

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

October 19, 2021

Board Meeting
6:30 p.m.

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

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Swearing in of New Trustee.
6. Approval of the Minutes.
 - a. Minutes of the Budget & Appropriations Hearing of September 21, 2021.
 - b. Minutes of the Regular Meeting of September 21, 2021.
 - c. Minutes of the Special Meeting of October 12, 2021.
 - d. Minutes of the Closed Session of October 12, 2021.
7. Approval of the Bills.
8. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
9. Report of the President.
10. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - b. Policy 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.

11. Other Business.

- a. Approval of Resolution 2021-2022/6, Adopting Revised Victims' of Economic Security and Safety Act (VESSA) Policy.
- b. Approval of Resolution 2021-2022/7, Adopting Revised Use of the Library Policy.
- c. Approval of Resolution 2021-2022/8, Adopting Revised ADA Compliance Policy.
- d. Approval of Resolution 2021-2022/9, Adopting Revised Elections Policy.
- e. Approval of Resolution 2021-2022/10, Adopting Revised Records of the Secretary Policy.
- f. Approval of Resolution 2021-2022/11, Adopting Revised Bloodborne Pathogens Policy.
- g. Approval of Resolution 2021-2022/12, Adopting Revised Telecommuting Policy.

12. Communications.

13. Upcoming Meetings and Events.

- a. Building & Grounds Committee Meeting on Tuesday, October 26, 2021 at 6:30 p.m. at Cook Park Library.
- b. Finance and Employee Practices Committee Meeting on Tuesday, November 2, 2021 at 6:30 p.m. at Aspen Drive Library.
- c. Technology Committee Meeting on Tuesday, November 9, 2021 at 6:30 p.m. at Aspen Drive Library.
- d. Regular Board Meeting on Tuesday, November 16, 2021 at 6:30 p.m. at Cook Park Library.

14. Public Questions.

15. Adjournment.

Wendy Vieth, President
Board of Library Trustees

October 15, 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 September 30, 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	3,312,642	578,593	555,776	23,873	449,668	4,920,552
10-1504 - Illinois Funds - General, IMRF	371,850	37,443			23,236	432,529
10-1509 - Wintrust MaxSafe Acct - General	5,230,877					5,230,877
60-1509 - Wintrust MaxSafe Acct - S/R					1,231,627	1,231,627
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,458					56,458
60-1551 - Chase Savings - SRF					200,993	200,993
Total 10-1550 - Chase Savings Account	56,458				200,993	257,451
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,765					10,765
60-1561 - Byline Bank - Spec Res Fund					641,211	641,211
Total 10-1560 - Byline Bank	10,765				641,211	651,976
Total 1000 - Cash	8,983,277	616,036	555,776	23,873	2,546,735	12,725,697
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	9,353,277	616,036	555,776	23,873	2,916,735	13,465,697
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	9,364,418	616,036	555,776	23,873	2,916,735	13,476,839
TOTAL ASSETS						
TOTAL ASSETS	9,364,418	616,036	555,776	23,873	2,916,735	13,476,839
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	(0)					(0)
Total Accounts Payable	(0)					(0)
Credit Cards						
10-2050 - Chase One Card	11,934					11,934
Total Credit Cards	11,934					11,934
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	147					147
10-2300 - IMRF Payable-Employee Medicare	(0)					(0)
10-2600 - IMRF Voluntary Life Insurance	208					208
10-2700 - Dental and Vision	1,377					1,377
10-2800 - CO-OP 90's Medical Plan	5,807					5,807
10-2900 - Other Health Care-FSA	1,783					1,783
Total 00-2100 - Payroll W/H & Payable	9,322					9,322
20-2300 - IMRF Payable-Employer Medicare		(154)				(154)
Total Other Current Liabilities	9,322	(154)				9,168
Total Current Liabilities	21,256	(154)				21,102
Total Liabilities	21,256	(154)				21,102
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	5,253,518	467,599			(44,510)	5,676,607
Total Equity	9,343,162	616,190	555,776	23,873	2,916,735	13,455,736
TOTAL LIABILITIES & EQUITY	9,364,418	616,036	555,776	23,873	2,916,735	13,476,838
UNBALANCED CLASSES						
	0					(0)

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July through September 2021

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	7,162,959	686,121	0	7,849,080
00-4050 · Replacement Tax	26,702	0	0	26,702
00-4100 · Interest Earned	1,022	0	490	1,512
00-4200 · Other	3,986	0	0	3,986
10-4300 · Grants & Other Donations	89,304	0	0	89,304
10-4350 · Fines	3,760	0	0	3,760
Total Income	7,287,733	686,121	490	7,974,344
Gross Profit	7,287,733	686,121	490	7,974,344
Expense				
10-5100 · Salaries	1,208,316	0	0	1,208,316
10-5200 · Benefits	116,751	0	0	116,751
10-5300 · Training	2,520	0	0	2,520
10-5400 · Materials	306,551	0	0	306,551
10-5500 · Processing	9,255	0	0	9,255
10-5600 · Supplies	25,260	0	0	25,260
10-5700 · Vehicles	3,523	0	0	3,523
10-5800 · Computer Operations	87,142	0	0	87,142
10-5900 · Utilities	39,239	0	0	39,239
10-6000 · Telephone	5,694	0	0	5,694
10-6100 · Postage	2,000	0	0	2,000
10-6200 · Maintenance	24,023	0	0	24,023
10-6300 · Repair	19,222	0	0	19,222
10-6400 · Insurance	4,948	0	0	4,948
10-6500 · Professional Services	6,239	0	0	6,239
10-6600 · Improvements	8,041	0	0	8,041
10-6700 · Community Relations	31,086	0	0	31,086
10-7000 · Debt Service	134,406	0	0	134,406
20-8210 · Employer IMRF Disbursements	0	128,442	0	128,442
20-8250 · Employer Soc Security Tax Disb	0	90,079	0	90,079
Total Expense	2,034,215	218,522	0	2,252,737
Net Ordinary Income	5,253,518	467,599	490	5,721,607
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0	0	45,000	45,000
Total Other Expense	0	0	45,000	45,000
Net Other Income	0	0	-45,000	-45,000
Net Income	5,253,518	467,599	-44,510	5,676,607

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report September 2021

	September 2021				Year To Date September 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	2,386,973	2,357,670	29,303	1.24%	7,849,080	7,073,009	776,071	10.97%	82.27%	9,541,000		
00-4050 · Replacement Tax	0	0	0	0.00%	26,702	22,000	4,702	21.37%	23.84%	112,000		
00-4100 · Interest Earned	495	1,750	(1,255)	-71.74%	1,512	5,250	(3,739)	-71.21%	7.20%	21,000		
00-4200 · Other	1,687	1,000	687	68.65%	3,986	3,000	986	32.87%	33.22%	12,000		
10-4300 · Grants & Other Donations	88,267	7,300	80,967	1109.14%	89,304	21,900	67,404	307.78%	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	1,510	250	1,260	503.80%	3,760	750	3,010	401.31%	125.33%	3,000		
Total Income	2,478,931	2,367,970	110,961	4.69%	7,974,344	7,125,909	848,435	11.91%	81.56%	9,777,000	0.00%	0
Expense												
10-5100 · Salaries	348,317	356,834	8,517	2.39%	1,208,316	1,233,287	24,971	2.02%	26.11%	4,628,000	0.00%	0
10-5200 · Benefits	35,340	44,187	8,847	20.02%	116,751	129,783	13,032	10.04%	22.37%	522,000	0.00%	0
10-5300 · Training	402	4,803	4,401	91.64%	2,520	10,971	8,451	77.03%	6.30%	40,000	0.00%	0
10-5400 · Materials	88,469	97,956	9,487	9.69%	306,551	297,114	(9,437)	-3.18%	24.82%	1,235,000	0.00%	0
10-5500 · Processing	2,956	3,168	212	6.70%	9,255	9,706	451	4.64%	23.73%	39,000	0.00%	0
10-5600 · Supplies	9,120	10,311	1,191	11.55%	25,260	38,183	12,923	33.84%	19.43%	130,000	0.00%	0
10-5700 · Vehicles	828	2,493	1,665	66.80%	3,523	7,479	3,956	52.89%	11.74%	30,000	0.00%	0
10-5800 · Computer Operations	77,248	67,347	(9,901)	-14.70%	87,142	106,498	19,356	18.17%	16.29%	535,000	0.00%	0
10-5900 · Utilities	15,003	16,166	1,163	7.19%	39,239	45,680	6,441	14.10%	21.21%	185,000	0.00%	0
10-6000 · Telephone	1,539	2,305	766	33.21%	5,694	9,467	3,773	39.85%	17.25%	33,000	0.00%	0
10-6100 · Postage	0	980	980	100.00%	2,000	2,940	940	31.97%	16.67%	12,000	0.00%	0
10-6200 · Maintenance	8,014	12,008	3,994	33.26%	24,023	35,304	11,281	31.96%	13.35%	180,000	0.00%	0
10-6300 · Repair	5,986	8,655	2,669	30.84%	19,222	33,851	14,629	43.21%	14.13%	136,000	0.00%	0
10-6400 · Insurance	4,948	0	(4,948)	0.00%	4,948	6,000	1,052	17.53%	7.17%	69,000	0.00%	0
10-6500 · Professional Services	2,462	3,600	1,138	31.60%	6,239	16,874	10,635	63.03%	6.37%	98,000	0.00%	0
10-6600 · Improvements	1,428	8,928	7,500	84.01%	8,041	30,309	22,268	73.47%	12.00%	67,000	0.00%	0
10-6700 · Community Relations	17,671	18,821	1,150	6.11%	31,086	39,428	8,342	21.16%	16.71%	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	12,501	12,501	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	27,498	27,498	100.00%	0.00%	110,000	0.00%	0
20-8210 · Employer IMRF Disbursements	36,653	41,166	4,513	10.96%	128,442	142,931	14,489	10.14%	24.05%	534,000	0.00%	0
20-8250 · Employer Soc Security Tax Disb	25,884	27,751	1,867	6.73%	90,079	96,022	5,943	6.19%	25.02%	360,000	0.00%	0
Total Expense	682,267	740,812	58,545	7.90%	2,252,737	2,467,353	214,616	8.70%	22.17%	10,162,000	0.00%	0

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

	September 2021				Year To Date September 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
	Net Ordinary Income (Expense)	1,796,663	1,627,158	169,505		5,721,607	4,658,556	1,063,051			(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	1,796,663	1,627,158	169,505		5,676,607	4,658,556	1,018,051			(385,000)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Summary

September 18 through October 15, 2021

	10-General	20-IMRF	60-Special Reserve	TOTAL
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	1,337,988.28	128,081.87	0.00	1,466,070.15
00-4050 · Replacement Tax	39,470.26	0.00	0.00	39,470.26
00-4100 · Interest Earned	334.63	0.00	159.91	494.54
00-4200 · Other	-17.63	0.00	0.00	-17.63
10-4350 · Fines	1,481.50	0.00	0.00	1,481.50
Total Income	1,379,257.04	128,081.87	159.91	1,507,498.82
Gross Profit	1,379,257.04	128,081.87	159.91	1,507,498.82
Expense				
10-5100 · Salaries	351,493.09	0.00	0.00	351,493.09
10-5200 · Benefits	47,741.42	0.00	0.00	47,741.42
10-5300 · Training	1,150.13	0.00	0.00	1,150.13
10-5400 · Materials	98,771.03	0.00	0.00	98,771.03
10-5500 · Processing	2,983.67	0.00	0.00	2,983.67
10-5600 · Supplies	10,847.75	0.00	0.00	10,847.75
10-5700 · Vehicles	904.17	0.00	0.00	904.17
10-5800 · Computer Operations	104,862.25	0.00	0.00	104,862.25
10-5900 · Utilities	13,094.25	0.00	0.00	13,094.25
10-6000 · Telephone	3,031.25	0.00	0.00	3,031.25
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	9,168.49	0.00	0.00	9,168.49
10-6300 · Repair	1,332.09	0.00	0.00	1,332.09
10-6400 · Insurance	4,948.00	0.00	0.00	4,948.00
10-6500 · Professional Services	2,204.02	0.00	0.00	2,204.02
10-6600 · Improvements	1,984.85	0.00	0.00	1,984.85
10-6700 · Community Relations	11,313.01	0.00	0.00	11,313.01
20-8210 · Employer IMRF Disbursements	0.00	36,944.69	0.00	36,944.69
20-8250 · Employer Soc Security Tax Disb	0.00	26,122.81	0.00	26,122.81
Total Expense	666,829.47	63,067.50	0.00	729,896.97
Net Ordinary Income	712,427.57	65,014.37	159.91	777,601.85
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	35,532.00	35,532.00
Total Other Expense	0.00	0.00	35,532.00	35,532.00
Net Other Income	0.00	0.00	-35,532.00	-35,532.00
Net Income	712,427.57	65,014.37	-35,372.09	742,069.85

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 September 18 through October 15, 2021

Date	Num	Name	Paid Amount
Ordinary Income/Expense			
Income			
00-4000 · Property Tax			
10-4000 · Property Tax General			
09/23/2021	3087		1,337,988.28
		Total 10-4000 · Property Tax General	1,337,988.28
20-4000 · Property Tax IMRF			
09/23/2021	3087		128,081.87
		Total 20-4000 · Property Tax IMRF	128,081.87
		Total 00-4000 · Property Tax	1,466,070.15
00-4050 · Replacement Tax			
10-4050 · Replacement Tax General			
10/06/2021	3098		39,470.26
		Total 10-4050 · Replacement Tax General	39,470.26
		Total 00-4050 · Replacement Tax	39,470.26
00-4100 · Interest Earned			
60-3109 · Interest-Wintrust MaxSafe - S/R			
09/30/2021	3091		20.51
		Total 60-3109 · Interest-Wintrust MaxSafe - S/R	20.51
10-3109 · Interest-Wintrust MaxSafe - Gen			
09/30/2021	3091		302.08
		Total 10-3109 · Interest-Wintrust MaxSafe - Gen	302.08
10-3180 · Interest - Money Market Fund			
09/30/2021	3091		7.24
		Total 10-3180 · Interest - Money Market Fund	7.24
10-4100 · Interest Earned-General Fund			
10-4101 · Interest Income - Chase Savings			
09/30/2021	3091		2.30
		Total 10-4101 · Interest Income - Chase Savings	2.30
10-4102 · Interest Income - Chase CD's			
09/30/2021	3091		20.81
		Total 10-4102 · Interest Income - Chase CD's	20.81
10-4111 · Interest Income-BylineSavings			
09/30/2021	3091		2.20
		Total 10-4111 · Interest Income-BylineSavings	2.20
		Total 10-4100 · Interest Earned-General Fund	25.31
60-4100 · Interest Earned Special Reserve			
60-4101 · Interest Income - Chase Savings			
09/30/2021	3091		8.20
		Total 60-4101 · Interest Income - Chase Savings	8.20
60-4111 · Interest Income -Byline Savings			
09/30/2021	3091		131.20
		Total 60-4111 · Interest Income -Byline Savings	131.20
		Total 60-4100 · Interest Earned Special Reserve	139.40
		Total 00-4100 · Interest Earned	494.54

