

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

June 15, 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, June 15, 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/86979449877>
and enter passcode 936532

To join the meeting via telephone, dial (312) 626-6799 and enter
Meeting ID: 869 7944 9877 and Passcode: 936532

1. Call to order.
2. Roll call.
3. Public Comment.
To submit public comment, email info@cooklib.org at any time prior to the start of the meeting. All comments will be read aloud during the public comment period.
4. Approval of the Minutes.
 - a. Minutes of the Special Meeting of April 13, 2021.
 - b. Minutes of the Regular Board Meeting of May 18, 2021.
5. Consideration of Request by Libertyville Civic Center Foundation for Use of Cook Park Parking Lot.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.

8. Report of the President.

9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - b. Policy.
 - c. Building and Grounds.
 - d. Development.
 - e. Technology Committee.
 - f. Resources, Services and Long Range Planning.
 - g. Adhoc Committee for Cooperative Opportunities.
 - h. Village of Libertyville Parking Commission Representative.
 - i. Friends' Representative.
 - j. RAILS Representative.
 - k. Historical Society Representative.

10. Other Business.
 - a. Approval of Annual Renewal of the Library's Participation in the Nonresident Fee Program.
 - b. Approval of Ordinance 2020-2021/4 Setting Forth a Schedule of Regular Meetings of the Board of Library Trustees of the Cook Memorial Public Library District for the Fiscal Year Commencing July 1, 2021 and Ending June 30, 2022.
 - c. Approval of Resolution 2020-2021/20 Authorizing the Library Director and Business Manager to Execute Required Paperwork with all Designated, Eligible Depository Institutions for the Fiscal Year July 1, 2021 through June 30, 2022.
 - d. Secretary's Audit.

11. Communications.

12. Upcoming Meetings and Events.
 - a. Regular Board Meeting on Tuesday, July 21, 2021 at 6:30 p.m.

13. Public Questions.

14. Adjournment.

Wendy Vieth, President
Board of Library Trustees

June 11, 2021

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

April 13, 2021

Call to order: The special meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, April 13, 2021 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:31 p.m. Trustees in attendance in addition to Ms. Vieth were Jim Larson, Ann Oakley, Phyllis Dobbs, Karen Singer, and Laura Valenziano.

Staff members in attendance were Library Director David Archer, Business Manager Russ Cerqua, and Executive Administrative Assistant Gabriella Pantle. Also in attendance was attorney Anne Skrodzki and district resident James Spencer.

Public Comment: None.

Review and Discussion of Library Policies

Mr. Archer explained that Klein, Thorpe and Jenkins attorney Anne Skrodzki is attending tonight's meeting in place of Jim Ferolo to review updates to the Ethics Policy, Email Communications Policy and FMLA Policy. A final version of the Ethics Policy will be formatted to reflect the style and layout of other policies.

Ethics Policy: Ms. Skrodzki provided a brief overview of the Ethics Policy touching on concerns brought up at the last review of the policy at the March 9, 2021 special board meeting including providing language for conflicts of interest and the concept of integrity. She then explained the additions made to the policy to reflect these concerns. After some discussion, Ms. Singer polled the board to proceed as presented. The polling results were as follows: Yes votes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Valenziano, and Ms. Singer. No votes; none. This policy will be brought to a future board meeting for final approval via a resolution.

Email Communications Policy: Ms. Skrodzki provided an overview of the policy and explained the changes made and why. No legal updates were required. There was a discussion on whether the Library should provide trustees with new email addresses to be used for all library business instead of using their personal email addresses. Ms. Skrodzki agreed that this would be a good idea. Mr. Archer noted that he will provide the new language and include it in the final version presented at the next regular board meeting. Ms. Singer then polled the board to proceed as amended with the addition of language requiring that all Trustees be issued library-provided email accounts that shall be used exclusively for Library related communications and shall not be utilized for personal or other business. The polling results were as follows: Yes votes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Valenziano, and Ms. Singer. No votes; none. This policy will be brought to a future board meeting for final approval via a resolution.

FMLA Policy: Mr. Archer explained that administration is suggesting minimal revisions to this policy with none required by the attorney. Ms. Singer polled the board to proceed as presented. The polling results were as follows: Yes votes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Valenziano, and Ms. Singer. No votes; none. This policy will be brought to a future board meeting for final approval via a resolution.

Adjournment: Mr. Larson made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:08 p.m. Roll call was as follows: Ayes; Ms. Vieth, Ms. Oakley, Mr. Larson, Ms. Dobbs, Ms. Singer, and Ms. Valenziano. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President

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

May 18, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, May 18, 2021 as authorized by Illinois Public Act 101-0640. The meeting was called to order by President Wendy Vieth at 6:32 p.m. Trustees in attendance in addition to Ms. Vieth were Jim Larson, Ann Oakley, Phyllis Dobbs, Karen Singer, and Laura Valenziano.

Staff members in attendance were Library Director David Archer, Business Manager Russ Cerqua, and Executive Administrative Assistant Gabriella Pantle. Also in attendance were Trustee-elect Kristen Palic, newly appointed Trustee Nate Johnson, Friends of the Library President Jim Jelke, and district residents Deb Ader and James Spencer.

Public Comment: Mr. Spencer asked if materials were still being quarantined. Mr. Archer answered that the Library is following the lead of RAILS and other libraries by eliminating the quarantine period for returned materials. Continued research shows that COVID-19 mainly spreads through respiratory droplets in the air, including recent research from the CDC.

Swearing in of Trustees: Notary Public Gabriella Pantle swore in Trustees elect Phyllis Dobbs, Laura Valenziano and Kristen Palic as well as newly appointed Trustee Nate Johnson.

Election of Officers: Ms. Dobbs made a motion, seconded by Ms. Valenziano to nominate Wendy Vieth to the office of President. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Ms. Dobbs made a motion, seconded by Ms. Vieth to nominate Jim Larson to the office of Vice-President. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Mr. Larson made a motion, seconded by Ms. Palic to nominate Karen Singer to the office of Secretary. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Dobbs to nominate Phyllis Dobbs to the office of Treasurer. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Approval of the Minutes: Ms. Vieth made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of April 20, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Valenziano to approve the minutes of the special meeting of May 4, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Singer to approve the closed session of May 4, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Dobbs to approve the special meeting of May 11, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Ms. Vieth made a motion, seconded by Ms. Dobbs to approve the closed session of May 11, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, and Ms. Palic. Nays; none. Mr. Johnson abstained. Motion carries.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Mr. Johnson to approve the Bills Paid Report from April 17, 2021 through May 14, 2021 in the amount of \$581,327.97. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Report of the Director: Mr. Archer reported that even with the reduced number of people in our buildings, the number of checkouts is still very robust. E-library remains strong with an increase of 32%. He then discussed the EDI Task Force and explained some of the things that they do. Mr. Archer also reported that he attended a meeting with representatives from the Libertyville Civic Center Foundation regarding using the Cook Park Library parking lot for overflow of seating during Libertyville Days for a music concert and would like to ask Trustees to consider this. He noted that more about this will appear in the June packet for the meeting on June 15 when the Civic Center will present their request. He briefly reported on a unionization effort making an active foray into libraries noting that several employees had been contacted. A letter reviewed by library legal counsel was sent out to all employees listing all the benefits they currently receive without union representation.

Mr. Archer then provided a library services update and outlined some upcoming changes to the existing Covid-19 restrictions that will become effective June 1. Per the CDC mask guidance, vaccinated patrons can use the library without a mask except in the children's and teen areas because children under 12 are not yet able to get the vaccine. Tables, computers and chairs will continue to be appropriately distanced, adult patrons attending outdoor programs and book discussions will not be required to wear a mask but children and teens will be required to wear a mask. Staff will continue to wear masks for the time being in public areas of the building when the library is open to the public but that will be periodically reassessed. Lastly, updated state guidelines will expand the number of employees allowed to work in the offices.

He also provided an update on the Grayslake Bike Share Program which had briefly been discussed at a previous board meeting and which trustees had shown some interest in. The two-year pilot program offers short-term bike 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. At the request of trustees to obtain more information on the program, Mr. Archer met with Koloni Inc., to collect specifics which he shared with trustees.

Lastly Mr. Archer reported that 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 with the Library being a recipient of one of those trees—a red bud—that was planted at Cook Park Library outside the northeast windows.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices: No report.

Policy Review: Ms. Vieth announced that she would like to go back to the original policy committee format and let the committee of the whole lapse at the end of May.

Building and Grounds: No report.

Development: No report.

Technology: No report.

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

Adhoc Committee for Cooperative Opportunities: No report.

Village of Libertyville Parking Commission: No report.

Friends Representative: Mr. Archer reported that he spoke with Jim Jelke about potentially having a book sale this summer.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that Cook House tours will be starting mid-June and that the Historical Society will be participating in Libertyville Days.

Other Business:

Approval of Resolution 2020-2021/18: Mr. Archer explained that this resolution reflects the revisions made to the Meeting Room Policy as reviewed and discussed at the May 4, 2021 special board meeting. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/18 adopting the revised Meeting Room Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nay; none. Motion carries.

Approval of Resolution 2020-2021/19: Mr. Archer explained that this resolution reflects the revisions made to the Alcoholic Liquors Sales and/or Delivery Policy as reviewed and discussed at the May 4, 2021 special board meetings. Ms. Vieth made a motion, seconded by Ms. Dobbs to approve Resolution 2020-2021/19 adopting the Alcoholic Liquors Sales and/or Delivery Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Communications: None.

Public Questions: None.

Adjournment: Ms. Singer made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 7:51 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Valenziano, Ms. Singer, Ms. Palic, and Mr. Johnson. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President



Cook Memorial Public Library District

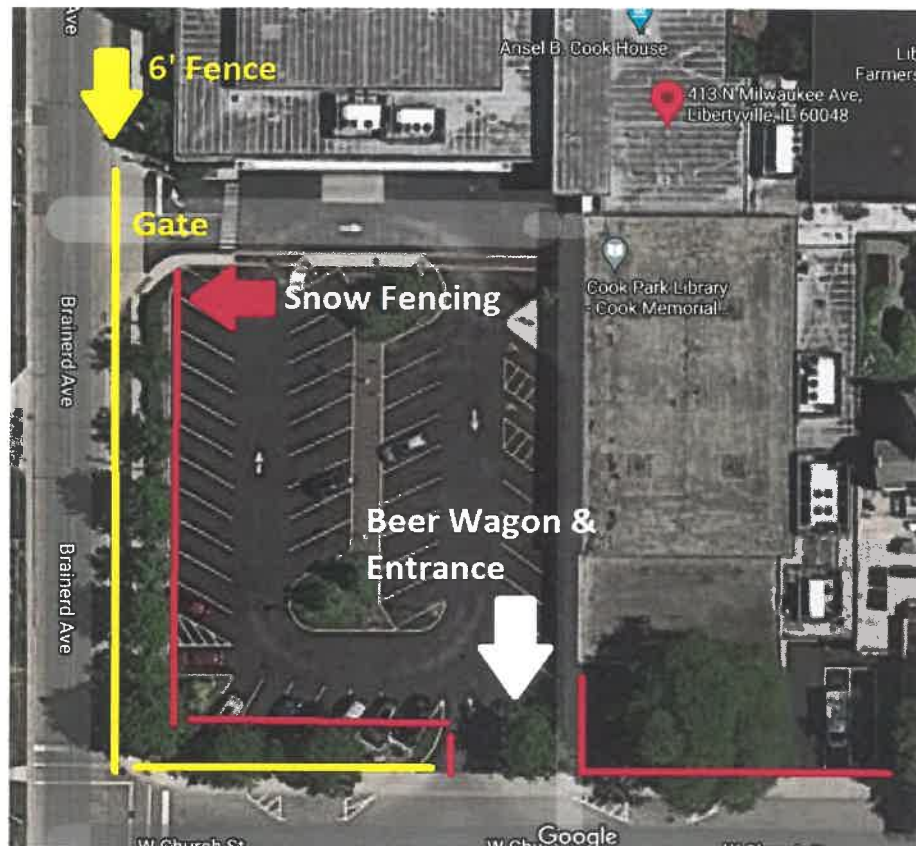
LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: June 15, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Consideration of Request by Libertyville Civic Center Foundation for Use of Cook Park Parking Lot

Please find attached a request from the Libertyville Civic Center Foundation to utilize the Cook Park Library parking lot for three nights for the Libertyville Days festival. The use of the lot would occur after the library is closed.





