

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

March 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, March 15, 2022 will be held in the Meeting Room at the Cook Park Library, 413 N Milwaukee Ave, Libertyville, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
 - a. Minutes of the Regular Meeting of February 15, 2022.
6. Approval of Resolution 2021-2022/20, Accepting Bids and Awarding Contracts for the Window and Paver Replacement Projects.
7. Approval of the Bills.
8. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
9. Report of the President.
10. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - i. Committee Recommendation to Approve Resolution 2021-2022/19, Adopting Revised Investment Policy.
 - b. Policy Review.
 - c. Building and Grounds.
 - d. Development.
 - e. Technology.

- f. Resources, Services and Long Range Planning.
 - g. Village of Libertyville Parking Commission Representative.
 - h. Friends' Representative.
 - i. RAILS Representative.
 - j. Historical Society Representative.
11. Other Business
- a. Approval of Resolution 2021-2022/21, Adopting Revised Use of the Library Policy.
12. Communications.
13. Upcoming Meetings and Events.
- a. Policy Review Committee Meeting on Tuesday, March 22, 2022 at 6:30pm at the Cook Park Library.
 - b. Regular Board Meeting on Tuesday, April 19, 2022 at 6:30pm at the Aspen Drive Library.
14. Public Questions.
15. Closed Session as Permitted by (5 ILCS 120/2c-1)
- a. Discussion on the Performance of a Specific Employee.
16. Adjournment.

Wendy Vieth, President
Board of Library Trustees

March 11, 2022

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



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: March 15, 2022

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

AGENDA ITEM: Approval of Resolution 2021-2022/20, Accepting Bids and Awarding Contracts for the Window and Paver Replacement Projects

Please find attached:

1. Bid tabulation form.
2. Updated project schedule.
3. Resolution 2021-2022/20, Accepting Bids and Awarding Contracts for the Window and Paver Replacement Projects.

Summary:

At the December 21, 2021 board meeting, Trustees authorized Featherstone Inc. to provide preconstruction services for the Cook Park Library window replacement project and the Aspen Drive Library paver replacement project. Preconstruction services included preparing bid packages, conducting bidding and reviewing bids.

The Library publicly advertised for sealed bids for the project from February 10-28, 2022 pursuant to the Public Library District Act of 1991 (75 ILCS 16/40-45). Bids were opened on February 28 and subsequently reviewed by Featherstone. Bids totaled **\$585,346** for the entire project, which is **\$37,476** over the revised estimate. However, this amount includes two new alternates that were not anticipated in the original estimate: \$33,166 for replacement of skylights and \$49,989 for adding an electric vehicle charging station (see more detailed description below). Even with these additional alternates, the total project budget (including architectural fees, construction management, general conditions and contingencies) is only 2% over the original estimate.

In addition to the total contractor bid amounts of \$585,346, costs for engineering, architectural services, construction management and contingency are \$305,654, of which \$81,960 has been spent as authorized by previous board action, resulting in a **total project budget of \$891,000**.

Tom Featherstone will be attending this evening's meeting to present the bid submissions and answer any questions you may have.

Aspen Drive Library Paver Replacement

1. Base Project: Replace pavers.
2. Alternate #2: Enhanced landscaping, **\$45,300.**
3. Alternate #3: Replacement of 16 light bollards, **\$40,460.**
4. Alternate #4: Electric vehicle charging station and added capacity, **\$49,989.**

This is a new alternate since the Board last saw the project design options. With the plaza area being torn up to replace the pavers, a good opportunity exists to locate electric to a row of parking spaces to accommodate a charging station servicing two electric vehicles. There will be built-in capacity to add future stations should demand warrant.

5. Alternate #5: Drop-off lane, **\$107,655.**

Cook Park Library Window Replacement

1. Base Project: Replace windows.
2. Alternate #1: Electrical floor boxes, **\$13,625.**

This is a new alternate since the Board last saw the project design options. With electrical work being done on the east side of the Fiction Room, a good opportunity exists to add four poke-thru electrical floor boxes to serve study tables in middle of the floor.

3. Alternate #6: Replace skylights, **\$33,166.**

This is a new alternate since the Board last saw the project design options. Exterior skylights to be replaced are 40 years old and are located at ground level along 34 feet of the east side of the Fiction Room. The skylights were inadvertently left off the initial list of replacement windows submitted by Library.

4. Alternate #7: Replace ceiling tile, **\$4,750.**

Process to Discuss and Approve Resolution

The resolution presented tonight includes the base project and alternates for a total amount of \$585,346. Library attorney Jim Ferolo approved a process by which the Board can discuss each alternate and determine if any alternate should not be part of the project:

1. A motion is made to approve Resolution 2021-2022/20.
"I make a motion to approve Resolution 2021-2022/20, Accepting Bids and Awarding Contracts for the Window and Paver Replacement Projects."
2. The motion is seconded.
3. The Board President calls for discussion on each alternate as shown in Section 2 of the resolution with a straw poll (non-binding) of trustees.
4. After all alternates have been discussed, if changes to the resolution are evident, the trustee who made the original motion may restate the motion with changes to the resolution.
"I make a motion to amend Resolution 2021-2022/20 by striking Alternate #8 from Section 5."
5. The trustee who seconded the original motion must second it.
6. Roll call to approve the revised Resolution.

Exhibit A



Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

4610 Roslyn Road, Downers Grove, Illinois 60515
P 630.737.1990 www.featherstoneinc.com

March 9, 2022

Board of Trustees of the Cook Memorial Public Library
District
413 N. Milwaukee Ave
Libertyville, IL 60048

Re: Cook Park Curtainwall & Clerestory Replacement and
Aspen Entrance Improvements Project
Letter of Bid Award Recommendation

Dear Trustees,

This letter is in response to the Cook Memorial Public Library District's request to prepare a formal written recommendation for the Owner's award of bids received on February 28, 2022.

Find attached is the Bid Tabulation Sheet dated February 28, 2022 that documents the proposal forms as received, opened, and read publicly on February 28, 2022. The dark green highlighted contractors are those recommended for award.

The following are Featherstone, Inc. recommendations for consideration.

Contract: 01 - Demolition - National Wrecking Company

Base Bid	39,900.00
Alternates	
Alternate # 6 - Skylights	(1.00)
Total Adjusted Contract:	<u>39,899.00</u>

Contract: 02 Carpentry, Drywall, Plaster, Acoustical Ceilings - Manusos General Contracting, Inc

Base Bid	67,331.00
Alternates	
Alternate # 1 - Electrical Floor Boxes	2,795.00
Alternate # 4 - EV Charging Stations	2,294.00
Alternate # 6 - Skylights	3,167.00
Alternate # 7 - Replace Ceiling Tile	4,750.00
Total Adjusted Contract:	<u>80,337.00</u>

Contract: 03 Storefronts - Glass and Glazing - Prime Architectural Metal and Glass

Base Bid	173,980.00
Alternates	
Alternate # 6 - Skylights	30,000.00
Total Adjusted Contract:	<u>203,980.00</u>

Contract: 04 Painting - Ascher Brothers Co., Inc.

Base Bid	2,745.00
Alternates	
Alternate # 4 - EV Charging Stations	1,445.00
Total Adjusted Contract:	<u>4,190.00</u>

Contract: 05 Electrical - Powerlink Electric

Base Bid	11,300.00
Alternates	
Alternate # 1 - Electrical Floor Boxes	10,830.00
Alternate # 3 - Light Bollards	40,460.00
Alternate # 4 - EV Charging Stations	32,510.00
Total Adjusted Contract:	<u>95,100.00</u>

Contract: 06 Earthwork - Doetsch Contractors, Inc.

Base Bid	0.00
Alternates	
Alternate # 2 - Landscaping	6,300.00
Alternate # 4 - EV Charging Stations	9,640.00
Alternate # 5 - Drop Off Lane	31,260.00
Total Adjusted Contract:	47,200.00

Contract: 07 Asphalt Paving - Chicagoland Paving

Base Bid	0.00
Alternates	
Alternate # 4 - EV Charging Stations	4,500.00
Alternate # 5 - Drop Off Lane	18,500.00
Total Adjusted Contract:	23,000.00

Contract: 08 Concrete Paving, Curbs and Gutters - Elliot Construction Corporation

Base Bid	0.00
Alternates	
Alternate # 5 - Drop Off Lane	37,640.00
Total Adjusted Contract:	37,640.00

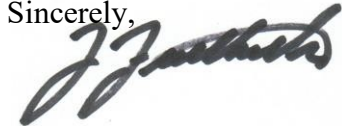
Contract: 09 Landscaping - Landworks, Ltd.

Base Bid	0.00
Alternates	
Alternate # 2 - Landscaping	39,000.00
Alternate # 5 - Drop Off Lane	15,000.00
Total Adjusted Contract:	54,000.00

Total for all recommended Trade Contractor Costs: 585,346.00

Please call if you have any questions or need additional information.

Sincerely,



Tom Featherstone

Cook Memorial Library District - Libertyville Curtainwall & Aspen Entrance Improvements

Bid Tabulation

February 28, 2022 - 12:00 PM

Company Name	Base Bid	Alt # 1 Electrical Floor Boxes	Alt. # 2 Landscaping	Alt. # 3 Light Bollards	Alt. # 4 EV Charging Station	Alt. # 5 Drop Off Lane	Alt. # 6 Skylights	Alt. # 7 Repolace Ceiling Tile	Drywall Tempwall	Alt. Subtotal:	Total Adjusted Bid	Cook Park Total	Aspen Drive Total	Recommended Contractor
01 Building Demolition														
National Wrecking Company	39,900.00	N/A	N/A	N/A	N/A	N/A	(1.00)			(1.00)	39,899.00	39,899.00	0.00	39,899.00
Midwest Wrecking Co.	56,605.00						(250.00)			(250.00)	56,355.00	56,355.00	0.00	
Break Thru Enterprises, Inc.	60,600.00	N/A	N/A	N/A	N/A	N/A	N/A			0.00	60,600.00	60,600.00	0.00	
Aspine Demolition Services, LLC	84,200.00	N/A	N/A	N/A	N/A	N/A	(2,000.00)			(2,000.00)	82,200.00	82,200.00	0.00	
Green Demolition	88,000.00	N/A	N/A	N/A	N/A	N/A	(250.00)			(250.00)	87,750.00	87,750.00	0.00	
02 Carpentry, Drywall, Plaster, Acoustical Ceilings														
Manusos General Contracting, Inc	67,331.00	2,795.00	N/A	N/A	2,294.00		3,167.00	4,750.00		13,006.00	80,337.00	78,043.00	2,294.00	80,337.00
J.P. Phillips, Inc.	129,200.00	2,900.00	0.00	0.00	2,700.00	0.00	750.00	5,400.00		11,750.00	140,950.00	138,250.00	2,700.00	
Edwin Anderson Construction Company	128,000.00	2,800.00			2,700.00		5,600.00	5,200.00		16,300.00	144,300.00	141,600.00	2,700.00	
Boller Construction Co Inc	194,500.00	3,800.00	N/A	N/A	1,200.00	N/A	5,300.00			10,300.00	204,800.00	203,600.00	1,200.00	
Wendell Builders, Inc.	224,870.00	2,200.00			3,500.00		14,400.00	3,200.00	(5,000.00)	18,300.00	243,170.00	239,670.00	3,500.00	
03 Storefronts - Glass and Glazing														
Prime Architectural Metal and Glass	173,980.00	N/A	N/A	N/A	N/A	N/A	30,000.00			30,000.00	203,980.00	203,980.00	0.00	203,980.00
Reliant Contract Glass, Inc	198,700.00	N/A	N/A	N/A	N/A	N/A	31,525.00			31,525.00	230,225.00	230,225.00	0.00	
Illinois Contract Glazing, Inc.	258,000.00	N/A	N/A	N/A	N/A	N/A	35,000.00			35,000.00	293,000.00	293,000.00	0.00	
Lake Shore Glass & Mirror Company Inc.	238,000.00	N/A	N/A	N/A	N/A	N/A	107,000.00			107,000.00	345,000.00	345,000.00	0.00	
04 Painting														
Ascher Brothers Co., Inc.	2,745.00	N/A	N/A	N/A	1,445.00	N/A	N/A			1,445.00	4,190.00	2,745.00	1,445.00	4,190.00
Acino & Sons Decorating Inc.	4,500.00	N/A	N/A	N/A	1,700.00	N/A	N/A			1,700.00	6,200.00	4,500.00	1,700.00	
Oosterbaan & Sons Co.	6,920.00	N/A	N/A	N/A	1,350.00	N/A	N/A			1,350.00	8,270.00	6,920.00	1,350.00	
05 Electrical														
Powerlink Electric	11,300.00	10,830.00	0.00	40,460.00	32,510.00	0.00	N/A			83,800.00	95,100.00	22,130.00	72,970.00	95,100.00
Airport Electric Company	17,310.00	12,055.00	N/A	37,427.00	38,575.00	N/A	N/A			88,057.00	105,367.00	29,365.00	76,002.00	
06 Earthwork														
Doetsch Contractors, Inc.	0.00	N/A	6,300.00	N/A	9,640.00	31,280.00	N/A			47,200.00	47,200.00	0.00	47,200.00	47,200.00
Schaeffes Brothers, Inc.	0.00	N/A	3,500.00	N/A	4,100.00	47,000.00	N/A			54,600.00	54,600.00	0.00	54,600.00	
Stark & Son Trenching, Inc.	0.00	N/A	95,000.00	N/A	20,000.00	67,000.00	N/A			182,000.00	182,000.00	0.00	182,000.00	
07 Asphalt Paving														
Chicagoland Paving Contractors, Inc.	0.00	N/A	N/A	N/A	4,500.00	18,500.00	N/A			23,000.00	23,000.00	0.00	23,000.00	23,000.00
Accu-Paving	0.00	N/A	N/A	N/A	4,100.00	23,755.00	N/A			27,855.00	27,855.00	0.00	27,855.00	
08 Concrete Paving, Curbs and Gutters														
Elliot Construction Corporation	0.00	N/A	N/A	N/A	N/A	37,640.00	N/A			37,640.00	37,640.00	0.00	37,640.00	37,640.00
Manusos General Contracting, Inc	0.00	N/A	N/A	N/A	N/A	39,750.00	N/A			39,750.00	39,750.00	0.00	39,750.00	
Schaeffes Brothers, Inc.	0.00	N/A	N/A	N/A	N/A	52,777.00	N/A			52,777.00	52,777.00	0.00	52,777.00	
09 Landscaping														
Landworks, Ltd.	0.00	N/A	39,000.00	N/A	N/A	15,000.00	N/A			54,000.00	54,000.00	0.00	54,000.00	54,000.00
Clauss Brothers, Inc.	69,950.00	N/A	N/A	N/A	N/A	N/A	N/A			0.00	69,950.00	69,950.00	0.00	
Sexton Landscape Concept	0.00	N/A	105,691.00	N/A	N/A	7,130.00	N/A			112,821.00	112,821.00	0.00	112,821.00	
Subtotal Recommended Contractor	295,256.00	13,625.00	45,300.00	40,460.00	49,989.00	107,655.00	33,166.00	4,750.00		294,945.00	590,201.00	346,797.00	243,404.00	585,346.00

