

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

October 18, 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, October 18, 2022 will be held in Meeting Room A 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 Budget & Appropriation Hearing of September 20, 2022.
 - b. Minutes of the Regular Meeting of September 20, 2022.
6. Approval of the Bills.
7. Report of the Director.
 - a. Statistical Report.
 - b. Narrative Report.
 - c. Personnel Report.
 - d. Investment Report.
8. Report of the President.
9. Reports of Committees and Representatives.
 - a. Finance and Employee Practices.
 - b. Policy Review.
 - i. Approval of Resolution 2022-2023/3 Adopting the Revised Budget, Appropriation and Levy Policy.
 - ii. Identity Protection Act Policy.
 - iii. Automated External Defibrillators Policy.
 - c. Building and Grounds
 - d. Development.
 - e. Technology.

- f. Resources, Services and Long Range Planning.
 - g. Village of Libertyville Parking Commission Representative.
 - h. Friends' Representative.
 - i. RAILS Representative.
 - j. Historical Society Representative.
10. Other Business.
- a. Strategic Plan Update.
 - b. Rescheduling of December Board Meeting.
11. Communications.
12. Upcoming Meetings and Events.
- a. Finance & Employee Practices Committee Meeting on Monday, November 7, 2022 at 6:30 p.m. in the Workshop at the Cook Park Library
 - b. Regular Board Meeting on Tuesday, November 15, 2022 at 6:30 p.m. at the Cook Park Library.
13. Public Questions.
14. Adjournment.

Wendy Vieth, President
Board of Library Trustees

October 14, 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.

MINUTES OF THE HEARING ON THE
BUDGET AND APPROPRIATION ORDINANCE OF THE
COOK MEMORIAL PUBLIC LIBRARY DISTRICT

September 20, 2022

Proper notice having been given, the Hearing on the Budget and Appropriation Ordinance for the fiscal year 2022-2023 was called to order by Vice-President Jim Larson at 6:15 p.m. at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois. Trustees in attendance in addition to Mr. Larson were: Phyllis Dobbs, Karen Singer, Nate Johnson, Kristen Palic, and Deb Ader. Wendy Vieth was absent.

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

Ms. Vieth joined the hearing at 6:22 p.m.

There was no public comment.

At 6:30 p.m., Ms. Vieth made a motion, seconded by Ms. Dobbs to adjourn the hearing. Roll call was as follows: Ayes; Ms. Vieth, Mr. Larson, Ms. Dobbs, Ms. Singer, Mr. Johnson, Ms. Palic, and Ms. Ader. Nays; none. Motion carries.

Karen Singer, Secretary

Wendy Vieth, President

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Class
As of September 30, 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	3,903,230	665,071	555,776	11,295	200,456	5,335,828
10-1504 - Illinois Funds - General, IMRF	352,009	37,443			323,236	712,688
10-1509 - Wintrust MaxSafe Acct - General	4,015,076					4,015,076
60-1509 - Wintrust MaxSafe Acct - S/R					1,241,173	1,241,173
10-1550 - Chase Savings Account						
10-1551 - Chase Savings - GF	56,486					56,486
60-1551 - Chase Savings - SRF					201,093	201,093
Total 10-1550 - Chase Savings Account	<u>56,486</u>				<u>201,093</u>	<u>257,579</u>
Total 1000 - Cash	<u>8,327,486</u>	<u>702,514</u>	<u>555,776</u>	<u>11,295</u>	<u>1,965,958</u>	<u>11,563,029</u>
2000 - Investments						
10-1502 - Investments - General Fund						
10-1651 - Investments - Chase (GF)	1,225,000					1,225,000
Total 10-1502 - Investments - General Fund	<u>1,225,000</u>					<u>1,225,000</u>
60-1501 - Investments - Special Reserve						
60-1651 - Investments - Chase (SRF)					1,595,000	1,595,000
Total 60-1501 - Investments - Special Reserve					<u>1,595,000</u>	<u>1,595,000</u>
Total 2000 - Investments	<u>1,225,000</u>				<u>1,595,000</u>	<u>2,820,000</u>
Total Checking/Savings	<u>9,552,486</u>	<u>702,514</u>	<u>555,776</u>	<u>11,295</u>	<u>3,560,958</u>	<u>14,383,029</u>
Other Current Assets						
10-1990 - Friends of the Library 2	3,238					3,238
Total Other Current Assets	<u>3,238</u>					<u>3,238</u>
Total Current Assets	<u>9,555,724</u>	<u>702,514</u>	<u>555,776</u>	<u>11,295</u>	<u>3,560,958</u>	<u>14,386,267</u>
TOTAL ASSETS	<u>9,555,724</u>	<u>702,514</u>	<u>555,776</u>	<u>11,295</u>	<u>3,560,958</u>	<u>14,386,267</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	12,977					12,977
Total Credit Cards	<u>12,977</u>					<u>12,977</u>
Other Current Liabilities						
00-2100 - Payroll W/H & Payable						
10-2850 - Aflac Payable	139					139

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Balance Sheet by Class
 As of September 30, 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>
10-2300 · IMRF Payable-Employee Medicare	0					0
10-2600 · IMRF Voluntary Life Insurance	224					224
10-2700 · Dental and Vision	1,263					1,263
10-2800 · CO-OP 90's Medical Plan	6,153					6,153
10-2900 · Other Health Care-FSA	3,139					3,139
Total 00-2100 · Payroll W/H & Payable	10,918					10,918
20-2300 · IMRF Payable-Employer Medicare		0				0
Total Other Current Liabilities	10,918	0				10,918
Total Current Liabilities	23,895	0				23,895
Total Liabilities	23,895	0				23,895
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	-235,289	41,451		-12,578	608,013	401,597
Net Income	5,677,475	512,472			-8,301	6,181,646
Total Equity	9,531,830	702,514	555,776	11,295	3,560,958	14,362,373
TOTAL LIABILITIES & EQUITY	9,555,725	702,514	555,776	11,295	3,560,958	14,386,268
UNBALANCED CLASSES	0					0

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July through September 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	7,597,913	719,284	0	8,317,197
00-4050 · Replacement Tax	49,979	0	0	49,979
00-4100 · Interest Earned	25,575	0	6,685	32,260
00-4200 · Other	10,966	0	0	10,966
10-4300 · Grants & Other Donations	90,413	0	0	90,413
10-4350 · Fines	4,054	0	0	4,054
Total Income	<u>7,778,900</u>	<u>719,284</u>	<u>6,685</u>	<u>8,504,869</u>
Gross Profit	7,778,900	719,284	6,685	8,504,869
Expense				
10-5100 · Salaries	1,271,019	0	0	1,271,019
10-5200 · Benefits	126,343	0	0	126,343
10-5300 · Training	2,747	0	0	2,747
10-5400 · Materials	312,296	0	0	312,296
10-5500 · Processing	7,008	0	0	7,008
10-5600 · Supplies	21,585	0	0	21,585
10-5700 · Vehicles	3,644	0	0	3,644
10-5800 · Computer Operations	91,651	0	0	91,651
10-5900 · Utilities	24,931	0	0	24,931
10-6000 · Telephone	4,816	0	0	4,816
10-6100 · Postage	3,000	0	0	3,000
10-6200 · Maintenance	29,310	0	0	29,310
10-6300 · Repair	23,537	0	0	23,537
10-6400 · Insurance	4,948	0	0	4,948
10-6500 · Professional Services	6,932	0	0	6,932
10-6600 · Improvements	7,449	0	0	7,449
10-6700 · Community Relations	33,611	0	0	33,611
10-7000 · Debt Service	126,594	0	0	126,594
20-8210 · Employer IMRF Disbursements	0	111,886	0	111,886
20-8250 · Employer Soc Security Tax Disb	0	94,927	0	94,927
Total Expense	<u>2,101,421</u>	<u>206,813</u>	<u>0</u>	<u>2,308,234</u>
Net Ordinary Income	5,677,479	512,471	6,685	6,196,635

COOK MEMORIAL PUBLIC LIBRARY DISTRICT

Profit & Loss by Fund

July through September 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Income/Expense				
Other Expense				
60-9800 - Special Reserve Disbursements	0	0	14,986	14,986
Total Other Expense	<u>0</u>	<u>0</u>	<u>14,986</u>	<u>14,986</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>-14,986</u>	<u>-14,986</u>
Net Income	<u><u>5,677,479</u></u>	<u><u>512,471</u></u>	<u><u>-8,301</u></u>	<u><u>6,181,649</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report September 2022

	September 2022				Year To Date September 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	3,047,693	2,407,776	639,917	26.58%	8,317,197	7,223,327	1,093,870	15.14%	85.28%	9,753,000		
00-4050 · Replacement Tax	0	20,833	(20,833)	-100.00%	49,979	62,499	(12,520)	-20.03%	19.99%	250,000		
00-4100 · Interest Earned	12,491	4,000	8,491	212.28%	32,260	12,000	20,260	168.83%	67.21%	48,000		
00-4200 · Other	5,716	1,000	4,716	471.57%	10,966	3,000	7,966	265.52%	54.83%	20,000		
10-4300 · Grants & Other Donations	90,413	7,300	83,113	1138.54%	90,413	21,900	68,513	312.85%	0.00%	88,000		
10-4330 · Friends of The Library	0	0	0	0.00%	0	0	0	0.00%	0.00%	0		
10-4350 · Fines	1,553	250	1,303	521.04%	4,054	750	3,304	440.54%	135.13%	3,000		
Total Income	3,157,865	2,441,159	716,706	29.36%	8,504,868	7,323,476	1,181,392	16.13%	83.69%	10,162,000	0.00%	0
Expense												
10-5100 · Salaries	360,616	384,718	24,102	6.26%	1,271,019	1,359,495	88,476	6.51%	24.38%	5,214,000	0.00%	5,440,000
10-5200 · Benefits	33,526	51,232	17,706	34.56%	126,343	150,410	24,067	16.00%	20.85%	606,000	0.00%	640,000
10-5300 · Training	2,107	4,967	2,860	57.59%	2,747	17,405	14,658	84.22%	4.66%	59,000	0.00%	62,000
10-5400 · Materials	91,410	100,913	9,503	9.42%	312,296	306,279	(6,017)	-1.96%	24.53%	1,273,000	0.00%	1,292,000
10-5500 · Processing	3,022	11,557	8,535	73.85%	7,008	18,211	11,203	61.52%	13.48%	52,000	0.00%	55,000
10-5600 · Supplies	7,755	10,043	2,288	22.78%	21,585	37,439	15,854	42.35%	17.00%	127,000	0.00%	142,000
10-5700 · Vehicles	1,211	2,992	1,781	59.54%	3,644	8,976	5,332	59.40%	10.12%	36,000	0.00%	45,000
10-5800 · Computer Operations	60,976	71,315	10,339	14.50%	91,651	117,848	26,197	22.23%	7.09%	1,293,000	0.00%	1,370,000
10-5900 · Utilities	8,799	17,669	8,870	50.20%	24,931	47,486	22,555	47.50%	12.47%	200,000	0.00%	240,000
10-6000 · Telephone	1,599	2,143	544	25.39%	4,816	8,049	3,233	40.17%	14.59%	33,000	0.00%	40,000
10-6100 · Postage	1,000	978	(22)	-2.25%	3,000	2,934	(66)	-2.25%	25.00%	12,000	0.00%	16,000
10-6200 · Maintenance	12,159	17,476	5,317	30.43%	29,310	38,396	9,086	23.66%	16.75%	175,000	0.00%	200,000
10-6300 · Repair	2,758	7,701	4,943	64.19%	23,537	41,881	18,344	43.80%	18.11%	130,000	0.00%	154,000
10-6400 · Insurance	0	0	0	0.00%	4,948	5,000	52	1.04%	6.26%	79,000	0.00%	90,000
10-6500 · Professional Services	2,515	7,404	4,889	66.03%	6,932	15,766	8,834	56.03%	9.63%	72,000	0.00%	90,000
10-6600 · Improvements	0	4,426	4,426	100.00%	7,449	15,803	8,354	52.87%	9.67%	77,000	0.00%	80,000
10-6700 · Community Relations	17,836	18,698	862	4.61%	33,611	40,725	7,114	17.47%	18.88%	178,000	0.00%	192,000
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	12,501	12,501	100.00%	0.00%	50,000	0.00%	50,000
10-7000 · Debt Service	0	0	0	0.00%	126,594	127,615	1,021	0.80%	12.88%	983,000	0.00%	985,000
10-8010 · Capital Improvement Projects	0	10,416	10,416	100.00%	0	31,248	31,248	100.00%	0.00%	125,000	0.00%	125,000
20-8210 · Employer IMRF Disbursements	31,755	38,956	7,201	18.48%	111,886	136,506	24,620	18.04%	21.27%	526,000	0.00%	0
20-8250 · Employer Soc Security Tax Disb	26,833	29,146	2,313	7.94%	94,927	102,997	8,070	7.84%	24.03%	395,000	0.00%	0
Total Expense	665,876	796,917	131,041	16.44%	2,308,236	2,642,970	334,734	12.67%	19.74%	11,695,000	0.00%	11,313,000

COOK MEMORIAL PUBLIC LIBRARY DISTRICT Monthly Budget Report September 2022

	September 2022				Year To Date September 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	2,491,989	1,644,242	847,747		6,196,632	4,680,506	1,516,126			(1,533,000)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0							
10-9910 · Interfund Transfers - General	0		0		0							
60-9960 · Interfund Transfers - Special Reserve	0		0		0							
Total Other Income	0		0		0							
Other Expense												
10-9500 · Other Expense	0		0		0							
50-8500 · Trust Disbursements	0	0	0		0	0						
60-9800 · Special Reserve Disbursements	2,954	0	(2,954)		14,986	0	(14,986)					
Total Other Expense	2,954	0	(2,954)		14,986	0	(14,986)					
Net Other Income/(Expense)	(2,954)	0	(2,954)		(14,986)	0	(14,986)					
Net Income	2,489,035	1,644,242	844,793		6,181,646	4,680,506	1,501,140			(1,533,000)		

