

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

January 17, 2023

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, January 17, 2023 will be held in the Meeting Room at the Cook Park Library, 413 N. Milwaukee Ave., Libertyville, Illinois.

1. Call to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Approval of the Minutes.
  - a. Minutes of the Regular Meeting of December 15, 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 2022-2023/14 Adopting Revised Personnel Policy.
    - ii. Approval of Resolution 2022-2023/15 Adopting Revised Harassment Policy.
    - iii. Approval of Resolution 2022-2023/16 Adopting Revised Workplace Violence 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. Approval of Resolution 2022-2023/17 Approving Change Order #1 with Ascher Brothers Inc., in the amount of \$625.
- b. Approval of Resolution 2022-2023/18 Approving Change Order #5 with Manusos General Contracting, in the amount of \$3,097.46.
- c. Approval of Resolution 2022-2023/19 Approving Change Order #6 with Powerlink Electric in the amount of \$259.70.
- d. Approval of Resolution 2022-2023/20 Approving Change Order #1 with Featherstone in the amount of \$15,120
- e. Post Issuance Tax Compliance Report.
- f. Review and Discussion of Ethics Policy and By-Laws

11. Communications.

12. Upcoming Meetings and Events.

- a. Finance & Employee Practices Committee Meeting on Thursday, February 2, 2023 at 5:30 p.m. at Cook Park Library.
- b. Regular Board Meeting on Tuesday, February 21, 2023 at 6:30 p.m. at Aspen Drive Library.

13. Public Questions.

14. Adjournment.

Wendy Vieth, President  
Board of Library Trustees

January 13, 2023

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

5:23 PM

01/12/23

Cash Basis

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

	10-General	20-IMRF	30-Working Ca...	50-Trust	60-Special Res...	TOTAL
<b>ASSETS</b>						
Current Assets						
Checking/Savings						
1000 · Cash						
10-1040 · Petty Cash	625	0	0	0	0	625
10-1045 · Cash on Hand - Aspen	60	0	0	0	0	60
10-1150 · Chase Operating A/C	2,260,273	605,406	555,776	22,838	-510,466	2,933,827
10-1504 · Illinois Funds - General, IMRF	436,483	37,443	0	0	323,236	797,163
10-1509 · Wintrust MaxSafe Acct - General	4,050,866	0	0	0	0	4,050,866
60-1509 · Wintrust MaxSafe Acct - S/R	0	0	0	0	1,252,081	1,252,081
10-1550 · Chase Savings Account						
10-1551 · Chase Savings - GF	56,493	0	0	0	0	56,493
60-1551 · Chase Savings - SRF	0	0	0	0	201,118	201,118
Total 10-1550 · Chase Savings Account	56,493	0	0	0	201,118	257,611
Total 1000 · Cash	6,804,801	642,849	555,776	22,838	1,265,969	9,292,233
2000 · Investments						
10-1502 · Investments - General Fund						
10-1651 · Investments - Chase (GF)	1,965,607	0	0	0	0	1,965,607
Total 10-1502 · Investments - General Fund	1,965,607	0	0	0	0	1,965,607
60-1501 · Investments - Special Reserve						
60-1651 · Investments - Chase (SRF)	0	0	0	0	1,840,000	1,840,000
Total 60-1501 · Investments - Special Reserve	0	0	0	0	1,840,000	1,840,000
Total 2000 · Investments	1,965,607	0	0	0	1,840,000	3,805,607
Total Checking/Savings	8,770,408	642,849	555,776	22,838	3,105,969	13,097,839
Other Current Assets						
10-1990 · Friends of the Library 2	2,183	0	0	0	0	2,183
Total Other Current Assets	2,183	0	0	0	0	2,183
Total Current Assets	8,772,591	642,849	555,776	22,838	3,105,969	13,100,022
<b>TOTAL ASSETS</b>	<b>8,772,591</b>	<b>642,849</b>	<b>555,776</b>	<b>22,838</b>	<b>3,105,969</b>	<b>13,100,022</b>
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Current Liabilities						
Accounts Payable						
20000 · Accounts Payable	-0	0	0	0	0	-0
Total Accounts Payable	-0	0	0	0	0	-0

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Cash Basis

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

	10-General	20-IMRF	30-Working Ca...	50-Trust	60-Special Res...	TOTAL
<b>Credit Cards</b>						
10-2050 · Chase One Card	6,962	0	0	1,484	0	8,446
<b>Total Credit Cards</b>	6,962	0	0	1,484	0	8,446
<b>Other Current Liabilities</b>						
00-2100 · Payroll W/H & Payable						
10-2850 · Aflac Payable	139	0	0	0	0	139
10-2300 · IMRF Payable-Employee Medicare	27,557	0	0	0	0	27,557
10-2600 · IMRF Voluntary Life Insurance	256	0	0	0	0	256
10-2700 · Dental and Vision	1,210	0	0	0	0	1,210
10-2800 · CO-OP 90's Medical Plan	6,153	0	0	0	0	6,153
10-2900 · Other Health Care-FSA	6,438	0	0	0	0	6,438
<b>Total 00-2100 · Payroll W/H &amp; Payable</b>	41,752	0	0	0	0	41,752
20-2300 · IMRF Payable-Employer Medicare	0	49,461	0	0	0	49,461
<b>Total Other Current Liabilities</b>	41,752	49,461	0	0	0	91,213
<b>Total Current Liabilities</b>	48,714	49,461	0	1,484	0	99,659
<b>Total Liabilities</b>	48,714	49,461	0	1,484	0	99,659
<b>Equity</b>						
00-3000 · Beginning Fund Balances						
10-3000 · Fund Balance-General Fund	2,879,355	0	0	0	0	2,879,355
10-3010 · Assigned FB - Computer/Tech Res	700,000	0	0	0	0	700,000
10-3011 · Assigned FB - Bookmobile Res.	275,000	0	0	0	0	275,000
20-3000 · Fund Balance - IMRF Fund	0	190,042	0	0	0	190,042
30-3000 · Fund Balance-Working Cash Fund	0	0	555,776	0	0	555,776
50-3000 · Fund Balance-Trust Fund	0	0	0	11,295	0	11,295
60-3000 · Fund Balance-Spec Reserve Fund	0	0	0	0	3,569,259	3,569,259
<b>Total 00-3000 · Beginning Fund Balances</b>	3,854,355	190,042	555,776	11,295	3,569,259	8,180,726
<b>Net Income</b>	4,869,522	403,347	0	10,059	-463,290	4,819,637
<b>Total Equity</b>	8,723,876	593,388	555,776	21,353	3,105,969	13,000,363
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,772,591</b>	<b>642,849</b>	<b>555,776</b>	<b>22,838</b>	<b>3,105,969</b>	<b>13,100,022</b>
<b>UNBALANCED CLASSES</b>	0	0	0	0	0	-0



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01/12/23

Cash Basis

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Profit & Loss by Fund**  
 July through December 2022

	10-General	20-IMRF	50-Trust	60-Special Reser...	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
00-4000 · Property Tax	8,727,275	826,198	0	0	9,553,473
00-4050 · Replacement Tax	130,185	0	0	0	130,185
00-4100 · Interest Earned	68,711	0	0	24,623	93,334
00-4200 · Other	29,168	0	11,543	0	40,711
10-4300 · Grants & Other Donations	91,788	0	0	0	91,788
10-4350 · Fines	8,784	0	0	0	8,784
<b>Total Income</b>	<b>9,055,912</b>	<b>826,198</b>	<b>11,543</b>	<b>24,623</b>	<b>9,918,275</b>
<b>Gross Profit</b>	<b>9,055,912</b>	<b>826,198</b>	<b>11,543</b>	<b>24,623</b>	<b>9,918,275</b>
<b>Expense</b>					
10-5100 · Salaries	2,598,056	0	0	0	2,598,056
10-5200 · Benefits	264,784	0	0	0	264,784
10-5300 · Training	5,834	0	0	0	5,834
10-5400 · Materials	628,160	0	0	0	628,160
10-5500 · Processing	16,536	0	0	0	16,536
10-5600 · Supplies	53,479	0	0	0	53,479
10-5700 · Vehicles	8,329	0	0	0	8,329
10-5800 · Computer Operations	221,593	0	0	0	221,593
10-5900 · Utilities	43,790	0	0	0	43,790
10-6000 · Telephone	10,964	0	0	0	10,964
10-6100 · Postage	5,000	0	0	0	5,000
10-6200 · Maintenance	57,850	0	0	0	57,850
10-6300 · Repair	31,155	0	0	0	31,155
10-6400 · Insurance	4,948	0	0	0	4,948
10-6500 · Professional Services	23,411	0	0	0	23,411
10-6600 · Improvements	13,176	0	0	0	13,176
10-6700 · Community Relations	72,732	0	0	0	72,732

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Cash Basis

**COOK MEMORIAL PUBLIC LIBRARY DISTRICT**  
**Profit & Loss by Fund**  
 July through December 2022

	10-General	20-IMRF	50-Trust	60-Special Reser...	TOTAL
10-7000 · Debt Service	126,594	0	0	0	126,594
20-8210 · Employer IMRF Disbursements	0	228,848	0	0	228,848
20-8250 · Employer Soc Security Tax Disb	0	194,003	0	0	194,003
<b>Total Expense</b>	<b>4,186,390</b>	<b>422,852</b>	<b>0</b>	<b>0</b>	<b>4,609,242</b>
<b>Net Ordinary Income</b>	<b>4,869,522</b>	<b>403,347</b>	<b>11,543</b>	<b>24,623</b>	<b>5,309,034</b>
<b>Other Income/Expense</b>					
Other Expense					
50-8500 · Trust Disbursements	0	0	1,484	0	1,484
60-9800 · Special Reserve Disbursements	0	0	0	487,913	487,913
<b>Total Other Expense</b>	<b>0</b>	<b>0</b>	<b>1,484</b>	<b>487,913</b>	<b>489,397</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>-1,484</b>	<b>-487,913</b>	<b>-489,397</b>
<b>Net Income</b>	<b>4,869,522</b>	<b>403,347</b>	<b>10,059</b>	<b>-463,290</b>	<b>4,819,637</b>

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Monthly Budget Report  
December 2022

	December 2022				Year To Date December 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	176,261	963,110	(786,849)	-81.70%	9,553,473	9,631,103	(77,630)	-0.81%	97.95%	9,753,000		
00-4050 · Replacement Tax	19,786	41,666	(21,880)	-52.51%	130,185	124,998	5,187	4.15%	52.07%	250,000		
00-4100 · Interest Earned	46,316	8,000	38,316	478.95%	93,334	24,000	69,334	288.89%	194.45%	48,000		
00-4200 · Other	17,217	6,000	11,217	186.95%	29,168	10,000	19,168	191.68%	145.84%	20,000		
10-4300 · Grants & Other Donations	12,918	14,600	(1,682)	-11.52%	103,331	43,800	59,531	135.92%	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	3,064	500	2,564	512.80%	8,784	1,500	7,284	485.60%	292.80%	3,000		
Total Income	275,562	1,033,876	(758,314)	-73.35%	9,918,275	9,835,401	82,874	0.84%	97.60%	10,162,000	0.00%	0
Expense												
10-5100 · Salaries	934,224	961,773	27,549	2.86%	2,598,056	2,705,986	107,930	3.99%	49.83%	5,214,000	0.00%	5,440,000
10-5200 · Benefits	91,840	101,465	9,625	9.49%	264,784	302,726	37,942	12.53%	43.69%	606,000	0.00%	640,000
10-5300 · Training	1,752	8,784	7,032	80.05%	5,834	29,665	23,831	80.33%	9.89%	59,000	0.00%	62,000
10-5400 · Materials	193,030	230,457	37,427	16.24%	628,160	638,149	9,989	1.57%	49.34%	1,273,000	0.00%	1,292,000
10-5500 · Processing	6,610	7,777	1,167	15.01%	16,536	29,215	12,679	43.40%	31.80%	52,000	0.00%	55,000
10-5600 · Supplies	23,924	19,826	(4,098)	-20.67%	53,479	67,248	13,769	20.47%	42.11%	127,000	0.00%	142,000
10-5700 · Vehicles	4,293	5,984	1,691	28.26%	8,329	18,002	9,673	53.73%	23.14%	36,000	0.00%	45,000
10-5800 · Computer Operations	57,833	254,059	196,226	77.24%	221,593	539,464	317,871	58.92%	17.14%	1,293,000	0.00%	1,370,000
10-5900 · Utilities	13,132	29,186	16,054	55.01%	43,790	91,555	47,765	52.17%	21.90%	200,000	0.00%	240,000
10-6000 · Telephone	3,128	6,637	3,509	52.87%	10,964	16,825	5,861	34.84%	33.22%	33,000	0.00%	40,000
10-6100 · Postage	2,000	2,221	221	9.95%	5,000	6,133	1,133	18.47%	41.67%	12,000	0.00%	16,000
10-6200 · Maintenance	16,537	30,180	13,643	45.21%	57,850	78,936	21,086	26.71%	33.06%	175,000	0.00%	200,000
10-6300 · Repair	5,914	17,565	11,651	66.33%	31,155	69,047	37,892	54.88%	23.97%	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	14,621	7,948	(6,673)	-83.96%	23,411	43,573	20,162	46.27%	32.52%	72,000	0.00%	90,000
10-6600 · Improvements	1,997	19,377	17,380	89.69%	13,176	39,606	26,430	66.73%	17.11%	77,000	0.00%	80,000
10-6700 · Community Relations	29,361	31,626	2,265	7.16%	72,732	85,348	12,616	14.78%	40.86%	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	8,334	8,334	100.00%	0	25,002	25,002	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	20,832	20,832	100.00%	0	62,496	62,496	100.00%	0.00%	125,000	0.00%	125,000
20-8210 · Employer IMRF Disbursements	82,275	97,368	15,093	15.50%	228,848	272,830	43,982	16.12%	43.51%	526,000	0.00%	0
20-8250 · Employer Soc Security Tax Disb	69,781	72,856	3,075	4.22%	194,003	204,999	10,996	5.36%	49.11%	395,000	0.00%	0
Total Expense	1,552,252	1,934,255	382,003	19.75%	4,609,242	5,459,420	850,178	15.57%	39.41%	11,695,000	0.00%	11,313,000

COOK MEMORIAL PUBLIC LIBRARY DISTRICT  
Monthly Budget Report  
December 2022

	December 2022				Year To Date December 2022				Annual Budget		Annual Appropriation	
	Actual	Budget	Var \$	Var %	Actual	Budget	Var \$	Var %	% of Budget	\$	% of Approp	\$
Net Ordinary Income (Expense)	(1,276,690)	(900,379)	(376,311)		5,309,033	4,375,981	933,052			(1,533,000)		
Other Income/Expense:												
Other Income												
10-9100 · Other Income	0				0		0					
10-9910 · Interfund Transfers - General	0		0				0					
60-9960 · Interfund Transfers - Special Reserve	0		0				0					
Total Other Income	0		0		0		0					
Other Expense												
10-9500 · Other Expense	0		0		0		0					
50-8500 · Trust Disbursements	1,484	0	(1,484)		1,484	0	(1,484)					
60-9800 · Special Reserve Disbursements	458,771	0	(458,771)		487,913	0	(487,913)					
Total Other Expense	460,255	0	(460,255)		489,397	0	(489,397)					
Net Other Income/(Expense)	(460,255)	0	(460,255)		(489,397)	0	(489,397)					
Net Income	(1,736,945)	(900,379)	(836,566)		4,819,636	4,375,981	443,655			(1,533,000)		

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Summary

December 10, 2022 through January 13, 2023

	10-General	20-IMRF	50-Trust	60-Special Reserve	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
00-4000 · Property Tax	18,708.50	1,774.12	0.00	0.00	20,482.62
00-4050 · Replacement Tax	63,433.05	0.00	0.00	0.00	63,433.05
00-4100 · Interest Earned	22,939.76	0.00	0.00	5,053.96	27,993.72
00-4200 · Other	2,040.05	0.00	11,543.00	0.00	13,583.05
10-4300 · Grants & Other Donations	475.00	0.00	0.00	0.00	475.00
10-4350 · Fines	1,481.59	0.00	0.00	0.00	1,481.59
<b>Total Income</b>	<b>109,077.95</b>	<b>1,774.12</b>	<b>11,543.00</b>	<b>5,053.96</b>	<b>127,449.03</b>
<b>Gross Profit</b>	<b>109,077.95</b>	<b>1,774.12</b>	<b>11,543.00</b>	<b>5,053.96</b>	<b>127,449.03</b>
<b>Expense</b>					
10-5100 · Salaries	560,751.55	0.00	0.00	0.00	560,751.55
10-5200 · Benefits	57,117.27	0.00	0.00	0.00	57,117.27
10-5300 · Training	1,121.10	0.00	0.00	0.00	1,121.10
10-5400 · Materials	71,043.27	0.00	0.00	0.00	71,043.27
10-5500 · Processing	2,886.12	0.00	0.00	0.00	2,886.12
10-5600 · Supplies	8,128.69	0.00	0.00	0.00	8,128.69
10-5700 · Vehicles	1,158.58	0.00	0.00	0.00	1,158.58
10-5800 · Computer Operations	12,929.61	0.00	0.00	0.00	12,929.61
10-5900 · Utilities	9,331.48	0.00	0.00	0.00	9,331.48
10-6000 · Telephone	4,167.74	0.00	0.00	0.00	4,167.74
10-6200 · Maintenance	7,256.72	0.00	0.00	0.00	7,256.72
10-6300 · Repair	2,457.41	0.00	0.00	0.00	2,457.41
10-6400 · Insurance	47,758.71	0.00	0.00	0.00	47,758.71
10-6500 · Professional Services	4,418.18	0.00	0.00	0.00	4,418.18
10-6600 · Improvements	1,616.47	0.00	0.00	0.00	1,616.47
10-6700 · Community Relations	13,134.90	0.00	0.00	0.00	13,134.90
10-7000 · Debt Service	854,814.18	0.00	0.00	0.00	854,814.18
20-8210 · Employer IMRF Disbursements	0.00	46,864.55	0.00	0.00	46,864.55
20-8250 · Employer Soc Security Tax Disb	0.00	41,983.10	0.00	0.00	41,983.10
<b>Total Expense</b>	<b>1,660,091.98</b>	<b>88,847.65</b>	<b>0.00</b>	<b>0.00</b>	<b>1,748,939.63</b>
<b>Net Ordinary Income</b>	<b>-1,551,014.03</b>	<b>-87,073.53</b>	<b>11,543.00</b>	<b>5,053.96</b>	<b>-1,621,490.60</b>
<b>Other Income/Expense</b>					

# COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Summary

December 10, 2022 through January 13, 2023

	<u>10-General</u>	<u>20-IMRF</u>	<u>50-Trust</u>	<u>60-Special Reserve</u>	<u>TOTAL</u>
Other Expense					
50-8500 - Trust Disbursements	0.00	0.00	1,484.47	0.00	1,484.47
60-9800 - Special Reserve Disbursements	0.00	0.00	0.00	2,906.70	2,906.70
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>1,484.47</u>	<u>2,906.70</u>	<u>4,391.17</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>-1,484.47</u>	<u>-2,906.70</u>	<u>-4,391.17</u>
Net Income	<u><u>-1,551,014.03</u></u>	<u><u>-87,073.53</u></u>	<u><u>10,058.53</u></u>	<u><u>2,147.26</u></u>	<u><u>-1,625,881.77</u></u>

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>00-4000 · Property Tax</b>			
<b>10-4000 · Property Tax General</b>			
12/12/2022	3353		18,576.43
12/12/2022	3353		132.07
Total 10-4000 · Property Tax General			18,708.50
<b>20-4000 · Property Tax IMRF</b>			
12/12/2022	3353		1,774.12
Total 20-4000 · Property Tax IMRF			1,774.12
Total 00-4000 · Property Tax			20,482.62
<b>00-4050 · Replacement Tax</b>			
<b>10-4050 · Replacement Tax General</b>			
12/12/2022	3355		19,786.27
01/05/2023	3369		43,646.78
Total 10-4050 · Replacement Tax General			63,433.05
Total 00-4050 · Replacement Tax			63,433.05
<b>00-4100 · Interest Earned</b>			
<b>60-3109 · Interest-Wintrust MaxSafe - S/R</b>			
12/30/2022	3363		4,025.82
Total 60-3109 · Interest-Wintrust MaxSafe - S/R			4,025.82
<b>10-3109 · Interest-Wintrust MaxSafe - Gen</b>			
12/30/2022	3363		13,190.15
Total 10-3109 · Interest-Wintrust MaxSafe - Gen			13,190.15
<b>10-3180 · Interest - Money Market Fund</b>			
12/30/2022	3363		2,282.92
Total 10-3180 · Interest - Money Market Fund			2,282.92
<b>10-4100 · Interest Earned-General Fund</b>			
<b>10-4101 · Interest Income - Chase Savings</b>			
12/30/2022	3363		2.30
Total 10-4101 · Interest Income - Chase Savings			2.30
<b>10-4102 · Interest Income - Chase CD's</b>			
12/30/2022	3365		3,070.89
01/12/2023	3375		4,393.50
Total 10-4102 · Interest Income - Chase CD's			7,464.39
Total 10-4100 · Interest Earned-General Fund			7,466.69
<b>60-4100 · Interest Earned Special Reserve</b>			
<b>60-4101 · Interest Income - Chase Savings</b>			
12/30/2022	3363		8.21
Total 60-4101 · Interest Income - Chase Savings			8.21
<b>60-4102 · Interest Income - Chase CD's</b>			
12/30/2022	3365		835.68
12/30/2022	3365		184.25
Total 60-4102 · Interest Income - Chase CD's			1,019.93
Total 60-4100 · Interest Earned Special Reserve			1,028.14
Total 00-4100 · Interest Earned			27,993.72