Cook Memorial Library
Pre-Bid Schedule Criteria

ID	Task Name	Duration	Start	Finish	2022					
					Q4	Q1	Q2	Q3	Q4	Q1
1	General	212 days	Tue 10/26/21	Mon 8/22/22	[Gantt bar spanning from Q4 2021 to Q1 2022]					
2	Board Approve Estimating Proposal	1 day	Tue 10/26/21	Tue 10/26/21	[Task bar]					
3	Prepare Estimate	3 days	Wed 10/27/21	Fri 10/29/21	[Task bar]					
4	Review Estimate with Design Team	1 day	Fri 10/29/21	Fri 10/29/21	[Task bar]					
5	Present Estimate to Library Staff	1 day	Mon 11/1/21	Mon 11/1/21	[Task bar]					
6	Board Approval To Advance Into Design	1 day	Tue 11/16/21	Tue 11/16/21	[Task bar]					
7	CD Progress Set	35 days	Wed 11/17/21	Fri 1/7/22	[Task bar]					
8	Board Approval for CM Preconstruction Services	1 day	Tue 12/21/21	Tue 12/21/21	[Task bar]					
9	Prepare Design Development Estimate	10 days	Mon 1/10/22	Fri 1/21/22	[Task bar]					
10	Align Project Design, Budget, and Schedule to Previously Approve Budget	2 days	Mon 1/24/22	Tue 1/25/22	[Task bar]					
11	Staff Approval	2 days	Wed 1/26/22	Thu 1/27/22	[Task bar]					
12	Finalize Construction Documents	7 days	Fri 1/28/22	Mon 2/7/22	[Task bar]					
13	Permit Approval	20 days	Tue 2/8/22	Mon 3/7/22	[Task bar]					
14	Prepare Bid Packages	2 days	Tue 2/8/22	Wed 2/9/22	[Task bar]					
15	Bidding	13 days	Thu 2/10/22	Mon 2/28/22	[Task bar]					
16	Review Bids	3 days	Tue 3/1/22	Thu 3/3/22	[Task bar]					
17	Present Bid Recommendation To Staff	1 day	Fri 3/4/22	Fri 3/4/22	[Task bar]					
18	Board Approval - Contract Award	1 day	Wed 3/9/22	Wed 3/9/22	[Task bar]					
19	Award Prime Contracts	2 days	Thu 3/10/22	Fri 3/11/22	[Task bar]					
20	Submittals	15 days	Mon 3/14/22	Fri 4/1/22	[Task bar]					
21	Procure Materials	101 days	Mon 4/4/22	Mon 8/22/22	[Task bar]					
22										
23	Libertyville Curtainwall & Clerestory Replacement	40 days	Mon 8/29/22	Fri 10/21/22	[Task bar]					
42										
43	Alt. 1 - Electrical Floor Boxes	35 days	Wed 9/21/22	Tue 11/8/22	[Task bar]					
53										
54	Alt. 2 - Landscaping	112 days	Mon 5/2/22	Tue 10/4/22	[Task bar]					
60										
61	Alt 3. - Bollard Replacement	15 days	Wed 9/14/22	Tue 10/4/22	[Task bar]					
65										
66	Alt 4. - EV Charging Station	31 days	Tue 8/23/22	Tue 10/4/22	[Task bar]					
79										
80	Alt 5. - Aspen Site Entrance Improvements	27 days	Mon 8/29/22	Tue 10/4/22	[Task bar]					

RESOLUTION 2021-2022/20

A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACTS FOR THE 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 (“Project”); and

WHEREAS, at the December 21, 2021 board meeting, Trustees approved Resolution 2021-2022/16 authorizing Featherstone Inc. to provide preconstruction services for the Project, including finalizing construction documents; preparing bid packages; conducting bidding; reviewing bids; and presenting bid recommendations to the Library Board; and

WHEREAS, on February 10, 2022, pursuant to the Public Library District Act of 1991, 75 ILCS 16/40-45, the Library publicly advertised for sealed bids for the Project; and

WHEREAS, bids for separate construction contracts were opened and announced at the Cook Park Library, Libertyville, Illinois on February 28, 2022 and bids were subsequently reviewed by the Library’s construction management firm, Featherstone, Inc., in the total bid amounts shown in the Letter of Bid Award Recommendation attached hereto as Exhibit A; and

WHEREAS, the Board of Library Trustees, after careful consideration, has determined that the firms detailed in Exhibit A are the lowest responsible bidders.

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. That the Board approves a total budget of **\$891,000** for the Project, of which **\$81,960** has been spent for architectural and construction management services as authorized by previous board action.

Section 2. That the Board authorizes the Board President and Secretary to execute a contract in an amount of **\$66,300** with Product Architecture + Design for their services during the design and construction phases of the Project, which amount is included in the total Project budget.

Section 3. That the Board authorizes the Board President and Secretary to execute a contract in an amount of **\$94,849** with Featherstone, Inc. for design, bidding and construction management services for the Project, which amount is included in the total Project budget.

Section 4. That the Board finds the firms for each of the base bid and recommended alternate contracts as detailed in Exhibit A are the lowest responsible bidders totaling **\$585,346**.

Section 5. That the Board authorizes the Board President and Secretary to execute base bid and the following alternate contracts with the lowest responsible bidders as set forth in Exhibit A subject to final review of the contracts by the Library Board Director and/or Library Attorney:

- #1 (Floor Boxes);
- #2 (Landscaping);
- #3 (Light Bollards);
- #4 (Electric Vehicle Charging Station);
- #5 (Drop Off Lane);
- #6 (Skylights);
- #7 (Ceiling Tile Replacement).

Section 6. This Resolution is effective upon its passage.

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

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Wendy Vieth
President, Board of Library Trustees
Cook Memorial Public Library District

ATTEST:

Karen Singer
Secretary, Board of Library Trustees
Cook Memorial Public Library District

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of February 28, 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	200,746	406,947	555,776	24,073	120,075	1,307,617
10-1504 - Illinois Funds - General, IMRF	149,643	37,443			323,236	510,322
10-1509 - Wintrust MaxSafe Acct - General	5,233,214					5,233,214
60-1509 - Wintrust MaxSafe Acct - S/R					1,231,905	1,231,905
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,470					56,470
60-1551 - Chase Savings - SRF					201,035	201,035
Total 10-1550 - Chase Savings Account	<u>56,470</u>				<u>201,035</u>	<u>257,505</u>
10-1560 - Byline Bank						
10-1561 - Byline Bank - General Fund	10,776					10,776
60-1561 - Byline Bank - Spec Res Fund					641,872	641,872
Total 10-1560 - Byline Bank	<u>10,776</u>				<u>641,872</u>	<u>652,648</u>
Total 1000 - Cash	<u>5,651,534</u>	<u>444,390</u>	<u>555,776</u>	<u>24,073</u>	<u>2,518,123</u>	<u>9,193,896</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>6,021,534</u>	<u>444,390</u>	<u>555,776</u>	<u>24,073</u>	<u>3,623,123</u>	<u>10,668,896</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>6,035,674</u>	<u>444,390</u>	<u>555,776</u>	<u>24,073</u>	<u>3,623,123</u>	<u>10,683,036</u>
TOTAL ASSETS	<u>6,035,674</u>	<u>444,390</u>	<u>555,776</u>	<u>24,073</u>	<u>3,623,123</u>	<u>10,683,036</u>
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 - Accounts Payable	0					0
Total Accounts Payable	<u>0</u>					<u>0</u>
Credit Cards						
10-2050 - Chase One Card	7,746					7,746

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Fund
As of February 28, 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>
Total Credit Cards	7,746					7,746
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	221					221
10-2300 - IMRF Payable-Employee Medicare	16,992					16,992
10-2600 - IMRF Voluntary Life Insurance	224					224
10-2700 - Dental and Vision	1,227					1,227
10-2800 - CO-OP 90's Medical Plan	4,669					4,669
10-2900 - Other Health Care-FSA	5,344					5,344
Total 00-2100 - Payroll W/H & Payable	<u>28,677</u>					<u>28,677</u>
20-2300 - IMRF Payable-Employer Medicare		30,993				30,993
Total Other Current Liabilities	<u>28,677</u>	<u>30,993</u>				<u>59,670</u>
Total Current Liabilities	<u>36,423</u>	<u>30,993</u>				<u>67,416</u>
Total Liabilities	36,423	30,993				67,416
Equity						
00-3000 - Beginning Fund Balances						
10-3000 - Fund Balance-General Fund	3,624,644					3,624,644
10-3010 - Assigned FB - Computer/Tech Res	365,000					365,000
10-3011 - Assigned FB - Bookmobile Res.	100,000					100,000
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	<u>4,089,644</u>	<u>148,591</u>	<u>555,776</u>	<u>23,873</u>	<u>2,961,246</u>	<u>7,779,130</u>
Net Income	1,909,606	264,806		200	661,877	2,836,489
Total Equity	<u>5,999,250</u>	<u>413,397</u>	<u>555,776</u>	<u>24,073</u>	<u>3,623,123</u>	<u>10,615,619</u>
TOTAL LIABILITIES & EQUITY	<u>6,035,673</u>	<u>444,390</u>	<u>555,776</u>	<u>24,073</u>	<u>3,623,123</u>	<u>10,683,035</u>
UNBALANCED CLASSES	0					0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2021 through February 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	8,535,939	817,604	0	0	9,353,543
00-4050 · Replacement Tax	104,419	0	0	0	104,419
00-4100 · Interest Earned	3,583	0	0	1,803	5,386
00-4200 · Other	13,127	0	200	0	13,327
10-4300 · Grants & Other Donations	92,101	0	0	0	92,101
10-4350 · Fines	10,146	0	0	0	10,146
Total Income	<u>8,759,315</u>	<u>817,604</u>	<u>200</u>	<u>1,803</u>	<u>9,578,922</u>
Gross Profit	8,759,315	817,604	200	1,803	9,578,922
Expense					
10-5100 · Salaries	3,149,818	0	0	0	3,149,818
10-5200 · Benefits	304,726	0	0	0	304,726
10-5300 · Training	14,393	0	0	0	14,393
10-5400 · Materials	731,869	0	0	0	731,869
10-5500 · Processing	21,927	0	0	0	21,927
10-5600 · Supplies	63,920	0	0	0	63,920
10-5700 · Vehicles	6,642	0	0	0	6,642
10-5800 · Computer Operations	279,443	0	0	0	279,443
10-5900 · Utilities	104,637	0	0	0	104,637
10-6000 · Telephone	17,536	0	0	0	17,536
10-6100 · Postage	6,265	0	0	0	6,265
10-6200 · Maintenance	76,170	0	0	0	76,170
10-6300 · Repair	42,727	0	0	0	42,727
10-6400 · Insurance	55,084	0	0	0	55,084
10-6500 · Professional Services	45,481	0	0	0	45,481
10-6600 · Improvements	24,436	0	0	0	24,436
10-6700 · Community Relations	80,502	0	0	0	80,502
10-7000 · Debt Service	981,132	0	0	0	981,132
20-8210 · Employer IMRF Disbursements	0	318,122	0	0	318,122
20-8250 · Employer Soc Security Tax Disb	0	234,676	0	0	234,676
Total Expense	<u>6,006,708</u>	<u>552,798</u>	<u>0</u>	<u>0</u>	<u>6,559,506</u>
Net Ordinary Income	2,752,607	264,806	200	1,803	3,019,416