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Summary

September 17 through October 14, 2022

	<u>10-General</u>	<u>20-IMRF</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
00-4000 · Property Tax	2,784,120.95	263,572.10	0.00	3,047,693.05
00-4050 · Replacement Tax	60,419.88	0.00	0.00	60,419.88
00-4100 · Interest Earned	9,921.81	0.00	2,569.21	12,491.02
00-4200 · Other	5,637.65	0.00	0.00	5,637.65
10-4350 · Fines	1,541.61	0.00	0.00	1,541.61
Total Income	<u>2,861,641.90</u>	<u>263,572.10</u>	<u>2,569.21</u>	<u>3,127,783.21</u>
Gross Profit	2,861,641.90	263,572.10	2,569.21	3,127,783.21
Expense				
10-5100 · Salaries	391,421.28	0.00	0.00	391,421.28
10-5200 · Benefits	57,537.04	0.00	0.00	57,537.04
10-5300 · Training	3,407.94	0.00	0.00	3,407.94
10-5400 · Materials	123,100.70	0.00	0.00	123,100.70
10-5500 · Processing	2,918.16	0.00	0.00	2,918.16
10-5600 · Supplies	8,766.68	0.00	0.00	8,766.68
10-5700 · Vehicles	809.51	0.00	0.00	809.51
10-5800 · Computer Operations	79,478.57	0.00	0.00	79,478.57
10-5900 · Utilities	7,193.74	0.00	0.00	7,193.74
10-6000 · Telephone	3,088.76	0.00	0.00	3,088.76
10-6100 · Postage	1,000.00	0.00	0.00	1,000.00
10-6200 · Maintenance	12,002.44	0.00	0.00	12,002.44
10-6300 · Repair	1,683.52	0.00	0.00	1,683.52
10-6500 · Professional Services	1,896.28	0.00	0.00	1,896.28
10-6600 · Improvements	2,688.26	0.00	0.00	2,688.26
10-6700 · Community Relations	6,628.32	0.00	0.00	6,628.32
20-8210 · Employer IMRF Disbursements	0.00	34,377.65	0.00	34,377.65
20-8250 · Employer Soc Security Tax Disb	0.00	29,189.27	0.00	29,189.27
Total Expense	<u>703,621.20</u>	<u>63,566.92</u>	<u>0.00</u>	<u>767,188.12</u>
Net Ordinary Income	2,158,020.70	200,005.18	2,569.21	2,360,595.09
Other Income/Expense				
Other Expense				
60-9800 · Special Reserve Disbursements	0.00	0.00	14,155.20	14,155.20
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>14,155.20</u>	<u>14,155.20</u>
Net Other Income	0.00	0.00	-14,155.20	-14,155.20
Net Income	<u><u>2,158,020.70</u></u>	<u><u>200,005.18</u></u>	<u><u>-11,585.99</u></u>	<u><u>2,346,439.89</u></u>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
September 17 through October 14, 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
Ordinary Income/Expense					
Income					
00-4000 - Property Tax					
10-4000 - Property Tax General					
	General Journal	09/27/2022	3309		919,254.61
	General Journal	09/27/2022	3309		6,208.85
	General Journal	09/30/2022	3312		1,846,220.50
	General Journal	09/30/2022	3312		12,436.99
Total 10-4000 - Property Tax General					<u>2,784,120.95</u>
20-4000 - Property Tax IMRF					
	General Journal	09/27/2022	3309		87,623.79
	General Journal	09/30/2022	3312		175,948.31
Total 20-4000 - Property Tax IMRF					<u>263,572.10</u>
Total 00-4000 - Property Tax					3,047,693.05
00-4050 - Replacement Tax					
10-4050 - Replacement Tax General					
	General Journal	10/05/2022	3313		60,419.88
Total 10-4050 - Replacement Tax General					<u>60,419.88</u>
Total 00-4050 - Replacement Tax					60,419.88
00-4100 - Interest Earned					
60-3109 - Interest-Wintrust MaxSafe - S/R					
	General Journal	09/30/2022	3315		2,561.01
Total 60-3109 - Interest-Wintrust MaxSafe - S/R					<u>2,561.01</u>
10-3109 - Interest-Wintrust MaxSafe - Gen					
	General Journal	09/30/2022	3315		8,448.93
Total 10-3109 - Interest-Wintrust MaxSafe - Gen					<u>8,448.93</u>
10-3180 - Interest - Money Market Fund					
	General Journal	09/30/2022	3315		1,470.58
Total 10-3180 - Interest - Money Market Fund					<u>1,470.58</u>
10-4100 - Interest Earned-General Fund					
10-4101 - Interest Income - Chase Savings					
	General Journal	09/30/2022	3315		2.30
Total 10-4101 - Interest Income - Chase Savings					<u>2.30</u>
Total 10-4100 - Interest Earned-General Fund					2.30
60-4100 - Interest Earned Special Reserve					
60-4101 - Interest Income - Chase Savings					
	General Journal	09/30/2022	3315		8.20
Total 60-4101 - Interest Income - Chase Savings					<u>8.20</u>
Total 60-4100 - Interest Earned Special Reserve					<u>8.20</u>
Total 00-4100 - Interest Earned					12,491.02
00-4200 - Other					
10-4660 - Developer Fees					
	Deposit	09/29/2022			4,588.00
Total 10-4660 - Developer Fees					4,588.00
10-4400 - Lost Materials					
	Deposit	09/22/2022			43.98
	Deposit	10/07/2022			56.12
	Deposit	09/22/2022			134.13
	Deposit	10/07/2022			92.40
	Bill	09/28/2022	LOST/PAID - 091922	AGGARWAL, SAHIL	-12.99
	Bill	09/28/2022	LOST/PAID - 091522	BURGOS, VANESSA	-17.49
	Bill	09/28/2022	LOST/PAID - 092022	FEW, SARAH	-19.49
	Bill	09/28/2022	LOST/PAID - 091822	KAISER, KRISTI	-9.99
	Bill	09/28/2022	LOST/PAID - 092322	HAYES, MEGAN	-4.99
	Bill	09/28/2022	LOST/PAID - 092522	PRODANS, MICHELE	-49.99
	Bill	09/28/2022	LOST/PAID - 092322	TORRES, NATALIE	-12.99
	Bill	10/14/2022	LOST/PAID - 092822	HILTON, KIMBERLY	-7.99
	Bill	10/14/2022	LOST/PAID - 093022	HORAN, WENDY	-7.99
	Bill	10/14/2022	LOST/PAID - 101022	HOWETH, CALEB	-5.99
	Bill	10/14/2022	LOST/PAID - 100922	METIN, YASEMINE	-18.99
	Bill	10/14/2022	LOST/PAID - 101022	RICART, ERIN	-14.99
	Bill	10/14/2022	LOST/PAID - 100622	SHANNON, BROOKE	-15.95
Total 10-4400 - Lost Materials					<u>126.80</u>
10-4450 - Copy Machine Income					
10-4451 - Aspen - Print/Copy Station					
	Deposit	09/22/2022			608.65
Total 10-4451 - Aspen - Print/Copy Station					608.65
10-4452 - Cook Park - Print/Copy Station					
	Deposit	09/22/2022			273.50
	General Journal	09/30/2022	3315		0.25

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
Total 10-4452 - Cook Park - Print/Copy Station					273.75
Total 10-4450 - Copy Machine Income					882.40
10-4500 - Misc - General Account					
	Deposit	09/22/2022			34.30
	Deposit	10/07/2022			7.50
	Credit Card Charge	09/30/2022	091322	Cook Memorial Library - CMPL Credit Card	-1.35
Total 10-4500 - Misc - General Account					40.45
Total 00-4200 - Other					5,637.65
10-4350 - Fines					
	Deposit	09/22/2022			21.50
	Deposit	10/07/2022			25.50
	Deposit	09/22/2022			39.06
	Deposit	10/07/2022			19.00
	General Journal	09/30/2022	3315		1,585.77
	General Journal	09/29/2022	3320		-149.22
Total 10-4350 - Fines					1,541.61
Total Income					3,127,783.21
Gross Profit					3,127,783.21
Expense					
10-5100 - Salaries					
10-5110 - Administration Salaries					
	General Journal	09/23/2022	3308		35,068.16
	General Journal	10/06/2022	3314		39,352.13
Total 10-5110 - Administration Salaries					74,420.29
10-5120 - Adult Salaries					
	General Journal	09/23/2022	3308		43,179.24
	General Journal	10/06/2022	3314		49,393.87
Total 10-5120 - Adult Salaries					92,573.11
10-5130 - Children's Salaries					
	General Journal	09/23/2022	3308		30,923.72
	General Journal	10/06/2022	3314		35,879.40
Total 10-5130 - Children's Salaries					66,803.12
10-5140 - Circulation Salaries					
	General Journal	09/23/2022	3308		26,637.23
	General Journal	10/06/2022	3314		28,967.67
Total 10-5140 - Circulation Salaries					55,604.90
10-5145 - Maintenance Salaries					
	General Journal	09/23/2022	3308		7,880.63
	General Journal	10/06/2022	3314		8,989.68
Total 10-5145 - Maintenance Salaries					16,870.31
10-5150 - ILL Salaries					
	General Journal	09/23/2022	3308		3,928.25
	General Journal	10/06/2022	3314		4,342.39
Total 10-5150 - ILL Salaries					8,270.64
10-5155 - Outreach Salaries					
	General Journal	09/23/2022	3308		8,900.22
	General Journal	10/06/2022	3314		10,004.79
Total 10-5155 - Outreach Salaries					18,905.01
10-5160 - Tech Services Salaries					
	General Journal	09/23/2022	3308		20,467.64
	General Journal	10/06/2022	3314		23,470.92
Total 10-5160 - Tech Services Salaries					43,938.56
10-5165 - Shelters Salaries					
	General Journal	09/23/2022	3308		6,153.29
	General Journal	10/06/2022	3314		7,882.05
Total 10-5165 - Shelters Salaries					14,035.34
Total 10-5100 - Salaries					391,421.28
10-5200 - Benefits					
10-5210 - Health Insurance					
	General Journal	09/29/2022	3321		414.39
	General Journal	09/29/2022	3321		185.45
	General Journal	09/29/2022	3321		295.32
	General Journal	09/29/2022	3321		237.31
	General Journal	09/29/2022	3321		573.65
	General Journal	09/29/2022	3321		100.00
	Bill	09/28/2022	865594 - OCTOBER 22	BLUE CROSS BLUE SHIELD OF ILLINOIS	5,153.80
	Bill	09/28/2022	865594 - OCTOBER 22	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,387.38
	Bill	09/28/2022	5047 - OCTOBER 22	NCBERS GROUP LIFE INS	224.00
	Bill	10/14/2022	P65753 - SEPT 2022	COOPERATIVE 90'S MEDICAL	37,300.20
	Bill	10/14/2022	P65753 - SEPT 2022	COOPERATIVE 90'S MEDICAL	7,121.80

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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Type	Date	Num	Name	Paid Amount
Bill	09/28/2022	MEX45 - SEPT 2022	AFLAC	92.52
Total 10-5210 - Health Insurance				<u>53,085.82</u>
10-5220 - Dental/Vision Insurance				
General Journal	09/29/2022	3316		-586.39
General Journal	09/29/2022	3316		-586.39
Bill	09/28/2022	10438 - OCTOBER 2022	DELTA DENTAL OF ILLINOIS - VISION	274.39
Bill	09/28/2022	10438 - OCTOBER 2022	DELTA DENTAL OF ILLINOIS - VISION	100.83
Check	09/28/2022	57721	DELTA DENTAL OF ILLINOIS - RISK	-8.29
Check	09/28/2022	57721	DELTA DENTAL OF ILLINOIS - RISK	12.88
Bill	10/14/2022	10438 - SEPT 2022	COOPERATIVE 90'S DENTAL	3,295.40
Bill	10/14/2022	10438 - SEPT 2022	COOPERATIVE 90'S DENTAL	<u>1,255.60</u>
Total 10-5220 - Dental/Vision Insurance				3,758.03
10-5240 - Life Insurance				
Bill	09/28/2022	034963 - OC 2022	MADISON NATIONAL LIFE INS CO., INC.	<u>280.99</u>
Total 10-5240 - Life Insurance				280.99
10-5270 - LTD Insurance				
Bill	09/28/2022	034963 - OC 2022	MADISON NATIONAL LIFE INS CO., INC.	<u>412.20</u>
Total 10-5270 - LTD Insurance				<u>412.20</u>
Total 10-5200 - Benefits				57,537.04
10-5300 - Training				
10-5310 - Workshops				
10-5311 - Workshops - Admin				
Credit Card Charge	09/30/2022	091022	McAlisters Deli Online - CMPL Credit Card	834.78
Credit Card Charge	09/30/2022	091522	Management Assoc - CMPL Credit Card	<u>250.00</u>
Total 10-5311 - Workshops - Admin				1,084.78
10-5317 - Workshops - Outreach				
Credit Card Charge	09/30/2022	091622	ABOS - CMPL Credit Card	<u>89.00</u>
Total 10-5317 - Workshops - Outreach				89.00
10-5318 - Workshops - Tech Services				
Credit Card Charge	09/30/2022	091322	MCLS.Org - CMPL Credit Card	<u>200.00</u>
Total 10-5318 - Workshops - Tech Services				200.00
Total 10-5310 - Workshops				1,373.78
10-5350 - Conferences				
10-5351 - Conferences - Admin				
Bill	10/14/2022	ABOS CONF - OCT 22	BAHNSEN, BROOKE	1,334.16
Credit Card Charge	09/30/2022	092722	Illinois Library Assoc-CMPL Credit Card	200.00
Credit Card Charge	09/30/2022	092922	Illinois Library Assoc-CMPL Credit Card	325.00
Credit Card Charge	09/30/2022	092422	Illinois Library Assoc-CMPL Credit Card	<u>175.00</u>
Total 10-5351 - Conferences - Admin				<u>2,034.16</u>
Total 10-5350 - Conferences				<u>2,034.16</u>
Total 10-5300 - Training				3,407.94
10-5400 - Materials				
10-5410 - Books - Adult				
Bill	10/14/2022	79188018	GALE	55.98
Bill	10/14/2022	2037002673	BAKER & TAYLOR - L5742022	1,238.28
Bill	10/14/2022	2037002406	BAKER & TAYLOR - L5579912	587.37
Bill	10/14/2022	2037001266	BAKER & TAYLOR - L5579912	200.13
Bill	10/14/2022	2037006817	BAKER & TAYLOR - L5742022	741.31
Bill	10/14/2022	2037013561	BAKER & TAYLOR - L5580152	501.41
Bill	10/14/2022	203700873	BAKER & TAYLOR - L3966532	915.09
Bill	10/14/2022	2037008811	BAKER & TAYLOR - C5217413	148.95
Bill	10/14/2022	2037008755	BAKER & TAYLOR - C0209743	433.65
Bill	10/14/2022	2037008756	BAKER & TAYLOR - C0209743	25.78
Bill	10/14/2022	2037008757	BAKER & TAYLOR - C0209743	18.26
Bill	10/14/2022	2037008758	BAKER & TAYLOR - C0209743	20.77
Bill	10/14/2022	2037018138	BAKER & TAYLOR - L5580152	464.10
Bill	10/14/2022	2037025603	BAKER & TAYLOR - L5742022	680.15
Bill	10/14/2022	2037012087	BAKER & TAYLOR - L5742022	477.74
Bill	10/14/2022	2037022202	BAKER & TAYLOR - L5742022	610.26
Bill	10/14/2022	2037022294	BAKER & TAYLOR - L5580152	670.60
Bill	10/14/2022	2037017071	BAKER & TAYLOR - L5742022	410.31
Bill	10/14/2022	2037012345	BAKER & TAYLOR - L3966532	635.13
Bill	10/14/2022	2037020649	BAKER & TAYLOR - L5579912	381.89
Bill	10/14/2022	79256447	GALE	59.18
Bill	10/14/2022	79275320	GALE	211.46
Bill	10/14/2022	79274482	GALE	76.77
Bill	10/14/2022	2037025565	BAKER & TAYLOR - L5580152	408.78
Bill	10/14/2022	2037034355	BAKER & TAYLOR - L5580152	667.67
Bill	10/14/2022	2037030347	BAKER & TAYLOR - L3966532	1,018.05
Bill	10/14/2022	79301677	GALE	28.79