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## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
<b>00-4200 · Other</b>			
<b>10-4400 · Lost Materials</b>			
12/16/2022			30.98
12/30/2022			129.89
12/30/2022			38.15
01/13/2023	LOST/PAID - 01...	ALLEN, DONNA	-17.00
01/13/2023	LOST/PAID - 01...	BROXTON, KAY LEE	-17.99
01/13/2023	LOST/PAID - 01...	CARANI, JESSICA	-4.99
01/13/2023	LOST/PAID - 01...	CIAGLIO, KRISTY	-16.99
12/28/2022	LOST/PAID - 12...	DUNGCA, DONNA	-12.99
12/28/2022	LOST/PAID - 12...	GLANDON, HILLARY	-12.80
12/28/2022	LOST/PAID - 12...	GLOSSER, MARK	-24.99
01/13/2023	LOST/PAID - 01...	JACKSACK, JACK	-14.00
01/13/2023	LOST/PAID - 12...	JOHNSON, MICHELLE	-23.95
01/13/2023	LOST/PAID - 01...	KRUEGER, RYAN QUINN	-4.99
12/28/2022	LOST/PAID - 12...	MCMAHON, LINDSAY	-16.00
12/28/2022	LOST/PAID - 12...	SHUTAN, ELIZABETH	-14.75
Total 10-4400 · Lost Materials			17.58
<b>10-4450 · Copy Machine Income</b>			
<b>10-4451 · Aspen - Print/Copy Station</b>			
12/29/2022			420.75
Total 10-4451 · Aspen - Print/Copy Station			420.75
<b>10-4452 · Cook Park - Print/Copy Station</b>			
12/30/2022	3363		0.15
12/29/2022			519.82
Total 10-4452 · Cook Park - Print/Copy Station			519.97
Total 10-4450 · Copy Machine Income			940.72
<b>10-4500 · Misc - General Account</b>			
12/16/2022			6.00
12/16/2022			0.50
12/30/2022			5.00
12/30/2022			47.05
12/29/2022			10.25
12/29/2022			185.00
12/29/2022			170.63
12/29/2022			631.34
12/29/2022			25.98
Total 10-4500 · Misc - General Account			1,081.75
<b>50-3010 · Gift Income</b>			
12/29/2022			1,543.00
12/29/2022			10,000.00
Total 50-3010 · Gift Income			11,543.00
Total 00-4200 · Other			13,583.05
<b>10-4300 · Grants &amp; Other Donations</b>			
<b>10-4365 · Donations - Other</b>			
12/29/2022			75.00
12/29/2022			50.00
12/29/2022			100.00
12/29/2022			50.00
12/29/2022			200.00
Total 10-4365 · Donations - Other			475.00
Total 10-4300 · Grants & Other Donations			475.00
<b>10-4350 · Fines</b>			
12/16/2022			41.75
12/16/2022			17.00
12/30/2022	3363		1,560.93
12/30/2022	3367		-156.64
12/30/2022			7.00
12/30/2022			11.55
Total 10-4350 · Fines			1,481.59
Total Income			127,449.03
Gross Profit			127,449.03



## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
<b>Expense</b>			
<b>10-5100 · Salaries</b>			
<b>10-5110 · Administration Salaries</b>			
12/16/2022	3358		35,312.27
12/28/2022	3361		35,431.71
01/12/2023	3374		35,306.18
Total 10-5110 · Administration Salaries			106,050.16
<b>10-5120 · Adult Salaries</b>			
12/16/2022	3358		43,513.29
12/28/2022	3361		43,964.27
01/12/2023	3374		44,102.07
Total 10-5120 · Adult Salaries			131,579.63
<b>10-5130 · Children's Salaries</b>			
12/16/2022	3358		31,355.48
12/28/2022	3361		30,978.54
01/12/2023	3374		30,022.33
Total 10-5130 · Children's Salaries			92,356.35
<b>10-5140 · Circulation Salaries</b>			
12/16/2022	3358		29,561.71
12/28/2022	3361		28,087.13
01/12/2023	3374		28,566.57
Total 10-5140 · Circulation Salaries			86,215.41
<b>10-5145 · Maintenance Salaries</b>			
12/16/2022	3358		8,254.53
12/28/2022	3361		8,117.29
01/12/2023	3374		8,458.76
Total 10-5145 · Maintenance Salaries			24,830.58
<b>10-5150 · ILL Salaries</b>			
12/16/2022	3358		3,906.88
12/28/2022	3361		3,834.24
01/12/2023	3374		3,895.85
Total 10-5150 · ILL Salaries			11,636.97
<b>10-5155 · Outreach Salaries</b>			
12/16/2022	3358		9,181.43
12/28/2022	3361		8,515.71
01/12/2023	3374		7,401.30
Total 10-5155 · Outreach Salaries			25,098.44
<b>10-5160 · Tech Services Salaries</b>			
12/16/2022	3358		20,969.67
12/28/2022	3361		21,511.43
01/12/2023	3374		21,610.58
Total 10-5160 · Tech Services Salaries			64,091.68
<b>10-5165 · Shelves Salaries</b>			
12/16/2022	3358		6,788.00
12/28/2022	3361		5,870.91
01/12/2023	3374		6,233.42
Total 10-5165 · Shelves Salaries			18,892.33
Total 10-5100 · Salaries			560,751.55

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
<b>10-5200 · Benefits</b>			
<b>10-5210 · Health Insurance</b>			
12/30/2022	3368		44.40
12/30/2022	3368		20.02
12/30/2022	3368		824.35
12/30/2022	3368		268.13
12/30/2022	3368		192.90
12/30/2022	3368		100.00
12/28/2022	MEX45 - DECE...	AFLAC	138.78
12/28/2022	865594-JANUA...	BLUE CROSS BLUE SHIELD OF ILLINOIS	5,153.80
12/28/2022	865594-JANUA...	BLUE CROSS BLUE SHIELD OF ILLINOIS	1,387.38
01/13/2023	P65753/P77758...	COOPERATIVE 90'S MEDICAL	37,300.20
01/13/2023	P65753/P77758...	COOPERATIVE 90'S MEDICAL	7,121.80
12/28/2022	5047 - JANAUR...	NCPERS GROUP LIFE INS	240.00
Total 10-5210 · Health Insurance			52,791.76
<b>10-5220 · Dental/Vision Insurance</b>			
12/30/2022	3364		-586.39
12/30/2022	3364		-586.39
12/29/2022			-46.00
12/29/2022			-51.19
01/13/2023	10438 - DECE...	COOPERATIVE 90'S DENTAL	3,295.40
01/13/2023	10438 - DECE...	COOPERATIVE 90'S DENTAL	1,255.60
12/28/2022	10438-0001 JA...	DELTA DENTAL OF ILLINOIS - RISK	16.31
12/28/2022	10438 - JANUA...	DELTA DENTAL OF ILLINOIS - VISION	266.10
12/28/2022	10438 - JANUA...	DELTA DENTAL OF ILLINOIS - VISION	97.40
Total 10-5220 · Dental/Vision Insurance			3,660.84
<b>10-5240 · Life Insurance</b>			
12/28/2022	034963 - JAN 2...	MADISON NATIONAL LIFE INS CO., INC.	267.79
Total 10-5240 · Life Insurance			267.79
<b>10-5270 · LTD Insurance</b>			
12/28/2022	034963 - JAN 2...	MADISON NATIONAL LIFE INS CO., INC.	396.88
Total 10-5270 · LTD Insurance			396.88
Total 10-5200 · Benefits			57,117.27
<b>10-5300 · Training</b>			
<b>10-5310 · Workshops</b>			
<b>10-5312 · Workshops - Adults</b>			
12/28/2022	DECEMBER 7, ...	LARSON, ANDREA	71.10
Total 10-5312 · Workshops - Adults			71.10
Total 10-5310 · Workshops			71.10
<b>10-5330 · Memberships</b>			
<b>10-5331 · Memberships - Admin</b>			
01/13/2023	CERNIGLIA:03...	AMERICAN LIBRARY ASSOCIATION	236.00
01/13/2023	255589	GLMV CHAMBER OF COMMERCE	350.00
Total 10-5331 · Memberships - Admin			586.00
<b>10-5332 · Memberships - Adults</b>			
01/13/2023	GASS: JAN 23-...	AMERICAN LIBRARY ASSOCIATION	228.00
Total 10-5332 · Memberships - Adults			228.00
<b>10-5334 · Memberships - Circulation</b>			
01/13/2023	GAFKA: 0323-...	AMERICAN LIBRARY ASSOCIATION	236.00
Total 10-5334 · Memberships - Circulation			236.00
Total 10-5330 · Memberships			1,050.00
Total 10-5300 · Training			1,121.10

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
<b>10-5400 - Materials</b>			
<b>10-5410 - Books - Adult</b>			
12/31/2022	dec 22a	Amazon Marketplace.com - CMPL Credit Card	465.42
12/31/2022	121222	Amazon Marketplace.com - CMPL Credit Card	8.04
12/31/2022	113022	Amazon Marketplace.com - CMPL Credit Card	20.73
12/31/2022	113022	Amazon Marketplace.com - CMPL Credit Card	55.80
01/01/2023	122822	Amazon Marketplace.com - CMPL Credit Card	38.17
01/13/2023	2037172905	BAKER & TAYLOR - C0209743	186.41
01/13/2023	2037172906	BAKER & TAYLOR - C0209743	40.28
01/13/2023	2037196562	BAKER & TAYLOR - C0209743	128.45
01/13/2023	2037196561	BAKER & TAYLOR - C0209743	893.54
01/13/2023	2037222228	BAKER & TAYLOR - C0209743	181.01
01/13/2023	2037172915	BAKER & TAYLOR - C5217413	59.06
01/13/2023	2037196574	BAKER & TAYLOR - C5217413	144.17
01/13/2023	2037222237	BAKER & TAYLOR - C5217413	104.88
01/13/2023	2037222238	BAKER & TAYLOR - C5217413	14.50
01/13/2023	2037175442	BAKER & TAYLOR - L3966532	405.70
01/13/2023	2037191071	BAKER & TAYLOR - L3966532	803.29
01/13/2023	2037195235	BAKER & TAYLOR - L3966532	560.34
01/13/2023	2037202613	BAKER & TAYLOR - L3966532	385.67
01/13/2023	2037216813	BAKER & TAYLOR - L3966532	391.09
01/13/2023	2037222885	BAKER & TAYLOR - L3966532	511.76
01/13/2023	2037238755	BAKER & TAYLOR - L3966532	528.56
01/13/2023	2037245218	BAKER & TAYLOR - L3966532	661.23
01/13/2023	2037196770	BAKER & TAYLOR - L4231132	121.63
01/13/2023	2037228564	BAKER & TAYLOR - L5579912	217.00
01/13/2023	2037211309	BAKER & TAYLOR - L5579912	281.76
01/13/2023	2037245193	BAKER & TAYLOR - L5579912	253.71
01/13/2023	2037214886	BAKER & TAYLOR - L5580152	685.06
01/13/2023	2037227408	BAKER & TAYLOR - L5580152	31.78
01/13/2023	2037230817	BAKER & TAYLOR - L5580152	376.51
01/13/2023	2037248354	BAKER & TAYLOR - L5580152	507.68
01/13/2023	2037167910	BAKER & TAYLOR - L5742022	325.25
01/13/2023	2037185976	BAKER & TAYLOR - L5742022	500.85
01/13/2023	2037183893	BAKER & TAYLOR - L5742022	427.28
01/13/2023	2037183893	BAKER & TAYLOR - L5742022	411.88
01/13/2023	2037194922	BAKER & TAYLOR - L5742022	505.52
01/13/2023	2037202018	BAKER & TAYLOR - L5742022	353.18
01/13/2023	2037209646	BAKER & TAYLOR - L5742022	430.53
01/13/2023	2037221381	BAKER & TAYLOR - L5742022	681.58
01/13/2023	2037233022	BAKER & TAYLOR - L5742022	754.23
01/13/2023	2037225008	BAKER & TAYLOR - L5742022	482.93
01/13/2023	2037239948	BAKER & TAYLOR - L5742022	311.47
01/13/2023	2037243780	BAKER & TAYLOR - L5742022	804.96
01/13/2023	1975144	CENTER POINT LARGE PRINT	301.85
01/13/2023	79735016	GALE	50.99
01/13/2023	79746024	GALE	105.56
01/13/2023	79741020	GALE	302.30
01/13/2023	79741401	GALE	104.98
01/13/2023	79740757	GALE	91.97
01/13/2023	79741671	GALE	355.07
01/13/2023	79768353	GALE	60.78
01/13/2023	79768127	GALE	180.74
01/13/2023	79788698	GALE	154.47
01/13/2023	79787288	GALE	156.74
01/13/2023	79844016	GALE	103.48
01/13/2023	79843533	GALE	291.89
01/13/2023	79833617	GALE	51.18
01/13/2023	58214	GALE	-30.39
01/13/2023	58214	GALE	54.38
01/13/2023	2A-2711	INDIA FOR EVERYONE	761.19
01/13/2023	850905-00 1215...	MANUFACTURER'S NEWS, INC.	238.90
01/13/2023	14084	TSAI FONG BOOKS, INC.	152.97
Total 10-5410 - Books - Adult			18,541.94

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
<b>10-5415 · Books - Juvenile</b>			
12/31/2022	dec 22c	Amazon Marketplace.com - CMPL Credit Card	96.20
12/31/2022	121222	Amazon Marketplace.com - CMPL Credit Card	71.38
01/13/2023	2037172908	BAKER & TAYLOR - C0209743	10.12
01/13/2023	2037172907	BAKER & TAYLOR - C0209743	106.02
01/13/2023	2037196561	BAKER & TAYLOR - C0209743	11.15
01/13/2023	2037222229	BAKER & TAYLOR - C0209743	21.92
01/13/2023	2037172916	BAKER & TAYLOR - C5217413	10.12
01/13/2023	2037200759	BAKER & TAYLOR - L3966522	778.64
01/13/2023	2037229058	BAKER & TAYLOR - L3966522	878.76
01/13/2023	2037217501	BAKER & TAYLOR - L3966522	3,088.67
01/13/2023	2037206013	BAKER & TAYLOR - L3966522	453.72
01/13/2023	2037218092	BAKER & TAYLOR - L3966522	69.63
01/13/2023	2037239248	BAKER & TAYLOR - L3966522	1,983.65
01/13/2023	2037226773	BAKER & TAYLOR - L4231142	174.74
01/13/2023	2037207700	BAKER & TAYLOR - L4231142	235.31
01/13/2023	2037214453	BAKER & TAYLOR - L4231142	1,043.48
01/13/2023	2037231614	BAKER & TAYLOR - L4231142	87.66
01/13/2023	2037238126	BAKER & TAYLOR - L4231142	187.97
01/13/2023	2037216992	BAKER & TAYLOR - L4231522	94.19
01/13/2023	2037234104	BAKER & TAYLOR - L4231522	71.88
01/13/2023	2037194901	BAKER & TAYLOR - L5580072	835.91
01/13/2023	2037225979	BAKER & TAYLOR - L5580072	445.18
01/13/2023	2037230412	BAKER & TAYLOR - L5580072	892.50
01/13/2023	2037202612	BAKER & TAYLOR - L5580072	197.05
01/13/2023	2037213219	BAKER & TAYLOR - L5580072	289.70
01/13/2023	2037218109	BAKER & TAYLOR - L5580072	924.83
01/13/2023	2037245191	BAKER & TAYLOR - L5580072	317.18
01/13/2023	8211222B0508...	SENTRUM MARKETING, LLC	397.70
Total 10-5415 · Books - Juvenile			13,775.26
<b>10-5420 · Audio/Visual - Adult</b>			
12/31/2022	dec 22b	Amazon Marketplace.com - CMPL Credit Card	362.69
12/31/2022	122722	Foreign Policy Assoc - CMPL Credit Card	40.00
01/13/2023	503070552	MIDWEST TAPE, LLC	288.15
01/13/2023	503075048	MIDWEST TAPE, LLC	2,295.31
01/13/2023	503097558	MIDWEST TAPE, LLC	133.47
01/13/2023	503162172	MIDWEST TAPE, LLC	258.09
01/13/2023	503186753	MIDWEST TAPE, LLC	830.70
01/13/2023	503138867	MIDWEST TAPE, LLC	1,634.25
01/13/2023	503155856	MIDWEST TAPE, LLC	464.84
01/13/2023	503128088	MIDWEST TAPE, LLC	332.91
01/13/2023	503107059	MIDWEST TAPE, LLC	1,656.57
01/13/2023	503203083	MIDWEST TAPE, LLC	1,239.95
01/13/2023	58216	MIDWEST TAPE, LLC	-15.74
01/13/2023	58216	MIDWEST TAPE, LLC	121.44
Total 10-5420 · Audio/Visual - Adult			9,642.63
<b>10-5425 · Audio/Visual - Juvenile</b>			
01/13/2023	503075048	MIDWEST TAPE, LLC	58.48
01/13/2023	503162172	MIDWEST TAPE, LLC	35.64
01/13/2023	503186753	MIDWEST TAPE, LLC	32.98
01/13/2023	503138867	MIDWEST TAPE, LLC	14.99
01/13/2023	503128088	MIDWEST TAPE, LLC	17.73
01/13/2023	503107059	MIDWEST TAPE, LLC	14.98
Total 10-5425 · Audio/Visual - Juvenile			174.80
<b>10-5430 · Games - Adult</b>			
12/31/2022	121322	Amazon Marketplace.com - CMPL Credit Card	59.88
01/13/2023	9343	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	241.73
01/13/2023	9398	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	334.09
01/13/2023	9397	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	496.71
01/13/2023	9473	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	140.00
01/13/2023	9472	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	166.18
Total 10-5430 · Games - Adult			1,438.59
<b>10-5435 · Games - Children</b>			
01/13/2023	9344	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	202.46
01/13/2023	9341	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	365.18
01/13/2023	9342	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	374.66
01/13/2023	9399	CRIMSON MULTIMEDIA DISTRIBUTION, INC.	242.22
Total 10-5435 · Games - Children			1,184.52

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
<b>10-5440 · Periodicals - Adult</b>			
12/31/2022	121522	Chicago Tribune - CMPL Credit Card	26.00
12/31/2022	121522	Chicago Tribune - CMPL Credit Card	159.42
12/31/2022	122892	Chicago Tribune - CMPL Credit Card	159.92
12/12/2022	3356	GSMD PUBLICATIONS	-24.00
12/31/2022	121522	Lake County News Sun - CMPL Credit Card	84.14
12/12/2022	3356	SUNSET	-24.95
Total 10-5440 · Periodicals - Adult			380.53
<b>10-5450 · Circulating Technologies</b>			
<b>10-5451 · Circ Tech - Equipment</b>			
12/31/2022	121522	Amazon Marketplace.com - CMPL Credit Card	145.00
Total 10-5451 · Circ Tech - Equipment			145.00
<b>10-5453 · Circ Tech - Subscriptions</b>			
12/31/2022	120122	Hulu - CMPL Credit Card	14.99
01/01/2023	120422	Hulu - CMPL Credit Card	14.99
01/01/2023	010123	Hulu - CMPL Credit Card	14.99
12/31/2022	122922	Netflix.com - CMPL Credit Card	19.99
12/31/2022	121522	VIX PLUS - CMPL Credit Card	6.99
Total 10-5453 · Circ Tech - Subscriptions			71.95
Total 10-5450 · Circulating Technologies			216.95
<b>10-5490 · Electronic Services</b>			
<b>10-5491 · Online Databases</b>			
<b>10-5492 · Online Databases - Adults</b>			
01/13/2023	CH11406040QF...	CONSUMERS' CHECKBOOK	500.00
01/13/2023	70766332	PROQUEST LLC	7,504.81
Total 10-5492 · Online Databases - Adults			8,004.81
Total 10-5491 · Online Databases			8,004.81
<b>10-5494 · Digital Popular Materials</b>			
<b>10-5495 · Dig. Popular Materials - Adults</b>			
01/13/2023	INV-US61092	BIBLIOTHECA, LLC	2,178.39
01/13/2023	329665 - PPU	KANOPY INC.	485.00
01/13/2023	503174403	MIDWEST TAPE, LLC	8,969.66
12/28/2022	07001CO22374...	OVERDRIVE, INC.	155.43
01/13/2023	07001CO22445...	OVERDRIVE, INC.	354.85
01/13/2023	07001CO22445...	OVERDRIVE, INC.	282.96
01/13/2023	07001CO22447...	OVERDRIVE, INC.	221.94
01/13/2023	07001CO22452...	OVERDRIVE, INC.	341.24
01/13/2023	07001CO22452...	OVERDRIVE, INC.	314.95
01/13/2023	07001CO22453...	OVERDRIVE, INC.	365.48
01/13/2023	07001CO22454...	OVERDRIVE, INC.	13.99
01/13/2023	07001CP22460...	OVERDRIVE, INC.	210.18
01/13/2023	07001CO22456...	OVERDRIVE, INC.	497.03
01/13/2023	07001CO22458...	OVERDRIVE, INC.	326.94
01/13/2023	07001CO22458...	OVERDRIVE, INC.	223.95
01/13/2023	07001CO22458...	OVERDRIVE, INC.	98.73
01/13/2023	07001CO23000...	OVERDRIVE, INC.	614.98
01/13/2023	07001CO23000...	OVERDRIVE, INC.	775.38
01/13/2023	07001CO23002...	OVERDRIVE, INC.	400.32
01/13/2023	07001CO23004...	OVERDRIVE, INC.	442.46
Total 10-5495 · Dig. Popular Materials - Adults			17,273.86
<b>10-5496 · Dig. Pop. Materials - Juvenile</b>			
01/13/2023	INV-US61092	BIBLIOTHECA, LLC	51.98
Total 10-5496 · Dig. Pop. Materials - Juvenile			51.98
Total 10-5494 · Digital Popular Materials			17,325.84
Total 10-5490 · Electronic Services			25,330.65
<b>10-5497 · Interlibrary Loan Fees</b>			
01/13/2023	58215	IHLS-OCLC	341.40
01/13/2023	OCLC 215641152	WILMETTE PUBLIC LIBRARY DISTRICT	16.00
Total 10-5497 · Interlibrary Loan Fees			357.40
Total 10-5400 · Materials			71,043.27

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

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Date	Num	Name	Paid Amount
<b>10-5500 · Processing</b>			
<b>10-5520 · Cataloging</b>			
01/13/2023	58215	IHLS-OCLC	-0.04
01/13/2023	58215	IHLS-OCLC	2,762.16
01/13/2023	503180430	MIDWEST TAPE, LLC	124.00
Total 10-5520 · Cataloging			2,886.12
Total 10-5500 · Processing			2,886.12
<b>10-5600 · Supplies</b>			
<b>10-5611 · Supplies - Admin</b>			
12/31/2022	122822	Amazon Marketplace.com - CMPL Credit Card	24.74
12/31/2022	120122	Amazon Marketplace.com - CMPL Credit Card	19.78
12/31/2022	120222	HITZ PIZZA - CMPL Credit Card	652.32
01/13/2023	120622-123022	LOWE'S	218.26
12/31/2022	121622	National Pen Company, LLC	235.94
12/28/2022	112122-113022	SAM'S CLUB DIRECT	35.34
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	148.80
Total 10-5611 · Supplies - Admin			1,335.18
<b>10-5612 · Supplies - Adults</b>			
01/13/2023	7234836	DEMCO, INC.	247.32
Total 10-5612 · Supplies - Adults			247.32
<b>10-5613 · Supplies - Children's</b>			
12/31/2022	121422	Amazon Marketplace.com - CMPL Credit Card	49.99
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	34.36
Total 10-5613 · Supplies - Children's			84.35
<b>10-5614 · Supplies - Circulation</b>			
01/01/2023	123022	ABT - CMPL Credit Card	230.00
12/31/2022	122722	Home Depot - CMPL Credit Card	-249.99
12/31/2022	120222	Home Depot - CMPL Credit Card	249.99
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	77.24
Total 10-5614 · Supplies - Circulation			307.24
<b>10-5615 · Supplies - Maintenance</b>			
01/13/2023	121622-122122	ACE HARDWARE OF LIBERTYVILLE, INC.	14.99
01/13/2023	121622-122122	ACE HARDWARE OF LIBERTYVILLE, INC.	21.56
01/13/2023	121622-122122	ACE HARDWARE OF LIBERTYVILLE, INC.	66.64
12/31/2022	121922	Amazon Marketplace.com - CMPL Credit Card	31.96
12/31/2022	113022	Amazon Marketplace.com - CMPL Credit Card	50.53
12/31/2022	120622	Amazon Marketplace.com - CMPL Credit Card	81.54
12/31/2022	122922	Amazon Marketplace.com - CMPL Credit Card	18.80
01/01/2023	122822	Amazon Marketplace.com - CMPL Credit Card	119.97
01/13/2023	6974723	FERGUSON ENTERPRISES, INC.	512.99
01/13/2023	955692244	GRAINGER	117.04
12/31/2022	113022	Lighting 2 Light - CMPL Credit Card	103.74
12/31/2022	112522	Lighting 2 Light - CMPL Credit Card	199.60
01/13/2023	120622-123022	LOWE'S	27.12
12/31/2022	120122	Menards - CMPL Credit Card	4.99
12/31/2022	120122	Menards - CMPL Credit Card	97.97
01/01/2023	3099 122922	Menards - CMPL Credit Card	22.44
01/01/2023	3020 122922	Menards - CMPL Credit Card	104.78
01/01/2023	2505 122922	Menards - CMPL Credit Card	-17.94
12/31/2022	122122	Sticker Talk - CMPL Credit Card	20.38
01/13/2023	157191362	ULINE, INC	149.83
01/13/2023	157677633	ULINE, INC	121.46
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	1,351.81
Total 10-5615 · Supplies - Maintenance			3,222.20
<b>10-5616 · Supplies - ILL</b>			
01/13/2023	1022019625	PITNEY BOWES INC	118.98
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	38.27
Total 10-5616 · Supplies - ILL			157.25
<b>10-5617 · Supplies - Outreach</b>			
01/13/2023	7239692	DEMCO, INC.	69.73
01/01/2023	3099 122922	Menards - CMPL Credit Card	10.47
Total 10-5617 · Supplies - Outreach			80.20

