

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

February 15, 2022

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, February 15, 2022 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 January 18, 2022.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
 - e. Library Services Update
8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - i. Approval of Resolution 2021-2022/17, Authorizing a 2% Cost-of-Living Increase Retroactive to January 9, 2022 for Eligible Employees.
 - ii. Approval of Resolution 2021-2022/18 Authorizing the Transfer of \$843,000 from the General Fund to the Special Reserve Fund and a \$75,000 Addition to Reserves for the Replacement of Computers and Outreach Vehicle.
 - b. Policy Review.
 - c. Building and Grounds
 - d. Development.
 - e. Technology.

- f. Resources, Services and Long Range Planning.
 - i. Authorization to Hire Strategic Plan Consultant.
- g. Village of Libertyville Parking Commission Representative.
- h. Friends' Representative.
- i. RAILS Representative.
- j. Historical Society Representative.

10. Other Business.

11. Communications.

12. Upcoming Meetings and Events.

- a. Regular Board Meeting on Tuesday, March 15, 2022 at 6:30 p.m. at the Cook Park Library.
- b. Policy Committee Meeting, TBD.

13. Public Questions.

14. Adjournment.

Wendy Vieth, President
Board of Library Trustees

February 11, 2022

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

January 18, 2022

Call to order: The regular meeting of the Cook Memorial Public Library District was held virtually via Zoom on Tuesday, January 18, 2022. The President of the Board of Library Trustees determined, pursuant to a State of Illinois Gubernatorial Disaster Proclamation dated July 23, 2021, that an in-person meeting was not practical or prudent at this time. The meeting was called to order by President Wendy Vieth at 6:32 p.m. Trustees in attendance in addition to Ms. Vieth were Jim Larson, Phyllis Dobbs, Karen Singer, Nate Johnson, Kristen Palic, and Deb Ader..

Staff members in attendance were Library Director David Archer, Finance Director Russ Cerqua, and Executive Assistant Gabriella Pantle.

Public Comment: None.

Approval of Minutes: Ms. Ader made a motion, seconded by Mr. Larson to approve the minutes of the regular meeting of December 21, 2021. 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.

Approval of the Bills: Ms. Dobbs made a motion, seconded by Ms. Ader to approve the Bills Paid Report for the period of December 18, 2021 through January 14, 2022 in the amount of \$804,365.28. 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 Director: After going over the Librarian's Statistical Report Mr. Archer provided a COVID vaccine update regarding the federal OSHA Emergency Temporary Standard (ETS) requiring vaccination or testing of employees by certain covered business. He reported that in a ruling on January 13, 2022, the U.S. Supreme Court stayed enforcement of the OSHA mandate while the substantive challenge to the rule proceeds in the U.S. Court of Appeals. Because Illinois OSHA's ETS rule incorporates the federal standards, the agency will similarly stay enforcement of its rule while it monitors federal litigation and determines next steps. Library legal counsel will continue to apprise the Library of developments.

Mr. Archer then reported that work continues on the paver and window replacement projects at the Cook Park and Aspen Drive Libraries and provided a brief timeline.

Lastly, he provided a spotlight of the Genealogy Collection and the local history collection.

Approve Report of the Director: Ms. Vieth made a motion, seconded by Ms. Ader, 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: Ms. Dobbs had nothing specific to report but noted that a meeting will need to be scheduled before the next regular board meeting to revisit the Levy.

Policy Review: No report.

Building and Grounds: No report.

Development: No report.

Technology: No report.

Resources, Services and Long Range Planning: No report.

Village of Libertyville Parking Commission Representative: No report.

Friends' Representative: Ms. Dobbs had nothing specific to report but wanted to inform the trustees that the Friends really appreciated the thank you card from the Board.

RAILS Representative: No report.

Historical Society Representative: Ms. Singer reported that the Historical Society is freshening up their brand and redoing their website.

Other Business: None.

Communications: None.

Public questions: None.

Adjournment: Ms. Vieth made a motion, seconded by Ms. Ader to adjourn the meeting. Having no further business, the meeting was adjourned at 7:04 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

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of January 31, 2022

	<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					625
10-1045 - Cash on Hand - Aspen	60					60
10-1150 - Chase Operating A/C	1,304,029	474,534	555,776	24,073	(413,059)	1,945,353
10-1504 - Illinois Funds - General, IMRF	449,611	37,443			23,236	510,290
10-1509 - Wintrust MaxSafe Acct - General	5,232,560					5,232,560
60-1509 - Wintrust MaxSafe Acct - S/R					1,231,804	1,231,804
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,467					56,467
60-1551 - Chase Savings - SRF					201,027	201,027
Total 10-1550 - Chase Savings Account	<u>56,467</u>				<u>201,027</u>	<u>257,494</u>
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,774					10,774
60-1561 - Byline Bank - Spec Res Fund					641,749	641,749
Total 10-1560 - Byline Bank	<u>10,774</u>				<u>641,749</u>	<u>652,523</u>
Total 1000 - Cash	<u>7,054,126</u>	<u>511,977</u>	<u>555,776</u>	<u>24,073</u>	<u>1,684,757</u>	<u>9,830,709</u>
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	370,000					370,000
Total 10-1502 - Investments - General Fund	<u>370,000</u>					<u>370,000</u>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)					1,105,000	1,105,000
Total 60-1501 - Investments - Special Reserve					<u>1,105,000</u>	<u>1,105,000</u>
Total 2000 - Investments	<u>370,000</u>				<u>1,105,000</u>	<u>1,475,000</u>
Total Checking/Savings	<u>7,424,126</u>	<u>511,977</u>	<u>555,776</u>	<u>24,073</u>	<u>2,789,757</u>	<u>11,305,709</u>
Other Current Assets						
10-1990 - Friends of the Library 2	14,140					14,140
Total Other Current Assets	<u>14,140</u>					<u>14,140</u>
Total Current Assets	<u>7,438,266</u>	<u>511,977</u>	<u>555,776</u>	<u>24,073</u>	<u>2,789,757</u>	<u>11,319,849</u>
TOTAL ASSETS	<u>7,438,266</u>	<u>511,977</u>	<u>555,776</u>	<u>24,073</u>	<u>2,789,757</u>	<u>11,319,849</u>
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	0					0
Total Accounts Payable	<u>0</u>					<u>0</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of January 31, 2022

	<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>
Credit Cards						
10-2050 - Chase One Card	8,032					8,032
Total Credit Cards	8,032					8,032
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	221					221
10-2300 - IMRF Payable-Employee Medicare	25,059					25,059
10-2600 - IMRF Voluntary Life Insurance	(16)					(16)
10-2700 - Dental and Vision	1,350					1,350
10-2800 - CO-OP 90's Medical Plan	4,578					4,578
10-2900 - Other Health Care-FSA	4,009					4,009
Total 00-2100 - Payroll W/H & Payable	35,201					35,201
20-2300 - IMRF Payable-Employer Medicare		45,969				45,969
Total Other Current Liabilities	35,201	45,969				81,170
Total Current Liabilities	43,233	45,969				89,202
Total Liabilities	43,233	45,969				89,202
Equity						
00-3000 - Beginning Fund Balances						
10-3000 - Fund Balance-General Fund	3,699,644					3,699,644
10-3010 - Assigned FB - Computer/Tech Res	340,000					340,000
10-3011 - Assigned FB - Bookmobile Res.	50,000					50,000
20-3000 - Fund Balance - IMRF Fund		148,591				148,591
30-3000 - Fund Balance-Working Cash Fund			555,776			555,776
50-3000 - Fund Balance-Trust Fund				23,873		23,873
60-3000 - Fund Balance-Spec Reserve Fund					2,961,246	2,961,246
Total 00-3000 - Beginning Fund Balances	4,089,644	148,591	555,776	23,873	2,961,246	7,779,130
Net Income	3,305,389	317,417		200	(171,488)	3,451,518
Total Equity	7,395,033	466,008	555,776	24,073	2,789,758	11,230,648
TOTAL LIABILITIES & EQUITY	7,438,266	511,977	555,776	24,073	2,789,758	11,319,850
UNBALANCED CLASSES	0					0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2021 through January 2022