10:23 AM

10/15/21

Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

September 18 through October 15, 2021

Date	Num	Name	Paid Amount
00-4200 · Other			
10-4400 · Lost Materials			
09/27/2021			29.99
09/29/2021	LOST/PAID - 091921	FINKELSTEIN, AARON	-10.99
09/29/2021	LOST/PAID - 091721A	RAYSBY, BRADLEY	-22.95
09/29/2021	LOST PAID - 091721B	RAYSBY, BRADLEY	-14.95
09/29/2021	LOST/PAID - 092121	MANION, KATHERINE	-10.39
09/30/2021			30.99
09/30/2021			100.92
10/15/2021	LOST/PAID - 092921	PAULS, MARY	-10.99
10/15/2021	LOST/PAID - 100521	REYES, DIANA	-32.99
10/15/2021	LOST/PAID - 100421	ROBINSON, SUZANNE	-19.99
10/15/2021	LOST/PAID - 101121	DOUGLAS, STEPHEN A.	-20.99
10/15/2021	LOST/PAID - 100921	LESTER, CONNIE	-18.99
10/15/2021	LOST/PAID - 092921	OSTER, CLAUDIA	-11.60
10/15/2021	LOST/PAID - 100321	GAO, YANLI	-17.87
Total 10-4400 · Lost Materials			-30.80
10-4500 · Misc - General Account			
09/27/2021			5.17
09/27/2021			8.00
Total 10-4500 · Misc - General Account			13.17
Total 00-4200 · Other			-17.63
10-4350 · Fines			
09/27/2021			2.50
09/30/2021			0.50
09/30/2021			-1.00
09/30/2021	3091		1,628.38
09/30/2021	3095		-148.88
Total 10-4350 · Fines			1,481.50
Total Income			1,507,498.82
Gross Profit			1,507,498.82
Expense			
10-5100 · Salaries			
10-5110 · Administration Salaries			
09/23/2021	3089		33,554.32
10/07/2021	3100		33,459.88
Total 10-5110 · Administration Salaries			67,014.20
10-5120 · Adult Salaries			
09/23/2021	3089		42,352.98
10/07/2021	3100		42,707.75
Total 10-5120 · Adult Salaries			85,060.73
10-5130 · Children's Salaries			
09/23/2021	3089		23,195.19
10/07/2021	3100		23,994.60
Total 10-5130 · Children's Salaries			47,189.79
10-5140 · Circulation Salaries			
09/23/2021	3089		27,729.67
10/07/2021	3100		26,817.39
Total 10-5140 · Circulation Salaries			54,547.06
10-5145 · Maintenance Salaries			
09/23/2021	3089		7,610.53
10/07/2021	3100		7,835.68
Total 10-5145 · Maintenance Salaries			15,446.21
10-5150 · ILL Salaries			
09/23/2021	3089		3,702.22
10/07/2021	3100		3,712.90
Total 10-5150 · ILL Salaries			7,415.12

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Date	Num	Name	Paid Amount
10-5155 · Outreach Salaries			
09/23/2021	3089		7,791.36
10/07/2021	3100		7,945.64
Total 10-5155 · Outreach Salaries			15,737.00
10-5160 · Tech Services Salaries			
09/23/2021	3089		23,618.75
10/07/2021	3100		24,241.97
Total 10-5160 · Tech Services Salaries			47,860.72
10-5165 · Shelters Salaries			
09/23/2021	3089		5,723.07
10/07/2021	3100		5,499.19
Total 10-5165 · Shelters Salaries			11,222.26
Total 10-5100 · Salaries			351,493.09
10-5200 · Benefits			
10-5210 · Health Insurance			
09/29/2021	MEX45 - SEPT 2021	AFLAC	147.40
09/29/2021	5047 - OCT 2021	NCPERS GROUP LIFE INS	224.00
09/29/2021	865594 - OCT 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	3,833.13
09/29/2021	865594 - OCT 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,657.36
09/30/2021	3092		855.72
09/30/2021	3092		855.72
09/30/2021	3092		67.50
10/15/2021	P65753/P77758 - 0921	COOPERATIVE 90'S MEDICAL	29,234.20
10/15/2021	P65753/P77758 - 0921	COOPERATIVE 90'S MEDICAL	6,107.80
Total 10-5210 · Health Insurance			42,982.83
10-5220 · Dental/Vision Insurance			
09/29/2021	10438 - OCTOBER 2021	DELTA DENTAL OF ILLINOIS - VISION	253.00
09/29/2021	10438 - OCTOBER 2021	DELTA DENTAL OF ILLINOIS - VISION	91.25
09/30/2021	3096		-623.58
10/15/2021	10438 - SEPT 2021	COOPERATIVE 90'S DENTAL	2,965.00
10/15/2021	10438 - SEPT 2021	COOPERATIVE 90'S DENTAL	1,440.00
Total 10-5220 · Dental/Vision Insurance			4,125.67
10-5240 · Life Insurance			
09/29/2021	034963 - OCTOBER 21	MADISON NATIONAL LIFE INS CO., INC.	255.94
Total 10-5240 · Life Insurance			255.94
10-5270 · LTD Insurance			
09/29/2021	034963 - OCTOBER 21	MADISON NATIONAL LIFE INS CO., INC.	376.98
Total 10-5270 · LTD Insurance			376.98
Total 10-5200 · Benefits			47,741.42
10-5300 · Training			
10-5310 · Workshops			
10-5311 · Workshops - Admin			
09/30/2021	092821	Management Assoc - CMPL Credit Card	199.00
09/30/2021	092821 b	Management Assoc - CMPL Credit Card	199.00
Total 10-5311 · Workshops - Admin			398.00
Total 10-5310 · Workshops			398.00
10-5320 · Travel			
10-5328 · Travel - Tech Services			
10/15/2021	OCTOBER 5, 2021	KLINE, SANDY	2.13
Total 10-5328 · Travel - Tech Services			2.13
Total 10-5320 · Travel			2.13

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Date	Num	Name	Paid Amount
10-5350 · Conferences			
10-5352 · Conferences - Adults			
10/15/2021	206004	ILLINOIS LIBRARY ASSOCIATION	150.00
10/15/2021	206004	ILLINOIS LIBRARY ASSOCIATION	150.00
10/15/2021	206004	ILLINOIS LIBRARY ASSOCIATION	150.00
Total 10-5352 · Conferences - Adults			450.00
10-5353 · Conferences - Children's			
10/15/2021	206004	ILLINOIS LIBRARY ASSOCIATION	150.00
10/15/2021	206004	ILLINOIS LIBRARY ASSOCIATION	150.00
Total 10-5353 · Conferences - Children's			300.00
Total 10-5350 · Conferences			750.00
Total 10-5300 · Training			1,150.13
10-5400 · Materials			
10-5410 · Books - Adult			
09/30/2021	sept 2021 A	Amazon Marketplace.com - CMPL Credit Card	861.17
09/30/2021	090921	Family Roots Pub - CMPL Credit Card	39.75
09/30/2021	090921	New York Genealogical - CMPL Credit Card	93.85
09/30/2021	090921	National Genealogical - CMPLCredit Card	37.19
10/15/2021	2036204158	BAKER & TAYLOR - L5579912	460.99
10/15/2021	2036197894	BAKER & TAYLOR - L3966532	346.88
10/15/2021	5017226969	BAKER & TAYLOR - C0209743	213.95
10/15/2021	13850	M. MEGHRIG & SONS	308.22
10/15/2021	2036212391	BAKER & TAYLOR - L5580152	368.22
10/15/2021	2036212629	BAKER & TAYLOR - L5742022	221.30
10/15/2021	2036211630	BAKER & TAYLOR - L5579912	221.11
10/15/2021	2036215649	BAKER & TAYLOR - L4231132	196.18
10/15/2021	5017241720	BAKER & TAYLOR - C5217413	135.10
10/15/2021	2036207427	BAKER & TAYLOR - L5742022	317.87
10/15/2021	2036202037	BAKER & TAYLOR - L5742022	489.52
10/15/2021	2036220129	BAKER & TAYLOR - L5580152	514.53
10/15/2021	2036215453	BAKER & TAYLOR - L3966532	696.17
10/15/2021	2036218866	BAKER & TAYLOR - L5579912	243.88
10/15/2021	2036223907	BAKER & TAYLOR - L5579912	234.86
10/15/2021	2036216358	BAKER & TAYLOR - L5579912	272.42
10/15/2021	2036222028	BAKER & TAYLOR - L5580072	11.89
10/15/2021	2036216870	BAKER & TAYLOR - L5742022	225.76
10/15/2021	2036224046	BAKER & TAYLOR - L5742022	437.43
10/15/2021	75827774	GALE	607.80
10/15/2021	75827596	GALE	183.14
10/15/2021	75826790	GALE	30.39
10/15/2021	75826394	GALE	60.78
10/15/2021	75825780	GALE	132.76
10/15/2021	75842727	GALE	100.48
10/15/2021	75841420	GALE	30.39
10/15/2021	75841814	GALE	30.39
10/15/2021	1883121	CENTER POINT LARGE PRINT	143.22
10/15/2021	1876913	CENTER POINT LARGE PRINT	67.71
10/15/2021	1880561	CENTER POINT LARGE PRINT	189.36
10/15/2021	75921371	GALE	25.59
10/15/2021	74724959	GALE	12.79
10/15/2021	75865502	GALE	19.99
10/15/2021	75865677	GALE	59.98
10/15/2021	2036229267	BAKER & TAYLOR - L5580152	274.29
10/15/2021	2036230059	BAKER & TAYLOR - L3966532	798.05
10/15/2021	2036234789	BAKER & TAYLOR - L5579912	239.33
10/15/2021	2036229789	BAKER & TAYLOR - L5579912	150.65
10/15/2021	5017257640	BAKER & TAYLOR - C0209743	328.23
10/15/2021	5017257643	BAKER & TAYLOR - C0209743	16.38
10/15/2021	5017257641	BAKER & TAYLOR - C0209743	10.12
10/15/2021	5017257642	BAKER & TAYLOR - C0209743	14.51
10/15/2021	2036235581	BAKER & TAYLOR - L5580152	527.36
10/15/2021	2036232179	BAKER & TAYLOR - L5742022	469.08
10/15/2021	2036240671	BAKER & TAYLOR - L5742022	397.43
10/15/2021	2036241719	BAKER & TAYLOR - L5580152	301.30
10/15/2021	2036240702	BAKER & TAYLOR - L3966532	725.94
10/15/2021	2036240655	BAKER & TAYLOR - L5579912	204.02
10/15/2021	2036243253	BAKER & TAYLOR - L4231132	11.94
10/15/2021	2036244026	BAKER & TAYLOR - L5580152	626.15
10/15/2021	5017274141	BAKER & TAYLOR - C5217413	104.31
10/15/2021	75963685	GALE	101.98
10/15/2021	75972849	GALE	27.99
10/15/2021	75900530	GALE	47.99