LIBERTYVILLE CIVIC CENTER FOUNDATION
Libertyville Days Festival

June 2, 2021

David Archer
Cook Memorial Public Library District
Libertyville, IL 60048

Dear David:

Thank you for meeting with Dan Love and I a few weeks ago to discuss the upcoming Libertyville Days Festival. We appreciate the ongoing support of the Cook Memorial Public Library District and our ability to obtain permission to utilize some of the Library District's property. In addition to the south driveway and water this year, due to Covid 19 and concerns people may have related to distancing, the Libertyville Civic Center Foundation is seeking permission from the Cook Memorial Public Library District board to utilize the parking lot at the Cook Library as follows:

Dates: August 12 – 15, 2021

Times: 8 pm – 11 pm, Thursday, August 12th

6 pm – 12 midnight, Friday, August 13th

5 pm – 12 midnight, Saturday, August 14th

Use: The intended use for the area is a Beer Garden. No one under the age of 21 will be allowed in the area after 8:30 pm.

Logistics:

- Entry: People would enter the parking lot from an access point on Church Street.
- Fencing: A 6-foot chain link construction fence would be placed along the Brainerd and Church Streets sides of the lot. A rolling gate would be installed at the drive entrance from Brainerd. The gate would be closed and secured on the dates and times listed above so no vehicle traffic would be allowed to enter the lot during those hours. The gate would be opened and secured at the end of each evening by Festival Personnel.
- Landscaping: Landscaped areas would be protected by installed snow fencing. Snow fencing would be installed on Wednesday, August 11th and removed on Monday, August 16th.
- Security: The property would be supervised by Libertyville Days Festival committee members and volunteers. The Libertyville Police Department would be patrolling the area as well.

135 W. Church St.
Libertyville, IL 60048

847.918.8880
847.918.8881 fax

LibertyvilleDays.org
events@libciviccenter.org



LIBERTYVILLE CIVIC CENTER FOUNDATION
Libertyville Days Festival

- **Cleaning:** During the festival, and at the end of each evening any garbage and garbage cans would be removed from the lot by Libertyville Civic Center staff and festival volunteers.
- **Additional Information:** A beer dispensing truck would be parked on the Church Street exit driveway. Beer and other alcohol will be served from this truck to people authorized to be in this area.
- **Insurance:** The Libertyville Civic Center Foundation will provide liability insurance listing the Cook Memorial Public Library District as additional insured in the amount of **\$1,000,000.**

Enclosed please find a map of the festival area on Church Street and a diagram of the parking lot setup we are proposing. This setup is an option that may or may not be exercised based on the Covid 19 metrics and restrictions in place at the time of the festival. Please let us know if you have questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Anne Carlino".

Anne Carlino
Executive Director
Libertyville Civic Center Foundation



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 240 Commerce Drive Crystal Lake IL 60014	CONTACT NAME: PHONE (A/C No. Ext): 815-459-3300		FAX (A/C No.): 815-459-3360
	E-MAIL ADDRESS:		
INSURED Libertyville Civic Center Foundation Inc 135 W Church St Libertyville IL 60048	LIBECIV-01		INSURER(S) AFFORDING COVERAGE
			INSURER A: West Bend Mutual Insurance Company
			INSURER B: Underwriters at Lloyd's, London
			INSURER C: Accident Fund Insurance Company of America
			INSURER D:
			INSURER E:
		INSURER F:	NAIC # 15350 15642 10166

COVERAGES

CERTIFICATE NUMBER: 1950133369

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		A449319	5/18/2021	5/18/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		A449319	5/18/2021	5/18/2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCV6166581	5/18/2021	5/18/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Liquor Liability		LIQ/232312.01	5/1/2021	5/1/2022	Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Libertyville Days August 12th - 15th, 2021 with setup beginning on August 9th.

Additional Insureds are : 121 W. Church Street LLC, Cook Memorial Public Library District, Libertyville Temple Corporation and St. Lawrence Episcopal Church.

CERTIFICATE HOLDER**CANCELLATION**

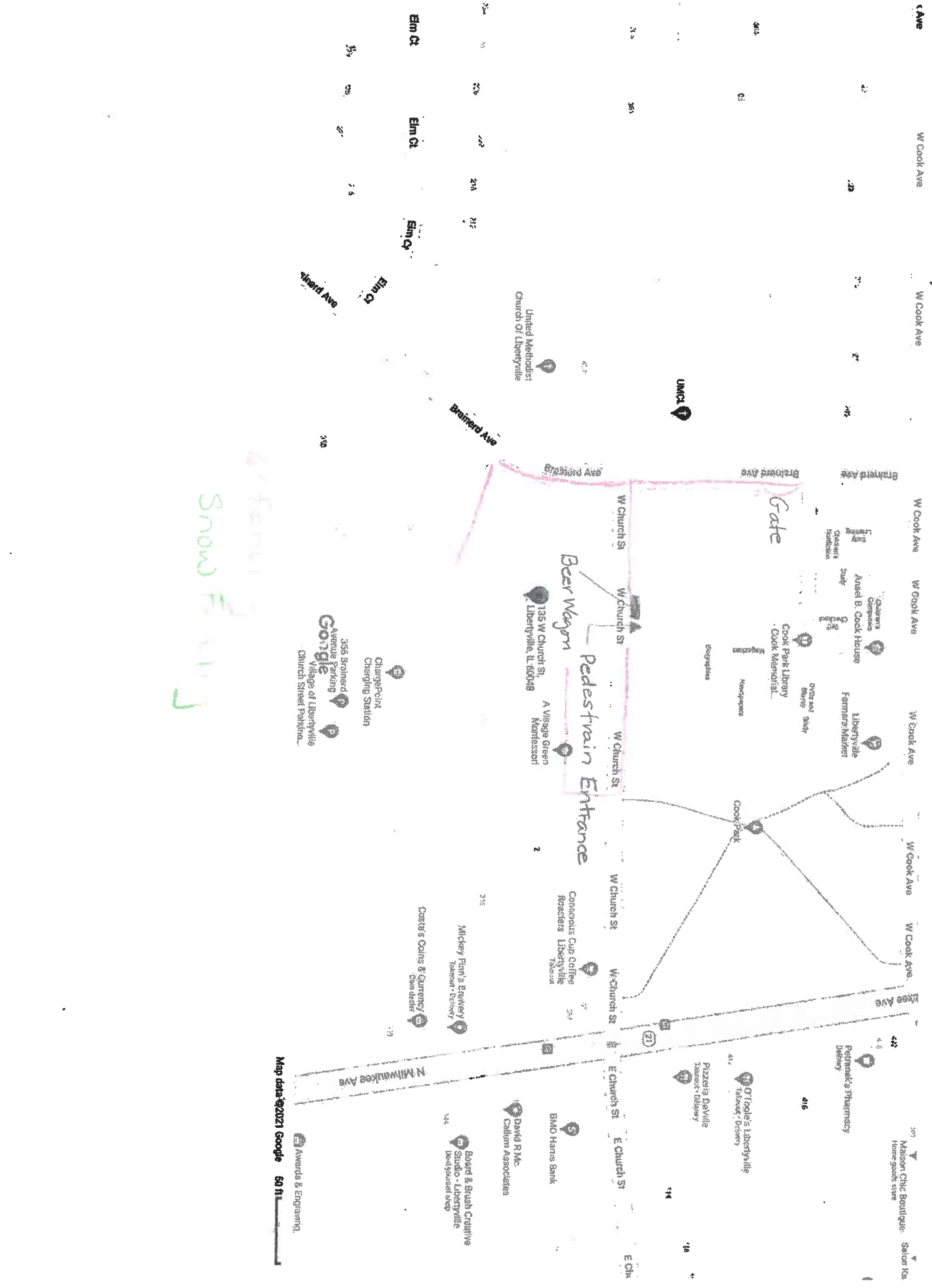
The Village of Libertyville
 135 W. Church St.
 Libertyville IL 60048

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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offensive
Snow Removal



COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Balance Sheet by Class

As of May 31, 2021

	10-General	20-IMRF	30-Working Cash	40-Early Property T...	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	(935,643)	171,138	555,776	430,830	23,873	853,424	1,099,396
10-1504 - Illinois Funds - General, IMRF	345,118	37,443				23,236	405,797
10-1509 - Wintrust MaxSafe Acct - General	5,229,602						5,229,602
60-1509 - Wintrust MaxSafe Acct - S/R						1,231,538	1,231,538
10-1550 - Chase Savings Account							
10-1551 - Chase Savings - GF	56,448						56,448
60-1551 - Chase Savings - SRF						200,959	200,959
Total 10-1550 - Chase Savings Account	56,448					200,959	257,408
10-1560 - Byline Bank							
10-1561 - Byline Bank - General Fund	10,756						10,756
60-1561 - Byline Bank - Spec Res Fund						640,677	640,677
Total 10-1560 - Byline Bank	10,756					640,677	651,433
Total 1000 - Cash	4,706,966	208,581	555,776	430,830	23,873	2,949,834	8,875,860
Total Checking/Savings	4,706,966	208,581	555,776	430,830	23,873	2,949,834	8,875,860
Other Current Assets							
10-1990 - Friends of the Library 2	10,935						10,935
10-1991 - Due From Staff Association	25						25
Total Other Current Assets	10,959						10,959
Total Current Assets	4,717,926	208,581	555,776	430,830	23,873	2,949,834	8,886,820
TOTAL ASSETS	4,717,926	208,581	555,776	430,830	23,873	2,949,834	8,886,820
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
20000 - Accounts Payable	(0)						(0)
Total Accounts Payable	(0)						(0)
Credit Cards							
10-2050 - Chase One Card	13,666					1,758	15,424
Total Credit Cards	13,666					1,758	15,424
Other Current Liabilities							
00-2011 - Other Liabilities	12,593						12,593
00-2100 - Payroll W/H & Payable							
10-2300 - IMRF Payable-Employee Medicare	(0)						(0)
10-2600 - IMRF Voluntary Life Insurance	(16)						(16)
10-2700 - Dental and Vision	1,139						1,139
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	5,518						5,518
20-2300 - IMRF Payable-Employer Medicare		(0)					(0)
40-2011 - Due To/From Gen Fund-Prop Tax				393,207			393,207
40-2014 - Due To/From IMRF Fund-Prop Tax				37,623			37,623
Total Other Current Liabilities	18,111	(0)		430,830			448,941
Total Current Liabilities	31,777	(0)		430,830		1,758	464,365
Total Liabilities	31,777	(0)		430,830		1,758	464,365
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	1,270,900	56,119			(10,202)	364,233	1,681,050
Total Equity	4,686,149	208,581	555,776		23,873	2,948,076	8,422,455
TOTAL LIABILITIES & EQUITY	4,717,926	208,581	555,776	430,830	23,873	2,949,834	8,886,820
UNBALANCED CLASSES	0						(0)

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2020 through May 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	115,895	0	0	0	115,895
00-4100 · Interest Earned	24,478	0	0	10,641	35,119
00-4200 · Other	34,390	0	0	0	34,390
10-4300 · Grants & Other Donations	75,935	0	0	0	75,935
10-4350 · Fines	10,945	0	0	0	10,945
Total Income	9,050,989	767,541	0	10,641	9,829,171
Gross Profit	9,050,989	767,541	0	10,641	9,829,171
Expense					
10-5100 · Salaries	3,912,921	0	0	0	3,912,921
10-5200 · Benefits	429,027	0	0	0	429,027
10-5300 · Training	15,824	0	0	0	15,824
10-5400 · Materials	934,658	0	0	0	934,658
10-5500 · Processing	31,720	0	0	0	31,720
10-5600 · Supplies	100,531	0	0	0	100,531
10-5700 · Vehicles	9,068	0	0	0	9,068
10-5800 · Computer Operations	407,182	0	0	0	407,182
10-5900 · Utilities	142,799	0	0	0	142,799
10-6000 · Telephone	22,304	0	0	0	22,304
10-6100 · Postage	7,310	0	0	0	7,310
10-6200 · Maintenance	100,007	0	0	0	100,007
10-6300 · Repair	90,749	0	0	0	90,749
10-6400 · Insurance	52,854	0	0	0	52,854
10-6500 · Professional Services	48,030	0	0	0	48,030
10-6600 · Improvements	12,761	0	0	0	12,761
10-6700 · Community Relations	80,437	0	0	0	80,437
10-7000 · Debt Service	981,908	0	0	0	981,908
20-8210 · Employer IMRF Disbursements	0	419,279	0	0	419,279
20-8250 · Employer Soc Security Tax Disb	0	292,143	0	0	292,143
Total Expense	7,380,089	711,422	0	0	8,091,511
Net Ordinary Income	1,670,900	56,119	0	10,641	1,737,660
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	46,408	46,408
Total Other Expense	0	0	10,202	46,408	56,609
Net Other Income	-400,000	0	-10,202	353,592	-56,609
Net Income	1,270,900	56,119	-10,202	364,233	1,681,050

