

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

August 16, 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 Thursday, August 16, 2022 will be held in the Meeting Room at the Aspen Drive Library, 701 Aspen Drive, Vernon Hills, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
  - a. Minutes of the Regular Meeting of July 19, 2022.
6. Approval of the Bills.
7. Report of the Director.
  - a. Statistical Report.
  - b. Narrative Report.
  - c. Personnel Report.
  - d. Investment Report.
8. Reports of Committees and Representatives.
  - a. Finance and Employee Practices.
  - b. Policy Review.
  - c. Building and Grounds
  - d. Development.
  - e. Technology.
  - f. Resources, Services and Long Range Planning.
  - g. Village of Libertyville Parking Commission Representative.
  - h. Friends' Representative.
  - i. RAILS Representative.
  - j. Historical Society Representative.

9. Other Business.

- a. Approval of Resolution 2022-2023/1, Authorizing the Destruction of Video Recordings of Open Meetings Conducted via Zoom for the Cook Memorial Public Library District Board of Trustees.
- b. Approval of Resolution 2022-2023/2, Authorizing the Destruction of Audio Recordings of Closed Sessions of the Cook Memorial Public Library District Board of Trustees.

10. Communications.

11. Upcoming Meetings and Events.

- a. Finance and Employee Practices Committee Meeting on Tuesday, September 6, 2022 at 6:30 p.m. at the Cook Park Library.
- b. Budget and Appropriation Hearing on Tuesday, September 20, 2022 at 6:15 p.m. at the Cook Park Library.
- c. Regular Board Meeting on Tuesday, September 20, 2022 at 6:30 p.m. at the Cook Park Library.
- d. Policy Review Committee Meeting on Tuesday, September 27, 2022 at 6:30 p.m. at the Cook Park Library.

12. Public Questions.

13. Adjournment.

Wendy Vieth, President  
Board of Library Trustees

August 12, 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](mailto:ADA@cooklib.org) or in writing, not less than five (5) business days prior to the meeting.*

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Balance Sheet by Class**  
 As of July 31, 2022 - Preliminary

	<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>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>1000 - Cash</b>						
10-1040 - Petty Cash	625					625
10-1045 - Cash on Hand - Aspen	60					60
10-1150 - Chase Operating A/C	1,997,110	524,760	555,776	24,073	200,036	3,301,755
10-1504 - Illinois Funds - General, IMRF	344,102	37,443			323,236	704,781
10-1509 - Wintrust MaxSafe Acct - General	3,998,602					3,998,602
60-1509 - Wintrust MaxSafe Acct - S/R					1,236,187	1,236,187
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,481					56,481
60-1551 - Chase Savings - SRF					201,076	201,076
<b>Total 10-1550 - Chase Savings Account</b>	<u>56,481</u>				<u>201,076</u>	<u>257,557</u>
<b>Total 1000 - Cash</b>	<u>6,396,980</u>	<u>562,203</u>	<u>555,776</u>	<u>24,073</u>	<u>1,960,535</u>	<u>9,499,567</u>
<b>2000 - Investments</b>						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	1,350,000					1,350,000
<b>Total 10-1502 - Investments - General Fund</b>	<u>1,350,000</u>					<u>1,350,000</u>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)					1,595,000	1,595,000
<b>Total 60-1501 - Investments - Special Reserve</b>					<u>1,595,000</u>	<u>1,595,000</u>
<b>Total 2000 - Investments</b>	<u>1,350,000</u>				<u>1,595,000</u>	<u>2,945,000</u>
<b>Total Checking/Savings</b>	<u>7,746,980</u>	<u>562,203</u>	<u>555,776</u>	<u>24,073</u>	<u>3,555,535</u>	<u>12,444,567</u>
<b>Other Current Assets</b>						
10-1990 - Friends of the Library 2	26,240					26,240
<b>Total Other Current Assets</b>	<u>26,240</u>					<u>26,240</u>
<b>Total Current Assets</b>	<u>7,773,220</u>	<u>562,203</u>	<u>555,776</u>	<u>24,073</u>	<u>3,555,535</u>	<u>12,470,807</u>
<b>TOTAL ASSETS</b>	<u><u>7,773,220</u></u>	<u><u>562,203</u></u>	<u><u>555,776</u></u>	<u><u>24,073</u></u>	<u><u>3,555,535</u></u>	<u><u>12,470,807</u></u>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						
20000 - Accounts Payable	0					0
<b>Total Accounts Payable</b>	<u>0</u>					<u>0</u>
<b>Credit Cards</b>						
10-2050 - Chase One Card	6,648					6,648

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Balance Sheet by Class**  
As of July 31, 2022 - Preliminary

	<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	6,648					6,648
Other Current Liabilities						
00-2100 · Payroll W/H & Payable						
10-2850 · Aflac Payable	231					231
10-2000 · Manual Payroll Checks	5,417					5,417
10-2300 · IMRF Payable-Employee Medicare	8,947					8,947
10-2600 · IMRF Voluntary Life Insurance	544					544
10-2700 · Dental and Vision	3,039					3,039
10-2800 · CO-OP 90's Medical Plan	14,641					14,641
10-2900 · Other Health Care-FSA	9,666					9,666
Total 00-2100 · Payroll W/H & Payable	42,485					42,485
20-2300 · IMRF Payable-Employer Medicare		15,990				15,990
Total Other Current Liabilities	42,485	15,990				58,475
Total Current Liabilities	49,133	15,990				65,123
Total Liabilities	49,133	15,990				65,123
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	4,089,644	148,591	555,776	23,873	2,961,246	7,779,130
32000 · Retained Earnings	-239,459	41,451		200	595,235	397,427
Net Income	3,873,902	356,172			-946	4,229,128
Total Equity	7,724,087	546,214	555,776	24,073	3,555,535	12,405,685
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,773,220</b>	<b>562,204</b>	<b>555,776</b>	<b>24,073</b>	<b>3,555,535</b>	<b>12,470,808</b>
UNBALANCED CLASSES	0					0

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Profit & Loss by Fund**

July 2022 - Preliminary

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
00-4000 · Property Tax	4,700,276	444,966	0	5,145,242
00-4050 · Replacement Tax	44,857	0	0	44,857
00-4100 · Interest Earned	6,122	0	1,558	7,680
00-4200 · Other	1,800	0	0	1,800
10-4350 · Fines	1,062	0	0	1,062
<b>Total Income</b>	<u>4,754,117</u>	<u>444,966</u>	<u>1,558</u>	<u>5,200,641</u>
<b>Gross Profit</b>	4,754,117	444,966	1,558	5,200,641
<b>Expense</b>				
10-5100 · Salaries	548,330	0	0	548,330
10-5200 · Benefits	54,933	0	0	54,933
10-5300 · Training	350	0	0	350
10-5400 · Materials	88,627	0	0	88,627
10-5500 · Processing	120	0	0	120
10-5600 · Supplies	1,263	0	0	1,263
10-5700 · Vehicles	792	0	0	792
10-5800 · Computer Operations	18,887	0	0	18,887
10-5900 · Utilities	10,267	0	0	10,267
10-6000 · Telephone	1,649	0	0	1,649
10-6100 · Postage	1,000	0	0	1,000
10-6200 · Maintenance	8,509	0	0	8,509
10-6300 · Repair	9,727	0	0	9,727
10-6500 · Professional Services	1,998	0	0	1,998
10-6600 · Improvements	505	0	0	505
10-6700 · Community Relations	6,666	0	0	6,666
10-7000 · Debt Service	126,594	0	0	126,594
20-8210 · Employer IMRF Disbursements	0	47,937	0	47,937
20-8250 · Employer Soc Security Tax Disb	0	40,857	0	40,857
<b>Total Expense</b>	<u>880,217</u>	<u>88,794</u>	<u>0</u>	<u>969,011</u>
<b>Net Ordinary Income</b>	3,873,900	356,172	1,558	4,231,630
<b>Other Income/Expense</b>				
<b>Other Expense</b>				

3:48 PM  
08/11/22  
Cash Basis

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Profit & Loss by Fund**

July 2022 - Preliminary

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
60-9800 - Special Reserve Disbursements	0	0	2,504	2,504
Total Other Expense	0	0	2,504	2,504
Net Other Income	0	0	-2,504	-2,504
Net Income	<u>3,873,900</u>	<u>356,172</u>	<u>-946</u>	<u>4,229,126</u>

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report July 2022 - Preliminary