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Date	Num	Name	Paid Amount
10/15/2021	8210921B0185R-1	SENTRUM MARKETING, LLC	120.70
10/15/2021	2036251211	BAKER & TAYLOR - L5742022	450.25
10/15/2021	2036251034	BAKER & TAYLOR - L3966532	671.18
10/15/2021	5017284368	BAKER & TAYLOR - L3966532	57.91
10/15/2021	2036250985	BAKER & TAYLOR - L5579912	202.13
10/15/2021	2036250744	BAKER & TAYLOR - L5579912	278.18
10/15/2021	13903	M. MEGHRIG & SONS	299.74
Total 10-5410 · Books - Adult			16,100.15
10-5415 · Books - Juvenile			
09/30/2021	sept 2021 B	Amazon Marketplace.com - CMPL Credit Card	167.95
10/15/2021	5017226969	BAKER & TAYLOR - C0209743	125.65
10/15/2021	2036201263	BAKER & TAYLOR - L3966522	806.47
10/15/2021	2036200036	BAKER & TAYLOR - L3966522	445.37
10/15/2021	2036201269	BAKER & TAYLOR - L5580072	447.87
10/15/2021	2036200752	BAKER & TAYLOR - L4231142	277.05
10/15/2021	5017241721	BAKER & TAYLOR - C5217413	54.39
10/15/2021	2036209627	BAKER & TAYLOR - L4231142	236.32
10/15/2021	2036222028	BAKER & TAYLOR - L5580072	512.29
10/15/2021	2036222002	BAKER & TAYLOR - L3966522	276.01
10/15/2021	2036215534	BAKER & TAYLOR - L3966522	385.10
10/15/2021	2036222263	BAKER & TAYLOR - L4231142	232.70
10/15/2021	2036215540	BAKER & TAYLOR - L4231522	93.06
10/15/2021	2036226629	BAKER & TAYLOR - L3966522	137.21
10/15/2021	5017257642	BAKER & TAYLOR - C0209743	29.00
10/15/2021	2036229792	BAKER & TAYLOR - L5580072	114.21
10/15/2021	2036232392	BAKER & TAYLOR - L4231142	663.35
10/15/2021	2036240198	BAKER & TAYLOR - L3966522	474.59
10/15/2021	2036243199	BAKER & TAYLOR - L4231522	92.30
10/15/2021	2036240961	BAKER & TAYLOR - L4231142	135.74
10/15/2021	2036250703	BAKER & TAYLOR - L3966522	456.15
10/15/2021	2036250279	BAKER & TAYLOR - L5580072	304.50
10/15/2021	2036250740	BAKER & TAYLOR - L5580072	657.85
10/15/2021	2036255304	BAKER & TAYLOR - L4231142	546.79
Total 10-5415 · Books - Juvenile			7,671.92
10-5420 · Audio/Visual - Adult			
09/30/2021	sept 2021 C	Amazon Marketplace.com - CMPL Credit Card	111.32
10/01/2021	093021	Amazon Marketplace.com - CMPL Credit Card	25.18
10/15/2021	500994837	MIDWEST TAPE, LLC	1,270.79
10/15/2021	500987335	MIDWEST TAPE, LLC	1,131.11
10/15/2021	500994944	MIDWEST TAPE, LLC	40.77
10/15/2021	501005577	MIDWEST TAPE, LLC	1,373.63
10/15/2021	501027502	MIDWEST TAPE, LLC	305.70
10/15/2021	501045686	MIDWEST TAPE, LLC	1,558.40
10/15/2021	501060676	MIDWEST TAPE, LLC	1,012.12
10/15/2021	501060674	MIDWEST TAPE, LLC	1,160.73
10/15/2021	501066101	MIDWEST TAPE, LLC	307.11
10/15/2021	501071652	MIDWEST TAPE, LLC	1,369.49
10/15/2021	501098684	MIDWEST TAPE, LLC	396.69
10/15/2021	501114799	MIDWEST TAPE, LLC	1,506.82
Total 10-5420 · Audio/Visual - Adult			11,569.86
10-5425 · Audio/Visual - Juvenile			
10/15/2021	500987335	MIDWEST TAPE, LLC	123.65
10/15/2021	501005577	MIDWEST TAPE, LLC	135.68
10/15/2021	501045686	MIDWEST TAPE, LLC	35.96
10/15/2021	501060674	MIDWEST TAPE, LLC	85.44
10/15/2021	501114799	MIDWEST TAPE, LLC	89.94
Total 10-5425 · Audio/Visual - Juvenile			470.67
10-5430 · Games - Adult			
10/15/2021	6200	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	1,047.67
10/15/2021	6410	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	402.28
10/15/2021	6394	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	184.18
10/15/2021	6395	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	241.66
Total 10-5430 · Games - Adult			1,875.79

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Date	Num	Name	Paid Amount
10-5435 · Games - Children			
09/30/2021	sept 2021 D	Amazon Marketplace.com - CMPL Credit Card	45.99
10/15/2021	6201	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	615.47
10/15/2021	6321	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	735.46
10/15/2021	6320	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	797.37
Total 10-5435 · Games - Children			2,194.29
10-5440 · Periodicals - Adult			
09/30/2021	091321	Chicago Tribune - CMPL Credit Card	159.42
09/30/2021	091421	USA Today - CMPL Credit Card	58.00
09/30/2021	092021	Lake County News Sun - CMPL Credit Card	40.32
10/15/2021	CMPL - 2021	KENTUCKY HISTORICAL SOCIETY	60.00
10/15/2021	267635	WORLD ARCHIVES	4,936.00
10/15/2021	CMPL 2021 - A	BOTTOM LINE PERSONAL	39.00
10/15/2021	CMPL 2021 - B	BOTTOM LINE PERSONAL	29.95
10/15/2021	OCTOBER 5, 2021	KLINE, SANDY	25.98
Total 10-5440 · Periodicals - Adult			5,348.67
10-5450 · Circulating Technologies			
10-5451 · Circ Tech - Equipment			
09/30/2021	090921	Moblebeacon.com - CMPL Credit Card	2,400.00
Total 10-5451 · Circ Tech - Equipment			2,400.00
10-5453 · Circ Tech - Subscriptions			
09/30/2021	0913&091621	Netflix.com - CMPL Credit Card	35.98
09/30/2021	0903&090421	HBOMAX.com - CMPL Credit Card	29.98
09/30/2021	090321	Hulu - CMPL Credit Card	13.99
09/30/2021	090421	Hulu - CMPL Credit Card	25.97
09/30/2021	092621	Amazon Marketplace.com - CMPL Credit Card	14.99
Total 10-5453 · Circ Tech - Subscriptions			120.91
Total 10-5450 · Circulating Technologies			2,520.91
10-5490 · Electronic Services			
10-5491 · Online Databases			
10-5492 · Online Databases - Adults			
10/15/2021	52113521	NEW ENGLAND HISTORIC	270.00
10/15/2021	X114695763	OXFORD UNIVERSITY PRESS, INC.	989.40
Total 10-5492 · Online Databases - Adults			1,259.40
Total 10-5491 · Online Databases			1,259.40
10-5494 · Digital Popular Materials			
10-5495 · Dig. Popular Materials - Adults			
10/15/2021	07001CO21363918	OVERDRIVE, INC.	372.18
10/15/2021	07001CO21361742	OVERDRIVE, INC.	949.35
10/15/2021	07001CO21361764	OVERDRIVE, INC.	602.55
10/15/2021	07001CO21369874	OVERDRIVE, INC.	1,144.11
10/15/2021	07001CO21369872	OVERDRIVE, INC.	119.98
10/15/2021	07001CO21369882	OVERDRIVE, INC.	477.30
10/15/2021	07001CO21372742	OVERDRIVE, INC.	246.45
10/15/2021	07001CO21373634	OVERDRIVE, INC.	92.18
10/15/2021	501067961	MIDWEST TAPE, LLC	9,314.31
10/15/2021	07001CO21377946	OVERDRIVE, INC.	923.95
10/15/2021	07001CO21377964	OVERDRIVE, INC.	705.87
10/15/2021	07001CO21377963	OVERDRIVE, INC.	820.11
10/15/2021	07001CO21382776	OVERDRIVE, INC.	320.25
10/15/2021	INV-US48015 & 48016	BIBLIOTHECA, LLC	4,683.44
10/15/2021	07001CO21410553	OVERDRIVE, INC.	543.31
10/15/2021	07001CO21408112	OVERDRIVE, INC.	815.48
10/15/2021	07001CO21407934	OVERDRIVE, INC.	1,102.12
10/15/2021	07001CO21407983	OVERDRIVE, INC.	40.00
Total 10-5495 · Dig. Popular Materials - Adults			23,272.94
Total 10-5494 · Digital Popular Materials			23,272.94
Total 10-5490 · Electronic Services			24,532.34

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Date	Num	Name	Paid Amount
10-5497 · Interlibrary Loan Fees			
10/15/2021	24854	IHLS-OCLC	328.24
10/15/2021	206773352	ROANOKE COLLEGE	85.00
10/15/2021	56328	INNOVATIVE INTERFACES, INC.	26,826.08
10/15/2021	56328	INNOVATIVE INTERFACES, INC.	-792.89
10/15/2021	ILL716773	JAMES MADISON UNIVERSITY	40.00
Total 10-5497 · Interlibrary Loan Fees			26,486.43
Total 10-5400 · Materials			98,771.03
10-5500 · Processing			
10-5520 · Cataloging			
09/30/2021	090821	Dri*id.mycommerce.com - CMPL Credit Card	207.19
09/30/2021	091021	Dri*id.mycommerce.com - CMPL Credit Card	-12.19
10/15/2021	24854	IHLS-OCLC	2,655.67
10/15/2021	501066670	MIDWEST TAPE, LLC	133.00
Total 10-5520 · Cataloging			2,983.67
Total 10-5500 · Processing			2,983.67
10-5600 · Supplies			
10-5611 · Supplies - Admin			
10/15/2021	3332	PROTECTED IMAGES LLC	179.00
10/15/2021	193521 - SEPT 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	943.05
Total 10-5611 · Supplies - Admin			1,122.05
10-5613 · Supplies - Children's			
09/30/2021	092621	Amazon Marketplace.com - CMPL Credit Card	67.86
09/30/2021	sept 2021	Amazon Marketplace.com - CMPL Credit Card	41.43
09/30/2021	090521	Amazon Marketplace.com - CMPL Credit Card	30.60
Total 10-5613 · Supplies - Children's			139.89
10-5614 · Supplies - Circulation			
10/01/2021	093021	Amazon Marketplace.com - CMPL Credit Card	24.36
10/15/2021	202193	ID CARDS UNLIMITED	1,784.32
10/15/2021	7018016	DEMCO, INC.	235.29
10/15/2021	193521 - SEPT 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	37.80
Total 10-5614 · Supplies - Circulation			2,081.77
10-5615 · Supplies - Maintenance			
09/30/2021	090721	Replacementlightbulbs-CMPL Credit Card	133.47
09/30/2021	092221	Lighting 2 Light - CMPL Credit Card	455.00
10/15/2021	362230 - 092821	ACE HARDWARE OF LIBERTYVILLE, INC.	37.98
10/15/2021	362230 - 092821	ACE HARDWARE OF LIBERTYVILLE, INC.	22.98
10/15/2021	362230 - 092821	ACE HARDWARE OF LIBERTYVILLE, INC.	31.97
10/15/2021	362230 - 092821	ACE HARDWARE OF LIBERTYVILLE, INC.	44.16
10/15/2021	430943	J & R LOCK & SAFE, INC.	10.00
10/15/2021	193521 - SEPT 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	973.66
10/15/2021	193521 - SEPT 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,166.20
10/15/2021	56329	LOWE'S	16.38
10/15/2021	56329	LOWE'S	-36.09
10/15/2021	56329	LOWE'S	96.78
10/15/2021	56329	LOWE'S	19.06
10/15/2021	56329	LOWE'S	20.56
10/15/2021	56329	LOWE'S	70.35
10/15/2021	56329	LOWE'S	51.60
Total 10-5615 · Supplies - Maintenance			3,114.06
10-5618 · Supplies - Tech Services			
09/30/2021	sept 2021	Amazon Marketplace.com - CMPL Credit Card	12.58
10/15/2021	7018184	DEMCO, INC.	231.64
10/15/2021	7012873	DEMCO, INC.	260.18
10/15/2021	7014468	DEMCO, INC.	108.11
10/15/2021	7014602	DEMCO, INC.	200.15
10/15/2021	1433285	KAPCO	138.63
10/15/2021	139098895	ULINE, INC	581.00
10/15/2021	193521 - SEPT 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	18.76
10/15/2021	501093235	MIDWEST TAPE, LLC	74.85
10/15/2021	7018845	DEMCO, INC.	365.60
Total 10-5618 · Supplies - Tech Services			1,991.50

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Date	Num	Name	Paid Amount
10-5660 · Supplies - Computer			
10/15/2021	193521 - SEPT 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,258.97
Total 10-5660 · Supplies - Computer			1,258.97
10-5670 · Supplies - Paper			
10/15/2021	33972	GRAPHIC 14, INCORPORATED	460.00
Total 10-5670 · Supplies - Paper			460.00
10-5680 · Supplies - Staff Room			
09/30/2021	092121	Amazon Marketplace.com - CMPL Credit Card	128.70
10/15/2021	6191	ABSOLUTE VENDING SERVICE, INC	332.30
10/15/2021	193521 - SEPT 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	218.51
Total 10-5680 · Supplies - Staff Room			679.51
Total 10-5600 · Supplies			10,847.75
10-5700 · Vehicles			
10-5710 · Bookmobile Fuel			
10/15/2021	1811	VILLAGE-VERNON	79.60
Total 10-5710 · Bookmobile Fuel			79.60
10-5720 · Bookmobile Maintenance/Repair			
09/30/2021	090321	Lake County Truck Sales-CMPL Credit Card	485.64
Total 10-5720 · Bookmobile Maintenance/Repair			485.64
10-5730 · Bookmobile Delivery Service			
10/15/2021	JULY-SEPT 2021	MACTAGGART, CONSTANCE	96.54
10/15/2021	SEPTEMBER 2021	DITTMAN, SUSAN	39.76
Total 10-5730 · Bookmobile Delivery Service			136.30
10-5750 · Van Fuel			
10/15/2021	1811	VILLAGE-VERNON	156.31
Total 10-5750 · Van Fuel			156.31
10-5760 · Van Maintenance/Repair			
09/30/2021	092821	North End Garage - CMPL Credit Card	46.32
Total 10-5760 · Van Maintenance/Repair			46.32
Total 10-5700 · Vehicles			904.17
10-5800 · Computer Operations			
10-5865 · Remote Communications Expenses			
10/15/2021	SEPTEMBER 2021	ECKMANN, ROBERT	10.00
10/15/2021	SEPTEMBER 2021	HADJIMITSOS, LAURA	10.00
10/15/2021	SEPTEMBER 2021	HANSEN, JO	10.00
10/15/2021	SEPTEMBER 2021	KING, BECKY	10.00
10/15/2021	SEPTEMBER 2021	KRAUSE, DONNA	10.00
10/15/2021	SEPTEMBER 2021	LARSON, ANDREA	10.00
10/15/2021	SEPTEMBER 2021	COMPTON, PATRICIA	10.00
10/15/2021	SEPTEMBER 2021	DOWNS SAMUELSON, HALEY	10.00
10/15/2021	SEPTEMBER 2021	MORTON, MARK	10.00
10/15/2021	SEPTEMBER 2021	SCHOENFIELD, SONIA	10.00
Total 10-5865 · Remote Communications Expenses			100.00
10-5810 · Integrated Library System			
10/15/2021	56328	INNOVATIVE INTERFACES, INC.	60,346.90
10/15/2021	56328	INNOVATIVE INTERFACES, INC.	-1,783.65
10/15/2021	56328	INNOVATIVE INTERFACES, INC.	-240.60
10/15/2021	56328	INNOVATIVE INTERFACES, INC.	4,471.38
10/15/2021	56328	INNOVATIVE INTERFACES, INC.	-132.16
Total 10-5810 · Integrated Library System			62,661.87

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COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 September 18 through October 15, 2021