	<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	8,486,258	812,843	0	0	9,299,101
00-4050 · Replacement Tax	104,419	0	0	0	104,419
00-4100 · Interest Earned	2,864	0	0	1,438	4,302
00-4200 · Other	8,516	0	200	0	8,716
10-4300 · Grants & Other Donations	92,101	0	0	0	92,101
10-4350 · Fines	9,168	0	0	0	9,168
Total Income	<u>8,703,326</u>	<u>812,843</u>	<u>200</u>	<u>1,438</u>	<u>9,517,807</u>
Gross Profit	8,703,326	812,843	200	1,438	9,517,807
Expense					
10-5100 · Salaries	2,795,302	0	0	0	2,795,302
10-5200 · Benefits	262,245	0	0	0	262,245
10-5300 · Training	10,278	0	0	0	10,278
10-5400 · Materials	645,718	0	0	0	645,718
10-5500 · Processing	21,053	0	0	0	21,053
10-5600 · Supplies	56,039	0	0	0	56,039
10-5700 · Vehicles	6,327	0	0	0	6,327
10-5800 · Computer Operations	275,583	0	0	0	275,583
10-5900 · Utilities	89,433	0	0	0	89,433
10-6000 · Telephone	15,873	0	0	0	15,873
10-6100 · Postage	5,265	0	0	0	5,265
10-6200 · Maintenance	57,654	0	0	0	57,654
10-6300 · Repair	36,486	0	0	0	36,486
10-6400 · Insurance	4,948	0	0	0	4,948
10-6500 · Professional Services	38,373	0	0	0	38,373
10-6600 · Improvements	23,924	0	0	0	23,924
10-6700 · Community Relations	72,302	0	0	0	72,302
10-7000 · Debt Service	981,132	0	0	0	981,132
20-8210 · Employer IMRF Disbursements	0	287,129	0	0	287,129
20-8250 · Employer Soc Security Tax Disb	0	208,297	0	0	208,297
Total Expense	<u>5,397,935</u>	<u>495,426</u>	<u>0</u>	<u>0</u>	<u>5,893,361</u>
Net Ordinary Income	3,305,391	317,417	200	1,438	3,624,446

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2021 through January 2022

	<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	0	0	172,926	172,926
Total Other Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>172,926</u>	<u>172,926</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>-172,926</u>	<u>-172,926</u>
Net Income	<u><u>3,305,391</u></u>	<u><u>317,417</u></u>	<u><u>200</u></u>	<u><u>-171,488</u></u>	<u><u>3,451,520</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report January 2022

	January 2022				Year To Date January 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Ordinary Income/Expense												
Income												
00-4000 · Property Tax	0	0	0	0.00%	9,299,101	9,430,677	(131,576)	-1.40%	97.46%	9,541,000		
00-4050 · Replacement Tax	30,056	15,000	15,056	100.38%	104,419	52,000	52,419	100.81%	93.23%	112,000		
00-4100 · Interest Earned	804	1,750	(946)	-54.08%	4,302	12,250	(7,948)	-64.88%	20.48%	21,000		
00-4200 · Other	954	1,000	(46)	-4.59%	8,716	7,000	1,716	24.52%	72.63%	12,000		
10-4300 · Grants & Other Donations	222	7,300	(7,078)	-96.96%	92,101	51,100	41,001	80.24%	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	1,180	250	930	371.90%	9,168	1,750	7,418	423.89%	305.60%	3,000		
Total Income	33,216	25,300	7,916	31.29%	9,517,807	9,554,777	(36,970)	-0.39%	97.35%	9,777,000	0.00%	0
Expense												
10-5100 · Salaries	351,596	365,611	14,015	3.83%	2,795,302	2,909,007	113,705	3.91%	60.40%	4,628,000	0.00%	4,979,000
10-5200 · Benefits	25,318	43,598	18,280	41.93%	262,245	304,487	42,242	13.87%	50.24%	522,000	0.00%	548,000
10-5300 · Training	1,070	4,313	3,243	75.19%	10,278	22,496	12,218	54.31%	25.70%	40,000	0.00%	45,000
10-5400 · Materials	57,346	102,109	44,763	43.84%	645,718	721,420	75,702	10.49%	52.28%	1,235,000	0.00%	1,250,000
10-5500 · Processing	2,782	3,945	1,163	29.49%	21,053	23,155	2,102	9.08%	53.98%	39,000	0.00%	42,000
10-5600 · Supplies	6,898	10,185	3,287	32.27%	56,039	78,951	22,912	29.02%	43.11%	130,000	0.00%	148,000
10-5700 · Vehicles	674	2,493	1,819	72.97%	6,327	17,501	11,174	63.85%	21.09%	30,000	0.00%	35,000
10-5800 · Computer Operations	2,555	46,959	44,404	94.56%	275,583	324,917	49,334	15.18%	51.51%	535,000	0.00%	580,000
10-5900 · Utilities	13,723	15,609	1,886	12.08%	89,433	104,102	14,669	14.09%	48.34%	185,000	0.00%	205,000
10-6000 · Telephone	3,483	2,009	(1,474)	-73.38%	15,873	19,696	3,823	19.41%	48.10%	33,000	0.00%	40,000
10-6100 · Postage	0	979	979	100.00%	5,265	7,109	1,844	25.94%	43.88%	12,000	0.00%	15,000
10-6200 · Maintenance	8,520	14,041	5,521	39.32%	57,654	98,141	40,487	41.25%	32.03%	180,000	0.00%	199,000
10-6300 · Repair	6,166	15,014	8,848	58.93%	36,486	78,590	42,104	53.57%	26.83%	136,000	0.00%	153,000
10-6400 · Insurance	0	64,000	64,000	100.00%	4,948	70,000	65,052	92.93%	7.17%	69,000	0.00%	80,000
10-6500 · Professional Services	6,271	11,350	5,079	44.75%	38,373	68,869	30,496	44.28%	39.16%	98,000	0.00%	108,000
10-6600 · Improvements	3,549	3,924	375	9.55%	23,924	46,532	22,608	48.59%	35.71%	67,000	0.00%	80,000
10-6700 · Community Relations	10,693	10,642	(51)	-0.48%	72,302	87,272	14,970	17.15%	38.87%	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	29,169	29,169	100.00%	0.00%	50,000	0.00%	50,000
10-7000 · Debt Service	150,934	847,473	696,539	82.19%	981,132	983,000	1,868	0.19%	99.81%	983,000	0.00%	985,000
10-8010 · Capital Improvement Projects	0	9,166	9,166	100.00%	0	64,162	64,162	100.00%	0.00%	110,000	0.00%	110,000
20-8210 · Employer IMRF Disbursements	30,903	41,167	10,264	24.93%	287,129	328,165	41,036	12.50%	53.77%	534,000	0.00%	561,000
20-8250 · Employer Soc Security Tax Disb	26,391	27,751	1,360	4.90%	208,297	220,871	12,574	5.69%	57.86%	360,000	0.00%	378,000
Total Expense	708,872	1,646,505	937,633	56.95%	5,893,363	6,607,612	714,249	10.81%	57.99%	10,162,000	0.00%	10,791,000

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Monthly Budget Report
January 2022**

	January 2022				Year To Date January 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(675,656)	(1,621,205)	945,549		3,624,444	2,947,165	677,279			(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	83,934	0	(83,934)		172,926	0	(172,926)					1,000,000
Total Other Expense	83,934	0	(83,934)		172,926	0	(172,926)					
Net Other Income/(Expense)	(83,934)	0	(83,934)		(172,926)	0	(172,926)					
Net Income	(759,590)	(1,621,205)	861,615		3,451,518	2,947,165	504,353			(385,000)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary

January 15 through February 11, 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	49,680.34	4,761.59	0.00	54,441.93
00-4100 · Interest Earned	580.92	0.00	222.62	803.54
00-4200 · Other	1,014.60	0.00	0.00	1,014.60
10-4300 · Grants & Other Donations	222.01	0.00	0.00	222.01
10-4350 · Fines	1,179.76	0.00	0.00	1,179.76
Total Income	<u>52,677.63</u>	<u>4,761.59</u>	<u>222.62</u>	<u>57,661.84</u>
Gross Profit	52,677.63	4,761.59	222.62	57,661.84
Expense				
10-5100 · Salaries	353,696.20	0.00	0.00	353,696.20
10-5200 · Benefits	47,737.83	0.00	0.00	47,737.83
10-5300 · Training	580.00	0.00	0.00	580.00
10-5400 · Materials	85,218.55	0.00	0.00	85,218.55
10-5500 · Processing	873.80	0.00	0.00	873.80
10-5600 · Supplies	7,966.77	0.00	0.00	7,966.77
10-5700 · Vehicles	273.63	0.00	0.00	273.63
10-5800 · Computer Operations	3,411.42	0.00	0.00	3,411.42
10-5900 · Utilities	15,478.07	0.00	0.00	15,478.07
10-6000 · Telephone	1,637.50	0.00	0.00	1,637.50
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	18,826.15	0.00	0.00	18,826.15
10-6300 · Repair	6,802.98	0.00	0.00	6,802.98
10-6400 · Insurance	50,136.00	0.00	0.00	50,136.00
10-6500 · Professional Services	6,813.02	0.00	0.00	6,813.02
10-6600 · Improvements	2,881.05	0.00	0.00	2,881.05
10-6700 · Community Relations	7,239.50	0.00	0.00	7,239.50
20-8210 · Employer IMRF Disbursements	0.00	31,210.04	0.00	31,210.04
20-8250 · Employer Soc Security Tax Disb	0.00	26,561.61	0.00	26,561.61
Total Expense	<u>610,572.47</u>	<u>57,771.65</u>	<u>0.00</u>	<u>668,344.12</u>
Net Ordinary Income	-557,894.84	-53,010.06	222.62	-610,682.28
Other Income/Expense				
Other Expense				