	July 2022				Year To Date July 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
<b>Ordinary Income/Expense</b>												
<b>Income</b>												
00-4000 · Property Tax	5,145,242	0	5,145,242	0.00%	5,145,242	0	5,145,242	0.00%	#DIV/0!	0		
00-4050 · Replacement Tax	44,857	0	44,857	0.00%	44,857	0	44,857	0.00%	#DIV/0!	0		
00-4100 · Interest Earned	7,681	0	7,681	0.00%	7,681	0	7,681	0.00%	#DIV/0!	0		
00-4200 · Other	1,800	0	1,800	0.00%	1,800	0	1,800	0.00%	#DIV/0!	0		
10-4300 · Grants & Other Donations	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4330 · Friends of The Library	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4350 · Fines	1,062	0	1,062	0.00%	1,062	0	1,062	0.00%	#DIV/0!	0		
<b>Total Income</b>	<b>5,200,642</b>	<b>0</b>	<b>5,200,642</b>	<b>0.00%</b>	<b>5,200,642</b>	<b>0</b>	<b>5,200,642</b>	<b>0.00%</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Expense</b>												
10-5100 · Salaries	548,330	0	(548,330)	0.00%	548,330	0	(548,330)	0.00%	#DIV/0!	0	0.00%	0
10-5200 · Benefits	54,933	0	(54,933)	0.00%	54,933	0	(54,933)	0.00%	#DIV/0!	0	0.00%	0
10-5300 · Training	350	0	(350)	0.00%	350	0	(350)	0.00%	#DIV/0!	0	0.00%	0
10-5400 · Materials	88,627	0	(88,627)	0.00%	88,627	0	(88,627)	0.00%	#DIV/0!	0	0.00%	0
10-5500 · Processing	120	0	(120)	0.00%	120	0	(120)	0.00%	#DIV/0!	0	0.00%	0
10-5600 · Supplies	1,263	0	(1,263)	0.00%	1,263	0	(1,263)	0.00%	#DIV/0!	0	0.00%	0
10-5700 · Vehicles	792	0	(792)	0.00%	792	0	(792)	0.00%	#DIV/0!	0	0.00%	0
10-5800 · Computer Operations	18,887	0	(18,887)	0.00%	18,887	0	(18,887)	0.00%	#DIV/0!	0	0.00%	0
10-5900 · Utilities	10,267	0	(10,267)	0.00%	10,267	0	(10,267)	0.00%	#DIV/0!	0	0.00%	0
10-6000 · Telephone	1,649	0	(1,649)	0.00%	1,649	0	(1,649)	0.00%	#DIV/0!	0	0.00%	0
10-6100 · Postage	1,000	0	(1,000)	0.00%	1,000	0	(1,000)	0.00%	#DIV/0!	0	0.00%	0
10-6200 · Maintenance	8,509	0	(8,509)	0.00%	8,509	0	(8,509)	0.00%	#DIV/0!	0	0.00%	0
10-6300 · Repair	9,727	0	(9,727)	0.00%	9,727	0	(9,727)	0.00%	#DIV/0!	0	0.00%	0
10-6400 · Insurance	0	0	0	0.00%	0	0	0	0.00%	#DIV/0!	0	0.00%	0
10-6500 · Professional Services	1,998	0	(1,998)	0.00%	1,998	0	(1,998)	0.00%	#DIV/0!	0	0.00%	0
10-6600 · Improvements	505	0	(505)	0.00%	505	0	(505)	0.00%	#DIV/0!	0	0.00%	0
10-6700 · Community Relations	6,666	0	(6,666)	0.00%	6,666	0	(6,666)	0.00%	#DIV/0!	0	0.00%	0
10-6800 · Rent	0	0	0	0.00%	0	0	0	0.00%	0.00%	0	0.00%	0
10-6900 · Contingency	0	0	0	0.00%	0	0	0	0.00%	#DIV/0!	0	0.00%	0
10-7000 · Debt Service	126,594	0	(126,594)	0.00%	126,594	0	(126,594)	0.00%	#DIV/0!	0	0.00%	0
10-8010 · Capital Improvement Projects	0	0	0	0.00%	0	0	0	0.00%	0.00%	0	0.00%	0
20-8210 · Employer IMRF Disbursements	47,937	0	(47,937)	0.00%	47,937	0	(47,937)	0.00%	#DIV/0!	0	0.00%	0
20-8250 · Employer Soc Security Tax Disb	40,857	0	(40,857)	0.00%	40,857	0	(40,857)	0.00%	#DIV/0!	0	0.00%	0
<b>Total Expense</b>	<b>969,010</b>	<b>0</b>	<b>(969,010)</b>	<b>0.00%</b>	<b>969,010</b>	<b>0</b>	<b>(969,010)</b>	<b>0.00%</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report July 2022 - Preliminary

	July 2022				Year To Date July 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
<b>Net Ordinary Income (Expense)</b>	4,231,632	0	4,231,632		4,231,632	0	4,231,632			0		
<b>Other Income/Expense:</b>												
<b>Other Income</b>												
10-9100 · Other Income	0				0							
10-9910 · Interfund Transfers - General	0		0		(843,000)							
60-9960 · Interfund Transfers - Special Reserve	0		0		843,000							
<b>Total Other Income</b>	0		0		0							
<b>Other Expense</b>												
10-9500 · Other Expense	0		0		0							
50-8500 · Trust Disbursements	0	0	0		0	0						
60-9800 · Special Reserve Disbursements	2,504	0	(2,504)		2,504	0						
<b>Total Other Expense</b>	2,504	0	(2,504)		2,504	0						
<b>Net Other Income/(Expense)</b>	(2,504)	0	(2,504)		(2,504)	0						
<b>Net Income</b>	4,229,127	0	4,229,127		4,229,127	0				0		



## COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary

July 16 through August 12, 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
00-4000 · Property Tax	4,700,276.07	444,966.12	0.00	5,145,242.19
00-4050 · Replacement Tax	5,121.35	0.00	0.00	5,121.35
00-4100 · Interest Earned	6,122.34	0.00	1,558.16	7,680.50
00-4200 · Other	1,669.37	0.00	0.00	1,669.37
10-4350 · Fines	1,086.60	0.00	0.00	1,086.60
<b>Total Income</b>	<u>4,714,275.73</u>	<u>444,966.12</u>	<u>1,558.16</u>	<u>5,160,800.01</u>
<b>Gross Profit</b>	4,714,275.73	444,966.12	1,558.16	5,160,800.01
<b>Expense</b>				
10-5100 · Salaries	364,535.38	0.00	0.00	364,535.38
10-5200 · Benefits	47,845.25	0.00	0.00	47,845.25
10-5300 · Training	591.63	0.00	0.00	591.63
10-5400 · Materials	131,977.37	0.00	0.00	131,977.37
10-5500 · Processing	1,104.00	0.00	0.00	1,104.00
10-5600 · Supplies	9,861.51	0.00	0.00	9,861.51
10-5700 · Vehicles	232.57	0.00	0.00	232.57
10-5800 · Computer Operations	7,741.22	0.00	0.00	7,741.22
10-5900 · Utilities	7,234.64	0.00	0.00	7,234.64
10-6000 · Telephone	541.20	0.00	0.00	541.20
10-6200 · Maintenance	8,642.93	0.00	0.00	8,642.93
10-6300 · Repair	10,657.11	0.00	0.00	10,657.11
10-6500 · Professional Services	2,682.58	0.00	0.00	2,682.58
10-6600 · Improvements	6,892.00	0.00	0.00	6,892.00
10-6700 · Community Relations	9,761.14	0.00	0.00	9,761.14
20-8210 · Employer IMRF Disbursements	0.00	31,921.04	0.00	31,921.04
20-8250 · Employer Soc Security Tax Disb	0.00	27,167.90	0.00	27,167.90
<b>Total Expense</b>	<u>610,300.53</u>	<u>59,088.94</u>	<u>0.00</u>	<u>669,389.47</u>
<b>Net Ordinary Income</b>	4,103,975.20	385,877.18	1,558.16	4,491,410.54
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
60-9800 · Special Reserve Disbursements	0.00	0.00	7,043.82	7,043.82
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>7,043.82</u>	<u>7,043.82</u>

3:57 PM  
08/11/22  
Cash Basis

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT Bills Paid Summary

July 16 through August 12, 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Net Other Income	0.00	0.00	-7,043.82	-7,043.82
Net Income	<u>4,103,975.20</u>	<u>385,877.18</u>	<u>-5,485.66</u>	<u>4,484,366.72</u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>00-4000 - Property Tax</b>			
<b>10-4000 - Property Tax General</b>			
	07/25/2022		26,697.87
	07/25/2022		424,149.39
	07/25/2022		2,857.27
	07/25/2022		2,463,489.98
	07/28/2022		281,129.43
	07/28/2022		1,952.13
	07/31/2022		<u>1,500,000.00</u>
Total 10-4000 - Property Tax General			4,700,276.07
<b>20-4000 - Property Tax IMRF</b>			
	07/25/2022		377,725.28
	07/25/2022		40,422.23
	07/28/2022		<u>26,818.61</u>
Total 20-4000 - Property Tax IMRF			<u>444,966.12</u>
Total 00-4000 - Property Tax			5,145,242.19
<b>00-4050 - Replacement Tax</b>			
<b>10-4050 - Replacement Tax General</b>			
	08/10/2022		<u>5,121.35</u>
Total 10-4050 - Replacement Tax General			<u>5,121.35</u>
Total 00-4050 - Replacement Tax			5,121.35
<b>00-4100 - Interest Earned</b>			
<b>60-3109 - Interest-Wintrust MaxSafe - S/R</b>			
	07/31/2022		<u>1,550.23</u>
Total 60-3109 - Interest-Wintrust MaxSafe - S/R			1,550.23
<b>10-3109 - Interest-Wintrust MaxSafe - Gen</b>			
	07/31/2022		<u>5,172.86</u>
Total 10-3109 - Interest-Wintrust MaxSafe - Gen			5,172.86
<b>10-3180 - Interest - Money Market Fund</b>			
	07/31/2022		<u>947.25</u>
Total 10-3180 - Interest - Money Market Fund			947.25