Date	Num	Name	Paid Amount
10-5830 · Replacement Hardware/Software			
10-5831 · Rep Hrdwre/Sftwre - Admin			
09/30/2021	090121	Liberated Syndication - CMPL Credit Card	15.00
09/30/2021	090221	Payflow/Paypal - CMPL Credit Card	30.00
09/30/2021	090521	Skype.com - CMPL Credit Card	6.50
09/30/2021	091721	GODADDY - CMPL Credit Card	12.61
09/30/2021	090921	Amazon Marketplace.com - CMPL Credit Card	30.96
09/30/2021	090821	ADOBE - CMPL Credit Card	1,911.85
10/15/2021	29105	COMPUTER VIEW, INC.	2,640.00
10/15/2021	29104	COMPUTER VIEW, INC.	2,640.00
10/15/2021	29103	COMPUTER VIEW, INC.	1,498.00
10/15/2021	29102	COMPUTER VIEW, INC.	1,498.00
10/15/2021	29126	COMPUTER VIEW, INC.	900.00
10/15/2021	29125	COMPUTER VIEW, INC.	230.00
10/15/2021	29118	COMPUTER VIEW, INC.	29,055.00
Total 10-5831 · Rep Hrdwre/Sftwre - Admin			40,467.92
Total 10-5830 · Replacement Hardware/Software			40,467.92
10-5860 · Internet			
10/15/2021	S660366366-21274	AT&T	711.46
10/15/2021	131953721	COMCAST	921.00
Total 10-5860 · Internet			1,632.46
Total 10-5800 · Computer Operations			104,862.25
10-5900 · Utilities			
10-5910 · Electricity			
10-5911 · Electricity - Aspen			
10/15/2021	60462789201	CONSTELLATION NEW ENERGY, INC.	4,775.06
Total 10-5911 · Electricity - Aspen			4,775.06
10-5912 · Electricity - Cook Park			
10/15/2021	60462957501	CONSTELLATION NEW ENERGY, INC.	7,160.12
Total 10-5912 · Electricity - Cook Park			7,160.12
Total 10-5910 · Electricity			11,935.18
10-5920 · Gas			
10-5921 · Gas - Aspen			
10/15/2021	3260180	CONSTELLATION NATURAL GAS	145.52
Total 10-5921 · Gas - Aspen			145.52
10-5922 · Gas - Cook Park			
10/15/2021	3260180	CONSTELLATION NATURAL GAS	336.17
Total 10-5922 · Gas - Cook Park			336.17
Total 10-5920 · Gas			481.69
10-5930 · Water			
10-5931 · Water - Aspen			
09/30/2021	3094	LAKE COUNTY DEPARTMENT OF PUBLIC WORKS	677.38
Total 10-5931 · Water - Aspen			677.38
Total 10-5930 · Water			677.38
Total 10-5900 · Utilities			13,094.25
10-6000 · Telephone			
10-6010 · Telephone			
09/29/2021	092321-102221	COMCAST	199.65
10/15/2021	101521-111421	CALL ONE	1,108.91
Total 10-6010 · Telephone			1,308.56
10-6020 · Bookmobile - Telephone			
09/29/2021	9888636805	VERIZON WIRELESS SERVICES LLC	226.95
Total 10-6020 · Bookmobile - Telephone			226.95

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

September 18 through October 15, 2021

Date	Num	Name	Paid Amount
10-6050 · Telephone Service Contracts			
10/15/2021	22900	BLUE WIRE COMMUNICATIONS	1,495.74
Total 10-6050 · Telephone Service Contracts			1,495.74
Total 10-6000 · Telephone			3,031.25
10-6100 · Postage			
10/15/2021	17928748 - 101321	PITNEY BOWES - RESERVE ACCOUNT	1,000.00
Total 10-6100 · Postage			1,000.00
10-6200 · Maintenance			
10-6210 · Janitorial Service			
10-6211 · Janitorial Service - Aspen			
10/15/2021	C18756	COMPLETE CLEANING COMPANY, INC.	221.83
10/15/2021	C18782	COMPLETE CLEANING COMPANY, INC.	3,818.89
Total 10-6211 · Janitorial Service - Aspen			4,040.72
10-6212 · Janitorial Service - Cook Park			
10/15/2021	C18756	COMPLETE CLEANING COMPANY, INC.	356.17
10/15/2021	C18782	COMPLETE CLEANING COMPANY, INC.	2,381.83
Total 10-6212 · Janitorial Service - Cook Park			2,738.00
Total 10-6210 · Janitorial Service			6,778.72
10-6220 · Landscaping Service			
10-6221 · Landscaping - Aspen			
10/15/2021	10957	LANDSCAPE CONCEPTS, INC.	517.13
Total 10-6221 · Landscaping - Aspen			517.13
10-6222 · Landscaping - Cook Park			
10/15/2021	10958	LANDSCAPE CONCEPTS, INC.	773.88
Total 10-6222 · Landscaping - Cook Park			773.88
Total 10-6220 · Landscaping Service			1,291.01
10-6240 · Trash Removal			
10-6242 · Trash Removal - Cook Park			
09/30/2021	3093	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			
10/15/2021	9108257	ANDERSON PEST SOLUTIONS	93.40
10/15/2021	5633	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen			291.40
10-6252 · Misc. Maintenance - Cook Park			
10/15/2021	015600CS313430	AMBIUS, LLC (19)	347.98
10/15/2021	5633	AMS OF NORTHERN ILLINOIS	149.00
10/15/2021	DYDH433	IRON MOUNTAIN INCORPORATED	89.56
Total 10-6252 · Misc. Maintenance - Cook Park			586.54
Total 10-6250 · Miscellaneous			877.94
Total 10-6200 · Maintenance			9,168.49
10-6300 · Repair			
10-6320 · Building & Grounds Repairs			
10-6322 · Building Repairs - Cook Park			
10/15/2021	182596	TEE JAY SERVICE COMPANY, INC.	326.00
Total 10-6322 · Building Repairs - Cook Park			326.00
Total 10-6320 · Building & Grounds Repairs			326.00

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COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

September 18 through October 15, 2021

Date	Num	Name	Paid Amount
10-6340 · Service Contracts-Mech. & Bldg.			
10-6342 · Service Contracts - Cook Park			
09/29/2021	8105736977	SCHINDLER ELEVATOR CORPORATION	538.44
Total 10-6342 · Service Contracts - Cook Park			538.44
Total 10-6340 · Service Contracts-Mech. & Bldg.			538.44
10-6360 · Office Machine Service Contract			
10/15/2021	9008053276	KONICA MINOLTA BUSINESS SOLUTIONS	467.65
Total 10-6360 · Office Machine Service Contract			467.65
Total 10-6300 · Repair			1,332.09
10-6400 · Insurance			
10-6410 · Bonds Insurance			
09/29/2021	3862562	ARTHUR J GALLAGHER RISK MANAGEMENT SERV	4,948.00
Total 10-6410 · Bonds Insurance			4,948.00
Total 10-6400 · Insurance			4,948.00
10-6500 · Professional Services			
10-6520 · Legal Services			
10/15/2021	220993	KLEIN, THORPE AND JENKINS, LTD.	934.00
Total 10-6520 · Legal Services			934.00
10-6540 · Payroll Processing			
09/23/2021	3088		914.96
10/07/2021	3099		355.06
Total 10-6540 · Payroll Processing			1,270.02
Total 10-6500 · Professional Services			2,204.02
10-6600 · Improvements			
10-6610 · Furniture			
10-6614 · Furniture - Circulation			
10/15/2021	173796	INTERIOR INVESTMENTS, LLC	968.78
Total 10-6614 · Furniture - Circulation			968.78
Total 10-6610 · Furniture			968.78
10-6650 · Copiers & Other Leased Equip			
10/15/2021	38591628	KONICA MINOLTA	511.35
10/15/2021	3105048085	PITNEY BOWES GLOBAL FINANCIAL SERVICES LL	504.72
Total 10-6650 · Copiers & Other Leased Equip			1,016.07
Total 10-6600 · Improvements			1,984.85
10-6700 · Community Relations			
10-6720 · Programming - Adult			
10-6721 · Programs - Performances			
09/29/2021	OCTOBER 7, 2021	GIBBONS, JIM	250.00
09/29/2021	OCTOBER 12, 2021	NIGRO, JEFF	350.00
10/15/2021	NOVEMBER 14, 2021	GARY E. MIDKIFF & COMPANY	210.00
10/15/2021	OCT 2021 MEDITATION	HINSON, HAILEY AHANNA	150.00
10/15/2021	OCT 2021 TAI CHI	HINSON, HAILEY AHANNA	120.00
10/15/2021	OCTOBER 2021 YOGA	HINSON, HAILEY AHANNA	120.00
10/15/2021	OCTOBER 21, 2021	MADDOX, SUSAN K.	300.00
10/15/2021	OCTOBER 26, 2021	ISAACS, ANETTE	275.00
10/15/2021	NOVEMBER 11, 2021	BENNETT, DANIEL	300.00
10/15/2021	NOVEMBER 16, 2021	PERIWINKLE ART STUDIO	200.00
Total 10-6721 · Programs - Performances			2,275.00
10-6722 · Book Discussions&Author Events			
10/15/2021	1	VERNON AREA PUBLIC LIBRARY DISTRICT	24.00
Total 10-6722 · Book Discussions&Author Events			24.00
10-6725 · Genealogy			
09/29/2021	OCTOBER 14, 2021	SZABADOS, STEVE	175.00
Total 10-6725 · Genealogy			175.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

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Date	Num	Name	Paid Amount
10-6726 · Computer			
09/29/2021	OCTOBER 5, 2021	MONTANO, ESTEVAN	150.00
09/29/2021	OCTOBER 14, 2021	MONTANO, ESTEVAN	150.00
09/29/2021	OCTOBER 4, 2021	MONTANO, ESTEVAN	150.00
10/15/2021	OCTOBER 20, 2021	MAYBERRY, MELISSA	150.00
10/15/2021	OCTOBER 27, 2021	MAYBERRY, MELISSA	150.00
10/15/2021	NOVEMBER 4, 2021	MONTANO, ESTEVAN	150.00
10/15/2021	NOVEMBER 1, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer			1,050.00
Total 10-6720 · Programming - Adult			3,524.00
10-6740 · Programming - Children's			
09/29/2021	007756 - 090821	SAM'S CLUB DIRECT	16.98
09/30/2021	092621	Amazon Marketplace.com - CMPL Credit Card	21.98
09/30/2021	sept 2021	Amazon Marketplace.com - CMPL Credit Card	23.98
09/30/2021	090521	Amazon Marketplace.com - CMPL Credit Card	21.99
09/30/2021	092321	Dollar Tree - CMPL Credit Card	63.11
09/30/2021	092321	Lakeshore Learning - CMPL Credit Card	43.97
09/30/2021	092021	Walmart - CMPL Credit Card	19.52
09/30/2021	091921	Amazon Marketplace.com - CMPL Credit Card	109.48
09/30/2021	091521	Oriental Trading Co - CMPL Credit Card	58.17
09/30/2021	091521	Amazon Marketplace.com - CMPL Credit Card	599.25
09/30/2021	090921	Oriental Trading Co - CMPL Credit Card	41.96
09/30/2021	091221	Amazon Marketplace.com - CMPL Credit Card	17.97
09/30/2021	090921	S&S Worldwide - CMPL Credit Card	181.09
09/30/2021	091021	Amazon Marketplace.com - CMPL Credit Card	7.59
09/30/2021	090821	Michaels - CMPL Credit Card	32.90
09/30/2021	090121	Oriental Trading Co - CMPL Credit Card	106.89
09/30/2021	090221	Amazon Marketplace.com - CMPL Credit Card	17.91
10/15/2021	193521 - SEPT 2021	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	293.35
10/15/2021	SUMMER 2021	BEVERLEY, JOEL	450.00
10/15/2021	FALL 2021	BEVERLEY, JOEL	450.00
Total 10-6740 · Programming - Children's			2,578.09
10-6760 · Promotions/Prizes			
10-6761 · Promotions/Prizes- Admin/Gen			
09/30/2021	090221	Lake Street Rental - CMPL Credit Card	1,500.00
10/15/2021	18366	AWARDS & ENGRAVING	579.00
Total 10-6761 · Promotions/Prizes- Admin/Gen			2,079.00
10-6763 · Promotions/Prizes - Children's			
10/15/2021	23988	ECO PROMOTIONAL PRODUCTS, INC.	1,105.26
Total 10-6763 · Promotions/Prizes - Children's			1,105.26
10-6764 · Promotions/Prizes - Circulation			
10/15/2021	138984	JANWAY COMPANY USA, INC	805.58
Total 10-6764 · Promotions/Prizes - Circulation			805.58
10-6770 · Promotions/Prizes - YA			
09/30/2021	091421	Amazon Marketplace.com - CMPL Credit Card	250.00
Total 10-6770 · Promotions/Prizes - YA			250.00
Total 10-6760 · Promotions/Prizes			4,239.84
10-6780 · Digital Studios			
10-6781 · Digital Studios - Equipment			
09/30/2021	091921	Amazon Marketplace.com - CMPL Credit Card	55.98
09/30/2021	sept 2021	Amazon Marketplace.com - CMPL Credit Card	37.98
Total 10-6781 · Digital Studios - Equipment			93.96
Total 10-6780 · Digital Studios			93.96
10-6790 · Workshops			
10-6791 · Workshops - Equipment			
09/30/2021	092421	Oculus.com - CMPL Credit Card	529.13
Total 10-6791 · Workshops - Equipment			529.13

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Date	Num	Name	Paid Amount
10-6793 · Workshops - Programs/Classes			
09/29/2021	SEPT 13-15, 2021	MURROW, JOE	66.43
09/29/2021	SEPT 22, 2021	MURROW, JOE	25.66
10/15/2021	NOVEMBER 4, 2021	GERSHBEIN, MICHAEL	200.00
Total 10-6793 · Workshops - Programs/Classes			292.09
10-6794 · Workshops - Supplies			
09/30/2021	090221	Michaels - CMPL Credit Card	55.90
Total 10-6794 · Workshops - Supplies			55.90
Total 10-6790 · Workshops			877.12
Total 10-6700 · Community Relations			11,313.01
20-8210 · Employer IMRF Disbursements			
09/23/2021	3089		18,353.54
10/07/2021	3100		18,591.15
Total 20-8210 · Employer IMRF Disbursements			36,944.69
20-8250 · Employer Soc Security Tax Disb			
09/23/2021	3089		13,027.32
10/07/2021	3100		13,095.49
Total 20-8250 · Employer Soc Security Tax Disb			26,122.81
Total Expense			729,896.97
Net Ordinary Income			777,601.85
Other Income/Expense			
Other Expense			
60-9800 · Special Reserve Disbursements			
60-9811 · Aspen - Drive Thru Window			
10/15/2021	1650.0398	PRODUCT ARCHITECTURE + DESIGN	1,000.00
10/15/2021	APP NO: 1 - A	MAG CONSTRUCTION CO.	31,078.80
10/15/2021	APP NO: 1 - B	MAG CONSTRUCTION CO.	3,453.20
Total 60-9811 · Aspen - Drive Thru Window			35,532.00
Total 60-9800 · Special Reserve Disbursements			35,532.00
Total Other Expense			35,532.00
Net Other Income			-35,532.00
Net Income			742,069.85