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Summary

January 15 through February 11, 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
60-9800 - Special Reserve Disbursements	0.00	0.00	10,000.00	10,000.00
Total Other Expense	0.00	0.00	10,000.00	10,000.00
Net Other Income	0.00	0.00	-10,000.00	-10,000.00
Net Income	<u><u>-557,894.84</u></u>	<u><u>-53,010.06</u></u>	<u><u>-9,777.38</u></u>	<u><u>-620,682.28</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	Date	Name	Paid Amount
Ordinary Income/Expense			
Income			
00-4000 - Property Tax			
10-4000 - Property Tax General			
	02/07/2022		49,680.34
Total 10-4000 - Property Tax General			49,680.34
20-4000 - Property Tax IMRF			
	02/07/2022		4,761.59
Total 20-4000 - Property Tax IMRF			4,761.59
Total 00-4000 - Property Tax			54,441.93
00-4100 - Interest Earned			
60-3109 - Interest-Wintrust MaxSafe - S/R			
	01/31/2022		78.46
Total 60-3109 - Interest-Wintrust MaxSafe - S/R			78.46
10-3109 - Interest-Wintrust MaxSafe - Gen			
	01/31/2022		555.45
Total 10-3109 - Interest-Wintrust MaxSafe - Gen			555.45
10-3180 - Interest - Money Market Fund			
	01/31/2022		0.00
Total 10-3180 - Interest - Money Market Fund			0.00
10-4100 - Interest Earned-General Fund			
10-4101 - Interest Income - Chase Savings			
	01/31/2022		2.38
Total 10-4101 - Interest Income - Chase Savings			2.38
10-4102 - Interest Income - Chase CD's			
	01/31/2022		20.81
Total 10-4102 - Interest Income - Chase CD's			20.81
10-4111 - Interest Income-BylineSavings			
	01/31/2022		2.28
Total 10-4111 - Interest Income-BylineSavings			2.28
Total 10-4100 - Interest Earned-General Fund			25.47
60-4100 - Interest Earned Special Reserve			
60-4101 - Interest Income - Chase Savings			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	01/31/2022		8.47
Total 60-4101 · Interest Income - Chase Savings			8.47
60-4111 · Interest Income -Byline Savings			
	01/31/2022		135.69
Total 60-4111 · Interest Income -Byline Savings			135.69
Total 60-4100 · Interest Earned Special Reserve			144.16
Total 00-4100 · Interest Earned			803.54
00-4200 · Other			
10-4400 · Lost Materials			
	01/18/2022		160.42
	01/18/2022		5.00
	01/26/2022	DE BRETTO, STEVE	-14.99
	01/26/2022	FINKELSTEIN, AARON	-6.99
	01/26/2022	HARRISON, CASSIE	-7.46
	01/26/2022	HARRISON, CASSIE	-16.95
	01/27/2022		109.83
	02/11/2022	PLEVIAK, MARIA	-13.51
Total 10-4400 · Lost Materials			215.35
10-4450 · Copy Machine Income			
10-4451 · Aspen - Print/Copy Station			
	01/18/2022		410.90
Total 10-4451 · Aspen - Print/Copy Station			410.90
10-4452 · Cook Park - Print/Copy Station			
	01/18/2022		245.35
Total 10-4452 · Cook Park - Print/Copy Station			245.35
Total 10-4450 · Copy Machine Income			656.25
10-4500 · Misc - General Account			
	01/18/2022		43.00
	01/18/2022		30.00
	01/28/2022		70.00
Total 10-4500 · Misc - General Account			143.00
Total 00-4200 · Other			1,014.60
10-4300 · Grants & Other Donations			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-4365 - Donations - Other			
	01/28/2022		200.00
	01/28/2022		100.00
	01/28/2022		5.00
	01/28/2022		100.00
	01/28/2022		100.00
	01/31/2022	Awards & Engraving - CMPL Credit Card	-282.99
Total 10-4365 - Donations - Other			<u>222.01</u>
Total 10-4300 - Grants & Other Donations			222.01
10-4350 - Fines			
	01/18/2022		12.00
	01/18/2022		22.00
	01/27/2022		25.99
	01/27/2022		12.50
	01/31/2022		1,234.58
	01/31/2022		-127.31
Total 10-4350 - Fines			<u>1,179.76</u>
Total Income			<u>57,661.84</u>
Gross Profit			57,661.84
Expense			
10-5100 - Salaries			
10-5110 - Administration Salaries			
	01/27/2022		34,135.59
	02/11/2022		33,763.50
Total 10-5110 - Administration Salaries			<u>67,899.09</u>
10-5120 - Adult Salaries			
	01/27/2022		42,370.74
	02/11/2022		42,350.68
Total 10-5120 - Adult Salaries			<u>84,721.42</u>
10-5130 - Children's Salaries			
	01/27/2022		28,074.09
	02/11/2022		27,776.00
Total 10-5130 - Children's Salaries			<u>55,850.09</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-5140 - Circulation Salaries			
	01/27/2022		26,184.71
	02/11/2022		26,268.31
Total 10-5140 - Circulation Salaries			52,453.02
10-5145 - Maintenance Salaries			
	01/27/2022		7,756.58
	02/11/2022		7,971.12
Total 10-5145 - Maintenance Salaries			15,727.70
10-5150 - ILL Salaries			
	01/27/2022		3,625.51
	02/11/2022		3,737.68
Total 10-5150 - ILL Salaries			7,363.19
10-5155 - Outreach Salaries			
	01/27/2022		8,129.36
	02/11/2022		8,523.60
Total 10-5155 - Outreach Salaries			16,652.96
10-5160 - Tech Services Salaries			
	01/27/2022		21,424.29
	02/11/2022		21,399.71
Total 10-5160 - Tech Services Salaries			42,824.00
10-5165 - Shelters Salaries			
	01/27/2022		4,895.93
	02/11/2022		5,308.80
Total 10-5165 - Shelters Salaries			10,204.73
Total 10-5100 - Salaries			353,696.20
10-5200 - Benefits			
10-5210 - Health Insurance			
	01/26/2022	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,254.17
	01/26/2022	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,236.32
	01/28/2022	AFLAC	221.10
	01/31/2022		172.13
	01/31/2022		412.04
	01/31/2022		202.50

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	01/31/2022		173.39
	01/31/2022		167.42
	02/11/2022	COOPERATIVE 90'S MEDICAL	29,153.20
	02/11/2022	COOPERATIVE 90'S MEDICAL	6,098.80
Total 10-5210 · Health Insurance			42,091.07
10-5220 · Dental/Vision Insurance			
	01/26/2022	DELTA DENTAL OF ILLINOIS - VISION	250.69
	01/26/2022	DELTA DENTAL OF ILLINOIS - VISION	96.90
	01/28/2022		-49.19
	02/11/2022	COOPERATIVE 90'S DENTAL	2,922.50
	02/11/2022	COOPERATIVE 90'S DENTAL	1,397.50
Total 10-5220 · Dental/Vision Insurance			4,618.40
10-5230 · Unemployment Compensation			
	01/26/2022	LIMRiCC UNEMPLOYMENT COMPENSATION GR	397.12
Total 10-5230 · Unemployment Compensation			397.12
10-5240 · Life Insurance			
	01/26/2022	MADISON NATIONAL LIFE INS CO., INC.	256.78
Total 10-5240 · Life Insurance			256.78
10-5270 · LTD Insurance			
	01/26/2022	MADISON NATIONAL LIFE INS CO., INC.	374.46
Total 10-5270 · LTD Insurance			374.46
Total 10-5200 · Benefits			47,737.83
10-5300 · Training			
10-5330 · Memberships			
10-5332 · Memberships - Adults			
	01/28/2022		-78.00
	02/11/2022	AMERICAN LIBRARY ASSOCIATION	228.00
	02/11/2022	AMERICAN LIBRARY ASSOCIATION	228.00
Total 10-5332 · Memberships - Adults			378.00
10-5334 · Memberships - Circulation			
	02/11/2022	AMERICAN LIBRARY ASSOCIATION	192.00
Total 10-5334 · Memberships - Circulation			192.00
Total 10-5330 · Memberships			570.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-5360 - Personnel Tools			
	02/04/2022	LAKE COUNTY CLERK	10.00
Total 10-5360 - Personnel Tools			<u>10.00</u>
Total 10-5300 - Training			580.00
10-5400 - Materials			
10-5410 - Books - Adult			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	929.65
	02/01/2022	Amazon Marketplace.com - CMPL Credit Card	137.65
	02/11/2022	BAKER & TAYLOR - L5580152	378.47
	02/11/2022	BENDER & CO., INC.	211.10
	02/11/2022	CENTER POINT LARGE PRINT	95.28
	02/11/2022	GALE	49.58
	02/11/2022	GALE	100.48
	02/11/2022	GALE	30.39
	02/11/2022	GALE	79.97
	02/11/2022	GALE	91.17
	02/11/2022	GALE	300.70
	02/11/2022	GALE	30.39
	02/11/2022	GALE	25.59
	02/11/2022	INDIA FOR EVERYONE	597.07
	02/11/2022	LAKE COUNTY (IL) GENEALOGICAL SOCIETY	28.00
	02/11/2022	BAKER & TAYLOR - L5742022	440.75
	02/11/2022	BAKER & TAYLOR - C5217413	54.16
	02/11/2022	BAKER & TAYLOR - C5217413	18.26
	02/11/2022	BAKER & TAYLOR - L5579912	156.83
	02/11/2022	BAKER & TAYLOR - L3966532	974.66
	02/11/2022	BAKER & TAYLOR - L5742022	292.55
	02/11/2022	BAKER & TAYLOR - L5742022	407.59
	02/11/2022	BAKER & TAYLOR - L5742022	616.23
	02/11/2022	BAKER & TAYLOR - L5580152	96.52
	02/11/2022	BAKER & TAYLOR - L3966532	24.97
	02/11/2022	BAKER & TAYLOR - L5579912	151.47
	02/11/2022	BAKER & TAYLOR - L5742022	499.08