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report May 2021

	May 2021				Year To Date May 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	0	0	0.00%	9,556,888	9,433,000	123,888	1.31%	101.31%	9,433,000		
00-4050 · Replacement Tax	32,510	0	32,510	0.00%	115,895	61,000	54,895	89.99%	189.99%	61,000		
00-4100 · Interest Earned	537	3,750	(3,213)	-85.67%	35,119	41,250	(6,131)	-14.86%	78.04%	45,000		
00-4200 · Other	658	2,966	(2,308)	-77.82%	34,390	29,034	5,356	18.45%	107.47%	32,000		
10-4300 · Grants & Other Donations	(34)	4,585	(4,619)	-100.74%	75,935	50,415	25,520	50.62%	0.00%	55,000		
10-4330 · Friends of The Library	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4350 · Fines	1,175	5,000	(3,825)	-76.50%	10,945	45,000	(34,055)	-75.68%	21.89%	50,000		
Total Income	34,846	16,301	18,545	113.77%	9,829,171	9,659,699	169,472	1.75%	101.58%	9,676,000	0.00%	0
Expense												
10-5100 · Salaries	329,483	346,965	17,482	5.04%	3,912,921	4,150,768	237,847	5.73%	86.90%	4,503,000	0.00%	4,720,000
10-5200 · Benefits	39,752	45,614	5,862	12.85%	429,027	495,402	66,375	13.40%	79.30%	541,000	0.00%	570,000
10-5300 · Training	2,287	2,885	598	20.72%	15,824	29,337	13,513	46.06%	29.86%	53,000	0.00%	57,000
10-5400 · Materials	77,567	94,422	16,855	17.85%	934,658	1,097,582	162,924	14.84%	78.41%	1,192,000	0.00%	1,225,000
10-5500 · Processing	3,187	2,987	(200)	-6.71%	31,720	34,012	2,292	6.74%	85.73%	37,000	0.00%	40,000
10-5600 · Supplies	7,486	10,589	3,104	29.31%	100,531	126,436	25,905	20.49%	73.38%	137,000	0.00%	165,000
10-5700 · Vehicles	260	2,539	2,279	89.75%	9,068	27,511	18,443	67.04%	30.23%	30,000	0.00%	32,000
10-5800 · Computer Operations	44,356	13,073	(31,283)	-239.29%	407,182	452,973	45,791	10.11%	80.95%	503,000	0.00%	530,000
10-5900 · Utilities	13,404	17,236	3,832	22.23%	142,799	183,615	40,816	22.23%	72.86%	196,000	0.00%	215,000
10-6000 · Telephone	1,696	1,692	(4)	-0.26%	22,304	27,306	5,002	18.32%	76.91%	29,000	0.00%	32,000
10-6100 · Postage	1,000	811	(189)	-23.30%	7,310	9,179	1,869	20.37%	73.10%	10,000	0.00%	11,000
10-6200 · Maintenance	8,095	14,408	6,313	43.82%	100,007	158,328	58,321	36.84%	58.83%	170,000	0.00%	178,000
10-6300 · Repair	18,719	7,611	(11,108)	-145.95%	90,749	100,664	9,915	9.85%	83.26%	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	4,393	4,635	242	5.22%	48,030	64,360	16,330	25.37%	64.04%	75,000	0.00%	110,000
10-6600 · Improvements	3,638	3,838	200	5.22%	12,761	39,667	26,906	67.83%	29.68%	43,000	0.00%	44,000
10-6700 · Community Relations	10,170	20,600	10,430	50.63%	80,437	138,067	57,630	41.74%	50.91%	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	45,834	45,834	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	100,832	100,832	100.00%	0.00%	110,000	0.00%	110,000
20-8210 · Employer IMRF Disbursements	35,315	38,894	3,579	9.20%	419,279	463,696	44,417	9.58%	83.42%	502,589	0.00%	528,000
20-8250 · Employer Soc Security Tax Disb	24,457	26,374	1,917	7.27%	292,143	315,507	23,364	7.41%	85.35%	342,288	0.00%	359,000
Total Expense	625,264	668,507	43,243	6.47%	8,091,511	9,115,076	1,023,565	11.23%	82.19%	9,844,877	0.00%	10,326,000

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

	May 2021				Year To Date May 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(590,418)	(652,206)	61,788		1,737,660	544,623	1,193,037			(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	2,888	0	(2,888)		46,408	0	(46,408)					
Total Other Expense	2,888	0	(2,888)		56,610	0	(56,610)					
Net Other Income/(Expense)	(2,888)	0	(2,888)		(56,610)	0	(56,610)					
Net Income	(593,306)	(652,206)	58,900		1,681,050	544,623	1,136,427			(168,877)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary

May 15 through June 11, 2021

06/10/21

Cash Basis

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4050 · Replacement Tax	32,510.04	0.00	0.00	32,510.04
00-4100 · Interest Earned	360.49	0.00	176.93	537.42
00-4200 · Other	786.83	0.00	0.00	786.83
10-4350 · Fines	1,182.76	0.00	0.00	1,182.76
Total Income	34,840.12	0.00	176.93	35,017.05
Gross Profit	34,840.12	0.00	176.93	35,017.05
Expense				
10-5100 · Salaries	331,326.92	0.00	0.00	331,326.92
10-5200 · Benefits	36,521.39	0.00	0.00	36,521.39
10-5300 · Training	6.39	0.00	0.00	6.39
10-5400 · Materials	85,172.84	0.00	0.00	85,172.84
10-5500 · Processing	2,703.78	0.00	0.00	2,703.78
10-5600 · Supplies	7,815.15	0.00	0.00	7,815.15
10-5700 · Vehicles	245.68	0.00	0.00	245.68
10-5800 · Computer Operations	86,041.96	0.00	0.00	86,041.96
10-5900 · Utilities	12,197.50	0.00	0.00	12,197.50
10-6000 · Telephone	1,588.23	0.00	0.00	1,588.23
10-6200 · Maintenance	8,663.29	0.00	0.00	8,663.29
10-6300 · Repair	13,667.67	0.00	0.00	13,667.67
10-6500 · Professional Services	3,832.03	0.00	0.00	3,832.03
10-6600 · Improvements	3,637.65	0.00	0.00	3,637.65
10-6700 · Community Relations	21,863.01	0.00	0.00	21,863.01
20-8210 · Employer IMRF Disbursements	0.00	35,548.98	0.00	35,548.98
20-8250 · Employer Soc Security Tax Disb	0.00	24,594.82	0.00	24,594.82
Total Expense	615,283.49	60,143.80	0.00	675,427.29
Net Ordinary Income	-580,443.37	-60,143.80	176.93	-640,410.24
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	2,818.24	2,818.24
Total Other Expense	0.00	0.00	2,818.24	2,818.24
Net Other Income	0.00	0.00	-2,818.24	-2,818.24
Net Income	-580,443.37	-60,143.80	-2,641.31	-643,228.48

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
Ordinary Income/Expense				
Income				
00-4050 · Replacement Tax				
10-4050 · Replacement Tax General				
General Journal	05/31/2021	3034		32,510.04
Total 10-4050 · Replacement Tax General				32,510.04
Total 00-4050 · Replacement Tax				32,510.04
00-4100 · Interest Earned				
60-3109 · Interest-Wintrust MaxSafe - S/R				
General Journal	05/31/2021	3028		33.81
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				33.81
10-3109 · Interest-Wintrust MaxSafe - Gen				
General Journal	05/31/2021	3028		344.13
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				344.13
10-3180 · Interest - Money Market Fund				
General Journal	05/31/2021	3028		11.93
Total 10-3180 · Interest - Money Market Fund				11.93
10-4100 · Interest Earned-General Fund				
10-4101 · Interest Income - Chase Savings				
General Journal	05/31/2021	3028		2.15
Total 10-4101 · Interest Income - Chase Savings				2.15
10-4111 · Interest Income-BylineSavings				
General Journal	05/31/2021	3028		2.28
Total 10-4111 · Interest Income-BylineSavings				2.28
Total 10-4100 · Interest Earned-General Fund				4.43
60-4100 · Interest Earned Special Reserve				
60-4101 · Interest Income - Chase Savings				
General Journal	05/31/2021	3028		7.65
Total 60-4101 · Interest Income - Chase Savings				7.65
60-4111 · Interest Income -Byline Savings				
General Journal	05/31/2021	3028		135.47
Total 60-4111 · Interest Income -Byline Savings				135.47
Total 60-4100 · Interest Earned Special Reserve				143.12
Total 00-4100 · Interest Earned				537.42
00-4200 · Other				
10-4400 · Lost Materials				
Deposit	05/17/2021			17.98
Deposit	05/17/2021			4.00
Deposit	05/17/2021			5.00
Bill	05/26/2021	LOST/PAID - 051321	STREET, MARY BARBARA	-37.99
Bill	05/26/2021	LOST/PAID - 052121	HANSSON, JENIFER	-27.99
General Journal	05/26/2021	3015	CDW@Play	20.95
General Journal	05/26/2021	3016	FOX, ARTHUR J	1.02
Deposit	06/03/2021			91.94
Deposit	06/03/2021			92.98
Bill	06/11/2021	LOST/PAID - 052621	SALINAS, NURY	-15.99
Total 10-4400 · Lost Materials				151.90
10-4450 · Copy Machine Income				
10-4451 · Aspen - Print/Copy Station				
Deposit	05/20/2021			240.51
Total 10-4451 · Aspen - Print/Copy Station				240.51
10-4452 · Cook Park - Print/Copy Station				
Deposit	05/20/2021			265.90
Total 10-4452 · Cook Park - Print/Copy Station				265.90
Total 10-4450 · Copy Machine Income				506.41

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
10-4470 · Bags and Browsers				
Deposit	05/17/2021			10.00
Deposit	05/17/2021			8.00
Deposit	06/03/2021			6.00
Deposit	06/03/2021			4.00
Total 10-4470 · Bags and Browsers				28.00
10-4500 · Misc - General Account				
Deposit	05/17/2021			11.00
Deposit	05/17/2021			40.53
Deposit	06/03/2021			28.99
Deposit	06/03/2021			20.00
Total 10-4500 · Misc - General Account				100.52
Total 00-4200 · Other				786.83
10-4350 · Fines				
General Journal	05/31/2021	3028		1,271.40
General Journal	05/31/2021	3031		-95.14
Deposit	06/03/2021			6.50
Total 10-4350 · Fines				1,182.76
Total Income				35,017.05
Gross Profit				35,017.05
Expense				
10-5100 · Salaries				
10-5110 · Administration Salaries				
General Journal	05/21/2021	3011		32,475.42
General Journal	06/04/2021	3030		32,475.42
Total 10-5110 · Administration Salaries				64,950.84
10-5120 · Adult Salaries				
General Journal	05/21/2021	3011		40,300.59
General Journal	06/04/2021	3030		40,300.59
Total 10-5120 · Adult Salaries				80,601.18
10-5130 · Children's Salaries				
General Journal	05/21/2021	3011		24,072.38
General Journal	06/04/2021	3030		24,072.38
Total 10-5130 · Children's Salaries				48,144.76
10-5140 · Circulation Salaries				
General Journal	05/21/2021	3011		23,388.01
General Journal	06/04/2021	3030		23,388.01
Total 10-5140 · Circulation Salaries				46,776.02
10-5145 · Maintenance Salaries				
General Journal	05/21/2021	3011		7,452.39
General Journal	06/04/2021	3030		7,452.39
Total 10-5145 · Maintenance Salaries				14,904.78
10-5150 · ILL Salaries				
General Journal	05/21/2021	3011		3,691.78
General Journal	06/04/2021	3030		3,691.78
Total 10-5150 · ILL Salaries				7,383.56
10-5155 · Outreach Salaries				
General Journal	05/21/2021	3011		6,785.37
General Journal	06/04/2021	3030		6,785.37
Total 10-5155 · Outreach Salaries				13,570.74
10-5160 · Tech Services Salaries				
General Journal	05/21/2021	3011		22,777.58
General Journal	06/04/2021	3030		22,777.58
Total 10-5160 · Tech Services Salaries				45,555.16

