

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

September 21, 2021

Public Hearing on Budget and Appropriations Ordinance
6:15 p.m.

Board Meeting
6:30 p.m.

The regular meeting of the Board of Library Trustees of the Cook Memorial Public Library District scheduled for Tuesday, September 21, 2021 will be held in the Meeting Room at the Cook Park Library, 413 N Milwaukee Ave, Libertyville, 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 August 19, 2021.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - b. Policy 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.
10. Other Business.
- a. Approval of Budget and Appropriations Ordinance 2021-2022/1.
 - b. Approval of Resolution 2021-2022/5, Adopting Revised Personnel Policy / Appointing Library Director as Auditing Official for Whistleblower Claims.
11. Closed Session as Permitted by (5 ILCS 120/2c-1)
- a. Discussion on the Performance of a Specific Employee.
12. Communications.
13. Upcoming Meetings and Events.
- a. Regular Board Meeting on Tuesday, October 19, 2021 at 6:30 p.m. at the Aspen Drive Library.
 - b. Finance and Employee Practices Committee Meeting on Tuesday, November 2, 2021 at 6:30 p.m. Location TBD.
14. Public Questions.
15. Adjournment.

Wendy Vieth, President
Board of Library Trustees

September 17, 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 August 31, 2021

	10-General	20-IMRF	30-Working Cash	50-Trust	60-Special Reserve	TOTAL
ASSETS						
Current Assets						
Checking/Savings						
1000 - Cash						
10-1040 - Petty Cash	625					625
10-1045 - Cash on Hand - Aspen	60					60
10-1150 - Chase Operating A/C	1,659,517	432,749	555,776	23,873	449,668	3,121,582
10-1504 - Illinois Funds - General, IMRF	371,843	37,443			23,236	432,522
10-1509 - Wintrust MaxSafe Acct - General	5,230,575					5,230,575
60-1509 - Wintrust MaxSafe Acct - S/R					1,231,606	1,231,606
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,456					56,456
60-1551 - Chase Savings - SRF					200,985	200,985
Total 10-1550 - Chase Savings Account	56,456				200,985	257,441
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,763					10,763
60-1561 - Byline Bank - Spec Res Fund					641,080	641,080
Total 10-1560 - Byline Bank	10,763				641,080	651,842
Total 1000 - Cash	7,329,838	470,192	555,776	23,873	2,546,576	10,926,254
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	370,000					370,000
Total 10-1502 - Investments - General Fund	370,000					370,000
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)					370,000	370,000
Total 60-1501 - Investments - Special Reserve					370,000	370,000
Total 2000 - Investments	370,000				370,000	740,000
Total Checking/Savings	7,699,838	470,192	555,776	23,873	2,916,576	11,666,254
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	7,710,979	470,192	555,776	23,873	2,916,576	11,677,395
TOTAL ASSETS	7,710,979	470,192	555,776	23,873	2,916,576	11,677,395
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	(0)					(0)
Total Accounts Payable	(0)					(0)
Credit Cards						
10-2050 - Chase One Card	9,013					9,013
Total Credit Cards	9,013					9,013
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	221					221
10-2300 - IMRF Payable-Employee Medicare	(0)					(0)
10-2600 - IMRF Voluntary Life Insurance	224					224
10-2700 - Dental and Vision	1,273					1,273
10-2800 - CO-OP 90's Medical Plan	11,716					11,716
10-2900 - Other Health Care-FSA	1,783					1,783
Total 00-2100 - Payroll W/H & Payable	15,217					15,217
20-2300 - IMRF Payable-Employer Medicare		0				0
Total Other Current Liabilities	15,217	0				15,217
Total Current Liabilities	24,230	0				24,230
Total Liabilities	24,230	0				24,230
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)	377,403	1,037,724
Net Income	3,597,105	321,601			(44,670)	3,874,036
Total Equity	7,686,749	470,192	555,776	23,873	2,916,576	11,653,165
TOTAL LIABILITIES & EQUITY	7,710,979	470,192	555,776	23,873	2,916,576	11,677,395
UNBALANCED CLASSES	0					(0)

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

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	4,984,521	477,586	0	5,462,107
00-4050 · Replacement Tax	26,702	0	0	26,702
00-4100 · Interest Earned	687	0	330	1,017
00-4200 · Other	2,299	0	0	2,299
10-4300 · Grants & Other Donations	1,037	0	0	1,037
10-4350 · Fines	2,250	0	0	2,250
Total Income	<u>5,017,498</u>	<u>477,586</u>	<u>330</u>	<u>5,495,413</u>
Gross Profit	5,017,498	477,586	330	5,495,413
Expense				
10-5100 · Salaries	859,998	0	0	859,998
10-5200 · Benefits	87,323	0	0	87,323
10-5300 · Training	2,119	0	0	2,119
10-5400 · Materials	218,082	0	0	218,082
10-5500 · Processing	6,300	0	0	6,300
10-5600 · Supplies	16,141	0	0	16,141
10-5700 · Vehicles	2,696	0	0	2,696
10-5800 · Computer Operations	9,895	0	0	9,895
10-5900 · Utilities	24,236	0	0	24,236
10-6000 · Telephone	4,155	0	0	4,155
10-6100 · Postage	2,000	0	0	2,000
10-6200 · Maintenance	16,008	0	0	16,008
10-6300 · Repair	13,236	0	0	13,236
10-6500 · Professional Services	3,776	0	0	3,776
10-6600 · Improvements	6,613	0	0	6,613
10-6700 · Community Relations	13,410	0	0	13,410
10-7000 · Debt Service	134,406	0	0	134,406
20-8210 · Employer IMRF Disbursements	0	91,789	0	91,789
20-8250 · Employer Soc Security Tax Disb	0	64,196	0	64,196
Total Expense	<u>1,420,393</u>	<u>155,985</u>	<u>0</u>	<u>1,576,377</u>
Net Ordinary Income	3,597,105	321,601	330	3,919,036
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0	0	45,000	45,000
Total Other Expense	<u>0</u>	<u>0</u>	<u>45,000</u>	<u>45,000</u>
Net Other Income	0	0	-45,000	-45,000
Net Income	<u><u>3,597,105</u></u>	<u><u>321,601</u></u>	<u><u>-44,670</u></u>	<u><u>3,874,036</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report August 2021

	August 2021				Year To Date August 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	581,801	235,767	346,034	146.77%	5,462,107	4,715,339	746,768	15.84%	57.25%	9,541,000		
00-4050 · Replacement Tax	3,013	9,000	(5,987)	-66.53%	26,702	22,000	4,702	21.37%	23.84%	112,000		
00-4100 · Interest Earned	520	1,750	(1,230)	-70.27%	1,017	3,500	(2,483)	-70.94%	4.84%	21,000		
00-4200 · Other	1,176	1,000	176	17.63%	2,299	2,000	299	14.97%	19.16%	12,000		
10-4300 · Grants & Other Donations	(193)	7,300	(7,493)	-102.64%	1,037	14,600	(13,563)	-92.90%	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	1,185	250	935	373.83%	2,250	500	1,750	350.06%	75.01%	3,000		
Total Income	587,501	255,067	332,434	130.33%	5,495,413	4,757,939	737,474	15.50%	56.21%	9,777,000	0.00%	0
Expense												
10-5100 · Salaries	358,740	350,736	(8,004)	-2.28%	859,998	876,453	16,455	1.88%	18.58%	4,628,000	0.00%	0
10-5200 · Benefits	42,180	42,733	553	1.29%	87,323	85,596	(1,727)	-2.02%	16.73%	522,000	0.00%	0
10-5300 · Training	1,499	1,738	239	13.74%	2,119	6,168	4,049	65.65%	5.30%	40,000	0.00%	0
10-5400 · Materials	119,623	97,956	(21,667)	-22.12%	218,082	199,158	(18,924)	-9.50%	17.66%	1,235,000	0.00%	0
10-5500 · Processing	3,601	3,370	(231)	-6.85%	6,300	6,538	239	3.65%	16.15%	39,000	0.00%	0
10-5600 · Supplies	10,414	10,186	(228)	-2.24%	16,141	27,872	11,731	42.09%	12.42%	130,000	0.00%	0
10-5700 · Vehicles	522	2,493	1,971	79.07%	2,696	4,986	2,290	45.94%	8.99%	30,000	0.00%	0
10-5800 · Computer Operations	7,168	12,334	5,166	41.88%	9,895	39,151	29,256	74.73%	1.85%	535,000	0.00%	0
10-5900 · Utilities	12,205	14,210	2,005	14.11%	24,236	29,514	5,278	17.88%	13.10%	185,000	0.00%	0
10-6000 · Telephone	1,341	5,152	3,811	73.98%	4,155	7,162	3,007	41.99%	12.59%	33,000	0.00%	0
10-6100 · Postage	1,000	980	(20)	-2.04%	2,000	1,960	(40)	-2.04%	16.67%	12,000	0.00%	0
10-6200 · Maintenance	8,004	11,523	3,519	30.54%	16,008	23,296	7,288	31.28%	8.89%	180,000	0.00%	0
10-6300 · Repair	12,966	8,497	(4,469)	-52.60%	13,236	25,196	11,960	47.47%	9.73%	136,000	0.00%	0
10-6400 · Insurance	0	6,000	6,000	100.00%	0	6,000	6,000	100.00%	0.00%	69,000	0.00%	0
10-6500 · Professional Services	1,583	9,100	7,517	82.61%	3,776	13,274	9,498	71.55%	3.85%	98,000	0.00%	0
10-6600 · Improvements	5,470	5,278	(192)	-3.64%	6,613	21,381	14,768	69.07%	9.87%	67,000	0.00%	0
10-6700 · Community Relations	7,509	10,696	3,187	29.80%	13,410	20,607	7,197	34.93%	7.21%	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	8,334	8,334	100.00%	0.00%	50,000	0.00%	0
10-7000 · Debt Service	0	0	0	0.00%	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	18,332	18,332	100.00%	0.00%	110,000	0.00%	0
20-8210 · Employer IMRF Disbursements	38,489	40,712	2,223	5.46%	91,789	101,765	9,976	9.80%	17.19%	534,000	0.00%	0
20-8250 · Employer Soc Security Tax Disb	26,972	27,276	304	1.11%	64,196	68,271	4,075	5.97%	17.83%	360,000	0.00%	0
Total Expense	659,284	674,303	15,019	2.23%	1,576,377	1,726,541	150,164	8.70%	15.51%	10,162,000	0.00%	0

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

	August 2021				Year To Date August 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(71,783)	(419,236)	347,453		3,919,036	3,031,398	887,638			(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	0	0	0		45,000	0	(45,000)					
Total Other Expense	0	0	0		45,000	0	(45,000)					
Net Other Income/(Expense)	0	0	0		(45,000)	0	(45,000)					
Net Income	(71,783)	(419,236)	347,453		3,874,036	3,031,398	842,638			(385,000)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary

09/17/21

August 14 through September 17, 2021

Cash Basis

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	1,371,422.66	131,281.16	0.00	1,502,703.82
00-4100 · Interest Earned	354.23	0.00	165.96	520.19
00-4200 · Other	1,877.62	0.00	0.00	1,877.62
10-4300 · Grants & Other Donations	88,073.95	0.00	0.00	88,073.95
10-4350 · Fines	1,212.59	0.00	0.00	1,212.59
Total Income	1,462,941.05	131,281.16	165.96	1,594,388.17
Gross Profit	1,462,941.05	131,281.16	165.96	1,594,388.17
Expense				
10-5100 · Salaries	365,272.54	0.00	0.00	365,272.54
10-5200 · Benefits	47,162.95	0.00	0.00	47,162.95
10-5300 · Training	697.46	0.00	0.00	697.46
10-5400 · Materials	86,419.14	0.00	0.00	86,419.14
10-5500 · Processing	2,760.67	0.00	0.00	2,760.67
10-5600 · Supplies	14,100.11	0.00	0.00	14,100.11
10-5700 · Vehicles	514.45	0.00	0.00	514.45
10-5800 · Computer Operations	76,948.79	0.00	0.00	76,948.79
10-5900 · Utilities	14,325.60	0.00	0.00	14,325.60
10-6000 · Telephone	2,453.48	0.00	0.00	2,453.48
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	8,014.11	0.00	0.00	8,014.11
10-6300 · Repair	6,211.29	0.00	0.00	6,211.29
10-6500 · Professional Services	2,193.63	0.00	0.00	2,193.63
10-6600 · Improvements	1,925.99	0.00	0.00	1,925.99
10-6700 · Community Relations	15,505.12	0.00	0.00	15,505.12
20-8210 · Employer IMRF Disbursements	0.00	39,208.53	0.00	39,208.53
20-8250 · Employer Soc Security Tax Disb	0.00	27,464.94	0.00	27,464.94
Total Expense	645,505.33	66,673.47	0.00	712,178.80
Net Ordinary Income	817,435.72	64,607.69	165.96	882,209.37
Net Income	817,435.72	64,607.69	165.96	882,209.37