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/11/2022	BAKER & TAYLOR - L5580152	259.22
	02/11/2022	BAKER & TAYLOR - L3966532	729.67
	02/11/2022	BAKER & TAYLOR - L3966532	576.36
	02/11/2022	BAKER & TAYLOR - L5580152	482.99
	02/11/2022	MANUFACTURER'S NEWS, INC.	235.90
	02/11/2022	BAKER & TAYLOR - L5742022	1,106.05
	02/11/2022	BAKER & TAYLOR - L5580152	15.34
	02/11/2022	BAKER & TAYLOR - L5580072	8.96
	02/11/2022	BAKER & TAYLOR - L5579912	245.92
	02/11/2022	BAKER & TAYLOR - C0209743	215.39
	02/11/2022	BAKER & TAYLOR - C5217413	17.63
	02/11/2022	BAKER & TAYLOR - L3966532	546.43
	02/11/2022	CENTER POINT LARGE PRINT	92.28
	02/11/2022	MANUFACTURER'S NEWS, INC.	209.70
	02/11/2022	THOMSON REUTERS - WEST	4,836.00
	02/11/2022	BAKER & TAYLOR - L5742022	329.89
	02/11/2022	BAKER & TAYLOR - L5742022	499.48
	02/11/2022	BAKER & TAYLOR - L5742022	418.47
	02/11/2022	BAKER & TAYLOR - L3966532	568.51
	02/11/2022	BAKER & TAYLOR - L5580152	286.44
	02/11/2022	GALE	149.97
	02/11/2022	BAKER & TAYLOR - L5742022	379.79
	02/11/2022	BAKER & TAYLOR - L5579912	137.72
	02/11/2022	BAKER & TAYLOR - C0209743	-10.25
	02/11/2022	BAKER & TAYLOR - C0209743	484.98
Total 10-5410 · Books - Adult			19,641.40
10-5415 · Books - Juvenile			
	02/11/2022	BAKER & TAYLOR - L3966522	537.59
	02/11/2022	BAKER & TAYLOR - L3966522	31.75
	02/11/2022	BAKER & TAYLOR - L3966522	1,976.32
	02/11/2022	BAKER & TAYLOR - L3966522	1,316.96
	02/11/2022	BAKER & TAYLOR - L5580072	572.43
	02/11/2022	BAKER & TAYLOR - L5580072	286.74

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/11/2022	BAKER & TAYLOR - L4231142	304.86
	02/11/2022	BAKER & TAYLOR - L4231522	21.57
	02/11/2022	BAKER & TAYLOR - L5580072	493.21
	02/11/2022	BAKER & TAYLOR - L3966522	902.73
	02/11/2022	BAKER & TAYLOR - L4231142	308.28
	02/11/2022	BAKER & TAYLOR - L3966522	1,439.48
	02/11/2022	BAKER & TAYLOR - L4231522	61.28
	02/11/2022	BAKER & TAYLOR - L5580072	289.18
	02/11/2022	BAKER & TAYLOR - L3966522	399.38
	02/11/2022	BAKER & TAYLOR - L4231142	98.71
	02/11/2022	BAKER & TAYLOR - L5580072	702.32
	02/11/2022	BAKER & TAYLOR - L5580072	258.93
	02/11/2022	BAKER & TAYLOR - L5580072	703.16
	02/11/2022	BAKER & TAYLOR - L3966522	398.60
	02/11/2022	BAKER & TAYLOR - L3966522	436.93
Total 10-5415 · Books - Juvenile			11,540.41
10-5420 · Audio/Visual - Adult			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	44.91
	02/01/2022	Amazon Marketplace.com - CMPL Credit Card	22.97
	02/11/2022	MIDWEST TAPE, LLC	2,978.86
	02/11/2022	MIDWEST TAPE, LLC	1,898.27
	02/11/2022	MIDWEST TAPE, LLC	45.57
	02/11/2022	MIDWEST TAPE, LLC	1,049.57
	02/11/2022	MIDWEST TAPE, LLC	27.48
	02/11/2022	MIDWEST TAPE, LLC	144.48
	02/11/2022	MIDWEST TAPE, LLC	2,094.58
	02/11/2022	BLACKSTONE PUBLISHING	34.94
	02/11/2022	MIDWEST TAPE, LLC	335.52
	02/11/2022	MIDWEST TAPE, LLC	25.98
	02/11/2022	MIDWEST TAPE, LLC	2,672.67
Total 10-5420 · Audio/Visual - Adult			11,375.80
10-5425 · Audio/Visual - Juvenile			
	02/11/2022	MIDWEST TAPE, LLC	64.43

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/11/2022	MIDWEST TAPE, LLC	97.44
	02/11/2022	MIDWEST TAPE, LLC	102.68
	02/11/2022	MIDWEST TAPE, LLC	37.48
Total 10-5425 · Audio/Visual - Juvenile			302.03
10-5430 · Games - Adult			
	02/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	50.00
	02/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	121.01
	02/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	365.12
	02/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	100.00
Total 10-5430 · Games - Adult			636.13
10-5435 · Games - Children			
	02/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	546.72
	02/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	405.62
	02/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	301.21
Total 10-5435 · Games - Children			1,253.55
10-5440 · Periodicals - Adult			
	01/31/2022	WALL STREET JOURNAL	599.88
	01/31/2022	Pioneer Press - CMPL Credit Card	34.50
	01/31/2022	Pioneer Press - CMPL Credit Card	36.00
	01/31/2022	USA Today - CMPL Credit Card	23.41
	02/01/2022	Chicago Sun-Times - CMPL Credit Card	208.00
	02/01/2022	Chicago Tribune - CMPL Credit Card	159.92
	02/01/2022	Chicago Tribune - CMPL Credit Card	159.42
	02/01/2022	Lake County News Sun - CMPL Credit Card	84.14
	02/01/2022	Lake County News Sun - CMPL Credit Card	43.82
	02/11/2022	EBSCO INDUSTRIES INC	24.85
Total 10-5440 · Periodicals - Adult			1,373.94
10-5450 · Circulating Technologies			
10-5453 · Circ Tech - Subscriptions			
	01/31/2022	Hulu - CMPL Credit Card	27.98
	01/31/2022	HBOMAX.com - CMPL Credit Card	29.98
	01/31/2022	Hulu - CMPL Credit Card	13.98
	01/31/2022	Netflix.com - CMPL Credit Card	35.98

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-5453 · Circ Tech - Subscriptions			107.92
Total 10-5450 · Circulating Technologies			107.92
10-5490 · Electronic Services			
10-5491 · Online Databases			
10-5493 · Online Databases - Children's			
	02/11/2022	SCHOLASTIC LIBRARY PUBLISHING, INC.	6,892.00
	02/11/2022	PROQUEST LLC	3,380.02
Total 10-5493 · Online Databases - Children's			10,272.02
Total 10-5491 · Online Databases			10,272.02
10-5494 · Digital Popular Materials			
10-5495 · Dig. Popular Materials - Adults			
	02/11/2022	OVERDRIVE, INC.	364.43
	02/11/2022	OVERDRIVE, INC.	311.22
	02/11/2022	OVERDRIVE, INC.	1,125.71
	02/11/2022	OVERDRIVE, INC.	96.49
	02/11/2022	OVERDRIVE, INC.	523.72
	02/11/2022	OVERDRIVE, INC.	753.16
	02/11/2022	OVERDRIVE, INC.	522.72
	02/11/2022	OVERDRIVE, INC.	245.50
	02/11/2022	OVERDRIVE, INC.	782.73
	02/11/2022	OVERDRIVE, INC.	615.50
	02/11/2022	OVERDRIVE, INC.	733.33
	02/11/2022	BIBLIOTHECA, LLC	4,008.10
	02/11/2022	MIDWEST TAPE, LLC	9,329.62
	02/11/2022	OVERDRIVE, INC.	711.75
	02/11/2022	OVERDRIVE, INC.	718.43
	02/11/2022	OVERDRIVE, INC.	417.94
Total 10-5495 · Dig. Popular Materials - Adults			21,260.35
10-5496 · Dig. Pop. Materials - Juvenile			
	02/11/2022	SCHOLASTIC LIBRARY PUBLISHING, INC.	7,455.00
Total 10-5496 · Dig. Pop. Materials - Juvenile			7,455.00
Total 10-5494 · Digital Popular Materials			28,715.35
Total 10-5490 · Electronic Services			38,987.37