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
10-5165 · Shelves Salaries				
General Journal	05/21/2021	3011		4,719.94
General Journal	06/04/2021	3030		4,719.94
Total 10-5165 · Shelves Salaries				9,439.88
Total 10-5100 · Salaries				331,326.92
10-5200 · Benefits				
10-5210 · Health Insurance				
Bill	05/26/2021	865594 - JUNE 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,454.10
General Journal	05/31/2021	3019		67.50
General Journal	05/31/2021	3023	AFLAC	-14.40
Bill	06/11/2021	P65753/P77758-MAY 21	COOPERATIVE 90'S MEDICAL	28,301.40
Total 10-5210 · Health Insurance				32,808.60
10-5220 · Dental/Vision Insurance				
General Journal	05/25/2021	3014		-18.85
General Journal	05/25/2021	3014		-162.00
Bill	05/26/2021	10438 - JUNE 2021	DELTA DENTAL OF ILLINOIS - VISION	245.46
Bill	06/11/2021	10438 - MAY 2021	COOPERATIVE 90'S DENTAL	3,003.50
Total 10-5220 · Dental/Vision Insurance				3,068.11
10-5240 · Life Insurance				
Bill	05/26/2021	034963 - JUNE 2021	MADISON NATIONAL LIFE INS CO., INC.	267.85
Total 10-5240 · Life Insurance				267.85
10-5270 · LTD Insurance				
Bill	05/26/2021	034963 - JUNE 2021	MADISON NATIONAL LIFE INS CO., INC.	376.83
Total 10-5270 · LTD Insurance				376.83
Total 10-5200 · Benefits				36,521.39
10-5300 · Training				
10-5320 · Travel				
10-5328 · Travel - Tech Services				
Bill	05/26/2021	MAY 14, 2021	KLINE, SANDY	4.26
Bill	06/11/2021	MAY 26, 2021	KLINE, SANDY	2.13
Total 10-5328 · Travel - Tech Services				6.39
Total 10-5320 · Travel				6.39
Total 10-5300 · Training				6.39
10-5400 · Materials				
10-5410 · Books - Adult				
Bill	05/26/2021	MAY 14, 2021	KLINE, SANDY	43.20
Credit Card Charge	05/31/2021	051021	New England Historic - CMPL Credit Card	157.43
Credit Card Charge	05/31/2021	may 2021b	Amazon Marketplace.com - CMPL Credit Card	678.77
Credit Card Charge	05/31/2021	may 2021d	Amazon Marketplace.com - CMPL Credit Card	178.46
Bill	06/11/2021	2035953257	BAKER & TAYLOR - L5579912	271.32
Bill	06/11/2021	2035953557	BAKER & TAYLOR - L5579912	302.99
Bill	06/11/2021	2035949050	BAKER & TAYLOR - L5579912	314.06
Bill	06/11/2021	5016934403	BAKER & TAYLOR - C0209743	254.14
Bill	06/11/2021	2035949036	BAKER & TAYLOR - L5580072	15.54
Bill	06/11/2021	2035965003	BAKER & TAYLOR - L5580152	358.16
Bill	06/11/2021	2035943785	BAKER & TAYLOR - L5742022	336.90
Bill	06/11/2021	2035938064	BAKER & TAYLOR - L5742022	562.08
Bill	06/11/2021	2035969598	BAKER & TAYLOR - L5579912	435.24
Bill	06/11/2021	2035972028	BAKER & TAYLOR - L5579912	402.73
Bill	06/11/2021	2035942408	BAKER & TAYLOR - L3966532	621.69
Bill	06/11/2021	74248746	GALE	100.48
Bill	06/11/2021	74259827	GALE	24.69
Bill	06/11/2021	74258674	GALE	50.38
Bill	06/11/2021	74266845	GALE	25.59
Bill	06/11/2021	74259624	GALE	49.39
Bill	06/11/2021	13681	M. MEGHRIG & SONS	305.17
Bill	06/11/2021	2035991221	BAKER & TAYLOR - L5580152	573.20
Bill	06/11/2021	2035994736	BAKER & TAYLOR - L4231132	11.94
Bill	06/11/2021	2035982935	BAKER & TAYLOR - L5580152	357.35
Bill	06/11/2021	2035976079	BAKER & TAYLOR - L5580152	483.39
Bill	06/11/2021	2035985450	BAKER & TAYLOR - L5579912	559.96
Bill	06/11/2021	2035982244	BAKER & TAYLOR - L5579912	699.96
Bill	06/11/2021	2035987726	BAKER & TAYLOR - L5579912	339.86
Bill	06/11/2021	5016970878	BAKER & TAYLOR - C0209743	147.33
Bill	06/11/2021	5016970879	BAKER & TAYLOR - C0209743	29.01

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
Bill	06/11/2021	5016970880	BAKER & TAYLOR - C0209743	14.50
Bill	06/11/2021	5016970882	BAKER & TAYLOR - C5217413	51.04
Bill	06/11/2021	74311706	GALE	21.59
Bill	06/11/2021	74303843	GALE	97.48
Bill	06/11/2021	74311881	GALE	52.78
Bill	06/11/2021	2035995590	BAKER & TAYLOR - L5579912	298.37
Bill	06/11/2021	2035995435	BAKER & TAYLOR - L5579912	383.25
Bill	06/11/2021	2036005427	BAKER & TAYLOR - L5579912	246.13
Bill	06/11/2021	2036005499	BAKER & TAYLOR - L5579912	343.31
Bill	06/11/2021	2035998471	BAKER & TAYLOR - L5579912	266.14
Bill	06/11/2021	2036013173	BAKER & TAYLOR - L5579912	421.63
Bill	06/11/2021	20360113390	BAKER & TAYLOR - L5579912	288.86
Bill	06/11/2021	5017008437	BAKER & TAYLOR - C0209743	49.16
Bill	06/11/2021	5017008438	BAKER & TAYLOR - C0209743	14.50
Bill	06/11/2021	5017008439	BAKER & TAYLOR - C0209743	14.50
Bill	06/11/2021	2036011460	BAKER & TAYLOR - L5580152	147.02
Bill	06/11/2021	1851778	CENTER POINT LARGE PRINT	184.56
Bill	06/11/2021	74369661	GALE	27.19
Bill	06/11/2021	JUNE 2021	THOMSON REUTERS - WEST	4,701.00
Bill	06/11/2021	2035954044	BAKER & TAYLOR - L5742022	528.82
Bill	06/11/2021	2036015761	BAKER & TAYLOR - L5579912	231.68
Bill	06/11/2021	2035964029	BAKER & TAYLOR - L3966532	663.82
Bill	06/11/2021	2035956933	BAKER & TAYLOR - L5742022	334.01
Bill	06/11/2021	2035968921	BAKER & TAYLOR - L5742022	484.26
Bill	06/11/2021	2035947971	BAKER & TAYLOR - L3966532	373.04
Bill	06/11/2021	1855017	CENTER POINT LARGE PRINT	203.73
Bill	06/11/2021	1673014130	MERGENT, INC.	1,130.00
Bill	06/11/2021	2035991026	BAKER & TAYLOR - L5742022	371.50
Bill	06/11/2021	2035983637	BAKER & TAYLOR - L5742022	400.45
Bill	06/11/2021	2035975464	BAKER & TAYLOR - L5742022	517.04
Bill	06/11/2021	2035978352	BAKER & TAYLOR - L3966532	682.98
Bill	06/11/2021	2036020196	BAKER & TAYLOR - L5579912	210.11
Bill	06/11/2021	2036021693	BAKER & TAYLOR - L5579912	317.16
Bill	06/11/2021	2036024034	BAKER & TAYLOR - L5579912	182.97

Total 10-5410 · Books - Adult

22,944.99

10-5415 · Books - Juvenile

Bill	06/11/2021	2035949036	BAKER & TAYLOR - L5580072	295.92
Bill	06/11/2021	2035969981	BAKER & TAYLOR - L3966522	294.88
Bill	06/11/2021	2035966256	BAKER & TAYLOR - L4231142	197.60
Bill	06/11/2021	2035972094	BAKER & TAYLOR - L5580072	312.80
Bill	06/11/2021	2035990106	BAKER & TAYLOR - L4231142	280.90
Bill	06/11/2021	2035987725	BAKER & TAYLOR - L5580072	353.41
Bill	06/11/2021	2035976893	BAKER & TAYLOR - L5580072	240.66
Bill	06/11/2021	2035981769	BAKER & TAYLOR - L3966522	516.90
Bill	06/11/2021	2035978530	BAKER & TAYLOR - L4231522	65.43
Bill	06/11/2021	2035996090	BAKER & TAYLOR - L5580072	621.85
Bill	06/11/2021	2035996075	BAKER & TAYLOR - L5580072	1,231.05
Bill	06/11/2021	2036004994	BAKER & TAYLOR - L4231522	102.99
Bill	06/11/2021	2036005109	BAKER & TAYLOR - L3966522	259.58
Bill	06/11/2021	2036010471	BAKER & TAYLOR - L4231142	205.06
Bill	06/11/2021	2036010815	BAKER & TAYLOR - L4231522	14.75
Bill	06/11/2021	2036010816	BAKER & TAYLOR - L4231142	101.76
Bill	06/11/2021	2036008884	BAKER & TAYLOR - L5580072	489.36
Bill	06/11/2021	2036010887	BAKER & TAYLOR - L5580072	991.92
Bill	06/11/2021	2036015900	BAKER & TAYLOR - L3966522	723.87
Bill	06/11/2021	2036015892	BAKER & TAYLOR - L5580072	243.52
Bill	06/11/2021	2036020087	BAKER & TAYLOR - L5580072	174.78
Bill	06/11/2021	2036023160	BAKER & TAYLOR - L4231142	264.90

