of Ethics is as follows:

- A. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- B. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- C. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- D. We recognize and advocate balance between the intellectual property rights and the rights of information users.
- E. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- F. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- G. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- H. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

### Section 3      Trustee Ethics Statement and Guidelines

The Public Library Trustees Ethics Statement from United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations, dated January 2012, is hereby incorporated into and made a part of the Library's Ethics Policy. The Public Library Trustees Ethics Statement is as follows:

Public library trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- A. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- B. Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- C. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- D. Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- E. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- F. Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information Laws.
- G. Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- H. A trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- I. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- J. Trustees shall not interfere with the management responsibilities of the Director or the supervision of Library staff.
- K. Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

#### **Article IV    Penalties**

##### **Section 1    Enforcement and Penalties**

- A. Any alleged violations of this policy may be referred to the States' Attorney.
- B. The penalties for violations of this policy shall be those as determined applicable and provided by law. In addition, any employee who violates this policy shall be subject to appropriate discipline by the Board up to dismissal.



**RESOLUTION 2020-2021/14**

**RESOLUTION ADOPTING REVISED FAMILY AND MEDICAL LEAVE  
POLICY**

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

WHEREAS, the Library Board of Trustees last approved revisions to the Family and Medical Leave Policy (“Policy”) on October 17, 2017; and

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

WHEREAS, the Special Board Meeting / Policy Workshop on April 13, 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.

ADOPTED this 20th day of April, 2021 pursuant to roll call vote as follows:

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

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

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

ATTEST:

\_\_\_\_\_  
President, Wendy Vieth

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

## FAMILY AND MEDICAL LEAVE ACT POLICY

### Article I: Statement of Policy.

In accordance with the Family and Medical Leave Act [of 1993 (29 U.S.C. 2601 *et seq.*)], the Cook Memorial Public Library District (~~the~~ “Library”) will grant to eligible employees unpaid family and medical leave that, together with other paid leaves earned by the employee, totals 12 weeks per 12-month period for any one or more of the following reasons:

- A. The birth and care of a child of the employee or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken and completed within the 12-month period following the child's birth or placement with the employee); or
- B. To care for [the] employee's spouse, [child,] or parent with a serious health condition; or
- C. An employee's own serious health condition which renders the employee unable to perform the functions of his/her position.
- D. Because of any qualifying exigency arising out of the fact that the spouse, or a child, or a parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces in support of a contingency operation. Qualifying exigencies, as defined by Federal regulations, include: short notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, providing parental care for a parent of a military service member who is incapable of self-care, and additional activities not encompassed in the other categories but agreed to by the Library and employee.

In addition, an eligible employee who is a spouse, child, parent or next of kin (i.e., the nearest blood relative) of a covered service member shall be entitled to a total of twenty-six (26) work weeks of leave during a twelve-month period to care for the service member (“Military Caregiver Leave”). Military Caregiver Leave shall only be available during a single twelve (12) month period. During the single twelve-month period described in this paragraph, an eligible employee shall be entitled to a combined total of twenty-six (26) work weeks of leave under this paragraph and the general FMLA leave for the reasons set forth above in paragraphs (A) through (C). Nothing in this paragraph shall be construed to limit the availability of general FMLA leave under paragraphs (A) through (C) during any other twelve (12) month period.

Article II: Definitions.

- A. "12-Month Period" - means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken (i.e., each time an employee takes FMLA leave, the remaining leave entitlement would be the balance, if any, of the 12 weeks that has not been used during the immediately preceding 12 months).
- B. "Spouse" - Spouse means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either:
1. was entered into in a State that recognizes such marriages; or
  2. if entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State.
- B. "Child" - means a child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child.
- D. "Serious Health Condition" - means an illness, injury, impairment, or a physical or mental condition that involves:
1. Inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or
  2. Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
    - a. A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
      - i. Treatment two or more times by a health care provider within 30 days of the first day of incapacity, unless extenuating circumstances exist or,

- ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- b. Any period of incapacity due to pregnancy or prenatal care;
- c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- e. Any period of absence to receive multiple treatments by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days without medical intervention or treatment.