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-5400 · Materials			85,218.55
10-5500 · Processing			
10-5520 · Cataloging			
	02/11/2022	IHLS-OCLC	760.80
	02/11/2022	MIDWEST TAPE, LLC	113.00
Total 10-5520 · Cataloging			<u>873.80</u>
Total 10-5500 · Processing			873.80
10-5600 · Supplies			
10-5611 · Supplies - Admin			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	15.98
	01/31/2022	OfficeDepot/OfficeMax - CMPL Credit Card	31.99
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	59.99
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	59.94
	01/31/2022	Displays 2 Go - CMPL Credit Card	383.72
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	255.60
Total 10-5611 · Supplies - Admin			<u>807.22</u>
10-5612 · Supplies - Adults			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	12.82
Total 10-5612 · Supplies - Adults			12.82
10-5613 · Supplies - Children's			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	31.60
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	17.99
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	26.99
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	19.76
	02/01/2022	Amazon Marketplace.com - CMPL Credit Card	94.81
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	56.53
Total 10-5613 · Supplies - Children's			<u>247.68</u>
10-5614 · Supplies - Circulation			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	14.99
	02/01/2022	Amazon Marketplace.com - CMPL Credit Card	22.90
	02/11/2022	GRAPHIC 14, INCORPORATED	657.10
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	64.95
Total 10-5614 · Supplies - Circulation			<u>759.94</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-5615 · Supplies - Maintenance			
	01/31/2022	Menards - CMPL Credit Card	10.79
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	14.99
	02/01/2022	EBAY - CMPL Credit Card	310.00
	02/11/2022	ACE HARDWARE OF LIBERTYVILLE, INC.	25.37
	02/11/2022	BATTERIES + BULBS	11.77
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	639.37
	02/11/2022	LOWE'S	89.07
	02/11/2022	LOWE'S	35.78
	02/11/2022	LOWE'S	6.22
	02/11/2022	LOWE'S	5.03
	02/11/2022	LOWE'S	34.78
Total 10-5615 · Supplies - Maintenance			<u>1,183.17</u>
10-5616 · Supplies - ILL			
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	19.32
	02/11/2022	PITNEY BOWES INC	403.69
Total 10-5616 · Supplies - ILL			<u>423.01</u>
10-5617 · Supplies - Outreach			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	35.99
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	28.37
	02/11/2022	LOWE'S	32.29
Total 10-5617 · Supplies - Outreach			<u>96.65</u>
10-5618 · Supplies - Tech Services			
	02/11/2022	CDW GOVERNMENT, INC.	30.69
	02/11/2022	DEMCO, INC.	191.89
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	271.66
	02/11/2022	DEMCO, INC.	724.22
	02/11/2022	MIDWEST TAPE, LLC	140.00
Total 10-5618 · Supplies - Tech Services			<u>1,358.46</u>
10-5660 · Supplies - Computer			
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,370.06
Total 10-5660 · Supplies - Computer			<u>1,370.06</u>
10-5670 · Supplies - Paper			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/11/2022	GRAPHIC 14, INCORPORATED	1,083.10
Total 10-5670 · Supplies - Paper			1,083.10
10-5680 · Supplies - Staff Room			
	02/11/2022	ABSOLUTE VENDING SERVICE, INC	332.30
	02/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	292.36
Total 10-5680 · Supplies - Staff Room			624.66
Total 10-5600 · Supplies			7,966.77
10-5700 · Vehicles			
10-5760 · Van Maintenance/Repair			
	01/31/2022	Napleton Ford - CMPL Credit Card	273.63
Total 10-5760 · Van Maintenance/Repair			273.63
Total 10-5700 · Vehicles			273.63
10-5800 · Computer Operations			
10-5865 · Remote Communications Expenses			
	01/26/2022	DOWNS SAMUELSON, HALEY	10.00
	02/11/2022	BASSETT, ELLEN	10.00
	02/11/2022	ECKMANN, ROBERT	10.00
	02/11/2022	GAFKA, DEBORAH	5.00
	02/11/2022	KRAUSE, DONNA	10.00
	02/11/2022	COMPTON, PATRICIA	10.00
	02/11/2022	KING, BECKY	10.00
	02/11/2022	LARSON, ANDREA	10.00
	02/11/2022	MORTON, MARK	10.00
	02/11/2022	SCHOENFIELD, SONIA	5.00
Total 10-5865 · Remote Communications Expenses			90.00
10-5830 · Replacement Hardware/Software			
10-5831 · Rep Hrdwre/Sftwre - Admin			
	01/31/2022	Payflow/Paypal - CMPL Credit Card	30.00
	01/31/2022	Skype.com - CMPL Credit Card	6.50
	01/31/2022	Boardable - CMPL Credit Card	79.00
	01/31/2022	LOOMLY - CMPL Credit Card	300.00
	02/11/2022	COMPUTER VIEW, INC.	325.00
	02/11/2022	COMPUTER VIEW, INC.	708.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-5831 · Rep Hrdwre/Sftwre - Admin			1,448.50
Total 10-5830 · Replacement Hardware/Software			1,448.50
10-5860 · Internet			
	01/26/2022	AT&T	711.46
	02/11/2022	COMPUTER VIEW, INC.	450.00
	02/11/2022	AT&T	711.46
Total 10-5860 · Internet			1,872.92
Total 10-5800 · Computer Operations			3,411.42
10-5900 · Utilities			
10-5910 · Electricity			
10-5911 · Electricity - Aspen			
	02/11/2022	CONSTELLATION NEW ENERGY, INC.	6,259.26
Total 10-5911 · Electricity - Aspen			6,259.26
10-5912 · Electricity - Cook Park			
	02/11/2022	CONSTELLATION NEW ENERGY, INC.	7,628.50
Total 10-5912 · Electricity - Cook Park			7,628.50
Total 10-5910 · Electricity			13,887.76
10-5920 · Gas			
10-5921 · Gas - Aspen			
	02/11/2022	CONSTELLATION NATURAL GAS	378.10
Total 10-5921 · Gas - Aspen			378.10
10-5922 · Gas - Cook Park			
	02/11/2022	CONSTELLATION NATURAL GAS	937.43
Total 10-5922 · Gas - Cook Park			937.43
Total 10-5920 · Gas			1,315.53
10-5930 · Water			
10-5931 · Water - Aspen			
	01/27/2022	LAKE COUNTY DEPARTMENT OF PUBLIC WORKS	274.78
Total 10-5931 · Water - Aspen			274.78
Total 10-5930 · Water			274.78
Total 10-5900 · Utilities			15,478.07
10-6000 · Telephone			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-6010 - Telephone			
	01/26/2022	PEERLESS NETWORK, INC.	1,102.15
	01/26/2022	COMCAST	306.92
Total 10-6010 - Telephone			<u>1,409.07</u>
10-6020 - Bookmobile - Telephone			
	01/26/2022	VERIZON WIRELESS SERVICES LLC	228.43
Total 10-6020 - Bookmobile - Telephone			<u>228.43</u>
Total 10-6000 - Telephone			<u>1,637.50</u>
10-6100 - Postage			
	02/11/2022	PITNEY BOWES - RESERVE ACCOUNT	1,000.00
Total 10-6100 - Postage			<u>1,000.00</u>
10-6200 - Maintenance			
10-6210 - Janitorial Service			
10-6211 - Janitorial Service - Aspen			
	02/11/2022	COMPLETE CLEANING COMPANY, INC.	3,818.89
	02/11/2022	STANLEY STEEMER	1,511.00
Total 10-6211 - Janitorial Service - Aspen			<u>5,329.89</u>
10-6212 - Janitorial Service - Cook Park			
	02/11/2022	COMPLETE CLEANING COMPANY, INC.	2,381.83
	02/11/2022	STANLEY STEEMER	6,260.00
Total 10-6212 - Janitorial Service - Cook Park			<u>8,641.83</u>
Total 10-6210 - Janitorial Service			<u>13,971.72</u>
10-6230 - Snow Removal			
10-6231 - Snow Removal - Aspen			
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	462.00
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	462.00
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	191.00
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	581.00
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	238.75
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	191.00
Total 10-6231 - Snow Removal - Aspen			<u>2,125.75</u>
10-6232 - Snow Removal - Cook Park			
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	253.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	253.00
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	569.25
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	101.00
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	126.25
	02/11/2022	JAMES MARTIN ASSOCIATES, INC.	101.00
Total 10-6232 · Snow Removal - Cook Park			<u>1,403.50</u>
Total 10-6230 · Snow Removal			3,529.25
10-6240 · Trash Removal			
10-6242 · Trash Removal - Cook Park			
	01/27/2022	GROOT INDUSTRIES, INC.	220.82
Total 10-6242 · Trash Removal - Cook Park			<u>220.82</u>
Total 10-6240 · Trash Removal			220.82
10-6250 · Miscellaneous			
10-6252 · Misc. Maintenance - Cook Park			
	01/26/2022	JOHNSON CONTROLS SECURITY SOLUTIONS	656.66
	02/11/2022	AMBIUS, LLC (19)	347.98
	02/11/2022	IRON MOUNTAIN INCORPORATED	99.72
Total 10-6252 · Misc. Maintenance - Cook Park			<u>1,104.36</u>
Total 10-6250 · Miscellaneous			<u>1,104.36</u>
Total 10-6200 · Maintenance			18,826.15
10-6300 · Repair			
10-6320 · Building & Grounds Repairs			
10-6322 · Building Repairs - Cook Park			
	02/11/2022	SHERMAN MECHANICAL, INC.	1,148.50
Total 10-6322 · Building Repairs - Cook Park			<u>1,148.50</u>
Total 10-6320 · Building & Grounds Repairs			1,148.50
10-6340 · Service Contracts-Mech. & Bldg.			
10-6341 · Service Contracts - Aspen			
	01/26/2022	JOHNSON CONTROLS SECURITY SOLUTIONS	295.99
	01/26/2022	JOHNSON CONTROLS SECURITY SOLUTIONS	318.19
	02/11/2022	AMERICAN BACKFLOW PREVENTION, INC.	207.90
	02/11/2022	SHERMAN MECHANICAL, INC.	1,453.50
Total 10-6341 · Service Contracts - Aspen			<u>2,275.58</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-6342 · Service Contracts - Cook Park			
	01/26/2022	FIRE & SECURITY SERVICES, INC.	147.00
	01/26/2022	JOHNSON CONTROLS SECURITY SOLUTIONS	338.45
	01/26/2022	JOHNSON CONTROLS SECURITY SOLUTIONS	363.84
	02/11/2022	SHERMAN MECHANICAL, INC.	2,118.00
Total 10-6342 · Service Contracts - Cook Park			<u>2,967.29</u>
Total 10-6340 · Service Contracts-Mech. & Bldg.			5,242.87
10-6360 · Office Machine Service Contract			
	02/11/2022	KONICA MINOLTA BUSINESS SOLUTIONS	411.61
Total 10-6360 · Office Machine Service Contract			<u>411.61</u>
Total 10-6300 · Repair			6,802.98
10-6400 · Insurance			
10-6420 · Business Package Insurance			
	02/02/2022	LIBRARIES OF ILLINOIS RISK AGENCY	35,395.00
Total 10-6420 · Business Package Insurance			<u>35,395.00</u>
10-6430 · Umbrella Insurance			
	02/02/2022	LIBRARIES OF ILLINOIS RISK AGENCY	2,487.00
Total 10-6430 · Umbrella Insurance			<u>2,487.00</u>
10-6440 · Worker's Compensation Insurance			
	02/02/2022	ARTHUR J GALLAGHER RISK MANAGEMENT SE	12,254.00
Total 10-6440 · Worker's Compensation Insurance			<u>12,254.00</u>
Total 10-6400 · Insurance			50,136.00
10-6500 · Professional Services			
10-6520 · Legal Services			
	02/11/2022	KLEIN, THORPE AND JENKINS, LTD.	2,816.00
Total 10-6520 · Legal Services			<u>2,816.00</u>
10-6530 · Consulting			
	02/11/2022	HR SOURCE	2,000.00
Total 10-6530 · Consulting			<u>2,000.00</u>
10-6540 · Payroll Processing			
	01/27/2022		629.90
	02/11/2022		1,002.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/11/2022		350.42
Total 10-6540 · Payroll Processing			1,982.32
10-6575 · Miscellaneous Services & Fees			
	01/31/2022		7.35
	01/31/2022		7.35
Total 10-6575 · Miscellaneous Services & Fees			14.70
Total 10-6500 · Professional Services			6,813.02
10-6600 · Improvements			
10-6630 · Equipment			
10-6631 · Equipment - Admin			
	01/31/2022	Oransi - CMPL Credit Card	2,369.70
Total 10-6631 · Equipment - Admin			2,369.70
Total 10-6630 · Equipment			2,369.70
10-6650 · Copiers & Other Leased Equip			
	02/11/2022	KONICA MINOLTA	511.35
Total 10-6650 · Copiers & Other Leased Equip			511.35
Total 10-6600 · Improvements			2,881.05
10-6700 · Community Relations			
10-6710 · Newsletter			
	02/01/2022	U.S. POSTMASTER	2,312.50
Total 10-6710 · Newsletter			2,312.50
10-6712 · Graphics			
	01/31/2022	Adobe Stock - CMPL Credit Card	29.99
Total 10-6712 · Graphics			29.99
10-6720 · Programming - Adult			
10-6721 · Programs - Performances			
	01/20/2022	GOLDBERG, JULIE	-500.00
	01/21/2022	SIMPLY BRIAN PRODUCTIONS LLC	-150.00
	01/26/2022	GOLDBERG, JULIE	350.00
	02/08/2022	WIERZBICKI, ERIC	-150.00
	02/11/2022	GIBBONS, JIM	250.00
	02/11/2022	GARY E. MIDKIFF & COMPANY	210.00
Total 10-6721 · Programs - Performances			10.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-6722 · Book Discussions&Author Events			
	01/26/2022	KANG, LYDIA	100.00
Total 10-6722 · Book Discussions&Author Events			<u>100.00</u>
10-6723 · Other Expenditures			
	01/31/2022	Picnic Basket - CMPL Credit Card	16.15
Total 10-6723 · Other Expenditures			<u>16.15</u>
10-6726 · Computer			
	02/11/2022	MONTANO, ESTEVAN	150.00
	02/11/2022	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer			<u>300.00</u>
Total 10-6720 · Programming - Adult			<u>426.15</u>
10-6730 · Programming - Young Adult			
10-6731 · Programs - YA (Other)			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	16.59
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	79.12
	02/11/2022	BAKER & TAYLOR - L5588902	124.30
	02/11/2022	MORTON, MARK	61.19
Total 10-6731 · Programs - YA (Other)			<u>281.20</u>
Total 10-6730 · Programming - Young Adult			<u>281.20</u>
10-6740 · Programming - Children's			
	01/26/2022	BEVERLEY, JOEL	450.00
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	72.68
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	58.91
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	402.00
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	111.04
	01/31/2022	Dollar Tree - CMPL Credit Card	112.99
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	104.04
	01/31/2022	Michaels - CMPL Credit Card	71.28
	01/31/2022	Online Labels - CMPL Credit Card	25.64
	01/31/2022	Oriental Trading Co - CMPL Credit Card	15.74
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	11.74
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	6.99
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	3.99