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
<b>10-4100 · Interest Earned-General Fund</b>			
<b>10-4101 · Interest Income - Chase Savings</b>			
	07/31/2022		2.23
Total 10-4101 · Interest Income - Chase Savings			2.23
Total 10-4100 · Interest Earned-General Fund			2.23
<b>60-4100 · Interest Earned Special Reserve</b>			
<b>60-4101 · Interest Income - Chase Savings</b>			
	07/31/2022		7.93
Total 60-4101 · Interest Income - Chase Savings			7.93
Total 60-4100 · Interest Earned Special Reserve			7.93
Total 00-4100 · Interest Earned			7,680.50
<b>00-4200 · Other</b>			
<b>10-4400 · Lost Materials</b>			
	07/25/2022		183.37
	07/25/2022	SAVVIDIS, PANAGIOTA	50.94
	07/28/2022	CHERIAN, THOMAS	-19.99
	07/28/2022	GOHMANN, ANNE BAUER	-13.99
	07/28/2022	JOHNSON, CHRISTINA	-12.66
	07/28/2022	MILLER, KATHERINE	-8.99
	08/01/2022		124.06
	08/12/2022	ACQUINO, JENNIFER	-14.99
	08/12/2022	PETERSON, PAULINE	-8.80
	08/12/2022	OLUWANDE, PAULA	-27.99
	08/12/2022	PINI, CARLY	-7.99
	08/12/2022	REILLY, TOM	-31.11
	08/12/2022	SPRINGER, CAROLINE	-13.99
	08/12/2022	YOUNG, TARA	-14.99
Total 10-4400 · Lost Materials			182.88
<b>10-4450 · Copy Machine Income</b>			
<b>10-4451 · Aspen - Print/Copy Station</b>			
	08/05/2022		378.60
Total 10-4451 · Aspen - Print/Copy Station			378.60
<b>10-4452 · Cook Park - Print/Copy Station</b>			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	07/29/2022		1.95
	08/05/2022		561.95
Total 10-4452 · Cook Park - Print/Copy Station			<u>563.90</u>
Total 10-4450 · Copy Machine Income			942.50
<b>10-4500 · Misc - General Account</b>			
	07/25/2022		144.00
	07/25/2022		137.00
	08/01/2022		121.00
	08/01/2022		25.99
	08/01/2022		116.00
Total 10-4500 · Misc - General Account			<u>543.99</u>
Total 00-4200 · Other			1,669.37
<b>10-4350 · Fines</b>			
	07/25/2022		12.20
	07/25/2022		33.09
	07/31/2022		1,150.82
	07/31/2022		-163.51
	08/01/2022		42.50
	08/01/2022		11.50
Total 10-4350 · Fines			<u>1,086.60</u>
Total Income			<u>5,160,800.01</u>
Gross Profit			5,160,800.01
<b>Expense</b>			
<b>10-5100 · Salaries</b>			
<b>10-5110 · Administration Salaries</b>			
	07/29/2022		34,786.30
	08/12/2022		34,770.95
Total 10-5110 · Administration Salaries			<u>69,557.25</u>
<b>10-5120 · Adult Salaries</b>			
	07/29/2022		43,874.50
	08/12/2022		44,022.84
Total 10-5120 · Adult Salaries			<u>87,897.34</u>
<b>10-5130 · Children's Salaries</b>			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	07/29/2022		31,405.05
	08/12/2022		30,508.02
Total 10-5130 · Children's Salaries			61,913.07
<b>10-5140 · Circulation Salaries</b>			
	07/29/2022		27,027.62
	08/12/2022		26,597.81
Total 10-5140 · Circulation Salaries			53,625.43
<b>10-5145 · Maintenance Salaries</b>			
	07/29/2022		7,437.90
	08/12/2022		7,487.98
Total 10-5145 · Maintenance Salaries			14,925.88
<b>10-5150 · ILL Salaries</b>			
	07/29/2022		3,838.39
	08/12/2022		3,765.05
Total 10-5150 · ILL Salaries			7,603.44
<b>10-5155 · Outreach Salaries</b>			
	07/29/2022		8,664.73
	08/12/2022		8,217.65
Total 10-5155 · Outreach Salaries			16,882.38
<b>10-5160 · Tech Services Salaries</b>			
	07/29/2022		20,405.27
	08/12/2022		20,403.02
Total 10-5160 · Tech Services Salaries			40,808.29
<b>10-5165 · Shelves Salaries</b>			
	07/29/2022		5,541.76
	08/12/2022		5,780.54
Total 10-5165 · Shelves Salaries			11,322.30
Total 10-5100 · Salaries			364,535.38
<b>10-5200 · Benefits</b>			
<b>10-5210 · Health Insurance</b>			
	07/28/2022	NCPERS GROUP LIFE INS	224.00
	07/28/2022	AFLAC	92.52
	07/28/2022	BLUE CROSS BLUE SHIELD OF ILLINOIS	5,406.05

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	07/28/2022	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,364.32
	07/31/2022		100.00
	08/12/2022	COOPERATIVE 90'S MEDICAL	30,490.50
	08/12/2022	COOPERATIVE 90'S MEDICAL	5,463.50
Total 10-5210 · Health Insurance			43,140.89
<b>10-5220 · Dental/Vision Insurance</b>			
	07/28/2022	DELTA DENTAL OF ILLINOIS - VISION	261.58
	07/28/2022	DELTA DENTAL OF ILLINOIS - VISION	94.39
	07/31/2022		-574.39
	08/12/2022	COOPERATIVE 90'S DENTAL	3,090.50
	08/12/2022	COOPERATIVE 90'S DENTAL	1,184.50
Total 10-5220 · Dental/Vision Insurance			4,056.58
<b>10-5240 · Life Insurance</b>			
	07/28/2022	MADISON NATIONAL LIFE INS CO., INC.	265.54
Total 10-5240 · Life Insurance			265.54
<b>10-5270 · LTD Insurance</b>			
	07/28/2022	MADISON NATIONAL LIFE INS CO., INC.	382.24
Total 10-5270 · LTD Insurance			382.24
Total 10-5200 · Benefits			47,845.25
<b>10-5300 · Training</b>			
<b>10-5310 · Workshops</b>			
<b>10-5318 · Workshops - Tech Services</b>			
	07/31/2022	Library Juice Academy - CMPL Credit Card	200.00
Total 10-5318 · Workshops - Tech Services			200.00
Total 10-5310 · Workshops			200.00
<b>10-5320 · Travel</b>			
<b>10-5325 · Travel - Maintenance</b>			
	08/12/2022	ARNSWALD, KEN	37.63
Total 10-5325 · Travel - Maintenance			37.63
Total 10-5320 · Travel			37.63
<b>10-5330 · Memberships</b>			
<b>10-5332 · Memberships - Adults</b>			
	08/12/2022	AMERICAN LIBRARY ASSOCIATION	54.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-5332 · Memberships - Adults			54.00
<b>10-5333 · Memberships - Children's</b>			
	08/12/2022	AMERICAN LIBRARY ASSOCIATION	150.00
Total 10-5333 · Memberships - Children's			150.00
<b>10-5338 · Memberships - Tech Services</b>			
	07/31/2022	American Library Assoc - CMPL Credit Card	150.00
Total 10-5338 · Memberships - Tech Services			150.00
Total 10-5330 · Memberships			354.00
Total 10-5300 · Training			591.63
<b>10-5400 · Materials</b>			
<b>10-5410 · Books - Adult</b>			
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	902.36
	08/12/2022	GALE	236.72
	08/12/2022	GALE	30.39
	08/12/2022	GALE	28.79
	08/12/2022	GALE	57.58
	08/12/2022	GALE	25.59
	08/12/2022	GALE	4,967.88
	08/12/2022	GALE	154.47
	08/12/2022	GALE	83.97
	08/12/2022	GALE	29.59
	08/12/2022	GALE	60.78
	08/12/2022	GALE	30.39
	08/12/2022	GALE	103.48
	08/12/2022	LAKE COUNTY (IL) GENEALOGICAL SOCIETY	30.00
	08/12/2022	BAKER & TAYLOR - L5580152	412.38
	08/12/2022	BAKER & TAYLOR - L5742022	614.36
	08/12/2022	BAKER & TAYLOR - L5742022	247.40
	08/12/2022	BAKER & TAYLOR - L3966532	1,053.87
	08/12/2022	BAKER & TAYLOR - L5579912	237.46
	08/12/2022	BAKER & TAYLOR - L5742022	827.33
	08/12/2022	BAKER & TAYLOR - L5742022	595.78
	08/12/2022	BAKER & TAYLOR - L5742022	487.14



COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

July 16 through August 12, 2022

Date	Name	Paid Amount
08/12/2022	BAKER & TAYLOR - L5579912	184.39
08/12/2022	SENTRUM MARKETING, LLC	383.20
08/12/2022	BAKER & TAYLOR - L5742022	477.25
08/12/2022	BAKER & TAYLOR - L5742022	688.30
08/12/2022	BAKER & TAYLOR - L5580152	309.16
08/12/2022	BAKER & TAYLOR - L3966532	313.15
08/12/2022	BAKER & TAYLOR - C0209743	231.86
08/12/2022	BAKER & TAYLOR - C0209743	18.26
08/12/2022	BAKER & TAYLOR - C5217413	75.55
08/12/2022	GALE	76.77
08/12/2022	BAKER & TAYLOR - L3966532	1,283.58
08/12/2022	BENDER & CO., INC.	220.10
08/12/2022	CENTER POINT LARGE PRINT	164.79
08/12/2022	GALE	103.48
08/12/2022	GALE	30.39
08/12/2022	GALE	19,849.70
08/12/2022	BAKER & TAYLOR - L5742022	617.31
08/12/2022	BAKER & TAYLOR - L5580152	502.35
08/12/2022	BAKER & TAYLOR - L3966532	617.19
08/12/2022	BAKER & TAYLOR - L5742022	524.70
08/12/2022	BAKER & TAYLOR - L5579912	182.22
08/12/2022	BAKER & TAYLOR - L5580152	712.92
08/12/2022	BAKER & TAYLOR - L5742022	414.93
08/12/2022	BAKER & TAYLOR - L5742022	607.71
08/12/2022	BAKER & TAYLOR - L3966532	566.15
08/12/2022	BAKER & TAYLOR - L5579912	366.42
08/12/2022	GALE	55.98
Total 10-5410 · Books - Adult		40,795.52
<b>10-5415 · Books - Juvenile</b>		
07/31/2022	Amazon Marketplace.com - CMPL Credit Card	69.91
08/12/2022	BAKER & TAYLOR - L3966522	382.39
08/12/2022	BAKER & TAYLOR - L5580072	322.63
08/12/2022	BAKER & TAYLOR - L3966522	413.95

