

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

May 18, 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/88252726317>
and enter passcode 136789

To join the meeting via telephone, dial (312) 626-6799 and enter Meeting ID: 882 5272 6317 and Passcode: 136789

1. Call to order.
2. Roll call.
3. Public Comment.
To submit public comment, email info@cooklib.org at any time prior to the start of the meeting. All comments will be read aloud during the public comment period.
4. Swearing in of Trustees.
5. Election of Officers.
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
6. Approval of the Minutes.
 - a. Minutes of the Regular Board Meeting of April 20, 2021.
 - b. Minutes of the Special Board Meeting of May 4, 2021.
 - c. Minutes of the Closed Session of May 4, 2021.
 - d. Minutes of the Special Board Meeting of May 11, 2021.
 - e. Minutes of the Closed Session of May 11, 2021.

7. Approval of the Bills.
8. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
9. Report of the President.
10. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - b. Policy.
 - c. Building and Grounds.
 - d. Development.
 - e. Technology Committee.
 - f. Resources, Services and Long Range Planning.
 - g. Adhoc Committee for Cooperative Opportunities.
 - h. Village of Libertyville Parking Commission Representative.
 - i. Friends' Representative.
 - j. RAILS Representative.
 - k. Historical Society Representative.
11. Other Business.
 - a. Approval of Resolution 2020-2021/18, Adopting Revised Meeting Room Policy.
 - b. Approval of Resolution 2020-2021/19, Adopting Revised Alcoholic Liquors Sales and/or Delivery Policy.
12. Communications.
13. Upcoming Meetings and Events.
 - a. Regular Board Meeting on Tuesday, June 15, 2021 at 6:30 p.m.
14. Public Questions.
15. Adjournment.

Wendy Vieth, President
Board of Library Trustees

May 14, 2021

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Balance Sheet by Class

As of April 30, 2021

Cash Basis

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
1000 - Cash						
10-1040 - Petty Cash	625					625
10-1045 - Cash on Hand - Aspen	60					60
10-1150 - Chase Operating A/C	(380,649)	230,910	555,776	23,873	609,674	1,039,583
10-1504 - Illinois Funds - General, IMRF	312,596	37,443			23,236	373,275
10-1509 - Wintrust MaxSafe Acct - General	5,229,258					5,229,258
60-1509 - Wintrust MaxSafe Acct - S/R					1,231,504	1,231,504
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,446					56,446
60-1551 - Chase Savings - SRF					200,952	200,952
Total 10-1550 - Chase Savings Account	56,446				200,952	257,398
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,754					10,754
60-1561 - Byline Bank - Spec Res Fund					640,542	640,542
Total 10-1560 - Byline Bank	10,754				640,542	651,296
Total 1000 - Cash	5,229,090	268,353	555,776	23,873	2,705,907	8,782,999
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	5,229,090	268,353	555,776	23,873	2,950,907	9,027,999
Other Current Assets						
10-1990 - Friends of the Library 2	10,764					10,764
10-1991 - Due From Staff Association	25					25
Total Other Current Assets	10,789					10,789
Total Current Assets	5,239,879	268,353	555,776	23,873	2,950,907	9,038,787
TOTAL ASSETS	5,239,879	268,353	555,776	23,873	2,950,907	9,038,787
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	(0)					(0)
Total Accounts Payable	(0)					(0)
Credit Cards						
10-2050 - Chase One Card	4,724				120	4,844
Total Credit Cards	4,724				120	4,844
Other Current Liabilities						
00-2011 - Other Liabilities	12,593					12,593
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	(59)					(59)
10-2300 - IMRF Payable-Employee Medicare	(0)					(0)
10-2600 - IMRF Voluntary Life Insurance	(16)					(16)
10-2700 - Dental and Vision	1,283					1,283
10-2800 - CO-OP 90's Medical Plan	4,323					4,323
10-2900 - Other Health Care-FSA	71					71
Total 00-2100 - Payroll W/H & Payable	5,602					5,602
20-2300 - IMRF Payable-Employer Medicare		(0)				(0)
Total Other Current Liabilities	18,195	(0)				18,195
Total Current Liabilities	22,919	(0)			120	23,039
Total Liabilities	22,919	(0)			120	23,039
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	1,801,710	115,891		(10,202)	366,945	2,274,344
Total Equity	5,216,960	268,353	555,776	23,873	2,950,787	9,015,748
TOTAL LIABILITIES & EQUITY	5,239,879	268,353	555,776	23,873	2,950,907	9,038,787
UNBALANCED CLASSES	0					(0)

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Profit & Loss by Fund

July 2020 through April 2021

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
Ordinary Income/Expense					
Income					
00-4000 · Property Tax	8,789,347	767,541	0	0	9,556,888
00-4050 · Replacement Tax	83,385	0	0	0	83,385
00-4100 · Interest Earned	24,117	0	0	10,464	34,582
00-4200 · Other	33,732	0	0	0	33,732
10-4300 · Grants & Other Donations	75,969	0	0	0	75,969
10-4350 · Fines	9,770	0	0	0	9,770
Total Income	9,016,319	767,541	0	10,464	9,794,325
Gross Profit	9,016,319	767,541	0	10,464	9,794,325
Expense					
10-5100 · Salaries	3,583,438	0	0	0	3,583,438
10-5200 · Benefits	389,279	0	0	0	389,279
10-5300 · Training	13,536	0	0	0	13,536
10-5400 · Materials	857,085	0	0	0	857,085
10-5500 · Processing	28,532	0	0	0	28,532
10-5600 · Supplies	93,060	0	0	0	93,060
10-5700 · Vehicles	8,808	0	0	0	8,808
10-5800 · Computer Operations	362,826	0	0	0	362,826
10-5900 · Utilities	129,396	0	0	0	129,396
10-6000 · Telephone	20,608	0	0	0	20,608
10-6100 · Postage	8,479	0	0	0	8,479
10-6200 · Maintenance	91,912	0	0	0	91,912
10-6300 · Repair	72,030	0	0	0	72,030
10-6400 · Insurance	52,854	0	0	0	52,854
10-6500 · Professional Services	43,637	0	0	0	43,637
10-6600 · Improvements	9,123	0	0	0	9,123
10-6700 · Community Relations	68,097	0	0	0	68,097
10-7000 · Debt Service	981,908	0	0	0	981,908
20-8210 · Employer IMRF Disbursements	0	383,965	0	0	383,965
20-8250 · Employer Soc Security Tax Disb	0	267,686	0	0	267,686
Total Expense	6,814,609	651,651	0	0	7,466,260
Net Ordinary Income	2,201,710	115,891	0	10,464	2,328,065
Other Income/Expense					
Other Income					
10-9910 · Interfund Transfers - General	-400,000	0	0	0	-400,000
60-9960 · Interfund Transfers-Spec Reserv	0	0	0	400,000	400,000
Total Other Income	-400,000	0	0	400,000	0
Other Expense					
50-8500 · Trust Disbursements	0	0	10,202	0	10,202
60-9800 · Special Reserve Disbursements	0	0	0	43,520	43,520
Total Other Expense	0	0	10,202	43,520	53,721
Net Other Income	-400,000	0	-10,202	356,480	-53,721
Net Income	1,801,710	115,891	-10,202	366,945	2,274,344

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report April 2021

	April 2021				Year To Date April 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	271,141	0	271,141	0.00%	9,556,888	9,433,000	123,888	1.31%	101.31%	9,433,000		
00-4050 · Replacement Tax	25,226	12,000	13,226	110.22%	83,385	61,000	22,385	36.70%	136.70%	61,000		
00-4100 · Interest Earned	586	3,750	(3,164)	-84.37%	34,582	37,500	(2,918)	-7.78%	76.85%	45,000		
00-4200 · Other	1,141	2,966	(1,825)	-61.54%	33,732	26,068	7,664	29.40%	105.41%	32,000		
10-4300 · Grants & Other Donations	0	4,583	(4,583)	-100.00%	75,969	45,830	30,139	65.76%	0.00%	55,000		
10-4330 · Friends of The Library	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4350 · Fines	932	5,000	(4,068)	-81.36%	9,770	40,000	(30,230)	-75.58%	19.54%	50,000		
Total Income	299,026	28,299	270,727	956.67%	9,794,325	9,643,398	150,927	1.57%	101.22%	9,676,000	0.00%	0
Expense												
10-5100 · Salaries	347,113	346,965	(148)	-0.04%	3,583,438	3,803,803	220,365	5.79%	79.58%	4,503,000	0.00%	4,720,000
10-5200 · Benefits	36,948	45,637	8,689	19.04%	389,279	449,788	60,509	13.45%	71.96%	541,000	0.00%	570,000
10-5300 · Training	1,381	3,602	2,221	61.66%	13,536	26,452	12,916	48.83%	25.54%	53,000	0.00%	57,000
10-5400 · Materials	72,772	98,091	25,319	25.81%	857,085	1,003,160	146,075	14.56%	71.90%	1,192,000	0.00%	1,225,000
10-5500 · Processing	2,645	2,985	340	11.40%	28,532	31,025	2,493	8.03%	77.11%	37,000	0.00%	40,000
10-5600 · Supplies	8,578	10,689	2,111	19.75%	93,060	115,847	22,787	19.67%	67.93%	137,000	0.00%	165,000
10-5700 · Vehicles	413	2,489	2,076	83.40%	8,808	24,972	16,164	64.73%	29.36%	30,000	0.00%	32,000
10-5800 · Computer Operations	6,174	45,810	39,636	86.52%	362,826	439,900	77,074	17.52%	72.13%	503,000	0.00%	530,000
10-5900 · Utilities	14,347	17,705	3,358	18.97%	129,396	166,379	36,983	22.23%	66.02%	196,000	0.00%	215,000
10-6000 · Telephone	3,089	3,610	521	14.44%	20,608	25,614	5,006	19.55%	71.06%	29,000	0.00%	32,000
10-6100 · Postage	1,000	811	(189)	-23.30%	8,479	8,368	(111)	-1.33%	84.79%	10,000	0.00%	11,000
10-6200 · Maintenance	8,117	21,710	13,593	62.61%	91,912	143,920	52,008	36.14%	54.07%	170,000	0.00%	178,000
10-6300 · Repair	8,238	11,189	2,951	26.37%	72,030	93,053	21,023	22.59%	66.08%	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	1,461	4,770	3,309	69.37%	43,637	59,725	16,088	26.94%	58.18%	75,000	0.00%	110,000
10-6600 · Improvements	1,016	3,433	2,417	70.40%	9,123	35,829	26,706	74.54%	21.22%	43,000	0.00%	44,000
10-6700 · Community Relations	10,003	11,380	1,377	12.10%	68,097	117,467	49,370	42.03%	43.10%	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	41,668	41,668	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	91,664	91,664	100.00%	0.00%	110,000	0.00%	110,000
20-8210 · Employer IMRF Disbursements	37,208	38,894	1,686	4.33%	383,965	424,802	40,837	9.61%	76.40%	502,589	0.00%	528,000
20-8250 · Employer Soc Security Tax Disb	25,810	26,374	564	2.14%	267,686	289,133	21,447	7.42%	78.20%	342,288	0.00%	359,000
Total Expense	586,314	709,478	123,164	17.36%	7,466,260	8,446,569	980,309	11.61%	75.84%	9,844,877	0.00%	10,326,000

