

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

August 19, 2021

Board Meeting
6:30 p.m.

The regular meeting of the Board of Library Trustees of the Cook Memorial Public Library District scheduled for Thursday, August 19, 2021 will be held in the Meeting Room at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of July 20, 2021.
 - b. Minutes of the Closed Session of July 20, 2021.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
8. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - i. Approval of FY2022 Budget.
 - b. Policy Review.
 - c. Building and Grounds
 - d. Development.
 - e. Technology.
 - f. Resources, Services and Long Range Planning.
 - g. Village of Libertyville Parking Commission Representative.
 - h. Friends' Representative.
 - i. RAILS Representative.
 - j. Historical Society Representative.

9. Other Business.

- a. Approval of Resolution 2021-2022/1, Adopting Revised Collection Development Policy.
- b. Approval of Resolution 2021-2022/2, Adopting Revised Purchasing Goods and Services Policy.
- c. Approval of Resolution 2021-2022/3, Adopting Revised Child Safety Policy.
- d. Approval of Resolution 2021-2022/4, Declaring Closed Session Meeting Minutes Confidential and/or Non-Confidential for Meetings through June, 2021.
- e. Approval of Change Order in the Amount of \$6,776.13 for Electrical Work Associated with the Cook Park Library Emergency Backup Generator Project.

10. Communications.

11. Upcoming Meetings and Events.

- a. Finance and Employee Practices Committee Meeting on Tuesday, September 14, 2021 at 6:30 p.m. at the Cook Park Library.
- b. Budget and Appropriation Hearing on Tuesday, September 21, 2021 at 6:15 p.m. at the Cook Park Library.
- c. Regular Board Meeting on Tuesday, September 21, 2021 at 6:30 p.m. at the Cook Park Library.

12. Public Questions.

13. Adjournment.

Wendy Vieth, President
Board of Library Trustees

August 13, 2021

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (847)362-2330, by email at ADA@cooklib.org or in writing, not less than five (5) business days prior to the meeting.

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Balance Sheet by Class

As of July 31, 2021 - Preliminary

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
1000 - Cash						
10-1040 - Petty Cash	625					625
10-1045 - Cash on Hand - Aspen	60					60
10-1150 - Chase Operating A/C	3,870,656	465,074	555,776	23,873	563,833	5,479,212
10-1504 - Illinois Funds - General, IMRF	368,823	37,443			23,236	429,502
10-1509 - Wintrust MaxSafe Acct - General	3,230,253					3,230,253
60-1509 - Wintrust MaxSafe Acct - S/R					1,231,585	1,231,585
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,453					56,453
60-1551 - Chase Savings - SRF					200,977	200,977
Total 10-1550 - Chase Savings Account	56,453				200,977	257,430
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,760					10,760
60-1561 - Byline Bank - Spec Res Fund					640,944	640,944
Total 10-1560 - Byline Bank	10,760				640,944	651,704
Total 1000 - Cash	7,537,631	502,517	555,776	23,873	2,660,575	11,280,372
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	245,000					245,000
Total 10-1502 - Investments - General Fund	245,000					245,000
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)					245,000	245,000
Total 60-1501 - Investments - Special Reserve					245,000	245,000
Total 2000 - Investments	245,000				245,000	490,000
Total Checking/Savings	7,782,631	502,517	555,776	23,873	2,905,575	11,770,372
Other Current Assets						
10-1990 - Friends of the Library 2	11,142					11,142
Total Other Current Assets	11,142					11,142
Total Current Assets	7,793,773	502,517	555,776	23,873	2,905,575	11,781,513
TOTAL ASSETS	7,793,773	502,517	555,776	23,873	2,905,575	11,781,513
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	(3,033)					(3,033)
Total Accounts Payable	(3,033)					(3,033)
Credit Cards						
10-2050 - Chase One Card	7,656				1,758	9,415
Total Credit Cards	7,656				1,758	9,415
Other Current Liabilities						
00-2011 - Other Liabilities	12,593					12,593
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	221					221
10-2000 - Manual Payroll Checks	9,637					9,637
10-2300 - IMRF Payable-Employee Medicare	7,954					7,954
10-2600 - IMRF Voluntary Life Insurance	352					352
10-2700 - Dental and Vision	1,991					1,991
10-2800 - CO-OP 90's Medical Plan	9,500					9,500
10-2900 - Other Health Care-FSA	2,638					2,638
10-2961 - Wage Assignments Payable	198					198
Total 00-2100 - Payroll W/H & Payable	32,491					32,491
20-2300 - IMRF Payable-Employer Medicare		17,693				17,693
Total Other Current Liabilities	45,085	17,693				62,777
Total Current Liabilities	49,708	17,693			1,758	69,159
Total Liabilities	49,708	17,693			1,758	69,159
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
32000 - Retained Earnings	674,395	(3,872)		(10,202)	364,810	1,025,131
Net Income	3,654,421	336,234			(44,836)	3,945,818
Total Equity	7,744,065	484,825	555,776	23,873	2,903,816	11,712,354
TOTAL LIABILITIES & EQUITY	7,793,773	502,517	555,776	23,873	2,905,575	11,781,513
UNBALANCED CLASSES	0					(0)

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

Preliminary - July 2021

08/13/21

Cash Basis

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	4,453,548	426,758	0	4,880,306
00-4050 · Replacement Tax	23,690	0	0	23,690
00-4100 · Interest Earned	333	0	164	497
00-4200 · Other	1,123	0	0	1,123
10-4300 · Grants & Other Donations	1,230	0	0	1,230
10-4350 · Fines	1,066	0	0	1,066
Total Income	4,480,990	426,758	164	4,907,912
Gross Profit	4,480,990	426,758	164	4,907,912
Expense				
10-5100 · Salaries	501,258	0	0	501,258
10-5200 · Benefits	45,143	0	0	45,143
10-5300 · Training	644	0	0	644
10-5400 · Materials	98,459	0	0	98,459
10-5500 · Processing	2,699	0	0	2,699
10-5600 · Supplies	5,702	0	0	5,702
10-5700 · Vehicles	2,174	0	0	2,174
10-5800 · Computer Operations	2,726	0	0	2,726
10-5900 · Utilities	12,032	0	0	12,032
10-6000 · Telephone	2,814	0	0	2,814
10-6100 · Postage	1,000	0	0	1,000
10-6200 · Maintenance	8,005	0	0	8,005
10-6300 · Repair	270	0	0	270
10-6500 · Professional Services	2,194	0	0	2,194
10-6600 · Improvements	1,143	0	0	1,143
10-6700 · Community Relations	5,901	0	0	5,901
10-7000 · Debt Service	134,406	0	0	134,406
20-8210 · Employer IMRF Disbursements	0	53,301	0	53,301
20-8250 · Employer Soc Security Tax Disb	0	37,224	0	37,224
Total Expense	826,569	90,524	0	917,093
Net Ordinary Income	3,654,421	336,234	164	3,990,818
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0	0	45,000	45,000
Total Other Expense	0	0	45,000	45,000
Net Other Income	0	0	-45,000	-45,000
Net Income	3,654,421	336,234	-44,836	3,945,818

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report July 2021 - Preliminary

	July 2021				Year To Date July 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	4,880,306	4,479,572	400,734	8.95%	4,880,306	4,479,572	400,734	8.95%	51.15%	9,541,000		
00-4050 · Replacement Tax	23,690	13,000	10,690	82.23%	23,690	13,000	10,690	82.23%	21.15%	112,000		
00-4100 · Interest Earned	497	1,750	(1,253)	-71.61%	497	1,750	(1,253)	-71.61%	2.37%	21,000		
00-4200 · Other	1,123	1,000	123	12.32%	1,123	1,000	123	12.32%	9.36%	12,000		
10-4300 · Grants & Other Donations	1,230	7,300	(6,070)	-83.15%	1,230	7,300	(6,070)	-83.15%	0.00%	88,000		
10-4330 · Friends of The Library	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4350 · Fines	1,066	250	816	326.29%	1,066	250	816	326.29%	35.52%	3,000		
Total Income	4,907,912	4,502,872	405,040	9.00%	4,907,912	4,502,872	405,040	9.00%	50.20%	9,777,000	0.00%	0
Expense												
10-5100 · Salaries	501,258	525,717	24,459	4.65%	501,258	525,717	24,459	4.65%	10.83%	4,628,000	0.00%	0
10-5200 · Benefits	45,143	42,862	(2,281)	-5.32%	45,143	42,862	(2,281)	-5.32%	8.65%	522,000	0.00%	0
10-5300 · Training	644	4,430	3,786	85.47%	644	4,430	3,786	85.47%	1.61%	40,000	0.00%	0
10-5400 · Materials	98,459	101,202	2,743	2.71%	98,459	101,202	2,743	2.71%	7.97%	1,235,000	0.00%	0
10-5500 · Processing	2,699	3,168	469	14.81%	2,699	3,168	469	14.81%	6.92%	39,000	0.00%	0
10-5600 · Supplies	5,702	17,686	11,984	67.76%	5,702	17,686	11,984	67.76%	4.39%	130,000	0.00%	0
10-5700 · Vehicles	2,174	2,493	319	12.80%	2,174	2,493	319	12.80%	7.25%	30,000	0.00%	0
10-5800 · Computer Operations	2,726	26,817	24,091	89.83%	2,726	26,817	24,091	89.83%	0.51%	535,000	0.00%	0
10-5900 · Utilities	12,032	15,304	3,272	21.38%	12,032	15,304	3,272	21.38%	6.50%	185,000	0.00%	0
10-6000 · Telephone	2,814	2,010	(804)	-40.00%	2,814	2,010	(804)	-40.00%	8.53%	33,000	0.00%	0
10-6100 · Postage	1,000	980	(20)	-2.04%	1,000	980	(20)	-2.04%	8.33%	12,000	0.00%	0
10-6200 · Maintenance	8,005	11,773	3,768	32.01%	8,005	11,773	3,768	32.01%	4.45%	180,000	0.00%	0
10-6300 · Repair	270	16,699	16,429	98.38%	270	16,699	16,429	98.38%	0.20%	136,000	0.00%	0
10-6400 · Insurance	0	0	0	0.00%	0	0	0	0.00%	0.00%	69,000	0.00%	0
10-6500 · Professional Services	2,194	4,174	1,980	47.44%	2,194	4,174	1,980	47.44%	2.24%	98,000	0.00%	0
10-6600 · Improvements	1,143	16,103	14,960	92.90%	1,143	16,103	14,960	92.90%	1.71%	67,000	0.00%	0
10-6700 · Community Relations	5,901	9,911	4,010	40.46%	5,901	9,911	4,010	40.46%	3.17%	186,000	0.00%	0
10-6800 · Rent	0	0	0	0.00%	0	0	0	0.00%	0.00%	0	0.00%	0
10-6900 · Contingency	0	4,167	4,167	100.00%	0	4,167	4,167	100.00%	0.00%	50,000	0.00%	0
10-7000 · Debt Service	134,406	135,527	1,122	0.83%	134,406	135,527	1,122	0.83%	13.67%	983,000	0.00%	0
10-8010 · Capital Improvement Projects	0	9,166	9,166	100.00%	0	9,166	9,166	100.00%	0.00%	110,000	0.00%	0
20-8210 · Employer IMRF Disbursements	53,301	61,053	7,752	12.70%	53,301	61,053	7,752	12.70%	9.98%	534,000	0.00%	0
20-8250 · Employer Soc Security Tax Disb	37,224	40,995	3,771	9.20%	37,224	40,995	3,771	9.20%	10.34%	360,000	0.00%	0
Total Expense	917,093	1,052,237	135,144	12.84%	917,093	1,052,237	135,144	12.84%	9.02%	10,162,000	0.00%	0

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
July 2021 - Preliminary**

	July 2021				Year To Date July 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	3,990,818	3,450,635	540,183		3,990,818	3,450,635	540,183			(385,000)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0		0					
10-9910 · Interfund Transfers - General	0		0				0					
60-9960 · Interfund Transfers - Special Reserve	0		0				0					
Total Other Income	0		0		0		0					
Other Expense												
10-9500 · Other Expense	0		0		0		0					
50-8500 · Trust Disbursements	0	0	0		0	0	0					
60-9800 · Special Reserve Disbursements	45,000	0	(45,000)		45,000	0	(45,000)					
Total Other Expense	45,000	0	(45,000)		45,000	0	(45,000)					
Net Other Income/(Expense)	(45,000)	0	(45,000)		(45,000)	0	(45,000)					
Net Income	3,945,818	3,450,635	495,183		3,945,818	3,450,635	495,183			(385,000)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary

July 17 through August 13, 2021

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	4,453,548.39	426,758.00	0.00	4,880,306.39
00-4050 · Replacement Tax	26,702.33	0.00	0.00	26,702.33
00-4100 · Interest Earned	332.93	0.00	163.84	496.77
00-4200 · Other	943.27	0.00	0.00	943.27
10-4350 · Fines	1,006.73	0.00	0.00	1,006.73
Total Income	4,482,533.65	426,758.00	163.84	4,909,455.49
Gross Profit	4,482,533.65	426,758.00	163.84	4,909,455.49
Expense				
10-5100 · Salaries	334,305.78	0.00	0.00	334,305.78
10-5200 · Benefits	48,235.03	0.00	0.00	48,235.03
10-5300 · Training	1,446.99	0.00	0.00	1,446.99
10-5400 · Materials	119,654.81	0.00	0.00	119,654.81
10-5500 · Processing	3,600.72	0.00	0.00	3,600.72
10-5600 · Supplies	4,910.33	0.00	0.00	4,910.33
10-5700 · Vehicles	2,158.57	0.00	0.00	2,158.57
10-5800 · Computer Operations	6,136.50	0.00	0.00	6,136.50
10-5900 · Utilities	12,662.45	0.00	0.00	12,662.45
10-6000 · Telephone	230.04	0.00	0.00	230.04
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	8,003.68	0.00	0.00	8,003.68
10-6300 · Repair	12,349.70	0.00	0.00	12,349.70
10-6500 · Professional Services	1,866.85	0.00	0.00	1,866.85
10-6600 · Improvements	5,098.84	0.00	0.00	5,098.84
10-6700 · Community Relations	8,251.38	0.00	0.00	8,251.38
20-8210 · Employer IMRF Disbursements	0.00	35,271.93	0.00	35,271.93
20-8250 · Employer Soc Security Tax Disb	0.00	24,825.77	0.00	24,825.77
Total Expense	569,911.67	60,097.70	0.00	630,009.37
Net Ordinary Income	3,912,621.98	366,660.30	163.84	4,279,446.12
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	45,000.00	45,000.00
Total Other Expense	0.00	0.00	45,000.00	45,000.00
Net Other Income	0.00	0.00	-45,000.00	-45,000.00
Net Income	3,912,621.98	366,660.30	-44,836.16	4,234,446.12