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
Ordinary Income/Expense				
Income				
00-4000 · Property Tax				
10-4000 · Property Tax General				
General Journal	08/26/2021	3074		530,972.91
General Journal	09/09/2021	3083		840,449.75
Total 10-4000 · Property Tax General				1,371,422.66
20-4000 · Property Tax IMRF				
General Journal	08/26/2021	3074		50,827.83
General Journal	09/09/2021	3083		80,453.33
Total 20-4000 · Property Tax IMRF				131,281.16
Total 00-4000 · Property Tax				1,502,703.82
00-4100 · Interest Earned				
60-3109 · Interest-Wintrust MaxSafe - S/R				
General Journal	08/31/2021	3077		21.66
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				21.66
10-3109 · Interest-Wintrust MaxSafe - Gen				
General Journal	08/31/2021	3077		321.26
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				321.26
10-3180 · Interest - Money Market Fund				
General Journal	08/31/2021	3077		7.42
Total 10-3180 · Interest - Money Market Fund				7.42
10-4100 · Interest Earned-General Fund				
10-4101 · Interest Income - Chase Savings				
General Journal	08/31/2021	3077		2.46
Total 10-4101 · Interest Income - Chase Savings				2.46
10-4102 · Interest Income - Chase CD's				
General Journal	08/31/2021	3081		20.81
Total 10-4102 · Interest Income - Chase CD's				20.81
10-4111 · Interest Income-BylineSavings				
General Journal	08/31/2021	3077		2.28
Total 10-4111 · Interest Income-BylineSavings				2.28
Total 10-4100 · Interest Earned-General Fund				25.55
60-4100 · Interest Earned Special Reserve				
60-4101 · Interest Income - Chase Savings				
General Journal	08/31/2021	3077		8.75
Total 60-4101 · Interest Income - Chase Savings				8.75
60-4111 · Interest Income -Byline Savings				
General Journal	08/31/2021	3077		135.55
Total 60-4111 · Interest Income -Byline Savings				135.55
Total 60-4100 · Interest Earned Special Reserve				144.30
Total 00-4100 · Interest Earned				520.19
00-4200 · Other				
10-4400 · Lost Materials				
Deposit	09/09/2021			44.09
Deposit	08/16/2021			5.00
Deposit	08/16/2021			130.95
Deposit	08/27/2021			119.86
Deposit	09/02/2021			79.45
Deposit	09/02/2021			31.44
Bill	08/31/2021	LOST/PAID - 082321	BEK, GREG	-14.99
Bill	08/31/2021	LOST PAID - 082421	DATTI, RANJIT	-7.99
Bill	08/31/2021	LOST/PAID - 082221	GUBBINS, PAULINE	-18.01
Bill	08/31/2021	LOST/PAID - 081821	LING, KERA	-22.99
Bill	08/31/2021	LOST/PAID - 082421	OLUWANDE, OLUSOLA	-24.00
Bill	08/31/2021	LOST/PAID - 081921	SPENCER, SHARON	-20.99
Bill	08/31/2021	LOST/PAID - 082421	WALLACE, AMANDA	-19.93
Bill	08/31/2021	LOST/PAID - 083021	DIXON, VICTOR	-17.99
Bill	09/17/2021	LOST/PAID - 090821	KOZLOWICZ, CARLA	-13.95

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
Bill	09/17/2021	LOST/PAID - 090121	KING, MARY	-33.00
Bill	09/17/2021	LOST/PAID - 090721	MELINE, SARA J.	-28.99
Bill	09/17/2021	LOST/PAID - 090721	PYSHINSKAJA, ELENA	-17.00
Bill	09/17/2021	LOST/PAID - 090321	SINGH, JASRAJ	-24.99
Bill	09/17/2021	LOST/PAID - 090221	TROKSA, CHRIS	-11.99
Bill	09/17/2021	LOST/PAID - 091421	McCARTHY, MARGARET	-28.99
Bill	09/17/2021	LOST/PAID - 091321	HARRISON, CASSIE	-8.49
Bill	09/17/2021	LOST/PAID - 091021	RAYSBY, BRADLEY	-13.99
Bill	09/17/2021	LOST/PAID - 090921	SALLMAN, MELISSA	-18.99
Bill	09/17/2021	LOST/PAID - 091021	YADAV, PRADEEP	-37.99
Total 10-4400 · Lost Materials				25.53
10-4450 · Copy Machine Income				
10-4451 · Aspen - Print/Copy Station				
Deposit	09/01/2021			526.70
Total 10-4451 · Aspen - Print/Copy Station				526.70
10-4452 · Cook Park - Print/Copy Station				
Deposit	09/01/2021			179.10
Total 10-4452 · Cook Park - Print/Copy Station				179.10
Total 10-4450 · Copy Machine Income				705.80
10-4470 · Bags and Browsers				
Deposit	08/16/2021			10.00
Deposit	08/16/2021			2.00
Deposit	08/27/2021			8.00
Total 10-4470 · Bags and Browsers				20.00
10-4500 · Misc - General Account				
Deposit	08/16/2021			7.00
Deposit	08/27/2021			49.25
Deposit	09/09/2021			1.00
Deposit	08/27/2021			799.84
Deposit	08/27/2021			5.00
Deposit	08/27/2021			5.00
Deposit	08/27/2021			5.00
Deposit	08/27/2021			5.00
Deposit	08/27/2021			5.00
Deposit	08/27/2021			5.00
Deposit	08/27/2021			5.00
Deposit	08/27/2021			6.60
Deposit	08/27/2021			6.60
Deposit	08/27/2021			6.60
Deposit	08/27/2021			23.30
Deposit	08/27/2021			13.20
Deposit	08/27/2021			182.90
Total 10-4500 · Misc - General Account				1,126.29
Total 00-4200 · Other				1,877.62
10-4300 · Grants & Other Donations				
10-4315 · Per Capita Grants				
Deposit	09/02/2021			88,266.95
Total 10-4315 · Per Capita Grants				88,266.95
10-4365 · Donations - Other				
Deposit	08/27/2021			20.00
Deposit	08/27/2021			50.00
Credit Card Charge	08/31/2021	080421	Awards & Engraving - CMPL Credit Card	-263.00
Total 10-4365 · Donations - Other				-193.00
Total 10-4300 · Grants & Other Donations				88,073.95

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-4350 · Fines				
Deposit	08/16/2021			4.00
Deposit	08/16/2021			3.50
Deposit	08/27/2021			4.00
Deposit	08/27/2021			6.00
Deposit	09/02/2021			10.00
Deposit	09/02/2021			11.00
Deposit	09/09/2021			7.01
General Journal	08/31/2021	3077		1,300.05
General Journal	08/31/2021	3078		-132.97
Total 10-4350 · Fines				1,212.59
Total Income				1,594,388.17
Gross Profit				1,594,388.17
Expense				
10-5100 · Salaries				
10-5110 · Administration Salaries				
General Journal	08/27/2021	3076		36,338.94
General Journal	09/10/2021	3085		33,242.99
Total 10-5110 · Administration Salaries				69,581.93
10-5120 · Adult Salaries				
General Journal	08/27/2021	3076		46,812.45
General Journal	09/10/2021	3085		42,233.35
Total 10-5120 · Adult Salaries				89,045.80
10-5130 · Children's Salaries				
General Journal	08/27/2021	3076		27,952.07
General Journal	09/10/2021	3085		22,994.92
Total 10-5130 · Children's Salaries				50,946.99
10-5140 · Circulation Salaries				
General Journal	08/27/2021	3076		28,982.54
General Journal	09/10/2021	3085		26,743.76
Total 10-5140 · Circulation Salaries				55,726.30
10-5145 · Maintenance Salaries				
General Journal	08/27/2021	3076		8,435.95
General Journal	09/10/2021	3085		7,751.76
Total 10-5145 · Maintenance Salaries				16,187.71
10-5150 · ILL Salaries				
General Journal	08/27/2021	3076		4,084.82
General Journal	09/10/2021	3085		3,712.72
Total 10-5150 · ILL Salaries				7,797.54
10-5155 · Outreach Salaries				
General Journal	08/27/2021	3076		8,611.22
General Journal	09/10/2021	3085		7,649.69
Total 10-5155 · Outreach Salaries				16,260.91
10-5160 · Tech Services Salaries				
General Journal	08/27/2021	3076		26,075.85
General Journal	09/10/2021	3085		23,619.50
Total 10-5160 · Tech Services Salaries				49,695.35
10-5165 · Shelves Salaries				
General Journal	08/27/2021	3076		4,939.32
General Journal	09/10/2021	3085		5,090.69
Total 10-5165 · Shelves Salaries				10,030.01
Total 10-5100 · Salaries				365,272.54

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-5200 - Benefits				
10-5210 - Health Insurance				
Bill	09/17/2021	P65753/P77758	COOPERATIVE 90'S MEDICAL	28,301.40
Bill	09/17/2021	P65753/P77758	COOPERATIVE 90'S MEDICAL	5,912.60
Bill	08/31/2021	MEX45 - AUGUST 2021	AFLAC	221.10
Bill	08/31/2021	865594 - SEPT 2021	BLUE CROSS BLUE SHIELD OF ILLIN...	3,833.13
Bill	08/31/2021	865594 - SEPT 2021	BLUE CROSS BLUE SHIELD OF ILLIN...	1,657.36
Bill	08/31/2021	5047 - SEPT 2021	NCPERS GROUP LIFE INS	240.00
General Journal	08/31/2021	3080		855.72
General Journal	08/31/2021	3080		855.72
General Journal	08/31/2021	3080		67.50
Total 10-5210 - Health Insurance				41,944.53
10-5220 - Dental/Vision Insurance				
Bill	09/17/2021	10438 - AUGUST 2021	COOPERATIVE 90'S DENTAL	3,003.50
Bill	09/17/2021	10438 - AUGUST 2021	COOPERATIVE 90'S DENTAL	1,316.50
Deposit	08/27/2021			-49.19
Deposit	08/27/2021			-49.19
Bill	08/31/2021	10438 - SEPT 2021	DELTA DENTAL OF ILLINOIS - VISION	129.33
Bill	08/31/2021	10438 - SEPT 2021	DELTA DENTAL OF ILLINOIS - VISION	249.23
Total 10-5220 - Dental/Vision Insurance				4,600.18
10-5240 - Life Insurance				
Bill	08/31/2021	034963 - SEPT 2021	MADISON NATIONAL LIFE INS CO., INC.	253.42
Total 10-5240 - Life Insurance				253.42
10-5270 - LTD Insurance				
Bill	08/31/2021	034963 - SEPT 2021	MADISON NATIONAL LIFE INS CO., INC.	364.82
Total 10-5270 - LTD Insurance				364.82
Total 10-5200 - Benefits				47,162.95
10-5300 - Training				
10-5320 - Travel				
10-5323 - Travel - Children's				
Bill	08/26/2021	2021-08-26 DA	MOLLIE BEAUMONT	250.00
Total 10-5323 - Travel - Children's				250.00
10-5328 - Travel - Tech Services				
Bill	09/17/2021	SEPTEMBER 2021	KLINE, SANDY	3.70
Total 10-5328 - Travel - Tech Services				3.70
Total 10-5320 - Travel				253.70
10-5360 - Personnel Tools				
Credit Card Charge	08/31/2021	082321	Roman Endeavors Inc. - CMPL Credit Ca...	443.76
Total 10-5360 - Personnel Tools				443.76
Total 10-5300 - Training				697.46
10-5400 - Materials				
10-5410 - Books - Adult				
Bill	09/17/2021	2036116748	BAKER & TAYLOR - L5742022	473.94
Bill	09/17/2021	2036132594	BAKER & TAYLOR - L5579912	37.46
Bill	09/17/2021	2036135791	BAKER & TAYLOR - L5579912	427.56
Bill	09/17/2021	2036121403	BAKER & TAYLOR - L5742022	323.09
Bill	09/17/2021	2036124124	BAKER & TAYLOR - L5742022	413.72
Bill	09/17/2021	2036134186	BAKER & TAYLOR - L5742022	559.06
Bill	09/17/2021	2036125702	BAKER & TAYLOR - L3966532	383.75
Bill	09/17/2021	2036140688	BAKER & TAYLOR - L5742022	239.91
Bill	09/17/2021	2036144218	BAKER & TAYLOR - L5579912	198.14
Bill	09/17/2021	5017164900	BAKER & TAYLOR - L3966532	35.42
Bill	09/17/2021	5017168364	BAKER & TAYLOR - C0209743	183.10
Bill	09/17/2021	2036142698	BAKER & TAYLOR - L5580152	104.49
Bill	09/17/2021	2036147559	BAKER & TAYLOR - L5579912	270.51
Bill	09/17/2021	2036144245	BAKER & TAYLOR - L5742022	163.66
Bill	09/17/2021	2036147807	BAKER & TAYLOR - L5742022	305.42
Bill	09/17/2021	2036154625	BAKER & TAYLOR - L5579912	268.00
Bill	09/17/2021	2036152472	BAKER & TAYLOR - L5579912	321.74
Bill	09/17/2021	2036145060	BAKER & TAYLOR - L3966532	302.78
Bill	09/17/2021	1865816 080121	CENTER POINT LARGE PRINT	184.56
Bill	09/17/2021	1872363	CENTER POINT LARGE PRINT	114.45
Bill	09/17/2021	2036161968	BAKER & TAYLOR - L5579912	206.94
Bill	09/17/2021	2036155685	BAKER & TAYLOR - L5580152	816.06