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

	April 2021				Year To Date April 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(287,287)	(681,179)	393,892		2,328,065	1,196,829	1,131,236			(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	1,130	0	(1,130)		43,520	0	(43,520)					
Total Other Expense	1,130	0	(1,130)		53,722	0	(53,722)					
Net Other Income/(Expense)	(1,130)	0	(1,130)		(53,722)	0	(53,722)					
Net Income	(288,418)	(681,179)	392,761		2,274,343	1,196,829	1,077,514			(168,877)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary

April 17 through May 14, 2021

05/13/21

Cash Basis

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	1,082.99	-9,905.83	0.00	-8,822.84
00-4100 · Interest Earned	405.87	0.00	180.28	586.15
00-4200 · Other	1,248.07	0.00	0.00	1,248.07
10-4350 · Fines	930.71	0.00	0.00	930.71
Total Income	3,667.64	-9,905.83	180.28	-6,057.91
Gross Profit	3,667.64	-9,905.83	180.28	-6,057.91
Expense				
10-5100 · Salaries	345,815.72	0.00	0.00	345,815.72
10-5200 · Benefits	38,626.52	0.00	0.00	38,626.52
10-5300 · Training	2,647.66	0.00	0.00	2,647.66
10-5400 · Materials	74,261.03	0.00	0.00	74,261.03
10-5500 · Processing	3,187.28	0.00	0.00	3,187.28
10-5600 · Supplies	6,118.81	0.00	0.00	6,118.81
10-5700 · Vehicles	419.93	0.00	0.00	419.93
10-5800 · Computer Operations	4,033.56	0.00	0.00	4,033.56
10-5900 · Utilities	13,238.71	0.00	0.00	13,238.71
10-6000 · Telephone	610.29	0.00	0.00	610.29
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	7,676.78	0.00	0.00	7,676.78
10-6300 · Repair	10,235.77	0.00	0.00	10,235.77
10-6500 · Professional Services	4,697.40	0.00	0.00	4,697.40
10-6600 · Improvements	511.35	0.00	0.00	511.35
10-6700 · Community Relations	5,208.30	0.00	0.00	5,208.30
10-8510 · Other Donation Reimbursements	34.00	0.00	0.00	34.00
20-8210 · Employer IMRF Disbursements	0.00	37,189.49	0.00	37,189.49
20-8250 · Employer Soc Security Tax Disb	0.00	25,710.40	0.00	25,710.40
Total Expense	518,323.11	62,899.89	0.00	581,223.00
Net Ordinary Income	-514,655.47	-72,805.72	180.28	-587,280.91
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	104.97	104.97
Total Other Expense	0.00	0.00	104.97	104.97
Net Other Income	0.00	0.00	-104.97	-104.97
Net Income	-514,655.47	-72,805.72	75.31	-587,385.88

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
Ordinary Income/Expense				
Income				
00-4000 · Property Tax				
10-4000 · Property Tax General				
Deposit	04/22/2021			1,082.99
Total 10-4000 · Property Tax General				1,082.99
20-4000 · Property Tax IMRF				
Deposit	04/22/2021			94.17
General Journal	04/30/2021	3002		-10,000.00
Total 20-4000 · Property Tax IMRF				-9,905.83
Total 00-4000 · Property Tax				-8,822.84
00-4100 · Interest Earned				
60-3109 · Interest-Wintrust MaxSafe - S/R				
General Journal	04/30/2021	2999		41.02
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				41.02
10-3109 · Interest-Wintrust MaxSafe - Gen				
General Journal	04/30/2021	2999		389.09
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				389.09
10-3180 · Interest - Money Market Fund				
General Journal	04/30/2021	2999		12.28
Total 10-3180 · Interest - Money Market Fund				12.28
10-4100 · Interest Earned-General Fund				
10-4101 · Interest Income - Chase Savings				
General Journal	04/30/2021	2999		2.30
Total 10-4101 · Interest Income - Chase Savings				2.30
10-4111 · Interest Income-BylineSavings				
General Journal	04/30/2021	2999		2.20
Total 10-4111 · Interest Income-BylineSavings				2.20
Total 10-4100 · Interest Earned-General Fund				4.50
60-4100 · Interest Earned Special Reserve				
60-4101 · Interest Income - Chase Savings				
General Journal	04/30/2021	2999		8.20
Total 60-4101 · Interest Income - Chase Savings				8.20
60-4111 · Interest Income -Byline Savings				
General Journal	04/30/2021	2999		131.06
Total 60-4111 · Interest Income -Byline Savings				131.06
Total 60-4100 · Interest Earned Special Reserve				139.26
Total 00-4100 · Interest Earned				586.15
00-4200 · Other				
10-4400 · Lost Materials				
Bill	04/28/2021		LOST/PAID - 042321	ROYCROFT, KIERAN
General Journal	05/03/2021	2998		CHAMPION EARLY LEARNING CENTER
General Journal	05/05/2021	3006		JONES, CHRISTINA
Deposit	05/06/2021			82.94
Bill	05/14/2021		REPLACE #54610-0920	FINCHER, SARAH
Total 10-4400 · Lost Materials				28.93
10-4450 · Copy Machine Income				
10-4451 · Aspen - Print/Copy Station				
Deposit	04/22/2021			63.13
Deposit	04/27/2021			646.55
Total 10-4451 · Aspen - Print/Copy Station				709.68

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-4452 · Cook Park - Print/Copy Station				
Deposit	04/22/2021			77.26
Deposit	04/27/2021			428.20
Total 10-4452 · Cook Park - Print/Copy Station				505.46
Total 10-4450 · Copy Machine Income				1,215.14
10-4470 · Bags and Browsers				
Deposit	05/06/2021			2.00
Deposit	05/06/2021			2.00
Total 10-4470 · Bags and Browsers				4.00
Total 00-4200 · Other				1,248.07
10-4350 · Fines				
General Journal	04/30/2021	2999		1,044.34
General Journal	04/30/2021	3005		-112.40
Deposit	05/06/2021			-1.23
Total 10-4350 · Fines				930.71
Total Income				-6,057.91
Gross Profit				-6,057.91
Expense				
10-5100 · Salaries				
10-5110 · Administration Salaries				
General Journal	04/23/2021	2996		35,700.53
General Journal	05/07/2021	3008		31,129.84
Total 10-5110 · Administration Salaries				66,830.37
10-5120 · Adult Salaries				
General Journal	04/23/2021	2996		42,474.13
General Journal	05/07/2021	3008		40,388.42
Total 10-5120 · Adult Salaries				82,862.55
10-5130 · Children's Salaries				
General Journal	04/23/2021	2996		27,529.35
General Journal	05/07/2021	3008		23,832.31
Total 10-5130 · Children's Salaries				51,361.66
10-5140 · Circulation Salaries				
General Journal	04/23/2021	2996		25,779.48
General Journal	05/07/2021	3008		22,961.70
Total 10-5140 · Circulation Salaries				48,741.18
10-5145 · Maintenance Salaries				
General Journal	04/23/2021	2996		8,000.06
General Journal	05/07/2021	3008		7,306.31
Total 10-5145 · Maintenance Salaries				15,306.37
10-5150 · ILL Salaries				
General Journal	04/23/2021	2996		4,152.75
General Journal	05/07/2021	3008		3,650.94
Total 10-5150 · ILL Salaries				7,803.69
10-5155 · Outreach Salaries				
General Journal	04/23/2021	2996		7,353.15
General Journal	05/07/2021	3008		6,823.39
Total 10-5155 · Outreach Salaries				14,176.54
10-5160 · Tech Services Salaries				
General Journal	04/23/2021	2996		25,523.90
General Journal	05/07/2021	3008		22,678.70
Total 10-5160 · Tech Services Salaries				48,202.60