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July 2021 through February 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 Income					
10-9910 · Interfund Transfers - General	-843,000	0	0	0	-843,000
60-9960 · Interfund Transfers-Spec Reserv	0	0	0	843,000	843,000
Total Other Income	<u>-843,000</u>	<u>0</u>	<u>0</u>	<u>843,000</u>	<u>0</u>
Other Expense					
60-9800 · Special Reserve Disbursements	0	0	0	182,926	182,926
Total Other Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>182,926</u>	<u>182,926</u>
Net Other Income	<u>-843,000</u>	<u>0</u>	<u>0</u>	<u>660,074</u>	<u>-182,926</u>
Net Income	<u><u>1,909,607</u></u>	<u><u>264,806</u></u>	<u><u>200</u></u>	<u><u>661,877</u></u>	<u><u>2,836,490</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report February 2022

	February 2022				Year To Date February 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	54,442	110,000	(55,558)	-50.51%	9,353,543	9,540,677	(187,134)	-1.96%	98.04%	9,541,000		
00-4050 · Replacement Tax	0	0	0	0.00%	104,419	52,000	52,419	100.81%	93.23%	112,000		
00-4100 · Interest Earned	1,084	1,750	(666)	-38.06%	5,386	14,000	(8,614)	-61.53%	25.65%	21,000		
00-4200 · Other	4,611	1,000	3,611	361.07%	13,327	8,000	5,327	66.59%	111.06%	12,000		
10-4300 · Grants & Other Donations	0	7,300	(7,300)	-100.00%	92,101	58,400	33,701	57.71%	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	978	250	728	291.03%	10,146	2,000	8,146	407.29%	338.19%	3,000		
Total Income	61,114	120,300	(59,186)	-49.20%	9,578,921	9,675,077	(96,156)	-0.99%	97.97%	9,777,000	0.00%	0
Expense												
10-5100 · Salaries	354,516	365,611	11,095	3.03%	3,149,818	3,274,618	124,800	3.81%	68.06%	4,628,000	0.00%	4,979,000
10-5200 · Benefits	42,241	43,554	1,313	3.02%	304,726	348,041	43,316	12.45%	58.38%	522,000	0.00%	548,000
10-5300 · Training	4,114	2,273	(1,841)	-81.00%	14,393	24,769	10,376	41.89%	35.98%	40,000	0.00%	45,000
10-5400 · Materials	86,152	101,297	15,145	14.95%	731,869	822,717	90,848	11.04%	59.26%	1,235,000	0.00%	1,250,000
10-5500 · Processing	874	3,169	2,295	72.43%	21,927	26,324	4,397	16.70%	56.22%	39,000	0.00%	42,000
10-5600 · Supplies	7,888	10,334	2,446	23.67%	63,920	89,285	25,365	28.41%	49.17%	130,000	0.00%	148,000
10-5700 · Vehicles	315	2,493	2,178	87.37%	6,642	19,994	13,352	66.78%	22.14%	30,000	0.00%	35,000
10-5800 · Computer Operations	3,850	40,309	36,459	90.45%	279,443	365,226	85,783	23.49%	52.23%	535,000	0.00%	580,000
10-5900 · Utilities	15,203	16,360	1,157	7.07%	104,637	120,462	15,825	13.14%	56.56%	185,000	0.00%	205,000
10-6000 · Telephone	1,664	3,631	1,967	54.18%	17,536	23,327	5,791	24.82%	53.14%	33,000	0.00%	40,000
10-6100 · Postage	1,000	979	(21)	-2.15%	6,265	8,088	1,823	22.54%	52.21%	12,000	0.00%	15,000
10-6200 · Maintenance	18,516	14,042	(4,474)	-31.87%	76,170	112,183	36,013	32.10%	42.32%	180,000	0.00%	199,000
10-6300 · Repair	6,241	7,311	1,070	14.64%	42,727	85,901	43,174	50.26%	31.42%	136,000	0.00%	153,000
10-6400 · Insurance	50,136	0	(50,136)	0.00%	55,084	70,000	14,916	21.31%	79.83%	69,000	0.00%	80,000
10-6500 · Professional Services	7,107	5,850	(1,257)	-21.49%	45,481	74,719	29,238	39.13%	46.41%	98,000	0.00%	108,000
10-6600 · Improvements	511	4,449	3,938	88.51%	24,436	50,981	26,546	52.07%	36.47%	67,000	0.00%	80,000
10-6700 · Community Relations	8,203	9,456	1,253	13.25%	80,502	96,728	16,226	16.77%	43.28%	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	33,336	33,336	100.00%	0.00%	50,000	0.00%	50,000
10-7000 · Debt Service	0	0	0	0.00%	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	73,328	73,328	100.00%	0.00%	110,000	0.00%	110,000
20-8210 · Employer IMRF Disbursements	30,993	41,167	10,174	24.71%	318,122	369,332	51,210	13.87%	59.57%	534,000	0.00%	561,000
20-8250 · Employer Soc Security Tax Disb	26,379	27,751	1,372	4.94%	234,676	248,622	13,946	5.61%	65.19%	360,000	0.00%	378,000
Total Expense	665,903	713,369	47,466	6.65%	6,559,506	7,320,981	761,475	10.40%	64.55%	10,162,000	0.00%	10,791,000

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

	February 2022				Year To Date February 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(604,789)	(593,069)	(11,720)		3,019,415	2,354,096	665,319			(385,000)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0		0					
10-9910 · Interfund Transfers - General	(843,000)		0		(843,000)		0					
60-9960 · Interfund Transfers - Special Reserve	843,000		0		843,000		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	10,000	0	(10,000)		182,926	0	(182,926)					1,000,000
Total Other Expense	10,000	0	(10,000)		182,926	0	(182,926)					
Net Other Income/(Expense)	(10,000)	0	(10,000)		(182,926)	0	(182,926)					
Net Income	(614,789)	(593,069)	(21,720)		2,836,489	2,354,096	482,393			(385,000)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary

February 12 through March 11, 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4050 · Replacement Tax	39,362.81	0.00	0.00	39,362.81
00-4100 · Interest Earned	719.15	0.00	364.74	1,083.89
00-4200 · Other	4,611.19	0.00	0.00	4,611.19
10-4350 · Fines	977.57	0.00	0.00	977.57
Total Income	<u>45,670.72</u>	<u>0.00</u>	<u>364.74</u>	<u>46,035.46</u>
Gross Profit	45,670.72	0.00	364.74	46,035.46
Expense				
10-5100 · Salaries	355,555.99	0.00	0.00	355,555.99
10-5200 · Benefits	52,648.04	0.00	0.00	52,648.04
10-5300 · Training	3,457.84	0.00	0.00	3,457.84
10-5400 · Materials	68,450.64	0.00	0.00	68,450.64
10-5500 · Processing	3,305.17	0.00	0.00	3,305.17
10-5600 · Supplies	5,019.98	0.00	0.00	5,019.98
10-5700 · Vehicles	603.94	0.00	0.00	603.94
10-5800 · Computer Operations	47,082.46	0.00	0.00	47,082.46
10-5900 · Utilities	17,745.47	0.00	0.00	17,745.47
10-6000 · Telephone	1,663.55	0.00	0.00	1,663.55
10-6200 · Maintenance	12,724.36	0.00	0.00	12,724.36
10-6300 · Repair	1,388.16	0.00	0.00	1,388.16
10-6500 · Professional Services	1,561.29	0.00	0.00	1,561.29
10-6600 · Improvements	511.35	0.00	0.00	511.35
10-6700 · Community Relations	17,574.24	0.00	0.00	17,574.24
20-8210 · Employer IMRF Disbursements	0.00	31,074.15	0.00	31,074.15
20-8250 · Employer Soc Security Tax Disb	0.00	26,464.17	0.00	26,464.17
Total Expense	<u>589,292.48</u>	<u>57,538.32</u>	<u>0.00</u>	<u>646,830.80</u>
Net Ordinary Income	-543,621.76	-57,538.32	364.74	-600,795.34
Other Income/Expense				
Other Income				
10-9910 · Interfund Transfers - General	-843,000.00	0.00	0.00	-843,000.00
60-9960 · Interfund Transfers-Spec Reserv	0.00	0.00	843,000.00	843,000.00
Total Other Income	<u>-843,000.00</u>	<u>0.00</u>	<u>843,000.00</u>	<u>0.00</u>

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03/10/22
Cash Basis

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary

February 12 through March 11, 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Expense				
60-9800 - Special Reserve Disbursements	0.00	0.00	10,248.05	10,248.05
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>10,248.05</u>	<u>10,248.05</u>
Net Other Income	<u>-843,000.00</u>	<u>0.00</u>	<u>832,751.95</u>	<u>-10,248.05</u>
Net Income	<u><u>-1,386,621.76</u></u>	<u><u>-57,538.32</u></u>	<u><u>833,116.69</u></u>	<u><u>-611,043.39</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
February 12 through March 11, 2022

Ordinary Income/Expense	Date	Name	Paid Amount
Income			
00-4050 - Replacement Tax			
10-4050 - Replacement Tax General			
	03/04/2022		<u>39,362.81</u>
Total 10-4050 - Replacement Tax General			<u>39,362.81</u>
Total 00-4050 - Replacement Tax			39,362.81
00-4100 - Interest Earned			
60-3109 - Interest-Wintrust MaxSafe - S/R			
	02/28/2022		<u>108.47</u>
Total 60-3109 - Interest-Wintrust MaxSafe - S/R			108.47
10-3109 - Interest-Wintrust MaxSafe - Gen			
	02/28/2022		<u>661.46</u>
Total 10-3109 - Interest-Wintrust MaxSafe - Gen			661.46
10-3180 - Interest - Money Market Fund			
	02/28/2022		<u>32.67</u>
Total 10-3180 - Interest - Money Market Fund			32.67
10-4100 - Interest Earned-General Fund			
10-4101 - Interest Income - Chase Savings			
	02/28/2022		<u>2.15</u>
Total 10-4101 - Interest Income - Chase Savings			2.15
10-4102 - Interest Income - Chase CD's			
	02/28/2022		<u>20.81</u>
Total 10-4102 - Interest Income - Chase CD's			20.81
10-4111 - Interest Income-BylineSavings			
	02/28/2022		<u>2.06</u>
Total 10-4111 - Interest Income-BylineSavings			<u>2.06</u>
Total 10-4100 - Interest Earned-General Fund			25.02
60-4100 - Interest Earned Special Reserve			
60-4101 - Interest Income - Chase Savings			
	02/28/2022		<u>7.66</u>
Total 60-4101 - Interest Income - Chase Savings			7.66
60-4102 - Interest Income - Chase CD's			
	02/28/2022		<u>126.03</u>
Total 60-4102 - Interest Income - Chase CD's			126.03
60-4111 - Interest Income -Byline Savings			
	02/28/2022		<u>122.58</u>
Total 60-4111 - Interest Income -Byline Savings			<u>122.58</u>
Total 60-4100 - Interest Earned Special Reserve			<u>256.27</u>
Total 00-4100 - Interest Earned			1,083.89
00-4200 - Other			
10-4400 - Lost Materials			
	02/15/2022		55.94
	02/15/2022		17.49

