

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

December 21, 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, December 21, 2021 will be held in the Meeting Room at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of November 16, 2021.
 - b. Minutes of the Closed Session of November 16, 2021.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - b. Policy Review.
 - c. Building and Grounds
 - d. Development.
 - e. Technology.
 - f. Resources, Services and Long Range Planning.
 - g. Village of Libertyville Parking Commission Representative.
 - h. Friends' Representative.
 - i. RAILS Representative.

- j. Historical Society Representative.
10. Other Business.
- a. Approval of Resolution 2021-2022/15 Authorizing the Destruction of Audio Recordings of Closed Sessions.
 - b. Approval of Resolution 2021-2022/16 Authorizing Featherstone to Proceed with Preconstruction Services for Window and Paver Replacement Projects.
11. Communications.
12. Upcoming Meetings and Events.
- a. Resources, Services and Long Range Planning Committee Meeting on Tuesday, January 11, 2022 at 6:30 p.m. at Cook Park Library.
 - b. Regular Board Meeting on Tuesday, January 18, 2022 at 6:30 p.m. at Cook Park Library.
14. Public Questions.
15. Adjournment.

Wendy Vieth, President
Board of Library Trustees

December 17, 2021

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

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

November 16, 2021

Call to order: The regular meeting of the Cook Memorial Public Library District was held on Tuesday, November 16, 2021 at the Cook Park Library, 413 N. Milwaukee Ave. Libertyville, Illinois. The meeting was called to order by President Wendy Vieth at 6:35 p.m. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, and Kristen Palic. Nate Johnson was absent.

Staff members present were Library Director Dave Archer, Business Manager Russ Cerqua, and Executive Assistant Gabriella Pantle.

Public Comment: None.

Approval of Minutes: Ms. Dobbs made a motion, seconded by Ms. Ader to approve the minutes of the regular meeting of October 19, 2021. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Ms. Vieth announced that she would like to move agenda item #6 to approximately 7:15 p.m. when Mr. Pahrte from Product Architecture + Design and Mr. Featherstone from Featherstone Construction would be able to join the meeting.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Singer to approve the Bills Paid Report for the period of October 16, 2021 through November 12, 2021 in the amount of \$674,143.58. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Ms. Palic, and Ms. Ader. Nays; none. Mr. Johnson was absent. Motion carries.

Mr. Johnson joined the meeting at 6:38 p.m.

Report of the Director: Mr. Archer reported that app users are increasing and that the new drive-up window at the Aspen Drive Library is getting increased use as patrons are learning that it is there. He also reported that eLibrary numbers continue to increase, noting that they most likely will eclipse traditional audiovisual which continues to decline due to the popularity of streaming.

He then provided a COVID vaccine update reporting that on November 4, the Federal Occupational Safety and Health Administration (OSHA) released an Emergency Temporary Standard (ETS) requiring that private employers with 100 or more employees mandate that all employees be vaccinated against COVID or undergo weekly testing effective January 4, 2022.

He explained that while Illinois local government employers are not subject to OSHA's ETS, they may be subject to Illinois OSHA requirements. Illinois OSHA is aware of the federal ETS

standard and are working to develop direction for local government employers by early December. Further information and direction will be forthcoming from the Library's attorney once this guidance from Illinois OSHA is issued. He reminded the board that 97.4% of library staff are fully vaccinated.

He also provided a LINKin update announcing that the Aurora Public Library has joined the LINKin lending consortium giving our patrons quicker and easier access to even more materials. Additionally, a new LINKin catalog interface will be coming by the end of the year which will resemble the same look as CMPLD's catalog. LINKin allows patrons to independently request titles not owned by or unavailable at their home library. The LINKin group catalog makes it possible to share many titles with all of our users for free and most items will be available for pickup at their home library within one week. The catalog includes audiobooks, books, Blue-rays, CDs, and DVDs and new titles are added every day.

Lastly he announced that the One Book, One Community partnership with CMPLD, Indian Trails Public Library and Vernon Area Public Library is now in its sixth year of bringing a community read to our residents. The read for this year is Laurie Frankel's best-selling novel, *This is How It Always Is*. He announced that free copies will be given out at the kick-off event on Sunday, December 12 from 1-3pm at both Aspen Drive and Cook Park.

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

Report of the President: No report.

REPORTS OF COMMITTEES AND REPRESENTATIVES

Finance & Employee Practices

Committee Recommendation to Accept the FY2020-2021 Audit: Ms. Dobbs discussed the audit process noting that this is the Library's first year with Lauterbach & Amen, also noting that the experience from the library side was very good. She reported that the Library received a clean opinion and then proceeded to take the trustees through some of the highlights of the audit. After some discussion, she stated that it was a committee recommendation to accept the audit. She then made a motion, seconded by Mr. Larson to accept the FY2020-2021 Annual Financial Audit and required communication letters as presented. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Committee Recommendation to Approve Levy Ordinance 2021-2022/2: Ms. Dobbs provided a background of last year's levy and explained some things that need to be addressed for this year's levy.

Mr. Cerqua reported that the Consumer Price Index in 2020 was 1.4%. Based upon the District's estimated equalized assessed valuation and new construction numbers received from the Lake

Country Clerk, the projected extension limit (including an estimate for new construction) for 2021 is \$9,659,150. This would be an approximate increase of 1.9% over the final Annual Levy for 2020 of \$9,478,235 after abatement (\$9,644,000 before abatement). At their meeting on November 2, 2021, the Finance and Employee Practices Committee discussed increases ranging from 1.0% to 1.5%.

Ms. Dobbs then made a motion, seconded by Ms. Ader to approve Ordinance 2021-2022/2 for the Annual Levy in the amount of \$9,620,000 which represents a 1.5% increase over the prior year's extended levy amount of \$9,478,235. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

At 7:18 p.m., Tom Featherstone and Mel Cowen of Featherstone Construction and Dan Pohrte of Product Architecture + Design joined the meeting via Zoom.

Report of the Building and Grounds Committee: Mr. Archer explained that the Building and Grounds Committee met on August 12, 2021 and October 26, 2021 to review and prioritize potential capital projects at both locations. The committee identified two projects – Cook Park window replacement and Aspen Drive paver replacement – for the full board to consider and directed administrative staff to consult with the Library's architect and construction management firm for design options and a cost analysis.

Mr. Archer announced that Dan Pohrte and Tom Featherstone have joined the meeting to provide an overview of the two projects. He explained that if Trustees wish to proceed to the design stage of the projects, the provided resolution authorizes Product Architecture + Design to prepare project drawings and engineering documentation. He further explained that having the drawings and engineering documentation completed at this time puts the Board in the best position to authorize Featherstone to proceed to the bidding portion of the projects when the construction market has stabilized. Once bids are received and reviewed, the Board would then determine if the projects should proceed to the construction phase. He noted that approval of the resolution tonight does not commit the Board to proceed with the bidding or construction of the projects until they specifically authorize it.

Overview of Prioritized Capital Improvement Projects as Recommended by the Building and Grounds Committee: Mr. Pohrte began with the Cook Park window replacement project reporting that the existing window frames were installed as part of the 1982 Cook Park Library expansion but are now corroding and need to be replaced. He noted that he and Tom Featherstone visited Cook Library on October 1 for an assessment. He showed pictures of the eroding frames and a diagram of the library with the window locations marked while explaining what needs to be done. After the assessment, he met with the Building and Grounds Committee on October 26 to review the project. At that time, a detailed budget was not yet available but Featherstone has since completed a detailed budget of the projects which is included in the board packets tonight.

Mr. Featherstone then went through the summary of estimates explaining that the costs are not just for the windows but for other trades that will need to be involved. He proceeded to go over

each line item for the project followed by a preliminary project schedule. He stated that he would advise getting the approval tonight for Product Architecture to start designs so they can get it ready to bid and permit. He noted that the budget numbers can be re-evaluated after the holidays to see where the market is. He then took the Board through the bid and permit process.

Mr. Pohrte took over to discuss the replacement of the brick pavers and the proposed drop-off lane at the Aspen Drive Library and explained what the project includes. He noted that the bricks are shifting and lifting, creating a trip hazard and is recommending that they be removed and replaced with concrete. He also noted that the dedicated pick-up and drop-off lane is being included as an alternate to this project to address safety issues. Mr. Pohrte then explained that the first portion of the estimate includes getting rid of the pavers and replacing with concrete, replacing the bollards, renovating the landscape and replacing the benches. The second portion of the estimate is to create a 2-car drop off area. Mr. Featherstone then went over the cost estimates for these projects by line item.

Mr. Featherstone, Mr. Cowen and Mr. Pohrte left the meeting at 7:57 p.m.

A long discussion ensued on the priority of these projects, the costs and whether the Library should proceed with the design phase. Mr. Larson then made a motion, seconded by Ms. Palic to approve Resolution 2021-2022/14 authorizing Product Architecture + Design to prepare drawings and engineering documentation for the Cook Park window replacement project and the Aspen Drive paver replacement project. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Finance and Employee Practices Committee - Overview of Library Benefits Survey and Approval of Resolution 2021-2022/13, Adopting the Revised Personnel Policy: Mr. Archer explained that at the September 14 and November 2, 2021 Finance and Employee Practices Committee meeting, committee members reviewed the benefits survey, included in the board packet, that covers 87 Chicago-area libraries. He explained further that on an annual basis, CMPLD participates in this benefits survey, which is commissioned by the Library Administrators Conference of Northern Illinois (LACONI) and administered by the consulting firm, HR Source. For purposes of comparing peer libraries, the top 55 libraries are featured on the included spreadsheets, all of which have annual budgets over \$3 million and are sorted by annual budget from largest to smallest.

Ms. Dobbs reported that at the September 14 and November 2 committee meetings, the committee discussed improvements to the employee benefits. The changes that the committee is proposing are:

1. To increase the number of annual personal days for full-time staff from two to four and begin providing two annual personal days for part-time staff working more than 20 hours a week.
2. To provide up to five days of paid leave in any 12 month rolling period for a pregnancy loss by an employee, spouse or surrogate parent.

3. To add eight weeks of paid parental leave following the birth of an employee's child or the placement of a minor child with an employee in connection with an adoption.

4. To increase the Library's share of family health insurance premiums from 50% to 60%.

Ms. Dobbs then took the Board through the Personnel Policy and the revisions made to reflect the recommendations made by the Committee for benefit improvements. After a long discussion, Ms. Dobbs made a motion, seconded by Ms. Ader to approve Resolution 2021-2022/13 Adopting the Revised Personnel Policy. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Policy Review: No report.

Building and Grounds: No additional report.

Development: No report.

Technology: Mr. Johnson reported that the committee discussed plans to replace laptops and also regarding the laser cutter being in compliance with CIPA in order to get eRate funding.

Resources, Services and Long Range Planning: Ms. Vieth reported that she would like to schedule a meeting in January.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs reported that the Friends had a meeting on October 31 and confirmed that there will definitely not be a book sale this year but are thinking of possibly holding one in April, 2022. She also reported that they did well with sales at the Farmer's Market.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the tree lighting ceremony will take place the Friday after Thanksgiving.

Adjourn to Closed Session: At 8:55 p.m., Ms. Singer made a motion, seconded by Mr. Johnson to adjourn to closed session as permitted by (5 ILCS 120/2c-1) to discuss the performance of a specific employee. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Regular Meeting Resumes: The regular meeting resumed at 9:04 p.m.

Ms. Dobbs made a motion, seconded by Ms. Ader to approve the Finance Committee's unanimous recommendation to increase the Director's salary by 5.0% retroactive to July 1, 2021 based on a performance evaluation that consistently achieves or exceeds expectations. Roll call

was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Other Business: None.

Communications: Mr. Archer discussed feedback from patrons regarding more in-person programs. He indicated to the Board that he's meeting with the management team to discuss increasing the number of in-person programs over the next couple of months to provide a combination of virtual and in-person programming for all ages. Trustees indicated support for this model.

Public questions: None.

Adjournment: Ms. Ader made a motion, seconded by Ms. Dobbs to adjourn the meeting. Having no further business, the meeting was adjourned at 9:14 p.m. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President

MINUTES OF THE CLOSED SESSION MEETING OF THE
BOARD OF TRUSTEES OF THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT

November 16, 2021

Call to order: The closed session of the Board of Trustees of the Cook Memorial Public Library District was called to order by President Wendy Vieth at 8:55 p.m. on Tuesday, November 16, 2021 in the Meeting Room at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois, as permitted by (5 ILCS 120/2c-1) for discussion on the performance of a specific employee. Trustees present at roll call in addition to Ms. Vieth were: Jim Larson, Phyllis Dobbs, Karen Singer, Nate Johnson, Kristen Palic, and Deb Ader.

Also present was Library Director David Archer

Business: Trustees discussed the recommendation of the Finance and Employee Practices Committee to provide the Director with a salary increase for his performance during a challenging time for the Library and Board. Ms. Dobbs stated that the committee would like to make a unanimous recommendation to the full board in open session to provide the director with a 5.0% raise for FY2021 retroactive to July 1, 2021 based on performance that exceeds or achieves expectations.

Motion to Adjourn: A motion was made by Ms. Vieth , seconded by Ms. Singer, to adjourn the closed session. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries. Having no further business, the closed session was adjourned at 9:04 p.m.