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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Type	Date	Num	Name	Paid Amount
Bill	10/14/2022	79412932	GALE	77.57
Bill	10/14/2022	79415062	GALE	103.48
Bill	10/14/2022	12125858	ROWMAN & LITTLEFIELD PUBLISHING GROU	222.52
Bill	10/14/2022	13554	TSAI FONG BOOKS, INC.	192.61
Bill	10/14/2022	2037068615	BAKER & TAYLOR - L5580152	310.74
Bill	10/14/2022	2037061287	BAKER & TAYLOR - L5742022	441.07
Bill	10/14/2022	2037065333	BAKER & TAYLOR - L5579912	226.85
Bill	10/14/2022	2037065296	BAKER & TAYLOR - L5579912	276.59
Bill	10/14/2022	2037052218	BAKER & TAYLOR - L5742022	349.49
Bill	10/14/2022	2037054087	BAKER & TAYLOR - L3966532	1,090.64
Bill	10/14/2022	2037059496	BAKER & TAYLOR - L5580152	648.41
Bill	10/14/2022	2037043818	BAKER & TAYLOR - C5217413	13.25
Bill	10/14/2022	2037047223	BAKER & TAYLOR - L5742022	594.93
Bill	10/14/2022	2037047978	BAKER & TAYLOR - L5742022	436.06
Bill	10/14/2022	2037052529	BAKER & TAYLOR - L5580152	473.98
Bill	10/14/2022	2037038134	BAKER & TAYLOR - L3966532	1,160.03
Bill	10/14/2022	2037049722	BAKER & TAYLOR - L5579912	150.80
Bill	10/14/2022	2037043697	BAKER & TAYLOR - C0209743	180.11
Bill	10/14/2022	2037043698	BAKER & TAYLOR - C0209743	10.12
Bill	10/14/2022	2037042638	BAKER & TAYLOR - L5742022	719.78
Bill	10/14/2022	2037034741	BAKER & TAYLOR - L5742022	492.03
Bill	10/14/2022	2037038465	BAKER & TAYLOR - L5580152	498.16
Bill	10/14/2022	1962840	CENTER POINT LARGE PRINT	184.26
Bill	09/28/2022	006587	SAM'S CLUB DIRECT	10.98
Bill	09/28/2022	006587	SAM'S CLUB DIRECT	19.98
Bill	10/14/2022	G0122A00010153	MORNINGSTAR, INC.	205.00
Credit Card Charge	09/30/2022	sept22a	Amazon Marketplace.com - CMPL Credit Card	1,293.18
Credit Card Charge	10/03/2022	092922	Amazon Marketplace.com - CMPL Credit Card	49.98
Total 10-5410 - Books - Adult				22,120.46

10-5415 - Books - Juvenile

Bill	10/14/2022	2037001399	BAKER & TAYLOR - L4231142	269.46
Bill	10/14/2022	2037002263	BAKER & TAYLOR - L5580072	608.70
Bill	10/14/2022	2037002375	BAKER & TAYLOR - L3966522	1,017.18
Bill	10/14/2022	2037002316	BAKER & TAYLOR - L5580072	528.39
Bill	10/14/2022	2037006410	BAKER & TAYLOR - L3966522	1,426.78
Bill	10/14/2022	2037013208	BAKER & TAYLOR - L4231142	322.49
Bill	10/14/2022	2037014034	BAKER & TAYLOR - L5580072	266.89
Bill	10/14/2022	2037020707	BAKER & TAYLOR - L3966522	587.88
Bill	10/14/2022	2037024094	BAKER & TAYLOR - L4231522	186.31
Bill	10/14/2022	2037019762	BAKER & TAYLOR - L4231142	412.61
Bill	10/14/2022	2037024831	BAKER & TAYLOR - L3966522	164.78
Bill	10/14/2022	2037024835	BAKER & TAYLOR - L5580072	1,218.61
Bill	10/14/2022	2037068244	BAKER & TAYLOR - L4231142	465.91
Bill	10/14/2022	2037065332	BAKER & TAYLOR - L5580072	527.41
Bill	10/14/2022	2037065278	BAKER & TAYLOR - L3966522	668.85
Bill	10/14/2022	2037061471	BAKER & TAYLOR - L5580072	773.12
Bill	10/14/2022	2037061441	BAKER & TAYLOR - L5580072	600.55
Bill	10/14/2022	2037061440	BAKER & TAYLOR - L3966522	991.31
Bill	10/14/2022	2037054941	BAKER & TAYLOR - L3966522	520.68
Bill	10/14/2022	2037050841	BAKER & TAYLOR - L4231142	614.31
Bill	10/14/2022	2037053769	BAKER & TAYLOR - L4231142	40.84
Bill	10/14/2022	2037054238	BAKER & TAYLOR - L4231522	28.62
Bill	10/14/2022	2037054901	BAKER & TAYLOR - L5580072	222.78
Bill	10/14/2022	2037040946	BAKER & TAYLOR - L5580072	444.71
Bill	10/14/2022	2037044580	BAKER & TAYLOR - L5580072	783.13
Bill	10/14/2022	2037044501	BAKER & TAYLOR - L3966522	465.60
Bill	10/14/2022	2037037426	BAKER & TAYLOR - L3966522	454.87
Bill	10/14/2022	2037040951	BAKER & TAYLOR - L3966522	1,143.48
Bill	10/14/2022	2037038069	BAKER & TAYLOR - L3966522	641.64
Bill	10/14/2022	2037038061	BAKER & TAYLOR - L5580072	353.05
Bill	10/14/2022	2037038625	BAKER & TAYLOR - L4231142	178.31
Credit Card Charge	09/30/2022	sept22b	Amazon Marketplace.com - CMPL Credit Card	207.65
Total 10-5415 - Books - Juvenile				17,136.90

10-5420 - Audio/Visual - Adult

Bill	10/14/2022	502688739	MIDWEST TAPE, LLC	2,090.53
Bill	10/14/2022	502678746	MIDWEST TAPE, LLC	212.88
Bill	10/14/2022	502717523	MIDWEST TAPE, LLC	1,281.82
Bill	10/14/2022	502712053	MIDWEST TAPE, LLC	373.98
Bill	10/14/2022	502799255	MIDWEST TAPE, LLC	518.80
Bill	10/14/2022	502787452	MIDWEST TAPE, LLC	1,748.07

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
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Type	Date	Num	Name	Paid Amount
Bill	10/14/2022	502772840	MIDWEST TAPE, LLC	291.57
Bill	10/14/2022	502754706	MIDWEST TAPE, LLC	1,419.76
Bill	10/14/2022	502744052	MIDWEST TAPE, LLC	355.53
Check	10/14/2022	57803	MIDWEST TAPE, LLC	-25.18
Credit Card Charge	10/03/2022	092622	Blackstone Audio - CMPL Credit Card	46.99
Check	10/14/2022	57803	MIDWEST TAPE, LLC	491.08
Credit Card Charge	09/30/2022	sept22c	Amazon Marketplace.com - CMPL Credit Card	82.81
Credit Card Charge	09/30/2022	091322	Amazon Marketplace.com - CMPL Credit Card	24.99
Credit Card Charge	09/30/2022	090122	Amazon Marketplace.com - CMPL Credit Card	14.97
Total 10-5420 - Audio/Visual - Adult				8,928.60
10-5425 - Audio/Visual - Juvenile				
Bill	10/14/2022	502688739	MIDWEST TAPE, LLC	101.16
Bill	10/14/2022	502787452	MIDWEST TAPE, LLC	29.98
Bill	10/14/2022	502772840	MIDWEST TAPE, LLC	41.19
Bill	10/14/2022	502754706	MIDWEST TAPE, LLC	107.20
Bill	10/14/2022	502744052	MIDWEST TAPE, LLC	6.48
Total 10-5425 - Audio/Visual - Juvenile				286.01
10-5430 - Games - Adult				
Bill	10/14/2022	8673	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	50.00
Bill	10/14/2022	8672	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	80.00
Bill	10/14/2022	8671	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	787.32
Bill	10/14/2022	8847	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	967.22
Bill	10/14/2022	8849	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	363.11
Bill	10/14/2022	8915	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	183.26
Bill	10/14/2022	8912	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	243.47
Bill	10/14/2022	8911	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	285.66
Credit Card Charge	09/30/2022	090322	Amazon Marketplace.com - CMPL Credit Card	109.78
Total 10-5430 - Games - Adult				3,069.82
10-5435 - Games - Children				
Bill	10/14/2022	8674	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	302.33
Bill	10/14/2022	8675	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	243.01
Bill	10/14/2022	8848	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	725.48
Bill	10/14/2022	8914	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	160.00
Bill	10/14/2022	8913	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	163.11
Total 10-5435 - Games - Children				1,593.93
10-5440 - Periodicals - Adult				
Credit Card Charge	09/30/2022	090122	Chicago Tribune - CMPL Credit Card	159.42
Credit Card Charge	09/30/2022	092122	Lake County News Sun - CMPL Credit Card	54.24
Credit Card Charge	09/30/2022	090122	Pioneer Press - CMPL Credit Card	16.50
Credit Card Charge	09/30/2022	090122	Lake County News Sun - CMPL Credit Card	84.14
Credit Card Charge	10/03/2022	100122	Quiltfolk.com - CMPL Credit Card	75.00
Total 10-5440 - Periodicals - Adult				389.30
10-5450 - Circulating Technologies				
10-5451 - Circ Tech - Equipment				
Credit Card Charge	09/30/2022	090622	Amazon Marketplace.com - CMPL Credit Card	64.96
Credit Card Charge	09/30/2022	091222	Amazon Marketplace.com - CMPL Credit Card	107.52
Credit Card Charge	09/30/2022	090622	Amazon Marketplace.com - CMPL Credit Card	8.99
Total 10-5451 - Circ Tech - Equipment				181.47
10-5453 - Circ Tech - Subscriptions				
Credit Card Charge	09/30/2022	090122	Hulu - CMPL Credit Card	12.99
Credit Card Charge	09/30/2022	090422	Hulu - CMPL Credit Card	12.99
Credit Card Charge	09/30/2022	092422	Hulu - CMPL Credit Card	0.23
Credit Card Charge	09/30/2022	091522	Apple.com - CMPL Credit Card	215.99
Credit Card Charge	09/30/2022	091522	Apple.com - CMPL Credit Card	323.99
Credit Card Charge	09/30/2022	091522	Apple.com - CMPL Credit Card	183.59
Credit Card Charge	09/30/2022	092422	Apple.com - CMPL Credit Card	183.59
Credit Card Charge	09/30/2022	092922	Netflix.com - CMPL Credit Card	19.99
Credit Card Charge	10/03/2022	100122	Hulu - CMPL Credit Card	12.99
Total 10-5453 - Circ Tech - Subscriptions				966.35
Total 10-5450 - Circulating Technologies				1,147.82
10-5490 - Electronic Services				
10-5491 - Online Databases				
10-5492 - Online Databases - Adults				
Bill	10/14/2022	CMPL-ASPEN 2022	NEW ENGLAND HISTORIC	270.00
Bill	10/14/2022	9942	RAILS	6,470.00
Bill	10/14/2022	2000612735	STANDARD & POOR'S	8,992.00
Bill	10/14/2022	XII5576218	OXFORD UNIVERSITY PRESS, INC.	1,024.03
Total 10-5492 - Online Databases - Adults				16,756.03
Total 10-5491 - Online Databases				16,756.03
10-5494 - Digital Popular Materials				

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
September 17 through October 14, 2022