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
February 12 through March 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/24/2022		21.00
	02/22/2022	CROWELL, WALTER	-29.99
	02/22/2022	HILTON, KIMBERLY	-27.00
	02/22/2022	PEAKE, SUNSHINE	-6.99
	02/22/2022	FRANCIS, SEBASTIN	-29.95
	02/22/2022	JUNIA, MORGAN	-13.00
	03/11/2022	KIM, HYUAN JIN	-12.99
Total 10-4400 - Lost Materials			<u>-25.49</u>
10-4450 - Copy Machine Income			
10-4451 - Aspen - Print/Copy Station			
	02/15/2022		<u>278.80</u>
Total 10-4451 - Aspen - Print/Copy Station			278.80
10-4452 - Cook Park - Print/Copy Station			
	02/15/2022		<u>463.25</u>
Total 10-4452 - Cook Park - Print/Copy Station			<u>463.25</u>
Total 10-4450 - Copy Machine Income			742.05
10-4500 - Misc - General Account			
	02/24/2022		3,646.00
	02/24/2022		104.13
	02/15/2022		7.00
	02/15/2022		12.50
	02/24/2022		50.00
	02/24/2022		10.00
	02/24/2022		50.00
	02/24/2022		5.00
	02/24/2022		10.00
Total 10-4500 - Misc - General Account			<u>3,894.63</u>
Total 00-4200 - Other			4,611.19
10-4350 - Fines			
	02/15/2022		7.00
	02/24/2022		9.50
	02/15/2022		6.50
	02/24/2022		4.00
	02/28/2022		1,095.22
	02/28/2022		-144.65
Total 10-4350 - Fines			<u>977.57</u>
Total Income			<u>46,035.46</u>
Gross Profit			46,035.46
Expense			
10-5100 - Salaries			
10-5110 - Administration Salaries			
	02/24/2022		33,668.11
	03/11/2022		33,633.51
Total 10-5110 - Administration Salaries			<u>67,301.62</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
February 12 through March 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-5120 - Adult Salaries			
	02/24/2022		42,400.38
	03/11/2022		42,883.86
Total 10-5120 - Adult Salaries			<u>85,284.24</u>
10-5130 - Children's Salaries			
	02/24/2022		28,293.79
	03/11/2022		27,771.15
Total 10-5130 - Children's Salaries			<u>56,064.94</u>
10-5140 - Circulation Salaries			
	02/24/2022		26,467.50
	03/11/2022		26,190.26
Total 10-5140 - Circulation Salaries			<u>52,657.76</u>
10-5145 - Maintenance Salaries			
	02/24/2022		7,905.86
	03/11/2022		7,655.53
Total 10-5145 - Maintenance Salaries			<u>15,561.39</u>
10-5150 - ILL Salaries			
	02/24/2022		3,657.05
	03/11/2022		3,694.65
Total 10-5150 - ILL Salaries			<u>7,351.70</u>
10-5155 - Outreach Salaries			
	02/24/2022		8,763.10
	03/11/2022		8,952.36
Total 10-5155 - Outreach Salaries			<u>17,715.46</u>
10-5160 - Tech Services Salaries			
	02/24/2022		21,417.98
	03/11/2022		22,098.66
Total 10-5160 - Tech Services Salaries			<u>43,516.64</u>
10-5165 - Shelters Salaries			
	02/24/2022		4,842.84
	03/11/2022		5,259.40
Total 10-5165 - Shelters Salaries			<u>10,102.24</u>
Total 10-5100 - Salaries			<u>355,555.99</u>
10-5200 - Benefits			
10-5210 - Health Insurance			
	03/11/2022	COOPERATIVE 90'S MEDICAL	30,614.70
	03/11/2022	COOPERATIVE 90'S MEDICAL	5,546.30
	02/25/2022	AFLAC	147.40
	02/22/2022	BLUE CROSS BLUE SHIELD OF ILLINOIS	4,254.17
	02/22/2022	NCPERS GROUP LIFE INS	240.00
	02/22/2022	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,236.32
	02/28/2022		353.90
	02/28/2022		788.62
	02/28/2022		3,446.60

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	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/28/2022		1,207.40
	02/28/2022		<u>100.00</u>
Total 10-5210 - Health Insurance			47,935.41
10-5220 - Dental/Vision Insurance			
	03/11/2022	COOPERATIVE 90'S DENTAL	1,397.50
	03/11/2022	COOPERATIVE 90'S DENTAL	2,922.50
	02/28/2022		-574.39
	02/22/2022	DELTA DENTAL OF ILLINOIS - VISION	258.35
	02/22/2022	DELTA DENTAL OF ILLINOIS - VISION	97.62
	02/24/2022		<u>-49.19</u>
Total 10-5220 - Dental/Vision Insurance			4,052.39
10-5240 - Life Insurance			
	02/22/2022	MADISON NATIONAL LIFE INS CO., INC.	<u>268.78</u>
Total 10-5240 - Life Insurance			268.78
10-5270 - LTD Insurance			
	02/22/2022	MADISON NATIONAL LIFE INS CO., INC.	<u>391.46</u>
Total 10-5270 - LTD Insurance			<u>391.46</u>
Total 10-5200 - Benefits			52,648.04
10-5300 - Training			
10-5310 - Workshops			
10-5315 - Workshops - Maintenance			
	02/28/2022	Libraryworks.com - CMPL Credit Card	49.00
	02/28/2022	Libraryworks.com - CMPL Credit Card	<u>49.00</u>
Total 10-5315 - Workshops - Maintenance			<u>98.00</u>
Total 10-5310 - Workshops			98.00
10-5320 - Travel			
10-5328 - Travel - Tech Services			
	03/11/2022	KLINE, SANDY	<u>1.64</u>
Total 10-5328 - Travel - Tech Services			<u>1.64</u>
Total 10-5320 - Travel			1.64
10-5330 - Memberships			
10-5331 - Memberships - Admin			
	02/22/2022	LACONI, INC.	<u>100.00</u>
Total 10-5331 - Memberships - Admin			100.00
10-5332 - Memberships - Adults			
	02/22/2022	LARSON, ANDREA	40.00
	02/24/2022		<u>-78.00</u>
Total 10-5332 - Memberships - Adults			-38.00
10-5333 - Memberships - Children's			
	02/22/2022	PHILLIPS, MELISSA	<u>228.00</u>
Total 10-5333 - Memberships - Children's			<u>228.00</u>
Total 10-5330 - Memberships			290.00
10-5350 - Conferences			
10-5351 - Conferences - Admin			

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	02/28/2022	ACR - CMPL Credit Card	328.00
	02/28/2022	ACR - CMPL Credit Card	328.00
	02/28/2022	ACR - CMPL Credit Card	328.00
	02/28/2022	ACR - CMPL Credit Card	328.00
	02/28/2022	ACR - CMPL Credit Card	328.00
	02/28/2022	ACR - CMPL Credit Card	140.00
	02/28/2022	ACR - CMPL Credit Card	328.00
	02/22/2022	LARSON, ANDREA	495.20
	02/22/2022	LARSON, ANDREA	465.00
			<hr/>
Total 10-5351 - Conferences - Admin			3,068.20
Total 10-5350 - Conferences			<hr/>
			3,068.20
Total 10-5300 - Training			<hr/>
			3,457.84
10-5400 - Materials			
10-5410 - Books - Adult			
	03/11/2022	GALE	100.48
	03/11/2022	ROWMAN & LITTLEFIELD PUBLISHING GROUP I	217.89
	03/11/2022	BAKER & TAYLOR - L5742022	410.11
	03/11/2022	BAKER & TAYLOR - L5742022	530.62
	03/11/2022	BAKER & TAYLOR - L5742022	543.22
	03/11/2022	BAKER & TAYLOR - L5742022	486.10
	03/11/2022	BAKER & TAYLOR - L3966532	697.23
	03/11/2022	BAKER & TAYLOR - L5580152	275.87
	03/11/2022	BAKER & TAYLOR - L5579912	178.12
	03/11/2022	BAKER & TAYLOR - L5742022	417.63
	03/11/2022	GALE	49.58
	03/11/2022	CENTER POINT LARGE PRINT	23.97
	03/11/2022	GALE	363.08
	03/11/2022	GALE	101.98
	03/11/2022	GALE	51.98
	03/11/2022	GALE	122.36
	03/11/2022	GALE	47.99
	03/11/2022	GALE	60.78
	03/11/2022	GALE	121.56
	03/11/2022	GALE	24.49
	03/11/2022	GALE	27.99
	03/11/2022	BAKER & TAYLOR - L4231132	196.18
	03/11/2022	BAKER & TAYLOR - L5580152	554.55
	03/11/2022	BAKER & TAYLOR - C5217413	122.70
	03/11/2022	BAKER & TAYLOR - L5742022	438.42
	03/11/2022	BAKER & TAYLOR - L5580152	442.66
	03/11/2022	BAKER & TAYLOR - L3966532	507.28
	03/11/2022	BAKER & TAYLOR - C0209743	517.55
	03/11/2022	BAKER & TAYLOR - C0209743	36.52
	03/11/2022	BAKER & TAYLOR - L5742022	456.74

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<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
03/11/2022	BAKER & TAYLOR - L5742022	298.30
03/11/2022	BAKER & TAYLOR - L5580152	316.15
03/11/2022	BAKER & TAYLOR - L5579912	236.48
03/11/2022	BAKER & TAYLOR - L5742022	345.63
03/11/2022	BAKER & TAYLOR - L5742022	592.48
03/11/2022	BAKER & TAYLOR - L5580152	342.90
03/11/2022	BAKER & TAYLOR - L5580152	172.52
03/11/2022	BAKER & TAYLOR - L3966532	800.37
03/11/2022	BAKER & TAYLOR - L5579912	201.20
03/11/2022	BAKER & TAYLOR - L5579912	232.91
03/11/2022	BAKER & TAYLOR - L5742022	445.35
03/11/2022	BAKER & TAYLOR - L5579912	191.41
03/11/2022	BAKER & TAYLOR - C5217413	105.79
03/11/2022	CENTER POINT LARGE PRINT	71.31
03/11/2022	GALE	56.78
03/11/2022	SENTRUM MARKETING, LLC	342.00
03/11/2022	INFORMATION TODAY INC.	474.03
02/28/2022	Amazon Marketplace.com - CMPL Credit Card	745.38
02/28/2022	Amazon Marketplace.com - CMPL Credit Card	63.96
02/28/2022	Amazon Marketplace.com - CMPL Credit Card	426.23
02/28/2022	Amazon Marketplace.com - CMPL Credit Card	20.00
Total 10-5410 - Books - Adult		14,606.81
10-5415 - Books - Juvenile		
03/11/2022	BAKER & TAYLOR - L3966522	1,218.19
03/11/2022	BAKER & TAYLOR - L5580072	305.68
03/11/2022	BAKER & TAYLOR - C0209743	309.00
03/11/2022	BAKER & TAYLOR - L3966522	1,650.90
03/11/2022	BAKER & TAYLOR - L3966522	1,136.03
03/11/2022	BAKER & TAYLOR - L5580072	403.16
03/11/2022	BAKER & TAYLOR - L4231142	911.65
03/11/2022	BAKER & TAYLOR - L3966522	1,149.26
03/11/2022	BAKER & TAYLOR - L5580072	151.92
03/11/2022	BAKER & TAYLOR - L5580072	301.71
03/11/2022	BAKER & TAYLOR - L4231142	841.94
03/11/2022	BAKER & TAYLOR - L3966522	1,387.70
03/11/2022	BAKER & TAYLOR - L5580072	430.49
03/11/2022	BAKER & TAYLOR - L3966522	1,865.14
03/11/2022	BAKER & TAYLOR - L3966522	347.11
03/11/2022	BAKER & TAYLOR - L4231142	231.91
03/11/2022	BAKER & TAYLOR - L5580072	376.30
03/11/2022	BAKER & TAYLOR - L5580072	1,197.28
03/11/2022	BAKER & TAYLOR - L4231522	67.96
03/11/2022	BAKER & TAYLOR - L5580072	612.50
03/11/2022	BAKER & TAYLOR - L3966522	1,345.24