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-5165 · Shelvers Salaries				
General Journal	04/23/2021	2996		5,482.99
General Journal	05/07/2021	3008		5,047.77
Total 10-5165 · Shelvers Salaries				10,530.76
Total 10-5100 · Salaries				345,815.72
10-5200 · Benefits				
10-5210 · Health Insurance				
Bill	04/28/2021	865594 - MAY 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,454.10
General Journal	04/30/2021	3001		54.00
Bill	05/14/2021	P65753/P77758-APR21	COOPERATIVE 90'S MEDICAL	28,301.40
Total 10-5210 · Health Insurance				32,809.50
10-5220 · Dental/Vision Insurance				
Deposit	04/22/2021			-49.19
Bill	04/28/2021	10438 - MAY 2021	DELTA DENTAL OF ILLINOIS - VISION	245.46
General Journal	04/30/2021	3000		-623.58
General Journal	04/30/2021	3000		-623.58
Bill	05/14/2021	10438 - APRIL 2021	COOPERATIVE 90'S DENTAL	3,003.50
Total 10-5220 · Dental/Vision Insurance				1,952.61
10-5230 · Unemployment Compensation				
Bill	05/05/2021	1ST QTR 2021	LIMRICC UNEMPLOYMENT COMPENSA...	3,271.60
Total 10-5230 · Unemployment Compensation				3,271.60
10-5240 · Life Insurance				
Bill	04/28/2021	034963 - MAY 2021	MADISON NATIONAL LIFE INS CO., INC.	246.42
Total 10-5240 · Life Insurance				246.42
10-5270 · LTD Insurance				
Bill	04/28/2021	034963 - MAY 2021	MADISON NATIONAL LIFE INS CO., INC.	346.39
Total 10-5270 · LTD Insurance				346.39
Total 10-5200 · Benefits				38,626.52
10-5300 · Training				
10-5310 · Workshops				
10-5311 · Workshops - Admin				
Credit Card Charge	04/30/2021	040721	Pizza Italia - CMPL Credit Card	115.16
Total 10-5311 · Workshops - Admin				115.16
10-5314 · Workshops - Circulation				
Credit Card Charge	04/30/2021	041521	Libraryworks.com - CMPL Credit Card	49.00
Total 10-5314 · Workshops - Circulation				49.00
Total 10-5310 · Workshops				164.16
10-5330 · Memberships				
10-5331 · Memberships - Admin				
Bill	05/14/2021	FY22-62383	HR SOURCE	1,720.00
Total 10-5331 · Memberships - Admin				1,720.00
10-5332 · Memberships - Adults				
Deposit	04/22/2021			-77.00
Bill	05/14/2021	KING: APR21-MAR22	AMERICAN LIBRARY ASSOCIATION	225.00
Bill	05/14/2021	SAMUELSON:521-422	AMERICAN LIBRARY ASSOCIATION	148.00
Total 10-5332 · Memberships - Adults				296.00
10-5338 · Memberships - Tech Services				
Bill	05/14/2021	CMPL - 2021/22	WILIUG	40.00
Total 10-5338 · Memberships - Tech Services				40.00
Total 10-5330 · Memberships				2,056.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-5350 · Conferences				
10-5351 · Conferences - Admin				
Credit Card Charge	05/03/2021	042921	American Library Assoc - CMPL Credit Card	150.00
Total 10-5351 · Conferences - Admin				150.00
Total 10-5350 · Conferences				150.00
10-5360 · Personnel Tools				
Bill	04/28/2021	13547	MANAGEMENT ASSOCIATION	277.50
Total 10-5360 · Personnel Tools				277.50
Total 10-5300 · Training				2,647.66
10-5400 · Materials				
10-5410 · Books - Adult				
Credit Card Charge	04/30/2021	april 2021a	Amazon Marketplace.com - CMPL Credit ...	706.98
Credit Card Charge	05/03/2021	043021	Amazon Marketplace.com - CMPL Credit ...	35.56
Bill	05/14/2021	2035908692	BAKER & TAYLOR - L5579912	482.96
Bill	05/14/2021	2035908796	BAKER & TAYLOR - L5579912	129.16
Bill	05/14/2021	74124788	GALE	207.92
Bill	05/14/2021	74124853	GALE	20.14
Bill	05/14/2021	2035865658	BAKER & TAYLOR - L5742022	508.08
Bill	05/14/2021	2035915062	BAKER & TAYLOR - L5580152	627.59
Bill	05/14/2021	2035914444	BAKER & TAYLOR - L5579912	240.57
Bill	05/14/2021	2035917356	BAKER & TAYLOR - L5579912	28.66
Bill	05/14/2021	2035898154	BAKER & TAYLOR - L5579912	373.18
Bill	05/14/2021	5016897892	BAKER & TAYLOR - C5217413	85.57
Bill	05/14/2021	5016897893	BAKER & TAYLOR - C5217413	11.24
Bill	05/14/2021	5016897889	BAKER & TAYLOR - C0209743	132.57
Bill	05/14/2021	2035914570	BAKER & TAYLOR - L5580072	54.07
Bill	05/14/2021	5016893719	BAKER & TAYLOR - L3966532	98.58
Bill	05/14/2021	2035914175	BAKER & TAYLOR - L5579912	177.38
Bill	05/14/2021	74141381	GALE	19.99
Bill	05/14/2021	2035922941	BAKER & TAYLOR - L5580152	400.54
Bill	05/14/2021	2035883284	BAKER & TAYLOR - L5742022	559.11
Bill	05/14/2021	2035871439	BAKER & TAYLOR - L3966532	609.47
Bill	05/14/2021	2035856266	BAKER & TAYLOR - L3966532	956.51
Bill	05/14/2021	2035921818	BAKER & TAYLOR - L5579912	344.06
Bill	05/14/2021	2035918696	BAKER & TAYLOR - L5579912	310.92
Bill	05/14/2021	74174318	GALE	24.69
Bill	05/14/2021	74174183	GALE	49.39
Bill	05/14/2021	74175057	GALE	152.97
Bill	05/14/2021	2035892922	BAKER & TAYLOR - L5742022	539.66
Bill	05/14/2021	2035909508	BAKER & TAYLOR - L5742022	306.04
Bill	05/14/2021	2035892250	BAKER & TAYLOR - L3966532	724.50
Bill	05/14/2021	2035895599	BAKER & TAYLOR - L3966532	491.74
Bill	05/14/2021	5016920008	BAKER & TAYLOR - L3966532	13.63
Bill	05/14/2021	2035927009	BAKER & TAYLOR - L5580072	32.87
Bill	05/14/2021	2035876167	BAKER & TAYLOR - L5742022	690.64
Bill	05/14/2021	2035912071	BAKER & TAYLOR - L5742022	236.55
Bill	05/14/2021	2035931379	BAKER & TAYLOR - L5580152	422.61
Bill	05/14/2021	2035910872	BAKER & TAYLOR - L3966532	572.51
Bill	05/14/2021	2035933641	BAKER & TAYLOR - L5579912	302.25
Bill	05/14/2021	2035929842	BAKER & TAYLOR - L4231132	11.94
Bill	05/14/2021	74180780	GALE	26.39
Bill	05/14/2021	74180089	GALE	51.18
Bill	05/14/2021	2035937338	BAKER & TAYLOR - L5579912	315.21
Bill	05/14/2021	2035878011	BAKER & TAYLOR - L3966532	712.49
Bill	05/14/2021	2035914708	BAKER & TAYLOR - L5742022	366.87
Bill	05/14/2021	2035946297	BAKER & TAYLOR - C0209743	338.77
Bill	05/14/2021	2035928053	BAKER & TAYLOR - C0209743	355.10
Bill	05/14/2021	2035927068	BAKER & TAYLOR - C0209743	703.06
Bill	05/14/2021	5016934404	BAKER & TAYLOR - C5217413	99.94
Bill	05/14/2021	2035922880	BAKER & TAYLOR - L5742022	444.17
Bill	05/14/2021	2035940111	BAKER & TAYLOR - L5579912	249.63
Bill	05/14/2021	2035903591	BAKER & TAYLOR - L5742022	495.02
Bill	05/14/2021	2035945570	BAKER & TAYLOR - L5579912	294.02
Bill	05/14/2021	1844402	CENTER POINT LARGE PRINT	184.56
Bill	05/14/2021	5016948889	BAKER & TAYLOR - L3966532	49.95
Bill	05/14/2021	1847538	CENTER POINT LARGE PRINT	182.76
Bill	05/14/2021	742333392	GALE	26.39
Bill	05/14/2021	2035959037	BAKER & TAYLOR - L5579912	367.70
Bill	05/14/2021	2035955924	BAKER & TAYLOR - L5579912	229.53
Bill	05/14/2021	2035955982	BAKER & TAYLOR - L5580072	13.15
Bill	05/14/2021	1850368	CENTER POINT LARGE PRINT	23.37
Bill	05/14/2021	INV119958	CFRA	1,940.00
Bill	05/14/2021	74243674	GALE	30.39

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
Bill	05/14/2021	74244382	GALE	148.14
Bill	05/14/2021	74244469	GALE	441.91
Bill	05/14/2021	74238314	GALE	158.34
Bill	05/14/2021	149749	RUSSIAN PUBLISHING HOUSE LTD.	377.15
Total 10-5410 · Books - Adult				20,317.99
10-5415 · Books - Juvenile				
Credit Card Charge	04/30/2021	april 2021b	Amazon Marketplace.com - CMPL Credit ...	21.60
Credit Card Charge	04/30/2021	042221	Amazon Marketplace.com - CMPL Credit ...	21.60
Credit Card Charge	05/03/2021	042521	Amazon Marketplace.com - CMPL Credit ...	21.97
Bill	05/14/2021	2035908740	BAKER & TAYLOR - L5580072	707.23
Bill	05/14/2021	2035914539	BAKER & TAYLOR - L3966522	666.33
Bill	05/14/2021	2035914570	BAKER & TAYLOR - L5580072	348.90
Bill	05/14/2021	2035913518	BAKER & TAYLOR - L4231142	377.20
Bill	05/14/2021	2035922821	BAKER & TAYLOR - L4231142	247.22
Bill	05/14/2021	2035911212	BAKER & TAYLOR - L3966522	317.57
Bill	05/14/2021	500332061	MIDWEST TAPE, LLC	184.40
Bill	05/14/2021	2035927532	BAKER & TAYLOR - L3966522	601.42
Bill	05/14/2021	2035927009	BAKER & TAYLOR - L5580072	223.95
Bill	05/14/2021	2035929830	BAKER & TAYLOR - L4231522	141.83
Bill	05/14/2021	2035939918	BAKER & TAYLOR - L5580072	273.23
Bill	05/14/2021	2035932335	BAKER & TAYLOR - L5580072	248.69
Bill	05/14/2021	2035937159	BAKER & TAYLOR - L3966522	469.00
Bill	05/14/2021	2035949033	BAKER & TAYLOR - C0209743	408.57
Bill	05/14/2021	2035945893	BAKER & TAYLOR - L4231142	135.73
Bill	05/14/2021	2035941128	BAKER & TAYLOR - L5580072	436.50
Bill	05/14/2021	2035940768	BAKER & TAYLOR - L4231142	332.23
Bill	05/14/2021	2035953000	BAKER & TAYLOR - L4231522	40.04
Bill	05/14/2021	2035956001	BAKER & TAYLOR - L3966522	772.32
Bill	05/14/2021	2035955982	BAKER & TAYLOR - L5580072	483.47
Bill	05/14/2021	2035961744	BAKER & TAYLOR - L5580072	184.12
Total 10-5415 · Books - Juvenile				7,665.12
10-5420 · Audio/Visual - Adult				
Credit Card Charge	04/30/2021	april 2021c	Amazon Marketplace.com - CMPL Credit ...	74.95
Credit Card Charge	04/30/2021	041221	Amazon Marketplace.com - CMPL Credit ...	4.99
Credit Card Charge	05/03/2021	041621	Amazon Marketplace.com - CMPL Credit ...	18.97
Bill	05/14/2021	500313962	MIDWEST TAPE, LLC	151.44
Bill	05/14/2021	500332061	MIDWEST TAPE, LLC	1,067.83
Bill	05/14/2021	500341581	MIDWEST TAPE, LLC	369.99
Bill	05/14/2021	500357249	MIDWEST TAPE, LLC	1,679.30
Bill	05/14/2021	500357247	MIDWEST TAPE, LLC	530.52
Bill	05/14/2021	500368404	MIDWEST TAPE, LLC	291.90
Bill	05/14/2021	500389392	MIDWEST TAPE, LLC	1,198.23
Bill	05/14/2021	500413079	MIDWEST TAPE, LLC	342.69
Bill	05/14/2021	500423418	MIDWEST TAPE, LLC	2,079.58
Total 10-5420 · Audio/Visual - Adult				7,810.39
10-5425 · Audio/Visual - Juvenile				
Bill	05/14/2021	500357247	MIDWEST TAPE, LLC	63.70
Bill	05/14/2021	500389392	MIDWEST TAPE, LLC	338.08
Bill	05/14/2021	500413079	MIDWEST TAPE, LLC	80.94
Bill	05/14/2021	500423418	MIDWEST TAPE, LLC	1,056.66
Total 10-5425 · Audio/Visual - Juvenile				1,539.38
10-5430 · Games - Adult				
Credit Card Charge	04/30/2021	april 2021d	Amazon Marketplace.com - CMPL Credit ...	66.84
Bill	05/14/2021	5351	CRIMSON MULTIMEDIA DISTRIBUTION, ...	265.62
Bill	05/14/2021	5352	CRIMSON MULTIMEDIA DISTRIBUTION, ...	81.33
Bill	05/14/2021	5405	CRIMSON MULTIMEDIA DISTRIBUTION, ...	143.44
Total 10-5430 · Games - Adult				557.23
10-5435 · Games - Children				
Bill	05/14/2021	5340	CRIMSON MULTIMEDIA DISTRIBUTION, ...	827.32
Bill	05/14/2021	5406	CRIMSON MULTIMEDIA DISTRIBUTION, ...	183.47
Total 10-5435 · Games - Children				1,010.79
10-5440 · Periodicals - Adult				
Credit Card Charge	04/30/2021	041421	Audobon Society - CMPL Credit Card	20.00
Bill	05/14/2021	4103217	BARNES & NOBLE, INC.	31.98
Total 10-5440 · Periodicals - Adult				51.98