The determination as to whether or not a condition is a “serious health condition” as that term is defined in the Family and Medical Leave Act and the federal regulations promulgated thereunder shall be made by the Library on a case-by-case basis.

- E. Covered active duty or “call to covered active duty status” for purposes of Qualified Exigency Leave means duty during deployment with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to Sections 688, 12301(a), 12302, 12304, 12305, 12406, or chapter 15 of Title 10 of the United States Code or any other provision of law during a war or during a national emergency declared by the President or Congress as long as it is in support of a contingency operation.
- F. A covered service member is defined as (1) a member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, including the National Guard or Reserves, and was discharged or released under conditions other than dishonorable at any time during the period of five (5) years prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. For an individual who was a member of the Armed Forces and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period between October 28, 2009 and March 8, 2013 shall not count towards the determination of the five-year period for covered veteran status.

G. "Serious injury or illness" for purposes of Military Caregiver Leave is defined as an injury or illness that the covered member incurs in the line of duty on active duty in the Armed Forces (or that existed before the covered service member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. In the case of a veteran, a serious injury or illness means and injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran and is (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or (4) an injury, including a psychological injury, the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

### Article III: Coverage and Liability.

- A. To be eligible for family/medical leave, an employee must:
1. Have worked for the Library for at least 12 months; and
  2. Have worked at least 1,250 hours over the previous 12- month period immediately preceding the commencement of the leave.
- B. Months and hours that reservists of the National Guard members would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA/Military Caregiver Leave.

### Article IV: Intermittent or Reduced Leave.

- A. An employee may take unpaid leave intermittently (a few days or half days at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, including Military Caregiver Leave, or because of a serious health condition of the employee when "medically necessary."

1. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
  2. At the sole discretion of the Library the employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
  3. Increments will be limited to the shortest period of time that the Library's payroll system uses to account for absences. An employee may take leave in increments less than a ½ hour only with the Library's consent.
- B. For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave should be used for calculating the employee's normal workweek.

Article V: Substitution of Paid Leave.

- A. An employee will be required to exhaust all accrued paid leave, e.g., vacation leave, personal days, and/or sick leave and comp time, if applicable, for any part of a family/medical leave taken for any reason.
- B. When an employee has used accrued paid vacation leave, personal days, and/or sick leave if applicable, for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and Family unpaid leave provided equals 12 weeks.

Article VI: Notice Requirement.

- A. An employee is required to give 30 days notice prior to taking leave under this policy. A "Request for Family/Medical Leave" form (see attached) should be completed by the employee. The employee should submit a written request to the appropriate Department Manager who will then forward it to the Library Director. Where the need for leave is unexpected or unforeseeable, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a written request.
- B. If an employee fails to give 30 days notice for a foreseeable leave with no reasonable excuse for the delay, the leave may be denied or delayed.
- C. In any instance where the necessity for leave arises from any qualifying exigency due to a spouse, child, or parent of the employee being on active duty in the Armed Forces or for Military Caregiver Leave and is foreseeable, whether because the spouse, child

or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, or for planned medical treatment, the employee shall provide such notice to the library as is reasonable and practicable.

## Article VII: Employee Certifications.

### Section 1 Medical.

- A. For leave taken because of an employee's, or a covered family member's serious health condition, the employee must submit a completed Certification of Health Care Provider, DOL Form WH-380 or DOL Form WH-380-F, submitted to the Department Manager who will then forward it to the Library Director. Medical certification must be provided by the employee within 15 days after requested, or as soon as is reasonably possible.
- B. The Library may require:
1. Additional medical information/verification (at the Library's own expense).
  2. Periodic status reports on the condition of the employee or the covered family member.
  3. Periodic status reports on the employee's intent to return to work.
  4. A fitness-for-duty report before the employee returns to work.
- C. All documentation related to the employee's or family member's medical condition will be held in confidence and maintained in the employee's medical records file.