Total 10-5415 · Books - Juvenile

7,983.89

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
10-5420 · Audio/Visual - Adult				
Credit Card Charge	05/31/2021	051821	Met Opera Internet - CMPL Credit Card	40.95
Credit Card Charge	05/31/2021	may 2021c	Amazon Marketplace.com - CMPL Credit Card	508.09
Bill	06/11/2021	500395348	MIDWEST TAPE, LLC	427.33
Bill	06/11/2021	500430316	MIDWEST TAPE, LLC	855.32
Bill	06/11/2021	500446320	MIDWEST TAPE, LLC	204.36
Bill	06/11/2021	5487	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	60.00
Bill	06/11/2021	5486	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	366.35
Bill	06/11/2021	500471772	MIDWEST TAPE, LLC	151.59
Bill	06/11/2021	500456259	MIDWEST TAPE, LLC	9,191.16
Bill	06/11/2021	500488025	MIDWEST TAPE, LLC	2,109.03
Bill	06/11/2021	500493316	MIDWEST TAPE, LLC	162.89
Bill	06/11/2021	500521582	MIDWEST TAPE, LLC	2,628.24
Bill	06/11/2021	500539257	MIDWEST TAPE, LLC	2,316.01
Bill	06/11/2021	500550647	MIDWEST TAPE, LLC	295.59
Total 10-5420 · Audio/Visual - Adult				19,316.91
10-5425 · Audio/Visual - Juvenile				
Bill	06/11/2021	500446320	MIDWEST TAPE, LLC	128.10
Bill	06/11/2021	500456259	MIDWEST TAPE, LLC	569.75
Bill	06/11/2021	500488025	MIDWEST TAPE, LLC	372.11
Bill	06/11/2021	500521582	MIDWEST TAPE, LLC	342.30
Bill	06/11/2021	500539257	MIDWEST TAPE, LLC	141.43
Total 10-5425 · Audio/Visual - Juvenile				1,553.69
10-5430 · Games - Adult				
Credit Card Charge	05/31/2021	052621	Amazon Marketplace.com - CMPL Credit Card	29.83
Total 10-5430 · Games - Adult				29.83
10-5440 · Periodicals - Adult				
Bill	05/26/2021	1627808	EBSCO INDUSTRIES INC	169.00
Bill	05/26/2021	1627805	EBSCO INDUSTRIES INC	477.30
Bill	05/26/2021	1627806	EBSCO INDUSTRIES INC	572.00
Bill	05/26/2021	1627807	EBSCO INDUSTRIES INC	572.00
Credit Card Charge	05/31/2021	050421	Chicago Tribune - CMPL Credit Card	115.82
Credit Card Charge	05/31/2021	050521	Chicago Tribune - CMPL Credit Card	151.50
Credit Card Charge	05/31/2021	050421	Chicago Sun-Times - CMPL Credit Card	436.80
Credit Card Charge	05/31/2021	051021	Pioneer Press - CMPL Credit Card	15.68
Credit Card Charge	05/31/2021	051121	Canadian Living Magazine-CMPL Credit Card	75.62
Bill	06/11/2021	2106689	EBSCO INDUSTRIES INC	2.20
Bill	06/11/2021	2106688	EBSCO INDUSTRIES INC	30.80
Bill	06/11/2021	1628129	EBSCO INDUSTRIES INC	99.90
Bill	06/11/2021	MAY 26, 2021	KLINE, SANDY	19.98
Bill	06/11/2021	1628585	EBSCO INDUSTRIES INC	79.95
Bill	06/11/2021	1628586	EBSCO INDUSTRIES INC	20.00
Bill	06/11/2021	CMPL - 060821	NEWS-SUN	128.30
Bill	06/11/2021	CMPL 060821	WALL STREET JOURNAL	599.88
Total 10-5440 · Periodicals - Adult				3,566.73
10-5450 · Circulating Technologies				
10-5453 · Circ Tech - Subscriptions				
Credit Card Charge	05/31/2021	0513&051621	Netflix.com - CMPL Credit Card	35.98
Credit Card Charge	05/31/2021	050421	Hulu - CMPL Credit Card	25.97
Credit Card Charge	05/31/2021	0503&050421	HBOMAX.com - CMPL Credit Card	29.98
Credit Card Charge	05/31/2021	050321	Hulu - CMPL Credit Card	13.99
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	06/11/2021	pf00000939	DOW JONES & COMPANY INC	2,100.00
Bill	06/11/2021	1000156671-1	EBSCO INDUSTRIES INC	1,933.00
Total 10-5492 · Online Databases - Adults				4,033.00
Total 10-5491 · Online Databases				4,033.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
10-5494 · Digital Popular Materials				
10-5495 · Dig. Popular Materials - Adults				
Bill	06/11/2021	07001CO21222019	OVERDRIVE, INC.	771.46
Bill	06/11/2021	07001CO21222018	OVERDRIVE, INC.	367.49
Bill	06/11/2021	07001CO21222016	OVERDRIVE, INC.	1,400.91
Bill	06/11/2021	07001CO21230046	OVERDRIVE, INC.	379.42
Bill	06/11/2021	07001CO21230061	OVERDRIVE, INC.	618.94
Bill	06/11/2021	07001CO21232097	OVERDRIVE, INC.	310.99
Bill	06/11/2021	07001CO21237160	OVERDRIVE, INC.	964.90
Bill	06/11/2021	07001CO21237172	OVERDRIVE, INC.	1,086.82
Bill	06/11/2021	500518091	MIDWEST TAPE, LLC	8,405.60
Bill	06/11/2021	MAY 2021	BIBLIOTHECA, LLC	3,644.64
Bill	06/11/2021	07001CO21247286	OVERDRIVE, INC.	1,313.85
Bill	06/11/2021	07001CO21247297	OVERDRIVE, INC.	1,862.27
Bill	06/11/2021	07001CO21249848	OVERDRIVE, INC.	431.98
Bill	06/11/2021	07001CO21255302	OVERDRIVE, INC.	1,170.51
Bill	06/11/2021	07001CO21255301	OVERDRIVE, INC.	1,427.90
Bill	06/11/2021	07001CO21255308	OVERDRIVE, INC.	1,167.78
Total 10-5495 · Dig. Popular Materials - Adults				25,325.46
Total 10-5494 · Digital Popular Materials				25,325.46
Total 10-5490 · Electronic Services				29,358.46
10-5497 · Interlibrary Loan Fees				
Bill	06/11/2021	23535	IHLS-OCLC	312.42
Total 10-5497 · Interlibrary Loan Fees				312.42
Total 10-5400 · Materials				85,172.84
10-5500 · Processing				
10-5520 · Cataloging				
Bill	06/11/2021	23535	IHLS-OCLC	2,527.78
Bill	06/11/2021	500517416	MIDWEST TAPE, LLC	176.00
Total 10-5520 · Cataloging				2,703.78
Total 10-5500 · Processing				2,703.78
10-5600 · Supplies				
10-5611 · Supplies - Admin				
Credit Card Charge	05/31/2021	051421	Amazon Marketplace.com - CMPL Credit Card	12.31
Credit Card Charge	05/31/2021	may 2021	Amazon Marketplace.com - CMPL Credit Card	7.49
Credit Card Charge	05/31/2021	050821	Displays 2 Go - CMPL Credit Card	247.77
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	156.94
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	50.47
Total 10-5611 · Supplies - Admin				474.98
10-5613 · Supplies - Children's				
General Journal	05/24/2021	3013	Amazon Marketplace.com - CMPL Credit Card	-17.57
Credit Card Charge	05/31/2021	051521	Amazon Marketplace.com - CMPL Credit Card	49.88
Credit Card Charge	05/31/2021	may 2021	Amazon Marketplace.com - CMPL Credit Card	159.92
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	35.32
Total 10-5613 · Supplies - Children's				227.55
10-5614 · Supplies - Circulation				
Bill	06/11/2021	39893	ELM USA, INC.	682.45
Total 10-5614 · Supplies - Circulation				682.45
10-5615 · Supplies - Maintenance				
Credit Card Charge	05/31/2021	050521	SIGN A RAMA - CREDIT CARD	55.00
Credit Card Charge	05/31/2021	050621	Fastsigns - CMPL Credit Card	26.66
Credit Card Charge	05/31/2021	050721	Laforce - CMPL Credit Card	63.86
Credit Card Charge	05/31/2021	may 2021a	Amazon Marketplace.com - CMPL Credit Card	193.32
Credit Card Charge	05/31/2021	052521	Supplyhouse.com - CMPL Credit Card	65.89
Credit Card Charge	05/31/2021	050421	Northerntool - CMPL Credit Card	211.44
Credit Card Charge	05/31/2021	050521	Globalindustrial - CMPL Credit Card	534.30
Credit Card Charge	05/31/2021	052521	Amazon Marketplace.com - CMPL Credit Card	334.88
Credit Card Charge	05/31/2021	050421	Amazon Marketplace.com - CMPL Credit Card	399.00
Bill	06/11/2021	422141	J & R LOCK & SAFE, INC.	23.75
Bill	06/11/2021	85126	NCC-PETERSON PRODUCTS	512.88
Bill	06/11/2021	622330 052521	ACE HARDWARE OF LIBERTYVILLE, INC.	20.94
Bill	06/11/2021	622330 052521	ACE HARDWARE OF LIBERTYVILLE, INC.	52.98
Bill	06/11/2021	9908857197	GRAINGER	30.56
Bill	06/11/2021	9908857197	GRAINGER	61.12
Bill	06/11/2021	9908857205	GRAINGER	23.55

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
Bill	06/11/2021	9908857205	GRAINGER	47.10
Bill	06/11/2021	6114422	FERGUSON ENTERPRISES, INC.	44.25
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	490.38
Bill	06/11/2021	MAY 2021	LOWE'S	9.49
Bill	06/11/2021	MAY 2021	LOWE'S	22.75
Bill	06/11/2021	MAY 2021	LOWE'S	56.90
Bill	06/11/2021	MAY 2021	LOWE'S	98.01
Bill	06/11/2021	MAY 2021	LOWE'S	21.82
Bill	06/11/2021	MAY 2021	LOWE'S	18.92
Total 10-5615 · Supplies - Maintenance				3,419.75
10-5616 · Supplies - ILL				
Bill	06/11/2021	32291	REP INDUSTRIES	134.50
Total 10-5616 · Supplies - ILL				134.50
10-5617 · Supplies - Outreach				
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	2.17
Total 10-5617 · Supplies - Outreach				2.17
10-5618 · Supplies - Tech Services				
Bill	06/11/2021	6955534	DEMCO, INC.	246.88
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	45.61
Total 10-5618 · Supplies - Tech Services				292.49
10-5660 · Supplies - Computer				
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,186.32
Total 10-5660 · Supplies - Computer				1,186.32
10-5670 · Supplies - Paper				
Bill	06/11/2021	31623	GRAPHIC 14, INCORPORATED	877.00
Total 10-5670 · Supplies - Paper				877.00
10-5680 · Supplies - Staff Room				
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	295.94
Bill	06/11/2021	5688	ABSOLUTE VENDING SERVICE, INC	222.00
Total 10-5680 · Supplies - Staff Room				517.94
Total 10-5600 · Supplies				7,815.15
10-5700 · Vehicles				
10-5710 · Bookmobile Fuel				
Bill	06/11/2021	1782	VILLAGE-VERNON	49.09
Total 10-5710 · Bookmobile Fuel				49.09
10-5730 · Bookmobile Delivery Service				
Bill	06/11/2021	MAY 2021	DITTMAN, SUSAN	22.40
Total 10-5730 · Bookmobile Delivery Service				22.40
10-5750 · Van Fuel				
Bill	06/11/2021	1782	VILLAGE-VERNON	174.19
Total 10-5750 · Van Fuel				174.19
Total 10-5700 · Vehicles				245.68
10-5800 · Computer Operations				
10-5865 · Remote Communications Expenses				
General Journal	06/02/2021	3026	HOGBERG-WASEMANN, LINDA	-5.00
Bill	06/11/2021	MAY 2021	BOSAK, NICOLE	10.00
Bill	06/11/2021	MAY 2021	COWSKY, MARY CAROL	5.00
Bill	06/11/2021	REPLACE #55044	HOGBERG-WASEMANN, LINDA	5.00
Bill	06/11/2021	may 2021	BASSETT, ELLEN	10.00
Bill	06/11/2021	MAY 2021	CARNES, LORRAINE	5.00
Bill	06/11/2021	MAY 2021	ECKMANN, ROBERT	10.00
Bill	06/11/2021	MAY 2021	GAFKA, DEBORAH	10.00
Bill	06/11/2021	MAY 2021	HADJIMITSOS, LAURA	10.00
Bill	06/11/2021	MAY 2021	HEATHERMAN, AMY	10.00
Bill	06/11/2021	MAY 2021	KING, BECKY	10.00
Bill	06/11/2021	MAY 2021	KLINE, SANDY	10.00
Bill	06/11/2021	MAY 2021	KRAUSE, DONNA	10.00
Bill	06/11/2021	MAY 2021	LARSON, ANDREA	10.00
Bill	06/11/2021	may 2021	MELLANG, MARY	10.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
Bill	06/11/2021	MAY 2021	ARNSWALD, NANCY	10.00
Bill	06/11/2021	MAY 2021	HANSEN, JO	10.00
Total 10-5865 · Remote Communications Expenses				140.00
10-5830 · Replacement Hardware/Software				
10-5831 · Rep Hrdwre/Sftwre - Admin				
Credit Card Charge	05/31/2021	050321	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card Charge	05/31/2021	051921	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	05/31/2021	052321	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	05/31/2021	050521	Skype.com - CMPL Credit Card	6.50
Credit Card Charge	05/31/2021	050521	Timely Limited - CMPL Credit Card	1,183.75
Credit Card Charge	05/31/2021	051221	Constant Contact - CMPL Credit Card	1,669.50
Credit Card Charge	05/31/2021	052221	Ninjaforms.com - CMPL Credit Card	99.00
Bill	06/11/2021	D459033	CDW GOVERNMENT, INC.	128.18
Bill	06/11/2021	28985	COMPUTER VIEW, INC.	300.00
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				3,446.91
10-5833 · Rep Hrdwre/Sftwre - Children's				
Bill	06/11/2021	D317572	CDW GOVERNMENT, INC.	976.60
Total 10-5833 · Rep Hrdwre/Sftwre - Children's				976.60
Total 10-5830 · Replacement Hardware/Software				4,423.51
10-5840 · LAN Services				
Bill	06/11/2021	28985	COMPUTER VIEW, INC.	44,100.00
Total 10-5840 · LAN Services				44,100.00
10-5850 · Misc Contracts				
Bill	05/26/2021	INV-US43567	BIBLIOTHECA, LLC	34,036.79
Total 10-5850 · Misc Contracts				34,036.79
10-5860 · Internet				
Bill	05/26/2021	052321-062221	COMCAST	234.90
Bill	05/26/2021	122320600	COMCAST	4,663.40
General Journal	06/02/2021	3025	AT&T	-1,556.64
Total 10-5860 · Internet				3,341.66
Total 10-5800 · Computer Operations				86,041.96
10-5900 · Utilities				
10-5910 · Electricity				
10-5911 · Electricity - Aspen				
Bill	06/11/2021	20081968301	CONSTELLATION NEW ENERGY, INC.	4,516.57
Total 10-5911 · Electricity - Aspen				4,516.57
10-5912 · Electricity - Cook Park				
Bill	06/11/2021	20082212301	CONSTELLATION NEW ENERGY, INC.	6,501.01
Total 10-5912 · Electricity - Cook Park				6,501.01
Total 10-5910 · Electricity				11,017.58
10-5920 · Gas				
10-5921 · Gas - Aspen				
Bill	06/11/2021	3169366	CONSTELLATION NATURAL GAS	305.51
Total 10-5921 · Gas - Aspen				305.51
10-5922 · Gas - Cook Park				
Bill	06/11/2021	3169366	CONSTELLATION NATURAL GAS	709.43
Total 10-5922 · Gas - Cook Park				709.43
Total 10-5920 · Gas				1,014.94
10-5930 · Water				
10-5931 · Water - Aspen				
General Journal	05/31/2021	3020	LAKE COUNTY DEPARTMENT OF PUBLIC WORKS	164.98
Total 10-5931 · Water - Aspen				164.98
Total 10-5930 · Water				164.98
Total 10-5900 · Utilities				12,197.50