Type	Date	Num	Name	Paid Amount
10-5495 - Dig. Popular Materials - Adults				
Bill	10/14/2022	07001CO22338004	OVERDRIVE, INC.	881.14
Bill	10/14/2022	07001CO22338010	OVERDRIVE, INC.	1,626.26
Bill	10/14/2022	07001CO22339960	OVERDRIVE, INC.	419.98
Bill	10/14/2022	07001CO22345931	OVERDRIVE, INC.	599.05
Bill	10/14/2022	07001CO22345932	OVERDRIVE, INC.	1,184.03
Bill	10/14/2022	07001CO22346222	OVERDRIVE, INC.	107.61
Bill	10/14/2022	316773 - PPU	KANOPY INC.	450.00
Bill	10/14/2022	07001CO22353179	OVERDRIVE, INC.	1,012.59
Bill	10/14/2022	07001CO22353176	OVERDRIVE, INC.	1,122.45
Bill	10/14/2022	07001CO22355404	OVERDRIVE, INC.	284.98
Bill	10/14/2022	07002CO22364632	OVERDRIVE, INC.	910.94
Bill	10/14/2022	07001CO22364613	OVERDRIVE, INC.	1,026.07
Bill	10/14/2022	07001CO22364972	OVERDRIVE, INC.	186.28
Bill	10/14/2022	502755158	MIDWEST TAPE, LLC	8,954.15
Bill	10/14/2022	INV-US58476	BIBLIOTHECA, LLC	4,934.04
Total 10-5495 - Dig. Popular Materials - Adults				<u>23,699.57</u>
Total 10-5494 - Digital Popular Materials				<u>23,699.57</u>
Total 10-5490 - Electronic Services				40,455.60
10-5497 - Interlibrary Loan Fees				
Bill	10/14/2022	27069	IHLS-OCLC	341.40
Bill	10/14/2022	INV-INC32431	INNOVATIVE INTERFACES, INC.	27,630.86
Total 10-5497 - Interlibrary Loan Fees				<u>27,972.26</u>
Total 10-5400 - Materials				123,100.70
10-5500 - Processing				
10-5520 - Cataloging				
Bill	10/14/2022	27069	IHLS-OCLC	2,762.16
Bill	10/14/2022	502761096	MIDWEST TAPE, LLC	156.00
Total 10-5520 - Cataloging				<u>2,918.16</u>
Total 10-5500 - Processing				2,918.16
10-5600 - Supplies				
10-5611 - Supplies - Admin				
Bill	10/14/2022	193521 - SEPT 22	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	224.34
Credit Card Charge	09/30/2022	090122	Amazon Marketplace.com - CMPL Credit Card	22.78
Bill	10/14/2022	193521 - SEPT 22	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	172.22
Total 10-5611 - Supplies - Admin				<u>419.34</u>
10-5612 - Supplies - Adults				
Bill	10/14/2022	7196593	DEMCO, INC.	308.56
Total 10-5612 - Supplies - Adults				<u>308.56</u>
10-5613 - Supplies - Children's				
Bill	10/14/2022	193521 - SEPT 22	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	132.82
Credit Card Charge	09/30/2022	091322	Amazon Marketplace.com - CMPL Credit Card	12.22
Credit Card Charge	10/03/2022	092822	Amazon Marketplace.com - CMPL Credit Card	29.95
Credit Card Charge	09/30/2022	092122	Amazon Marketplace.com - CMPL Credit Card	8.98
Total 10-5613 - Supplies - Children's				<u>183.97</u>
10-5614 - Supplies - Circulation				
Bill	10/14/2022	141314	JANWAY COMPANY USA, INC	816.44
Total 10-5614 - Supplies - Circulation				<u>816.44</u>
10-5615 - Supplies - Maintenance				
Bill	10/14/2022	193521 - SEPT 22	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	1,708.42
Bill	10/14/2022	6832970	FERGUSON ENTERPRISES, INC.	19.99
Credit Card Charge	09/30/2022	091622	Lighting 2 Light - CMPL Credit Card	199.60
Check	10/14/2022	57804	LOWE'S	31.30
Bill	10/14/2022	370281	ACE HARDWARE OF LIBERTYVILLE, INC.	59.56
Credit Card Charge	09/30/2022	092122	Home Depot - CMPL Credit Card	25.88
Check	10/14/2022	57804	LOWE'S	-16.10
Check	10/14/2022	57804	LOWE'S	5.66
Bill	10/14/2022	154103148	ULINE, INC	49.29
Check	10/14/2022	57804	LOWE'S	33.24
Bill	10/14/2022	450636	J & R LOCK & SAFE, INC.	17.50
Credit Card Charge	09/30/2022	092722	JC Licht - CMPL Credit Card	13.11
Bill	10/14/2022	P54363524	BATTERIES + BULBS	15.50
Total 10-5615 - Supplies - Maintenance				<u>2,162.95</u>
10-5618 - Supplies - Tech Services				
Bill	10/14/2022	193521 - SEPT 22	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	174.15
Bill	10/14/2022	502739129	MIDWEST TAPE, LLC	859.98
Bill	10/14/2022	7188211	DEMCO, INC.	359.73
Credit Card Charge	09/30/2022	090922	Amazon Marketplace.com - CMPL Credit Card	51.73
Total 10-5618 - Supplies - Tech Services				<u>1,445.59</u>
10-5660 - Supplies - Computer				

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
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Type	Date	Num	Name	Paid Amount
Bill	10/14/2022	193521 - SEPT 22	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	1,600.27
Total 10-5660 - Supplies - Computer				1,600.27
10-5670 - Supplies - Paper				
Bill	10/14/2022	40988	GRAPHIC 14, INCORPORATED	824.25
Total 10-5670 - Supplies - Paper				824.25
10-5680 - Supplies - Staff Room				
Bill	10/14/2022	193521 - SEPT 22	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	542.14
Credit Card Charge	09/30/2022	091322	Amazon Marketplace.com - CMPL Credit Card	383.00
Credit Card Charge	09/30/2022	091322	Amazon Marketplace.com - CMPL Credit Card	80.17
Total 10-5680 - Supplies - Staff Room				1,005.31
Total 10-5600 - Supplies				8,766.68
10-5700 - Vehicles				
10-5710 - Bookmobile Fuel				
Bill	10/14/2022	1898	VILLAGE-VERNON	186.85
Total 10-5710 - Bookmobile Fuel				186.85
10-5730 - Bookmobile Delivery Service				
Bill	09/28/2022	JULY-AUGUST 2022	DITTMAN, SUSAN	55.00
Bill	10/14/2022	SEPTEMBER 2022	DITTMAN, SUSAN	28.13
Total 10-5730 - Bookmobile Delivery Service				83.13
10-5750 - Van Fuel				
Bill	10/14/2022	1898	VILLAGE-VERNON	176.13
Total 10-5750 - Van Fuel				176.13
10-5760 - Van Maintenance/Repair				
Credit Card Charge	09/30/2022	092722	Napleton Ford - CMPL Credit Card	70.46
Credit Card Charge	09/30/2022	091422	Berry Tire & Auto - CMPL Credit Card	292.94
Total 10-5760 - Van Maintenance/Repair				363.40
Total 10-5700 - Vehicles				809.51
10-5800 - Computer Operations				
10-5865 - Remote Communications Expenses				
Bill	09/28/2022	AUGUST 2022	ECKMANN, ROBERT	10.00
Bill	09/28/2022	AUGUST 2022	COMPTON, PATRICIA	10.00
Bill	09/28/2022	AUGUST 2022	MORTON, MARK	5.00
Bill	09/28/2022	AUGUST 2022	SCHOENFIELD, SONIA	10.00
Bill	10/14/2022	SEPTEMBER 2022	ECKMANN, ROBERT	10.00
Bill	10/14/2022	SEPTEMBER 2022	GAFKA, DEBORAH	10.00
Bill	10/14/2022	SEPTEMBER 2022	KING, BECKY	10.00
Bill	10/14/2022	SEPTEMBER 2022	LARSON, ANDREA	10.00
Bill	10/14/2022	SEPTEMBER 2022	COMPTON, PATRICIA	10.00
Bill	10/14/2022	SEPTEMBER 2022	MORTON, MARK	5.00
Bill	10/14/2022	SEPTEMBER 2022	SCHOENFIELD, SONIA	10.00
Bill	10/14/2022	SEPTEMBER 2022	KRAUSE, DONNA	10.00
Total 10-5865 - Remote Communications Expenses				110.00
10-5810 - Integrated Library System				
Bill	10/14/2022	INV-INC32431	INNOVATIVE INTERFACES, INC.	4,605.52
Bill	10/14/2022	INV-INC32430	INNOVATIVE INTERFACES, INC.	62,157.31
Total 10-5810 - Integrated Library System				66,762.83
10-5830 - Replacement Hardware/Software				
10-5831 - Rep Hrdwre/Sftwre - Admin				
Credit Card Charge	09/30/2022	090122	Liberated Syndication - CMPL Credit Card	15.00
Credit Card Charge	09/30/2022	090222	Payflow/Paypal - CMPL Credit Card	30.00
Credit Card Charge	09/30/2022	090422	Timely - CMPL Credit Card	200.00
Credit Card Charge	09/30/2022	090722	ADOBE - CMPL Credit Card	382.37
Credit Card Charge	09/30/2022	090722	ADOBE - CMPL Credit Card	382.37
Credit Card Charge	09/30/2022	090722	ADOBE - CMPL Credit Card	382.37
Credit Card Charge	09/30/2022	090722	ADOBE - CMPL Credit Card	382.37
Credit Card Charge	09/30/2022	090722	ADOBE - CMPL Credit Card	382.37
Check	10/14/2022	57802	COMPUTER VIEW, INC.	3,366.00
Check	10/14/2022	57802	COMPUTER VIEW, INC.	3,366.00
Credit Card Charge	09/30/2022	091422	Amazon Marketplace.com - CMPL Credit Card	89.99
Credit Card Charge	09/30/2022	090422	Moblebeacon.com - CMPL Credit Card	2,400.00
Credit Card Charge	10/03/2022	100122	Liberated Syndication - CMPL Credit Card	3.00
Credit Card Charge	10/03/2022	092922	YooTheMe.com - CMPL Credit Card	58.02
Credit Card Charge	10/03/2022	092922	YooTheMe.com - CMPL Credit Card	118.00
Total 10-5831 - Rep Hrdwre/Sftwre - Admin				11,557.86
Total 10-5830 - Replacement Hardware/Software				11,557.86
10-5840 - LAN Services				
Check	10/14/2022	57802	COMPUTER VIEW, INC.	-300.00
Total 10-5840 - LAN Services				-300.00
10-5860 - Internet				
Bill	10/14/2022	S660366366 - 22274	AT&T	426.88

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
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Type	Date	Num	Name	Paid Amount
Bill	10/14/2022	156748318	COMCAST	921.00
Total 10-5860 - Internet				<u>1,347.88</u>
Total 10-5800 - Computer Operations				79,478.57
10-5900 - Utilities				
10-5910 - Electricity				
10-5911 - Electricity - Aspen				
Bill	10/14/2022	63323444501	CONSTELLATION NEW ENERGY, INC.	2,213.85
Total 10-5911 - Electricity - Aspen				<u>2,213.85</u>
10-5912 - Electricity - Cook Park				
Bill	10/14/2022	63323375801	CONSTELLATION NEW ENERGY, INC.	3,152.22
Total 10-5912 - Electricity - Cook Park				<u>3,152.22</u>
Total 10-5910 - Electricity				5,366.07
10-5920 - Gas				
10-5921 - Gas - Aspen				
Bill	10/14/2022	3544016	CONSTELLATION NATURAL GAS	121.57
Total 10-5921 - Gas - Aspen				<u>121.57</u>
10-5922 - Gas - Cook Park				
Bill	10/14/2022	3544016	CONSTELLATION NATURAL GAS	239.67
Total 10-5922 - Gas - Cook Park				<u>239.67</u>
Total 10-5920 - Gas				361.24
10-5930 - Water				
10-5931 - Water - Aspen				
General Journal	09/29/2022	3318	LAKE COUNTY DEPARTMENT OF PUBLIC WO	1,466.43
Total 10-5931 - Water - Aspen				<u>1,466.43</u>
Total 10-5930 - Water				<u>1,466.43</u>
Total 10-5900 - Utilities				7,193.74
10-6000 - Telephone				
10-6010 - Telephone				
Bill	09/28/2022	092322-102222	COMCAST	301.41
Bill	10/14/2022	563900	PEERLESS NETWORK, INC.	1,100.41
Total 10-6010 - Telephone				<u>1,401.82</u>
10-6020 - Bookmobile - Telephone				
Bill	09/28/2022	9916032628	VERIZON WIRELESS SERVICES LLC	191.20
Total 10-6020 - Bookmobile - Telephone				<u>191.20</u>
10-6050 - Telephone Service Contracts				
Bill	10/14/2022	24665	BLUE WIRE COMMUNICATIONS	1,495.74
Total 10-6050 - Telephone Service Contracts				<u>1,495.74</u>
Total 10-6000 - Telephone				3,088.76
10-6100 - Postage				
Bill	09/28/2022	17928748 - 092722	PITNEY BOWES - RESERVE ACCOUNT	1,000.00
Total 10-6100 - Postage				<u>1,000.00</u>
10-6200 - Maintenance				
10-6210 - Janitorial Service				
10-6211 - Janitorial Service - Aspen				
Bill	10/14/2022	C22087	COMPLETE CLEANING COMPANY, INC.	2,381.83
Total 10-6211 - Janitorial Service - Aspen				<u>2,381.83</u>
10-6212 - Janitorial Service - Cook Park				
Bill	10/14/2022	C22087	COMPLETE CLEANING COMPANY, INC.	3,818.89
Total 10-6212 - Janitorial Service - Cook Park				<u>3,818.89</u>
Total 10-6210 - Janitorial Service				6,200.72
10-6220 - Landscaping Service				
10-6221 - Landscaping - Aspen				
Bill	10/14/2022	25219	LANDSCAPE CONCEPTS, INC.	773.88
Bill	10/14/2022	24493	LANDSCAPE CONCEPTS, INC.	1,987.00
Bill	10/14/2022	24488	LANDSCAPE CONCEPTS, INC.	897.00
Total 10-6221 - Landscaping - Aspen				<u>3,657.88</u>
10-6222 - Landscaping - Cook Park				
Bill	10/14/2022	25218	LANDSCAPE CONCEPTS, INC.	517.13
Bill	10/14/2022	24480	LANDSCAPE CONCEPTS, INC.	825.00
Total 10-6222 - Landscaping - Cook Park				<u>1,342.13</u>
Total 10-6220 - Landscaping Service				5,000.01
10-6240 - Trash Removal				
10-6242 - Trash Removal - Cook Park				
General Journal	09/29/2022	3317	GROOT INDUSTRIES, INC.	228.55
Total 10-6242 - Trash Removal - Cook Park				<u>228.55</u>
Total 10-6240 - Trash Removal				228.55
10-6250 - Miscellaneous				
10-6251 - Misc. Maintenance - Aspen				
Bill	10/14/2022	27289078	ANDERSON PEST SOLUTIONS	93.40

