OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room
Tuesday, September 24, 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**
   August 27, 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. Tuesday - Thursday, October 8-10th: ILA Annual Conference at Peoria Civic Center
   b. Tuesday, October 22nd 6:30pm: Regular Library Board Meeting

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. August 2024 Financial Reports   **(Discussion)**
   b. August 2024 Resolutions on Disbursements   **(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. Review Board By-Laws   **(Discussion)**

10. **New Business**
    a. Executive Director Search Update by Koya   **(Discussion)**
    b. Information Systems Use Policy Revision   **(Action)**
    c. Draft 2 FY2025 Budget   **(Discussion)**
    d. Board Training Proposals   **(Action)**
    e. November Board Meeting Date   **(Action)**

11. **Closed Session**

12. **Adjournment**

Minutes for August 27, 2024 Regular Library Board Meeting

1. Call to order and roll

President Fruth called the meeting to order at 6:35pm. Secretary Fairfax took roll.

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

Also attending: Suzy Wulf, Co-Interim Director, Leigh Tarullo, Co-Interim Director, Billy Treece, Director of Finance and Human Resources

Public commentators: None.

2. Approval of Minutes

July 23, 2024 Regular Meeting

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

3. Public Comments

No public comments were made for this regular library board meeting.

4. Trustee Comments and Calendar

Discussed were the Elected Officials BBQ, the next regular library board meeting, and the ILA Annual Conference.

5. Interim Co-Director Report

Wulf discussed Tarullo acting and serving as the staff leadership liaison for the meetings with Koya Partners, along with the board committee for the executive director search. Wulf reported on the leadership and management teams meeting with Koya Partners.

6. Staff Reports

a. Strategic Priorities Report

Wulf discussed the report, highlighting the Middle and High School Services having activities for teens over the summer to engage and participate in programs at the library, highlighting two staff spotlights, digital learning specialist and library assistant from Learning and Anti-Racism & Equity respectively. Tarullo discussed the report, highlighting a library tour for older adults,

noting visiting the Creative Studio and Special Collections and the feedback from the tour. Highlighted was the Facilities team improving and maintaining the library facilities by having a fire sprinkler inspection and the work of major projects such as the parking garage equipment and exhaust fan and air handler systems.

b. Additions and Terminations Report

c. Staff Changes Report

7. Financial Reports

a. July 2024 Financial Reports

The board reviewed the financial reports dated July 31, 2024.

b. Resolutions on Disbursements

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

8. Additional Reports

a. Intergovernmental Committee (IGOV): Did meet. Rogers reported on a panel for prospective trustees, scheduled to be held in September.

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

c. PlanIt Green: Did meet. Foss reported the website not being up to date and noted the continued great work with the community.

d. Friends of the Oak Park Public Library: Did meet. Ganguly reported on the August meeting held about the statistics from the book fair, noting an increase in sales from the previous year as well as an upcoming fall social and volunteer pizza party.

9. Unfinished Business

a. Executive Search Process

Fruth discussed the search committee, which consists of Chakraborty, Fairfax, Foss, along with Tarullo as a representative from the staff in facilitating the conversations between staff in Leadership and Management teams with Koya, having meetings scheduled every two weeks. Discussed is the development of the timeline for the process and the needs assessment survey, which will go out to staff members to participate in. Chakraborty discussed the timeline, noting the second committee meeting scheduled to meet and the many stages of the search process: including outreach and candidate cultivation, interviews and references, meeting with the final

candidates, and the importance of communications between board members and the executive search committee. Discussed is the ways of getting community input and how the information will be used towards the search process.

b. Information Systems Use Policy

Motion to approve the Information Systems Use Policy, as an interim policy for the next 90 days, where it will be reviewed by the library board and staff for revisions to be brought into the next regular library board meeting for approval.

Moved by Chakraborty. Seconded by. Bloom. Approved by all trustees, with the exception of Foss who abstained.

10. New Business

a. 2025 Library Budget Draft

Discussed is the 2025 Library Draft Budget where it starts with the memo detailing the process and key items to discuss in the draft budget such as: revenue, people, and capital expenses. Noted is the importance of building and maintaining a balanced budget by decreasing the deficit and how staff balanced the budget. Several budget lines were discussed, from workers compensation to dues.

b. Bylaws of the Board of Trustees Review

Discussed are the current By-Laws of the Board of Trustees such as the meeting structure, committees, and order of business. Emphasized are that any changes made to be proposed at the next regular board meeting to be approved at the following meeting after.

11. Closed Session

Motion to enter closed session to discuss personnel matters. Moved by Bloom. Seconded by Foss.

Secretary Fairfax took roll to enter into closed session. Approved by all trustees.

12. Adjournment

Fruth adjourned the meeting at 9:34pm.

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

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

Kicking off a new school year

In August, the Middle & High School (MHS) Services Team was busy preparing for the start of the new school year by connecting with community partners and marketing their fall programs. The team participated in a variety of events, including OPRF College Night for Seniors, Back-to-School Nights at both OPRF High School and Julian Middle School, and a Back-to-School Social & Supply Giveaway hosted by the Oak Park Township at the Community Recreation Center (CRC), where the team organized free hair braids for students (pictured at right). **Throughout the month, MHS Services collaborated with Children's Services and Community Engagement to engage youth, families, and educators at these events** and promote resource-sharing and relationship-building. The MHS Team is excited about their planned collaborations and offerings as the school year gets underway.

Promoting mental health & suicide prevention resources

In August, the library partnered with the Community Mental Health Board (CMHB) of the Oak Park Township to give away free lawn signs in the vestibule at the Main Library to promote the 988 Suicide & Crisis Lifeline. These dual-language English-Spanish signs are free to anyone, with the CMHB monitoring and refilling the box as needed. The sign giveaway is planned to last throughout September to tie in with Suicide Prevention Month, with the goal to raise awareness about 988 as a resource and to support people seeking help when they need it.

Social Services & Public Safety

Working to decrease opioid use & overdose

Our Public Safety Team and Director of Public Safety & Social Services Rob Simmons continue their efforts to help decrease opioid use among library patrons by providing outreach services and referrals to community resources. Recently, there has been an increase of patrons using opioids (heroin) at the Main Library — highlighting the ongoing need for resources to support these community members and serving as a reminder of how important our partnership is with the Oak Park Public Health Department and its Opioid Overdose Prevention Project. Rob is working closely with local social service agencies and public health organizations to help the library address opioid substance use among library patrons.

Community Voice

The organizers from the Township's Back-to-School Social & Supply Giveaway on August 9 (mentioned above) shared the following feedback after the event:

"On behalf of the Youth and Family Services Department, we would like to thank you ALL for joining us for our 6th Annual Back-to-School Social! **This was our biggest event yet; we gave out 291 bookbags to OPRF youth along with all the giveaways and resources they received from all the community organizations!** We look forward to partnering with you once again next year to make a positive impact for the youth in our community."

Staff Spotlight

Supervising Librarian in MHS Services Alex Gutierrez has built a remarkable relationship with ESL teachers from Julian and Brooks Middle Schools and has provided valuable support to ESL and immigrant students over the past school year. Alex has warmly welcomed these students into library spaces, helping them sign up for library cards and assisting them in using digital resources. His bilingual skills have been critical in making immigrant students, in particular, feel included and supported at the library. This summer, 18 students and three teachers from Brooks visited the library, where they checked out books, used the Veterans Room to watch a movie, and explored our spaces. Alex was a gracious host, setting up snacks and providing exceptional service. He was patient, collaborative, and truly created a memorable experience for both students and staff.

► **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

2024 Summer Reading Program

On August 21, our 2024 Summer Reading Program (SRP) came to a close, after nearly three months of excitement. We ran our Adult SRP and longstanding Kids SRP during the same time period for optimal compatibility between programs. Both programs used Beanstack, an online platform where participants could register and track their reading and activities.

In our Kids SRP, we once again centered time-based tracking, encouraging readers to log 20 minutes per day, working toward a 25-hour goal for the summer. As always, our motto was "all reading is good reading," and kids were encouraged to read in a way that best suits them — including not only independent reading but also being read to, listening to audiobooks, and reading in any genre. Each hour of reading earned kids a bead or vinyl sticker, plus special beads for every five hours logged. Participants were also able to choose from over 140 activities in six categories, logging their activities and earning badges through Beanstack. After completing five activities in one category, they could also earn additional special beads. **Over the summer, more than 1,900 people registered and more than 1,400 active participants collected over 20,000 beads and stickers, completed over 4,500 activities, and logged over 1.3 million minutes of reading — an impressive 2.5 years' worth of time!** Dig into more detail about the amazing work our participants did in this report.
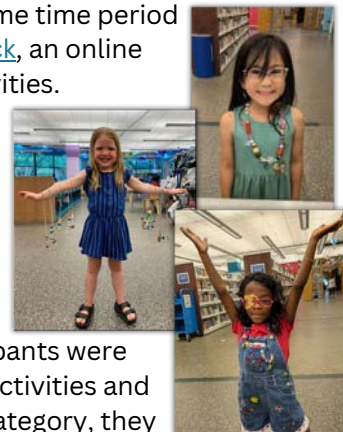
Building on last year's successes, **Adult SRP aimed to create a shared experience for Oak Park's passionate readers, connecting them to specific lists of titles thoughtfully created by the Collections Team and the wide array of programs and services at our library.** Participants had the opportunity to earn badges by participating in a variety of activities, such as reading or watching their favorite title, selecting a title from a curated list, taking a course via an online resource like LinkedIn Learning or Creativebug, or attending a library program or event. For every virtual badge a participant earned, their name was added to a drawing, and five winners received a $100 OPRF Chamber of Commerce gift card to be used at a wide array of local businesses. **By the end of the program, 351 individuals age 18 and older had registered for the program, with nearly 200 active participants having completed more than 600 activities, logged over 5,300 hours of reading (320,870 minutes), and earned more than 900 badges.** We were happy with how the community engaged with this program and look forward to continuing to build this program next summer.

Trauma-informed care in libraries

As mentioned briefly in last month's Strategic Priorities Report, **Staff Learning & Well-Being Specialist Ginger Slade and Co-Interim Director Suzanne Wulf recently collaborated to organize a Trauma-Informed Care in Libraries staff training led by Beth Wahler. This two-part training focused on implementing trauma-informed care in a library setting and acquiring skills for addressing and minimizing interpersonal challenges from a trauma-informed perspective.** The first session provided an overview of trauma, its impact on human behavior, and how it affects library staff and visitors. The second session focused on developing skills to establish boundaries with visitors while minimizing trauma for everyone involved. In this interactive second session, staff had the chance to practice and build their confidence in applying these skills to common situations involving patrons.

Community Voice

Recently, our Co-Interim Directors received the following message of gratitude from a library patron:

"**OPPL is a wonderful library**. I thank God for the privilege of living in walking distance of Oak Park's Library and its **helpful, skilled, and knowledgeable staff. I am especially grateful to Rashmi [Swain, Adult Education & Career Services Librarian] who has helped me and people I refer to her with job search, resume and interview skills, providing resources and guidance for many questions.** Most recently I attended a film screening of Shall We Dance? [at the Main Library] It was so inspirational and enjoyable. She [Rashmi] also provided background information to enrich the experience."

STEWARDSHIP in August 2024

▶ We invite everyone into library spaces that are welcoming, safe, and inspiring.
▶ We provide broad, effective, and equitable access to resources.
▶ We prioritize sustainability.
▶ We support all library staff to achieve happiness, well-being, and success.

Work Highlights

Communications & Development

An update on The Store
Between January 1 and September 15, $4,364 has been invested in the library's Store, with $7,389.81 in net sales generated via 270 transactions. The summer's top-selling item was the baseball cap, with youth t-shirts and black canvas tote bags also generating a high number of sales. **In addition to supporting 24/7 online store transactions, Communications Specialist Camayia Dantzler has staffed 12 pop-up shops since April (10 at Main, one at each branch).** Due to local business association bylaws, finding outside-the-library sales opportunities has been challenging; however, **the Communications and Community Engagement Teams continue to identify local businesses willing to host pop-ups.** Camayia staffed the July 20 Hemingway Business District Sidewalk Sale and, on September 24, plans to be at a Noche de Loteria event at Tacos '76. To encourage sales, 10% discounts were shared at community events, all summer Book Bike events, and with all D97, D200, and Collaboration for Early Childhood employees. The Communications Team has also advertised Store merchandise via email, social media, and print posters (at all library locations, with the Book Bike, and at Happy Apple Pie Shop).

Facilities

Updating & maintaining library facilities
In August, the Park District of Oak Park (PDOP) worked with McCann Window and Door to replace over 75 windows throughout the Dole Center, including the eight arch-style windows that help illuminate our branch library. The Dole Branch closed for seven days to accommodate the installation, and the project went extremely smoothly, thanks to the communication and cooperation between PDOP and multiple library teams.

At the Main Library, two major projects were also completed:

- **Our parking garage equipment update**, which included a dedicated server and new internal processing equipment for the entry gate, exit gate, and pay station. **Patrons and staff should expect better gate reliability, faster ticket and payment processing, the addition of tap-to-pay and app-based payments, and better information security.**

- **Our air handler and exhaust fan efficiency upgrade project**, which saw the replacement of old, obsolete variable frequency drives (VFDs) with modern and more capable VFDs on our air handler and additional VFDs in our exhaust fan system. This project also included the installation of an energy valve on our hot water loop, designed to control the flow of hot water through our preheat coil and ensure that we are achieving proper heat exchange and not wasting energy. **Updates like these are critical to equipment efficiency and performance, as well as building comfort.**

Collections

Improving team workflows
Over the last few months, the Materials Handling Team has been reassessing workroom priorities and discussing opportunities for workflow improvements. Initiated by Supervising Librarian Maya Conde-Kalmijn, the team finalized updates aimed at **enhancing workflow understanding among staff and addressing the increasing demands on the team during historically busy periods.** As a result of these discussions and since implementing the updates, Materials Handling staff have not only reported a better understanding of team needs and workflow expectations but have also successfully accommodated the increased flow of materials through the room — a win for both staff and patrons.