Respectfully submitted,

Karen Singer, Secretary

Wendy Vieth, President

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Class
As of November 30, 2021

	<u>10-General</u>	<u>20-IMRF</u>	<u>30-Working Cash</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
ASSETS						
Current Assets						
Checking/Savings						
1000 - Cash						
10-1040 - Petty Cash	625	0	0	0	0	625
10-1045 - Cash on Hand - Aspen	60	0	0	0	0	60
10-1150 - Chase Operating A/C	3,348,543	574,628	555,776	24,073	-329,324	4,173,696
10-1504 - Illinois Funds - General, IMRF	411,341	37,443	0	0	23,236	472,020
10-1509 - Wintrust MaxSafe Acct - General	5,231,547	0	0	0	0	5,231,547
60-1509 - Wintrust MaxSafe Acct - S/R	0	0	0	0	1,231,682	1,231,682
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,463	0	0	0	0	56,463
60-1551 - Chase Savings - SRF	0	0	0	0	201,010	201,010
Total 10-1550 - Chase Savings Account	56,463	0	0	0	201,010	257,473
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,769	0	0	0	0	10,769
60-1561 - Byline Bank - Spec Res Fund	0	0	0	0	641,478	641,478
Total 10-1560 - Byline Bank	10,769	0	0	0	641,478	652,247
Total 1000 - Cash	9,059,348	612,071	555,776	24,073	1,768,082	12,019,350
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	370,000	0	0	0	0	370,000
Total 10-1502 - Investments - General Fund	370,000	0	0	0	0	370,000
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)	0	0	0	0	1,105,000	1,105,000
Total 60-1501 - Investments - Special Reserve	0	0	0	0	1,105,000	1,105,000
Total 2000 - Investments	370,000	0	0	0	1,105,000	1,475,000
Total Checking/Savings	9,429,348	612,071	555,776	24,073	2,873,082	13,494,350
Other Current Assets						
10-1990 - Friends of the Library 2	14,140	0	0	0	0	14,140
Total Other Current Assets	14,140	0	0	0	0	14,140
Total Current Assets	9,443,488	612,071	555,776	24,073	2,873,082	13,508,490
TOTAL ASSETS	<u>9,443,488</u>	<u>612,071</u>	<u>555,776</u>	<u>24,073</u>	<u>2,873,082</u>	<u>13,508,490</u>
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	0	0	0	0	0	0
Total Accounts Payable	0	0	0	0	0	0
Credit Cards						
10-2050 - Chase One Card	3,328	0	0	0	0	3,328

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Class
As of November 30, 2021

	<u>10-General</u>	<u>20-IMRF</u>	<u>30-Working Cash</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Total Credit Cards	3,328	0	0	0	0	3,328
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	295	0	0	0	0	295
10-2300 - IMRF Payable-Employee Medicare	0	0	0	0	0	0
10-2600 - IMRF Voluntary Life Insurance	448	0	0	0	0	448
10-2700 - Dental and Vision	2,946	0	0	0	0	2,946
10-2800 - CO-OP 90's Medical Plan	13,179	0	0	0	0	13,179
10-2900 - Other Health Care-FSA	3,494	0	0	0	0	3,494
Total 00-2100 - Payroll W/H & Payable	<u>20,362</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,362</u>
20-2300 - IMRF Payable-Employer Medicare	0	0	0	0	0	0
Total Other Current Liabilities	<u>20,362</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,362</u>
Total Current Liabilities	<u>23,690</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,690</u>
Total Liabilities	23,690	0	0	0	0	23,690
Equity						
00-3000 - Beginning Fund Balances						
10-3000 - Fund Balance-General Fund	3,135,249	0	0	0	0	3,135,249
10-3010 - Assigned FB - Computer/Tech Res	255,000	0	0	0	0	255,000
10-3011 - Assigned FB - Bookmobile Res.	25,000	0	0	0	0	25,000
20-3000 - Fund Balance - IMRF Fund	0	152,462	0	0	0	152,462
30-3000 - Fund Balance-Working Cash Fund	0	0	555,776	0	0	555,776
50-3000 - Fund Balance-Trust Fund	0	0	0	34,074	0	34,074
60-3000 - Fund Balance-Spec Reserve Fund	0	0	0	0	2,583,843	2,583,843
Total 00-3000 - Beginning Fund Balances	<u>3,415,249</u>	<u>152,462</u>	<u>555,776</u>	<u>34,074</u>	<u>2,583,843</u>	<u>6,741,404</u>
32000 - Retained Earnings	674,395	-3,872	0	-10,202	377,403	1,037,724
Net Income	5,330,155	463,480	0	200	-88,164	5,705,671
Total Equity	<u>9,419,799</u>	<u>612,070</u>	<u>555,776</u>	<u>24,072</u>	<u>2,873,082</u>	<u>13,484,799</u>
TOTAL LIABILITIES & EQUITY	<u>9,443,489</u>	<u>612,070</u>	<u>555,776</u>	<u>24,072</u>	<u>2,873,082</u>	<u>13,508,489</u>
UNBALANCED CLASSES	0	0	0	0	0	0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Class

July through November 2021

	<u>10-General</u>	<u>20-IMRF</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
00-4000 · Property Tax	8,444,203.73	808,798.05	0.00	0.00	9,253,001.78
00-4050 · Replacement Tax	66,172.59	0.00	0.00	0.00	66,172.59
00-4100 · Interest Earned	1,763.07	0.00	0.00	828.15	2,591.22
00-4200 · Other	6,500.32	0.00	200.00	0.00	6,700.32
10-4300 · Grants & Other Donations	89,603.95	0.00	0.00	0.00	89,603.95
10-4350 · Fines	6,905.51	0.00	0.00	0.00	6,905.51
Total Income	<u>8,615,149.17</u>	<u>808,798.05</u>	<u>200.00</u>	<u>828.15</u>	<u>9,424,975.37</u>
Gross Profit	8,615,149.17	808,798.05	200.00	828.15	9,424,975.37
Expense					
10-5100 · Salaries	1,911,833.28	0.00	0.00	0.00	1,911,833.28
10-5200 · Benefits	201,309.15	0.00	0.00	0.00	201,309.15
10-5300 · Training	5,097.36	0.00	0.00	0.00	5,097.36
10-5400 · Materials	504,500.32	0.00	0.00	0.00	504,500.32
10-5500 · Processing	12,821.34	0.00	0.00	0.00	12,821.34
10-5600 · Supplies	41,489.71	0.00	0.00	0.00	41,489.71
10-5700 · Vehicles	4,916.01	0.00	0.00	0.00	4,916.01
10-5800 · Computer Operations	221,897.21	0.00	0.00	0.00	221,897.21
10-5900 · Utilities	65,027.74	0.00	0.00	0.00	65,027.74
10-6000 · Telephone	10,404.24	0.00	0.00	0.00	10,404.24
10-6100 · Postage	4,265.00	0.00	0.00	0.00	4,265.00
10-6200 · Maintenance	41,390.56	0.00	0.00	0.00	41,390.56
10-6300 · Repair	29,371.09	0.00	0.00	0.00	29,371.09
10-6400 · Insurance	4,948.00	0.00	0.00	0.00	4,948.00
10-6500 · Professional Services	29,424.56	0.00	0.00	0.00	29,424.56
10-6600 · Improvements	14,183.13	0.00	0.00	0.00	14,183.13
10-6700 · Community Relations	47,710.42	0.00	0.00	0.00	47,710.42
10-7000 · Debt Service	134,405.50	0.00	0.00	0.00	134,405.50
20-8210 · Employer IMRF Disbursements	0.00	202,943.94	0.00	0.00	202,943.94
20-8250 · Employer Soc Security Tax Disb	0.00	142,374.02	0.00	0.00	142,374.02
Total Expense	<u>3,284,994.62</u>	<u>345,317.96</u>	<u>0.00</u>	<u>0.00</u>	<u>3,630,312.58</u>
Net Ordinary Income	5,330,154.55	463,480.09	200.00	828.15	5,794,662.79

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Class

July through November 2021

	<u>10-General</u>	<u>20-IMRF</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Income/Expense					
Other Expense					
60-9800 - Special Reserve Disbursements	0.00	0.00	0.00	88,992.00	88,992.00
Total Other Expense	0.00	0.00	0.00	88,992.00	88,992.00
Net Other Income	0.00	0.00	0.00	-88,992.00	-88,992.00
Net Income	<u>5,330,154.55</u>	<u>463,480.09</u>	<u>200.00</u>	<u>-88,163.85</u>	<u>5,705,670.79</u>

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

	November 2021				Year To Date November 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	139,041	943,067	(804,026)	-85.26%	9,253,002	9,430,677	(177,675)	-1.88%	96.98%	9,541,000		
00-4050 · Replacement Tax	0	0	0	0.00%	66,173	34,000	32,173	94.63%	59.08%	112,000		
00-4100 · Interest Earned	574	1,750	(1,176)	-67.19%	2,591	8,750	(6,159)	-70.39%	12.34%	21,000		
00-4200 · Other	1,057	1,000	57	5.66%	6,700	5,000	1,700	34.01%	55.84%	12,000		
10-4300 · Grants & Other Donations	0	7,300	(7,300)	-100.00%	89,604	36,500	53,104	145.49%	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	1,853	250	1,603	641.22%	6,906	1,250	5,656	452.44%	230.18%	3,000		
Total Income	142,525	953,367	(810,842)	-85.05%	9,424,975	9,516,177	(91,202)	-0.96%	96.40%	9,777,000	0.00%	0
Expense												
10-5100 · Salaries	352,122	356,834	4,712	1.32%	1,911,833	1,946,955	35,122	1.80%	41.31%	4,628,000	0.00%	4,979,000
10-5200 · Benefits	48,886	43,677	(5,209)	-11.93%	201,309	217,250	15,941	7.34%	38.56%	522,000	0.00%	548,000
10-5300 · Training	1,403	2,321	918	39.55%	5,097	15,152	10,055	66.36%	12.74%	40,000	0.00%	45,000
10-5400 · Materials	100,070	125,283	25,213	20.12%	503,710	520,854	17,144	3.29%	40.79%	1,235,000	0.00%	1,250,000
10-5500 · Processing	778	3,168	2,391	75.46%	12,821	16,042	3,221	20.08%	32.88%	39,000	0.00%	42,000
10-5600 · Supplies	5,178	10,186	5,008	49.17%	40,977	58,605	17,628	30.08%	31.52%	130,000	0.00%	148,000
10-5700 · Vehicles	314	2,493	2,179	87.40%	4,210	12,515	8,305	66.36%	14.03%	30,000	0.00%	35,000
10-5800 · Computer Operations	31,513	25,374	(6,139)	-24.20%	221,747	224,399	2,652	1.18%	41.45%	535,000	0.00%	580,000
10-5900 · Utilities	13,372	14,300	928	6.49%	65,028	75,242	10,214	13.58%	35.15%	185,000	0.00%	205,000
10-6000 · Telephone	1,608	3,915	2,307	58.93%	10,404	15,685	5,281	33.67%	31.53%	33,000	0.00%	40,000
10-6100 · Postage	1,265	1,230	(35)	-2.85%	4,265	5,150	885	17.18%	35.54%	12,000	0.00%	15,000
10-6200 · Maintenance	8,200	15,433	7,233	46.87%	41,391	69,860	28,469	40.75%	22.99%	180,000	0.00%	199,000
10-6300 · Repair	9,085	10,005	920	9.20%	29,371	54,355	24,984	45.96%	21.60%	136,000	0.00%	153,000
10-6400 · Insurance	0	0	0	0.00%	4,948	6,000	1,052	17.53%	7.17%	69,000	0.00%	80,000
10-6500 · Professional Services	20,487	14,490	(5,997)	-41.39%	29,425	51,669	22,244	43.05%	30.03%	98,000	0.00%	108,000
10-6600 · Improvements	511	4,449	3,938	88.51%	14,183	38,685	24,502	63.34%	21.17%	67,000	0.00%	80,000
10-6700 · Community Relations	9,691	9,396	(295)	-3.13%	46,541	60,554	14,013	23.14%	25.02%	186,000	0.00%	195,000
10-6800 · Rent	0	0	0	0.00%	0	0	0	0.00%	0.00%	0	0.00%	5,000
10-6900 · Contingency	0	4,167	4,167	100.00%	0	20,835	20,835	100.00%	0.00%	50,000	0.00%	50,000
10-7000 · Debt Service	0	0	0	0.00%	134,406	135,527	1,122	0.83%	13.67%	983,000	0.00%	985,000
10-8010 · Capital Improvement Projects	0	9,166	9,166	100.00%	0	45,830	45,830	100.00%	0.00%	110,000	0.00%	110,000
20-8210 · Employer IMRF Disbursements	37,418	41,167	3,749	9.11%	202,944	225,264	22,320	9.91%	38.00%	534,000	0.00%	561,000

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

	November 2021				Year To Date November 2021				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
20-8250 · Employer Soc Security Tax Disb	26,175	27,751	1,576	5.68%	142,374	151,524	9,150	6.04%	39.55%	360,000	0.00%	378,000
Total Expense	668,075	724,805	56,730	7.83%	3,626,984	3,967,952	340,968	8.59%	35.69%	10,162,000	0.00%	10,791,000
Net Ordinary Income (Expense)	(525,551)	228,562	(754,113)		5,797,991	5,548,225	249,766			(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	8,460	0	(8,460)		88,992	0	(88,992)					1,000,000
Total Other Expense	8,460	0	(8,460)		88,992	0	(88,992)					
Net Other Income/(Expense)	(8,460)	0	(8,460)		(88,992)	0	(88,992)					
Net Income	(534,011)	228,562	(762,573)		5,708,999	5,548,225	160,774			(385,000)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary