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	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	03/11/2022	BAKER & TAYLOR - L5580072	254.52
Total 10-5415 - Books - Juvenile			16,495.59
10-5420 - Audio/Visual - Adult			
	03/11/2022	MIDWEST TAPE, LLC	267.24
	03/11/2022	MIDWEST TAPE, LLC	674.73
	03/11/2022	MIDWEST TAPE, LLC	1,485.72
	03/11/2022	MIDWEST TAPE, LLC	146.67
	03/11/2022	MIDWEST TAPE, LLC	2,160.07
	03/11/2022	MIDWEST TAPE, LLC	257.28
	03/11/2022	MIDWEST TAPE, LLC	893.38
	03/11/2022	MIDWEST TAPE, LLC	2,758.34
	03/11/2022	MIDWEST TAPE, LLC	172.77
	02/28/2022	Foreign Policy Assoc - CMPL Credit Card	40.00
	03/01/2022	Amazon Marketplace.com - CMPL Credit Card	56.85
Total 10-5420 - Audio/Visual - Adult			8,913.05
10-5425 - Audio/Visual - Juvenile			
	03/11/2022	MIDWEST TAPE, LLC	37.48
	03/11/2022	MIDWEST TAPE, LLC	116.14
	03/11/2022	MIDWEST TAPE, LLC	125.92
	03/11/2022	MIDWEST TAPE, LLC	37.48
	03/11/2022	MIDWEST TAPE, LLC	-46.48
Total 10-5425 - Audio/Visual - Juvenile			270.54
10-5430 - Games - Adult			
	03/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	245.27
	03/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	241.33
	03/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	687.67
Total 10-5430 - Games - Adult			1,174.27
10-5435 - Games - Children			
	03/11/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	91.22
Total 10-5435 - Games - Children			91.22
10-5440 - Periodicals - Adult			
	03/11/2022	RACHEL RAY IN SEASON	20.00
	02/28/2022	USA Today - CMPL Credit Card	29.00
	03/11/2022	RACHEL RAY IN SEASON	20.00
	03/11/2022	BOSAK, NICOLE	19.98
	03/11/2022	KLINE, SANDY	44.97
Total 10-5440 - Periodicals - Adult			133.95
10-5450 - Circulating Technologies			
10-5451 - Circ Tech - Equipment			
	02/28/2022	Moblebeacon.com - CMPL Credit Card	77.00
	02/28/2022	Moblebeacon.com - CMPL Credit Card	1,200.00
Total 10-5451 - Circ Tech - Equipment			1,277.00
10-5453 - Circ Tech - Subscriptions			
	02/28/2022	Netflix.com - CMPL Credit Card	35.98

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	02/28/2022	HBOMAX.com - CMPL Credit Card	29.98
	02/28/2022	Hulu - CMPL Credit Card	27.98
	02/28/2022	Hulu - CMPL Credit Card	13.98
Total 10-5453 - Circ Tech - Subscriptions			<u>107.92</u>
Total 10-5450 - Circulating Technologies			1,384.92
10-5490 - Electronic Services			
10-5491 - Online Databases			
10-5492 - Online Databases - Adults			
	03/11/2022	CYPRESS INFORMATION SERVICES LLC	630.00
Total 10-5492 - Online Databases - Adults			<u>630.00</u>
10-5493 - Online Databases - Children's			
	03/11/2022	WORLD BOOK, INC	3,844.00
Total 10-5493 - Online Databases - Children's			<u>3,844.00</u>
Total 10-5491 - Online Databases			4,474.00
10-5494 - Digital Popular Materials			
10-5495 - Dig. Popular Materials - Adults			
	03/11/2022	OVERDRIVE, INC.	477.49
	03/11/2022	OVERDRIVE, INC.	1,252.12
	03/11/2022	OVERDRIVE, INC.	354.39
	03/11/2022	OVERDRIVE, INC.	1,081.99
	03/11/2022	OVERDRIVE, INC.	330.18
	03/11/2022	OVERDRIVE, INC.	921.09
	03/11/2022	OVERDRIVE, INC.	586.75
	03/11/2022	OVERDRIVE, INC.	662.96
	03/11/2022	OVERDRIVE, INC.	154.18
	03/11/2022	OVERDRIVE, INC.	674.99
	03/11/2022	OVERDRIVE, INC.	1,071.61
	03/11/2022	OVERDRIVE, INC.	329.99
	03/11/2022	BIBLIOTHECA, LLC	4,268.84
	03/11/2022	MIDWEST TAPE, LLC	8,411.47
Total 10-5495 - Dig. Popular Materials - Adults			<u>20,578.05</u>
Total 10-5494 - Digital Popular Materials			<u>20,578.05</u>
Total 10-5490 - Electronic Services			25,052.05
10-5497 - Interlibrary Loan Fees			
	03/11/2022	IHLS-OCLC	328.24
Total 10-5497 - Interlibrary Loan Fees			<u>328.24</u>
Total 10-5400 - Materials			68,450.64
10-5500 - Processing			
10-5520 - Cataloging			
	03/11/2022	IHLS-OCLC	2,655.67
	03/11/2022	MIDWEST TAPE, LLC	99.00
	03/11/2022	OVERDRIVE, INC.	550.50
Total 10-5520 - Cataloging			<u>3,305.17</u>
Total 10-5500 - Processing			3,305.17

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	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-5600 - Supplies			
10-5611 - Supplies - Admin			
	03/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	218.40
	03/01/2022	Amazon Marketplace.com - CMPL Credit Card	27.96
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	75.92
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	69.93
Total 10-5611 - Supplies - Admin			<u>392.21</u>
10-5614 - Supplies - Circulation			
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	13.07
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	10.21
Total 10-5614 - Supplies - Circulation			<u>23.28</u>
10-5615 - Supplies - Maintenance			
	03/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,518.29
	02/28/2022	Walgreens - CMPL Credit Card	8.49
	02/28/2022	Berry Tire & Auto - CMPL Credit Card	45.00
	02/28/2022	Berry Tire & Auto - CMPL Credit Card	20.00
	03/11/2022	IDLEWOOD ELECTRIC SUPPLY INC.	-33.75
	03/11/2022	ACE HARDWARE OF LIBERTYVILLE, INC.	16.99
	02/28/2022	EBAY - CMPL Credit Card	170.26
	03/11/2022	FERGUSON ENTERPRISES, INC.	59.63
	03/11/2022	IDLEWOOD ELECTRIC SUPPLY INC.	89.84
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	35.97
Total 10-5615 - Supplies - Maintenance			<u>1,930.72</u>
10-5616 - Supplies - ILL			
	03/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	9.65
	03/11/2022	ULINE, INC	57.52
	03/11/2022	ULINE, INC	41.98
Total 10-5616 - Supplies - ILL			<u>109.15</u>
10-5618 - Supplies - Tech Services			
	03/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	686.53
	02/28/2022	Kapco - CMPL Credit Card	157.20
	03/11/2022	DEMCO, INC.	67.20
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	52.32
Total 10-5618 - Supplies - Tech Services			<u>963.25</u>
10-5660 - Supplies - Computer			
	03/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	364.81
	03/11/2022	CDW GOVERNMENT, INC.	477.98
Total 10-5660 - Supplies - Computer			<u>842.79</u>
10-5680 - Supplies - Staff Room			
	03/11/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	483.85
	03/11/2022	ACE HARDWARE OF LIBERTYVILLE, INC.	3.58
	03/11/2022	ULINE, INC	271.15
Total 10-5680 - Supplies - Staff Room			<u>758.58</u>
Total 10-5600 - Supplies			<u>5,019.98</u>

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	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
10-5700 - Vehicles			
10-5710 - Bookmobile Fuel			
	02/22/2022	VILLAGE-VERNON	104.01
	03/11/2022	VILLAGE-VERNON	64.93
Total 10-5710 - Bookmobile Fuel			<u>168.94</u>
10-5730 - Bookmobile Delivery Service			
	03/11/2022	WEAGLEY, LINDA	34.57
	02/22/2022	DITTMAN, SUSAN	34.16
Total 10-5730 - Bookmobile Delivery Service			<u>68.73</u>
10-5750 - Van Fuel			
	02/22/2022	VILLAGE-VERNON	176.76
	03/11/2022	VILLAGE-VERNON	189.51
Total 10-5750 - Van Fuel			<u>366.27</u>
Total 10-5700 - Vehicles			<u>603.94</u>
10-5800 - Computer Operations			
10-5865 - Remote Communications Expenses			
	03/11/2022	GAFKA, DEBORAH	10.00
	03/11/2022	KRAUSE, DONNA	10.00
	03/11/2022	LARSON, ANDREA	10.00
	03/11/2022	COMPTON, PATRICIA	10.00
	03/11/2022	MORTON, MARK	10.00
	03/11/2022	SCHOENFIELD, SONIA	10.00
	02/22/2022	DOWNS SAMUELSON, HALEY	10.00
Total 10-5865 - Remote Communications Expenses			<u>70.00</u>
10-5830 - Replacement Hardware/Software			
10-5831 - Rep Hrdwre/Sftwre - Admin			
	02/28/2022	Payflow/Paypal - CMPL Credit Card	30.00
	02/28/2022	Liberated Syndication - CMPL Credit Card	15.00
	03/11/2022	COMPUTER VIEW, INC.	300.00
	03/11/2022	COMPUTER VIEW, INC.	335.00
	02/28/2022	WhenToWork.com - CMPL Credit Card	600.00
Total 10-5831 - Rep Hrdwre/Sftwre - Admin			<u>1,280.00</u>
Total 10-5830 - Replacement Hardware/Software			<u>1,280.00</u>
10-5840 - LAN Services			
	03/11/2022	COMPUTER VIEW, INC.	44,100.00
Total 10-5840 - LAN Services			<u>44,100.00</u>
10-5860 - Internet			
	03/11/2022	AT&T	711.46
	02/22/2022	COMCAST	921.00
Total 10-5860 - Internet			<u>1,632.46</u>
Total 10-5800 - Computer Operations			<u>47,082.46</u>
10-5900 - Utilities			
10-5910 - Electricity			
10-5911 - Electricity - Aspen			

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	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-5911 - Electricity - Aspen	03/11/2022	CONSTELLATION NEW ENERGY, INC.	6,695.43
10-5912 - Electricity - Cook Park			<u>6,695.43</u>
Total 10-5912 - Electricity - Cook Park	03/11/2022	CONSTELLATION NEW ENERGY, INC.	9,051.71
Total 10-5910 - Electricity			<u>9,051.71</u>
10-5920 - Gas			15,747.14
10-5921 - Gas - Aspen			
Total 10-5921 - Gas - Aspen	03/11/2022	CONSTELLATION NATURAL GAS	414.65
10-5922 - Gas - Cook Park			<u>414.65</u>
Total 10-5922 - Gas - Cook Park	03/11/2022	CONSTELLATION NATURAL GAS	889.56
Total 10-5920 - Gas			<u>889.56</u>
10-5930 - Water			1,304.21
10-5932 - Water - Cook Park			
Total 10-5932 - Water - Cook Park	03/11/2022	VILLAGE-LIBERTYVILLE	694.12
Total 10-5930 - Water			<u>694.12</u>
Total 10-5900 - Utilities			<u>694.12</u>
10-6000 - Telephone			17,745.47
10-6010 - Telephone			
Total 10-6010 - Telephone	02/22/2022	PEERLESS NETWORK, INC.	1,137.14
10-6020 - Bookmobile - Telephone	02/25/2022	COMCAST	295.92
Total 10-6020 - Bookmobile - Telephone			<u>1,433.06</u>
Total 10-6000 - Telephone	02/25/2022	VERIZON WIRELESS SERVICES LLC	230.49
10-6200 - Maintenance			<u>230.49</u>
10-6210 - Janitorial Service			1,663.55
10-6211 - Janitorial Service - Aspen			
Total 10-6211 - Janitorial Service - Aspen	03/11/2022	COMPLETE CLEANING COMPANY, INC.	2,381.83
10-6212 - Janitorial Service - Cook Park			<u>2,381.83</u>
Total 10-6212 - Janitorial Service - Cook Park	03/11/2022	COMPLETE CLEANING COMPANY, INC.	3,818.89
Total 10-6210 - Janitorial Service			<u>3,818.89</u>
10-6230 - Snow Removal			6,200.72
10-6231 - Snow Removal - Aspen			
Total 10-6231 - Snow Removal - Aspen	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	191.00
Total 10-6230 - Snow Removal	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	191.00
Total 10-6231 - Snow Removal - Aspen	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	191.00
Total 10-6230 - Snow Removal	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	191.00