Staff Spotlight

Thanks and appreciation go to Communications Specialist Camayia Dantzler, who is an essential and respected member of our library's Communications Team. Camayia has managed pop-up shop sales and order fulfillment for The Store since its Spring 2024 launch. After making an unexpected position pivot in March, she has succeeded in balancing these responsibilities with a new role. Camayia now applies her attention to detail, organizational skills, and positive, collaborative attitude on a daily basis to help expand the library's in-house event promotion and digital communications support.

► **We create and implement library policies that promote equitable outcomes for our staff and the public.**
► **We prioritize relationship-building and meaningful collaboration in our efforts to advance anti-racism.**

Work Highlights

Public Services & Programs

A bilingual story time at Wonder Works
On August 16 at a **Back-to-School Night event at** Wonder Works Children's Museum, Latine Language & Culture Librarian Nora Sanchez had the pleasure of leading a bilingual story time for all ages, where she read *Pete el Gato*. **The story time was filled with laughs and excitement, with 25 children and 15 adults enthusiastically joining in to sing songs in both Spanish and English.** At the end, many attendees expressed interest in the library's other Spanish language story times, eager to continue the fun and learning.

Latine Author Book Cafe
Our Latine Author Book Cafe, led by Nora Sanchez and taking place on the second Tuesday of each month, celebrated two years in August! During the August 13 session, a group of ten patrons discussed Ana Castillo's *Doña Cleanwell Leaves Home*, a collection of short stories that delve into the experiences of women at various stages in their lives — from a daughter moving out and going to college, to a woman experiencing menopause, to navigating work within a capitalist system, and even encountering ghosts. By the end of the session, attendees found it intriguing to hear which stories resonated most with others, reflecting the rich diversity of perspectives within these Book Cafe discussions.

Collections

Diversifying Special Collections
Toward the end of this summer, **the Special Collections Team worked diligently to prepare 652 audiocassettes of Stan West radio interviews (donated by him to the library and pictured at right) to ship to** George Blood LP **(a leading provider of archival audio preservation) for digitization.** Stan West is a journalist, author, documentarian, and former foreign correspondent, as well as a retired teacher from Columbia College. He lived in Oak Park for many years and co-authored the book, *Suburban Promised Land: The Emerging Black Community in Oak Park, Illinois, 1880-1980*, which won the 2010 Illinois State Historical Society Award for Excellence. The team spent multiple weeks inventorying, photographing, and creating metadata for these cassettes, as well as packing them for shipment. Funds from Barbara Ballinger are covering the costs of digitizing this important donation to the library. **The Special Collections Team is very excited to process and make accessible these recordings, especially related to their goals of diversifying Special Collections and highlighting historically significant, underrepresented figures in the collections.**

Communications & Development

Using data to reach underserved areas of Oak Park
This summer, **the library conducted its fourth strategic marketing campaign.** With the goal of **continuing to address the questions 1) who are we not yet serving and 2) how can we reach them**, the library used its OrangeBoy Savannah software subscription to identify the **six U.S. Census tracts with the highest percentages of BIPOC residents and households below the poverty line and the lowest percentages of active households.** We then used an integrated marketing approach of direct mail (postcards pictured at right), push emails, and geofenced Google advertising to reach out to households in these areas. **From the start of the campaign (June 1) through September 11, we saw a total of 1,507 new cardholder accounts (1,387 library cards with full access and 120 digital-only accounts) and a total of 962 cardholders re-engaged** (161 cardholders moved from no library use in the last 12 months to at least one use, and 802 increased library use to more than once over the last nine months). A full report is available here. In the future, the library expects to continue to use Savannah and these integrated marketing approaches to expand awareness within the community.

My Public Library Is…

THE BEST SEARCH ENGINE

- Librarians prevent information overload. A single Google search can return billions of results with contradictory information. Librarians are trained professionals who can help find the most trustworthy, accurate information. They can also help identify the difference between fake and real news.

- Google isn't always the best source of information—and it's not the only source. Many libraries offer books, e-books, journals, DVDs, online databases, and other materials not available online, or not available for free online.

AN EXCELLENT INVESTMENT

- Communities that spend more on libraries are shown to support the well-being of community members much more than those that do not.

- A very small portion of a household's property tax bill (5% or less, in most cases) goes to the public library. Libraries serve the needs of the entire community with that limited amount of revenue.

- Funding libraries is an investment in the community and libraries are a smart investment. State studies show that the return on investment is between $5-6 for every dollar spent on the library.

- Public libraries strengthen the economy of their communities. Libraries provide computer access and job-hunting assistance, including helping people create resumes and prepare for interviews. They also offer resources and support for small businesses and entrepreneurs.

STAFFED WITH INFORMATION EXPERTS

- There's something for everyone at the library— thanks to librarians, who have specific training to understand the needs of their communities and to lead customers to the best print and online resources to meet those needs.

- Librarians teach users to navigate the information world, both in print and online, not only connecting them to the newest technologies, but teaching them how to evaluate and use these resources.

A CENTER OF THE COMMUNITY

- Public libraries create community, a third space, for people of all ages to meet, learn, and enjoy themselves and the company of those around them, promoting a sense of belonging. And there is no cost for admission.

- Libraries are often the only place in the community where everyone is welcome including all underserved and marginalized populations such as the homeless, immigrants, and non-English speakers. Regardless of education level, income, gender, race, or age, public libraries serve everyone.

My Public Library Is... (continued)

- With the elimination of many social service programs, public libraries are often called upon to respond to issues like homelessness, mental illness, and the opioid crisis. Many libraries are hiring social workers. Others receive specialized training to spot signs of and handle an opioid overdose.

- Public libraries play a major role in fostering a love of reading among young children. A story time program can introduce new concepts, reinforce social and school readiness skills, and provide a model for caretakers on how they can share books, songs, and educational play activities with their children.

- Public libraries provide a variety of activities for school-age children and teens, including summer reading programs to combat the "summer slide," online homework help, book discussion groups, and places for teens to collaborate and learn together.

- Public libraries provide a variety of activities for adults and seniors, including educational and reading programs, access to computers and computer instruction to minimize the digital divide, and social settings to lessen isolation.

- Many public libraries offer important community services, such as notary public, test proctoring, voter registration and voting sites, and passport services. They also have meeting rooms that can be used by community groups and others—often for free.

- Public libraries lend much more than books. Mobile hotspots, tools, musical instruments, craft supplies, sporting equipment, and even cake pans can be borrowed from some libraries.

HELPING PEOPLE NAVIGATE THE DIGITAL WORLD

- For many, the library is the primary source of computer and internet access. Over 1 million people In Illinois do not have internet access or only have access to a cellular data plan. Public libraries help bridge the digital divide.

- Because government forms, health information, and often, employment opportunities have moved online, the library's internet access has become a lifeline for those without access at home.

- In a world of technological change, librarians help people learn and adapt to the latest technology tools and advances. They provide training and support for first-time internet and computer users, as well as those looking to improve their skills.

A SAFE PLACE FOR IDEAS

- Librarians value customer privacy, freedom to read, and access to information.

- Librarians select materials for the library based on community interest, current and evolving topics, and recognition for the wide variety of diverse groups within the community.

- Library materials offer a wide range of ideas, views, and opinions. What may be objectionable to one customer may be reasonable and important to another.

For more information and resources, visit MyLibraryIs.org.

My Library Is...

RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM

IHLS
Illinois Heartland Library System

OAK PARK
PUBLIC LIBRARY

09/03/2024
Additions & Terminations

Dates
2024-08-01 - 2024-08-31

Employee Head Count
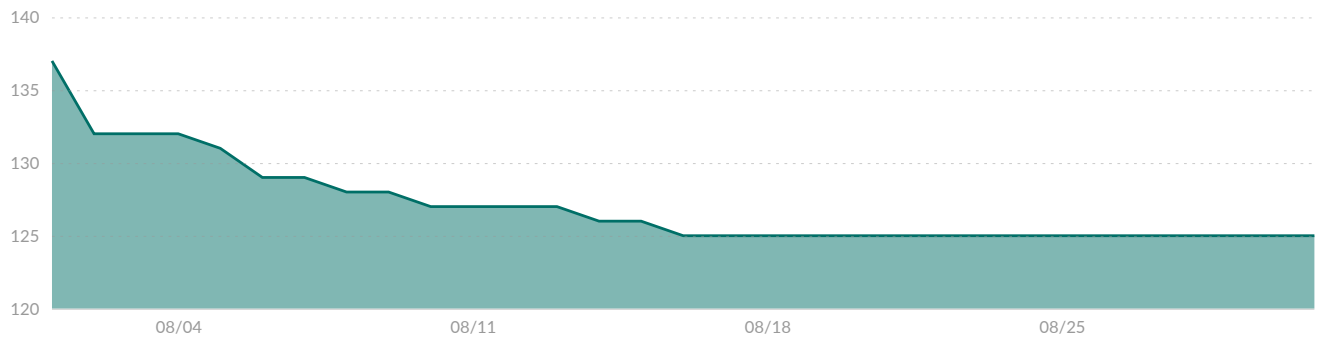
Additions (1)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Cruz, José	Part-Time, 20 or more hrs/wk	Patron Services	None	Oak Park Public Library	Library Assistant	08/29/2024

Terminations (13)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Evans, Liv	Temporary	Materials Handling	None	Oak Park Public Library	Summer Library Clerk	05/13/2024	08/29/2024
Mascarenhas, Maeve	Temporary	Materials Handling	None	Oak Park Public Library	Summer Library Clerk	05/24/2024	08/16/2024
Bamola, Megha	Full-Time	Children's Services	None	Oak Park Public Library	Youth & Family Outreach Specialist	01/06/2020	08/14/2024

09/03/2024
Additions & Terminations

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Winbigler, Max	Temporary	Children's Services	None	Oak Park Public Library	Summer Reading Program Assistant	06/01/2024	08/10/2024
Doyle, Karen	Temporary	Children's Services	None	Oak Park Public Library	Summer Reading Program Assistant	06/10/2024	08/08/2024
Rios, Chris	Temporary	Community Engagement	None	Oak Park Public Library	Book Bike Assistant	05/29/2024	08/06/2024
Knox, Synovia	Full-Time	Middle & High School Services	None	Oak Park Public Library	Programming Specialist	03/13/2023	08/06/2024
Jackson, Stephen	Full-Time	Leadership Team	None	Oak Park Public Library	Director of Equity & Anti-Racism	07/11/2016	08/05/2024
Lee, Matthew	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/17/2024	08/02/2024
Anderson, Chawn	Temporary	Materials Handling	None	Oak Park Public Library	Intern	06/17/2024	08/02/2024
Behensky, Kiara	Temporary	Materials Handling	None	Oak Park Public Library	Intern	06/17/2024	08/02/2024
Blanchard, Ahmyas	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/17/2024	08/02/2024
Stamps, DeAsia	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/17/2024	08/02/2024

BambooHR™

09/03/2024
Staff Changes

**OAK PARK
PUBLIC LIBRARY**

Dates
08/01/2024 - 08/31/2024

Changes (0)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes

No staff changes to report for August 2024

Oak Park Public Library – Financial Report Summary

As of August 2024
(67% of the year complete)

Operating cash available:

Byline Checking	$ 418,009
*Outstanding payments	$ (177,438)
Byline Analysis	$ 150,660
Byline Public Fund MM	$ 558,124
Hinsdale - Wintrust MM	$ 204,691
Illinois Funds Invest	$ 8,315,961

Ending Operating cash available: **$9,470,007**

Art Fund: **$3,012**

Oak Park Public Library is 67% through the fiscal year. The year-to-date (YTD) financial statement through August 31, 2024, including capital expenditure, reflects a surplus of $3,614,180.

August YTD operating expenditures totaled $7,599,708, or 64% of the 2024 budget. This amount is 3% under the YTD budget for the fiscal year.

REVENUE

Property taxes are at 98% of the budget due to Cook County's return to a timely property tax schedule. The second installment property tax bills for Tax Year 2023 were issued in July and were due August 1, 2024.

Corporate Property Tax is at 79% of the budget and is anticipated to exceed it with three remaining scheduled payments in 2024.

Lost books via reciprocal borrowing is at 109%. The percentage rate of books not returned is over the anticipated budgeted revenue but is not a significant portion of overall revenue.

August's interest income of $41,839 and YTD of $250,427 are 213% over the annual budget. The library will continue to see growth in interest income, but at a lower amount, as interest rates are anticipated to begin decreasing.

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: 99%

EXPENDITURES
Total disbursements: **$1,056,437**

The total People expenditure is 64%, and due to the vacant positions, it is 3% under the YTD budget. The Recruitment line is significantly overspent at 862% due to unanticipated Executive Director search firm expenses of $16,000 (first payment) in July.

Support Services is expended at 78%. 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 40% over the annual budget and increasing due to using outside counsel for personnel matters, (3) Consulting Services costs are overspent at 98% 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 70% 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.

August's operating expenditures are at 64%, which is 3% under the YTD budget. Capital expenditures are at 30% of the budget amount for the year, as the estimated $253,000 project to replace the HVAC system's second chiller may be delayed to 2025.