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
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Type	Date	Num	Name	Paid Amount
Bill	10/14/2022	6024	AMS OF NORTHERN ILLINOIS	198.00
Bill	10/14/2022	27986627	ANDERSON PEST SOLUTIONS	28.00
Total 10-6251 - Misc. Maintenance - Aspen				319.40
10-6252 - Misc. Maintenance - Cook Park				
Bill	10/14/2022	GXL748	IRON MOUNTAIN INCORPORATED	104.76
Bill	10/14/2022	6024	AMS OF NORTHERN ILLINOIS	149.00
Total 10-6252 - Misc. Maintenance - Cook Park				253.76
Total 10-6250 - Miscellaneous				573.16
Total 10-6200 - Maintenance				12,002.44
10-6300 - Repair				
10-6330 - Mechanical Repairs				
10-6331 - Mechanical Repairs - Aspen				
Bill	09/28/2022	ASPEN HCRS - 0922	VILLAGE-VERNON	185.00
Total 10-6331 - Mechanical Repairs - Aspen				185.00
Total 10-6330 - Mechanical Repairs				185.00
10-6340 - Service Contracts-Mech. & Bldg.				
10-6342 - Service Contracts - Cook Park				
Bill	10/14/2022	8106050375	SCHINDLER ELEVATOR CORPORATION	557.01
Bill	09/28/2022	484415	FIRE & SECURITY SERVICES, INC.	147.00
Bill	09/28/2022	484415	FIRE & SECURITY SERVICES, INC.	123.00
Total 10-6342 - Service Contracts - Cook Park				827.01
Total 10-6340 - Service Contracts-Mech. & Bldg.				827.01
10-6360 - Office Machine Service Contract				
Bill	10/14/2022	9008789693	KONICA MINOLTA BUSINESS SOLUTIONS	411.59
Bill	10/14/2022	9008794685	KONICA MINOLTA BUSINESS SOLUTIONS	259.92
Total 10-6360 - Office Machine Service Contract				671.51
Total 10-6300 - Repair				1,683.52
10-6500 - Professional Services				
10-6520 - Legal Services				
Bill	10/14/2022	228769	KLEIN, THORPE AND JENKINS, LTD.	360.00
Total 10-6520 - Legal Services				360.00
10-6540 - Payroll Processing				
General Journal	09/23/2022	3307		1,017.69
General Journal	10/06/2022	3311		391.48
Total 10-6540 - Payroll Processing				1,409.17
10-6560 - Recruitment				
Bill	09/28/2022	9200214304	QUEST DIAGNOSTICS	35.50
Bill	10/14/2022	9200738381	QUEST DIAGNOSTICS	35.50
Bill	10/14/2022	35796-092022	PEOPLEFACTS	56.11
Total 10-6560 - Recruitment				127.11
Total 10-6500 - Professional Services				1,896.28
10-6600 - Improvements				
10-6650 - Copiers & Other Leased Equip				
Bill	10/14/2022	3105751882	PITNEY BOWES GLOBAL FINANCIAL SERVICE	504.72
Bill	10/14/2022	40608380	KONICA MINOLTA	1,041.77
Bill	10/14/2022	40608380	KONICA MINOLTA	100.00
Bill	10/14/2022	40797197	KONICA MINOLTA	1,041.77
Total 10-6650 - Copiers & Other Leased Equip				2,688.26
Total 10-6600 - Improvements				2,688.26
10-6700 - Community Relations				
10-6712 - Graphics				
Credit Card Charge	09/30/2022	091322	Adobe Stock - CMPL Credit Card	29.99
Credit Card Charge	09/30/2022	090122	Amazon Marketplace.com - CMPL Credit Card	22.62
Credit Card Charge	10/03/2022	090122	Amazon Marketplace.com - CMPL Credit Card	61.99
Credit Card Charge	09/30/2022	091522	Amazon Marketplace.com - CMPL Credit Card	197.98
Total 10-6712 - Graphics				312.58
10-6720 - Programming - Adult				
10-6721 - Programs - Performances				
Bill	09/28/2022	MAY 22 - CHAIR YOGA	HINSON, HAILEY AHANNA	120.00
Bill	10/14/2022	OCTOBER 25, 2022	JENICA PALERACIO, LEAN BELLAS KITCHEN	150.00
General Journal	09/19/2022	3305	SACRED LOTUS HEART	-600.00
Bill	10/14/2022	AUG 22 - MEDITATION	HINSON, HAILEY AHANNA	120.00
Bill	09/28/2022	MAY 22 - MEDITATION	HINSON, HAILEY AHANNA	120.00
Bill	09/28/2022	JUNE 22 - MEDITATION	HINSON, HAILEY AHANNA	120.00
Bill	09/28/2022	JULY 22 - MEDITATION	HINSON, HAILEY AHANNA	120.00
Bill	10/14/2022	SEPT 22-MEDITATION	HINSON, HAILEY AHANNA	200.00
Bill	10/14/2022	OCTOBER 19, 2022	OPSAL, CAROL	50.00
Bill	09/28/2022	MAY 22 - TAI CHI	HINSON, HAILEY AHANNA	120.00
Bill	10/14/2022	SEPT 22 - TAI/CHI	HINSON, HAILEY AHANNA	160.00
Bill	10/14/2022	OCTOBER 22, 2022	ROSE, BRIAN	250.00

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
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Type	Date	Num	Name	Paid Amount
Bill	10/14/2022	OCTOBER 20, 2022	NOSTALGIA ENTERTAINMENT	300.00
Bill	10/14/2022	OCTOBER 20, 2022	NOSTALGIA ENTERTAINMENT	500.00
Bill	10/14/2022	SEPTEMBER 22 - YOGA	HINSON, HAILEY AHANNA	160.00
Total 10-6721 - Programs - Performances				1,890.00
10-6722 - Book Discussions&Author Events				
Bill	09/28/2022	SEPTEMBER 15, 2022	RADER-DAY, LORI	100.00
Credit Card Charge	09/30/2022	090122	PBS - CMPL Credit Card	63.48
Total 10-6722 - Book Discussions&Author Events				163.48
10-6726 - Computer				
Bill	10/14/2022	OCTOBER 19, 2022	MONTANO, ESTEVAN	150.00
Total 10-6726 - Computer				150.00
Total 10-6720 - Programming - Adult				2,203.48
10-6740 - Programming - Children's				
Credit Card Charge	09/30/2022	090822	Amazon Marketplace.com - CMPL Credit Card	29.02
Bill	09/28/2022	OCTOBER 3, 2022	JIMENEZ, BENJAMIN	400.00
Bill	10/14/2022	2037064680	BAKER & TAYLOR - L5588902	93.97
Credit Card Charge	09/30/2022	092122	Amazon Marketplace.com - CMPL Credit Card	21.47
Bill	09/28/2022	SEPTEMBER 1, 2022	BEVERLEY, JOEL	150.00
Bill	09/28/2022	OCTOBER 6, 2022	BEVERLEY, JOEL	150.00
Credit Card Charge	09/30/2022	092322	HITZ PIZZA - CMPL Credit Card	68.41
Credit Card Charge	10/03/2022	092822	Amazon Marketplace.com - CMPL Credit Card	16.95
Credit Card Charge	10/03/2022	092822	Amazon Marketplace.com - CMPL Credit Card	29.30
Credit Card Charge	10/03/2022	092822	Oriental Trading Co - CMPL Credit Card	45.55
Credit Card Charge	09/30/2022	08312022	Oriental Trading Co - CMPL Credit Card	31.46
Credit Card Charge	10/03/2022	092822	Amazon Marketplace.com - CMPL Credit Card	112.62
Credit Card Charge	09/30/2022	092122	Amazon Marketplace.com - CMPL Credit Card	6.89
Credit Card Charge	09/30/2022	090322	Amazon Marketplace.com - CMPL Credit Card	62.33
Bill	09/28/2022	SEPTEMBER 28, 2022	LIBERTYVILLE MUNDELEIN HISTORICAL SOC	100.00
Credit Card Charge	09/30/2022	092822	Amazon Marketplace.com - CMPL Credit Card	61.28
Credit Card Charge	10/03/2022	092822	Amazon Marketplace.com - CMPL Credit Card	15.98
Credit Card Charge	10/03/2022	092122	Amazon Marketplace.com - CMPL Credit Card	126.89
Credit Card Charge	09/30/2022	091422	Amazon Marketplace.com - CMPL Credit Card	7.96
Credit Card Charge	09/30/2022	090222	Amazon Marketplace.com - CMPL Credit Card	6.99
Credit Card Charge	09/30/2022	091422	Amazon Marketplace.com - CMPL Credit Card	75.14
Credit Card Charge	09/30/2022	092122	Amazon Marketplace.com - CMPL Credit Card	10.35
Bill	10/14/2022	193521 - SEPT 22	WAREHOUSE DIRECT OFFICE PRODUCTS, IN	366.09
Credit Card Charge	09/30/2022	091422	Amazon Marketplace.com - CMPL Credit Card	199.75
Bill	09/28/2022	OCTOBER 15, 2022	RUNG, NICOLE	375.00
Bill	10/14/2022	7188211	DEMCO, INC.	26.01
Credit Card Charge	09/30/2022	091422	Amazon Marketplace.com - CMPL Credit Card	32.70
Bill	10/14/2022	JUNE 10, 2023 DEP	IMPROV PLAYHOUSE THEATER, INC.	125.00
Bill	10/14/2022	OCTOBER 19, 2022	ANDERSON, MARK	300.00
Credit Card Charge	09/30/2022	091422	Joann Fabrics - CMPL Credit Card	13.47
Total 10-6740 - Programming - Children's				3,060.58
10-6760 - Promotions/Prizes				
10-6763 - Promotions/Prizes - Children's				
Bill	10/14/2022	2037024342	BAKER & TAYLOR - L5588902	53.77
Total 10-6763 - Promotions/Prizes - Children's				53.77
10-6764 - Promotions/Prizes - Circulation				
Credit Card Charge	09/30/2022	092222	Oh Olive - CMPL Credit Card	59.00
Total 10-6764 - Promotions/Prizes - Circulation				59.00
Total 10-6760 - Promotions/Prizes				112.77
10-6780 - Digital Studios				
10-6781 - Digital Studios - Equipment				
Credit Card Charge	09/30/2022	092022	CBI*ROXIO - CMPL Credit Card	154.33
Credit Card Credit	09/30/2022	092122	CBI*ROXIO - CMPL Credit Card	-14.35
Credit Card Charge	09/30/2022	091522	Amazon Marketplace.com - CMPL Credit Card	388.42
Total 10-6781 - Digital Studios - Equipment				528.40
Total 10-6780 - Digital Studios				528.40
10-6790 - Workshops				
10-6791 - Workshops - Equipment				
Bill	10/14/2022	JULY-OCT 2022	MURROW, JOE	21.98
Total 10-6791 - Workshops - Equipment				21.98
10-6792 - Workshops - Software				
Credit Card Charge	09/30/2022	091522	Cricut - CMPL Credit Card	9.99
Total 10-6792 - Workshops - Software				9.99
10-6793 - Workshops - Programs/Classes				
Bill	10/14/2022	JULY-OCT 2022	MURROW, JOE	75.00
Credit Card Charge	09/30/2022	090322	Amazon Marketplace.com - CMPL Credit Card	22.53
Total 10-6793 - Workshops - Programs/Classes				97.53

COOK MEMORIAL PUBLIC LIBRARY DISTRICT
Bills Paid Report
September 17 through October 14, 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Paid Amount</u>
10-6794 - Workshops - Supplies					
	Bill	10/14/2022	JULY-OCT 2022	MURROW, JOE	229.57
	Credit Card Charge	09/30/2022	091422	Amazon Marketplace.com - CMPL Credit Card	51.44
Total 10-6794 - Workshops - Supplies					<u>281.01</u>
Total 10-6790 - Workshops					<u>410.51</u>
Total 10-6700 - Community Relations					6,628.32
20-8210 - Employer IMRF Disbursements					
	General Journal	09/23/2022	3308		16,019.53
	General Journal	10/06/2022	3314		18,358.12
Total 20-8210 - Employer IMRF Disbursements					<u>34,377.65</u>
20-8250 - Employer Soc Security Tax Disb					
	General Journal	09/23/2022	3308		13,633.48
	General Journal	10/06/2022	3314		15,555.79
Total 20-8250 - Employer Soc Security Tax Disb					<u>29,189.27</u>
Total Expense					<u>767,188.12</u>
Net Ordinary Income					2,360,595.09
Other Income/Expense					
Other Expense					
60-9800 - Special Reserve Disbursements					
60-9813 - Cook Park - Window Replacement					
	Bill	10/14/2022	APPL NO: 3	PRIME ARCHITECTURAL METAL AND GLASS	14,155.20
Total 60-9813 - Cook Park - Window Replacement					<u>14,155.20</u>
Total 60-9800 - Special Reserve Disbursements					<u>14,155.20</u>
Total Other Expense					<u>14,155.20</u>
Net Other Income					-14,155.20
Net Income					<u>2,346,439.89</u>



Director's Narrative Report

October 2022

David Archer, Library Director

Aspen Drive Plaza Enhancement Project Wraps up Friday, Oct 28

- The project began on Oct 5 and consists of the following enhancements to Aspen's front entry: replacing brick pavers with concrete; replacing light bollards; improved landscaping; and an installation of an electric vehicle charging station
- The main entrance will be unavailable from **Tuesday, October 11 through Wednesday, October 19**. The south meeting room door will serve as a temporary public entry/exit. Accessible parking spaces will be temporarily located to the new parking lot.

Cook Park Window Replacement Project Begins Wednesday, Oct 26

- This project runs through Friday, Dec 23 and involves the replacement of 40+ year-old windows and frames located mainly in the fiction room adjacent to Cook Park. Some of the highest windows in the adult nonfiction area will also be replaced, but this isn't expected to adversely affect access to that collection. The project also involves adding four electrical floor boxes for study tables in front of the three study rooms.
- The fiction room will be unavailable for much of this time, including the three adult study rooms. We will have temporary study rooms in the Workshop and the Conference Room to accommodate patrons. Collections in the fiction room will not be accessible by patrons, but staff will be able to retrieve items at designated times.

FAQ - Decennial Committees on Local Government Consolidation and Efficiency Act

Earlier this year, the General Assembly passed the Decennial Committees on Local Government Consolidation and Efficiency Act. The Act provides that, within one year after the effective date of the Act and at least once every 10 years thereafter, each unit of local government (except municipalities and counties) must form a committee to study local efficiencies. Please see the attached FAQ prepared for RAILS member by the law firm Ancel Glink, PC. The deadline to submit recommendations to the county board in which the governmental unit is located is due no by June 10, 2023. It is expected that RAILS will provide a template for its members to use to help guide them through the reporting process.

Find More Illinois

Please find attached a memo from Katie DuClos, Technical Services and Interlibrary Loan Manager, that provides an overview of the resource-sharing product, Find More Illinois. Find More is a type of shared catalog administered by RAILS that allows its 50 member libraries to search for and request material from each other.

eLibrary Update

Last month's report included a brief entry about our partnership with local schools that enables students to check out age-appropriate eBooks and eAudiobooks from our OverDrive collection alongside their school's collection – all without requiring a library card. The service is available to all students at Libertyville District 70; Hawthorn District 73; High School District 128; Oak Grove District 68 and Rondout School District 72. A question was asked about whether this service is available to students in the Mundelein portion of the library district not served by one of these schools. CMPLD staff confirmed with the Fremont Public Library District that this same partnership exists with both Mundelein High School District 128 and the Diamond Lake School District 76.

Keys to Being a Better Library Trustee

Join author and certified professional parliamentarian Nancy Sylvester for this free two-part webinar focused on library boards. These sessions explore both the role of library board members as well as strategies for successful board meetings. Registrants can attend live or view a recorded session. Please let Gaby know if you'd like to register.

- Session 1: Saturday, October 29 10:00 a.m. - 12:00 p.m.
In order to have successful board governance, each board member needs an understanding of the role of the board. This webinar will cover board basics, board governing documents, fiduciary duty, and Board Staff Relationship.
- Session 2: Saturday, November 12 10:00 a.m. - 12:00 p.m.
In order to have successful board meetings, each board member needs to understand parliamentary procedure. This program will cover quorum, agenda, steps in processing a motion, the concept of precedence of a motion script of a motion, the meaning of votes, and basic characteristics of a motion.

Super Readers – Early Childhood Reading Club

The Early Learning Team launched a new reading club designed for area preschool and childcare centers, providing teachers with the opportunity to earn free books for their classrooms and encouraging students to come into the library with their families. Cook Library Super Readers will offer three seasonal reading clubs running from September through May, following the same structure as the children's department's in-house reading clubs. At the start of each season, a member of the early childhood team will make a brief visit to participating classrooms to launch the program. At the launch visits, library staff will provide teachers with a poster and set of stickers to track books read in their classrooms and share a story with the class. The club structure is flexible so teachers can decide how best to organize the activities in a way that works for their routine. Two months later, staff will make a return visit to the classrooms to celebrate the students and teachers reaching their reading goals, and share a story with the class. At the celebration visits, the teacher receives a book for their classroom collection, and each student receives a coupon they can bring into the library to claim their own book prize (plus a sticker!).