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/01/2022	Amazon Marketplace.com - CMPL Credit Card	99.19
	02/01/2022	Amazon Marketplace.com - CMPL Credit Card	27.96
	02/11/2022	ANDERSON, MARK	300.00
	02/11/2022	BEVERLEY, JOEL	150.00
	02/11/2022	BAKER & TAYLOR - L5588902	71.61
	02/11/2022	BAKER & TAYLOR - L5588902	138.44
	02/11/2022	ULINE, INC	34.50
	02/11/2022	NORSTROM, THERESE	29.98
	02/11/2022	BAKER & TAYLOR - L5588902	101.61
	02/11/2022	BAKER & TAYLOR - L5588902	216.90
	02/11/2022	DEMCO, INC.	52.70
Total 10-6740 · Programming - Children's			<u>2,669.93</u>
10-6760 · Promotions/Prizes			
10-6761 · Promotions/Prizes- Admin/Gen			
	02/11/2022	AWARDS & ENGRAVING	396.00
Total 10-6761 · Promotions/Prizes- Admin/Gen			<u>396.00</u>
Total 10-6760 · Promotions/Prizes			<u>396.00</u>
10-6780 · Digital Studios			
10-6784 · Digital Studios - Supplies			
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	54.01
Total 10-6784 · Digital Studios - Supplies			<u>54.01</u>
Total 10-6780 · Digital Studios			<u>54.01</u>
10-6790 · Workshops			
10-6791 · Workshops - Equipment			
	01/31/2022	Prusa3d.com - CMPL Credit Card	181.85
Total 10-6791 · Workshops - Equipment			<u>181.85</u>
10-6792 · Workshops - Software			
	01/31/2022	Oculus.com - CMPL Credit Card	212.33
Total 10-6792 · Workshops - Software			<u>212.33</u>
10-6793 · Workshops - Programs/Classes			
	01/31/2022	Joann Fabrics - CMPL Credit Card	26.73
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	57.51
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	108.50