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	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	191.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	191.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	665.25
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	788.50
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	503.00
Total 10-6231 - Snow Removal - Aspen			3,102.75
10-6232 - Snow Removal - Cook Park			
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	352.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	101.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	101.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	101.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	101.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	101.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	101.00
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	366.50
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	480.50
	03/11/2022	JAMES MARTIN ASSOCIATES, INC.	253.00
Total 10-6232 - Snow Removal - Cook Park			2,058.00
Total 10-6230 - Snow Removal			5,160.75
10-6240 - Trash Removal			
10-6242 - Trash Removal - Cook Park			
	02/28/2022	GROOT INDUSTRIES, INC.	220.82
Total 10-6242 - Trash Removal - Cook Park			220.82
Total 10-6240 - Trash Removal			220.82
10-6250 - Miscellaneous			
10-6251 - Misc. Maintenance - Aspen			
	02/22/2022	AMS OF NORTHERN ILLINOIS	198.00
	03/11/2022	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 - Misc. Maintenance - Aspen			396.00
10-6252 - Misc. Maintenance - Cook Park			
	02/22/2022	AMS OF NORTHERN ILLINOIS	149.00
	03/11/2022	AMBIUS, LLC (19)	347.98
	03/11/2022	IRON MOUNTAIN INCORPORATED	100.09
	03/11/2022	AMS OF NORTHERN ILLINOIS	149.00
Total 10-6252 - Misc. Maintenance - Cook Park			746.07
Total 10-6250 - Miscellaneous			1,142.07
Total 10-6200 - Maintenance			12,724.36
10-6300 - Repair			
10-6340 - Service Contracts-Mech. & Bldg.			
10-6341 - Service Contracts - Aspen			
	02/22/2022	FIRE & SECURITY SERVICES, INC.	219.00
	02/22/2022	JOHNSON CONTROLS SECURITY SOLUTIONS	318.19
Total 10-6341 - Service Contracts - Aspen			537.19
10-6342 - Service Contracts - Cook Park			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
February 12 through March 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-6342 · Service Contracts - Cook Park	02/22/2022	JOHNSON CONTROLS SECURITY SOLUTIONS	363.84
			<u>363.84</u>
Total 10-6340 · Service Contracts-Mech. & Bldg.			901.03
10-6360 · Office Machine Service Contract			
Total 10-6360 · Office Machine Service Contract	03/11/2022	KONICA MINOLTA BUSINESS SOLUTIONS	487.13
			<u>487.13</u>
Total 10-6300 · Repair			1,388.16
10-6500 · Professional Services			
10-6520 · Legal Services			
Total 10-6520 · Legal Services	03/11/2022	KLEIN, THORPE AND JENKINS, LTD.	247.50
			<u>247.50</u>
10-6540 · Payroll Processing			
Total 10-6540 · Payroll Processing	02/24/2022		924.17
			<u>924.17</u>
10-6560 · Recruitment			
Total 10-6560 · Recruitment	03/11/2022	PEOPLEFACTS	287.84
	03/11/2022	PEOPLEFACTS	87.08
			<u>374.92</u>
10-6575 · Miscellaneous Services & Fees			
Total 10-6575 · Miscellaneous Services & Fees	02/28/2022		7.35
	02/28/2022		7.35
			<u>14.70</u>
Total 10-6500 · Professional Services			1,561.29
10-6600 · Improvements			
10-6650 · Copiers & Other Leased Equip			
Total 10-6650 · Copiers & Other Leased Equip	03/11/2022	KONICA MINOLTA	511.35
			<u>511.35</u>
Total 10-6600 · Improvements			511.35
10-6700 · Community Relations			
10-6710 · Newsletter			
Total 10-6710 · Newsletter	03/11/2022	VOGUE PRINTERS	8,747.00
			<u>8,747.00</u>
10-6712 · Graphics			
Total 10-6712 · Graphics	02/28/2022	Adobe Stock - CMPL Credit Card	29.99
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	87.46
			<u>117.45</u>
10-6720 · Programming - Adult			
10-6721 · Programs - Performances			
	03/11/2022	BOCHENEK, ANNETTE	200.00
	03/11/2022	PERIWINKLE ART STUDIO	250.00
	03/04/2022	HINSON, HAILEY AHANNA	120.00
	02/25/2022	VERY SMART PEOPLE LLC	200.00
	02/25/2022	RUDOLF, DAVE	25.00
	03/04/2022	HINSON, HAILEY AHANNA	120.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
February 12 through March 11, 2022

Date	Name	Paid Amount
03/11/2022	WALKER, RANDALL D.	137.50
02/25/2022	JUSTMAN, STEVEN H.	100.00
02/25/2022	MACKEY, CAROL	300.00
03/11/2022	KAREN CHAN FINANCIAL EDUCATION	250.00
03/11/2022	KAREN CHAN FINANCIAL EDUCATION	250.00
03/11/2022	GARY E. MIDKIFF & COMPANY	210.00
02/28/2022	Foreign Policy Assoc - CMPL Credit Card	447.70
03/11/2022	RAILS	575.00
03/07/2022	MAYBERRY, MELISSA	-150.00
03/11/2022	WASIK, JOHN	300.00
03/11/2022	KAREN CHAN FINANCIAL EDUCATION	250.00
03/04/2022	HINSON, HAILEY AHANNA	120.00
02/25/2022	PERNICK, BENJAMIN	150.00
03/11/2022	PERIWINKLE ART STUDIO	250.00
03/04/2022	HINSON, HAILEY AHANNA	120.00
02/25/2022	ISAACS, ANETTE	275.00
03/11/2022	WENSTRUP, GARY	250.00
02/25/2022	MATHIESEN, MARTINA	250.00
Total 10-6721 · Programs - Performances		5,000.20
10-6722 · Book Discussions&Author Events		
02/25/2022	KLEMSTEIN, STACEY A	100.00
03/11/2022	RAILS	575.00
Total 10-6722 · Book Discussions&Author Events		675.00
10-6723 · Other Expenditures		
03/11/2022	COMPTON, PATRICIA	19.96
Total 10-6723 · Other Expenditures		19.96
10-6725 · Genealogy		
03/11/2022	JOHNAS, JULIA A.	150.00
Total 10-6725 · Genealogy		150.00
10-6726 · Computer		
02/25/2022	MAYBERRY, MELISSA	150.00
02/25/2022	MONTANO, ESTEVAN	150.00
03/11/2022	MONTANO, ESTEVAN	150.00
02/25/2022	MAYBERRY, MELISSA	150.00
03/11/2022	MONTANO, ESTEVAN	150.00
03/11/2022	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer		900.00
Total 10-6720 · Programming - Adult		6,745.16
10-6740 · Programming - Children's		
02/28/2022	Pasquesi - CMPL Credit Card	10.52
02/28/2022	Dollar Tree - CMPL Credit Card	92.99
03/11/2022	ANDERSON, MARK	300.00
02/25/2022	SAM'S CLUB DIRECT	12.66
03/11/2022	BEVERLEY, JOEL	150.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
February 12 through March 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	218.90
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	7.05
	03/11/2022	ANDERSON, MARK	300.00
	03/11/2022	BAKER & TAYLOR - L5588902	64.52
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	10.98
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	217.30
	02/28/2022	Save Our Monarch - CMPL Credit Card	25.00
	02/28/2022	Eden Brothers - CMPL Credit Card	19.43
	02/28/2022	Target Store - CMPL Credit Card	14.84
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	6.42
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	107.36
	03/01/2022	Amazon Marketplace.com - CMPL Credit Card	110.02
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	6.95
	03/11/2022	ULINE, INC	65.24
	02/28/2022	Amazon Marketplace.com - CMPL Credit Card	31.02
	02/28/2022	Oriental Trading Co - CMPL Credit Card	49.96
Total 10-6740 - Programming - Children's			<u>1,821.16</u>
10-6790 - Workshops			
10-6791 - Workshops - Equipment			
	02/28/2022	Prusa3d.com - CMPL Credit Card	143.47
Total 10-6791 - Workshops - Equipment			<u>143.47</u>
Total 10-6790 - Workshops			<u>143.47</u>
Total 10-6700 - Community Relations			17,574.24
20-8210 - Employer IMRF Disbursements			
	02/24/2022		15,516.86
	03/11/2022		15,557.29
Total 20-8210 - Employer IMRF Disbursements			<u>31,074.15</u>
20-8250 - Employer Soc Security Tax Disb			
	02/24/2022		13,208.55
	03/11/2022		13,255.62
Total 20-8250 - Employer Soc Security Tax Disb			<u>26,464.17</u>
Total Expense			<u>646,830.80</u>
Net Ordinary Income			-600,795.34
Other Income/Expense			
Other Income			
10-9910 - Interfund Transfers - General			
	02/28/2022		-843,000.00
Total 10-9910 - Interfund Transfers - General			-843,000.00
60-9960 - Interfund Transfers-Spec Reserv			
	02/28/2022		843,000.00
Total 60-9960 - Interfund Transfers-Spec Reserv			<u>843,000.00</u>
Total Other Income			0.00
Other Expense			
60-9800 - Special Reserve Disbursements			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report By Class
 February 12 through March 11, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
60-9809 - Aspen - Paver/Front Entrance			
	03/11/2022	FEATHERSTONE, INC.	4,987.06
	03/11/2022	FEATHERSTONE, INC.	89.30
Total 60-9809 - Aspen - Paver/Front Entrance			<u>5,076.36</u>
60-9813 - Cook Park - Window Replacement			
	03/11/2022	FEATHERSTONE, INC.	5,012.94
	03/11/2022	FEATHERSTONE, INC.	158.75
Total 60-9813 - Cook Park - Window Replacement			<u>5,171.69</u>
Total 60-9800 - Special Reserve Disbursements			<u>10,248.05</u>
Total Other Expense			<u>10,248.05</u>
Net Other Income			<u>-10,248.05</u>
Net Income			<u>-611,043.39</u>



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

	February 2020			February 2022			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	9,024	34,165	43,189	7,391	30,669	38,060	-11.88%
Reciprocal Borrowing Patrons	491	6,438	6,929	388	5,488	5,876	-15.20%
Total	9,515	40,603	50,118	7,779	36,157	43,936	-12.33%

Visitors

	February 2020	February 2022	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Aspen Drive Library	20,110	10,095	-49.80%	153,535	87,299
Drive-Up		408			2,352	
Cook Park Library	21,700	11,421	-47.37%	199,899	95,896	-52.03%
Drive-Up	1,394	1,431	2.65%	10,864	11,262	3.66%
Outreach	1,564	213	-86.38%	13,014	4,274	-67.16%
Total	44,768	23,568	-47.36%	377,312	201,083	-46.71%

Program Attendance

	February 2020	February 2022	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Adult	1,837	1,097	-40.28%	11,465	7,672
Juvenile	1,261	1,123	-10.94%	13,267	7,706	-41.92%
Young Adult	64	9	-85.94%	335	351	4.78%
Total	3,162	2,229	-29.51%	25,067	15,729	-37.25%

Special Services

	February 2020	February 2022	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
	Reference Questions	7,411	4,961	-33.06%	59,532	39,052
Library App Users		547			3,900	
Online Databases*	9,987	3,871	-61.24%	46,202	28,509	-38.29%
www.cooklib.org	91,161	90,425	-0.81%	685,665	663,435	-3.24%
Holds Placed	16,376	13,512	-17.49%	131,675	114,488	-13.05%
Holds Filled	14,505	11,560	-20.30%	112,956	102,459	-9.29%
Homebound Items Delivered	926	740	-20.09%	8,341	6,491	-22.18%

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

Collection Size

	February 2020					February 2022					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	46,924	38,748		85,672	32.60%	49,437	43,365		92,802	33.83%	8.32%
Cook Park Library	55,441	106,368	146	161,955	61.64%	56,673	108,660	145	165,478	60.32%	2.18%
Outreach	12,117	3,008	11	15,136	5.76%	12,888	3,137	13	16,038	5.85%	5.96%
Total	114,482	148,124	157	262,763		118,998	155,162	158	274,318		4.40%

Librarian's Statistical Report - February 2022 - Page 2

Circulation

	February 2020				February 2022				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	10,457	22,064		32,521	8,884	20,004		28,888	-11.17%
Foreign Language	292	499		791	178	194		372	-52.97%
Large Type	1,541	25		1,566	1,312	14		1,326	-15.33%
Nonfiction	8,475	7,464		15,939	6,372	5,058		11,430	-28.29%
Periodicals	1,442	119		1,561	1,216	94		1,310	-16.08%
Subtotal Print	22,207	30,171		52,378	17,962	25,364		43,326	-17.28%
Bags and Containers			25	25			14	14	-44.00%
Equipment	168	2		170	123	1		124	-27.06%
Interlibrary Loan			245	245			105	105	-57.14%
LINKin	1,343			1,343	1,097			1,097	-18.32%
Multimedia		155		155		230		230	48.39%
Other	1		8	9			6	6	-33.33%
Subtotal Other	1,512	157	278	1,947	1,220	231	125	1,576	-19.05%
eAudiobooks			3,961	3,961			4,550	4,550	14.87%
eBooks			6,061	6,061			6,493	6,493	7.13%
eMagazines			671	671			318	318	-52.61%
eMusic			269	269			212	212	-21.19%
eVideo			495	495			941	941	90.10%
Subtotal Downloadables			11,457	11,457			12,514	12,514	9.23%
Audiobooks	1,023	599		1,622	505	456		961	-40.75%
Compact Discs	1,997	591		2,588	1,126	261		1,387	-46.41%
DVDs, Blu-Ray	17,938	5,772		23,710	8,238	2,293		10,531	-55.58%
Video Games	883	1,011		1,894	364	700		1,064	-43.82%
Subtotal Audiovisual	21,841	7,973		29,814	10,233	3,710		13,943	-53.23%
Grand Total All Agencies	45,560	38,301	11,735	95,596	29,415	29,305	12,639	71,359	-25.35%

Agency Subtotals

	February 2020	February 2022	Percent Change	FY 2020 To Date	FY 2022 To Date	Percent Change
Downloadables	11,457	12,514	9.23%	93,908	108,689	15.74%
Aspen Drive Library	24,983	16,552	-33.75%	195,230	144,011	-26.24%
Cook Park Library	52,886	38,908	-26.43%	446,135	337,878	-24.27%
Outreach	6,270	3,385	-46.01%	49,361	25,842	-47.65%
Total	95,596	71,359	-25.35%	784,634	616,420	-21.44%



Director's Report

March 2022

David Archer, Library Director

COVID Service Update

In addition to the lifting of the mask mandate by the State of Illinois, The CDC recently updated its guidance on COVID community transmission levels and recommended mitigations. COVID "Community Levels" are a new tool to help communities decide what prevention steps to take based on the latest data. Counties can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area.