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	08/12/2022	BAKER & TAYLOR - L5580072	335.92
	08/12/2022	BAKER & TAYLOR - L5580072	623.78
	08/12/2022	BAKER & TAYLOR - L4231142	211.24
	08/12/2022	BAKER & TAYLOR - L3966522	586.57
	08/12/2022	BAKER & TAYLOR - L4231522	17.02
	08/12/2022	BAKER & TAYLOR - L5580072	267.23
	08/12/2022	BAKER & TAYLOR - L3966522	483.79
	08/12/2022	BAKER & TAYLOR - L4231142	323.78
	08/12/2022	BAKER & TAYLOR - L3966522	1,081.42
	08/12/2022	BAKER & TAYLOR - L5580072	1,896.69
	08/12/2022	BAKER & TAYLOR - L5580072	435.56
	08/12/2022	BAKER & TAYLOR - L3966522	1,059.49
	08/12/2022	BAKER & TAYLOR - L3966522	448.57
	08/12/2022	BAKER & TAYLOR - L4231522	79.44
	08/12/2022	BAKER & TAYLOR - L5580072	525.04
	08/12/2022	BAKER & TAYLOR - L4231142	176.50
Total 10-5415 · Books - Juvenile			9,740.92
<b>10-5420 · Audio/Visual - Adult</b>			
	07/31/2022	Walmart.com - CMPL Credit Card	57.94
	07/31/2022	Walmart - CMPL Credit Card	-57.94
	08/12/2022	MIDWEST TAPE, LLC	170.94
	08/12/2022	MIDWEST TAPE, LLC	295.08
	08/12/2022	MIDWEST TAPE, LLC	1,817.93
	08/12/2022	MIDWEST TAPE, LLC	1,482.84
	08/12/2022	MIDWEST TAPE, LLC	205.35
	08/12/2022	MIDWEST TAPE, LLC	754.96
	08/12/2022	MIDWEST TAPE, LLC	1,120.29
	08/12/2022	MIDWEST TAPE, LLC	316.32
	08/12/2022	MIDWEST TAPE, LLC	1,041.26
	08/12/2022	MIDWEST TAPE, LLC	285.09
Total 10-5420 · Audio/Visual - Adult			7,490.06
<b>10-5425 · Audio/Visual - Juvenile</b>			
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	29.42

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	08/12/2022	MIDWEST TAPE, LLC	82.44
	08/12/2022	MIDWEST TAPE, LLC	131.96
	08/12/2022	MIDWEST TAPE, LLC	67.44
Total 10-5425 · Audio/Visual - Juvenile			311.26
<b>10-5430 · Games - Adult</b>			
	08/12/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	122.03
Total 10-5430 · Games - Adult			122.03
<b>10-5435 · Games - Children</b>			
	08/12/2022	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	326.18
Total 10-5435 · Games - Children			326.18
<b>10-5440 · Periodicals - Adult</b>			
	07/31/2022	Chicago Tribune - CMPL Credit Card	159.92
	07/31/2022	Pioneer Press - CMPL Credit Card	32.50
	07/31/2022	Chicago Sun-Times - CMPL Credit Card	431.60
	07/31/2022	Daily Herald - CMPL Credit Card	473.20
	07/31/2022	Lake County News Sun - CMPL Credit Card	57.74
	08/12/2022	KANE COUNTY GENEALOGICAL SOCIETY	25.00
	08/12/2022	GENERAL SOCIETY OF MAYFLOWER	24.00
Total 10-5440 · Periodicals - Adult			1,203.96
<b>10-5445 · Periodicals - Juvenile</b>			
	08/12/2022	EBSCO INDUSTRIES INC	5.56
	08/12/2022	EBSCO INDUSTRIES INC	5.56
Total 10-5445 · Periodicals - Juvenile			11.12
<b>10-5450 · Circulating Technologies</b>			
<b>10-5453 · Circ Tech - Subscriptions</b>			
	07/31/2022	AppleTV.com - CMPLD Credit Card	4.99
	07/31/2022	HBOMAX.com - CMPL Credit Card	29.98
	07/31/2022	Hulu - CMPL Credit Card	13.98
	07/31/2022	Hulu - CMPL Credit Card	12.99
	07/31/2022	Hulu - CMPL Credit Card	27.98
	07/31/2022	Netflix.com - CMPL Credit Card	19.99
	07/31/2022	Netflix.com - CMPL Credit Card	39.98
	07/31/2022	Paramount+ - CMPL Credit Card	9.99

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	07/31/2022	Acorn TV - CMPL Credit Card	69.99
Total 10-5453 · Circ Tech - Subscriptions			<u>229.87</u>
Total 10-5450 · Circulating Technologies			229.87
<b>10-5490 · Electronic Services</b>			
<b>10-5491 · Online Databases</b>			
<b>10-5492 · Online Databases - Adults</b>			
	08/12/2022	A TO Z DATABASES	5,225.00
	08/12/2022	GALE	20,539.55
	08/12/2022	GALE	19,449.66
	08/12/2022	GALE	5,412.50
Total 10-5492 · Online Databases - Adults			<u>50,626.71</u>
<b>10-5493 · Online Databases - Children's</b>			
	08/12/2022	PROQUEST LLC	3,123.79
Total 10-5493 · Online Databases - Children's			<u>3,123.79</u>
Total 10-5491 · Online Databases			53,750.50
<b>10-5494 · Digital Popular Materials</b>			
<b>10-5495 · Dig. Popular Materials - Adults</b>			
	08/12/2022	OVERDRIVE, INC.	688.02
	08/12/2022	OVERDRIVE, INC.	1,128.65
	08/12/2022	MIDWEST TAPE, LLC	9,304.19
	08/12/2022	BIBLIOTHECA, LLC	3,352.70
	08/12/2022	BIBLIOTHECA, LLC	1,221.42
	08/12/2022	KANOPY INC.	496.00
	08/12/2022	OVERDRIVE, INC.	22.02
	08/12/2022	OVERDRIVE, INC.	1,767.70
Total 10-5495 · Dig. Popular Materials - Adults			<u>17,980.70</u>
Total 10-5494 · Digital Popular Materials			<u>17,980.70</u>
Total 10-5490 · Electronic Services			71,731.20
<b>10-5497 · Interlibrary Loan Fees</b>			
	08/12/2022	IHLS-OCLC	15.25
Total 10-5497 · Interlibrary Loan Fees			<u>15.25</u>
Total 10-5400 · Materials			131,977.37
<b>10-5500 · Processing</b>			

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
<b>10-5520 · Cataloging</b>			
	08/12/2022	MIDWEST TAPE, LLC	108.00
	08/12/2022	OVERDRIVE, INC.	996.00
Total 10-5520 · Cataloging			<u>1,104.00</u>
Total 10-5500 · Processing			1,104.00
<b>10-5600 · Supplies</b>			
<b>10-5611 · Supplies - Admin</b>			
	07/31/2022	Harland Clarke - CMPL Credit Card	166.72
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	11.04
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	16.98
	08/12/2022	ULINE, INC	34.50
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	32.81
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	40.92
Total 10-5611 · Supplies - Admin			<u>302.97</u>
<b>10-5613 · Supplies - Children's</b>			
	07/31/2022	Brickowl.com - CMPL Credit Card	5.97
	07/31/2022	Lakeshore Learning - CMPL Credit Card	38.98
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	22.97
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	9.22
	08/12/2022	ULINE, INC	61.18
Total 10-5613 · Supplies - Children's			<u>138.32</u>
<b>10-5614 · Supplies - Circulation</b>			
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	20.84
Total 10-5614 · Supplies - Circulation			<u>20.84</u>
<b>10-5615 · Supplies - Maintenance</b>			
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	6.13
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	30.00
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,210.95
	08/12/2022	ULINE, INC	150.25
	08/12/2022	LOWE'S	26.04
	08/12/2022	ACE HARDWARE OF LIBERTYVILLE, INC.	119.85
	08/12/2022	ACE HARDWARE OF LIBERTYVILLE, INC.	12.99
	08/12/2022	ACE HARDWARE OF LIBERTYVILLE, INC.	8.99