The goal of the program is to encourage families to visit our libraries and add books to their home collections, as well as to support the work of the early childhood educators and caregivers in our district. An internal goal of the program was to allow us more consistent contact with a larger number of the preschools and childcare centers in place of our occasional visits to a limited number of centers. Cook Library Super Readers launched in September with seven area preschools and childcare centers, serving more than 300 students. The Early Learning Team expects to gradually add more centers as we can accommodate them.

The program was developed by Terri Norstrom, Early Learning Supervisor, with input from the Early Learning Team. Materials were developed by Cherilyn Contreras, a member of the Early Learning Team, working with Graphic Designer Andy Traynor.

Odds & Ends from Library Staff

1. **Farmers Market** season wrapped up at the end of September. This year saw the edition of the 'marketing table' stationed next to the Lucy Booth. Staff and patrons agreed that it was a nice addition to the market for general, non-reading-related library questions and overflow if the Lucy Booth was swamped.
2. New this year, Circulation and Communications worked together to come up with a fun and engaging 'game' for **Library Card Sign-Up Month** to increase card numbers and to bring more people through our doors. The promotion was called "Your Library Card Packs a PUNCH" and featured a bookmark/punch card with a list of activities patrons could complete. For every completed activity, patrons had to visit a service desk to get a hole punch. Once five activities were punched, they could get a prize ticket to enter the drawing of their choice. Prizes: Bluetooth headphones; AMC Theatre gift card; bubble machine; and a gift basket from the downtown Libertyville store Oh, Olive. Each prize basket also included a related 3D printed item and information on various collections and services. It was very well received by patrons and staff alike and we counted 148 ticket entries. We will run this promotion again next year. A special shout out to Andy our graphic designer for the great idea and for his production skills.
3. The Libertyville Arts Commission invited us to participate in their first annual **Performance Art in the Park** on September 10. The 'marketing table' was set up along with some sensory activities and crafts. Many people visited our tables and it was a great way to get our name and faces out in the community. The Arts Commission invited us back next year.
4. Bungy Lowry, our Senior Processing Associate, showed two librarians from the **Navy Base Library** how to cover books. One of them was Mary Ann Phillips. We are always open to sharing procedures and doing demonstrations for other libraries.
5. Sixteen students from an **LHS special services class** toured our Cook Park location on 9/15. The student took a tour of the building and the collections. Students also learned a brief history of the library and a tutorial on how to use our website and online catalog to find items of interest.
6. The Library was asked to participate in the **LHS homecoming dance** on October 1st. Library staff set up two Nintendo Switch gaming stations in the school library to help offer students alternative activities while attending the dance. The school provided board games for students to play, as well. The Library station was bustling with activity all night! I lost count around 55 individual students using our gaming equipment, but the systems were in use the whole event. The library was already asked to consider attending again for the dance in February. It was a fun way to partner with the local high school to engage our students!
7. After a bit of a break we have relaunched the **Library Podcast**. The most recent episode was a fun one featuring Jenny Barry our Local History Librarian talking about news stories of animals running wild in Libertyville. Anyone can subscribe wherever they get their podcasts.
8. For our Digital Studio equipment we've migrated to using **rechargeable batteries** as a way to be more eco-friendly.
9. The **newly designed adult library cards** have arrived and will be made available once the current supply is depleted. The children's cards continue to be a big hit and young patrons enjoy being able to select their own card.

FAQ - Decennial Committees on Local Government Efficiency Act

On June 10, 2022, the Illinois General Assembly enacted [PA 102-1088](#) creating the “Decennial Committees on Local Government Efficiency Act” (“**Act**”).

When does the Act take effect?

The effective date of the Act is June 10, 2022.

What is the purpose of the Act?

The Act requires certain units of local government to (1) form a committee to study local efficiencies and (2) create and file with the county board a report with recommendations regarding efficiencies and increased accountability. Contrary to language in an earlier version of SB 3789, the Act does **not** require a committee to study whether a governmental unit should consolidate with another governmental unit, municipality, or county.

What local governments are required to comply with the Act?

The Act requires “governmental units” to comply with the Act. Section 5 of the Act defines a government unit to include all units of local government that can levy any tax, except those government units that are expressly exempted from the Act, as discussed below.

What local governments are not required to comply with the Act?

The Act’s definition of “governmental unit” specifically excludes municipalities and counties. So, municipalities and counties are not required to comply with the Act.

When must a governmental unit establish a committee?

Section 10(a) of the Act requires that within 1 year after the effective date of the Act **and** at least once every 10 years thereafter, each governmental unit subject to the Act must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

When does a committee dissolve?

Section 30 of the Act states that after a committee has made the written report required under Section 25, the committee is dissolved until it is reestablished with newly appointed members on the 10th anniversary of the initial committee’s formation and every 10th year thereafter.

What are the duties of a committee?

- ***Mandatory Duties***

Committees formed under the Act are required to:

- Study the governmental unit’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with

other governmental units and the State of Illinois.

- Collect data, research, and analysis as necessary to prepare a written report required in Section 25 of the Act; and
- Summarize the committee's work and findings in a written report. This report must include recommendations in respect to increased accountability and efficiency. The committee must provide the report to the county board in which the governmental unit is located no later than 18 months after the committee is formed.
- ***Voluntary Duties***

In addition, section 10(c) of the Act states that a committee *may*

- Employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate; and
- Seek assistance from community colleges and universities as necessary to prepare the written report required in Section 25 of the Act.

Who is required or permitted to serve as a member of a committee?

- ***Mandatory Committee Members***

Section 10(b) of the Act provides that each committee is to consist of the following members:

- (1) the elected or appointed members of the governing board of the governmental unit;
- (2) at least 2 residents of the governmental unit who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and
- (3) any chief executive officer or other officer of the governmental unit.

The president or chair of the governing board of the governmental unit or his or her designee serves as chair of the committee.

Since the "chief executive officer" of many local government units would already be included in the first category of members (listed as (1) above), local governments might consider having the chief administrative officer (i.e., executive director or other administrative officer) serve on the committee to satisfy the third category of members (listed as (3) above).

- ***Voluntary Committee Members***

The chair may appoint other members to the committee as the chair deems appropriate.

What happens if there is a vacancy on a committee?

Section 10(d) of the Act provides that if a vacancy occurs in one of the three categories of mandatory committee members specified in section 10(b) of the Act, that vacancy must be filled by another person in that vacated category.

Are committees subject to the Open Meetings Act?

Yes. Section 20 of the Act expressly states that committees formed under the Act must meet in accordance with OMA requirements.

What meeting requirements does the Act impose on committees?

Section 20 of the Act requires each committee to meet at least 3 times. Although the Act does not provide any guidance on when those 3 meetings must take place, since the committee only issues one report in a 10-year period, and the committee dissolves after that report is issued, it seems reasonable to interpret this to require 3 meetings during the committee's existence (not per year).

A committee can meet during the regularly scheduled meetings of the governmental unit if:

- (1) the committee provides separate notice under the OMA;
- (2) the committee meeting is listed as part of the governmental unit's agenda; and
- (3) a majority of committee members are present at the committee's meeting.

The Act also requires that each committee meeting must be open to the public and provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. However, the Act permits a committee to require speakers to register to speak during public comment.

Finally, the Act requires the committee to conduct a survey at the end of a meeting of residents in attendance to ask for input on the matters discussed at the meeting.

Is a committee subject to FOIA?

Yes. Under Section 20 of the Act, a committee is a separate public body subject to FOIA. Also, Section 25 of the Act requires that the written report produced by a committee under section 25 of the Act is considered a public record that is available for inspection or copying under FOIA.

Is a governmental unit required to provide services to a committee?

Yes. Section 10(e) of the Act requires each government unit to "provide administrative and other support to its committee." A government unit might consider providing "support" in the form of staffing support, meeting space, financial support, and other reasonable support necessary to fulfill a committee's obligations and objectives under the Act.

Are committee members entitled to compensation under the Act?

No. Section 10(b) of the Act expressly provides that committee members serve without compensation. However, committee members can be reimbursed by the governmental unit for their expenses incurred in performing their duties under the Act.

Is the State of Illinois required to reimburse governmental units for implementing any requirements under the Act?

No. PA 102-1088 amends the State Mandates Act (30 ILCS 805/8.46) to expressly state that "no reimbursement by the State is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act."



Cook Memorial Public Library District

BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: October 18, 2022

FROM: Katie DuClos, Technical Services and Interlibrary Loan Manager

AGENDA ITEM: Director's Report - Find More Illinois

What is Find More Illinois?

Find More Illinois is a resource sharing product developed by RAILS that utilizes the Auto-Graphics product, SHAREit. It allows its 50 member libraries to search for and request material from each other. Find More Illinois has a central catalog of shared resources and a random load leveling algorithm is used to spread requests among libraries. Find More Illinois works separately from our integrated library system unless an additional NCIP product is purchased and configured. Even with the NCIP product, staff must frequently interact with the Find More Illinois system to update requests as they are placed and filled, and to place renewal requests. Cost: \$11,500

How does Find More Illinois work?

Users search the Find More Illinois catalog and place a request. A library with an on-shelf copy receives the request, pulls it from the shelf, and marks it filled, then sends the item through the Illinois van delivery service to the borrowing library. Staff at the borrowing library receive the item and update the request in both Find More Illinois and Sierra. The borrowing library determines the loan period for the item. Requests do not appear in the patron's account until the item arrives. Renewals must be requested by staff and the lending library can approve or deny the renewal.

How do we provide interlibrary loan at CMPLD?

CMPLD provides interlibrary loan service to patrons using two different platforms: LINKin and OCLC WorldShare ILL. In this document, the processes involved in borrowing material are used in explanations, but it should be noted that interlibrary loan service involves both borrowing material for our district patrons and lending material to other libraries for their patrons.

What is LINKin?

The LINKin group is made up of 11 libraries in Northern Illinois. LINKin members include libraries that have large and diverse collections, such as Arlington Heights Memorial Library, Elmhurst Public Library and Skokie Public Library, among others. LINKin uses a load leveling algorithm to prioritize material close to home and spread requests among libraries. LINKin uses Innovative's resource sharing product, INN-Reach. Because INN-Reach is made by the same vendor that makes our integrated library system, Sierra, the two products work together seamlessly. Most of the manual work required by other resource sharing systems is done automatically, saving a great deal of staff time. We don't have to log into a separate system to view reports, print lending requests, or mark material sent or received and renewals are handled by the system, not a staff member. Cost: \$27,631

How does LINKin work?

Patrons simply click a button in our catalog and their search is passed through to the LINKin catalog, displaying results immediately. They place a hold in a manner very similar to an in-house hold request and the hold appears in My Account. The lending library prints slips and pulls the material LINKin libraries have requested five days a week, and uses Sierra to mark the requests sent. The material is

sent through the Illinois van delivery service to the borrowing library. When items arrive at the borrowing library, they are received in Sierra and patrons are notified by email or by phone, according to their notice preference. Patrons can request renewals in My Account, and renewals are granted as long no holds exist, just like a CMPLD item. LINKin libraries agree upon common loan periods for materials, 4 weeks for most material, one week for DVDs/Blu-rays and Magazines. Representatives from the LINKin libraries meet once a year to discuss changes and ideas.

What is OCLC WorldShare ILL?

The second interlibrary loan service CMPLD uses casts a much wider net. OCLC WorldShare ILL has over 10,000 member libraries worldwide. We use this service to request less common materials from lending libraries in any state in the United States. This system requires staff intervention placing and filling requests, but makes it possible to fill journal and magazine article requests and find material that is less common. Patrons can request material using a form in our catalog, by searching WorldCat Discovery, or with a staff member. Material shared within Illinois travels by the van delivery service and material from other states are sent through the USPS. Renewals are requested by staff and the lending library can choose to renew items or not.

CMPLD always strives to reduce costs. We fill every request possible through LINKin and use OCLC WorldShare ILL for the remaining requests, submitting requests to Illinois libraries first to avoid shipping costs whenever possible. COST: \$4,582, a portion of our OCLC subscription for Cataloging, Interlibrary Loan, EZProxy and some databases.

The effect of LINKin on CMPLD ILL

When we became a LINKin member in 2009, the number of OCLC interlibrary loan requests went from a peak of 1,488 in a month to 223 a month five years later. During that same time, LINKin requests increased to 1,600 requests a month. It was obvious that our patrons quickly found LINKin easy to use and that it filled a need. Now LINKin is our primary resource sharing platform and OCLC WorldShare ILL is used to obtain journal articles and other material that is less frequently owned by most libraries.

During my time working with Interlibrary Loan, I have been continuously impressed by the willingness of libraries around the country and especially in Illinois to share their materials. We are able to fill 97% of our patrons' interlibrary loan requests year after year. Cook Memorial Public Library provides convenient and well-rounded interlibrary loan service that meets the needs of our patrons in a complete and convenient way, even if they are looking for something unusual or difficult to find.

Find More Illinois and CMPLD

In 2018 and 2021, CMPLD looked at Find More Illinois to see if it would benefit our patrons. It is a service that holds promise, however it has some drawbacks that gave us pause. First, the member libraries are generally small libraries. Second, the Find More Illinois product is less user-friendly than LINKin. Users must visit and search a separate catalog. Due dates are determined by the lending library and renewals must be placed by staff. Behind the scenes, Find More Illinois would require much more staff time than our current systems. Third, it takes longer for Find More Illinois requests to be filled. Fourth, LINKin libraries currently using Find More Illinois reports indicate that more development is needed before they would consider switching to Find More Illinois exclusively. Ultimately, it seemed like trading a car for a scooter. Find More Illinois would provide essentially the same service as LINKin, but patrons and staff would have to jump through more hoops and the collection is not as deep. The lack of convenience would result in reduced patron requests and those requests would require more staff time. It would be nice to participate in this statewide program someday, but Find More Illinois doesn't currently provide the features and conveniences required to make it worth the savings in dollars considering the cost in usability.