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Ordinary Income/Expense				
Income				
00-4000 · Property Tax				
10-4000 · Property Tax General				
General Journal	07/19/2021	3055		4,036,348.90
General Journal	07/19/2021	3056		328,208.75
General Journal	07/29/2021	3059		88,990.74
Total 10-4000 · Property Tax General				4,453,548.39
20-4000 · Property Tax IMRF				
General Journal	07/19/2021	3055		386,369.97
General Journal	07/19/2021	3056		31,844.85
General Journal	07/29/2021	3059		8,543.18
Total 20-4000 · Property Tax IMRF				426,758.00
Total 00-4000 · Property Tax				4,880,306.39
00-4050 · Replacement Tax				
10-4050 · Replacement Tax General				
General Journal	07/31/2021	3069		23,689.75
General Journal	08/04/2021	3061		3,012.58
Total 10-4050 · Replacement Tax General				26,702.33
Total 00-4050 · Replacement Tax				26,702.33
00-4100 · Interest Earned				
60-3109 · Interest-Wintrust MaxSafe - S/R				
General Journal	07/31/2021	3060		20.24
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				20.24
10-3109 · Interest-Wintrust MaxSafe - Gen				
General Journal	07/31/2021	3060		300.90
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				300.90
10-3180 · Interest - Money Market Fund				
General Journal	07/31/2021	3060		7.32
Total 10-3180 · Interest - Money Market Fund				7.32
10-4100 · Interest Earned-General Fund				
10-4101 · Interest Income - Chase Savings				
General Journal	07/31/2021	3060		2.30
Total 10-4101 · Interest Income - Chase Savings				2.30
10-4102 · Interest Income - Chase CD's				
General Journal	07/31/2021	3065		20.14
Total 10-4102 · Interest Income - Chase CD's				20.14
10-4111 · Interest Income-BylineSavings				
General Journal	07/31/2021	3060		2.27
Total 10-4111 · Interest Income-BylineSavings				2.27
Total 10-4100 · Interest Earned-General Fund				24.71
60-4100 · Interest Earned Special Reserve				
60-4101 · Interest Income - Chase Savings				
General Journal	07/31/2021	3060		8.09
Total 60-4101 · Interest Income - Chase Savings				8.09
60-4111 · Interest Income -Byline Savings				
General Journal	07/31/2021	3060		135.51
Total 60-4111 · Interest Income -Byline Savings				135.51
Total 60-4100 · Interest Earned Special Reserve				143.60
Total 00-4100 · Interest Earned				496.77
00-4200 · Other				
10-4400 · Lost Materials				
Deposit	07/19/2021			17.95
Deposit	07/19/2021			29.95
Bill	07/29/2021	LOST/PAID - 071221	DEAVER, SUSAN	-31.95
Deposit	07/29/2021			85.07

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Deposit	07/29/2021			71.97
Bill	08/13/2021	LOST/PAID - 072921	SALINAS, NURY	-6.95
Bill	08/13/2021	LOST/PAID - 080321	SOUTHWELL, JUSTIN	-7.99
Bill	08/13/2021	LOST/PAID - 080421	HUMES, CAROLINE	-18.00
Bill	08/13/2021	LOST/PAID - 080221	GOSENPUD, JERRY	-19.99
Bill	08/13/2021	LOST/PAID - 080721	PANTHAM, PARTHA	-14.00
Bill	08/13/2021	LOST/PAID - 081021	ROBINSON, KATHERINE	-10.99
Total 10-4400 · Lost Materials				95.07
10-4450 · Copy Machine Income				
10-4451 · Aspen - Print/Copy Station				
Deposit	07/19/2021			415.85
Total 10-4451 · Aspen - Print/Copy Station				415.85
10-4452 · Cook Park - Print/Copy Station				
Deposit	07/19/2021			390.35
Total 10-4452 · Cook Park - Print/Copy Station				390.35
Total 10-4450 · Copy Machine Income				806.20
10-4470 · Bags and Browsers				
Deposit	07/19/2021			2.00
Deposit	07/19/2021			2.00
Deposit	07/29/2021			8.00
Deposit	07/29/2021			2.00
Total 10-4470 · Bags and Browsers				14.00
10-4500 · Misc - General Account				
Deposit	07/19/2021			5.00
Deposit	07/19/2021			14.00
Deposit	07/29/2021			9.00
Total 10-4500 · Misc - General Account				28.00
Total 00-4200 · Other				943.27
10-4350 · Fines				
Deposit	07/19/2021			3.00
Deposit	07/19/2021			2.00
Deposit	07/29/2021			5.50
Deposit	07/29/2021			5.00
General Journal	07/31/2021	3060		1,113.09
General Journal	07/31/2021	3068		-120.86
Credit Card Charge	07/31/2021	071521	Cook Memorial Library - CMPL Credit Card	-1.00
Total 10-4350 · Fines				1,006.73
Total Income				4,909,455.49
Gross Profit				4,909,455.49
Expense				
10-5100 · Salaries				
10-5110 · Administration Salaries				
General Journal	07/30/2021	3058		32,309.45
General Journal	08/13/2021	3071		32,288.43
Total 10-5110 · Administration Salaries				64,597.88
10-5120 · Adult Salaries				
General Journal	07/30/2021	3058		41,027.41
General Journal	08/13/2021	3071		40,579.95
Total 10-5120 · Adult Salaries				81,607.36
10-5130 · Children's Salaries				
General Journal	07/30/2021	3058		23,877.63
General Journal	08/13/2021	3071		23,621.87
Total 10-5130 · Children's Salaries				47,499.50
10-5140 · Circulation Salaries				
General Journal	07/30/2021	3058		25,341.19
General Journal	08/13/2021	3071		24,169.53
Total 10-5140 · Circulation Salaries				49,510.72
10-5145 · Maintenance Salaries				
General Journal	07/30/2021	3058		7,501.29

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
General Journal	08/13/2021	3071		7,487.11
Total 10-5145 · Maintenance Salaries				14,988.40
10-5150 · ILL Salaries				
General Journal	07/30/2021	3058		3,650.12
General Journal	08/13/2021	3071		3,602.07
Total 10-5150 · ILL Salaries				7,252.19
10-5155 · Outreach Salaries				
General Journal	07/30/2021	3058		6,836.21
General Journal	08/13/2021	3071		7,359.24
Total 10-5155 · Outreach Salaries				14,195.45
10-5160 · Tech Services Salaries				
General Journal	07/30/2021	3058		22,730.05
General Journal	08/13/2021	3071		22,699.80
Total 10-5160 · Tech Services Salaries				45,429.85
10-5165 · Shelves Salaries				
General Journal	07/30/2021	3058		4,525.24
General Journal	08/13/2021	3071		4,699.19
Total 10-5165 · Shelves Salaries				9,224.43
Total 10-5100 · Salaries				334,305.78
10-5200 · Benefits				
10-5210 · Health Insurance				
Bill	07/29/2021	MEX45 - JULY 2021	AFLAC	147.40
Bill	07/29/2021	865594 - AUGUST 2021	BLUE CROSS BLUE SHIELD OF ILLIN...	4,454.10
Bill	07/29/2021	865594 - AUGUST 2021	BLUE CROSS BLUE SHIELD OF ILLIN...	1,480.50
Bill	07/29/2021	5047 - AUGUST 2021	NCPERS GROUP LIFE INS	240.00
General Journal	07/31/2021	3067		855.72
General Journal	07/31/2021	3067		855.72
General Journal	07/31/2021	3067		67.50
General Journal	07/31/2021	3067		855.72
Bill	08/13/2021	P77758/P65753	COOPERATIVE 90'S MEDICAL	28,301.40
Bill	08/13/2021	P77758/P65753	COOPERATIVE 90'S MEDICAL	5,912.60
Total 10-5210 · Health Insurance				43,170.66
10-5220 · Dental/Vision Insurance				
Bill	07/29/2021	10438 - AUGUST 2021	DELTA DENTAL OF ILLINOIS - VISION	245.46
Bill	07/29/2021	10438 - AUGUST 2021	DELTA DENTAL OF ILLINOIS - VISION	128.91
General Journal	07/31/2021	3064		-623.58
General Journal	07/31/2021	3064		-623.58
Bill	08/13/2021	10438 - JULY 2021	COOPERATIVE 90'S DENTAL	2,963.00
Bill	08/13/2021	10438 - JULY 2021	COOPERATIVE 90'S DENTAL	1,312.00
Total 10-5220 · Dental/Vision Insurance				3,402.21
10-5230 · Unemployment Compensation				
Bill	08/06/2021	2ND QTR 2021	LIMRicc UNEMPLOYMENT COMPENS...	937.72
Total 10-5230 · Unemployment Compensation				937.72
10-5240 · Life Insurance				
Bill	07/29/2021	034963 - AUGUST 2021	MADISON NATIONAL LIFE INS CO., INC.	279.61
Total 10-5240 · Life Insurance				279.61
10-5270 · LTD Insurance				
Bill	07/29/2021	034963 - AUGUST 2021	MADISON NATIONAL LIFE INS CO., INC.	444.83
Total 10-5270 · LTD Insurance				444.83
Total 10-5200 · Benefits				48,235.03
10-5300 · Training				
10-5310 · Workshops				
10-5311 · Workshops - Admin				
Check	07/29/2021	55981	SAM'S CLUB DIRECT	24.36
Bill	08/13/2021	14180	HR SOURCE	250.00
Total 10-5311 · Workshops - Admin				274.36
10-5312 · Workshops - Adults				
Credit Card Charge	07/31/2021	072921	Digipalooza 21 - CMPL Credit Card	39.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Total 10-5312 · Workshops - Adults				39.00
10-5313 · Workshops - Children's				
Credit Card Charge	07/31/2021	072021	EB Resilient Together - CMPL Credit Card	258.24
Total 10-5313 · Workshops - Children's				258.24
10-5317 · Workshops - Outreach				
Bill	08/13/2021	CMPLD 2021	ABOS	69.00
Bill	08/13/2021	CMPLD 2021	ABOS	69.00
Bill	08/13/2021	CMPLD 2021	ABOS	69.00
Total 10-5317 · Workshops - Outreach				207.00
Total 10-5310 · Workshops				778.60
10-5320 · Travel				
10-5328 · Travel - Tech Services				
Bill	08/13/2021	JULY 2021B	KLINE, SANDY	2.13
Bill	08/13/2021	JULY 2021B	KLINE, SANDY	2.13
Bill	08/13/2021	JULY 2021B	KLINE, SANDY	2.13
Total 10-5328 · Travel - Tech Services				6.39
Total 10-5320 · Travel				6.39
10-5330 · Memberships				
10-5333 · Memberships - Children's				
Bill	08/13/2021	ECKMANN: 1021-0922	AMERICAN LIBRARY ASSOCIATION	148.00
Total 10-5333 · Memberships - Children's				148.00
10-5337 · Memberships - Outreach				
Bill	08/13/2021	CMPLD 2021	ABOS	49.00
Total 10-5337 · Memberships - Outreach				49.00
Total 10-5330 · Memberships				197.00
10-5350 · Conferences				
10-5351 · Conferences - Admin				
Bill	08/13/2021	DOBBS - 840633	ILLINOIS LIBRARY ASSOCIATION	125.00
Total 10-5351 · Conferences - Admin				125.00
Total 10-5350 · Conferences				125.00
10-5360 · Personnel Tools				
Credit Card Charge	07/31/2021	072821	Roman Endeavors Inc. - CMPL Credit Ca...	320.00
Bill	08/13/2021	vanGoethem - 0821	LAKE COUNTY CLERK	10.00
Bill	08/13/2021	LICHTY - 0821	LAKE COUNTY CLERK	10.00
Total 10-5360 · Personnel Tools				340.00
Total 10-5300 · Training				1,446.99
10-5400 · Materials				
10-5410 · Books - Adult				
Credit Card Charge	07/31/2021	073121a	Amazon Marketplace.com - CMPL Credit...	962.04
Credit Card Charge	08/02/2021	073021	Amazon Marketplace.com - CMPL Credit...	25.49
Bill	08/13/2021	5017100505	BAKER & TAYLOR - C5217413	66.68
Bill	08/13/2021	5017100502	BAKER & TAYLOR - C0209743	140.88
Bill	08/13/2021	2036081716	BAKER & TAYLOR - L5579912	338.75
Bill	08/13/2021	2036083977	BAKER & TAYLOR - L5579912	386.41
Bill	08/13/2021	2036081550	BAKER & TAYLOR - L5579912	211.88
Bill	08/13/2021	5017098182	BAKER & TAYLOR - L3966532	94.19
Bill	08/13/2021	2036081178	BAKER & TAYLOR - L4231132	7.78
Bill	08/13/2021	2036065770	BAKER & TAYLOR - L5742022	228.09
Bill	08/13/2021	2036062143	BAKER & TAYLOR - L5742022	599.02
Bill	08/13/2021	2036087246	BAKER & TAYLOR - L5742022	267.44
Bill	08/13/2021	2036050374	BAKER & TAYLOR - L5742022	705.22
Bill	08/13/2021	2036036138	BAKER & TAYLOR - L5742022	379.26
Bill	08/13/2021	2036044025	BAKER & TAYLOR - L5742022	441.81
Bill	08/13/2021	2036039378	BAKER & TAYLOR - L5742022	313.81
Bill	08/13/2021	2036064240	BAKER & TAYLOR - L5742022	296.94
Bill	08/13/2021	2036035525	BAKER & TAYLOR - L5742022	330.12
Bill	08/13/2021	2036084712	BAKER & TAYLOR - L5742022	437.11
Bill	08/13/2021	2036078022	BAKER & TAYLOR - L5742022	377.30
Bill	08/13/2021	2036087314	BAKER & TAYLOR - C0209743	401.30
Bill	08/13/2021	2036028468	BAKER & TAYLOR - L3966532	425.77
Bill	08/13/2021	2036089174	BAKER & TAYLOR - C0209743	414.78
Bill	08/13/2021	2036091529	BAKER & TAYLOR - L5580152	473.59

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Bill	08/13/2021	2036093435	BAKER & TAYLOR - L5579912	98.54
Bill	08/13/2021	74662484	GALE	59.18
Bill	08/13/2021	13773	M. MEGHRIG & SONS	305.35
Bill	08/13/2021	2036097655	BAKER & TAYLOR - L5580152	332.60
Bill	08/13/2021	2036063186	BAKER & TAYLOR - L3966532	648.65
Bill	08/13/2021	2036046465	BAKER & TAYLOR - L3966532	419.62
Bill	08/13/2021	2036069196	BAKER & TAYLOR - L3966532	349.06
Bill	08/13/2021	2036065709	BAKER & TAYLOR - L3966532	731.49
Bill	08/13/2021	2036099323	BAKER & TAYLOR - L5579912	303.45
Bill	08/13/2021	2036086082	BAKER & TAYLOR - L3966532	449.43
Bill	08/13/2021	2036096936	BAKER & TAYLOR - L5579912	345.80
Bill	08/13/2021	2036099701	BAKER & TAYLOR - L5742022	827.11
Bill	08/13/2021	2036101933	BAKER & TAYLOR - L5579912	264.24
Bill	08/13/2021	74719637	GALE	149.97
Bill	08/13/2021	74723985	GALE	82.37
Bill	08/13/2021	10214	TSAI FONG BOOKS, INC.	816.91
Bill	08/13/2021	2036107828	BAKER & TAYLOR - L5579912	251.42
Bill	08/13/2021	2036113026	BAKER & TAYLOR - L5580152	402.14
Bill	08/13/2021	2036095055	BAKER & TAYLOR - L5742022	257.23
Bill	08/13/2021	2036098771	BAKER & TAYLOR - L3966532	336.40
Bill	08/13/2021	2036116642	BAKER & TAYLOR - L5579912	340.80
Bill	08/13/2021	1865816	CENTER POINT LARGE PRINT	192.15
Bill	08/13/2021	74746672	GALE	30.74
Bill	08/13/2021	2036108106	BAKER & TAYLOR - L5742022	509.26
Bill	08/13/2021	2036117077	BAKER & TAYLOR - L5580152	469.98
Bill	08/13/2021	2036124705	BAKER & TAYLOR - L5580152	452.89
Bill	08/13/2021	2036111920	BAKER & TAYLOR - L3966532	468.37
Bill	08/13/2021	2036123497	BAKER & TAYLOR - L5579912	287.44
Bill	08/13/2021	5017127105	BAKER & TAYLOR - C5217413	174.05
Bill	08/13/2021	5017154857	BAKER & TAYLOR - C5217413	54.16
Bill	08/13/2021	5017141147	BAKER & TAYLOR - C0209743	397.03
Bill	08/13/2021	5017141148	BAKER & TAYLOR - C0209743	14.50
Bill	08/13/2021	2036129087	BAKER & TAYLOR - L5579912	116.87
Bill	08/13/2021	2036131030	BAKER & TAYLOR - L5580152	539.17
Bill	08/13/2021	2036131264	BAKER & TAYLOR - L3966532	316.34
Bill	08/13/2021	7477701	GALE	23.98
Bill	08/13/2021	74794023	GALE	57.58
Bill	08/13/2021	74794767	GALE	100.48
Bill	08/13/2021	74800161	GALE	82.37
Bill	08/13/2021	74800555	GALE	28.79
Bill	08/13/2021	74786986	GALE	176.73
Bill	08/13/2021	74789125	GALE	295.04
Bill	08/13/2021	74789175	GALE	99.41
Bill	08/13/2021	74810968	GALE	24.69
Bill	08/13/2021	7810854	GALE	49.39
Bill	08/13/2021	10366	TSAI FONG BOOKS, INC.	65.63
Check	08/13/2021	56077	GALE	-12.79