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-5450 · Circulating Technologies				
10-5453 · Circ Tech - Subscriptions				
Credit Card Charge	04/30/2021	040321	Hulu - CMPL Credit Card	13.99
Credit Card Charge	04/30/2021	040421	HBOMAX.com - CMPL Credit Card	29.98
Credit Card Charge	04/30/2021	040421	Hulu - CMPL Credit Card	25.97
Credit Card Charge	04/30/2021	0413&041621	Netflix.com - CMPL Credit Card	35.98
Total 10-5453 · Circ Tech - Subscriptions				105.92
Total 10-5450 · Circulating Technologies				105.92
10-5490 · Electronic Services				
10-5491 · Online Databases				
10-5492 · Online Databases - Adults				
Bill	05/14/2021	SPB21_0060	PROQUEST LLC	9,712.81
Bill	05/14/2021	DN21-46728	VALUE LINE PUBLISHING LLC	4,690.00
Bill	05/14/2021	35929049 - 050721	MORNINGSTAR, INC.	313.00
Total 10-5492 · Online Databases - Adults				14,715.81
Total 10-5491 · Online Databases				14,715.81
10-5494 · Digital Popular Materials				
10-5495 · Dig. Popular Materials - Adults				
Bill	05/14/2021	07001CO21142264	OVERDRIVE, INC.	944.40
Bill	05/14/2021	07001CO21144514	OVERDRIVE, INC.	474.93
Bill	05/14/2021	07001CO21144712	OVERDRIVE, INC.	307.99
Bill	05/14/2021	07001CO21160758	OVERDRIVE, INC.	547.45
Bill	05/14/2021	07001CO21160773	OVERDRIVE, INC.	437.91
Bill	05/14/2021	07001CO21163294	OVERDRIVE, INC.	284.97
Bill	05/14/2021	07001CO21165419	OVERDRIVE, INC.	65.00
Bill	05/14/2021	APRIL 2021	BIBLIOTHECA, LLC	4,113.83
Bill	05/14/2021	07001CO21181645	OVERDRIVE, INC.	991.63
Bill	05/14/2021	07001CO21184002	OVERDRIVE, INC.	263.99
Bill	05/14/2021	07001CO21183659	OVERDRIVE, INC.	665.43
Bill	05/14/2021	APRIL 2021	MIDWEST TAPE, LLC	8,760.26
Bill	05/14/2021	07001CO21212142	OVERDRIVE, INC.	1,033.42
Bill	05/14/2021	07001CO2121254	OVERDRIVE, INC.	715.95
Bill	05/14/2021	07001CO21215664	OVERDRIVE, INC.	421.98
Check	05/14/2021	55662	OVERDRIVE, INC.	534.47
Check	05/14/2021	55662	OVERDRIVE, INC.	-389.61
Total 10-5495 · Dig. Popular Materials - Adults				20,174.00
Total 10-5494 · Digital Popular Materials				20,174.00
Total 10-5490 · Electronic Services				34,889.81
10-5497 · Interlibrary Loan Fees				
Bill	05/14/2021	23406	IHLS-OCLC	312.42
Total 10-5497 · Interlibrary Loan Fees				312.42
Total 10-5400 · Materials				74,261.03
10-5500 · Processing				
10-5520 · Cataloging				
Bill	05/14/2021	23406	IHLS-OCLC	2,527.78
Bill	05/14/2021	MR0700121179078	OVERDRIVE, INC.	565.50
Bill	05/14/2021	500384130	MIDWEST TAPE, LLC	94.00
Total 10-5520 · Cataloging				3,187.28
Total 10-5500 · Processing				3,187.28
10-5600 · Supplies				
10-5611 · Supplies - Admin				
Bill	05/14/2021	193521 - APRIL 2021	WAREHOUSE DIRECT OFFICE PRODU...	424.19
Total 10-5611 · Supplies - Admin				424.19
10-5612 · Supplies - Adults				
Credit Card Charge	04/30/2021	042821	Amazon Marketplace.com - CMPL Credit ...	44.99
Bill	05/14/2021	57572294	AMERICAN LIBRARY ASSOCIATION	182.18
Bill	05/14/2021	6942640	DEMCO, INC.	259.39
Total 10-5612 · Supplies - Adults				486.56

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-5613 · Supplies - Children's				
Credit Card Charge	04/30/2021	041421	Amazon Marketplace.com - CMPL Credit ...	15.75
Credit Card Charge	04/30/2021	041221	Amazon Marketplace.com - CMPL Credit ...	17.57
Credit Card Charge	04/30/2021	041221	Amazon Marketplace.com - CMPL Credit ...	17.57
Credit Card Charge	05/03/2021	043021	Amazon Marketplace.com - CMPL Credit ...	33.49
Bill	05/14/2021	193521 - APRIL 2021	WAREHOUSE DIRECT OFFICE PRODU...	43.43
Total 10-5613 · Supplies - Children's				127.81
10-5614 · Supplies - Circulation				
Bill	05/14/2021	1017699841	PITNEY BOWES INC	113.02
Bill	05/14/2021	193521 - APRIL 2021	WAREHOUSE DIRECT OFFICE PRODU...	37.46
Bill	05/14/2021	39563	ELM USA, INC.	1,013.38
Total 10-5614 · Supplies - Circulation				1,163.86
10-5615 · Supplies - Maintenance				
Credit Card Charge	04/30/2021	040821	Krug Northwest - CMPL Credit Card	215.00
Credit Card Charge	04/30/2021	042121	Amazon Marketplace.com - CMPL Credit ...	26.99
Credit Card Charge	04/30/2021	042121	Amazon Marketplace.com - CMPL Credit ...	110.32
Credit Card Charge	04/30/2021	042321	Amazon Marketplace.com - CMPL Credit ...	117.88
Credit Card Charge	04/30/2021	042221	Gordon Electrical - CMPL Credit Card	145.85
Credit Card Charge	04/30/2021	040821	Blackhawk Supply - CMPL Credit Card	261.19
Credit Card Charge	05/03/2021	043021	SIGN A RAMA - CREDIT CARD	55.00
Credit Card Charge	05/03/2021	050221	Amazon Marketplace.com - CMPL Credit ...	138.95
Credit Card Charge	05/03/2021	043021	Amazon Marketplace.com - CMPL Credit ...	45.82
Bill	05/14/2021	P38963163	BATTERIES + BULBS	50.00
Bill	05/14/2021	P38963360	BATTERIES + BULBS	418.50
Bill	05/14/2021	132498530	ULINE, INC	129.19
Bill	05/14/2021	132564172	ULINE, INC	142.00
Bill	05/14/2021	132564172	ULINE, INC	444.00
Bill	05/14/2021	042321	LOWE'S	5.96
Bill	05/14/2021	042321	LOWE'S	29.36
Bill	05/14/2021	193521 - APRIL 2021	WAREHOUSE DIRECT OFFICE PRODU...	392.32
Total 10-5615 · Supplies - Maintenance				2,728.33
10-5616 · Supplies - ILL				
Credit Card Charge	04/30/2021	040821	Fastsigns - CMPL Credit Card	26.66
Total 10-5616 · Supplies - ILL				26.66
10-5618 · Supplies - Tech Services				
Credit Card Charge	04/30/2021	040521	Office Smart Labels - CMPL Credit Card	139.96
Bill	05/14/2021	132564172	ULINE, INC	133.20
Bill	05/14/2021	193521 - APRIL 2021	WAREHOUSE DIRECT OFFICE PRODU...	42.84
Bill	05/14/2021	6946739	DEMCO, INC.	441.83
Total 10-5618 · Supplies - Tech Services				757.83
10-5660 · Supplies - Computer				
Credit Card Charge	05/03/2021	042921	Amazon Marketplace.com - CMPL Credit ...	88.86
Total 10-5660 · Supplies - Computer				88.86
10-5680 · Supplies - Staff Room				
Bill	05/14/2021	5545	ABSOLUTE VENDING SERVICE, INC	87.62
Bill	05/14/2021	193521 - APRIL 2021	WAREHOUSE DIRECT OFFICE PRODU...	227.09
Total 10-5680 · Supplies - Staff Room				314.71
Total 10-5600 · Supplies				6,118.81
10-5700 · Vehicles				
10-5710 · Bookmobile Fuel				
Bill	05/14/2021	1774	VILLAGE-VERNON	70.46
Total 10-5710 · Bookmobile Fuel				70.46
10-5720 · Bookmobile Maintenance/Repair				
Credit Card Charge	04/30/2021	041621	83-RV, INC.	159.80
Total 10-5720 · Bookmobile Maintenance/Repair				159.80
10-5730 · Bookmobile Delivery Service				
Bill	05/14/2021	APRIL 2021	DITTMAN, SUSAN	24.08
Total 10-5730 · Bookmobile Delivery Service				24.08