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Report

09/17/21

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
Bill	09/17/2021	2036152522	BAKER & TAYLOR - L3966532	567.00
Bill	09/17/2021	5017181986	BAKER & TAYLOR - C5217413	88.17
Bill	09/17/2021	2036162581	BAKER & TAYLOR - L5742022	884.91
Bill	09/17/2021	2036169975	BAKER & TAYLOR - L5580152	606.73
Bill	09/17/2021	2036167388	BAKER & TAYLOR - L5579912	298.64
Bill	09/17/2021	2036165298	BAKER & TAYLOR - L5579912	275.12
Bill	09/17/2021	2036169658	BAKER & TAYLOR - L3966532	68.15
Bill	09/17/2021	75102438	GALE	57.58
Bill	09/17/2021	75050735	GALE	149.97
Bill	09/17/2021	74824370	GALE	18.74
Bill	09/17/2021	74913316	GALE	21.59
Bill	09/17/2021	74894042	GALE	27.19
Bill	09/17/2021	74830111	GALE	54.38
Bill	09/17/2021	2036168079	BAKER & TAYLOR - L5742022	296.17
Bill	09/17/2021	2036176273	BAKER & TAYLOR - L5579912	478.01
Bill	09/17/2021	2036166883	BAKER & TAYLOR - L3966532	616.70
Bill	09/17/2021	2036177383	BAKER & TAYLOR - L5580152	244.68
Bill	09/17/2021	1873482	CENTER POINT LARGE PRINT	184.56
Bill	09/17/2021	2036176711	BAKER & TAYLOR - L5742022	670.67
Bill	09/17/2021	2036179458	BAKER & TAYLOR - L3966532	1,107.84
Bill	09/17/2021	2036184739	BAKER & TAYLOR - L5580152	416.56
Bill	09/17/2021	2036184371	BAKER & TAYLOR - L5579912	213.42
Bill	09/17/2021	2036189496	BAKER & TAYLOR - L5579912	412.71
Bill	09/17/2021	2036187048	BAKER & TAYLOR - L5579912	84.36
Bill	09/17/2021	2036189816	BAKER & TAYLOR - L5580152	449.28
Bill	09/17/2021	2036192430	BAKER & TAYLOR - L5579912	263.30
Bill	09/17/2021	5017212698	BAKER & TAYLOR - C5217413	110.12
Bill	09/17/2021	2036192238	BAKER & TAYLOR - L5742022	456.42
Bill	09/17/2021	2036191541	BAKER & TAYLOR - L3966532	347.54
Bill	09/17/2021	2036197070	BAKER & TAYLOR - L5580152	314.44
Bill	09/17/2021	5017224000	BAKER & TAYLOR - L3966532	177.07
Bill	09/17/2021	2036196443	BAKER & TAYLOR - L5579912	288.22
Bill	09/17/2021	75418273	GALE	4,489.28
General Journal	08/18/2021	3072	CENTER POINT LARGE PRINT	-192.15
Bill	09/17/2021	9022	FAMILY ROOTS PUBLISHING	107.30
Bill	09/17/2021	13813	M. MEGHRIG & SONS	306.66
Credit Card Charge	08/31/2021	aug 21a	Amazon Marketplace.com - CMPL Credit...	622.39
Total 10-5410 · Books - Adult				21,917.48
10-5415 · Books - Juvenile				
Bill	09/17/2021	2036137968	BAKER & TAYLOR - L4231142	442.71
Bill	09/17/2021	2036141679	BAKER & TAYLOR - L5580072	257.07
Bill	09/17/2021	2036144780	BAKER & TAYLOR - L3966522	389.16
Bill	09/17/2021	2036147717	BAKER & TAYLOR - L3966522	812.99
Bill	09/17/2021	2036147699	BAKER & TAYLOR - L5580072	469.65
Bill	09/17/2021	2036144552	BAKER & TAYLOR - L4231522	43.11
Bill	09/17/2021	2036148202	BAKER & TAYLOR - L4231142	154.36
Bill	09/17/2021	2036157843	BAKER & TAYLOR - L5580072	567.06
Bill	09/17/2021	2036161162	BAKER & TAYLOR - L4231142	371.26
Bill	09/17/2021	2036162005	BAKER & TAYLOR - L3966522	1,154.29
Bill	09/17/2021	2036162009	BAKER & TAYLOR - L5580072	299.50
Bill	09/17/2021	2036167284	BAKER & TAYLOR - L5580072	256.20
Bill	09/17/2021	2036170156	BAKER & TAYLOR - L5580072	635.55
Bill	09/17/2021	2036170166	BAKER & TAYLOR - L3966522	262.09
Bill	09/17/2021	2036169633	BAKER & TAYLOR - L4231522	100.98
Bill	09/17/2021	2036176237	BAKER & TAYLOR - L3966522	785.45
Bill	09/17/2021	2036176231	BAKER & TAYLOR - L5580072	1,162.80
Bill	09/17/2021	2036174093	BAKER & TAYLOR - L4231142	395.62
Bill	09/17/2021	2036189491	BAKER & TAYLOR - L5580072	547.35
Bill	09/17/2021	2036186811	BAKER & TAYLOR - L4231142	156.55
Bill	09/17/2021	2036189301	BAKER & TAYLOR - L4231522	30.39
Bill	09/17/2021	2036189483	BAKER & TAYLOR - L3966522	390.05
Bill	09/17/2021	2036187157	BAKER & TAYLOR - L3966522	296.74
Credit Card Charge	08/31/2021	aug 21	Amazon Marketplace.com - CMPL Credit...	145.66
Total 10-5415 · Books - Juvenile				10,126.59

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-5420 · Audio/Visual - Adult				
Bill	09/17/2021	500877728	MIDWEST TAPE, LLC	109.02
Bill	09/17/2021	500904257	MIDWEST TAPE, LLC	201.21
Bill	09/17/2021	500847650	MIDWEST TAPE, LLC	1,363.70
Bill	09/17/2021	500843035	MIDWEST TAPE, LLC	587.61
Bill	09/17/2021	500888355	MIDWEST TAPE, LLC	4,136.33
Bill	09/17/2021	500919974	MIDWEST TAPE, LLC	1,193.54
Bill	09/17/2021	500955234	MIDWEST TAPE, LLC	3,335.69
Bill	09/17/2021	500981494	MIDWEST TAPE, LLC	207.51
Check	09/17/2021	56208	MIDWEST TAPE, LLC	-104.98
Check	09/17/2021	56208	MIDWEST TAPE, LLC	446.64
Credit Card Charge	08/31/2021	aug 21	Amazon Marketplace.com - CMPL Credit...	374.05
Credit Card Charge	08/31/2021	august 21	Amazon Marketplace.com - CMPL Credit...	19.39
Total 10-5420 · Audio/Visual - Adult				11,869.71
10-5425 · Audio/Visual - Juvenile				
Bill	09/17/2021	500877728	MIDWEST TAPE, LLC	114.42
Bill	09/17/2021	500904257	MIDWEST TAPE, LLC	98.52
Bill	09/17/2021	500888355	MIDWEST TAPE, LLC	139.44
Bill	09/17/2021	500919974	MIDWEST TAPE, LLC	66.70
Bill	09/17/2021	500955234	MIDWEST TAPE, LLC	274.38
Bill	09/17/2021	500981494	MIDWEST TAPE, LLC	41.67
Total 10-5425 · Audio/Visual - Juvenile				735.13
10-5430 · Games - Adult				
Bill	09/17/2021	6078	CRIMSON MULTIMEDIA DISTRIBUTIO...	1,008.03
Total 10-5430 · Games - Adult				1,008.03
10-5440 · Periodicals - Adult				
Bill	09/17/2021	CMPL - 2022	KANE COUNTY GENEALOGICAL SOCI...	25.00
Bill	09/17/2021	CMPL - 2022	MAYFLOWER JOURNAL	24.00
Credit Card Charge	08/31/2021	081221	New York Times - CMPL Credit Card	444.72
Credit Card Charge	08/31/2021	081221	Chicago Sun-Times - CMPL Credit Card	208.00
Credit Card Charge	08/31/2021	081321	Lake County News Sun - CMPL Credit C...	128.30
Credit Card Charge	08/31/2021	082621	Chicago Tribune - CMPL Credit Card	159.92
Bill	09/17/2021	SEPTEMBER 2021	KLINE, SANDY	21.96
Credit Card Charge	08/31/2021	aug 21	Amazon Marketplace.com - CMPL Credit...	13.24
Total 10-5440 · Periodicals - Adult				1,025.14
10-5450 · Circulating Technologies				
10-5451 · Circ Tech - Equipment				
Credit Card Charge	08/31/2021	080121	Techsoup - CMPL Credit Card	57.00
Total 10-5451 · Circ Tech - Equipment				57.00
10-5453 · Circ Tech - Subscriptions				
Credit Card Charge	08/31/2021	0813&081621	Netflix.com - CMPL Credit Card	35.98
Credit Card Charge	08/31/2021	0803&080421	HBOMAX.com - CMPL Credit Card	29.98
Credit Card Charge	08/31/2021	080421	Hulu - CMPL Credit Card	25.97
Credit Card Charge	08/31/2021	080321	Hulu - CMPL Credit Card	13.99
Total 10-5453 · Circ Tech - Subscriptions				105.92
Total 10-5450 · Circulating Technologies				162.92
10-5490 · Electronic Services				
10-5491 · Online Databases				
10-5492 · Online Databases - Adults				
Bill	09/17/2021	2018-620	OURDIGITALWORLD	1,450.84
Bill	09/17/2021	2000265590	STANDARD & POOR'S	8,992.00
Bill	09/17/2021	2010057	BRAINFUSE INC.	6,670.00
Total 10-5492 · Online Databases - Adults				17,112.84
Total 10-5491 · Online Databases				17,112.84