Total 10-5410 · Books - Adult

21,111.67

10-5415 · Books - Juvenile

Credit Card Charge	07/31/2021	073121b	Amazon Marketplace.com - CMPL Credit...	355.16
Credit Card Charge	08/02/2021	080221	Amazon Marketplace.com - CMPL Credit...	31.98
Bill	08/13/2021	2036080990	BAKER & TAYLOR - L3966522	188.13
Bill	08/13/2021	2036078896	BAKER & TAYLOR - L5580072	232.13
Bill	08/13/2021	2036081541	BAKER & TAYLOR - L3966522	193.87
Bill	08/13/2021	2036079232	BAKER & TAYLOR - L4231142	118.12
Bill	08/13/2021	2036087857	BAKER & TAYLOR - L5580072	197.31
Bill	08/13/2021	2036090932	BAKER & TAYLOR - L4231522	35.94
Bill	08/13/2021	2036089215	BAKER & TAYLOR - L3966522	113.78
Bill	08/13/2021	2036092692	BAKER & TAYLOR - L5580072	261.86
Bill	08/13/2021	2036098923	BAKER & TAYLOR - L4231142	130.96
Bill	08/13/2021	2036101936	BAKER & TAYLOR - L5580072	608.22
Bill	08/13/2021	2036104450	BAKER & TAYLOR - L4231142	110.37
Bill	08/13/2021	2036111856	BAKER & TAYLOR - L5580072	351.75
Bill	08/13/2021	2036107065	BAKER & TAYLOR - L3966522	491.45
Bill	08/13/2021	5017139926	BAKER & TAYLOR - L5580072	14.32
Bill	08/13/2021	2036122868	BAKER & TAYLOR - L5580072	313.63
Bill	08/13/2021	2036123796	BAKER & TAYLOR - L5580072	327.20
Bill	08/13/2021	2036123245	BAKER & TAYLOR - L3966522	487.73
Bill	08/13/2021	2036123704	BAKER & TAYLOR - L3966522	63.71
Bill	08/13/2021	2036123477	BAKER & TAYLOR - L4231142	368.90
Bill	08/13/2021	2036123365	BAKER & TAYLOR - L4231522	27.11
Bill	08/13/2021	2036130273	BAKER & TAYLOR - L5580072	927.14
Bill	08/13/2021	2036128297	BAKER & TAYLOR - L5580072	619.08
Bill	08/13/2021	2036128300	BAKER & TAYLOR - L3966522	498.38

Total 10-5415 · Books - Juvenile

7,068.23

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
10-5420 · Audio/Visual - Adult				
Credit Card Credit	07/31/2021	070621	Amazon Marketplace.com - CMPL Credit...	-55.96
Credit Card Charge	07/31/2021	073121c	Amazon Marketplace.com - CMPL Credit...	51.80
Bill	08/13/2021	500724913	MIDWEST TAPE, LLC	1,189.24
Bill	08/13/2021	500720061	MIDWEST TAPE, LLC	35.97
Bill	08/13/2021	500756660	MIDWEST TAPE, LLC	1,966.31
Bill	08/13/2021	500750214	MIDWEST TAPE, LLC	167.13
Bill	08/13/2021	5007700778	MIDWEST TAPE, LLC	462.41
Bill	08/13/2021	500781001	MIDWEST TAPE, LLC	293.40
Bill	08/13/2021	500786177	MIDWEST TAPE, LLC	2,185.20
Bill	08/13/2021	1237404	BLACKSTONE PUBLISHING	105.14
Bill	08/13/2021	500817151	MIDWEST TAPE, LLC	1,758.09
Bill	08/13/2021	500807533	MIDWEST TAPE, LLC	370.53
Total 10-5420 · Audio/Visual - Adult				8,529.26
10-5425 · Audio/Visual - Juvenile				
Bill	08/13/2021	500724913	MIDWEST TAPE, LLC	33.72
Bill	08/13/2021	500756660	MIDWEST TAPE, LLC	22.48
Bill	08/13/2021	500786177	MIDWEST TAPE, LLC	25.48
Bill	08/13/2021	500817151	MIDWEST TAPE, LLC	139.44
Total 10-5425 · Audio/Visual - Juvenile				221.12
10-5430 · Games - Adult				
Bill	08/13/2021	5913	CRIMSON MULTIMEDIA DISTRIBUTIO...	644.36
Bill	08/13/2021	5914	CRIMSON MULTIMEDIA DISTRIBUTIO...	60.00
Bill	08/13/2021	6044	CRIMSON MULTIMEDIA DISTRIBUTIO...	185.18
Total 10-5430 · Games - Adult				889.54
10-5435 · Games - Children				
Bill	08/13/2021	5912	CRIMSON MULTIMEDIA DISTRIBUTIO...	385.18
Bill	08/13/2021	5915	CRIMSON MULTIMEDIA DISTRIBUTIO...	243.33
Total 10-5435 · Games - Children				628.51
10-5440 · Periodicals - Adult				
Credit Card Charge	07/31/2021	070621	Chicago Tribune - CMPL Credit Card	148.00
Credit Card Charge	07/31/2021	070621	Daily Herald - CMPL Credit Card	447.20
Credit Card Charge	07/31/2021	073121d	Amazon Marketplace.com - CMPL Credit...	103.95
Bill	08/13/2021	JULY 2021B	KLINE, SANDY	10.00
Bill	08/13/2021	JULY 2021B	KLINE, SANDY	19.98
Bill	08/13/2021	JULY 2021B	KLINE, SANDY	12.95
Bill	08/13/2021	CMPLD - 2021	DCGS	20.00
Bill	08/13/2021	CMPLD - 2021	LAKE COUNTY (IL) GENEALOGICAL S...	30.00
Total 10-5440 · Periodicals - Adult				792.08
10-5450 · Circulating Technologies				
10-5453 · Circ Tech - Subscriptions				
Credit Card Charge	07/31/2021	0713&071621	Netflix.com - CMPL Credit Card	35.98
Credit Card Charge	07/31/2021	070321	Hulu - CMPL Credit Card	13.99
Credit Card Charge	07/31/2021	070421	Hulu - CMPL Credit Card	25.97
Credit Card Charge	07/31/2021	0703&070421	HBOMAX.com - CMPL Credit Card	29.98
Total 10-5453 · Circ Tech - Subscriptions				105.92
Total 10-5450 · Circulating Technologies				105.92
10-5490 · Electronic Services				
10-5491 · Online Databases				
10-5492 · Online Databases - Adults				
Bill	08/13/2021	DMARVA22-508	JOANN STORES, LLC	1,750.00
Bill	08/13/2021	74773509	GALE	18,994.94
Bill	08/13/2021	74773510	GALE	5,179.43
Bill	08/13/2021	74773507	GALE	19,655.08
Bill	08/13/2021	07001CO21312355	OVERDRIVE, INC.	182.62
Check	08/13/2021	56077	GALE	-673.81
Check	08/13/2021	56077	GALE	18,612.12
Total 10-5492 · Online Databases - Adults				63,700.38
10-5493 · Online Databases - Children's				
Bill	08/01/2021	70690007	PROQUEST LLC	3,032.81
Total 10-5493 · Online Databases - Children's				3,032.81
Total 10-5491 · Online Databases				66,733.19
10-5494 · Digital Popular Materials				
10-5495 · Dig. Popular Materials - Adults				

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Bill	08/13/2021	500789255	MIDWEST TAPE, LLC	8,395.09
Bill	08/13/2021	JULY 2021	BIBLIOTHECA, LLC	4,851.96
Total 10-5495 · Dig. Popular Materials - Adults				13,247.05
Total 10-5494 · Digital Popular Materials				13,247.05
Total 10-5490 · Electronic Services				79,980.24
10-5497 · Interlibrary Loan Fees				
Bill	08/13/2021	24593	IHLS-OCLC	328.24
Total 10-5497 · Interlibrary Loan Fees				328.24
Total 10-5400 · Materials				119,654.81
10-5500 · Processing				
10-5520 · Cataloging				
Bill	08/13/2021	24593	IHLS-OCLC	2,655.72
Bill	08/13/2021	MR700121298370	OVERDRIVE, INC.	822.00
Bill	08/13/2021	500792370	MIDWEST TAPE, LLC	123.00
Total 10-5520 · Cataloging				3,600.72
Total 10-5500 · Processing				3,600.72
10-5600 · Supplies				
10-5611 · Supplies - Admin				
Credit Card Charge	07/31/2021	071421	Amazon Marketplace.com - CMPL Credit...	91.96
Credit Card Charge	07/31/2021	070121	Amazon Marketplace.com - CMPL Credit...	44.99
Bill	08/13/2021	INV-4585	SIGN A RAMA	90.00
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	312.13
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	100.94
Total 10-5611 · Supplies - Admin				640.02
10-5613 · Supplies - Children's				
Credit Card Charge	07/31/2021	071621	Thames & Kosmos - CMPL Credit Card	8.40
Credit Card Charge	07/31/2021	071821	Amazon Marketplace.com - CMPL Credit...	131.23
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	98.98
Total 10-5613 · Supplies - Children's				238.61
10-5614 · Supplies - Circulation				
Credit Card Charge	07/31/2021	070121	Amazon Marketplace.com - CMPL Credit...	16.47
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	31.80
Total 10-5614 · Supplies - Circulation				48.27
10-5615 · Supplies - Maintenance				
Credit Card Charge	07/31/2021	071321	Amazon Marketplace.com - CMPL Credit...	22.91
Credit Card Charge	07/31/2021	071521	Amazon Marketplace.com - CMPL Credit...	5.99
Bill	08/13/2021	6976033	DEMCO, INC.	69.25
Bill	08/13/2021	622330 - 072521	ACE HARDWARE OF LIBERTYVILLE, I...	3.18
Bill	08/13/2021	622330 - 072521	ACE HARDWARE OF LIBERTYVILLE, I...	9.98
Bill	08/13/2021	6195196	FERGUSON ENTERPRISES, INC.	60.00
Bill	08/13/2021	P42118173	BATTERIES + BULBS	546.75
Bill	08/13/2021	85661	NCC-PETERSON PRODUCTS	512.88
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	921.09
Bill	08/13/2021	070621-072921	LOWE'S	59.43
Bill	08/13/2021	070621-072921	LOWE'S	70.13
Bill	08/13/2021	070621-072921	LOWE'S	18.02
Bill	08/13/2021	070621-072921	LOWE'S	3.31
Bill	08/13/2021	070621-072921	LOWE'S	42.71
Bill	08/13/2021	070621-072921	LOWE'S	34.10
Total 10-5615 · Supplies - Maintenance				2,379.73
10-5616 · Supplies - ILL				
Bill	08/13/2021	136388879	ULINE, INC	81.54
Total 10-5616 · Supplies - ILL				81.54
10-5618 · Supplies - Tech Services				
Bill	08/13/2021	135747515	ULINE, INC	66.45
Bill	08/13/2021	6979576	DEMCO, INC.	116.79
Bill	08/13/2021	500743902	MIDWEST TAPE, LLC	70.00
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	10.21
Total 10-5618 · Supplies - Tech Services				263.45
10-5660 · Supplies - Computer				

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	592.02
Total 10-5660 · Supplies - Computer				592.02
10-5680 · Supplies - Staff Room				
Credit Card Charge	07/31/2021	071721	Amazon Marketplace.com - CMPL Credit...	24.76
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	284.80
Bill	08/13/2021	193521 - JULY 2021	WAREHOUSE DIRECT OFFICE PROD...	357.13
Total 10-5680 · Supplies - Staff Room				666.69
Total 10-5600 · Supplies				4,910.33
10-5700 · Vehicles				
10-5710 · Bookmobile Fuel				
Bill	08/13/2021	1796	VILLAGE-VERNON	114.12
Total 10-5710 · Bookmobile Fuel				114.12
10-5720 · Bookmobile Maintenance/Repair				
Credit Card Charge	07/31/2021	071321	Advance Auto Parts - CMPL Credit Card	7.55
Total 10-5720 · Bookmobile Maintenance/Repair				7.55
10-5730 · Bookmobile Delivery Service				
Bill	07/29/2021	JUNE 2021	DITTMAN, SUSAN	49.28
Bill	08/13/2021	JULY 2021	DITTMAN, SUSAN	38.08
Total 10-5730 · Bookmobile Delivery Service				87.36
10-5750 · Van Fuel				
Bill	08/13/2021	1796	VILLAGE-VERNON	150.92
Total 10-5750 · Van Fuel				150.92
10-5760 · Van Maintenance/Repair				
Credit Card Charge	07/31/2021	070821	Napleton Ford - CMPL Credit Card	1,735.30
Credit Card Charge	07/31/2021	072021	Advance Auto Parts - CMPL Credit Card	10.87
Credit Card Charge	07/31/2021	070221	Amazon Marketplace.com - CMPL Credit...	14.98
Credit Card Charge	07/31/2021	071321	Amazon Marketplace.com - CMPL Credit...	37.47
Total 10-5760 · Van Maintenance/Repair				1,798.62
Total 10-5700 · Vehicles				2,158.57
10-5800 · Computer Operations				
10-5865 · Remote Communications Expenses				
Bill	07/29/2021	JUNE 2021	KING, BECKY	10.00
Bill	08/13/2021	JULY 2021	BOSAK, NICOLE	10.00
Bill	08/13/2021	JULY 2021	CARNES, LORRAINE	5.00
Bill	08/13/2021	JULY 2021	ECKMANN, ROBERT	10.00
Bill	08/13/2021	JULY 2021	GAFKA, DEBORAH	10.00
Bill	08/13/2021	JULY 2021	HADJIMITSOS, LAURA	10.00
Bill	08/13/2021	JULY 2021	KRAUSE, DONNA	10.00
Bill	08/13/2021	JULY 2021	KRISHNAMOORTHY, SEETHALAKSHMI	5.00
Bill	08/13/2021	JULY 2021	MELLANG, MARY	10.00
Bill	08/13/2021	JULY 2021	COMPTON, PATRICIA	10.00
Bill	08/13/2021	JULY 2021	DOWNS SAMUELSON, HALEY	15.00
Bill	08/13/2021	JULY 2021	KING, BECKY	10.00
Bill	08/13/2021	JULY 2021	LARSON, ANDREA	10.00
Bill	08/13/2021	JULY 2021	MORTON, MARK	10.00
Bill	08/13/2021	JULY 2021	MURROW, JOE	15.00
Bill	08/13/2021	JULY 2021	SCHOENFIELD, SONIA	10.00
Bill	08/13/2021	JULY 2021	HEATHERMAN, AMY	10.00
Total 10-5865 · Remote Communications Expenses				170.00
10-5830 · Replacement Hardware/Software				
10-5831 · Rep Hrdwre/Sftwre - Admin				
Bill	07/29/2021	INV-2451 060421	SIDECAR PUBLICATIONS, LLC	468.00
Credit Card Charge	07/31/2021	070221	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card Charge	07/31/2021	071921	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	07/31/2021	070521	Skype.com - CMPL Credit Card	6.50
Credit Card Charge	07/31/2021	072321	Zoom.us - CMPL Credit Card	14.99
Credit Card Charge	07/31/2021	072821	Zoom.us - CMPL Credit Card	64.99
Credit Card Charge	07/31/2021	070121	Liberated Syndication - CMPL Credit Card	15.00
Credit Card Charge	07/31/2021	070621	Heinemann - CMPL Credit Card	25.00
Credit Card Charge	07/31/2021	070521	Amazon Marketplace.com - CMPL Credit...	26.95
Credit Card Charge	08/01/2021	080221	Liberated Syndication - CMPL Credit Card	15.00
Bill	08/13/2021	29073	COMPUTER VIEW, INC.	1,777.62
Bill	08/13/2021	29072	COMPUTER VIEW, INC.	450.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				2,909.04
Total 10-5830 · Replacement Hardware/Software				2,909.04
10-5850 · Misc Contracts				
Bill	08/13/2021	INV-US-54363 063021	ENVISIONWARE, INC.	54.00
Total 10-5850 · Misc Contracts				54.00
10-5860 · Internet				
Bill	08/13/2021	29045	COMPUTER VIEW, INC.	450.00
Bill	08/13/2021	s660366366-21213	AT&T	711.46
Bill	08/13/2021	126124920	COMCAST	921.00
Bill	08/13/2021	128048508	COMCAST	921.00
Total 10-5860 · Internet				3,003.46
Total 10-5800 · Computer Operations				6,136.50
10-5900 · Utilities				
10-5910 · Electricity				
10-5911 · Electricity - Aspen				
Bill	08/13/2021	20590896801	CONSTELLATION NEW ENERGY, INC.	4,558.36
Total 10-5911 · Electricity - Aspen				4,558.36
10-5912 · Electricity - Cook Park				
Bill	08/13/2021	20590994001	CONSTELLATION NEW ENERGY, INC.	7,096.26
Total 10-5912 · Electricity - Cook Park				7,096.26
Total 10-5910 · Electricity				11,654.62
10-5920 · Gas				
10-5921 · Gas - Aspen				
Bill	08/13/2021	3214304	CONSTELLATION NATURAL GAS	172.08
Total 10-5921 · Gas - Aspen				172.08
10-5922 · Gas - Cook Park				
Bill	08/13/2021	3214304	CONSTELLATION NATURAL GAS	377.97
Total 10-5922 · Gas - Cook Park				377.97
Total 10-5920 · Gas				550.05
10-5930 · Water				
10-5931 · Water - Aspen				
General Journal	07/31/2021	3063	LAKE COUNTY DEPARTMENT OF PU...	457.78
Total 10-5931 · Water - Aspen				457.78
Total 10-5930 · Water				457.78
Total 10-5900 · Utilities				12,662.45
10-6000 · Telephone				
10-6020 · Bookmobile - Telephone				
Bill	07/29/2021	9884290641	VERIZON WIRELESS SERVICES LLC	230.04
Total 10-6020 · Bookmobile - Telephone				230.04
Total 10-6000 · Telephone				230.04
10-6100 · Postage				
Bill	07/29/2021	*****072821	PITNEY BOWES - RESERVE ACCOUNT	1,000.00
Total 10-6100 · Postage				1,000.00
10-6200 · Maintenance				
10-6210 · Janitorial Service				
10-6211 · Janitorial Service - Aspen				
Bill	08/13/2021	C182225	COMPLETE CLEANING COMPANY, INC.	2,160.00
Total 10-6211 · Janitorial Service - Aspen				2,160.00
10-6212 · Janitorial Service - Cook Park				
Bill	08/13/2021	C182225	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				