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	01/31/2022	Joann Fabrics - CMPL Credit Card	115.98
	01/31/2022	Amazon Marketplace.com - CMPL Credit Card	280.73
Total 10-6793 · Workshops - Programs/Classes			589.45
10-6794 · Workshops - Supplies			
	02/11/2022	MURROW, JOE	86.09
Total 10-6794 · Workshops - Supplies			86.09
Total 10-6790 · Workshops			1,069.72
Total 10-6700 · Community Relations			7,239.50
20-8210 · Employer IMRF Disbursements			
	01/27/2022		15,734.02
	02/11/2022		15,476.02
Total 20-8210 · Employer IMRF Disbursements			31,210.04
20-8250 · Employer Soc Security Tax Disb			
	01/27/2022		13,390.98
	02/11/2022		13,170.63
Total 20-8250 · Employer Soc Security Tax Disb			26,561.61
Total Expense			668,344.12
Net Ordinary Income			-610,682.28
Other Income/Expense			
Other Expense			
60-9800 · Special Reserve Disbursements			
60-9809 · Aspen - Paver/Front Entrance			
	02/11/2022	FEATHERSTONE, INC.	3,000.00
Total 60-9809 · Aspen - Paver/Front Entrance			3,000.00
60-9813 · Cook Park - Window Replacement			
	02/11/2022	FEATHERSTONE, INC.	7,000.00
Total 60-9813 · Cook Park - Window Replacement			7,000.00
60-9811 · Aspen - Drive Thru Window			
	01/31/2022	PRODUCT ARCHITECTURE + DESIGN	-1,000.00
	01/31/2022	PRODUCT ARCHITECTURE + DESIGN	1,000.00
Total 60-9811 · Aspen - Drive Thru Window			0.00
Total 60-9800 · Special Reserve Disbursements			10,000.00

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02/10/22
Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

January 15 through February 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total Other Expense			10,000.00
Net Other Income			-10,000.00
Net Income			<u>-620,682.28</u>



Cook Memorial Public Library District

Librarian's Statistical Report - Page 1

January 2022

Registered Card Holders

The number of card holders. Excludes in-house patrons. According to the 2020 census, district population was 61,297. Accounts inactive for three years are deleted in June and December.

	January 2020			January 2022			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,019	33,953	42,972	7,369	30,514	37,883	-11.84%
Reciprocal Borrowing Patrons	490	6,372	6,862	389	5,453	5,842	-14.86%
Total	9,509	40,325	49,834	7,758	35,967	43,725	-12.26%

Visitors

	January 2020	January 2022	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Aspen Drive Library	20,359	9,900	-51.37%	133,425	77,204	-42.14%
Drive-Up		475			1,944	
Cook Park Library	22,006	11,850	-46.15%	178,199	84,475	-52.60%
Drive-Up	1,480	1,580	6.76%	9,470	9,831	3.81%
Outreach	1,398	338	-75.82%	11,450	4,061	-64.53%
Total	45,243	24,143	-46.64%	332,544	177,515	-46.62%

Program Attendance

	January 2020	January 2022	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Adult	1,538	1,336	-13.13%	9,628	6,493	-32.56%
Juvenile	1,274	849	-33.36%	12,006	6,459	-46.20%
Young Adult	57	6	-89.47%	271	342	26.20%
Total	2,869	2,191	-23.63%	21,905	13,294	-39.31%

Special Services

	January 2020	January 2022	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Reference Questions	7,925	5,072	-36.00%	52,121	34,091	-34.59%
Library App Users		538			3,353	
Online Databases*	6,842	4,037	-41.00%	36,215	24,638	-31.97%
www.cooklib.org	91,930	92,083	0.17%	594,504	573,010	-3.62%
Holds Placed	20,932	16,657	-20.42%	115,299	100,976	-12.42%
Holds Filled	15,534	13,747	-11.50%	98,451	90,899	-7.67%
Homebound Items Delivered	1,064	869	-18.33%	7,415	5,751	-22.44%

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

Collection Size

	January 2020					January 2022					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,635	38,422		85,057	32.35%	48,999	43,345		92,344	33.76%	8.57%
Cook Park Library	55,663	107,110	145	162,918	61.96%	56,302	108,779	143	165,224	60.41%	1.42%
Outreach	12,001	2,970	10	14,981	5.70%	12,838	3,097	13	15,948	5.83%	6.45%
Total	114,299	148,502	155	262,956		118,139	155,221	156	273,516		4.02%

Librarian's Statistical Report - January 2022 - Page 2

Circulation

	January 2020				January 2022				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,303	22,966		34,269	10,260	20,946		31,206	-8.94%
Foreign Language	336	420		756	247	183		430	-43.12%
Large Type	1,737	27		1,764	1,442	25		1,467	-16.84%
Nonfiction	9,385	7,137		16,522	6,997	4,995		11,992	-27.42%
Periodicals	1,674	204		1,878	1,485	65		1,550	-17.47%
Subtotal Print	24,435	30,754		55,189	20,431	26,214		46,645	-15.48%
Bags and Containers			52	52			25	25	-51.92%
Equipment	162	1		163	105	1		106	-34.97%
Interlibrary Loan			283	283			115	115	-59.36%
LINKin	1,340			1,340	1,108			1,108	-17.31%
Multimedia		94		94		239		239	154.26%
Other			13	13			5	5	-61.54%
Subtotal Other	1,502	95	348	1,945	1,213	240	145	1,598	-17.84%
eAudiobooks			4,161	4,161			5,158	5,158	23.96%
eBooks			6,691	6,691			7,737	7,737	15.63%
eMagazines			788	788			348	348	-55.84%
eMusic			253	253			239	239	-5.53%
eVideo			591	591			1,140	1,140	92.89%
Subtotal Downloadables			12,484	12,484			14,622	14,622	17.13%
Audiobooks	1,058	505		1,563	536	487		1,023	-34.55%
Compact Discs	2,860	566		3,426	1,578	397		1,975	-42.35%
DVDs, Blu-Ray	18,746	5,930		24,676	9,328	2,736		12,064	-51.11%
Video Games	880	1,156		2,036	422	758		1,180	-42.04%
Subtotal Audiovisual	23,544	8,157		31,701	11,864	4,378		16,242	-48.77%
Grand Total All Agencies	49,481	39,006	12,832	101,319	33,508	30,832	14,767	79,107	-21.92%

Agency Subtotals

	January 2020	January 2022	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Downloadables	12,484	14,622	17.13%	82,451	96,175	16.65%
Aspen Drive Library	26,321	18,909	-28.16%	170,247	127,459	-25.13%
Cook Park Library	56,154	41,913	-25.36%	393,249	298,970	-23.97%
Outreach	6,360	3,663	-42.41%	43,091	22,457	-47.88%
Total	101,319	79,107	-21.92%	689,038	545,061	-20.90%



Director's Report

February 2022

David Archer, Library Director

2020 Census Data Released

Last week, the Illinois State Library released 2020 population figures for library districts throughout the state. CMPLD grew 2.43% since the last census with a population of 61,297. More detailed demographic data will be forthcoming.

CMPLD Population – Official Census Data		
Census Year	Population	Increase from Previous Census
2000	55,028	17.08 %
2010	59,842	8.75 %
2020	61,297	2.43 %

Building Project Updates

Work continues on the paver and window replacement projects at Cook Park and Aspen Drive.

- Mandatory pre-bid meeting for contractors was held on Tuesday, February 15 at Cook Park.
- Bidding period Feb 15 – Feb 28.
- Sealed bids opened at 12 p.m., Monday, February 28
- Featherstone presents bid results and recommendations to trustees in March.

New Statement of Economic Interest Form

In March, Trustees and library staff members with a certain level of spending authority will receive an email from the Lake County Clerk's office with a link to the updated Statement of Economic Interest (SEI) form. According to (5 ILCS 420/4), these individuals are required to file a SEI with the Office of the County Clerk by May 1 of each year.

With the passage of the Illinois Governmental Ethics Act (5 ILCS 420/4A-102), a more detailed SEI form is now required to be filed. Please direct any questions you may have about the new form to me and I will contact the library attorney for guidance.

Public Library Association Biennial (PLA) Conference

PLA's biennial conference, the first in-person national library conference in nearly two years, will be held March 23-26 in Portland, OR. The FY22 budget includes funds for this conference. One manager will be attending in person while several others will participate virtually. Attendees will learn innovative ideas, strategies, and techniques to help serve our patrons better. Attendees will also present a summary of the conference at the all-staff training session the morning of May 13.