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-5494 · Digital Popular Materials				
10-5495 · Dig. Popular Materials - Adults				
Bill	09/17/2021	07001CO21316260	OVERDRIVE, INC.	731.45
Bill	09/17/2021	07001CO21316266	OVERDRIVE, INC.	1,182.78
Bill	09/17/2021	07001CO21330725	OVERDRIVE, INC.	443.47
Bill	09/17/2021	07001CO21330711	OVERDRIVE, INC.	115.00
Bill	09/17/2021	07001CO21328438	OVERDRIVE, INC.	685.92
Bill	09/17/2021	07001CO21319682	OVERDRIVE, INC.	996.80
Bill	09/17/2021	07001CO21322107	OVERDRIVE, INC.	443.50
Bill	09/17/2021	07001CO21322465	OVERDRIVE, INC.	332.18
Bill	09/17/2021	07001CO21322211	OVERDRIVE, INC.	891.71
Bill	09/17/2021	500926806	MIDWEST TAPE, LLC	8,549.64
Bill	09/17/2021	07001CO21344489	OVERDRIVE, INC.	778.47
Bill	09/17/2021	07001CO21344493	OVERDRIVE, INC.	438.32
Bill	09/17/2021	AUGUST 2021	BIBLIOTHECA, LLC	3,971.72
Bill	09/17/2021	07001CO21348643	OVERDRIVE, INC.	112.87
Bill	09/17/2021	07001CO21356681	OVERDRIVE, INC.	459.97
Bill	09/17/2021	07001CO21353670	OVERDRIVE, INC.	1,000.70
Bill	09/17/2021	07001CO21353679	OVERDRIVE, INC.	971.06
Bill	09/17/2021	07001CO21353713	OVERDRIVE, INC.	27.50
Total 10-5495 · Dig. Popular Materials - Adults				22,133.06
Total 10-5494 · Digital Popular Materials				22,133.06
Total 10-5490 · Electronic Services				39,245.90
10-5497 · Interlibrary Loan Fees				
Bill	09/17/2021	24734	IHLS-OCLC	328.24
Total 10-5497 · Interlibrary Loan Fees				328.24
Total 10-5400 · Materials				86,419.14
10-5500 · Processing				
10-5520 · Cataloging				
Bill	09/17/2021	24734	IHLS-OCLC	2,655.67
Bill	09/17/2021	500925325	MIDWEST TAPE, LLC	105.00
Total 10-5520 · Cataloging				2,760.67
Total 10-5500 · Processing				2,760.67
10-5600 · Supplies				
10-5611 · Supplies - Admin				
Bill	09/17/2021	6996785	DEMCO, INC.	23.22
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	89.82
Credit Card Charge	08/31/2021	083021	Amazon Marketplace.com - CMPL Credit...	24.99
Credit Card Charge	08/31/2021	080621	Protected Images - CMPL Credit Card	40.00
Credit Card Charge	08/31/2021	081721	Amazon Marketplace.com - CMPL Credit...	63.99
Credit Card Charge	08/31/2021	081521	Amazon Marketplace.com - CMPL Credit...	94.70
Bill	09/17/2021	INV-4660	SIGN A RAMA	280.00
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	114.11
Total 10-5611 · Supplies - Admin				730.83
10-5612 · Supplies - Adults				
Bill	09/17/2021	11062802	AMERICAN LIBRARY ASSOCIATION	76.41
Bill	09/17/2021	BO11083676	AMERICAN LIBRARY ASSOCIATION	29.90
Bill	09/17/2021	6988795	DEMCO, INC.	256.07
Total 10-5612 · Supplies - Adults				362.38
10-5613 · Supplies - Children's				
Credit Card Charge	08/31/2021	august 21	Amazon Marketplace.com - CMPL Credit...	29.99
Credit Card Charge	08/31/2021	082221	Amazon Marketplace.com - CMPL Credit...	71.96
Credit Card Charge	08/31/2021	081121	Amazon Marketplace.com - CMPL Credit...	109.88
Credit Card Charge	08/31/2021	082521	Amazon Marketplace.com - CMPL Credit...	17.90
Credit Card Charge	08/31/2021	083021	Amazon Marketplace.com - CMPL Credit...	22.36
Credit Card Charge	08/31/2021	080921	Oriental Trading Co - CMPL Credit Card	9.54
Credit Card Charge	08/31/2021	081021	Oriental Trading Co - CMPL Credit Card	72.90
Credit Card Charge	08/31/2021	081421	Amazon Marketplace.com - CMPL Credit...	131.85
Credit Card Charge	08/31/2021	august 21	Amazon Marketplace.com - CMPL Credit...	29.98
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	3.79
Total 10-5613 · Supplies - Children's				500.15

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-5614 · Supplies - Circulation				
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	581.57
Bill	09/17/2021	32987	GRAPHIC 14, INCORPORATED	580.94
Total 10-5614 · Supplies - Circulation				1,162.51
10-5615 · Supplies - Maintenance				
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	1,144.73
Bill	09/17/2021	081621-083121	LOWE'S	13.61
Bill	09/17/2021	081621-083121	LOWE'S	42.68
Bill	09/17/2021	622330 - 072821	ACE HARDWARE OF LIBERTYVILLE, I...	4.54
Bill	09/17/2021	081621-083121	LOWE'S	42.32
Bill	09/17/2021	137775168	ULINE, INC	140.84
Bill	09/17/2021	138321276	ULINE, INC	129.60
Credit Card Charge	08/31/2021	083021	JC Licht - CMPL Credit Card	116.07
Credit Card Charge	08/31/2021	081521	Amazon Marketplace.com - CMPL Credit...	63.24
Credit Card Charge	08/31/2021	082621	Ettorecleaning.com - CMPL Credit Card	166.19
Bill	09/17/2021	137775168	ULINE, INC	38.00
Total 10-5615 · Supplies - Maintenance				1,901.82
10-5617 · Supplies - Outreach				
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	8.14
Bill	09/17/2021	081621-083121	LOWE'S	8.78
Total 10-5617 · Supplies - Outreach				16.92
10-5618 · Supplies - Tech Services				
10-5625 · RFID Tags - Tech Services				
Bill	08/31/2021	INV-US46606	BIBLIOTHECA, LLC	125.00
Bill	08/31/2021	INV-US46606	BIBLIOTHECA, LLC	4,485.00
Total 10-5625 · RFID Tags - Tech Services				4,610.00
10-5618 · Supplies - Tech Services - Other				
Bill	09/17/2021	6996785	DEMCO, INC.	162.22
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	176.51
Bill	09/17/2021	6993055	DEMCO, INC.	113.68
Bill	09/17/2021	6990172	DEMCO, INC.	383.75
Bill	09/17/2021	6996129	DEMCO, INC.	147.11
Credit Card Charge	08/31/2021	082521	Amazon Marketplace.com - CMPL Credit...	125.38
Credit Card Charge	08/31/2021	082821	Amazon Marketplace.com - CMPL Credit...	45.40
Bill	09/17/2021	500867704	MIDWEST TAPE, LLC	157.99
Bill	09/17/2021	6995080	DEMCO, INC.	96.63
Bill	09/17/2021	6998113	DEMCO, INC.	107.94
Bill	09/17/2021	6991081	DEMCO, INC.	100.08
Credit Card Credit	08/31/2021	082621	Amazon Marketplace.com - CMPL Credit...	-7.76
Credit Card Charge	08/31/2021	august 21	Amazon Marketplace.com - CMPL Credit...	3.74
Credit Card Charge	08/31/2021	081121	Amazon Marketplace.com - CMPL Credit...	7.76
Total 10-5618 · Supplies - Tech Services - Other				1,620.43
Total 10-5618 · Supplies - Tech Services				6,230.43
10-5660 · Supplies - Computer				
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	1,992.97
Total 10-5660 · Supplies - Computer				1,992.97
10-5670 · Supplies - Paper				
Bill	09/17/2021	32987	GRAPHIC 14, INCORPORATED	913.00
Total 10-5670 · Supplies - Paper				913.00
10-5680 · Supplies - Staff Room				
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	204.55
Bill	09/17/2021	081621-083121	LOWE'S	84.55
Total 10-5680 · Supplies - Staff Room				289.10
Total 10-5600 · Supplies				14,100.11
10-5700 · Vehicles				
10-5710 · Bookmobile Fuel				
Bill	09/17/2021	1805	VILLAGE-VERNON	57.80
Total 10-5710 · Bookmobile Fuel				57.80

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-5720 · Bookmobile Maintenance/Repair				
Credit Card Charge	08/31/2021	081321	83RV Inc - CMPL Credit Card	118.69
Total 10-5720 · Bookmobile Maintenance/Repair				118.69
10-5730 · Bookmobile Delivery Service				
Bill	09/17/2021	AUGUST 2021	DITTMAN, SUSAN	45.36
Total 10-5730 · Bookmobile Delivery Service				45.36
10-5750 · Van Fuel				
Bill	09/17/2021	1805	VILLAGE-VERNON	192.60
Total 10-5750 · Van Fuel				192.60
10-5760 · Van Maintenance/Repair				
Credit Card Charge	08/31/2021	081221	North End Garage - CMPL Credit Card	100.00
Total 10-5760 · Van Maintenance/Repair				100.00
Total 10-5700 · Vehicles				514.45
10-5800 · Computer Operations				
10-5865 · Remote Communications Expenses				
Bill	09/17/2021	AUGUST 2021	LARSON, ANDREA	10.00
Bill	09/17/2021	AUGUST 2021	ECKMANN, ROBERT	10.00
Bill	09/17/2021	AUGUST 2021	GAFKA, DEBORAH	5.00
Bill	09/17/2021	AUGUST 2021	HADJIMITSOS, LAURA	5.00
Bill	09/17/2021	AUGUST 2021	KING, BECKY	10.00
Bill	09/17/2021	AUGUST 2021	COMPTON, PATRICIA	10.00
Bill	09/17/2021	AUGUST 2021	DOWNS SAMUELSON, HALEY	10.00
Bill	09/17/2021	AUGUST 2021	KRAUSE, DONNA	10.00
Bill	09/17/2021	AUGUST 2021	MORTON, MARK	10.00
Bill	09/17/2021	AUGUST 2021	SCHOENFIELD, SONIA	10.00
Bill	08/31/2021	JULY 2021	HANSEN, JO	10.00
Total 10-5865 · Remote Communications Expenses				100.00
10-5830 · Replacement Hardware/Software				
10-5831 · Rep Hrdwre/Sftwre - Admin				
Credit Card Charge	08/31/2021	080421	Skype.com - CMPL Credit Card	6.50
Credit Card Charge	08/31/2021	080221	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card Credit	08/31/2021	080321	Zoom.us - CMPL Credit Card	-9.67
Credit Card Credit	08/31/2021	080321	Zoom.us - CMPL Credit Card	-133.06
Credit Card Credit	08/31/2021	080321	Zoom.us - CMPL Credit Card	-7.74
Credit Card Credit	08/31/2021	080421	Zoom.us - CMPL Credit Card	-92.40
Credit Card Charge	08/31/2021	081121	ADOBE - CMPL Credit Card	382.37
Credit Card Charge	08/31/2021	080921	qr-code-generator.com - CMPL Credit Ca...	119.88
Credit Card Charge	08/31/2021	081021	SurveyMonkey - CMPL Credit Card	384.00
Credit Card Charge	08/31/2021	080721	Amazon Marketplace.com - CMPL Credit...	109.55
Bill	09/17/2021	8638	RAILS	15,000.00
Bill	09/17/2021	29082	COMPUTER VIEW, INC.	300.00
Bill	09/17/2021	21977	E2 SERVICES, INC.	7,059.12
Bill	09/17/2021	21973	E2 SERVICES, INC.	7,059.12
Credit Card Charge	08/31/2021	080921	Amazon Marketplace.com - CMPL Credit...	117.96
Credit Card Credit	08/31/2021	082521	ADOBE - CMPL Credit Card	-22.49
Credit Card Charge	08/31/2021	082021	Amazon Marketplace.com - CMPL Credit...	47.85
Credit Card Charge	08/31/2021	082721	Screencastify - CMPL Credit Card	98.00
Credit Card Charge	08/31/2021	080321	Zoom.us - CMPL Credit Card	719.75
Credit Card Credit	08/31/2021	080321	Zoom.us - CMPL Credit Card	-52.41
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				31,116.33
Total 10-5830 · Replacement Hardware/Software				31,116.33
10-5840 · LAN Services				
Bill	09/17/2021	29082	COMPUTER VIEW, INC.	44,100.00
Total 10-5840 · LAN Services				44,100.00
10-5860 · Internet				
Bill	09/17/2021	S660366366-21244	AT&T	711.46
Bill	09/17/2021	129991189	COMCAST	921.00
Total 10-5860 · Internet				1,632.46
Total 10-5800 · Computer Operations				76,948.79