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

	September 2019			September 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,375	34,704	44,079	8,042	30,695	38,737	-12.12%
Reciprocal Borrowing Patrons	503	6,617	7,120	407	5,659	6,066	-14.80%
Total	9,878	41,321	51,199	8,449	36,354	44,803	-12.49%

Visitors

	September 2019	September 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Aspen Drive Library	18,362	12,683	-30.93%	59,929	33,524
Cook Park Library	25,134	10,352	-58.81%	88,091	40,590	-53.92%
Drive-Up	1,188	1,406	18.35%	4,011	4,195	4.59%
Outreach	2,129	1,417	-33.44%	5,471	2,178	-60.19%
Total	46,813	25,858	-44.76%	157,502	80,487	-48.90%

Program Attendance

	September 2019	September 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Adult	1,516	890	-41.29%	3,404	2,431
Juvenile	1,054	935	-11.29%	4,411	3,163	-28.29%
Young Adult	47	8	-82.98%	121	54	-55.37%
	2,617	1,833	-29.96%	7,936	5,648	-28.83%

Special Services

	September 2019	September 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Reference Questions	7,411	4,827	-34.87%	23,417	15,391
Library App Users		428			1,257	
Online Databases*	4,219	3,176	-24.72%	9,614	7,965	-17.15%
www.cooklib.org	83,854	79,590	-5.09%	257,766	232,814	-9.68%
Holds Placed	16,800	13,891	-17.32%	49,450	42,520	-14.01%
Holds Filled	14,593	16,492	13.01%	42,655	40,995	-3.89%
Homebound Items Delivered	1,117	905	-18.98%	3,310	2,431	-26.56%

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

Collection Size

	September 2019					September 2021					
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	Percent Change
Aspen Drive Library	45,806	37,947		83,753	31.72%	48,684	42,933		91,617	33.55%	9.39%
Cook Park Library	55,766	109,727	151	165,644	62.74%	56,857	108,671	143	165,671	60.68%	0.02%
Outreach	11,584	3,041	14	14,639	5.54%	12,733	3,011	13	15,757	5.77%	7.64%
Total	113,156	150,715	165	264,036		118,274	154,615	156	273,045		3.41%

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Circulation

	September 2019				September 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	10,876	23,125		34,001	10,206	21,369		31,575	-7.14%
Foreign Language	285	498		783	172	220		392	-49.94%
Large Type	1,908	22		1,930	1,541	9		1,550	-19.69%
Nonfiction	7,648	6,110		13,758	5,975	4,927		10,902	-20.76%
Periodicals	1,515	100		1,615	1,088	124		1,212	-24.95%
Subtotal Print	22,232	29,855		52,087	18,982	26,649		45,631	-12.39%
Bags and Containers			20	20			11	11	-45.00%
Equipment	186	2		188	120	4		124	-34.04%
Interlibrary Loan			194	194			142	142	-26.80%
LINKin	1,410			1,410	1,051			1,051	-25.46%
Multimedia		125		125		58		58	-53.60%
Other			13	13			7	7	-46.15%
Subtotal Other	1,596	127	227	1,950	1,171	62	160	1,393	-28.56%
eAudiobooks			3,636	3,636			4,845	4,845	33.25%
eBooks			5,529	5,529			7,160	7,160	29.50%
eMagazines			1,312	1,312			935	935	-28.73%
eMusic			283	283			336	336	18.73%
eVideo			449	449			825	825	83.74%
Subtotal Downloadables			11,209	11,209			14,101	14,101	25.80%
Audiobooks	1,095	498		1,593	542	508		1,050	-34.09%
Compact Discs	2,163	454		2,617	1,264	355		1,619	-38.14%
DVDs, Blu-Ray	16,333	6,450		22,783	7,997	2,685		10,682	-53.11%
Video Games	694	850		1,544	317	605		922	-40.28%
Subtotal Audiovisual	20,285	8,252		28,537	10,120	4,153		14,273	-49.98%
Grand Total All Agencies	44,113	38,234	11,436	93,783	30,273	30,864	14,261	75,398	-19.60%

Agency Subtotals

	September 2019	September 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Downloadables	11,209	14,101	25.80%	35,768	42,616	19.15%
Aspen Drive Library	22,120	16,505	-25.38%	74,950	56,411	-24.74%
Cook Park Library	53,760	41,591	-22.64%	177,798	135,554	-23.76%
Outreach	6,694	3,201	-52.18%	19,145	8,227	-57.03%
Total	93,783	75,398	-19.60%	307,661	242,808	-21.08%



Director's Report

October 2021

David Archer, Library Director

Recently Enacted Laws from the Illinois General Assembly

- **Public Act 102-0265: Vendor and Subcontractor Demographics**
Requires Illinois taxing districts with an aggregate property tax levy of more than \$5 million to make a good-faith effort to collect and publish data from all vendors and subcontractors doing business with the taxing district on whether the vendors are minority-owned, women-owned, or veteran-owned businesses. The taxing district may use existing software to comply.
- **P.A. 102-0653: Closed Meeting Minutes**
Amends the Open Meetings Act to require public bodies to review their closed session meeting minutes every six months, or as soon as practicable, taking into account the nature and meeting schedule of the public body. Ad hoc committees must review closed session minutes at the later of (1) six months from the date of the meeting or (2) at the next scheduled meeting of the ad hoc committee. Prior to this amendment, the OMA required public bodies to conduct this review on a semi-annual basis.
- **Public Act 102-0233: Work Authorization Status**
Amends the Illinois Human Rights Act to make it a violation for an employer "to refuse to honor work authorization based upon the specific status or term of status that accompanies the authorization to work." This law protects any individual with Employment Authorization Documents (EADs), including DACA (Deferred Action for Childhood Arrivals), TPS (Temporary Protected Status), and DED (Deferred Enforced Departure) beneficiaries, as well as non-immigrants, such as H-4 and L-2 spouses. Although the amendment states that nothing in the Illinois Human Rights Act "shall require an employer to sponsor, either monetarily or otherwise, any applicant or employee to obtain or modify work authorization status," it does prevent an employer from making employment decisions based on EAD expiration dates or a particular work authorization status (like DACA, H4 EADs, or TPS).

RAILS

Reaching Across Illinois Library System (RAILS) is a regional library system, a government agency that provides services to libraries in the northern and west-central areas of Illinois. Based in Burr Ridge, RAILS serves approximately 1,300 private, public, school, and university library members, which have more than 4,200 library facilities in a 27,000 square mile area.

Overview of RAILS services provided to CMPLD:

- Daily delivery service to support interlibrary loan and LINKin resource sharing.
- Regular online and in-person continuing education and consulting resources.
- Museum pass program.
- Group purchases and vendor discounts for HR Source (consulting), Communico (software applications) and Gale (database vendor).
- Networking opportunities for library employees

Odds & Ends

- The new **drive-up window** at Aspen Drive officially opened on Thursday, September 30. A variety of promotional pieces have gone out and additional ones are planned to spread the word to patrons. The project's final cost will likely be about \$34,500, which is below the budgeted amount of \$38,600. Donations from the Friends of the Library and a private individual will cover \$25,171 of the total costs.
- **Centennial celebrations** coming up on Sunday, October 17 (Cook Park Library) and on Sunday, October 24 (Aspen Drive Library) from 2-4 p.m. The Friends of the Library are providing funds to cover the costs of CMPLD-themed treats at both locations.
- The Library was awarded a **\$5,289 grant** for reimbursement costs associated with the purchase of additional freestanding HEPA air purifiers and filter replacements for existing units. Grant funds were administered by the Illinois State Library as part of the On the Road to Recovery: Transforming Library Spaces grant from the American Rescue Plan Act (ARPA). The grant program provides financial support to libraries as library spaces are modified in response to and recovery from the COVID pandemic.
- In their role as administrator of the LIRA insurance consortium we belong to, **Gallagher Bassett** makes an annual visit to each member library to assess potential liability issues in the buildings and grounds of each facility. A representative from Gallagher Bassett visited our two buildings on October 11 and met with our facilities team to assess safety and security issues. The intent of the visit is to identify and resolve potential issues to reduce our risk of liability claims.

Cook Memorial Public Library District														
Investment Maturity Schedule														
September 30, 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		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				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	Interest					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
16-Sep-2021	UBS Bk USA Salt Lake City UT CD	Interest					0.00				20.81				20.81
30-Sep-2021	Chase Bank	Interest					0.00	2.30	8.20	10.50			2.30	8.20	10.50
30-Sep-2021	Ending Balance			370,000.00	370,000.00	0.00	740,000.00	56,457.98	200,993.46	357,440.94	61.76	0.00	7.06	25.04	52.91

Position Summary

Cook Memorial Public Library

Report date as of Sep 30, 2021

Report run time: October 01, 2021 06:27 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		CY Cost Yld	Div/Int Rate	YTM
								Accr Int				
Cook Memorial PLD General / ... 6412			370,000.00		369,985.78	-14.22	-0.00	432.50	0.12			
								23.12	0.12			
CD			370,000.00		369,985.78	-14.22	-0.00	432.50	0.12			
								23.12	0.12			
125,000	***STATE BK INDIA NEW YORK N Y C/D FDIC INS TO LIMITS 856285WT4060	08/16/2022	125,000.00	100.0537	125,067.12	67.12	0.05	187.50	0.15	0.15	0.00	
								23.12	0.15			
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90348JM56060	06/16/2022	245,000.00	99.9668	244,918.66	-81.34	-0.03	245.00	0.10	0.10	0.00	
								0.00	0.10			
Cook Memorial PLD Special Res / ... 6414			370,000.00		369,406.90	-593.10	-0.16	617.50	0.17			
									0.17			
CD			370,000.00		369,406.90	-593.10	-0.16	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	99.7619	244,416.65	-583.35	-0.24	367.50	0.15	0.15	0.00	
								0.00	0.15			
125,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38149MYJ6060	02/17/2023	125,000.00	99.9922	124,990.25	-9.75	-0.01	250.00	0.20	0.20	0.00	
								0.00	0.20			
Total			740,000.00		739,392.68	-607.32	-0.08	1,050.00	0.14			
								23.12	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
30-Sep-2021		Interest	For September 2021	2.20	131.20	133.40			2.20	131.20	133.40
						0.00					0.00
30-Sep-2021	Ending Balance			10,764.83	641,210.79	651,975.62	0.00	0.00	6.75	402.26	409.01

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
30-Sep-2021	Wintrust Bank	Interest	For September 2021	302.08	302.08
30-Sep-2021	Ending Balance			5,230,876.78	924.24

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
30-Sep-2021	Wintrust Bank	Interest	For September 2021	20.51	20.51
30-Sep-2021	Ending Balance			1,231,626.85	62.41

RESOLUTION ADOPTING REVISED VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA) POLICY

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

WHEREAS, the Library Board of Trustees last approved revisions to the VESSA Policy ("Policy") on January 19, 2021; and

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

WHEREAS, the Policy is also being updated to be in compliance with H.B. 3582 which states that victims and family members of victims of violent crimes are subject to the provisions and protections regarding unpaid leave and prohibited discriminatory acts; and

WHEREAS, the Special Library Board Meeting/Policy Workshop on October 12, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of October, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT POLICY

The Cook Memorial Public Library District ("Library") complies with and supports the Victims' Economic Security and Safety Act ("VESSA") (820 ILCS 180/1), with amendments to expand its provisions.

Article I Definitions.

- A. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day or partial leave day taken;
- B. "Family or Household Member" means a spouse, **[or party to a civil union,] domestic partner, parent, [grandparent, son or daughter, grandchild, sibling or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a son or daughter, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee,]** ~~son, daughter,~~ and persons jointly residing in the same household;
- C. "Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child;
- D. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability;
- E. "Domestic Violence, Sexual Violence or Gender Violence" means domestic violence, sexual assault, gender violence or stalking;
- F. "Domestic Violence" means abuse, as defined in Section 103 of the Illinois Domestic Violence Act of 1986, by a family or household member, as defined in Section 103 of the Illinois Domestic Violence Act of 1986;
- G. "Sexual Assault" means any conduct proscribed by: (i) Article 11 of the Criminal Code of 2012 except Sections 11-35 and 11-45; (ii) Sections 12-13, 12-14, 12-14.1, 12-15, and 12-16 of the Criminal Code of 2012; or (iii) a similar provision of the Criminal Code of 1961;
- H. "Gender Violence" means one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of the State of Illinois that are committed, at least in part, on the basis of a person's actual or perceived sex or gender, regardless of whether the acts resulted in criminal charges, prosecution, or conviction;

[I. “Crime of Violence” means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2021 or a similar provision of the Criminal Code of 1961, in addition to conduct proscribed by Articles of the Criminal Code of 2012.]

Article II Statement of Policy.

Eligible Library employees are entitled to use unpaid **[VESSA]** ~~vietims’-economic and security and safety~~ leave for up to twelve (12) work weeks per 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic **[violence]**, sexual **[violence,]** ~~or~~ gender violence **[or any other crime of violence]** to the employee or the employee’s family or household member;
- B. Obtaining services from a victim services organization for the employee or the employee’s family or household member;
- C. Obtaining psychological or other counseling for the employee or the employee’s family or household member;
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee’s family or household member from future domestic **[violence,]** ~~or~~ sexual violence~~[,]~~ ~~or~~ **[gender violence or any other crime of violence or]** ensuring economic security;
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee’s family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic **[violence]**, sexual **[violence,]** ~~or~~ gender violence **[or any other crime of violence]**.