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

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Date	Num	Name	Paid Amount
<b>10-5618 · Supplies - Tech Services</b>			
01/13/2023	7235440	DEMCO, INC.	176.31
12/31/2022	120122	Kapco - CMPL Credit Card	342.17
12/31/2022	121622	Office Smart Labels - CMPL Credit Card	175.97
01/13/2023	156974975	ULINE, INC	86.30
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	85.40
Total 10-5618 · Supplies - Tech Services			866.15
<b>10-5660 · Supplies - Computer</b>			
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	749.86
Total 10-5660 · Supplies - Computer			749.86
<b>10-5680 · Supplies - Staff Room</b>			
12/31/2022	120122	Menards - CMPL Credit Card	15.84
01/13/2023	REJE012506	REFRESHING GREAT LAKES, LLC	263.80
01/13/2023	156974975	ULINE, INC	91.77
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	707.53
Total 10-5680 · Supplies - Staff Room			1,078.94
Total 10-5600 · Supplies			8,128.69
<b>10-5700 · Vehicles</b>			
<b>10-5710 · Bookmobile Fuel</b>			
01/13/2023	1912	VILLAGE-VERNON	163.68
Total 10-5710 · Bookmobile Fuel			163.68
<b>10-5720 · Bookmobile Maintenance/Repair</b>			
12/31/2022	121922	83RV Inc - CMPL Credit Card	222.29
01/13/2023	P57965672	BATTERIES + BULBS	63.58
12/31/2022	122822	TRP Roadside, Inc. - CMPL Credit Card	419.72
Total 10-5720 · Bookmobile Maintenance/Repair			705.59
<b>10-5730 · Bookmobile Delivery Service</b>			
12/28/2022	OCTOBER 2022	BELTZ-WHITE, BROOKE	81.88
12/28/2022	AUG-OCT 2022	WEAGLEY, LINDA	46.63
Total 10-5730 · Bookmobile Delivery Service			128.51
<b>10-5750 · Van Fuel</b>			
01/01/2023	3020 122922	Menards - CMPL Credit Card	5.98
01/13/2023	1912	VILLAGE-VERNON	154.82
Total 10-5750 · Van Fuel			160.80
Total 10-5700 · Vehicles			1,158.58
<b>10-5800 · Computer Operations</b>			
<b>10-5865 · Remote Communications Expenses</b>			
01/13/2023	DECEMBER 20...	COMPTON, PATRICIA	10.00
01/13/2023	DECEMBER 20...	ECKMANN, ROBERT	10.00
01/13/2023	DECEMBER 20...	GAFKA, DEBORAH	10.00
01/13/2023	DECEMBER 20...	HANSEN, JO	10.00
01/13/2023	DECEMBER 20...	KING, BECKY	10.00
12/28/2022	NOVEMBER 20...	KRAUSE, DONNA	10.00
01/13/2023	DECEMBER 20...	KRAUSE, DONNA	10.00
01/13/2023	DECEMBER 20...	LARSON, ANDREA	10.00
12/28/2022	NOVEMBER 20...	MORTON, MARK	10.00
01/13/2023	DECEMBER 20...	MORTON, MARK	10.00
01/13/2023	DECEMBER 20...	SCHOENFIELD, SONIA	5.00
01/13/2023	NOVEMBER 20...	SCHOENFIELD, SONIA	10.00
Total 10-5865 · Remote Communications Expenses			115.00
<b>10-5830 · Replacement Hardware/Software</b>			
<b>10-5831 · Rep Hrdwre/Sftwre - Admin</b>			
12/31/2022	120122	Amazon Marketplace.com - CMPL Credit Card	8.33
12/31/2022	122722	GODADDY - CMPL Credit Card	199.98
01/01/2023	010123	Liberated Syndication - CMPL Credit Card	7.00
12/31/2022	120222	Payflow/Paypal - CMPL Credit Card	30.00
01/13/2023	846	SHOUTBOMB LLC	705.00
12/31/2022	120422	Timely - CMPL Credit Card	200.00
Total 10-5831 · Rep Hrdwre/Sftwre - Admin			1,150.31

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Date	Num	Name	Paid Amount
<b>10-5836 · Rep Hrdwre/Sftwre - ILL</b>			
01/13/2023	58215	IHLS-OCLC	701.95
Total 10-5836 · Rep Hrdwre/Sftwre - ILL			701.95
Total 10-5830 · Replacement Hardware/Software			1,852.26
<b>10-5840 · LAN Services</b>			
01/13/2023	32178	WEBLINX INCORPORATED	4,050.00
Total 10-5840 · LAN Services			4,050.00
<b>10-5850 · Misc Contracts</b>			
01/13/2023	INV-US-62486	ENVISIONWARE, INC.	4,501.17
Total 10-5850 · Misc Contracts			4,501.17
<b>10-5860 · Internet</b>			
12/28/2022	S660366366-22...	AT&T	142.30
01/13/2023	S660366366-23...	AT&T	426.88
12/28/2022	161141293	COMCAST	921.00
01/13/2023	163366026	COMCAST	921.00
Total 10-5860 · Internet			2,411.18
Total 10-5800 · Computer Operations			12,929.61
<b>10-5900 · Utilities</b>			
<b>10-5910 · Electricity</b>			
<b>10-5911 · Electricity - Aspen</b>			
01/13/2023	64013660301	CONSTELLATION NEW ENERGY, INC.	3,429.63
Total 10-5911 · Electricity - Aspen			3,429.63
<b>10-5912 · Electricity - Cook Park</b>			
01/13/2023	64013535401	CONSTELLATION NEW ENERGY, INC.	4,366.66
Total 10-5912 · Electricity - Cook Park			4,366.66
Total 10-5910 · Electricity			7,796.29
<b>10-5920 · Gas</b>			
<b>10-5921 · Gas - Aspen</b>			
01/13/2023	3619663	CONSTELLATION NATURAL GAS	198.21
Total 10-5921 · Gas - Aspen			198.21
<b>10-5922 · Gas - Cook Park</b>			
01/13/2023	3619663	CONSTELLATION NATURAL GAS	414.74
Total 10-5922 · Gas - Cook Park			414.74
Total 10-5920 · Gas			612.95
<b>10-5930 · Water</b>			
<b>10-5932 · Water - Cook Park</b>			
01/13/2023	100322-120122	VILLAGE-LIBERTYVILLE	922.24
Total 10-5932 · Water - Cook Park			922.24
Total 10-5930 · Water			922.24
Total 10-5900 · Utilities			9,331.48
<b>10-6000 · Telephone</b>			
<b>10-6010 · Telephone</b>			
12/28/2022	122322-012223	COMCAST	308.77
12/28/2022	579817	PEERLESS NETWORK, INC.	1,100.37
01/13/2023	587560	PEERLESS NETWORK, INC.	1,106.55
Total 10-6010 · Telephone			2,515.69
<b>10-6020 · Bookmobile - Telephone</b>			
12/28/2022	9923168406	VERIZON WIRELESS SERVICES LLC	156.31
Total 10-6020 · Bookmobile - Telephone			156.31
<b>10-6050 · Telephone Service Contracts</b>			
01/13/2023	25118	BLUE WIRE COMMUNICATIONS	1,495.74
Total 10-6050 · Telephone Service Contracts			1,495.74
Total 10-6000 · Telephone			4,167.74



## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

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Date	Num	Name	Paid Amount
<b>10-6200 · Maintenance</b>			
<b>10-6210 · Janitorial Service</b>			
<b>10-6211 · Janitorial Service - Aspen</b>			
01/13/2023	C22880	COMPLETE CLEANING COMPANY, INC.	2,381.83
Total 10-6211 · Janitorial Service - Aspen			2,381.83
<b>10-6212 · Janitorial Service - Cook Park</b>			
01/13/2023	C22880	COMPLETE CLEANING COMPANY, INC.	3,818.89
Total 10-6212 · Janitorial Service - Cook Park			3,818.89
Total 10-6210 · Janitorial Service			6,200.72
<b>10-6240 · Trash Removal</b>			
<b>10-6242 · Trash Removal - Cook Park</b>			
12/30/2022	3366	GROOT INDUSTRIES, INC.	228.55
Total 10-6242 · Trash Removal - Cook Park			228.55
Total 10-6240 · Trash Removal			228.55
<b>10-6250 · Miscellaneous</b>			
<b>10-6251 · Misc. Maintenance - Aspen</b>			
01/13/2023	6126	AMS OF NORTHERN ILLINOIS	198.00
Total 10-6251 · Misc. Maintenance - Aspen			198.00
<b>10-6252 · Misc. Maintenance - Cook Park</b>			
01/13/2023	015600CS331533	AMBIUS, LLC (19)	374.98
01/13/2023	6126	AMS OF NORTHERN ILLINOIS	149.00
01/13/2023	HDDM441	IRON MOUNTAIN INCORPORATED	105.47
12/28/2022	CMPL - 2022B	VILLAGE OF LIBERTYVILLE - FIRE DEPARTMENT	50.00
12/28/2022	3360	VILLAGE OF LIBERTYVILLE - FIRE DEPARTMENT	-50.00
Total 10-6252 · Misc. Maintenance - Cook Park			629.45
Total 10-6250 · Miscellaneous			827.45
Total 10-6200 · Maintenance			7,256.72
<b>10-6300 · Repair</b>			
<b>10-6340 · Service Contracts-Mech. &amp; Bldg.</b>			
<b>10-6341 · Service Contracts - Aspen</b>			
01/13/2023	12183	AMERICAN BACKFLOW PREVENTION, INC.	207.90
Total 10-6341 · Service Contracts - Aspen			207.90
<b>10-6342 · Service Contracts - Cook Park</b>			
01/13/2023	56132	ESSCOE, L.L.C.	1,422.50
12/28/2022	495802	FIRE & SECURITY SERVICES, INC.	147.00
12/28/2022	495802	FIRE & SECURITY SERVICES, INC.	123.00
01/13/2023	8106126083	SCHINDLER ELEVATOR CORPORATION	557.01
Total 10-6342 · Service Contracts - Cook Park			2,249.51
Total 10-6340 · Service Contracts-Mech. & Bldg.			2,457.41
Total 10-6300 · Repair			2,457.41
<b>10-6400 · Insurance</b>			
<b>10-6420 · Business Package Insurance</b>			
01/13/2023	123122-123123	LIBRARIES OF ILLINOIS RISK AGENCY	34,921.03
Total 10-6420 · Business Package Insurance			34,921.03
<b>10-6430 · Umbrella Insurance</b>			
01/13/2023	123122-123123	LIBRARIES OF ILLINOIS RISK AGENCY	2,713.68
Total 10-6430 · Umbrella Insurance			2,713.68
<b>10-6440 · Worker's Compensation Insurance</b>			
01/13/2023	4527582	RISK PROGRAM ADMINISTRATORS	10,124.00
Total 10-6440 · Worker's Compensation Insurance			10,124.00
Total 10-6400 · Insurance			47,758.71
<b>10-6500 · Professional Services</b>			
<b>10-6520 · Legal Services</b>			
01/13/2023	230631	KLEIN, THORPE AND JENKINS, LTD.	720.00
Total 10-6520 · Legal Services			720.00

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

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Date	Num	Name	Paid Amount
<b>10-6540 · Payroll Processing</b>			
12/12/2022	3354		436.13
12/16/2022	3357		1,032.92
12/28/2022	3362		401.68
01/12/2023	3373		717.94
12/28/2022	CMPLD 2024-2...	WISC DEPT OF REVENUE	10.00
Total 10-6540 · Payroll Processing			2,598.67
<b>10-6550 · Documentation Publishing</b>			
01/13/2023	238328	PADDOCK PUBLICATIONS, INC.	36.80
Total 10-6550 · Documentation Publishing			36.80
<b>10-6560 · Recruitment</b>			
01/13/2023	35796-122022	PEOPLEFACTS	61.88
Total 10-6560 · Recruitment			61.88
<b>10-6575 · Miscellaneous Services &amp; Fees</b>			
12/30/2022	3370		860.83
12/28/2022	112122-113022	SAM'S CLUB DIRECT	140.00
Total 10-6575 · Miscellaneous Services & Fees			1,000.83
Total 10-6500 · Professional Services			4,418.18
<b>10-6600 · Improvements</b>			
<b>10-6630 · Equipment</b>			
<b>10-6633 · Equipment - Children's</b>			
12/31/2022	120922	Amazon Marketplace.com - CMPL Credit Card	69.98
Total 10-6633 · Equipment - Children's			69.98
Total 10-6630 · Equipment			69.98
<b>10-6650 · Copiers &amp; Other Leased Equip</b>			
01/13/2023	41396540	KONICA MINOLTA	1,041.77
01/13/2023	3105901578	PITNEY BOWES GLOBAL FINANCIAL SERVICES LL	504.72
Total 10-6650 · Copiers & Other Leased Equip			1,546.49
Total 10-6600 · Improvements			1,616.47
<b>10-6700 · Community Relations</b>			
<b>10-6712 · Graphics</b>			
12/31/2022	121222	Adobe Stock - CMPL Credit Card	29.99
01/13/2023	193521 - DECE...	WAREHOUSE DIRECT OFFICE PRODUCTS, INC.	121.40
Total 10-6712 · Graphics			151.39
<b>10-6720 · Programming - Adult</b>			
<b>10-6721 · Programs - Performances</b>			
12/29/2022			-15.00
12/29/2022			-200.00
12/29/2022			-30.00
01/13/2023	FEBRUARY 15,...	ALGONQUIN AREA PUBLIC LIBRARY	179.00
01/05/2023	JANUARY 17, 2...	BARNES, JENNIFER	225.00
01/13/2023	JANUARY 24, 2...	BARNES, JENNIFER	225.00
01/13/2023	JANUARY 31, 2...	BARNES, JENNIFER	225.00
01/13/2023	FEBRUARY 9, ...	BRADFORD, BARRY	250.00
01/13/2023	FEBRUARY 16,...	BRADFORD, BARRY	250.00
01/13/2023	JANUARY 26, 2...	CHINESE INTERCULTURAL, LLC	175.00
12/31/2022	122722	Foreign Policy Assoc - CMPL Credit Card	519.18
12/15/2022	DECEMBER 15...	GARVIN GARDENS	75.00
12/15/2022	58062	GARVIN GARDENS	45.00
01/13/2023	FEBRUARY 12,...	GARY E. MIDKIFF & COMPANY	210.00
01/13/2023	OCTOBER 22 - ...	HINSON, HAILEY AHANNA	160.00
01/13/2023	OCTOBER 22 - ...	HINSON, HAILEY AHANNA	160.00
01/13/2023	OCT 22-MEDIT...	HINSON, HAILEY AHANNA	160.00
01/13/2023	NOVEMBER 22...	HINSON, HAILEY AHANNA	80.00
01/13/2023	NOVEMBER 22...	HINSON, HAILEY AHANNA	80.00
01/13/2023	NOV 22-MEDIT...	HINSON, HAILEY AHANNA	40.00
01/13/2023	DECEMBER 22...	HINSON, HAILEY AHANNA	80.00
01/13/2023	DECEMBER 22...	HINSON, HAILEY AHANNA	120.00
01/13/2023	DEC 22-MEDIT...	HINSON, HAILEY AHANNA	120.00
01/05/2023	JANUARY 9, 20...	J & S MEYER FAMILY PROPERTIES	150.00
01/05/2023	JANUARY 5, 20...	MATHIESEN, MARTINA	250.00
01/13/2023	JANUARY 21, 2...	PERIWINKLE ART STUDIO	250.00

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
01/13/2023	JANUARY 21, 2...	PERIWINKLE ART STUDIO	250.00
01/13/2023	FEBRUARY 2, ...	WENSTRUP, GARY	225.00
Total 10-6721 · Programs - Performances			4,258.18
<b>10-6722 · Book Discussions&amp;Author Events</b>			
01/13/2023	JANUARY 24, 2...	ART EXCURSIONS, INC.	500.00
01/13/2023	JANUARY 24, 2...	ART EXCURSIONS, INC.	300.00
01/13/2023	FEBRUARY 7, ...	UNGARETTI, LORRI A.	300.00
Total 10-6722 · Book Discussions&Author Events			1,100.00
<b>10-6725 · Genealogy</b>			
01/05/2023	JANUARY 12, 2...	BEAIRD, CHRISTINA	150.00
01/13/2023	FEBRUARY 16,...	WARNER, JENNIFER	150.00
Total 10-6725 · Genealogy			300.00
<b>10-6726 · Computer</b>			
01/13/2023	JANUARY 19, 2...	MAYBERRY, MELISSA	150.00
01/13/2023	JANUARY 26, 2...	MAYBERRY, MELISSA	150.00
01/05/2023	JANUARY 4, 20...	MONTANO, ESTEVAN	150.00
01/05/2023	JANUARY 9, 20...	MONTANO, ESTEVAN	150.00
01/13/2023	JANUARY 18, 2...	MONTANO, ESTEVAN	150.00
01/13/2023	JANUARY 23, 2...	MONTANO, ESTEVAN	150.00
01/13/2023	JANUARY 25, 2...	MONTANO, ESTEVAN	150.00
01/13/2023	FEBRUARY 8, ...	MONTANO, ESTEVAN	150.00
01/13/2023	FEBRUARY 13,...	MONTANO, ESTEVAN	150.00
Total 10-6726 · Computer			1,350.00
Total 10-6720 · Programming - Adult			7,008.18
<b>10-6730 · Programming - Young Adult</b>			
<b>10-6731 · Programs - YA (Other)</b>			
12/28/2022	SEPT & DEC 2...	VARGA, KAREN	87.34
Total 10-6731 · Programs - YA (Other)			87.34
Total 10-6730 · Programming - Young Adult			87.34
<b>10-6740 · Programming - Children's</b>			
12/31/2022	120722	Amazon Marketplace.com - CMPL Credit Card	6.29
12/31/2022	122022	Amazon Marketplace.com - CMPL Credit Card	7.95
12/31/2022	113022	Amazon Marketplace.com - CMPL Credit Card	12.98
12/31/2022	122122	Amazon Marketplace.com - CMPL Credit Card	14.63
12/31/2022	121422	Amazon Marketplace.com - CMPL Credit Card	14.98
12/31/2022	122022	Amazon Marketplace.com - CMPL Credit Card	15.98
12/31/2022	120722	Amazon Marketplace.com - CMPL Credit Card	27.94
12/31/2022	120722	Amazon Marketplace.com - CMPL Credit Card	49.98
12/31/2022	113022	Amazon Marketplace.com - CMPL Credit Card	94.91
12/31/2022	122122	Amazon Marketplace.com - CMPL Credit Card	95.34
12/31/2022	121422	Amazon Marketplace.com - CMPL Credit Card	31.21
01/13/2023	JANUARY 24, 2...	ANDERSON, MARK	300.00
01/13/2023	FEBRUARY 7, ...	ANDERSON, MARK	300.00
01/13/2023	FEBRUARY 4, ...	ANIMAL QUEST ENTERTAINMENT INC.	464.00
01/05/2023	JANUARY 12, 2...	BEVERLEY, JOEL	150.00
01/13/2023	FEBRUARY 9, ...	BEVERLEY, JOEL	150.00
01/13/2023	JANUARY 21, 2...	CHEN, SAMANTHA	125.00
01/13/2023	JUNE 4, 2023 D...	CLARK, CODY	225.00
01/13/2023	FEBRUARY 18,...	DOHERTY, LAURA	650.00
12/31/2022	122122	Dollar Tree - CMPL Credit Card	38.99
01/05/2023	JANUARY 14, 2...	GADDAM, SRIHARI	200.00
01/13/2023	FEBRUARY 6, ...	LIBERTYVILLE MUNDELEIN HISTORICAL SOCIETY	100.00
01/13/2023	8354	LIBRARIES FIRST	650.00
01/13/2023	FEBRUARY 2, ...	MADDOX, MICHAEL R	350.00
12/31/2022	120622	Michaels - CMPL Credit Card	-8.95
12/31/2022	121422	Oriental Trading Co - CMPL Credit Card	19.99
12/31/2022	113022	Oriental Trading Co - CMPL Credit Card	20.57
12/31/2022	122022	Press.uchicago.edu - CMPL Credit Card	61.78
01/13/2023	FEBRUARY 11,...	ROBOTHINK, LLC	380.00
12/28/2022	112122-113022	SAM'S CLUB DIRECT	24.32
12/28/2022	112122-113022	SAM'S CLUB DIRECT	29.98
01/13/2023	JANUARY 28, 2...	TORRALBA, ANN	450.00
Total 10-6740 · Programming - Children's			5,052.87