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Bill	10-6221 · Landscaping - Aspen 08/13/2021	8541	LANDSCAPE CONCEPTS, INC.	773.88
	Total 10-6221 · Landscaping - Aspen			773.88
Bill	10-6222 · Landscaping - Cook Park 08/13/2021	8540	LANDSCAPE CONCEPTS, INC.	517.13
	Total 10-6222 · Landscaping - Cook Park			517.13
	Total 10-6220 · Landscaping Service			1,291.01
	10-6240 · Trash Removal			
General Journal	10-6242 · Trash Removal - Cook Park 07/31/2021	3062	GROOT INDUSTRIES, INC.	220.82
	Total 10-6242 · Trash Removal - Cook Park			220.82
	Total 10-6240 · Trash Removal			220.82
	10-6250 · Miscellaneous			
Bill	10-6251 · Misc. Maintenance - Aspen 08/13/2021	8605996	ANDERSON PEST SOLUTIONS	93.40
Bill	08/13/2021	5562	AMS OF NORTHERN ILLINOIS	198.00
	Total 10-6251 · Misc. Maintenance - Aspen			291.40
	10-6252 · Misc. Maintenance - Cook Park			
Bill	08/13/2021	015600CS311108	AMBIUS, LLC (19)	337.98
Bill	08/13/2021	DVHV445	IRON MOUNTAIN INCORPORATED	90.75
Bill	08/13/2021	5562	AMS OF NORTHERN ILLINOIS	149.00
	Total 10-6252 · Misc. Maintenance - Cook Park			577.73
	Total 10-6250 · Miscellaneous			869.13
	Total 10-6200 · Maintenance			8,003.68
	10-6300 · Repair			
	10-6340 · Service Contracts-Mech. & Bldg.			
	10-6341 · Service Contracts - Aspen			
Bill	08/13/2021	39359	AMERICAN BACKFLOW PREVENTION...	1,100.00
Bill	08/13/2021	39359	AMERICAN BACKFLOW PREVENTION...	40.00
Bill	08/13/2021	90134978	CARRIER CORPORATION	1,736.00
Bill	08/13/2021	8105687169	SCHINDLER ELEVATOR CORPORATI...	5,755.20
Bill	08/13/2021	C008766	SHERMAN MECHANICAL, INC.	1,453.50
	Total 10-6341 · Service Contracts - Aspen			10,084.70
	10-6342 · Service Contracts - Cook Park			
Bill	07/29/2021	434199	FIRE & SECURITY SERVICES, INC.	147.00
Bill	08/13/2021	C008737	SHERMAN MECHANICAL, INC.	2,118.00
	Total 10-6342 · Service Contracts - Cook Park			2,265.00
	Total 10-6340 · Service Contracts-Mech. & Bldg.			12,349.70
	Total 10-6300 · Repair			12,349.70
	10-6500 · Professional Services			
	10-6520 · Legal Services			
Bill	08/13/2021	219566	KLEIN, THORPE AND JENKINS, LTD.	66.00
	Total 10-6520 · Legal Services			66.00
	10-6540 · Payroll Processing			
General Journal	07/30/2021	3057		357.38
General Journal	08/13/2021	3070		633.22
	Total 10-6540 · Payroll Processing			990.60
	10-6560 · Recruitment			
Credit Card Charge	07/31/2021	070321	RecruiterBox.com - CMPL Credit Card	574.00
Bill	08/13/2021	35796-062021	PEOPLEFACTS	204.83
Bill	08/13/2021	35796-072021	PEOPLEFACTS	32.36
	Total 10-6560 · Recruitment			811.19
	10-6575 · Miscellaneous Services & Fees			
Check	07/29/2021	55981	SAM'S CLUB DIRECT	-0.94
	Total 10-6575 · Miscellaneous Services & Fees			-0.94

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Total 10-6500 · Professional Services				1,866.85
10-6600 · Improvements				
10-6610 · Furniture				
10-6614 · Furniture - Circulation				
Bill	08/13/2021	7461	LIBRARY FURNITURE INTERNATIONA...	3,383.00
Total 10-6614 · Furniture - Circulation				3,383.00
Total 10-6610 · Furniture				3,383.00
10-6630 · Equipment				
10-6631 · Equipment - Admin				
Credit Card Charge	07/31/2021	071521	Amazon Marketplace.com - CMPL Credit...	126.49
Bill	08/13/2021	INV-US45319	BIBLIOTHECA, LLC	1,049.00
Bill	08/13/2021	INV-US45319	BIBLIOTHECA, LLC	29.00
Total 10-6631 · Equipment - Admin				1,204.49
Total 10-6630 · Equipment				1,204.49
10-6650 · Copiers & Other Leased Equip				
Bill	08/13/2021	38217275	KONICA MINOLTA	511.35
Total 10-6650 · Copiers & Other Leased Equip				511.35
Total 10-6600 · Improvements				5,098.84
10-6700 · Community Relations				
10-6710 · Newsletter				
Bill	08/03/2021	FALL 2021	U.S. POSTMASTER	2,172.46
Total 10-6710 · Newsletter				2,172.46
10-6720 · Programming - Adult				
10-6721 · Programs - Performances				
Bill	07/29/2021	AUGUST 12, 2021	HINSON, HAILEY AHANNA	30.00
Bill	08/13/2021	SEPTEMBER 12, 2021	GARY E. MIDKIFF & COMPANY	210.00
Bill	08/13/2021	AUG 2021 MEDITATION	HINSON, HAILEY AHANNA	120.00
Bill	08/13/2021	AUGUST 2021 TAI CHI	HINSON, HAILEY AHANNA	120.00
Bill	08/13/2021	AUGUST 2021 YOGA	HINSON, HAILEY AHANNA	120.00
Bill	08/13/2021	AUGUST 31, 2021	NIGRO, JEFF	250.00
Bill	08/13/2021	AUGUST 24, 2021	NOSTALGIA ENTERTAINMENT	162.50
Bill	08/13/2021	SEPTEMBER 2, 2021	GODDARD, LESLIE	250.00
Bill	08/13/2021	SEPTEMBER 17, 2021	MARTIN, DAVID	250.00
Bill	08/13/2021	SEPTEMBER 21, 2021	MATHIESEN, MARTINA	250.00
Total 10-6721 · Programs - Performances				1,762.50
10-6722 · Book Discussions&Author Events				
Bill	07/29/2021	JULY 20, 2021	JOHNSON, MELONIE	100.00
Bill	07/29/2021	JULY 20, 2021	OLIVERAS, PRISCILLA	100.00
Bill	07/29/2021	JULY 20, 2021	SONALI DEV LLC	100.00
Total 10-6722 · Book Discussions&Author Events				300.00
10-6726 · Computer				
Bill	08/13/2021	AUGUST 23, 2021	MONTANO, ESTEVAN	150.00
Bill	08/13/2021	AUGUST 30, 2021	MONTANO, ESTEVAN	150.00
Bill	08/13/2021	SEPTEMBER 21, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer				450.00
Total 10-6720 · Programming - Adult				2,512.50
10-6740 · Programming - Children's				
Bill	07/29/2021	AUGUST 17, 2021	ERICKSON, LAUREN	350.00
Credit Card Charge	07/31/2021	071821	Amazon Marketplace.com - CMPL Credit...	75.35
Credit Card Charge	07/31/2021	072521	Amazon Marketplace.com - CMPL Credit...	184.02
Credit Card Charge	07/31/2021	july 21	Amazon Marketplace.com - CMPL Credit...	63.08
Credit Card Charge	07/31/2021	072221	Amazon Marketplace.com - CMPL Credit...	226.88
Credit Card Charge	07/31/2021	071521	Amazon Marketplace.com - CMPL Credit...	8.58
Credit Card Charge	07/31/2021	071321	Amazon Marketplace.com - CMPL Credit...	105.42
Credit Card Charge	07/31/2021	071021	Amazon Marketplace.com - CMPL Credit...	7.89
Credit Card Charge	07/31/2021	070421	Amazon Marketplace.com - CMPL Credit...	222.25
Bill	08/13/2021	136089453	ULINE, INC	188.78
Total 10-6740 · Programming - Children's				1,432.25
10-6760 · Promotions/Prizes				
10-6761 · Promotions/Prizes- Admin/Gen				
Credit Card Charge	07/31/2021	070721	Lake Street Rental - CMPL Credit Card	1,500.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

July 17 through August 13, 2021

Type	Date	Num	Name	Paid Amount
Credit Card Charge	07/31/2021	071321	Amazon Marketplace.com - CMPL Credit...	203.10
Total 10-6761 · Promotions/Prizes- Admin/Gen				1,703.10
Total 10-6760 · Promotions/Prizes				1,703.10
10-6780 · Digital Studios				
10-6781 · Digital Studios - Equipment				
Credit Card Charge	07/31/2021	070221	Amazon Marketplace.com - CMPL Credit...	93.50
Credit Card Charge	07/31/2021	070221	AtomicFilament.com - CMPL Credit Card A	32.98
Total 10-6781 · Digital Studios - Equipment				126.48
Total 10-6780 · Digital Studios				126.48
10-6790 · Workshops				
10-6794 · Workshops - Supplies				
Credit Card Charge	07/31/2021	july 21	Amazon Marketplace.com - CMPL Credit...	36.56
Credit Card Charge	07/31/2021	071021	Amazon Marketplace.com - CMPL Credit...	136.11
Credit Card Charge	07/31/2021	070721	Joann Fabrics - CMPL Credit Card	131.92
Total 10-6794 · Workshops - Supplies				304.59
Total 10-6790 · Workshops				304.59
Total 10-6700 · Community Relations				8,251.38
20-8210 · Employer IMRF Disbursements				
General Journal	07/30/2021	3058		17,692.41
General Journal	08/13/2021	3071		17,579.52
Total 20-8210 · Employer IMRF Disbursements				35,271.93
20-8250 · Employer Soc Security Tax Disb				
General Journal	07/30/2021	3058		12,462.31
General Journal	08/13/2021	3071		12,363.46
Total 20-8250 · Employer Soc Security Tax Disb				24,825.77
Total Expense				630,009.37
Net Ordinary Income				4,279,446.12
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements				
60-9812 · Cook Park - Generator				
Bill	07/23/2021	CONTRACT PMT #1	POWERLINK ELECTRIC	45,000.00
Total 60-9812 · Cook Park - Generator				45,000.00
Total 60-9800 · Special Reserve Disbursements				45,000.00
Total Other Expense				45,000.00
Net Other Income				-45,000.00
Net Income				4,234,446.12



Cook Memorial Public Library District

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July 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.

	July 2019			July 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,276	34,218	43,494	7,736	30,217	37,953	-12.74%
Reciprocal Borrowing Patrons	500	6,510	7,010	401	5,596	5,997	-14.45%
Total	9,776	40,728	50,504	8,137	35,813	43,950	-12.98%

Visitors

	July 2019			July 2021			Percent Change	FY 2020 To Date		FY 2022 To Date		Percent Change
Aspen Drive Library	22,819	10,338	-54.70%	22,819	10,338	-54.70%	22,819	10,338	-54.70%	22,819	10,338	-54.70%
Cook Park Library	34,073	14,847	-56.43%	34,073	14,847	-56.43%	34,073	14,847	-56.43%	34,073	14,847	-56.43%
Drive-Up	1,424	1,420	-0.28%	1,424	1,420	-0.28%	1,424	1,420	-0.28%	1,424	1,420	-0.28%
Outreach	1,755	445	-74.64%	1,755	445	-74.64%	1,755	445	-74.64%	1,755	445	-74.64%
Total	60,071	27,050	-54.97%	60,071	27,050	-54.97%	60,071	27,050	-54.97%	60,071	27,050	-54.97%

Program Attendance

	July 2019			July 2021			Percent Change	FY 2020 To Date		FY 2022 To Date		Percent Change
Adult	1,010	694	-31.29%	1,010	694	-31.29%	1,010	694	-31.29%	1,010	694	-31.29%
Juvenile	2,151	1,266	-41.14%	2,151	1,266	-41.14%	2,151	1,266	-41.14%	2,151	1,266	-41.14%
Young Adult	48	39	-18.75%	48	39	-18.75%	48	39	-18.75%	48	39	-18.75%
Total	3,209	1,999	-37.71%	3,209	1,999	-37.71%	3,209	1,999	-37.71%	3,209	1,999	-37.71%

Special Services

	July 2019			July 2021			Percent Change	FY 2020 To Date		FY 2022 To Date		Percent Change
Reference Questions	8,604	5,578	-35.17%	8,604	5,578	-35.17%	8,604	5,578	-35.17%	8,604	5,578	-35.17%
Library App Users		381			381			381			381	
Online Databases*	2,497	2,480	-0.68%	2,497	2,480	-0.68%	2,497	2,480	-0.68%	2,497	2,480	-0.68%
www.cooklib.org	89,570	78,389	-12.48%	89,570	78,389	-12.48%	89,570	78,389	-12.48%	89,570	78,389	-12.48%
Holds Placed	16,651	14,420	-13.40%	16,651	14,420	-13.40%	16,651	14,420	-13.40%	16,651	14,420	-13.40%
Holds Filled	13,931	12,455	-10.60%	13,931	12,455	-10.60%	13,931	12,455	-10.60%	13,931	12,455	-10.60%
Homebound Items Delivered	1,158	722	-37.65%	1,158	722	-37.65%	1,158	722	-37.65%	1,158	722	-37.65%