SEPTEMBER SOCIAL MARKETING STATS



53
Total Emails Sent



50%
Avg. Open Rate
nonprofit avg. 37%



1%
Avg. Click Rate
nonprofit avg. 2%



19,972
Total Subscribers

List Name	# of Subscribers	Δ
Author Visits & Literary Events.....	2,085	+3
Book Club Communications	586	+4
Career & Job Events	314	+3
Children's Events (birth-age 5).....	289	+7
Children's Events (grades 1-5).....	1,226	+5
Children's Events (middle school).....	503	+2
Cinema Club Newsletter	141	+3
CMPLD eNews	18,403	-57
eLibrary News.....	582	—
Events (adults)	3,343	-9
Events (high school)	506	—
Genealogy Events (adults)	464	+11
Health & Wellness Events (adults).....	611	+44
History Events (adults).....	720	+14
Home, Cooking & Garden Events (adults).....	833	+6
Movie Matinees (adults).....	855	+1
Music Performances (adults).....	734	+26
Personal Finance Presentations (adults)	420	-4
Teacher Resources.....	225	+3
Technology Classes (adults).....	561	+22

Top Emails by Click Rate

1

Cook Memorial Public Library District

AARP Foundation

Dear Patron,

You're receiving this email because you registered for an AARP Tax Preparation Appointment earlier this year.

AARP is providing income and property tax rebate sessions in the area. All information regarding these sessions can be found on the handout provided by AARP listed below. Thank you for your support of the library.

2

BOOK CLUB CORNER

September 2022

3

Mini Makers
(ages 2-5 w/adult)

Red Light, Green Light

Take Home Activity • Registration opens September 7. Pick Up begins September 21 REGISTER

4

Cinema Club

September 2022 - Collective

We hope you can join us this Monday for one of the best documentaries of the past few years.

Collective is a sprawling documentary by Romanian filmmaker Alexander Nanau. On the surface, it appears to be a straightforward film about a tragic fire at the Collectiv music club in Bucharest in 2015. But as Nanau continues to follow investigative journalists

5

TODDLERS ON THE GO!
@ HOME (WALKING-35 MONTHS)

BALANCING ACT!


Take-Home Activity • Registration opens September 17. Pick Up begins October 1 REGISTER

SEPTEMBER SOCIAL MARKETING STATS

facebook

 **3,647**
page likes

 **39**
total posts
+6 stories

 **4,734**
unique users
reached

Instagram

 **1,377**
followers


 **38**
total posts
+19 stories

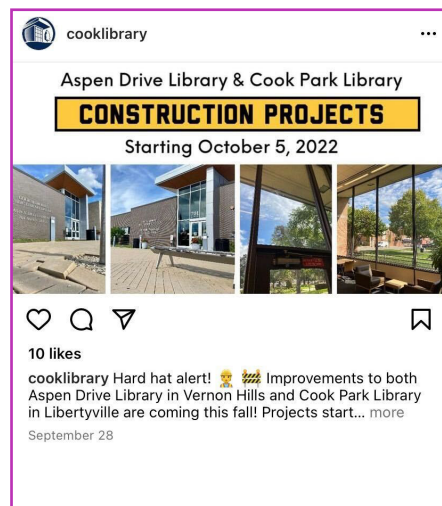
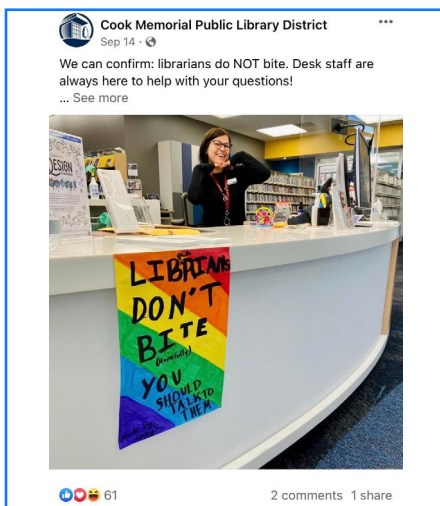
 **1,231**
unique users
reached

twitter

 **1,976**
followers

 **44**
total tweets

 **7,028**
total tweet
views



- 1** Librarians Don't Bite
1,512 reached; 73 engagements
- 2** Lost Kitty
1,414 reached; 37 engagements
- 3** All Staff Meeting Photos
1,414 reached; 68 engagements
- 4** PacMan Outfits
1,211 reached; 67 engagements
- 5** Andy Switching Photo Display
1,157 reached; 37 engagements

- 1** Hard Hat Alert! Library Improvements
413 reached; 11 engagements
- 2** All Staff Meeting Photos
397 reached; 42 engagements
- 3** Librarians Don't Bite
387 reached; 52 engagements
- 4** Andy Switching Photo Display
327 reached; 44 engagements
- 5** PacMan Outfits
296 reached; 24 engagements

- 1** Librarians Don't Bite
659 impressions; 54 engagements
- 2** Library Card Sign-Up Month Ending (video)
340 impressions; 12 engagements
- 3** Mark's Video Game Picks (video)
268 impressions; 9 engagements
- 4** Andy Switching Photo Display
256 impressions; 5 engagements
- 5** Lori Rader-Day Program Tonight
199 impressions; 3 engagements



Cook Memorial Public Library District

Librarian's Statistical Report - Page 1

September 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.

	September 2021			September 2022			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	8,042	30,695	38,737	7,522	31,687	39,209	1.22%
Reciprocal Borrowing Patrons	407	5,659	6,066	393	5,662	6,055	-0.18%
Total	8,449	36,354	44,803	7,915	37,349	45,264	1.03%

Visitors

	September 2021	September 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Aspen Drive Library	10,146	13,389	31.96%	30,987	37,972	22.54%
Drive-Up		401			1,181	
Cook Park Library	12,683	16,610	30.96%	42,921	53,056	23.61%
Drive-Up	1,406	1,238	-11.95%	4,195	3,799	-9.44%
Outreach	1,417	830	-41.43%	2,178	1,850	-15.06%
Total	25,652	32,468	26.57%	80,281	97,858	21.89%

Program Attendance

	September 2021	September 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Adult	951	1,200	26.18%	2,514	3,028	20.45%
Juvenile	929	2,225	139.50%	3,157	5,294	67.69%
Young Adult	30	1,498	4893.33%	76	2,200	2794.74%
	1,910	4,923	157.75%	5,747	10,522	83.09%

Special Services

	September 2021	September 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Reference Questions	4,827	6,125	26.89%	15,391	18,685	21.40%
Library App Users	428	681	59.11%	1,257	2,014	60.22%
Online Databases*	3,178	3,507	10.35%	7,967	9,916	24.46%
www.cooklib.org	79,590	102,622	28.94%	232,814	292,774	25.75%
Holds Placed	13,891	12,659	-8.87%	42,520	39,486	-7.14%
Holds Filled	16,492	10,872	-34.08%	40,995	34,304	-16.32%
Homebound Items Delivered	476	631	32.56%	1,391	2,025	45.58%

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

Collection Size

	September 2021					September 2022					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	48,684	42,933		91,617	33.55%	50,224	43,357		93,581	34.09%	2.14%
Cook Park Library	56,857	108,671	143	165,671	60.68%	58,041	106,759	148	164,948	60.08%	-0.44%
Outreach	12,733	3,011	13	15,757	5.77%	12,975	3,016	13	16,004	5.83%	1.57%
Total	118,274	154,615	156	273,045		121,240	153,132	161	274,533		0.54%

Librarian's Statistical Report - September 2022 - Page 2

Circulation

	September 2021				September 2022				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	10,206	21,369		31,575	10,319	21,428		31,747	0.54%
Foreign Language	172	220		392	258	192		450	14.80%
Large Type	1,541	9		1,550	1,465	14		1,479	-4.58%
Nonfiction	5,975	4,927		10,902	6,280	5,335		11,615	6.54%
Periodicals	1,088	124		1,212	970	108		1,078	-11.06%
Subtotal Print	18,982	26,649		45,631	19,292	27,077		46,369	1.62%
Bags and Containers			11	11			11	11	0.00%
Equipment	120	4		124	188	3		191	54.03%
Interlibrary Loan			142	142			156	156	9.86%
LINKin	1,051			1,051	996			996	-5.23%
Multimedia		58		58		385		385	563.79%
Other			7	7			11	11	57.14%
Subtotal Other	1,171	62	160	1,393	1,184	388	178	1,750	25.63%
eAudiobooks			4,845	4,845			5,384	5,384	11.12%
eBooks			7,160	7,160			6,846	6,846	-4.39%
eMagazines			935	935			165	165	-82.35%
eMusic			336	336			251	251	-25.30%
eVideo			825	825			895	895	8.48%
Subtotal Downloadables			14,101	14,101			13,541	13,541	-3.97%
Audiobooks	542	508		1,050	509	394		903	-14.00%
Compact Discs	1,264	355		1,619	1,097	428		1,525	-5.81%
DVDs, Blu-Ray	7,997	2,685		10,682	6,652	2,491		9,143	-14.41%
Video Games	317	605		922	343	626		969	5.10%
Subtotal Audiovisual	10,120	4,153		14,273	8,601	3,939		12,540	-12.14%
Grand Total All Agencies	30,273	30,864	14,261	75,398	29,077	31,404	13,719	74,200	-1.59%

Agency Subtotals

	September 2021	September 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Downloadables	14,101	13,541	-3.97%	42,616	42,709	0.22%
Aspen Drive Library	16,505	16,867	2.19%	56,411	55,702	-1.26%
Cook Park Library	41,591	39,915	-4.03%	135,554	130,172	-3.97%
Outreach	3,201	3,877	21.12%	8,227	10,147	23.34%
Total	75,398	74,200	-1.59%	242,808	238,730	-1.68%

Cook Memorial Public Library District													
Investment Maturity Schedule													
September 30, 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
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				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
Total Special Reserve			1,595,000		-	-	125,000	490,000	245,000	490,000	-	245,000	1,595,000
Working Cash Fund:													
Total Working Cash Fund			0		-	-	-	-	-	-	-	-	-
General Fund:													
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
Total General Fund			1,225,000		-	-	245,000	245,000	245,000	490,000	-	-	1,225,000
Total Investments			2,820,000		-	-	370,000	735,000	490,000	980,000	-	245,000	2,820,000
Difference			0										

Cook Memorial Public Library District
Investment Transaction Schedule - JP Morgan Chase

Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash Fund	Total	General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
30-Jun-2022	Ending Balance			860,000.00	1,595,000.00	0.00	2,455,000.00	56,478.95	201,068.10	357,547.05	245.02	1,956.49	28.03	99.68	2,329.22
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
31-Jul-2022	Chase Bank	Interest					0.00	2.23	7.93	10.16			2.23	7.93	10.16
31-Jul-2022	Ending Balance			1,350,000.00	1,595,000.00	0.00	2,945,000.00	56,481.18	201,076.03	357,557.21	0.00	0.00	2.23	7.93	10.16
16-Aug-2022	State BK India New York, NY CD	Maturity & Interest		(125,000.00)			(125,000.00)				187.50				187.50
18-Aug-2022	Goldman Sachs BK USA New York, NY	Interest					0.00					123.97			123.97
31-Aug-2022	Chase Bank	Interest					0.00	2.53	9.02	11.55			2.53	9.02	11.55
31-Aug-2022	Ending Balance			1,225,000.00	1,595,000.00	0.00	2,820,000.00	56,483.71	201,085.05	357,568.76	187.50	123.97	4.76	16.95	333.18
30-Sep-2022	Chase Bank	Interest					0.00	2.30	8.20	10.50			2.30	8.20	10.50
30-Sep-2022	Ending Balance			1,225,000.00	1,595,000.00	0.00	2,820,000.00	56,486.01	201,093.25	357,579.26	187.50	123.97	7.06	25.15	343.68

Position Summary

Cook Memorial Public Library

Report date as of Aug 31, 2022

Report run time: October 03, 2022 05:39 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		Div/Int Rate
								Accr Inc	CY Cost Yld	
... 6412 / Cook Memorial PLD General			1,225,000.00		1,217,518	-7,482	-0.61	28,544.00	2.34	
								5,950.14	2.33	
CORPORATE BONDS			490,000.00		485,296	-4,704	-0.96	11,883.00	2.45	
								3,032.29	2.43	
245,000	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS 05600XFR6060	2023-12-11	245,000.00	99.1012	242,798	-2,202	-0.90	6,125.00	2.52	2.50
								1,376.03	2.50	
245,000	SANDY SPRING BK OLNEY MD CD C/D FDIC INS TO LIMITS 800364EC1060	2023-11-20	245,000.00	98.9787	242,498	-2,502	-1.02	5,758.00	2.37	2.35
								1,656.27	2.35	
CASH BALANCE			735,000.00		732,222	-2,778	-0.38	16,661.00	2.28	
								2,917.85	2.27	
245,000	BANK OF CHINA NEW YORK CITY C/D FDIC INS TO LIMITS 06428FYA9060	2023-02-21	245,000.00	99.3820	243,486	-1,514	-0.62	3,798.00	1.56	1.55
								1,092.43	1.55	
245,000	BEAL BK USA LAS VEGAS NEV CD C/D FDIC INS TO LIMITS 07371DBM8060	2023-07-05	245,000.00	99.7840	244,471	-529	-0.22	6,860.00	2.81	2.80
								1,052.49	2.80	
245,000	TEXAS CAP BK N A DALLAS TEX C/D FDIC INS TO LIMITS 88224PMU0060	2023-04-17	245,000.00	99.6999	244,265	-735	-0.30	6,003.00	2.46	2.45
								772.92	2.45	
... 6414 / Cook Memorial PLD Special Res			1,595,000.00		1,563,639	-31,361	-1.97	15,565.00	1.00	
								4,584.36	0.98	
CORPORATE BONDS			1,350,000.00		1,320,421	-29,579	-2.19	10,787.00	0.82	
								3,210.01	0.80	
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	245,000.00	99.3764	243,472	-1,528	-0.62	7,228.00	2.97	2.95
								2,059.34	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 Aug 31, 2022

Report run time: October 03, 2022 05:39 PM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc		Div/Int Rate
								Accr Inc	CY Cost Yld	
245,000	BMW BK NORTH AMER SALT LAKE CITY UTAH C/D FDIC INS TO 05580AE59060	2023-10-10	245,000.00	96.9361	237,493	-7,507	-3.06	858.00	0.36	0.35
245,000	FLAGSTAR BK FSB TROY MICH C/D FDIC INS TO LIMITS 33847E4M6060	2023-06-16	245,000.00	97.7632	239,520	-5,480	-2.24	368.00	0.15	0.15
125,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38149MYJ6060	2023-02-17	125,000.00	98.7800	123,475	-1,525	-1.22	250.00	0.20	0.20
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076SV0060	2023-08-14	245,000.00	97.4837	238,835	-6,165	-2.52	1,103.00	0.46	0.45
245,000	GE CAP RETAIL BK DRAPER UTAH C/D FDIC INS TO LIMITS 87165EUT2060	2023-10-10	245,000.00	96.9903	237,626	-7,374	-3.01	980.00	0.41	0.40
CASH BALANCE			245,000.00		243,218	-1,782	-0.73	4,778.00	1.96	
								1,374.35	1.95	
245,000	DISCOVER BK GREENWOOD DEL C/D FDIC INS TO LIMITS 254673D52060	2023-05-18	245,000.00	99.2726	243,218	-1,782	-0.73	4,778.00	1.96	1.95
Total For Accounts held at JPMS, member FINRA and SIPC			2,820,000.00		2,781,157	-38,843	-1.38	44,109.00	1.59	
								10,534.50	1.56	

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
30-Jun-2022	Ending Balance			3,993,428.93	13,545.79
31-Jul-2022	Wintrust Bank	Interest	For July 2022	5,172.86	5,172.86
31-Jul-2022	Ending Balance			3,998,601.79	5,172.86
31-Aug-2022	Wintrust Bank	Interest	For August 2022	8,024.81	8,024.81
31-Aug-2022	Ending Balance			4,006,626.60	13,197.67
30-Sep-2022	Wintrust Bank	Interest	For September 2022	8,448.93	8,448.93
30-Sep-2022	Ending Balance			4,015,075.53	21,646.60

Cook Memorial Public Library District

Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund

Date	Investment	Transaction Type	Description	MaxSafe Account - Special Reserve Fund	Interest Income
30-Jun-2022		Ending Balance		1,234,636.29	3,101.25
31-Jul-2022	Wintrust Bank	Interest	For July 2022	1,550.23	1,550.23
31-Jul-2022		Ending Balance		1,236,186.52	1,550.23
31-Aug-2022	Wintrust Bank	Interest	For August 2022	2,425.03	2,425.03
31-Aug-2022		Ending Balance		1,238,611.55	3,975.26
30-Sep-2022	Wintrust Bank	Interest	For September 2022	2,561.01	2,561.01
30-Sep-2022		Ending Balance		1,241,172.56	6,536.27



Cook Memorial Public Library District

BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: October 18, 2022

FROM: David Archer, Library Director

AGENDA ITEM: #9: Reports of Committees and Representatives - Policy Review

The Policy Committee met on September 27, 2022 to review the following policies

1. Budget, Appropriation and Levy Policy
Reviewed and revised by legal counsel. Committee made a unanimous recommendation to the full board for adoption via Resolution 2022-2023/3.
2. Identity Protection Act
Reviewed by legal counsel with no changes. No changes proposed by administrative staff and the Policy Committee. The policy is attached for your review but no action is needed by the full board.
3. Automated External Defibrillators Policy
No changes proposed by administrative staff and the Policy Committee. Subsequently reviewed by legal counsel with no changes. The policy is attached for your review but no action is needed by the full board.
4. Personnel
A variety of changes were recommended for approval by the Policy Committee, but administrative staff would like to bring the policy back to the committee for discussion on additional potential modifications.

RESOLUTION ADOPTING REVISED WIRELESS BUDGET, APPROPRIATION AND LEVY POLICY

WHEREAS, the Library Board of Trustees (“Trustees”) last approved revisions to the Budget, Appropriation and Levy Policy (“Policy”) at the Regular Board Meeting on November 15, 2016; 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, the Policy Review Committee Meeting on September 27, 2022 revealed the need to update certain provisions of the Policy; and

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

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

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

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

PASSED this 18th day of October, 2022.

AYES: _____

NAYS: _____

ABSENT: _____

President, Wendy Vieth

ATTEST:

Karen Singer, Secretary

EXHIBIT A

BUDGET, APPROPRIATION AND LEVY POLICY

The Budget, Appropriation and Levy process is governed by Illinois Statutes that are subject to change. Therefore, it is advisable to seek the advice of legal counsel when preparing budget documents and fulfilling requirements for publication, hearings and filing. The **[Cook Memorial Public Library District (“Library”) Board of Trustees (“Board”)]** ~~Library Board~~ may, at its discretion, utilize a committee to review budget documents prior to final Board approval.

Article I: Timeline – Budget and Appropriation.

The Library Director and appropriate Staff ~~will generally~~ **[should]** prepare a tentative operating budget for all library funds in April for the following fiscal year. This **[tentative]** budget ~~normally will~~ **[should]** be adopted at the regular meeting of the Board in May or June.

The Library Director and appropriate Staff ~~will generally~~ **[must]** prepare a tentative Budget and Appropriation Ordinance in a timely fashion so that it may be posted **[in the District’s Libertyville and Vernon Hills sites]** ~~and notice~~ **[not less than 30 days prior to the public hearing to be scheduled on the Budget and Appropriation Ordinance. Notice of the public hearing must be published in a newspaper published or circulated within the District at least 30 days prior to the public hearing]** ~~provided prior to public hearing held by the Library Board~~ in accordance with legal requirements. Generally, **[the public hearing on the Budget and Appropriation Ordinance]** ~~this hearing~~ will be held in ~~July or~~ August **[or September; however, must be held no later than the fourth Tuesday in September.]**

The Board of Trustees ~~will normally~~ **[must]** review, ~~revise~~ and adopt the Budget and Appropriation Ordinance ~~in August but in~~ no ~~event~~ later than the fourth Tuesday in September. The ordinance shall **[then]** be posted, published, adopted and filed in accordance with legal requirements. Subsequent changes in the appropriations can be made according to procedures outlined in Illinois Statutes. **[The Library Staff shall publish a certified copy of the Library’s Budget and Appropriation Ordinance within 30 days of adoption of the Ordinance. The Staff shall further file with the Lake County Clerk a certified copy of the Budget and Appropriation Ordinance along with an Estimate of Revenues certified by the Library District’s Treasurer.]**

Article II: Timeline – Levy.

The Library Director and appropriate Staff ~~will~~ **[must]** prepare a tentative Levy Ordinance **[to be approved no later than 20 days before the adoption of the final Levy Ordinance.]** ~~in a timely fashion in adherence with legal requirements.~~ The Board **[must adopt]** ~~will normally enact~~ the Levy Ordinance in **[compliance with the Truth in Taxation Act and]** ~~November but~~ in no event later than the first Tuesday in December. The Levy Ordinance ~~will be adopted and~~ **[must then be]** filed with the **[Lake]** County Clerk ~~of Lake County in accordance with legal requirements.~~ **[no later than the last Tuesday in December. Additionally, no later than the last Tuesday in December, the District’s Secretary shall file a certified copy of the Budget and Appropriation Ordinance as well as the Tax Levy Ordinance with each Library operated by the District and make such documents available for public inspection.]**

(Additional information can be found in relevant Illinois Statutes such as 75 ILCS 16/30-85, 75 ILCS 16/30-90, and 50 ILCS 330/1 et seq.)

Date

Secretary

Adopted: 10/19/76
Revised: 07/18/95
Revised: 02/17/98
Revised: 03/20/01
Revised: 01/20/04
Revised: 03/20/07
Revised: 05/20/08
Revised: 01/15/13
Revised: 11/15/16
[Revised: 10/18/22]

IDENTITY PROTECTION ACT POLICY

The Policy of the Cook Memorial Public Library District (“Library”) regarding the collection, use, disclosure and protection of individuals’ social security numbers is intended to comply with 5 ILCS 179/5 et. seq. cited as the Identity Protection Act (“Act”).

Article I Prohibited Activities.

A. No officer or employee of the Library shall do any of the following:

1. Intentionally communicate or otherwise intentionally make available to the general public, in any manner, an individual's social security number.
2. Print an individual's social security number on any card required for the individual to access products or services provided by the Library.
3. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this subsection to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this subsection may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

B. Except as otherwise provided in this Policy, no officer or employee of the Library shall do any of the following:

1. Collect, use or disclose a social security number from an individual, unless:
 - a. Required to do so under State or federal law, rules or regulations, or the collection, use or disclosure of the social security number is otherwise necessary for the performance of that officer’s or employee’s duties and responsibilities;

- b. The need and purpose for the social security number is documented before collection of the social security number; and
 - c. The social security number collected is relevant to the documented need and purpose.
 2. Require an individual to use his or her social security number to access an Internet website.
 3. Use the social security number of an individual for any purpose other than the purpose for which it was collected.
- C. The prohibitions in subsection B above do not apply in the following circumstances:
 1. The disclosure of social security numbers to agents, employees, contractors or subcontractors of the Library, or disclosure to another governmental entity or its agents, employees, contractors or subcontractors, if disclosure is necessary in order for the Library to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the officer or employee of the Library must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy on the Library, to protect an individual's social security number, will be achieved.
 2. The disclosure of social security numbers pursuant to a court order, warrant or subpoena.
 3. The collection, use or disclosure of social security numbers in order to ensure the safety of:
 - a. Library employees;
 - b. Persons committed to correctional facilities, local jails and other law-enforcement facilities or retention centers;
 - c. Wards of the State; and
 - d. All persons working in or visiting a Library facility.
 4. The collection, use or disclosure of social security numbers for internal verification or administrative purposes.
 5. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm

Leach Bliley Act, or to locate a missing person, a lost relative or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

- D. Any previously adopted standards of the Library, for the collection, use or disclosure of social security numbers, that are stricter than the standards under this Policy with respect to the protection of those social security numbers, shall, in the event of any conflict with the provisions of this Policy, control.

Article II Public Inspection and Copying of Documents.

Notwithstanding any other provision of this Policy to the contrary, all officers and employees of the Library must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. All officers and employees of the Library must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents, as such information is exempt from disclosure under the Freedom of Information Act, pursuant to 5 ILCS 140/7(1)(b) as "private information, "as defined by 5 ILCS 140/2(c-5).

Article III Applicability.

- A. This Policy does not apply to the collection, use or disclosure of a social security number as required by State or federal law, rule or regulation.
- B. This Policy does not apply to documents that are required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule or the Constitution of the State of Illinois.

Article IV Compliance with Federal Law.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the Library's compliance with said program shall not be deemed a violation of this Policy or the Act.

Article V Embedded Social Security Numbers.

No officer or employee of the Library may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by this Policy.

Article VI Identity-Protection Requirements.

- A. All officers and employees of the Library, identified as having access to social security numbers in the course of performing their duties, shall receive training in regard to protecting the confidentiality of social security numbers. Said training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only officers and employees of the Library who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
- C. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- D. When collecting a social security number, or upon request by the individual providing the social security number, a statement of the purpose or purposes for which the Library is collecting and using the social security number shall be provided.
- E. A written copy of this Policy, and any amendments thereto, shall be filed with the Library District Board within thirty (30) days after approval of this Policy or any amendments thereto.
- F. The Director of the Library shall make sure that all officers and employees of the Library are aware of the existence of this Policy, and shall make a copy of this Policy available to each officer and employee. If the Library amends this Policy, then the Director of the Library shall advise all officers and employees of the Library of the existence of the amended Policy, shall make a copy of the amended Policy available to each officer and employee of the Library, and shall file a copy of the amended Policy with the Library District Board.
- G. The Library shall make this Policy available to any member of the public, upon request.

Article VII Violation.

Any person who intentionally violates the prohibitions in Section 10 of the Act (which are set forth in Sections 1.A. and 1.B. of this Policy) shall, pursuant to the Act, be guilty of a Class B misdemeanor.

Article VIII

This Policy does not supersede any more restrictive law, rule or regulation regarding the collection, use or disclosure of social security numbers.

Date

Secretary

Adopted: 05/24/11

Reviewed: 08/03/15 (reviewed by legal counsel – No changes – Did not go to committee)

Revised: 04/16/19

[Reviewed: 10/18/22]

AUTOMATED EXTERNAL DEFIBRILLATORS POLICY

Article I Automated External Defibrillators.

It is the policy of the Cook Memorial Public Library District (“Library”) to provide, in appropriate circumstances, emergency care to a victim of sudden cardiac arrest by way of the use of an Automated External Defibrillator (“AED”). The use of an AED by trained employees of the Library is intended to assist victims in the first moments after a sudden cardiac arrest. Employee use of an AED is not intended to replace care provided by Emergency Medical Service (“EMS”) providers. Employee use of an AED is intended to assist victims before EMS personnel arrive. Upon arrival of EMS personnel, care of the victim will be transferred to EMS personnel.

Article II Definitions.

As used in this Policy:

- A. “Automated External Defibrillator” (AED) means a medical device heart monitor and defibrillator that has been approved for use in accordance with applicable statutes and regulations.
- B. “AED Coordinator” means the Library employee designated to coordinate all aspects of AED use by Trained AED Users.
- C. “Emergency Medical Services” System (EMS) means an organization of hospitals, vehicle service providers and personnel approved by the Department of Public Health in a specific geographic area which coordinates and provides pre-hospital and inter-hospital emergency care and non-emergency medical transports pursuant to a System Program Plan submitted to and approved by the Department and pursuant to an EMS Regional Plan adopted for the EMS Region in which the System is located.
- D. “Trained AED User” means a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross or the American Heart Association or a course of instruction in accordance with the rules adopted under the Illinois Automated External Defibrillator Act to use an AED and to perform cardiovascular resuscitation (CPR).

Article III Acquisition of AEDs.

At such time or times as the Board of Library Trustees determines, the Library may purchase and make available for use such number of AEDs as the Board determines is appropriate.

Article IV AED Use and Maintenance.

- A. The AED Coordinator shall take reasonable measures to ensure that each AED owned by the Library:
 - 1. Is used only by a Trained AED User;
 - 2. Is maintained and tested according to applicable regulations and manufacturer's guidelines;
 - 3. Is registered with the local EMS System hospital in accordance with applicable regulations and will provide information about the existence, location and type of AED.
- B. The AED Coordinator shall report use of the Library's AED to appropriate persons according to applicable regulations.

Article V Training.

The AED Coordinator and such additional employees of the Library as designated by the Library Director shall become Trained AED Users. The Library will take reasonable measures to have a trained AED User on duty during normal operating hours. Training will be provided to employees who are considered to be anticipated users and will be renewed at least every two (2) years.

Article VI Procedure.

- A. The Trained AED User will administer CPR and/or defibrillation with an AED and direct a staff member to call 911 and notify the EMS of the use of CPR and/or an AED. Under normal circumstances, the trained AED User will, to the best of his/her ability, assist a victim until relieved by EMS personnel.
- B. Upon departure of EMS personnel, the Trained AED User will complete an Incident Report and take prescribed steps to place the AED back in service.
- C. At no time will an employee of the Library represent himself/herself as medically qualified to provide treatment beyond CPR or AED use.

Article VII Coordination with Department of Public Health.

The AED Coordinator will communicate with representatives of the Illinois Department of Public Health as to compliance with the Illinois Automated External Defibrillator Act and will advise, as necessary, the Board of Library Trustees and trained AED Users as to rules and regulations applicable to the use of AEDs on Library property.

Article VIII Amendments.

Library Trustees may amend this Policy from time to time in compliance with relevant statutes and regulations.

Date: _____

Secretary

Adopted: 2/20/07
Revised: 11/17/15
Revised: 04/16/19
[Reviewed: 10/18/22]