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	08/12/2022	ACE HARDWARE OF LIBERTYVILLE, INC.	12.99
	08/12/2022	ACE HARDWARE OF LIBERTYVILLE, INC.	-19.98
	08/12/2022	BATTERIES + BULBS	-13.22
	08/12/2022	BATTERIES + BULBS	30.18
Total 10-5615 · Supplies - Maintenance			1,575.17
<b>10-5617 · Supplies - Outreach</b>			
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	27.98
	08/12/2022	BATTERIES + BULBS	4.58
Total 10-5617 · Supplies - Outreach			32.56
<b>10-5618 · Supplies - Tech Services</b>			
<b>10-5625 · RFID Tags - Tech Services</b>			
	08/12/2022	BIBLIOTHECA, LLC	4,950.00
	08/12/2022	BIBLIOTHECA, LLC	1,593.20
	08/12/2022	BIBLIOTHECA, LLC	420.00
Total 10-5625 · RFID Tags - Tech Services			6,963.20
<b>10-5618 · Supplies - Tech Services - Other</b>			
	08/12/2022	DEMCO, INC.	73.56
	08/12/2022	DEMCO, INC.	209.20
	08/12/2022	ULINE, INC	89.47
	08/12/2022	ULINE, INC	-48.60
	08/12/2022	ULINE, INC	60.78
Total 10-5618 · Supplies - Tech Services - Other			384.41
Total 10-5618 · Supplies - Tech Services			7,347.61
<b>10-5660 · Supplies - Computer</b>			
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	20.28
Total 10-5660 · Supplies - Computer			20.28
<b>10-5680 · Supplies - Staff Room</b>			
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	42.91
	08/12/2022	ULINE, INC	186.61
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	194.24
Total 10-5680 · Supplies - Staff Room			423.76
Total 10-5600 · Supplies			9,861.51
<b>10-5700 · Vehicles</b>			

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
<b>10-5720 · Bookmobile Maintenance/Repair</b>			
	07/31/2022	Rondout Service Center - CMPL Credit Card	35.50
Total 10-5720 · Bookmobile Maintenance/Repair			35.50
<b>10-5760 · Van Maintenance/Repair</b>			
	07/31/2022	Napleton Ford - CMPL Credit Card	122.07
	07/31/2022	North End Garage - CMPL Credit Card	75.00
Total 10-5760 · Van Maintenance/Repair			197.07
Total 10-5700 · Vehicles			232.57
<b>10-5800 · Computer Operations</b>			
<b>10-5865 · Remote Communications Expenses</b>			
	08/12/2022	ECKMANN, ROBERT	10.00
	08/12/2022	GAFKA, DEBORAH	10.00
	08/12/2022	KRAUSE, DONNA	10.00
	08/12/2022	HANSEN, JO	10.00
	08/12/2022	LARSON, ANDREA	10.00
	08/12/2022	KING, BECKY	10.00
	08/12/2022	COMPTON, PATRICIA	10.00
	08/12/2022	DOWNS SAMUELSON, HALEY	10.00
	08/12/2022	DOWNS SAMUELSON, HALEY	5.00
	08/12/2022	MORTON, MARK	10.00
	08/12/2022	SCHOENFIELD, SONIA	5.00
Total 10-5865 · Remote Communications Expenses			100.00
<b>10-5830 · Replacement Hardware/Software</b>			
<b>10-5831 · Rep Hrdwre/Sftwre - Admin</b>			
	07/31/2022	Liberated Syndication - CMPL Credit Card	15.00
	07/31/2022	Payflow/Paypal - CMPL Credit Card	30.00
	07/31/2022	Timely - CMPL Credit Card	200.00
	07/31/2022	Techsoup - CMPL Credit Card	60.00
	07/31/2022	Heinemann - CMPL Credit Card	25.00
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	449.99
	07/31/2022	qr-code-generator.com - CMPL Credit Card	182.71
	08/04/2022	TRICERAT	74.97
	08/12/2022	CDW GOVERNMENT, INC.	2,231.27

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	08/12/2022	CDW GOVERNMENT, INC.	316.31
	08/12/2022	CDW GOVERNMENT, INC.	2,657.04
	08/12/2022	CDW GOVERNMENT, INC.	948.93
Total 10-5831 · Rep Hrdwre/Sftwre - Admin			7,191.22
Total 10-5830 · Replacement Hardware/Software			7,191.22
<b>10-5860 · Internet</b>			
	08/12/2022	COMPUTER VIEW, INC.	450.00
Total 10-5860 · Internet			450.00
Total 10-5800 · Computer Operations			7,741.22
<b>10-5900 · Utilities</b>			
<b>10-5910 · Electricity</b>			
<b>10-5911 · Electricity - Aspen</b>			
	08/12/2022	CONSTELLATION NEW ENERGY, INC.	2,273.74
Total 10-5911 · Electricity - Aspen			2,273.74
<b>10-5912 · Electricity - Cook Park</b>			
	08/12/2022	CONSTELLATION NEW ENERGY, INC.	3,125.89
Total 10-5912 · Electricity - Cook Park			3,125.89
Total 10-5910 · Electricity			5,399.63
<b>10-5920 · Gas</b>			
<b>10-5921 · Gas - Aspen</b>			
	08/12/2022	CONSTELLATION NATURAL GAS	166.90
Total 10-5921 · Gas - Aspen			166.90
<b>10-5922 · Gas - Cook Park</b>			
	08/12/2022	CONSTELLATION NATURAL GAS	298.88
Total 10-5922 · Gas - Cook Park			298.88
Total 10-5920 · Gas			465.78
<b>10-5930 · Water</b>			
<b>10-5931 · Water - Aspen</b>			
	07/31/2022	LAKE COUNTY DEPARTMENT OF PUBLIC WORKS	1,369.23
Total 10-5931 · Water - Aspen			1,369.23
Total 10-5930 · Water			1,369.23
Total 10-5900 · Utilities			7,234.64



**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
<b>10-6000 · Telephone</b>			
<b>10-6010 · Telephone</b>			
	07/28/2022	COMCAST	311.41
Total 10-6010 · Telephone			<u>311.41</u>
<b>10-6020 · Bookmobile - Telephone</b>			
	07/28/2022	VERIZON WIRELESS SERVICES LLC	229.79
Total 10-6020 · Bookmobile - Telephone			<u>229.79</u>
Total 10-6000 · Telephone			<u>541.20</u>
<b>10-6200 · Maintenance</b>			
<b>10-6210 · Janitorial Service</b>			
<b>10-6211 · Janitorial Service - Aspen</b>			
	08/12/2022	COMPLETE CLEANING COMPANY, INC.	2,381.83
Total 10-6211 · Janitorial Service - Aspen			<u>2,381.83</u>
<b>10-6212 · Janitorial Service - Cook Park</b>			
	08/12/2022	COMPLETE CLEANING COMPANY, INC.	3,818.89
Total 10-6212 · Janitorial Service - Cook Park			<u>3,818.89</u>
Total 10-6210 · Janitorial Service			<u>6,200.72</u>
<b>10-6220 · Landscaping Service</b>			
<b>10-6221 · Landscaping - Aspen</b>			
	08/12/2022	LANDSCAPE CONCEPTS, INC.	773.88
Total 10-6221 · Landscaping - Aspen			<u>773.88</u>
<b>10-6222 · Landscaping - Cook Park</b>			
	08/12/2022	LANDSCAPE CONCEPTS, INC.	517.13
Total 10-6222 · Landscaping - Cook Park			<u>517.13</u>
Total 10-6220 · Landscaping Service			<u>1,291.01</u>
<b>10-6240 · Trash Removal</b>			
<b>10-6242 · Trash Removal - Cook Park</b>			
	07/31/2022	GROOT INDUSTRIES, INC.	228.55
Total 10-6242 · Trash Removal - Cook Park			<u>228.55</u>
Total 10-6240 · Trash Removal			<u>228.55</u>
<b>10-6250 · Miscellaneous</b>			
<b>10-6251 · Misc. Maintenance - Aspen</b>			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	08/12/2022	ANDERSON PEST SOLUTIONS	93.40
	08/12/2022	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen			291.40
<b>10-6252 · Misc. Maintenance - Cook Park</b>			
	08/12/2022	AMBIUS, LLC (19)	374.98
	08/12/2022	IRON MOUNTAIN INCORPORATED	107.27
	08/12/2022	IRON MOUNTAIN INCORPORATED	106.56
	08/12/2022	IRON MOUNTAIN INCORPORATED	-106.56
	08/12/2022	AMS OF NORTHERN ILLINOIS	149.00
Total 10-6252 · Misc. Maintenance - Cook Park			631.25
Total 10-6250 · Miscellaneous			922.65
Total 10-6200 · Maintenance			8,642.93
<b>10-6300 · Repair</b>			
<b>10-6320 · Building &amp; Grounds Repairs</b>			
<b>10-6321 · Building Repairs - Aspen</b>			
	08/12/2022	UMB DENSTOCK ELECTRIC, INC.	800.00
Total 10-6321 · Building Repairs - Aspen			800.00
<b>10-6322 · Building Repairs - Cook Park</b>			
	08/12/2022	ARROW PLUMBING, INC.	220.00
Total 10-6322 · Building Repairs - Cook Park			220.00
Total 10-6320 · Building & Grounds Repairs			1,020.00
<b>10-6340 · Service Contracts-Mech. &amp; Bldg.</b>			
<b>10-6341 · Service Contracts - Aspen</b>			
	08/12/2022	SCHINDLER ELEVATOR CORPORATION	5,965.92
	08/12/2022	ESSCOE, L.L.C.	456.00
	08/12/2022	SHERMAN MECHANICAL, INC.	1,453.50
Total 10-6341 · Service Contracts - Aspen			7,875.42
<b>10-6342 · Service Contracts - Cook Park</b>			
	07/28/2022	SCHINDLER ELEVATOR CORPORATION	557.01
	08/12/2022	ESSCOE, L.L.C.	1,204.68
Total 10-6342 · Service Contracts - Cook Park			1,761.69
Total 10-6340 · Service Contracts-Mech. & Bldg.			9,637.11