## COOK MEMORIAL PUBLIC LIBRARY DISTRICT

## Bills Paid Detail Report

December 10, 2022 through January 13, 2023

Date	Num	Name	Paid Amount
<b>10-6780 · Digital Studios</b>			
<b>10-6781 · Digital Studios - Equipment</b>			
12/31/2022	120622	Ableton Webshop - CMPL Credit Card	718.00
12/31/2022	120522	Amazon Marketplace.com - CMPL Credit Card	51.16
12/31/2022	120522	Amazon Marketplace.com - CMPL Credit Card	19.99
12/31/2022	120522	AtomicFilament.com - CMPL Credit Card A	35.98
Total 10-6781 · Digital Studios - Equipment			825.13
Total 10-6780 · Digital Studios			825.13
<b>10-6790 · Workshops</b>			
<b>10-6792 · Workshops - Software</b>			
12/31/2022	121522	Cricut - CMPL Credit Card	9.99
Total 10-6792 · Workshops - Software			9.99
Total 10-6790 · Workshops			9.99
Total 10-6700 · Community Relations			13,134.90
<b>10-7000 · Debt Service</b>			
01/13/2023	965840	CAPITAL ONE PUBLIC FUNDING, llc	155,630.90
01/13/2023	1671	CHASE	379,118.00
01/13/2023	1670	CHASE	320,065.28
Total 10-7000 · Debt Service			854,814.18
<b>20-8210 · Employer IMRF Disbursements</b>			
12/16/2022	3358		16,368.64
12/28/2022	3361		16,791.25
01/12/2023	3374		13,704.66
Total 20-8210 · Employer IMRF Disbursements			46,864.55
<b>20-8250 · Employer Soc Security Tax Disb</b>			
12/16/2022	3358		14,073.43
12/28/2022	3361		14,074.48
01/12/2023	3374		13,835.19
Total 20-8250 · Employer Soc Security Tax Disb			41,983.10
Total Expense			1,748,939.63
Net Ordinary Income			-1,621,490.60
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>50-8500 · Trust Disbursements</b>			
<b>50-8510 · Other Trust Disbursements</b>			
12/31/2022	120722	Amazon Marketplace.com - CMPL Credit Card	316.00
12/31/2022	120722	Amazon Marketplace.com - CMPL Credit Card	370.47
12/31/2022	120622	Amazon Marketplace.com - CMPL Credit Card	798.00
Total 50-8510 · Other Trust Disbursements			1,484.47
Total 50-8500 · Trust Disbursements			1,484.47
<b>60-9800 · Special Reserve Disbursements</b>			
<b>60-9813 · Cook Park - Window Replacement</b>			
12/13/2022	APPL NO: 2	PRIME ARCHITECTURAL METAL AND GLASS	1,046.70
01/13/2023	1650.0579	PRODUCT ARCHITECTURE + DESIGN	1,860.00
Total 60-9813 · Cook Park - Window Replacement			2,906.70
Total 60-9800 · Special Reserve Disbursements			2,906.70
Total Other Expense			4,391.17
Net Other Income			-4,391.17
<b>Net Income</b>			<b>-1,625,881.77</b>



# Cook Memorial Public Library District

## Librarian's Statistical Report - Page 1

### December 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.

	December 2021			December 2022			Percent Change
	Juvenile	Adult	Total	Juvenile	Adult	Total	
Cook Memorial Public Library District	7,389	30,459	37,848	7,183	32,028	39,211	3.60%
Reciprocal Borrowing Patrons	390	5,429	5,819	379	5,698	6,077	4.43%
<b>Total</b>	<b>7,779</b>	<b>35,888</b>	<b>43,667</b>	<b>7,562</b>	<b>37,726</b>	<b>45,288</b>	<b>3.71%</b>

### Visitors

	December 2021	December 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Aspen Drive Library	9,692	11,742	21.15%	63,134	74,730	18.37%
Drive-Up	490	325	-33.67%	1,019	2,276	123.36%
Cook Park Library	11,336	13,393	18.15%	76,589	98,302	28.35%
Drive-Up	1,322	1,082	-18.15%	8,251	7,354	-10.87%
Outreach	393	547	39.19%	3,723	4,230	13.62%
<b>Total</b>	<b>23,233</b>	<b>27,089</b>	<b>16.60%</b>	<b>152,716</b>	<b>186,892</b>	<b>22.38%</b>

### Program Attendance

	December 2021	December 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Adult	1,163	1,041	-10.49%	5,248	5,473	4.29%
Juvenile	624	2,126	240.71%	5,586	14,377	157.38%
Young Adult	34	889	2514.71%	372	5,266	1315.59%
	1,821	4,056	122.73%	11,206	25,116	124.13%

### Special Services

	December 2021	December 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Reference Questions	3,339	5,034	50.76%	23,067	29,315	27.09%
Library App Users	518	752	45.17%	2,815	4,193	48.95%
Online Databases*	4,619	4,712	2.01%	20,601	22,263	8.07%
www.cooklib.org	83,965	109,237	30.10%	480,927	604,348	25.66%
Holds Placed	12,783	11,817	-7.56%	84,319	76,532	-9.24%
Holds Filled	11,380	10,399	-8.62%	77,152	67,189	-12.91%
Homebound Items Delivered	549	458	-16.58%	2,987	3,655	22.36%

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

### Collection Size

	December 2021					December 2022					Percent Change
	Juvenile	Adult	Other	Total	Percent of Total	Juvenile	Adult	Other	Total	Percent of Total	
Aspen Drive Library	48,765	43,716		92,481	33.77%	50,464	43,237		93,701	34.12%	1.32%
Cook Park Library	56,268	108,923	144	165,335	60.38%	58,496	106,120	151	164,767	59.99%	-0.34%
Outreach	12,861	3,156	13	16,030	5.85%	13,076	3,102	13	16,191	5.89%	1.00%
<b>Total</b>	<b>117,894</b>	<b>155,795</b>	<b>157</b>	<b>273,846</b>		<b>122,036</b>	<b>152,459</b>	<b>164</b>	<b>274,659</b>		<b>0.30%</b>

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

### Circulation

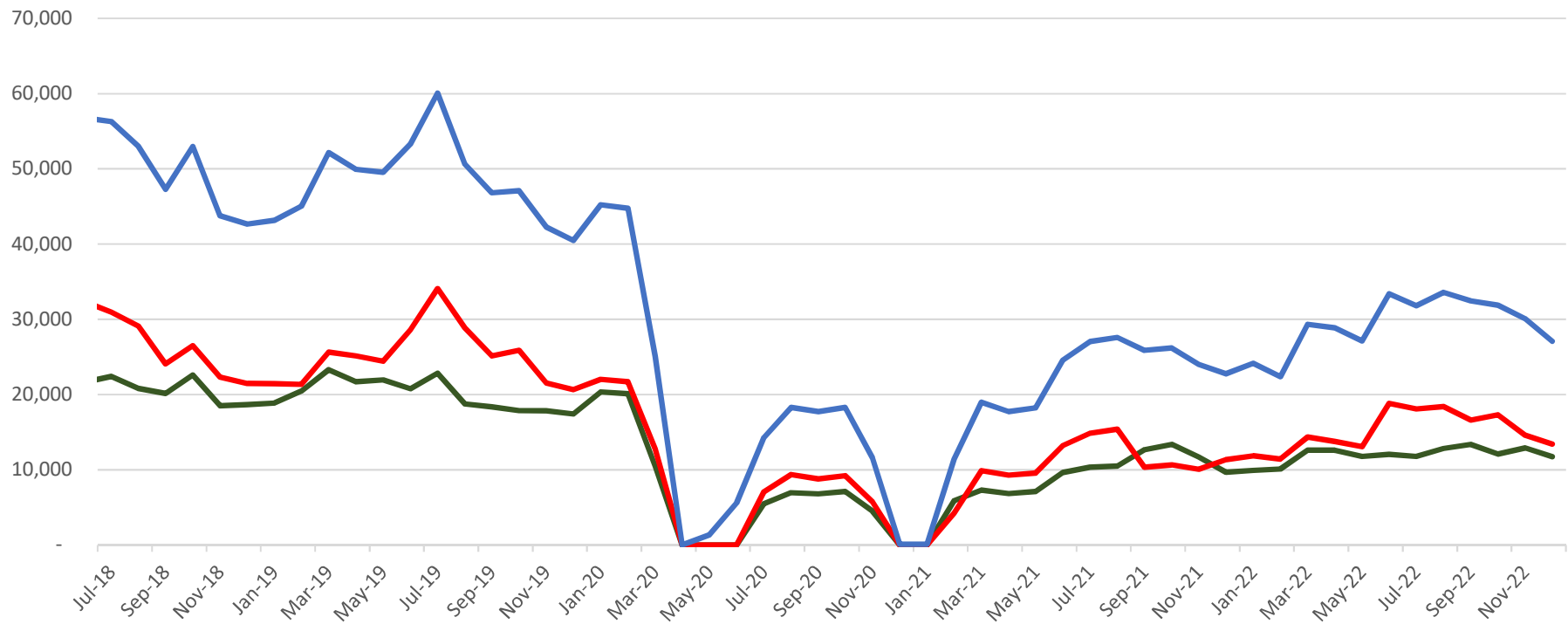
	December 2021				December 2022				Percent Change
	Adult	Juvenile	Other	Total	Adult	Juvenile	Other	Total	
Fiction	9,157	17,551		26,708	8,397	18,511		26,908	0.75%
Foreign Language	253	195		448	220	136		356	-20.54%
Large Type	1,347	17		1,364	1,095	16		1,111	-18.55%
Nonfiction	6,697	3,819		10,516	6,802	4,288		11,090	5.46%
Periodicals	975	102		1,077	851	111		962	-10.68%
<b>Subtotal Print</b>	<b>18,429</b>	<b>21,684</b>		<b>40,113</b>	<b>17,365</b>	<b>23,062</b>		<b>40,427</b>	<b>0.78%</b>
Bags and Containers			10	10			7	7	-30.00%
Equipment	117	4		121	188	0		188	55.37%
Interlibrary Loan			84	84			93	93	10.71%
LINKin	987			987	883			883	-10.54%
Multimedia		109		109		337		337	209.17%
Other			8	8			12	12	50.00%
<b>Subtotal Other</b>	<b>1,104</b>	<b>113</b>	<b>102</b>	<b>1,319</b>	<b>1,071</b>	<b>337</b>	<b>112</b>	<b>1,520</b>	<b>15.24%</b>
eAudiobooks			4,523	4,523			5,261	5,261	16.32%
eBooks			6,955	6,955			7,116	7,116	2.31%
eMagazines			271	271			241	241	-11.07%
eMusic			273	273			236	236	-13.55%
eVideo			950	950			846	846	-10.95%
<b>Subtotal Downloadables</b>			<b>12,972</b>	<b>12,972</b>			<b>13,700</b>	<b>13,700</b>	<b>5.61%</b>
Audiobooks	494	372		866	378	303		681	-21.36%
Compact Discs	3,226	205		3,431	2,644	235		2,879	-16.09%
DVDs, Blu-Ray	9,086	3,317		12,403	7,208	2,547		9,755	-21.35%
Video Games	443	665		1,108	565	719		1,284	15.88%
<b>Subtotal Audiovisual</b>	<b>13,249</b>	<b>4,559</b>		<b>17,808</b>	<b>10,795</b>	<b>3,804</b>		<b>14,599</b>	<b>-18.02%</b>
<b>Grand Total All Agencies</b>	<b>32,782</b>	<b>26,356</b>	<b>13,074</b>	<b>72,212</b>	<b>29,231</b>	<b>27,203</b>	<b>13,812</b>	<b>70,246</b>	<b>-2.72%</b>

### Agency Subtotals

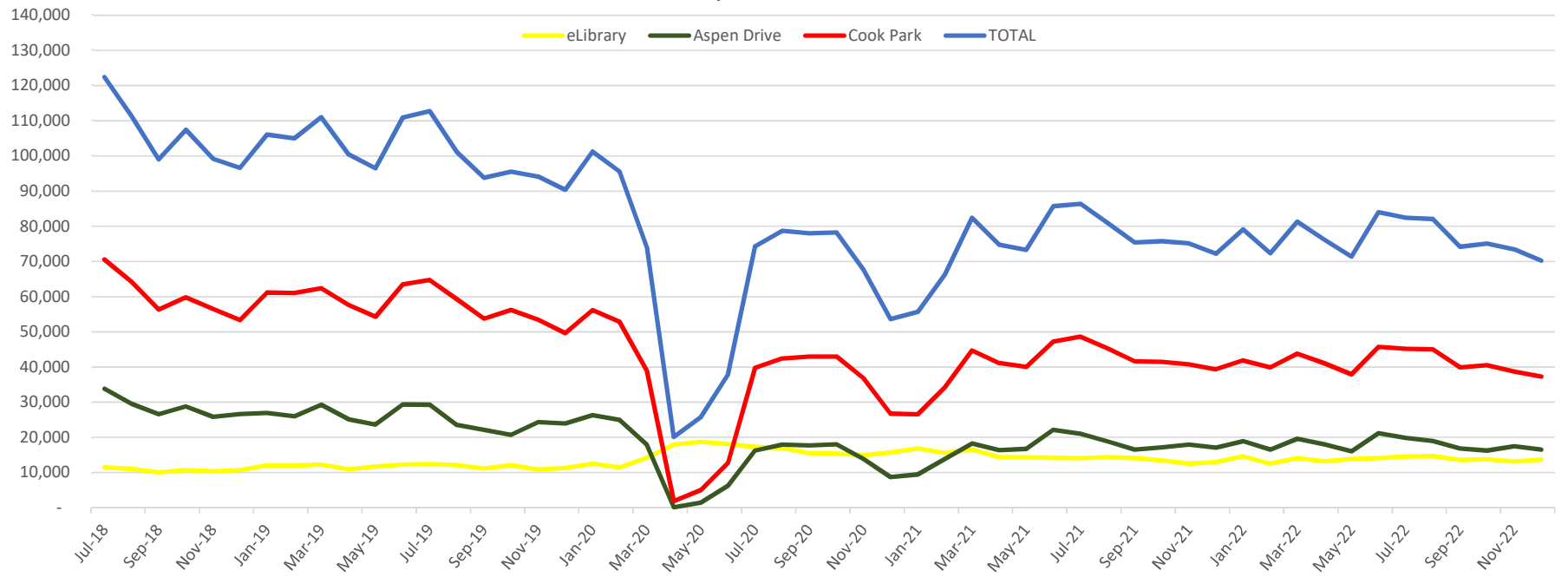
	December 2021	December 2022	Percent Change	FY 2022 To Date	FY 2023 To Date	Percent Change
Downloadables	12,972	13,700	5.61%	81,553	83,368	2.23%
Aspen Drive Library	17,053	16,495	-3.27%	108,550	105,985	-2.36%
Cook Park Library	39,341	37,297	-5.20%	257,057	246,739	-4.01%
Outreach	2,846	2,754	-3.23%	18,794	21,404	13.89%
<b>Total</b>	<b>72,212</b>	<b>70,246</b>	<b>-2.72%</b>	<b>465,954</b>	<b>457,496</b>	<b>-1.82%</b>

Visitors July 2018 - December 2022

Aspen Drive Cook Park TOTAL



Checkouts July 2018 - December 2022







# Director's Narrative Report

## January 2023

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David Archer, Library Director

### **New State Laws Effective Jan 1, 2023**

1. The Child Bereavement Leave Act has been renamed the **Family Bereavement Leave Act** and now mandates up to two weeks of unpaid leave due to the death of the employee's children, stepchildren, spouse, domestic partner, sibling, parents, mother-in-law, father-in-law, grandchildren, grandparents, or stepparents. Children include biological, adopted, or foster children; stepchildren; legal wards; and children of a person standing in loco parentis. Leave under the new law is also available for a miscarriage, unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, failed adoption, failed surrogacy agreement, diagnosis that negatively impacts pregnancy or fertility, or stillbirth. *The revised Personnel Policy presented at this evening's meeting includes these changes.*
2. The **Create a Respectful and Open Workplace for Natural Hair (CROWN) Act** amends the Illinois Human Rights Act to specifically prohibit discrimination based on "traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists." The Library's Personnel Policy does not address dress code or appearance. The Library's Employee Handbook, which does not address hair style, reads as follows:

#### **APPEARANCE/DRESS CODE**

Employee appearance and cleanliness are important factors in presenting a positive image of the Library. The Library has no formal dress code, but all employees are expected to dress business-casual, unless specific tasks or job assignments require otherwise as determined by the Library Director. Among the items not usually considered appropriate are blue jeans, t-shirts, sweat suits, shorts, halter tops, tank tops and flip flops. Pins or other articles of clothing serving as expressions of personal opinions are not appropriate for working attire at the Library. Gym shoes may be worn if clean and in good condition. Strong fragrances that may cause a physical reaction to others are also not appropriate.

3. The **One Day Rest in Seven Act** has been amended to require that non-exempt employees be provided with at least one day off in any consecutive seven-day period, instead of the former requirement that mandated at least one day off in any *calendar* week. The new law also requires an additional unpaid meal break for every 4.5 hours worked beyond an initial 7.5 hour shift. Shifts of this length for Library employees are very uncommon. *The revised Personnel Policy presented at this evening's meeting includes these changes.*

### **Odds & Ends from Library Staff**

1. Lindsay Barber-Peddycoart, Digital Services Librarian: We are adding **Comics Plus** to our collection of eLibrary services. Comics Plus provides access to thousands of comics and manga for all ages and all titles are simultaneously available. They have a large number of titles directed at children, but also has titles aimed at adults. In order to help make the service kid-friendly, they provide separate links to a Children's Collection (this includes children, kid and teen titles) and a Full Collection (this includes children, kid, teen, YA and Adult titles). Patrons will be authenticated with their library card and do not need to create any other type of account. In addition to the website, there is also an app you can download to read titles, the app is called "Library Pass" (Library Pass owns Comics Plus).
2. Melissa Phillips, Senior Manager of Children's Services: The year closed in a wonderful way for the Library. In the last week of December, we received a **\$10,000 donation** from devoted long-time patrons for use by the Children's Department. The patrons asked if we had particular needs or wish-list items for Cook Park Library that they could help us accomplish. We proposed a project that would enhance a portion of the children's department, essentially creating an area that doesn't really exist in our space right now. This project has been under discussion, consideration, and even initial planning for years. The donors agreed right away to fund this project, clearing a path that will allow us to make this wish a reality.

*The short description of the project is to provide a comfortable, inviting, and flexible space for families to spend time together engaged in meaningful activities, sharing the space with other members of our diverse community.*

We will be transforming the niche area near the fish tank at the west end of the department into a comfortable reading nook and shared space for play and interpersonal connection for adults and children. Instead of current mixed collection of furniture that we regularly move around to try to create a more inviting space, we will have seating selected specifically for the purpose of allowing an adult and child (or children) to sit together and read a book. The seating will also provide space for adults who want to interact with each other while their children play nearby. No longer will we have an adult sitting on a child-sized chairs (unless they want to!). We will also be adding some activities that will allow children of various ages can play at their own levels. This will allow families with multi-age children to play together more effectively. We hope to add a small worktable for children to work on craft activities in a space closer to where their adults gather. Finally, we plan to have a small bookcase dedicated to the Grab & Go collection of books for adults who can't make it over to the Fiction Room when they have kiddos in tow.

The Library's new Strategic Plan calls for an upgrade to the Cook Park Children's area, so the donation effectively kicks off the overall revitalization of our space.

The donors wish to remain anonymous but are dedicated users and champions of our library.

# DECEMBER SOCIAL MARKETING STATS



## 35

Total Emails Sent



## 48%

Avg. Open Rate  
nonprofit avg. 38%



## 1%

Avg. Click Rate  
nonprofit avg. 1%



## 20,202

Total Subscribers

### List Name # of Subscribers Δ

Author Visits & Literary Events .....	2,097	—
Book Club Communications .....	594	+4
Career & Job Events .....	321	+1
Children's Events (birth-age 5).....	301	+7
Children's Events (grades 1-5).....	1,225	+3
Children's Events (middle school).....	507	+2
Cinema Club Newsletter .....	152	+1
CMPLD eNews .....	18,140	-114*
eLibrary News.....	592	+1
Events (adults) .....	3,333	—
Events (high school) .....	503	-3
Genealogy Events (adults) .....	481	+12
Health & Wellness Events (adults).....	648	+8
History Events (adults).....	771	+12
Home, Cooking & Garden Events (adults).....	920	+48
Local Author News & Events.....	106	+3
Movie Matinees (adults).....	905	+23
Music Performances (adults).....	776	+7
Personal Finance Presentations (adults) .....	434	+10
Teacher Resources.....	227	+2
Technology Classes (adults).....	608	+21

\*List was cleaned for inactive contacts. Not all contacts unsubscribed.