November 13 through December 17, 2021

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	168,935.01	16,204.91	0.00	185,139.92
00-4050 · Replacement Tax	8,190.14	0.00	0.00	8,190.14
00-4100 · Interest Earned	403.92	0.00	170.21	574.13
00-4200 · Other	1,787.11	0.00	0.00	1,787.11
10-4350 · Fines	1,880.56	0.00	0.00	1,880.56
Total Income	<u>181,196.74</u>	<u>16,204.91</u>	<u>170.21</u>	<u>197,571.86</u>
Gross Profit	181,196.74	16,204.91	170.21	197,571.86
Expense				
10-5100 · Salaries	535,772.39	0.00	0.00	535,772.39
10-5200 · Benefits	48,795.68	0.00	0.00	48,795.68
10-5300 · Training	4,162.26	0.00	0.00	4,162.26
10-5400 · Materials	83,441.70	0.00	0.00	83,441.70
10-5500 · Processing	5,450.34	0.00	0.00	5,450.34
10-5600 · Supplies	8,049.45	0.00	0.00	8,049.45
10-5700 · Vehicles	1,312.18	0.00	0.00	1,312.18
10-5800 · Computer Operations	51,578.86	0.00	0.00	51,578.86
10-5900 · Utilities	11,286.68	0.00	0.00	11,286.68
10-6000 · Telephone	2,730.81	0.00	0.00	2,730.81
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	7,743.36	0.00	0.00	7,743.36
10-6300 · Repair	1,177.24	0.00	0.00	1,177.24
10-6500 · Professional Services	3,107.47	0.00	0.00	3,107.47
10-6600 · Improvements	3,032.38	0.00	0.00	3,032.38
10-6700 · Community Relations	15,842.03	0.00	0.00	15,842.03
10-7000 · Debt Service	695,792.60	0.00	0.00	695,792.60
20-8210 · Employer IMRF Disbursements	0.00	56,885.72	0.00	56,885.72
20-8250 · Employer Soc Security Tax Disb	0.00	39,836.35	0.00	39,836.35
Total Expense	<u>1,480,275.43</u>	<u>96,722.07</u>	<u>0.00</u>	<u>1,576,997.50</u>
Net Ordinary Income	<u>-1,299,078.69</u>	<u>-80,517.16</u>	<u>170.21</u>	<u>-1,379,425.64</u>
Net Income	<u><u>-1,299,078.69</u></u>	<u><u>-80,517.16</u></u>	<u><u>170.21</u></u>	<u><u>-1,379,425.64</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
Ordinary Income/Expense				
Income				
00-4000 · Property Tax				
10-4000 · Property Tax General				
	11/18/2021	3120		126,880.58
	12/16/2021	3135		42,054.43
Total 10-4000 · Property Tax General				<u>168,935.01</u>
20-4000 · Property Tax IMRF				
	11/18/2021	3120		12,160.20
	12/16/2021	3135		4,044.71
Total 20-4000 · Property Tax IMRF				<u>16,204.91</u>
Total 00-4000 · Property Tax				<u>185,139.92</u>
00-4050 · Replacement Tax				
10-4050 · Replacement Tax General				
	12/07/2021	3129		8,190.14
Total 10-4050 · Replacement Tax General				<u>8,190.14</u>
Total 00-4050 · Replacement Tax				<u>8,190.14</u>
00-4100 · Interest Earned				
60-3109 · Interest-Wintrust MaxSafe - S/R				
	11/30/2021	3127		30.20
Total 60-3109 · Interest-Wintrust MaxSafe - S/R				<u>30.20</u>
10-3109 · Interest-Wintrust MaxSafe - Gen				
	11/30/2021	3127		357.59
Total 10-3109 · Interest-Wintrust MaxSafe - Gen				<u>357.59</u>
10-3180 · Interest - Money Market Fund				
	11/30/2021	3127		10.82
	11/30/2021	3127		10.04
Total 10-3180 · Interest - Money Market Fund				<u>20.86</u>
10-4100 · Interest Earned-General Fund				
10-4101 · Interest Income - Chase Savings				
	11/30/2021	3127		2.46
Total 10-4101 · Interest Income - Chase Savings				<u>2.46</u>
10-4102 · Interest Income - Chase CD's				
	11/30/2021	3130		20.81
Total 10-4102 · Interest Income - Chase CD's				<u>20.81</u>
10-4111 · Interest Income-BylineSavings				
	11/30/2021	3127		2.20
Total 10-4111 · Interest Income-BylineSavings				<u>2.20</u>
Total 10-4100 · Interest Earned-General Fund				<u>25.47</u>
60-4100 · Interest Earned Special Reserve				
60-4101 · Interest Income - Chase Savings				

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
	11/30/2021	3127		8.75
Total 60-4101 - Interest Income - Chase Savings				8.75
60-4111 - Interest Income -Byline Savings				
	11/30/2021	3127		131.26
Total 60-4111 - Interest Income -Byline Savings				131.26
Total 60-4100 - Interest Earned Special Reserve				140.01
Total 00-4100 - Interest Earned				574.13
00-4200 - Other				
10-4400 - Lost Materials				
	11/19/2021			40.87
	12/03/2021			5.00
	11/19/2021			64.93
	12/03/2021			146.74
	12/17/2021			124.22
	12/17/2021			85.97
	11/29/2021	LOST/PAID - 112121	EISINGER, KRISTEN	-4.99
	11/29/2021	LOST/PAID - 111621	MIAO, EMILY	-26.99
	11/29/2021	LOST/PAID - 111621	MICHALUK, LISA	-12.99
	11/29/2021	LOST/PAID - 112721	BARRON, DANA	-30.00
	11/29/2021	LOST/PAID - 112721	BENDITSKY, LAUREN	-28.00
	12/17/2021	LOST/PAID - 112921	LINDERMAN, KELLEN	-13.99
	12/17/2021	LOST/PAID - 120821	EISINGER, KRISTEN	-4.99
	12/17/2021	LOST/PAID - 120221	FINKELSTEIN, AARON	-19.99
	12/17/2021	LOST/PAID - 120421	ALAPAI-REZABEK, PALAELAEHOKU	-12.99
	12/17/2021	LOST/PAID - 121321	FINKELSTEIN, AARON	-9.99
	12/17/2021	LOST/PAID - 120421	YARC, LORI	-13.30
Total 10-4400 - Lost Materials				289.51
10-4450 - Copy Machine Income				
10-4451 - Aspen - Print/Copy Station				
	11/19/2021			444.90
	12/17/2021			277.45
Total 10-4451 - Aspen - Print/Copy Station				722.35
10-4452 - Cook Park - Print/Copy Station				
	11/19/2021			378.25
	12/17/2021			332.35
Total 10-4452 - Cook Park - Print/Copy Station				710.60
Total 10-4450 - Copy Machine Income				1,432.95
10-4500 - Misc - General Account				
	12/03/2021			2.00
	12/17/2021			1.00
	11/19/2021			40.03

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
	12/03/2021			1.00
	12/17/2021			20.62
Total 10-4500 - Misc - General Account				<u>64.65</u>
Total 00-4200 - Other				1,787.11
10-4350 - Fines				
	11/19/2021			7.50
	12/03/2021			3.00
	12/17/2021			2.00
	12/03/2021			12.01
	12/17/2021			21.51
	11/30/2021	3127		2,013.06
	11/30/2021	3128		-178.52
Total 10-4350 - Fines				<u>1,880.56</u>
Total Income				<u>197,571.86</u>
Gross Profit				197,571.86
Expense				
10-5100 - Salaries				
10-5110 - Administration Salaries				
	11/19/2021	3124		33,467.21
	12/03/2021	3126		36,333.86
	12/17/2021	3136		34,045.81
Total 10-5110 - Administration Salaries				<u>103,846.88</u>
10-5120 - Adult Salaries				
	11/19/2021	3124		42,274.18
	12/03/2021	3126		42,345.29
	12/17/2021	3136		43,275.33
Total 10-5120 - Adult Salaries				<u>127,894.80</u>
10-5130 - Children's Salaries				
	11/19/2021	3124		26,732.67
	12/03/2021	3126		27,045.98
	12/17/2021	3136		26,450.97
Total 10-5130 - Children's Salaries				<u>80,229.62</u>
10-5140 - Circulation Salaries				
	11/19/2021	3124		26,215.32
	12/03/2021	3126		26,733.22
	12/17/2021	3136		27,879.06
Total 10-5140 - Circulation Salaries				<u>80,827.60</u>
10-5145 - Maintenance Salaries				
	11/19/2021	3124		7,523.91
	12/03/2021	3126		7,799.24
	12/17/2021	3136		7,671.92

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-5145 - Maintenance Salaries				22,995.07
10-5150 - ILL Salaries				
	11/19/2021	3124		3,696.43
	12/03/2021	3126		3,671.45
	12/17/2021	3136		<u>3,711.67</u>
Total 10-5150 - ILL Salaries				11,079.55
10-5155 - Outreach Salaries				
	11/19/2021	3124		8,744.69
	12/03/2021	3126		8,524.44
	12/17/2021	3136		<u>8,990.10</u>
Total 10-5155 - Outreach Salaries				26,259.23
10-5160 - Tech Services Salaries				
	11/19/2021	3124		22,072.59
	12/03/2021	3126		25,320.49
	12/17/2021	3136		<u>19,148.07</u>
Total 10-5160 - Tech Services Salaries				66,541.15
10-5165 - Shelters Salaries				
	11/19/2021	3124		5,426.07
	12/03/2021	3126		5,237.22
	12/17/2021	3136		<u>5,435.20</u>
Total 10-5165 - Shelters Salaries				16,098.49
Total 10-5100 - Salaries				535,772.39
10-5200 - Benefits				
10-5210 - Health Insurance				
	11/29/2021	IN2120069 08/30/21	COOPERATIVE 90'S HEALTH PLAN	250.00
	11/29/2021	865594 - DEC 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	3,833.13
	11/29/2021	865594 - DEC 2021	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,657.36
	11/29/2021	5047 - DEC 2021	NCPERS GROUP LIFE INS	240.00
	11/29/2021	5047 - NOV 2021	NCPERS GROUP LIFE INS	224.00
	12/17/2021	P65753/P77758-NOV 21	COOPERATIVE 90'S MEDICAL	29,153.20
	12/17/2021	P65753/P77758-NOV 21	COOPERATIVE 90'S MEDICAL	6,098.80
	11/29/2021	MEX45 - NOV 21	AFLAC	147.40
	11/30/2021	3123		855.72
	11/30/2021	3123		855.72
	11/30/2021	3123		<u>67.50</u>
Total 10-5210 - Health Insurance				43,382.83
10-5220 - Dental/Vision Insurance				
	11/29/2021	10438 - DECEMBER 21	DELTA DENTAL OF ILLINOIS - VISION	249.23
	11/29/2021	10438 - DECEMBER 21	DELTA DENTAL OF ILLINOIS - VISION	110.08
	12/17/2021	10438 - NOVEMBER 21	COOPERATIVE 90'S DENTAL	2,965.00
	12/17/2021	10438 - NOVEMBER 21	COOPERATIVE 90'S DENTAL	<u>1,440.00</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-5220 - Dental/Vision Insurance				4,764.31
10-5240 - Life Insurance				
	11/29/2021	034963 - DECEMBER 21	MADISON NATIONAL LIFE INS CO., INC.	<u>266.28</u>
Total 10-5240 - Life Insurance				266.28
10-5270 - LTD Insurance				
	11/29/2021	034963 - DECEMBER 21	MADISON NATIONAL LIFE INS CO., INC.	<u>382.26</u>
Total 10-5270 - LTD Insurance				<u>382.26</u>
Total 10-5200 - Benefits				48,795.68
10-5300 - Training				
10-5310 - Workshops				
10-5311 - Workshops - Admin				
	12/17/2021	STAFF TRAINING 12/03	DIVERSITY TRAINING & CONSULTING, INC.	<u>1,200.00</u>
Total 10-5311 - Workshops - Admin				<u>1,200.00</u>
Total 10-5310 - Workshops				1,200.00
10-5320 - Travel				
10-5328 - Travel - Tech Services				
	12/17/2021	NOVEMBER 24, 2021	KLINE, SANDY	<u>4.26</u>
Total 10-5328 - Travel - Tech Services				<u>4.26</u>
Total 10-5320 - Travel				4.26
10-5330 - Memberships				
10-5331 - Memberships - Admin				
	11/29/2021	CMPLD - 2021-2022	MAINSTREET LIBERTYVILLE, INC.	<u>200.00</u>
Total 10-5331 - Memberships - Admin				200.00
10-5332 - Memberships - Adults				
	12/17/2021	COMPTON: DEC21-NOV22	AMERICAN LIBRARY ASSOCIATION	54.00
	12/17/2021	MURROW: DEC21-NOV22	AMERICAN LIBRARY ASSOCIATION	<u>54.00</u>
Total 10-5332 - Memberships - Adults				108.00
10-5338 - Memberships - Tech Services				
	12/17/2021	DUCLOS: 0122-1222	AMERICAN LIBRARY ASSOCIATION	<u>150.00</u>
Total 10-5338 - Memberships - Tech Services				<u>150.00</u>
Total 10-5330 - Memberships				458.00
10-5360 - Personnel Tools				
	12/17/2021	14903	HR SOURCE	<u>2,500.00</u>
Total 10-5360 - Personnel Tools				<u>2,500.00</u>
Total 10-5300 - Training				4,162.26
10-5400 - Materials				
10-5410 - Books - Adult				
	12/17/2021	2036326196	BAKER & TAYLOR - L5579912	216.17
	12/17/2021	2036324031	BAKER & TAYLOR - L5742022	480.17
	12/17/2021	2036326944	BAKER & TAYLOR - L5580152	596.97
	12/17/2021	76217715	GALE	25.59