Article III Coverage and Eligibility.

Both full and part-time employees are eligible to apply for this leave.

Article IV Intermittent or Reduced Leave.

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Article V Substitution of Paid Time Off/Family/Medical Leave.

- A. Leave under this policy is unpaid; however, an employee may elect to substitute accrued paid vacation, sick or personal time for an equivalent amount of ~~victims' economic security and safety~~ [VESSA] leave. Such substitution will not extend the total amount of allowable leave beyond twelve (12) workweeks;
- B. When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), FMLA leave will run concurrently with leave taken pursuant to this policy.

Article VI Notice Requirement.

Notice is required 48 hours in advance to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Article VII Certification.

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested;
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
 - 1. Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
 - 2. A police or court record;
 - 3. Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Article VIII Effect on Benefits.

- A. An employee granted a leave under this policy will not lose any benefits accrued prior to the taking of the leave, but is not entitled to seniority or benefit accrual during the leave period.
- B. An employee granted leave under this policy will continue to be covered under the Library's health insurance and welfare plans under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Any required employee contributions will be either through payroll deduction or by direct payment to the Library. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- C. If an employee's contribution is more than 30 days late, the Library may terminate the employee's insurance coverage.
- D. If the Library pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Library for delinquent payments (on a payroll deduction schedule) upon return from leave.
- E. If the employee fails to return from unpaid leave pursuant to this policy for reasons other than (1) the continuation, reoccurrence, or onset of domestic **[violence] or sexual violence[, gender violence, or any other crime of violence]** that entitles the employee to leave; or (2) circumstances beyond the employee's control (certification required within a reasonable period of time as to the reason the employee is unable to return), the Library may seek reimbursement from the employee for the portion of the health insurance premiums paid on behalf of the employee (also known as the employer contribution) during the period of leave.

Article IX Job Protection.

- A. If the employee returns to work from a leave pursuant to this policy, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

- C. If the employee fails to return from a leave pursuant to this policy, the employee will be reinstated to the employee's same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available; the employee's employment may be terminated.

Article X Reasonable Accommodation.

- A. The Library will attempt to provide reasonable accommodations for persons who are entitled to protection under VESSA, unless such accommodations would impose an undue hardship for the Library.
- B. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic [violence], sexual [violence,] ~~or~~ gender violence [or any other crime of violence].
- C. A qualified individual [who may be entitled to a reasonable accommodation] is an individual who, but for being a victim of domestic [violence], sexual [violence,] ~~or~~ gender violence or with a family or household member who is a victim of domestic, sexual or gender violence [or any other crime of violence], can perform the essential functions of the employment position that such individual holds or desires.

Date

Secretary

Adopted: 12/16/03

Reviewed: 11/03/11

Revised: 04/19/16

Revised: 01/19/21

[Revised: 10/19/21]

RESOLUTION ADOPTING REVISED USE OF THE LIBRARY POLICY

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

WHEREAS, the Library Board of Trustees last approved revisions to the Use of the Library Policy (“Policy”) on January 19, 2021; and

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

WHEREAS, Article V, Notary Services of the Policy is being revised to reduce liability for the Library by identifying additional documents that Library Notaries are unable to notarize; and

WHEREAS, language is also being added to the Policy establishing that individuals using Library notary services must agree to hold the Library Notary and CMPLD harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions; and

WHEREAS, the Special Library Board Meeting/Policy Workshop on October 12, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of October, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

DRAFT

USE OF THE LIBRARY POLICY

Article I General Guidelines.

State law (75 ILCS 16/1-10) empowers the Library Board of Trustees to adopt reasonable rules and regulations to render the use of the Cook Memorial Public Library District (“Library” or “CMPLD” or “District”) for the purpose of providing the greatest benefit to the greatest number of residents and taxpayers. The Board shall review this policy at least every two years. (75 ILCS 16/30-60)

Article II Library Borrowing Privileges.

Section I Residents and Property Owners/Lessees.

Residents of the District and those who own or lease property within the District who have ~~subscribed to~~ **[satisfactorily completed]** the standard application and have presented identification will be issued library cards allowing them to borrow Library materials. They also may borrow material from libraries with which the District has reciprocal borrowing agreements and request materials through interlibrary loan. Library cards will be issued to residents age four through thirteen upon the signature of a parent or guardian. The signature of a parent or guardian acknowledges the responsibility of the signer for loss or damage of Library material loaned to the child and, further, attests to the fact that the Library is not responsible for restricting the exposure of the child to any material in the Library, except as provided for in the Electronic Information and Computer Systems Use Policy.

A child under the age of 18 with a library card may borrow any materials in the Library. However, a parent or legal guardian may restrict ~~his or her~~ **[their]** child or ward who is under 18 years of age from borrowing any visual media in the Library’s physical collection other than those in the Children’s or Family Film Collections. This restriction will be in writing on forms provided by the Library. When a child reaches the age of 18, the restriction will automatically be removed.

Library cards are valid only during the period of residency.

Section 2 Property Owners/Lessees Residing Outside of the District.

Library privileges are extended to nonresidents who, as an individual or as a partner, principal stockholder, or other joint owner, own or lease property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property. (75 ILCS 16/30-55.60(3))

Section 3 Temporary Residents.

Temporary Residents of the District will be issued a temporary library card upon deposit of a fee at least equal to the cost paid by residents of the District, with the cost to be determined according to the formula established by the Illinois State Library (75 ILCS 16/30-55.60). Temporary resident status will be determined by providing proof of temporary residential address and a photo ID.

Section 4 Reciprocal Borrowers.

The Library offers borrowing privileges to registered patrons of any public library in Illinois or Wisconsin. The materials loaned and the conditions upon which they are loaned shall be determined by the Library Director.

Section 5 Nonresidents.

A nonresident is defined as any person residing outside of an area served by a public library in the State of Illinois. The Board has elected to participate in the State of Illinois' nonresident card program. (75 ILCS 16/30-55.60) Please contact the Library for eligibility information.

Article III Circulation Rules.

Section 1 Charges.

Library cards are issued free of charge. If a card is lost or badly damaged, a new one will be issued upon payment of a replacement charge to be determined by the Library Director. No charge shall be made for the circulation of any material owned by the Library or for any service provided by the Library to obtain material not owned by the Library. Charges imposed by agencies outside the Library may be passed along to library users on an individual basis.

Section 2 Conditions of Circulation.

The Library Director shall establish reasonable regulations governing:

- A. Which material shall or shall not be loaned.
- B. Number of materials loaned to any one patron.
- C. Loan periods necessary for the effective use of the Library's collections.
- D. Fines necessary to encourage the prompt return of materials, subject to Board approval. (ILCS 16/30-55.70)
- E. Replacement or repair charges for lost or damaged materials, subject to Board approval. (ILCS 16/30-55.70)

Section 3 Suspension of Borrowing Privileges.

Except in extenuating circumstances, the Library Director is directed to suspend borrowing privileges when a patron has:

- A. Outstanding fines of an amount established by the Library Director
- B. Unreturned materials for which a statement has been sent
- C. Established a delinquency at another library

Patrons will be reinstated after proper settlement has been made. (75 ILCS 16/30-55.70)

Article IV Information Services.

The Library provides high-quality information services to meet the educational, recreational, and lifelong learning needs of the community. For extensive research projects, library staff will direct patrons to likely sources of information.

Article V Notary Services.

The Library offers free limited notary services **[by appointment only]** for basic acknowledgement and affirmation of signatures to Library patrons. ~~Notary services may not be available at all times the Library is open to the public and notary service is not guaranteed. Patrons seeking notary service should call the Library prior to their visit to ensure a Notary is available. Notary services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the Notary may ask the individual(s) to wait while the Notary tends to other Library business. Notary service is provided on a first-come, first-served basis.~~

Section 1 Scope.

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose. Notaries cannot provide legal advice or counseling regarding any documents. Notary service is not available for documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, beneficial interests in land trusts and deeds. **[Notary service is further not available for wills, living wills, living trusts, codicils or depositions as these types of documents can require technical or legal knowledge that is beyond the scope of this free service.]** In addition, Notaries cannot provide services for I-9 forms or serve as authorized representatives. ~~The Library is unable to provide witnesses and witnesses may not be solicited from Library patrons or staff members.~~

Section 2 Guidelines.

- A. Documents must be signed in the presence of a Notary. The Notary will only attest to documents signed in ~~his/her~~ **[their]** presence.
- B. Each person signing the document must be present for the Notary to notarize each individual signature.
- C. Documents must be completely filled out prior to presenting to the Notary, leaving no blank spaces other than where the individual will sign the document. Notaries may not notarize any document with blank spaces.
- D. Documents in any other language other than English will not be notarized by the Notary.
- E. This policy requires that the Notary and the individual seeking notarization be able to communicate directly with each other. The Notary is not permitted to make use of a translator to communicate with a notary service customer.
- F. A valid ID with a signature and photo is required so that the Notary can verify the identity of the person seeking notary services. The ID must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs are a valid (unexpired) state driver's license or ID card, a valid (unexpired) United States military ID, or valid (unexpired) passport. Examples of unacceptable IDs are Social Security cards, a United States passport card, or student IDs that do not bear a photograph and signature. Notaries reserve the right to refuse to sign any document that they deem questionable and/or may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable ID.

[G. Individuals with documents requiring witnesses, in addition to the individual's signature and notarization, must bring the required number of people willing to serve as a witness. Library staff are unable to be witnesses and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification.]

- G. **[H.]** Notaries cannot sign government I-9 forms or provide an Apostille. An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another.
- H. **[I]** Illinois law does not authorize a Notary to certify copies of any document. Persons requesting certified copies of documents will be referred to the official who has custody of the original document or to the office where the document has been officially filed.

- I. **[J]** A notary commission is personal to the Notary Public. Library staff who serve as a Notary Public shall follow the Notary laws of the State of Illinois and must adhere to the highest standards of competence and responsibility in providing notary public services. Notaries will not provide service if the individual, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Notary. In this event, the Notaries may at their sole discretion, decline to provide notary service.
- J. **[K]** Notaries shall correctly maintain a notary journal of all notarial acts they perform **[at the Library]**.
- K. **[L]** The Library reserves the right to refuse notary service at any time.
- L. **[M]** In consideration of using the free notary services of the Library, the individual using Library notary services must **[sign a Hold Harmless agreement]** ~~agree to~~ hold **[ing]** the Library Notary and CMPLD harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated in the documents executed by the individual and from and against any and all claims and damages arising out of or resulting from any dissemination, distribution and copying of communication in any form between the individual using notary services and any other person or entity by any unauthorized person or persons.

Article VI Electronic Information and Computer Use.

Library patrons using electronic information networks must do so within guidelines set forth in the “Electronic Information Networks and Public Library Computers Use Policy” and “Wireless Internet Access Policy.”

Remote access to electronic media is restricted to CMPLD cardholders.

Article VII Programs and Use of Technology Equipment and Electronics.

A variety of programs are offered both at the Library and at other sites within the District as a means of fulfilling the Library's mission. Programs and activities sponsored by the Library are scheduled based upon perceived needs and interests of the community. Presenters from for-profit organizations are not allowed to promote their products or services. Charges may be imposed to cover the costs of supplies, tickets or transportation. Authors are permitted to sell materials relating to their presentation. While most programs are open to CMPLD cardholders and non-cardholders alike, programs and activities may be limited at the discretion of the Library Director to CMPLD cardholders.

The Library provides a variety of technology equipment and electronics to help support patrons' educational, professional, and personal goals and endeavors. The Library Director shall establish reasonable regulations governing use of this equipment and electronics, including limited usage for non-CMPLD cardholders.

Policies related to children's programs and attendance are covered in the "Safe Child Policy."

Article VIII Use of 3D Printers.

The Library provides access to 3D printers to make three-dimensional objects using a design that is uploaded from a digital computer file. The Library's 3D printers may only be used for lawful purposes and may not be used to create weapons or material that is:

- A. Prohibited by local, state or federal law.
- B. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- C. Obscene or otherwise inappropriate for the Library environment.
- D. In violation of another's intellectual property rights.

The Library Director shall establish reasonable regulations governing use of this equipment.

Article IX Teacher Services.

Section 1 Accounts for Teachers Teaching in District Schools.

Library accounts may be issued to persons teaching at schools located within the District as part of an agreement between the schools and the Library. These accounts are fine-free and entitle the borrower to an extended period on curriculum-related materials subject to the overall limitations placed on the collection.

Section 2 Borrowing Privileges for Teachers Not Teaching in District Schools.

Residents of the Library District who teach outside of it may request subject/genre collections to be prepared for them. Teachers who live and teach outside the District will be assisted like any other patron who is visiting the Library.

Section 3 Library Privileges for Homeschooling Families.

Homeschooling parents residing in the District may apply for a homeschooling family card that grants all the privileges given to public and private school teachers. Cards must be renewed annually. These cards are fine-free and entitle the borrower to an extended

loan period on curriculum-related materials subject to the overall limitations placed on the collection.

Section 4 Student Reserves.

Persons teaching within the District may request that material be placed on reserve for their students. Library staff shall determine the nature and extent of compliance with such requests.

Article X Tours of the Library.

Tours of the Library may be requested by any group, all or part of which is composed of Library constituents. School tours will be conducted only for schools within the Library District. Tours must be scheduled. The presence of these groups shall not diminish the usefulness of the Library to other patrons.

Article XI Posting of Flyers.

Flyers from non-commercial and civic organizations may be posted on designated bulletin boards or pamphlet racks as space permits and permission is received by the Library Director or designee. Priority is given to local programs and events. Postings not pertaining to a specific date may be displayed and removed as space allows. The posting of political flyers will not be allowed.

Questions regarding the administration of this policy should be directed to the Library Director. The Policy Review Committee may hear complaints regarding the content or administration of this policy.

Article XII Solicitations, Petitioning and Leafleting.

Not-for-profit groups may request to solicit donations or sell products outside the library building on library property provided the appropriate requirements of the applicable Village have been met, library operations are not disrupted and permission is granted by the Library Director or designee.