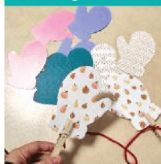
### Top Emails by Click Rate

## 1

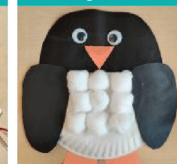
#### Mini Makers

(ages 2-5 w/adult)

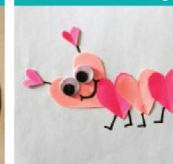
December 21  
Matching Mittens



January 18  
Penguin Pal



February 8  
Love Bug



## 2

#### FAMILY MAKER AT HOME Time Capsules

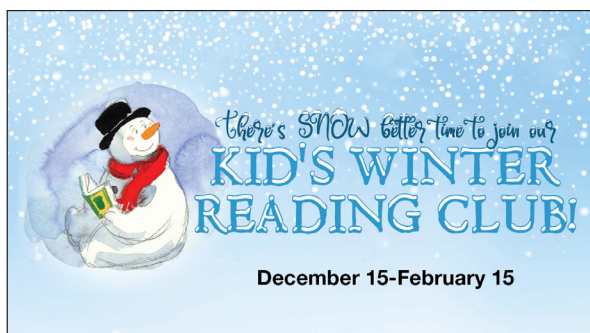


## 3

#### Architectural Tour of the World



## 4



## 5




# DECEMBER SOCIAL MARKETING STATS

## facebook

 **3,681**  
page likes

 **39**  
total posts  
+5 stories

 **5,747**  
unique users  
reached  
**Up 58.8%!**

## Instagram

 **1,383**  
followers

 **39**  
total posts  
+12 stories

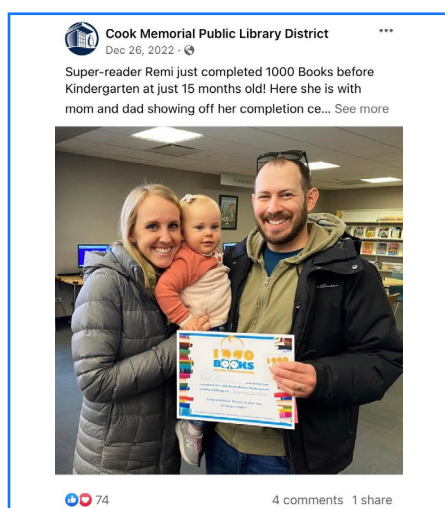
 **5,003**  
unique users  
reached  
**Up 213.7%!**

## twitter

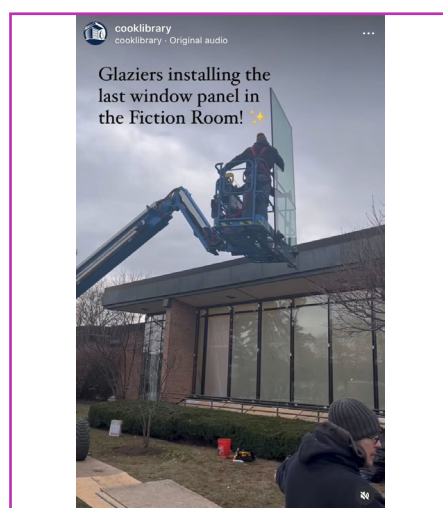
 **1,944**  
followers

 **43**  
total tweets

 **6,018**  
total tweet  
views



- 1** Remi 1000 Books before Kindergarten Finisher  
2,190 reached; 185 engagements
- 2** Bookmark Contest Bookmarks are Up!  
1,728 reached; 129 engagements
- 3** Stock Up on Books for the Winter Storm  
1,358 reached; 45 engagements
- 4** Trivia: Clerestory Windows  
1,034 reached; 13 engagements
- 5** All Staff Meeting Photos  
1,003 reached; 46 engagements



- 1** Fiction Room Glass Installation (video)  
2,335 reached; 1,071 engagements
- 2** RAILS Collection Challenge: Oldest Item (video)  
1,881 reached; 1,006 engagements
- 3** Fiction Room Finished  
1,202 reached; 844 engagements
- 4** OBOC Kickoff Recap  
724 reached; 42 engagements
- 5** Pearl Harbor Day - Libertyville Naval Landing Field  
535 reached; 63 engagements



- 1** Best Fiction of 2022  
382 impressions; 16 engagements
- 2** Stock Up on Books for the Winter Storm  
307 impressions; 4 engagements
- 3** Inclement Weather & Christmas Closing  
248 impressions; 4 engagements
- 4** Best Nonfiction of 2022  
227 impressions; 10 engagements
- 5** High School Study Night  
201 impressions; 13 engagements

Cook Memorial Public Library District												
Investment Maturity Schedule												
December 31, 2022												
Investment Account	Issue Date	Maturity Date	Face Value	Coupon/ YTM	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Total
<b>Special Reserve Fund:</b>												
Flagstar BK FSB Troy, MI CD	16-Jun-2021	16-Jun-2023	245,000	0.150%			245,000					245,000
Goldman Sachs BK USA New York, NY CD	16-Aug-2021	17-Feb-2023	125,000	0.200%		125,000						125,000
BMW BK North Amer Salt Lake City UT CD (10/08/21)	1-Oct-2021	10-Oct-2023	245,000	0.350%					245,000			245,000
GE Cap Retail BK Draper UT CD (10/08/21)	1-Oct-2021	10-Oct-2023	245,000	0.400%					245,000			245,000
Israel Disc BK New York NY CD (11/12/21)	3-Nov-2021	14-Aug-2023	245,000	0.450%				245,000				245,000
Discover BK Greenwood DE CD (05/18/22)	11-May-2022	18-May-2023	245,000	1.950%			245,000					245,000
Ally BK Midvale UT CD (05/19/22)	11-May-2022	20-May-2024	245,000	2.950%							245,000	245,000
Bell ST BK & TR Fargo ND (10/12/22)	21-Oct-2022	22-Jan-2024	245,000	4.150%						245,000		245,000
<b>Total Special Reserve</b>			1,840,000		-	125,000	490,000	245,000	490,000	245,000	245,000	1,840,000
<b>Working Cash Fund:</b>												
<b>Total Working Cash Fund</b>			0		-	-	-	-	-	-	-	-
<b>General Fund:</b>												
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
United States Treasury Bill - Reissue (10/14/22)	13-Oct-2022	12-Jan-2023	495,607	3.510%		495,607						495,607
Customers BK Phoenixville PA CD (11/15/22)	22-Nov-2022	22-Feb-2024	245,000	4.800%						245,000		245,000
<b>Total General Fund</b>			1,965,607		-	740,607	245,000	245,000	490,000	245,000	-	1,965,607
<b>Total Investments</b>			3,805,607		-	865,607	735,000	490,000	980,000	490,000	245,000	3,805,607
<b>Difference</b>			0									

**Cook Memorial Public Library District**

**Investment Transaction Schedule - JP Morgan Chase**

Date	Investment	Transaction Type	Description	Certificates of Deposit				Savings Accounts			Interest Income				
				General Fund	Special Reserve Fund	Working Cash Fund	Total	General Fund	Special Reserve Fund	Total	CD's - General Fund	CD's - Special Reserve Fund	Savings - General Fund	Savings - Special Reserve Fund	Total
<b>30-Sep-2022</b>	<b>Ending Balance</b>			<b>1,225,000.00</b>	<b>1,595,000.00</b>	<b>0.00</b>	<b>2,820,000.00</b>	<b>56,486.01</b>	<b>201,093.25</b>	<b>257,579.26</b>	<b>187.50</b>	<b>123.97</b>	<b>7.06</b>	<b>25.15</b>	<b>343.68</b>
10-Oct-2022	UBS Bk USA Salt Lake City UT CD	Interest					0.00					429.92			429.92
10-Oct-2022	GE Cap Retail BK Draper UT CD	Interest					0.00					491.34			491.34
14-Oct-2022	United States Treasury Bill - Reissue (10/13/22)	Purchase	3.510% - Due 01/12/23	495,606.50			495,606.50								0.00
21-Oct-2022	Bell ST BK & TR Fargo ND (10/12/22)	Purchase	4.150% - Due 01/22/24		245,000.00		245,000.00								0.00
31-Oct-2022	Chase Bank	Interest					0.00	2.38	8.48	10.86			2.38	8.48	10.86
<b>31-Oct-2022</b>	<b>Ending Balance</b>			<b>1,720,606.50</b>	<b>1,840,000.00</b>	<b>0.00</b>	<b>3,560,606.50</b>	<b>56,488.39</b>	<b>201,101.73</b>	<b>257,590.12</b>	<b>187.50</b>	<b>1,045.23</b>	<b>9.44</b>	<b>33.63</b>	<b>1,275.80</b>
14-Nov-2022	Israek Discount Bank New York	Interest					0.00					555.78			555.78
21-Nov-2022	Ally BK Midvale UT CD	Interest					0.00					3,643.45			3,643.45
21-Nov-2022	Bell ST BK & TR Fargo ND	Interest					0.00					863.54			863.54
22-Nov-2022	Customers BK Phoenixville PA CD (11/15/22)	Purchase	4.80% - Due 02/22/24	245,000.00			245,000.00								0.00
30-Nov-2022	Chase Bank	Interest					0.00	2.30	8.20	10.50			2.30	8.20	10.50
<b>30-Nov-2022</b>	<b>Ending Balance</b>			<b>1,965,606.50</b>	<b>1,840,000.00</b>	<b>0.00</b>	<b>3,805,606.50</b>	<b>56,490.69</b>	<b>201,109.93</b>	<b>257,600.62</b>	<b>187.50</b>	<b>6,108.00</b>	<b>11.74</b>	<b>41.83</b>	<b>6,349.07</b>
12-Dec-2022	BMO Harris Bk Natl Assn CD	Interest					0.00				3,070.89				0.00
16-Dec-2022	Flagstar BK FSB Troy MI CD	Interest					0.00					184.25			184.25
21-Dec-2022	Bell ST BK & TR Fargo ND	Interest					0.00					835.68			835.68
30-Dec-2022	Chase Bank	Interest					0.00	2.30	8.21	10.51			2.30	8.21	10.51
<b>30-Dec-2022</b>	<b>Ending Balance</b>			<b>1,965,606.50</b>	<b>1,840,000.00</b>	<b>0.00</b>	<b>3,805,606.50</b>	<b>56,492.99</b>	<b>201,118.14</b>	<b>257,611.13</b>	<b>3,258.39</b>	<b>7,127.93</b>	<b>14.04</b>	<b>50.04</b>	<b>7,379.51</b>



# Position Summary

Cook Memorial Public Library

Report date as of Dec 30, 2022

Report run time: January 04, 2023 09:31 AM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate
								Accr Inc	Cost Yld	
... 6412 / Cook Memorial PLD General			1,965,606.50		1,956,379	-9,228	-0.47	40,304.00	2.06	
								10,663.20	2.05	
CORPORATE BONDS			735,000.00		725,908	-9,092	-1.24	23,643.00	3.26	
								2,222.45	3.22	
245,000	BMO HARRIS BK NATL ASSN C/D FDIC INS TO LIMITS 05600XFR6060	2023-12-11	245,000.00	98.0455	240,211	-4,789	-1.95	6,125.00	2.55	2.50
								335.62	2.50	
245,000	CUSTOMERS BK PHOENIXVILLE PA C/D FDIC INS TO LIMITS 23204HMH8060	2024-02-22	245,000.00	100.1898	245,465	465	0.19	11,760.00	4.79	4.80
								1,224.33	4.80	
245,000	SANDY SPRING BK OLNEY MD CD C/D FDIC INS TO LIMITS 800364EC1060	2023-11-20	245,000.00	98.0540	240,232	-4,768	-1.95	5,758.00	2.40	2.35
								662.51	2.35	
GOVERNMENT/AGENCY OBLIGATION			495,606.50		499,566	3,960	0.80	0.00	0.00	
									0.00	
500,000	UNITED STATES TREASURY BILL RE-ISSUE 10/13/2022 912796XR5060	2023-01-12	495,606.50	99.9132	499,566	3,960	0.80	0.00	0.00	0.00
								0.00	0.00	
CASH BALANCE			735,000.00		730,905	-4,095	-0.56	16,661.00	2.28	
								8,440.75	2.27	
245,000	BANK OF CHINA NEW YORK CITY C/D FDIC INS TO LIMITS 06428FYA9060	2023-02-21	245,000.00	99.6297	244,093	-907	-0.37	3,798.00	1.56	1.55
								2,351.33	1.55	
245,000	BEAL BK USA LAS VEGAS NEV CD C/D FDIC INS TO LIMITS 07371DBM8060	2023-07-05	245,000.00	99.2120	243,069	-1,931	-0.79	6,860.00	2.82	2.80
								3,326.63	2.80	
245,000	TEXAS CAP BK N A DALLAS TEX C/D FDIC INS TO LIMITS 88224PMU0060	2023-04-17	245,000.00	99.4870	243,743	-1,257	-0.51	6,003.00	2.46	2.45
								2,762.79	2.45	

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

# Position Summary

Cook Memorial Public Library

Report date as of Dec 30, 2022

Report run time: January 04, 2023 09:31 AM

Qty	Security	Mat/Exp Date	Cost	Share Price	Market Value	Unreal G/L	% Unreal G/L	Est Ann Inc	CY	Div/Int Rate
								Accr Inc	Cost Yld	
... 6414 / Cook Memorial PLD Special Res			1,840,000.00		1,804,384	-35,616	-1.94	25,733.00	1.43	
								4,689.39	1.40	
CORPORATE BONDS			1,595,000.00		1,561,519	-33,481	-2.10	20,955.00	1.34	
								1,731.27	1.31	
245,000	ALLY BK MIDVALE UTAH C/D FDIC INS TO LIMITS 02007GRG0060	2024-05-20	245,000.00	97.7682	239,532	-5,468	-2.23	7,228.00	3.02	2.95
								811.86	2.95	
245,000	BMW BK NORTH AMER SALT LAKE CITY UTAH C/D FDIC INS TO 05580AE59060	2023-10-10	245,000.00	96.8048	237,172	-7,828	-3.20	858.00	0.36	0.35
								194.99	0.35	
245,000	BELL ST BK & TR FARGO N D CD C/D FDIC INS TO LIMITS 07815ACF2060	2024-01-22	245,000.00	99.4986	243,772	-1,228	-0.50	10,168.00	4.17	4.15
								250.71	4.15	
245,000	FLAGSTAR BK FSB TROY MICH C/D FDIC INS TO LIMITS 33847E4M6060	2023-06-16	245,000.00	98.1250	240,406	-4,594	-1.88	368.00	0.15	0.15
								14.09	0.15	
125,000	GOLDMAN SACHS BK USA NEW YORK C/D FDIC INS TO LIMITS 38149MYJ6060	2023-02-17	125,000.00	99.4803	124,350	-650	-0.52	250.00	0.20	0.20
								91.78	0.20	
245,000	ISRAEL DISC BK NEW YORK N Y C/D FDIC INS TO LIMITS 465076SV0060	2023-08-14	245,000.00	97.5601	239,022	-5,978	-2.44	1,103.00	0.46	0.45
								144.99	0.45	
245,000	GE CAP RETAIL BK DRAPER UTAH C/D FDIC INS TO LIMITS 87165EUT2060	2023-10-10	245,000.00	96.8427	237,265	-7,735	-3.16	980.00	0.41	0.40
								222.85	0.40	
CASH BALANCE			245,000.00		242,865	-2,135	-0.87	4,778.00	1.97	
								2,958.12	1.95	
245,000	DISCOVER BK GREENWOOD DEL C/D FDIC INS TO LIMITS 254673D52060	2023-05-18	245,000.00	99.1284	242,865	-2,135	-0.87	4,778.00	1.97	1.95
								2,958.12	1.95	

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



# Position Summary

Cook Memorial Public Library

Report date as of Dec 30, 2022

Report run time: January 04, 2023 09:31 AM

Total For Accounts held at JPMS, member FINRA and SIPC	3,805,606.50	3,760,763	-44,844	-1.18	66,037.00	1.76
					15,352.59	1.74

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

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

J.P.Morgan

Cook Memorial Public Library District					
Investment Transaction Schedule - MaxSafe Account - General Fund					
Date	Investment	Transaction Type	Description	MaxSafe Account - General Fund	Interest Income
<b>30-Sep-2022</b>	<b>Ending Balance</b>			<b>4,015,075.53</b>	<b>21,646.60</b>
31-Oct-2022	Wintrust Bank	Interest	For October 2022	10,601.34	10,601.34
<b>31-Oct-2022</b>	<b>Ending Balance</b>			<b>4,025,676.87</b>	<b>32,247.94</b>
30-Nov-2022	Wintrust Bank	Interest	For November 2022	11,999.39	11,999.39
<b>30-Nov-2022</b>	<b>Ending Balance</b>			<b>4,037,676.26</b>	<b>44,247.33</b>
30-Dec-2022	Wintrust Bank	Interest	For December 2022	13,190.15	13,190.15
<b>30-Nov-2022</b>	<b>Ending Balance</b>			<b>4,050,866.41</b>	<b>57,437.48</b>

Cook Memorial Public Library District					
Investment Transaction Schedule - MaxSafe Account - Special Reserve Fund					
Date	Investment	Transaction Type	Description	MaxSafe Account - Special Reserve Fund	Interest Income
<b>30-Sep-2022</b>	<b>Ending Balance</b>			<b>1,241,172.56</b>	<b>6,536.27</b>
31-Oct-2022	Wintrust Bank	Interest	For October 2022	3,224.46	3,224.46
<b>31-Oct-2022</b>	<b>Ending Balance</b>			<b>1,244,397.02</b>	<b>9,760.73</b>
30-Nov-2022	Wintrust Bank	Interest	For November 2022	3,658.05	3,658.05
<b>30-Nov-2022</b>	<b>Ending Balance</b>			<b>1,248,055.07</b>	<b>13,418.78</b>
30-Dec-2022	Wintrust Bank	Interest	For December 2022	4,025.82	4,025.82
<b>30-Nov-2022</b>	<b>Ending Balance</b>			<b>1,252,080.89</b>	<b>17,444.60</b>



# Cook Memorial Public Library District

## REGULAR BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: January 17, 2023

FROM: David Archer, Library Director

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

---

The Policy Committee met on January 10, 2023 to review the following policies and made a unanimous recommendation for approval to the full board.

### 1. **Personnel**

Initial revisions to this policy were presented and reviewed at the September 27, 2022 Policy Committee meeting. Subsequent revisions were made at the most recent committee meeting. Notable edits include:

- a. Policy revised throughout to improve readability and clarity.
- b. The term “staff” has been replaced by “employee” throughout the policy.
- c. Article V, Sections 1 & 3: Updated to be in compliance with revisions to One Day Rest in Seven Act (820 ILCS 140) that went into effect on January 1, 2023.
- d. Article V, Section 5: Updated language on ‘overtime.’
- e. Article X: A discrepancy exists between the number of paid leave days for the death of a child (3 days) and pregnancy loss (5 days). Committee members recommended to change paid bereavement leave from three days to five days for deaths in the immediate family so that both scenarios provide equal paid days off.
- f. Article XI: Text updated to better explain how salary increases are administered.
- g. Article XIII: New entry for substitute employees.
- h. Article XV: The portion of employee health, dental and vision benefits paid by the Library is part of the budgeting process. Recommend documenting this as part of the Personnel Policy.
- i. Article XX: New section on ‘anti-bullying’ added at recommendation of legal counsel
- j. Article XXI: Section 1B: Committee deferred approval of this section until legal counsel can provide opinion on modifying the type and number of driving violations permitted for Library employees.

**2. Harassment Policy**

Reviewed by legal counsel with modest edits.

**3. Workplace Violence Policy**

This policy bypassed the Policy Committee and was reviewed by the full board on March 9, 2021. Trustees deferred approval until a later time asked that the policy address remote and off-site work as well as online or digital threats.

The policy was reviewed and revised by legal counsel and brought back to the full board on October 21, 2021. After discussion, trustees asked that the policy address employees who are off-site at training seminars or conferences. Approval deferred until a later time.

The attached revised policy contains updated draft language that attempts to address the concerns raised at the previous two meetings.

**RESOLUTION 2022-2023/14**

**RESOLUTION ADOPTING REVISED PERSONNEL POLICY**

WHEREAS, the Library Board of Trustees (“Trustees”) last approved revisions to the Personnel Policy (“Policy”) at the Regular Board Meeting on November 16, 2021; and

WHEREAS, the Policy Review Committee Meeting on January 10, 2023 revealed the need to update certain provisions of the Policy; and

WHEREAS, Article V, Sections 1 and 3 are being updated to be in compliance with the One Day Rest in Seven Act (820 ILCS 140) that goes into effect on January 1, 2023; and

WHEREAS, at the advice of legal counsel, Article XX of the Policy was added to cover anti-bullying; 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 17<sup>th</sup> day of January, 2023

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

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

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

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

ATTEST:

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

# EXHIBIT A

## PERSONNEL POLICY

### Article I Purpose.

#### Section 1 Use.

This Policy is adopted by the Cook Memorial Public Library District ("Library") Board of Trustees **[("Board")]** as a guide to ~~staff~~ **[Library employees ("employees")]**, especially the Library Director and those ~~members of the library staff~~ **[employees]** empowered by the Library Director with employee administration. Each employee is required to read this Policy and have access to a copy for reference. This Policy is not intended to serve as a contract between the Library and all or each of its employees. The practices contained within this Policy are informational or simply describe general or expected Library practice. Exceptions are sometimes appropriate, and the Board ~~of Library Trustees~~ reserves the right to alter this Policy at any time without notice.

#### Section 2 Goal.

The personnel practices within this Policy are intended to promote the efficiency of each employee**[’s]** ~~and his or her~~ ability to function as part of a team providing library service. Consistency and fairness tempered with compassion in personnel administration is an important means of promoting good employee performance. The needs as well as the responsibilities of employees must be considered when establishing effective personnel practices. Establishing practices which compare favorably with other libraries and employers in the region is important if the Library is to be able to attract and retain ~~staff~~ **[employees]**.

#### Section 3 Legal Limitations.

Nothing in this Policy shall conflict with federal, state or local laws or regulations. If any inconsistency develops between the personnel practices within this Policy and any applicable law or regulation, the law or regulation will have the effect of immediately superseding these practices. All applicable laws or regulations will be observed whether or not they are stated in this Policy.

#### Section 4 At-Will Employment.

The Library is an at-will employer, which means that either the employee or the Library may terminate employment at any time, for any reason, or for no reason at all. ~~The Personnel~~ **[This]** Policy gives an outline of the basic personnel policies, practices and procedures of the Library. It contains general statements of policy and should not be read as forming an expressed or implied contract or promise. The Library reserves the right to alter or amend this ~~Personnel~~ Policy at any time, with or without notice. The Library will try to keep this document current, but there may be times when the Policy will change before the material can be revised.

## Section 5      Equal Opportunity Provisions.

The Library is an equal opportunity employer in accordance with applicable State and Federal law. The Library does not discriminate or make any employment related decision on the basis of any person's age, race, sex, marital status, ~~handicap~~, disability, sexual orientation, **[gender identity]**, religion, national origin, or any other characteristic that is protected by applicable law. It is the Library's goal to make all personnel decisions based on individual skill, talent and merit based on the needs of the Library.

## Article II      Responsibility.

### Section 1      Board of Trustees.

The Board ~~of Library Trustees~~ is responsible for establishing the general personnel practices contained in this Policy, as it is for establishing the compensation and benefit program of the Library. ~~These matters~~ **[The Policy]** will be reviewed by the Board ~~biannually~~ **[every two years]**. In addition, the Board is vested with the authority to make any and all employment policy decisions and to decide all matters not specifically covered by this Policy.

### Section 2      Library Director.

The responsibility and authority for ~~administering the~~ **[managing]** Library ~~staff~~ **[employees]** rests with the Library Director. ~~He or she shall~~ **[who]** exercise **[s]** authority within the purposes, goals and practices established in this Policy and shall ~~obey~~ **[follow]** all applicable rules and regulations. If the goals of this Policy are to be achieved, some interpretation of and exceptions will be necessary. The Library Director is authorized to make these interpretations and exceptions and will consult the Board when, ~~in his or her judgment~~, an important precedent is likely to be established. Because exercise of administrative judgment is part of the Library Director's job, review of that judgment can be undertaken by the Board at any time.

The Library Director is responsible for delegating the administration of this Policy to ~~other responsible~~ **[designated employees]** staff when advisable, but ~~he or she~~ is not relieved of responsibility for ~~that~~ **[its]** administration. The Library Director is also responsible for recommending changes to this Policy and other personnel practices ~~of the Library~~ to the Board. ~~He or she is responsible for~~ **[as well as]** transmitting concerns of ~~the staff~~ **[employees]** to the Board regarding this Policy.

## Article III      Employment.

### Section 1      Recruitment.

The Library is an equal opportunity employer. Recruitment of ~~staff members~~ **[employees]** is based solely on fitness for the work to be done, with appropriate attention to educational and technical qualifications, background and experience. Employees are not required to live within the **[Library]** District. Trustees or close relatives of trustees shall not be employed by the Library. Close relatives of **[employees]** ~~staff members are defined as parents, spouses, domestic partners, children, brothers, sisters, brothers-in-law, sisters-in-law, wards, and guardians and~~ shall not be employed by, or volunteer for, the



Library in positions where they directly or indirectly supervise or are supervised by another family member. **[Close relatives are defined as spouse or domestic partner, party in a civil union, parents, stepparents, parents-in-law, sister, brother, children, stepchildren, grandchildren, grandparents, wards and guardians].**

If a candidate is asked to come from a distance exceeding 40 miles, at least one-half of the interview travel expenses will be paid by the Library. Payment for such mileage shall be reimbursed at that rate established by the U.S. Internal Revenue Service. Such mileage claims should be made within 60 days of being incurred.

All open position announcements are posted in the staff lounge **[at both facilities]** and sent via email to **[all employees]**.

#### Section 2 Initial Training.

The first six months of service constitute an initial training period during which the employee is trained and counseled. If either the new employee or the Library wishes to terminate the employment during this period, no notice to or from the employee is required and no severance will be granted. Completion of the initial training period does not create any right to continued employment.