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-5900 · Utilities				
10-5910 · Electricity				
Bill	10-5911 · Electricity - Aspen 09/17/2021	60222975601	CONSTELLATION NEW ENERGY, INC.	5,050.25
	Total 10-5911 · Electricity - Aspen			5,050.25
Bill	10-5912 · Electricity - Cook Park 09/17/2021	60223125301	CONSTELLATION NEW ENERGY, INC.	7,948.92
	Total 10-5912 · Electricity - Cook Park			7,948.92
	Total 10-5910 · Electricity			12,999.17
10-5920 · Gas				
Bill	10-5921 · Gas - Aspen 09/17/2021	3248883	CONSTELLATION NATURAL GAS	144.25
	Total 10-5921 · Gas - Aspen			144.25
Bill	10-5922 · Gas - Cook Park 09/17/2021	3248883	CONSTELLATION NATURAL GAS	332.57
	Total 10-5922 · Gas - Cook Park			332.57
	Total 10-5920 · Gas			476.82
10-5930 · Water				
Bill	10-5932 · Water - Cook Park 09/17/2021	060121-081221	VILLAGE-LIBERTYVILLE	849.61
	Total 10-5932 · Water - Cook Park			849.61
	Total 10-5930 · Water			849.61
	Total 10-5900 · Utilities			14,325.60
10-6000 · Telephone				
Bill	10-6010 · Telephone 08/15/2021	435684	CALL ONE	1,112.80
Bill	09/17/2021	445911	CALL ONE	1,112.80
	Total 10-6010 · Telephone			2,225.60
Bill	10-6020 · Bookmobile - Telephone 08/31/2021	9886460011	VERIZON WIRELESS SERVICES LLC	227.88
	Total 10-6020 · Bookmobile - Telephone			227.88
	Total 10-6000 · Telephone			2,453.48
10-6100 · Postage				
Bill	08/31/2021	17928748 - 083121	PITNEY BOWES - RESERVE ACCOUNT	1,000.00
	Total 10-6100 · Postage			1,000.00
10-6200 · Maintenance				
10-6210 · Janitorial Service				
Bill	10-6211 · Janitorial Service - Aspen 09/17/2021	C18505	COMPLETE CLEANING COMPANY, INC.	2,160.00
	Total 10-6211 · Janitorial Service - Aspen			2,160.00
Bill	10-6212 · Janitorial Service - Cook Park 09/17/2021	C18505	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				
Bill	10-6221 · Landscaping - Aspen 09/17/2021	9777	LANDSCAPE CONCEPTS, INC.	773.87
	Total 10-6221 · Landscaping - Aspen			773.87
Bill	10-6222 · Landscaping - Cook Park 09/17/2021	9776	LANDSCAPE CONCEPTS, INC.	517.12
	Total 10-6222 · Landscaping - Cook Park			517.12
	Total 10-6220 · Landscaping Service			1,290.99

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-6240 · Trash Removal				
10-6242 · Trash Removal - Cook Park				
General Journal	08/31/2021	3079	GROOT INDUSTRIES, INC.	220.82
Total 10-6242 · Trash Removal - Cook Park				220.82
Total 10-6240 · Trash Removal				220.82
10-6250 · Miscellaneous				
10-6251 · Misc. Maintenance - Aspen				
Bill	09/17/2021	8866177	ANDERSON PEST SOLUTIONS	93.40
Bill	09/17/2021	5593	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen				291.40
10-6252 · Misc. Maintenance - Cook Park				
Bill	09/17/2021	DWWZ484	IRON MOUNTAIN INCORPORATED	91.20
Bill	09/17/2021	5593	AMS OF NORTHERN ILLINOIS	149.00
Bill	09/17/2021	015600CS312294	AMBIUS, LLC (19)	347.98
Total 10-6252 · Misc. Maintenance - Cook Park				588.18
Total 10-6250 · Miscellaneous				879.58
Total 10-6200 · Maintenance				8,014.11
10-6300 · Repair				
10-6330 · Mechanical Repairs				
10-6331 · Mechanical Repairs - Aspen				
Bill	09/17/2021	ASPEN HCRS - 0921	VILLAGE-VERNON	185.00
Total 10-6331 · Mechanical Repairs - Aspen				185.00
10-6332 · Mechanical Repairs - Cook Park				
Bill	09/17/2021	JO14668	SHERMAN MECHANICAL, INC.	2,543.00
Total 10-6332 · Mechanical Repairs - Cook Park				2,543.00
Total 10-6330 · Mechanical Repairs				2,728.00
10-6340 · Service Contracts-Mech. & Bldg.				
10-6341 · Service Contracts - Aspen				
Bill	08/31/2021	438717	FIRE & SECURITY SERVICES, INC.	219.00
Bill	08/31/2021	47722	ESSCOE, L.L.C.	384.00
Bill	09/17/2021	800015891	CARRIER CORPORATION	895.00
Total 10-6341 · Service Contracts - Aspen				1,498.00
10-6342 · Service Contracts - Cook Park				
Bill	09/17/2021	47721	ESSCOE, L.L.C.	1,128.00
Total 10-6342 · Service Contracts - Cook Park				1,128.00
Total 10-6340 · Service Contracts-Mech. & Bldg.				2,626.00
10-6360 · Office Machine Service Contract				
Bill	08/15/2021	9007911153	KONICA MINOLTA BUSINESS SOLUTI...	160.50
Bill	09/17/2021	9007981759	KONICA MINOLTA BUSINESS SOLUTI...	696.79
Total 10-6360 · Office Machine Service Contract				857.29
Total 10-6300 · Repair				6,211.29
10-6500 · Professional Services				
10-6520 · Legal Services				
Bill	09/17/2021	219956	KLEIN, THORPE AND JENKINS, LTD.	1,070.97
Total 10-6520 · Legal Services				1,070.97
10-6540 · Payroll Processing				
General Journal	08/30/2021	3075		646.14
General Journal	09/10/2021	3084		348.10
Total 10-6540 · Payroll Processing				994.24
10-6550 · Documentation Publishing				
Bill	09/17/2021	190299	PADDOCK PUBLICATIONS, INC.	36.80
Total 10-6550 · Documentation Publishing				36.80

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
Bill	09/17/2021	35796-082021	PEOPLEFACTS	91.62
Total 10-6560 · Recruitment				91.62
Total 10-6500 · Professional Services				2,193.63
10-6600 · Improvements				
10-6610 · Furniture				
Bill	09/17/2021	138279370	ULINE, INC	916.65
Total 10-6612 · Furniture - Adults				916.65
Total 10-6610 · Furniture				916.65
10-6630 · Equipment				
Bill	08/31/2021	072121-080521	SAM'S CLUB DIRECT	497.99
Total 10-6631 · Equipment - Admin				497.99
Total 10-6630 · Equipment				497.99
10-6650 · Copiers & Other Leased Equip				
Bill	09/17/2021	38405679	KONICA MINOLTA	511.35
Total 10-6650 · Copiers & Other Leased Equip				511.35
Total 10-6600 · Improvements				1,925.99
10-6700 · Community Relations				
10-6710 · Newsletter				
Bill	09/17/2021	17803	VOGUE PRINTERS	7,847.00
Total 10-6710 · Newsletter				7,847.00
10-6712 · Graphics				
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	151.68
Total 10-6712 · Graphics				151.68
10-6720 · Programming - Adult				
10-6721 · Programs - Performances				
Bill	09/17/2021	SEPTEMBER 2021 YOGA	HINSON, HAILEY AHANNA	150.00
Bill	08/31/2021	SEPTEMBER 8, 2021	HINSON, HAILEY AHANNA	30.00
Bill	09/17/2021	OCTOBER 10, 2021	GARY E. MIDKIFF & COMPANY	210.00
Bill	09/17/2021	SEPT 2021 MEDITATION	HINSON, HAILEY AHANNA	120.00
Bill	08/31/2021	SEPTEMBER 9, 2021	HINSON, HAILEY AHANNA	30.00
Bill	09/17/2021	SEPTEMBER 28, 2021	JUSTMAN, STEVEN H.	100.00
Bill	09/17/2021	SEPTEMBER 30, 2021	MICHALSKI, BRIAN	250.00
Bill	09/17/2021	SEPT 2021 TAI CHI	HINSON, HAILEY AHANNA	90.00
Total 10-6721 · Programs - Performances				980.00
10-6722 · Book Discussions&Author Events				
Bill	09/17/2021	15	VERNON AREA PUBLIC LIBRARY DIS...	1,250.00
Total 10-6722 · Book Discussions&Author Events				1,250.00
10-6725 · Genealogy				
Bill	09/17/2021	SEPTEMBER 23, 2021	HUBBARD, DANIEL	175.00
Total 10-6725 · Genealogy				175.00
10-6726 · Computer				
Bill	09/17/2021	SEPTEMBER 27, 2021	MONTANO, ESTEVAN	150.00
Bill	09/17/2021	SEPTEMBER 23, 2021	MONTANO, ESTEVAN	150.00
Bill	09/17/2021	SEPTEMBER 28, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer				450.00
Total 10-6720 · Programming - Adult				2,855.00
10-6730 · Programming - Young Adult				
10-6731 · Programs - YA (Other)				
Bill	09/17/2021	WALMART - 090821	MORTON, MARK	24.68
Total 10-6731 · Programs - YA (Other)				24.68
Total 10-6730 · Programming - Young Adult				24.68

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report

August 14 through September 17, 2021

Type	Date	Num	Name	Paid Amount
10-6740 · Programming - Children's				
Credit Card Charge	08/31/2021	august 21	Amazon Marketplace.com - CMPL Credit...	74.51
Credit Card Charge	08/31/2021	082221	Amazon Marketplace.com - CMPL Credit...	92.69
Credit Card Charge	08/31/2021	081421	Amazon Marketplace.com - CMPL Credit...	59.96
Credit Card Charge	08/31/2021	081221	Lakeshore Learning - CMPL Credit Card	26.98
Credit Card Charge	08/31/2021	081821	Walmart.com - CMPL Credit Card	14.98
Credit Card Charge	08/31/2021	081121	Amazon Marketplace.com - CMPL Credit...	99.39
Bill	09/17/2021	SPRING 2021	VRABLIK II, SCOTT STEVEN	525.00
Credit Card Charge	08/31/2021	081921	Amazon Marketplace.com - CMPL Credit...	12.28
Credit Card Charge	08/31/2021	081321	Amazon Marketplace.com - CMPL Credit...	59.98
Credit Card Charge	08/31/2021	081121	Amazon Marketplace.com - CMPL Credit...	92.78
Credit Card Charge	08/31/2021	082521	Amazon Marketplace.com - CMPL Credit...	23.96
Credit Card Credit	08/31/2021	081621	Amazon Marketplace.com - CMPL Credit...	-27.65
Credit Card Charge	08/31/2021	081521	Amazon Marketplace.com - CMPL Credit...	132.87
Credit Card Charge	08/31/2021	august 21	Amazon Marketplace.com - CMPL Credit...	123.07
Credit Card Charge	08/31/2021	08172021	Amazon Marketplace.com - CMPL Credit...	33.64
Credit Card Charge	08/31/2021	august 21	Amazon Marketplace.com - CMPL Credit...	98.45
Bill	08/31/2021	072121-080521	SAM'S CLUB DIRECT	11.94
Credit Card Charge	08/31/2021	080621	Target Store - CMPL Credit Card	17.79
Credit Card Charge	08/31/2021	081421	Amazon Marketplace.com - CMPL Credit...	9.90
Total 10-6740 · Programming - Children's				1,482.52
10-6760 · Promotions/Prizes				
10-6761 · Promotions/Prizes- Admin/Gen				
Credit Card Charge	08/31/2021	080421	Lake Street Rental - CMPL Credit Card	1,500.00
Check	09/17/2021	56209	WAREHOUSE DIRECT OFFICE PROD...	-39.75
Bill	09/17/2021	S55660	BOOKPAGE	1,200.50
Credit Card Charge	08/31/2021	080821	Amazon Marketplace.com - CMPL Credit...	57.09
Credit Card Credit	08/31/2021	080921a	Amazon Marketplace.com - CMPL Credit...	-0.70
Credit Card Credit	08/31/2021	080921b	Amazon Marketplace.com - CMPL Credit...	-0.70
Credit Card Credit	08/31/2021	080921c	Amazon Marketplace.com - CMPL Credit...	-0.88
Credit Card Credit	08/31/2021	080921d	Amazon Marketplace.com - CMPL Credit...	-3.71
Total 10-6761 · Promotions/Prizes- Admin/Gen				2,711.85
Total 10-6760 · Promotions/Prizes				2,711.85
10-6780 · Digital Studios				
10-6781 · Digital Studios - Equipment				
Credit Card Charge	08/31/2021	082121	Amazon Marketplace.com - CMPL Credit...	377.92
Credit Card Credit	08/31/2021	081521	Amazon Marketplace.com - CMPL Credit...	-35.99
Credit Card Credit	08/31/2021	083021	Amazon Marketplace.com - CMPL Credit...	-47.98
Total 10-6781 · Digital Studios - Equipment				293.95
Total 10-6780 · Digital Studios				293.95
10-6790 · Workshops				
10-6793 · Workshops - Programs/Classes				
Bill	08/31/2021	MICHAELS - 072621	MURROW, JOE	21.84
Total 10-6793 · Workshops - Programs/Classes				21.84
10-6794 · Workshops - Supplies				
Credit Card Charge	09/01/2021	090121	Amazon Marketplace.com - CMPL Credit...	36.15
Credit Card Charge	08/31/2021	081321	Amazon Marketplace.com - CMPL Credit...	80.45
Total 10-6794 · Workshops - Supplies				116.60
Total 10-6790 · Workshops				138.44
Total 10-6700 · Community Relations				15,505.12
20-8210 · Employer IMRF Disbursements				
General Journal	08/27/2021	3076		20,909.12
General Journal	09/10/2021	3085		18,299.41
Total 20-8210 · Employer IMRF Disbursements				39,208.53
20-8250 · Employer Soc Security Tax Disb				
General Journal	08/27/2021	3076		14,608.56
General Journal	09/10/2021	3085		12,856.38
Total 20-8250 · Employer Soc Security Tax Disb				27,464.94
Total Expense				712,178.80
Net Ordinary Income				882,209.37
Net Income				882,209.37