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-5750 · Van Fuel				
Bill	05/14/2021	1774	VILLAGE-VERNON	165.59
Total 10-5750 · Van Fuel				165.59
Total 10-5700 · Vehicles				419.93
10-5800 · Computer Operations				
10-5865 · Remote Communications Expenses				
Bill	05/14/2021	APRIL 2021	COWSKY, MARY CAROL	5.00
Bill	05/14/2021	APRIL 2021	ECKMANN, ROBERT	10.00
Bill	05/14/2021	APRIL 2021	BOSAK, NICOLE	10.00
Bill	05/14/2021	APRIL 2021	CARNES, LORRAINE	10.00
Bill	05/14/2021	APRIL 2021	ARNSWALD, NANCY	10.00
Bill	05/14/2021	APRIL 2021	BASSETT, ELLEN	10.00
Bill	05/14/2021	APRIL 2021	GAFKA, DEBORAH	10.00
Bill	05/14/2021	APRIL 2021	HADJIMITSOS, LAURA	10.00
Bill	05/14/2021	APRIL 2021	KING, BECKY	10.00
Bill	05/14/2021	APRIL 2021	KLINE, SANDY	10.00
Bill	05/14/2021	APRIL 2021	KRAUSE, DONNA	10.00
Bill	05/14/2021	APRIL 2021	MELLANG, MARY	10.00
Bill	05/14/2021	APRIL 2021	VARGA, KAREN	10.00
Bill	05/14/2021	APRIL 2021	HEATHERMAN, AMY	15.00
Bill	05/14/2021	APRIL 2021	KRISHNAMOORTHY, SEETHALAKSHMI	10.00
Bill	05/14/2021	APRIL 2021	LARSON, ANDREA	10.00
Bill	05/14/2021	APRIL 2021	ANDREW, MARY	10.00
Bill	05/14/2021	APRIL 2021	BARRY, JENNIFER	10.00
Bill	05/14/2021	APRIL 2021	COMPTON, PATRICIA	10.00
Bill	05/14/2021	APRIL 2021	DOWNS SAMUELSON, HALEY	15.00
Bill	05/14/2021	APRIL 2021	MORTON, MARK	10.00
Bill	05/14/2021	APRIL 2021	MURROW, JOE	10.00
Bill	05/14/2021	APRIL 2021	SCHOENFIELD, SONIA	10.00
Total 10-5865 · Remote Communications Expenses				235.00
10-5830 · Replacement Hardware/Software				
10-5831 · Rep Hrdwre/Sftwre - Admin				
Credit Card Charge	04/30/2021	040121	Liberated Syndication - CMPL Credit Card	15.00
Credit Card Charge	04/30/2021	040221	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card Charge	04/30/2021	040521	Skype.com - CMPL Credit Card	6.50
Credit Card Charge	04/30/2021	041921	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	04/30/2021	042321	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	04/30/2021	042821	Zoom.us - CMPL Credit Card	64.99
Credit Card Charge	04/30/2021	042221	Apple.com - CMPL Credit Card	105.19
Credit Card Charge	05/03/2021	050121	Liberated Syndication - CMPL Credit Card	15.00
Bill	05/14/2021	289.70	COMPUTER VIEW, INC.	330.00
Bill	05/14/2021	28968	COMPUTER VIEW, INC.	1,372.00
Bill	05/14/2021	28956	COMPUTER VIEW, INC.	450.00
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				2,418.66
10-5833 · Rep Hrdwre/Sftwre - Children's				
Bill	04/28/2021	13191	SYSTEMS TECHNOLOGY GROUP	995.00
Bill	04/28/2021	13191	SYSTEMS TECHNOLOGY GROUP	100.00
Bill	04/28/2021	13191	SYSTEMS TECHNOLOGY GROUP	50.00
Total 10-5833 · Rep Hrdwre/Sftwre - Children's				1,145.00
Total 10-5830 · Replacement Hardware/Software				3,563.66
10-5860 · Internet				
Bill	04/28/2021	04231-052221	COMCAST	234.90
Total 10-5860 · Internet				234.90
Total 10-5800 · Computer Operations				4,033.56
10-5900 · Utilities				
10-5910 · Electricity				
10-5911 · Electricity - Aspen				
Bill	05/14/2021	19836405801	CONSTELLATION NEW ENERGY, INC.	4,716.31
Total 10-5911 · Electricity - Aspen				4,716.31
10-5912 · Electricity - Cook Park				
Bill	05/14/2021	19836563001	CONSTELLATION NEW ENERGY, INC.	6,033.53
Total 10-5912 · Electricity - Cook Park				6,033.53
Total 10-5910 · Electricity				10,749.84

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-5920 · Gas				
10-5921 · Gas - Aspen				
Check	05/14/2021	55663	CONSTELLATION NATURAL GAS	-1.43
Check	05/14/2021	55663	CONSTELLATION NATURAL GAS	769.72
Total 10-5921 · Gas - Aspen				768.29
10-5922 · Gas - Cook Park				
Check	05/14/2021	55663	CONSTELLATION NATURAL GAS	-1.80
Check	05/14/2021	55663	CONSTELLATION NATURAL GAS	1,289.78
Total 10-5922 · Gas - Cook Park				1,287.98
Total 10-5920 · Gas				2,056.27
10-5930 · Water				
10-5932 · Water - Cook Park				
Bill	05/14/2021	020221-040721	VILLAGE-LIBERTYVILLE	432.60
Total 10-5932 · Water - Cook Park				432.60
Total 10-5930 · Water				432.60
Total 10-5900 · Utilities				13,238.71
10-6000 · Telephone				
10-6010 · Telephone				
Bill	04/28/2021	04231-052221	COMCAST	268.55
Total 10-6010 · Telephone				268.55
10-6020 · Bookmobile - Telephone				
Bill	04/28/2021	9877838130	VERIZON WIRELESS SERVICES LLC	233.59
Total 10-6020 · Bookmobile - Telephone				233.59
10-6050 · Telephone Service Contracts				
Bill	05/14/2021	22182	BLUE WIRE COMMUNICATIONS	108.15
Total 10-6050 · Telephone Service Contracts				108.15
Total 10-6000 · Telephone				610.29
10-6100 · Postage				
Bill	05/14/2021	17928748 - 051121	PITNEY BOWES - RESERVE ACCOUNT	1,000.00
Total 10-6100 · Postage				1,000.00
10-6200 · Maintenance				
10-6210 · Janitorial Service				
10-6211 · Janitorial Service - Aspen				
Bill	05/14/2021	C17363	COMPLETE CLEANING COMPANY, INC.	2,160.00
Total 10-6211 · Janitorial Service - Aspen				2,160.00
10-6212 · Janitorial Service - Cook Park				
Bill	05/14/2021	C17363	COMPLETE CLEANING COMPANY, INC.	3,462.72
Total 10-6212 · Janitorial Service - Cook Park				3,462.72
Total 10-6210 · Janitorial Service				5,622.72
10-6220 · Landscaping Service				
10-6221 · Landscaping - Aspen				
Bill	05/14/2021	4079	LANDSCAPE CONCEPTS, INC.	773.87
Total 10-6221 · Landscaping - Aspen				773.87
Total 10-6220 · Landscaping Service				773.87
10-6230 · Snow Removal				
10-6232 · Snow Removal - Cook Park				
Bill	04/28/2021	73948 - 020721	JAMES MARTIN ASSOCIATES, INC.	99.00
Total 10-6232 · Snow Removal - Cook Park				99.00
Total 10-6230 · Snow Removal				99.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-6240 · Trash Removal				
10-6242 · Trash Removal - Cook Park				
General Journal	04/30/2021	3004	GROOT INDUSTRIES, INC.	216.49
Total 10-6242 · Trash Removal - Cook Park				216.49
Total 10-6240 · Trash Removal				216.49
10-6250 · Miscellaneous				
10-6251 · Misc. Maintenance - Aspen				
Bill	05/14/2021	8057372	ANDERSON PEST SOLUTIONS	93.40
Bill	05/14/2021	5461	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen				291.40
10-6252 · Misc. Maintenance - Cook Park				
Bill	05/14/2021	5461	AMS OF NORTHERN ILLINOIS	149.00
Bill	05/14/2021	015600CS307569	AMBIUS, LLC (19)	337.98
Bill	05/14/2021	DNSY265	IRON MOUNTAIN INCORPORATED	186.32
Total 10-6252 · Misc. Maintenance - Cook Park				673.30
Total 10-6250 · Miscellaneous				964.70
Total 10-6200 · Maintenance				7,676.78
10-6300 · Repair				
10-6320 · Building & Grounds Repairs				
10-6321 · Building Repairs - Aspen				
Bill	05/14/2021	W37444	SHERMAN MECHANICAL, INC.	420.00
Bill	05/14/2021	68732	CONTROLLED POWER COMPANY	1,400.00
Bill	05/14/2021	68732	CONTROLLED POWER COMPANY	2,600.00
Bill	05/14/2021	68732	CONTROLLED POWER COMPANY	43.00
Total 10-6321 · Building Repairs - Aspen				4,463.00
10-6322 · Building Repairs - Cook Park				
Bill	05/14/2021	W37445	SHERMAN MECHANICAL, INC.	899.00
Total 10-6322 · Building Repairs - Cook Park				899.00
Total 10-6320 · Building & Grounds Repairs				5,362.00
10-6330 · Mechanical Repairs				
10-6331 · Mechanical Repairs - Aspen				
Bill	04/28/2021	45673B	JM IRRIGATION, L.L.C.	243.00
Bill	05/14/2021	45915B	JM IRRIGATION, L.L.C.	118.00
Total 10-6331 · Mechanical Repairs - Aspen				361.00
10-6332 · Mechanical Repairs - Cook Park				
Bill	05/14/2021	W37580	SHERMAN MECHANICAL, INC.	260.00
Total 10-6332 · Mechanical Repairs - Cook Park				260.00
Total 10-6330 · Mechanical Repairs				621.00
10-6340 · Service Contracts-Mech. & Bldg.				
10-6341 · Service Contracts - Aspen				
Bill	05/14/2021	C008450	SHERMAN MECHANICAL, INC.	1,453.50
Total 10-6341 · Service Contracts - Aspen				1,453.50
10-6342 · Service Contracts - Cook Park				
Bill	04/28/2021	424396	FIRE & SECURITY SERVICES, INC.	147.00
Bill	05/14/2021	C008412	SHERMAN MECHANICAL, INC.	2,118.00
Bill	05/14/2021	35185	AMERICAN BACKFLOW PREVENTION, I...	198.00
Total 10-6342 · Service Contracts - Cook Park				2,463.00
Total 10-6340 · Service Contracts-Mech. & Bldg.				3,916.50
10-6360 · Office Machine Service Contract				
Bill	05/14/2021	9007684914	KONICA MINOLTA BUSINESS SOLUTIO...	336.27
Total 10-6360 · Office Machine Service Contract				336.27
Total 10-6300 · Repair				10,235.77