#### Section 3 Transfers, Promotions, Demotions.

**[The Library Director approves all employee]** **P[p]**romotions, demotions and staff transfers between departments. ~~will be with the approval of the Library Director.~~

### Article IV Terminations.

#### Section 1 Termination by the Library.

~~Elimination of staff positions may be required from time to time.~~ Notification of ~~dismissal~~ **[termination]** should contain the reasons for dismissal and may be effective immediately. However, the provision of reasons does not require that any particular reason be given nor that any employee can only be dismissed for just cause. Employees will be paid for any earned but unused vacation time **[and floating holidays]** upon termination of employment.

#### Section 2 Dismissal Review.

Any full-time employee who has completed the initial training period and who has been dismissed by the Library ~~Director~~ has the privilege of requesting an informational meeting **[to discuss their dismissal]** before the Board with the Library Director and Human Resources ~~staff member~~ **[Generalist]** in attendance. ~~This meeting is to permit the employee to speak to the Board regarding his or her dismissal.~~ The Board, in its discretion, shall determine how such meeting will be structured and who will be present. Such meetings are requested by letter to the Library Director and the **[Library Board]** President ~~of the Board of Trustees~~ stating the grounds for the request. A request for a meeting with the Board shall not impact or delay the effective date of an employee's dismissal.

### Section 3 Retirement.

The Library does not mandate retirement based on age.

### Section 4 Resignation.

**[Exempt]** employees ~~exempt under the Fair Labor Standards Act~~ are expected to give notice four weeks' prior to their last day of work. All other employees are expected to give two weeks' notice. Pay will be granted for vacation days earned but not used subject to the Library's limitations on accrual of vacation days.

## **[RELOCATE ARTICLE XIII HERE]**

### Article V Schedules **[and Compensation].**

#### Section 1 Work Week.

Full-time employees are generally scheduled to work 37 1/2 hours per week. The work week begins on Sunday and ends on Saturday. The Library Director may authorize up to 40 hours per week on a regular basis, if **[needed]** ~~there is need for extra time~~. Part-time employees normally work no more than 29 hours per week averaged over a 12-month period. **[Non-exempt employees scheduled to work 20 hours or more per week must receive a day off (24 hours) within each consecutive seven-day period, regardless of where these days fall within the calendar week (820 ILCS 140)].**

Schedules are planned to meet the requirements of the Library**[, and all employees are expected to work shifts beyond their scheduled hours provided reasonable notice is given]**. All schedule changes must be approved by an employee's supervisor.

Staff meetings, department meetings, and other approved ~~committee~~ **[work-related]** meetings are also considered scheduled time. ~~Attendance is required and compensation is given.~~

**[Occasionally, due to workload demands or a supervisor's request, a non-exempt employee may work more than their regularly scheduled hours for a given week (under 40 hours a week). The employee will work with their supervisor to adjust their schedule in the current or a subsequent pay period to keep their scheduled hours within the budget for the fiscal year ("flex time")].**

Employees are personally responsible for keeping their time**[as directed]** ~~in the prescribed manner.~~ **[by the Library.]**

#### Section **[2]** Breaks.

Although not required by law, employees working a shift of 3.5 hours or more, ~~are encouraged to~~ **[may]** take a 15-minute break with pay during each shift. Breaks must be

staggered so that public services are adequately covered. Breaks shall not be taken at the beginning or end of a work period or to lengthen a meal break.

Section [3] Meal Breaks.

Meal breaks are ~~normally~~ [typically] one half or one hour in length and are scheduled under the direction of ~~the department~~ managers [and supervisors. A meal break for non-exempt employees is required during the first 7.5 hours worked and must be scheduled not more than five hours into the work period. Meal breaks must be uninterrupted and are unpaid. Another meal break no less than 30 minutes is required for each additional 4.5-hour period worked beyond the initial 7.5-hour period (820 ILCS 140)].

~~Meal breaks for non-exempt employees must be uninterrupted. Meal breaks are unpaid.~~

Section [4] Break Time for Nursing Mothers.

Reasonable paid break time is provided to employees who need to express milk for her nursing infant child up to one year after the child's birth. The break time may run concurrently with any break time already provided. The Library will provide a room or other location for an employee to express milk in privacy. (820 ILCS 260/10)

Section [5] Overtime [and Compensatory Time].

[Non-exempt employees are paid at one and one-half times their regular rate of pay for all hours worked over 40 in the workweek]. Exempt employees do not receive overtime compensation. ~~Time required by the Library to be worked in excess of the regularly scheduled hours for a non-exempt employee is considered overtime. All employees are expected to comply with requests to work overtime provided reasonable notice is given.~~ [Overtime requires prior approval by an employee's supervisor.]

~~Section 6 — Overtime Pay.~~

~~Overtime is compensated at the straight time rate of pay if the total of 40 hours per work week is not exceeded. Hours worked by a non-exempt employee in excess of 40 in a work week are compensated at time and one-half.~~

[Non-exempt employees who work more than 40 hours a week may elect to receive compensatory time off, at a rate of one and one-half hours for each overtime hour worked, instead of overtime pay. Whenever possible, compensatory time should be used during the pay period in which it is earned. An employee is to request the use of such compensatory time and such time off may be granted if it does not unduly disrupt the operation of the Library].

Only hours actually worked are counted toward overtime [or compensatory time]. No leave of any kind, holidays, or vacation granted an employee, even if paid, shall be counted as hours worked for calculating overtime [or compensatory time].

Section 6 Non-Exempt Employee Work During Non-Work Scheduled Hours.  
With the exception of brief communication for informational exchanges (e.g. schedule changes), non-exempt employees are prohibited from performing library tasks during non-work scheduled hours without prior approval by their supervisor. Any such work performed without prior approval will be a reason for disciplinary action.

Section 8 ~~Compensatory Time.~~

~~Compensation for overtime hours worked up to 40 hours in a week may be given in the form of equivalent scheduled time off. Whenever possible, compensatory time should be used during the pay period in which it is earned. An employee is to request the use of such compensatory time and such time off is granted if it does not unduly disrupt the operation of the Library.~~

~~Hours worked by a non-exempt employee over 40 hours in a week must be paid at time and one half or be taken as time and one half compensation time if the employer and the employee agree. Compensatory time for hours worked over 40 in a week which is not taken by the end of the pay period following the one in which it was incurred, however, will be compensated as pay.~~

Section 97 Absence and Tardiness.

Regular and predictable attendance is an essential function of every position at the Library. Employees must be prepared to start work at the time their workday begins. Employees unable to report to work for any reason, must notify their supervisor or manager on a daily basis until their return to work. Unexcused absence or tardiness may be subject to disciplinary action, including but not limited to, dismissal.

Section 108 Unscheduled Closings.

Employees will be paid for time scheduled but not worked due to unscheduled closings. Employees scheduled to work during these periods will be asked to remain available to work unless specifically released. The Board may take specific action regarding compensation under special circumstances.

Article VI Holidays.

Section 1 Designated Library Holidays.

The Library will be closed on the following Library holidays:

New Year's Eve	All Day	Thanksgiving Eve	At 5 p.m.
New Year's Day	All Day	Thanksgiving Day	All Day
Memorial Day	All Day	Christmas Eve	All Day
Independence Day	All Day	Christmas Day	All Day
Labor Day	All Day	Easter Sunday	All Day

Section 2 Designated Library Holiday Compensation.

Designated Library holidays are paid holidays for full-time employees and part-time employees who would normally be scheduled to work on that day. When a designated Library holiday falls on a day which is a regular day off for a full-time employee,

equivalent time off will be scheduled. For full-time **[employees]** ~~staff~~, Easter Sunday will be compensated as six hours of time off and Thanksgiving Eve as four hours of time off. Part-time **[employees]** ~~staff~~ scheduled to work on holidays that fall on a Sunday will be compensated at time and one half.

### Section 3 Floating Holidays

Floating holidays are in addition to designated Library holidays and can be used for any purpose, including religious or cultural holidays, employee birthdays, or other state or federal holidays during which the Library remains open. Full-time, ~~non-temporary~~ **[permanent]** employees earn four floating holidays per year while part-time, ~~non-temporary~~ **[permanent]** employees scheduled to work 20 hours or more per week earn two pro-rated holidays per year. Floating holidays are provided to employees upon hire and on their annual work anniversary and are forfeited if not used within one year. Floating holidays must be approved in advance by an immediate supervisor. Staffing and training considerations may affect the scheduling of floating holidays. ~~No pay will be granted for unused floating holidays, including at the time of separation from employment.~~

### Section 4 Religious Observances.

Any employee wishing to be excused from work in order to observe a religious holiday that is not a designated Library holiday will be granted permission to take accrued vacation, floating holidays, or a reasonable amount of unpaid leave for this purpose.

## Article VII Vacation.

### Section 1 Scheduling.

Vacation and unpaid time off must be approved in advance by an immediate supervisor. Staffing and training considerations may affect the scheduling of vacations.

### Section 2 Eligibility.

Full-time employees and part-time employees whose work schedule is 20 hours a week or more over a twelve-month period are entitled to vacation with pay.

### Section 3 Eligibility When on Disability or Leave of Absence.

When an employee is on short-term disability, long-term disability, unpaid FMLA or unpaid leave of absence, no additional vacation time will be earned or accrued.

### Section 4 ~~Vacation~~ Allowances.

Vacation allowances are based on the schedule as follows:

<u>Classifications</u>	<u>Years Employed by the Library</u>			
	<u>Less than 5 full years</u>	<u>After 5 full years but less than 13 full years</u>	<u>After 13 full years but less than 20 full years</u>	<u>After 20 full years</u>

Full-time <del>staff</del> <b>[employees]</b> Salary Band 5 or higher	4 weeks	4 weeks	4 weeks	5 weeks
All other <del>staff</del> <b>[employees]</b> 20 hours or more per week	2 weeks	3 weeks	4 weeks	5 weeks

#### Section 5      Earned Vacation.

Full-time employees shall earn and accrue their vacation allowance monthly over the course of their employment year, based upon the following schedule:

Monthly accrual		Monthly accrual	
2 weeks	.833 days (6.25 hours)	4 weeks	1.67 days (12.5 hours)
3 weeks	1.25 days (9.375 hours)	5 weeks	2.083 days (15.625 hours)

Part-time ~~staff~~ **[employees]** shall earn and accrue their vacation allowance monthly over the course of their employment year at the rate of 1/12 per month. The vacation allowance is prorated based on the employee's regularly scheduled work week.

#### Section 6      Availability.

~~All full-time and part-time employees are entitled to one week of the first year's vacation allowance during the first six months of employment. The remainder of the first year's vacation allowance may be taken after the first six months of employment.~~

An employment year ends on the anniversary of employment. The vacation allowance is available at any time during that employment year, subject to appropriate scheduling.

Employees are allowed to take up to one week of unearned vacation, ~~as long as they~~ **[but are required to]** sign a statement acknowledging that they have not earned the vacation time being taken and that it will be repaid from the final paycheck if they leave the employment of the Library for any reason before the amount of vacation time used has been earned.

#### Section 7      Accumulations.

As much as one week of vacation that remains unused at the end of the employment year may be carried forward for one year for use during the next employment year. For ~~staff~~ **[employees]** with vacation allowances of three weeks or more, as much as two weeks of vacation that remains unused may be carried forward for one year for use during the next employment year. The maximum vacation accumulation at any time shall not exceed an employee's standard vacation allowance for a year, plus one or two additional week(s) depending on how much vacation allowance they are entitled. **[Accrued vacation that exceeds maximum allowances stated herein are forfeited.]**

Section 8      Holidays During Vacation.

Library holidays occurring during a scheduled vacation are not counted as vacation days.

Section 9      Pay for Unused Vacation.

Unused vacation may not be claimed in the form of additional pay except at termination. Vacation pay due at termination is the earned but unused amount, including any unused, carried forward amount.

Article VIII   Sick Leave.

Section 1      Eligibility.

All employees are entitled to use earned sick leave with pay.

Section 2      Eligibility While on Disability or Leave of Absence.

When an employee is on short-term disability, long-term disability, unpaid FMLA or unpaid leave of absence, no additional sick time will be earned or accrued.

Section 3      Applicability.

Authorized sick leave is granted when an employee is absent because of illness or injury. Sick leave is also authorized for routine dental, optical or medical appointments.

In accordance with the Employee Sick Leave Act, employees may use accrued sick leave for absences resulting from the illness, injury or medical appointments of the employee's **[spouse or domestic partner, party in a civil union, parents, stepparents, parents-in-law, sister, brother, children, stepchildren, grandchildren, grandparents and wards]**. This benefit does not extend the maximum leave allowable under FMLA (P.A. 099-0841).

Section 4      Sick Leave Allowance.

**[For full-time employees, ]**Sick leave accrues at a rate of one 7 1/2 hour day per month to a maximum accumulation of 240 working days. For part-time ~~staff~~ **[employees]**, sick leave accrues monthly at a rate of 1/5 of an employee's regularly scheduled work week hours to a maximum accumulation of 240 prorated working days.

At the discretion of the Library Director or Senior Manager, medical certification of the need for sick leave may be required, or a doctor's release may be required before an employee returns to work.

Section 5      Sickness During Vacation, Floating Holidays and Comp Days.

Vacation may not be converted into sick leave time when sickness occurs within a scheduled vacation period that is underway.

Section 6      Pay for Unused Sick Leave.

No pay will be granted for unused sick leave at any time, including at the time of separation from employment.



## Article IX      Paid Parental Leave

### Section 1      Eligibility

All ~~non-temporary~~ **[permanent]** employees who have worked for the Library at least 12 consecutive months are eligible for up to eight weeks of paid parental leave following the birth of an employee's child or the placement of a minor child with an employee in connection with an adoption. Leave does not apply to the adoption of a stepchild by a stepparent or the placement of a foster child. Leave must begin and end within 12 months following the birth or adoption.

### Section 2      Coordination with Other Policies

Paid parental leave taken under this Policy will run concurrently with leave under the Family Medical Leave Act (FMLA); thus, any leave taken under this Policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption will be counted toward the 12 weeks of available FMLA leave. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave - whether paid or unpaid - granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) ~~will~~ **[may]** be compensated through the employee's accrued paid vacation leave, floating holidays, and/or sick leave. Upon exhaustion of accrued sick, vacation and/or floating holidays, any remaining leave will be unpaid. Please refer to the Family and Medical Leave Policy for further guidance.

### Section 3      When Both Parents are Eligible Employees

When both parents are eligible employees, both parents may request to use up to eight weeks of paid parental leave to be used consecutively or intermittently within 12 months following ~~the~~ **[a]** birth or adoption.

## Article X      Miscellaneous Leaves.

### Section 1      ~~Death in the Family~~ **[Bereavement]**

**[Employees are granted paid bereavement leave due to the death of a family member to grieve, make arrangements, and/or attend services.]**

In the event of a death in the immediate family which includes a spouse **[or domestic partner]**, party in a civil union, parents, stepparents, parents-in-law, sister, brother, children, stepchildren, grandchildren, grandparents, wards and guardians, ~~three~~ **[up to five]** calendar days of leave with pay is allowed. Leave in excess of ~~three~~ **[five]** calendar days may be deducted from accrued vacation time. One day of leave with pay is granted in the case of a death of more distant relatives. ~~Additional paid leave may be granted at the discretion of the Library Director.~~



In accordance with the ~~Child~~ **[Family]** Bereavement Leave Act (P.A. **[102-1050]** ~~99-0703~~), employees may take up to 10 working days of unpaid leave or accrued vacation time within 60 days following the death of a child**[, spouse or domestic partner, party in a civil union, children, stepchildren, parents, stepparents, parents-in-law, siblings, grandchildren, grandparents, wards and guardians]**.

**[The Act also provides unpaid bereavement leave to grieve failed pregnancies and adoptions. This includes: miscarriages; unsuccessful rounds of intrauterine insemination or of assisted reproductive technology procedures; failed adoption matches; adoptions not finalized due to being contested by another party; failed surrogacy agreements; diagnoses that negatively impact pregnancy or fertility; and stillbirths.]**

This benefit does not extend the maximum leave allowable under FMLA.

#### Section 2      Pregnancy Loss

**[Permanent]** ~~E~~**[e]**mployees are granted up to five days of paid leave in any rolling twelve month period for a pregnancy loss by the employee, their spouse or surrogate parent.

#### Section 3      Family and Medical Leave.

Under the Family and Medical Leave Act (FMLA), ~~qualified~~ **[eligible]** employees are entitled to up to 12 work weeks of unpaid leave per year for the birth or adoption of a child, for a spouse or an immediate family member with a serious health condition, or because of a serious health condition that leaves the employee unable to work. Such leaves shall be requested in accordance with the written FMLA policy of the Library.

#### Section 4      Victims' Economic, Security and Safety Leave.

Under the Victims' Economic Security and Safety Leave Act (VESSA), eligible employees are entitled up to 12 work weeks of unpaid leave as stipulated in the VESSA Policy. Such leave shall be requested in accordance with the written VESSA Policy of the Library.

#### Section 5      Time Off to Vote.

An employee may be permitted up to two hours of paid leave for the purpose of voting in an election if the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls. An employee who needs to take time off to vote should notify their supervisor no later than one week before the election (10 ILCS 5/17-15).

#### Section 6      Administrative Leave.

Administrative leave is leave without pay ~~which may be~~ granted to employees for **[special circumstances not covered by other leaves.]** ~~such purposes as education, vacation abroad, etc.~~ Requests for such leave **[will be considered so as not to interfere with Library operations and]** must be made in writing and approved in advance by the

Library Director. ~~If administrative leave is granted, regular vacation must be exhausted first.~~

Vacation time and sick leave do not accrue during administrative leave **[unless otherwise authorized by the Library Director]**. ~~Any proration of vacation time and sick leave will be at the discretion of the Library Director.~~

Section 7 Jury Duty.

An employee who is selected for jury duty will be paid their regular pay during their period of jury duty.

Section 8 Military Leave.

Employees shall be provided with leave for military service as required by State and Federal law.

Section 9 School Visitation Leave.

Employees working 20 hours or more who have completed six months of employment and have expended all of their floating holidays and vacation days shall be granted up to **[two work days]** ~~four hours in a day and eight hours~~ during an employment year of unpaid leave for school visitation. Seven days' notice is required. The time may be made up at the **[discretion of the]** employee's **[supervisor]** ~~option~~.

Article XI Pay.

**[Section 1 Compensation.]**

**The salaries of employees shall be determined by the Library Director and incorporated in the annual operating budget approved by the Board. The salary of the Library Director shall be determined by the Board.]**

Section ~~1~~**[2]** Salary ~~Scale~~ **[Bands]**.

~~Pay~~ **[Salary bands]** are reviewed by the Board annually and **[may be]** adjusted to reflect changes in the Consumer Price Index **[(CPI) from the prior calendar year]**. Revised ~~sales~~ **[bands]** become effective July 1 ~~of the applicable~~ **[each]** year.

Section ~~2~~**[3]** ~~Salary Amounts.~~ **[Merit Increases.]**

**[As approved by the Board, eligible Permanent employees have the potential to receive annual merit salary increases based on the employee's annual performance review.]** ~~The salary of each employee will be reviewed annually and will be determined on the basis of performance review, job responsibility and current economic conditions. The salary of the Library Director shall be determined by the Board. The salaries of other employees shall be determined by the Library Director, subject to Board approval.~~

Section ~~3~~**[4]** Pay Day.

Employees of the Library are paid ~~bi-weekly~~ **[every two weeks]**.

Section 4~~[5]~~ Premium Compensation.

**[Non-exempt employees will be compensated]** Compensation for work performed on Sundays or Library Holidays ~~shall be~~ at time and one half the normal compensation rate.

Section 5~~[6]~~ Special Pay.

When an employee is asked to commute to the Library for a short period to perform a special task, the employee shall receive a minimum of one hour's pay.

Section 6~~[7]~~ Bonuses.

The Library Director ~~at his or her sole discretion~~ is authorized to award bonuses to employees for exceptional performance if budgeted.

Article XII Employee Development.

Section 1 Evaluation and Counseling.

The Library Director is responsible for establishing a system for evaluating employee performance and for providing constructive counseling, appropriate in-service training and, if advisable, outside training.

Section 2 Performance Review.

Written performance reviews for all employees should be conducted at least once annually. The performance evaluation should be conducted by the employee's supervisor, and the employee's input should be solicited. The evaluation procedure provides the employee with an opportunity to be recognized for professional accomplishments and for the supervisor to establish developmental goals. It also provides a means of informing the employee of any performance deficiencies that need to be corrected. ~~On the evaluation forms, the e~~**[E]**mployee[s] will be given the opportunity to ~~write~~ **[provide written]** comments about **[their evaluation.]** ~~any and all written comments.~~

Section 3 Formal ~~Training~~ **[Coursework]**.

To encourage professional development and continuing education of ~~staff~~ **[employees]**, the Library may provide tuition assistance for pertinent coursework for eligible employees. Employees must receive prior written approval from the Library Director in order to receive reimbursement for any course. The Library Director's determination should include, but not be limited to: content of courses, Library needs, and budgetary considerations. **[While tuition assistance is expected to enhance employee performance and professional abilities, the Library cannot guarantee that participation in formal coursework will entitle the employee to automatic advancement, a different job assignment or a pay increase.]**

A. Reimbursement for Masters of Library Science Course:

The Library may reimburse an eligible employee pursuing a Master's Degree in Library Science ("MLS") or equivalent degree for their actual fees and tuition costs up to nine credit hours for completed courses with a grade of "B" or better. Reimbursement shall not exceed the highest resident tuition and fees for MLS

programs at schools based within a 60-mile radius of the Library District.

Eligibility:

- Permanent ~~(not temporary)~~ employee.
- Scheduled for 20 hours or more per week.
- Employed by the Library for at least one year before starting the first of three reimbursable classes.
- 12 hours of course work must have already been completed with a grade of “B” or better, prior to the start of the first reimbursable class.
- **[Signed agreement between the Library and employee].**

In the event an employee declines an offer of full-time employment in a position with the Library at Salary Band 5 or above within 12 months after reimbursement is received, and resigns from the Library, the employee must repay the Library for any tuition assistance received within the past 12 months.

A full-time employee **[at Salary Band 5 or above]** who resigns **[for any reason must repay the Library for any tuition assistance received from the Library]** within **[the past]** 12 months ~~[.] after reimbursement is received must repay the Library for any tuition assistance received from the Library.~~

- B. Reimbursement for Other Courses: Eligible ~~staff~~ **[employees]** must be a permanent ~~(not temporary)~~ employee working 20 hours per week or more and employed by the Library for at least one year.

The Library may reimburse an eligible employee for up to two courses per year upon successful completion of a course directly benefiting work performance with a grade of “B” or better.

- C. Required Courses: Employees may be required to take work-related courses. Appropriate leave with pay, tuition, travel pay and reimbursement for necessary expenses will be granted in these cases.

Section 4 Meetings, Workshops and Conventions.

Compensation for attendance at off-site meetings, workshops or conventions is allowed only if prior authorization has been granted. The Library shall pay for registration fees, travel, lodging and other necessary expenses in accordance with the Library’s ~~Employee Travel & Mileage~~ Reimbursement Policy. Attendance is determined by available funds and the needs of the Library.

- A. One-Day Events: All employees required by the Library to attend one-day events shall be compensated for attendance and travel time.