### Section 2 Military Caregiver.

Eligible employees who apply for Military Caregiver Leave must submit DOL Form (WH-385; "Certification for Serious Injury or Illness of Covered Service Member – for Military Family Leave" or WH-385-V, "Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave". The form may be completed by a Department of Defense (DOD) health care provider, Veterans Affairs health care provider, a DOD TRICARE network authorized private health care provider, a DOD non-network TRICARE authorized private health care provider or any health care provider as defined by Section 825.125 of the Code of Federal Regulations, 29 C.F.R. 825.125.

Additionally, with respect to Military Caregiver Leave, the Library will accept the submission of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA), in lieu of the DOL Form, for the time period specified in the ITO or ITA. The ITO or ITA submitted by the employee need not list the employee as the named recipient of the ITO/ITA, provided the employee is the spouse, parent, [child,] or next of kin of the covered service member. If the covered service member's need for care extends beyond the expiration date specified in the ITO or ITA, the employee is responsible for submitting the DOL Form for the remainder of the employee's leave

period. The Library will also accept, with respect to Military Caregiver Leave, documentation indicating the service member's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers, regardless of whether the employee is the named caregiver in the documentation. Employees are advised that the Director may seek authentication and clarification of such documentation.

### Section 3      Active Duty.

Eligible employees who apply for FMLA leave for "Qualifying Exigency Leave" must submit DOL Form WH-384; "Certification of Qualifying Exigency for Military Family Leave". Specifically, the first time the employee requests Qualifying Exigency Leave, the employee must provide a copy of the qualifying family member's covered active duty orders or other documentation issued by the military that indicates that the qualifying family member is on covered active duty or call to covered active duty status, and the dates of the qualifying family member's covered active duty service. Additionally, each time that the employee requests leave for one of the qualifying exigencies listed in Article I, paragraph D, the employee must certify the exigency necessitating leave. Such certification supporting leave for a qualifying exigency includes:

- A. Appropriate facts supporting the need for leave, including any available written documentation supporting the request and the type of qualifying exigency;
- B. The approximate date on which the qualifying exigency commenced or will commence, and, if requested for a single, continuous period of time, the beginning and end dates for such absence;
- C. Where leave will be needed on an intermittent basis, an estimate of the frequency and duration of the qualifying exigency;
- D. Appropriate contact information if the exigency involves meeting with a third party and a brief description of the purpose of the meeting; and
- E. If the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave and the dates of such leave.

Employees are advised that if the qualifying exigency involves a meeting with a third party, the Director may verify the schedule and purpose of the meeting with the third party. Also, the Director may contact the appropriate unit of the Department of Defense to confirm that the qualifying family member is on covered active duty or call to covered active duty status.



All of the certifications identified above must be submitted by the employee within fifteen (15) calendar days after the Library provides the employee with the applicable DOL Form unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. An employee may not be held liable for administrative delays in the issuance of military documents, despite the employee's diligent, good faith efforts to obtain such documents.

Article VIII: Effect on Benefits.

- A. An employee granted a leave under this policy will continue to be covered under the Library group health insurance plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.
- B. If required prior to leave, employee contributions will continue to be required either through payroll deduction or by direct payment to the Library from the employee. The employee will be advised in writing at the beginning of the leave period as to the amount (if any) and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- C. If any employee's contribution is more than 30 days late, the Library Director may terminate the employee's insurance coverage.
- D. If at its sole discretion the Library pays any employee contributions missed by the employee while on leave, the employee will be required to reimburse the Library for delinquent payments (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.
- E. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member, or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the Library may seek reimbursement from the employee for the portion of the premiums paid by the Library on behalf of that employee during the period of leave.
- F. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave except as required by State and Federal law.

Article IX: Job Protection.

- A. If the employee returns to work at the end of the family/medical leave, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.

- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Article X: Family/Medical Leave Forms to Be Submitted By the Employee.

Employees seeking to use FMLA leave are required to provide:

- A. 30-day advance notice when the need is foreseeable;
- B. Written request for family/medical leave;
- C. Certifications supporting the leave request.

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Date

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Secretary

Adopted: 03/16/99

Revised: 03/20/01

Revised: 07/15/03

Revised: 12/18/07

Revised: 12/17/13

Revised: 10/17/17

**Revised: 00/00/21**

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

I request a Family/Medical Leave for the following reason (check one):

- \_\_\_\_\_ A. The birth of a child and in order to care for such child or the placement of a child for adoption or foster care. **[(Must be taken within one year of such birth or placement)]**
- \_\_\_\_\_ B. In order to care for an immediate family member if such family member has a serious health condition. Circle one: CHILD - SPOUSE - PARENT (Must submit "Certification of Health Care Provider" within 15 days)
- \_\_\_\_\_ C. Employee's own serious health condition that makes the employee unable to perform the functions of his/her position. (Must submit "Certification of Health Care Provider", within 15 days)
- \_\_\_\_\_ D. Because of any qualifying exigency arising out of the fact that the (Circle one: CHILD SPOUSE – PARENT) of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces in support of a contingency operation. (Must submit "Certification of Health Care Provider", within 15 days)
- \_\_\_\_\_ E. Military Caregiver Leave (Must submit "Certification of Health Care Provider", within 15 days)

Method of Leave Requested

- \_\_\_\_\_ A. Consecutive Leave
- \_\_\_\_\_ B. Intermittent or Reduced Leave Schedule

Date leave is to begin: \_\_\_\_\_ Expected duration of leave: \_\_\_\_\_

If the duration of my family/medical leave (total of paid and unpaid time) does not exceed 12 weeks, I will be returned to my same or equivalent position. I understand that if I exceed my family/medical leave allowance, there is no continued entitlement to any position with the Library.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

**RESOLUTION 2020-2021/15**

**RESOLUTION ADOPTING REVISED BOARD OF TRUSTEE EMAIL  
COMMUNICATIONS POLICY**

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

WHEREAS, the Library Board of Trustees last approved revisions to the Board of  
Trustees Email Communications Policy ("Policy") on April 19, 2016; and

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

WHEREAS, the Special Board Meeting / Policy Workshop on April 13, 2021  
revealed the need to update certain provisions of the Policy, including the requirement  
that all Trustees be issued library-provided email accounts; 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 20<sup>th</sup> day of April, 2021

AYES: \_\_\_\_

NAYS: \_\_\_\_

ABSENT: \_\_\_\_

ATTEST:

\_\_\_\_\_  
President, Wendy Vieth

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

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

Article I: Policy.

It is the goal of the Board of Library Trustees of the Cook Memorial Public Library District **[("Library")]** to keep its members, as well as the Library Director, informed about matters affecting the Board's work. However, the Board must all be mindful of the requirements imposed by the Illinois Open Meetings Act, Freedom of Information Act and the Local Records Act, particularly as they apply to communication among board members outside normal library board meetings.

A. Generally, trustees shall not use email to conduct Library business (see Article II, Paragraph F). Under no circumstances shall trustees use electronic **M[m]essaging [of any kind]** to discuss among themselves public business that is required to be discussed in an open meeting according to the Open Meetings Act.

**[B. Trustees shall be issued a Library e-mail address. The Library-issued E-mail address is to be used for all Library related permitted Communications as described herein. In addition, the Library-issued e-mail address shall be used exclusively for Library related communications and shall not be utilized for personal or other business.]**

**B[C].** Email communication to, by and between Board members is permitted on a limited basis for non-substantive matters such as:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board Meeting agenda or public record information concerning agenda items;  
or
4. Responses to questions posed by the community, administration or staff,  
subject to this policy's first section.