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-6300 · Repair			10,657.11
<b>10-6500 · Professional Services</b>			
<b>10-6520 · Legal Services</b>			
	08/12/2022	KLEIN, THORPE AND JENKINS, LTD.	1,001.63
Total 10-6520 · Legal Services			1,001.63
<b>10-6540 · Payroll Processing</b>			
	07/29/2022		396.58
	08/12/2022		710.37
Total 10-6540 · Payroll Processing			1,106.95
<b>10-6560 · Recruitment</b>			
	07/31/2022	RecruiterBox.com - CMPL Credit Card	574.00
Total 10-6560 · Recruitment			574.00
Total 10-6500 · Professional Services			2,682.58
<b>10-6600 · Improvements</b>			
<b>10-6610 · Furniture</b>			
<b>10-6614 · Furniture - Circulation</b>			
	08/12/2022	LIBRARY FURNITURE INTERNATIONAL, INC.	3,071.00
	08/12/2022	LIBRARY FURNITURE INTERNATIONAL, INC.	2,115.00
	08/12/2022	LIBRARY FURNITURE INTERNATIONAL, INC.	1,706.00
Total 10-6614 · Furniture - Circulation			6,892.00
Total 10-6610 · Furniture			6,892.00
Total 10-6600 · Improvements			6,892.00
<b>10-6700 · Community Relations</b>			
<b>10-6710 · Newsletter</b>			
	08/04/2022	U.S. POSTMASTER	2,423.20
Total 10-6710 · Newsletter			2,423.20
<b>10-6712 · Graphics</b>			
	07/31/2022	ADOBE - CMPL Credit Card	29.99
Total 10-6712 · Graphics			29.99
<b>10-6720 · Programming - Adult</b>			
<b>10-6721 · Programs - Performances</b>			
	07/31/2022	Mariano's - CMPL Credit Card	55.36
	07/31/2022	Macianos Pizzeria - CMPL Credit Card	124.46

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	08/04/2022	SIMPLY BRIAN PRODUCTIONS LLC	150.00
	08/12/2022	GARY E. MIDKIFF & COMPANY	210.00
	08/12/2022	ALEXANDER, GREGORY	200.00
	08/12/2022	BROWN, CHERYL	285.00
	08/12/2022	MADDOX, SUSAN K.	400.00
	08/12/2022	SACRED LOTUS HEART	120.00
	08/12/2022	SACRED LOTUS HEART	120.00
	08/12/2022	SACRED LOTUS HEART	120.00
	08/12/2022	SACRED LOTUS HEART	120.00
	08/12/2022	SACRED LOTUS HEART	120.00
	08/12/2022	BRADFORD, BARRY	250.00
	08/12/2022	GUGALA, VALERIE	300.00
	08/12/2022	HOLMES, JEORGE G.	150.00
	08/12/2022	PERIWINKLE ART STUDIO	250.00
Total 10-6721 · Programs - Performances			2,974.82
<b>10-6723 · Other Expenditures</b>			
	07/28/2022	SAM'S CLUB DIRECT	11.96
Total 10-6723 · Other Expenditures			11.96
<b>10-6725 · Genealogy</b>			
	08/12/2022	CHAPLIN, LAURA E.	150.00
Total 10-6725 · Genealogy			150.00
<b>10-6726 · Computer</b>			
	08/12/2022	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer			150.00
Total 10-6720 · Programming - Adult			3,286.78
<b>10-6740 · Programming - Children's</b>			
	07/31/2022	HITZ PIZZA - CMPL Credit Card	71.68
	07/31/2022	Apple.com - CMPL Credit Card	210.38
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	24.94
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	7.89
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	8.95
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	10.53
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	17.47

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Bills Paid Report By Class

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	28.39
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	28.69
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	41.64
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	79.09
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	94.37
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	107.43
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	126.46
	07/31/2022	Walmart.com - CMPL Credit Card	15.94
	07/31/2022	Michaels - CMPL Credit Card	25.91
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	7.99
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	69.28
	08/01/2022	ANDERSON, MARK	300.00
	08/12/2022	BEVERLEY, JOEL	150.00
	08/12/2022	SCHATTNER, JACQUELINE	150.00
	08/12/2022	ULINE, INC	67.83
Total 10-6740 · Programming - Children's			<u>1,644.86</u>
<b>10-6760 · Promotions/Prizes</b>			
<b>10-6761 · Promotions/Prizes- Admin/Gen</b>			
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	821.10
	08/12/2022	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	73.87
Total 10-6761 · Promotions/Prizes- Admin/Gen			<u>894.97</u>
<b>10-6762 · Promotions/Prizes- Adults</b>			
	08/12/2022	LARSON, ANDREA	600.00
Total 10-6762 · Promotions/Prizes- Adults			<u>600.00</u>
<b>10-6763 · Promotions/Prizes - Children's</b>			
	08/12/2022	BAKER & TAYLOR - L5588902	53.77
Total 10-6763 · Promotions/Prizes - Children's			<u>53.77</u>
<b>10-6770 · Promotions/Prizes - YA</b>			
	08/12/2022	BAKER & TAYLOR - L5588902	71.66
	08/12/2022	BAKER & TAYLOR - L5588902	71.66
Total 10-6770 · Promotions/Prizes - YA			<u>143.32</u>
Total 10-6760 · Promotions/Prizes			<u>1,692.06</u>
<b>10-6780 · Digital Studios</b>			

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
<b>10-6781 · Digital Studios - Equipment</b>			
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	37.95
Total 10-6781 · Digital Studios - Equipment			37.95
Total 10-6780 · Digital Studios			37.95
<b>10-6790 · Workshops</b>			
<b>10-6792 · Workshops - Software</b>			
	07/31/2022	Cricut - CMPL Credit Card	10.76
Total 10-6792 · Workshops - Software			10.76
<b>10-6793 · Workshops - Programs/Classes</b>			
	07/31/2022	Inventables.com - CMPL Credit Card	126.10
	07/31/2022	Inventables.com - CMPL Credit Card	-11.72
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	26.66
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	36.99
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	73.90
	07/31/2022	Amazon Marketplace.com - CMPL Credit Card	187.70
	07/31/2022	Johnsons Plastics Plus - CMPL Credit Card	33.38
	07/31/2022	Johnsons Plastics Plus - CMPL Credit Card	99.26
	08/12/2022	MURROW, JOE	40.37
Total 10-6793 · Workshops - Programs/Classes			612.64
<b>10-6794 · Workshops - Supplies</b>			
	08/12/2022	MURROW, JOE	22.90
Total 10-6794 · Workshops - Supplies			22.90
Total 10-6790 · Workshops			646.30
Total 10-6700 · Community Relations			9,761.14
<b>20-8210 · Employer IMRF Disbursements</b>			
	07/29/2022		15,989.37
	08/12/2022		15,931.67
Total 20-8210 · Employer IMRF Disbursements			31,921.04
<b>20-8250 · Employer Soc Security Tax Disb</b>			
	07/29/2022		13,638.56
	08/12/2022		13,529.34
Total 20-8250 · Employer Soc Security Tax Disb			27,167.90

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

**Bills Paid Report By Class**

July 16 through August 12, 2022

	<u>Date</u>	<u>Name</u>	<u>Paid Amount</u>
Total Expense			669,389.47
Net Ordinary Income			4,491,410.54
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>60-9800 - Special Reserve Disbursements</b>			
<b>60-9809 - Aspen - Paver/Front Entrance</b>			
	08/12/2022	FEATHERSTONE, INC.	839.05
	08/12/2022	LANDWORKS, LTD.	4,718.25
Total 60-9809 - Aspen - Paver/Front Entrance			5,557.30
<b>60-9813 - Cook Park - Window Replacement</b>			
	08/12/2022	FEATHERSTONE, INC.	1,486.52
Total 60-9813 - Cook Park - Window Replacement			1,486.52
Total 60-9800 - Special Reserve Disbursements			7,043.82
Total Other Expense			7,043.82
Net Other Income			-7,043.82
<b>Net Income</b>			<b>4,484,366.72</b>



# Cook Memorial Public Library District

## Librarian's Statistical Report - Page 1

### July 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.

	July 2021			July 2022			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,736	30,217	37,953	7,298	31,291	38,589	1.68%
Reciprocal Borrowing Patrons	401	5,596	5,997	396	5,589	5,985	-0.20%
<b>Total</b>	<b>8,137</b>	<b>35,813</b>	<b>43,950</b>	<b>7,694</b>	<b>36,880</b>	<b>44,574</b>	<b>1.42%</b>

### Visitors

	July 2021	July 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Aspen Drive Library	10,338	11,768	13.83%	10,338	11,768	13.83%
Drive-Up		359			359	
Cook Park Library	14,847	18,066	21.68%	14,847	18,066	21.68%
Drive-Up	1,420	1,265	-10.92%	1,420	1,265	-10.92%
Outreach	445	342	-23.15%	445	342	-23.15%
<b>Total</b>	<b>27,050</b>	<b>31,800</b>	<b>17.56%</b>	<b>27,050</b>	<b>31,800</b>	<b>17.56%</b>

### Program Attendance

	July 2021	July 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Adult	735	1,057	43.81%	735	1,057	43.81%
Juvenile	1,290	2,412	86.98%	1,290	2,412	86.98%
Young Adult	39	106	171.79%	39	106	171.79%
	2,064	3,575	73.21%	2,064	3,575	73.21%

### Special Services

	July 2021	July 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Reference Questions	5,578	6,384	14.45%	5,578	6,384	14.45%
Library App Users	381	662	73.75%	381	662	73.75%
Online Databases*	2,480	3,163	27.54%	2,480	3,163	27.54%
www.cooklib.org	78,389	99,925	27.47%	78,389	99,925	27.47%
Holds Placed	14,420	12,678	-12.08%	14,420	12,678	-12.08%
Holds Filled	12,455	11,639	-6.55%	12,455	11,639	-6.55%
Homebound Items Delivered	497	663	33.40%	497	663	33.40%