Account line/group expenditure levels by percentage:

People:
Compensation	64%	
Talent Development	77%	
Total People		**64%**

Support Services:
Marketing	61%	
Store	18%	
Collections	34%	
Administration	92%	
Other Support Srvcs	49%	
Total Support Services		**78%**

Equity And Anti-Racism:
Total Equity And Anti-Racism	**70%**

Library Materials:
Total Library Materials	**64%**

Facilities Management:
Facilities Supplies	59%
Facilities Services	51%

Total Facilities Management   **52%**

<u>Public Services:</u>
     Programming   49%
     Digital Services   60%
Total Public Services   **58%**

TOTAL OPERATING EXPENSES: **64%**

TOTAL CAPITAL AND OUTSIDE SUPPORT: **30%**

Prepared by Linda Barnett – September 11, 2024

Oak Park Public Library
Bank Reconciliation Report
BYLINE CHECKING, AUGUST 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2024:	$367,525.55
Add: Cleared deposits:	$3,209.60
Add: Cleared deposit adjustments:	$1,003,237.96
Subtract: Cleared payments:	$308,864.62
Subtract: Cleared payment adjustments:	$647,099.77
Adjusted bank register balance:	$418,008.72
Bank register ending balance:	$240,570.82
Subtract: Outstanding deposits:	$0.00
Subtract: Outstanding deposit adjustments:	$13,788.38
Add: Outstanding payments:	$177,437.90
Add: Outstanding payment adjustments:	$13,788.38
Adjusted bank register balance:	$418,008.72
Bank statement ending balance 08/31/2024:	$418,008.72
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	10	$1,006,447.56
All Cleared Payments:	108	$955,964.39

Oak Park Public Library
Bank Reconciliation Report
BYLINE ANALYSIS, AUGUST 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2024:	$1,149,750.07
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$909.95
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$1,000,000.00
Adjusted bank register balance:	$150,660.02
Bank register ending balance:	$150,660.02
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:	$150,660.02
Bank statement ending balance 08/31/2024:	$150,660.02
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$909.95
All Cleared Payments:	4	$1,000,000.00

Oak Park Public Library
Bank Reconciliation Report
BYLINE MM, AUGUST 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2024:		$555,859.55
Add: Cleared deposits:		$0.00
Add: Cleared deposit adjustments:		$2,266.08
Subtract: Cleared payments:		$0.00
Subtract: Cleared payment adjustments:		$0.00
Adjusted bank register balance:		$558,125.63
Bank register ending balance:		$558,125.63
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:		$558,125.63
Bank statement ending balance 08/31/2024:		$558,125.63
Out of balance by:		$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$2,266.08
All Cleared Payments:	0	$0.00

Oak Park Public Library
Bank Reconciliation Report
HINSDALE- WINTRUST AUGUST 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2024:	$203,808.58
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$900.05
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$17.35
Adjusted bank register balance:	$204,691.28
Bank register ending balance:	$204,691.28
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:	$204,691.28
Bank statement ending balance 08/31/2024:	$204,691.28
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$900.05
All Cleared Payments:	1	$17.35

Oak Park Public Library
Bank Reconciliation Report
IL FUND INVESTMENT, AUGUST 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2024:		$6,160,029.70
Add: Cleared deposits:		$0.00
Add: Cleared deposit adjustments:		$4,999,743.70
Subtract: Cleared payments:		$0.00
Subtract: Cleared payment adjustments:		$2,843,812.61
Adjusted bank register balance:		$8,315,960.79
Bank register ending balance:		$8,315,960.79
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:		$8,315,960.79
Bank statement ending balance 08/31/2024:		$8,315,960.79
Out of balance by:		$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	6	$4,999,743.70
All Cleared Payments:	3	$2,843,812.61

Oak Park Public Library
Bank Reconciliation Report
ILLINOIS ART FUND INVESTMENT, AUGUST 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2024:			$2,998.28
Add: Cleared deposits:			$0.00
Add: Cleared deposit adjustments:			$13.66
Subtract: Cleared payments:			$0.00
Subtract: Cleared payment adjustments:			$0.00
Adjusted bank register balance:			$3,011.94
Bank register ending balance:			$3,011.94
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:			$3,011.94
Bank statement ending balance 08/31/2024:			$3,011.94
Out of balance by:			$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$13.66
All Cleared Payments:	0	$0.00

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 08/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	3,118,624.14	10,787,498.70	11,045,573.00	97.66%
Corp. Property Replacement Tax	0.00	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	184.99	7,663.08	7,000.00	109.47%
Sales	823.00	5,373.80	40,000.00	13.43%
Rentals-Library Space	193.90	2,187.20	0.00	0.00%
Vending/Enterprise Income	0.00	1,263.65	0.00	0.00%
Parking lot revenue	2,147.36	14,888.26	21,000.00	70.90%
Interest	41,835.78	250,427.09	80,000.00	313.03%
Gifts	0.00	2,659.00	0.00	0.00%
Gifts From FOPPL	1,080.26	19,015.53	20,000.00	95.08%
Illinois Per Capita Grant	0.00	81,055.76	0.00	0.00%
Grants	0.00	26,245.01	0.00	0.00%
Community Fund Endowments	80.00	23,578.47	33,575.00	70.23%
Miscellaneous Income	0.00	15,070.73	1,130.00	1,333.69%
TOTAL REVENUE	**3,164,969.43**	**11,433,763.11**	**11,500,478.00**	**99.42%**
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	524,596.16	4,249,634.51	6,650,000.00	63.90%
Employee Health Benefits	100,463.96	807,499.21	1,218,000.00	66.30%
IMRF (Illinois Muncipal Retirement F	15,051.68	124,186.28	210,000.00	59.14%
FICA/MEDICARE	38,705.62	312,562.38	490,000.00	63.79%
Workers Compensation Insurance	0.00	15,229.00	15,000.00	101.53%
Unemployment Compensation Ins.	681.17	19,960.95	18,000.00	110.89%
Total Compensation	**679,498.59**	**5,529,072.33**	**8,601,000.00**	**64.28%**
Talent Development				
Dues	158.00	9,420.00	22,000.00	42.82%
Staff Development/Travel	1,508.88	60,705.47	95,000.00	63.90%
Tuition Reimbursement	6,320.00	25,820.00	27,000.00	95.63%
Recruitment	29.12	17,239.08	2,000.00	861.95%
Board Development	0.00	394.59	2,000.00	19.73%
Total Talent Development	**8,016.00**	**113,579.14**	**148,000.00**	**76.74%**
TOTAL PEOPLE	**687,514.59**	**5,642,651.47**	**8,749,000.00**	**64.49%**
SUPPORT SERVICES				
Marketing				
Promotions	799.00	13,429.78	20,000.00	67.15%
Publications	483.34	19,020.93	33,000.00	57.64%
Total Marketing Support	**1,282.34**	**32,450.71**	**53,000.00**	**61.23%**

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 08/31/2024

	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	33.15	690.64	3,500.00	19.73%
Total Store Support	**33.15**	**5,054.95**	**28,500.00**	**17.74%**
Collections				
ILL Payments	163.04	576.02	3,675.00	15.67%
Cataloging/Bib Search Fees	0.00	1,537.00	2,625.00	58.55%
Total Collections Support	**163.04**	**2,113.02**	**6,300.00**	**33.54%**
Administration				
HRIS and Payroll Processing Fees	2,376.67	17,328.27	28,000.00	61.89%
Mileage & Miscellaneous reimburser	2,989.55	12,395.73	25,300.00	49.00%
Hospitality	19.95	1,814.38	5,000.00	36.29%
Staff Appreciation / Engagement	723.96	6,032.09	12,000.00	50.27%
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	168.53	1,298.35	1,800.00	72.13%
Consulting Services - Admin	5,965.00	73,898.75	75,200.00	98.27%
Intergovernmental Agreements (IGA	0.00	13,023.50	22,211.00	58.64%
Legal Fees	2,460.00	27,974.25	20,000.00	139.87%
Postage & Delivery	75.18	10,444.01	10,500.00	99.47%
Insurance	0.00	108,434.44	112,000.00	96.82%
Contingency	245.95	245.95	0.00	0.00%
Grant Expenses	351.81	53,011.69	0.00	0.00%
Supplies	996.78	44,257.74	90,000.00	49.18%
Total Administration Support	**16,373.38**	**377,359.15**	**411,543.00**	**91.69%**
Other Support Services				
Telephone/Communications	4,537.56	35,883.20	66,000.00	54.37%
Office & Library Machinery Service	1,158.13	9,265.04	27,000.00	34.32%
Total Other Support Services	**5,695.69**	**45,148.24**	**93,000.00**	**48.55%**
TOTAL SUPPORT SERVICES	**23,547.60**	**462,126.07**	**592,343.00**	**78.02%**
EQUITY AND ANTI-RACISM				
Learning and Development	0.00	8,516.96	12,000.00	70.97%
Supplies - Equity	93.80	1,295.04	2,000.00	64.75%
TOTAL EQUITY AND ANTI-RACISM	**93.80**	**9,812.00**	**14,000.00**	**70.09%**
LIBRARY MATERIALS				
Print materials	32,216.74	241,940.06	373,500.00	64.78%
Audio and video materials	4,668.72	47,138.19	101,000.00	46.67%
Digital content	41,220.12	427,018.44	620,000.00	68.87%
Devices	1,395.45	12,200.09	40,000.00	30.50%

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 08/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Realia and other formats	1,853.86	4,618.21	13,000.00	35.52%
Archival collection	893.21	11,473.82	20,000.00	57.37%
TOTAL LIBRARY MATERIALS	**82,248.10**	**744,388.81**	**1,167,500.00**	**63.76%**
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	227.66	1,143.96	4,000.00	28.60%
Building Materials & Supplies	257.19	4,886.62	10,000.00	48.87%
Equipment Parts	526.65	8,674.94	10,000.00	86.75%
Cleaning & Housekeeping Supplies	722.46	4,175.99	10,000.00	41.76%
Signage	1,755.54	3,649.99	4,000.00	91.25%
Total Facility Supplies	**3,489.50**	**22,531.50**	**38,000.00**	**59.29%**
Facilities Services				
Landscaping and snow removal serv	534.00	8,609.00	25,000.00	34.44%
Custodial Services	17,643.89	138,588.77	223,000.00	62.15%
Water	1,357.03	7,753.04	11,500.00	67.42%
Sewer/Garbage	393.73	6,762.47	15,000.00	45.08%
Parking lot expense	0.00	5,905.54	10,000.00	59.06%
Natural Gas	1,839.22	39,327.14	125,000.00	31.46%
Rentals--Equipment & Facilities	1,822.37	12,317.11	25,000.00	49.27%
Repair & Maintenance Prop. & Equip	4,813.54	124,185.07	235,000.00	52.84%
Total Facilities Services	**28,403.78**	**343,448.14**	**669,500.00**	**51.30%**
TOTAL FACILITIES MANAGEMENT	**31,893.28**	**365,979.64**	**707,500.00**	**51.73%**
PUBLIC SERVICES				
Programming				
Children's Programming	935.84	18,430.18	25,000.00	73.72%
Young Adult Programming	1,485.04	11,541.63	30,000.00	38.47%
Adult Programming	1,667.35	14,639.29	25,000.00	58.56%
Community Engagement	62.56	7,883.82	24,000.00	32.85%
Social Services	2,500.00	2,920.00	10,000.00	29.20%
Creative Studio	0.00	2,979.06	5,000.00	59.58%
Total Programming	**6,650.79**	**58,393.98**	**119,000.00**	**49.07%**
Digital Services				
Consultant Support Services	11,344.50	23,289.01	50,000.00	46.58%
SWAN	0.00	85,338.13	111,000.00	76.88%
Website development/CMS	0.00	1,300.43	4,000.00	32.51%
Subscriptions and services	13,941.08	195,454.95	340,000.00	57.49%
Equipment and supplies	322.97	10,973.45	25,000.00	43.89%
Total Digital Services	**25,608.55**	**316,355.97**	**530,000.00**	**59.69%**
TOTAL PUBLIC SERVICES	**32,259.34**	**374,749.95**	**649,000.00**	**57.74%**

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 08/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
TOTAL EXPENSES - Operating	**857,556.71**	**7,599,707.94**	**11,879,343.00**	**63.97%**
EXPENSES - Capital				
Facilities Equipment	1,190.42	3,380.86	10,000.00	33.81%
Furnishings	12,098.00	57,247.40	100,000.00	57.25%
Technology Projects and Equipment	0.00	6,329.08	50,000.00	12.66%
Building Improvements	87,933.65	148,363.35	571,000.00	25.98%
Special Projects	1,200.00	4,554.48	6,000.00	75.91%
TOTAL EXPENSES - Capital	**102,422.07**	**219,875.17**	**737,000.00**	**29.83%**
NET SURPLUS/(DEFICIT)	**2,204,990.65**	**3,614,180.00**	**(1,115,865.00)**	**(323.89%)**

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

Source	Trans Type	Trans Date	Reference		Deposits	Payments
Cash Management	Deposit	8/31/2024	PARKING CREDITS	$	1,699.21	
Cash Management	Deposit	8/31/2024	DAILY DEPOSITS	$	3,209.60	
Cash Management	Deposit	8/31/2024	STORE	$	872.15	
Cash Management	Deposit	8/31/2024	SPACE RENTAL/CIRCULATION	$	193.90	
Cash Management	Deposit	8/31/2024	INTEREST ON ACCOUNT	$	452.75	
				$	6,427.61	-
Cash Management	Transfer in	8/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
Cash Management	Transfer Out	8/31/2024	TRANSFER FROM OPERATING TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
Cash Management	Transfer in	8/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
Cash Management	Transfer in	8/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
				$	1,000,000.00	-
Cash Management	Payment	8/31/2024	FIFTH STAR COLLECTIVE	$	-	(5,965.00)
Cash Management	Payment	8/31/2024	ACH (FLEX ACCTS),	$	-	(6,611.02)
Cash Management	Payment	8/31/2024	SALES TAX			
Cash Management	Payment	8/31/2024	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	$	-	(114,879.30)
				$	-	(127,455.32)
Cash Management	Payment	8/31/2024	MERCHANT ACCT & BANK FEES	$	-	(151.18)
				$	-	(151.18)
Cash Management		8/31/2024	PAYROLL; PAYDATE 8/15/24			($264,266.81)
Cash Management	Payment	8/31/2024	PAYROLL; PAYDATE 8/30/24	$	-	($248,102.29)
Cash Management	Payment	8/31/2024	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS	$	-	(7,104.22)
				$	-	(519,473.32)

Summary by Transaction Type

(+) Deposits by Transaction Type:

Cash Receipts:	$	6,427.61
Transfers In/Out	$	1,000,000.00

Total Deposits:	**$**	**1,006,427.61**

(-) Payments by Transaction Type:

Transfer out	$	-
Benefits/Other ACH:	$	(127,455.32)
Bank Fees:	$	(151.18)
Payroll:	$	(519,473.32)

Total Payments:	**$**	**(647,079.82)**
Accounts Payable		(409,356.88)
Total Summary of Disbursements:	**$**	**(1,056,436.70)**
Total Change In Register Balance:	$	(50,009.09)

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALLIED UNIVERSAL TECHNOLC	Computer Check	08/14/2024	08/14/2024	1,432.60	01-1053	Byline Bank Checking	0.00	1,432.60
	61411		Posted		01-2060	Accounts Payable	1,432.60	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN1-910357904	06/04/2024	Maze - Annual Alarr	532.60	532.60	01-5692	Repair & Maintenance Prop.	532.60	<No Project>
						Totals:	532.60	
IN1-910284897	08/13/2024	Maze - Annual Alarr	450.00	450.00	01-5692	Repair & Maintenance Prop.	450.00	<No Project>
						Totals:	450.00	
IN1-910209919	08/13/2024	Maze - Annual Alarr	450.00	450.00	01-5692	Repair & Maintenance Prop.	450.00	<No Project>
						Totals:	450.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALPHA BUILDING MAINTENAN	Computer Check	08/28/2024	08/28/2024	16,568.52	01-1053	Byline Bank Checking	0.00	16,568.52
	61453		Posted		01-2060	Accounts Payable	16,568.52	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23151 OPPL	08/01/2024	Custodial Services	16,568.52	16,568.52	01-5686	Custodial Services	16,568.52	<No Project>
						Totals:	16,568.52	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMANO MCGANN, INC.	Computer Check	08/28/2024	08/28/2024	7,933.65	01-1053	Byline Bank Checking	0.00	7,933.65
	61454		Posted		01-2060	Accounts Payable	7,933.65	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
P033886	08/14/2024	Parking Garage Gate	7,933.65	7,933.65	01-5950	Building Improvements	7,933.65	<No Project>
						Totals:	7,933.65	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check	08/07/2024	08/07/2024	1,809.10	01-1053	Byline Bank Checking	0.00	1,809.10
	61393		Posted		01-2060	Accounts Payable	1,809.10	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1V3P-M3N6-64XL	07/23/2024	Library of Things Ma	45.98	45.98	01-5893	Devices	45.98	<No Project>
						Totals:	45.98	
1YV4-J4MJ-4366	07/26/2024	Books	129.41	129.41	01-5840	Print materials	129.41	<No Project>
						Totals:	129.41	
176G-F4MG-73TW	07/30/2024	Books & Library of T	370.57	370.57	01-5840	Print materials	358.08	<No Project>
176G-F4MG-73TW	07/30/2024	Books & Library of T	370.57	370.57	01-5893	Devices	12.49	<No Project>
						Totals:	370.57	
1TNN-XG7L-4XLY	07/31/2024	Sign Frames for Cor	198.08	198.08	01-5742	Supplies	198.08	<No Project>
						Totals:	198.08	
1JYF-Y7P3-9JDC	08/01/2024	July Amazon (Fallon	59.99	59.99	01-5240	Children's Programming	59.99	FALLON
						Totals:	59.99	
1KR1-9VMT-11XV	08/01/2024	MHS Back to Schoo	425.27	425.27	01-5244	Young Adult Programming	425.27	<No Project>

Oak Park Public Library
Cash Disbursement Journals
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Payee	Trans. Type Trans. No.		Trans. Date	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
							Totals:	425.27	
1391-HY1G-DJ47	08/01/2024	Amazon July 2024 p	504.18	504.18	01-5240	Children's Programming		504.18	<No Project>
							Totals:	504.18	
1KTK-PVNK-CWY3	08/02/2024	Office Supplies	38.89	38.89	01-5742	Supplies		38.89	<No Project>
							Totals:	38.89	
17NV-6DPL-GDHG	08/03/2024	Library of Things Ma	9.45	9.45	01-5893	Devices		9.45	<No Project>
							Totals:	9.45	
1N9X-D3GM-X7CL	08/05/2024	Books	27.28	27.28	01-5840	Print materials		27.28	<No Project>
							Totals:	27.28	

Payee	Trans. Type Trans. No.		Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check 61412		08/14/2024	08/14/2024 Posted	620.41	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 620.41	620.41 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
19MJ-97LG-J1NV	07/27/2024	Public Headphones	59.89	59.89	01-5937	Equipment and supplies		59.89	<No Project>
							Totals:	59.89	
1GCM-YCPT-1QN7	08/06/2024	Office Supplies	64.35	64.35	01-5742	Supplies		64.35	<No Project>
							Totals:	64.35	
1CVL-971W-91GW	08/09/2024	Books	64.53	64.53	01-5840	Print materials		64.53	<No Project>
							Totals:	64.53	
1MYM-KMDJ-GR7G	08/10/2024	Books	31.35	31.35	01-5840	Print materials		31.35	<No Project>
							Totals:	31.35	
19QG-CD7T-HGH1	08/10/2024	Book	32.44	32.44	01-5840	Print materials		32.44	<No Project>
							Totals:	32.44	
1WDM-R4MM-HDY	08/10/2024	Books	265.73	254.17	01-5840	Print materials		254.17	<No Project>
							Totals:	254.17	
1N3D-M9P7-Q3JN	08/11/2024	Childrens Realia	113.68	113.68	01-5894	Realia and other formats		113.68	<No Project>
							Totals:	113.68	

Payee	Trans. Type Trans. No.		Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check 61429		08/21/2024	08/21/2024 Posted	718.37	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 718.37	718.37 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
1JHN-Q6PK-9MFY	08/09/2024	Acrylic Sign Holders	64.49	64.49	01-5742	Supplies		64.49	<No Project>
							Totals:	64.49	
1RY6-WDLN-P9NJ	08/12/2024	IT Supplies	41.52	41.52	01-5937	Equipment and supplies		41.52	<No Project>
							Totals:	41.52	
1676-V613-C3LW	08/13/2024	Childrens Realia	73.59	73.59	01-5894	Realia and other formats		73.59	<No Project>

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Payee	Trans. Type Trans. No.	Trans. Date	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
						Totals:	73.59	
1HJW-RC9X-1GRR	08/14/2024	Office Supplies	219.57	219.57	01-5742	Supplies	219.57	<No Project>
						Totals:	219.57	
1MDJ-VXRP-9JWW	08/15/2024	Creative Studio - Ma	36.89	36.89	01-5247	Adult Programming	36.89	<No Project>
						Totals:	36.89	
1XHN-GLF7-96MR	08/15/2024	Amazon order for Lu	32.98	32.98	01-5742	Supplies	32.98	<No Project>
						Totals:	32.98	
1K3G-9YDK-4RJR	08/15/2024	Multicultural Realia	120.52	120.52	01-5894	Realia and other formats	120.52	<No Project>
						Totals:	120.52	
1MDD-3TG7-FCW3	08/16/2024	Office Supplies	53.13	53.13	01-5742	Supplies	53.13	<No Project>
						Totals:	53.13	
11J9-WHWQ-JDDG	08/17/2024	Childrens Realia	13.68	13.68	01-5894	Realia and other formats	13.68	<No Project>
						Totals:	13.68	
16CQ-J9V7-G6D9	08/17/2024	Book	62.00	62.00	01-5840	Print materials	62.00	<No Project>
						Totals:	62.00	
AMAZON CAPITAL SERVICES	Computer Check 61455	08/28/2024	08/28/2024 Posted	897.31	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 897.31	897.31 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1CXJ-61WD-9RFC	08/02/2024	Facilities - Multimet	275.59	275.59	01-5920	Facilities Equipment	275.59	<No Project>
						Totals:	275.59	
1WDM-R4MM-HMC	08/10/2024	IT Supplies	51.78	51.78	01-5937	Equipment and supplies	51.78	<No Project>
						Totals:	51.78	
1N9G-QDVQ-QJ1K	08/18/2024	IT Supplies	83.75	83.75	01-5937	Equipment and supplies	83.75	<No Project>
						Totals:	83.75	
1C99-VLJL-7TN1	08/20/2024	Books	37.64	37.64	01-5840	Print materials	37.64	<No Project>
						Totals:	37.64	
1TV1-JJRG-DG44	08/20/2024	Multicultural Realia	48.55	48.55	01-5894	Realia and other formats	48.55	<No Project>
						Totals:	48.55	
1HPW-DQWH-13PH	08/21/2024	Office Supplies	10.26	10.26	01-5742	Supplies	10.26	<No Project>
						Totals:	10.26	
1W3M-LQPD-DYRW	08/22/2024	Book	22.49	22.49	01-5840	Print materials	22.49	<No Project>
						Totals:	22.49	
19KF-PKVM-K6K3	08/23/2024	Childrens Realia	70.45	70.45	01-5894	Realia and other formats	70.45	<No Project>
						Totals:	70.45	
1DD6-MX1V-LGMF	08/23/2024	Childrens Realia	254.50	254.50	01-5894	Realia and other formats	254.50	<No Project>

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Payee	Trans. Type Trans. No.	Trans. Date	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**
						Totals:	254.50	
17H1-DWN4-PDJM	08/24/2024	Books	42.30	42.30	01-5840	Print materials	42.30	<No Project>
						Totals:	42.30	
AMERICAN LIBRARY ASSOCIAT	Computer Check	08/07/2024	08/07/2024	158.00	01-1053	Byline Bank Checking	0.00	158.00
	61394		Posted		01-2060	Accounts Payable	158.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-11681	08/01/2024	ALA TRUSTEE MEMB	158.00	158.00	01-5162	Dues	158.00	<No Project>
						Totals:	158.00	
ANCEL GLINK, P.C.	Computer Check	08/14/2024	08/14/2024	2,460.00	01-1053	Byline Bank Checking	0.00	2,460.00
	61413		Posted		01-2060	Accounts Payable	2,460.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
105629	08/12/2024	June Legal Fees	2,460.00	2,460.00	01-5291	Legal Fees	2,460.00	<No Project>
						Totals:	2,460.00	
ANDERSON ELEVATOR CO.	Computer Check	08/28/2024	08/28/2024	965.00	01-1053	Byline Bank Checking	0.00	965.00
	61456		Posted		01-2060	Accounts Payable	965.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
INV-91646-T8Q1	08/19/2024	Maze - CAT 1 Test	965.00	965.00	01-5692	Repair & Maintenance Prop.	965.00	<No Project>
						Totals:	965.00	
ANDERSON PEST SOLUTIONS	Computer Check	08/28/2024	08/28/2024	143.57	01-1053	Byline Bank Checking	0.00	143.57
	61457		Posted		01-2060	Accounts Payable	143.57	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
66270030	08/24/2024	Exterior Insect Main	143.57	143.57	01-5692	Repair & Maintenance Prop.	143.57	<No Project>
						Totals:	143.57	
BAKER & TAYLOR	Computer Check	08/07/2024	08/07/2024	8,728.08	01-1053	Byline Bank Checking	0.00	8,728.08
	61395		Posted		01-2060	Accounts Payable	8,728.08	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2038419123	07/23/2024	Books	290.58	290.58	01-5840	Print materials	290.58	<No Project>
						Totals:	290.58	
2038424414	07/23/2024	Books	665.62	665.62	01-5840	Print materials	665.62	<No Project>
						Totals:	665.62	
2038434196	07/23/2024	Books	1,683.52	1,683.52	01-5840	Print materials	1,683.52	<No Project>

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Payee	Trans. Type Trans. No.	Trans. Date	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
						Totals:	1,683.52	
2038438016	07/24/2024	Books	875.19	875.19	01-5840	Print materials	875.19	<No Project>
						Totals:	875.19	
2038424598	07/26/2024	Books	677.08	677.08	01-5840	Print materials	677.08	<No Project>
						Totals:	677.08	
2038451166	07/30/2024	Books	1,966.92	1,966.92	01-5840	Print materials	1,966.92	<No Project>
						Totals:	1,966.92	
2038459875	08/02/2024	Pop-Up Library Boo	220.48	220.48	01-5452	Grant Expenses	220.48	FOPPLFY23
						Totals:	220.48	
2038457506	08/02/2024	Books	2,348.69	2,348.69	01-5840	Print materials	2,348.69	<No Project>
						Totals:	2,348.69	
BAKER & TAYLOR	Computer Check	08/14/2024	08/14/2024	9,334.75	01-1053	Byline Bank Checking	0.00	9,334.75
	61414		Posted		01-2060	Accounts Payable	9,334.75	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038463209	08/06/2024	Books	1,640.87	1,640.87	01-5840	Print materials	1,640.87	<No Project>
						Totals:	1,640.87	
2038466538	08/07/2024	Books	248.20	248.20	01-5840	Print materials	248.20	<No Project>
						Totals:	248.20	
2038444375	08/07/2024	Books	256.81	256.81	01-5840	Print materials	256.81	<No Project>
						Totals:	256.81	
2038420932	08/07/2024	Books	988.79	988.79	01-5840	Print materials	988.79	<No Project>
						Totals:	988.79	
2038433112	08/07/2024	Books	994.44	994.44	01-5840	Print materials	994.44	<No Project>
						Totals:	994.44	
2038434516	08/07/2024	Books	2,636.13	2,636.13	01-5840	Print materials	2,636.13	<No Project>
						Totals:	2,636.13	
2038449837	08/08/2024	Books	442.12	442.12	01-5840	Print materials	442.12	<No Project>
						Totals:	442.12	
2038472262	08/08/2024	Books	446.29	446.29	01-5840	Print materials	446.29	<No Project>
						Totals:	446.29	
2038474169	08/12/2024	Books	811.64	811.64	01-5840	Print materials	811.64	<No Project>
						Totals:	811.64	
2038441608	08/12/2024	Books	869.46	869.46	01-5840	Print materials	869.46	<No Project>
						Totals:	869.46	

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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	08/21/2024	08/21/2024	10,982.46	01-1053	Byline Bank Checking	0.00	10,982.46
	61430		Posted		01-2060	Accounts Payable	10,982.46	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038472520	08/14/2024	Books	855.51	855.51	01-5840	Print materials	855.51	<No Project>
						Totals:	855.51	
2038448024	08/14/2024	Books	886.22	886.22	01-5840	Print materials	886.22	<No Project>
						Totals:	886.22	
2038482514	08/14/2024	Books	1,336.81	1,331.31	01-5840	Print materials	1,331.31	<No Project>
						Totals:	1,331.31	
2038458002	08/15/2024	Books	446.26	446.26	01-5840	Print materials	446.26	<No Project>
						Totals:	446.26	
2038458015	08/15/2024	Books	679.17	679.17	01-5840	Print materials	679.17	<No Project>
						Totals:	679.17	
2038484882	08/15/2024	Books	800.04	800.04	01-5840	Print materials	800.04	<No Project>
						Totals:	800.04	
2038460841	08/16/2024	Books	1,508.34	1,508.34	01-5840	Print materials	1,508.34	<No Project>
						Totals:	1,508.34	
2038487258	08/16/2024	Books	1,636.76	1,636.76	01-5840	Print materials	1,636.76	<No Project>
						Totals:	1,636.76	
2038478119	08/19/2024	Books	735.16	735.16	01-5840	Print materials	735.16	<No Project>
						Totals:	735.16	
2038489762	08/19/2024	Books	1,161.88	1,161.88	01-5840	Print materials	1,161.88	<No Project>
						Totals:	1,161.88	
2038476782	08/20/2024	Books	941.81	941.81	01-5840	Print materials	941.81	<No Project>
						Totals:	941.81	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check	08/28/2024	08/28/2024	1,798.49	01-1053	Byline Bank Checking	0.00	1,798.49
	61458		Posted		01-2060	Accounts Payable	1,798.49	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038495950	08/20/2024	Pop-Up Library Boo	12.59	0.59	01-5452	Grant Expenses	0.59	FOPPL24
						Totals:	0.59	
2038492369	08/21/2024	Books	725.38	725.38	01-5840	Print materials	725.38	<No Project>
						Totals:	725.38	
2038487997	08/23/2024	Books	1,072.52	1,072.52	01-5840	Print materials	1,072.52	<No Project>
						Totals:	1,072.52	

Payee	Trans. Type	Trans. Date	Post Date	Amount	Account Number	Description	Debit Amount	Credit Amount
BAYSCAN TECHNOLOGIES	Computer Check	08/21/2024	08/21/2024	552.90	01-1053	Byline Bank Checking	0.00	552.90

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	61431		Posted		01-2060	Accounts Payable	552.90	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
78092	08/13/2024	Receipt Paper	552.90	552.90	01-5742	Supplies	552.90	<No Project>
						Totals:	552.90	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BETH WAHLER CONSULTING, I	Computer Check	08/28/2024	08/28/2024	2,500.00	01-1053	Byline Bank Checking	0.00	2,500.00
	61459		Posted		01-2060	Accounts Payable	2,500.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
71124	08/12/2024	Trauma Informed Ca	2,500.00	2,500.00	01-5250	Social Services	2,500.00	<No Project>
						Totals:	2,500.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BLACKBAUD	Computer Check	08/21/2024	08/21/2024	10,486.74	01-1053	Byline Bank Checking	0.00	10,486.74
	61432		Posted		01-2060	Accounts Payable	10,486.74	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-0000393942	08/09/2024	SUBSCRIPTION REN	10,486.74	10,486.74	01-1600	Prepaid Expenses	7,224.20	<No Project>
INV-0000393942	08/09/2024	SUBSCRIPTION REN	10,486.74	10,486.74	01-5936	Subscriptions and services	3,262.54	<No Project>
						Totals:	10,486.74	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CAMILLE GAUTHIER	Computer Check	08/28/2024	08/28/2024	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	61460		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
IR-11886	08/27/2024	TO PAY FOR SOME	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
						Totals:	1,500.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CHRISTINE POREBA	Computer Check	08/28/2024	08/28/2024	15.46	01-1053	Byline Bank Checking	0.00	15.46
	61461		Posted		01-2060	Accounts Payable	15.46	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11874	08/26/2024	Adult Programming	15.46	15.46	01-5247	Adult Programming	15.46	<No Project>
						Totals:	15.46	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CINTAS	Computer Check	08/14/2024	08/14/2024	363.99	01-1053	Byline Bank Checking	0.00	363.99
	61415		Posted		01-2060	Accounts Payable	363.99	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5219868278	07/10/2024	First Aid	209.16	209.16	01-5742	Supplies	209.16	<No Project>
						Totals:	209.16	
5221548353	07/22/2024	First Aid	92.98	92.98	01-5745	Supplies - Equity	92.98	<No Project>
						Totals:	92.98	

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Payee	Trans. Type Trans. No.	Trans. Date	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
5221754909	07/23/2024	First Aid	61.85	61.85	01-5742	Supplies	61.85	<No Project>
						Totals:	61.85	
CITRON HYGIENE	Computer Check	08/28/2024	08/28/2024	1,075.37	01-1053	Byline Bank Checking	0.00	1,075.37
	61462		Posted		01-2060	Accounts Payable	1,075.37	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV0283325	08/01/2024	Citron Hygiene Serv	74.01	74.01	01-5686	Custodial Services	74.01	<No Project>
						Totals:	74.01	
INV0283322	08/01/2024	Citron Hygiene Serv	93.26	93.26	01-5686	Custodial Services	93.26	<No Project>
						Totals:	93.26	
INV0283326	08/01/2024	Citron Hygiene Serv	908.10	908.10	01-5686	Custodial Services	908.10	<No Project>
						Totals:	908.10	
CLAIRE ONG	Computer Check	08/21/2024	08/21/2024	11.73	01-1053	Byline Bank Checking	0.00	11.73
	61433		Posted		01-2060	Accounts Payable	11.73	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11797	08/15/2024	Mileage - Claire Ong	11.73	11.73	01-5165	Mileage & Miscellaneous reir	11.73	<No Project>
						Totals:	11.73	
CLAIRE ONG	Computer Check	08/28/2024	08/28/2024	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	61463		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
IR-11887	08/27/2024	TO PAY FOR SOME	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
						Totals:	1,500.00	
COMPLETE TEMPERATURE SYS	Computer Check	08/28/2024	08/28/2024	83,471.00	01-1053	Byline Bank Checking	0.00	83,471.00
	61464		Posted		01-2060	Accounts Payable	83,471.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE050877	07/31/2024	Main - Special Colle	2,481.00	2,481.00	01-5692	Repair & Maintenance Prop.	2,481.00	<No Project>
						Totals:	2,481.00	
SRVCE050916	08/12/2024	Main - Liebert Unit I	990.00	990.00	01-5692	Repair & Maintenance Prop.	990.00	<No Project>
						Totals:	990.00	
IR-11893	08/13/2024	Main - AHU/EF Drive	80,000.00	80,000.00	01-5950	Building Improvements	80,000.00	<No Project>
						Totals:	80,000.00	
THE CONSERVATION CENTER	Computer Check	08/28/2024	08/28/2024	780.00	01-1053	Byline Bank Checking	0.00	780.00
	61465		Posted		01-2060	Accounts Payable	780.00	0.00

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Payee	Trans. Type / Trans. No.	Trans. Date	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**
	35037-8/13/2024	08/13/2024	Storage Of Negative	780.00	780.00	01-5895	Archival collection	780.00	<No Project>
							Totals:	780.00	
DEMCO, INC.	Computer Check	08/07/2024	08/07/2024	66.36	01-1053	Byline Bank Checking	0.00	66.36
	61396		Posted		01-2060	Accounts Payable	66.36	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	7515115	08/05/2024	Processing Supplies	66.36	66.36	01-5742	Supplies	66.36	<No Project>
							Totals:	66.36	
DEMCO, INC.	Computer Check	08/28/2024	08/28/2024	743.74	01-1053	Byline Bank Checking	0.00	743.74
	61466		Posted		01-2060	Accounts Payable	743.74	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	7520924	08/16/2024	Processing Supplies	743.74	743.74	01-5742	Supplies	743.74	<No Project>
							Totals:	743.74	
DITO, LLC	Computer Check	08/21/2024	08/21/2024	32,400.00	01-1053	Byline Bank Checking	0.00	32,400.00
	61434		Posted		01-2060	Accounts Payable	32,400.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	INV88371	08/19/2024	250 - Google Works	32,400.00	32,400.00	01-5936	Subscriptions and services	32,400.00	<No Project>
							Totals:	32,400.00	
DOW JONES & COMPANY INC	Computer Check	08/07/2024	08/07/2024	1,575.00	01-1053	Byline Bank Checking	0.00	1,575.00
	61397		Posted		01-2060	Accounts Payable	1,575.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	97044608	08/07/2024	Wall Street Journal	1,575.00	1,575.00	01-5891	Digital content	1,575.00	<No Project>
							Totals:	1,575.00	
ELMWOOD SUPPLY COMPANY	Computer Check	08/28/2024	08/28/2024	75.78	01-1053	Byline Bank Checking	0.00	75.78
	61467		Posted		01-2060	Accounts Payable	75.78	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	S1028425	07/18/2024	Main - Floor Drain F	75.78	75.78	01-5692	Repair & Maintenance Prop.	75.78	<No Project>
							Totals:	75.78	
EMMA VICTORIA LOPEZ	Computer Check	08/21/2024	08/21/2024	75.00	01-1053	Byline Bank Checking	0.00	75.00
	61435		Posted		01-2060	Accounts Payable	75.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**

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Payee	Trans. Type Trans. No.	Trans. Date	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**
2024-99-0092	07/31/2024	Emma Lopez Augus	75.00	75.00	01-5240	Children's Programming	75.00	<No Project>
						Totals:	75.00	
FOREST PRINTING CO.	Computer Check	08/28/2024	08/28/2024		483.34	01-1053	Byline Bank Checking	0.00	483.34
	61468		Posted			01-2060	Accounts Payable	483.34	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
123387	08/21/2024	Fall print brochures	483.34	483.34	01-5205	Publications	483.34	<No Project>
						Totals:	483.34	
FOX VALLEY FIRE & SAFETY CC	Computer Check	08/28/2024	08/28/2024		2,701.20	01-1053	Byline Bank Checking	0.00	2,701.20
	61469		Posted			01-2060	Accounts Payable	2,701.20	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IN00701169	07/29/2024	Maze - Fire Sprinkle	2,029.00	2,029.00	01-5692	Repair & Maintenance Prop.	2,029.00	<No Project>
						Totals:	2,029.00	
IN00704718	08/07/2024	Main - Annual Fire E	672.20	672.20	01-5692	Repair & Maintenance Prop.	672.20	<No Project>
						Totals:	672.20	
GAYLORD BROTHERS, INC.	Computer Check	08/14/2024	08/14/2024		94.06	01-1053	Byline Bank Checking	0.00	94.06
	61416		Posted			01-2060	Accounts Payable	94.06	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2874489	08/05/2024	Kits For Special Coll	94.06	94.06	01-5895	Archival collection	94.06	<No Project>
						Totals:	94.06	
GENEVIEVE GROVE	Computer Check	08/21/2024	08/21/2024		52.77	01-1053	Byline Bank Checking	0.00	52.77
	61436		Posted			01-2060	Accounts Payable	52.77	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
112-5685074-92306	08/12/2024	Reimbursement to C	52.77	52.77	01-5240	Children's Programming	52.77	<No Project>
						Totals:	52.77	
HOME DEPOT	Computer Check	08/07/2024	08/07/2024		778.07	01-1053	Byline Bank Checking	0.00	778.07
	61398		Posted			01-2060	Accounts Payable	778.07	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
8972370	07/07/2024	Facilities Supplies -	26.94	26.94	01-5684	Cleaning & Housekeeping Su	26.94	<No Project>
						Totals:	26.94	
3532169	07/12/2024	Facilities Supplies -	244.13	244.13	01-5684	Cleaning & Housekeeping Su	244.13	<No Project>
						Totals:	244.13	

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Payee	Trans. Type Trans. No.	Trans. Date	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**

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2620887	07/23/2024	Facilities - Roof Rep	507.00	507.00	01-5692	Repair & Maintenance Prop.	507.00	<No Project>
						Totals:	507.00	

HOME DEPOT — Computer Check — 08/28/2024 08/28/2024 Posted — 61470 — 148.35 — 01-1053 Byline Bank Checking 0.00 / 148.35 — 01-2060 Accounts Payable 148.35 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7624220	08/07/2024	Main - Supplies - W	118.05	118.05	01-5682	Building Materials & Supplies	118.05	<No Project>
						Totals:	118.05	
5971156	08/09/2024	Main - EF11 Repair	30.30	30.30	01-5692	Repair & Maintenance Prop.	30.30	<No Project>
						Totals:	30.30	

IHLS-OCLC — Computer Check — 08/21/2024 08/21/2024 Posted — 61437 — 63.04 — 01-1053 Byline Bank Checking 0.00 / 63.04 — 01-2060 Accounts Payable 63.04 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
31256	08/15/2024	IFM Debits/Admin F	63.04	63.04	01-5264	ILL Payments	63.04	<No Project>
						Totals:	63.04	

ILLINOIS LIBRARY ASSOCIATIO — Computer Check — 08/07/2024 08/07/2024 Posted — 61399 — 75.00 — 01-1053 Byline Bank Checking 0.00 / 75.00 — 01-2060 Accounts Payable 75.00 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
288995	07/07/2024	ILA TRUSTEE MEMB	75.00	75.00	01-5162	Dues	75.00	<No Project>
						Totals:	75.00	

ILLINOIS LIBRARY ASSOCIATIO — Computer Check — 08/28/2024 08/28/2024 Posted — 61471 — 550.00 — 01-1053 Byline Bank Checking 0.00 / 550.00 — 01-2060 Accounts Payable 550.00 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
294255	08/11/2024	2024 Preiser Market	550.00	550.00	01-5204	Promotions	550.00	<No Project>
						Totals:	550.00	

INFOBASE LEARNING — Computer Check — 08/21/2024 08/21/2024 Posted — 61438 — 2,089.51 — 01-1053 Byline Bank Checking 0.00 / 2,089.51 — 01-2060 Accounts Payable 2,089.51 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV459959	08/14/2024	African-American Hi	2,089.51	2,089.51	01-5891	Digital content	2,089.51	<No Project>
						Totals:	2,089.51	

INTERNATIONAL UNION OF O — Computer Check — 08/21/2024 08/21/2024 Posted — 61439 — 188.25 — 01-1053 Byline Bank Checking 0.00 / 188.25 — 01-2060 Accounts Payable 188.25 / 0.00

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Payee	Trans. Type / Trans. No.	Trans. Date	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**
	IR-11777	08/05/2024	AUGUST 2024 UNIC	188.25	188.25	01-2059	Union dues Payable	188.25	<No Project>
							Totals:	188.25	
INTRINSIC LANDSCAPING, INC	Computer Check	08/28/2024	08/28/2024		418.05	01-1053	Byline Bank Checking	0.00	418.05
	61472		Posted			01-2060	Accounts Payable	418.05	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	24-0498	08/09/2024	GREEN ROOF MAIN	418.05	418.05	01-5692	Repair & Maintenance Prop.	418.05	<No Project>
							Totals:	418.05	
JENNIFER JACKSON	Computer Check	08/07/2024	08/07/2024		40.74	01-1053	Byline Bank Checking	0.00	40.74
	61400		Posted			01-2060	Accounts Payable	40.74	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	IR-11690	08/02/2024	JJ Mileage reimburs	40.74	40.74	01-5165	Mileage & Miscellaneous reir	40.74	<No Project>
							Totals:	40.74	
JASMINE & FIG, LLC	Computer Check	08/21/2024	08/21/2024		100.00	01-1053	Byline Bank Checking	0.00	100.00
	61440		Posted			01-2060	Accounts Payable	100.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	2024-99-0078	07/08/2024	Tinkergarten class 7	100.00	100.00	01-5240	Children's Programming	100.00	<No Project>
							Totals:	100.00	
KAILYN SLATER	Computer Check	08/21/2024	08/21/2024		101.41	01-1053	Byline Bank Checking	0.00	101.41
	61441		Posted			01-2060	Accounts Payable	101.41	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	IR-11833	08/19/2024	Reimbursement for	101.41	101.41	01-5163	Staff Development/Travel	101.41	<No Project>
							Totals:	101.41	
KAILYN SLATER	Computer Check	08/28/2024	08/28/2024		1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	61473		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**
	IR-11916	08/27/2024	TO PAY FOR SOME	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
							Totals:	1,500.00	
KANOPY, INC.	Computer Check	08/07/2024	08/07/2024		2,864.70	01-1053	Byline Bank Checking	0.00	2,864.70
	61401		Posted			01-2060	Accounts Payable	2,864.70	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**

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Payee	Trans. Type Trans. No.	Trans. Date	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**
409960-PPU	07/31/2024	Kanopy tickets	2,864.70	2,864.70	01-5891	Digital content	2,864.70	<No Project>
						Totals:	2,864.70	
KIARA BEHENSKY	Computer Check	08/14/2024	08/14/2024		374.23	01-1053	Byline Bank Checking	0.00	374.23
	61417		Posted			01-2060	Accounts Payable	374.23	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-11774	08/14/2024	wages & salaries - p	374.23	374.23	01-5001	Wages & Salaries	374.23	<No Project>
						Totals:	374.23	
JODI KOLO	Computer Check	08/07/2024	08/07/2024		497.00	01-1053	Byline Bank Checking	0.00	497.00
	61402		Posted			01-2060	Accounts Payable	497.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
141	07/24/2024	Navigating to Nove	497.00	497.00	01-5163	Staff Development/Travel	497.00	<No Project>
						Totals:	497.00	
LEONARDO TALANCON	Computer Check	08/21/2024	08/21/2024		320.00	01-1053	Byline Bank Checking	0.00	320.00
	61442		Posted			01-2060	Accounts Payable	320.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-11764	08/13/2024	Tuition Reimbursem	320.00	320.00	01-5164	Tuition Reimbursement	320.00	<No Project>
						Totals:	320.00	
LIBRARY FURNITURE INTERNA	Computer Check	08/21/2024	08/21/2024		12,098.00	01-1053	Byline Bank Checking	0.00	12,098.00
	61443		Posted			01-2060	Accounts Payable	12,098.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
9551	08/15/2024	2nd Payment for 3rc	12,098.00	12,098.00	01-5930	Furnishings	12,098.00	<No Project>
						Totals:	12,098.00	
LOCAL 399 FED PAC	Computer Check	08/21/2024	08/21/2024		75.00	01-1053	Byline Bank Checking	0.00	75.00
	61444		Posted			01-2060	Accounts Payable	75.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
870522	08/15/2024	FED PAC CONT FOR	75.00	75.00	01-2058	Fed Pac	75.00	<No Project>
						Totals:	75.00	
SARIA LOFTON	Computer Check	08/14/2024	08/14/2024		80.00	01-1053	Byline Bank Checking	0.00	80.00
	61418		Posted			01-2060	Accounts Payable	80.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**

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Payee	Trans. Type Trans. No.	Trans. Date	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**

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2021-99-0062	07/01/2021	Adult Programming	80.00	80.00	01-5247	Adult Programming	80.00	ANTI-RACISM
						Totals:	80.00	

LOYOLA UNIVERSITY CHICAGO — Computer Check — 08/21/2024 — 08/21/2024 Posted — 100.00 — 01-1053 / 01-2060 — Byline Bank Checking 0.00 / 100.00 — Accounts Payable 100.00 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
194134	08/14/2024	Lost ILL Book	100.00	100.00	01-5264	ILL Payments	100.00	<No Project>
						Totals:	100.00	

MADELYN HELLWIG — Computer Check — 08/21/2024 — 08/21/2024 Posted — 1,500.00 — 01-1053 / 01-2060 — Byline Bank Checking 0.00 / 1,500.00 — Accounts Payable 1,500.00 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11782	08/15/2024	TO PAY FOR SOME	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
						Totals:	1,500.00	

MCADAM LANDSCAPING, INC. — Computer Check — 08/28/2024 — 08/28/2024 Posted — 534.00 — 01-1053 / 01-2060 — Byline Bank Checking 0.00 / 534.00 — Accounts Payable 534.00 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
97594	08/07/2024	Landscaping Mainte	534.00	534.00	01-5681	Landscaping and snow remov	534.00	<No Project>
						Totals:	534.00	

MEGHAN L PICKETT — Computer Check — 08/14/2024 — 08/14/2024 Posted — 900.00 — 01-1053 / 01-2060 — Byline Bank Checking 0.00 / 900.00 — Accounts Payable 900.00 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2010	08/08/2024	MANAGEMENT/LEA	900.00	900.00	01-5163	Staff Development/Travel	900.00	<No Project>
						Totals:	900.00	

MIDWEST TAPE, LLC — Computer Check — 08/07/2024 — 08/07/2024 Posted — 1,815.92 — 01-1053 / 01-2060 — Byline Bank Checking 0.00 / 1,815.92 — Accounts Payable 1,815.92 / 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505808477	07/24/2024	DVDs	32.31	32.31	01-5890	Audio and video materials	32.31	<No Project>
						Totals:	32.31	
505808473	07/24/2024	Music CDs	77.60	77.60	01-5890	Audio and video materials	77.60	<No Project>
						Totals:	77.60	
505808476	07/24/2024	DVDs	402.10	402.10	01-5890	Audio and video materials	402.10	<No Project>
						Totals:	402.10	

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Payee	Trans. Type Trans. No.	Trans. Date	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
505808475	07/24/2024	DVDs	775.93	775.93	01-5890	Audio and video materials	775.93	<No Project>
						Totals:	775.93	
505839811	07/31/2024	DVD	8.28	8.28	01-5890	Audio and video materials	8.28	<No Project>
						Totals:	8.28	
505839809	07/31/2024	Music CDs	36.61	36.61	01-5890	Audio and video materials	36.61	<No Project>
						Totals:	36.61	
505839808	07/31/2024	DVDs	78.84	78.84	01-5890	Audio and video materials	78.84	<No Project>
						Totals:	78.84	
505839807	07/31/2024	Audiobooks	93.36	93.36	01-5890	Audio and video materials	93.36	<No Project>
						Totals:	93.36	
505839806	07/31/2024	DVDs	310.89	310.89	01-5890	Audio and video materials	310.89	<No Project>
						Totals:	310.89	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check 61410	08/07/2024	08/07/2024 Posted	19,528.62	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 19,528.62	19,528.62 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505841454	07/31/2024	Hoopla	19,528.62	19,528.62	01-5891	Digital content	19,528.62	<No Project>
						Totals:	19,528.62	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check 61420	08/14/2024	08/14/2024 Posted	1,343.17	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,343.17	1,343.17 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505876634	08/08/2024	DVDs	67.56	67.56	01-5890	Audio and video materials	67.56	<No Project>
						Totals:	67.56	
505876548	08/08/2024	Music CDs	101.78	101.78	01-5890	Audio and video materials	101.78	<No Project>
						Totals:	101.78	
505876630	08/08/2024	Audiobooks	124.36	124.36	01-5890	Audio and video materials	124.36	<No Project>
						Totals:	124.36	
505876633	08/08/2024	DVDs	147.18	147.18	01-5890	Audio and video materials	147.18	<No Project>
						Totals:	147.18	
505876632	08/08/2024	DVDs	378.36	378.36	01-5890	Audio and video materials	378.36	<No Project>
						Totals:	378.36	
505876631	08/08/2024	DVDs	523.93	523.93	01-5890	Audio and video materials	523.93	<No Project>
						Totals:	523.93	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check	08/21/2024	08/21/2024	1,120.69	01-1053	Byline Bank Checking	0.00	1,120.69

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	61446		Posted		01-2060	Accounts Payable	1,120.69	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505905070	08/15/2024	DVDs	90.15	90.15	01-5890	Audio and video materials	90.15	<No Project>
						Totals:	90.15	
505904887	08/15/2024	Audiobooks	114.36	114.36	01-5890	Audio and video materials	114.36	<No Project>
						Totals:	114.36	
505904885	08/15/2024	Music CDs	141.12	141.12	01-5890	Audio and video materials	141.12	<No Project>
						Totals:	141.12	
505904888	08/15/2024	DVDs	345.56	345.56	01-5890	Audio and video materials	345.56	<No Project>
						Totals:	345.56	
505904889	08/15/2024	DVDs	390.44	390.44	01-5890	Audio and video materials	390.44	<No Project>
						Totals:	390.44	
505905071	08/15/2024	DVDs	39.06	39.06	01-5890	Audio and video materials	39.06	<No Project>
						Totals:	39.06	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check	08/28/2024	08/28/2024	1,301.99	01-1053	Byline Bank Checking	0.00	1,301.99
	61475		Posted		01-2060	Accounts Payable	1,301.99	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505937556	08/21/2024	Music CDs	60.07	60.07	01-5890	Audio and video materials	60.07	<No Project>
						Totals:	60.07	
505937700	08/21/2024	DVDs	72.14	72.14	01-5890	Audio and video materials	72.14	<No Project>
						Totals:	72.14	
505937554	08/21/2024	Audiobooks	77.36	77.36	01-5890	Audio and video materials	77.36	<No Project>
						Totals:	77.36	
505937559	08/21/2024	DVDs	175.74	175.74	01-5890	Audio and video materials	175.74	<No Project>
						Totals:	175.74	
505937555	08/21/2024	DVDs	451.23	451.23	01-5890	Audio and video materials	451.23	<No Project>
						Totals:	451.23	
505937558	08/21/2024	DVDs	465.45	465.45	01-5890	Audio and video materials	465.45	<No Project>
						Totals:	465.45	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
NICOR GAS	Computer Check	08/28/2024	08/28/2024	1,839.22	01-1053	Byline Bank Checking	0.00	1,839.22
	61476		Posted		01-2060	Accounts Payable	1,839.22	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11915	08/01/2024	Natural Gas Maze B	68.35	68.35	01-5690	Natural Gas	68.35	<No Project>
						Totals:	68.35	
IR-11917	08/02/2024	Natural Gas Main Br	1,770.87	1,770.87	01-5690	Natural Gas	1,770.87	<No Project>

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Payee	Trans. Type / Trans. No.	Trans. Date	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**
						Totals:	1,770.87	
OAK PARK DISTRICT 97 SCHOO	Computer Check	08/07/2024	08/07/2024	31.28	01-1053	Byline Bank Checking	0.00	31.28
	61404		Posted		01-2060	Accounts Payable	31.28	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
4855A	02/01/2024	February gallery exh	31.28	31.28	01-5204	Promotions	31.28	<No Project>
						Totals:	31.28	
OCLC, INC.	Computer Check	08/21/2024	08/21/2024	6,403.45	01-1053	Byline Bank Checking	0.00	6,403.45
	61447		Posted		01-2060	Accounts Payable	6,403.45	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
1000383030	07/01/2024	CONTENTdm Annua	6,403.45	6,403.45	01-5936	Subscriptions and services	6,403.45	<No Project>
						Totals:	6,403.45	
OVERDRIVE, INC.	Computer Check	08/07/2024	08/07/2024	16,806.67	01-1053	Byline Bank Checking	0.00	16,806.67
	61405		Posted		01-2060	Accounts Payable	16,806.67	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
01658CP24225593	07/31/2024	E-Content	1,452.00	1,452.00	01-5891	Digital content	1,452.00	<No Project>
						Totals:	1,452.00	
01658MA24226235	07/31/2024	E-Content	3,915.20	3,915.20	01-5891	Digital content	3,915.20	<No Project>
						Totals:	3,915.20	
01658MA24228191	07/31/2024	E-Content	11,439.47	11,439.47	01-5891	Digital content	11,439.47	<No Project>
						Totals:	11,439.47	
PACIFIC TELEMANAGEMENT SI	Computer Check	08/21/2024	08/21/2024	75.00	01-1053	Byline Bank Checking	0.00	75.00
	61448		Posted		01-2060	Accounts Payable	75.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2125919	08/15/2024	Main 1FL Payphone	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
						Totals:	75.00	
PARK DISTRICT OF OAK PARK	Computer Check	08/28/2024	08/28/2024	1,370.00	01-1053	Byline Bank Checking	0.00	1,370.00
	61477		Posted		01-2060	Accounts Payable	1,370.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
20240018	08/13/2024	DOLE RENT AUGUS	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
						Totals:	1,370.00	
PAULSON PRESS, INC.	Computer Check	08/14/2024	08/14/2024	6,000.00	01-1053	Byline Bank Checking	0.00	6,000.00

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	61421		Posted		01-2060	Accounts Payable	6,000.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
24-0309	06/12/2024	Summer Strategic M	6,000.00	6,000.00	01-5204	Promotions	6,000.00	<No Project>
						Totals:	6,000.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PITNEY BOWES GLOBAL FINAN	Computer Check	08/28/2024	08/28/2024	452.37	01-1053	Byline Bank Checking	0.00	452.37
	61478		Posted		01-2060	Accounts Payable	452.37	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3106783021	08/11/2024	Lease Payment for M	452.37	452.37	01-5691	Rentals--Equipment & Faciliti	452.37	<No Project>
						Totals:	452.37	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PLAYAWAY PRODUCTS LLC	Computer Check	08/07/2024	08/07/2024	288.95	01-1053	Byline Bank Checking	0.00	288.95
	61406		Posted		01-2060	Accounts Payable	288.95	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
469627	07/23/2024	Wonderbooks	176.97	176.97	01-5890	Audio and video materials	176.97	<No Project>
						Totals:	176.97	
470221	07/30/2024	Wonderbooks	111.98	111.98	01-5890	Audio and video materials	111.98	<No Project>
						Totals:	111.98	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
QUILL LLC	Computer Check	08/21/2024	08/21/2024	92.17	01-1053	Byline Bank Checking	0.00	92.17
	61449		Posted		01-2060	Accounts Payable	92.17	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
40100917	08/16/2024	Office Supplies	92.17	92.17	01-5742	Supplies	92.17	<No Project>
						Totals:	92.17	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
REGIONS BANK	Bank Draft	08/19/2024	08/19/2024	35,161.00	01-1053	Byline Bank Checking	0.00	35,161.00
	64		Posted		01-2060	Accounts Payable	35,161.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023066	07/31/2024	REGION PERIOD EN	35,161.00	35,161.00	01-2067	Purchase Cards - P Cards	35,161.00	<No Project>
						Totals:	35,161.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
RHONDA FENTRY	Computer Check	08/07/2024	08/07/2024	75.00	01-1053	Byline Bank Checking	0.00	75.00
	61392		Posted		01-2060	Accounts Payable	75.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0093	08/01/2024	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	<No Project>
						Totals:	75.00	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
RHONDA FENTRY	Computer Check	08/21/2024	08/21/2024	75.00	01-1053	Byline Bank Checking	0.00	75.00
	61450		Posted		01-2060	Accounts Payable	75.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
Invoice #: 2024-99-	08/06/2024	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	<No Project>
						Totals:	75.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
STEPHEN ROBINET	Computer Check	08/14/2024	08/14/2024	263.64	01-1053	Byline Bank Checking	0.00	263.64
	61422		Posted		01-2060	Accounts Payable	263.64	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11773	08/14/2024	wages & salaries - p	263.64	263.64	01-5001	Wages & Salaries	263.64	<No Project>
						Totals:	263.64	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
STEPHEN ROBINET	Computer Check	08/28/2024	08/28/2024	263.37	01-1053	Byline Bank Checking	0.00	263.37
	61479		Posted		01-2060	Accounts Payable	263.37	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11922	08/28/2024	wages & salaries - p	263.37	263.37	01-5001	Wages & Salaries	263.37	<No Project>
						Totals:	263.37	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
SITECARE	Computer Check	08/28/2024	08/28/2024	94.50	01-1053	Byline Bank Checking	0.00	94.50
	61480		Posted		01-2060	Accounts Payable	94.50	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
C52798	08/21/2024	Website Support	94.50	94.50	01-5272	Consultant Support Services	94.50	WEB-DEV
						Totals:	94.50	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
GINGER SLADE	Computer Check	08/14/2024	08/14/2024	20.80	01-1053	Byline Bank Checking	0.00	20.80
	61423		Posted		01-2060	Accounts Payable	20.80	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11748	08/12/2024	MILEAGE	20.80	20.80	01-5165	Mileage & Miscellaneous reir	20.80	<No Project>
						Totals:	20.80	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
SWAN - SYSTEM WIDE AUTOM	Computer Check	08/07/2024	08/07/2024	24,561.50	01-1053	Byline Bank Checking	0.00	24,561.50
	61407		Posted		01-2060	Accounts Payable	24,561.50	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
11205	07/10/2024	EBSCO Databases: 7	24,561.50	24,561.50	01-5750	SWAN	24,561.50	<No Project>
						Totals:	24,561.50	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
T-MOBILE	Computer Check	08/07/2024	08/07/2024	1,261.72	01-1053	Byline Bank Checking	0.00	1,261.72

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	61408		Posted		01-2060	Accounts Payable	1,261.72	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-2024072	07/21/2024	Devices	1,261.72	1,261.72	01-5893	Devices	1,261.72	<No Project>
						Totals:	1,261.72	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
TDI VERTICAL LLC	Computer Check	08/14/2024	08/14/2024	11,250.00	01-1053	Byline Bank Checking	0.00	11,250.00
	61424		Posted		01-2060	Accounts Payable	11,250.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1421	08/09/2024	Firewall Migration	11,250.00	11,250.00	01-5272	Consultant Support Services	11,250.00	<No Project>
						Totals:	11,250.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
TODAY'S BUSINESS SOLUTION	Computer Check	08/14/2024	08/14/2024	666.72	01-1053	Byline Bank Checking	0.00	666.72
	61425		Posted		01-2060	Accounts Payable	666.72	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
080524-27	08/06/2024	Cost per fax progra	666.72	666.72	01-5451	Telephone/Communications	666.72	<No Project>
						Totals:	666.72	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMELIA VARGAS	Computer Check	08/28/2024	08/28/2024	37.25	01-1053	Byline Bank Checking	0.00	37.25
	61481		Posted		01-2060	Accounts Payable	37.25	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11878	08/26/2024	Staff Dev. - A. Varga	37.25	37.25	01-5163	Staff Development/Travel	37.25	<No Project>
						Totals:	37.25	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
VILLAGE OF OAK PARK	Computer Check	08/14/2024	08/14/2024	22,007.15	01-1053	Byline Bank Checking	0.00	22,007.15
	61426		Posted		01-2060	Accounts Payable	22,007.15	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11760	08/15/2024	PAYROLL; VOL DED;	22,007.15	22,007.15	01-5160	IMRF (Illinois Muncipal Retire	22,007.15	<No Project>
						Totals:	22,007.15	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
VILLAGE OF OAK PARK	Computer Check	08/28/2024	08/28/2024	1,978.42	01-1053	Byline Bank Checking	0.00	1,978.42
	61482		Posted		01-2060	Accounts Payable	1,978.42	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
24-0006063	08/12/2024	GAS FOR (203) July	227.66	227.66	01-5680	Fuels & Lubricants	227.66	<No Project>
						Totals:	227.66	
IR-11909	08/16/2024	MAZE WATER/SEWE	326.32	326.32	01-5687	Water	252.46	<No Project>
IR-11909	08/16/2024	MAZE WATER/SEWE	326.32	326.32	01-5688	Sewer/Garbage	73.86	<No Project>
						Totals:	326.32	

Oak Park Public Library
Cash Disbursement Journals
AUGUST 31, 2024

Payee	Trans. Type Trans. No.	Trans. Date	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**
IR-11910	08/16/2024	MAIN SEWER/WATE	699.94	699.94	01-5687	Water	541.57	<No Project>
IR-11910	08/16/2024	MAIN SEWER/WATE	699.94	699.94	01-5688	Sewer/Garbage	158.37	<No Project>
						Totals:	699.94	
IR-11911	08/16/2024	MAIN SEWER/WATE	724.50	724.50	01-5687	Water	563.00	<No Project>
IR-11911	08/16/2024	MAIN SEWER/WATE	724.50	724.50	01-5688	Sewer/Garbage	161.50	<No Project>
						Totals:	724.50	
VILLAGE OF OAK PARK	Computer Check	08/28/2024	08/28/2024	20,026.56	01-1053	Byline Bank Checking	0.00	20,026.56
	61484		Posted		01-2060	Accounts Payable	20,026.56	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-11921	08/30/2024	PAYROLL; VOL DED;	20,026.56	20,026.56	01-5160	IMRF (Illinois Muncipal Retire	20,026.56	<No Project>
						Totals:	20,026.56	
VISUAL IMPACT MEDIA, LLC	Computer Check	08/07/2024	08/07/2024	375.00	01-1053	Byline Bank Checking	0.00	375.00
	61409		Posted		01-2060	Accounts Payable	375.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
17511	08/05/2024	A Library for Everyor	375.00	375.00	01-5693	Signage	375.00	<No Project>
						Totals:	375.00	
WAREHOUSE DIRECT	Computer Check	08/21/2024	08/21/2024	402.78	01-1053	Byline Bank Checking	0.00	402.78
	61451		Posted		01-2060	Accounts Payable	402.78	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
5775094-0	08/19/2024	HP Plotter Paper	299.86	299.86	01-5742	Supplies	299.86	<No Project>
						Totals:	299.86	
5775857-0	08/20/2024	HP (Staff) Toner	102.92	102.92	01-5742	Supplies	102.92	<No Project>
						Totals:	102.92	
WAREHOUSE DIRECT	Computer Check	08/28/2024	08/28/2024	722.46	01-1053	Byline Bank Checking	0.00	722.46
	61483		Posted		01-2060	Accounts Payable	722.46	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
5755303-0	08/05/2024	Facilities - Housekee	112.69	112.69	01-5684	Cleaning & Housekeeping Su	112.69	<No Project>
						Totals:	112.69	
5774363-0	08/16/2024	Facilities - Housekee	541.36	541.36	01-5684	Cleaning & Housekeeping Su	541.36	<No Project>
						Totals:	541.36	
5775050-0	08/19/2024	Facilities - Housekee	68.41	68.41	01-5684	Cleaning & Housekeeping Su	68.41	<No Project>
						Totals:	68.41	

Oak Park Public Library
Cash Disbursement Journals
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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
XEROX FINANCIAL SERVICES	Computer Check	08/14/2024	08/14/2024	1,158.13	01-1053	Byline Bank Checking	0.00	1,158.13
	61427		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
6087734	08/08/2024	Xerox Printers	1,158.13	1,158.13	01-5620	Office & Library Machinery Se	1,158.13	<No Project>
						Totals:	1,158.13	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
SARAH YALE	Computer Check	08/21/2024	08/21/2024	16.28	01-1053	Byline Bank Checking	0.00	16.28
	61452		Posted		01-2060	Accounts Payable	16.28	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11778	08/02/2024	HD mileage reimbur	16.28	16.28	01-5165	Mileage & Miscellaneous reir	16.28	<No Project>
						Totals:	16.28	

	Grand Totals:	409,356.88		409,356.88	409,356.88

A total of 94 payment(s) listed

Oak Park Public Library
Cash Disbursement Journals
AUGUST 31, 2024

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	409,356.88
01-1600	Prepaid Expenses	7,224.20	0.00
01-2058	Fed Pac	75.00	0.00
01-2059	Union dues Payable	188.25	0.00
01-2060	Accounts Payable	409,356.88	409,356.88
01-2067	Purchase Cards - P Cards	35,161.00	0.00
01-5001	Wages & Salaries	901.24	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	42,033.71	0.00
01-5162	Dues	233.00	0.00
01-5163	Staff Development/Travel	1,535.66	0.00
01-5164	Tuition Reimbursement	6,320.00	0.00
01-5165	Mileage & Miscellaneous reimbursemen	89.55	0.00
01-5204	Promotions	6,581.28	0.00
01-5205	Publications	483.34	0.00
01-5240	Children's Programming	791.94	0.00
01-5244	Young Adult Programming	425.27	0.00
01-5247	Adult Programming	282.35	0.00
01-5250	Social Services	2,500.00	0.00
01-5264	ILL Payments	163.04	0.00
01-5272	Consultant Support Services	11,344.50	0.00
01-5291	Legal Fees	2,460.00	0.00
01-5451	Telephone/Communications	741.72	0.00
01-5452	Grant Expenses	221.07	0.00
01-5620	Office & Library Machinery Service	1,158.13	0.00
01-5680	Fuels & Lubricants	227.66	0.00
01-5681	Landscaping and snow removal services	534.00	0.00
01-5682	Building Materials & Supplies	118.05	0.00
01-5684	Cleaning & Housekeeping Supplies	993.53	0.00
01-5686	Custodial Services	17,643.89	0.00
01-5687	Water	1,357.03	0.00
01-5688	Sewer/Garbage	393.73	0.00
01-5690	Natural Gas	1,839.22	0.00
01-5691	Rentals--Equipment & Facilities	1,822.37	0.00
01-5692	Repair & Maintenance Prop. & Equip.	9,744.50	0.00
01-5693	Signage	375.00	0.00
01-5742	Supplies	2,810.71	0.00
01-5745	Supplies - Equity	92.98	0.00
01-5750	SWAN	24,561.50	0.00

Oak Park Public Library

Cash Disbursement Journals

AUGUST 31, 2024

01-5840	Print materials	31,684.40	0.00
01-5890	Audio and video materials	5,870.72	0.00
01-5891	Digital content	42,864.50	0.00
01-5893	Devices	1,329.64	0.00
01-5894	Realia and other formats	694.97	0.00
01-5895	Archival collection	874.06	0.00
01-5920	Facilities Equipment	275.59	0.00
01-5930	Furnishings	12,098.00	0.00
01-5936	Subscriptions and services	42,065.99	0.00
01-5937	Equipment and supplies	236.94	0.00
01-5950	Building Improvements	87,933.65	0.00

<div align="right">**OPPL**
09/24/24</div>

<u>**RESOLUTION ON DISBURSEMENTS, AUGUST 2024**</u>

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF AUGUST 2024 IN THE TOTAL AMOUNT OF $1,056,437 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.