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

	August 2019			August 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,355	34,466	43,821	8,006	30,485	38,491	-12.16%
Reciprocal Borrowing Patrons	497	6,552	7,049	406	5,631	6,037	-14.36%
Total	9,852	41,018	50,870	8,412	36,116	44,528	-12.47%

Visitors

	August 2019	August 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Aspen Drive Library	18,748	10,503	-43.98%	41,567	20,841
Cook Park Library	28,884	15,391	-46.71%	62,957	30,238	-51.97%
Drive-Up	1,399	1,369	-2.14%	2,823	2,789	-1.20%
Outreach	1,587	316	-80.09%	3,342	761	-77.23%
Total	50,618	27,579	-45.52%	110,689	54,629	-50.65%

Program Attendance

	August 2019	August 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Adult	878	773	-11.96%	1,888	1,477
Juvenile	1,206	938	-22.22%	3,357	2,228	-33.63%
Young Adult	26	7	-73.08%	74	46	-37.84%
	2,110	1,718	-18.58%	5,319	3,751	-29.48%

Special Services

	August 2019	August 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Reference Questions	7,402	4,986	-32.64%	16,006	10,564
Library App Users		448			829	
Online Databases*	2,898	2,309	-20.32%	5,395	4,789	-11.23%
www.cooklib.org	84,342	74,835	-11.27%	173,912	153,224	-11.90%
Holds Placed	15,999	14,209	-11.19%	32,650	28,629	-12.32%
Holds Filled	14,131	12,048	-14.74%	28,062	24,503	-12.68%
Homebound Items Delivered	1,035	804	-22.32%	2,193	1,526	-30.41%

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

Collection Size

	August 2019					August 2021					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	45,623	37,475		83,098	31.60%	48,594	42,705		91,299	33.44%	9.87%
Cook Park Library	55,876	109,174	146	165,196	62.83%	56,819	109,057	142	166,018	60.80%	0.50%
Outreach	11,601	3,031	14	14,646	5.57%	12,747	2,973	13	15,733	5.76%	7.42%
Total	113,100	149,680	160	262,940		118,160	154,735	155	273,050		3.84%

Librarian's Statistical Report - August 2021 - Page 2

Circulation

	August 2019				August 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	12,295	23,002		35,297	11,415	22,161		33,576	-4.88%
Foreign Language	373	432		805	187	262		449	-44.22%
Large Type	1,708	26		1,734	1,568	20		1,588	-8.42%
Nonfiction	8,782	5,368		14,150	6,804	4,985		11,789	-16.69%
Periodicals	1,495	153		1,648	1,349	130		1,479	-10.25%
Subtotal Print	24,653	28,981		53,634	21,323	27,558		48,881	-8.86%
Bags and Containers			25	25			16	16	-36.00%
Equipment	175	7		182	118	7		125	-31.32%
Interlibrary Loan			187	187			109	109	-41.71%
LINKin	1,459			1,459	1,112			1,112	-23.78%
Multimedia		80		80		63		63	-21.25%
Other			19	19			11	11	-42.11%
Subtotal Other	1,634	87	231	1,952	1,230	70	136	1,436	-26.43%
eAudiobooks			3,962	3,962			5,030	5,030	26.96%
eBooks			6,007	6,007			7,271	7,271	21.04%
eMagazines			1,303	1,303			846	846	-35.07%
eMusic			317	317			287	287	-9.46%
eVideo			538	538			995	995	84.94%
Subtotal Downloadables			12,127	12,127			14,429	14,429	18.98%
Audiobooks	1,209	734		1,943	555	475		1,030	-46.99%
Compact Discs	2,524	508		3,032	1,423	358		1,781	-41.26%
DVDs, Blu-Ray	18,519	8,165		26,684	8,800	3,298		12,098	-54.66%
Video Games	592	1,208		1,800	479	882		1,361	-24.39%
Subtotal Audiovisual	22,844	10,615		33,459	11,257	5,013		16,270	-51.37%
Grand Total All Agencies	49,131	39,683	12,358	101,172	33,810	32,641	14,565	81,016	-19.92%

Agency Subtotals

	August 2019	August 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Downloadables	12,127	14,429	18.98%	24,559	28,515	16.11%
Aspen Drive Library	23,544	18,862	-19.89%	52,830	39,906	-24.46%
Cook Park Library	59,303	45,336	-23.55%	124,038	93,963	-24.25%
Outreach	6,198	2,389	-61.46%	12,451	5,026	-59.63%
Total	101,172	81,016	-19.92%	213,878	167,410	-21.73%



Director's Report September 2021

David Archer, Library Director

All-Staff Training

The Library was closed the morning of Friday, September 10 for staff training. Highlights:

- Anti-harassment training by Stephanie Haywood, LCPC, Perspectives Ltd. The training satisfies the State of Illinois requirement for annual sexual harassment training for businesses.
- Recap of the 2021 American Library Association annual conference attended by staff.

COVID Operations Update

- On August 30, Gov. Pritzker issued an executive order mandating the wearing of masks in indoor public settings. Masks are required for all visitors age 2+ in public areas of the Library. The executive order permits employees to remove masks in office settings when six feet of distance can be consistently maintained.
- It was recently announced that employees working for private sector businesses with 100 or more employees will be mandated by OSHA to either receive a vaccination or submit to weekly COVID-19 testing. Per the law firm Ancel Glink, this plan does not currently apply to state, county, or local governments. As a reminder, 97.4% of library staff are fully vaccinated.

Hawthorn School for Young Learners

District 73's Hawthorn School for Young Learners (HSYL) opened last year adjacent to the Aspen Drive Library. The school was constructed exclusively for kindergarten students in order to free up needed classroom space at the District's grade schools. The enrollment for the current school year is 245.

On August 19, Student Services Coordinator Amy VanGoethem and Librarian Amy Heatherman attended HSYL's Family Night to promote library services and sign-up new kindergarteners for library cards. Staff met families and promoted library programs and services. During the school year, a librarian will visit each of the 13 kindergarten classrooms at HSYL for story time, games, and crafts.

Odds & Ends

- Sixteen **new wireless access points** (wifi) have been installed at each library location. We received a 40% discount (reimbursed to the vendor by the federal government) on costs as part of our participation in the federal eRate program. Additionally, new network firewall appliances are in the final stages of configuration. The firewalls were also purchased at a 40% discount.
- Our **centennial month** is coming up in October. In lieu of a big gathering, we'll have fun, passive events on Sunday, October 17 (Cook Park Library) and on Sunday, October 24 (Aspen Drive Library) from 2-4 p.m. Each building will give out door prizes to the first 100 patrons in and will have 1920s trivia questions, selfie photo stations, games with CMPLD-branded prizes, and CMPLD-specific coloring pages. The Libertyville-Mundelein Historical Society has also graciously agreed to open up the Cook Home for self-guided tours during the event at Cook Park Library.
- An email was sent on August 25 to all trustees detailing legal counsel's opinion on one feature of the Library's Be-A-Voter webpage. As this is not an actionable item, any questions or comments can be made during the Communications portion of tonight's meeting.

Cook Memorial Public Library District

Investment Maturity Schedule

August 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
Goldman Sachs BK USA New York, NY CD	16-Aug-2021	17-Feb-2023	125,000	0.200%							125,000		
Total Special Reserve			370,000		-	-	-	-	-	-	125,000	245,000	370,000
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
State BK India New York, NY CD	16-Aug-2021	16-Aug-2022	125,000	0.150%					125,000				
Total General Fund			370,000		-	-	-	245,000	125,000	-	-	-	370,000
Total Investments			740,000		-	-	-	245,000	125,000	-	125,000	245,000	740,000
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
12-Aug-2021	State BK India New York, NY CD (08/16/21)	Purchase	.150% - Due 08/16/22	125,000.00			125,000.00								
12-Aug-2021	Goldman Sachs BK USA New York, NY (08/16/21)	Purchase	.200% - Due 02/17/23		125,000.00		125,000.00								
16-Aug-2021	UBS Bk USA Salt Lake City UT CD	Interest					0.00				20.81				
31-Aug-2021	Chase Bank						0.00	2.46	8.75	11.21			2.46	8.75	11.21
31-Aug-2021	Ending Balance			370,000.00	370,000.00	0.00	740,000.00	56,455.68	200,985.26	357,430.44	40.95	0.00	4.76	16.84	21.60

Position Summary

Cook Memorial Public Library

Report date as of Aug 31, 2021

Report run time: September 01, 2021 07:07 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc Accr Int	CY Cost Yld	Div/Int Rate	YTM
Cook Memorial PLD General / ... 6412			370,000.00		369,925.14	-74.86	-0.02	432.50 7.71	0.12 0.12		
CD			370,000.00		369,925.14	-74.86	-0.02	432.50 7.71	0.12 0.12		
125,000	***STATE BK INDIA NEW YORK N Y C/D FDIC INS TO LIMITS 856285WT4060	08/16/2022	125,000.00	100.0144	125,018.00	18.00	0.01	187.50 7.71	0.15 0.15	0.15	0.00
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90348JM56060	06/16/2022	245,000.00	99.9621	244,907.14	-92.86	-0.04	245.00 0.00	0.10 0.10	0.10	0.00
Cook Memorial PLD Special Res / ... 6414			370,000.00		369,225.30	-774.70	-0.21	617.50	0.17 0.17		
CD			370,000.00		369,225.30	-774.70	-0.21	617.50	0.17 0.17		
245,000	FLAGSTAR BK FSB TROY MICH C/D FDIC INS TO LIMITS 33847E4M6060	06/16/2023	245,000.00	99.7164	244,305.18	-694.82	-0.28	367.50 0.00	0.15 0.15	0.15	0.00
125,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38149MYJ6060	02/17/2023	125,000.00	99.9361	124,920.12	-79.88	-0.06	250.00 0.00	0.20 0.20	0.20	0.00
Total			740,000.00		739,150.44	-849.56	-0.11	1,050.00 7.71	0.14 0.14		

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
31-Aug-2021		Interest	For August 2021	2.28	135.55	137.83			2.28	135.55	137.83
						0.00					0.00
31-Aug-2021	Ending Balance			10,762.63	641,079.59	651,842.22	0.00	0.00	4.55	271.06	275.61

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
31-Aug-2021	Wintrust Bank	Interest	For August 2021	321.26	321.26
31-Aug-2021	Ending Balance			5,230,574.70	622.16

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
31-Aug-2021	Wintrust Bank	Interest	For August 2021	21.66	21.66
31-Aug-2021	Ending Balance			1,231,606.34	41.90



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: September 21, 2021

FROM: David Archer, Library Director
Russ Cerqua, Business Manager

AGENDA ITEM: Report of Committees – Building & Grounds.

At the August 12, 2021 Building and Grounds Committee meeting, committee members prioritized the following capital projects to explore further:

1. Replace **brick pavers** at Aspen Drive main entry. The bricks are shifting and lifting, creating a trip hazard. It is recommended that pavers be removed and replaced rather than repairing. Cost of this project will exceed \$25,000 and is subject to state competitive bidding practices. Committee directed staff to obtain replacement options from architect and report back at next B&G meeting for further discussion.
2. Acquire the services of an electrical engineer to provide updated and accurate **electrical documentation** for the lighting grid at Cook Park, a necessary step in order to proceed with an upgrade to LED lights. The committee directed staff to obtain quotes for this service and report back to committee. Staff has since learned that the electrical contractor for the 2011 expansion and renovation has drawings that may be very close to what we need. Staff will report back to committee.
3. Evaluate and repair/replace **metal window frames** at the Cook Park Library. Some older interior and exterior frames are showing corrosion and pitting and are in need of repair. Committee directed staff to consult with contractors for evaluation and report back to committee.