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

### Collection Size

	July 2021				Percent of Total	July 2022				Percent of Total	Percent Change
	Juvenile	Adult	Other	Total		Juvenile	Adult	Other	Total		
Aspen Drive Library	48,711	42,254		90,965	33.39%	49,665	43,169		92,834	33.84%	2.05%
Cook Park Library	56,959	108,725	140	165,824	60.88%	57,508	108,018	145	165,671	60.39%	-0.09%
Outreach	12,655	2,940	13	15,608	5.73%	12,840	2,975	13	15,828	5.77%	1.41%
<b>Total</b>	<b>118,325</b>	<b>153,919</b>	<b>153</b>	<b>272,397</b>		<b>120,013</b>	<b>154,162</b>	<b>158</b>	<b>274,333</b>		<b>0.71%</b>



## Librarian's Statistical Report - July 2022 - Page 2

### Circulation

	July 2021				July 2022				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	11,979	24,110		36,089	11,620	23,658		35,278	-2.25%
Foreign Language	232	254		486	260	183		443	-8.85%
Large Type	1,437	39		1,476	1,494	15		1,509	2.24%
Nonfiction	7,319	5,700		13,019	6,785	5,106		11,891	-8.66%
Periodicals	1,264	147		1,411	1,054	122		1,176	-16.65%
<b>Subtotal Print</b>	<b>22,231</b>	<b>30,250</b>		<b>52,481</b>	<b>21,213</b>	<b>29,084</b>		<b>50,297</b>	<b>-4.16%</b>
Bags and Containers			18	18			15	15	-16.67%
Equipment	87	2		89	194	7		201	125.84%
Interlibrary Loan			157	157			129	129	-17.83%
LINKin	1,206			1,206	1,006			1,006	-16.58%
Multimedia		134		134		419		419	212.69%
Other			17	17			9	9	-47.06%
<b>Subtotal Other</b>	<b>1,293</b>	<b>136</b>	<b>192</b>	<b>1,621</b>	<b>1,200</b>	<b>426</b>	<b>153</b>	<b>1,779</b>	<b>9.75%</b>
eAudiobooks			4,695	4,695			5,464	5,464	16.38%
eBooks			7,446	7,446			7,642	7,642	2.63%
eMagazines			683	683			237	237	-65.30%
eMusic			293	293			326	326	11.26%
eVideo			969	969			854	854	-11.87%
<b>Subtotal Downloadables</b>			<b>14,086</b>	<b>14,086</b>			<b>14,523</b>	<b>14,523</b>	<b>3.10%</b>
Audiobooks	582	611		1,193	635	499		1,134	-4.95%
Compact Discs	1,338	421		1,759	1,199	339		1,538	-12.56%
DVDs, Blu-Ray	9,642	3,976		13,618	8,339	3,502		11,841	-13.05%
Video Games	578	1,058		1,636	457	860		1,317	-19.50%
<b>Subtotal Audiovisual</b>	<b>12,140</b>	<b>6,066</b>		<b>18,206</b>	<b>10,630</b>	<b>5,200</b>		<b>15,830</b>	<b>-13.05%</b>
<b>Grand Total All Agencies</b>	<b>35,664</b>	<b>36,452</b>	<b>14,278</b>	<b>86,394</b>	<b>33,043</b>	<b>34,710</b>	<b>14,676</b>	<b>82,429</b>	<b>-4.59%</b>

### Agency Subtotals

	July 2021	July 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Downloadables	14,086	14,523	3.10%	14,086	14,523	3.10%
Aspen Drive Library	21,044	19,830	-5.77%	21,044	19,830	-5.77%
Cook Park Library	48,627	45,213	-7.02%	48,627	45,213	-7.02%
Outreach	2,637	2,863	8.57%	2,637	2,863	8.57%
<b>Total</b>	<b>86,394</b>	<b>82,429</b>	<b>-4.59%</b>	<b>86,394</b>	<b>82,429</b>	<b>-4.59%</b>



# Director's Narrative Report

## August 2022

---

David Archer, Library Director

### **All-Staff Training**

Both library locations will be closed the morning of Friday, September 9 for staff training. Agenda includes:

- Active shooter training
- Annual state-required sexual harassment training.
- Department meetings.

### **Odds & Ends**

- Our Safety Team has updated the Library Emergency Manual which has 16 chapters covering a variety of emergency situations that staff may face (e.g., power outages, tornado warnings, active shooter, missing child, mechanical emergencies, etc.). Our 'safety quiz' is also being updated, which gives new hires an opportunity to tour each library building so they can note the location of various safety tools such as fire extinguishers, emergency exits, 'secure spaces,' and panic buttons
- Library closed for Labor Day on Monday, September 5. Open Sunday, September 4.
- National Night Out in Vernon Hills was a huge success. Over the span of the evening, the Bookmobile had almost 200 visitors in the vehicle, with many more stopping the CMPLD table outside to spin the prize wheel.
- The Bookmobile will be appearing at the Village of Vernon Hills Public Works Department Open House on Tuesday, August 16 from 4-7pm.
- Aspen Drive Library is gearing up for back-to-school on Thursday, August 19. Aspen attracts a large number of students after school who are greeted by our two After-School Associates, whose sole job is to engage and welcome students.
- We have a monthly YouTube series called Bookies TV, where Popular Services staff talk about what they've been reading lately. We also host a quarterly "Book Buzz" videos series on YouTube, where new titles are highlighted for the upcoming season.
- Children's Program Coordinator Jenn Jensen brought back the tween and teen volunteer program after a two-year hiatus with 20 volunteers. Volunteers assist staff with library programs, prepare crafts and other support functions. Additionally, our Teen Tech Tutors (Grades 9-12) provide 1-on-1 tech help sessions at the library on Saturdays at both locations.
- Jenn also started an initiative this summer of working with specially selected high school students to offer programming in areas that we know would be of interest, but don't have experienced staff. Jenn mentors the students through the process of organizing the content of the program as well as how to present to younger kids. The students offered programs focusing on coding, Bollywood dancing, and TikTok dances. These programs were popular, and we hope to continue offering these types of programs.
- CMPLD was invited again this year to attend Family Night at the Hawthorn School for Young Learners on August 16. Student Services Coordinator Amy vanGoethem and Assistant Children's Manager Heather Beverley will attend to talk to families about the library and our services, as well as to provide information on and applications for library cards.

Cook Memorial Public Library District													
Investment Maturity Schedule													
July 31, 2022													
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Total
<b>Special Reserve Fund:</b>													
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				245,000
Discover BK Greenwood DE CD (05/18/22)	11-May-2022	18-May-2023	245,000	1.950%				245,000					245,000
Ally BK Midvale UT CD (05/19/22)	11-May-2022	20-May-2024	245,000	2.950%								245,000	245,000
<b>Total Special Reserve</b>			1,595,000		-	-	125,000	490,000	245,000	490,000	-	245,000	1,595,000
<b>Working Cash Fund:</b>													
<b>Total Working Cash Fund</b>			0		-	-	-	-	-	-	-	-	-
<b>General Fund:</b>													
State BK India New York, NY CD	16-Aug-2021	16-Aug-2022	125,000	0.150%	125,000								125,000
Bank of China New York NY CD (05/18/22)	11-May-2022	21-Feb-2023	245,000	1.550%			245,000						245,000
Sandy Spring BK Olney MD CD (05/18/22)	11-May-2022	20-Nov-2023	245,000	2.350%						245,000			245,000
BMO Harris BK Natl Assn CD (06/10/22)	7-Jun-2022	11-Dec-2023	245,000	2.500%						245,000			245,000
Beal BK USA Las Vegas, NV CD (07/06/22)	29-Jun-2022	5-Jul-2023	245,000	2.800%					245,000				245,000
Texas Capital Bank NA Dallas, TX CD (07/15/22)	6-Jul-2022	17-Apr-2023	245,000	2.450%				245,000					245,000
<b>Total General Fund</b>			1,350,000		125,000	-	245,000	245,000	245,000	490,000	-	-	1,350,000
<b>Total Investments</b>			2,945,000		125,000	-	370,000	735,000	490,000	980,000	-	245,000	2,945,000
<b>Difference</b>			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
<b>30-Jun-2022</b>	<b>Ending Balance</b>			<b>860,000.00</b>	<b>1,595,000.00</b>	<b>0.00</b>	<b>2,455,000.00</b>	<b>56,478.95</b>	<b>201,068.10</b>	<b>357,547.05</b>	<b>245.02</b>	<b>1,956.49</b>	<b>28.03</b>	<b>99.68</b>	<b>2,329.22</b>
6-Jul-2022	Beal Bk USA Las Vegas NV CD (06/29/22)	Purchase	2.8% - Due 07/05/23	245,000.00			245,000.00								0.00
15-Jul-2022	Texas Capital Bank NA Dallas, TX CD (07/06/22)	Purchase	2.450% - Due 04/17/23	245,000.00			245,000.00								0.00
30-Jun-2022	Chase Bank	Interest					0.00	2.23	7.93	10.16				2.23	7.93
<b>31-Jul-2022</b>	<b>Ending Balance</b>			<b>1,350,000.00</b>	<b>1,595,000.00</b>	<b>0.00</b>	<b>2,945,000.00</b>	<b>56,481.18</b>	<b>201,076.03</b>	<b>357,557.21</b>	<b>0.00</b>	<b>0.00</b>	<b>2.23</b>	<b>7.93</b>	<b>10.16</b>