**E[D].** Emails sent between and among trustees regarding such non-substantive matters shall be copied to the Library Director. There is no expectation of privacy for any messages sent or received by email.

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

Article II: Procedure.

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

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

- F. Board members may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act.

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

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

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

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

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Date

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Secretary

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

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT RESOLUTION HONORING ANN  
OAKLEY FOR HER SERVICE AS TRUSTEE**

**WHEREAS** Ann Oakley has dedicated 16 years of faithfully serving on the Cook Memorial Public Library District Board from May 2005 through May 2021; and,

**WHEREAS** Ann Oakley has served as the Chair of the Policy Review Committee using her skills as a technical writer to establish and revise policies through careful study and thoughtful discussion; and

**WHEREAS** Ann Oakley has served on the Building and Grounds Committee where she carefully reviewed and advocated for Library infrastructure improvement and maintenance projects; and

**WHEREAS** Ann Oakley advocated for important improvements of library facilities for the community by supporting the expansion of the Cook Park Library in Libertyville and the construction and subsequent expansion of the Aspen Drive Library in Vernon Hills; and

**WHEREAS** Ann Oakley has a strong record of fiscal responsibility and maintaining quality library service in all areas of the District; and

**WHEREAS** the Library Board seeks to publicly recognize the dedicated service of Ann Oakley to the community and sincerely thank her for her public service.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Library Trustees of the Cook Memorial Public Library District extends its gratitude and sincere appreciation to Ann Oakley for her 16 years of dedicated service to the Library, its Board and its patrons.

ADOPTED this 20th day of April, 2021 pursuant to roll call vote as follows:

AYES: \_\_\_\_

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

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

ATTEST:

\_\_\_\_\_  
President, Wendy Vieth

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



**RESOLUTION TO PROCEED WITH THE ASPEN DRIVE LIBRARY DRIVE-UP WINDOW PROJECT BY ACCEPTING A BID FROM MAG CONSTRUCTION**

WHEREAS, at the November 12, 2020 Building and Grounds Committee Meeting, committee members agreed to move forward with pricing information for the proposed addition of a drive-up window at the Aspen Drive Library; and

WHEREAS, on April 6, 2021 a total of nine (9) bids were received and publicly opened pursuant to an invitation to bid issued on March 4, 2021; and;

WHEREAS, after reviewing all bids for the required specifications and accuracy, the Library's retained architect, Product Architecture + Design, and Library Staff have determined that MAG Construction submitted the lowest responsible bid in the amount of \$30,495 and an additional \$3,100 for Alternate 1 for a total of \$33,595; and

WHEREAS, at the April 12, 2021 Building and Grounds Committee meeting, members unanimously recommended the full board accept the bid from MAG Construction in the amount of \$33,595 along with a contingency of 15% for unforeseen expenses for a project total not to exceed \$38,600; and

WHEREAS, donations from the Friends of the Library and an anonymous individual will cover \$25,171.35 in costs for the project;

WHEREAS, the Library Board of Trustees believe and hereby declare that it is in the best interest of the District to approve the bid of MAG Construction, the lowest responsible bidder in response to request for bids opened on April 6, 2021.

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

Section 1: The bid by MAG Construction in the amount of \$33,595 is hereby accepted, substantially in the form attached hereto as Exhibit A.

Section 2: The Board authorizes a 15% contingency for a project total not to exceed \$38,600.

Section 3: The sum of \$12,593.35 representing donated funds from the Friends of the Library, shall be used to cover a portion of the costs of this project and shall be transferred from the General Fund to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

Section 4: The sum of \$12,578, representing a donation from an anonymous donor, shall be used to cover a portion of the costs of this project and shall be transferred from the Trust Fund to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

Section 5: This Resolution is effective immediately on the date of its passage.

ADOPTED this 20<sup>th</sup> day of April, 2021 pursuant to roll call vote as follows:

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

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

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

ATTEST:

\_\_\_\_\_  
President, Wendy Vieth

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