Fortunately, in the Chicago area, the COVID Community Level is designated as low. At this level, the CDC recommends staying up to date with COVID-19 vaccines and getting tested if exhibiting symptoms. With this updated CDC guidance, our mask guidelines were updated accordingly effective February 28, 2022:

Patrons

1. Masks optional for all patrons while visiting the library and attending library programs.
2. Masks recommended for patrons age 2+ who are attending children's programs for kids under five, regardless of vaccination status. Programs are set up with distancing in place.
3. Mask guidelines on Bookmobile to be determined based on assessment of specific circumstances.

Staff

1. Masks optional for all staff unless under COVID protocols.
2. Masks recommended when interacting with children who appear to be under age five.
3. Mask guidelines on Bookmobile to be determined based on assessment of specific circumstances.
4. KN95 masks are available to any staff member to use during their work shift.
5. Current quarantine rules established by CDC are still in effect.

Factors that help shape our decision-making regarding masking:

1. Guidance from public health agencies (CDC, IDPH & Lake County).
2. Vaccine availability. Everyone age five and older is eligible for vaccines.
3. Masking practices of our peer libraries.
4. Masking practices of local schools and daycares.
5. Availability of drive-up services at both locations for patrons who prefer limited contact.
6. Continuation of select hybrid and virtual-only programs for patrons who prefer limited contact (even as in-person programming increases).

First Amendment Audits

Over the past few years, a handful of Chicago-area libraries have encountered people taking photographs or videos of employees, members of the public, and the library buildings and grounds. The purpose of these "First Amendment Audits," as they are commonly referred to, is to identify government policies and practices that allegedly infringe on an individual's constitutionally protected right to take photographs and videos in public places. While it may appear unusual to see someone taking photographs or videos inside a library building, the act of doing so is included within the First Amendment's guarantee of speech and press rights. Because photographs and audiovisual recordings are a means of disseminating ideas and information, courts have held that they are similar to speech. Therefore, when the government (i.e., a public library) restricts someone from taking photographs or videos, it is potentially interfering with an individual's First Amendment rights.

We have discussed these audits with staff and pointed out the following provisions from Article X of the Use of the Library Policy:

- Permission is not required for taking photographs or videos in public areas of Library buildings for personal, noncommercial use. Taking photographs and videos outside of Library buildings and/or of Library grounds also does not require permission. Photography must not interfere with staff and/or patron use of, or access to, the building.
- Taking photographs/videos of, or in, staff areas is prohibited as well as in bathrooms.
- The use of tripods, lights, or other equipment must be made at least one day in advance.
- Persons taking photographs and videos can't harass, intimidate, or threaten a patron or staff member. Please contact a supervisor or person-in-charge if this happens.

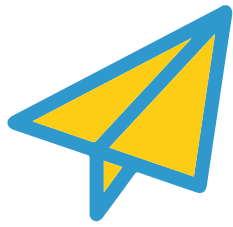
Library of Things

At last month's meeting it was suggested that the Library explore adding a Sous Vide Cooker to its circulating equipment. "Sous vide" is a French term that translates to "under vacuum." This type of cooking works by putting food in a plastic bag or container, removing all the air and cooking, sealed, under water at a specific temperature using a standalone immersion circulator that heats water and circulates it around the pot to maintain precise temperatures evenly.

A Library of Things is a collection of items for checkout that expands the boundaries of traditionally defined library materials. CMPLD checks out a number of digital items that would be considered non-traditional items such as Go-Pro cameras, Rokus and mobile hotspots. Other libraries have more expansive collections that include items such as a knife sharpener, stud finder, crochet needles, postal scale, radon detector, and a hot glue gun.

Library staff have been working on a proposal to expand the Library's collection of 'Things.' Factors such as identifying storage space to house these items is one of a number of factors that still need to be ironed out. Additionally, we would want to check with the experience of other libraries that have these items to see what issues we need to consider before purchasing. The Sous Vide Cooker will be considered as a potential addition to this collection.

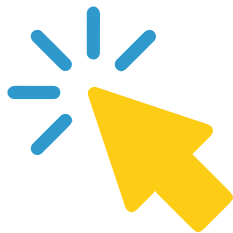
FEBRUARY EMAIL MARKETING STATS



37
total emails sent



46%
Avg. Open Rate
nonprofit avg. 34%



1%
Avg. Click Rate
nonprofit avg. 2%

List Name # of Contacts

Author Visits & Literary Events.....	2,048
Book Club Communications	334
Career & Job Events	294
Children's Events (birth-age 5).....	251
Children's Events (grades 1-5).....	1,265
Children's Events (middle school).....	506
Cinema Club Newsletter	110
CMPLD eNews	20,297
eLibrary News.....	556
Events (adults)	3,417
Events (high school)	464
Genealogy Events (adults)	426
Health & Wellness Events (adults).....	497
History Events (adults).....	522
Home, Cooking & Garden Events (adults).....	619
Movie Matinees (adults).....	763
Music Performances (adults).....	565
Personal Finance Presentations (adults)	326
Teacher Resources.....	209
Technology Classes (adults).....	465

Top Clicked-On Emails

1

CMPLD NEWS
February 1, 2022

Library News

Workshop Open Lab Hours
Drop in to [The Workshop](#) to use the equipment and work on your next project. Hours are subject to staffing availability. Please call the library.

- Mondays, 6-8:30 p.m. • Aspen Drive Library, Vernon Hills
- Saturdays, 9 a.m.-1 p.m. • Cook Park Library, Libertyville

2

HEALTHY COOKING:
SWEETS WITHOUT THE CALORIES & THE GUILT

This entertaining event is graciously sponsored by the Friends of the Library.

6:30 p.m. Thursday, February 10 [Virtual - YouTube](#) [REGISTER](#)

3

FAMILY MAKER AT HOME

Virtual Programs via YouTube [REGISTER](#)

4

Ten Warning Signs of Alzheimer's

6:30 p.m. Thursday, February 17 [Virtual - Zoom](#) [REGISTER](#)

5

MARCH MOVIE MATINEES

Ghostbusters: Afterlife
Thursday, March 3
Libertyville Civic Center
Friday, March 4 [Δ](#)

Belfast
Thursday, March 10
Libertyville Civic Center
Friday, March 11 [Δ](#)

Encanto
No Matinee Thursday, March 17
Friday, March 18 [Δ](#)

A Journal for Jordan
Thursday, March 24
Libertyville Civic Center
Friday, March 25 [Δ](#)


Coming 2 America
Thursday, March 31
Libertyville Civic Center
Friday, April 1 [Δ](#)

FEBRUARY SOCIAL MEDIA STATS

facebook


 **3,496**
page likes

 **37**
total posts

 **2,659**
unique users reached

Instagram

 **1,295**
followers


 **29**
total posts
+ 21 stories

 **1,770**
unique users reached

twitter

 **1,917**
followers

 **28**
total tweets

 **7,725**
total tweet views



- 1** Staff Hand Heart Video
1,088 reached; 235 engagements
- 2** Mary Mellang's Retirement
1,358 reached; 125 engagements
- 3** Circ Conversation Hearts
855 reached; 62 engagements
- 4** Bob's Super Bowl Jacket
967 reached; 40 engagements
- 5** Diamond Lake Students Delivered Valentines
800 reached; 44 engagements



- 1** Staff Hand Heart Video
450 reached; 85 engagements
- 2** Diamond Lake Students Delivered Valentines
378 reached; 52 engagements
- 3** Mary Mellang's Retirement
373 reached; 48 engagements
- 4** Bob's Super Bowl Jacket
440 reached; 37 engagements
- 5** Circ Conversation Hearts
257 reached; 37 engagements



- 1** Mary Mellang's Retirement
901 impressions; 57 engagements
- 2** Bob's Super Bowl Jacket
646 impressions; 33 engagements
- 3** Circ Conversation Hearts
464 impressions; 14 engagements
- 4** Laurie Frankel Author Visit
433 impressions; 10 engagements
- 5** Switch from OverDrive to Libby App
362 impressions; 23 engagements

Cook Memorial Public Library District

Investment Maturity Schedule

February 28, 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
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
16-Feb-2022	UBS Bk USA Salt Lake City UT CD	Interest					0.00				20.81				20.81
18-Feb-2022	Goldman Sachs BK USA New York, NY	Interest					0.00					126.03			126.03
28-Feb-2022	Chase Bank	Interest					0.00	2.15	7.66	9.81				2.15	7.66
28-Feb-2022	Ending Balance			370,000.00	1,105,000.00	0.00	1,475,000.00	56,469.58	201,034.74	357,493.82	164.47	310.28	18.66	66.32	559.73

Position Summary

Cook Memorial Public Library

Report date as of Feb 28, 2022

Report run time: March 01, 2022 05:02 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		369,665.07	-334.93	-0.09	310.00	0.08		
								100.68	0.08		
CD			370,000.00		369,665.07	-334.93	-0.09	310.00	0.08		
								100.68	0.08		
125,000	***STATE BK INDIA NEW YORK N Y C/D FDIC INS TO LIMITS 856285WT4060	08/16/2022	125,000.00	99.8722	124,840.25	-159.75	-0.13	187.50	0.15	0.15	0.00
								100.68	0.15		
245,000	UBS BK USA SALT LAKE CITY UT C/D FDIC INS TO LIMITS 90348JM56060	06/16/2022	245,000.00	99.9285	244,824.82	-175.18	-0.07	122.50	0.05	0.10	0.00
								0.00	0.05		
... 6414 / Cook Memorial PLD Special Res			1,105,000.00		1,091,154.06	-13,845.94	-1.25	3,557.50	0.33		
									0.32		
CD			1,105,000.00		1,091,154.06	-13,845.94	-1.25	3,557.50	0.33		
									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	98.4740	241,261.30	-3,738.70	-1.53	857.50	0.36	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	98.7644	241,972.78	-3,027.22	-1.24	367.50	0.15	0.15	0.00
								0.00	0.15		
125,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38149MYJ6060	02/17/2023	125,000.00	99.3285	124,160.62	-839.38	-0.67	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	98.8992	242,303.04	-2,696.96	-1.10	1,102.50	0.46	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	98.5536	241,456.32	-3,543.68	-1.45	980.00	0.41	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
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
28-Feb-2022		Interest	For February 2022	2.06	122.58	124.64			2.06	122.58	124.64
						0.00					0.00
28-Feb-2022	Ending Balance			10,775.93	641,871.58	652,647.51	0.00	0.00	17.85	1,063.05	1,080.90

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
17-Feb-2022	Maintenance Fee	Fee	Analysis for 01/22	(7.35)	
28-Feb-2022	Wintrust Bank	Interest	For February 2022	661.46	661.46
28-Feb-2022	Ending Balance			5,233,214.07	3,283.58

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
17-Feb-2022	Maintenance Fee	Fee	Analysis for 01/22	(7.35)	
28-Feb-2022	Wintrust Bank	Interest	For February 2022	108.47	108.47
28-Feb-2022 Ending Balance				1,231,905.48	363.09

RESOLUTION 2021-2022/19

RESOLUTION ADOPTING REVISED INVESTMENT POLICY

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

WHEREAS, the Library Board of Trustees last approved revisions to the Investment Policy (“Policy”) on August 20, 2013; and

WHEREAS, per the recommendation of a representative from JPMorgan Chase, language was added to Article VIII listing the types of investments that can be made using public funds based on the Illinois Public Funds Investment Act [30 ILCS 235/1 *et seq.*]; and

WHEREAS, the Finance and Employee Practices Committee, at their meeting on February 3, 2022, agreed on the need to update certain provisions of the Policy based upon the recommended changes from JPMorgan Chase, subject to review by legal counsel; and

WHEREAS, the Policy was subsequently reviewed by legal counsel and amended to comply with statutory requirements and/or provide other information as needed; and

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

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

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

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

PASSED this 15th day of March, 2022

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

INVESTMENT POLICY

- Yellow highlighted text and red text represents changes proposed by JP Morgan Chase investment advisor and Library staff
- Green highlighted text represents changes recommended by library legal counsel

Article I General Policy.