The Library recognizes petitioning and distributing noncommercial leaflets by individuals and groups as a fundamental right protected by the First Amendment of the Constitution. Persons may request signatures on a petition or distribute noncommercial leaflets on Library property solely outside the building no less than 15 feet from a public entrance provided Library operations are not disrupted. Advance notice or permission from the Library Director is not required.

All persons soliciting donations, petitioning, or distributing noncommercial leaflets are subject to Patron Behavior provisions of the Use of the Library Policy.

Article XIII Patron Behavior.

Library patrons are expected to act with consideration for other people using the Library and for staff who are giving service. Conduct within the Library or on library grounds that hinders patrons from using the Library or library materials is considered obstructive. Conduct that results or may result in harming people or property, or that interferes with staff providing service or performing their duties is considered disruptive. Without limitation, examples of disruptive behavior include:

- A. Disruptive noise or conduct.
- B. Loitering in washrooms and lobbies.
- C. Failure to observe posted notices.
- D. Use of cell phones that is disturbing to others.
- E. Smoking or vaping ~~is prohibited~~ within **all [any]** buildings, **[on the]** grounds **and [or in]** the Bookmobile.
- F. Eating, except in designated areas.
- G. Drinking, except from spill-proof containers.
- H. Improper parking.
- I. Intimidating or unwelcome remarks to other patrons or staff.
- J. Willful disregard of circulation or other service rules, or failure to observe a reasonable verbal instruction from a member of the staff.
- K. Bathing or extended sleeping.
- L. Theft or vandalism of library property or the property of other patrons.
- M. Consumption of alcoholic liquors except as permitted by the Alcoholic Liquors Sales and/or Delivery Policy.
- N. Failure to wear shirt/top or shoes.
- O. Public Intoxication.
- P. Use of skateboards, scooters, roller blades, roller skates or the like.
- Q. Possession of animals, except those as permitted by the ADA Policy.

Parents, guardians and caregivers should be aware that the library is a public building open to all individuals. Parents or guardians, not the Library or its staff, are responsible for their children. Detailed rules regulating the use of the Library by minors are addressed in the "Safe Child Policy."

Acts of vandalism, theft, substance abuse or other more serious offenses will be reported to the police.

Any staff member witnessing **[or becoming aware of]** willfully disruptive behavior ~~or responding to a complaint from another patron of such behavior~~ is empowered to ~~eject~~ **[dismiss]** the patron or group of patrons causing the disruption for the rest of the day **[after consulting with a manager, supervisor or person-in-charge]. [If a child 14 years or younger is unable to leave the Library independently,]** ~~S[s]~~ **S[s]**taff will allow ~~[them] children 14 years of age and under~~ to remain in the library under staff supervision until a parent or responsible adult can be notified (See Safe Child Policy).

After consultation with the Library Director, any Senior Manager is authorized to suspend a part or all library privileges to a willfully disruptive patron or ban him/her from the premises for a period not to exceed six months. The Library Director is authorized to suspend service or ban a patron for up to one year. Restrictions for longer periods must be approved by the Board. Notices of suspension may be given verbally but will be accompanied by a written notice to the person, parent or responsible adult that describes the offending behavior. A Senior Manager or the Library Director will meet with the patron to discuss the facts and circumstances prior to suspending Library privileges. (75 ILCS 16/30-55.55) Patrons who refuse to provide identification or to leave the Library when requested to leave by a staff member, or who return to the Library when they are banned from the premises, will be reported to the police and may be prosecuted for trespassing.

Any patron banned from the premises may file a written request for reinstatement to the Board within one week after having been banned. The Board will review the request in a timely manner and render a decision. The decision of the Board is final.

Article XI **[V]** **[H]** Weapons, Hazardous Materials and Dangerous Behavior.

Weapons, as defined under applicable federal, state and local statutes and ordinances, are prohibited in all Library facilities and grounds. Staff members will contact emergency authorities immediately if they suspect that a weapon may be present, even if the person may be authorized to carry a weapon. Nothing in this policy should be construed to prohibit, abridge, or in any way hinder the religious freedom of any person or group.

Hazardous materials and substances are prohibited in all Library facilities and grounds. Staff will contact emergency authorities immediately if they suspect that hazardous materials may be present.

Dangerous behavior is prohibited in all Library facilities and grounds. Such behavior includes any behavior that appears to threaten the safety of persons or property.

Article XV Photography and Video

- A. Permission is not required for taking photographs or videos in public areas of Library buildings for personal, noncommercial use. Taking photographs or videos of, or in, areas reserved for staff use only is prohibited. Photography in bathrooms, designated nursing areas or changing areas is also prohibited. Request to use tripods, lights, or other specialized equipment must be made at least one business day in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block Library aisles, walkways, stairwells, doors, or exits.**
- B. Taking photographs and videos outside of Library buildings and/or of Library grounds does not require permission. Activity may not impede the ingress or egress of patrons or staff to and from the building.**
- C. The Library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library and is in accordance with the rest of this policy. Prior permission must be sought at least one week in advance. The Library may charge a fee to offset costs incurred to provide access to the facility.**
- D. Meetings of the Library Board open to the public may be recorded by tape, film or other means and shall not disrupt the meeting or create a safety hazard (5 ILCS 120/1 et seq.).**
- E. Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.**
- F. The Library reserves the right to ask any individual or group violating this Policy to cease the taking of photographs or videos.]**

Date

Secretary

Adopted: 04/03/95
Revised: 01/20/98
Revised: 07/18/00
Revised: 03/20/01
Revised: 12/16/03
Revised: 08/22/05
Revised: 02/19/08
Revised: 06/01/10
Revised: 08/17/10
Revised: 01/15/13
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: 12/17/19
Revised: 01/19/21
[Revised: 10/19/21]

RESOLUTION ADOPTING REVISED AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE POLICY

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

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

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

WHEREAS, language is being added to the Policy that excludes emotional support animals which are excluded from protection under ADA as well as Illinois law; and

WHEREAS, the Policy will note that trained service animals which may service psychological or psychiatric disabilities are protected under ADA; and

WHEREAS, the Special Library Board Meeting/Policy Workshop on October 12, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of October, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

DRAFT

AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICY

Article I General Guidelines.

The Cook Memorial Public Library District (“Library”) complies with the Americans with Disabilities Act of 1990, as amended (the “ADA”) and offers alternative reasonable compliance to meet its requirements. Accordingly, the Library takes appropriate steps to ensure that Library communications with applicants, employees and members of the public with ADA disabilities are as effective as communications with others; makes reasonable accommodations in Library policies, practices and procedures when necessary to avoid discrimination on the basis of disability, unless **[such accommodation would impose an undue hardship on its operations;]** ~~a fundamental alteration in a Library program would result;~~ and operates its services, programs and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. The Library provides equal access to persons with disabilities, including those individuals who use service animals.

Article II ADA Compliance Officer.

The Library Director or his/her designee is the Library’s ADA Compliance Officer. The ADA Compliance Officer may be contacted via telephone at: (847)362-2330 or via email at: ADA@cooklib.org.

Implementation of this Policy is the responsibility of all Library staff.

Article III Method of Notification.

A copy of this Policy is included in the Library’s policy handbook and is posted on the Library’s website. If a person with visual impairment or other disability inquires about this Policy or about the Library’s ADA services, staff will offer to read the Policy and **[/or]** ~~to~~ provide **[other]** appropriate ADA services.

Article IV Service Animals.

The Library welcomes service animals, and service animals are permitted in any area of the Library where members of the public are permitted to go. Trainers are also permitted to accompany service animals in training in the Library. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack or performing other duties. The work or task that the dog has been trained to provide must be directly related to the person’s disability.

The ADA has also defined a miniature horse as an animal that may serve as a service animal if it has been individually trained to do work or perform tasks for a person with a disability. To determine if a miniature horse can be accommodated in the Library, the Library will assess whether (1) the miniature horse is housebroken, (2) the miniature horse is under the owner's control, (3) the Library can accommodate the miniature horse's type, size and weight, and (4) the miniature horse's presence will compromise legitimate safety requirements necessary for the safe operation of the Library.

Some service animals may wear special collars, harnesses, vests or capes and some are licensed and certified and have identification papers. However, special identification and certification are not required by the ADA. Employees may only ask an individual who accesses the Library with a service animal the following two questions: (1) whether the animal is a service animal and (2) what work or task the service animal has been trained to perform. Employees may not require identification documents for the animal and may not ask about the person's disability.

A service animal may be removed from the premises only if (1) the animal is out of control and the handler does not take effective action to control it, or (2) the animal is not housebroken. Service animals must be harnessed, leashed, or tethered, unless such devices interfere with the animal's work or the individual's disability prevents using such devices, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

When there is a legitimate reason to remove a service animal, staff will offer the person with the disability the opportunity to obtain Library materials or services without the animal's presence. Staff is not required to provide care, food or a special location for the animal.

[This policy does not apply to emotional support animals as that term is not defined in the ADA. Emotional support or "therapy" animals are not considered service animals under the ADA. A service animal is an animal that has been trained to perform work or tasks for the benefit of a person with a disability. Emotional support animals, also called therapy or comfort animals, have not been trained to perform work or tasks. Instead, they provide a benefit just by being present.]

Article V Programming & Meeting Accessibility.

All notices and advertising for Library-sponsored programming will contain an appropriate ADA notice (such as the following):

Any person needing an accommodation for a disability in order to access the benefits of the Library's services, programs, or activities under the Americans with Disabilities Act should contact a Library manager by telephone at (847) 362-2330, by email at ADA@cooklib.org or in writing, not less than five (5) working days prior to the program.

All notices for library board or committee meetings will contain an appropriate ADA notice (such as the following):

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) working days prior to the meeting.

Article VI Accommodations to Persons with a Disability.

Staff will assist a patron with a disability in any reasonable way needed, including opening doors, carrying and retrieving library materials, and completing library forms.

In addition, in order to assist persons with visual, hearing, mobility, intellectual, or other disabilities, the Library provides materials in a variety of formats: conventional print, large type, DVD, CD, electronic download, streaming services. When materials are not available in all needed formats, the Library attempts to provide equivalent or similar items for use by persons with disabilities.

Article VII Meeting Room Users.

Groups using the meeting room and presenters are required to meet the requirements of the Americans with Disabilities Act. The Library offers the facility as a service to community groups, but has no responsibility for the groups using the room.

Article VIII Grievance Procedures.

Any person who believes that the Library has discriminated against that person because of the person's disability may file a written complaint with the ADA Compliance Officer, within 60 days of the alleged occurrence of discrimination. **[The ADA Compliance Officer may be contacted via telephone at: (847) 362-2330 or via email at: ADA@cooklib.org.]** The complaint will provide information about the alleged discrimination, including the date, location, persons involved, and other particulars. The complaint will include the name, address, and telephone number of the person filing the claim. The complaint will include the complaining person's proposed resolution of the matter.

Upon request, the Library will provide alternate means for filing a complaint, such as a personal interview or tape or digital recording, to a person with a disability.

Within 15 days after receipt of a complaint, the ADA Compliance Officer, Director, or other designated Library representative will meet with the person filing the complaint, with the purpose of receiving any additional information and seeking a mutually acceptable resolution of the complaint.

Within 15 days after the meeting, the ADA Compliance Officer, Director, or other designated Library representative will respond to the person filing the complaint, in writing or other appropriate format, stating the Library's response to the complaint and proposed resolution of the complaint.

Within 15 days after receipt of the Library's response, if the Library's proposed resolution is not acceptable to the person filing the complaint, that person may submit a written appeal of the matter to the Library Board. The Board President will appoint a committee of no more than two Board members to meet with the person filing the appeal within 15 days, with the purpose of receiving any additional information and seeking a mutually acceptable resolution of the complaint.

At the next regular Board meeting, the committee will report its findings and recommendations to the Board. The Board will take action upon these findings and recommendations. The Board will report its action to the person filing the appeal, in writing or other appropriate format. The Board's action will conclude the Library's grievance procedure.

Individuals may also file an administrative complaint with the U.S. Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discrimination, or may file a lawsuit for injunctive relief and damages.

Any or all of these methods may be pursued at the same time.

Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

For further information

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the ADA Compliance Officer and also from the Disability Rights Section, Civil Rights Division, U.S. Department of Justice, 950 Pennsylvania Avenue, Washington, DC 20530. Telephone: (800) 514-0301 (Voice) or (800) 514-0383 (TDD).

To the extent that any existing policies, procedures or guidelines of the Library are inconsistent with this policy, this policy shall prevail.

Date

Secretary

Adopted: 3/20/01
Reviewed: 12/16/03
Reviewed: 9/02/08
Reviewed: 10/20/15
Revised: 10/16/18
[Revised: 10/19/21]

RESOLUTION 2021-2022/9

RESOLUTION ADOPTING REVISED ELECTIONS POLICY

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

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

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

WHEREAS, the Special Library Board Meeting/Policy Workshop on October 12, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of October, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

ELECTIONS POLICY

Article I Duties.

Unless otherwise designated by law, The Secretary of the Board, serving as the Local Election Official, is responsible for those actions required of the District under the Election Code. (10 ILCS 5/1-1 et seq.) **[As provided by law,]** ~~T~~**[t]**he Secretary:

A. Signs all documents and certifications**;** **and]**

B. Administers oaths.

The Library Director and/or a designee approved by the Secretary acts as administrator for the election:

A. Arranges for the drafting of all documents;

B. Receives all documents**;** **and]**

C. Files and retains all documents and legal notices.

Date

Secretary

Adopted: 09/20/76
Revised: 07/14/95
Revised: 01/20/98
Revised: 03/20/01
Revised: 12/16/03
Revised: 03/27/07
Reviewed: 01/15/13
Reviewed: 10/17/17
[Revised: 10/19/21]

**RESOLUTION ADOPTING REVISED RECORDS OF THE SECRETARY
POLICY**

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

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

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

WHEREAS, the Secretary is responsible for keeping and maintaining appropriate records for their term in office as required by law and as set forth herein (75 ILCS 16/30-45(g)); and

WHEREAS, the Special Library Board Meeting/Policy Workshop on October 12, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of October, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

RECORDS OF THE SECRETARY

Article I Responsibility.