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
10-6000 · Telephone				
10-6010 · Telephone				
Bill	05/15/2021	404588	CALL ONE	1,091.59
Bill	05/26/2021	052321-062221	COMCAST	268.66
Total 10-6010 · Telephone				1,360.25
10-6020 · Bookmobile - Telephone				
Bill	05/26/2021	041721-051621	VERIZON WIRELESS SERVICES LLC	227.98
Total 10-6020 · Bookmobile - Telephone				227.98
Total 10-6000 · Telephone				1,588.23
10-6200 · Maintenance				
10-6210 · Janitorial Service				
10-6211 · Janitorial Service - Aspen				
Bill	06/11/2021	C17655	COMPLETE CLEANING COMPANY, INC.	2,160.00
Total 10-6211 · Janitorial Service - Aspen				2,160.00
10-6212 · Janitorial Service - Cook Park				
Bill	06/11/2021	C17655	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	06/11/2021	SUMMER 2021	SIMPSON, SARAH	42.50
Bill	06/11/2021	5507	LANDSCAPE CONCEPTS, INC.	773.88
Total 10-6221 · Landscaping - Aspen				816.38
10-6222 · Landscaping - Cook Park				
Bill	05/26/2021	4078	LANDSCAPE CONCEPTS, INC.	517.12
Bill	06/11/2021	5506	LANDSCAPE CONCEPTS, INC.	517.13
Total 10-6222 · Landscaping - Cook Park				1,034.25
Total 10-6220 · Landscaping Service				1,850.63
10-6240 · Trash Removal				
10-6242 · Trash Removal - Cook Park				
General Journal	05/31/2021	3021	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	06/11/2021	8183906	ANDERSON PEST SOLUTIONS	93.40
Bill	06/11/2021	5492	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen				291.40
10-6252 · Misc. Maintenance - Cook Park				
Bill	06/11/2021	5745	VILLAGE-LIBERTYVILLE	103.00
Bill	06/11/2021	015600CS30868	AMBIUS, LLC (19)	337.98
Bill	06/11/2021	DRGW493	IRON MOUNTAIN INCORPORATED	92.07
Bill	06/11/2021	5492	AMS OF NORTHERN ILLINOIS	149.00
Total 10-6252 · Misc. Maintenance - Cook Park				682.05
Total 10-6250 · Miscellaneous				973.45
Total 10-6200 · Maintenance				8,663.29
10-6300 · Repair				
10-6320 · Building & Grounds Repairs				
10-6321 · Building Repairs - Aspen				
Bill	06/11/2021	WO #11648	UMBENSTOCK ELECTRIC, INC.	270.00
Total 10-6321 · Building Repairs - Aspen				270.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
10-6322 · Building Repairs - Cook Park				
Bill	05/26/2021	8971	METALMASTER ROOFMASTER INC	7,986.00
Bill	06/11/2021	DM21-051	DE MARR SEALCOATING, INC.	3,653.00
Total 10-6322 · Building Repairs - Cook Park				11,639.00
Total 10-6320 · Building & Grounds Repairs				11,909.00
10-6330 · Mechanical Repairs				
10-6331 · Mechanical Repairs - Aspen				
General Journal	06/02/2021	3024	SHERMAN MECHANICAL, INC.	-420.00
Bill	06/02/2021	W37444 B	SHERMAN MECHANICAL, INC.	420.00
Total 10-6331 · Mechanical Repairs - Aspen				0.00
10-6332 · Mechanical Repairs - Cook Park				
General Journal	06/02/2021	3024	SHERMAN MECHANICAL, INC.	-260.00
General Journal	06/02/2021	3024	SHERMAN MECHANICAL, INC.	-899.00
Bill	06/02/2021	W37445 B	SHERMAN MECHANICAL, INC.	899.00
Total 10-6332 · Mechanical Repairs - Cook Park				-260.00
Total 10-6330 · Mechanical Repairs				-260.00
10-6340 · Service Contracts-Mech. & Bldg.				
10-6341 · Service Contracts - Aspen				
Bill	05/26/2021	428831	FIRE & SECURITY SERVICES, INC.	219.00
Bill	05/26/2021	35864128	JOHNSON CONTROLS SECURITY SOLUTIONS	284.61
General Journal	06/02/2021	3024	SHERMAN MECHANICAL, INC.	-1,453.50
Bill	06/02/2021	C008450 B	SHERMAN MECHANICAL, INC.	1,453.50
Bill	06/11/2021	N.2256396	AVERUS, INC.	244.50
Total 10-6341 · Service Contracts - Aspen				748.11
10-6342 · Service Contracts - Cook Park				
Bill	05/26/2021	35864129	JOHNSON CONTROLS SECURITY SOLUTIONS	383.84
General Journal	06/02/2021	3024	SHERMAN MECHANICAL, INC.	-2,118.00
Bill	06/02/2021	C008412 B	SHERMAN MECHANICAL, INC.	2,118.00
Bill	06/11/2021	W37828	SHERMAN MECHANICAL, INC.	290.64
Bill	06/11/2021	N.2256394	AVERUS, INC.	176.00
Total 10-6342 · Service Contracts - Cook Park				850.48
Total 10-6340 · Service Contracts-Mech. & Bldg.				1,598.59
10-6360 · Office Machine Service Contract				
Bill	06/11/2021	9007762263	KONICA MINOLTA BUSINESS SOLUTIONS	420.08
Total 10-6360 · Office Machine Service Contract				420.08
Total 10-6300 · Repair				13,667.67
10-6500 · Professional Services				
10-6520 · Legal Services				
Bill	06/11/2021	043021	KLEIN, THORPE AND JENKINS, LTD.	2,583.00
Total 10-6520 · Legal Services				2,583.00
10-6540 · Payroll Processing				
General Journal	05/21/2021	3010		855.13
General Journal	06/04/2021	3029		334.18
Total 10-6540 · Payroll Processing				1,189.31
10-6560 · Recruitment				
Bill	06/11/2021	35796-052021	PEOPLEFACTS	59.72
Total 10-6560 · Recruitment				59.72
Total 10-6500 · Professional Services				3,832.03
10-6600 · Improvements				
10-6630 · Equipment				
10-6631 · Equipment - Admin				
Credit Card Charge	05/31/2021	051721	Oransi - CMPL Credit Card	1,042.10
Credit Card Charge	05/31/2021	051121	Oransi - CMPL Credit Card	2,084.20
Total 10-6631 · Equipment - Admin				3,126.30
Total 10-6630 · Equipment				3,126.30

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
10-6650 · Copiers & Other Leased Equip				
Bill	06/11/2021	37849490	KONICA MINOLTA	511.35
Total 10-6650 · Copiers & Other Leased Equip				511.35
Total 10-6600 · Improvements				3,637.65
10-6700 · Community Relations				
10-6710 · Newsletter				
Bill	05/21/2021	SUMMER 2021	U.S. POSTMASTER	2,171.62
Bill	06/11/2021	17524	VOGUE PRINTERS	3,120.00
Total 10-6710 · Newsletter				5,291.62
10-6720 · Programming - Adult				
10-6721 · Programs - Performances				
Bill	05/26/2021	MAY 2021	HINSON, HAILEY AHANNA	120.00
Bill	05/26/2021	JUNE 15, 2021	BARR, MARY	350.00
Bill	05/26/2021	MAY 2021 TAI CHI	HINSON, HAILEY AHANNA	120.00
Bill	05/26/2021	MAY 2021 YOGA	HINSON, HAILEY AHANNA	120.00
Bill	05/26/2021	MAY 2021 MEDITATION	HINSON, HAILEY AHANNA	120.00
Bill	05/26/2021	JUNE 3, 2021	ART EXCURSIONS, INC.	350.00
Bill	05/26/2021	JUNE 17, 2021	BRADFORD, BARRY	250.00
Bill	05/26/2021	JUNE 10, 2021	PERIWINKLE ART STUDIO	200.00
Bill	06/11/2021	JUNE 2021 TAI CHI	HINSON, HAILEY AHANNA	120.00
Bill	06/11/2021	JUNE 2021 YOGA	HINSON, HAILEY AHANNA	120.00
Bill	06/11/2021	JUNE 2021 MEDITATION	HINSON, HAILEY AHANNA	90.00
Bill	06/11/2021	JUNE 22, 2021	YIESLA, SHARON	200.00
Total 10-6721 · Programs - Performances				2,160.00
10-6722 · Book Discussions&Author Events				
Credit Card Charge	05/31/2021	051121	Amazon Marketplace.com - CMPL Credit Card	100.00
Bill	06/11/2021	JUNE 1, 2021	NILES-MAINE DISTRICT LIBRARY	400.00
Bill	06/11/2021	MAY 2021 READ BIGGER	LARSON, ANDREA	9.99
Bill	06/11/2021	MAY 2021 READ BIGGER	LARSON, ANDREA	92.16
Total 10-6722 · Book Discussions&Author Events				602.15
10-6726 · Computer				
Bill	05/26/2021	JUNE 3, 2021	MONTANO, ESTEVAN	150.00
Bill	05/26/2021	JUNE 7, 2021	MONTANO, ESTEVAN	150.00
Bill	05/26/2021	JUNE 9, 2021	MONTANO, ESTEVAN	150.00
Bill	06/11/2021	JUNE 15, 2021	MONTANO, ESTEVAN	150.00
Bill	06/11/2021	JUNE 23, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer				750.00
Total 10-6720 · Programming - Adult				3,512.15
10-6730 · Programming - Young Adult				
10-6731 · Programs - YA (Other)				
Bill	06/11/2021	042121	SAM'S CLUB DIRECT	62.72
Total 10-6731 · Programs - YA (Other)				62.72
Total 10-6730 · Programming - Young Adult				62.72
10-6740 · Programming - Children's				
General Journal	05/27/2021	3017	BAKER & TAYLOR - L5588902	-120.70
Credit Card Charge	05/31/2021	051521	Animoto inc. - CMPL Credit Card	396.00
Credit Card Charge	05/31/2021	052421	Amazon Marketplace.com - CMPL Credit Card	22.98
Credit Card Charge	05/31/2021	050421	Amazon Marketplace.com - CMPL Credit Card	26.80
General Journal	05/31/2021	3033	Amazon Marketplace.com - CMPL Credit Card	-22.98
General Journal	05/31/2021	3033	Tender Leaf Toys - CMPL Credit Card	-26.80
Credit Card Charge	05/31/2021	may 2021	Amazon Marketplace.com - CMPL Credit Card	8.20
Credit Card Charge	05/31/2021	may 2021	Amazon Marketplace.com - CMPL Credit Card	66.97
Credit Card Charge	05/31/2021	052121	Menards - CMPL Credit Card	5.98
Credit Card Charge	05/31/2021	050621	Oriental Trading Co - CMPL Credit Card	11.98
Credit Card Charge	05/31/2021	051721	Amazon Marketplace.com - CMPL Credit Card	13.15
Credit Card Charge	05/31/2021	051421	Amazon Marketplace.com - CMPL Credit Card	13.79
Credit Card Charge	05/31/2021	052021	Amazon Marketplace.com - CMPL Credit Card	14.62
Credit Card Charge	05/31/2021	050521	Amazon Marketplace.com - CMPL Credit Card	24.96
Credit Card Charge	05/31/2021	051721	Amazon Marketplace.com - CMPL Credit Card	29.98
Credit Card Charge	05/31/2021	051421	Amazon Marketplace.com - CMPL Credit Card	33.36
Credit Card Charge	05/31/2021	052221	Michaels - CMPL Credit Card	35.55
Credit Card Charge	05/31/2021	051421	Oriental Trading Co - CMPL Credit Card	37.95
Credit Card Charge	05/31/2021	050621	Oriental Trading Co - CMPL Credit Card	44.63
Credit Card Charge	05/31/2021	052221	Amazon Marketplace.com - CMPL Credit Card	46.38
Credit Card Charge	05/31/2021	051621	Amazon Marketplace.com - CMPL Credit Card	52.43
Credit Card Charge	05/31/2021	050421	Dollar Tree - CMPL Credit Card	86.90