# Position Summary

Cook Memorial Public Library

Report date as of Jul 29, 2022

Report run time: August 01, 2022 06:40 PM

Qty	Security	Mat/Exp Date	Acq Date/ Term	Share Price	Cost	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		CY Cost Yld	Div/Int Rate	YTM
									Accr Inc				
... 6412 / Cook Memorial PLD General					1,350,000.00	1,342,587.82	-7,412.18	-0.55	11,882.50	0.89			
Cororate Bond					1,350,000.00	1,342,587.82	-7,412.18	-0.55	11,882.50	0.89			
									1,589.85	0.88			
245,000	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS 05600XFR6060	2023-12-11	N ST	99.1012	245,000.00	242,797.94	-2,202.06	-0.90	6,125.00	2.52	2.50	0.00	
									0.00	2.50			
245,000	***BANK OF CHINA NEW YORK CITY C/D FDIC INS TO LIMITS 06428FYA9060	2023-02-21	N ST	99.3701	245,000.00	243,456.74	-1,543.26	-0.63	0.00	0.00	1.55	0.00	
									749.10	0.00			
245,000	BEAL BK USA LAS VEGAS NEV CD C/D FDIC INS TO LIMITS 07371DBM8060	2023-07-05	N ST	99.8159	245,000.00	244,548.95	-451.05	-0.18	0.00	0.00	2.80	0.00	
									432.27	0.00			
245,000	SANDY SPRING BK OLNEY MD CD C/D FDIC INS TO LIMITS 800364EC1060	2023-11-20	N ST	98.9669	245,000.00	242,468.90	-2,531.10	-1.03	5,757.50	2.37	2.35	0.00	
									0.00	2.35			
125,000	***STATE BK INDIA NEW YORK N Y C/D FDIC INS TO LIMITS 856285WT4060	2022-08-16	N ST	99.8950	125,000.00	124,868.75	-131.25	-0.10	0.00	0.00	0.15	0.00	
									178.25	0.00			
245,000	TEXAS CAP BK N A DALLAS TEX C/D FDIC INS TO LIMITS 88224PMU0060	2023-04-17	N ST	99.7741	245,000.00	244,446.54	-553.46	-0.23	0.00	0.00	2.45	0.00	
									230.23	0.00			
... 6414 / Cook Memorial PLD Special Res					1,595,000.00	1,561,666.56	-33,333.44	-2.09	10,785.00	0.69			
Cororate Bond					1,595,000.00	1,561,666.56	-33,333.44	-2.09	10,785.00	0.69			
									942.41	0.68			
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	N ST	99.3918	245,000.00	243,509.91	-1,490.09	-0.61	7,227.50	2.97	2.95	0.00	
									0.00	2.95			

J.P.Morgan

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

# Position Summary

Cook Memorial Public Library

Report date as of Jul 29, 2022

Report run time: August 01, 2022 06:40 PM

Qty	Security	Mat/Exp Date	Acq Date/ Term		Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		CY	Div/Int Rate	YTM
										Accr Inc	Cost Yld			
245,000	BMW BK NORTH AMER SALT LAKE CITY UTAH C/D FDIC INS TO LIMITS 05580AE59060	2023-10-10		N	245,000.00	96.7504	237,038.48	-7,961.52	-3.25	857.50	0.36	0.35	0.00	
			ST							0.00	0.35			
245,000	DISCOVER BK GREENWOOD DEL C/D FDIC INS TO LIMITS 254673D52060	2023-05-18		N	245,000.00	99.2757	243,225.46	-1,774.54	-0.72	0.00	0.00	1.95	0.00	
			ST							942.41	0.00			
245,000	FLAGSTAR BK FSB TROY MICH C/D FDIC INS TO LIMITS 33847E4M6060	2023-06-16		N	245,000.00	97.5721	239,051.64	-5,948.36	-2.43	367.50	0.15	0.15	0.00	
			LT							0.00	0.15			
125,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38149MYJ6060	2023-02-17		N	125,000.00	98.6398	123,299.75	-1,700.25	-1.36	250.00	0.20	0.20	0.00	
			ST							0.00	0.20			
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076SV0060	2023-08-14		N	245,000.00	97.2896	238,359.52	-6,640.48	-2.71	1,102.50	0.46	0.45	0.00	
			ST							0.00	0.45			
245,000	GE CAP RETAIL BK DRAPER UTAH C/D FDIC INS TO LIMITS 87165EUT2060	2023-10-10		N	245,000.00	96.8089	237,181.80	-7,818.20	-3.19	980.00	0.41	0.40	0.00	
			ST							0.00	0.40			
<b>Total For Accounts held at JPMS, member FINRA and SIPC</b>					<b>2,945,000.00</b>		<b>2,904,254.38</b>	<b>-40,745.62</b>	<b>-1.38</b>	<b>22,667.50</b>	<b>0.78</b>			
										<b>2,532.26</b>	<b>0.77</b>			

Report includes Account(s): ...6412, ...6414, ...6415

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

J.P.Morgan

**Cook Memorial Public Library District**

**Investment Transaction Schedule - MaxSafe Account - General Fund**

Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
<b>30-Jun-2022</b>	<b>Ending Balance</b>			<b>3,993,428.93</b>	<b>13,545.79</b>
31-Jul-2022	Wintrust Bank	Interest	For July 2022	5,172.86	5,172.86
<b>31-Jul-2022</b>	<b>Ending Balance</b>			<b>3,998,601.79</b>	<b>5,172.86</b>

**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
<b>30-Jun-2022</b>	<b>Ending Balance</b>			<b>1,234,636.29</b>	<b>3,101.25</b>
31-Jul-2022	Wintrust Bank	Interest	For July 2022	1,550.23	1,550.23
<b>31-Jul-2022</b>	<b>Ending Balance</b>			<b>1,236,186.52</b>	<b>1,550.23</b>





## STRATEGIC PLANNING UPDATE

### AUGUST 2022

The community engagement piece of the strategic planning project has largely wrapped up. While the listening sessions did not attract significant interest from teens, we switched gears and developed an informal survey tool. Library staff identified convenient ways for teens to access and complete the survey. As of August 12, we have received 48 responses, and those will be compiled and distributed to the planning team during the week of August 15.

The planning team will reconvene on August 29 to discuss broad priority areas of the strategic plan. Our discussion of the community feedback and input from various stakeholder groups will inform our work to begin drafting goals and identifying opportunities for the library during the next few years.

Following this meeting, we anticipate distributing a draft for review and discussion at the full board level, as well as providing an asynchronous opportunity for all library staff to provide feedback.

Please feel free to reach out with any questions. Thank you!

Sarah Keister Armstrong  
Sarah Keister Armstrong + Associates  
(224) 305-2701  
sarah@skaassociates.com





# Cook Memorial Public Library District

## LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: August 16, 2022

FROM: David Archer, Library Director

AGENDA ITEM: 9a - Approval of Resolution 2022-2023/1

---

Approval of the attached resolution authorizes the deletion of 25 video/audio recordings of regular board meetings and committee meetings held from April 21, 2020 to December 15, 2020.

Amendments to the Illinois Open Meetings Act (“OMA”) permitted virtual meetings without the physical presence of a quorum of board members during the COVID pandemic provided that a verbatim recording was made available to the public and kept for no less than 18 months after the meeting was held.

The OMA permits governmental bodies to delete these recordings after 18 months provided that written minutes have been approved by the board.

**AUTHORIZING THE DESTRUCTION OF VERBATIM RECORDINGS OF OPEN MEETINGS  
CONDUCTED VIA ZOOM FOR THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES**

WHEREAS, the Illinois Governor issued COVID-19 Executive Order No. 5, dated March 16, 2020 which allows public bodies to conduct meetings electronically without having to comply with the physical quorum requirement or the conditions for participating electronically in a meeting; and

WHEREAS, on June 12, 2020, the Governor issued Public Act 101-0640 amending the Open Meetings Act (“OMA”) which allows public bodies to hold “an open or closed meeting by audio or video conference without the physical presence of a quorum of the members” during a public health disaster as long as they (1) make a local determination that a fully in-person meeting is not practical or prudent and (2) follow all of the other remote meeting requirements of section 7(e) of the OMA for that meeting; and

WHEREAS, the OMA’s new remote meeting provisions during a disaster requires public bodies to create a verbatim audio or video record of any remote open meeting which must be made available to the public; and

WHEREAS, these verbatim records are subject to the same retention provisions of the OMA and must be kept for at least 18 months after the meeting was held, in the same manner that verbatim recordings of closed sessions are retained; and

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

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

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

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

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

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

SECTION 2: That the audio verbatim recordings of the following open meetings are hereby approved for destruction:

Regular and Special Board Meetings:

04/21/2020	07/28/2020	09/15/2020
05/19/2020	07/30/2020	09/22/2020
06/16/2020	08/04/2020	10/20/2020
06/24/2020	08/11/2020	11/17/2020
06/30/2020	08/18/2020	12/09/2020
07/21/2020	08/26/2020	12/15/2020

Committee Meetings:

09/22/2020 Technology	12/04/2020 Finance
10/13/2020 Finance	12/08/2020 Technology
11/10/2020 Finance	12/09/2020 Policy Workshop
11/12/2020 Building & Grounds	

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

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

PASSED AND APPROVED THIS 16th day of August, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Wendy Vieth, President

\_\_\_\_\_  
Karen Singer, Secretary

**RESOLUTION 2022-2023/2**

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

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

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

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

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

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

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

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

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

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

07/28/2020  
08/11/2020

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

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

PASSED AND APPROVED THIS 16th day of August, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Wendy Vieth, President

ATTEST:

\_\_\_\_\_  
Karen Singer, Secretary