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount	
10-6500 · Professional Services					
10-6520 · Legal Services					
Bill	05/14/2021	217351	KLEIN, THORPE AND JENKINS, LTD.	2,295.00	
Bill	05/14/2021	0205-002 043021	KLEIN, THORPE AND JENKINS, LTD.	904.00	
Total 10-6520 · Legal Services				3,199.00	
10-6540 · Payroll Processing					
General Journal	04/23/2021	2995		820.76	
General Journal	05/07/2021	3007		338.82	
General Journal	05/07/2021	je - payloc		338.82	
Total 10-6540 · Payroll Processing				1,498.40	
Total 10-6500 · Professional Services					4,697.40
10-6600 · Improvements					
10-6650 · Copiers & Other Leased Equip					
Bill	05/14/2021	37664230	KONICA MINOLTA	511.35	
Total 10-6650 · Copiers & Other Leased Equip				511.35	
Total 10-6600 · Improvements					511.35
10-6700 · Community Relations					
10-6712 · Graphics					
Bill	05/14/2021	C494825	CDW GOVERNMENT, INC.	79.87	
Bill	05/14/2021	31183	GRAPHIC 14, INCORPORATED	356.98	
Total 10-6712 · Graphics				436.85	
10-6720 · Programming - Adult					
10-6721 · Programs - Performances					
General Journal	04/19/2021	2994	ANTONIO, LUCIANO	-300.00	
General Journal	04/27/2021	2997	CRYSTAL CLEAR MUSIC PRODUCTION...	-200.00	
Bill	04/28/2021	MAY 18, 2021	KAREN CHAN FINANCIAL EDUCATION	250.00	
Bill	04/28/2021	MAY 11, 2021	ART EXCURSIONS, INC.	350.00	
Bill	04/28/2021	MARCH 11, 2021	WOOD, KEVIN J.	150.00	
Bill	05/14/2021	MAY 25, 2021	JOSEPH, DR. COURTNEY PIERRE	350.00	
Bill	05/14/2021	MARCH 11, 2021-B	WOOD, KEVIN J.	100.00	
Total 10-6721 · Programs - Performances				700.00	
10-6722 · Book Discussions&Author Events					
Bill	05/14/2021	APRIL 27, 2021	GORDON, ALEXIA	100.00	
Total 10-6722 · Book Discussions&Author Events				100.00	
10-6723 · Other Expenditures					
Bill	05/14/2021	MAY 27, 2021	RODGERS, DAVID	300.00	
Total 10-6723 · Other Expenditures				300.00	
10-6726 · Computer					
Bill	04/28/2021	MAY 17, 2021	MONTANO, ESTEVAN	150.00	
Bill	05/14/2021	MAY 19, 2021	MONTANO, ESTEVAN	150.00	
Bill	05/14/2021	MAY 26, 2021	MONTANO, ESTEVAN	150.00	
Total 10-6726 · Computer				450.00	
Total 10-6720 · Programming - Adult					1,550.00
10-6730 · Programming - Young Adult					
10-6731 · Programs - YA (Other)					
Credit Card Charge	04/30/2021	042121	Amazon Marketplace.com - CMPL Credit ...	9.99	
Credit Card Charge	04/30/2021	042721	Amazon Marketplace.com - CMPL Credit ...	15.46	
Credit Card Charge	04/30/2021	042721	Amazon Marketplace.com - CMPL Credit ...	125.13	
Credit Card Charge	04/30/2021	042821	Best Buy - CMPL Credit Card	349.98	
Credit Card Charge	05/03/2021	042921	Amazon Marketplace.com - CMPL Credit ...	34.99	
Total 10-6731 · Programs - YA (Other)				535.55	
Total 10-6730 · Programming - Young Adult					535.55

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
10-6740 · Programming - Children's				
Bill	04/28/2021	MAY 18, 2021	BEVERLEY, JOEL	150.00
Credit Card Charge	04/30/2021	040621	Tender Leaf Toys - CMPL Credit Card	109.98
Credit Card Charge	04/30/2021	040121	Amazon Marketplace.com - CMPL Credit ...	6.49
Credit Card Charge	04/30/2021	042721	Target.com - CMPL Credit Card	9.34
Credit Card Charge	04/30/2021	040121	Amazon Marketplace.com - CMPL Credit ...	10.43
Credit Card Charge	04/30/2021	042121	Amazon Marketplace.com - CMPL Credit ...	13.79
Credit Card Charge	04/30/2021	042121	Amazon Marketplace.com - CMPL Credit ...	22.27
Credit Card Charge	04/30/2021	040221	Amazon Marketplace.com - CMPL Credit ...	22.86
Credit Card Charge	04/30/2021	042221	Amazon Marketplace.com - CMPL Credit ...	25.90
Credit Card Charge	04/30/2021	040621	Amazon Marketplace.com - CMPL Credit ...	34.63
Credit Card Charge	04/30/2021	040121	Amazon Marketplace.com - CMPL Credit ...	41.43
Credit Card Charge	04/30/2021	040121	Amazon Marketplace.com - CMPL Credit ...	67.84
Credit Card Charge	04/30/2021	042321	Amazon Marketplace.com - CMPL Credit ...	72.26
Credit Card Charge	04/30/2021	041921	Amazon Marketplace.com - CMPL Credit ...	124.41
Credit Card Charge	04/30/2021	0402&040521	Amazon Marketplace.com - CMPL Credit ...	314.61
Credit Card Charge	04/30/2021	042121	Winbridge.com - CMPL Credit Card	48.99
General Journal	04/30/2021	3009	Amazon Marketplace.com - CMPL Credit ...	-141.52
General Journal	04/30/2021	3009	Tender Leaf Toys - CMPL Credit Card	-109.98
Credit Card Charge	05/03/2021	050221	Amazon Marketplace.com - CMPL Credit ...	136.90
Credit Card Charge	05/03/2021	043021	Amazon Marketplace.com - CMPL Credit ...	69.57
Credit Card Charge	05/03/2021	042921	Dollar Tree - CMPL Credit Card	57.94
Credit Card Charge	05/03/2021	043021	Amazon Marketplace.com - CMPL Credit ...	141.52
Total 10-6740 · Programming - Children's				1,229.66
10-6760 · Promotions/Prizes				
10-6761 · Promotions/Prizes- Admin/Gen				
General Journal	04/30/2021	3009	BRAD LARSON MEDIA, INC.	-395.00
Bill	05/14/2021	1044	BRAD LARSON MEDIA, INC.	395.00
Bill	05/14/2021	1044	BRAD LARSON MEDIA, INC.	200.00
Total 10-6761 · Promotions/Prizes- Admin/Gen				200.00
10-6770 · Promotions/Prizes - YA				
Credit Card Charge	04/30/2021	042121	Amazon Marketplace.com - CMPL Credit ...	300.00
Total 10-6770 · Promotions/Prizes - YA				300.00
Total 10-6760 · Promotions/Prizes				500.00
10-6780 · Digital Studios				
10-6781 · Digital Studios - Equipment				
Credit Card Charge	04/30/2021	040921	Amazon Marketplace.com - CMPL Credit ...	29.90
Credit Card Charge	04/30/2021	040121	AtomicFilament.com - CMPL Credit Card A	32.98
Credit Card Charge	04/30/2021	041421	AtomicFilament.com - CMPL Credit Card A	32.98
Total 10-6781 · Digital Studios - Equipment				95.86
Total 10-6780 · Digital Studios				95.86
10-6790 · Workshops				
10-6791 · Workshops - Equipment				
Credit Card Charge	04/30/2021	041621	3D Upfitters - CMPL Credit Card	249.09
Total 10-6791 · Workshops - Equipment				249.09
10-6793 · Workshops - Programs/Classes				
Credit Card Charge	05/03/2021	043021	Michaels - CMPL Credit Card	215.49
Credit Card Charge	05/03/2021	043021	Joann Fabrics - CMPL Credit Card	192.90
Credit Card Charge	05/03/2021	043021	AtomicFilament.com - CMPL Credit Card A	184.94
Credit Card Charge	05/03/2021	043021	Amazon Marketplace.com - CMPL Credit ...	17.96
Total 10-6793 · Workshops - Programs/Classes				611.29
Total 10-6790 · Workshops				860.38
Total 10-6700 · Community Relations				5,208.30
10-8510 · Other Donation Reimbursements				
Credit Card Charge	05/03/2021	042921	Bricks R Us - CMPL Credit Card	34.00
Total 10-8510 · Other Donation Reimbursements				34.00
20-8210 · Employer IMRF Disbursements				
General Journal	04/23/2021	2996		19,649.52
General Journal	05/07/2021	3008		17,539.97
Total 20-8210 · Employer IMRF Disbursements				37,189.49

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

April 17 through May 14, 2021

Type	Date	Num	Name	Paid Amount
20-8250 · Employer Soc Security Tax Disb				
General Journal	04/23/2021	2996		13,550.63
General Journal	05/07/2021	3008		12,159.77
Total 20-8250 · Employer Soc Security Tax Disb				25,710.40
Total Expense				581,223.00
Net Ordinary Income				-587,280.91
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements				
60-9812 · Cook Park - Generator				
Credit Card Charge	04/30/2021	042321	AIA Contract Docs - CMPL Credit Card	34.99
Credit Card Charge	05/03/2021	042821	AIA Contract Docs - CMPL Credit Card	69.98
Total 60-9812 · Cook Park - Generator				104.97
Total 60-9800 · Special Reserve Disbursements				104.97
Total Other Expense				104.97
Net Other Income				-104.97
Net Income				-587,385.88



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

	April 2019			April 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,420	35,403	44,823	7,854	33,732	41,586	-7.22%
Reciprocal Borrowing Patrons	511	6,885	7,396	422	6,124	6,546	-11.49%
Total	9,931	42,288	52,219	8,276	39,856	48,132	-7.83%

Visitors

	April 2019			April 2021			Percent Change	FY 2019 To Date		FY 2021 To Date		Percent Change
Aspen Drive Library	21,698	6,845	-68.45%	207,466	50,856	-75.49%						
Cook Park Library	25,129	9,296	-63.01%	248,006	63,535	-74.38%						
Drive-Up	1,481	1,472	-0.61%	14,566	13,240	-9.10%						
Outreach	1,623	111	-93.16%	16,241	907	-94.42%						
Total	49,931	17,724	-64.50%	486,279	128,538	-73.57%						

Program Attendance

	April 2019			April 2021			Percent Change	FY 2019 To Date		FY 2021 To Date		Percent Change
Adult	1,924	1,442	-25.05%	12,159	13,785	13.37%						
Juvenile	1,565	1,496	-4.41%	20,331	12,234	-39.83%						
Young Adult	16	12	-25.00%	572	154	-73.08%						
Total	3,505	2,950	-15.83%	33,062	26,173	-20.84%						

Special Services

	April 2019			April 2021			Percent Change	FY 2019 To Date		FY 2021 To Date		Percent Change
Reference Questions	7,740	4,218	-45.50%	78,600	38,624	-50.86%						
Library App Users		317			1,624							
Online Databases*	9,067	5,942	-34.47%	57,302	36,736	-35.89%						
www.cooklib.org	90,713	88,041	-2.95%	863,398	898,933	4.12%						
Holds Placed	16,470	15,721	-4.55%	172,949	195,387	12.97%						
Holds Filled	15,679	13,724	-12.47%	146,256	196,075	34.06%						
Homebound Items Delivered	1,083	731	-32.50%	10,234	5,315	-48.07%						

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

Collection Size

	April 2019					April 2021					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,582	37,582		84,164	31.77%	48,526	41,479		90,005	33.22%	6.94%
Cook Park Library	55,757	110,725	144	166,626	62.90%	57,229	107,947	143	165,319	61.01%	-0.78%
Other Libraries				0	0.00%		2		2		#Div/0!
Outreach	11,191	2,905	14	14,110	5.33%	12,548	3,086	13	15,647	5.77%	10.89%
Total	113,530	151,212	158	264,900		118,303	152,514	156	270,973		2.29%