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 November 13 through December 17, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
12/17/2021	76193063	GALE	151.47
12/17/2021	76193508	GALE	25.59
12/17/2021	76193279	GALE	49.58
12/17/2021	76199309	GALE	121.56
12/17/2021	76199491	GALE	30.39
12/17/2021	76161511	GALE	30.39
12/17/2021	76163486	GALE	60.78
12/17/2021	76162494	GALE	30.39
12/17/2021	76162520	GALE	31.19
12/17/2021	76187889	GALE	30.39
12/17/2021	76187675	GALE	60.78
12/17/2021	11282	TSAI FONG BOOKS, INC.	219.23
12/17/2021	2036310492	BAKER & TAYLOR - L5580152	666.12
12/17/2021	2036327855	BAKER & TAYLOR - L5580152	326.37
12/17/2021	2036343397	BAKER & TAYLOR - L5580152	1,113.09
12/17/2021	2036332003	BAKER & TAYLOR - L5742022	504.50
12/17/2021	2036333902	BAKER & TAYLOR - L3966532	903.71
12/17/2021	2036331516	BAKER & TAYLOR - L5579912	238.30
12/17/2021	2036339815	BAKER & TAYLOR - L5579912	218.49
12/17/2021	5017355902	BAKER & TAYLOR - C0209743	824.39
12/17/2021	5017355904	BAKER & TAYLOR - C5217413	40.29
12/17/2021	2036340084	BAKER & TAYLOR - L5742022	549.95
12/17/2021	2036347991	BAKER & TAYLOR - L5742022	416.43
12/17/2021	2036345757	BAKER & TAYLOR - L5579912	205.03
12/17/2021	2036350771	BAKER & TAYLOR - L5580072	32.26
12/17/2021	2036353363	BAKER & TAYLOR - L3966532	759.18
12/17/2021	2036350749	BAKER & TAYLOR - L5579912	283.57
12/17/2021	2036359675	BAKER & TAYLOR - L5742022	312.90
12/17/2021	2036355207	BAKER & TAYLOR - L5742022	424.88
12/17/2021	2036368050	BAKER & TAYLOR - L5580152	154.93
12/17/2021	2036359395	BAKER & TAYLOR - L5579912	342.29
12/17/2021	5017196791	BAKER & TAYLOR - C0209743	89.56
12/17/2021	5017196793	BAKER & TAYLOR - C0209743	35.27
12/17/2021	5017196792	BAKER & TAYLOR - C0209743	25.15
12/17/2021	5017392438	BAKER & TAYLOR - C0209743	14.50
12/17/2021	5017392439	BAKER & TAYLOR - C0209743	39.65
12/17/2021	5017392437	BAKER & TAYLOR - C0209743	277.98
12/17/2021	76259805	GALE	92.77
12/17/2021	76259768	GALE	244.72
12/17/2021	76260398	GALE	100.48
12/17/2021	76267572	GALE	79.17
12/17/2021	76269862	GALE	60.78

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12/17/2021	76267378	GALE	29.59
12/17/2021	76268976	GALE	60.78
12/17/2021	76268898	GALE	30.39
12/17/2021	845523625	THOMSON REUTERS - WEST	2,804.00
12/17/2021	2036384713	BAKER & TAYLOR - L5742022	446.30
12/17/2021	2036391330	BAKER & TAYLOR - L5580072	32.20
12/17/2021	2036374681	BAKER & TAYLOR - L5742022	114.48
12/17/2021	2036368125	BAKER & TAYLOR - L5742022	690.18
12/17/2021	2036376411	BAKER & TAYLOR - L5579912	437.15
12/17/2021	2036371415	BAKER & TAYLOR - L5579912	171.93
12/17/2021	5017392642	BAKER & TAYLOR - C5217413	129.50
12/17/2021	2036369307	BAKER & TAYLOR - L3966532	492.19
12/17/2021	2036379662	BAKER & TAYLOR - L5742022	407.60
12/17/2021	2036384156	BAKER & TAYLOR - L3966532	429.92
12/17/2021	2036388207	BAKER & TAYLOR - L5580152	62.43
12/17/2021	2036395024	BAKER & TAYLOR - L5579912	224.85
12/17/2021	1896964	CENTER POINT LARGE PRINT	47.94
12/17/2021	11885133	ROWMAN & LITTLEFIELD PUBLISHING GROUP IN	220.35
12/17/2021	11425	TSAI FONG BOOKS, INC.	426.14
12/17/2021	2036400748	BAKER & TAYLOR - L5742022	415.55
12/17/2021	2036401514	BAKER & TAYLOR - L3966532	252.41
12/17/2021	NOVEMBER 24, 2021	KLINE, SANDY	26.00
11/30/2021	nov 21	Amazon Marketplace.com - CMPL Credit Card	334.11
12/17/2021	21DN-46727	VALUE LINE PUBLISHING LLC	1,142.00
12/17/2021	21DN-46728a	VALUE LINE PUBLISHING LLC	1,262.00
Total 10-5410 · Books - Adult			22,227.34
10-5415 · Books - Juvenile			
12/17/2021	2036346719	BAKER & TAYLOR - L4231522	41.99
12/17/2021	2036344350	BAKER & TAYLOR - L4231142	146.54
12/17/2021	5017355903	BAKER & TAYLOR - C0209743	100.97
12/17/2021	2036337615	BAKER & TAYLOR - L5580072	645.21
12/17/2021	2036341932	BAKER & TAYLOR - L3966522	129.20
12/17/2021	2036333825	BAKER & TAYLOR - L4231142	285.10
12/17/2021	2036350771	BAKER & TAYLOR - L5580072	370.53
12/17/2021	2036350785	BAKER & TAYLOR - L3966522	304.68
12/17/2021	2036357731	BAKER & TAYLOR - L5580072	287.27
12/17/2021	2036362397	BAKER & TAYLOR - L5580072	66.27
12/17/2021	2036367317	BAKER & TAYLOR - L5580072	730.71
12/17/2021	2036360026	BAKER & TAYLOR - L4231142	242.42
12/17/2021	2036395070	BAKER & TAYLOR - L3966522	736.24
12/17/2021	2036391330	BAKER & TAYLOR - L5580072	202.48
12/17/2021	2036376461	BAKER & TAYLOR - L5580072	556.48

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12/17/2021	2036372280	BAKER & TAYLOR - L3966522	248.46
12/17/2021	2036376379	BAKER & TAYLOR - L3966522	177.59
12/17/2021	2036375972	BAKER & TAYLOR - L4231522	19.30
12/17/2021	2036378380	BAKER & TAYLOR - L4231142	205.48
12/17/2021	2036379086	BAKER & TAYLOR - L4231142	59.58
12/17/2021	2036392184	BAKER & TAYLOR - L3966522	122.11
12/17/2021	2036400735	BAKER & TAYLOR - L3966522	595.24
12/17/2021	2036398216	BAKER & TAYLOR - L5580072	296.26
11/30/2021	nov 21	Amazon Marketplace.com - CMPL Credit Card	42.02
12/17/2021	1631473	WORLD BOOK, INC	1,998.00
Total 10-5415 - Books - Juvenile			8,610.13
10-5420 - Audio/Visual - Adult			
12/17/2021	501344553	MIDWEST TAPE, LLC	904.40
12/17/2021	501320686	MIDWEST TAPE, LLC	2,187.89
12/17/2021	501302157	MIDWEST TAPE, LLC	401.34
12/17/2021	501285993	MIDWEST TAPE, LLC	1,165.95
12/17/2021	501252768	MIDWEST TAPE, LLC	3,500.27
12/17/2021	501252770	MIDWEST TAPE, LLC	502.29
12/17/2021	501270456	MIDWEST TAPE, LLC	229.05
12/17/2021	501360972	MIDWEST TAPE, LLC	3,510.80
12/17/2021	501400163	MIDWEST TAPE, LLC	2,041.89
12/17/2021	501400322	MIDWEST TAPE, LLC	293.43
12/17/2021	56579	MIDWEST TAPE, LLC	-46.48
12/17/2021	56579	MIDWEST TAPE, LLC	938.90
Total 10-5420 - Audio/Visual - Adult			15,629.73
10-5425 - Audio/Visual - Juvenile			
12/17/2021	501344553	MIDWEST TAPE, LLC	22.48
12/17/2021	501320686	MIDWEST TAPE, LLC	44.97
12/17/2021	501285993	MIDWEST TAPE, LLC	149.92
12/17/2021	501252768	MIDWEST TAPE, LLC	68.20
12/17/2021	501360972	MIDWEST TAPE, LLC	92.20
Total 10-5425 - Audio/Visual - Juvenile			377.77
10-5430 - Games - Adult			
12/17/2021	6702	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	1,459.66
12/17/2021	6775	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	526.12
12/17/2021	6776	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	423.04
Total 10-5430 - Games - Adult			2,408.82
10-5435 - Games - Children			
12/17/2021	6704	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	60.00
12/17/2021	6705	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	142.03
12/17/2021	6703	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	504.49

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	12/17/2021	6777	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	131.66
	12/17/2021	6872	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	546.34
	12/17/2021	6873	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	242.33
Total 10-5435 - Games - Children				1,626.85
10-5440 - Periodicals - Adult				
	11/30/2021	nov 21	USA Today - CMPL Credit Card	126.76
	11/30/2021	nov 21	Pioneer Press - CMPL Credit Card	12.50
	11/30/2021	nov 21	USA Today - CMPL Credit Card	29.00
Total 10-5440 - Periodicals - Adult				168.26
10-5450 - Circulating Technologies				
10-5451 - Circ Tech - Equipment				
	11/30/2021	112821	Trend Micro - CMPL Credit Card	138.07
Total 10-5451 - Circ Tech - Equipment				138.07
10-5453 - Circ Tech - Subscriptions				
	11/30/2021	110321	Hulu - CMPL Credit Card	13.99
	11/30/2021	110421	Hulu - CMPL Credit Card	13.99
	11/30/2021	1113&111621	Netflix.com - CMPL Credit Card	35.98
	11/30/2021	110421	Hulu - CMPL Credit Card	13.98
	11/30/2021	110421	HBOMAX.com - CMPL Credit Card	29.98
Total 10-5453 - Circ Tech - Subscriptions				107.92
Total 10-5450 - Circulating Technologies				245.99
10-5490 - Electronic Services				
10-5491 - Online Databases				
10-5492 - Online Databases - Adults				
	12/17/2021	WSR664016	EBSCO INDUSTRIES INC	2,836.00
	12/17/2021	76251463	GALE	1,982.70
	12/17/2021	70602755	PROQUEST LLC	7,251.02
Total 10-5492 - Online Databases - Adults				12,069.72
Total 10-5491 - Online Databases				12,069.72
10-5494 - Digital Popular Materials				
10-5495 - Dig. Popular Materials - Adults				
	12/17/2021	07001CO21468118	OVERDRIVE, INC.	388.29
	12/17/2021	07001CO21461798	OVERDRIVE, INC.	288.47
	12/17/2021	07001CO21450377	OVERDRIVE, INC.	594.48
	12/17/2021	07001CO21450374	OVERDRIVE, INC.	551.03
	12/17/2021	07001CO21453176	OVERDRIVE, INC.	405.91
	12/17/2021	07001CO21458200	OVERDRIVE, INC.	498.29
	12/17/2021	07001CO21458214	OVERDRIVE, INC.	706.22
	12/17/2021	07001CO21468114	OVERDRIVE, INC.	674.98
	12/17/2021	INV-US49808	BIBLIOTHECA, LLC	3,410.54
	12/17/2021	501352303	MIDWEST TAPE, LLC	8,270.26