Cook Memorial Public Library District													
Investment Maturity Schedule													
January 31, 2022													
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
31-Dec-2021	Ending Balance			370,000.00	1,105,000.00	0.00	1,475,000.00	56,465.05	201,018.61	357,473.16	122.85	184.25	14.13	50.19	371.42
18-Jan-2022	UBS Bk USA Salt Lake City UT CD	Interest					0.00				20.81				20.81
31-Jan-2022	Chase Bank	Interest					0.00	2.38	8.47	10.85			2.38	8.47	10.85
31-Jan-2022	Ending Balance			370,000.00	1,105,000.00	0.00	1,475,000.00	56,467.43	201,027.08	357,484.01	143.66	184.25	16.51	58.66	403.08

Position Summary

Cook Memorial Public Library

Report date as of Jan 31, 2022

Report run time: February 01, 2022 06:33 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		369,824.86	-175.14	-0.05	310.00	0.08		
								86.30	0.08		
CD			370,000.00		369,824.86	-175.14	-0.05	310.00	0.08		
								86.30	0.08		
125,000	***STATE BK INDIA NEW YORK N Y C/D FDIC INS TO LIMITS 856285WT4060	08/16/2022	125,000.00	99.9571	124,946.38	-53.62	-0.04	187.50	0.15	0.15	0.00
								86.30	0.15		
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90348JM56060	06/16/2022	245,000.00	99.9504	244,878.48	-121.52	-0.05	122.50	0.05	0.10	0.00
								0.00	0.05		
... 6414 / Cook Memorial PLD Special Res			1,105,000.00		1,097,724.52	-7,275.48	-0.66	3,557.50	0.32		
									0.32		
CD			1,105,000.00		1,097,724.52	-7,275.48	-0.66	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	99.1699	242,966.25	-2,033.75	-0.83	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	99.2658	243,201.21	-1,798.79	-0.73	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	99.6592	124,574.00	-426.00	-0.34	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	99.5149	243,811.50	-1,188.50	-0.49	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	99.2537	243,171.56	-1,828.44	-0.75	980.00	0.40	0.40	0.00
								0.00	0.40		

J.P.Morgan

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

Cook Memorial Public Library District
Investment Transaction Schedule - Byline Bank

Date	Investment	Transaction Type	Description	Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
31-Dec-2021	Ending Balance			10,771.59	641,613.31	652,384.90	0.00	0.00	13.51	804.78	818.29
31-Jan-2022		Interest	For January 2022	2.28	135.69	137.97			2.28	135.69	137.97
						0.00					0.00
31-Jan-2022	Ending Balance			10,773.87	641,749.00	652,522.87	0.00	0.00	15.79	940.47	956.26

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - General Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
31-Dec-2021	Ending Balance			5,232,011.86	2,066.67
19-Jan-2022	Maintenance Fee	Fee	Analysis for 12/21	(7.35)	
31-Jan-2022	Wintrust Bank	Interest	For January 2022	555.45	555.45
31-Jan-2022	Ending Balance			5,232,559.96	2,622.12

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - Special Reserve Fund	Interest Income
31-Dec-2021	Ending Balance			1,231,733.25	176.16
19-Jan-2022	Maintenance Fee	Fee	Analysis for 12/21	(7.35)	
31-Jan-2022	Wintrust Bank	Interest	For January 2022	78.46	78.46
31-Jan-2022	Ending Balance			1,231,804.36	254.62



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: February 15, 2022

FROM: David Archer, Library Director
Russ Cerqua, Finance Director

AGENDA ITEM: Approval of Resolution 2021-2022/17

At the February 3, 2022 Finance Committee meeting, the FY22 operating budget through January 31, 2022 was reviewed. Trustees determined that the budget could accommodate an advance on the Cost of Living Salary Adjustment (COLA) that would typically be administered on July 1, 2022. The Board previously approved the FY2022 budget last August that included a 2.6% advance on the amount that would typically be administered on July 1, 2022.

For tonight’s meeting, Finance Committee members made a unanimous recommendation to the full board to provide a 2% COLA increase retroactive to the start of the first pay period in January 2022 for eligible employees, detailed in the attached resolution.

A chart showing the history of COLA and merit increases is below:

CMPLD Staff Salary Increase History						
Calendar Year CPI Increase		Actual COLA Increase		Average Merit Increase		Average Total Salary Increase
2014	0.8%	Jul 2015	2.0%	Jan 2016	1.5%	3.5%
2015	0.7%	Jul 2016	1.0%	Jan 2017	1.6%	2.6%
2016	2.1%	Jul 2017	2.5%	Jan 2018	1.3%	3.8%
2017	2.1%	Jul 2018	2.0%	Jan 2019	1.1%	3.1%
2018	1.9%	Jul 2019	1.9%	Jan 2020	1.3%	3.2%
2019	2.3%	Jan 2021	2.0%	Jan 2021	1.6%	3.6%
2020	1.4%	Jul 2021	1.4%	Jan 2022	1.5% **	2.9%
2021	7.0%	Jul 2021	2.6%			4.6%
		Jan 2022	2.0% *			
		Jul 2022	TBD			
2.3%		Annual Average				3.4%

* Finance Committee Recommendation, effective January 2022

** FY22 merit included in current budget. To be administered in March retroactive to January 9, 2022

RESOLUTION AUTHORIZING 2% COST-OF-LIVING INCREASE RETROACTIVE TO JANUARY 9, 2022 FOR ELIGIBLE EMPLOYEES

WHEREAS, the Library Board of Trustees (“Board” or “Trustees”) typically budgets for regular Cost of Living Salary Adjustments (“COLA”) for employees; and

WHEREAS, these COLA increases are typically provided at the beginning of the fiscal year based on the previous calendar year’s Consumer Price Index (“CPI”); and

WHEREAS, unusually high inflation occurred throughout 2021, resulting in a 7% CPI for the twelve month period ending December 31, 2021; and

WHEREAS, at the August 14, 2021 Board meeting, Trustees unanimously approved the FY2022 budget that included a 4% COLA to eligible staff, 2.6% of which was an advance on the amount that would typically be administered on July 1, 2022, the start of the next fiscal year; and

WHEREAS, at the February 3, 2022 Finance Committee meeting, committee members reviewed and discussed the status of the FY22 operating budget through January 31, 2022 and determined that the budget could accommodate an additional advance on the COLA that would typically be administered on July 1, 2022; and

WHEREAS, at this meeting, Finance Committee members made a unanimous recommendation to the full board to provide a 2% COLA increase retroactive to January 9, 2022 for eligible employees; and

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

Section 1: Eligible employees will receive a 2% salary adjust retroactive to January 9, 2022.

Section 2: Eligible employees are those who meet or exceed the performance expectations of their position as documented in their most recent performance evaluation.

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

ADOPTED this 15th day of February, 2022 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: February 15, 2022

FROM: David Archer, Library Director
Russ Cerqua, Finance Director

AGENDA ITEM: Approval of Resolution 2021-2022/18

At the February 3, 2022 Finance Committee meeting, Trustees made a unanimous recommendation to the full board to approve the following items, detailed in the attached resolution:

1. Transferring \$843,000 from the General Fund to the Special Reserve Fund.
2. Allocating an additional \$50,000 in the General Fund to the reserve for the Outreach Vehicle Replacement. This amount is an addition to \$25,000 that has been budgeted in each of FY21 and FY22.
3. Allocating an additional \$25,000 in the General Fund to the reserve for Computer Replacements. This amount is in addition to \$85,000 that has been budgeted in each of FY21 and FY22.

RESOLUTION AUTHORIZING THE TRANSFER OF \$843,000 FROM THE GENERAL FUND TO THE SPECIAL RESERVE FUND AND A \$75,000 ADDITION TO RESERVES FOR THE REPLACEMENT OF COMPUTERS AND OUTREACH VEHICLE

WHEREAS, the Board of Trustees of the Cook Memorial Public Library District (“Board”) has established a Special Reserve Fund and Fund Balance Policy in accordance with applicable statutes; and

WHEREAS, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and policy, and as designated by the Board; and

Part 1

WHEREAS, funds have accumulated in the Special Reserve Fund for the purposes stated in applicable statutes; and

WHEREAS, as a result of careful fiduciary oversight there are monies available in the General Fund for transfer to the Special Reserve Fund; and

WHEREAS, the transfer of such monies to the Special Reserve Fund is consistent with the intent of the Board to make expenditures for building repair and library furnishings and equipment; and

Part 2

WHEREAS, the Board has established reserves in the General Fund for Computer Replacements and the Outreach Vehicle Replacement in accordance with the Library’s Fund Balance Policy; and

WHEREAS, as a result of careful fiduciary oversight there are monies available from the FY21 surplus in the General Fund to increase these reserves by amounts greater than those budgeted for in FY21.

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

Section 1: The sum of \$843,000 in the General Fund shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

Section 2: The sum of \$50,000 in the General Fund shall be added to the reserve for the Outreach Vehicle Replacement in accordance with the Fund Balance Policy.

Section 3: The sum of \$25,000 in the General Fund shall be added to the reserve for Computer Replacements in accordance with the Fund Balance Policy.

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

ADOPTED this 15th day of February, 2022 pursuant to roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary