

OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room
Tuesday, August 27, 2024 – 6:30pm
Meeting to be held in person and via Zoom ([click here for Zoom link](#))

AGENDA

1. Call to Order and Roll Call

2. Approval of Minutes

July 23, 2024 Regular Meeting

(Action)

3. Public Comments

Please read the "[Public Comment at Board Meetings Policy](#)." Public comments may be provided in one of the following ways:

- In person at a board meeting;
- As an email to (director@oppl.org) and to the Library Board President Matthew Fruth (m.fruth@oppl.org) sent by 4:30 pm on the date of the meeting;
- As a submission through [this Public Comment Form](#) sent by 4:30 pm on the date of the meeting.

4. Trustee Comments and Calendar

- a. Wednesday, September 11th 5:30pm: Elected Officials BBQ- please RSVP
- b. Tuesday, September 24th 6:30pm: Regular Library Board Meeting
- c. Tuesday - Thursday, October 8-10th: [ILA Annual Conference](#) at Peoria Civic Center

5. Interim Co-Directors Report

6. Staff Reports

- a. Strategic Priorities Report
- b. Additions and Terminations Report
- c. Staff Changes Report

7. Financial Reports

- a. July 2024 Financial Reports
- b. July 2024 Resolutions on Disbursements

(Discussion)

(Action)

8. Additional Reports

- a. Intergovernmental Committee (IGov)
- b. Council of Governments (CoG)
- c. PlanIt Green
- d. Friends of the Oak Park Public Library

9. Unfinished Business

- a. Executive Search Process
- b. Information Systems Use Policy

(Discussion)

(Action)

10. New Business

- a. 2025 Library Budget Draft
- b. By-Laws of the Board of Trustees Review

(Discussion)

(Discussion)

11. Closed Session

12. Adjournment

Minutes for July 23, 2024 Regular Library Board Meeting

1. Call to order and roll

President Fruth called the meeting to order at 6:31pm and took roll.

Present: Kristina Rogers, Madhurima Chakraborty, Theodore Foss, Virginia Bloom, Matthew Fruth, Maya Ganguly

Absent: Susanne Fairfax

Also attending: Suzy Wulf, Co-Interim Director, Leigh Tarullo, Co-Interim Director

Public commentators: Rory O'Neill

2. Approval of Minutes

June 25, 2024 Regular Meeting

Moved by Foss. Seconded by Bloom. Approved by all trustees.

3. Public Comments

Rory O'Neill made a public comment expressing concerns over the library's cleaning contract, to be renewed in August.

4. Trustee Comments and Calendar

Discussed is the Farmers Market event held Saturday, July 27 from 9am to 1pm where the board of trustees will have a booth to engage with the community and the elected officials barbecue on Wednesday, September 11.

5. Interim Co-Director Report

Wulf discussed the Friends of the Library Book Sale that was held in July, noting a great turnout and great weekend, noting there will be more to report in the next month.

6. Staff Reports

a. Strategic Priorities Report

Tarullo and Wulf presented highlights from the report across the four priorities: Engagement, Learning, Stewardship, and Anti-Racism & Equity. Discussed were staff spotlights from

Children's Services and Special Collections as well as community voice from events reported from Public Services and Programs service area.

b. Library Core Use Statistics

Discussed is a new quarterly format displaying the core use statistics, reporting on quarter two. Noted were the monthly trends and the year-over-year average between this year and the previous year.

c. Additions and Terminations Report

d. Staff Changes Report

7. Financial Reports

a. June 2024 Financial Reports

The board reviewed the financial reports dated June 30, 2024.

b. Resolutions on Disbursements

Moved by Rogers. Seconded by Foss. Approved by all trustees.

8. Additional Reports

a. Intergovernmental Committee (IGOV): Did not meet.

b. Council of Governments (CoG): Did not meet.

c. PlanIt Green: Foss reported on the importance of the library educating everyone on sustainability.

d. Friends of the Oak Park Public Library: Did not meet. Next meeting is August 12.

9. Unfinished Business

a. Executive Search

Fruth discussed the agreement and contract with Koya Partners to conduct the executive director search, noting the cost and changes to the agreement. A search committee will be formed, consisting of Chakraborty, Foss, and Fairfax to meet every two weeks working with a member of the Koya team to create a candidate profile for revision and approval to send out to screen candidates.

b. Staff Survey

Discussed is a staff survey to be conducted, collecting feedback from staff to be used in conjunction with the executive director search process. The two proposals to be chosen from are Yardstick Management and Holistic Index.

Motion to select Holistic Index as the vendor to perform the staff survey.

Moved by Rogers. Seconded by Ganguly. Approved by all trustees.

10. New Business

a. Approve the Opening of a Money Market Account with Wintrust Bank

Moved by Ganguly. Seconded by Bloom. Approved by all trustees.

Motion to move items on the agenda, to enter closed session before the two remaining policies action items subject for approval. Moved by Bloom. Seconded by Ganguly. Approved by all trustees.

11. Closed Session (if needed)

Motion to enter closed session. Moved by Bloom. Seconded by Ganguly.

President Fruth took roll to enter the closed session. Approved by all trustees.

Resumed open session at 8:57pm to discuss the two remaining agenda items under new business, which are two policies:

b. Information Systems Use Policy

Motion to table this policy into the next regular board meeting, in August.

Moved by Bloom. Seconded by Chakraborty. Approved by all trustees.

c. Social Media Use Policy for Library Staff

Motion to table this policy into the next regular board meeting, in August.

Moved by Bloom. Seconded by Chakraborty. Approved by all trustees.

12. Adjournment

Fruth adjourned the meeting at 9:04pm.

INPUTS

Community members, stakeholders, and partners; diverse and well-trained staff (full-time and part-time), volunteers, and interns; Board of Trustees; local government; funding (tax dollars, grants, donations); well-maintained buildings, furniture, and equipment; IT infrastructure; physical collections (books, DVDs, CDs, magazines, etc.); digital collections and online resources (ebooks, audiobooks, streaming music/movies, databases, etc.)

ACTIVITIES

OUTPUTS

Public Services & Programs



Circulation (patron accounts, materials checkouts, check-ins, holds); reference and information; readers advisory; tutorials and Learning Labs; space reservations; public technology access; in-person and virtual educational and entertainment programming for children, teens, and adults; in-person and virtual community outreach and engagement

patron visits
library cards issued
digital accounts, conversions
active cardholders, households
% new cardholder retention
Net Promoter Score
meeting/study room reservations

programs and attendees
program surveys completed, satisfaction
participants in SRP, 1BBK
reference interactions, 1:1 tutorials, Learning Labs
Book Bike visits, outreach visits, pop-ups
home deliveries, resource deliveries

Collections



Selection, acquisition, and cataloging of physical and digital materials; interlibrary loan; Special Collections and local history

item checkouts, check-ins, downloads, ILLs, holds
items in collection, turnover
% items checked out

average return to shelf time
Special Collections research contacts

Technology



Acquisition, maintenance, and repair of public technology (computers, printers, copiers, etc.); maintenance of internet/WiFi

public technology use (computers, printers, copiers, Creative Studio)
WiFi sessions

Facilities



Facilities management (tracking and execution of capital projects, maintenance activities); Master Facilities Plan

facilities requests made, completed
approved capital and MFP projects completed

Social Services & Public Safety



Community partnership development; patron need assessment and resource referral; incident reporting and management; building safety; emergency and public health preparedness

incidents reported, resolved
patron service referrals, follow-ups

mental health assessments (Rush)
community partnerships

Anti-Racism



Equity audits of policies, plans, and procedures; staff trainings and learning events; staff affinity groups and intersectional gatherings; community partnership development; conference attendance; community programming

% policies, plans, procedures audited
staff trainings, learning events
staff affinity groups, intersectional gatherings
% staff satisfaction, engagement, well-being

community partnerships
community meetings, events, conferences
presentations, speaking engagements offered
patron/community surveys
community-led/-supported programs

Communications & Development



Promotion and storytelling; print materials (newsletters, The Storyline, brochures, flyers, bookmarks, calendars); digital communications (website and newsfeed, cardholder email campaigns, social media); digital advertising; monitoring external media coverage and third-party site reviews

external media coverage
third-party site reviews
social media reach, engagement
oppl.org unique users

% email open and click rates
% Google AdWords conversion rate
print calendars distributed

Finance & HR



Compensation and benefits administration; hiring and onboarding; performance development; learning and talent development; workplace well-being; budget preparation, management, and reporting

position postings, applicants, hires
staff, hours, retention
% applicant diversity, staff diversity
% staff satisfaction, engagement, well-being

learning/engagement opportunities and attendees
\$ pay equity
\$ money budgeted, spent
expenditure reports provided

IMPACT

A commitment to **EQUITY & ANTI-RACISM** informs all of our work.



ENGAGEMENT

Core Values: Civic Responsibility, Collaboration, Compassion, Empathy, Gathering, Participation

We focus on inclusive engagement and service to diverse community groups.

Outcomes: Increased access to and engagement with diverse collections by patrons; Expanded patron access to and engagement with library services/resources in non-traditional spaces; Increased opportunities for patrons to actively contribute to the library's work; Improved patron satisfaction with library service; Improved service to Spanish-speaking and Latine patrons and new immigrants; Improved service to disabled patrons and awareness of the experiences of people with disabilities; Improved access to public health and social service resources for vulnerable patrons

We lead the community in impactful civic engagement.

Outcomes: Improved civic engagement among patrons; Increased patron opportunities for and satisfaction with community conversations; Improved patron access to and use of community information resources

We attract and retain a library staff that reflects the diversity of our community.

Outcomes: Improved and sustained racial/ethnic diversity among library staff at all grade levels; Greater library staff diversity in the areas of ability, age, gender, sexual identity, etc.; Expanded career development opportunities for library staff; Increased awareness of the roles and paths to library positions and others in the community; Improved library employment brand



LEARNING

Core Values: Access, Education, Intellectual Freedom, Knowledge, Literacy, Opportunity, Privacy

We build capacity for literacy and education.

Outcomes: Sustained access to free early literacy and K-12 learning opportunities for the community; Increased public engagement with early and adult literacy resources; Increased literacy and education opportunities for adult patrons; Improved literacy skills and attitudes among adult patrons; Expanded access to educational support for teens

We empower community members with the tools, knowledge, and support they need to reach their full potential.

Outcomes: Improved patron access to opportunities for creative expression and hands-on exploration; Sustained patron access to career/professional development and health/wellness resources; Expanded digital learning opportunities for patrons; Expanded personal and career development opportunities for teens



STEWARDSHIP

Core Values: Accountability, Affordability, Health, Preservation, Safety, Sustainability, Transparency

We invite everyone into library spaces that are welcoming, safe, and inspiring.

Outcomes: Increased library capacity to provide welcoming public safety services; Increased community awareness of library public safety model and practices; Improved public spaces for library patrons and staff; Improved staff and patron awareness about library data privacy and confidentiality

We provide broad, effective, and equitable access to resources.

Outcomes: Improved patron access to and satisfaction with physical and digital collections, online resources, and public technology; Improved technological competencies among library staff; Increased public engagement with library collections, programs, and exhibits

We prioritize sustainability.

Outcomes: Expanded environmentally-friendly practices in library operations; Greater financial sustainability in library operations; Increased diversification of revenue sources to generate funds for future library programming; Greater efficiency in maintenance processes for library infrastructure; Greater staff engagement with library data for decision-making and storytelling

We support all library staff to achieve happiness, well-being, and success.

Outcomes: Enhanced opportunities for staff relationship-building; Enhanced offerings for staff benefits; Increased transparency, awareness, and clarity in library decision-making for staff; Improved staff mental and physical health



ANTI-RACISM & EQUITY

Core Values: Accessibility, Courage, Empowerment, Impact, Innovation, Representation, Social Justice

We create and implement library policies that promote equitable outcomes for our staff and the public.

Outcomes: Improved and more equitable community and staff experience of the library's policies, procedures, and spaces; Integration of restorative practices in library communication, engagement, and conflict resolution strategies with patrons and staff; Improved library understanding of and engagement with community members of diverse backgrounds, identities, and circumstances

We prioritize relationship-building and meaningful collaboration in our efforts to advance anti-racism.

Outcomes: Increased and diversified library-community stakeholder relationships; Expanded partnerships and resource streams for supporting returning citizens; Increased opportunities for patrons to actively contribute to the library's work; Increased and sustained opportunities for internal collaboration and relationship-building among library staff across and within different service areas, grade levels, and demographic groups; Increased awareness of and knowledge about restorative practices among library and community peers and stakeholders



- ▶ We focus on inclusive engagement and service to diverse community groups.
- ▶ We lead the community in impactful civic engagement.
- ▶ We attract and retain a library staff that reflects the diversity of our community.

Work Highlights

Public Services & Programs



Engaging older adult community members

On July 15, **Adult Services and Special Collections collaborated with local organization [Arbor West Neighbors](#)** – a group dedicated to supporting older adults in the Oak Park area – **to provide a special library tour.** Manager of Adult Services Alexandra Skinner met with Arbor West Neighbors to organize this program **for 30 of their members**, during which the group split up into three subgroups, each of them **taking turns participating in three sessions:** 1) an introduction to the [Creative Studio](#) with Librarian Amy Hofmocker; 2) a visit to [Special Collections](#) with Manager & Curator of Special Collections Kathleen Spale, Librarian Carrie Vacon, and Archivist Linda Montalbano; and 3) an overview of library services from Older Adults Librarian Ian Gosse. At the end of the tour, Arbor West Neighbors also had a chance to share **what they would like to see at the library** (more media preservation station equipment and jigsaw puzzle lending) and **what they appreciate about the library** (free printing, tech help, meeting rooms, and, of course, our library staff!).



Summertime activities for teens

While the summer season is not as busy as the school year for Middle & High School (MHS) Services, the team has implemented various strategies to encourage teens to visit the library and participate in our [Summer Bingo Challenge](#) and other programs. Compared to the past two years, **participation in these summertime activities was higher, particularly with our Dungeons & Dragons (D&D) gaming sessions at the Maze Branch and with the Bingo Challenge** – where students were able to check off boxes on their bingo cards for completing various activities (e.g., checking out a book, participating in a program, being helpful in the MHS spaces, playing a video game, etc.) and win prizes. **The Bingo Challenge wrapped up on August 2, with a total of 80 participants and 15 prize winners.** Given the strong interest in the D&D programming at Maze, the MHS Team will continue to offer this program for middle schoolers in the fall.



Collections



Connecting collections & programs

In July, the Collection Management Librarians collaborated with various staff members to support library programs and initiatives by creating specially curated title lists, including Green Living: Learning From Your Neighbors, July is BIPOC Mental Health Awareness Month 2024, and Dual-Language Spanish English Books. These unique lists were in addition to the team's monthly [“We Suggest”](#) lists, which included Disability Pride 2024, YA BookTok Highlights, and Love Deadpool & Wolverine? Try These!. **The Collection Management Team truly values these opportunities to showcase our inclusive collection and offer meaningful support to both our programming staff and our community.**

Community Voice

In June, a local parent approached the Children's Services desk looking for support finding preschool options for her 3-year-old child, as the tuition for all of the places she was finding exceeded her budget. Youth & Family Outreach Specialist Jenny Jackson connected her with the [Collaboration for Early Childhood](#) and mentioned that the local schools that library staff visit monthly or bi-monthly offer free education options for families who need assistance. **When this mom stopped by the library again in July, we were pleased to learn that her daughter is starting school at [The Day Nursery!](#) She was so grateful for the introduction to the Collaboration and very thankful to have found a great learning opportunity for her daughter that worked for her budget.**



- ▶ We build capacity for literacy and education.
- ▶ We empower community members with the tools, knowledge, and support they need to reach their full potential.

Work Highlights

Public Services & Programs



Helping book group members navigate digital collections

In addition to the usual one-on-one [Learning Labs](#) we offer to patrons, we recently accommodated a request from a local book group known as "Old Bulls" who were interested in exploring the library's e-resources in conjunction with their book club selection. After scheduling a group learning session, eight members joined Digital Learning Specialist Amelia Vargas at the Main Library to explore our streaming and downloading services. Amelia focused on showcasing the optimal resources for book clubs, namely [Libby](#) and [Hoopla](#), and she spent time outlining the search functions, account settings, and borrowing limitations relevant for each vendor. The book group members left their personalized session knowing much more about what the library has to offer for them and equipped with the skills to use Libby and Hoopla for their book discussion title picks.

Career & leadership development for local teens

Middle & High School (MHS) Services welcomed five high school-age students to the library this summer as part of our third annual Teen Summer Intern program. Participating teens had the opportunity to work in multiple areas of the library during their time in the program, gaining insight into what a career in the library field is like. In addition to being paid for their work, they also learned valuable skills such as teamwork, time management, work ethic, self-advocacy, and money management. We look forward to continuing this successful and impactful program and further developing the next generation of library professionals in the future.



Finance & HR



Fostering relationship-building, collaboration, & learning among library staff

Staff Learning & Well-Being Specialist Ginger Slade has been instrumental in setting up meaningful relationship-building and learning opportunities for library staff. In July, Ginger's efforts brought a variety of opportunities to our staff, including 1) a [Programmers Meeting](#) to foster collaboration and share resources; 2) a [newly-launched Spanish conversation hour](#) to help staff improve their Spanish language skills; and 3) a [post-conference round-up session](#) in which eight staff members who attended the ALA Annual Conference shared key takeaways with fellow staff members and discussed how we can implement new ideas in our work. Ginger also worked with Co-Interim Director Suzy Wulf to coordinate a [training series on trauma-informed care](#), helped set up [CPR training for our Public Safety Team](#), and coordinated a [Verbal Judo training for all staff](#), presented by Manager of Public Safety Aaron Alonzo, on improving communication, de-escalation techniques, and handling challenging situations.

Staff Spotlight



Digital Learning Specialist Amelia Vargas is a digital learning hero to many patrons and staff. Her patience and analytical approach to technology make her a great teacher, able to make technology and software understandable to anyone. Amelia has worked in our library branches, and now has a home base at the Main Library in Adult Services. She works closely with the Creative Studio to offer Learning Labs to patrons, is a contributor to our [Tech Tips series](#), and is also a key trainer for staff on our LibraryCalendar software. In July, her work included attending a Digital Inclusion Gathering and Grant Workshop at Forest Park Public Library, providing customer service at multiple service points in the library, and providing one-on-one technology help to patrons through Learning Lab appointments. As described above, she also conducted a specially requested learning session for eight members of a local book group who wanted to learn more about the library's e-resources. Amelia truly brings style, knowledge, and patience to all of her work, and we are grateful for everything she contributes to the library.



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Work Highlights

Communications & Development



Improved signage in library buildings

Several signage projects were completed in library spaces this summer.

At the Main Library, this included **updated wayfinding signage on the third floor.** (The first and second floors were completed late last year.)

A collaborative effort between the Communications and Facilities Teams and locally-owned business [Visual Impact Media](#), **third-floor hanging signs were edited to include correct language and increased readability.** Also at Main, **we expanded space for community flyers to be posted,** adding a new bulletin board case at the garage level (pictured above) — the third case at Main, joining two already located on the first floor. Additional information about this resource can be found [here](#).

Lastly, **our "A Library for Everyone" policy posters were refreshed from their original 2021 design and moved closer to higher-traffic areas at Main** (when entering the garage vestibule and when exiting the garage elevator from the lower level on the first floor). Work to refresh the look and feel of policy postings on the second and third floors at Main and at the branches will be completed in August.



Public Services & Programs



Poster printing in the Creative Studio

As part of the Creative Studio launch in Spring 2023, the library established a free poster printing service for the public, where patrons can print one poster per month, up to 36"x36" in size. Staff review requests to make sure they fit size parameters, print the posters, and contact patrons for pick-up.

Between 5/1/2023 and 7/1/2024, approximately 200 posters were printed for the public by request.

The ability to print posters has also been helpful internally. For example, Middle & High School (MHS) Services uses library-printed posters to promote and market their programs and to enhance their displays and decor. Posters are also used throughout the library, from Idea Box displays to collection signage to temporary signs for library closings or maintenance, where the ability to print quickly is invaluable. Since January 2024, the library has printed posters for the Percy Julian Legacy Museum in the Idea Box, Poetry Month and Juneteenth window displays, the [Friends Book Fair](#), and more.

Importantly, in-house printing also provides significant cost savings for the library: using an outside print shop for all of the poster prints since January 2024 would have cost approximately \$2,200.

Facilities



Maintaining & improving library facilities

After helping with set-up/clean-up for a very successful Friends Book Fair, **the Facilities Team began catching up on regular care and maintenance around the library buildings — including our semi-annual fire sprinkler inspection at the Maze Branch.** Our fire systems contractor, [Fox Valley Fire & Safety](#), submitted the sprinkler heads for required UL testing, certified that they passed inspection, and returned them to service, which helps ensure safe and reliable operation during an emergency.

Also in July, **a number of large projects were started, including our air handler and exhaust fan efficiency upgrade and completion of the server and network portion of our parking garage equipment update project,** with support from the IT Team. While these projects may not be noticeable to the public, they help ensure our equipment stays running reliably and efficiently for both staff and patrons.

Staff Spotlight



Since joining the library in June 2023, Graphic Designer Gabriela Denton has embraced her role with creativity and positivity. She brings comprehensive thinking and collaborative approaches to her work, which has included a refresh/rebrand of [The Store](#) merchandise, design of two editions of *The Storyline*, and ongoing print calendars/brochures and videos. She has created fun social media reels, helped out as a Book Bike buddy, and even co-led a patron workshop on how to draw potted plants. Workshop participants were an enthusiastic group: one commented, "This event made me happy to be part of this community," and another appreciated the "warm, friendly environment and great new skills taught." Gabriela shared, "As someone who spends most of my time working behind the scenes, it was wonderful to see firsthand the impact that the library's programming has on our community and individuals."



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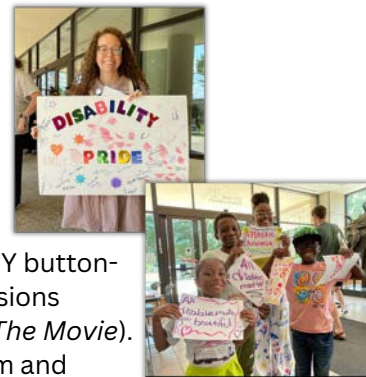
Work Highlights

Public Services & Programs



Celebrating Disability Pride Month

In honor of Disability Pride Month, Early Learning Librarian Shelley Harris once again led the library's efforts to **celebrate people with disabilities and disability as an identity through a variety of activities, programs, and resources**. Multiple staff members collaborated with Shelley to create a Disability Pride display in the [Idea Box](#) and offer four themed storytimes, DIY button-making and fidget-making sessions, and three movie screenings with discussions (*Peanut Butter Falcon*, *Everything Everywhere All at Once*, and *Dislecksia: The Movie*). In addition, Shelley offered a presentation for teens and adults about autism and ADHD, co-led a Hidden Disability Peace Circle for adults, and led our 2nd Annual Disability Pride March. Additionally, our librarians curated a list of Disability Pride titles for all ages in the library catalog.



Pedaling library resources to the community

Our new electric-assist Book Bike, Anne of Green Fables, has made multiple stops throughout the community since being added to the team this season — helping our library staff and resources meet community members where they live, work, and play:

On July 15, Summer Book Bike Assistant Chris Rios visited the [Farrelly-Muriello Apartments](#) — a housing site that serves adults with disabilities and limited incomes. The residents were enthusiastic about the Book Bike, which Chris set up in their rec room, along with a selection of art supplies for visitors to engage with. Several residents browsed and checked out books (mostly cookbooks) and chatted with Chris during this pop-up, with one resident signing up for a library card during the visit.

On July 27, the [Oak Park Area Lesbian & Gay Association \(OPALGA+\)](#) had its Pride Family Picnic in Taylor Park. Community Engagement Librarian Sarah Yale, Latine Language & Culture Librarian Nora Sanchez, Rainbow Services Librarian Hal Patnott, and Youth & Family Outreach Specialist Jenny Jackson were all in attendance at this event, engaging attendees with both Book Bike materials and zine-making activities for kids.



Community Voice

After attending Shelley's "Understanding ADHD & Autism" program on July 27, we received very positive feedback from attendees via a post-program survey, as shown in the comments below:

"I learned new information about autism and ADHD, and it helped me understand more about myself, why I was the way I was growing up, and the way that I am now."

"Shelley was so authentic, so vulnerable, so honest and true."

"I am autistic, and Shelley really nailed my experience."

More than one participant asked if this session could be offered more often or if a follow-up presentation focused specifically on parents/caregivers of individuals with autism or ADHD could be offered as well.

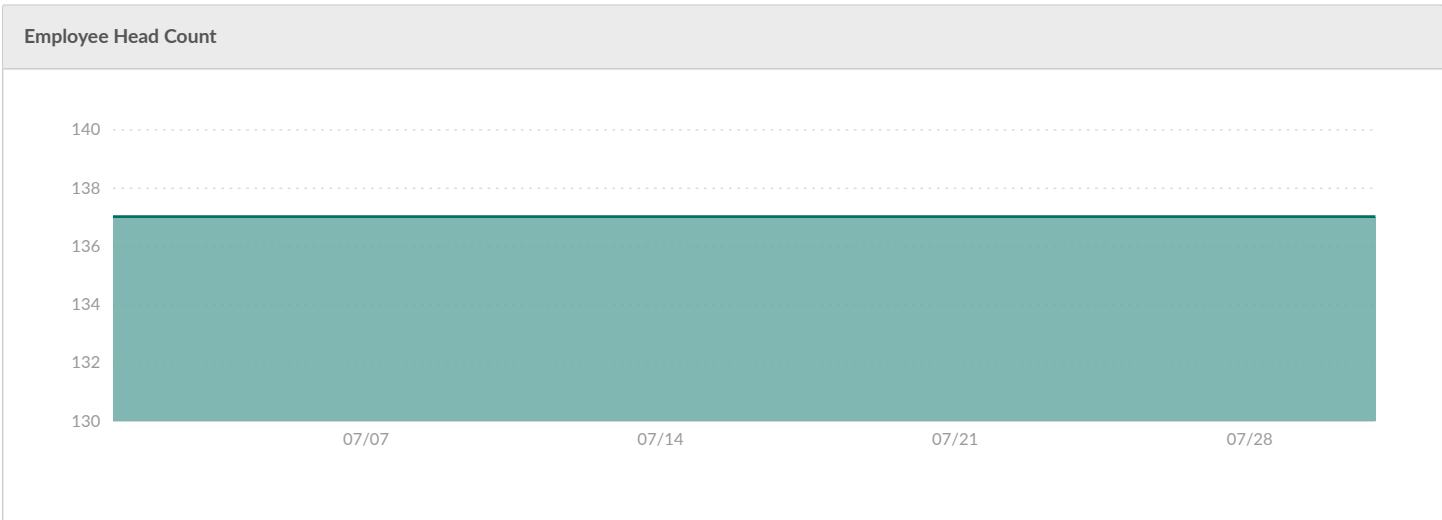
Staff Spotlight



In June and July, Library Assistant Lua Powers worked at the Harvard University Library as an Equity, Diversity, Inclusion, Belonging, & Anti-racism Intern in the Preservation Services department. Through this experience, she learned a great deal about applying anti-racism strategies to the preservation and archiving of materials and about how systems of oppression have affected and continue to affect the work of information professionals. We were so excited for Lua to be offered this opportunity to develop her career and are thrilled that she is returning to Oak Park in August. Lua shared the Zoom link for her final internship presentation with several of our staff members, and we were thrilled to see how many people joined the call on August 4 — including her Patron Services teammates and members of our Special Collections Team.

08/02/2024
Additions & Terminations

Dates
2024-07-01 - 2024-07-31



Additions (0)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
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Terminations (0)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
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08/02/2024
Staff Changes

Dates
07/01/2024 - 07/31/2024

Changes (0)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
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No staff changes to report for July 2024

Oak Park Public Library – Financial Report Summary

As of July 2024
(58% of the year complete)

Operating cash available:

Byline Checking	\$ 367,526
*Outstanding payments	\$ (77,026)
Byline Analysis	\$ 1,149,750
Byline Public Fund MM	\$ 555,860
Hinsdale - Wintrust MM	\$ 203,809
Illinois Funds Invest	\$ 6,160,030

Ending Operating cash available: **\$8,359,949**

Art Fund: **\$2,998**

The US Bank Money Market account was closed in July, and the funds were used to open a MaxSafe Public Funds Money Market account with Hinsdale-Wintrust Bank, which increased our interest rate from 0.25% to now align with The Illinois Funds interest at current rates above 5%.

Oak Park Public Library is 58% through the fiscal year. The year-to-date (YTD) financial statement through July 31, 2024, including capital expenditure, reflects a surplus of \$1,421,250.

July YTD operating expenditures totaled \$6,730,091, or 57% of the 2024 budget. This amount aligns with the YTD budget and fiscal year.

REVENUE

Property taxes are at 69% of the budget due to receiving the funds earlier in the fiscal year and \$2MM in July. In August, the library has already received an additional \$2.3MM through August 9, the date of this report.

Corporate Property Tax is at 79% of the budget and is anticipated to exceed it with three months of remaining scheduled payments.

Lost books via reciprocal borrowing is at 107%. The percentage rate of books not returned is over the anticipated budgeted revenue but is not a significant portion of overall revenue.

Interest income of \$27,561 for July and YTD of \$208,591 is 161% over the annual budget. The library will continue to see growth in interest income due to the movement of funds from US Bank to Hinsdale-Wintrust, which is producing higher interest rates along with The Illinois Funds at 5% and above.

Miscellaneous Income of \$15,071 exceeded the \$1,130 budget by \$13,941. This is due to unanticipated activities that could not be foreseen during the budgeting process. ComEd provided an energy rebate of \$4,795 for replacing the chiller. Byline returned funds for a Baker & Taylor vendor check that was intercepted during mail delivery and cashed by someone other than the vendor.

TOTAL REVENUE YTD: 72%

EXPENDITURES

Total disbursements: **\$921,121**

The total People expenditure is 57%, which aligns with the YTD budget. The Recruitment line is significantly overspent by 761% due to unanticipated Executive Director search firm expenses of \$16,000 (first payment) in July.

Support Services is expended at 74%. The over-expenditure is due to various Administration costs: (1) the package Insurance (such as property, crime, liability, auto, etc.) costs, which are charged 100% in the first month of the year and is at 97% of the budget line, (2) Legal Fees are 28% over the annual budget and increasing due to using outside counsel for personnel matters, (3) Consulting Services costs are overspent at 90% for this point of the year due to the unanticipated use of communications consultants, (4) Audit Fees are at 77% of the budget due to the financial pre-audit fieldwork performed in the first month of the year and fees charged during the audit, and (5) Grant Expenses were not budgeted because of some grants being unknown during the budget cycle nor when existing grant funds will be expended. The funds remain in deferred revenue until they are expended. Revenue for these expenses is captured in Gifts from FOPPL, Grants, and Community Fund Endowments.

Equity and Anti-Racism expenditures are spent at 69% of the budget due to the Restorative Practices Conference being held at the beginning of the fiscal year. The Affinity Groups utilized some funds to charge meeting cost expenditures.

July's operating expenditures are at 57%, which aligns with the YTD budget. Capital expenditures are at 16% of the budget amount for the year.

Account line/group expenditure levels by percentage:

People:

Compensation	56%
Talent Development	71%

Total People 57%

Support Services:

Marketing	59%
Store	18%
Collections	31%
Administration	88%
Other Support Srvcs	42%

Total Support Services 74%

Equity And Anti-Racism:

Total Equity And Anti-Racism 69%

Library Materials:

Total Library Materials 57%

Facilities Management:

Facilities Supplies 50%

Facilities Services 46%

Total Facilities Management 47%

Public Services:

Programming 43%

Digital Services 54%

Total Public Services 52%

TOTAL OPERATING EXPENSES: 57%

TOTAL CAPITAL AND OUTSIDE SUPPORT: 16%

Prepared by Linda Barnett – August 9, 2024

Oak Park Public Library

Bank Reconciliation Report

BYLINE CHECKING, JULY 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 06/30/2024:		\$430,967.32
Add: Cleared deposits:		\$84,578.31
Add: Cleared deposit adjustments:		\$1,017,686.46
Subtract: Cleared payments:		\$272,402.41
Subtract: Cleared payment adjustments:		\$893,304.13
Adjusted bank register balance:		\$367,525.55
Bank register ending balance:		\$290,499.91
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$13,788.38
Add: Outstanding payments:		\$77,025.64
Add: Outstanding payment adjustments:		\$13,788.38
Adjusted bank register balance:		\$367,525.55
Bank statement ending balance 07/31/2024:		\$367,525.55
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	18	\$1,102,264.77
All Cleared Payments:	128	\$1,165,706.54

Oak Park Public Library

Bank Reconciliation Report

BYLINE ANALYSIS, JULY 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 06/30/2024:		\$862,709.38
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$1,300,351.23
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$1,013,310.54
Adjusted bank register balance:		\$1,149,750.07
Bank register ending balance:		\$1,149,750.07
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$1,000,000.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$1,000,000.00
Adjusted bank register balance:		\$1,149,750.07
Bank statement ending balance 07/31/2024:		\$1,149,750.07
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	4	\$1,300,351.23
All Cleared Payments:	5	\$1,013,310.54

Oak Park Public Library

Bank Reconciliation Report

BYLINE MM, JULY 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 06/30/2024:		\$553,602.67
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$2,256.88
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$555,859.55
Bank register ending balance:		\$555,859.55
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$555,859.55
Bank statement ending balance 07/31/2024:		\$555,859.55
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$2,256.88
All Cleared Payments:	0	\$0.00

Oak Park Public Library

Bank Reconciliation Report

HINSDALE- WINTRUST JUNE 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2024:		\$0.00
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$204,407.96
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$599.38
Adjusted bank register balance:		\$203,808.58
Bank register ending balance:		\$203,808.58
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$203,808.58
Bank statement ending balance 07/31/2024:		\$203,808.58
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	3	\$204,407.96
All Cleared Payments:	1	\$599.38

Oak Park Public Library

Bank Reconciliation Report

IL FUND INVESTMENT, JULY 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 06/30/2024:		\$5,079,278.63
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$2,080,751.07
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$1,000,000.00
Adjusted bank register balance:		\$6,160,029.70
Bank register ending balance:		\$6,160,029.70
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$6,160,029.70
Bank statement ending balance 07/31/2024:		\$6,160,029.70
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	5	\$2,080,751.07
All Cleared Payments:	1	\$1,000,000.00

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS ART FUND INVESTMENT, JULY 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 06/30/2024:		\$2,984.63
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$13.65
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$2,998.28
Bank register ending balance:		\$2,998.28
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$2,998.28
Bank statement ending balance 07/31/2024:		\$2,998.28
Out of balance by:		\$0.00
 Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$13.65
All Cleared Payments:	0	\$0.00

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 07/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	2,057,301.83	7,668,874.56	11,045,573.00	69.43%
Corp. Property Replacement Tax	49,477.27	196,776.19	250,000.00	78.71%
Services charges and fees	0.00	60.64	2,200.00	2.76%
Lost Books Reimbursed/Reciprocal Borrow	1,479.52	7,478.09	7,000.00	106.83%
Sales	1,208.30	4,550.80	40,000.00	11.38%
Rentals-Library Space	193.90	1,993.30	0.00	0.00%
Vending/Enterprise Income	0.00	1,263.65	0.00	0.00%
Parking lot revenue	2,584.33	12,740.90	21,000.00	60.67%
Interest	27,560.63	208,591.31	80,000.00	260.74%
Gifts	150.00	2,659.00	0.00	0.00%
Gifts From FOPPL	7,062.33	17,935.27	20,000.00	89.68%
Illinois Per Capita Grant	81,055.76	81,055.76	0.00	0.00%
Grants	0.00	26,245.01	0.00	0.00%
Community Fund Endowments	15,574.57	23,498.47	33,575.00	69.99%
Miscellaneous Income	7.95	15,070.73	1,130.00	1,333.69%
TOTAL REVENUE	2,243,656.39	8,268,793.68	11,500,478.00	71.90%
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	525,289.27	3,725,038.35	6,650,000.00	56.02%
Employee Health Benefits	98,909.67	707,035.25	1,218,000.00	58.05%
IMRF (Illinois Municipal Retirement F	14,786.86	109,134.60	210,000.00	51.97%
FICA/MEDICARE	38,536.91	273,856.76	490,000.00	55.89%
Workers Compensation Insurance	0.00	15,229.00	15,000.00	101.53%
Unemployment Compensation Ins.	1,008.15	19,279.78	18,000.00	107.11%
Total Compensation	678,530.86	4,849,573.74	8,601,000.00	56.38%
Talent Development				
Dues	699.00	9,262.00	22,000.00	42.10%
Staff Development/Travel	14,088.33	59,196.59	95,000.00	62.31%
Tuition Reimbursement	1,500.00	19,500.00	27,000.00	72.22%
Recruitment	16,000.00	17,209.96	2,000.00	860.50%
Board Development	0.00	394.59	2,000.00	19.73%
Total Talent Development	32,287.33	105,563.14	148,000.00	71.33%
TOTAL PEOPLE	710,818.19	4,955,136.88	8,749,000.00	56.64%
SUPPORT SERVICES				
Marketing				
Promotions	596.84	12,630.78	20,000.00	63.15%
Publications	2,180.00	18,537.59	33,000.00	56.17%
Total Marketing Support	2,776.84	31,168.37	53,000.00	58.81%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 07/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Store				
General Merchandise	0.00	4,364.31	25,000.00	17.46%
Fees and Services	201.26	657.49	3,500.00	18.79%
Total Store Support	201.26	5,021.80	28,500.00	17.62%
Collections				
ILL Payments	101.56	412.98	3,675.00	11.24%
Cataloging/Bib Search Fees	0.00	1,537.00	2,625.00	58.55%
Total Collections Support	101.56	1,949.98	6,300.00	30.95%
Administration				
HRIS and Payroll Processing Fees	2,235.30	14,951.60	28,000.00	53.40%
Mileage & Miscellaneous reimburse	48.52	9,406.18	25,300.00	37.18%
Hospitality	0.00	1,794.43	5,000.00	35.89%
Staff Appreciation / Engagement	55.21	5,308.13	12,000.00	44.23%
Audit Fees	0.00	7,200.00	9,300.00	77.42%
Unclaimed Property Escheatment to	0.00	0.00	232.00	0.00%
Merchant Account Services	144.52	1,129.82	1,800.00	62.77%
Consulting Services - Admin	7,750.00	67,933.75	75,200.00	90.34%
Intergovernmental Agreements (IGA)	3,585.25	13,023.50	22,211.00	58.64%
Legal Fees	1,401.00	25,514.25	20,000.00	127.57%
Postage & Delivery	1,504.43	10,368.83	10,500.00	98.75%
Insurance	0.00	108,434.44	112,000.00	96.82%
Grant Expenses	1,505.17	52,659.88	0.00	0.00%
Supplies	1,932.22	42,989.95	90,000.00	47.77%
Total Administration Support	20,161.62	360,714.76	411,543.00	87.65%
Other Support Services				
Telephone/Communications	3,771.85	31,345.64	66,000.00	47.49%
Office & Library Machinery Service	1,158.13	8,106.91	27,000.00	30.03%
Total Other Support Services	4,929.98	39,452.55	93,000.00	42.42%
TOTAL SUPPORT SERVICES	28,171.26	438,307.46	592,343.00	74.00%
EQUITY AND ANTI-RACISM				
Learning and Development	0.00	8,516.96	12,000.00	70.97%
Supplies - Equity	0.00	1,108.26	2,000.00	55.41%
TOTAL EQUITY AND ANTI-RACISM	0.00	9,625.22	14,000.00	68.75%
LIBRARY MATERIALS				
Print materials	32,167.00	209,723.32	373,500.00	56.15%
Audio and video materials	6,298.05	42,469.47	101,000.00	42.05%
Digital content	39,199.99	385,798.32	620,000.00	62.23%
Devices	1,377.93	10,804.64	40,000.00	27.01%
Realia and other formats	19.99	2,764.35	13,000.00	21.26%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 07/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Archival collection	1,463.11	10,580.61	20,000.00	52.90%
TOTAL LIBRARY MATERIALS	80,526.07	662,140.71	1,167,500.00	56.71%
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	119.14	916.30	4,000.00	22.91%
Building Materials & Supplies	1,415.54	4,629.43	10,000.00	46.29%
Equipment Parts	3,465.00	8,148.29	10,000.00	81.48%
Cleaning & Housekeeping Supplies	525.93	3,453.53	10,000.00	34.54%
Signage	330.79	1,894.45	4,000.00	47.36%
Total Facility Supplies	5,856.40	19,042.00	38,000.00	50.11%
Facilities Services				
Landscaping and snow removal serv	534.00	8,075.00	25,000.00	32.30%
Custodial Services	17,232.10	120,944.88	223,000.00	54.24%
Water	1,280.52	6,396.01	11,500.00	55.62%
Sewer/Garbage	1,020.78	6,368.74	15,000.00	42.46%
Parking lot expense	2,428.91	5,905.54	10,000.00	59.06%
Natural Gas	1,839.42	37,487.92	125,000.00	29.99%
Rentals--Equipment & Facilities	1,370.00	10,494.74	25,000.00	41.98%
Repair & Maintenance Prop. & Equip	7,909.63	114,253.15	235,000.00	48.62%
Total Facilities Services	33,615.36	309,925.98	669,500.00	46.29%
TOTAL FACILITIES MANAGEMENT	39,471.76	328,967.98	707,500.00	46.50%
PUBLIC SERVICES				
Programming				
Children's Programming	2,627.27	17,419.34	25,000.00	69.68%
Young Adult Programming	763.52	10,056.59	30,000.00	33.52%
Adult Programming	3,979.98	12,971.94	25,000.00	51.89%
Community Engagement	(300.00)	7,781.26	24,000.00	32.42%
Social Services	0.00	420.00	10,000.00	4.20%
Creative Studio	920.96	2,979.06	5,000.00	59.58%
Total Programming	7,991.73	51,628.19	119,000.00	43.39%
Digital Services				
Consultant Support Services	0.00	11,944.51	50,000.00	23.89%
SWAN	30,174.86	85,338.13	111,000.00	76.88%
Website development/CMS	0.00	1,300.43	4,000.00	32.51%
Subscriptions and services	(1,896.50)	175,110.42	340,000.00	51.50%
Equipment and supplies	352.03	10,590.59	25,000.00	42.36%
Total Digital Services	28,630.39	284,284.08	530,000.00	53.64%
TOTAL PUBLIC SERVICES	36,622.12	335,912.27	649,000.00	51.76%
TOTAL EXPENSES - Operating	895,609.40	6,730,090.52	11,879,343.00	56.65%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 07/31/2024

	<u>Current Month</u>	<u>YTD Totals</u>	<u>Total Annual Budget</u>	<u>% Budget YTD Received / Expended</u>
EXPENSES - Capital				
Facilities Equipment	826.91	2,190.44	10,000.00	21.90%
Furnishings	0.00	45,149.40	100,000.00	45.15%
Technology Projects and Equipment	423.81	6,329.08	50,000.00	12.66%
Building Improvements	0.00	60,429.70	571,000.00	10.58%
Special Projects	0.00	3,354.48	6,000.00	55.91%
TOTAL EXPENSES - Capital	<u>1,250.72</u>	<u>117,453.10</u>	<u>737,000.00</u>	<u>15.94%</u>
NET SURPLUS/(DEFICIT)	<u>1,346,796.27</u>	<u>1,421,250.06</u>	<u>(1,115,865.00)</u>	<u>(127.37%)</u>

Oak Park Public Library

Cash Disbursement Journals

JULY 31, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALPHA BUILDING MAINTENANCE	Computer Check 61365	07/31/2024	07/31/2024 Not yet posted	16,164.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 16,164.40	16,164.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23079 OPPL	07/01/2024	Custodial Services	16,164.40	16,164.40	01-5686	Custodial Services	16,164.40	<No Project>
<i>Totals:</i>							16,164.40	
AMAZON CAPITAL SERVICES	Computer Check 61264	07/02/2024	07/02/2024 Posted	436.35	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 436.35	436.35 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1H99-GPKM-C1XL	06/11/2024	Facilities - Metal Ha	133.86	133.86	01-5682	Building Materials & Supplies	133.86	<No Project>
<i>Totals:</i>							133.86	
1VML-G1CR-C7F4	06/25/2024	Office Supplies	36.56	36.56	01-5742	Supplies	36.56	<No Project>
<i>Totals:</i>							36.56	
16JP-4GL9-6XNY	06/25/2024	Office Supplies	80.17	80.17	01-5742	Supplies	80.17	<No Project>
<i>Totals:</i>							80.17	
1Y1N-KFLD-K9HL	06/26/2024	Books	83.34	83.34	01-5840	Print materials	83.34	<No Project>
<i>Totals:</i>							83.34	
1HKK-TGHT-WFCT	06/29/2024	Book	24.56	24.56	01-5840	Print materials	24.56	<No Project>
<i>Totals:</i>							24.56	
1LGV-9PCR-13Q3	06/30/2024	Books	77.86	77.86	01-5840	Print materials	77.86	<No Project>
<i>Totals:</i>							77.86	
AMAZON CAPITAL SERVICES	Computer Check 61286	07/10/2024	07/10/2024 Posted	1,757.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,757.26	1,757.26 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1YQY-P9NY-4YKN	06/25/2024	Headsets for staff	59.79	59.79	01-5937	Equipment and supplies	59.79	<No Project>
<i>Totals:</i>							59.79	
1L9J-M9KF-V49M	06/28/2024	DVD	29.99	29.99	01-5890	Audio and video materials	29.99	<No Project>
<i>Totals:</i>							29.99	
1VWY-PY49-9JPJH	07/01/2024	Amazon June 2024	660.68	660.68	01-5240	Children's Programming	660.68	<No Project>
<i>Totals:</i>							660.68	
17ND-7Y4H-JWD1	07/02/2024	Laptop Chargers - C	194.90	194.90	01-5937	Equipment and supplies	194.90	<No Project>
<i>Totals:</i>							194.90	
1XWD-RDRR-HGR6	07/02/2024	Materials for Specia	131.13	131.13	01-5895	Archival collection	131.13	<No Project>
<i>Totals:</i>							131.13	
1C4M-XVDQ-MPRM	07/03/2024	Office Supplies	97.28	97.28	01-5742	Supplies	97.28	<No Project>
<i>Totals:</i>							97.28	

Oak Park Public Library

Cash Disbursement Journals

JULY 31, 2024

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1JQC-WV4K-HQKY	07/07/2024	Tech. Equipment - S	335.97	335.97	01-5941	Technology Projects and Equ	335.97	<No Project>
<i>Totals:</i>							335.97	
1FVY-GFM6-MJYY	07/08/2024	Books	159.68	159.68	01-5840	Print materials	159.68	<No Project>
<i>Totals:</i>							159.68	
17H9-GKVV-LKJG	07/08/2024	Tech. Equipment - C	87.84	87.84	01-5941	Technology Projects and Equ	87.84	<No Project>
<i>Totals:</i>							87.84	
AMAZON CAPITAL SERVICES	Computer Check 61318	07/17/2024 07/17/2024 Posted		778.49	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 778.49	778.49 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
16WN-FM9D-DHWI	07/11/2024	Office Supplies	13.68	13.68	01-5742	Supplies	13.68	<No Project>
<i>Totals:</i>							13.68	
1GN9-376P-763H	07/11/2024	Books	67.35	67.35	01-5840	Print materials	67.35	<No Project>
<i>Totals:</i>							67.35	
1P74-WVJT-JK17	07/12/2024	Office Supplies	59.78	59.78	01-5742	Supplies	59.78	<No Project>
<i>Totals:</i>							59.78	
14FP-M3KF-HXGJ	07/12/2024	Music CD	16.19	16.19	01-5890	Audio and video materials	16.19	<No Project>
<i>Totals:</i>							16.19	
1W9P-3CNN-YFRY	07/15/2024	Office Supplies	20.02	20.02	01-5742	Supplies	20.02	<No Project>
<i>Totals:</i>							20.02	
1MLF-H3MV-VQ6G	07/15/2024	MHS program supp	601.47	601.47	01-5244	Young Adult Programming	601.47	<No Project>
<i>Totals:</i>							601.47	
AMAZON CAPITAL SERVICES	Computer Check 61339	07/24/2024 07/24/2024 Posted		394.04	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 394.04	394.04 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1HVF-6VVV-XVJD	05/31/2024	MHS Summer Progr	28.99	28.99	01-5244	Young Adult Programming	28.99	<No Project>
<i>Totals:</i>							28.99	
1GV3-J3DR-1QTC	07/16/2024	Office Supplies	41.07	41.07	01-5742	Supplies	41.07	<No Project>
<i>Totals:</i>							41.07	
1CKD-VM3W-D1XQ	07/16/2024	Book	10.95	10.95	01-5840	Print materials	10.95	<No Project>
<i>Totals:</i>							10.95	
1QWH-39XK-HKK3	07/17/2024	Book	35.00	35.00	01-5840	Print materials	35.00	<No Project>
<i>Totals:</i>							35.00	
1DKL-NNFF-F766	07/17/2024	Books	37.98	37.98	01-5840	Print materials	37.98	<No Project>
<i>Totals:</i>							37.98	

Oak Park Public Library

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Payee	Trans. Type		Post Date		Amount	Account Number	Description	Debit Amount	Credit Amount
	Trans. No.	Trans. Date	Post Status	Post Date					
1J66-HPL7-JJY3	07/17/2024	Books	58.60	58.60	01-5840	Print materials	58.60	<No Project>	
<i>Totals:</i>							58.60		
1TLQ-XT7Q-VK69	07/21/2024	Office Supplies	38.58	38.58	01-5742	Supplies	38.58	<No Project>	
<i>Totals:</i>							38.58		
19CD-Q6L3-TWCC	07/21/2024	Books & Childrens F	58.04	58.04	01-5840	Print materials	38.05	<No Project>	
19CD-Q6L3-TWCC	07/21/2024	Books & Childrens F	58.04	58.04	01-5894	Realia and other formats	19.99	<No Project>	
<i>Totals:</i>							58.04		
1L7W-WH3R-CGQM	07/23/2024	Office Supplies	84.83	84.83	01-5742	Supplies	84.83	<No Project>	
<i>Totals:</i>							84.83		
AMAZON CAPITAL SERVICES	Computer Check	07/31/2024	07/31/2024	1,609.86	01-1053	Byline Bank Checking	0.00	1,609.86	
	61366		Not yet posted		01-2060	Accounts Payable	1,609.86	0.00	
1VYN-9GWL-1MYX	07/18/2024	Materials For Specia	51.45	51.45	01-5895	Archival collection	51.45	<No Project>	
<i>Totals:</i>							51.45		
139M-4CNN-Y9HN	07/21/2024	IT Supplies	89.68	89.68	01-5937	Equipment and supplies	89.68	<No Project>	
<i>Totals:</i>							89.68		
1F4N-M1V6-19WV	07/22/2024	IT Supplies	67.45	67.45	01-5937	Equipment and supplies	67.45	<No Project>	
<i>Totals:</i>							67.45		
1VY4-X13K-D6RH	07/27/2024	Creative Studio - Su	36.96	36.96	01-5254	Creative Studio	36.96	<No Project>	
<i>Totals:</i>							36.96		
1WGQ-CWHD-H1R	07/27/2024	Facilities - MISC Sup	1,364.32	1,364.32	01-5682	Building Materials & Supplies	33.67	<No Project>	
1WGQ-CWHD-H1R	07/27/2024	Facilities - MISC Sup	1,364.32	1,364.32	01-5692	Repair & Maintenance Prop.	707.74	<No Project>	
1WGQ-CWHD-H1R	07/27/2024	Facilities - MISC Sup	1,364.32	1,364.32	01-5920	Facilities Equipment	622.91	<No Project>	
<i>Totals:</i>							1,364.32		
ANCEL GLINK, P.C.	Computer Check	07/24/2024	07/24/2024	960.00	01-1053	Byline Bank Checking	0.00	960.00	
	61340		Posted		01-2060	Accounts Payable	960.00	0.00	
104557	07/05/2024	June Legal Fees	960.00	960.00	01-5291	Legal Fees	960.00	<No Project>	
<i>Totals:</i>							960.00		
ANDERSON ELEVATOR CO.	Computer Check	07/10/2024	07/10/2024	5,623.00	01-1053	Byline Bank Checking	0.00	5,623.00	
	61287		Posted		01-2060	Accounts Payable	5,623.00	0.00	
INV-89631-W3L5	07/01/2024	Maze - Semi Annual	1,115.00	1,115.00	01-5692	Repair & Maintenance Prop.	1,115.00	<No Project>	

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-89630-P5P2	07/01/2024	Main - Semi Annual	4,508.00	4,508.00	01-5692	Repair & Maintenance Prop.	4,508.00	<No Project>
<i>Totals:</i>						1,115.00		
<i>Totals:</i>						4,508.00		
ANDERSON PEST SOLUTIONS	Computer Check 61265	07/02/2024 07/02/2024 Posted		252.95	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 252.95	252.95 0.00
61858018	06/20/2024	Pest Control Mainte	109.38	109.38	01-5692	Repair & Maintenance Prop.	109.38	<No Project>
<i>Totals:</i>						109.38		
61858019	06/22/2024	Exterior Insect Main	143.57	143.57	01-5692	Repair & Maintenance Prop.	143.57	<No Project>
<i>Totals:</i>						143.57		
ANDERSON PEST SOLUTIONS	Computer Check 61367	07/31/2024 07/31/2024 Not yet posted		109.38	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 109.38	109.38 0.00
62988072	07/17/2024	Pest Control Mainte	109.38	109.38	01-5692	Repair & Maintenance Prop.	109.38	<No Project>
<i>Totals:</i>						109.38		
ARROW LOCKSMITH	Computer Check 61368	07/31/2024 07/31/2024 Not yet posted		16.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 16.00	16.00 0.00
16190	06/30/2024	Key Cuts	16.00	16.00	01-5682	Building Materials & Supplies	16.00	<No Project>
<i>Totals:</i>						16.00		
BAKER & TAYLOR	Computer Check 61266	07/02/2024 07/02/2024 Posted		4,339.27	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,339.27	4,339.27 0.00
2038370612	06/26/2024	Book	33.01	33.01	01-5840	Print materials	33.01	<No Project>
<i>Totals:</i>						33.01		
2038374257	06/26/2024	Books	1,700.56	1,700.56	01-5840	Print materials	1,700.56	<No Project>
<i>Totals:</i>						1,700.56		
2038367938	06/28/2024	Books	631.00	631.00	01-5840	Print materials	631.00	HARRISON
<i>Totals:</i>						631.00		
2038384151	06/28/2024	Books	1,974.70	1,974.70	01-5840	Print materials	1,974.70	SINKEVITCH
2038384151	06/28/2024	Books	1,974.70	1,974.70	01-5840	Print materials	1,974.70	HARRISON
<i>Totals:</i>						1,974.70		

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check 61288	07/10/2024	07/10/2024 Posted	7,983.74	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,983.74	7,983.74 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038374111	07/01/2024	Books	325.41	325.41	01-5840	Print materials	325.41	HARRISON
							<i>Totals:</i>	325.41
2038381793	07/02/2024	Books	258.67	256.22	01-5840	Print materials	256.22	HARRISON
							<i>Totals:</i>	256.22
2038340755	07/02/2024	Books	1,431.24	1,431.24	01-5840	Print materials	1,431.24	HARRISON
							<i>Totals:</i>	1,431.24
2038359946	07/02/2024	Books	1,712.66	1,712.66	01-5840	Print materials	1,712.66	HARRISON
							<i>Totals:</i>	1,712.66
2038395467	07/05/2024	Books	1,377.30	1,377.30	01-5840	Print materials	1,377.30	HARRISON
							<i>Totals:</i>	1,377.30
2038388193	07/08/2024	Books	1,413.24	1,413.24	01-5840	Print materials	1,413.24	HARRISON
2038388193	07/08/2024	Books	1,413.24	1,413.24	01-5840	Print materials	1,413.24	<No Project>
							<i>Totals:</i>	1,413.24
2038361487	07/08/2024	Books	1,467.67	1,467.67	01-5840	Print materials	1,467.67	HARRISON
							<i>Totals:</i>	1,467.67
BAKER & TAYLOR	Computer Check 61319	07/17/2024	07/17/2024 Posted	8,426.92	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,426.92	8,426.92 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038403179	07/02/2024	Pop-Up Library Boo	25.17	25.17	01-5452	Grant Expenses	25.17	FOPPL24
							<i>Totals:</i>	25.17
2038391401	07/09/2024	Books	294.09	294.09	01-5840	Print materials	294.09	<No Project>
							<i>Totals:</i>	294.09
2038407502	07/10/2024	Books	1,525.25	383.33	01-5840	Print materials	383.33	<No Project>
							<i>Totals:</i>	383.33
2038412678	07/10/2024	Books	902.07	902.07	01-5840	Print materials	902.07	<No Project>
							<i>Totals:</i>	902.07
2038376582	07/11/2024	Books	626.35	626.35	01-5840	Print materials	626.35	<No Project>
							<i>Totals:</i>	626.35
2038388114	07/11/2024	Books	1,092.65	1,092.65	01-5840	Print materials	1,092.65	<No Project>
							<i>Totals:</i>	1,092.65
2038365768	07/11/2024	Books	1,479.88	1,479.88	01-5840	Print materials	1,479.88	<No Project>
							<i>Totals:</i>	1,479.88

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038374501	07/12/2024	Books	423.79	423.79	01-5840	Print materials	423.79	<No Project>
							<i>Totals:</i>	423.79
2038396323	07/12/2024	Books	766.65	766.65	01-5840	Print materials	766.65	<No Project>
							<i>Totals:</i>	766.65
2038389767	07/12/2024	Books	1,643.17	1,643.17	01-5840	Print materials	1,643.17	<No Project>
							<i>Totals:</i>	1,643.17
2038401817	07/15/2024	Books	789.77	789.77	01-5840	Print materials	789.77	<No Project>
							<i>Totals:</i>	789.77
BAKER & TAYLOR	Computer Check 61341	07/24/2024 07/24/2024 Posted		5,911.87	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,911.87	5,911.87 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038423909	07/15/2024	Pop-Up Library Boo	69.80	69.80	01-5452	Grant Expenses	69.80	FOPPL24
							<i>Totals:</i>	69.80
2038415168	07/16/2024	Books	397.39	397.39	01-5840	Print materials	397.39	<No Project>
							<i>Totals:</i>	397.39
2038410928	07/16/2024	Books	1,223.53	1,223.53	01-5840	Print materials	1,223.53	<No Project>
							<i>Totals:</i>	1,223.53
2038414612	07/18/2024	Books	214.56	214.56	01-5840	Print materials	214.56	<No Project>
							<i>Totals:</i>	214.56
2038420645	07/18/2024	Books	389.80	389.80	01-5840	Print materials	389.80	<No Project>
							<i>Totals:</i>	389.80
2038418769	07/18/2024	Books	528.65	528.65	01-5840	Print materials	528.65	<No Project>
							<i>Totals:</i>	528.65
2038405255	07/18/2024	Books	738.28	738.28	01-5840	Print materials	738.28	<No Project>
							<i>Totals:</i>	738.28
2038414770	07/18/2024	Books	1,421.48	1,421.48	01-5840	Print materials	1,421.48	<No Project>
							<i>Totals:</i>	1,421.48
2038427633	07/19/2024	Books	928.38	928.38	01-5840	Print materials	928.38	<No Project>
							<i>Totals:</i>	928.38
BAKER & TAYLOR	Computer Check 61369	07/31/2024 07/31/2024 Not yet posted		197.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 197.05	197.05 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038436496	07/23/2024	Pop-Up Library Boo	197.05	197.05	01-5452	Grant Expenses	197.05	FOPPL24
							<i>Totals:</i>	197.05

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BLACKBAUD	Computer Check 61267	07/02/2024	07/02/2024 Posted	225.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 225.00	225.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
INV-000384776	06/30/2024	CONSULTING SERVI	225.00	225.00	01-5275	Consulting Services - Admin	225.00	<No Project>
<i>Totals:</i>							225.00	
ASHLEY BOYER	Computer Check 61285	07/02/2024	07/02/2024 Posted	141.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 141.00	141.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-8676	10/04/2023	PER DIEM FOR LIBR	141.00	141.00	01-5163	Staff Development/Travel	141.00	<No Project>
<i>Totals:</i>							141.00	
CAPTURED TIME PRODUCTION	Computer Check 61320	07/17/2024	07/17/2024 Posted	550.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 550.00	550.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
2024-99-0085	06/20/2024	Screening of "Dislec	550.00	550.00	01-5240	Children's Programming	550.00	<No Project>
<i>Totals:</i>							550.00	
CARDINAL COLORGROUP	Computer Check 61370	07/31/2024	07/31/2024 Not yet posted	810.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 810.00	810.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
4412451	06/28/2024	July/August OP/FYI	810.00	810.00	01-5205	Publications	810.00	<No Project>
<i>Totals:</i>							810.00	
CHICAGO COLLECTIONS CON	Computer Check 61371	07/31/2024	07/31/2024 Not yet posted	500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 500.00	500.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
1551	07/31/2024	Annual Membership	500.00	500.00	01-5162	Dues	500.00	<No Project>
<i>Totals:</i>							500.00	
CHICAGO FILTER SUPPLY	Computer Check 61289	07/10/2024	07/10/2024 Posted	309.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 309.21	309.21 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
84107	07/01/2024	Air Filters - Air Hanc	309.21	309.21	01-5682	Building Materials & Supplies	309.21	<No Project>
<i>Totals:</i>							309.21	
CHICAGO OFFICE TECHNOLOC	Computer Check	07/02/2024	07/02/2024	2,434.62	01-1053	Byline Bank Checking	0.00	2,434.62

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
	61268	Posted		01-2060	Accounts Payable	2,434.62	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN5291184	06/21/2024	Xerox Toner	2,434.62	2,434.62	01-5742	Supplies	2,434.62	<No Project>
		<i>Totals:</i>				2,434.62		
CHICAGO OFFICE TECHNOLOG	Computer Check 61290	07/10/2024 Posted	7,019.14	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,019.14	7,019.14 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN5289195	06/20/2024	Xerox Toner	7,019.14	7,019.14	01-5742	Supplies	7,019.14	<No Project>
		<i>Totals:</i>				7,019.14		
CINTAS	Computer Check 61342	07/24/2024 Posted	822.59	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 822.59	822.59 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
513652615	05/29/2024	First Aid Supplies	71.14	71.14	01-5742	Supplies	71.14	<No Project>
		<i>Totals:</i>				71.14		
5213652688	05/29/2024	First Aid	82.58	82.58	01-5742	Supplies	82.58	<No Project>
		<i>Totals:</i>				82.58		
5215705120	06/12/2024	First Aid	383.27	383.27	01-5742	Supplies	383.27	<No Project>
		<i>Totals:</i>				383.27		
5217570425	06/25/2024	First Aid	90.48	90.48	01-5742	Supplies	90.48	<No Project>
		<i>Totals:</i>				90.48		
5217570409	06/25/2024	Ice Packs for Childre	141.36	141.36	01-5742	Supplies	141.36	<No Project>
		<i>Totals:</i>				141.36		
5217570432	06/25/2024	First Aid	53.76	53.76	01-5742	Supplies	53.76	<No Project>
		<i>Totals:</i>				53.76		
CITRON HYGIENE	Computer Check 61372	07/31/2024 Not yet posted	1,067.70	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,067.70	1,067.70 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV0265095	07/01/2024	Citron Hygiene Serv	70.62	70.62	01-5686	Custodial Services	70.62	<No Project>
		<i>Totals:</i>				70.62		
INV0265092	07/01/2024	Citron Hygiene Serv	88.98	88.98	01-5686	Custodial Services	88.98	<No Project>
		<i>Totals:</i>				88.98		
INV0265096	07/01/2024	Citron Hygiene Serv	908.10	908.10	01-5686	Custodial Services	908.10	<No Project>
		<i>Totals:</i>				908.10		

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CLAIRE ONG	Computer Check 61291	07/10/2024	07/10/2024 Posted	37.52	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 37.52	37.52 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11473	07/10/2024	Mileage - Claire Ong	37.52	37.52	01-5165	Mileage & Miscellaneous reir	37.52	<No Project>
<i>Totals:</i>							37.52	
COMPLETE TEMPERATURE SYS	Computer Check 61269	07/02/2024	07/02/2024 Posted	832.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 832.00	832.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE050556	06/18/2024	Main - Blower Wheel	832.00	832.00	01-5692	Repair & Maintenance Prop.	832.00	<No Project>
<i>Totals:</i>							832.00	
DANIEL STEINMAN	Computer Check 61321	07/17/2024	07/17/2024 Posted	250.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 250.00	250.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0079	05/31/2024	Creative Studio - Au	250.00	250.00	01-5254	Creative Studio	250.00	<No Project>
<i>Totals:</i>							250.00	
DEMCO, INC.	Computer Check 61270	07/02/2024	07/02/2024 Posted	287.03	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 287.03	287.03 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7500089	06/26/2024	Processing Supplies	287.03	287.03	01-5742	Supplies	287.03	<No Project>
<i>Totals:</i>							287.03	
E-RATE FUNDING SOLUTIONS,	Computer Check 61271	07/02/2024	07/02/2024 Posted	445.51	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 445.51	445.51 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
240628	06/28/2024	E-Rate Services - FY	445.51	445.51	01-5272	Consultant Support Services	445.51	<No Project>
<i>Totals:</i>							445.51	
EMMA VICTORIA LOPEZ	Computer Check 61343	07/24/2024	07/24/2024 Posted	75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0089	07/18/2024	Coding class payme	75.00	75.00	01-5240	Children's Programming	75.00	<No Project>
<i>Totals:</i>							75.00	
FOREST PRINTING CO.	Computer Check	07/10/2024	07/10/2024	1,655.56	01-1053	Byline Bank Checking	0.00	1,655.56

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Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
		61292			Posted		01-2060	Accounts Payable	1,655.56	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
122683	07/01/2024	Summer trifold broc	565.56	565.56	01-5204	Promotions	565.56	<No Project>		
		<i>Totals:</i>					565.56			
122722	07/01/2024	July calendars	1,090.00	1,090.00	01-5205	Publications	1,090.00	<No Project>		
		<i>Totals:</i>					1,090.00			
FOREST PRINTING CO.	Computer Check		07/31/2024	07/31/2024		1,090.00	01-1053	Byline Bank Checking	0.00	1,090.00
	61373			Not yet posted			01-2060	Accounts Payable	1,090.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
123019	07/23/2024	August event calenc	1,090.00	1,090.00	01-5205	Publications	1,090.00	<No Project>		
		<i>Totals:</i>					1,090.00			
FOX VALLEY FIRE & SAFETY CC	Computer Check		07/10/2024	07/10/2024		1,958.00	01-1053	Byline Bank Checking	0.00	1,958.00
	61293			Posted			01-2060	Accounts Payable	1,958.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IN00691544	06/10/2024	Main - Fire Alarm R	1,958.00	1,958.00	01-5692	Repair & Maintenance Prop.	1,958.00	<No Project>		
		<i>Totals:</i>					1,958.00			
FOX VALLEY FIRE & SAFETY CC	Computer Check		07/31/2024	07/31/2024		457.00	01-1053	Byline Bank Checking	0.00	457.00
	61374			Not yet posted			01-2060	Accounts Payable	457.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IN00697967	07/10/2024	Maze - Semi-Annua	457.00	457.00	01-5692	Repair & Maintenance Prop.	457.00	<No Project>		
		<i>Totals:</i>					457.00			
GARVEY'S OFFICE PRODUCTS	Computer Check		07/24/2024	07/24/2024		626.40	01-1053	Byline Bank Checking	0.00	626.40
	61344			Posted			01-2060	Accounts Payable	626.40	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
PINV2593701	07/18/2024	Paper	626.40	626.40	01-5742	Supplies	626.40	<No Project>		
		<i>Totals:</i>					626.40			
GAYLORD BROTHERS, INC.	Computer Check		07/10/2024	07/10/2024		511.80	01-1053	Byline Bank Checking	0.00	511.80
	61294			Posted			01-2060	Accounts Payable	511.80	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2868310	06/18/2024	Dust Cloths For Spe	293.17	293.17	01-5895	Archival collection	293.17	<No Project>		
		<i>Totals:</i>					293.17			
2869952	07/01/2024	Materials For Specia	91.50	91.50	01-5895	Archival collection	91.50	<No Project>		

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2869936	07/01/2024	Polyester Sleeves Fc	127.13	127.13	01-5895	Archival collection	127.13	<No Project>	
							<i>Totals:</i>	91.50	
							<i>Totals:</i>	127.13	
GLOWFORGE, INC.	Computer Check 61322		07/17/2024	07/17/2024 Posted	239.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 239.00	239.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
#IN-801105	07/11/2024	Subscriptions&Servi	239.00	239.00	01-5936	Subscriptions and services	239.00	<No Project>	
							<i>Totals:</i>	239.00	
GOCREATIVE PROGRAMS, LLC	Computer Check 61323		07/17/2024	07/17/2024 Posted	900.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 900.00	900.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2024-99-0070	05/06/2024	"Being Biligual Rock	900.00	900.00	01-5240	Children's Programming	900.00	<No Project>	
							<i>Totals:</i>	900.00	
GRAINGER	Computer Check 61375		07/31/2024	07/31/2024 Not yet posted	51.38	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 51.38	51.38 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
9170083530	07/02/2024	Facilities Supplies -	6.29	6.29	01-5682	Building Materials & Supplies	6.29	<No Project>	
							<i>Totals:</i>	6.29	
9170083548	07/02/2024	Facilities Parts- Cap	45.09	45.09	01-5683	Equipment Parts	45.09	<No Project>	
							<i>Totals:</i>	45.09	
GENEVIEVE GROVE	Computer Check 61324		07/17/2024	07/17/2024 Posted	485.55	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 485.55	485.55 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-11483	07/06/2024	SRP Beads	485.55	485.55	01-5240	Children's Programming	485.55	<No Project>	
							<i>Totals:</i>	485.55	
MICHELLE HARRIS	Computer Check 61325		07/17/2024	07/17/2024 Posted	57.74	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 57.74	57.74 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-11490	07/05/2024	Supported Gardenir	57.74	57.74	01-5240	Children's Programming	57.74	<No Project>	
							<i>Totals:</i>	57.74	
HOME DEPOT	Computer Check		07/02/2024	07/02/2024	361.70	01-1053	Byline Bank Checking	0.00	361.70

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
	61282	Posted		01-2060	Accounts Payable	361.70	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1613444	06/14/2024	Facilities - MISC	156.52	156.52	01-5682	Building Materials & Supplies	28.92	<No Project>
1613444	06/14/2024	Facilities - MISC	156.52	156.52	01-5684	Cleaning & Housekeeping Su	127.60	<No Project>
						<i>Totals:</i>	156.52	
5614442	06/20/2024	Facilities - Mixing Pa	17.37	17.37	01-5682	Building Materials & Supplies	17.37	<No Project>
						<i>Totals:</i>	17.37	
5614441	06/20/2024	Facilities - Housekee	96.86	96.86	01-5684	Cleaning & Housekeeping Su	96.86	<No Project>
						<i>Totals:</i>	96.86	
1615191	06/24/2024	Facilities - Plumbing	90.95	90.95	01-5692	Repair & Maintenance Prop. i	90.95	<No Project>
						<i>Totals:</i>	90.95	
IHLS-OCLC	Computer Check 61345	07/24/2024 Posted		101.56	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 101.56	101.56 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
30449	07/18/2024	IFM Debits/Admin F	101.56	101.56	01-5264	ILL Payments	101.56	<No Project>
						<i>Totals:</i>	101.56	
ILLINOIS LIBRARY ASSOCIATIO	Computer Check 61346	07/24/2024 Posted		75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
288854	07/07/2024	ILA TRUSTEE MEMB	75.00	75.00	01-5162	Dues	75.00	<No Project>
						<i>Totals:</i>	75.00	
ILLINOIS OFFICE OF THE STATE	Computer Check 61295	07/10/2024 Posted		210.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 210.00	210.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9696627	06/28/2024	Boiler Inspection - N	70.00	70.00	01-5692	Repair & Maintenance Prop. i	70.00	<No Project>
						<i>Totals:</i>	70.00	
9696582	06/28/2024	Boiler Inspection - N	140.00	140.00	01-5692	Repair & Maintenance Prop. i	140.00	<No Project>
						<i>Totals:</i>	140.00	
IMAGING OFFICE SYSTEMS, IN	Computer Check 61376	07/31/2024 Not yet posted		750.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 750.00	750.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
CONT018933	07/19/2024	SCAN Pro 3000 mai	750.00	750.00	01-5936	Subscriptions and services	750.00	<No Project>
						<i>Totals:</i>	750.00	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
INTERNATIONAL UNION OF O	Computer Check 61347	07/24/2024	07/24/2024 Posted	188.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 188.25	188.25 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-11542	07/03/2024	JULY 2024 UNION C	188.25	188.25	01-2059	Union dues Payable	188.25	<No Project>
<i>Totals:</i>							188.25	
INTRINSIC LANDSCAPING, INC	Computer Check 61377	07/31/2024	07/31/2024 Not yet posted	418.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 418.05	418.05 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
24-0414	07/10/2024	GREEN ROOF MAIN	418.05	418.05	01-5692	Repair & Maintenance Prop.	418.05	<No Project>
<i>Totals:</i>							418.05	
JENNIFER JACKSON	Computer Check 61296	07/10/2024	07/10/2024 Posted	59.54	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 59.54	59.54 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-11394	06/21/2024	TEAM cooking reiml	59.54	59.54	01-5240	Children's Programming	59.54	<No Project>
<i>Totals:</i>							59.54	
JACQUELINE K SCHATTNER	Computer Check 61326	07/17/2024	07/17/2024 Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
2024-99-0076	05/30/2024	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
<i>Totals:</i>							150.00	
JASCULCA TERMAN AND ASSC	Computer Check 61327	07/17/2024	07/17/2024 Posted	1,785.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,785.00	1,785.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
57125	07/11/2024	Crisis Communicatic	1,785.00	1,785.00	01-5275	Consulting Services - Admin	1,785.00	<No Project>
<i>Totals:</i>							1,785.00	
JASCULCA TERMAN AND ASSC	Computer Check 61348	07/24/2024	07/24/2024 Posted	3,123.75	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,123.75	3,123.75 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
56826	05/14/2024	Crisis Communicatic	3,123.75	3,123.75	01-5275	Consulting Services - Admin	3,123.75	<No Project>
<i>Totals:</i>							3,123.75	
JOHNSON CONTROLS	Computer Check	07/02/2024	07/02/2024	927.09	01-1053	Byline Bank Checking	0.00	927.09

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Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
		61283			Posted		01-2060	Accounts Payable	927.09	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
40259988	06/08/2024	Quarterly Billing - D	927.09	927.09	01-5692	Repair & Maintenance Prop.	927.09	<No Project>		
<i>Totals:</i>								927.09		
KANOPY, INC.	Computer Check		07/02/2024	07/02/2024		2,732.40	01-1053	Byline Bank Checking	0.00	2,732.40
		61274			Posted		01-2060	Accounts Payable	2,732.40	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
406309-PPU	06/30/2024	Kanopy tickets	2,732.40	2,732.40	01-5891	Digital content	2,732.40	<No Project>		
<i>Totals:</i>								2,732.40		
KATHY VALDIVIA	Computer Check		07/31/2024	07/31/2024		150.00	01-1053	Byline Bank Checking	0.00	150.00
		61378			Not yet posted		01-2060	Accounts Payable	150.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2024-99-0088	07/27/2024	6 Spanish Storytime	150.00	150.00	01-5240	Children's Programming	150.00	<No Project>		
<i>Totals:</i>								150.00		
KIARA BEHENSKY	Computer Check		07/15/2024	07/15/2024		441.29	01-1053	Byline Bank Checking	0.00	441.29
		61315			Posted		01-2060	Accounts Payable	441.29	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IR-11485	07/15/2024	wages & salaries - p	441.29	441.29	01-5001	Wages & Salaries	441.29	<No Project>		
<i>Totals:</i>								441.29		
KIARA BEHENSKY	Computer Check		07/29/2024	07/29/2024		524.45	01-1053	Byline Bank Checking	0.00	524.45
		61362			Posted		01-2060	Accounts Payable	524.45	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IR-11601	07/30/2024	wages & salaries - p	524.45	524.45	01-5001	Wages & Salaries	524.45	<No Project>		
<i>Totals:</i>								524.45		
KOYA LEADERSHIP PARTNERS,	Computer Check		07/24/2024	07/24/2024		16,000.00	01-1053	Byline Bank Checking	0.00	16,000.00
		61350			Posted		01-2060	Accounts Payable	16,000.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
10726	07/09/2024	Executive Search Fir	16,000.00	16,000.00	01-5199	Recruitment	16,000.00	<No Project>		
<i>Totals:</i>								16,000.00		
LAKESHORE RECYCLING SYSTE	Computer Check		07/10/2024	07/10/2024		648.96	01-1053	Byline Bank Checking	0.00	648.96
		61297			Posted		01-2060	Accounts Payable	648.96	0.00

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
LR5767673	06/25/2024	Trash/Recycling - M	106.30	106.30	01-5688	Sewer/Garbage	106.30	<No Project>
<i>Totals:</i>							106.30	
LR5767672	06/25/2024	Trash/Recycling - M	542.66	542.66	01-5688	Sewer/Garbage	542.66	<No Project>
<i>Totals:</i>							542.66	
LAKESHORE RECYCLING SYSTE	Computer Check 61379	07/31/2024 07/31/2024 Not yet posted		648.96	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 648.96	648.96 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
LR5808391	07/25/2024	Trash/Recycling - M	542.66	542.66	01-5688	Sewer/Garbage	542.66	<No Project>
<i>Totals:</i>							542.66	
LR5808392	07/25/2024	Trash/Recycling - M	106.30	106.30	01-5688	Sewer/Garbage	106.30	<No Project>
<i>Totals:</i>							106.30	
LATONIA JACKSON	Computer Check 61328	07/17/2024 07/17/2024 Posted		333.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 333.00	333.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10942	07/16/2024	Per Diem for BCALA	333.00	333.00	01-5163	Staff Development/Travel	333.00	<No Project>
<i>Totals:</i>							333.00	
LOCAL 399 FED PAC	Computer Check 61351	07/24/2024 07/24/2024 Posted		75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
867778	07/15/2024	FED PAC CONT FOR	75.00	75.00	01-2058	Fed Pac	75.00	<No Project>
<i>Totals:</i>							75.00	
MARGITA LIDAKA	Computer Check 61298	07/10/2024 07/10/2024 Posted		21.85	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 21.85	21.85 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11471	07/09/2024	Staff Dev/Travel - M	21.85	21.85	01-5163	Staff Development/Travel	21.85	<No Project>
<i>Totals:</i>							21.85	
MCADAM LANDSCAPING, INC.	Computer Check 61275	07/02/2024 07/02/2024 Posted		534.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 534.00	534.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
96352	06/13/2024	Landscaping Mainte	534.00	534.00	01-5681	Landscaping and snow remo	534.00	<No Project>
<i>Totals:</i>							534.00	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MCADAM LANDSCAPING, INC.	Computer Check 61380	07/31/2024	07/31/2024 Not yet posted	534.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 534.00	534.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
96845	07/02/2024	Landscaping Mainte	534.00	534.00	01-5681	Landscaping and snow remov	534.00	<No Project>
<i>Totals:</i>							534.00	
MEGAN TIDEMAN	Computer Check 61299	07/10/2024	07/10/2024 Posted	1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11463	07/09/2024	Tuition Reimburse	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
<i>Totals:</i>							1,500.00	
MIDWEST TAPE, LLC	Computer Check 61276	07/02/2024	07/02/2024 Posted	926.17	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 926.17	926.17 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505681792	06/26/2024	Music CD	14.38	14.38	01-5890	Audio and video materials	14.38	<No Project>
<i>Totals:</i>							14.38	
505681794	06/26/2024	DVDs	83.40	57.12	01-5890	Audio and video materials	57.12	<No Project>
<i>Totals:</i>							57.12	
505681791	06/26/2024	Audiobooks	191.72	191.72	01-5890	Audio and video materials	191.72	<No Project>
<i>Totals:</i>							191.72	
505681790	06/26/2024	DVDs	218.35	218.35	01-5890	Audio and video materials	218.35	<No Project>
<i>Totals:</i>							218.35	
505681329	06/26/2024	DVDs	444.60	444.60	01-5890	Audio and video materials	444.60	<No Project>
<i>Totals:</i>							444.60	
MIDWEST TAPE, LLC	Computer Check 61300	07/10/2024	07/10/2024 Posted	2,259.43	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,259.43	2,259.43 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505716116	07/03/2024	DVDs	40.56	40.56	01-5890	Audio and video materials	40.56	<No Project>
<i>Totals:</i>							40.56	
505716112	07/03/2024	Music CDs	63.37	63.37	01-5890	Audio and video materials	63.37	<No Project>
<i>Totals:</i>							63.37	
505716114	07/03/2024	Audiobooks	102.36	102.36	01-5890	Audio and video materials	102.36	<No Project>
<i>Totals:</i>							102.36	
505716115	07/03/2024	DVDs	977.76	977.76	01-5890	Audio and video materials	977.76	<No Project>
<i>Totals:</i>							977.76	

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	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
	505716111	07/03/2024	DVDs	1,075.38	1,075.38	01-5890	Audio and video materials	1,075.38	<No Project>
							<i>Totals:</i>	1,075.38	
MIDWEST TAPE, LLC	Computer Check 61329		07/17/2024 07/17/2024 Posted		776.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 776.05	776.05 0.00
	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
	505745157	07/11/2024	Music CDs	29.66	29.66	01-5890	Audio and video materials	29.66	<No Project>
							<i>Totals:</i>	29.66	
	505745159	07/11/2024	Audiobook	48.68	48.68	01-5890	Audio and video materials	48.68	<No Project>
							<i>Totals:</i>	48.68	
	505745170	07/11/2024	DVDs	57.84	57.84	01-5890	Audio and video materials	57.84	<No Project>
							<i>Totals:</i>	57.84	
	505745155	07/11/2024	DVDs	295.21	295.21	01-5890	Audio and video materials	295.21	<No Project>
							<i>Totals:</i>	295.21	
	505745156	07/11/2024	DVDs	344.66	344.66	01-5890	Audio and video materials	344.66	<No Project>
							<i>Totals:</i>	344.66	
MIDWEST TAPE, LLC	Computer Check 61338		07/17/2024 07/17/2024 Posted		19,298.93	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 19,298.93	19,298.93 0.00
	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
	505700466	06/30/2024	Hoopla	19,298.93	19,298.93	01-5891	Digital content	19,298.93	<No Project>
							<i>Totals:</i>	19,298.93	
MIDWEST TAPE, LLC	Computer Check 61352		07/24/2024 07/24/2024 Posted		1,061.54	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,061.54	1,061.54 0.00
	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
	505777607	07/18/2024	Music CDs	91.38	91.38	01-5890	Audio and video materials	91.38	<No Project>
							<i>Totals:</i>	91.38	
	505780521	07/18/2024	DVDs	104.24	104.24	01-5890	Audio and video materials	104.24	<No Project>
							<i>Totals:</i>	104.24	
	505780520	07/18/2024	DVDs	279.11	279.11	01-5890	Audio and video materials	279.11	<No Project>
							<i>Totals:</i>	279.11	
	505777609	07/18/2024	DVDs	586.81	586.81	01-5890	Audio and video materials	586.81	<No Project>
							<i>Totals:</i>	586.81	
NICOR GAS	Computer Check		07/31/2024 07/31/2024		1,839.42	01-1053	Byline Bank Checking	0.00	1,839.42

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	61381		Not yet posted		01-2060	Accounts Payable	1,839.42	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11638	07/01/2024	Natural Gas Maze B	68.15	68.15	01-5690	Natural Gas	68.15	<No Project>
						<i>Totals:</i>	68.15	
IR-11639	07/08/2024	Natural Gas Main Br	1,771.27	1,771.27	01-5690	Natural Gas	1,771.27	<No Project>
						<i>Totals:</i>	1,771.27	
JENNIFER NORBORG	Computer Check 61353	07/24/2024	07/24/2024 Posted	11.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 11.00	11.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11541	07/12/2024	Reimbursement for	11.00	11.00	01-5165	Mileage & Miscellaneous reir	11.00	<No Project>
						<i>Totals:</i>	11.00	
OAK PARK DISTRICT 97 SCHOC	Computer Check 61277	07/02/2024	07/02/2024 Posted	18.55	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 18.55	18.55 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4923	06/18/2024	Friends of the Librar	18.55	18.55	01-5204	Promotions	18.55	<No Project>
						<i>Totals:</i>	18.55	
OAK PARK DISTRICT 97 SCHOC	Computer Check 61382	07/31/2024	07/31/2024 Not yet posted	31.28	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 31.28	31.28 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4928	07/19/2024	August gallery exhit	31.28	31.28	01-5204	Promotions	31.28	<No Project>
						<i>Totals:</i>	31.28	
OAK PARK TOWNSHIP	Computer Check 61354	07/24/2024	07/24/2024 Posted	3,585.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,585.25	3,585.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11569	07/17/2024	YOUTH ENGAGEME	3,585.25	3,585.25	01-5281	Intergovernmental Agreemer	3,585.25	<No Project>
						<i>Totals:</i>	3,585.25	
OLSON'S ACE OAK PARK	Computer Check 61301	07/10/2024	07/10/2024 Posted	41.84	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 41.84	41.84 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13458/4	06/27/2024	Facilities Supplies - :	41.84	41.84	01-5682	Building Materials & Supplies	41.84	<No Project>
						<i>Totals:</i>	41.84	

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OLSON'S ACE OAK PARK	Computer Check 61383	07/31/2024	07/31/2024 Not yet posted	48.34	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 48.34	48.34 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13716/4	07/16/2024	Facilities Supplies -	35.33	35.33	01-5682	Building Materials & Supplies	35.33	<No Project>
						<i>Totals:</i>	35.33	
13853/4	07/26/2024	Facilities - Maze Bul	13.01	13.01	01-5692	Repair & Maintenance Prop.	13.01	<No Project>
						<i>Totals:</i>	13.01	
OVERDRIVE, INC.	Computer Check 61302	07/10/2024	07/10/2024 Posted	4,394.64	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,394.64	4,394.64 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA24194754	06/30/2024	E-Content	4,394.64	4,394.64	01-5891	Digital content	4,394.64	<No Project>
						<i>Totals:</i>	4,394.64	
OVERDRIVE, INC.	Computer Check 61330	07/17/2024	07/17/2024 Posted	12,753.52	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 12,753.52	12,753.52 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA24197452	06/30/2024	E-Content	12,753.52	12,753.52	01-5891	Digital content	12,753.52	<No Project>
						<i>Totals:</i>	12,753.52	
PACIFIC TELEMANAGEMENT SI	Computer Check 61355	07/24/2024	07/24/2024 Posted	75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2124727	07/18/2024	Main 1FL Payphone	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
						<i>Totals:</i>	75.00	
PARK DISTRICT OF OAK PARK	Computer Check 61303	07/10/2024	07/10/2024 Posted	1,370.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,370.00	1,370.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20240015	07/02/2024	DOLE RENT JULY 20	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
						<i>Totals:</i>	1,370.00	
PARK PLACE TECHNOLOGIES	Computer Check 61356	07/24/2024	07/24/2024 Posted	9,830.48	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,830.48	9,830.48 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
PUSA10090148274	07/17/2024	CISCO & NIMBLE M	9,830.48	9,830.48	01-5936	Subscriptions and services	9,830.48	<No Project>
						<i>Totals:</i>	9,830.48	

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PITNEY BOWES-Reserve	Computer Check 61331	07/17/2024	07/17/2024 Posted	1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-11514	07/15/2024	postage - refill post:	1,500.00	1,500.00	01-5380	Postage & Delivery	1,500.00	<No Project>
<i>Totals:</i>							1,500.00	
PLAYAWAY PRODUCTS LLC	Computer Check 61332	07/17/2024	07/17/2024 Posted	57.74	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 57.74	57.74 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
468469	07/11/2024	Replacement AC Po	57.74	57.74	01-5893	Devices	57.74	<No Project>
<i>Totals:</i>							57.74	
Q & A SERVICES LLC	Computer Check 61304	07/10/2024	07/10/2024 Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
1035	07/08/2024	FIRST ST-1 FILING A	150.00	150.00	01-5211	Fees and Services	150.00	<No Project>
<i>Totals:</i>							150.00	
QUILL LLC	Computer Check 61333	07/17/2024	07/17/2024 Posted	118.20	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 118.20	118.20 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
39463840	07/10/2024	Office Supplies	118.20	118.20	01-5742	Supplies	118.20	<No Project>
<i>Totals:</i>							118.20	
QUILL LLC	Computer Check 61357	07/24/2024	07/24/2024 Posted	25.57	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 25.57	25.57 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
39604157	07/18/2024	Office Supplies	25.57	25.57	01-5742	Supplies	25.57	<No Project>
<i>Totals:</i>							25.57	
QUILL LLC	Computer Check 61384	07/31/2024	07/31/2024 Not yet posted	51.16	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 51.16	51.16 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
39669652	07/23/2024	Office Supplies	51.16	51.16	01-5742	Supplies	51.16	<No Project>
<i>Totals:</i>							51.16	
RAILS	Computer Check	07/31/2024	07/31/2024	1,375.00	01-1053	Byline Bank Checking	0.00	1,375.00

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		61385			Not yet posted		01-2060	Accounts Payable	1,375.00	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
12862	07/22/2024	FOPPL - Adult Prog	1,375.00	1,375.00	01-5247	Adult Programming	1,375.00	FOPPL24		
<i>Totals:</i>								1,375.00		
REGIONS BANK	Bank Draft		07/23/2024	07/23/2024		22,730.39	01-1053	Byline Bank Checking	0.00	22,730.39
	63			Posted			01-2060	Accounts Payable	22,730.39	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
023065	06/30/2024	REGION PERIOD EN	22,730.39	22,730.39	01-2067	Purchase Cards - P Cards	22,730.39	<No Project>		
<i>Totals:</i>								22,730.39		
JESSICA RICH	Computer Check		07/31/2024	07/31/2024		321.12	01-1053	Byline Bank Checking	0.00	321.12
	61386			Not yet posted			01-2060	Accounts Payable	321.12	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
IR-8951	10/24/2023	Jessica Rich ILA Reir	321.12	321.12	01-5452	Grant Expenses	321.12	BALLINGER		
<i>Totals:</i>								321.12		
STEPHEN ROBINET	Computer Check		07/15/2024	07/15/2024		262.26	01-1053	Byline Bank Checking	0.00	262.26
	61316			Posted			01-2060	Accounts Payable	262.26	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
IR-11486	07/15/2024	wages & salaries - p	262.26	262.26	01-5001	Wages & Salaries	262.26	<No Project>		
<i>Totals:</i>								262.26		
STEPHEN ROBINET	Computer Check		07/29/2024	07/29/2024		262.79	01-1053	Byline Bank Checking	0.00	262.79
	61363			Posted			01-2060	Accounts Payable	262.79	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
IR-11600	07/30/2024	wages & salaries - p	262.79	262.79	01-5001	Wages & Salaries	262.79	<No Project>		
<i>Totals:</i>								262.79		
EILEEN SAAM	Computer Check		07/17/2024	07/17/2024		20.83	01-1053	Byline Bank Checking	0.00	20.83
	61334			Posted			01-2060	Accounts Payable	20.83	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
IR-11482	06/25/2024	Herbs, supplies for C	20.83	20.83	01-5240	Children's Programming	20.83	<No Project>		
<i>Totals:</i>								20.83		
SITECARE	Computer Check		07/17/2024	07/17/2024		7,080.00	01-1053	Byline Bank Checking	0.00	7,080.00
	61335			Posted			01-2060	Accounts Payable	7,080.00	0.00

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
C52472	07/16/2024	OPPL Website Man	7,080.00	7,080.00	01-5936	Subscriptions and services	7,080.00	<No Project>
<i>Totals:</i>							7,080.00	
SOUTHLAND PRINTING CO	Computer Check 61305	07/10/2024 07/10/2024 Posted		2,408.96	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,408.96	2,408.96 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
871307	07/01/2024	Printed Parking Gar	2,408.96	2,408.96	01-5689	Parking lot expense	2,408.96	<No Project>
<i>Totals:</i>							2,408.96	
RASHMI SWAIN	Computer Check 61336	07/17/2024 07/17/2024 Posted		195.77	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 195.77	195.77 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11524	07/16/2024	Staff Dev.- R. Swain	195.77	195.77	01-5163	Staff Development/Travel	195.77	<No Project>
<i>Totals:</i>							195.77	
SWAN - SYSTEM WIDE AUTON	Computer Check 61387	07/31/2024 07/31/2024 Not yet posted		11,024.61	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 11,024.61	11,024.61 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
11269	07/12/2024	EBSCO Databases: 7	10,822.50	10,822.50	01-5750	SWAN	10,822.50	<No Project>
<i>Totals:</i>							10,822.50	
11308	07/12/2024	EBSCO Databases: 7	202.11	202.11	01-5750	SWAN	202.11	<No Project>
<i>Totals:</i>							202.11	
SWEETBUSH, INC.	Computer Check 61278	07/02/2024 07/02/2024 Posted		255.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 255.00	255.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SB108036	06/01/2024	Plant Rental - Main	255.00	255.00	01-5692	Repair & Maintenance Prop.	255.00	<No Project>
<i>Totals:</i>							255.00	
T-MOBILE	Computer Check 61306	07/10/2024 07/10/2024 Posted		1,223.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,223.50	1,223.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-2024062	06/21/2024	Devices	1,223.50	1,223.50	01-5893	Devices	1,223.50	<No Project>
<i>Totals:</i>							1,223.50	
TARA HUMPHREY	Computer Check 61358	07/24/2024 07/24/2024 Posted		175.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 175.00	175.00 0.00

Oak Park Public Library

Cash Disbursement Journals

JULY 31, 2024

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
2024-99-0074	05/15/2024	Kids Cooking Class	175.00	175.00	01-5240 Children's Programming	175.00	<No Project>	
<i>Totals:</i>						175.00		
TDI VERTICAL LLC	Computer Check 61279	07/02/2024 07/02/2024 Posted	9,000.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,000.00	9,000.00 0.00	
1378	06/27/2024	Ad-hoc Network Ser	9,000.00	9,000.00	01-5272 Consultant Support Services	9,000.00	<No Project>	
<i>Totals:</i>						9,000.00		
TELECURVE, LLC	Computer Check 61280	07/02/2024 07/02/2024 Posted	80.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 80.00	80.00 0.00	
3177	06/27/2024	July Dial-a-Story	80.00	80.00	01-5240 Children's Programming	80.00	<No Project>	
<i>Totals:</i>						80.00		
TELECURVE, LLC	Computer Check 61359	07/24/2024 07/24/2024 Posted	160.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 160.00	160.00 0.00	
3156	05/30/2024	May/June Dial-a-Stc	160.00	160.00	01-5240 Children's Programming	160.00	<No Project>	
<i>Totals:</i>						160.00		
TELECURVE, LLC	Computer Check 61388	07/31/2024 07/31/2024 Not yet posted	80.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 80.00	80.00 0.00	
3197	07/29/2024	August Dial-a-Story	80.00	80.00	01-5240 Children's Programming	80.00	<No Project>	
<i>Totals:</i>						80.00		
BILLY TREECE	Computer Check 61307	07/10/2024 07/10/2024 Posted	52.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 52.26	52.26 0.00	
IR-11416	07/03/2024	MILEAGE FOR SHRN	52.26	52.26	01-5163 Staff Development/Travel	52.26	<No Project>	
<i>Totals:</i>						52.26		
ULINE	Computer Check 61281	07/02/2024 07/02/2024 Posted	1,016.28	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,016.28	1,016.28 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

JULY 31, 2024

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20789944	06/10/2024	Boxes for Friends	1,016.28	1,016.28	01-5742	Supplies	1,016.28	<No Project>
<i>Totals:</i>							1,016.28	
ULINE	Computer Check 61308	07/10/2024 07/10/2024 Posted	49.85	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 49.85	49.85 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
179984558	06/28/2024	Covers For Special C	49.85	49.85	01-5895	Archival collection	49.85	<No Project>
<i>Totals:</i>							49.85	
ULINE	Computer Check 61389	07/31/2024 07/31/2024 Not yet posted	59.23	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 59.23	59.23 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
180526544	07/15/2024	Bubble Wrap For Sp	59.23	59.23	01-5895	Archival collection	59.23	<No Project>
<i>Totals:</i>							59.23	
UNIVERSAL BACKGROUND SCI	Computer Check 61309	07/10/2024 07/10/2024 Posted	140.36	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 140.36	140.36 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
202406023375	06/30/2024	Employment/Refere	140.36	140.36	01-5199	Recruitment	140.36	<No Project>
<i>Totals:</i>							140.36	
VILLAGE OF OAK PARK	Computer Check 61313	07/10/2024 07/10/2024 Posted	1,399.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,399.26	1,399.26 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11424	06/21/2024	MAIN SEWER/WATE	559.34	559.34	01-5687	Water	432.27	<No Project>
IR-11424	06/21/2024	MAIN SEWER/WATE	559.34	559.34	01-5688	Sewer/Garbage	127.07	<No Project>
<i>Totals:</i>							559.34	
IR-11464	06/21/2024	MAIN SEWER/WATE	794.80	794.80	01-5687	Water	617.65	<No Project>
IR-11464	06/21/2024	MAIN SEWER/WATE	794.80	794.80	01-5688	Sewer/Garbage	177.15	<No Project>
<i>Totals:</i>							794.80	
IR-11425	06/21/2024	MAZE WATER/SEWE	45.12	45.12	01-5687	Water	33.86	<No Project>
IR-11425	06/21/2024	MAZE WATER/SEWE	45.12	45.12	01-5688	Sewer/Garbage	11.26	<No Project>
<i>Totals:</i>							45.12	
VILLAGE OF OAK PARK	Computer Check 61314	07/10/2024 07/10/2024 Posted	240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00	240.00 0.00	

Oak Park Public Library

Cash Disbursement Journals

JULY 31, 2024

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0086	07/10/2024	CPR Training for Ser	240.00	240.00	01-5163	Staff Development/Travel	240.00	<No Project>
<i>Totals:</i>							240.00	
VILLAGE OF OAK PARK	Computer Check 61317	07/15/2024 Posted		20,975.58	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 20,975.58	20,975.58 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11489	07/15/2024	PAYROLL; VOL DED;	20,975.58	20,975.58	01-5160	IMRF (Illinois Muncipal Retire	20,975.58	<No Project>
<i>Totals:</i>							20,975.58	
VILLAGE OF OAK PARK	Computer Check 61364	07/29/2024 Posted		20,366.63	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 20,366.63	20,366.63 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11598	07/30/2024	PAYROLL; VOL DED;	20,366.63	20,366.63	01-5160	IMRF (Illinois Muncipal Retire	20,366.63	<No Project>
<i>Totals:</i>							20,366.63	
VILLAGE OF OAK PARK	Computer Check 61390	07/31/2024 Not yet posted		1,771.48	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,771.48	1,771.48 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
24-0006023	07/15/2024	GAS FOR (203) June	119.14	119.14	01-5680	Fuels & Lubricants	119.14	<No Project>
<i>Totals:</i>							119.14	
IR-11636	07/19/2024	MAZE WATER/SEWE	256.02	256.02	01-5687	Water	197.81	<No Project>
IR-11636	07/19/2024	MAZE WATER/SEWE	256.02	256.02	01-5688	Sewer/Garbage	58.21	<No Project>
<i>Totals:</i>							256.02	
IR-11635	07/19/2024	MAIN SEWER/WATE	738.56	738.56	01-5687	Water	573.93	<No Project>
IR-11635	07/19/2024	MAIN SEWER/WATE	738.56	738.56	01-5688	Sewer/Garbage	164.63	<No Project>
<i>Totals:</i>							738.56	
IR-11637	07/19/2024	MAIN SEWER/WATE	657.76	657.76	01-5687	Water	508.78	<No Project>
IR-11637	07/19/2024	MAIN SEWER/WATE	657.76	657.76	01-5688	Sewer/Garbage	148.98	<No Project>
<i>Totals:</i>							657.76	
WAREHOUSE DIRECT	Computer Check 61337	07/17/2024 Posted		776.30	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 776.30	776.30 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5730754-0	05/30/2024	HP Plotter Supplies	552.92	552.92	01-5742	Supplies	552.92	<No Project>
<i>Totals:</i>							552.92	
5754035-0	07/12/2024	HP Plotter Ink	223.38	223.38	01-5742	Supplies	223.38	<No Project>

Oak Park Public Library

Cash Disbursement Journals

JULY 31, 2024

Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	223.38	
WAREHOUSE DIRECT	Computer Check 61360	07/24/2024	07/24/2024		64.90	01-1053	Byline Bank Checking	0.00	64.90
			Posted			01-2060	Accounts Payable	64.90	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
5759575-0	07/23/2024	TONER,LJ 305A,BK	64.90	64.90	01-5742	Supplies	64.90	<No Project>	
							<i>Totals:</i>	64.90	
WAREHOUSE DIRECT	Computer Check 61391	07/31/2024	07/31/2024		476.40	01-1053	Byline Bank Checking	0.00	476.40
			Not yet posted			01-2060	Accounts Payable	476.40	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
5755170-0	07/15/2024	Facilities - Houseke	254.86	254.86	01-5684	Cleaning & Housekeeping Su	254.86	<No Project>	
							<i>Totals:</i>	254.86	
5755170-1	07/19/2024	Facilities - Supplies	13.19	13.19	01-5682	Building Materials & Supplies	13.19	<No Project>	
							<i>Totals:</i>	13.19	
5759746-0	07/25/2024	IT - Toner	208.35	208.35	01-5742	Supplies	208.35	<No Project>	
							<i>Totals:</i>	208.35	
WHISKY BUSINESS LLC	Computer Check 61361	07/24/2024	07/24/2024		1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
			Posted			01-2060	Accounts Payable	1,500.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2024-99-0090	07/23/2024	FOPPL / Adult Prog-	1,500.00	1,500.00	01-5247	Adult Programming	1,500.00	FOPPL24	
							<i>Totals:</i>	1,500.00	
XEROX FINANCIAL SERVICES	Computer Check 61311	07/10/2024	07/10/2024		1,158.13	01-1053	Byline Bank Checking	0.00	1,158.13
			Posted			01-2060	Accounts Payable	1,158.13	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
5969477	07/08/2024	Xerox Printers	1,158.13	1,158.13	01-5620	Office & Library Machinery S	1,158.13	<No Project>	
							<i>Totals:</i>	1,158.13	
SARAH YALE	Computer Check 61312	07/10/2024	07/10/2024		52.32	01-1053	Byline Bank Checking	0.00	52.32
			Posted			01-2060	Accounts Payable	52.32	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-11454	07/08/2024	ALA 2024 Lyft Reiml	52.32	52.32	01-5163	Staff Development/Travel	52.32	<No Project>	
							<i>Totals:</i>	52.32	

Oak Park Public Library

Cash Disbursement Journals

JULY 31, 2024

<u>Payee</u>	<u>Trans. Type</u> <u>Trans. No.</u>	<u>Trans. Date</u>	<u>Post Date</u> <u>Post Status</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
			Grand Totals:	278,071.50			278,071.50	278,071.50
			A total of 124 payment(s) listed					

Oak Park Public Library

Cash Disbursement Journals

JULY 31, 2024

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	278,071.50
01-2058	Fed Pac	75.00	0.00
01-2059	Union dues Payable	188.25	0.00
01-2060	Accounts Payable	278,071.50	278,071.50
01-2067	Purchase Cards - P Cards	22,730.39	0.00
01-5001	Wages & Salaries	1,490.79	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	41,342.21	0.00
01-5162	Dues	575.00	0.00
01-5163	Staff Development/Travel	1,036.20	0.00
01-5164	Tuition Reimbursement	1,500.00	0.00
01-5165	Mileage & Miscellaneous reimbursemen	48.52	0.00
01-5199	Recruitment	16,140.36	0.00
01-5204	Promotions	615.39	0.00
01-5205	Publications	2,990.00	0.00
01-5211	Fees and Services	150.00	0.00
01-5240	Children's Programming	3,454.34	0.00
01-5244	Young Adult Programming	630.46	0.00
01-5247	Adult Programming	3,025.00	0.00
01-5254	Creative Studio	286.96	0.00
01-5264	ILL Payments	101.56	0.00
01-5272	Consultant Support Services	9,445.51	0.00
01-5275	Consulting Services - Admin	5,133.75	0.00
01-5281	Intergovernmental Agreements (IGA)	3,585.25	0.00
01-5291	Legal Fees	960.00	0.00
01-5380	Postage & Delivery	1,500.00	0.00
01-5451	Telephone/Communications	75.00	0.00
01-5452	Grant Expenses	613.14	0.00
01-5620	Office & Library Machinery Service	1,158.13	0.00
01-5680	Fuels & Lubricants	119.14	0.00
01-5681	Landscaping and snow removal services	1,068.00	0.00
01-5682	Building Materials & Supplies	635.68	0.00
01-5683	Equipment Parts	45.09	0.00
01-5684	Cleaning & Housekeeping Supplies	479.32	0.00
01-5686	Custodial Services	17,232.10	0.00
01-5687	Water	2,364.30	0.00
01-5688	Sewer/Garbage	1,985.22	0.00
01-5689	Parking lot expense	2,408.96	0.00
01-5690	Natural Gas	1,839.42	0.00

Oak Park Public Library
Cash Disbursement Journals
JULY 31, 2024

01-5691	Rentals--Equipment & Facilities	1,370.00	0.00
01-5692	Repair & Maintenance Prop. & Equip.	11,854.17	0.00
01-5742	Supplies	13,922.51	0.00
01-5750	SWAN	11,024.61	0.00
01-5840	Print materials	27,160.20	0.00
01-5890	Audio and video materials	5,069.37	0.00
01-5891	Digital content	39,179.49	0.00
01-5893	Devices	1,281.24	0.00
01-5894	Realia and other formats	19.99	0.00
01-5895	Archival collection	803.46	0.00
01-5920	Facilities Equipment	622.91	0.00
01-5936	Subscriptions and services	17,899.48	0.00
01-5937	Equipment and supplies	411.82	0.00
01-5941	Technology Projects and Equipment	423.81	0.00

Oak Park Public Library Byline Bank (Main) X 3401: Cash Management Disbursement Report As of JULY 2024

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		7/31/2024	PARKING CREDITS	\$ 2,250.43	
Cash Management Deposit		7/31/2024	DAILY DEPOSITS	\$ 84,578.31	
Cash Management Deposit		7/31/2024	STORE	\$ 1,337.19	
Cash Management Deposit		7/31/2024	SPACE RENTAL/CIRCULATION	\$ 193.90	
Cash Management Deposit		7/31/2024	DONATIONS	\$ 50.00	
Cash Management Deposit		7/31/2024	INTEREST ON ACCOUNT	\$ 381.17	
				\$ 88,791.00	-
Cash Management Transfer in		7/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer Out		7/31/2024	TRANSFER FROM OPERATING TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ (250,000.00)	
Cash Management Transfer in		7/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		7/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 13,310.54	
Cash Management Transfer in		7/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		7/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
				\$ 763,310.54	-
Cash Management Payment		7/31/2024	FIFTH STAR COLLECTIVE	\$ -	(5,965.00)
Cash Management Payment		7/31/2024	ACH (FLEX ACCTS),	\$ -	(4,943.23)
Cash Management Payment		7/31/2024	SALES TAX	\$ -	(114,993.80)
Cash Management Payment		7/31/2024	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	(125,902.03)
				\$ -	(125,902.03)
Cash Management Payment		7/31/2024	MERCHANT ACCT & BANK FEES	\$ -	(144.52)
				\$ -	(144.52)
Cash Management		7/31/2024	PAYROLL; PAYDATE 7/15/24	\$ -	(\$252,834.05)
Cash Management Payment		7/31/2024	PAYROLL; PAYDATE 7/31/24	\$ -	(\$257,444.02)
Cash Management Payment		7/31/2024	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS	\$ -	(6,724.56)
				\$ -	(517,002.63)

Summary by Transaction Type

(+) Deposits by Transaction Type:

	Cash Receipts:	\$	88,791.00
Transfers In/Out		\$	763,310.54
Total Deposits:		\$	852,101.54

(-) Payments by Transaction Type:

	Transfer out	\$	-
	Benefits/Other ACH:	\$	(125,902.03)
	Bank Fees:	\$	(144.52)
Payroll:		\$	(517,002.63)
Total Payments:		\$	(643,049.18)
Accounts Payable			(278,071.50)
Total Summary of Disbursements:		\$	(921,120.68)
Total Change In Register Balance:		\$	(69,019.14)

**OPPL
08/27/24**

RESOLUTION ON DISBURSEMENTS, JULY 2024

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF JULY 2024 IN THE TOTAL AMOUNT OF \$921,120.68 AS DETAILED IN THE CASH DISBURSEMENTS JOURNAL AND GENERAL LEDGER, AND SUMMARIZED WITH ADJUSTMENTS FOR CREDITS IN THE STATEMENT OF INCOME AND EXPENSE FOR THAT MONTH BE RATIFIED, CONFIRMED, AND APPROVED.

Computer and Internet Use – Staff Policy

Library Board approved July 16, 2002.

Library staff is afforded access to email, Internet access, and other network resources as needed to perform the duties associated with their positions. While incidental use of these resources is permitted for personal uses, no use of Library email, Internet access and other network resources that is contrary to law or deemed unacceptable uses of telecommunication technologies as listed below is permitted and any such use is subject to discipline.

Unacceptable uses of telecommunications technologies include:

- A. Violating the rights to privacy of any patron or employee;

Transmitting profanity or obscenity on any email account, website, newsgroup, mailing list, or similar forum;

Transmitting graphics (including still or moving pictures) or sound files which are pornographic, obscene, or offensive to another user, or transmission of such files to any forum where the graphics or sound files are accessible by others;

Downloading, storing, or printing files or messages (text, sound, still or moving graphics, or any combination thereof) that are pornographic or obscene or that use language, sounds, or imagery which offends or tends to degrade others (the administration invokes its discretionary rights to determine suitability in particular circumstances);

Harassment by computer, which includes transmitting any material which is threatening to another person, with the intent to coerce, intimidate, or harass any person to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, whether or not such material is transmitted to that third person;

Copying proprietary information, including software, in violation of applicable law;

Using the network for personal financial gain, business activity not on behalf of the Oak Park Public Library, or any illegal activity;

Knowingly or negligently transmitting computer viruses;

Deliberately trying to degrade or disrupt system performance (such acts will also be viewed as criminal activity under applicable state or federal law);

Re-posting personal communications without the author's prior consent;

Transmitting product advertisement or political lobbying;

Personal use not related to Library purposes of sufficient frequency or scale as to reasonably be deemed beyond incidental; and

Fundraising for other than Oak Park Public Library or funds held by the Oak Park-River Forest Community Foundation for the benefit of the Oak Park Public Library.

The Library reserves the right to inspect or monitor all staff use of email, Internet access and other network resources. Staff use of said resources does not carry any expectation of confidentiality.

To: Board of Library Trustees
From: Billy Treece, Director of Finance & HR
Date: July 10, 2024
Subject: Revision of Computer and Internet Use–Staff Policy

We propose that the library revise the [Computer and Internet Use–Staff Policy](#), which was approved in 2002 but has not been updated since. The revised employment policy, now titled **Information Systems Use Policy**, reflects the significant advancements in technology and communication methods that have occurred since its adoption.

Summary of Revisions

- **Broadened Scope:** The revised policy acknowledges the library's expanded information technology (IT) resources, which include computers, email, phone systems, the Internet, and more.
- **Compliance and Employee Rights:** The policy emphasizes adherence to relevant laws while safeguarding employee rights as outlined in the National Labor Relations Act.
- **Confidentiality and Monitoring:** The revised policy clarifies the library's right to monitor electronic communications and reinforces that staff members should not expect privacy when using library systems.
- **Appropriate Use:** The policy maintains the expectation of responsible and lawful use, with minimal personal use permitted. It strengthens prohibitions against discriminatory, harassing, or illegal content.
- **Security:** The revised policy emphasizes staff members' responsibility for IT security, including password protection, email vigilance, and software approval procedures.
- **Violations:** The policy outlines the library's response to policy violations, including disciplinary action.

Conclusion

The revised Information Systems Use Policy ensures clear and up-to-date expectations for staff members regarding the appropriate use of the library's technology resources. It fosters a responsible and secure work environment while respecting staff rights.

The revised policy is attached to this memo for your review and consideration.

Recommendation

We recommend that the Board of Library Trustees approve the revised Information Systems Use Policy at its next regular meeting on July 23, 2024.

Information Systems Use Policy

Library Board approved July 16, 2002. Revised July 23, 2024.

Introduction

The Oak Park Public Library recognizes that using computers, email, phone systems, the Internet, and other information technology (IT) resources (collectively "Information Systems") is necessary in the workplace. Staff members must use these Information Systems responsibly and lawfully, as unacceptable use can place the library and others at risk for harassment, security breaches, and other issues. This policy outlines the expectations for acceptable, ethical, and professional use of the library's technology and communication systems, including the Internet and email.

Scope

Staff members must follow this policy in conjunction with other library policies governing appropriate workplace conduct and behavior.

The library complies with all applicable federal, state, and local laws regarding the employer/employee relationship. Nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws, including employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

Questions regarding the appropriate use of the library's electronic communications equipment or systems, including email and the Internet, should be directed to your supervisor or the information technology (IT) department.

Confidentiality and Monitoring

All of the access to Information Systems provided by the library, including computer systems, communication networks, library-related work records, and other information stored electronically, is the property of the library and not the staff member. Using the library's technology systems and electronic communications should generally be job-related, not for personal use, benefit, or convenience. The library reserves the right to examine, monitor, and regulate email and other electronic communications, directories, drives, files, and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Staff members should not have any expectation of privacy when using the library's Information Systems.

The use of personal passwords assigned to or selected by the staff member is not grounds for a staff member to claim privacy rights in the information systems or any data or content stored therein. Staff members may be required to disclose passwords or codes to the library to allow access to the systems. The library reserves the right to override personal passwords.

Internal and external email, voice mail, text messages, and other electronic communications are considered library records and may be subject to discovery in the event of litigation. Further, records in the possession of public agencies may be accessed by the public upon written request pursuant to the Illinois Freedom of Information Act (5 ILCS 140). Staff members must be aware of this possibility when communicating electronically within and outside the library. Staff members must also be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts. Therefore, staff members should be cautious and use the systems only in the appropriate manner.

Appropriate Use

Library staff members are expected to use technology responsibly, lawfully, and productively as necessary for their jobs. Internet access and email use are for job-related activities; however, minimal personal use is acceptable. Personal software or messages shall not be installed or stored on the library's information systems unless prior approval is obtained.

Staff members may not use the library's internet, email, or other electronic communications to transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's actual or perceived race (and traits associated with race, including but not limited to hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law may be transmitted. Harassment of any kind is prohibited. Staff members who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor or Human Resources.

Abusive, excessively profane, or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email—are forbidden.

Staff members may not transmit copyrighted materials belonging to entities other than the library on the library's network without the copyright holder's permission.

Staff members must respect the rights to privacy of all patrons and staff members. Staff members may not use the library's computer systems in a way that disrupts others' use, including sending or receiving excessive numbers of large files and spamming (sending unsolicited emails to thousands of users).

Staff members who create a library profile/email account on their personal devices without permission (or who refuse to delete their library profile/email account on their personal devices when asked to do so) will automatically have their devices reset to factory default by the library. This setting will delete all library information from their devices, but may also delete any and all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.

Staff members are responsible for the content of all text, audio, video, or image files that they place or send over the library's internet and email systems. Staff members must not hide their identity or represent the sender as someone else when sending email or other electronic communications.

All staff member email communications include the library's identity, which should reflect library values and appropriate workplace language and conduct.

Security

It is the responsibility of each staff member to exercise care and caution to secure and protect the library's Information Systems.

No staff member may use a username, passcode, password, or method of encryption that has not been issued to that staff member or authorized in advance by the library. No staff member shall share usernames, passcodes, passwords, or other securing information with any other person except for those authorized by the library. All staff members should exercise care in opening emails and attachments bearing suspicious traits, including unrecognizable email addresses, atypical typos, urgent demands,

requests for login credentials or sensitive data, or notable inconsistencies. Staff members shall immediately inform the IT Department if they know or suspect that any username, passcode, or password has been improperly shared, that a phishing email has been sent to a library email address, or that IT security has been violated in any other way.

Staff members are prohibited from downloading software, other program files, or online services from the internet without prior approval from the IT department. All files or software should be passed through virus-protection programs before use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into library systems and networks.

Violations

The library will investigate and respond to all reports of policy violations. Staff members are urged to report any violations of this policy to Human Resources. Any staff member who violates this policy or abuses the library-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access and receive appropriate progressive corrective action up to and including termination of employment.

To: Board of Library Trustees
From: Billy Treece, Director of Finance & HR
Date: August 22, 2024
Subject: Building a Balanced Budget for Fiscal Year 2025

Draft 1 of a balanced Fiscal Year (FY) 2025 budget is attached for your review and consideration.

About the Process

Each year, the Board of Library Trustees reviews and approves the library's annual budget. In accordance with Illinois law, because Oak Park is structured as a local village library, the approved budget is then submitted as a levy resolution to the Village of Oak Park, which levies a request on behalf of the library to the Cook County Treasurer. Typically spanning six months, the process generally is as follows:

- August: Draft 1 is presented for Library Board discussion and direction on levy resolution
- September: Draft 2 is presented for further Library Board discussion and review
- October: Draft 3 and levy resolution are approved by the Library Board
- November: Approved levy resolution is sent to the Village
- December: The Library's levy is incorporated into the Village's levy, approved by the Village Board, and sent to the Cook County Treasurer

About Budget Goals

In its commitment to the library's current strategic priorities (engagement, learning, stewardship, equity, and anti-racism), staff have spent several months collaborating to create a balanced Draft 1 budget. At a 3% property tax levy increase, the FY2025 budget continues work defined by the library's current strategic plan and is flexible enough to support a new executive director's vision once hired.

Why Build a Balanced Budget

A balanced budget reflects a situation in which the library's projected revenue aligns with anticipated expenses for the upcoming FY. The Board of Library Trustees last approved a balanced operating budget for FY2018 in October 2017.

Category	FY2018 Budget	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Budget
TOTAL REVENUE	8,315,152	8,680,638	9,657,439	9,593,264	9,921,764	10,497,382	11,500,478	11,863,600
TOTAL EXPENSES - Operating	8,315,152	8,838,818	9,773,132	10,045,628	10,351,797	11,044,050	11,879,343	11,863,600
NET SURPLUS/(DEFICIT) OPERATING	0	(158,180)	(115,693)	(452,364)	(430,033)	(546,668)	(378,865)	0
TOTAL EXPENSES - Capital	717,777	580,864	970,200	511,000	612,000	1,007,000	737,000	600,000
NET SURPLUS/(DEFICIT) OPERATING & CAPITAL	(717,777)	(739,044)	(1,085,893)	(963,364)	(1,042,033)	(1,553,668)	(1,115,865)	(600,000)

During the six years since, several factors have enabled the library to increase its operating budget **by over \$3,500,000**, or nearly 43%, to finance expensive and essential projects. These projects include vital building maintenance and repair, technology upgrades and improvements, market equity pay raises, and staff position conversions from part-time to full-time with access to benefits.

Also, during these last six years, deficit spending for operating *and* capital expenses has decreased the library's available cash. This fact makes continuing the practice of deficit spending a threat to the library's future financial security. It reduces the library's financial stability and potentially violates the Board's fund balance policy—approved to weather months between bi-annual property tax distributions.

Approving a balanced 2025 budget is the first step to establishing a more secure financial future. For FY2025 and beyond, there are no foreseeable external factors that will enable the library to gain more revenue—without submitting levy resolutions higher than 3%. Guided by its strategic priority of stewardship, staff believe the library can wait no longer to make smaller incremental changes to spending and rebuild essential cash reserves (for future capital projects and to serve as a financial safety net).

How Staff Balanced the Draft 1 Budget

Numerous discussions—among the library's Leadership, Management, and Finance Teams—inspired ideas and actions that began in 2023 about why and how to overcome FY2024's \$379,000 operating deficit. Shared goals, transparency, open discussions, and cross-service area collaboration have been crucial in developing this balanced Draft 1 budget. Staff believe it supports the library's mission, vision, values, and strategic objectives and fosters financial stability in the coming fiscal year.

Key Items to Note in the Draft 1 Budget

- **Revenue increases by 3.2%.** This total includes a property tax levy increase of 3%.
- **Operating expenses decreased by 0.1%.** This slight decrease means overall operating expenses remain essentially the same from FY2024 to FY2025, which is crucial to overcoming the current operating deficit.
 - **Important note:** Even with overall operating expenses remaining flat, the library's compensation philosophy of paying its staff members equitably according to the library market continues. Due to a steadfast focus on appropriately increasing staff salaries and wages over the last six years, market equity **pay increases of an average of 2.8%** are required and included to maintain this progress into FY2025. For more information, please refer to the attached Compensation Analysis and Market Equity Increase Summary charts.
- **Operating Net Surplus/(Deficit) is \$0.00.** A balanced budget.
- **Planned capital expenses are \$600,000.** In FY2025, we plan to maintain the Main Library building and the environment by:
 - Completing ongoing HVAC system repairs
 - Replacing chiller #2
 - Repairing the leaking copper roof
 - Upgrading to more LED lighting
 - Polishing and restoring the terrazzo floors
 - Replacing worn and damaged furniture
 - Replacing outdated computers

Oak Park Public Library

Draft 1 - FY2025 Budget Totals Summary

Category	FY2024 Budget	FY2024 Projection	FY2025 Budget	FY24-FY25 Budget Variance
TOTAL REVENUE	11,500,478	11,874,037	11,863,600	3.2%
TOTAL EXPENSES - Operating	11,879,343	11,503,590	11,863,600	-0.1%
NET SURPLUS/(DEFICIT) OPERATING	(378,865)	370,447	0	-100.0%
TOTAL EXPENSES - Capital	737,000	451,096	600,000	-18.6%
NET SURPLUS/(DEFICIT) OPERATING & CAPITAL	(1,115,865)	(80,649)	(600,000)	-46.2%

Recommendation

Library staff recommend that the Board of Library Trustees review and discuss Draft 1, focusing on the Revenue, People, and Capital Expenses sections, in relation to their support of the library's mission, vision, values, and strategic priorities. Library staff then request specific feedback and direction so any additional changes can be incorporated into Draft 2, to be presented at the Board's regular meeting in September.

Oak Park Public Library

Draft 1 - FY2025 Budget

Category	FY2024 Budget	FY2024 Projection	FY2025 Budget	FY24-FY25 Budget Variance
REVENUE				
Property Taxes, for operating	11,045,573	11,045,573	11,382,000	3.0%
Corp. Property Replacement Tax	250,000	269,987	225,000	-10.0%
Services charges and fees	2,200	135	0	-100.0%
Lost Books Reimbursed/Reciprocal Borrowing	7,000	10,747	7,000	0.0%
Sales	40,000	8,624	0	-100.0%
Rentals-Library Space	0	3,752	0	0.0%
Vending/Enterprise Income	0	2,528	0	0.0%
Parking lot revenue	21,000	21,515	22,000	4.8%
Photocopier & Printer Fees	0	0	0	0.0%
Interest	80,000	313,103	182,000	127.5%
Gifts	0	2,509	0	0.0%
Gifts From FOPPL	20,000	30,134	20,000	0.0%
Illinois Per Capita Grant	0	81,056	0	0.0%
Grants	0	44,078	0	0.0%
Community Fund Endowments	33,575	25,192	25,600	-23.8%
Miscellaneous Income	1,130	15,105	0	-100.0%
TOTAL REVENUE	11,500,478	11,874,037	11,863,600	3.2%
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	6,650,000	6,419,716	6,630,000	-0.3%
Employee Health Benefits	1,218,000	1,228,815	1,223,000	0.4%
IMRF (Illinois Municipal Retirement Fnd)	210,000	191,342	229,000	9.0%
FICA/MEDICARE	490,000	472,466	489,000	-0.2%
Workers Compensation Insurance	15,000	15,229	17,500	16.7%
Unemployment Compensation Ins.	18,000	19,772	22,000	22.2%
Total Compensation	8,601,000	8,347,340	8,610,500	0.1%
Talent Development				
Dues	22,000	22,000	14,000	-36.4%
Staff Development/Travel	95,000	95,029	98,100	3.3%
Tuition Reimbursement	27,000	27,000	27,000	0.0%
Recruitment	2,000	52,070	2,500	25.0%
Board Development	2,000	695	2,000	0.0%
Total Talent Development	148,000	196,793	143,600	-3.0%
TOTAL PEOPLE	8,749,000	8,544,133	8,754,100	0.1%
SUPPORT SERVICES				
Marketing				
Promotions	20,000	19,630	19,000	-5.0%
Publications	33,000	32,501	31,550	-4.4%
Total Marketing Support	53,000	52,131	50,550	-4.6%

Oak Park Public Library

Draft 1 - FY2025 Budget

Category	FY2024 Budget	FY2024 Projection	FY2025 Budget	FY24-FY25 Budget Variance
Store				
General Merchandise	25,000	4,364	0	-100.0%
Fees and Services	3,500	724	750	-78.6%
Total Store Support	28,500	5,088	750	-97.4%
Collections				
ILL Payments	3,675	1,402	3,000	-18.4%
Cataloging/Bib Search Fees	2,625	2,437	3,000	14.3%
Total Collections Support	6,300	3,839	6,000	-4.8%
Administration				
HRIS and Payroll Processing Fees	28,000	25,770	28,850	3.0%
Mileage & Miscellaneous reimbursement (non-conference)	25,300	19,017	25,300	0.0%
Hospitality	5,000	2,500	5,000	0.0%
Staff Appreciation / Engagement	12,000	12,000	12,000	0.0%
Audit Fees	9,300	9,200	11,600	24.7%
Unclaimed Property Escheatment to State of Illinois	232	0	650	180.2%
Merchant Account Services	1,800	2,009	2,050	13.9%
Consulting Services - Admin	75,200	93,790	60,000	-20.2%
Intergovernmental Agreements (IGA)	22,211	24,546	25,000	12.6%
Legal Fees	20,000	34,031	30,000	50.0%
Postage & Delivery	10,500	13,364	16,500	57.1%
Insurance	112,000	108,434	124,700	11.3%
Grant Expenses	0	50,141	0	0.0%
Supplies	90,000	82,205	90,000	0.0%
Total Administration Support	411,543	477,008	431,650	4.9%
Other Support Services				
Telephone/Communications	66,000	55,854	65,000	-1.5%
Office & Library Machinery Service	27,000	13,897	20,000	-25.9%
Total Other Support Services	93,000	69,751	85,000	-8.6%
TOTAL SUPPORT SERVICES	592,343	607,817	573,950	-3.1%
EQUITY AND ANTI-RACISM				
Learning and Development	12,000	12,000	12,000	0.0%
Supplies - Equity	2,000	2,000	2,000	0.0%
TOTAL EQUITY AND ANTI-RACISM	14,000	14,000	14,000	0.0%
LIBRARY MATERIALS				
Print materials	373,500	372,599	380,500	1.9%
Audio and video materials	101,000	96,463	95,500	-5.4%
Digital content	620,000	654,335	640,000	3.2%
Devices	40,000	28,113	30,000	-25.0%
Realia and other formats	13,000	11,168	10,500	-19.2%
Archival collection	20,000	19,683	20,000	0.0%
TOTAL LIBRARY MATERIALS	1,167,500	1,182,361	1,176,500	0.8%

Oak Park Public Library

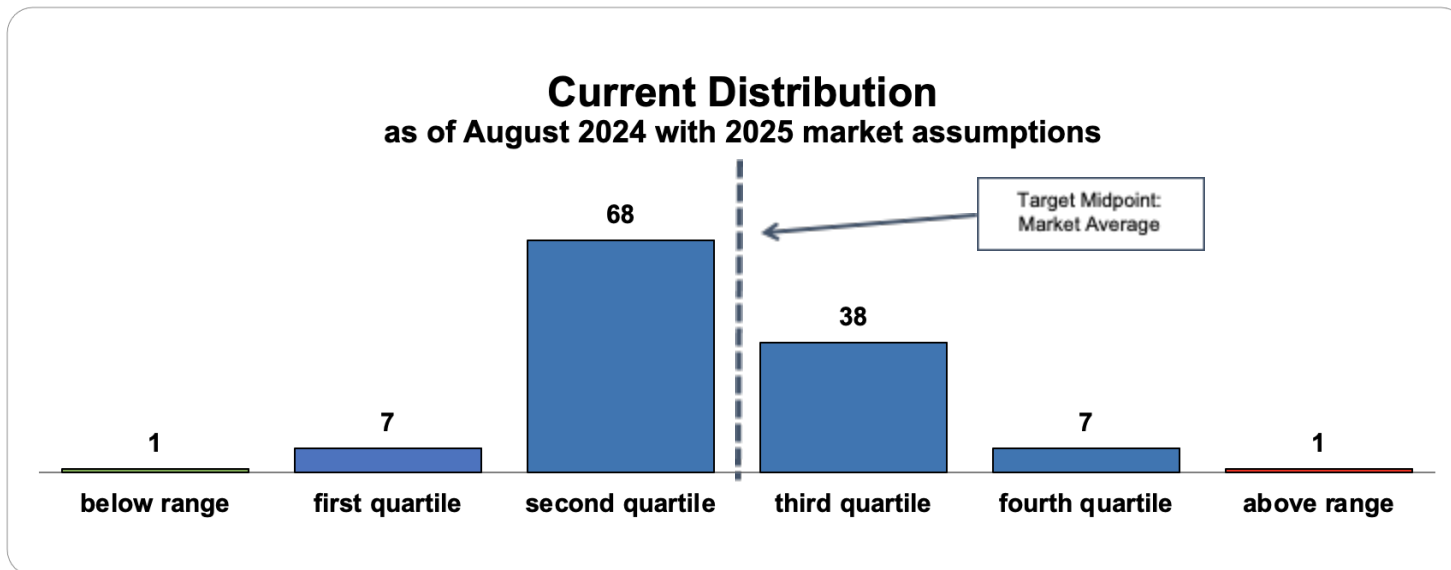
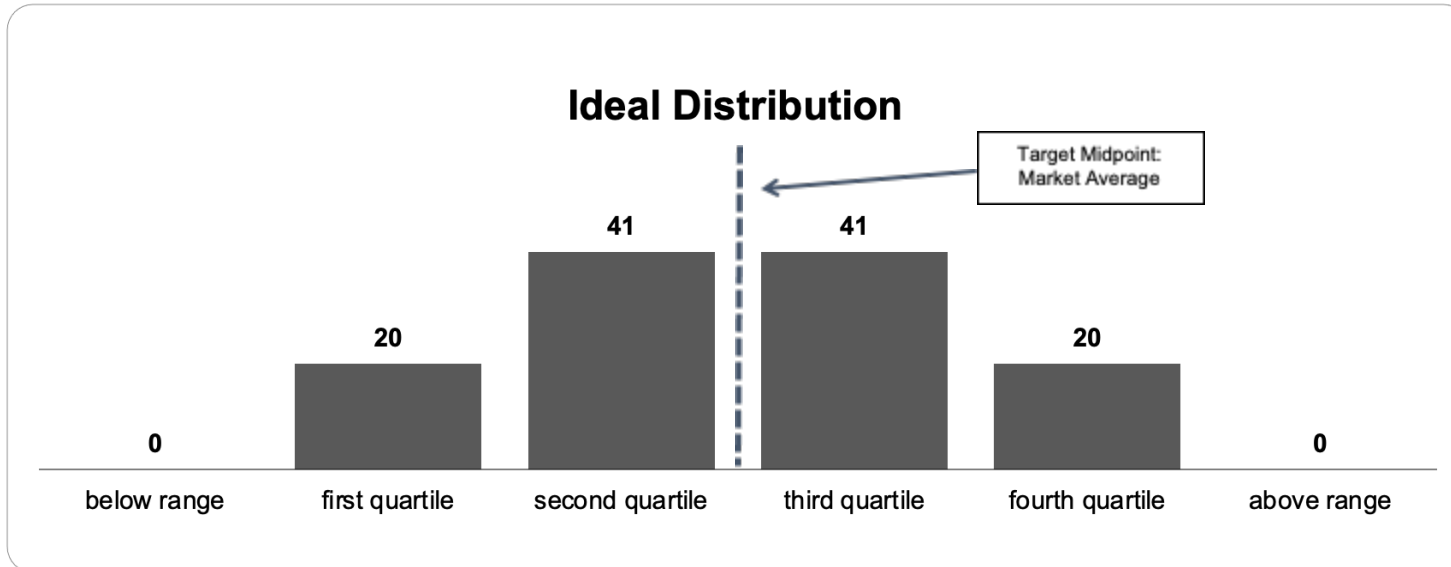
Draft 1 - FY2025 Budget

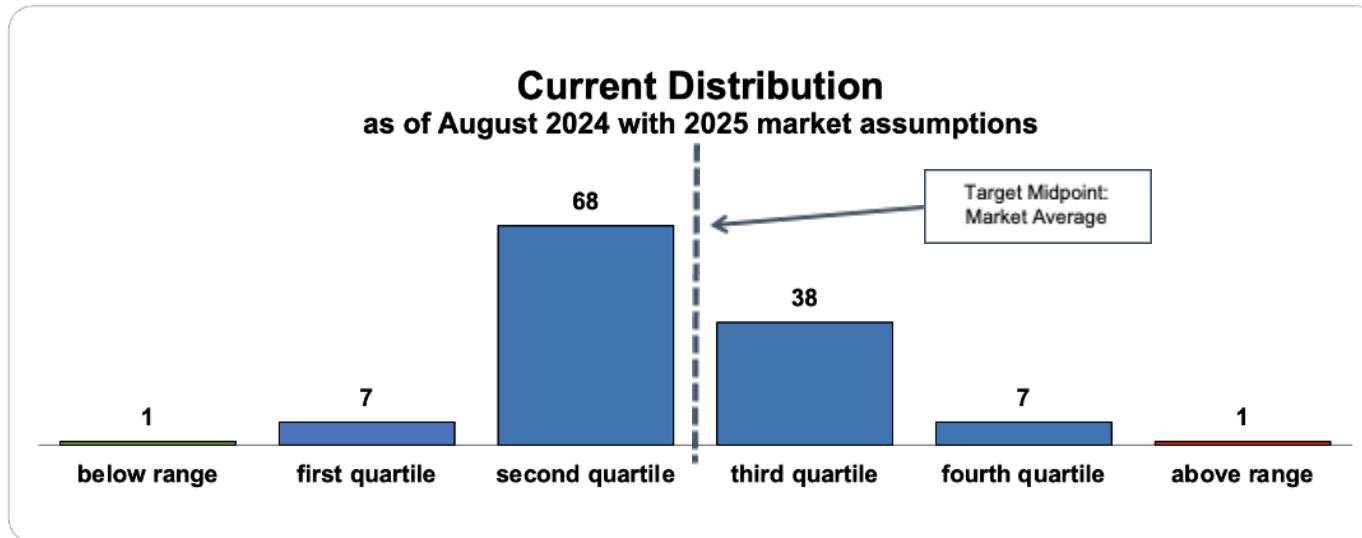
Category	FY2024 Budget	FY2024 Projection	FY2025 Budget	FY24-FY25 Budget Variance
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	4,000	2,047	2,800	-30.0%
Building Materials & Supplies	10,000	10,097	10,000	0.0%
Equipment Parts	10,000	9,963	10,000	0.0%
Cleaning & Housekeeping Supplies	10,000	7,680	8,500	-15.0%
Signage	4,000	3,736	4,000	0.0%
Total Facility Supplies	38,000	33,523	35,300	-7.1%
Facilities Services				
Landscaping and snow removal services	25,000	23,007	25,000	0.0%
Custodial Services	223,000	216,481	225,000	0.9%
Water	11,500	11,532	11,750	2.2%
Sewer/Garbage	15,000	12,384	13,500	-10.0%
Parking lot expense	10,000	9,388	10,500	5.0%
Natural Gas	125,000	90,000	95,000	-24.0%
Rentals--Equipment & Facilities	25,000	17,385	25,000	0.0%
Repair & Maintenance Prop. & Equip.	235,000	234,847	242,000	3.0%
Total Facilities Services	669,500	615,023	647,750	-3.2%
TOTAL FACILITIES MANAGEMENT	707,500	648,545	683,050	-3.5%
PUBLIC SERVICES				
Programming				
Children's Programming	25,000	25,436	25,000	0.0%
Young Adult Programming	30,000	26,279	27,000	-10.0%
Adult Programming	25,000	21,000	23,000	-8.0%
Community Engagement	24,000	14,092	14,000	-41.7%
Social Services	10,000	5,080	10,000	0.0%
Creative Studio	5,000	5,001	8,000	60.0%
Total Programming	119,000	96,887	107,000	-10.1%
Digital Services				
Consultant Support Services	50,000	43,432	65,000	30.0%
SWAN	111,000	110,524	115,000	3.6%
Website development/CMS	4,000	1,799	0	-100.0%
Subscriptions and services	340,000	229,090	350,000	2.9%
Equipment and supplies	25,000	25,000	25,000	0.0%
Total Digital Services	530,000	409,846	555,000	4.7%
TOTAL PUBLIC SERVICES	649,000	506,734	662,000	2.0%
TOTAL EXPENSES - Operating	11,879,343	11,503,590	11,863,600	-0.1%

Oak Park Public Library

Draft 1 - FY2025 Budget

Category	FY2024 Budget	FY2024 Projection	FY2025 Budget	FY24-FY25 Budget Variance
EXPENSES - Capital				
Facilities Equipment	10,000	9,364	10,000	0.0%
Furnishings	100,000	80,302	75,000	-25.0%
Technology Projects and Equipment	50,000	50,000	50,000	0.0%
Building Improvements	571,000	305,430	465,000	-18.6%
Special Projects	6,000	6,000	0	-100.0%
TOTAL EXPENSES - Capital	737,000	451,096	600,000	-18.6%
TOTAL BUDGET EXPENDITURES	12,616,343	11,954,685	12,463,600	-1.2%
NET SURPLUS/(DEFICIT) OPERATING	(378,865)	370,447	0	-100.0%
NET SURPLUS/(DEFICIT) OPERATING & CAPITAL	(1,115,865)	(80,649)	(600,000)	-46.2%
Per Household Rate for Library Service	493.24		508.26	3.0%
State method: (Prop Taxes/Population)*Avg Persons per Household				
2024 Population: 51,282				
Average persons per household: 2.29				



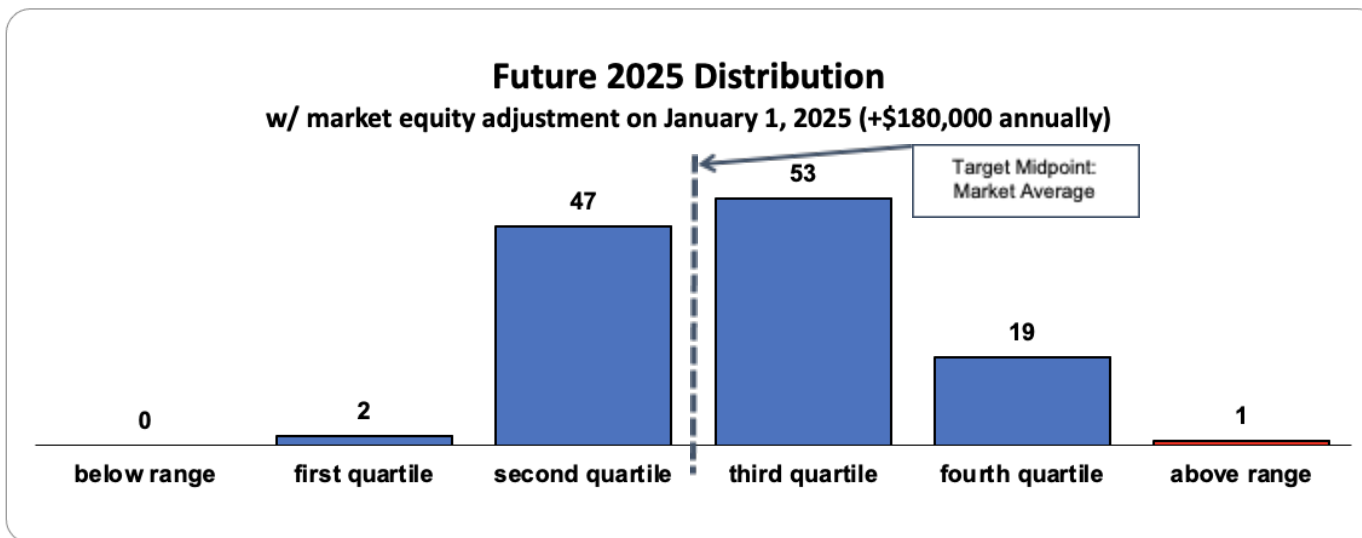


Current Distribution by Pay Grade as of August 2024

Pay Grade	below range	first quartile	second quartile	third quartile	fourth quartile	above range	Total
1	0	0	2	8	2	0	12
2	0	0	21	13	1	1	36
3	0	0	12	3	2	0	17
4	1	5	19	9	0	0	34
5	0	1	5	0	0	0	6
6	0	1	8	2	0	0	11
7	0	0	0	3	2	0	5
8	0	0	1	0	0	0	1
Total	1	7	68	38	7	1	122

2025 Market Equity Increase Recommendation

Pay Grade	below range	first quartile	second quartile	third quartile	fourth quartile	above range	Avg. Incr.
All	4%	3.5%	3.0%	2.5%	2%	0%	2.8%



Future Distribution by Pay Grade with Market Equity Increases as of January 2025
Estimated Cost: +\$180,000

Pay Grade	below range	first quartile	second quartile	third quartile	fourth quartile	above range	Total
1	0	0	0	3	9	0	12
2	0	0	9	20	6	1	36
3	0	0	10	5	2	0	17
4	0	2	15	17	0	0	34
5	0	0	6	0	0	0	6
6	0	0	6	5	0	0	11
7	0	0	0	3	2	0	5
8	0	0	1	0	0	0	1
Total	0	2	47	53	19	1	122

Bylaws of the Board of Trustees of the Oak Park Public Library

Library Board approved March 16, 2010. Revised October 24, 2012. Revised April 22, 2014. Revised July 15, 2014. Revised February 27, 2018.

ARTICLE I – DEFINITION

The name of this village body shall be Oak Park Public Library (hereinafter referred to as the “Library”).

ARTICLE II -PURPOSE

The Board of Trustees of the Oak Park Public Library is responsible for governance and overseeing the provision of library service to meet the needs of the Oak Park community. To this end, the Board shall:

1. Determine Library policies.
2. Employ a capable library administrator.
3. Secure adequate funds for library operations.
4. Approve expenditure of library funds.
5. Provide and maintain adequate facilities.
6. Insure a representative selection of library materials.
7. Promote use of the Library within the community.
8. Perform other duties as outlined in Illinois Compiled Statutes.

Trustees serve without compensation but may be compensated for expenses. In their position of public trust, Trustees shall avoid conflicts between private interests and official responsibilities. Prior to May 1st of each calendar year, all Trustees shall file a Statement of Economic Interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

ARTICLE III – MEMBERSHIP

The Board of Trustees shall consist of seven (7) members elected by the voters of the Village of Oak Park. The term of each member shall be for four years from the Annual Meeting of the Board in May. Trustees are elected in odd-numbered years and the terms are staggered, with four expiring one year, and three in the next odd-numbered year. Vacancies are filled according to the process laid out in 75 ILCS 5/4-4.

ARTICLE IV – OFFICERS

The officers of the Board Trustees shall be a President, Vice-President, Secretary, and Finance Officer, each to be elected at the annual meeting by a majority vote of the Trustees present. Each term of office shall be for one year, or until a successor has been elected and qualified. If a vacancy occurs in an Officer position, an election is held among the remaining Trustees.

ARTICLE V -DUTIES OF THE OFFICERS

President: The President shall preside at all meetings of the Board of Trustees, appoint committees and committee chairs, act as ex officio member of all committees, and perform such other duties as are normally associated with the office or may be assigned to him or her by the Board.

Vice-President: The Vice-President shall, in the absence of the President, perform all duties of that office and shall have such other duties and responsibilities as the Board may determine.

Secretary: The Secretary shall have charge of such correspondence as is delegated by the President of the Board of Trustees. The Secretary shall be responsible for distribution, collection and tabulation of forms used in the annual Executive Director's evaluation.

The Secretary shall preside in the absence of both the President and Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President pro tem from among themselves to conduct that meeting only.

The Village Treasurer of the Village of Oak Park shall be ex-officio Treasurer of the Board of Library Trustees and shall post bond as required by statute.

The Finance Officer is the board's chief liaison with the Executive Director to develop the budget.

ARTICLE VI – COMMITTEES

Committees are advisory groups. They present non-binding recommendations to the Board which the Board then decides to accept, reject or modify. All committees are considered ad-hoc committees or committees-of-the-whole unless otherwise determined by a vote of the majority of the Board.

Ad hoc Committees

The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. Ad hoc committees shall review matters within the scope of their assigned work shall advise the Board of Trustees and the Library Executive Director thereon. All ad hoc committees shall abide by the general committee procedures described previously and shall disband when they have completed the work for which they were appointed.

The Nominating Committee is an ad hoc committee and will consist of three Trustees appointed by the President at least 30 days in advance of the Annual Meeting each year. The Committee shall recommend a slate of officers to the Board.

The President may appoint members of the Board to act as liaison agents between the Library and other institutions in the community.

ARTICLE VII – MEETINGS

The rules contained in Robert's Rules of Order (newly revised) shall govern the business of the Board in all matters not covered by the bylaws.

All meetings shall be posted and open to the public as required by the Open Meetings Act and the Illinois Compiled Statutes.

The President of the Board shall establish the agenda as required.

Four members of the seven-member Board shall constitute a quorum for conducting business. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Trustees in office.

Regular monthly meetings of the Board shall be held in the Library at times to be established annually. This schedule of monthly meetings shall be posted in the Library buildings and on the Library's web site.

Committee meetings shall be held in the Library as needed and an announcement shall be posted in all required locations no less than forty-eight (48) hours in advance of the meeting. Notice of all committee meetings will be sent to Board members. If a majority of the committee members are present, that shall constitute a quorum.

The May meeting each year shall be the Annual Meeting. The Board shall, at the Annual Meeting, elect Officers and conduct any other appropriate business.

A retreat will be held each year to discuss the library's strategic priorities and objectives.

Special meetings may be called by the President, or upon the written request of two Trustees. Only such business as stated in the call may be transacted at a special meeting. Except in the case of a bona fide emergency, notice of call shall be sent to all Trustees and posted in all required locations no less than 48 hours prior to a special meeting. All special meetings will be posted and held as required by the Open Meetings Act.

An annual communication shall be sent to the local press informing them of the schedule of monthly meetings and that committee meetings are held as posted in the Library. The fullest participation and attendance in all Board meetings should be achieved whenever possible.

ARTICLE VIII – ORDER OF BUSINESS

The regular Order of Business of the monthly meeting shall be:
Roll call

Approval of Minutes
Trustee Comments and Board Calendar
Visitor Comments
Financial Report
Unfinished Business
New Business
Executive Director Report
Other Reports
Adjournment

ARTICLE IX – THE LIBRARY EXECUTIVE DIRECTOR

The Board shall appoint an Executive Director, who will be responsible for the administration of the Library. The Executive Director shall report directly to the Board and shall be authorized to develop library programs, establish the organizational structure, purchase materials, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The Executive Director shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct.

The Board of Trustees will evaluate the performance of the Executive Director and determine compensation annually using an agreed upon process. All pertinent dates shall be set forth in the Board Calendar.

ARTICLE X – AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting of the Board and shall become effective when adopted by a majority vote of the Board at a subsequent meeting. The bylaws shall be reviewed annually as noted in the Board Calendar.

ARTICLE XI – INDEMNIFICATION OF TRUSTEES, OFFICERS AND EMPLOYEES

If any claim or action not covered by insurance or ordinance of the Village of Oak Park is instituted against a Trustee of the Oak Park Public Library arising out of an act or omission by a Trustee acting in good faith for a purpose considered to be in the best interest of the Library; or if any claim or action not covered by insurance or ordinance is instituted against an officer or employee of the Library allegedly arising out of an act or omission occurring within the scope of his/her duties as such an officer or employee; the Oak Park Public Library shall, at the request of the Trustee, Officer or Employee:

- A. Appear and defend against the claim or action; and
- B. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
- C. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.

Decision as to whether the Library shall retain its own attorney or reimburse the Trustee, Officer or Employee expenses for their own legal counsel shall rest with the Board of Trustees and shall be determined by the nature of the claim or action.

For the purpose of this Article, the term Trustee, Officer or Employee shall include former Trustee, Officer or Employee of the Library. This Article shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal misconduct. In such case, indemnification will be determined after an investigation of the facts.