The committee also looked at the following projects:

1. Replace **key FOB** door entries at both locations.
2. Add **automatic openers** to restroom doors.
3. Investigate the installation of **solar panels** on the roof at both locations.

**BUDGET AND APPROPRIATION ORDINANCE
2021-2022**

**AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND
APPROPRIATION OF FUNDS FOR COOK MEMORIAL PUBLIC LIBRARY
DISTRICT, LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON
THE 1ST DAY OF JULY, 2021, AND ENDING ON THE 30TH DAY OF JUNE, 2022**

WHEREAS, the Board of Library Trustees for the Cook Memorial Public Library District, Lake County, Illinois, caused to be prepared in tentative form a Combined Annual Budget and Appropriation Ordinance, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the 21st day of September, 2021, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

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

Section 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2021, and end on June 30, 2022.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year, and the sum of \$16,573,887 or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the Cook Memorial Public Library District, as hereinafter specified for said fiscal year.

PART I

Estimated Revenue Available

Item 1:	Balance on hand as of July 1, 2020	\$ 6,796,887
Item 2:	Receipts during current fiscal year from library district levy of 2020 and prior years, and receipts from other sources such as fines, rentals and donations	\$ 9,777,000
Item 3:	Working Cash Fund (\$555,776) Not to be considered an asset of the District	
	TOTAL ESTIMATED AMOUNT AVAILABLE	<u>\$ 16,573,887</u>

PART II
Estimated Expenditures (Appropriations) – General Fund

<u>Account</u>	<u>Amount Appropriated</u>
Salaries	\$4,979,000
Benefits	548,000
Training	45,000
Materials (Books/Periodicals/Databases)	1,250,000
Processing	42,000
Supplies	148,000
Vehicle Operations	35,000
Computer Operation	580,000
Utilities	205,000
Telephone	40,000
Postage	15,000
Maintenance	199,000
Repair	153,000
Insurance	80,000
Professional Services	108,000
Improvements	80,000
Community Relations	195,000
Rent	5,000
Contingencies	50,000
Debt Service	985,000
Capital Improvement Projects	<u>110,000</u>
 TOTAL ESTIMATED GENERAL FUND EXPENSES	 <u>\$9,852,000</u>

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III
Estimated Expenditures (Appropriations) – Special Reserve Fund

Repairs/replacements to existing buildings	\$1,000,000
 TOTAL ESTIMATED SPECIAL RESERVE FUND EXPENSES	 <u>\$1,000,000</u>

The foregoing appropriation is hereby appropriated from the unexpended balances of the proceeds received annually from public library taxes unexpended and accumulated pursuant to 75 Illinois Compiled Statutes 16/40-50 as noted in Section 6 herein and is in addition to the other appropriations set forth herein.

PART IV

Estimated Expenditures (Appropriations) – Illinois Municipal Retirement Fund

Illinois Municipal Retirement Fund	<u>\$ 561,000</u>
------------------------------------	--------------------------

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District’s contributions to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law.

PART V

Estimated Expenditures (Appropriations) – Social Security

Social Security – Employer’s Contributions	<u>\$ 378,000</u>
-----------------------------------------------	--------------------------

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District’s contributions to Social Security and is in addition to all other library district taxes as provided by law.

SUMMARY

TOTAL APPROPRIATION FOR GENERAL FUND EXPENSES	\$9,852,000
TOTAL APPROPRIATION FOR IMRF	561,000
TOTAL APPROPRIATION FOR SOCIAL SECURITY	378,000
TOTAL APPROPRIATION FROM SPECIAL RESERVE FUND	1,000,000
TOTAL ALL FUNDS	<u>\$11,791,000</u>

Section 3: That all unexpended balances of any item or items of any general appropriation in this Ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

Section 4: That the invalidity of any item or section of this Ordinance shall not affect the validity of the whole or part thereof.

Section 5: That all ordinances or parts of ordinances conflicting with any provision of this Ordinance be and the same are hereby repealed.

Section 6: That the Board of Library Trustees of the Cook Memorial Public Library District has established a Special Reserve Fund to be accumulated from the unexpended balance from the proceeds received from the library taxes levied for the year 1992 and subsequent years, said fund to be accumulated and set aside as a Special Reserve Fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with Chapter 75, Act 16, 40-50 of the Illinois Compiled Statutes as amended, and that said Board of Library Trustees shall adopt a plan or plans pursuant to the provisions of Article 40 of the Public Library District Act of 1991.

Section 7: That this Ordinance shall be in full force and effect from and after passage and publication as provided by law.

ADOPTED this 21st day of September, 2021, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAINS: _____

ABSENT: _____

DATE OF ENACTMENT _____

EFFECTIVE DATE _____

President, Wendy Vieth

Secretary, Karen Singer



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: September 21, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Approval of Resolution 2021-2022/5, Adopting Revised Personnel Policy /
Appointing Library Director as Auditing Official for Whistleblower Claims

Earlier in the year, Governor Pritzker signed the SAFE-T (Safety, Accountability, Fairness and Equity – Today) Act, Public Act 101-0652, into law. Among other things, the SAFE-T Act amended the Public Officer Prohibited Activities Act to allow a unit of local government to appoint an Auditing Official for whistleblower claims.

The Auditing Official is an elected, appointed, or hired individual in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government.

The Public Officer Prohibited Activities Act stipulates that if a local unit of government does not appoint an Auditing Official, “the Auditing Official shall be a State’s Attorney of the county in which the unit of local government is located within.”

Please find attached the following documents:

1. Memorandum from the Library’s attorney, Jim Ferolo, explaining the SAFE-T Act. Mr. Ferolo recommends that the Board decide whether to appoint its own Auditing Official or, by default, permit the Lake County State’s Attorney to serve as the Library’s Auditing Official. Mr. Ferolo states that given the Library Director’s central role in investigating personnel matters and whistleblower complaints, the appointment of the Director is a logical choice. Ultimately, it is up to the board to decide.
2. Letter from Lake County State’s Attorney Eric Rinehart requesting that the board determine the Library’s Auditing Official.
3. Text from the portion of the SAFE-T Act concerning the Auditing Official position.
4. Revised Personnel Policy drafted by legal counsel to add language to the Whistleblower Protection section to be in compliance with the SAFE-T Act. The Policy presumes that the Director is named as the Auditing Official.
5. Resolution 2021-22/5, which adopts the revised Personnel Policy and appoints the Library Director as Auditing Official for Whistleblower Claims.



20 N. Wacker Drive, Ste 1660
Chicago, Illinois 60606-2903
T 312 984 6400 F 312 984 6444

15010 S. Ravinia Avenue, Ste 10
Orland Park, Illinois 60462-5353
T 708 349 3888 F 708 349 1506

CONFIDENTIAL ATTORNEY CLIENT PRIVILEGED MEMORANDUM

TO: Director David Archer-Cook Memorial Public Library District
FROM: James V. Ferolo-Klein, Thorpe and Jenkins, Ltd.
DATE: July 6, 2021
RE: Appointment of an Auditing Official for Whistleblower Claims

On February 22, 2021, Governor JB Pritzker signed the SAFE-T (Safety, Accountability, Fairness and Equity – Today) Act, Public Act 101-0652, into law. Among other things, the SAFE-T Act amended the Public Officer Prohibited Activities Act (the “Act”) to add Section 4.1 allows for every unit of local government to appoint an “auditing official.” The auditing official is an:

elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality.

If a local unit of government does not appoint an auditing official, then Section 4.1(i) of the Act provides, “*the "auditing official" shall be a State’s Attorney of the county in which the unit of local government is located within.*”

I have attached to this memorandum the portion of the SAFE-T Act concerning the new “auditing official” position for your review. The attached should be provided to employees once written processes and procedures are established for reporting claims. The Cook Library District can use the same procedures for reporting claims found in its Sexual Harassment Policy. Please note, under this new law, the auditing official has certain powers, including the right to reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. The auditing official may also make his or her findings available for the purpose of aiding the employee or employee’s attorney’s effort to make the employee whole.

I recommend the Library Board review this matter and decide whether to appoint its own auditing official or, by default, permit the Lake County State’s Attorney to serve as the Library’s auditing official. Given the Director’s central role in personnel matters under the Library District Act, the Director is a logical choice. You can also designate the Library’s General Counsel as the auditing official. If the District decides to designate an auditing official in lieu of allowing the

State's Attorney to handle the role by default, the designation should be made through a formal resolution adopted by the Board. If an auditing official is selected by the Board, we can assist in drafting processes and procedures for reporting claims.



OFFICE OF THE
STATE'S ATTORNEY
LAKE COUNTY, ILLINOIS
ERIC F. RINEHART
STATE'S ATTORNEY

June 30, 2021

Dear Local Leader:

As many of you know, Public Act 101-0652 – dubbed the SAFE-T Act, goes into effect on July 1, 2021.

There is a new provision under 50 ILCS 105/4.1 which requires every “unit of local government” to designate an “auditing official” for Whistleblower claims. If you are receiving this letter, you are a representative, official, or lawyer for a “unit of local government.”

Here is the new language:

[50 ILCS 105/4.1 \(ilga.gov\)](#)

Please consult with the decision-makers of your unit of government and/or legal counsel and let us know what individual or agency you have selected to be your “auditing official” under the Act.

Please send us your selection as soon as possible in writing to:

Civil Division
Attn: Auditing Official List
Lake County State's Attorney's Office
18 N. County St.
Waukegan, IL 60085

Sincerely,

ERIC F. RINEHART /electronic signature

LAKE COUNTY STATE'S ATTORNEY

**Lake County
Building**
18 N. County St.
Waukegan, IL 60085
(847) 377-3000

Child Support

18 N. County St.
Waukegan, IL 60085
(847) 377-3131

**Children's Advocacy
Center**

123 N. O'Plaine Rd.
Gurnee, IL 60031
(847) 377-3155

Civil Division

18 N. County St.
Waukegan, IL 60085
(847) 377-3050

**Felony Division
Drug Division
Cyber Division
Special Investigations**

18 N. County St.
Waukegan, IL 60085
(847) 377-3000

Felony Review Division

Robert H. Babcox
Justice Center

20 S. County St.
Waukegan, IL 60085

(847) 377-3025

Juvenile Trial Division

Robert W. Depke
Juvenile Justice Complex

24647 N. Milwaukee Ave.
Vernon Hills, IL. 60061

(847) 377-7850

**Misdemeanor Division
Traffic Division**

18 N. County St.
Waukegan, IL 60085

(847) 377-3000

(50 ILCS 105/4.1)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 4.1. Retaliation against a whistleblower.

(a) It is prohibited for a unit of local government, any agent or representative of a unit of local government, or another employee to retaliate against an employee or contractor who:

- (1) reports an improper governmental action under this Section;
- (2) cooperates with an investigation by an auditing official related to a report of improper governmental action; or
- (3) testifies in a proceeding or prosecution arising out of an improper governmental action.

(b) To invoke the protections of this Section, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of this Section must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual doing the improper governmental action, then a report under this subsection may be submitted to any State's Attorney.

(c) Each auditing official shall establish written processes and procedures for managing complaints filed under this Section, and each auditing official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems necessary in the circumstances.

(d) An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

(e) To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

(f) The following remedies are available to employees subjected to adverse actions for reporting improper government action:

(1) Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.

(2) In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

(g) A person who engages in prohibited retaliatory action under subsection (a) is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

(h) Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

(i) As used in this Section:

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an "auditing official", the "auditing official" shall be a State's Attorney of the county in which the unit of local government is located within.

"Employee" means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee"

also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Section.

"Improper governmental action" means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action". "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate", "retaliation", or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Section.

(Source: P.A. 101-652, eff. 7-1-21.)

EXHIBIT A

PERSONNEL POLICY

Article I Purpose.

Section 1 Use.

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

Section 2 Goal.

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

Section 3 Legal Limitations.

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

Section 4 At-Will Employment.

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

Section 5 Equal Opportunity Provisions.

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

Article II Responsibility.

Section 1 Board of Trustees.

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

Section 2 Library Director.

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

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

Article III Employment.

Section 1 Recruitment.

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

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

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

Section 2 Initial Training.

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

Section 3 Transfers, Promotions, Demotions.