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

Collection Size

	July 2019					July 2021					
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	Percent Change
Aspen Drive Library	45,716	37,511		83,227	31.67%	48,711	42,254		90,965	33.39%	9.30%
Cook Park Library	55,705	109,253	148	165,106	62.82%	56,959	108,725	140	165,824	60.88%	0.43%
Outreach	11,460	3,000	14	14,474	5.51%	12,655	2,940	13	15,608	5.73%	7.83%
Total	112,881	149,764	162	262,807		118,325	153,919	153	272,397		3.65%

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Circulation

	July 2019				July 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	14,042	27,390		41,432	11,979	24,110		36,089	-12.90%
Foreign Language	426	576		1,002	232	254		486	-51.50%
Large Type	1,997	24		2,021	1,437	39		1,476	-26.97%
Nonfiction	9,019	6,424		15,443	7,319	5,700		13,019	-15.70%
Periodicals	1,668	159		1,827	1,264	147		1,411	-22.77%
Subtotal Print	27,152	34,573		61,725	22,231	30,250		52,481	-14.98%
Bags and Containers			10	10			18	18	80.00%
Equipment	165	8		173	87	2		89	-48.55%
Interlibrary Loan			213	213			157	157	-26.29%
LINKin	1,495			1,495	1,206			1,206	-19.33%
Multimedia		174		174		134		134	-22.99%
Other			19	19			17	17	-10.53%
Subtotal Other	1,660	182	242	2,084	1,293	136	192	1,621	-22.22%
eAudiobooks			3,942	3,942			4,695	4,695	19.10%
eBooks			6,528	6,528			7,446	7,446	14.06%
eMagazines			1,036	1,036			683	683	-34.07%
eMusic			371	371			293	293	-21.02%
eVideo			555	555			969	969	74.59%
Subtotal Downloadables			12,432	12,432			14,086	14,086	13.30%
Audiobooks	1,193	842		2,035	582	611		1,193	-41.38%
Compact Discs	2,226	510		2,736	1,338	421		1,759	-35.71%
DVDs, Blu-Ray	19,733	9,600		29,333	9,642	3,976		13,618	-53.57%
Video Games	977	1,384		2,361	578	1,058		1,636	-30.71%
Subtotal Audiovisual	24,129	12,336		36,465	12,140	6,066		18,206	-50.07%
Grand Total All Agencies	52,941	47,091	12,674	112,706	35,664	36,452	14,278	86,394	-23.35%

Agency Subtotals

	July 2019	July 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Downloadables	12,432	14,086	13.30%	12,432	14,086	13.30%
Aspen Drive Library	29,286	21,044	-28.14%	29,286	21,044	-28.14%
Cook Park Library	64,735	48,627	-24.88%	64,735	48,627	-24.88%
Outreach	6,253	2,637	-57.83%	6,253	2,637	-57.83%
Total	112,706	86,394	-23.35%	112,706	86,394	-23.35%



Director's Report August 2021

David Archer, Library Director

ELL Classes Begin This Month

Now in its 15th year at CMLPD, English Language Learning (ELL) classes begin in late August at both Aspen Drive and Cook Park Libraries. Mundelein High School District 120 provides English language instruction at 10 locations in central and eastern Lake County to residents who wish to improve their English speaking and writing skills.

COVID Operations Update

- With Lake County now in a substantial transmission zone, our mask guidelines now align with the most recent guidance from the Centers for Disease Control and the Illinois Department of Public Health. Accordingly, we ask that all visitors ages 2+ wear a mask in the Library.
- Staff have been planning safety protocols for students visiting Aspen Drive Library after school. While we do not expect as many students as in previous years, we will utilize the Workshop and Children's Flex Space for seating. Tables and chairs will be set up to accommodate 3-ft distance. Information on what to expect at Aspen after school was sent to Hawthorn 73 for distribution to parents.

Odds & Ends

- Based on patron feedback, the checkout period for video games has been changed from one week to three weeks.
- The Library is closed Monday, September 6 for Labor Day. Delayed opening @ 1 p.m. on Friday, September 10 for an all-staff training session, one of three annual meetings.
- Summer Reading Club concluded with nearly 2,500 participants. The Fall Reading Club begins September 15 for kids up to grade 6.
- Communications Coordinator Bronwyn Sill and Graphic Designer Andy Traynor have redesigned our quarterly newsletter which was sent to all 21,000 district households this past week.
- Aspen's Drive-Up window project is tentatively scheduled to begin on Wednesday, August 18th.
- New Cook Park emergency backup generator has been installed (see photo) and is expected to be fully operational in the next couple of weeks after technicians calibrate the system.



Cook Memorial Public Library District													
Investment Maturity Schedule													
July 31, 2021													
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Total
Special Reserve Fund:													
Flagstar BK FSB Troy, MI CD	16-Jun-2021	16-Jun-2023	245,000	0.150%								245,000	245,000
Total Special Reserve			245,000		-	-	-	-	-	-	-	245,000	245,000
Working Cash Fund:													
Total Working Cash Fund			0		-	-	-	-	-	-	-	-	-
General Fund:													
UBS BK USA Salt Lake City, UT CD	16-Jun-2021	16-Jun-2022	245,000	0.100%				245,000					245,000
Total General Fund			245,000		-	-	-	245,000	-	-	-	-	245,000
Total Investments			490,000		-	-	-	245,000	-	-	-	245,000	490,000
Difference			0										

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

Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash Fund	Total	General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
30-Jun-2021	Ending Balance			245,000.00	245,000.00	0.00	490,000.00	56,450.92	200,968.42	357,408.84	17,332.00	8,188.70	28.01	99.74	18,115.07
16-Jul-2021	UBS USA Salt Lake City, UT CD	Interest					0.00				20.14				
31-Jul-2021	Chase Bank						0.00	2.30	8.09	10.39			2.30	8.09	10.39
31-Jul-2021	Ending Balance			245,000.00	245,000.00	0.00	490,000.00	56,453.22	200,976.51	357,419.23	20.14	0.00	2.30	8.09	10.39

Position Summary

Cook Memorial Public Library

Report date as of Jul 30, 2021

Report run time: August 02, 2021 01:13 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Int	Cost Yld		
Cook Memorial PLD General / ... 6412			245,000.00		244,858.88	-141.12	-0.06	245.00	0.10		
CD			245,000.00		244,858.88	-141.12	-0.06	245.00	0.10		
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90348JMS6060	06/16/2022	245,000.00	99.9424	244,858.88	-141.12	-0.06	245.00 0.00	0.10 0.10	0.10	0.00
Cook Memorial PLD Special Res / ... 6414			245,000.00		244,413.96	-586.04	-0.24	367.50	0.15		
CD			245,000.00		244,413.96	-586.04	-0.24	367.50	0.15		
245,000	FLAGSTAR BK FSB TROY MICH C/D FDIC INS TO LIMITS 33847E4M6060	06/16/2023	245,000.00	99.7608	244,413.96	-586.04	-0.24	367.50 0.00	0.15 0.15	0.15	0.00
Total			490,000.00		489,272.84	-727.16	-0.15	612.50	0.13		
									0.13		

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

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

J.P.Morgan

Cook Memorial Public Library District
Investment Transaction Schedule - Byline Bank

Date	Investment	Transaction Type	Description	Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
30-Jun-2021	Ending Balance			10,758.08	640,808.53	651,566.61	0.00	0.00	34.69	2,066.38	2,101.07
31-Jul-2021		Interest	For July 2021	2.27	135.51	137.78			2.27	135.51	137.78
						0.00					0.00
31-Jul-2021	Ending Balance			10,760.35	640,944.04	651,704.39	0.00	0.00	2.27	135.51	137.78

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
30-Jun-2021	Ending Balance			5,229,952.54	7,136.56
31-Jul-2021	Wintrust Bank	Interest	For July 2021	300.90	300.90
31-Jul-2021	Ending Balance			5,230,253.44	300.90

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
30-Jun-2021	Ending Balance			1,231,564.44	862.83
31-Jul-2021	Wintrust Bank	Interest	For July 2021	20.24	20.24
31-Jul-2021	Ending Balance			1,231,584.68	20.24

Cook Memorial Public Library District

BUDGET

FOR OPERATING EXPENSES

Fiscal Year 2021-2022

Preliminary Draft 2 Dated July 22, 2021



Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Summary

GENERAL FUND	2020-2021		Budget 2021-2022	\$ Inc (Dec) Over FY20 Budget	% Inc (Dec) Over FY20 Budget
	Budget	Appropriation			
Property Tax	\$ 8,679,000		\$ 8,707,000	\$ 28,000	0.32%
Replacement Tax	61,000		112,000	51,000	83.61%
Interest	45,000		21,000	(24,000)	-53.33%
Fines	50,000		3,000	(47,000)	-94.00%
Grants/Donations	55,000		88,000	33,000	60.00%
Other Income	32,000		12,000	(20,000)	-62.50%
Total Income	8,922,000		8,943,000	21,000	0.24%
Salaries	4,503,000	4,720,000	4,742,000	239,000	5.31%
Benefits	541,000	570,000	522,000	(19,000)	-3.51%
Training	53,000	57,000	40,000	(13,000)	-24.53%
Materials	1,192,000	1,225,000	1,235,000	43,000	3.61%
Processing	37,000	40,000	39,000	2,000	5.41%
Supplies	137,000	165,000	130,000	(7,000)	-5.11%
Vehicles	30,000	32,000	30,000	0	0.00%
Computer Operations	503,000	530,000	535,000	32,000	6.36%
Utilities	196,000	215,000	185,000	(11,000)	-5.61%
Telephone	29,000	32,000	33,000	4,000	13.79%
Postage	10,000	11,000	12,000	2,000	20.00%
Maintenance	170,000	178,000	180,000	10,000	5.88%
Repair	109,000	114,000	136,000	27,000	24.77%
Insurance	70,000	80,000	70,000	(0)	0.00%
Professional Services	75,000	110,000	98,000	23,000	30.67%
Improvements	43,000	44,000	67,000	24,000	55.81%
Community Relations	158,000	161,000	186,000	28,000	17.72%
Rents	0	5,000	0	0	0.00%
Contingency	50,000	50,000	50,000	0	0.00%
Debt Service	984,000	990,000	983,000	(1,000)	-0.10%
Reserve For Technology & Outreach Vehicle	110,000	110,000	110,000	0	0.00%
Total Expenditures	9,000,000	9,439,000	9,383,000	383,000	4.26%
Rev Over (Under) Exp - General Fund	\$ (78,000)		\$ (440,000)	\$ (361,999)	N/A

IMRF/SS FUND	2020-2021		Budget 2021-2022	\$ Inc (Dec) Over FY20 Budget	% Inc (Dec) Over FY20 Budget
	Budget	Appropriation			
Property Tax	\$ 754,000		\$ 834,000	\$ 80,000	10.61%
Replacement Tax	0		0	0	0.00%
Total Income	754,000		834,000	80,000	10.61%
IMRF Contributions	502,589	528,000	534,000	31,411	6.25%
Social Security	342,288	359,000	360,000	17,712	5.17%
Total Expenditures	844,877	887,000	894,000	49,123	5.81%
Rev Over (Under) Exp - IMRF/SS Fund	\$ (90,877)		\$ (60,000)	\$ 30,877	-33.98%

Grand Total Expenditures:					
General Fund	\$ 9,000,000	\$ 9,439,000	\$ 9,383,000	\$ 383,000	4.26%
IMRF/SS Fund	844,877	887,000	894,000	49,123	5.81%
Total	\$ 9,844,877	\$ 10,326,000	\$ 10,277,000	\$ 432,123	4.39%

**Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Detail**

(A) = Actual (B) = Budget

Property Tax

\$ 8,707,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
	Property Tax General - Extension (1)	8,237,000	8,305,017	8,560,000	8,679,000	8,707,000
10-4000	Property Tax General - Actual	8,274,007	8,393,805	8,597,609	8,789,347	

(1) For FY2021, we increased our reserve for uncollectible property taxes from .5% to 1.5%. But since we collected 99.8% of our property taxes, for FY2022 we will reduce our reserve back down to .5%.

Replacement Tax

112,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-4050	Replacement Tax General (1)	77,159	83,471	91,371	61,000	112,000

(1) For FY2021, we collected \$115,895 in personal property replacement taxes, a significant amount over our FY2021 budget. With the economy recovering after Covid, there is no reason to believe the PPRT will be much lower in FY2022. But to be conservative, we will budget \$92,000.

Interest

21,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-3100	Interest (1)	51,304	135,283	134,477	45,000	21,000

(1) Interest rates have been trending down within the last year. We decreased the budget for interest income to \$45,000 in FY2021. Our actual interest income was \$24,478. Rates continue to be low, but should not be much lower than FY2021. And our cash balances are increasing. Lower budget to \$21,000.

Fines

3,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-4350	Fines (1) (2)	106,306	89,462	56,618	50,000	3,000

(1) With the elimination of overdue fines for most items, the budget for fine revenues has been significantly reduced to \$3,000.

(2) FY2020 - Beginning January 1, 2020, fines for DVDs, Blu-rays and video games were reduced from \$1 to 50¢ per day and the maximum fines for all items were reduced from the current \$5 to \$3 per item.

Grants/Donations

88,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-4315	Per Capita Grants (1)	46,464	74,803	74,803	55,000	88,000
10-4325	Fundraising Projects	0	0	0	0	0
Various	Other Grants/Donations	4,780	5,660	4,118	0	0

(1) The library has received \$74,802.50 for the last three years. Our FY2021 Award Letter we received June 24, 2021 indicated that the amount for FY2021 that we will receive in FY22 is \$88,266.95.

Other Income

12,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-4400	Lost Materials	3,959	3,236	2,178	6,000	2,400
10-4450	Copy Machine Income	21,727	24,271	17,883	18,000	6,000
10-4461	Bus Trips - Adults	4,226	11,475	8,865	0	0
10-4462	Bus Trips - Children's	0	0	0	0	0
10-4465	Author's Luncheons - Adults	0	0	0	1,440	0
10-4470	Bags and Browsers	565	526	411	900	300
10-4490	Vendor Refunds	0	0	0	0	0
10-4500	Misc - General Account	4,418	3,247	9,167	5,660	3,300
10-4650	Donations - Undesignated	250	0	0	0	0

Total Income

\$ 8,595,165 \$ 8,825,239 \$ 8,997,500 \$ 8,922,000 \$ 8,943,000 \$ 8,943,000

**Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Detail**

(A) = Actual (B) = Budget

Salaries (1) (2) (3)

4,742,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5110	Administration	784,140	778,553	765,826	835,186	922,962
10-5120	Adult Services	926,894	981,785	1,010,074	1,022,932	1,079,871
10-5130	Children's Services	581,512	608,735	652,499	681,402	753,928
10-5140	Circulation	684,030	701,016	690,856	678,357	660,925
10-5145	Maintenance	227,344	221,695	231,181	238,080	215,354
10-5150	ILL	84,203	90,245	96,061	98,139	101,389
10-5155	Outreach	254,750	253,931	228,870	235,088	244,094
10-5160	Tech Services	531,659	552,832	573,514	562,487	602,324
10-5165	Shelvers	149,668	152,132	147,281	151,328	161,154
10-5100	Total Salaries	4,224,200	4,340,924	4,396,162	4,503,000	4,742,000

(1) FY2022 includes a COLA increase of 4.0%. It also includes a 2% merit increase pool that will be given effective January 1, 2022, resulting in a 1% salary increase for FY2022.

(2) The Illinois minimum wage increases from \$11.00 to \$12.00 starting January 1, 2022. This increase will have only a minimal impact on our salaries budget for FY2022. The next scheduled increase to \$13.00 effective January 1, 2023 will have more of an impact on our FY2023 budget as it will present some wage compression issues.

(3) Budgeted hours declined from 92.64 FTE in FY2021 to 90.53 FTE in FY2022.