It is the policy of the [Cook Memorial Public Library District “(Library)” or “(CMPLD)”] Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library while conforming to all state and local statutes governing the investment of public funds. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235/1 *et seq.*] and the investments permitted are described therein.

Article II Scope.

This policy includes all funds governed by the Board of Library Trustees.

Article III Delegation of Authority.

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer of the Board of Library Trustees or the Treasurer’s appointed delegate. For purposes of this policy, the Treasurer hereby appoints the Library Director and/or Finance Director as its designated delegates. Those individuals who are responsible for the management and administrative responsibility of the Library’s investment program are referred to as Investment Officials in this policy.

Article IV Prudence.

The standard of prudence to be used by investment officials shall be the "prudent person" standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment Officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security’s credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Article V Objective[(s)].

A. The primary objective[(s)], in order of priority, shall be:

1. Legality – conformance with federal, state and other legal requirements.
2. Safety – preservation of capital and protection of investment principal.
3. Liquidity – Maintenance of sufficient liquidity to meet operating requirements.
4. Yield – Attainment of market rates return.
5. Simplicity of management.

B. The portfolio should be reviewed periodically as to its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and its general performance.

Article VI Ethics and Conflicts of Interest.

All Investment Officials shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The Investment Officials shall disclose to the Library Board any material financial interest in financial institutions that conduct business with the Library, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The investment officials shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

Article VII Authorized Financial Institutions.

Qualified and licensed financial institutions shall be selected which qualify as depositories or custodians under Illinois Law. In making these selections, the Library District shall consider the financial stability and strength of the institutions and the availability of financial data regarding the institution.

Should it become necessary to select an investment or money manager, at least three firms shall be considered prior to selection. Interviews may be conducted by the Board as a whole or by delegated Trustees and/or staff. The final selection will be made by the Board.

Article VIII Authorized and Suitable Investments.

Investments may be made in any type of security allowed for by Illinois statutes regarding the investment of public funds. Consistent with the GFOA Policy Statement on

State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy if and to the extent permitted by the Public Funds Investment Act (30 ILCS 235/1 *et seq.*).

- A. U.S. Government obligations, U.S. Government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
- B. **[Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 *et seq.*)]** ~~Certificates of deposit and other evidences of deposit at financial institutions, banker's acceptances, and commercial paper, rated in the highest tier (e.g. A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;~~
- C. **[Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district of the State of Illinois, or any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of CMPLD or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.]** ~~Investment-grade obligations of state and local governments and public authorities;~~
- [D. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than three years from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short term obligations of corporations.]**
- ~~D. Repurchase agreements whose underlying purchased securities consist of the foregoing;~~
- E. Money market mutual funds **[registered under the Investment Company Act of 1940 (15 U.S.C. A. 80a-1 *et seq.*), provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph A of this subsection and to agreements to repurchase such obligations.]** ~~regulated by the Securities Exchange Commission and whose portfolios consist of only dollar-dominated securities; and~~

F. Local governmental investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation.

Investment derivatives of the above instruments shall require authorization of the Board. (See the GFOA Recommended Practice on “Use of Derivatives by State and Local Governments,” 1994)

Article IX Collateralization.

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be insured with proof of such provided to Library or secured by some form of collateral, witnessed by a written agreement and held at an independent-third party institution in the name of [CMPLD] ~~the Library~~.

Article X Safekeeping and Custody.

All security transactions, including collateral for repurchase agreements, entered into by [CMPLD] ~~the Library~~ shall be conducted in a manner that ensures safety. The Library is required to keep receipts and a written record of all transactions.

Article XI Diversification and Maturation.

The Library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds. Diversification can be by investment type, number of institutions invested in, and or length of maturity.

Article XII Operational Procedures/Internal Control.

The investments are perused each month noting when the investments are maturing and what the cash needs are within each fund established by the Library. The Treasurer and Library Director shall discuss the cash needs within the respective funds and project investment or reinvestment in accordance to the highest rates and terms available at that time, any trades necessary shall be executed by the Library Director. No monies from any Library accounts are to be transferred into any accounts other than those accounts belonging to [CMPLD] ~~the Library~~. Bank confirmations are to be received on all investments transactions and all transfers between funds.

Article XIII Performance Standards.

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio. The investment portfolio, in times of stable interest rates, shall be measured against the interest rate paid on a money market account at the financial institution which is the largest depository.

Article XIV Reporting.

The Treasurer or designee shall prepare an investment report at least monthly which shall contain a summary of all accounts/investments opened and/or closed during the period. The report should be provided to the Board of Library Trustees and be available on request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date.

Article XV Investment Policy Adoption.

The investment policy shall be adopted by the Board of Library Trustees. The policy shall be reviewed on an as needed basis. Modifications made to the policy must be approved by the Board of Library Trustees.

Date

Secretary

Adopted: 12/21/99
Revised: 4/17/01
Revised: 1/20/04
Revised: 3/20/07
Revised: 2/17/09
Revised: 8/20/13
[Revised: 3/15/22]



Cook Memorial Public Library District

LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: March 15, 2022

FROM: David Archer, Library Director

AGENDA ITEM: Approval of Resolution 2021-2022(21) Adopting Revised Use of the Library Policy

The Board previously approved revisions to Article V, Notary Services, at the October 19, 2021 meeting based on legal counsel's recommendation to restrict the type of documents eligible to be notarized by library notaries. Since this last revision, legal counsel recommends that Power of Attorney documents also be included as ineligible documents.

At the October meeting, the board also asked that legal counsel be consulted about the need to reference the Illinois Right of Publicity law in the new Photography and Video section, Article XV. Accordingly, legal counsel amended the policy to reference this law.

The Right of Publicity Act protects against unauthorized "commercial" uses of an individual's identity. Section 5 defines use for a "commercial purpose" as a "public use" for the purpose of: (i) offering the sale of products, services, etc. (ii) advertising or promoting products, services, etc.; or (iii) fundraising.

RESOLUTION 2021-2022/21

RESOLUTION ADOPTING REVISED USE OF THE LIBRARY POLICY

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

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

WHEREAS, at the Meeting, Trustees asked that Article X on Photography and Video include reference to the Right of Publicity Act, 765 ILCS 1075/1 et seq., pending review by legal counsel; and

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

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

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

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

PASSED this 15th day of March, 2022

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

USE OF THE LIBRARY POLICY

Article I General Guidelines.

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

Article II Library Borrowing Privileges.

Section I Residents and Property Owners/Lessees.

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

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

Library cards are valid only during the period of residency.

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

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

Section 3 Temporary Residents.

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

Section 4 Reciprocal Borrowers.

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

Section 5 Nonresidents.

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

Article III Circulation Rules.

Section 1 Charges.

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

Section 2 Conditions of Circulation.

The Library Director shall establish reasonable regulations governing:

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

Section 3 Suspension of Borrowing Privileges.

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

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

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

Article IV Information Services.

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

Article V Notary Services.

The Library offers free limited notary services by appointment only for basic acknowledgement and affirmation of signatures to Library patrons.

Section 1 Scope.

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

Section 2 Guidelines.

- A. Documents must be signed in the presence of a Notary. The Notary will only attest to documents signed in their presence.
- B. Each person signing the document must be present for the Notary to notarize each individual signature.
- C. Documents must be completely filled out prior to presenting to the Notary, leaving no blank spaces other than where the individual will sign the document. Notaries may not

notarize any document with blank spaces.

- D. Documents in any other language other than English will not be notarized by the Notary.
- E. This policy requires that the Notary and the individual seeking notarization be able to communicate directly with each other. The Notary is not permitted to make use of a translator to communicate with a notary service customer.
- F. A valid ID with a signature and photo is required so that the Notary can verify the identity of the person seeking notary services. The ID must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs are a valid (unexpired) state driver's license or ID card, a valid (unexpired) United States military ID, or valid (unexpired) passport. Examples of unacceptable IDs are Social Security cards, a United States passport card, or student IDs that do not bear a photograph and signature. Notaries reserve the right to refuse to sign any document that they deem questionable and/or may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable ID.
- G. Individuals with documents requiring witnesses, in addition to the individual's signature and notarization, must bring the required number of people willing to serve as a witness. Library staff are unable to be witnesses and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification.
- H. Notaries cannot sign government I-9 forms or provide an Apostille. An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another.
- I. Illinois law does not authorize a Notary to certify copies of any document. Persons requesting certified copies of documents will be referred to the official who has custody of the original document or to the office where the document has been officially filed.
- J. A notary commission is personal to the Notary Public. Library staff who serve as a Notary Public shall follow the Notary laws of the State of Illinois and must adhere to the highest standards of competence and responsibility in providing notary public services. Notaries will not provide service if the individual,

document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Notary. In this event, the Notaries may at their sole discretion, decline to provide notary service.

K. Notaries shall correctly maintain a notary journal of all notarial acts they perform at the Library.

L. The Library reserves the right to refuse notary service at any time.

M. In consideration of using the free notary services of the Library, the individual using Library notary services must sign a Hold Harmless agreement holding the Library Notary and CMPLD harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated in the documents executed by the individual and from and against any and all claims and damages arising out of or resulting from any dissemination, distribution and copying of communication in any form between the individual using notary services and any other person or entity by any unauthorized person or persons.

Article VI Electronic Information and Computer Use.

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

Remote access to electronic media is restricted to CMPLD cardholders.

Article VII Programs and Use of Technology Equipment and Electronics.

A variety of programs are offered both at the Library and at other sites within the District as a means of fulfilling the Library's mission. Programs and activities sponsored by the Library are scheduled based upon perceived needs and interests of the community.

Presenters from for-profit organizations are not allowed to promote their products or services. Charges may be imposed to cover the costs of supplies, tickets or transportation. Authors are permitted to sell materials relating to their presentation. While most programs are open to CMPLD cardholders and non-cardholders alike, programs and activities may be limited at the discretion of the Library Director to CMPLD cardholders.

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

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

Article VIII Use of 3D Printers.

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

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

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

Article IX Teacher Services.

Section 1 Accounts for Teachers Teaching in District Schools.

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

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

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

Section 3 Library Privileges for Homeschooling Families.

Homeschooling parents residing in the District may apply for a homeschooling family card that grants all the privileges given to public and private school teachers. Cards must be renewed annually. These cards are fine-free and entitle the borrower to an extended loan period on curriculum-related materials subject to the overall limitations placed on the collection.

Section 4 Student Reserves.

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

Article X Tours of the Library.

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

Article XI Posting of Flyers.

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

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

Article XII Solicitations, Petitioning and Leafleting.

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

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

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

Article XIII Patron Behavior.

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

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

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

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

Any staff member witnessing or becoming aware of willfully disruptive behavior is empowered to dismiss the patron or group of patrons causing the disruption for the rest of

the day after consulting with a manager, supervisor or person-in-charge. If a child 14 years or younger is unable to leave the Library independently, staff will allow them to remain in the library under staff supervision until a parent or responsible adult can be notified (See Safe Child Policy).

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

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

Article IX Weapons, Hazardous Materials and Dangerous Behavior.

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

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

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

Article X Photography and Video

A. Permission is not required for taking photographs or videos in public areas of Library buildings for personal, noncommercial use. Taking photographs or videos of, or in, areas reserved for staff use only is prohibited. Photography in bathrooms, designated nursing areas or changing areas is also prohibited. Request to use tripods, lights, or other specialized equipment must be made at

least one business day in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block Library aisles, walkways, stairwells, doors, or exits.

- B. Taking photographs and videos outside of Library buildings and/or of Library grounds does not require permission. Activity may not impede the ingress or egress of patrons or staff to and from the building.
- C. The Library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library and is in accordance with the rest of this policy. Prior permission must be sought at least one week in advance. The Library may charge a fee to offset costs incurred to provide access to the facility.
- D. Meetings of the Library Board open to the public may be recorded by tape, film or other means and shall not disrupt the meeting or create a safety hazard (5 ILCS 120/1 et seq.).
- E. Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by **[applicable] law[, including but not limited to the Right of Publicity Act, 765 ILCS 1075/1 et seq.,]** from persons who can be identified in any photograph or video or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.
- F. The Library reserves the right to ask any individual or group violating this Policy to cease the taking of photographs or videos.

Date

Secretary

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