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.

Information Systems Use Policy

Library Board approved July 16, 2002. Revised August 27, 2024. Revised September 24, 2024.

Introduction

At the Oak Park Public Library, we know technology and information systems are essential tools for our work. We trust and expect you to use library technology and information systems effectively and responsibly, and we have developed this policy to help ensure that you do so. This policy outlines our expectations for using library computers, email, phones, and other technology.

Scope

This policy applies to all library staff members. It should be followed in conjunction with our other workplace policies.

This policy aligns with all applicable federal, state, and local laws governing the employer-employee relationship.

If you have questions about using library technology and information systems, please contact your supervisor or the library's IT department.

Confidentiality and Monitoring

All information accessed, stored, or transmitted using library technology is considered the property of the library. We may monitor and review your onsite and offsite use of library technology, including your emails, internet history, and other electronic communications, when necessary to ensure compliance with this policy and access information when required.

In general, you should not expect privacy when using library technology and information systems. While your usage of library information systems for work duties or personal use may not be private, we will protect the confidentiality and/or anonymity of any complaints, survey responses, form completions, or reports you submit to our systems that are explicitly labeled as such.

We may require you to disclose your password or other login information for access or security purposes. Using a personal password does not give you privacy rights in the library's systems or data. We reserve the right to override your password if necessary.

Please be aware that your emails, voicemails, text messages, and other electronic communications may be subject to disclosure in legal proceedings or public records requests, such as Freedom of Information Act (FOIA) requests. Even if you believe a message has been deleted, it may still be recoverable. Use library technology and information systems responsibly and avoid sharing sensitive information that may cause harm if accessed or discovered.

Appropriate Use

To ensure a positive and productive work environment, follow these practices when using library technology and information systems:

- Use technology for its intended purpose. Avoid using library technology for activities that do not benefit the library.
- Avoid excessive personal use. Limited personal use of library technology that does not interfere with work responsibilities is allowed. However, do not install or store personal software or messages on library systems.

- Respect copyright laws. Do not share copyrighted material without permission from the copyright holder.
- Use appropriate language and conduct. Do not use abusive, excessively profane, or offensive language.
- Respect patron and staff member privacy. Avoid sharing sensitive information and do not use technology in a way that disrupts others' work, such as sending or receiving excessive numbers of large files and spamming (sending unsolicited emails to thousands of users).
- Follow library policies. Adhere to all other library policies related to workplace conduct and behavior.

Inappropriate Use

To maintain a safe and respectful workplace, we prohibit the following activities:

- Using library technology for illegal purposes. Illegal activities include hacking, piracy, extortion, blackmail, copyright infringement, or unauthorized access to computers.
- **Viewing, s**ending, or receiving defamatory, discriminatory, harassing, or pornographic messages or content. This includes messages that target someone based on 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, reproductive health decisions, family responsibilities, order of protection status, genetic information, or any other protected characteristic.
- Harassing, bullying, or intimidating others. This includes using technology to stalk, threaten, or otherwise harass or discriminate against anyone.
- Creating a library profile or email account on your personal device without permission. If you have one and are asked to delete it, please comply. Failure to do so may result in disciplinary action. Failure to do so may result in your device being reset to factory default, which may also delete personal information (including, but not limited to, apps, contacts, pictures, videos, etc.).
- Hiding your identity or pretending to be someone else when using library technology. You are responsible for the content of any text, audio, video, or image files you share using library technology.

If you witness or experience any of these prohibited activities, please report it to your supervisor or Human Resources immediately.

Cybersecurity

As a staff member, you serve as a human firewall for our library. In fact, you are the last line of defense for helping our IT department identify potential criminal activity that could damage the library or our systems. Therefore, you are responsible for understanding the dangers and knowing what to do to keep our library systems secure and prevent cyber attacks. To protect the library's technology and information systems, follow these practices:

- Use authorized login information. Only use usernames, passwords, and encryption methods provided by the library.
- Keep your login information confidential. Do not share usernames, passwords, or other login information. Ensure passwords are stored securely and are not easily accessible.
- Be cautious of suspicious emails. Do not respond to or open links or attachments in emails with suspicious features, like unrecognizable senders, typos, urgent requests, or requests for login or personal information requests.
- Report security breaches. If you suspect a security breach, immediately report it to the IT department.
- Avoid unauthorized downloads. Do not download software, program files, or online services without permission from the IT department.

Commented [2]: Split the Appropriate Use section into two sections: 1) Appropriate Use and 2) Inappropriate Use

Deleted: 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.¶
... [2]

Commented [3]: A new section was carved out to list prohibited activities that should be reported.

Deleted: S

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

- Use antivirus software. Scan files and software for viruses before using them. Failure to do so could damage the library's systems.

Violations

We will investigate all reports of policy violations. Please report any violations to Human Resources.

If you violate this policy or misuse library technology or information systems, you may be denied future access and receive appropriate progressive corrective action up to and including termination of employment.

Deleted: 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.

Deleted: 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,

Information Systems Use Policy

Library Board approved July 16, 2002. Revised August 27, 2024. Revised September 24, 2024.

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Confidentiality and Monitoring

All information accessed, stored, or transmitted using library technology is considered the property of the library. We may monitor and review your onsite and offsite use of library technology, including your emails, internet history, and other electronic communications, when necessary to ensure compliance with this policy and access information when required.

In general, you should not expect privacy when using library technology and information systems. While your usage of library information systems for work duties or personal use may not be private, we will protect the confidentiality and/or anonymity of any complaints, survey responses, form completions, or reports you submit to our systems that are explicitly labeled as such.

We may require you to disclose your password or other login information for access or security purposes. Using a personal password does not give you privacy rights in the library's systems or data. We reserve the right to override your password if necessary.

Please be aware that your emails, voicemails, text messages, and other electronic communications may be subject to disclosure in legal proceedings or public records requests, such as Freedom of Information Act (FOIA) requests. Even if you believe a message has been deleted, it may still be recoverable. Use library technology and information systems responsibly and avoid sharing sensitive information that may cause harm if accessed or discovered.

Appropriate Use

To ensure a positive and productive work environment, follow these practices when using library technology and information systems:

- **Use technology for its intended purpose.** Avoid using library technology for activities that do not benefit the library.
- **Avoid excessive personal use.** Limited personal use of library technology that does not interfere with work responsibilities is allowed. However, do not install or store personal software or messages on library systems.

- **Respect copyright laws.** Do not share copyrighted material without permission from the copyright holder.
- **Use appropriate language and conduct.** Do not use abusive, excessively profane, or offensive language.
- **Respect patron and staff member privacy.** Avoid sharing sensitive information and do not use technology in a way that disrupts others' work, such as sending or receiving excessive numbers of large files and spamming (sending unsolicited emails to thousands of users).
- **Follow library policies.** Adhere to all other library policies related to workplace conduct and behavior.

Inappropriate Use

To maintain a safe and respectful workplace, we prohibit the following activities:

- **Using library technology for illegal purposes.** Illegal activities include hacking, piracy, extortion, blackmail, copyright infringement, or unauthorized access to computers.
- **Viewing, sending, or receiving defamatory, discriminatory, harassing, or pornographic messages or content.** This includes messages that target someone based on 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, reproductive health decisions, family responsibilities, order of protection status, genetic information, or any other protected characteristic.
- **Harassing, bullying, or intimidating others.** This includes using technology to stalk, threaten, or otherwise harass or discriminate against anyone.
- **Creating a library profile or email account on your personal device without permission.** If you have one and are asked to delete it, please comply. Failure to do so may result in disciplinary action. Failure to do so may result in your device being reset to factory default, which may also delete personal information (including, but not limited to, apps, contacts, pictures, videos, etc.).
- **Hiding your identity or pretending to be someone else when using library technology.** You are responsible for the content of any text, audio, video, or image files you share using library technology.

If you witness or experience any of these prohibited activities, please report it to your supervisor or Human Resources immediately.

Cybersecurity

As a staff member, you serve as a human firewall for our library. In fact, you are the last line of defense for helping our IT department identify potential criminal activity that could damage the library or our systems. Therefore, you are responsible for understanding the dangers and knowing what to do to keep our library systems secure and prevent cyber attacks. To protect the library's technology and information systems, follow these practices:

- **Use authorized login information.** Only use usernames, passwords, and encryption methods provided by the library.
- **Keep your login information confidential.** Do not share usernames, passwords, or other login information. Ensure passwords are stored securely and are not easily accessible.
- **Be cautious of suspicious emails.** Do not respond to or open links or attachments in emails with suspicious features, like unrecognizable senders, typos, urgent requests, or requests for login or personal information requests.
- **Report security breaches.** If you suspect a security breach, immediately report it to the IT department.

- **Avoid unauthorized downloads.** Do not download software, program files, or online services without permission from the IT department.
- **Use antivirus software.** Scan files and software for viruses before using them. Failure to do so could damage the library's systems.

Violations

We will investigate all reports of policy violations. Please report any violations to Human Resources.

If you violate this policy or misuse library technology or information systems, you 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:	September 19, 2024
Subject:	Building a Balanced Budget for Fiscal Year 2025 (Draft 2)

Draft 2 of a balanced Fiscal Year (FY) 2025 budget is attached for your review and consideration. Draft 2 has more precise figures and minimal changes from Draft 1.

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

Staff 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 budget. At a 3.2% 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.

Key Items to Note in the Draft 2 Budget

- **Total revenue increases by 3.3%.** This total includes a 3.2% property tax levy increase.
  - The 0.2% increase in the property tax levy from 3.0% in Draft 1 to 3.2% in Draft 2 is necessary to maintain a balanced budget while accounting for various known increased costs for the Executive Director search, website accessibility project, and other adjustments.

- **Total operating expenses increased by 0.1%.** This slight increase means overall operating expenses remain essentially the same from FY2024 to FY2025, crucial to overcoming the FY2024 operating deficit of $379,000.
  - 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.

- **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 (installation possible in 2024)
- ○ 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	11,885,600	3.3%
TOTAL EXPENSES - Operating	11,879,343	11,454,992	11,885,600	0.1%
NET SURPLUS/(DEFICIT) OPERATING	(378,865)	419,044	0	-100.0%
TOTAL EXPENSES - Capital	737,000	451,096	600,000	-18.6%
NET SURPLUS/(DEFICIT) OPERATING & CAPITAL	(1,115,865)	(32,051)	(600,000)	-46.2%

Recommendation

Library staff recommend the Board of Library Trustees review and discuss Draft 2 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 3, to be presented as an action item (with the levy resolution) on the Board's October meeting agenda.

Oak Park Public Library
Draft 2- FY2025 Budget

Category	FY2024 Budget	FY2024 Projection	FY2025 Budget	FY24-FY25 Budget Variance
REVENUE				
Property Taxes, for operating	11,045,573	11,045,573	11,404,000	3.2%
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**	**11,885,600**	**3.3%**
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	6,650,000	6,384,000	6,630,000	-0.3%
Employee Health Benefits	1,218,000	1,218,000	1,223,000	0.4%
IMRF (Illinois Muncipal Retirement Fund)	210,000	191,342	229,000	9.0%
FICA/MEDICARE	490,000	470,400	488,500	-0.3%
Workers Compensation Insurance	15,000	15,229	17,500	16.7%
Unemployment Compensation Ins.	18,000	19,772	24,000	33.3%
Total Compensation	**8,601,000**	**8,298,743**	**8,612,000**	**0.1%**
Talent Development				
Dues	22,000	22,000	14,000	-36.4%
Staff Development/Travel	95,000	95,029	103,250	8.7%
Tuition Reimbursement	27,000	27,000	27,000	0.0%
Recruitment	2,000	52,070	12,500	525.0%
Board Development	2,000	695	2,000	0.0%
Total Talent Development	**148,000**	**196,793**	**158,750**	**7.3%**
TOTAL PEOPLE	**8,749,000**	**8,495,536**	**8,770,750**	**0.2%**
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 2- 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	33,000	17.9%
Mileage & Miscellaneous reimbursement (non-conference)	25,300	19,017	22,500	-11.1%
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**	**433,000**	**5.2%**
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**	**575,300**	**-2.9%**
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 2- 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	354,000	4.1%
Equipment and supplies	25,000	25,000	25,000	0.0%
Total Digital Services	**530,000**	**409,846**	**559,000**	**5.5%**
TOTAL PUBLIC SERVICES	**649,000**	**506,734**	**666,000**	**2.6%**
TOTAL EXPENSES - Operating	**11,879,343**	**11,454,992**	**11,885,600**	**0.1%**

Oak Park Public Library
Draft 2- 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**	**11,906,088**	**12,485,600**	**-1.0%**
NET SURPLUS/(DEFICIT) OPERATING	**(378,865)**	**419,044**	**0**	**-100.0%**
NET SURPLUS/(DEFICIT) OPERATING & CAPITAL	**(1,115,865)**	**(32,051)**	**(600,000)**	**-46.2%**
Per Household Rate for Library Service	**493.24**		**509.25**	**3.2%**

State method: (Prop Taxes/Population)*Avg Persons per Household

2024 Population: 51,282

Average persons per household: 2.29