- B. Overnight Events: Exempt employees are entitled to uninterrupted pay for any regularly scheduled hours during which the employee is absent from work. Non-exempt employees shall be compensated for attendance and travel time up to 7 ½ hours a day.

Section 5 Association Memberships.

~~In order to keep the Board and key staff members informed about Library issues, t~~ [T]he Library pays for one professional membership, including one ~~subsection~~ [division], up to ~~\$230~~ [\$250] per year for Trustees, the Library Director, and managers.

For Librarians working 20 hours or more per week, the Library pays for one professional membership, up to \$15[5] per year. Payment for additional ~~subsections~~ [divisions] for librarians or membership for other exempt employees may be authorized at the recommendation of the employee's manager.

Article XIII Permanent, [Substitute and] Temporary Employees. (relocate to Article V)

Section 1 Permanent Employees

Permanent employees are active employees who have regularly scheduled weekly hours and do not have a predetermined end date to employment.

[Section 2 Substitute Employees.

Substitute employees are considered active employees who do not have regularly scheduled weekly hours and who fill-in for staff as necessary (parental leave, other types of leaves, illnesses, etc.) The appropriate manager and Library Director determine whether to retain substitute employees and set their pay rate and employment conditions.

Substitute employees must work at least once in a three-month period and average less than 20 hours per week to remain a substitute except in circumstances approved by the Library Director. A substitute position will be evaluated annually by the employee's manager and Library Director to determine if a need still exists for substitute work.

Substitute employees are not eligible for vacation leave, sick leave, paid holidays, participation in group insurance plans, merit salary increases, participation in IMRF, or any other benefit afforded to permanent employees, except those required by law.

Substitute employees who have IMRF service credit and not vested but are no longer participating in an eligible IMRF position are considered active employees by IMRF. They may not apply for the IMRF separation refund as an active employee and must wait until they are permanently off the payroll as a terminated employee.]

Section 1[3] Temporary Employees.

Temporary employees are hired for a specific period of time, normally less than a year. Temporary employees shall receive the same wages and ~~hourly~~ benefits as other employees **[except]** as provided herein~~]., except that p~~**[P]**aid vacation will be available only if the period of employment exceeds one year. Severance pay shall not be granted to temporary employees.

Article XIV Employee Reinstatement After Rehire.

Section 1 Reinstatement.

Rehired employees may regain credit for past service, as such service may affect eligibility for related benefits such as sick time, vacation eligibility and service awards under the following conditions:

- A. Two or more years of service must have taken place prior to separation.
- B. The gap in the service from separation to rehire must not have exceeded six months.
- C. One year of continuous service must have been completed since rehire.
- D. The separation must have been on mutually agreeable terms.

The application of the foregoing criteria shall be made only once. Persons separating for a second time will not be eligible for service restoration.

Article XV Insurance and Retirement Benefits.

Section 1 Illinois Municipal Retirement Fund.

Employees hired to positions requiring performance of duties for 1,000 hours or more in ~~the next~~ **[a]** consecutive twelve-month period must join IMRF. New employees required to be on IMRF will join on the first day of work. Employees who subsequently qualify for IMRF join on the day their schedule changes. The benefits of IMRF include a retirement annuity, disability benefits and a survivor's benefit.

Section 2 Health and Life Insurance.

~~All~~ **[Permanent]** employees **[regularly scheduled to]** work~~ing~~ 30 hours or more, **[per week]** ~~except temporary employees,~~ are **[eligible to participate in the Library's]** ~~offered participation in the existing~~ health and life insurance coverage ~~by the Library.~~ All aspects of coverage, ~~including without limitation,~~ benefit levels and premium costs, are subject to change ~~from time to time at the discretion of the Library.~~

**[The Library pays 90% of the health insurance premium for an eligible employee, and 60% of the additional premium for any eligible family member[s]].**

Section 3 Dental and Vision Insurance.

~~Non-temporary~~ **[Permanent]** employees working 20 hours or more, are ~~offered participation~~ **[eligible to participate]** in the **[Library's]** ~~existing~~ dental and vision

coverage ~~by the Library~~. All aspects of coverage, ~~including without limitation,~~ benefit levels and premium costs are subject to change ~~[.] from time to time at the discretion of the Library~~.

**[The Library pays 90% of the dental and vision insurance premium for an eligible employee, and 60% of the additional premium for any eligible family member[s] for employees working 30 hours or more per week.**

**Employees working fewer than 30 hours per week are eligible to participate in the the dental and vision insurance plans and are responsible for 100% of the premium costs].**

#### Section 4 Social Security.

All employees shall make Social Security contributions as required by law.

### Article XVI Record Keeping.

#### Section 1 Personnel Records and Privacy.

Personnel records are considered private and are maintained in locked files in the administrative offices. ~~The use of such records should be limited to promoting appropriate public purposes, including the proper delivery of library services.~~ Access or release of such records shall be prohibited except as authorized or required by law.

~~p~~**[P]**ersonnel files include materials such as: forms related to hiring, performance evaluations, and letters and memoranda related to performance. Medical records, documents necessary for the administration of Library benefit programs, and any investigatory information will be kept in a separate file.

#### Section 2 Examination of an Employee's Personnel File by Employee.

Employees may examine their file at reasonable intervals and upon reasonable written notice submitted to **[Human Resources]** ~~administration~~. This review will take place in accordance with the Illinois Personnel Records Review Act, 820 ILCS 40/1 et seq. Employment references and notes of legal or disciplinary investigations in progress, if any, and any other exempt material will be removed before the employee views the file.

#### Section 3 Notification of Changes.

Employees must immediately report change of address, telephone number and/or family status to administration, as an employee's income tax status and benefits may be affected by these changes.

### Article XVII Employee Safety and Health.

#### Section 1 Reporting Hazardous Conditions and Injuries.

Hazardous conditions and/or incidents on Library property should be reported to a manager or supervisor. An employee experiencing any discomfort triggered by work activity should inform their manager or supervisor. Employees must report within 48 hours any injury, no matter how slight, which occurs during

work hours. By law, the maximum time frame given to report any personal injury is 45 days.

#### Section 2      Smoking/Vaping.

The Library is a smoke-free campus. Smoking or vaping is prohibited within all buildings, grounds and the Bookmobile.

### Article XVIII   Disciplinary Action.

#### Section 1      Disciplinary Steps.

An employee who violates personnel policies or other established rules or otherwise exhibits unacceptable behavior may be subject to disciplinary action as follows:

- |                   |                         |
|-------------------|-------------------------|
| A. First Offense  | Verbal Warning          |
| B. Second Offense | Written Warning         |
| C. Third Offense  | Disciplinary Suspension |
| D. Fourth Offense | Termination             |

In general, the goal of employee discipline is correction, not punishment; however, the Library reserves the right to discipline or discharge any employee at any time, with or without cause and with or without notice.

If in the judgment of the Library Director, an infraction is sufficiently serious that these types of disciplinary actions are not likely to be successful, or in the event of repeated infractions of a relatively minor nature, an employee may be terminated subject to the approval of the Board, 75 ILCS 16/30-55.35(a).

#### Section 2      Suspensions.

An employee may be suspended as a disciplinary action without pay at the discretion of the Library Director. An employee may also be suspended **[with or]** without pay at the discretion of the Library Director pending an investigation or resolution of an incident involving the employee. If pay is withheld during this period of investigation, it may be restored when the incident is resolved.

### Article XIX   Procedure for Solving Problems in the Workplace.

The Library encourages employees to raise issues that may be negatively impacting their work environment. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be followed:

- A. The employee should informally discuss the situation with their supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee.
- B. If the employee is not satisfied with the supervisor's response or feels the issue



is not resolved, the employee can present the issue to Human Resources in writing as soon as possible. The employee should give Human Resources an opportunity to assess the situation and get back to the employee in writing.

- C. If the employee is still not satisfied that the issue is resolved, the employee can present the issue to the Library Director for consideration. The decision of the Library Director is final.

## **Article XX      Anti-bullying.**

**The Library prohibits the act of bullying, including cyberbullying, and has determined that a safe and civil environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the organization on a day-to-day basis and the organization's ability to successfully run its business. Demonstration of appropriate behavior, treating others professionally, and refusing to tolerate harassment or bullying is expected of all supervisors, co-workers, vendors, patrons, contractors, and other regular visitors of the Library.**

### **A. Bullying is conduct that meets all of the following criteria:**

- 1. Is directed at one or more employees; and**
- 2. Substantially interferes with work and/or prevents work from being accomplished; and;**
- 3. Adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.**

### **B. Examples of bullying behavior may include but are not limited to:**

- 1. Spreading malicious rumors, gossip, or innuendo.**
- 2. Excluding or isolating someone socially.**
- 3. Intimidating a person.**
- 4. Undermining or deliberately impeding a person's work.**
- 5. Physically abusing or threatening abuse.**
- 6. Withholding necessary information or purposefully giving the wrong information.**

7. Making jokes that are “obviously offensive” by spoken word or email.
8. Intruding on a person’s privacy by spying or stalking.
9. Yelling or using profanity towards another person.
10. Criticizing a person persistently or constantly.
11. Belittling a person’s opinions.
12. Unwarranted (or undeserved) punishment.
13. Blocking applications for training, leave or a promotion.
14. Tampering with a person’s personal belongings or work equipment.

Employees who believe they have experienced or witnessed bullying are encouraged to tell the individual that the conduct is inappropriate and to report the incident as soon as possible to their supervisor, a manager or Human Resources. A supervisor or manager who receives a report under this Policy must immediately inform Human Resources unless the complaint involves Human Resources, in which case, the Library Director should be notified. Complaints involving the Library Director should be directed to the Board President.

A prompt, thorough, and complete investigation of each alleged incident will be conducted. If inappropriate conduct has occurred, the Library will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action up to and including termination. The Library prohibits reprisal or retaliation against any person who reports an act of bullying.]

#### Article XX**[I]** Driving.

##### Section 1 Motor Vehicle Record check.

A motor vehicle record (MVR) check will be conducted prior to hire and annually thereafter for all employees who use a personal or Library vehicle on a regular basis in connection with the responsibilities of their position. Continued employment may be subject to an MVR report that meets Library standards. To meet Library’s standards, an MVR check must show:

##### A. No convictions at any time for:

1. Driving under the influence of alcohol or drugs, and/or refusal to take a blood alcohol content test.
2. Any felony involving the use of a vehicle.
3. Vehicular homicide.

4. Fleeing or attempting to elude police; failure to stop and report an accident in which the driver was involved.
  5. A violation, arising in connection with a fatal accident, of state or local law relating to motor vehicle traffic control.
  6. Driving under a suspended or revoked license.
  7. Aggravated speeding.
  8. Causing a fatal accident as the result of the unlawful operation of a motor vehicle.
- B. No more than ~~one~~ **[two]** orders of court supervision **[and/]** or ~~two~~ convictions for moving violations within the last 12 months. Moving violations include but are not limited to:
1. Speeding violations.
  2. Improper or excessive lane changes.
  3. Following the vehicle ahead too closely.
  4. At fault accidents.
  5. Running a red light or stop sign.
  6. Failure to yield.

When a valid driver's license is a requirement for the position, it is the responsibility of the employee to notify Human Resources if their driver's license is suspended or revoked.

### Section 2 Safety.

It is the responsibility of all employees who drive Library vehicles or their own vehicles for Library business to safely operate them in accordance with this Policy.

While operating all Library and personal vehicles for Library business, employee responsibilities include:

- A. Following the Illinois Vehicle Code, and all motor vehicle laws, statutes, and/or ordinances at all times including those related to cell phone use and distracted driving.
- B. Wearing seat belts.
- C. Possessing a valid driver's license.
- D. Reporting all accidents to the proper law enforcement agency and, as soon as possible, to a manager.

### Section 3 Insurance Coverage on Personal Cars Used for Library Business.

Employees using personal vehicles for Library business must provide proof of insurance indicating personal auto liability limits meeting at least the minimum

state requirements. It is the responsibility of the employee to notify Human Resources of policy cancellations or reduction of limits. Employees must provide proof of insurance to be eligible for reimbursement of mileage costs incurred while driving on Library related business.

## Article XXI **II** Whistleblower Protection

The Library is committed to the highest standards of openness and accountability. An important aspect of accountability and transparency is a mechanism to enable ~~staff and other members of the Library~~ **[employees]** to voice concerns in a responsible and effective manner. When an ~~individual~~ **[employee]** discovers information ~~which he or she~~ **[they]** believes **[that]** shows serious malpractice or wrongdoing within the ~~organization~~ **[Library]**, this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done. This Policy ensures that ~~no members of staff~~ **[employees]** ~~should~~ **[not]** feel at a disadvantage in raising legitimate concerns.

It should be emphasized that this Policy is intended to assist ~~individuals~~ **[employees]** who believe they have discovered fraudulent or unethical behavior or impropriety. It is not designed to question financial or business decisions taken by the Library, nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures.

This Policy is designed to enable **[employees]** ~~of the Library~~ to raise concerns Internally and at a high level and to disclose information which the ~~individual~~ **[employee]** believes shows fraudulent or unethical behavior, impropriety or other improper governmental action. Improper governmental action means any action by an employee ~~of the Library~~ or an elected official of the Library that is undertaken in violation of a federal or state law or local ordinance; is an abuse of authority; violates the public's trust or expectation of their conduct; is of substantial and specific danger to the public's health or safety; or, is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, or board member's official duties to be subject to a claim of "improper governmental action."

This Policy is intended to cover concerns which are in the public's interest and may at least initially be investigated separately, but might then lead to the invocation of other procedures e.g. disciplinary.

These concerns could include, but are not limited to:

- A. Financial malpractice or impropriety or fraud.
- B. Failure to comply with a legal obligation or statute.
- C. Dangers to health & safety or the environment.
- D. Criminal activity.

E. Unethical behavior.

F. Attempts to conceal any of these.

This Policy is not intended to prevent or discourage an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation.

#### Section 1 Protection.

This Policy is designed to offer protection to ~~those~~ employees ~~of the Library~~ who disclose such concerns provided the disclosure is made:

A. In good faith.

B. In the reasonable belief of the individual making the disclosure that it tends to show fraudulent or unethical behavior or impropriety.

It is important to note that no protection from internal disciplinary procedures or employment action is offered to those who choose not to use the procedure in accordance with points A and B above. In an extreme case, malicious allegations could give rise to legal action on the part of the persons complained about.

#### Section 2 Confidentiality.

The Library will treat all such disclosures in a confidential and sensitive manner. The identity of the ~~individual~~ [employee] making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the ~~individual~~ [employee] making the disclosure may need to provide a statement as part of the evidence required.

#### Section 3 Anonymous Allegations.

This Policy encourages ~~individuals~~ [employees] to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the Library.

In exercising this discretion, the factors to be taken into account will include:

A. The seriousness of the issues raised;

B. The credibility of the concern; and

C. The likelihood of confirming the allegation from attributable sources.

#### Section 4 Untrue Allegations.

If an ~~individual~~ [employee] makes an allegation in good faith, which is not confirmed by a subsequent investigation, no action will be taken against that

~~individual~~ [employee]. In making a disclosure the ~~individual~~ [employee] should exercise due care to ensure the accuracy of the information. If, however, an ~~individual~~ [employee] makes malicious allegations, and particularly if they persist with making them, disciplinary action may be taken against that ~~individual~~ [employee].

No employee will be retaliated against for:

- A. Making a good faith report pursuant to this Policy;
- B. Refusing to participate in an activity that would result in a violation of state or federal law, rule or regulation;
- C. Disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation and,
- D. Disclosing information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation.

#### Section 5 Procedures for Making Disclosure.

On receipt of a complaint, the ~~staff member~~ [employee] or Library Trustee who receives and takes note of the complaint, must pass this information as soon as is reasonably possible to the Library Director or ~~Library~~ Board President in the event the Director is the subject of a complaint. They will then determine the best course of action based on the nature of the allegation.

For purposes of compliance with 50 ILCS 105/4.1, the person holding the position of Library Director shall serve as the Library's Auditing Official. The Auditing Official's duties include investigating complaints brought under this Policy including improper governmental action, misconduct, investigating the performance of officers, employees, functions and programs; and, promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the Library.

If a complaint concerns the Library Director, the ~~Library~~ Board President shall serve as the Auditing Official for purposes of such complaint.

#### Section 6 Timetables.

Due to the varied nature of these sorts of complaints, which may involve internal investigators and/or the police, it is not possible to set precise timetables for such investigations. The Auditing Official will ensure that investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.

### Section 7 Investigating Procedures.

The following steps will be followed:

- A. Full details and clarifications of the complaint should be obtained.
- B. The involvement of the Library's auditors and the Police will be considered at this stage, in consultation with the Auditing Official.
- C. The allegations will be fully investigated with the assistance, where appropriate, of other individuals / bodies.
- D. A judgment concerning the complaint and validity of the complaint will be made in a written report containing the findings of the investigations and reasons for the judgment.
- E. The Auditing Official may reinstate, [or] reimburse lost wages or expenses incurred, ~~or promote~~ or provide some other form of restitution. In instances where an Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purpose of aiding in that employee's or the employee's attorney[s], effort to make the employee whole.
- F. If appropriate, a copy of the outcomes will be passed to the Library Auditors to enable a review of the procedures.

If the ~~complainant~~ [employee] is not satisfied that their concern is being properly dealt with, they have the right to raise it in confidence with their manager, the Assistant Director or Library Director.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the ~~complainant~~ [employee] is not satisfied with the outcome, the Library recognizes the lawful rights of employees and ~~ex-~~ [former] employees to make disclosures to prescribed persons or, where justified, elsewhere.

### Section 8 Copy of Policy.

The Auditing Official must provide each employee [with] a written summary or a complete copy of 50 ILCS 105/4.1 upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of this Article XX[II] of the Personnel Policy.

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Date

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Secretary

Adopted: 03/16/99

Revised: 04/17/01

Revised: 07/01/04

Revised: 03/17/09

Revised: 12/17/13

Revised: 07/15/14

Revised: 06/21/16

Revised: 11/15/16

Revised: 04/18/17

Revised: 10/16/18

Revised: 04/16/19

Revised: 04/20/21

Revised: 09/21/21

Revised: 11/16/21

**[Revised: 01/17/23]**



**RESOLUTION 2022-2023/15**

**RESOLUTION ADOPTING REVISIONS TO THE HARASSMENT POLICY OF THE  
COOK MEMORIAL PUBLIC LIBRARY DISTRICT**

WHEREAS, the Library Board of Trustees (“Board”) last approved revisions to the Harassment Policy (“Policy”) on December 17, 2019; and

WHEREAS, the Policy is periodically reviewed and amended as statutory requirements change and/or additional information is needed; and

WHEREAS, the Policy Review Committee meeting on January 10, 2023 revealed the need to update certain provisions of the Policy as recommended by legal counsel; and

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

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

SECTION 1: The revised Harassment 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 17<sup>th</sup> day of January, 2023.

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

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

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

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

ATTEST:

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

**EXHIBIT A**  
**REVISED HARASSMENT POLICY**

DRAFT

## EXHIBIT A

### **[ANTI-] HARASSMENT, ~~INCLUDING SEXUAL HARASSMENT~~, POLICY**

#### Article I: Sexual and Other Unlawful Harassment.

It is a violation of the policies of the Cook Memorial Public Library District (the “Library”) for any employee, public officer, agent, official or non-employee (e.g., vendor, patron) of the Library to engage in sexual or other unlawful harassment. Such harassment is a violation of the Illinois Human Rights Act and Federal Title VII of the Civil Rights Act of 1964 and should be reported to the Library as provided herein.

The Library is committed to providing a work environment that is free of all forms of harassment as defined in Article II. The Library takes allegations of harassment seriously and will respond promptly to complaints. When it is determined that inappropriate conduct has occurred, the Library will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action up to and including termination.

Harassment ~~of employees occurring~~ in the workplace or in other settings in which ~~employees~~ **[individuals]** may find themselves in connection with their employment is unlawful and will not be tolerated by ~~this organization~~ **[the Library]**.

#### Article II: Definitions.

##### Section 1 Sexual Harassment.

Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such employee; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive environment.

The following examples could constitute sexual harassment:

- 1. A qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits, voluntarily or under coercion, to sexual advances or sexual favors;
- 2. An individual must submit to unwelcome sexual conduct in order to receive an employment opportunity;

## EXHIBIT A

3. Verbal harassment, such as sexual innuendoes, suggestive comments, insults, jokes about sex, anatomy or gender specific traits, sexual propositions, threats or repeated requests for dates or statements about other ~~employees~~ **[individuals]** (even outside their presence) of a sexual nature;
4. Non-verbal harassment such as suggestive or insulting sounds, leering, obscene gestures or sexually suggestive bodily gestures;
5. Visual harassment such as posters, signs, pin-ups or slogans of a sexual nature;
6. Physical harassment such as touching, unwelcome hugging or kissing, pinching, bruising of the body, coerced sexual intercourse or actual assault.

The determination of whether certain conduct constitutes sexual harassment will be made on a case-by-case basis. (See Article III: Reporting)

Each individual ~~employee~~ is responsible for refraining from sexual harassment in the workplace. Each manager is responsible for maintaining the workplace free from sexual harassment by promoting a professional environment and by dealing with sexual harassment as with all forms of ~~employee~~ misconduct.

### Section 2 Discriminatory Harassment.

Harassment ~~of any employee or group of employees~~ based on **[an individual's actual or perceived]** gender, race, age, national origin, sexual orientation, disability or other category protected against discrimination by applicable law shall not be tolerated by the Library.

While the following is not an exhaustive list, harassment may include:

- A. Verbal abuse or threats;
- B. Unwelcome remarks, jokes, innuendos or taunting about a person's body or attire, age, gender, gender identity, marital status, ethnic or religious origins, etc.;
- C. Displaying of pornographic, racist, or other offensive or derogatory pictures;
- D. Practical jokes that cause awkwardness or embarrassment; unwelcome invitation or requests, whether indirect or explicit, or intimidation;
- E. Leering or other gestures;
- F. Condescension or paternalism which undermines self respect;
- G. Unnecessary physical conduct such as touching, patting, pinching, punching or physical assault.