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	12/17/2021	0001CO21478648	OVERDRIVE, INC.	353.76
	12/17/2021	07001CO21474487	OVERDRIVE, INC.	547.24
	12/17/2021	07001CO21474497	OVERDRIVE, INC.	451.12
	12/17/2021	07001CO21475058	OVERDRIVE, INC.	52.51
	12/17/2021	07001COI21486177	OVERDRIVE, INC.	235.83
	12/17/2021	07001CO21486184	OVERDRIVE, INC.	1,138.13
	12/17/2021	07001CO21486175	OVERDRIVE, INC.	636.11
	12/17/2021	07001CO21488622	OVERDRIVE, INC.	192.19
Total 10-5495 · Dig. Popular Materials - Adults				<u>19,395.36</u>
Total 10-5494 · Digital Popular Materials				<u>19,395.36</u>
Total 10-5490 · Electronic Services				31,465.08
10-5497 · Interlibrary Loan Fees				
	12/17/2021	25231	IHLS-OCLC	328.24
	12/17/2021	25170	IHLS-OCLC	25.25
	12/17/2021	25102	IHLS-OCLC	328.24
Total 10-5497 · Interlibrary Loan Fees				<u>681.73</u>
Total 10-5400 · Materials				83,441.70
10-5500 · Processing				
10-5520 · Cataloging				
	12/17/2021	25231	IHLS-OCLC	2,655.67
	12/17/2021	501351135	MIDWEST TAPE, LLC	139.00
	12/17/2021	25102	IHLS-OCLC	2,655.67
Total 10-5520 · Cataloging				<u>5,450.34</u>
Total 10-5500 · Processing				5,450.34
10-5600 · Supplies				
10-5611 · Supplies - Admin				
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	240.53
	11/30/2021	111621	Amazon Marketplace.com - CMPL Credit Card	59.99
	11/30/2021	111621	Amazon Marketplace.com - CMPL Credit Card	33.20
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	74.36
Total 10-5611 · Supplies - Admin				408.08
10-5613 · Supplies - Children's				
	12/15/2021	56580	ULINE, INC	-93.00
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	-21.75
	11/30/2021	112321	Amazon Marketplace.com - CMPL Credit Card	24.98
	11/30/2021	nov 21	Amazon Marketplace.com - CMPL Credit Card	22.34
	12/17/2021	140472467	ULINE, INC	66.13
	11/30/2021	112121	Amazon Marketplace.com - CMPL Credit Card	19.58
	12/17/2021	141729753	ULINE, INC	33.46
Total 10-5613 · Supplies - Children's				51.74
10-5614 · Supplies - Circulation				

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	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	69.61
	12/17/2021	7037117	DEMCO, INC.	27.87
	11/29/2021	102721-110321	SAM'S CLUB DIRECT	59.98
	12/15/2021	56580	ULINE, INC	175.31
Total 10-5614 - Supplies - Circulation				<u>332.77</u>
10-5615 - Supplies - Maintenance				
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	541.91
	11/30/2021	112321	CasterDepot.com - CMPL Credit Card	97.90
	12/17/2021	766536	IDLEWOOD ELECTRIC SUPPLY INC.	66.00
	12/17/2021	102921-111921	ACE HARDWARE OF LIBERTYVILLE, INC.	24.97
	12/17/2021	102921-111921	ACE HARDWARE OF LIBERTYVILLE, INC.	34.59
	12/17/2021	120121	LOWE'S	103.50
	11/30/2021	110921	Gordon Electrical - CMPL Credit Card	157.63
	12/17/2021	102921-111921	ACE HARDWARE OF LIBERTYVILLE, INC.	7.72
	12/17/2021	102921-111921	ACE HARDWARE OF LIBERTYVILLE, INC.	21.48
	11/29/2021	RAY'S BIKE & MOWER	COTINI, MICHAEL	184.89
	12/17/2021	6396186	FERGUSON ENTERPRISES, INC.	199.00
	12/17/2021	142077693	ULINE, INC	111.82
	12/17/2021	142296682	ULINE, INC	129.89
	12/17/2021	141915556	ULINE, INC	93.21
Total 10-5615 - Supplies - Maintenance				<u>1,774.51</u>
10-5616 - Supplies - ILL				
	11/30/2021	111121	Amazon Marketplace.com - CMPL Credit Card	39.49
Total 10-5616 - Supplies - ILL				<u>39.49</u>
10-5617 - Supplies - Outreach				
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	35.25
	12/17/2021	7038119	DEMCO, INC.	32.54
	11/30/2021	110721	Amazon Marketplace.com - CMPL Credit Card	11.98
	11/30/2021	111021	Amazon Marketplace.com - CMPL Credit Card	14.36
	11/30/2021	110721	Amazon Marketplace.com - CMPL Credit Card	11.98
	11/30/2021	110821	Amazon Marketplace.com - CMPL Credit Card	19.08
Total 10-5617 - Supplies - Outreach				<u>125.19</u>
10-5618 - Supplies - Tech Services				
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	34.14
	12/17/2021	7047707	DEMCO, INC.	238.34
	12/17/2021	7038119	DEMCO, INC.	58.21
	12/17/2021	7037117	DEMCO, INC.	156.58
	12/17/2021	7049701	DEMCO, INC.	179.46
Total 10-5618 - Supplies - Tech Services				<u>666.73</u>
10-5660 - Supplies - Computer				
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,866.79

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	12/15/2021	56580	ULINE, INC	71.00
	12/15/2021	56580	ULINE, INC	126.83
	12/15/2021	56580	ULINE, INC	126.83
	12/17/2021	N695559	CDW GOVERNMENT, INC.	929.10
	12/17/2021	PS10251	CDW GOVERNMENT, INC.	<u>219.24</u>
Total 10-5660 · Supplies - Computer				3,339.79
10-5670 · Supplies - Paper				
	12/17/2021	35108	GRAPHIC 14, INCORPORATED	<u>520.00</u>
Total 10-5670 · Supplies - Paper				520.00
10-5680 · Supplies - Staff Room				
	12/17/2021	6473	ABSOLUTE VENDING SERVICE, INC	300.30
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	219.73
	12/17/2021	141102075	ULINE, INC	136.94
	12/17/2021	141732314	ULINE, INC	<u>134.18</u>
Total 10-5680 · Supplies - Staff Room				<u>791.15</u>
Total 10-5600 · Supplies				8,049.45
10-5700 · Vehicles				
10-5710 · Bookmobile Fuel				
	12/17/2021	1826	VILLAGE-VERNON	113.51
	11/29/2021	1817	VILLAGE-VERNON	<u>226.06</u>
Total 10-5710 · Bookmobile Fuel				339.57
10-5730 · Bookmobile Delivery Service				
	12/17/2021	NOVEMBER 2021	DITTMAN, SUSAN	<u>26.88</u>
Total 10-5730 · Bookmobile Delivery Service				26.88
10-5750 · Van Fuel				
	12/17/2021	1826	VILLAGE-VERNON	181.63
	11/29/2021	1817	VILLAGE-VERNON	<u>57.88</u>
Total 10-5750 · Van Fuel				239.51
10-5760 · Van Maintenance/Repair				
	11/30/2021	111521	Pirtek Gurnee - CMPL Credit Card	<u>706.22</u>
Total 10-5760 · Van Maintenance/Repair				<u>706.22</u>
Total 10-5700 · Vehicles				1,312.18
10-5800 · Computer Operations				
10-5865 · Remote Communications Expenses				
	11/30/2021	3132	HOGBERG-WASEMANN, LINDA	5.00
	11/30/2021	3132	HOGBERG-WASEMANN, LINDA	-5.00
	12/14/2021	3133	KING, BECKY	-10.00
	12/17/2021	REISSUE CK #55973	KING, BECKY	10.00
	12/17/2021	NOVEMBER 2021	ECKMANN, ROBERT	10.00
	12/17/2021	NOVEMBER 2021	HADJIMITSOS, LAURA	5.00
	12/17/2021	NOVEMBER 2021	BASSETT, ELLEN	10.00

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	12/17/2021	NOVEMBER 2021	COMPTON, PATRICIA	10.00
	12/17/2021	NOVEMBER 2021	DOWNS SAMUELSON, HALEY	10.00
	12/17/2021	NOVEMBER 2021	GAFKA, DEBORAH	5.00
	12/17/2021	NOVEMBER 2021	KING, BECKY	10.00
	12/17/2021	NOVEMBER 2021	KRAUSE, DONNA	10.00
	12/17/2021	november 2021	MORTON, MARK	10.00
	12/17/2021	NOVEMBER 2021	SCHOENFIELD, SONIA	10.00
Total 10-5865 · Remote Communications Expenses				<u>90.00</u>
10-5830 · Replacement Hardware/Software				
10-5831 · Rep Hrdwre/Sftwre - Admin				
	11/30/2021	110121	Liberated Syndication - CMPL Credit Card	15.00
	11/30/2021	110421	Skype.com - CMPL Credit Card	6.50
	11/30/2021	110221	Payflow/Paypal - CMPL Credit Card	30.00
	11/30/2021	111221	Apple.com - CMPL Credit Card	98.24
	12/17/2021	29174	COMPUTER VIEW, INC.	300.00
Total 10-5831 · Rep Hrdwre/Sftwre - Admin				<u>449.74</u>
10-5836 · Rep Hrdwre/Sftwre - ILL				
	12/17/2021	25329	IHLS-OCLC	670.12
Total 10-5836 · Rep Hrdwre/Sftwre - ILL				<u>670.12</u>
Total 10-5830 · Replacement Hardware/Software				<u>1,119.86</u>
10-5840 · LAN Services				
	12/17/2021	29174	COMPUTER VIEW, INC.	44,100.00
Total 10-5840 · LAN Services				<u>44,100.00</u>
10-5850 · Misc Contracts				
	12/17/2021	INV-US-56661	ENVISIONWARE, INC.	4,286.54
	12/17/2021	23224	BLUE WIRE COMMUNICATIONS	350.00
Total 10-5850 · Misc Contracts				<u>4,636.54</u>
10-5860 · Internet				
	12/17/2021	S660366366-21335	AT&T	711.46
	12/17/2021	135931892	COMCAST	921.00
Total 10-5860 · Internet				<u>1,632.46</u>
Total 10-5800 · Computer Operations				<u>51,578.86</u>
10-5900 · Utilities				
10-5910 · Electricity				
10-5911 · Electricity - Aspen				
	12/17/2021	60938507701	CONSTELLATION NEW ENERGY, INC.	4,527.68
Total 10-5911 · Electricity - Aspen				<u>4,527.68</u>
10-5912 · Electricity - Cook Park				
	12/17/2021	60938395001	CONSTELLATION NEW ENERGY, INC.	5,932.04
Total 10-5912 · Electricity - Cook Park				<u>5,932.04</u>
Total 10-5910 · Electricity				<u>10,459.72</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
10-5920 · Gas				
10-5921 · Gas - Aspen				
	12/17/2021	3316230	CONSTELLATION NATURAL GAS	69.04
Total 10-5921 · Gas - Aspen				69.04
10-5922 · Gas - Cook Park				
	12/17/2021	3316230	CONSTELLATION NATURAL GAS	153.74
Total 10-5922 · Gas - Cook Park				153.74
Total 10-5920 · Gas				222.78
10-5930 · Water				
10-5931 · Water - Aspen				
	11/30/2021	3122	LAKE COUNTY DEPARTMENT OF PUBLIC WORK	604.18
Total 10-5931 · Water - Aspen				604.18
Total 10-5930 · Water				604.18
Total 10-5900 · Utilities				11,286.68
10-6000 · Telephone				
10-6010 · Telephone				
	11/29/2021	465491	CALL ONE	1,108.91
	11/29/2021	112321-122221	COMCAST	267.50
	12/17/2021	1209822	PEERLESS NETWORK, INC.	1,122.96
Total 10-6010 · Telephone				2,499.37
10-6020 · Bookmobile - Telephone				
	11/29/2021	9893039601	VERIZON WIRELESS SERVICES LLC	231.44
Total 10-6020 · Bookmobile - Telephone				231.44
Total 10-6000 · Telephone				2,730.81
10-6100 · Postage				
	11/29/2021	17928748 - 112321	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				
	12/17/2021	C19348	COMPLETE CLEANING COMPANY, INC.	3,818.89
Total 10-6211 · Janitorial Service - Aspen				3,818.89
10-6212 · Janitorial Service - Cook Park				
	12/17/2021	C19348	COMPLETE CLEANING COMPANY, INC.	2,381.83
Total 10-6212 · Janitorial Service - Cook Park				2,381.83
Total 10-6210 · Janitorial Service				6,200.72
10-6220 · Landscaping Service				
10-6221 · Landscaping - Aspen				
	12/17/2021	WINTER 2021	SIMPSON, SARAH	117.00
Total 10-6221 · Landscaping - Aspen				117.00
Total 10-6220 · Landscaping Service				117.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
10-6240 - Trash Removal				
10-6242 - Trash Removal - Cook Park				
	11/30/2021	3121	GROOT INDUSTRIES, INC.	220.82
Total 10-6242 - Trash Removal - Cook Park				<u>220.82</u>
Total 10-6240 - Trash Removal				<u>220.82</u>
10-6250 - Miscellaneous				
10-6251 - Misc. Maintenance - Aspen				
	12/17/2021	5663	AMS OF NORTHERN ILLINOIS	198.00
	12/17/2021	5692	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 - Misc. Maintenance - Aspen				<u>396.00</u>
10-6252 - Misc. Maintenance - Cook Park				
	12/17/2021	5663	AMS OF NORTHERN ILLINOIS	149.00
	12/17/2021	GBXX064	IRON MOUNTAIN INCORPORATED	162.84
	12/17/2021	5692	AMS OF NORTHERN ILLINOIS	149.00
	12/17/2021	015600CS316045	AMBIUS, LLC (19)	347.98
Total 10-6252 - Misc. Maintenance - Cook Park				<u>808.82</u>
Total 10-6250 - Miscellaneous				<u>1,204.82</u>
Total 10-6200 - Maintenance				<u>7,743.36</u>
10-6300 - Repair				
10-6340 - Service Contracts-Mech. & Bldg.				
10-6341 - Service Contracts - Aspen				
	11/29/2021	448973	FIRE & SECURITY SERVICES, INC.	219.00
	11/29/2021	NOVEMBER 2021	VILLAGE-VERNON	132.00
	12/17/2021	49441	ESSCOE, L.L.C.	439.41
Total 10-6341 - Service Contracts - Aspen				<u>790.41</u>
Total 10-6340 - Service Contracts-Mech. & Bldg.				<u>790.41</u>
10-6360 - Office Machine Service Contract				
	12/17/2021	9008191269	KONICA MINOLTA BUSINESS SOLUTIONS	386.83
Total 10-6360 - Office Machine Service Contract				<u>386.83</u>
Total 10-6300 - Repair				<u>1,177.24</u>
10-6500 - Professional Services				
10-6520 - Legal Services				
	12/17/2021	221917	KLEIN, THORPE AND JENKINS, LTD.	715.00
Total 10-6520 - Legal Services				<u>715.00</u>
10-6540 - Payroll Processing				
	11/19/2021	3119		919.59
	12/03/2021	3125		393.38
	12/17/2021	3134		910.37
Total 10-6540 - Payroll Processing				<u>2,223.34</u>
10-6560 - Recruitment				
	12/17/2021	35796-112021	PEOPLEFACTS	54.69