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
Credit Card Charge	05/31/2021	050521	Amazon Marketplace.com - CMPL Credit Card	108.04
Credit Card Charge	05/31/2021	051821	Oriental Trading Co - CMPL Credit Card	141.88
Credit Card Charge	05/31/2021	052321	Amazon Marketplace.com - CMPL Credit Card	163.05
Credit Card Charge	05/31/2021	052321	Amazon Marketplace.com - CMPL Credit Card	169.95
Credit Card Charge	05/31/2021	052621	Amazon Marketplace.com - CMPL Credit Card	9.80
Credit Card Charge	05/31/2021	052621	Amazon Marketplace.com - CMPL Credit Card	37.24
General Journal	06/07/2021	3032	BAKER & TAYLOR - L5588902	-19.11
General Journal	06/10/2021	3035	BAKER & TAYLOR - L5588902	-146.31
Bill	06/11/2021	133416683	ULINE, INC	53.17
Bill	06/11/2021	2035990475	BAKER & TAYLOR - L5588902	120.70
Bill	06/11/2021	133817735	ULINE, INC	69.48
Bill	06/11/2021	JUNE 17, 2021	ZSHOTS PHOTOGRAPHY INC.	325.00
Bill	06/11/2021	2036008708	BAKER & TAYLOR - L5588902	19.11
Bill	06/11/2021	2036023499	BAKER & TAYLOR - L5588902	146.31
Total 10-6740 · Programming - Children's				2,000.44
10-6760 · Promotions/Prizes				
10-6761 · Promotions/Prizes- Admin/Gen				
Bill	06/11/2021	4958234-0	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	2,067.60
Bill	06/11/2021	193521 - MAY 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	2,431.65
Total 10-6761 · Promotions/Prizes- Admin/Gen				4,499.25
10-6762 · Promotions/Prizes- Adults				
Credit Card Charge	05/31/2021	051121	Amazon Marketplace.com - CMPL Credit Card	400.00
Total 10-6762 · Promotions/Prizes- Adults				400.00
10-6763 · Promotions/Prizes - Children's				
Bill	06/11/2021	2036023994	BAKER & TAYLOR - L5588902	4,910.28
Total 10-6763 · Promotions/Prizes - Children's				4,910.28
10-6770 · Promotions/Prizes - YA				
Bill	06/11/2021	607912	IDENTITY LINKS, INC.	266.20
Total 10-6770 · Promotions/Prizes - YA				266.20
Total 10-6760 · Promotions/Prizes				10,075.73
10-6780 · Digital Studios				
10-6782 · Digital Studios - Software				
Credit Card Charge	05/31/2021	052621	Myord.com - CMPL Credit Card	39.25
Bill	06/11/2021	D901536	CDW GOVERNMENT, INC.	168.52
Total 10-6782 · Digital Studios - Software				207.77
Total 10-6780 · Digital Studios				207.77
10-6790 · Workshops				
10-6793 · Workshops - Programs/Classes				
Credit Card Charge	05/31/2021	052021	Amazon Marketplace.com - CMPL Credit Card	265.16
Credit Card Charge	05/31/2021	050421	Amazon Marketplace.com - CMPL Credit Card	447.42
Total 10-6793 · Workshops - Programs/Classes				712.58
Total 10-6790 · Workshops				712.58
Total 10-6700 · Community Relations				21,863.01
20-8210 · Employer IMRF Disbursements				
General Journal	05/21/2021	3011		17,774.49
General Journal	06/04/2021	3030		17,774.49
Total 20-8210 · Employer IMRF Disbursements				35,548.98
20-8250 · Employer Soc Security Tax Disb				
General Journal	05/21/2021	3011		12,297.41
General Journal	06/04/2021	3030		12,297.41
Total 20-8250 · Employer Soc Security Tax Disb				24,594.82
Total Expense				675,427.29
Net Ordinary Income				-640,410.24

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

May 15 through June 11, 2021

Type	Date	Num	Name	Paid Amount
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements				
60-9812 · Cook Park - Generator				
Bill	05/26/2021	45003B	HANSEN PALMER ASSOCIATES LTD.	1,250.00
Credit Card Charge	05/31/2021	050321	Village/Libertyville - CMPL Credit Card	1,568.24
Total 60-9812 · Cook Park - Generator				2,818.24
Total 60-9800 · Special Reserve Disbursements				2,818.24
Total Other Expense				2,818.24
Net Other Income				-2,818.24
Net Income				-643,228.48



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

	May 2019			May 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,388	35,158	44,546	7,845	33,894	41,739	-6.30%
Reciprocal Borrowing Patrons	510	6,899	7,409	420	6,155	6,575	-11.26%
Total	9,898	42,057	51,955	8,265	40,049	48,314	-7.01%

Visitors

	May 2019	May 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change
	Aspen Drive Library	21,950	7,101	-67.65%	229,416	57,957
Cook Park Library	24,431	9,553	-60.90%	272,437	73,088	-73.17%
Drive-Up	1,543	1,480	-4.08%	16,109	14,720	-8.62%
Outreach	1,620	124	-92.35%	17,861	1,031	-94.23%
Total	49,544	18,258	-63.15%	535,823	146,796	-72.60%

Program Attendance

	May 2019	May 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change
	Adult	1,475	1,223	-17.08%	13,634	15,008
Juvenile	935	909	-2.78%	21,266	13,192	-37.97%
Young Adult	52	4	-92.31%	624	158	-74.68%
	2,462	2,136	-13.24%	35,524	28,358	-20.17%

Special Services

	May 2019	May 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change
	Reference Questions	7,214	3,777	-47.64%	85,814	42,401
Library App Users		327			1,951	
Online Databases*	4,964	6,177	24.44%	62,266	43,277	-30.50%
www.cooklib.org	84,342	78,328	-7.13%	947,740	977,261	3.11%
Holds Placed	15,578	13,851	-11.09%	188,527	209,238	10.99%
Holds Filled	14,275	12,303	-13.81%	160,531	208,378	29.81%
Homebound Items Delivered	1,012	598	-40.91%	11,246	5,913	-47.42%

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

Collection Size

	May 2019					May 2021					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,622	37,809		84,431	31.90%	48,547	41,754		90,301	33.28%	6.95%
Cook Park Library	55,634	110,255	148	166,037	62.73%	56,969	108,238	146	165,353	60.94%	-0.41%
Outreach	11,253	2,937	14	14,204	5.37%	12,610	3,069	13	15,692	5.78%	10.48%
Total	113,509	151,001	162	264,672		118,126	153,061	159	271,346		2.52%

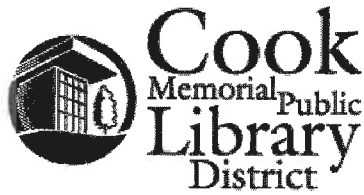
Librarian's Statistical Report - May 2021 - Page 2

Circulation

	May 2019				May 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,016	21,316		32,332	9,792	18,361		28,153	-12.93%
Foreign Language	330	532		862	198	233		431	-50.00%
Large Type	1,582	24		1,606	1,239	17		1,256	-21.79%
Nonfiction	8,719	5,146		13,865	6,369	4,568		10,937	-21.12%
Periodicals	1,510	110		1,620	1,472	78		1,550	-4.32%
Subtotal Print	23,157	27,128		50,285	19,070	23,257		42,327	-15.83%
Bags and Containers			13	13			14	14	7.69%
Equipment	211	8		219	122	3		125	-42.92%
Interlibrary Loan			205	205			144	144	-29.76%
LINKin	1,558			1,558	979			979	-37.16%
Multimedia		69		69		4		4	-94.20%
Other			3	3			3	3	0.00%
Subtotal Other	1,769	77	221	2,067	1,101	7	161	1,269	-38.61%
eAudiobooks			3,752	3,752			4,767	4,767	27.05%
eBooks			5,885	5,885			7,451	7,451	26.61%
eMagazines			1,268	1,268			726	726	-42.74%
eMusic			275	275			281	281	2.18%
eVideo			523	523			1,113	1,113	112.81%
Subtotal Downloadables			11,703	11,703			14,338	14,338	22.52%
Audiobooks	1,190	741		1,931	533	481		1,014	-47.49%
Compact Discs	2,336	535		2,871	1,210	276		1,486	-48.24%
DVDs, Blu-Ray	19,303	6,626		25,929	9,052	2,743		11,795	-54.51%
Video Games	848	874		1,722	410	685		1,095	-36.41%
Subtotal Audiovisual	23,677	8,776		32,453	11,205	4,185		15,390	-52.58%
Grand Total All Agencies	48,603	35,981	11,924	96,508	31,376	27,449	14,499	73,324	-24.02%

Agency Subtotals

	May 2019	May 2021	Percent Change	FY 2019 To Date	FY 2021 To Date	Percent Change
Downloadables	11,703	14,338	22.52%	121,804	173,432	42.39%
Aspen Drive Library	23,627	16,727	-29.20%	303,055	166,647	-45.01%
Cook Park Library	54,324	40,059	-26.26%	651,803	418,353	-35.82%
Outreach	6,854	2,200	-67.90%	72,921	24,099	-66.95%
Total	96,508	73,324	-24.02%	1,149,583	782,531	-31.93%



Director's Report

June 2021

David Archer, Library Director

Legislative Update

- Executive Order 2021-11 extends the ability for boards of public bodies to continue to use a virtual quorum, and other emergency measures, through June 26. The governor makes these orders on a monthly basis.
- The General Assembly did not pass legislation to expand or modify remote meeting provisions of the Open Meetings Act. Public bodies must still rely on the status of the State's disaster declaration if it wishes to continue to use the alternative remote meeting process (as opposed to relying on the traditional remote attendance process that requires a physical quorum of the public body at the meeting and limits remote attendance to specific circumstances, such as illness, business, or emergencies that prevent in-person attendance).
- SB 539 would make changes to the Illinois Government Ethics Act and related ethics statutes. The legislation would modify the economic interests that certain government officers are required to disclose annually when they file their economic interest statement under the Act. For example, an individual required to file a statement of economic interest must also include certain interests of spouses and minor children.

Mobile App Promotions

Our communication team's promotional strategy for the new mobile app includes:

- Editing and resending the eBlast that originally went out in January 2021.
- Adding mobile app icon near social media icons in footer of all eBlasts.
- Continuing to push on social media.
- Placing an informational web slider on the homepage.
- Investigating adding an icon and link to the footer of the website.
- Adding to upcoming eNews 'How To' section or general info section.
- Updating the Shoutbomb bookmark and add app info. Rebrand bookmark as Mobile Services
- Adding to phone number/web address footer of all program flyers

Fine-Free Billing Schedule

With the Library now permanently fine free, a new overdue billing cycle is now in effect which is very similar with the practices of other libraries offering this benefit. Items checked out or renewed from June 3, 2021 will follow the new billing cycle:

- First overdue notice is sent when an item is 7 days overdue.
- Second overdue notice is sent when an item is 14 days overdue. A patron's library card remains in good standing, but notice advises of potential future loss of borrowing privileges.
- A bill is sent when an item is 21 days overdue. All borrowing privileges are withdrawn, however the use of eLibrary resources and access to online databases remain unaffected.