Librarian's Statistical Report - April 2021 - Page 2

Circulation

	April 2019				April 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,254	23,465		34,719	9,674	18,176		27,850	-19.78%
Foreign Language	321	575		896	178	276		454	-49.33%
Large Type	1,590	20		1,610	1,422	22		1,444	-10.31%
Nonfiction	8,959	6,709		15,668	6,552	5,534		12,086	-22.86%
Periodicals	1,529	110		1,639	1,608	78		1,686	2.87%
Subtotal Print	23,653	30,879		54,532	19,434	24,086		43,520	-20.19%
Bags and Containers			31	31			10	10	-67.74%
Equipment	146	5		151	127	3		130	-13.91%
Interlibrary Loan			230	230			196	196	-14.78%
LINKin	1,543			1,543	971			971	-37.07%
Multimedia		76		76		3		3	-96.05%
Other			13	13			10	10	-23.08%
Subtotal Other	1,689	81	274	2,044	1,098	6	216	1,320	-35.42%
eAudiobooks			3,604	3,604			4,691	4,691	30.16%
eBooks			5,299	5,299			7,639	7,639	44.16%
eMagazines			1,184	1,184			801	801	-32.35%
eMusic			284	284			275	275	-3.17%
eVideo			496	496			1,003	1,003	102.22%
Subtotal Downloadables			10,867	10,867			14,409	14,409	32.59%
Audiobooks	1,044	611		1,655	557	416		973	-41.21%
Compact Discs	2,322	518		2,840	1,369	351		1,720	-39.44%
DVDs, Blu-Ray	19,664	7,061		26,725	9,215	2,552		11,767	-55.97%
Video Games	872	924		1,796	382	708		1,090	-39.31%
Subtotal Audiovisual	23,902	9,114		33,016	11,523	4,027		15,550	-52.90%
Grand Total All Agencies	49,244	40,074	11,141	100,459	32,055	28,119	14,625	74,799	-25.54%

Agency Subtotals

	April 2019	April 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change
	Downloadables	10,867	14,409	32.59%	110,101	159,094
Aspen Drive Library	25,166	16,378	-34.92%	279,428	149,920	-46.35%
Cook Park Library	57,674	41,110	-28.72%	597,479	378,294	-36.68%
Outreach	6,752	2,902	-57.02%	66,067	21,899	-66.85%
Total	100,459	74,799	-25.54%	1,053,075	709,207	-32.65%



Director's Report

May 2021

David Archer, Library Director

Bicycle Sharing Update

At a previous board meeting, Trustees had a brief discussion about the new Grayslake Bike Share program, the first of its kind in Lake County. Grayslake Bike Share includes the collaborative efforts of local bike enthusiasts, College of Lake County, Grayslake Area Public Library, Grayslake Park District and the Village of Grayslake. The two-year pilot program offers short-term bike share rentals for a small fee at strategic locations around Grayslake. Individuals rent a bike using a phone app and have use of the bike for as long as the user wants, after which the bike must be returned to designated racks in Grayslake.

CMPLD administrative staff was asked to look into the program and provide Trustees with more information. Information below is based on a recent meeting with Koloni Inc., the company that manages the bike sharing program for Grayslake Bike Share:

- Koloni provides the software users need to make reservations via a mobile device. They also provide logical support such as bicycle maintenance and 'rebalancing' of the fleet by relocating underused bicycles from one location to another.
- Koloni's system is designed to be used without staff intervention. Users download a mobile app which locks and unlocks bikes using Bluetooth and cellular-enabled locking devices. Users do not need to return the bikes to the original location and can dock them at any bike rack, provided the racks are located within the service zones identified on the phone app.
- Cost is \$1,500 per bicycle per year, which includes bike racks, software, operational support, liability insurance and maintenance. A minimum number of bikes is needed for optimal service. Due to high industry-wide production demands, bicycles are in limited supply for 2021.
- The service is best for areas with access to designated bike routes/trails with bike racks located at strategic locations in the service zone.

Tree Donation

Libertyville-based landscaping company Rosborough Partners is celebrating their 30th anniversary by planting 30 trees at different locations throughout the area this spring and summer. The Library is the recipient of one of those trees – a Red Bud – that was installed in Cook Park outside of the large northeast windows of the library.

All-Staff Training

The Library was closed the morning of Friday, May 15th staff training. The training included:

- Conflict De-escalation and Bystander Intervention in the Workplace.
- EDI Update.
- Summer Reading Preview.
- Centennial Committee Update.

A Look Ahead

- Library closed for Memorial Day - Monday, May 31 (open Sunday, May 30).
- Expanded hours begin Tuesday, June 1.
- In-library seating and expanded services begin Monday, June 7.

Cook Memorial Public Library District								
Investment Maturity Schedule								
April 30, 2021								
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q1 2021	Q2 2021	Q3 2021	Total
Special Reserve Fund:								
Lakeland BK NFLD NJ CD	17-Mar-2020	27-May-2021	245,000	1.000%		245,000		245,000
Total Special Reserve			245,000		0	245,000	0	245,000
Working Cash Fund:								
Total Working Cash Fund			0		0	0	0	0
General Fund:								
Total General Fund			0		0	0	0	0
Total Investments			245,000		0	245,000	0	245,000
Difference			0					

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

Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash Fund	Total	General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
31-Dec-2020	Ending Balance			245,000.00	245,000.00	0.00	490,000.00	56,437.03	200,918.96	357,345.49	13,289.50	6,564.32	14.12	50.28	18,051.72
31-Jan-2021	Chase Bank	Interest					0.00	2.23	7.92	10.15			2.23	7.92	10.15
31-Jan-2021	Ending Balance			245,000.00	245,000.00	0.00	490,000.00	56,439.26	200,926.88	357,355.64	13,289.50	6,564.32	16.35	58.20	18,061.87
4-Feb-2021	Bank West San Francisco CD	Maturity & Interest		(245,000.00)			(245,000.00)				4,042.50				
28-Feb-2021	Chase Bank	Interest					0.00	2.15	7.65	9.80			2.15	7.65	9.80
28-Feb-2021	Ending Balance			0.00	245,000.00	0.00	245,000.00	56,441.41	200,934.53	357,365.44	17,332.00	6,564.32	18.50	65.85	18,071.67
29-Mar-2021	Lakeland BK NFLD 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
31-Mar-2021	Ending Balance			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
30-Apr-2021	Chase Bank	Interest					0.00	2.30	8.20	10.50			2.30	8.20	10.50
30-Apr-2021	Ending Balance			0.00	245,000.00	0.00	245,000.00	56,446.24	200,951.75	357,387.49	17,332.00	7,779.25	23.33	83.07	18,093.72

Cook Memorial Public Library District
Investment Transaction Schedule - Byline Bank

Date	Investment	Transaction Type	Description	Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
31-Dec-2020	Ending Balance			10,744.81	640,017.85	650,762.66	0.00	0.00	21.42	1,275.70	1,297.12
31-Jan-2021		Interest	For January 2021	2.27	135.35	137.62			2.27	135.35	137.62
						0.00					0.00
31-Jan-2021	Ending Balance			10,747.08	640,153.20	650,900.28	0.00	0.00	23.69	1,411.05	1,434.74
28-Feb-2021		Interest	For February 2021	2.05	122.28	124.33			2.05	122.28	124.33
						0.00					0.00
28-Feb-2021	Ending Balance			10,749.13	640,275.48	651,024.61	0.00	0.00	25.74	1,533.33	1,559.07
31-Mar-2021		Interest	For March 2021	2.27	135.40	137.67			2.27	135.40	137.67
						0.00					0.00
31-Mar-2021	Ending Balance			10,751.40	640,410.88	651,162.28	0.00	0.00	28.01	1,668.73	1,696.74
30-Apr-2021		Interest	For April 2021	2.20	131.06	133.26			2.20	131.06	133.26
						0.00					0.00
30-Apr-2021	Ending Balance			10,753.60	640,541.94	651,295.54	0.00	0.00	30.21	1,799.79	1,830.00

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
31-Dec-2020	Ending Balance			5,627,212.01	4,396.03
31-Jan-2021	Wintrust Bank	Interest	For January 2021	608.04	608.04
31-Jan-2021	Ending Balance			5,627,820.05	5,004.07
11-Feb-2021	Transfer to MaxSafe Special Reserve Fund A/C	Transfer		(400,000.00)	
26-Feb-2021	Wintrust Bank	Interest	For February 2021	527.55	527.55
28-Feb-2021	Ending Balance			5,228,347.60	5,531.62
31-Mar-2021	Wintrust Bank	Interest	For March 2021	521.26	521.26
31-Mar-2021	Ending Balance			5,228,868.86	6,052.88
30-Apr-2021	Wintrust Bank	Interest	For April 2021	389.09	389.09
30-Apr-2021	Ending Balance			5,229,257.95	6,441.97

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - Special Reserve Fund	Interest Income
31-Dec-2020	Ending Balance			831,276.00	574.39
31-Jan-2021	Wintrust Bank	Interest	For January 2021	56.80	56.80
31-Jan-2021	Ending Balance			831,332.80	631.19
11-Feb-2021	Transfer from MaxSafe General Account			400,000.00	
26-Feb-2021	Wintrust Bank	Interest	For February 2021	62.84	62.84
28-Feb-2021	Ending Balance			1,231,395.64	694.03
31-Mar-2021	Wintrust Bank	Interest	For March 2021	67.11	67.11
31-Mar-2021	Ending Balance			1,231,462.75	761.14
31-Mar-2021	Wintrust Bank	Interest	For April 2021	41.02	41.02
31-Mar-2021	Ending Balance			1,231,503.77	802.16



Cook Memorial Public Library District

REGULAR BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: May 18, 2021
FROM: David Archer, Library Director
AGENDA ITEM: Approval of Library Policies

The attached policies were reviewed at the May 4, 2021 Special Board Meeting / Policy Workshop.

1. Meeting Room Policy

Reviewed by legal counsel in April 2021. Administrative staff made a few changes to remove redundant information and improve readability. At the May 4th meeting, Trustees asked that the policy be updated to address the following areas:

- a. Add language that exempts Library-sponsored programs from the guidelines, regulations and restrictions of the Policy. See blue-highlighted text in introductory paragraph on page 1.
- b. Add language that the Library is also responsible for furnishing fee-based equipment when requested by applicants. See blue-highlighted text in Article I, section U.
- c. It was suggested that language be added to indicate that alcohol and food are permissible for library-sponsored. Additional language added in opening paragraph may address this issue.

2. Alcoholic Liquors Sales and/or Delivery Policy

Authored by legal counsel in 2017 as a new policy. No updates recommended by administrative staff. Trustees had no changes at recent Policy Workshop.

Policy Review Process: As a reminder, at the June 24, 2020 Board Meeting, Trustees unanimously approved a motion to implement a review of policies to be done by the full board (rather than via the Policy Committee) with a target completion date of May, 2021.

RESOLUTION 2020-2021/18

RESOLUTION ADOPTING REVISED MEETING ROOM 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 Meeting Room Policy (“Policy”) on June 21, 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 May 4, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 18th day of May, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

COOK MEMORIAL PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

The Cook Memorial Public Library District (“CMPLD” or “Library”) currently has one meeting room at the Cook Park Library and one meeting room at the Aspen Drive Library. When not being used by the library or its affiliated organizations, they are available for use by in-district groups engaged in educational, cultural, intellectual, civic, and other non-profit [commercial] activities. Seating capacity is fifty (50) people for the Cook Park meeting room and eighty (80) people for the Aspen Drive meeting room. [Capacity may be limited at the discretion of the Library due to public health guidance, regulation, or other necessity.] [Policy guidelines, regulations and restrictions may be modified for official library functions when deemed appropriate]. Organizations applying for either meeting room must adhere to the following guidelines and regulations:

Article I Guidelines and Regulations.