Benefits

522,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5210	Health Insurance (1)	373,586	397,818	393,381	490,489	474,400
10-5220	Dental/Vision Insurance (2)	31,143	33,970	33,681	36,099	33,619
10-5230	Unemployment Compensation	4,779	4,748	5,231	5,799	5,209
10-5240	Life Insurance	3,214	3,222	3,266	3,518	3,530
10-5250	Social Security Taxes	0	0	0	0	0
10-5260	IMRF Contributions	0	0	0	0	0
10-5270	LTD Insurance	4,257	4,339	4,455	5,095	5,243
10-5290	Compsych	0	0	0	0	0
10-5200	Total Benefits	416,979	444,097	440,014	541,000	522,000

(1) For FY2022, there is a 3.30% increase across the board for all plans (PPO, HDHP & HMO).

(2) For FY2022, there was no increase in dental insurance or vision insurance.

Training

40,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5310	Workshops	7,754	5,103	3,911	9,445	14,451
10-5320	Travel	1,773	1,239	438	3,041	2,923
10-5330	Memberships	7,765	7,864	7,287	9,234	9,426
10-5340	Formal Education (1)	597	7,650	0	19,280	0
10-5350	Conferences (2)	9,870	10,060	10,517	9,800	10,000
10-5360	Personnel Tools	936	113	1,627	1,300	2,300
10-5365	Staff Recognition	978	125	0	0	0
10-5370	Trustee Training	450	0	0	600	600
10-5380	Printed Materials - Trustees	0	0	30	300	300
10-5300	Total Training	30,123	32,154	23,810	53,000	40,000

(1) Funds for tuition reimbursement in FY2021 were not expended.

(2) FY2022 includes costs for 2 staff to attend PLA in Portland, 6 staff to attend IUG (virtual) and 10 staff to attend ILA (virtual).

**Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Detail**

(A) = Actual (B) = Budget

Materials

1,235,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5410	Books - Adult	258,222	250,348	235,876	248,000	245,700
10-5415	Books - Juvenile	146,733	139,093	138,554	158,205	158,205
10-5420	Audio/Visual - Adult	169,551	156,380	147,026	184,500	174,500
10-5425	Audio/Visual - Juvenile	10,783	12,314	8,345	10,500	10,500
10-5430	Games - Adult	15,867	13,726	9,347	16,000	16,000
10-5435	Games - Juvenile	8,959	16,020	6,836	9,000	9,000
10-5440	Periodicals - Adult	27,358	39,071	54,159	37,000	37,000
10-5445	Periodicals - Juvenile	1,871	1,680	1,541	2,000	2,000
10-5450	Circulating Technology (1) (2) (3)	0	3,660	1,713	12,100	14,079
10-5492	Online Databases - Adult	165,256	170,794	193,739	200,284	212,400
10-5493	Online Databases - Juvenile	18,679	18,347	19,127	20,083	21,288
10-5495	Digital Popular Materials - Adult	206,541	232,795	257,319	242,000	282,000
10-5496	Digital Popular Materials - Juvenile	17,278	12,785	18,071	19,828	19,828
10-5497	Interlibrary Loan Fees	20,550	29,340	30,199	32,500	32,500
10-5400	Total Materials/Periodicals	1,067,648	1,096,353	1,121,852	1,192,000	1,235,000

(1) In FY2019, we started budgeting for the cost of circulating technologies (cameras, Roku's, etc.) in Materials.

(2) FY2021 includes the cost for the purchase of 10 HP Netbooks for circulating to patrons.

(3) FY2022 includes the cost for the purchase of an additional 6 HP Netbooks for circulating to patrons.

Processing

39,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5510	Acquisitions	1,175	1,175	1,175	1,200	1,200
10-5520	Cataloging	34,687	34,714	35,816	35,800	37,800
10-5500	Total Processing	35,862	35,889	36,991	37,000	39,000

Supplies

130,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5611	Supplies - Admin	6,280	4,893	8,608	7,380	7,580
10-5612	Supplies - Adults	1,510	844	1,644	1,400	1,400
10-5613	Supplies - Children's (1)	8,298	6,095	8,647	6,300	3,100
10-5614	Supplies - Circulation (2)	7,781	9,099	8,605	14,500	11,000
10-5615	Supplies - Maintenance	21,765	28,382	28,004	43,000	41,000
10-5616	Supplies - ILL	2,472	2,365	1,550	3,500	3,000
10-5617	Supplies - Outreach	891	209	958	1,320	1,320
10-5618	Supplies - Tech Services	15,525	16,882	10,841	16,000	19,000
10-5625	Supplies - RFID Tags	5,760	7,824	7,057	8,500	7,500
10-5660	Supplies - Computer	11,336	21,464	15,933	18,600	17,000
10-5670	Supplies - Paper	4,815	6,331	3,466	5,700	8,100
10-5680	Supplies - Staff Room	10,039	9,693	8,163	10,800	10,000
10-5690	Supplies - Copies (ISBS)	0	0	0	0	0
10-5600	Total Supplies	96,472	114,081	103,476	137,000	130,000

(1) For FY2022, program related supplies for Children's were reclassified to "Programming - Children's - Account 10-6740".

(2) FY2021 includes \$4,008 for library cards and \$2,004 for new tote bags which were last purchased in FY2019.

Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Detail

(A) = Actual (B) = Budget

Vehicles

30,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5710	Bookmobile Fuel	2,044	2,163	1,629	3,360	3,360
10-5720	Bookmobile Maintenance/Repair (1)	19,048	8,369	3,030	19,000	19,000
10-5730	Bookmobile Delivery Service	1,685	1,732	1,714	3,000	3,000
10-5750	Van Fuel	1,539	1,659	1,433	2,040	2,040
10-5760	Van Maintenance/Repair	136	1,105	1,384	2,220	2,220
10-5770	Material Delivery Services	0	0	0	0	0
10-5780	Vehicles - Other Operating Expenses	0	0	0	380	380
10-5700	Total Vehicles	24,452	15,028	9,190	30,000	30,000

(1) Beginning in FY18 we increased our budget for bookmobile repairs as it increases in age. This budgeted amount is based upon the assessment prepared by Rush Truck Center in the Spring of 2018.

Computer Operations

535,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5810	Integrated Library System	67,733	73,104	75,297	67,576	67,500
10-5820	Repairs	0	0	0	1,500	1,200
10-5830	Replacement Hrd/Sftware (1)(2)(3)(4)	49,623	63,339	111,679	162,062	174,327
10-5840	LAN Services	172,395	175,655	177,034	196,412	218,523
10-5850	Misc Contracts	51,864	51,961	36,010	48,450	48,450
10-5860	Internet (5)(6)	28,699	16,733	16,952	27,000	25,000
10-5870	Desktop Leases	0	0	0	0	0
10-5800	Total Computer Operations	370,314	380,792	416,972	503,000	535,000

(1) FY2019 actual expenditures included \$20,000 for a new file server for Aspen and partial expenditures for the Windows 10 upgrade for all staff and patron computers.

(2) FY2020 includes \$25,000 for the completion of the Windows 10 upgrade started in FY2019 and \$10,000 for Trend Micro virus software that is renewed every 3 years.

(3) FY2021 includes \$10,000 for the completion of the Windows 10 upgrade. It also includes a total of \$78,000 for a new switch for Cook Park (\$40k), new wireless access points and controller for Wi-Fi access (\$20k) and a new Cook Park domain file server (\$18k). This \$78,000 will be taken from the technology reserve fund balance.

(4) FY2022 includes \$20,000 for new Fortinet Network Firewall Appliances for both locations. This cost reflects a 40% discount through the federal eRate program. FY2022 also includes \$6,500 for the replacement of two iMac computers for the two digital studios, and \$60,000 to replace the 30 laptops (15 at each location) that are used for in-person computer training classes for patrons.

(5) FY2018 was the 3rd year of our new AT&T fiber optic line between locations (\$1,950/month). Starting in FY2019, this fiber optic line was renewed for 3 years at \$800/month. Beginning in FY2021, we increased the bandwidth of the AT&T fiber optic line between locations at a monthly cost of \$627/month.

(6) Beginning in FY2021, we increased our internet access from 150MB to 1 GB at a cost of \$921/month.

Utilities

185,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-5911	Electricity - Aspen (1)	42,933	51,212	58,666	70,000	71,000
10-5912	Electricity - Cook Park (1)	94,440	88,497	91,083	98,000	90,500
10-5921	Gas - Aspen (2)	3,568	3,854	3,976	7,000	6,500
10-5922	Gas - Cook Park (2)	8,194	9,423	5,988	9,000	10,000
10-5931	Water - Aspen	2,697	2,485	2,438	4,500	3,000
10-5932	Water - Cook Park	5,503	5,953	5,709	7,500	4,000
10-5900	Total Utilities	157,335	161,424	167,860	196,000	185,000

(1) Electricity - For FY2022 IUPC recommended a no increase over current year actual. For both locations, we budgeted for an approximate 15% increase over current year actual to be conservative.

(2) Gas - For FY2022 IUPC recommended a 10% to 15% increase over current year actual expenses. To be conservative, we budgeted for \$10,000 at Cook Park and \$6,500 for Aspen, increases of approximately 37% and 66%.

**Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Detail**

(A) = Actual (B) = Budget

Telephone

33,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6010	Telephone	12,755	13,026	14,642	19,500	21,400
10-6020	Bookmobile - Telephone	3,104	3,338	2,790	3,000	3,000
10-6040	Telephone Repairs	0	0	71	0	0
10-6050	Telephone Service Contracts	5,983	5,983	7,478	6,500	8,600
10-6000	Total Telephone	21,842	22,347	24,981	29,000	33,000

Postage

12,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6100	Postage	8,290	8,272	6,466	10,000	12,000
10-6100	Total Postage	8,290	8,272	6,466	10,000	12,000

Maintenance

180,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6211	Janitorial Service - Aspen (1)	19,824	18,746	25,184	36,785	39,000
10-6212	Janitorial Service - Cook Park	47,306	49,395	48,373	60,185	64,000
10-6221	Landscaping Service - Aspen (2)	5,801	4,574	8,373	16,250	16,500
10-6222	Landscaping Service - Cook Park (2)	3,576	8,064	4,423	10,360	10,500
10-6231	Snow Removal - Aspen (3)	7,713	11,497	7,146	14,000	16,000
10-6232	Snow Removal - Cook Park (3)	4,894	8,358	3,135	11,000	11,000
10-6241	Trash Removal - Aspen	0	0	0	0	0
10-6242	Trash Removal - Cook Park	2,821	2,568	2,598	2,800	2,800
10-6251	Miscellaneous Maintenance - Aspen	2,904	2,910	7,860	6,000	6,850
10-6252	Miscellaneous Maintenance - Cook Park	7,817	9,455	7,081	12,620	13,350
10-6200	Total Maintenance	102,656	115,567	114,173	170,000	180,000

(1) Beginning in FY2020, we increased the budget to allow for the increased space from the Aspen expansion.

(2) For FY2021, we entered into a new 3 year agreement with Landscape Concepts for both locations. The budget reflects these costs plus additional amounts for mulching and other seasonal services.

(3) For FY2022, we took the average of snow removal expenditures for the last 5 years and doubled that average for both locations in case we have a severe winter.

Repair

136,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6321	Building & Grounds Repairs-Aspen (1)(2)	8,758	3,387	23,341	9,000	18,500
10-6322	Building & Grounds Repairs-Cook Park	26,222	28,789	5,390	24,000	24,000
10-6331	Mechanical Repairs - Aspen (3)	4,967	5,032	185	9,000	12,000
10-6332	Mechanical Repairs - Cook Park (3)	4,273	6,434	8,047	9,000	18,000
10-6341	Service Contracts - Aspen	14,295	14,645	10,124	19,686	23,040
10-6342	Service Contracts - Cook Park	18,918	19,989	17,811	22,000	23,000
10-6350	Office Machine Repairs	0	0	0	3,720	5,760
10-6360	Office Machine Service Contracts	10,106	7,935	7,558	12,594	11,700
10-6370	Telephone Repairs	0	0	0	0	0
10-6380	Telephone Service Contracts	0	0	0	0	0
10-6300	Total Repairs	87,539	86,211	72,456	109,000	136,000

(1) FY2020 includes \$10,000 for resealing/stripping of the parking lot and \$5,000 to repair and repaint the exterior doors on the north side of the building.

(2) FY2022 includes \$9,500 for resealing/stripping of the Aspen parking lot.

(3) For FY2022, as the HVAC systems continue to age, we have doubled the budget for repairs at Cook Park and increased the budget for repairs at Aspen by 33%.

**Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Detail**

(A) = Actual (B) = Budget

Insurance

70,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6410	Bonds Insurance (1)	4,948	4,948	4,948	6,000	6,000
10-6420	Business Package Insurance (2) (3) (4)	27,152	18,923	25,704	40,000	41,000
10-6430	Umbrella Insurance (2) (3) (4)	2,711	1,240	1,461	4,000	4,000
10-6440	Worker's Compensation Insurance (5)	18,141	17,324	14,916	20,000	19,000
10-6400	Total Insurance	52,952	42,435	47,029	70,000	70,000

(1) In FY2018 we started a 3 year policy. The premiums do not increase during that 3 year period. For FY2021, the premium was \$4,948 again. While we do not expect a significant increase, since we do not have a renewal quote, we will budget for a 20% increase.

(2) For FY2020, our Rep at LIRA suggested between an 8% and 14% increase for budget purposes. Because there has been a lot storm related damage and claims recently, we are budgeting for a 27% increase for the Business Package and a 50% increase for the umbrella policy.

(3) For FY2021, due to a significant amount of rain and flooding and due to a lot of property damage from the recent rioting and looting across the nation, we are budgeting for a 66% increase in the business package policy and a 33% increase in the umbrella policy.

(4) For FY2022, we have not received any guidance from LIRA yet. Our actual business package premium was \$32,512 in FY2021. Our actual umbrella premium for FY2021 was \$1,779. We will increase our business package premium to \$41,000 and keep our umbrella premium at \$4,000.

(5) Our actual premium for FY2021 was \$11,389. For FY2022, we will still be conservative with our budget, but will lower to \$18,000.

Professional Services

98,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6510	Accounting Services	15,300	16,900	10,500	19,080	18,500
10-6520	Legal Services (1)	10,015	11,262	12,144	15,000	18,000
10-6530	Consulting (2) (3)	2,255	4,860	350	18,000	37,000
10-6540	Payroll Processing	12,918	13,860	13,818	16,800	18,000
10-6550	Documentation Publishing	117	129	514	1,000	1,000
10-6560	Recruitment	1,294	1,034	1,113	2,400	2,400
10-6565	Financial Services (Ehlers)	6,442	0	0	0	0
10-6570	Collection Services (Unique)	448	546	304	720	600
10-6571	Miscellaneous Services & Fees	943	409	454	2,000	2,500
10-6500	Total Professional Services	49,732	49,000	39,197	75,000	98,000

(1) FY2020 included additional amounts for services relating to the Aspen parking lot expansion, intergovernmental agreements, and building expansion at the Aspen location.

(2) FY2021 includes \$18,000 for strategic planning consulting.

(3) FY2022 includes \$20,000 for strategic planning consulting, \$3,000 for EDI consulting services and \$14,000 for a salary benchmarking study.

Improvements

67,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6610	Furniture (1) (2)	29,841	6,248	3,233	11,813	19,051
10-6620	Computers (3)	0	0	18,437	13,000	24,800
10-6630	Equipment	2,119	5,498	1,989	5,687	7,649
10-6640	Building & Grounds	3,488	450	0	4,000	3,800
10-6650	Copiers & Other Leased Equipment	8,056	8,056	8,206	8,500	11,700
10-6660	Strategic Plan Initiatives Exp. (4)	23,709	916	0	0	0
10-6600	Total Improvements	67,213	21,168	31,865	43,000	67,000

(1) FY2018 included \$23,760 for new staff office & workstation chairs, which are at the end of their life expectancy.

(2) FY2022 includes approximately \$5,000 in furniture and shelving for the new drive-up window at Aspen.

(3) FY2022 includes \$1,500 for a new computer for the drive-up window at Aspen and \$10,000 for a second scan/fax station at Aspen.

(4) FY2018 and 2019 included expenditures related to the library's 3-year strategic plan.

**Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Detail**

(A) = Actual (B) = Budget

Community Relations

186,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6710	Newsletter	39,145	38,309	34,436	42,000	42,000
10-6712	Graphics	2,985	4,277	1,973	3,000	3,000
10-6721	Programs - Adult (1)	12,706	17,799	21,593	18,044	21,584
10-6722	Book Discussions/Authors	5,277	4,757	6,393	8,740	8,860
10-6723	Other Expenditures	1,916	2,499	1,688	3,520	3,520
10-6724	Prepaid Bus Trips - Adults	3,808	14,672	4,353	0	0
10-6725	Genealogy Programs	2,132	1,265	486	1,965	1,965
10-6726	Computer Programs	7,800	6,600	7,100	9,000	9,000
10-6731	Programs - Young Adult	3,034	2,228	1,265	4,350	4,150
10-6732	Homework Café	0	0	0	0	0
10-6740	Programming - Children's	12,946	19,595	19,334	25,800	26,480
10-6741	Bus Trips - Childrens	0	0	0	0	0
10-6745	Public Performance/Film	955	969	3,423	1,450	4,450
10-6750	Printing	0	458	0	2,200	1,800
10-6760	Promotions/Prizes	20,610	19,965	11,713	28,675	29,766
10-6780	Digital Studios	0	1,303	2,277	4,500	4,500
10-6790	Workshops (2)	0	2,388	4,918	4,756	24,925

10-6700	Total Community Relations	113,314	137,084	120,952	158,000	186,000
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(1) FY2022 includes \$2,100 for music concerts.

(2) FY2022 includes \$18,000 for a laser cutter that was approved in FY21 by the Technology Committee for the Aspen Drive Library workshop.

Rent

0

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6800	Rent	0	0	0	0	0

10-6900	Total Rent	0	0	0	0	0
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Contingency

50,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-6900	Contingency	0	0		50,000	50,000

10-6900	Total Contingencies	0	0	0	50,000	50,000
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Debt Service

983,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
10-7000	Debt Service (1)	770,664	769,662	897,369	984,000	983,000

10-7000	Total Debt Service	770,664	769,662	897,369	984,000	983,000
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(1) Beginning in FY2020, debt service increased due to the interest expense on the Series 2019 Debt Certificates issued in February, 2019 for the expansion of the Aspen Drive Library.

Cook Memorial Public Library District
Operating Budget - FYE June 30, 2022
General Fund Budget Detail

(A) = Actual (B) = Budget

Capital Improvements

110,000

A/C #	Account	06/30/18 (A)	06/30/19 (A)	06/30/20 (A)	6/30/21 (B)	6/30/22 (B)
	Reserve for Technology Equipment (1)	0	0	0	85,000	85,000
	Reserve for Outreach Vehicle (2)	0	0	0	25,000	25,000
Total Capital Improvements		0	0	0	110,000	110,000

(1) This amount is being budgeted to build up a reserve in the General Fund for replacement of staff/patron computers and equipment that we anticipate will be needed in FY2021 or FY2022. We will be using approximately \$78,000 of this reserve in FY2021 for the purchase of a new switch for Cook Park, new Wi-Fi controllers and access points at both locations, and a new domain file server for Cook Park.

(2) With the current Bookmobile reaching its 20 year life expectancy in 2023, the FY2020 and FY2021 budgets include \$25,000 toward the Outreach Vehicle replacement fund

Total Expenditures	7,697,587	7,872,488	8,070,815	9,000,000	9,383,000	9,383,000
Net Revenues Over (Under) Expenditures	\$ 897,578	\$ 952,751	\$ 926,685	\$ (78,000)	\$ (440,000)	\$ (440,000)

Cook Memorial Public Library District

Salary Increase History

Calendar Year CPI Increase		Actual COLA Increase for CMPLD Staff		Average Merit Increase for CMPLD Staff		Total FY Average Salary Increase for CMPLD Staff	
2014	0.8%	Jul 2015	2.0%	Jan 2016	1.5%	3.5%	FYE 2016-06-30
2015	0.7%	Jul 2016	1.0%	Jan 2017	1.6%	2.6%	FYE 2017-06-30
2016	2.1%	Jul 2017	2.5%	Jan 2018	1.3%	3.8%	FYE 2018-06-30
2017	2.1%	Jul 2018	2.0%	Jan 2019	1.1%	3.1%	FYE 2019-06-30
2018	1.9%	Jul 2019	1.9%	Jan 2020	1.3%	3.2%	FYE 2020-06-30
2019	2.3%	Jan 2021	2.3%	Jan 2021	1.6%	3.9%	FYE 2021-06-30
2020	1.4%	Jul 2021	TBD	Jan 2022	TBD	TBD	FYE 2022-06-30
Total Average Salary Increases for 6 Year Period						20.1%	FY2016 to FY2019

**RESOLUTION ADOPTING REVISED COLLECTION DEVELOPMENT
POLICY**

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

WHEREAS, the Library Board of Trustees last approved revisions to the Collection Development Policy (“Policy”) on October 16, 2018; and

WHEREAS, the Policy is reviewed every two years in accordance with State Statute 75 ILCS 16/30-60; and

WHEREAS, the Policy Review Committee Meeting on July 19, 2021 revealed the need to update certain provisions of the Policy, including adding language regarding Self-Published Materials; and

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

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

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

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

PASSED this 19th day of August, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

COLLECTION DEVELOPMENT POLICY

Article I The Mission of the Library's Collections.

The mission of the Cook Memorial Public Library District (“Library” or “District”) is to connect our diverse community to resources and experiences that educate, enrich and inspire.

The Library’s mission is accomplished in the following ways:

- A. By collecting and facilitating the use of print, digital, and audiovisual materials, electronic information services, and equipment that are relevant and/or of interest to District residents.
- B. By making available materials and services from sources outside the Library which support the Library’s mission.
- C. By creating specialized resources to meet the needs of District residents.

Article II Diversity and Impartiality.

The Library is responsible for providing library materials to residents of all ages, backgrounds and opinions. The Library does not seek to exert doctrinal influence over any person by including or excluding materials from the Library or by providing or denying any citizen access to them. Therefore, the Library's collection will represent broadly the views and preferences available in print, digital, and audiovisual materials, electronic information services and equipment. Available resources reflect the various levels of reading skills, language proficiency, subject familiarity and technical aptitude present in the District. Separate collections, such as local history, are created to enhance accessibility. The Library does not restrict any patrons from using any collection because of its content. Parents or guardians may decide that restrictions are appropriate for their children or wards under 18 years of age but they are responsible for imposing and enforcing those restrictions. Librarians do not have “in loco parentis” authority or responsibility. However, the Library has the authority to reasonably address the use of the Internet by minors.

Article III General Selection Criteria.

Selection is the process whereby works are chosen for the collection on the basis of their ability to meet some anticipated patron desire for resources that educate, enrich and inspire. Any work must be in a suitable format and physical condition for library use. The following General Selection Criteria (GSC) are used to evaluate the appropriateness of a work for addition to the collection:

- A. Accuracy of information.
- B. Comprehensiveness and depth of treatment.
- C. Clarity and logic of presentation.
- D. Merit, awards, or critical acclaim.
- E. Timeliness or importance as an historic document.
- F. Popular interest or demand.
- G. Ability to fill a gap in the existing coverage of a subject.
- H. Expression of a challenging or unique point of view or style.
- I. Reputation of the author or publisher.
- J. Cost.
- K. Existence of authoritative published reviews.

Frankness of language and/or subject are considered but will not in and of themselves disqualify a work from being selected.

Selection staff develops a written plan for each collection and major subject. These plans relate the mission of the Library to the perceived and anticipated needs of District patrons. The plans indicate areas of collection emphasis and limitation and also consider the availability of resources from other libraries. They outline selection and collection maintenance techniques specific to the particular collection, subject or format. The relative usefulness, convenience and cost of printed materials, audiovisual materials, equipment and electronic information services will determine which are needed most to fulfill specific patron needs.

Article IV Self-Published Materials

The Library will consider acquiring self-published materials if they meet the selection criteria as outlined in the General Selection Criteria points A-K. Library staff are unable to review or give feedback on self-published materials. Donated self-published materials that are memoirs or works of fiction and written by a local author, as outlined in the Local Author Collection Plan, will be considered for inclusion in the Local Author Collection].

Article IV Audiovisual Media.

Audiovisual collections are established when:

- A. A unique impact may be made by the media by presenting resources that educate, enrich and inspire.
- B. Hardware needed to use the media exists within the District, if personal use is anticipated.
- C. The Library has the ability to meet user expectations for collection variety and quality.
- D. A satisfactory plan to organize, store and circulate the material has been determined.

Other General Selection Criteria apply to these items.

Article V Electronic Information and Digital Services.

The Library purchases information products and services which may be loaded into or are accessible through computers and devices. The GSC apply to these products. Additionally, electronic information and digital services are judged for their compatibility with existing systems, ease of use, informational retrieval power and general usefulness. These factors, as well as cost, frequency of access and convenience, will influence whether the Library buys the products for local installation, buys a share of the product in partnership with other libraries, or pays a vendor for access to the product.

Article VI Equipment.

The Library purchases physical items for use by patrons in and out of the Library when:

- A. A need or desire for the use of this equipment exists within the District.
- B. The Library is uniquely positioned to provide access to this equipment.
- C. The Library has the ability to meet user expectations for variety and quality.
- D. A satisfactory plan to organize, store, and circulate the equipment exists.

Article VII Internet Access.

The Internet is an important and dynamic information resource. The Library does not have control over this resource, and it is not responsible for its content, availability, reliability, currency, accuracy or appropriateness of information accessed via its use. The

Library recognizes that the Internet contains material that is inappropriate for children and that may be objectionable to some adults. Parents or guardians are afforded the overriding responsibility and authority to control the information selected and/or accessed by their children. The Library encourages parents to monitor and supervise their children's internet use. Staff is available to assist and instruct patrons on effective Internet use.

Article VIII Requests.

Patron requests to purchase library materials will be considered and may be honored based upon GSC.

Article IX Withdrawals from the Collection.

Withdrawing materials is the permanent removal of those materials from the collection. The principles of access and the [GSC] ~~general selection criteria~~ apply to the withdrawal of materials. Materials may be withdrawn based on outdated information, lack of use, lack of space, poor condition, or age.

Materials may also be withdrawn if they no longer serve a purpose in the Library's collection. Withdrawn materials may be donated to other institutions, offered on an equal basis to the public through the Friends of the Library Book Sales or discarded. The Library does not make special arrangements to give or sell withdrawn materials directly to patrons.

Article X Gifts.

The same criteria of selection used for purchased items are applied to gift materials. Works given to the Library but not added to the collection may be given to another library for its collection, donated to the Friends of the Cook Memorial Library for sale, or disposed of in some other manner. Memorial or honor works are selected or approved by selection staff.

Article XI Procedure for Handling Materials Complaints.

The following procedure is intended to provide the most effective communication possible between the Library and an individual or group objecting to an item in the Library's collection and to provide the level of review that will satisfy the objection.

- A. Any person expressing an objection to any item in the collection will be directed to the appropriate manager. The manager will discuss the objection with the patron and provide a copy of this Collection Development Policy.
- B. If the patron wishes to have this matter receive further review, he or she must express the objection in writing to the Library Director requesting such a review. The

correspondence must contain the following information:

1. The title, author, and format of the item under consideration.
 2. The nature of the objection citing examples.
 3. Indication of what parts of the item were read, viewed or heard.
 4. Assessment of the creator's intention for this work.
 5. The likely effects of reading, viewing or listening to the work.
 6. Any special qualifications which the patron may have that bear on the objection to the work.
 7. The action which the patron would like the Library to take.
 8. The name, address and telephone number of the patron.
 9. What organization, if any, the patron represents with respect to this objection.
 10. Which response is preferred: a written response from the Library Director or a review by a Materials Review Committee formed of staff and trustees.
- C. When the correspondence is submitted, the Library Director will respond in writing. If a review by a Materials Review Committee is requested, the following procedure will be followed:
1. Copies of the correspondence will be forwarded to all trustees.
 2. The Library Director will appoint a minimum of two professional librarians on the staff, and ~~at least one trustee will be selected by~~ the Resources, Services and Long Range Planning Committee Chair **[will select at least one trustee]** or the President of the Board to serve on the Materials Review Committee.
 3. The Materials Review Committee will meet in person to review the item under consideration and external evaluations of this material in light of the patron's complaint and the **Library Collection [Development]** Policy. The Committee will then provide a recommendation for response to the complaint. The Materials Review Committee will keep minutes of their meeting.
 4. The findings of the Materials Review Committee will be forwarded to the patron and all trustees by the Library Director.
 5. The President will schedule a hearing before the full Board if the patron so requests.

6. Findings are automatically placed on the next Board agenda for consideration.
- D. The Board hearing shall be subject to the Illinois Open Meetings Act and shall be subject to the procedures and rules of order in effect for any meeting of the Board. The President may impose a limit upon duplicate testimony. The decision of the Board of Trustees is final. The Secretary of the Board shall inform the patron requesting the hearing of the Board's findings.

Article XII Responsibility and Authority.

The Board of Library Trustees establishes the general policies regarding the Library's collection. The Board shall review this policy at least every two years. (75 ILCS 16/30-60). The Board may hear residents' objections to these policies or objections to the inclusion or exclusion of individual works in the collection.

The Board delegates the authority to organize the District's collection-building activity to the Library Director. This includes maintenance of the Collection Development Plans; creation, maintenance and dissolution of collections; materials-budgeting allocations; and selection, withdrawal and arrangement of materials. The Library Director is assisted by professional librarians and other staff who have been trained in accepted principles of selection. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with this policy (75 ILCS 16/30-60).

The Board of Library Trustees supports in principle the Library Bill of Rights, The Freedom to Read Statement, and The Freedom to View Statement of the American Library Association. Copies of these documents are appended to this policy.

Date

Secretary

Adopted: 10/20/98
Revised: 07/18/00
Revised: 03/20/01
Revised: 07/15/03
Revised: 02/15/05

Revised: 03/20/07
Revised: 12/15/09
Revised: 09/17/13
Revised: 06/21/16
Revised: 10/16/18
[Revised: 08/19/21]

RESOLUTION 2021-2022/2

**RESOLUTION ADOPTING REVISED PURCHASING GOODS AND SERVICES
POLICY**

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

WHEREAS, the Library Board of Trustees last approved revisions to the Purchasing Goods and Services Policy (“Policy”) on April 17, 2018; and

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

WHEREAS, the Policy Review Committee Meeting on July 19, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of August, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

PURCHASING GOODS AND SERVICES/ SELLING LIBRARY PROPERTY POLICY

Article I Applicability.

This procedure applies to all purchases and commitments requiring the expenditure from funds under the control of the Board of Trustees (“the Board”) of the Cook Memorial Public Library District (“the Library”) and to all sales, the proceeds of which are to be deposited in those funds.

Article II Purchasing Goods and Services.

Section 1 Purchases by the Library Director.

The operating budget acts as the spending plan for the Library for the fiscal year. The Library Director is authorized to expend funds up to the limits of the various line items of the budget. Unbudgeted items exceeding \$10,000 which are not routine purchases will be presented to the Board for approval following review by the appropriate Board Committee. However, emergency repairs or equipment replacement may be performed without prior Board or Committee approval. An exchange of one budgeted purchase for another exceeding \$10,000 requires Board approval. Items exceeding budget estimates by more than \$10,000 must be approved for purchase by the Board.

Section 2 Capital Improvements, Equipment & Formal Bidding Process.

Bidding shall be required in connection with the construction of a building, or the remodeling, repairing or improving of an existing building or the erection of an addition thereto, or the purchase of the necessary equipment for the library when the cost is in excess of \$25,000. (75 ILCS 16/40-45)

~~Bidding is also required for any purchase, work, or public improvement expense over \$25,000.~~ Bidding is not required in the following cases:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- B. Contracts for the printing of finance committee reports and departmental reports;
- C. Contracts for the printing or engraving of bonds, tax warrants and other

evidence of indebtedness;

- D. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- E. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- F. Contracts for duplicating machines and supplies;
- G. Contracts for utility services such as water, light, heat, telephone or telegraph;
- H. Contracts for goods or services procured from another governmental agency;
- I. Purchases of equipment previously owned by some entity other than the Library itself; and
- J. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports.

Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by at least $\frac{3}{4}$ of the members of the Board.

A "call for bids" shall be made by publishing a brief description of the job in at least one local newspaper and, if appropriate, one professional periodical. Complete bidding information including qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract (if applicable), whether samples are required, form in which to submit the bid, Workmen's Compensation and Liability Insurance requirements, the time and place for opening the bids, and any other conditions shall be available for distribution in the office of the Library Director. Additionally, complete bidding information shall be delivered to at least three qualified bidders. Qualified bidders shall be judged on the basis of experience, accessibility and general reputation. The Board may establish pre-qualification requirements for bidders. Contracts or purchases shall be awarded to the lowest responsible bidder. The Library reserves the right to reject all bids unopened if there

is judged to be an insufficiency of bids. The Library also reserves the right to reject any and all bids and to make such award as is in the best interest of the Library.

Section 3 Maintenance & Service Contracts.

While not subject to the formal bidding requirements outlined in Section 2, the following contracts will be re-bid at the following maximum intervals:

- A. Building cleaning service Five years
- B. Grounds maintenance Five years
- C. Mechanical maintenance Five years

Section 4 Professional, Technical or Artistic Services.

Regardless of contract amount, the Library will procure architectural, engineering or land surveying services according to the provisions of the Illinois Compiled Statutes (50 ILCS 510/1 *et. seq.*). Other technical, professional or artistic services may be procured in any manner deemed to be in the best interest of the Library.

Section 5 Insurance.

Every year, the Library's insurance agent will provide a summary of coverages and written recommendations to the Building and Grounds Committee as part of the renewal process.

The Library Director will annually review the summary of coverages and recommendations with the Building and Grounds Committee. The Building and Grounds Committee will make a recommendation to the Board for approval.

The Board needs assurance that the prices for needed insurance coverages are competitive. Every three years the Building and Grounds Committee will either:

- A. Require the agent to supply the Library with three quotations from underwriters on the Library's insurance program along with an evaluation of the coverages and the firms or,
- B. Send out a request for proposal to at least three independent agents to give quotations on the Library's insurance program.

Specialty insurance coverages may require less frequent Requests for Proposals or none at all if deemed unnecessary by the Library Director.

The Library Director may renew the insurance program after appropriate review by the Building and Grounds Committee. The Building and Grounds Committee will

report on the insurance plan once a year to the Board. If Board action is indicated, the Building and Grounds Committee may refer their recommendation to the Board.

Section 6 Conflict of Interest/Criminal Bidding Statute.

No Trustee shall have a personal interest in Library purchases or contracts beyond the extent provided by law. (50 ILCS 105/3) Criminal sanctions for bid irregularities are in 720 ILCS 5/33E-1.

Article III Selling Library Property.

Procedures for the disposal of property are contained in 75 ILCS 16/30-55.30, **75 ILCS 16/30-55.]32**. When the Board has determined to sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes may be sold or disposed of at a public sale as follows:

- A. Personal property of any value may be donated or sold to any other tax supported library or to any library system.

Personal property having a unit value of \$1,000 or less may be disposed of as determined by the Library Director.

Personal property having a unit value of more than \$1,000 but less than \$2,500 may be sold through a competitive process by posting notice of sale at all library locations or via online auction or classified advertisement websites and message boards.

Decommissioned computer hardware having a unit value of less than \$1,000 and incapable of running current software and/or are incompatible with the library's computer network may be disposed of using a computer recycling service or donated to civic, educational or other non-profit organizations.

- B. In all other cases, the Board shall publish notice of the availability and location of the real or personal property, the date and terms of the proposed sale, publishing such notice at least once each week for two successive weeks in a newspaper of local distribution. On the day of the sale, the Board shall proceed with the sale and may sell such property for a price determined by the Board or to the highest bidder. It may reject all bids and re-advertise the sale.
- C. Withdrawn materials may be donated to other institutions or offered on an equal basis to the public through the Friends of the Library Book Sales. The Library does not reserve materials to be sold to individual patrons after withdrawal. The Library Director or designee may dispose of withdrawn library materials if they are unlikely to sell at the Friends book sale.

D. In no case shall Library Trustees, the Library Director, or members of their immediate families make bids or purchase any library items declared surplus. In no case shall any other library staff member or members or their immediate families purchase any library item declared surplus except through competitive public bidding.

Date

Secretary

Adopted: 12/21/76
Revised: 10/17/95
Revised: 2/17/98
Revised: 4/17/01
Revised: 12/16/03
Revised: 3/20/07
Revised: 11/17/15
Revised: 04/17/18
[Revised: 08/19/21]

RESOLUTION 2021-2022/3

RESOLUTION ADOPTING REVISED SAFE CHILD POLICY

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

WHEREAS, the Library Board of Trustees last approved revisions to the Safe Child Policy (“Policy”) on November 15, 2016; and

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

WHEREAS, the Policy Review Committee Meeting on July 19, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of August, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

SAFE CHILD POLICY

The Cook Memorial Public Library District (“~~The~~-Library”) is dedicated to providing a warm, welcoming, and safe environment for people of all ages. In order to accomplish this, the Library relies on parents and caregivers to monitor and supervise their children’s activities and whereabouts.

Library staff have many duties to perform serving all patrons and cannot monitor the whereabouts of unsupervised children or be responsible for children who are demonstrating inappropriate behavior. Parents should not view the Library as an alternative to day care or after-school programs.

Parents, guardians and caregivers should be aware that the Library is a public building open to all individuals. Parents or guardians, not the Library or its staff, are responsible for their children.

The Board of Trustees has adopted this Safe Child Policy to minimize the safety risks to children in the Library, and to help staff in dealing with disruptive or unattended children.

Article I General Guidelines for Children Using the Library.

Children 6 & Under	Must be accompanied and attended to at all times by a parent, guardian or other responsible person fourteen (14) years of age or older who is taking an active role in attending to the child. For children who are attending programs at which parent attendance is not required, the parent/caregiver must remain in the building and immediately join the child at the conclusion of the program.
Children 7-9	May use the Library with a parent, or guardian [or other responsible person fourteen (14) years of age or older in proximity] with [to] them in the building. For children who are attending programs at which parent attendance is not required, the parent/caregiver must remain in the building [and immediately join the child at the conclusion of the program].
Children 10-14	May use the Library on their own. However, they are still legally the responsibility of their parents or guardians and must have an emergency contact available. If a child of this age group is not able to leave the Library without an adult, the parent or guardian must be able to arrange the pickup of their child if he/she is asked to leave.
Young People 15-17	Treated as adult users. However, they are still legally the responsibility of their parents and must have an emergency contact available.

Article II Unattended Children 9 Years or Younger During Library Hours.

When a child 9 years **[of age]** or younger appears to be lost or unattended, Library staff will immediately try to locate the parents or responsible adult. If the parents or responsible adult cannot be located within 10 minutes, staff is authorized to call police.

Article III Unattended Children 14 Years or Younger after Closing Time.

Staff is authorized to call police ~~ten~~ **[15]** minutes after closing if unattended children 14 years of age **[or younger]** ~~and under~~ are not picked up after the Library has closed.

Article IV ~~Inappropriate~~ **[Disruptive]** Behavior.

~~Disruptive~~ Children are subject to the same rules as adult patrons of the Library which are detailed in the Use of the Library policy adopted by the Board of Library Trustees. If a child violates this policy, any staff member witnessing **[or becoming aware]** of wilfully-disruptive behavior ~~or responding to a complaint from another patron of such behavior is~~ empowered to **[dismiss]** ~~eject~~ the patron or group of patrons causing the disruption for the rest of the day **[after consulting with a manager, supervisor or person-in-charge]**. **[If a child 14 years of age or under is unable to leave the Library independently]**, staff will allow ~~children 14 years of age and under~~ **[them]** to remain in the Library under staff supervision until a parent or responsible adult can be notified. Repeat instances of disruptive behaviour ~~will~~ **[may]** result in loss of library privileges for a specific amount of time.

Date

Secretary

Adopted: 07/19/11

Revised: 11/15/16

[Revised: 08/19/21]

RESOLUTION NO. 2021-2022/4

**A RESOLUTION DECLARING CLOSED SESSION MEETING MINUTES
CONFIDENTIAL AND/OR NON-CONFIDENTIAL FOR MEETINGS THROUGH
June, 2021**

WHEREAS, The Board of Library Trustees (the “Board”) of the Cook Memorial Public Library District, Lake County, Illinois (the “District”) has met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act (the “Act”); and

WHEREAS, as required by the Act, the District has kept written minutes of all such closed sessions; and

WHEREAS, pursuant to the requirements of the Act, the Board has met in closed session to review all closed session minutes from meetings set forth on Schedules “A” and “B” attached hereto; and

WHEREAS, the Board has determined that the need for confidentiality still exists as to the minutes of the meetings set forth on Schedule “A” attached hereto and incorporated herein; and

WHEREAS, the Board has determined further that the minutes of the meetings listed on Schedule “B” attached hereto and incorporated herein no longer require confidential treatment and should be made available for public inspection.

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

SECTION 1: The foregoing recitals are incorporated herein as if fully set forth.

SECTION 2: The closed session minutes from those meetings set forth on Schedule “B” attached hereto are hereby released and made available to the public.

SECTION 3: The Secretary is hereby authorized and directed to make said minutes available for inspection and copying in accordance with the standing procedures of the District.

SECTION 4: This resolution shall be in full force and effect from and after its passage.

PASSED AND APPROVED THIS 19th day of August, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

Wendy Vieth, President

ATTEST:

Karen Singer, Secretary

SCHEDULE A
THE NEED FOR CONFIDENTIALITY STILL EXISTS

<u>Date of Meeting</u>	<u>Item/Description</u>
July 20, 1999	Security procedure
August 24, 1999	Security procedure
September 21, 1999	Security procedure
October 19, 1999	Employee Performance Evaluation
October 28, 1999	Security procedure
November 16, 1999	Security procedure
February 27, 2001	Employee Performance Evaluation
May 4, 2021	Trustee Interview Results

SCHEDULE B

NO LONGER REQUIRES CONFIDENTIAL TREATMENT

Date of Meeting

January 19, 2010

July 19, 2011

January 17, 2012

April 16, 2012 (1st)

May 15, 2012 (1st)

June 19, 2012 (2nd)

July 17, 2012

September 19, 2012

October 16, 2012

November 27, 2012

February 19, 2013

April 16, 2013

May 28, 2013

May 17, 2016

August 16, 2016 (1st)

August 16, 2016 (2nd)

July 18, 2018 (1st)

July 18, 2018 (2nd)

June 25, 2019

July 28, 2020

August 11, 2020

May 11, 2021



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: August 19, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Approval of a Change Order for Electrical Work Associated with the Cook Park Library Emergency Backup Generator Project.

Please find attached details of a change order for the Cook Park Library Emergency Backup Generator Project:

1. Letter from our electrical engineering consultant from Hansen Palmer Associates describing an electrical issue that is in violation of code and needs to be resolved.
2. Change order from our electrical contractor, Powerlink Electric, in the amount of \$6,776.13. Hansen Palmer has reviewed the change order and finds the cost to be reasonable and recommends approval.

The generator project was approved by the board at its April 2021 regular meeting in the amount of \$105,158 with a \$16,000 contingency, which will cover the cost of the change order. Members of the Building and Grounds Committee were apprised of the change order at their meeting on Thursday, August 12.

Recommended motion: *"I make a motion to approve a change order for electrical work associated with the Cook Park Library emergency backup generator project in the amount of \$6,776.13."*



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

Re: New Generator at Cook Park Location
Change Order 01

Dear Director Archer,

On August 5, 2021, we were made aware by the Electrical Contractor of an issue at the site that they had encountered during the demolition of the existing inverter. During this work they found that the emergency lighting branch circuits were sharing a common neutral between voltages. While it is common to have a common neutral between up to three different phase branch circuits, what the Electrical Contractor found was that the common neutrals were being shared between 120v branch circuits and 277v branch circuits. This is an unforeseen code violation that needed to be remedied. Per the request of Ken Arnsward, we directed the Electrical Contractor to investigate the extent of the issue and to provide a proposal to remedy the situation. The Electrical Contractor also found the conduits feeding the lights were filled beyond code capacity, and some of the wiring in the conduit appear to have been shorted in the past. Thus, the Electrical Contractor proposed to bypass the conduits, with new conduits and wires, and repull the wiring to a point that bypassed these issues and reconnect in a proper and code compliant installation.

The Electrical Contractor has provided a proposal for aforementioned scope of work along with the time to investigate the existing unforeseen conditions of \$6,776.13. Upon review of this proposal, we find the costs to be reasonable for the scope of work required.

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

Sincerely,

John L. Thomson, P.E.
JLT
Attachments

PROPOSED CHANGE ORDER

Powerlink Electric
 400 Corporate Woods Parkway
 Vernon Hills, IL 60061

CCN # 21069-01
Date: 8/12/2021
Project Name: Cook Library
Project Number: Cook Library
Page Number: 1

Client Address:

Cook Memorial Public Library
 413 N. Milwaukee Ave.
 Libertyville, IL 60048

Work Description

1. This Proposal is based on the additional cost to separate shared neutral conductors between the 120V and 277V systems
2. Premium time work is not included.
3. We reserve the right to correct this quote for errors and omissions.
4. This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.

Itemized Breakdown

Description	Qty	Net Price U	Total Mat.	Labor U	Total Hrs.
1/2" CONDUIT - EMT	50	70.88 C	35.44	6.50 C	3.25
1/2" CONN COMP STL - EMT	4	90.99 C	3.64	5.00 C	0.20
1/2" COUPLING COMP STL - EMT	6	79.99 C	4.80	5.00 C	0.30
1/2" SUPPORT	10	24.59 C	2.46	0.08 E	0.80
#12 THHN BLACK	2,500	215.99 M	539.98	9.00 M	22.50
WIRE CONN RED	16	15.24 C	2.44	4.00 C	0.64
3/4"x 60' BLACK TAPE	1	3.24 E	3.24	1.00 E	1.00
WIRE PULLING LUBRICANT (QUART)	1	9.96 E	9.96	1.00 E	1.00
4x 2 1/8" SQ BOX COMB KO	2	125.00 C	2.50	30.00 C	0.60
4" SQ BLANK COVER	2	20.19 C	0.40	5.00 C	0.10
BOX SUPPORT HOLD-ITS	2	174.35 C	3.49	10.00 C	0.20
1/4x 1 3/8 SLEEVE ANCHOR W/ ACORN NUT - 1" MIN	4	54.68 C	2.19	10.00 C	0.40
1/4x 2 1/4 CONCRETE SCREW HEX HEAD - BLUE	14	68.93 C	9.65	11.75 C	1.65
INVESTIGATION / TROUBLESHOOT	2	0.00 E	0.00	5.00 E	10.00
Totals	2,614		620.18		42.64

Summary

General Materials		620.18
Material Total		620.18
ELECTRICIAN	(42.64 Hrs @ \$116.79)	4,979.93
Subtotal		5,600.11
Overhead	(@ 10.000 %)	560.01
Markup	(@ 10.000 %)	616.01
Subtotal		6,776.13
Final Amount		\$6,776.13

CLIENT ACCEPTANCE

ORIGINAL

PROPOSED CHANGE ORDER

Client Address:

Powerlink Electric
400 Corporate Woods Parkway
Vernon Hills, IL 60061

Cook Memorial Public Library
413 N. Milwaukee Ave.
Libertyville, IL 60048

CCN # 21069-01
Date: 8/12/2021
Project Name: Cook Library
Project Number: Cook Library
Page Number: 2

CCN #: 21069-01	_____
Final Amount: \$6,776.13	_____
Name:	_____
Date:	_____
Signature:	_____
Change Order #:	_____
I hereby accept this quotation and authorize the contractor to complete the above described work.	

ORIGINAL