Odds & Ends

- **Summer Reading.** This is the inaugural year for our use of ReadSquared, a highly customized summer reading application that allows patrons to register and participate fully online. (Patrons still have the option to sign up in the library and use paper logs, if they wish). As of June 10, we have nearly 1,300 registrants.
- **Outdoor Programming.** The library's first outdoor program was held under the tent at Aspen Drive. Terri Norstrom led the Baby Story Time. Special care was taken to make sure everyone was safe and properly distanced.
- **Service to Senior Centers.** Prior to the COVID outbreak, our Outreach staff had a presence in the lobbies of six area senior centers and also delivered library materials to the private apartments of patrons within these centers. Since late April 2020, Outreach staff have been assembling orders and placing individually labeled bags in large bins which are delivered via our delivery van to the front door of each center where they are retrieved by senior center staff. Beginning this month, we will be providing in-person services starting with the Sheridan at Green Oaks and gradually expanding to other senior centers over the next few months.

State Enters Phase 5

On June 11th, Phase 5 of the Restore Illinois Plan went into effect which eliminates capacity restrictions for businesses in the state. Here is the status of operations at the Library:

- For fully vaccinated individuals, the state does not require face coverings. Fully vaccinated patrons can use the library without a mask except in children's and teen areas where masks are required.
- Phase 5 recommends that all businesses and venues support social distancing to the extent possible, especially in indoor settings. Accordingly, all public seating and computer stations are situated with proper distancing.
- With office capacity limits no longer in effect, the library's management team will gradually increase the number of staff working in shared office areas. Throughout the pandemic, the library has used remote work strategies, temporary offices and flexible scheduling to keep shared office capacities at a low level.
- In-person seating now available. Study rooms and digital studios expected to be available very soon with portable MERV 16 HEPA filtration units in each room.
- In-person outdoor children's programming under the tent at Aspen Drive began on June 1. Virtual programming continues with an eye toward gradually adding in-person adult programming later this summer. Programming and technology staff testing hybrid in-person / virtual setups.

Phase 5 Guidance for Businesses and Venues

This guidance replaces the industry-specific guidance that the Department of Commerce and Economic Opportunity published as part of the state's Restore Illinois plan. This guidance includes recommendations for all types of businesses and venues, customers, and employees in order to help maintain healthy environments and operations, as well as lower the risk of COVID-19 spread.

The following are recommended prevention strategies that recognize that while the state of Illinois has made substantial progress in vaccinating its residents, a number of individuals remain ineligible or have not yet chosen to be vaccinated. Consistent use of prevention strategies will help reduce the spread of COVID-19 and protect people who are not fully vaccinated, including customers, employees, and their families. As always, businesses and local municipalities may choose to implement additional prevention strategies as they deem appropriate.

- COVID-19 vaccines are safe, effective, and widely available across Illinois. Everyone aged 12 years and older should be vaccinated against COVID-19 as soon as possible to keep from getting and/or spreading COVID-19.
- For businesses and venues where everyone present is fully vaccinated, the state does not require face coverings and social distancing in both indoor and outdoor settings. Businesses and municipalities are permitted to continue requiring face coverings and social distancing as they deem appropriate.
- For indoor businesses and venues where everyone present is not fully vaccinated, unvaccinated persons should wear a face covering and maintain six feet social distance. Businesses and venues may continue to require face coverings and/or social distancing. At outdoor businesses and venues, unvaccinated persons may choose not to wear a face covering when able to maintain a six-foot social distance while outdoors, unless required to do so by a business or municipality.
- Although people who are fully vaccinated are not required to wear a face covering under state guidance, businesses and venues should be supportive of customers and employees who choose to wear a face covering.
- Persons who are immunocompromised should consider wearing face coverings when in settings where others may not be fully vaccinated.
- All unvaccinated persons should wear face coverings in crowded settings, both indoors and outdoors, especially when youth are present. See CDC guidance for further information.
- There are limited circumstances and settings where all individuals, including those who are fully vaccinated, must continue to wear a mask in accordance with CDC guidance: (1) on public transportation, (2) in congregate facilities, (3) in health care settings, and where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- Individuals in schools, day care settings, and educational institutions should continue to follow separate guidance issued by the Illinois State Board of Education, Illinois Department of Children and Family Services, and Illinois Department of Public Health.
- All businesses and venues should support social distancing to the extent possible, especially in indoor settings. Businesses and venues should apply best practices in managing distancing at such places as concessions/counters, public restrooms, and lines/queuing.
- This guidance will be updated as the CDC releases new recommendations and is meant to supplement any federal or local guidance, safety laws, rules, regulations or business safety policies that may expressly require a face covering and/or social distancing.
- Continue to consult the CDC and IDPH websites for updated resources, guidelines, and rules related to COVID-19 safety.

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT
PERSONNEL REPORT
May 2021**

Open Positions

<u>Job Title</u>	<u>Dept.</u>	<u>Status</u>	<u>Pay Classification</u>
<u>Circulation Associate (6)</u>	<u>Circulation</u>	<u>p/t</u>	<u>Salary Band 2</u>
<u>Shelver (3)</u>	<u>Circulation</u>	<u>p/t</u>	<u>Salary Band 1</u>
<u>Reference Librarian</u>	<u>Adult Services</u>	<u>p/t</u>	<u>Salary Band 5</u>
<u>Welcome Desk Associate</u>	<u>Circulation</u>	<u>p/t</u>	<u>Salary Band 2</u>
<u>Children's Library Assistant (2)</u>	<u>Children's</u>	<u>p/t</u>	<u>Salary Band 3</u>

Employee New Hires

<u>Name</u>	<u>Dept.</u>	<u>Status</u>	<u>Pay Classification</u>	<u>Hired</u>
<u>None</u>				

Employee Separations

<u>Name</u>	<u>Dept.</u>	<u>Status</u>	<u>Separation Type</u>	<u>Hired</u>
<u>Manami Motoyama</u>	<u>Circulation Shelver</u>	<u>p/t</u>	<u>Resignation</u>	<u>04/22/19</u>
<u>Maria Rill</u>	<u>Circulation</u>	<u>p/t</u>	<u>Resignation</u>	<u>10/22/19</u>

Nancy Arnsald
Payroll Coordinator
Date Prepared 6/7/21

Cook Memorial Public Library District								
Investment Maturity Schedule								
May 31, 2021								
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q1 2021	Q2 2021	Q3 2021	Total
Special Reserve Fund:								
Total Special Reserve			0		0	0	0	0
Working Cash Fund:								
Total Working Cash Fund			0		0	0	0	0
General Fund:								
Total General Fund			0		0	0	0	0
Total Investments			0		0	0	0	0
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-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
27-May-2021	Lakeland BK NFLD NJ CD	Maturity			(245,000)		(245,000.00)								
31-May-2021	Chase Bank						0.00	2.15	7.65	9.80			2.15	7.65	9.80
31-May-2021	Ending Balance			0.00	0.00	0.00	0.00	56,448.39	200,959.40	357,397.29	17,332.00	7,779.25	25.48	90.72	18,103.52

**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-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
31-May-2021		Interest	For May 2021	2.28	135.47	137.75			2.28	135.47	137.75
						0.00					0.00
30-Apr-2021	Ending Balance			10,755.88	640,677.41	651,433.29	0.00	0.00	32.49	1,935.26	1,967.75

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
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
31-May-2021	Wintrust Bank	Interest	For May 2021	344.13	344.13
31-May-2021	Ending Balance			5,229,602.08	6,786.10

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-Mar-2021	Ending Balance			1,231,462.75	761.14
30-Apr-2021	Wintrust Bank	Interest	For April 2021	41.02	41.02
30-Apr-2021	Ending Balance			1,231,503.77	802.16
31-May-2021	Wintrust Bank	Interest	For May 2021	33.81	33.81
31-May-2021	Ending Balance			1,231,537.58	835.97



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: June 15, 2021
FROM: David Archer, Library Director
AGENDA ITEM: Participation in Nonresident Fee Program

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

The CMPLD board has traditionally supported the nonresident fee program even though there are no unserved areas adjacent to the Library's taxing area in which Cook Park or Aspen Drive is the closest library.

Approval of the following motion is recommended:

"Motion to affirm the Library's continued participation in the nonresident card program, detailed under Public Act 92-1066, setting the annual fee for the card, using the State Library mathematical formula method, at \$423 effective July 1, 2021 through June 30, 2022."

General Mathematical Formula Fee Calculator

Enter your local *total library property tax income, population, and average household size* below.

Total property tax income:

Local population:

Average household size:

Your library's nonresident card fee would be:

THE BOARD OF LIBRARY TRUSTEES OF THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS

ORDINANCE NO. 2020-2021/4

AN ORDINANCE SETTING FORTH A SCHEDULE OF REGULAR
MEETINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE COOK
MEMORIAL PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR
COMMENCING JULY 1, 2021 AND ENDING
JUNE 30, 2022 _____

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

Section 1: In accordance with the terms and provisions of 75 ILCS 120/2.02, Illinois
Revised Statutes, the following is a schedule of all Regular meetings of the Board of Library
Trustees of the Cook Memorial Public Library District for the fiscal year commencing
July 1, 2021 and ending June 30, 2022.

July	20, 2021	Aspen Drive Library
August	17, 2021	Aspen Drive Library
September	21, 2021	Cook Park Library
October	19, 2021	Aspen Drive Library
November	16, 2021	Cook Park Library
December	21, 2021	Aspen Drive Library
January	18, 2022	Cook Park Library
February	15, 2022	Aspen Drive Library
March	15, 2022	Cook Park Library
April	19, 2022	Aspen Drive Library
May	17, 2022	Cook Park Library
June	21, 2022	Aspen Drive Library

All regular meetings will be held at the Cook Park Library, 413 N. Milwaukee Avenue,
Libertyville, Illinois or the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois as
noted above. All regularly scheduled meetings will begin at 6:30 p.m.

Section 2: That all ordinances or resolutions in conflict herewith be and they are hereby repealed to the extent of such conflict.

Section 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Effective the 15th day of June, 2021.

Enacted this 15th day of June, 2021.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Posted the 30th of June, 2021.

Wendy Vieth, President

Karen Singer, Secretary

RESOLUTION NO. 2020-2021/20

**RESOLUTION AUTHORIZING LIBRARY DIRECTOR AND BUSINESS
MANAGER TO EXECUTE REQUIRED PAPERWORK WITH ALL
DESIGNATED, ELIGIBLE DEPOSITORY INSTITUTIONS FOR THE FISCAL YEAR
JULY 1, 2021 THROUGH JUNE 30, 2022**

WHEREAS, from time to time, the Library has excess funds from (a) property tax receipts and other revenue sources which can be invested and/or (b) the maturing of existing investments which can be re-invested; and

WHEREAS, good business sense would dictate investing these funds in interest-bearing accounts and/or certificates of deposit with different financial institutions to obtain the best return on any investment; and

WHEREAS, the Business Manager and Library Director, in conjunction with the Library's investment advisors, deposit library funds in interest-bearing accounts pursuant to the Library's investment policy; and

WHEREAS, whenever funds are moved to a different financial institution, the Library Board is required to authorize the deposit of funds with that institution; and

WHEREAS, in order to improve efficiency and eliminate delays in obtaining favorable interest rates for Library funds, the Business Manager and Library Director are authorized to execute such resolutions for all approved, eligible depository institutions for the fiscal year July 1, 2021 through June 30, 2022; and

WHEREAS, the Business Manager and Library Director shall notify the Board of all such deposits and changes at the Board's next regular monthly meeting.

Be It Resolved by the Board of Library Trustees of the Cook Memorial Public Library District, Lake County, Illinois, as follows:

Section 1: That all of the recitals contained above are hereby incorporated by reference.

Section 2: That the Library Director and Business Manager are authorized to execute all resolutions and documents required by all eligible depository institutions permitted by the Illinois Public Funds Investment Act and the Library's Investment Policy for the fiscal year July 1, 2021 through June 30, 2022.

Section 3: That the officers listed in Section 2 are authorized and empowered to execute such other agreements, including but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Library District may be deposited, collected or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of this Resolution. The other

agreement and acts may not be contrary to the provisions contained in this Resolution or the Library's policies.

Section 4: That the Secretary and keeper of the records of the Library District shall certify to the Financial Institution the names of the persons who are at present authorized to act on behalf of the Library District under this Resolution and shall from time to time, hereafter, as changes in the personnel of said officers are made, certify, in writing, any changes to the Financial Institution as soon as possible after the change occurs.

Section 5: That this Resolution shall be in full force and effect upon its adoption.

ADOPTED this 15th day of June, 2021, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT

APPROVED by the President and Board of Library Trustees of the Cook Memorial Public Library District this 15th day of June, 2021.

Wendy Vieth, President

ATTEST:

Karen Singer, Secretary