- A. Library activities and functions have priority.
- B. Permission to use the meeting rooms does not constitute endorsement of the subject matter of the meeting or the group’s beliefs and policies. Publicity for non-Library sponsored meetings must in no way imply Library sponsorship.
- C. As required by the Americans with Disabilities Act, special accommodations requested by a potential attendee will be provided by the sponsoring group/organization, including sign language interpreters. The meeting rooms are handicapped accessible.
- D. The booking party must be a CMPLD cardholder.
- E. All reservations will be accepted on a first-come, first-serve basis upon receipt of the completed application. The Library must be notified forty-eight (48) hours in advance if a cancellation becomes necessary. Failure to do so may result in reservations being denied in the future.
- F. The Library reserves the right to cancel any reservations due to unforeseen circumstances. The Library may also cancel a group’s reservation or deny further reservations if the guidelines and regulations described in this document are violated.
- G. The meeting rooms are not available for commercial, for-profit or fundraising activities; purely social functions (e.g.; receptions, birthday parties, showers, etc.); or activities that, by their nature, are disruptive to the library

routine (e.g.; loud rallies or ceremonies). Noise resulting from public use of the meeting rooms must fall within levels that are acceptable and consistent with normal library operations.

- H. All library policies apply to use of the meeting rooms. Library policies are located at all public service desks and on the **[Library]** website.
- I. The meeting rooms are available for a maximum of three (3) hours ~~use~~ during the Library's normal business hours only. Meetings must ~~be ended~~ **[conclude]** and clean-up completed at least 15 minutes prior to the Library closing time. When scheduling a room, time for set-up and clean-up must be included in the reserved time period and may not exceed three (3) hours. No organization will be allowed to enter the library before the library opens or remain after the library closes.
- J. ~~The m~~Meeting rooms may be scheduled no more than two (2) months in advance. The Library is unable to accept reservations for a series of meetings which would designate the Library as a regular meeting place for any organization.
- K. Groups, organizations, or individuals using the meeting rooms may not charge or collect admission fees, with the exception of fees charged to cover the costs of program materials or supplies that participants may take home with them.
- L. Sales are not permitted except for a library sponsored program or sales by organizations affiliated with the library. Per the Use of the Library Policy, authors are permitted to sell materials relating to their presentation.
- M. Workshops, seminars or other such "educational" presentations including, but not exclusive of, financial, estate, health, and/or retirement planning or related topics will be considered "~~for-profit~~" **[commercial]** activities and will not be permitted unless sponsored as an official library program.
- N. Organizations meeting in the Library may not use the Library as a mailing address or telephone number. The telephone facilities of the Library shall not be available to the persons meeting in either building.
- O. Groups of children through grades 12 may use the meeting rooms with adult supervision. The adult supervisor must sign the meeting room application, taking responsibility for the group and must be in attendance at all times. ~~Children must remain in the meeting room during the entire meeting to avoid disruption to the normal functions of the Library.~~
- P. ~~Groups must provide their own childcare if members bring their children.~~ Children under the age of 10 must remain with an adult at all times.

- Q. A group or organization must designate one person to assume legal responsibility for its activities in the Library and act as the liaison between the group and the Library. This representative must sign the application form and be present for the entire meeting. The representative of the group or organization shall be held responsible for willful or accidental damage to the Library building, grounds or equipment caused by the group, its members or those attending its program.
- R. The Library is not responsible for equipment, supplies, materials or personal possessions owned or rented by those sponsoring or attending a meeting. Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its programs.
- S. Beverages, if provided by the sponsoring group, are permitted in spill proof and/or covered containers only; the clean up of such refreshments by the group or organization is **[the responsibility of the sponsoring group] mandatory**. Alcohol and food are not permitted. **[Comment: see added sentence in first paragraph on page 1]**.
- T. Groups or organizations have a choice of ~~five~~ setups for the meeting rooms which must be designated at the time of application. Forty-eight (48) hours' notice must be given for any setup changes.
- U. **[The Library is responsible only for furnishing the necessary meeting space, seating and requested fee-based equipment only]**. Library personnel are not available to assist any group to rearrange ~~the~~ seating, carry supplies to and from the meeting rooms, ~~run~~ **[operate]** equipment, etc. ~~The Library will be responsible for furnishing the necessary meeting space and seating only.~~ The Library is unable to provide storage for the property of any organization which meets in either building.
- V. Any group or organization using the meeting rooms will indemnify, protect, and hold harmless the Cook Memorial Public Library District, its Board of Trustees, and staff, for any and all accidents, including personal injury and property damage, and theft, which may be sustained on the premises.
- W. Failure to abide by the requirements and regulations set forth in this policy, including vacating the rooms at the time designated on the application or by the time the library closes, ~~will~~ **[may]** result in ~~a minimum charge of \$100~~ **[reservations being denied in the future]**.

Article II Restrictions.

- A. Any other activity which would materially and substantially interfere with the proper functions of the Library, such as excessive noise, a significant safety hazard or security risk, is prohibited.

- B. If, on the advice of law enforcement professionals, the library staff or board determines that reasonable possibility of a threat to the safety of library staff, patrons or members of the public might occur, based on prior experience of the group or speaker at this library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: the individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures that need to be taken for the meeting; and the individual or group reserving the meeting rooms shall obtain a special event liability policy for \$1,000,000 for injury or damage to property occurring at the meeting.

- C. Attendance is limited according to posted occupancy limits. These limits are set and enforced by the Libertyville and Countryside Fire Departments and are based on the size of the room used and furniture set up. Attendance may be further limited at the discretion of the Library due to public health guidelines or other necessary capacity limitations. Emergency exits must be kept clear at all times.

- D. Smoking, food and alcoholic beverages are not allowed.

- E. Open fire is not permitted, including the use of candles.

- F. Nothing may be hung on or attached to the walls or ceiling.

Article III Application for Use.

- A. Applications must be made in person through the Library's Administrative office. Applications can be found on the Library's website, at the Cook Park Library Welcome Desk and at the Aspen Drive Library Reference Desk. Applications must be completed, signed, and returned with a \$5 room usage fee payable with cash or check before meeting space can be reserved.

- B. All applications are subject to library approval and must be made with a minimum of one-week advance notice.

- C. Applicant must be 18 years of age or older, ~~reside in the CMPLD~~ and have a ~~current~~-valid **[CMPLD]** library card in good standing.
- D. Reservations will be accepted in the order in which completed application forms are received. Applications will be accepted up to two (2) months in advance.
- E. The Library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will notify groups at least forty-eight (48) hours before the scheduled meeting.
- ~~F. The Library requests that organizations or groups notify the library of a cancellation no fewer than forty-eight (48) hours before the scheduled meeting.~~
- ~~G. The meeting rooms may be reserved for up to three (3) hours in a single day.~~
- H. No group may transfer a room reservation to another group.

Article IV Fee-Based Equipment.

- A. Requests for equipment must be made at the time of application. **[Library staff can provide basic use instructions of equipment in advance by appointment]**. Library staff will set up equipment but will not be present to provide basic use instructions or ~~operation of~~ **[operate]** equipment **[during meetings, programs or events]**.
- B. Availability of fee-based equipment may vary.
- C. ~~Portable~~ LCD projector with Renter's laptop \$20
~~Portable~~ **[S]**ound system (microphone) \$20

_____ Date

_____ Secretary

Adopted: 12/18/07
 Revised: 07/19/11
 Revised: 09/17/13
 Revised: 10/22/13
 Revised: 06/21/16
Revised: 05/18/21

RESOLUTION 2020-2021/19

RESOLUTION ADOPTING REVISED ALCOHOLIC LIQUORS SALES AND/OR DELIVERY 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 Alcoholic Liquors Sales and/or Delivery Policy (“Policy”) on October 17, 2017; and

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

WHEREAS, the Special Board Meeting / Policy Workshop on May 4, 2021 revealed no need to update any substantive 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 18th day of May, 2021

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

President, Wendy Vieth

Karen Singer, Secretary

EXHIBIT A

ALCOHOLIC LIQUORS SALES AND/OR DELIVERY POLICY

Article I General Policy.

The sale and/or delivery of alcoholic liquors in buildings owned by the Cook Memorial Public Library District (the “Library” or “CMPLD”) shall be in compliance with the Illinois Liquor Control Act of 1934 (P.A. 99-0559; 235 ILCS 5/6-15), as amended from time to time hereafter (the “Act”), and pursuant to the requirements set forth in this Policy.

Article II Definitions.

Section 1 Alcoholic Liquors.

For purposes of this Policy, “alcoholic liquors” includes alcohol, spirits, wine and beer, or as otherwise defined under the Act.

Section 2 Special Event.

For purposes of this Policy, “Special Event” means a Library-sponsored fundraiser or program of a cultural or educational nature occurring in a building owned by CMPLD, at which alcoholic liquors are sold and/or delivered.

Article III Sales of Alcoholic Liquors Limited.

Alcoholic liquors may only be sold at retail or delivered in a building owned by CMPLD during a Special Event as follows:

- A. The sale and/or delivery of alcoholic liquors shall only be permitted during and as part of a Special Event.
- B. Alcoholic liquors can only be sold, distributed, or consumed in the designated special event area(s) of Library-owned property.
- C. No alcoholic liquors may be removed from the designated special event area of a Library-owned building during a Special Event.
- D. No alcoholic liquors may be sold to/by, distributed to/by, or in the possession of any person under the age of 21 at any time on Library property.
- E. A local liquor license shall first be obtained, if required.

Article IV Approval Required before Sales of Alcoholic Liquors.

Alcoholic liquors shall not be sold or delivered at a Special Event in any building owned by CMPLD unless Library Trustees have first approved the sale and/or delivery of alcoholic liquors at the Special Event.

Article V Liquor Liability Insurance.

Alcoholic liquors shall not be served or delivered at a Special Event in any building owned by CMPLD unless the Library has host liquor coverage included under its general liability insurance policy, with limits of no less than \$1,000,000.

Alcoholic liquors shall not be sold at a Special Event in any building owned by CMPLD unless the Library obtains dram shop liability insurance coverage with limits of no less than \$1,000,000 for liability arising from the sale of alcoholic liquors to hold harmless the Library from all financial loss, damage or harm.

Third party vendors/caterers/program sponsors shall maintain dram shop liability insurance with limits of no less than \$1,000,000 so as to hold harmless the Library from all financial loss, damage or harm. Proof of such insurance shall be provided with the Library named as an Additional Insured on such coverage.

Date

Secretary

Adopted: 10/17/17

Reviewed: 05/04/21