## EXHIBIT A

### Article III: Reporting.

- A. Manager Responsibility. Each manager has the responsibility to maintain ~~his or her~~ **[a]** workplace free from harassment. This duty includes informing all employees of the substance of this policy and assuring them that prompt action will be taken in response to claims of harassment including remedial action when circumstances dictate.
- B. Employee's Responsibility. In order to take corrective action, the Library must be aware of the harassment. Therefore, an employee who believes that the actions or words of another employee, agent, official or non-employee constitute harassment has the responsibility to report the situation as soon as possible. Such reporting should be made to a manager. If a manager is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Library Director or Human Resource Generalist. If the complaint should involve the Library Director, such report should be made directly to the Library Board of Trustees. Complainants should document the alleged behavior in writing. Such report should include who was involved, what was said or done, witnesses, times, and dates. No one making a complaint on good faith will be retaliated against even if the complaint is not substantiated. In addition, any witness will be protected from retaliation. Victims and witnesses are encouraged to come forward. Any manager who receives a report of sexual or other unlawful harassment or becomes directly aware of such incidents should promptly report the incident to the Library Director, who will handle the matter promptly and in as confidential a manner as possible. The Library will conduct investigations, appropriate to the allegations, of all reports of harassment.
- C. Complaint Procedure. An investigation of all complaints will be undertaken as soon as possible and, if appropriate, prompt action will be taken to alleviate the offensive conduct. To the fullest extent practicable, the Library will keep complaints and the terms of their resolution confidential. The Library recognizes that the issue of whether harassment has occurred requires a factual determination based on all the evidence received. Any employee, **[public officer,]** agent, official or non-employee who has been found to have harassed will be subject to appropriate disciplinary actions depending upon the totality of circumstances; this action could range from a warning up to and including termination. It is expected that all employees will continue to act in a responsible and professional manner to establish a working environment free of harassment. **[For purposes of this policy, a "Public Officer" means a person who is elected to office pursuant to the Illinois Constitution, or statute or ordinance, or who is appointed to an office which is established, and the qualifications and duties of which are prescribed by the Constitution of the State of Illinois or statute or ordinance to discharge a public duty for the State, agency or department thereof, unit of local government, school district,**

## EXHIBIT A

### **instrumentality or political subdivision.]**

D. Retaliation. No one making a complaint in good faith will be retaliated against even if the complaint is not substantiated. Retaliation against anyone for reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act 740 ILCS 174/1 and the Illinois Human Rights Act 775 ILCS 5/6-1-1; is prohibited; and is grounds for discipline up to and including termination. Victims and witnesses are encouraged to come forward.

**[E. Public Officers. Any public officer who believes they have experienced prohibited conduct by another public officer that is inconsistent with this policy shall notify the Board President. If the complaint should involve the Board President, such report should be made to the Board Vice President. The Library Attorney will arrange for an independent investigation of the complaint (5 ILCS 430/70-5).]**

E. **[F]** False Complaints: False or frivolous complaints refer to cases in which the accuser is acting in bad faith and using a ~~sexual~~ harassment complaint to accomplish some end other than stopping ~~sexual~~ harassment. False accusations of ~~sexual~~ harassment can have serious effects on those who are innocent. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action up to and including termination.

F. **[G]** Right to File: An ~~employee~~ **[individual]** who believes ~~that he or she has~~ **[they have]** been the subject of harassment or retaliation for complaining about harassment also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights within 180 days of the harassment, to have that charge investigated by the Department and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Employer and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, any such employee may call or write to the Illinois Department of Human Rights at:

100 W. Randolph Street, Room 10-100,  
Chicago, Illinois 60601,  
(312) 814-6200,

or the Illinois Human Rights Commission at:

100 W. Randolph Street, Room 5-100,  
Chicago, Illinois 60601  
(312) 814-6269.

## EXHIBIT A

A complaint can also be filed with the Federal Equal Employment Opportunity Commission (EEOC) at:

500 W. Madison Street  
Suite 2800  
Chicago, Illinois 60661  
800-669-4000  
(312) 869-8001 (TTY)

(Complaints filed with the EEOC must be filed within 300 days of the incident.)

### Article IV: Training

The Library shall conduct an annual sexual harassment prevention training Program for employees created by the Illinois Department of Human Rights (775 ILCS 5/7-109).

### Article V: Disciplinary Action.

Anyone engaging in or condoning sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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Date

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Secretary

Adopted: 03/16/99

Revised: 03/20/01

Revised: 07/15/03

Revised: 12/18/07

Revised: 07/15/14

Revised: 12/19/17

Revised: 12/17/19

**[Revised: 01/17/23]**

**RESOLUTION 2022-2023/16**

**RESOLUTION ADOPTING REVISIONS TO THE WORKPLACE VIOLENCE POLICY  
OF THE COOK MEMORIAL PUBLIC LIBRARY DISTRICT**

WHEREAS, the Library Board of Trustees (“Board”) last approved revisions to the Workplace Violence Policy (“Policy”) on April 19, 2016; and

WHEREAS, the Policy bypassed the Policy Review Committee and was reviewed by the full board on March 9, 2021 who deferred approval until language is included to address remote and off-site work as well as online or digital threats; and

WHEREAS, the Policy was reviewed and revised by legal counsel and brought back to the full board on October 21, 2021 who deferred approval until language is included to address employees who are off-site at training seminars or conferences; and

WHEREAS, at the Policy Review Committee meeting on January 10, 2023, the committee approved updated language to the Policy that addresses the concerns raised at the March 9, 2021 and October 21, 2021 board meetings; 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 Workplace Violence 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 17<sup>th</sup> day of January, 2023.

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

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

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

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

ATTEST:

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



# EXHIBIT A

## WORKPLACE VIOLENCE POLICY

### Article I Workplace Violence.

The Cook Memorial Public Library District **[("Library")]** is firmly committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, it is the policy of the ~~Cook Memorial Public Library~~ to prohibit any library patron, employee, or trustee from threatening or committing any act of violence ~~in the Library. This policy applies to all persons who are on Library property.~~ The Library has zero tolerance for individuals who make threats, engage in threatening behavior, or commit acts of violence against employees, patrons, or other individuals **[verbally, physically, electronically or in writing. The term "workplace" includes both library locations and the Bookmobile as well as other settings in which employees may find themselves in connection with their employment (i.e., off-site meetings, seminars and conferences)]**.

### Article II Reporting.

Employees are required to immediately report to a supervisor any incident involving a threat of violence or **[an occurrence of]** violent behavior. If an employee is confronted with a potentially violent situation, the employee should not attempt to handle the situation, but should report it immediately to the Library Director, manager, or supervisor.

In cases when violence threatens to erupt immediately, the employee **[should]** ~~is authorized to~~ call 911 ~~or the local police~~ and subsequently inform the Library Director and/or the person in charge of the situation.

Employees who become aware of any workplace security hazards, or who have suggestions for increasing security in the Library, ~~must~~ **[should contact]** ~~with their~~ **[the Library Director or a]** manager or supervisor. ~~The Library expects employees to help make the workplace as safe and secure as possible.~~

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Date

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Secretary

Adopted: 07/20/04

Revised: 11/03/11

Revised: 04/19/16

**[Revised: 01/17/23]**



# Cook Memorial Public Library District

## LIBRARY BOARD MEETING AGENDA SUPPLEMENT

MEETING DATE: January 17, 2022

FROM: David Archer, Library Director

AGENDA ITEM: Approval of Change Orders

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Change orders in the amount of **\$19,102.16** related to the window replacement project at Cook Park Library have been submitted by Featherstone for the Board's review.

If the attached resolutions are approved, the remaining uncommitted contingency is **\$34,432.98**.

1. Approval of Resolution 2022-2023/17 Approving Change Order #1 with Ascher Brothers Inc., in the amount of **\$625**  
New skylight replacement left areas of walls requiring painting.
2. Approval of Resolution 2022-2023/18 Approving Change Order #5 with Manusos General Contracting, in the amount of **\$3,097.46**  
South Adult Nonfiction Area: As a result of new clerestory windows occupying a smaller space than the older ones, additional blocking (shim) material was needed on the bottom of the windows. Additional drywall was added on the inside to cover up the blocking material for aesthetic purposes.  
  
South Fiction Area: As a result of new window framing being deeper than the previous frames, there was an overhang at the top of the wall that required additional drywall to be added for aesthetic purposes.
3. Approval of Resolution 2022-2023/19 Approving Change Order #6 with Powerlink Electric in the amount of **\$259.70**  
Reinstall emergency exit signs.
4. Approval of Resolution 2022-2023/20 Approving Change Order #1 with Featherstone in the amount of **\$15,120**  
Fees are for 10 additional days of construction management services by Featherstone.

Original contract was for **40 working days** from August 19 - October 21, 2022, running concurrently at Cook Park and Aspen Drive. The project start date was delayed due to additional design work for the windows replacement project as well the long lead times for aluminum and glass.

Due to the need to start before cold weather set in, the Aspen paver replacement and landscaping enhancement project began on October 11, ahead of the start of Cook Park.

The Cook Park project began on October 26. The total run time for both projects was from October 11 – December 20, 2022 which included 48 weekdays (not including two holidays) and 1 weekend day (December 17) for a total of **49 working days**.

Featherstone worked a few days before and after the official start and end dates, getting ready to start the project as well as a couple days after to close out the project. Featherstone capped this as one additional day for a total of **50 working days** for the entire project.

Description	Additional Hours	Billing Rate	Total
CM Additional Services - extended preconstruction services and Aspen and Cook not running concurrently			
Project Manager (Annica)	16.00	120.00	1,920.00
Site Superintendent (Dan)	80.00	165.00	13,200.00
<b>Total:</b>			<b>15,120.00</b>

**RESOLUTION APPROVING CHANGE ORDER #1 TO CONTRACT WITH  
ASCHER BROS. INC. IN THE AMOUNT OF \$625 FOR WINDOW  
REPLACEMENT PROJECT AT COOK PARK LIBRARY**

WHEREAS, on April 19, 2022, the Board of Trustees (“Board”) of the Cook Memorial Public Library District (“Library”) approved an agreement between the Library and Ascher Bros. Inc. (“Contractor”) for services related to the Cook Park Library Window Replacement Project (“Project”); and

WHEREAS, the Board, at the recommendation of its construction management firm, Featherstone Inc., desires to approve Change Order #1, which authorizes the cost for additional painting for the Project in the amount of \$625.

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

Section 1: The Board hereby determines that the circumstances necessitating Change Order #1 were not reasonably foreseeable at the time that the original contract was signed and that Change Order #1 is in the best interest of the Library.

Section 2: The Board hereby approves Change Order #1, a copy of which is attached hereto as Exhibit “A”.

PASSED this 17<sup>th</sup> day of January, 2023

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

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

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

ATTEST:

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

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



## Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

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

### CHANGE ORDER

Project : Cook Memorial Library - Curtainwall  
& Aspen Entrance Improvements

January 3, 2023  
Date : \_\_\_\_\_

Contract : Painting

C.O. # \_\_\_\_\_ 001

To : Ascher Brothers Co., Inc.

You are directed to make the following change to the Contract:

Add to the contract the following:

1	Change Event # 038 - Cook - Basement Paint Touch Up From Skylight Replacement Work on T&M as directed by Dan G.	625.00
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Consideration:

Contract Amount is Revised By: \_\_\_\_\_ \$625.00

The contract time will not be changed by this Change Order by \_\_\_\_\_

Not valid until signed by the Owner and the Project Manager.

\_\_\_\_\_  
Cook Memorial Public Library

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Contractor

CHANGE ORDER AMOUNT \_\_\_\_\_ 625.00

December 27, 2022

Ms. Annica Mosow  
Featherstone, Inc.

**Re: Cook Memorial Public Library – Additional Work Completed as Directed  
413 N Milwaukee Avenue  
Libertyville, IL 60048**

Dear Annica,

Our estimate to furnish labor, material, and equipment necessary to complete the following work at the above location per your request is **Six Hundred Twenty-Five Dollars (\$ 625.00)**.

**Areas of Work:/Scope of Work:**

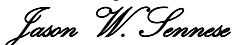
- **Designated areas @ Basement – Additional Work Completed as Directed**
  - Protect adjacent finished surfaces with tape, plastic, & drop cloths as necessary
  - Patch & paint designated walls
  - Work performed as directed by Dan
  - Breakdown:
    - Labor: 5 Regular Hours: \$ 555.00
    - Materials/Supplies: \$ 70.00
    - Work completed on 12/16/2022

Union workers will do all work in a first-class workmanlike manner during regular working hours. We are fully covered by Workers' Compensation and Public Liability Insurance.

All of our employees have completed our training and information program to conform to OSHA Hazard Communication Standard 1926.59.

Equal Employment Opportunity is the Law and Practice of Ascher Brothers. Ascher Brothers is a **DRUG FREE** Company.

Sincerely,



Jason W. Sennese  
JWS:dlu  
23934-1

**RESOLUTION 2022-2023/18**

**RESOLUTION APPROVING CHANGE ORDER #5 TO CONTRACT WITH  
MANUSOS GENERAL CONTRACTING IN THE AMOUNT OF \$3,097.46 FOR  
WINDOW REPLACEMENT PROJECT AT COOK PARK LIBRARY**

WHEREAS, on April 19, 2022, the Board of Trustees (“Board”) of the Cook Memorial Public Library District (“Library”) approved an agreement between the Library and Manusos General Contracting (“Contractor”) for services related to the Cook Park Library Window Replacement Project (“Project”); and

WHEREAS, the Board, at the recommendation of its construction management firm, Featherstone Inc., desires to approve Change Order #5, which authorizes the cost for additional drywall for soffits for the Project in the amount of \$3,097.46.

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

Section 1: The Board hereby determines that the circumstances necessitating Change Order #5 were not reasonably foreseeable at the time that the original contract was signed and that Change Order #5 is in the best interest of the Library.

Section 2: The Board hereby approves Change Order #5, a copy of which is attached hereto as Exhibit “A”.

PASSED this 17<sup>th</sup> day of January, 2023

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

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

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

ATTEST:

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

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



## Featherstone, Inc.

PROJECT + CONSTRUCTION MANAGEMENT

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

### CHANGE ORDER

Project : Cook Memorial Library - Curtainwall  
& Aspen Entrance Improvements

January 3, 2023  
Date : \_\_\_\_\_

Contract : Carpentry, Drywall, Plaster,  
Acoustical Ceilings

C.O. # 005  
\_\_\_\_\_

To : Manusos General Contracting, Inc.

You are directed to make the following change to the Contract:

Add to the contract the following:

1	Change Event # 039 - Cook - Drywall on Soffits on South Adult Collection, and Added Drywall Fiction South and West Per T&M due to new window conditions as directed by Dan G.	3,097.46
---	---	----------

Consideration:

Contract Amount is Revised By: \_\_\_\_\_ \$3,097.46

The contract time will not be changed by this Change Order by \_\_\_\_\_

Not valid until signed by the Owner and the Project Manager.

\_\_\_\_\_  
Cook Memorial Public Library

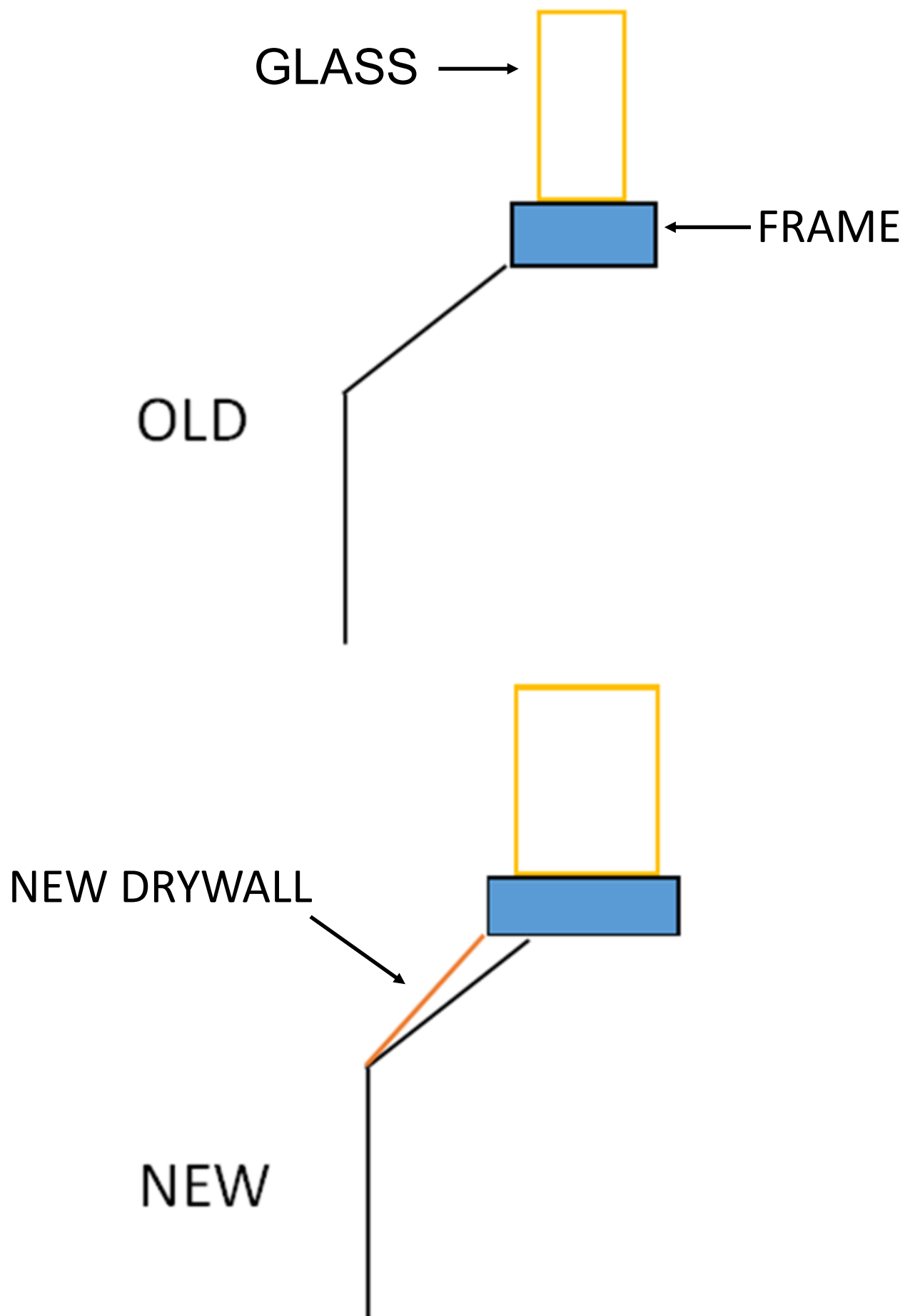
\_\_\_\_\_  
Architect

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Contractor

CHANGE ORDER AMOUNT \_\_\_\_\_ 3,097.46





**TIME AND MATERIAL CHANGE ORDER AUTHORIZATIONS**

Work Authorizations are to be made out daily when Extra Work (authorized or unauthorized) is in progress and must be submitted for signature during the day or no later than the day following such work.

Date of Work 12-8/12-13/22

JOB NAME: Cook Park Library

JOB NUMBER MG616-5

REASON FOR CHANGE Add Drywall on soffits to line up with the new windows  
on the South End to cover wood blocking that was added to the sill for backing. Add Drywall to the  
South and west Angle wall to bring Drywall to match bottom of window and tearaway.

Personnel		Hours			Office Use	
Name	Classification	Straight	1 1/2	Double	Rate	Total
Pat Landberg		3			135.91	407.73
Don Herbon		6			127.85	767.10
<del>Zachary</del>						1,174.83
Taper (Alphire)		12				

Material: 3-5/8" 4x8 Drywall, 2-1/2" 4x8 Drywall, 2-1/4" 4x8 Drywall

10-Tear away Bead, 1 Roll Tape, 4-corner bead, 3 Bags Duraland  
1 Pail, Allpurpose, 1 Pail Plus 3

Equipment: ~~1 Pail Plus 3~~

Total:

OH & P

Final Price:

SIGNATURE

MANUSOS GENERAL CONTRACTING INC.

SIGNATURE

AUTHORIZED OWNER/OWNER REPRESENTATIVE

TITLE

The signing of this CHANGE ORDER AUTHORIZATION indicates acceptance of the Owner/Owner Representative as to agreement of the work being performed.

1012 Lunt Ave.  
Schaumburg, IL 60193  
Phone (630) 279-1188  
FAX (847) 744-5994

003855

TO MANUSOS (DAT)

PHONE	DATE OF ORDER 12-8-22
ORDER TAKEN BY Roberto	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
JOB NAME/NUMBER Cook <del>table</del> Library	
JOB LOCATION Libertyville	
JOB PHONE	STARTING DATE

[illegible]

Signature \_\_\_\_\_

Work ordered by \_\_\_\_\_  
I hereby acknowledge the satisfactory completion of the above described work.

JWOCC-862-3 PRINTED IN U.S.A.



**FOR UPS SHIPPING ONLY**



How does  
get more done.

493 NORTH MILWAUKEE AVENUE  
VERNON HILLS, IL 60061 (847)549-0110

1938 00001 97061 12/05/22 10:18 AM  
SALE CASHIER JAGDISH

081099038051 FC30 5/8 4X8 <A>  
5/8"X4'X8' USG ECOSMART FC30 DRYWALL  
3@11.83 35.49N  
081099027833 4X8 ULTRALIT <A>  
1/2"X4'X8' USG ULTRALIGHT DRYWALL  
2@10.24 20.43N  
081099000652 DRYWALL <A>  
1/4IN 4X8 DRYWALL  
2@10.78 21.56N  
081099204586 PLUS3-PAIL <A>  
4.5GAL PAIL-PLUS 3-COMPOUND  
081099203602 5GAL CMPOUND <A> 17.95N  
62LB PAIL ALL-PURPOSE COMPOUND  
081099221644 250-JNT TAPE <A> 3.11N  
250FT-PAPER JOINT TAPE  
751361503227 2-1/16 IN. X <A> 23.50N  
2-1/16 IN. X 100 FT. PERFECT-90 FLEX  
764666103191 15/8CSDWSC1# <A> 4.93N  
1-5/8" COARSE DRYWALL SCREW 1 LB  
764666103733 21/2CRDWSC5# <A> 15.93N  
2-1/2" COARSE DRYWALL SCREW 5 LB  
081099000164 EZ SAND 45 <A>  
18LB-EZ SAND-45MIN COMPOUND  
3@9.60 28.80N  
751361490381 ZIP BEAD <A>  
10 FT VINYL TEAR AWAY L BEAD  
10@3.65 36.50N  
751361004946 CORNERBEAD <A>  
10' PAPER FACED OUTSIDE SUPERWIDE CB  
4@7.22 28.83N

SUBTOTAL 253.07  
SALES TAX 0.00  
TAX EXEMPT TOTAL \$253.07  
XXXXXXXXXXXX6904 HOME DEPOT USD\$ 253.07  
AUTH CODE 005495/8014962 TA

MANUSOS GENERAL CONTRACT  
LONDBERG PAT  
Chin Reed

**RESOLUTION 2022-2023/19**

**RESOLUTION APPROVING CHANGE ORDER #6 TO CONTRACT WITH  
POWERLINK ELECTRIC IN THE AMOUNT OF \$259.70 FOR THE WINDOW  
REPLACEMENT PROJECT AT COOK PARK LIBRARY**

WHEREAS, on April 19, 2022, the Board of Trustees (“Board”) of the Cook Memorial Public Library District (“Library”) approved an agreement between the Library and Powerlink Electric (“Contractor”) for services related to the Cook Park Library Window Replacement Project (“Project”); and

WHEREAS, the Board, at the recommendation of its construction management firm, Featherstone Inc., desires to approve Change Order #6, which authorizes additional work to reinstall emergency exit signage for the Project in the amount of \$259.70.

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

Section 1: The Board hereby determines that the circumstances necessitating Change Order #6 were not reasonably foreseeable at the time that the original contract was signed and that Change Order #6 is in the best interest of the Library.

Section 2: The Board hereby approves Change Order #6, a copy of which is attached hereto as Exhibit “A”.

PASSED this 17<sup>th</sup> day of January, 2023

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

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

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

ATTEST:

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

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