The responsibility for the records of the Secretary rests ultimately with the Secretary [of the Cook Memorial Public Library District (“Library”)]. [The Secretary is responsible for keeping and maintaining appropriate records for their term in office as required by law and as set forth herein. (75 ILCS 16/30-45(g)).] The Secretary ~~of the Cook Memorial Public Library District (“The Library”)~~ is authorized to receive official correspondence and reports and to certify as to the correctness of a copy of any Library document. The Library Director is responsible to the Secretary for proper storage of the Secretary's records, for making routine filings of certified copies of Library documents, for destroying Library documents according to appropriate regulations and established routine, for preparing the Secretary's Audit, for arranging for periodic review of the Library records by the Library attorney and for other duties as assigned by the Secretary. ~~(75 ILCS 16/30-45 (g))~~

Article II Board Minutes.

The minutes of each Board meeting shall contain:

- A. The name of the Library Board.
- B. The time, date and place of the meeting.
- C. The kind of meeting whether regular, adjourned, etc.
- D. The names of the trustees present and absent, and if any trustees participated by electronic means, and the presence of other persons attending the meeting.
- E. The fact that the regular President and Secretary were present or the names of their substitutes.
- F. Points of order and their disposition.
- G. The text of all motions, the names of the Trustees making and seconding the motions and record of any votes taken.
- H. A summary of all discussion on matters proposed, deliberated or decided.
- I. The time of adjournment.

The President and Secretary for the meeting shall sign the minutes after the minutes are approved by the Board. The minutes shall be bound together in the Minute Book and stored in a fire-proof safe in the Library's administrative office. The minutes shall be approved by the Board within 30 days of the meeting or by the second subsequent regular Board meeting ~~and~~, whichever is later. **The minutes** shall be posted on the Library's website within 10 days of approval by the Board.

Article III Ordinances.

"Ordinance" means an enactment, adopted by the Board, that applies to the public generally and that implements, applies, or prescribes conduct, imposes a tax, imposes a fee or fine, or assesses a penalty or that otherwise affects the rights of the public concerning the use or operation of the Library.

The number of Trustees voting "aye," "nay" and "abstain" and the name(s) of Trustee(s) absent are recorded in the minutes and on the ordinance. Ordinances passed by the Board shall be numbered consecutively for each fiscal year (~~ie. 2016-2017-1~~). Ordinances shall be posted or published, if so required, within ~~three days after enactment~~, **[the time required by law]** and shall be effective on the day and date of such posting and publication unless otherwise determined by law. The original of each ordinance shall be signed by the President and the Secretary after the meeting during which it was enacted. The original shall be stored in a fire-proof safe in the Library's administrative office and **[either the original or a certified copy of all ordinances shall be]** made available for public inspection during regular business hours. A certified copy of all ordinances from the ~~past two~~ **[last fiscal]** years shall be posted on the library's website. (75 ILCS 16/1-40)

Article IV Resolutions.

"Resolution" means a statement, adopted by the Board that establishes library policy and internal procedures for the governance of the Library.

Resolutions shall be enacted, numbered, retained and made available in the same manner as are ordinances. The original of each resolution shall be stored in a fire-proof safe in the Library's administrative office and made available for public inspection during regular business hours.

Article V By-Laws, Policies and Procedures.

By-laws, policies and procedures adopted by the Board and in force are a part of the Secretary's records. Obsolete by-laws, policies and procedures are retained. The motion and subsequent action adopting or revising by-laws, policies and procedures

shall be recorded in the Board minutes. The original and complete text of current by-laws, policies and procedures shall be dated with the date of the Board meeting during which it was adopted or revised, signed by the Secretary and stored in a fire-

proof safe in the Library's administrative office. A copy of all of these documents will be available at the Reference Desk **[at each location]**.

Article VI Miscellaneous Records.

The Secretary shall maintain records of all written matter affecting the operation of the District. These shall include:

A. A copy of reports required by law including:

1. Report to the State Librarian
2. Report to the Comptroller of the State of Illinois
3. Report of receipts and disbursements including a receipt of filing with the County Clerk
4. Audit reports including:
 - a. Professional Treasurer's Audit
 - b. Secretary's Audit Committee Report

B. Reports to the Board as directed by the President.

C. Election, appointment and resignation records.

D. Contracts entered into by the Board.

E. Official correspondence directed to the Board or written by the Secretary.

F. Publisher's certificates for legal notices required by law.

G. Meeting and hearing notices (75 ILCS 16/1-30 (d)).

Documents thus received shall be stored in a fire-proof safe in the Library's administrative office. All miscellaneous records shall be retained for a period of seven years and then may be discarded selectively as permitted by law. Local Records Act (50 ILCS 205/1 et seq.)

Article VII Audit of the Secretary.

The records of the Secretary shall be audited at the end of each fiscal year and upon a change in the office of Secretary by two other Trustees appointed by the President. The Audit of the Secretary shall examine the following:

A. Minute Book.

B. Ordinances and Resolutions.

C. By-Laws, Policies and Procedures Book.

The audit report shall certify as to the accuracy of the records of the Secretary, their completeness and list the discrepancies, if any. The audit report shall be filed with the Secretary no later than ninety days after the end of the fiscal year. (75 ILCS 16/30-65(d))

Article VIII Records Retention.

Unless otherwise noted in this policy, the records of the Secretary are retained permanently. All records of the Secretary except those dealing with subjects enumerated in the section of the By-Laws entitled "Closed Session" are available for public inspection in the Library's administrative office during regular business hours. The Board shall review the minutes of closed sessions semi-annually to determine the continued need for confidentiality.

Date

Secretary

Revised: 05/03/95

Revised: 01/20/98

Revised: 03/20/01

Revised: 12/16/03

Revised: 03/20/07

Revised: 11/19/13

Revised: 12/17/13

Revised: 10/17/17

[Revised: 10/19/21]

RESOLUTION 2021-2022/11

RESOLUTION ADOPTING REVISED BLOODBORNE PATHOGENS POLICY

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

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

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

WHEREAS, the Special Library Board Meeting/Policy Workshop on October 12, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of October, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

BLOODBORNE PATHOGENS POLICY

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Cook Memorial Public Library District (CMPLD or the "Library") complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens, which have been incorporated by administrative actions. **[(56 Ill. Admin. Code 350.700, incorporating 29 C.F.R 1910.1030.)]** Drawing on these regulations, the Library believes it is imperative to minimize staff exposure to such infectious materials. Since the employees at the Library are not care givers, their training in reducing exposure should be focused on avoiding contact with infectious materials, contacting emergency personnel when staff or patrons become ill, and using simple precautions to avoid personal contact with, and spreading of, infectious materials.

Article I: Exposure Determination.

No particular job classification of the Library has occupational exposure (meaning "reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which Library employees in all classifications may be called upon to respond with assistance. ~~Or e~~**[E]**mergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

Article II: Universal Precautions.

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Bloodborne pathogens are pathogenic microorganisms that are present in human blood and other body fluids, which can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls, as outlined below in Article III of the Library's Exposure Control Plan, shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used. The Exposure Control Plan is also available in the Library's Emergency Manual.

Article III: Exposure Control Plan.

At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, staff should notify maintenance staff and the **Librarian [person]** in charge or a **manager [supervisor]**. The area contaminated shall be immediately cordoned off by maintenance staff. If maintenance staff are not immediately available, the **Librarian [person]** in charge or **manager [supervisor]** shall insure that the area is cordoned off and quarantined, even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc. shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.) etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Article IV: Training and Immunizations.

The Library shall provide ~~directly or through System, State, or associational programs,~~ annual in-service training/educational programs for employees designated for cleanup and disposal duties. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

Date

Secretary

Adopted: 04/20/99
Revised: 03/20/01
Revised: 08/19/03
Revised: 12/18/07
Revised: 01/15/13
Revised: 10/17/17
[Revised: 10/19/21]

RESOLUTION ADOPTING REVISED TELECOMMUTING POLICY

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

WHEREAS, the Library Board of Trustees adopted the Telecommuting Policy (“Policy”) on September 15, 2020; and

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

WHEREAS, the Special Library Board Meeting/Policy Workshop on October 12, 2021 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 19th day of October, 2021

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

TELECOMMUTING POLICY

The Cook Memorial Public Library District ("Library") may allow employees to telecommute (work remotely or work from home) intermittently or for an agreed number of hours or days per week if their supervisor and/or Library Director determine that the position and the nature of the job responsibilities are suited for remote work. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a Library-wide benefit, and it in no way changes the terms and conditions of employment with the Library or required compliance with policies, including policies in relation to what files may be removed from the Library for telecommuting purposes and what measures must be taken to protect those documents. Permission to telecommute is solely at the Library's discretion and can be withdrawn at any time.

This policy does not apply to requests for reasonable accommodation. Employees requesting to telecommute as a reasonable accommodation should follow the Library's procedures on requests for reasonable accommodation.

Article I Request to Telecommute

Each telecommuting arrangement must be approved in advance by the employee's supervisor and Library Director. A request to telecommute should be submitted in writing to an employee's supervisor with the number of hours/days requested to telecommute, and any anticipated technology requirements. Upon receipt of request, the Library may require additional information, including how employee intends to stay in contact with supervisor.

The employee and supervisor and/or Library Director will discuss job responsibilities and determine if the job is appropriate for a remote work arrangement, including a review of equipment needs, communication needs, and scheduling issues.

If the proposed arrangement is feasible and deemed appropriate by the Library, a Telecommuting Agreement will be signed by the employee, their supervisor and Library Director.

The Library may approve a request to telecommute for a trial period set by the employee's supervisor and/or the Library Director. After the trial period, the telecommuting arrangement will be reviewed by the employee's supervisor and/or the Library Director and may be withdrawn or extended for a longer period of time.

Article II Requirements

In order to telecommute, an employee must meet the following conditions:

- A. Demonstrated satisfactory or better performance on their most recent performance evaluation.

- B. Be able to carry out the same duties, assignments, and other work obligations offsite as they do when working at the Library.
- C. Work the same number of scheduled hours either remotely or at the Library, or any combination of the two as agreed upon by the employee's supervisor.
- D. Be reachable by phone, email and virtual conferencing within a reasonable time period during the established work schedule.
- E. Be available to attend scheduled meetings and participate in other required office activities from home office as needed. Employees who telecommute may be required to attend these meetings and other activities in person as needed.
- F. Coordinate with supervisor on a work schedule that accommodates responsibilities for child care and/or elder care. ~~See the Library's Temporary Emergency Leave Policy for information on potential leave options provided by federal law to care for dependent children and/or individuals due to concerns related to COVID-19.~~ Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting the needs of the Library.
- G. Abide by all Library policies including Personnel, Harassment and Privacy. Failure to follow Library policies may result in the end of the remote work arrangement and/or disciplinary action.
- H. Be available to report to work at the Library's office as needed in lieu of telecommuting hours.
- I. Provide all equipment necessary for telecommuting, including an internet connection. Exceptions may be made with approval from the Library Director.
- J. Ensure the protection of proprietary Library information and patron information. Measures to be taken by the telecommuting employee to ensure such protection include, but are not limited to, use of locked file cabinets and desks, secured jump drives, regular password maintenance, and other steps necessary for the job and the environment.
- K. A telecommuting employee is solely responsible for compliance with all laws and regulations, including income tax laws relating to use of the telecommuting employee's home or other telecommuting location, as well as compliance with requirements of the employee's Home Owner's or Renter's Insurance policy.

- L. No use of shared or public wifi when working with personally identifiable patron information, employee information or library financial data.

Article III Timekeeping

Employees who are permitted to telecommute must comply with the Library's timekeeping and attendance policies and practices. Employees who are permitted to telecommute must accurately record all working time and hours in a manner designated by the Library. Any work by nonexempt employees in excess of regularly scheduled hours requires advance approval of the employee's supervisor. Failure to comply with this record keeping requirement may result in the end of the remote work arrangement and/or disciplinary action.

Article IV Workers' Compensation

Injuries sustained by a remote work employee while at their home or other remote work location and in conjunction with work duties for the Library are potentially covered by the Library's workers' compensation insurance coverage depending on the facts and circumstances surrounding the injury. In the event of a job-related injury, employees must report within 48 hours any injury, no matter how slight, which occurs during work hours to their supervisor and/or Library Director, and shall complete an incident report and submit to Human Resources in a timely manner. The home work location shall not be used as a meeting venue or for receiving Library related deliveries.

Workers' compensation does not apply to injuries to any third parties or members of the remote work employee's family on the employee's premises. The Library is not responsible for any injuries sustained by visitors to the remote work employee's work site.

Article V Administration of this Policy

Questions regarding this Policy should be directed to Human Resources, which is responsible for the administration of this policy.

_____ Date

Secretary

Adopted: 09/15/20
[Revised: 10/19/21]



Cook Memorial Public Library District

Telecommuting Agreement (rev. 9/15/20)

Employee Name: _____ Date: _____

Position: _____ Department: _____

Supervisor: _____

Remote Office Address _____

Telephone Number: _____

This agreement will be valid once signed by the employee, the employee’s supervisor and the Library Director and will remain in effect until canceled by either party. Any changes made to this agreement must be in writing and are subject to written approval.

Agreement

- I have read and understand the guidelines and expectations of the Telecommuting Policy and I accept all conditions set forth in this policy and agree to the duties, obligations, responsibilities, and conditions described in these documents.
- I understand that telecommuting allows me to work at home for part of my regular work week.
- I understand that I will work with my supervisor to determine my schedule with regards to hours I will work at the Library and hours I will work remotely.
- I voluntarily agree to telecommuting as an alternative work arrangement, and I understand that telecommuting is not an entitlement and in no way changes the terms and conditions of my employment with the Library.
- I understand that all Library policies, practices, and procedures apply to off-site work locations.
- I understand the Telecommuting Policy may be changed, modified, or discontinued at any time, without advance notice to me.
- I understand that I should coordinate a work schedule with my supervisor that accommodates my responsibilities for child care and/or elder care.
- I understand that I am responsible for all costs associated with remote work including utilities, furniture, electrical, etc. Reimbursement of necessary telecommunications expenses is detailed in the Reimbursement Policy.

Employee’s signature: _____ Date: _____

Direct supervisor’s signature: _____ Date: _____

Library Director’s signature: _____ Date: _____