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
	12/17/2021	35796-102021	PEOPLEFACTS	114.44
Total 10-6560 - Recruitment				169.13
Total 10-6500 - Professional Services				3,107.47
10-6600 - Improvements				
10-6630 - Equipment				
10-6638 - Equipment - Tech Services				
	12/17/2021	N671080	CDW GOVERNMENT, INC.	2,521.03
Total 10-6638 - Equipment - Tech Services				2,521.03
Total 10-6630 - Equipment				2,521.03
10-6650 - Copiers & Other Leased Equip				
	12/17/2021	38964196	KONICA MINOLTA	511.35
Total 10-6650 - Copiers & Other Leased Equip				511.35
Total 10-6600 - Improvements				3,032.38
10-6700 - Community Relations				
10-6710 - Newsletter				
	12/17/2021	18227	VOGUE PRINTERS	8,056.00
Total 10-6710 - Newsletter				8,056.00
10-6712 - Graphics				
	12/17/2021	56578	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	379.04
	12/17/2021	N695559	CDW GOVERNMENT, INC.	75.25
	12/17/2021	N512291	CDW GOVERNMENT, INC.	172.80
	12/17/2021	N552351	CDW GOVERNMENT, INC.	249.23
	12/17/2021	N389604	CDW GOVERNMENT, INC.	301.84
Total 10-6712 - Graphics				1,178.16
10-6720 - Programming - Adult				
10-6721 - Programs - Performances				
	12/17/2021	DECEMBER 21, 2021	BOCHENEK, ANNETTE	200.00
	12/03/2021	DECEMBER 2, 2021	ART EXCURSIONS, INC.	350.00
	12/17/2021	DECEMBER 2021 - YOGA	HINSON, HAILEY AHANNA	90.00
	11/29/2021	DECEMBER 7, 2021	CLARK, DAVID	125.00
	11/29/2021	DECEMBER 9, 2021	MADDOX, SUSAN K.	300.00
	11/29/2021	DECEMBER 12, 2021	GARY E. MIDKIFF & COMPANY	210.00
	12/17/2021	DECEMBER 22, 2021	MADDOX, SUSAN K.	350.00
	12/17/2021	DEC 2021 MEDITATION	HINSON, HAILEY AHANNA	90.00
	12/17/2021	QUIETING THE MIND	HINSON, HAILEY AHANNA	90.00
	11/29/2021	DECEMBER 17, 2021	DOUBOVITSKAIA-KLEMER, ELENA	175.00
	11/29/2021	DECEMBER 17, 2021	BELSKY, SVETLANA	175.00
	12/17/2021	DECEMBER 22, 2021	OPSAL, CAROL	50.00
	11/29/2021	DECEMBER 14, 2021	WENSTRUP, GARY	225.00
	12/17/2021	DEC 2021 TAI CHI	HINSON, HAILEY AHANNA	60.00
Total 10-6721 - Programs - Performances				2,490.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
10-6722 - Book Discussions&Author Events				
	12/17/2021	NOVEMBER 13, 2021	OLDENBURG, SUSAN	100.00
	12/17/2021	NOVEMBER 13, 2021	SCHROEDER, SHANNYN	100.00
	12/17/2021	OBOC BOOKLETS	INDIAN TRAILS PUBLIC LIBRARY DISTRICT	348.90
	12/17/2021	NOV-DEC 2021	LARSON, ANDREA	160.70
	12/17/2021	NOVEMBER 2021	LARSON, ANDREA	10.00
Total 10-6722 - Book Discussions&Author Events				<u>719.60</u>
10-6726 - Computer				
	11/29/2021	DECEMBER 8, 2021	MONTANO, ESTEVAN	150.00
	12/17/2021	DECEMBER 22, 2021	MONTANO, ESTEVAN	150.00
	11/29/2021	DECEMBER 13, 2021	MONTANO, ESTEVAN	150.00
	11/29/2021	DECEMBER 2, 2021	MONTANO, ESTEVAN	150.00
Total 10-6726 - Computer				<u>600.00</u>
Total 10-6720 - Programming - Adult				3,809.60
10-6730 - Programming - Young Adult				
10-6731 - Programs - YA (Other)				
	12/17/2021	NOVEMBER 10, 2021	VARGA, KAREN	20.00
Total 10-6731 - Programs - YA (Other)				<u>20.00</u>
Total 10-6730 - Programming - Young Adult				20.00
10-6740 - Programming - Children's				
	11/30/2021	112421	Amazon Marketplace.com - CMPL Credit Card	18.49
	11/30/2021	nov 21a	Amazon Marketplace.com - CMPL Credit Card	253.47
	11/30/2021	110421	Amazon Marketplace.com - CMPL Credit Card	11.52
	11/30/2021	110221	Amazon Marketplace.com - CMPL Credit Card	79.85
	11/30/2021	112321	Amazon Marketplace.com - CMPL Credit Card	36.18
	11/30/2021	112621	Amazon Marketplace.com - CMPL Credit Card	11.88
	11/30/2021	nov 21	Amazon Marketplace.com - CMPL Credit Card	63.53
	11/30/2021	nov21b	Amazon Marketplace.com - CMPL Credit Card	253.71
	11/30/2021	1105&110821	Dollar Tree - CMPL Credit Card	90.31
	12/17/2021	7986	LIBRARIES FIRST	500.00
	11/30/2021	111721	Amazon Marketplace.com - CMPL Credit Card	27.89
	11/30/2021	111721	Michaels - CMPL Credit Card	15.15
	11/30/2021	110221	Amazon Marketplace.com - CMPL Credit Card	29.75
	11/29/2021	MICHAELS	MAO, LAURA	79.96
	11/30/2021	110721	Amazon Marketplace.com - CMPL Credit Card	11.98
	11/30/2021	111721	Oriental Trading Co - CMPL Credit Card	26.97
	11/30/2021	112121	Amazon Marketplace.com - CMPL Credit Card	51.61
	12/17/2021	DECEMBER 28, 2021	THORNTON, CHRISTINE	300.00
	12/17/2021	141650213	ULINE, INC	33.46
	11/30/2021	112421	Amazon Marketplace.com - CMPL Credit Card	11.84
Total 10-6740 - Programming - Children's				<u>1,907.55</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 November 13 through December 17, 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
10-6745 · Public Performance/Film				
10-6746 · PublicPerformance/Film- Adults				
	12/17/2021	504377669	MOTION PICTURE LICENSING CORPORATION	595.62
Total 10-6746 · PublicPerformance/Film- Adults				<u>595.62</u>
Total 10-6745 · Public Performance/Film				<u>595.62</u>
10-6760 · Promotions/Prizes				
10-6761 · Promotions/Prizes- Admin/Gen				
	11/29/2021	102721-110321	SAM'S CLUB DIRECT	59.92
Total 10-6761 · Promotions/Prizes- Admin/Gen				<u>59.92</u>
Total 10-6760 · Promotions/Prizes				<u>59.92</u>
10-6780 · Digital Studios				
10-6781 · Digital Studios - Equipment				
	11/30/2021	111621	Amazon Marketplace.com - CMPL Credit Card	29.34
Total 10-6781 · Digital Studios - Equipment				<u>29.34</u>
Total 10-6780 · Digital Studios				<u>29.34</u>
10-6790 · Workshops				
10-6794 · Workshops - Supplies				
	11/30/2021	111721	Amazon Marketplace.com - CMPL Credit Card	145.78
	11/29/2021	OCT-NOV 2021	MURROW, JOE	40.06
Total 10-6794 · Workshops - Supplies				<u>185.84</u>
Total 10-6790 · Workshops				<u>185.84</u>
Total 10-6700 · Community Relations				15,842.03
10-7000 · Debt Service				
	12/17/2021	2322	CHASE	328,592.60
	12/17/2021	2323	CHASE	367,200.00
Total 10-7000 · Debt Service				<u>695,792.60</u>
20-8210 · Employer IMRF Disbursements				
	11/19/2021	3124		18,669.99
	12/03/2021	3126		19,549.11
	12/17/2021	3136		18,666.62
Total 20-8210 · Employer IMRF Disbursements				<u>56,885.72</u>
20-8250 · Employer Soc Security Tax Disb				
	11/19/2021	3124		13,094.76
	12/03/2021	3126		13,615.74
	12/17/2021	3136		13,125.85
Total 20-8250 · Employer Soc Security Tax Disb				<u>39,836.35</u>
Total Expense				<u>1,576,997.50</u>
Net Ordinary Income				<u>-1,379,425.64</u>
Net Income				<u>-1,379,425.64</u>



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

	November 2019			November 2021			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,361	35,127	44,488	8,019	31,047	39,066	-12.19%
Reciprocal Borrowing Patrons	505	6,727	7,232	406	5,725	6,131	-15.22%
Total	9,866	41,854	51,720	8,425	36,772	45,197	-12.61%

Visitors

	November 2019	November 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Aspen Drive Library	17,854	11,700	-34.47%	95,636	57,612	-39.76%
Drive-Up		303			529	
Cook Park Library	21,560	10,067	-53.31%	135,536	61,289	-54.78%
Drive-Up	1,332	1,348	1.20%	6,751	6,929	2.64%
Outreach	1,469	602	-59.02%	8,886	3,330	-62.53%
Total	42,215	24,020	-43.10%	246,809	129,689	-47.45%

Program Attendance

	November 2019	November 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Adult	1,364	708	-48.09%	6,298	3,987	-36.69%
Juvenile	1,645	814	-50.52%	9,803	4,956	-49.44%
Young Adult	42	10	-76.19%	194	297	53.09%
	3,051	1,532	-49.79%	16,295	9,240	-43.30%

Special Services

	November 2019	November 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Reference Questions	6,892	4,343	-36.98%	37,660	24,660	-34.52%
Library App Users		547			2,297	
Online Databases*	6,723	3,065	-54.41%	22,778	15,981	-29.84%
www.cooklib.org	83,348	85,606	2.71%	428,570	396,962	-7.38%
Holds Placed	14,841	14,402	-2.96%	80,098	71,536	-10.69%
Holds Filled	13,545	12,300	-9.19%	70,151	65,772	-6.24%
Homebound Items Delivered	908	858	-5.51%	5,272	4,081	-22.59%

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

Collection Size

	November 2019					November 2021					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,082	37,464		83,546	31.95%	48,824	43,638		92,462	33.76%	10.67%
Cook Park Library	55,752	107,316	149	163,217	62.41%	56,833	108,516	141	165,490	60.43%	1.39%
Outreach	11,818	2,919	10	14,747	5.64%	12,787	3,122	13	15,922	5.81%	7.97%
Total	113,652	147,699	159	261,510		118,444	155,276	154	273,874		4.73%

Librarian's Statistical Report - November 2021 - Page 2

Circulation

	November 2019				November 2021				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	9,935	23,402		33,337	9,331	21,699		31,030	-6.92%
Foreign Language	340	487		827	279	289		568	-31.32%
Large Type	1,494	27		1,521	1,284	19		1,303	-14.33%
Nonfiction	7,875	5,905		13,780	6,423	4,852		11,275	-18.18%
Periodicals	1,321	128		1,449	1,060	138		1,198	-17.32%
Subtotal Print	20,965	29,949		50,914	18,377	26,997		45,374	-10.88%
Bags and Containers			25	25			16	16	-36.00%
Equipment	214	2		216	114	4		118	-45.37%
Interlibrary Loan			209	209			128	128	-38.76%
LINKin	1,341			1,341	996			996	-25.73%
Multimedia		72		72		75		75	4.17%
Other	1		17	18			6	6	-66.67%
Subtotal Other	1,556	74	251	1,881	1,110	79	150	1,339	-28.81%
eAudiobooks			3,664	3,664			4,652	4,652	26.97%
eBooks			5,607	5,607			6,376	6,376	13.71%
eMagazines			714	714			309	309	-56.72%
eMusic			331	331			310	310	-6.34%
eVideo			494	494			911	911	84.41%
Subtotal Downloadables			10,810	10,810			12,558	12,558	16.17%
Audiobooks	1,010	558		1,568	549	438		987	-37.05%
Compact Discs	2,938	476		3,414	2,135	321		2,456	-28.06%
DVDs, Blu-Ray	16,789	6,924		23,713	8,606	2,814		11,420	-51.84%
Video Games	850	1,025		1,875	392	639		1,031	-45.01%
Subtotal Audiovisual	21,587	8,983		30,570	11,682	4,212		15,894	-48.01%
Grand Total All Agencies	44,108	39,006	11,061	94,175	31,169	31,288	12,708	75,165	-20.19%

Agency Subtotals

	November 2019	November 2021	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Downloadables	10,810	12,558	16.17%	58,654	68,581	16.92%
Aspen Drive Library	24,340	17,963	-26.20%	119,968	91,497	-23.73%
Cook Park Library	53,400	40,709	-23.77%	287,458	217,716	-24.26%
Outreach	5,625	3,935	-30.04%	31,290	15,948	-49.03%
Total	94,175	75,165	-20.19%	497,370	393,742	-20.84%



Director's Report

December 2021

David Archer, Library Director

All-Staff Training

The Library was closed Friday morning, December 3 for staff training via Zoom. The training included:

- Recognition of staff celebrating notable work anniversaries.
- Presentation, "Building a Cross Cultural Service Environment" by Catherine Popowits, Founder and President, Diversity Training & Consulting, Inc. The presentation covered how to understand the impact of culture on communication with patrons from diverse cultural backgrounds.
- Centennial time capsule video.
- Annual staff fundraiser, which raised \$2,341 (a record!) for needy families in the district.