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

Article IV Terminations.

Section 1 Termination by the Library.

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

Section 2 Dismissal Review.

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

Section 3 Retirement.

The Library does not mandate retirement based on age.

Section 4 Resignation.

Employees exempt under the Fair Labor Standards Act are expected to give notice four weeks prior to their last day of work. All other employees are expected to give two weeks' notice. Pay will be granted for vacation days earned but not used subject to the Library's limitations on accrual of vacation days.

Article V Schedules.

Section 1 Work Week.

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

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

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

Section 2 Breaks.

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

Section 3 Meal Breaks.

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

Section 4 Break Time for Nursing Mothers.

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

Section 5 Overtime.

Exempt employees do not receive overtime compensation. Time required by the Library to be worked in excess of the regularly scheduled hours for a non-exempt employee is

considered overtime. All employees are expected to comply with requests to work overtime provided reasonable notice is given.

Section 6 Overtime Pay.

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

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

Section 7 Non-Exempt Employee Work During Non-Work Hours.

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

Section 8 Compensatory Time.

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

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

Section 9 Absence and Tardiness.

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

Section 10 Unscheduled Closings.

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

Article VI Holidays.

Section 1 Designated Holidays.

The Library will be closed on the following Library holidays:

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

Section 2 Holiday Compensation.

Library holidays are paid holidays for full-time employees and part-time employees who would normally be scheduled to work on that day. When a library holiday falls on a day which is a regular day off for a full-time employee, equivalent time off will be scheduled. For full-time staff, Easter Sunday will be compensated as six hours of time off and Thanksgiving Eve as four hours of time off. Part-time staff scheduled to work on holidays that fall on a Sunday will be compensated at time and one half.

Section 3 Religious Observances.

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

Article VII Vacation.

Section 1 Scheduling.

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

Section 2 Eligibility.

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

Section 3 Eligibility When on Disability or Leave of Absence.

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

Section 4 Vacation Allowances.

Vacation allowances are based on the schedule as follows:

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

Section 5 Earned Vacation.

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

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

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

Section 6 Availability.

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

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

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

Section 7 Accumulations.

As much as one week of vacation that remains unused at the end of the employment year may be carried forward for one year for use during the next employment year. For staff with vacation allowances of three weeks or more, as much as two weeks of vacation that remains unused may be carried forward for one year for use during the next employment

year. The maximum vacation accumulation at any time shall not exceed an employee's standard vacation allowance for a year, plus one or two additional week(s) depending on how much vacation allowance they are entitled.

Section 8 Holidays During Vacation.

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

Section 9 Pay for Unused Vacation.

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

Article VIII Sick Leave.

Section 1 Eligibility.

All employees are entitled to use earned sick leave with pay.

Section 2 Eligibility While on Disability or Leave of Absence.

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

Section 3 Applicability.

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

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

Section 4 Sick Leave Allowance.

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

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

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

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

Section 6 Pay for Unused Sick Leave.

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

Article IX Miscellaneous Leaves.

Section 1 Death in the Family.

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

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

Section 2 Family and Medical Leave.

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

Section 3 Victims' Economic, Security and Safety Leave.

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

Section 4 Personal Leave.

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

Section 5 Time Off to Vote.

An employee may be permitted up to two hours of paid leave for the purpose of voting in an election if the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls. An employee who needs to take time off to vote should notify his or her supervisor no later than one week before the election (10 ILCS 5/17-15).

Section 6 Administrative Leave.

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

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

Section 7 Jury Duty.

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

Section 8 Military Leave.

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

Section 9 School Visitation Leave.

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

Article X Pay.

Section 1 Salary Scale.

Pay scales are reviewed by the Board annually and adjusted to reflect changes in the Consumer Price Index. Revised scales become effective July 1 of the applicable year.

Section 2 Salary Amounts.

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

Section 3 Pay Day.

Employees of the Library are paid bi-weekly.

Section 4 Premium Compensation.

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

Section 5 Special Pay.

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

Section 6 Bonuses.

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

Article XI Employee Development.

Section 1 Evaluation and Counseling.

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

Section 2 Performance Review.

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

Section 3 Formal Training.

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

A. Reimbursement for Masters of Library Science Course:

The Library may reimburse an eligible employee pursuing a Master's Degree in Library Science ("MLS") or equivalent degree for their actual fees and tuition costs up to nine credit hours for completed courses with a grade of "B" or better. Reimbursement shall not exceed the highest resident tuition and fees for MLS programs at schools based within a 60 mile radius of the Library District.

Eligibility:

- Permanent (not temporary) employee.
- Scheduled for 20 hours or more per week.
- Employed by the Library for at least one year before starting the first of three reimbursable classes.

- 12 hours of course work must have already been completed with a grade of “B” or better, prior to the start of the first reimbursable class.

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

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

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

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

Section 4 Meetings, Workshops and Conventions.

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

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

Section 5 Association Memberships.

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

For Librarians working 20 hours or more per week, the Library pays for one professional membership, up to \$150 per year. Payment for additional subsections

for librarians or membership for other exempt employees may be authorized at the recommendation of the employee's manager.

Article XII Temporary Employees.

Section 1 Temporary Employees.

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

Article XIII Employee Reinstatement After Rehire.

Section 1 Reinstatement.

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

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

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

Article XIV Insurance and Retirement Benefits.

Section 1 Illinois Municipal Retirement Fund.

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

Section 2 Health and Life Insurance.

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

Section 3 Dental and Vision Insurance.

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

Section 4 Social Security.

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

Article XV Record Keeping.

Section 1 Personnel Records and Privacy.

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

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

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

Section 3 Notification of Changes.

Employees must immediately report change of address, telephone number and/or family status to administration, as an employee's income tax status and benefits may be affected by these changes.

Article XVI Employee Safety and Health.

Section 1 Reporting Hazardous Conditions and Injuries.

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

Section 2 Smoking/Vaping.

The Library is a smoke-free campus. Smoking or vaping is prohibited within all buildings, grounds and the Bookmobile.

Article XVII Disciplinary Action.

Section 1 Disciplinary Steps.

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

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

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

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

Section 2 Suspensions.

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

Article XVIII Procedure for Solving Problems in the Workplace.

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

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

opportunity to assess the situation and get back to the employee in writing.

- C. If the employee is still not satisfied that the issue is resolved, the employee can present the issue to the Library Director for consideration. The decision of the Library Director is final.

Article XIX Driving.

Section 1 Motor Vehicle Record check.

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

A. No convictions at any time for:

1. Driving under the influence of alcohol or drugs, and/or refusal to take a Blood alcohol content test.
2. Any felony involving the use of a vehicle.
3. Vehicular homicide.
4. Fleeing or attempting to elude police; failure to stop and report an accident in which the driver was involved.
5. A violation, arising in connection with a fatal accident, of state or local law relating to motor vehicle traffic control.
6. Driving under a suspended or revoked license.
7. Aggravated speeding.
8. Causing a fatal accident as the result of the unlawful operation of a motor vehicle.

B. No more than one order of court supervision or two convictions for moving violations within the last 12 months. Moving violations include but are not limited to:

1. Speeding violations.
2. Improper or excessive lane changes.
3. Following the vehicle ahead too closely.
4. At fault accidents.
5. Running a red light or stop sign.
6. Failure to yield.

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

Section 2 Safety.

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

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

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

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

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

Article XX Whistleblower Protection

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

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

This policy is designed to enable employees of the Library to raise concerns internally

and at a high level and to disclose information which the individual believes shows fraudulent or unethical behavior[, or] ~~or~~ **impropriety [or other improper governmental action. Improper governmental action means any action by an employee of the Library or an elected official of the Library that is undertaken in violation of a federal or state law or local ordinance; is an abuse of authority; violates the public's trust or expectation of their conduct; is of substantial and specific danger to the public's health or safety; or, is a gross waste of public funds The action need not be within the scope of the employee's, elected official's, or board member's official duties to be subject to a claim of "improper governmental action."]**

This policy is intended to cover concerns which are in the public's interest and may at least initially be investigated separately, but might then lead to the invocation of other procedures e.g. disciplinary.

These concerns could include[, **but are not limited to**]:

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

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

Section 1 Protection.

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

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

It is important to note that no protection from internal disciplinary procedures or employment action is offered to those who choose not to use the procedure in accordance with points A and B above. In an extreme case, malicious allegations

could give rise to legal action on the part of the persons complained about.

Section 2 Confidentiality.

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

Section 3 Anonymous Allegations.

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

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

- A. The seriousness of the issues raised;
- B. The credibility of the concern; and
- C. The likelihood of confirming the allegation from attributable sources.

Section 4 Untrue Allegations.

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

No employee will be retaliated against for:

- A. Making a good faith report pursuant to this policy;
- B. Refusing to participate in an activity that would result in a violation of state or federal law, rule or regulation;
- C. Disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation and,
- D. Disclosing information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation.

Section 5 Procedures for Making Disclosure.

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

[For purposes of compliance with 50 ILCS 105/4.1, the person holding the the position of Library Director shall serve as the Library's Auditing Official. The Auditing Official's duties include investigating complaints brought under this policy including improper governmental action, misconduct, investigating the performance of officers, employees, functions and programs; and, promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the Library.]

[If a complaint concerns the Library Director, the Library Board President shall serve as the Auditing Official for purposes of such complaint.]

Section 6 Timetables.

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

Section 7 Investigating Procedures.

The following steps will be followed:

- A. Full details and clarifications of the complaint should be obtained.
- B. The involvement of the Library's auditors and the Police will be considered at this stage, in consultation with the **[Auditing Official.]** ~~Library Director and/or Board President.~~
- C. The allegations will be fully investigated with the assistance where appropriate, of other individuals / bodies.
- D. A judgment concerning the complaint and validity of the complaint will be made in a written report containing the findings of the investigations and reasons for the judgment.
- E. ~~The report will be passed to the Library Director and/or Board President who will decide what disciplinary or other appropriate action to take.~~ **[The Auditing Official may reinstate, reimburse for lost wages or expenses incurred, or**

promote or provide some other form of restitution. In instances where an Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purpose of aiding in that employee's, or the employee's attorney, effort to make the employee whole.]

- F. If appropriate, a copy of the outcomes will be passed to the Library Auditors to enable a review of the procedures.

If the complainant is not satisfied that their concern is being properly dealt with, they have the right to raise it in confidence with his/her manager, Assistant Director or Library Director.

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

Section 8 Copy of Policy.

The Auditing Official must provide each employee a written summary or a complete copy of 50 ILCS 105/4.1 upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of this Article XX of the Personnel Policy.]

Date

Secretary

Adopted: 03/16/99
Revised: 04/17/01
Revised: 07/01/04
Revised: 03/17/09
Revised: 12/17/13
Revised: 07/15/14
Revised: 06/21/16
Revised: 11/15/16
Revised: 04/18/17
Revised: 10/16/18
Revised: 04/16/19
Revised: 04/20/21

[Revised: 09/21/21]

RESOLUTION ADOPTING REVISED PERSONNEL POLICY / APPOINTING LIBRARY DIRECTOR AS AUDITING OFFICIAL FOR WHISTLEBLOWER CLAIMS

WHEREAS, the Library Board of Trustees (“Board”) last approved revisions to the Personnel (“Policy”) on April 20, 2021; and

WHEREAS, section XX of the Policy covers whistleblower protection to Library staff who voice concerns over serious malpractice or wrongdoing within the organization; and

WHEREAS, on February 22, 2021, Governor Pritzker signed the Safety, Accountability, Fairness and Equity – Today Act (“SAFE-T Act”), Public Act 101-0652, into law; and

WHEREAS, the SAFE-T Act amends the Public Officer Prohibited Activities Act to allow a unit of local government to appoint an Auditing Official to create written policies and investigate whistleblower claims of improper governmental action; and

WHEREAS, the Library Director currently has a central role in personnel matters under the Library District Act and would be a logical choice as the Library’s Auditing Official; 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 Board appoints the Library Director as the Auditing Official for the Library to investigate complaints brought under this Policy.

Section 2: The Board appoints the Library Board President as the Auditing Official for complaints brought under this Policy concerning the Library Director,

Section 3: The revised Policy is hereby adopted as amended, substantially in the form attached hereto as Exhibit A.

Section 4: This Resolution is effective immediately on the date of its passage.

PASSED this 21st day of September, 2021

AYES: _____

NAYS: _____

ABSENT: _____

ATTEST:

President, Wendy Vieth

Karen Singer, Secretary