Per Capita Grant Application

As part of the 2022 Illinois Public Library Per Capita and Equalization Aid Grant, libraries are to continue reviewing a checklist to determine progress toward meeting 200+ standards set by the state. The Library meets the vast majority of standards with the exception of a few, which were detailed in March 2021. CMPLD receives approximately \$75,000 in grant funds, which is a budgeted revenue item. Update on standards not fully met:

- The Library's disaster plan is in need of updating. *Status: In progress.*
- The Library's communications plan is in need of updating. *Status: In progress.*
- The Library does not have a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel. *Status: In progress.*

COVID Vaccine Update

On November 4, 2021, the federal Occupational Safety and Health Administration (OSHA) released an Emergency Temporary Standard (ETS) requiring that private employers with 100 or more employees mandate that all of their employees be vaccinated against COVID or undergo weekly testing effective January 4, 2022. A federal court stay has suspended enforcement of ETS, which puts the mandate in limbo pending outcome of the litigation. There is no clear timetable for when the court will rule.

While Illinois local government employers are not subject to OSHA's ETS, they may be subject to Illinois OSHA requirements. Library legal counsel believes that Illinois OSHA will hold off on any direction for local government employers in Illinois until the federal courts rule on the ETS. In the meantime, a policy is being drafted for the board to consider at a future meeting should a vaccine/testing mandate be instituted by Illinois OSHA. As a reminder, the Library has over 100 employees, 97.4% of whom are fully vaccinated based on the current definition set by the CDC.

Vendor and Subcontractor Demographics

Public Act 102-0265 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. Effective January 2022, the Library will use attorney-approved procedures to be in compliance with the law.

Amazon Purchases

A question was raised at last month's board meeting regarding what types of items the Library purchases from Amazon. For the current fiscal year, the Library is averaging \$2,500 per month in purchases from Amazon. Comments:

- For the first five months of the current fiscal year, an average of \$1,000 a month was purchased from Amazon on physical materials such as books and media. In comparison, an average of nearly \$56,000 a month was spent with our primary vendors, Baker & Taylor and Midwest Tape. Amazon is used to secure titles when our primary vendors are out of stock or do not carry an item.
- The majority of Amazon purchases - an average of \$1,500 – was spent on items such as supplies and children's programming materials.
- Purchases from Amazon represent a small portion of non-personnel Library expenditures. While our purchasing associate uses a variety of vendors – including area businesses - when a purchase request is made, Amazon provides some advantages as they typically have a very large inventory at a lower cost. They also offer quick turnaround with free shipping and all purchases automatically reflect the Library's sales tax-exempt status.

Odds & Ends

- The Library is closed Dec 24/25/31, 2021 and Jan 1, 2022 for the Christmas and New Years holidays.
- Per discussion at last month's board meeting, more in-person programs have been added to the calendar. Capacity is limited with appropriate distancing of seating. The Library offers a mix of in-person, hybrid and virtual programs to patrons.
- ILA's annual Presidents' Day Legislative meet-up will be held virtually on Monday, February 21, 2022 from 9 - 10:30 a.m. The session provides an opportunity to meet with state legislators and hear their thoughts about issues affecting libraries in the state. Please contact Gaby if you'd like to attend and she will register you.

Cook Memorial Public Library District

Investment Maturity Schedule

November 30, 2021

Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 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
BMW BK North Amer Salt Lake City UT CD (10/08/21)	1-Oct-2021	10-Oct-2023	245,000	0.350%								245,000	245,000
GE Cap Retail BK Draper UT CD (10/08/21)	1-Oct-2021	10-Oct-2023	245,000	0.400%								245,000	245,000
Israel Disc BK New York NY CD (11/12/21)	3-Nov-2021	14-Aug-2023	245,000	0.450%							245,000		
Total Special Reserve			1,105,000		-	-	-	-	125,000	245,000	245,000	490,000	1,105,000
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			1,475,000		-	245,000	125,000	-	125,000	245,000	245,000	490,000	1,475,000
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-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
1-Oct-2021	BMW BK North Amer Salt Lake City UT CD (10/08/21)	Purchase	.350% - Due10/10/23		245,000.00		245,000.00								
1-Oct-2021	GE Cap Retail BK Draper UT CD (10/08/21)	Purchase	.400% - Due 10/10/23		245,000.00		245,000.00								
18-Oct-2021	UBS Bk USA Salt Lake City UT CD	Interest					0.00				20.14				20.14
29-Oct-2021	Chase Bank	Interest					0.00	2.23	7.93	10.16			2.23	7.93	10.16
31-Oct-2021	Ending Balance			370,000.00	860,000.00	0.00	1,230,000.00	56,460.21	201,001.39	357,451.10	81.90	0.00	9.29	32.97	83.21
3-Nov-2021	Israel Disc BK NY CD (11/12/21)	Purchase	.450% - Due 08/14/23		245,000.00		245,000.00								
16-Nov-2021	UBS Bk USA Salt Lake City UT CD	Interest					0.00				20.81				20.81
30-Nov-2021	Chase Bank	Interest					0.00	2.46	8.75	11.21			2.46	8.75	11.21
30-Nov-2021	Ending Balance			370,000.00	1,105,000.00	0.00	1,475,000.00	56,462.67	201,010.14	357,462.31	102.71	0.00	11.75	41.72	115.23

Position Summary

Cook Memorial Public Library

Report date as of Nov 30, 2021

Report run time: December 01, 2021 04:49 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate	YTM
								Accr Inc	Cost Yld		
... 6412 / Cook Memorial PLD General			370,000.00		369,731.11	-268.89	-0.07	432.50	0.12		
								54.45	0.12		
CD			370,000.00		369,731.11	-268.89	-0.07	432.50	0.12		
								54.45	0.12		
125,000	***STATE BK INDIA NEW YORK N Y C/D FDIC INS TO LIMITS 856285WT4060	08/16/2022	125,000.00	99.9507	124,938.38	-61.62	-0.05	187.50	0.15	0.15	0.00
								54.45	0.15		
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90348JM56060	06/16/2022	245,000.00	99.9154	244,792.73	-207.27	-0.08	245.00	0.10	0.10	0.00
								0.00	0.10		
... 6414 / Cook Memorial PLD Special Res			1,105,000.00		1,102,687.56	-2,312.44	-0.21	3,557.50	0.32		
									0.32		
CD			1,105,000.00		1,102,687.56	-2,312.44	-0.21	3,557.50	0.32		
									0.32		
245,000	BMW BK NORTH AMER SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 05580AE59060	10/10/2023	245,000.00	99.7403	244,363.74	-636.26	-0.26	857.50	0.35	0.35	0.00
								0.00	0.35		
245,000	FLAGSTAR BK FSB TROY MICH C/D FDIC INS TO LIMITS 33847E4M6060	06/16/2023	245,000.00	99.5850	243,983.25	-1,016.75	-0.41	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	99.8186	124,773.25	-226.75	-0.18	250.00	0.20	0.20	0.00
								0.00	0.20		
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076SV0060	08/14/2023	245,000.00	99.9905	244,976.72	-23.28	-0.01	1,102.50	0.45	0.45	0.00
								0.00	0.45		
245,000	GE CAP RETAIL BK DRAPER UTAH C/D FDIC INS TO LIMITS 87165EUT2060	10/10/2023	245,000.00	99.8329	244,590.60	-409.40	-0.17	980.00	0.40	0.40	0.00
								0.00	0.40		

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-Sep-2021	Ending Balance			10,764.83	641,210.79	651,975.62	0.00	0.00	6.75	402.26	409.01
31-Oct-2021		Interest	For October 2021	2.28	135.60	137.88			2.28	135.60	137.88
						0.00					0.00
31-Oct-2021	Ending Balance			10,767.11	641,346.39	652,113.50	0.00	0.00	9.03	537.86	546.89
30-Nov-2021		Interest	For November 2021	2.20	131.26	133.46			2.20	131.26	133.46
						0.00					0.00
31-Oct-2021	Ending Balance			10,769.31	641,477.65	652,246.96	0.00	0.00	11.23	669.12	680.35

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
30-Sep-2021	Ending Balance			5,230,876.78	924.24
29-Oct-2021	Wintrust Bank	Interest	For October 2021	312.71	312.71
31-Oct-2021	Ending Balance			5,231,189.49	1,236.95
30-Nov-2021	Wintrust Bank	Interest	For November 2021	357.59	357.59
30-Nov-2021	Ending Balance			5,231,547.08	1,594.54

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-Sep-2021	Ending Balance			1,231,626.85	62.41
29-Oct-2021	Wintrust Bank	Interest	For October 2021	24.70	24.70
31-Oct-2021	Ending Balance			1,231,651.55	87.11
30-Nov-2021	Wintrust Bank	Interest	For November 2021	30.20	30.20
30-Nov-2021	Ending Balance			1,231,681.75	117.31

AUTHORIZING THE DESTRUCTION OF AUDIO RECORDINGS OF CLOSED SESSIONS OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES

WHEREAS, the Open Meetings Act requires governmental bodies to audio record their closed sessions; and

WHEREAS, this governmental body has complied with that requirement; and

WHEREAS, the Open Meetings Act permits governmental bodies to destroy the verbatim record of closed sessions without notification to or the approval of a Records Commission or the State Archivist not less than eighteen (18) months after the completion of the closed session recorded, but only after:

- 1. It approves the destruction of a particular recording; and
- 2. Approves written minutes of the closed session; and

WHEREAS, for the verbatim recordings of the closed sessions set forth in Section 2 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and the Board of Library Trustees have approved written minutes for each of the closed sessions set forth in Section 2; and

WHEREAS, the Board of Library Trustees approve the destruction of the verbatim recordings for those Closed Sessions listed in Section 2 of this Resolution.

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

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: That the audio verbatim recordings of the following closed sessions are hereby approved for destruction:

05/04/15	08/16/16(2)	07/28/20
05/07/15	07/18/17	08/11/20
11/17/15	08/22/17	05/04/21
02/16/16	07/18/18(1)	05/11/21
05/17/16	07/18/18(2)	07/20/21
08/16/16(1)	06/25/19	10/12/21

SECTION 3: That the President of the Board of Library Trustees of the Cook Memorial Public Library District is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 4: This resolution shall be in full force and effect immediately upon its passage.

PASSED AND APPROVED THIS 21st day of December, 2021.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Wendy Vieth, President

ATTEST:

Karen Singer, Secretary



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: December 21, 2021

FROM: David Archer, Library Director

AGENDA ITEM: Approval of Resolution 2021-2022/16 Authorizing Featherstone to Proceed with Preconstruction Services for Window and Paver Replacement Projects.

At the November 16, 2021 board meeting, Trustees authorized Product Architecture to proceed with preparing detailed drawings and engineering documentation for the Cook Park window replacement project and the Aspen Drive Library paver replacement project. Having the drawings and engineering documentation completed at this time puts the Board in the best position to authorize the Library's construction management firm, Featherstone Inc., to proceed to the bidding portion of the project.

Tom Featherstone will be attending this evening's meeting to discuss construction market conditions and his recommendation to proceed with preconstruction services in the amount of \$20,000. Preconstruction services include: preparing a design development estimate; finalizing construction documents; preparing bid packages; submitting permitting; conducting bidding; reviewing bids; and presenting bid recommendations to the Library Board

Please find attached:

1. Detailed preliminary project budget.
2. Updated project schedule.
3. Resolution authorizing the payment of \$20,000 for Featherstone to provide preconstruction services for the two projects.

CSI Division / Item #	Description	Quantity	Units	Cost / Unit	Window Replacement - Libertyville	Paver Replacement & Landscape Upgrade Aspen	Drop Off Lane Aspen
Division 00 Procurement and Contracting Requirements							
00 73 16 Builders Risk Insurance							
1	Owner cost	1.0%	ALLOW	476,317.00	4,763.17		
2	Owner cost	1.0%	ALLOW	139,705.00		1,397.05	
3	Owner cost	1.0%	ALLOW	98,931.00			989.31
00 73 16 Subtotal:					4,763.17	1,397.05	989.31
Division 01 General Requirements							
01 41 00 Regulatory Requirement							
1	Building Permit - Libertyville	1.3%	ALLOW	476,317.00	6,192.12		
2	Building Permit - Vernon Hills	1.0%	ALLOW	139,705.00		1,397.05	
3	Building Permit - Vernon Hills	1.0%	ALLOW	98,931.00			989.31
01 41 00 Subtotal:					6,192.12	1,397.05	989.31
01 45 50 Moving							
1	Allowance to move furniture and equipment	1	ALLOW	5,000.00	5,000.00		
01 45 50 Subtotal:					5,000.00	0.00	0.00
01 74 13 Progress Cleaning							
1	General cleaning	80	EA	65.00	5,200.00		
2	General cleaning	16	EA	65.00		1,040.00	
3	General cleaning	16	EA	65.00			1,040.00
01 74 13 Subtotal:					5,200.00	1,040.00	1,040.00
01 74 19 Construction Waste Management and Disposal							
1	Dumpsters	4	EA	450.00	1,800.00		
2	Dumpsters	2	EA	450.00		900.00	
3	Dumpsters	2	EA	450.00			900.00
01 74 19 Subtotal:					1,800.00	900.00	900.00
01 74 23 Final Cleaning							
1	Final Cleaning	40	HR	65.00	2,600.00		
2	Final Cleaning	8	HR	65.00		520.00	
3	Final Cleaning	8	HR	65.00			520.00
01 74 23 Subtotal:					2,600.00	520.00	520.00

CSI Division / Item #	Description	Quantity	Units	Cost / Unit	Window Replacement - Libertyville	Paver Replacement & Landscape Upgrade Aspen	Drop Off Lane Aspen
02 41 16	Building Demolition						
1	Demolition listed with each of the trades						
2	Temp Walls During Window Replacement	1,330	SF	12.00	15,960.00		
3	Protection for Clear Story Replacement	1,704	SF	8.00	13,632.00		
4	Floor Protection - 1/4" Masonite	800	SF	1.75	1,400.00		
5	Cover/Drape Book Shelves	2,100	SF	1.65	3,465.00		
6	Skylight Protection - 3/4" Plywood on Frame	192	SF	6.00	1,152.00		
7	Protect Radiant Heat	95	LF	12.00	1,140.00		
8	Roof Protection for Clearstory Work	130	LF	5.00	650.00		
9	Remove Protections	1	EA	8,600.00	8,600.00		
	Subtotal:				45,999.00	0.00	0.00
07 92 00	Joint Sealants						
1	Misc Caulking	1	EA	1,500.00	1,500.00		
	Subtotal:				1,500.00	0.00	0.00
08 40 00	Entrances, Storefronts, and Curtain Walls						
1	Demo Existing Storefront - Full Height	1,293	SF	35.00	45,255.00		
2	New Curtain Walls	1,293	SF	130.00	168,090.00		
4	Demo Existing Clear Story Windows - Adult Services	173	SF	30.00	5,190.00		
5	Demo Existing Clear Story Windows - Youth Services	228	SF	30.00	6,840.00		
6	New Storefront Clear Story Windows - Adult Services	173	SF	95.00	16,435.00		
7	New Storefront Clear Story Windows - Youth Services	228	SF	95.00	21,660.00		
8	Temp Protections During Installation	1,694	SF	2.50	4,235.00		
	Subtotal:				267,705.00	0.00	0.00
Division 09	Finishes						
09 20 00	Plaster & Drywall						
1	Saw Cut and Demo Exterior Plaster Soffits	646	SF	2.10	1,356.60		
2	Additional Framing for the Soffits	646	SF	2.35	1,518.10		
3	Replace Plaster Soffits	646	SF	6.93	4,476.78		
4	Skim Coat All Soffits	1,615	SF	1.23	1,989.68		
	Subtotal:				9,341.16	0.00	0.00
09 51 00	Acoustical Ceilings						
1	Remove Acoustical Ceilings at Window Replacement	1,292	SF	3.50	4,522.00		
2	Reinstall Acoustical Ceilings	1,292	SF	4.50	5,814.00		
	Subtotal:				10,336.00	0.00	0.00
09 90 00	Painting, Coatings and Wallcoverings						
1	Paint Concrete Foundation at Store Front - Painter 1 Day	1	DAY	960.00	960.00		
2	Touch Up Drywall at Top of Walls	1,358	SF	3.50	4,753.00		
	Subtotal:				5,713.00	0.00	0.00
Division 26	Electrical						
26 00 00	Electrical						
1	Remove Wiremold at base of Storefront - if needed	27	LF	32.25	870.75		
2	New Outlet Boxes - 2 Duplex and 2 Data - With Wire & Connections - If Needed	4	EA	235.00	940.00		
3	New Wiremold - If Need	27	LF	45.00	1,215.00		
	Subtotal:				3,025.75	0.00	0.00
Division 31	Earthwork & Site Demolition						
31 00 00	Earthwork						
1	Grade & Prep Area for Drop Off Lanes	1	ALLOW	8,000.00			8,000.00
2	Saw Cut and Demo Curb and Paving	2,092	SF	5.50			11,506.00



CSI Division / Item #	Description	Quantity	Units	Cost / Unit	Window Replacement - Libertyville	Paver Replacement & Landscape Upgrade Aspen	Drop Off Lane Aspen
31 00 00	Subtotal:				0.00	0.00	19,506.00
Division 32	Exterior Improvements						
32 12 16	Asphalt Paving						
1	Repair Asphalt Paving at Waiting Area	1,328	SF	8.85			11,752.80
	New Stripping & Signs	1	ALLOW	5,000.00			5,000.00
32 12 16	Subtotal:				0.00	0.00	16,752.80
32 13 13	Concrete Paving						
1	Curb and Sidewalk Repair	1	ALLOW	5,000.00		5,000.00	
2	Sidewalk In Place of Pavers	1,936	SF	16.00		30,976.00	
3							
4	New Curb and Gutter	98	LF	65.00			6,370.00
5	New Sidewalk at Waiting Area	2,651	SF	10.00			26,510.00
6	Tactile Warning Panels	3	EA	2,500.00			7,500.00
32 13 13	Subtotal:				0.00	35,976.00	40,380.00
32 33 00	Site Furnishings						
1	Bollard Replacement	18	EA	2,200.00		39,600.00	
2	Replace Benches	2	EA	3,500.00		7,000.00	
32 33 00	Subtotal:				0.00	46,600.00	0.00
32 90 00	Planting & Landscaping						
1	Allowance for Landscaping Restoration at Windows	1	ALLOW	20,000.00	20,000.00		
2	Landscape Improvements	2,177	SF	11.50		25,035.50	
32 90 00	Subtotal:				20,000.00	25,035.50	0.00
	Subtotal:				389,175.20	112,865.60	81,077.42
	General Conditions						
1	General Conditions - Libertyville	1	ALLOW	10,000.00	10,000.00		
2	General Conditions - Aspen	8%	%	112,865.60		9,029.25	
3	General Conditions - Aspen	8%	%	81,077.42			6,486.19
	Subtotal:				10,000.00	9,029.25	6,486.19
	Contingency						
1	Design Contingency - Libertyville	10%	%	389,175.20	38,917.52		
2	Construction Contingency - Libertyville	10%	%	389,175.20	38,917.52		
3	Design Contingency - Aspen	5%	%	112,865.60		5,643.28	
4	Construction Contingency - Aspen	10%	%	112,865.60		11,286.56	
3	Design Contingency - Aspen	5%	%	81,077.42			4,053.87
4	Construction Contingency - Aspen	10%	%	81,077.42			8,107.74
	Subtotal:				77,835.04	16,929.84	12,161.61
	Subtotal Hard Costs				477,010.24	138,824.69	99,725.23
	Architects / Engineers						
1	Architecture, MEP and Engineering Fee's - Libertyville	8%	%	477,010.24	38,160.82		
2	Architecture, MEP and Engineering Fee's - Aspen	10%	%	138,824.69		13,882.47	
3	Architecture, MEP and Engineering Fee's - Aspen	#	%	99,725.23			12,465.65
	Subtotal:				38,160.82	13,882.47	12,465.65
	Construction Manager						
1	Preliminary Estimate	1.0	LS	6,960.00	6,960.00		
2	Design Phase Services	1.0	ALLOW	10,000.00	10,000.00		
3	Bidding Phase Services	1.0	ALLOW	10,000.00	10,000.00		
4	CM Fee - Libertyville	2.50%		477,010.24	11,925.26		

Cook Memoiral Library
Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish	2022					
					Q4	Q1	Q2	Q3	Q4	Q1
1	General	216 days	Tue 10/26/21	Fri 8/26/22	_____					
2	Board Approve Estimating Proposal	1 day	Tue 10/26/21	Tue 10/26/21	h					
3	Prepare Estimate	3 days	Wed 10/27/21	Fri 10/29/21	h					
4	Review Estimate with Design Team	1 day	Fri 10/29/21	Fri 10/29/21	h					
5	Present Estimate to Library Staff	1 day	Mon 11/1/21	Mon 11/1/21	I					
6	Board Approval To Advance Into Design	1 day	Tue 11/16/21	Tue 11/16/21	h					
7	CD Progress Set	35 days	Wed 11/17/21	Fri 1/7/22	h					
8	Board Approval for CM Preconstruction Services	1 day	Tue 12/21/21	Tue 12/21/21	I	Board Approval for CM Preconstruction S				
9	Prepare Design Development Estimate	10 days	Mon 1/10/22	Fri 1/21/22	h					
10	Align Project Design, Budget, and Schedule to Previously Approve Budget	2 days	Mon 1/24/22	Tue 1/25/22	h					
11	Staff Approval	2 days	Wed 1/26/22	Thu 1/27/22	h					
12	Finalize Construction Documents	15 days	Fri 1/28/22	Thu 2/17/22	h					
13	Permit Approval	20 days	Fri 2/18/22	Thu 3/17/22	h					
14	Prepare Bid Packages	2 days	Fri 2/18/22	Mon 2/21/22	h					
15	Bidding	10 days	Tue 2/22/22	Mon 3/7/22	h					
16	Review Bids	2 days	Tue 3/8/22	Wed 3/9/22	h					
17	Present Bid Recommendation To Staff	1 day	Thu 3/10/22	Thu 3/10/22	h					
18	Board Approval - Contract Award	1 day	Tue 3/15/22	Tue 3/15/22	h	Board Approval - Contract Award				
19	Award Prime Contracts	2 days	Wed 3/16/22	Thu 3/17/22	h					

Cook Memoiral Library
Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish	2022						
					Q4	Q1	Q2	Q3	Q4	Q1	
20	Submittals	15 days	Fri 3/18/22	Thu 4/7/22							
21	Procure Materials	101 days	Fri 4/8/22	Fri 8/26/22							
22											
23	Construction	46 days	Mon 8/29/22	Mon 10/31/22							
24	Move Furniture and Equipment	1 day	Mon 8/29/22	Mon 8/29/22							
25	Set up Protections for Curtain Walls	3 days	Tue 8/30/22	Thu 9/1/22							
26	Remove Acoustical Ceiling and Plaster Soffits	5 days	Fri 9/2/22	Thu 9/8/22							
27	Remove Electrical at Perimeter Wall	5 days	Fri 9/2/22	Thu 9/8/22							
28	Demolish Curtain Wall	15 days	Fri 9/9/22	Thu 9/29/22							
29	Curtain Wall Installation	15 days	Tue 9/13/22	Mon 10/3/22							
30	Reinstall Acoustical Ceiling and Plaster Soffits	5 days	Tue 10/4/22	Mon 10/10/22							
31	Reinstall Other Finishes	2 days	Tue 10/11/22	Wed 10/12/22							
32	Electrical Installation	1 day	Thu 10/13/22	Thu 10/13/22							
33	Remove Protections	3 days	Fri 10/14/22	Tue 10/18/22							
34	Set Up Protections for Clear Story	5 days	Tue 10/4/22	Mon 10/10/22							
35	Remove Storefront Windows at Clear Story	5 days	Tue 10/11/22	Mon 10/17/22							
36	Install New Storefronts at Clear Story	7 days	Thu 10/13/22	Fri 10/21/22							
37	Remove Protections	2 days	Mon 10/24/22	Tue 10/25/22							
38	Touch Up Paint	2 days	Wed 10/26/22	Thu 10/27/22							
39	Clean Up	2 days	Fri 10/28/22	Mon 10/31/22							
40											

RESOLUTION AUTHORIZING FEATHERSTONE TO PROCEED WITH
PRECONSTRUCTION SERVICES FOR WINDOW AND PAVER REPLACEMENT PROJECTS

WHEREAS, at the November 16, 2021 board meeting, the Library Board unanimously approved Resolution 2021-2022/14, authorizing Product Architecture + Design to prepare drawings and engineering documentation for the Cook Park window replacement project and Aspen Drive paver replacement project; and

WHEREAS, at the November 16, 2021 board meeting, Trustees also received a preliminary budget and project schedule detailing Featherstone Inc.'s role as construction manager; and

WHEREAS Featherstone believes that market conditions may warrant going to bid in February/March of 2022 and recommends the Library Board proceed to the preconstruction phase of the project; and

WHEREAS proceeding to the construction phase of the project requires separate action by the Library Board once a bid recommendation has been made by Featherstone.

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

Section 1: The Board authorizes the payment of \$20,000 to Featherstone Inc. to provide preconstruction services for the Cook Park Library window replacement project and the Aspen Drive Library paver replacement project.

Section 2: Preconstruction services include preparing a design development estimate; finalizing construction documents; preparing bid packages; submitting permitting; conducting bidding; reviewing bids; and presenting bid recommendations to the Library Board.

Section 3: This Resolution is effective immediately on the date of its passage.

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

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary