OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room
Tuesday, October 22, 2024 – 6:30 pm
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**
   September 24, 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, November 19, 2024 6:30 pm: Regular Library Board Meeting
   b. Tuesday, December 3, 2024 12 pm: Chicago Marriott Oak Brook

5. **Interim Co-Directors Report**

6. **Staff Reports**
   a. Strategic Priorities Report
   b. Library Core Use Statistics
   c. Additions and Terminations Report
   d. Staff Changes Report

7. **Financial Reports**
   a. September 2024 Financial Reports   **(Discussion)**
   b. September 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. Executive Director Search   **(Discussion)**
   b. American Library Association Job Posting   **(Action)**

10. **New Business**
    a. 2025 Library Budget Draft 3   **(Action)**
       i. Resolution Setting Forth Financial Requirements for the Fiscal Year Beginning January 1, 2025
    b. 2025 Scheduled Building Closings Policy   **(Action)**
    c. 2024 Scheduled Building Closings Policy   **(Action)**
    d. December Board Meeting Date   **(Action)**
    e. Computer and Internet Use Policy   **(Action)**

11. **Closed Session**

12. **Adjournment**

Minutes for September 24, 2024 Regular Library Board Meeting

1. Call to order and roll

President Fruth called the meeting to order at 6:30pm. Secretary Fairfax took roll.

Present: Virginia Bloom, Madhurima Chakraborty, Susanne Fairfax, Maya Ganguly, Matthew Fruth

Absent: Theodore Foss

Motion to approve trustee Rogers to participate remotely through Zoom. Moved by Fairfax. Seconded by Ganguly. Approved by all trustees.

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

Public commentators: Ron Milner

2. Approval of Minutes

August 27, 2024 Regular Meeting

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

3. Public Comments

Ron Milner made a public comment discussing financial literacy, workshops and the importance of educating others at libraries through programs.

4. Trustee Comments and Calendar

Discussed is the Illinois Library Association (ILA) conference which is in October in Peoria and the next scheduled regular board meeting, which will be held on Tuesday, October 22.

5. Interim Co-Director Report

Wulf discussed the Elected Officials BBQ, noting the presence of trustees that attended the event. Discussed is a one-page pdf in the board packet from RAILS about library talking points, specific to public libraries and the importance of advocating to the community about what the library does as a public institution.

6. Staff Reports

a. Strategic Priorities Report

Wulf highlighted the Engagement and Learning sections of the report, starting with the Middle and High School service area, with collaborations from Community Engagement and Children's Services on several library programs and community events held for back-to-school teens and kids. Wulf discussed the Summer Reading Programs, held for childrens and adults noting that there are further details and reports on both of the summer reading programs. Discussed was a trauma-informed two-part session held for staff where presenter Beth Wahler focused on addressing and minimizing interpersonal challenges from a trauma informed perspective.

Tarullo highlighted the Stewardship and Equity and Anti-Racism sections, starting with the Facilities service area on several building improvements ranging from parking pay stations to our air handlers and exhaust system. Discussed was diversifying Special Collections with audiocassettes of Stan West interviews becoming digitized further offering accessible recordings of this historically significant collection.

b. Additions and Terminations Report

c. Staff Changes Report

7. Financial Reports

a. August 2024 Financial Reports

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

b. Resolutions on Disbursements

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

8. Additional Reports

a. Intergovernmental Committee (IGOV): Did meet. Fairfax reported that a special guest speaker Cheryl Potts, Executive Director of the Community Mental Health Board came and talked on mental health and discussed offering a program by all the different governing bodies.

b. Council of Governments (CoG): Did meet. Wulf attended, discussed the Park District bylaws, procedures, and training and how other governing bodies receive training.

c. PlanIt Green: Foss, absent. To be discussed and followed up on at the next meeting.

d. Friends of the Oak Park Public Library: Did not meet.

9. Unfinished Business

a. Review Board By-Laws

Discussed is the review of the board bylaws, noting changes and revisions to be made and reintroducing new committees such as policy, finance, and request for proposal committees.

10. New Business

a. Executive Director Search Update by Koya

Discussed is an update on the Executive Director Search by Trisha Sutrisno, Managing Director at Koya Partners, noting the needs assessment process by conducting a survey for staff to participate in. Discussed were meetings with affinity groups, Co-Interim Executive Directors, Leadership and Management teams. Data were collected from the needs assessment survey, noting receiving 34 responses from staff, 6 responses from trustees, and responses from 4 affinity groups, all responses used to develop a job description for the next Executive Director.

Discussed is the draft job description for review by the search committee, noting edits were made to provide a more refined sense of needs of the library and community with a committee meeting to be held following after to finalize the position profile for the board to vote and approve on. Upon approval, the job description will be launched publicly with staff and board receiving the position profile to share externally to the network. A community survey was mentioned, as one of the pieces to come together in part of this process.

b. Information Systems Use Policy Revision

Motion to approve the revised Information Systems Use Policy, with the following amendment:

We may require you to disclose your password or other login information for access or security purposes and reserve the right to override your password if necessary.

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

c. Draft 2 FY2025 Budget

Discussed is the Draft 2 FY2025 budget, noting changes with revenue and expenses. Several budget line items were noted including the executive director search and consulting fees in regards to the website being in compliance with ADA to happen in 2025.

d. Board Training Proposals

The board discussed training and the importance of it for existing and/or new members. Three proposals were reviewed and discussed with the interest in more options for vendors, noting the

importance of all trustees to engage in the board training together. No proposals were selected. The following board meeting will further discuss a plan of action on what topics and resources the board would like to review and engage upon with plans on working through their immediate needs in November and December meetings.

e. November Board Meeting Date

Motion to move the November board meeting date from November 26 to November 19.

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

11. Adjournment

Fruth adjourned the meeting at 9:22 pm.

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

	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

WHY WE DO IT

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

OAK PARK PUBLIC LIBRARY

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

Celebrating the League of Women Voters
In March 2024, Marge Massarello of the League of Women Voters of Oak Park/ River Forest reached out to us to discuss an idea they were exploring for a display in Fall 2024 to celebrate the organization's 100th anniversary. They planned to celebrate with displays in several area libraries, highlighting both the group's longevity and their grassroots work dedicated to voter advocacy, education, expansion, and mobilization. **During the month of September, we were thrilled to host this important display in the Main Library Community Space.** Throughout the month, many patrons commented on how important the display was, particularly in light of this year's presidential election.

Communications & Development

Library Card Sign-up Month
In September, the Communications Team led efforts to encourage community members to engage with their library and become library cardholders, as part of the annual Library Card Sign-up Month. Given that our library cards do not expire, **we focused this year's campaign on not only new sign-ups but also on continuing to positively impact new cardholder retention** (percentage of new cardholders who signed up 12-24 months ago who are still active) **and market penetration** (percentage of households in Oak Park that are active library users) — two metrics that have historically been high for our library, in general and relative to library peers, at roughly 70% and 60%, respectively. **Specifically, this involved efforts aimed at 1) recognizing new cardholders and 2) re-engaging specific cardholder activity "clusters." We refreshed our four-part "Welcome" email campaign**, resulting in a 55.4% open rate and a 25% click-through rate. Eleven new cardholders who received these emails responded to share why they applied for a card, receiving a free gift from the library Store as a thank-you. **A "Library subscriptions help you save" email was sent to inactive and occasional users, resulting in 3% re-engagement (276 patrons), and a targeted appeal to cardholders with accounts on hold explained how to re-activate borrowing privileges.** As community members signed up for cards, Patron Services staff captured 25 photos of willing new cardholders, which can now be used by Communications for future library promotions.

Community Voice

When asked "Why did you choose to get a library card?" as part of the new cardholder "Welcome" email campaign series (mentioned above), community members shared a variety of reasons, including the following:

"I recently chose to get a library card, **not only to read for enjoyment but also to improve my household skills through how-to and cooking books. Having recently moved, I also see the library as a wonderful way to feel more connected to the community.**"

"I decided to get my Oak Park library card now because, **as someone experiencing homelessness, the library provides a safe space where I can sit and explore many resources, both in print and digital formats.**"

"I chose to make an account with Oak Park Library because it's **one of the best, most beautiful libraries I've been to and I can tell that things are done with love there.**"

A patron recently shared praise and gratitude for library staff and services in the following email:

"First of all, **I'm so grateful to have such a wonderful library! We are so, so lucky.** I have always had such wonderful experiences with the staff and the resources. Today I had to send a fax. [...] **I came to the Library and was assisted by Victor**, the gentleman at the desk on the 3rd floor. I asked him if someone could help me because I hadn't sent a fax in 8 years (since I worked) and didn't think I could do it. He immediately walked me over to the machines, explained everything to me, and made it so very painless! **I just wanted to say he was wonderful and a God-send to me today. Thank you for having such amazing, great people working at our Library!**

After attending a community event in Barrie Park on September 7, staff received the following note of gratitude from the co-chairs of the South East Oak Park Community Organization:

"On behalf of the SEOPCO Board and our neighbors, **thank you for bringing the OPPL Book Bike to this year's BarrieFest.** [...] **Local organizations supporting neighborhood events enable SEOPCO to bring our unique and diverse community together to serve a larger purpose.** BarrieFest attracts families from other parts of Oak Park as well, providing us with an opportunity to showcase this wonderful neighborhood."

► 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

Expanding opportunities for bilingual technology instruction
Supervising Librarian of Creative Technology John Gargiulo collaborated with Latine Language & Culture Librarian Nora Sanchez to offer bilingual technology classes at the library in September through Connected Nation. Connected Nation is a national nonprofit that has worked in the broadband and related technology space for more than 20 years and, with the support of AT&T, offers free digital workshops in both English and Spanish. **Across two days (September 18-19), four classes were offered at the Main Library: Mobile Device Basics, Zoom Conferencing Basics, Internet Safety, and Email Basics.** Each class had 6-10 registrants, with a total attendance of 16 across all four classes. In the post-program surveys submitted by participants, all respondents reported that they learned something new, and one person shared that the "instructor was flexible and answered attendees' specific questions in addition to presentation topics." Working with Connected Nation offered a new opportunity for us to connect Spanish speakers with technology instruction. While the events were listed on our calendar in both English and Spanish, we unfortunately did not have any Spanish-speaking patrons attend the classes. **We hope to continue working with Connected Nation in the future, focusing specifically on Spanish instruction to hopefully connect this audience to these important resources.**

Learning & networking for Children's Services staff
The Association for Library Service to Children's (ALSC) National Institute took place September 19-21 in Denver, Colorado, and we were pleased to have three Children's Services staff members attend: Manager of Children's Services Jennifer Norborg, Supervising Librarian of Children's Services Genevieve Grove, and Children's Services Librarian Shelley Harris. At the Institute, Shelley moderated a discussion for disabled librarians that she described as "fantastic and meaningful" for all participants, in which they found a great deal of common ground in their experiences. Shelley also attended panels on kits with equity themes, such as poverty and disabilities; services for babies; using holidays in story times; nature-based programs; serving dyslexic patrons; and the importance of sunsetting programs.

Social Services & Public Safety

Providing public safety training & resources for staff
Our Public Safety Team has recently focused on additional training and procedure updates to ensure that staff have the skills and resources necessary to ensure the health and safety of all individuals in our library spaces. The Public Safety Team received CPR and naloxone training from the Oak Park Fire Department, and Manager of Public Safety Aaron Alonzo created a series of safety trainings for all staff on topics including de-escalation, naloxone administration, and active shooter threats. The library's Emergency Procedures Guide has also been updated and outlines procedures around biohazards, evacuation, medical emergencies, active shooter threats, lost persons, emergency closings, extreme weather, and bomb threats. Copies of this guide are located throughout the building at the Main Library and at each branch as a reference tool for staff.

Community Voice

As highlighted in a September 9 news story on oppl.org, one patron has been using the Creative Studio's Media Preservation Station for an important project: Over the past few months, Oak Parker Alex Yu has been digitizing the video archives of riksha, a not-for-profit magazine that focuses on arts, literature, and music by Asian Americans in the Midwest. **Alex has spent hours using these free tech resources at the library to digitize VHS footage from the 1990s and 2000s, featuring stand-up comedy, stage readings, concerts, and more by Asian Americans in Chicago.** After digitizing the footage, he then uploads the excerpts to YouTube so that they may reach a wider audience.

"Asian American culture in the Midwest tends to get lost," Alex says, noting that media representation is often biased toward the East and West coasts. **"Stories of Asian Americans in the Midwest are underrepresented. It's nice that we have a unique Asian American story to tell."**

STEWARDSHIP in September 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

Facilities

Maintaining library facilities

During a Maze Branch inspection on September 9, the Oak Park Fire Department noted two fire safety violations related to our storage spaces. The Facilities Team responded to the recommendations from the fire department and resolved the issues, ensuring proper fire safety and efficiency in the event of an emergency. Also at Maze, Fox Valley Fire & Safety sent out four of our fire sprinkler heads for Underwriters Laboratories (UL) Certification. Per NFPA 25, sprinkler heads must be tested and certified by the UL based on their duration of service and time since last inspection. All four sprinkler heads passed and were certified, which not only maintains our compliance with fire code, but also proves that our equipment is in good working order in the event of an emergency.

In an effort to plan ahead, the Facilities Team has also been working with Grumman/Butkus Associates (GBA) — a well-respected mechanical engineering firm specializing in critical infrastructure heating and cooling — **to identify areas for improvement related to climate control in our Special Collections.** On September 25, three GBA engineers met with library staff on-site to discuss climate control operations, concerns, and ideal conditions for the future. After the meeting, GBA performed a space and equipment study. Once complete, GBA will provide us with a construction narrative, base designs, and probable costs. **This important work ensures that we will have a plan and options for how to better care for our Special Collections when we eventually need to replace and upgrade our Special Collections HVAC system.**

Technology

Improving public technology

The IT Team recently completed memory upgrades for all public computers across all three library buildings. IT Specialists David Dziuba and Brett Hanna executed the upgrades during the library's non-active hours, ensuring minimal disruption to patrons. **These upgrades involved installing higher-capacity RAM modules to boost the processing power and multitasking capabilities of the computers.** As a result, **patrons can expect faster response times, improved system stability, and a smoother overall user experience when utilizing the library's computers.**

Public Services & Programs

Adding a special & sustainably-made seat at Maze

In 2021, a coalition of three local organizations — Clean Up-Give Back, Takeout 25, and the Village of Oak Park — donated a bench made from reclaimed plastics to the library. The group, led by Oak Park and River Forest students, collected 2,000 pounds of plastic, using 500 pounds to make the bench. **Since being donated, the bench has been located in the lobby of the Main Library — but the intention was always to place it somewhere outside, so that it could be used and appreciated by the community. In September, we found the perfect spot: the Sensory Garden at the Maze Branch.** The spot we selected was a perfect size for the bench, and it looks as though it has always been there. We are so pleased that we have not only been able to keep the bench, but that it is now available to the community in the way that it was originally intended.

Staff Spotlight

Thanks and appreciation go to our Materials Handling Supervisor Katie Eggersdorf, who has helped execute and lead many projects since her promotion to this position last year. Over the last year, among many other tasks and projects, she helped plan and carry out the shifting of 2,574 shelves of books on the third floor of the Main Library and initiated a reorganization of the Sorting Room to improve efficiency. Katie has a sharp eye for detail and process, which she uses to streamline workflows, always with attention to equity.

ANTI-RACISM & EQUITY in September 2024

► 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

Supporting our transgender community members
In September, the library hosted two events focused on transgender community support. **On September 7, we hosted author and speaker Ben Greene at the Main Library (pictured at right).** We worked with the local chapter of PFLAG to bring Ben to the library, and Children's Services and Adult Services split the cost and staffing of this program. **During the event, Ben talked about his latest book, _My Child is Trans, Now What? A Joy-Centered Approach to Support_**, along with other supportive topics and resources. **On September 19, the library offered a virtual event entitled "Transgender 101" with local speaker, consultant, and community leader Nikk Cochran Selik. The program was organized by Adult Services Librarian Jabez Patterson and Staff Learning & Well-Being Specialist Ginger Slade as a live event for the public and recorded for staff training.** Feedback from a post-program survey sent to participants included "Nikk is an excellent presenter. Shared his personal story making a tough subject easier to follow. Answered questions I've had," and "The presenter was knowledgeable, well organized. I especially appreciated his perfect PPT slides."
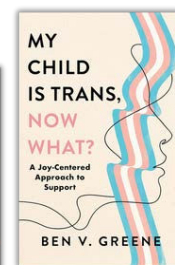
A new book club for Spanish-language readers
Our first "Leyendo Libros" Spanish-language book discussion took place on September 28 at the Latino-owned Vigo Coffee location on Lake Street. The group read _El invencible verano de Liliana: una hermana en busca de justicia_, and the discussion was conducted entirely in Spanish, creating a warm and inviting atmosphere. Afterward, several participants stayed to share their hopes and ideas for future book club meetings. It was a meaningful start to what we hope will be an engaging and growing community space for Spanish-language readers.

Collections

Redesigning our third-floor collections pullouts
The Collections Team recently completed a project to reimagine the Main Library's third-floor pullouts. The project focused on analyzing how our community engages with the collections and redesigning the pullouts to reflect a more inclusive representation of the current publishing landscape. After a year of hard work, the major aspects of the project are now complete, and images of some of these pullouts are pictured at right. Moving forward, the team will continue refining these areas as new materials are added, ensuring the collections remain dynamic and inclusive.

Community Voice

On September 21, Middle & High School (MHS) Services staff and students attended the Chicago Football Classic, an annual celebration of HBCU (Historically Black Colleges and Universities) pride that features a football game and other events held at Soldier Field. This comprehensive day included education, culture, and community. Notably, none of our students had ever been to Soldier Field or attended a football game before, making this an exciting opportunity to introduce them to something new. Some of the feedback we received from students included:

"I witnessed a football game for the first time. **The College Fair also motivated me to start a College Readiness Folder.**"

"**My first football game was amazing!** I really enjoyed the Battle of the High School and College Bands—it was fun and entertaining. **I am now thinking about whether I want to attend an HBCU or a PWI.**"

"Thank you to the library for planning a fun and educational trip. **I never knew we could do something like this through our library. We got so much more than a game!**"

This dashboard displays data that the Oak Park Public Library tracks related to patron use of key resources. For each metric, quarterly totals for the current year are provided, along with a simple line graph showing the monthly trend for the same time period. A year-to-date (YTD) total is provided for the current calendar year, along with data from the same time period the previous year for comparison. The year-over-year (YOY) "Change" column provides an indicator symbol that denotes whether the YTD total for the current year is above (green plus), below (red minus), or essentially the same as (gray approximately equal) the total for the same time period the previous year, with the percentage change provided in gray, italicized text. A threshold of ±5% is used to determine which indicator symbol is assigned below (e.g., if the current year value is greater than the previous year value by 5% or more, a green plus symbol is assigned).

	Q1	Q2	Q3	Q4	Monthly Trend (January-September)	2024 Q1-Q3 Total	2023 Q1-Q3 Total	Change (YOY)
Building Visits — The number of patron visits to a library building	95,785	103,535	98,780			**298,100**	279,737	➕ *7%*
Website Users — The number of people who initiated at least one session on oppl.org during a given month	106,529	105,814	114,455			**326,798**	302,549	➕ *8%*
Physical Materials Use — The number of checkouts plus renewals made at an Oak Park library location	255,262	258,148	262,635			**776,045**	789,419	≈ *-2%*
Digital Materials Use — The number of materials downloaded or streamed from Oak Park library digital collections	125,269	114,721	112,846			**352,836**	317,215	➕ *11%*
Online Resource Use — The number of sessions (logins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access.	30,247	34,454	41,565			**106,266**	60,087	➕ *77%*
WiFi Use — The number of unique daily WiFi clients at an Oak Park library location	49,301	52,773	47,304			**149,378**	158,925	➖ *-6%*
Public Computer Use — The number of PC sessions at an Oak Park library location	11,484	13,023	14,037			**38,544**	31,157	➕ *24%*
Program Attendance — The number of attendees at programs held inside an Oak Park Public Library location or in a library virtual space	6,300	9,304	6,694			**22,298**	21,127	➕ *6%*
Community Outreach — The estimated attendance at all outreach and Book Bike events	2,029	3,935	3,785			**9,749**	7,843	➕ *24%*
Meeting Room Use — The number of uses of Oak Park library physical and virtual meeting rooms by community members	489	468	461			**1,418**	1,334	➕ *6%*
Study Room Use — The number of uses of Oak Park library study rooms by community members	2,194	2,345	2,368			**6,907**	6,654	≈ *4%*

This dashboard displays data that the Oak Park Public Library tracks related to patron use of key resources. For each metric, quarterly totals for the current year are provided, along with a simple line graph showing the monthly trend for the same time period. A year-to-date (YTD) total is provided for the current calendar year, along with data from the same time period the previous year for comparison. The year-over-year (YOY) "Change" column provides an indicator symbol that denotes whether the YTD total for the current year is above (green plus), below (red minus), or essentially the same as (gray approximately equal) the total for the same time period the previous year, with the percentage change provided in gray, italicized text. A threshold of ±5% is used to determine which indicator symbol is assigned below (e.g., if the current year value is greater than the previous year value by 5% or more, a green plus symbol is assigned).

	Q1	Q2	Q3	Q4	Monthly Trend (January-September)	2024 Q1-Q3 Total*	2023 Q1-Q3 Total*	Change (YOY)
New User Accounts - Library Cards The number of Oak Park Public Library cards newly created or re-registered	944	968	1,148		⟋⟍	**3,060**	2,732	➕ *12%*
New User Accounts - Digital** The number of new digital-only accounts created	143	129	120		⟍⟋	**392**	413	➖ *-5%*
Digital Account Conversions The number of new digital-only account users who converted to full-access library cards	24	17	16	N/A***		**57**	60	➕ *-5%*
New Cardholder Retention The percentage of new cardholders who signed up 12-24 months prior to the end of a given quarter who are still active users. (Active User: A patron who has used their library card within the past 12 months.)	67%	68%	Data Not Available Yet	N/A***		**67.5%**	56.5%	➕ *19%*
Market Penetration The percentage of active households (i.e., households containing at least one active user) in the library's service area. (Active User: A patron who has used their library card within the past 12 months.)	59%	60%	Data Not Available Yet	N/A***		**59.5%**	57.5%	≈ *3%*
Net Promoter Score (NPS) The NPS is a measure of customer satisfaction and loyalty, used in multiple industries. The score is derived from responses to this question: "On a scale from 0 (not at all likely) to 10 (very likely), how likely are you to recommend the library to others?" Scores range from -100 to 100; a positive NPS score is Good, above 50 is Excellent, and above 70 is considered World Class.	88.2	91.5	88.2		⋀⋁	**88.4**	88.7	≈ *0%*

* *Unlike other metrics in this dashboard, the values in the "2024 Q1-Q3 Total" and "2023 Q1-Q3 Total" columns for New Cardholder Retention and Market Penetration are not cumulative totals of the individual quarters. Instead, they are the average of the quarterly percentages in a given year. Additionally, the values in the "2024 Q1-Q3 Total" and "2023 Q1-Q3 Total" columns for the Net Promoter Score (NPS) metric are not cumulative totals of the individual quarters. Instead, they are the calculated scores when looking at all survey responses from January 1 through September 30 of a given year as a single data set.*

NOTE: **As of the publishing of this report (10/15/24), New Cardholder Retention and Market Penetration data for Q3 2024 is not yet available from OrangeBoy; thus, only Q1 and Q2 percentages are reflected above in the total columns for both 2024 and 2023. Q3 2024 data will be available for review on *oppl.org* by 11/1/2024 and will be reflected in the next quarterly dashboard shared with the Board of Trustees in January 2025.**

** *Digital accounts became available to patrons in March 2020. Users who obtain digital accounts and later convert to full-access cards are not counted a second time as new users during the month they convert.*

*** *Monthly trends are not provided for Digital Account Conversions, New Cardholder Retention, and Market Penetration, as these metrics are calcuclated on a quarterly basis only.*

10/01/2024
Additions & Terminations

OAK PARK
PUBLIC LIBRARY

Dates
2024-09-01 - 2024-09-30

Employee Head Count
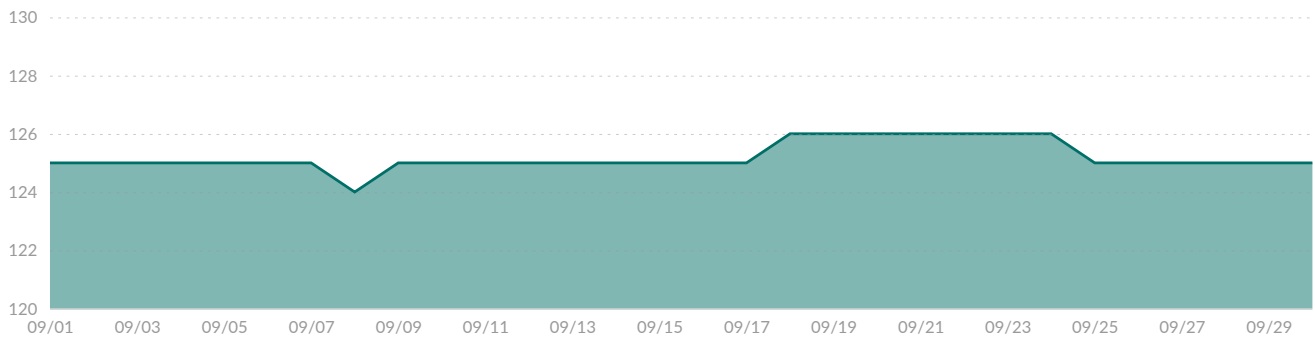
Additions (2)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Lundy, Andrea	Part-Time, 20 or more hrs/wk	Materials Handling	None	Oak Park Public Library	Library Clerk	09/18/2024
Hynson, Chamyre	Full-Time	Community Engagement	None	Oak Park Public Library	Multicultural Librarian	09/09/2024

Terminations (2)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Ramos, Marcelino	Part-Time, less than 20 hrs/wk	Middle & High School Services	None	Oak Park Public Library	Library Assistant	07/10/2023	09/25/2024
Green, Sarah	Part-Time, 20 or more hrs/wk	Materials Handling	None	Oak Park Public Library	Library Clerk	08/24/2023	09/08/2024

10/01/2024
Staff Changes

OAK PARK
PUBLIC LIBRARY

Dates
09/01/2024 - 09/30/2024

Changes (1)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
Javier, Joel	Full-Time	Community Engagement	Library Specialist	Lateral Change	09/09/2024	Previous Department: Adult Services

Oak Park Public Library – Financial Report Summary

As of September 2024
(75% of the year complete)

Operating cash available:

Byline Checking	$ 360,732
*Outstanding payments	$ (62,010)
Byline Analysis	$ 260,810
Byline Public Fund MM	$ 560,328
Hinsdale - Wintrust MM	$ 205,619
Illinois Funds Invest	$ 8,351,695

Ending Operating cash available: **$9,677,174**

Art Fund: **$3,025**

Oak Park Public Library is 75% through the fiscal year. The year-to-date (YTD) financial statement through September 30, 2024, including capital expenditure, reflects a surplus of $2,727,348.

September YTD operating expenditures totaled $8,515,230, or 72% 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 82.4% of the budget and is anticipated to exceed it with two remaining scheduled payments in 2024. October payment is scheduled to be $36K.

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.

September's interest income of $40,119 and YTD of $290,547 are 263% over the annual budget. The library will continue to see growth in interest income, but at a lower amount, as interest rates have begun to decrease.

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: 100%

EXPENDITURES
Total disbursements: **$872,445**

The total People expenditure is 72%, and due to the vacant positions, it is 3% under the YTD budget. The Recruitment line is significantly overspent at 1,562% due to unanticipated Executive Director search firm expenses of $32,000 to date.

Support Services is expended at 85%. 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 45% over the annual budget and increasing due to using outside counsel for personnel matters, (3) Consulting Services costs are overspent at 106% 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.

September's operating expenditures are at 72%, which is 3% under the YTD budget. Capital expenditures are at 33% 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	72%	
Talent Development	98%	
Total People		**72%**

Support Services:
Marketing	63%	
Store	18%	
Collections	50%	
Administration	100%	
Other Support Srvcs	54%	
Total Support Services		**85%**

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

Library Materials:
Total Library Materials		**72%**

Facilities Management:
Facilities Supplies	64%	
Facilities Services	57%	
Total Facilities Management		**58%**

Public Services:
Programming	54%	

Digital Services	69%
Total Public Services	**66%**

TOTAL OPERATING EXPENSES: **72%**

TOTAL CAPITAL AND OUTSIDE SUPPORT: **33%**

Prepared by Linda Barnett – October 7, 2024

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

Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2024:	$418,008.72
Add: Cleared deposits:	$26,850.62
Add: Cleared deposit adjustments:	$1,053,735.07
Subtract: Cleared payments:	$363,597.05
Subtract: Cleared payment adjustments:	$774,265.05
Adjusted bank register balance:	$360,732.31
Bank register ending balance:	$298,722.66
Subtract: Outstanding deposits:	$0.00
Subtract: Outstanding deposit adjustments:	$13,788.38
Add: Outstanding payments:	$62,009.65
Add: Outstanding payment adjustments:	$13,788.38
Adjusted bank register balance:	$360,732.31
Bank statement ending balance 09/30/2024:	$360,732.31
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	15	$1,080,585.69
All Cleared Payments:	114	$1,137,862.10

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

Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2024:		$150,660.02
Add: Cleared deposits:		$0.00
Add: Cleared deposit adjustments:		$2,160,150.20
Subtract: Cleared payments:		$0.00
Subtract: Cleared payment adjustments:		$2,050,000.00
Adjusted bank register balance:		$260,810.22
Bank register ending balance:		$260,810.22
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:		$260,810.22
Bank statement ending balance 09/30/2024:		$260,810.22
Out of balance by:		$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	5	$2,160,150.20
All Cleared Payments:	5	$2,050,000.00

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

Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2024:	$558,125.63
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$2,201.92
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$0.00
Adjusted bank register balance:	$560,327.55
Bank register ending balance:	$560,327.55
Subtract: Outstanding deposits:	$0.00
Subtract: Outstanding deposit adjustments:	$0.00
Add: Outstanding payments:	$0.00
Add: Outstanding payment adjustments:	$0.00
Adjusted bank register balance:	$560,327.55
Bank statement ending balance 09/30/2024:	$560,327.55
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$2,201.92
All Cleared Payments:	0	$0.00

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

Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2024:	$204,691.28
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$927.29
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$0.00
Adjusted bank register balance:	$205,618.57
Bank register ending balance:	$205,618.57
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:	$205,618.57
Bank statement ending balance 09/30/2024:	$205,618.57
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	2	$927.29
All Cleared Payments:	0	$0.00

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

Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2024:	$8,315,960.79
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$1,035,734.11
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$1,000,000.00
Adjusted bank register balance:	$8,351,694.90
Bank register ending balance:	$8,351,694.90
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:	$8,351,694.90
Bank statement ending balance 09/30/2024:	$8,351,694.90
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	2	$1,035,734.11
All Cleared Payments:	1	$1,000,000.00

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS ART FUND INVESTMENT, SEPTEMBER 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2024:		$3,011.94
Add: Cleared deposits:		$0.00
Add: Cleared deposit adjustments:		$12.93
Subtract: Cleared payments:		$0.00
Subtract: Cleared payment adjustments:		$0.00
Adjusted bank register balance:		$3,024.87
Bank register ending balance:		$3,024.87
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:		$3,024.87
Bank statement ending balance 09/30/2024:		$3,024.87
Out of balance by:		$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$12.93
All Cleared Payments:	0	$0.00

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 09/30/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	0.00	10,787,498.70	11,045,573.00	97.66%
Corp. Property Replacement Tax	9,228.49	206,004.68	250,000.00	82.40%
Services charges and fees	0.00	60.64	2,200.00	2.76%
Lost Books Reimbursed/Reciprocal Borrow	15.00	7,678.08	7,000.00	109.69%
Sales	638.00	6,011.80	40,000.00	15.03%
Rentals-Library Space	338.65	2,525.85	0.00	0.00%
Vending/Enterprise Income	0.00	1,263.65	0.00	0.00%
Parking lot revenue	2,806.91	17,695.17	21,000.00	84.26%
Interest	40,119.36	290,546.45	80,000.00	363.18%
Gifts	244.20	2,903.20	0.00	0.00%
Gifts From FOPPL	0.00	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	0.00	23,578.47	33,575.00	70.23%
Miscellaneous Income	210.00	15,280.73	1,130.00	1,352.28%
TOTAL REVENUE	**53,600.61**	**11,487,363.72**	**11,500,478.00**	**99.89%**
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	510,385.49	4,760,020.00	6,650,000.00	71.58%
Employee Health Benefits	94,466.80	901,966.01	1,218,000.00	74.05%
IMRF (Illinois Muncipal Retirement F	14,504.59	138,690.87	210,000.00	66.04%
FICA/MEDICARE	37,511.86	350,074.24	490,000.00	71.44%
Workers Compensation Insurance	0.00	15,229.00	15,000.00	101.53%
Unemployment Compensation Ins.	498.28	20,459.23	18,000.00	113.66%
Total Compensation	**657,367.02**	**6,186,439.35**	**8,601,000.00**	**71.93%**
Talent Development				
Dues	9,000.00	18,420.00	22,000.00	83.73%
Staff Development/Travel	6,596.44	67,301.91	95,000.00	70.84%
Tuition Reimbursement	0.00	25,820.00	27,000.00	95.63%
Recruitment	87.36	33,326.44	2,000.00	1,666.32%
Board Development	0.00	394.59	2,000.00	19.73%
Total Talent Development	**15,683.80**	**145,262.94**	**148,000.00**	**98.15%**
TOTAL PEOPLE	**673,050.82**	**6,331,702.29**	**8,749,000.00**	**72.37%**
SUPPORT SERVICES				
Marketing				
Promotions	816.11	14,320.63	20,000.00	71.60%
Publications	0.00	19,020.93	33,000.00	57.64%
Total Marketing Support	**816.11**	**33,341.56**	**53,000.00**	**62.91%**

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 09/30/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Store				
General Merchandise	74.88	4,439.19	25,000.00	17.76%
Fees and Services	25.11	715.75	3,500.00	20.45%
Total Store Support	**99.99**	**5,154.94**	**28,500.00**	**18.09%**
Collections				
ILL Payments	282.20	858.22	3,675.00	23.35%
Cataloging/Bib Search Fees	0.00	2,297.00	2,625.00	87.50%
Total Collections Support	**282.20**	**3,155.22**	**6,300.00**	**50.08%**
Administration				
HRIS and Payroll Processing Fees	2,030.60	19,358.87	28,000.00	69.14%
Mileage & Miscellaneous reimburser	819.37	13,215.10	25,300.00	52.23%
Hospitality	0.00	1,814.38	5,000.00	36.29%
Staff Appreciation / Engagement	1,241.33	7,273.42	12,000.00	60.61%
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	(53.49)	1,244.86	1,800.00	69.16%
Consulting Services - Admin	5,965.00	79,863.75	75,200.00	106.20%
Intergovernmental Agreements (IGA	2,176.50	15,200.00	22,211.00	68.43%
Legal Fees	1,111.25	29,085.50	20,000.00	145.43%
Postage & Delivery	4,774.39	15,218.40	10,500.00	144.94%
Insurance	0.00	108,434.44	112,000.00	96.82%
Contingency	(221.21)	24.74	0.00	0.00%
Grant Expenses	1,557.44	54,569.13	0.00	0.00%
Supplies	13,001.03	58,012.47	90,000.00	64.46%
Total Administration Support	**32,402.21**	**410,515.06**	**411,543.00**	**99.75%**
Other Support Services				
Telephone/Communications	3,964.83	39,848.03	66,000.00	60.38%
Office & Library Machinery Service	1,158.13	10,423.17	27,000.00	38.60%
Total Other Support Services	**5,122.96**	**50,271.20**	**93,000.00**	**54.06%**
TOTAL SUPPORT SERVICES	**38,723.47**	**502,437.98**	**592,343.00**	**84.82%**
EQUITY AND ANTI-RACISM				
Learning and Development	0.00	8,516.96	12,000.00	70.97%
Supplies - Equity	0.00	1,295.04	2,000.00	64.75%
TOTAL EQUITY AND ANTI-RACISM	**0.00**	**9,812.00**	**14,000.00**	**70.09%**
LIBRARY MATERIALS				
Print materials	30,307.99	274,948.89	373,500.00	73.61%
Audio and video materials	4,749.57	51,887.76	101,000.00	51.37%
Digital content	48,042.41	475,842.09	620,000.00	76.75%
Devices	1,418.25	13,618.34	40,000.00	34.05%

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 09/30/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Realia and other formats	1,200.31	5,777.53	13,000.00	44.44%
Archival collection	1,659.65	13,133.47	20,000.00	65.67%
TOTAL LIBRARY MATERIALS	**87,378.18**	**835,208.08**	**1,167,500.00**	**71.54%**
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	132.99	1,494.30	4,000.00	37.36%
Building Materials & Supplies	427.44	5,346.06	10,000.00	53.46%
Equipment Parts	41.11	8,716.05	10,000.00	87.16%
Cleaning & Housekeeping Supplies	636.79	5,088.14	10,000.00	50.88%
Signage	164.93	3,814.92	4,000.00	95.37%
Total Facility Supplies	**1,403.26**	**24,459.47**	**38,000.00**	**64.37%**
Facilities Services				
Landscaping and snow removal serv	4,289.00	12,898.00	25,000.00	51.59%
Custodial Services	17,643.89	156,232.66	223,000.00	70.06%
Water	318.04	8,071.08	11,500.00	70.18%
Sewer/Garbage	92.64	7,504.07	15,000.00	50.03%
Parking lot expense	1,728.34	7,633.88	10,000.00	76.34%
Natural Gas	1,389.14	40,782.59	125,000.00	32.63%
Rentals--Equipment & Facilities	1,370.00	13,687.11	25,000.00	54.75%
Repair & Maintenance Prop. & Equip	5,271.93	135,581.11	235,000.00	57.69%
Total Facilities Services	**32,102.98**	**382,390.50**	**669,500.00**	**57.12%**
TOTAL FACILITIES MANAGEMENT	**33,506.24**	**406,849.97**	**707,500.00**	**57.51%**
PUBLIC SERVICES				
Programming				
Children's Programming	2,027.30	20,457.48	25,000.00	81.83%
Young Adult Programming	909.68	12,451.31	30,000.00	41.50%
Adult Programming	2,445.61	16,854.19	25,000.00	67.42%
Community Engagement	0.00	8,006.71	24,000.00	33.36%
Social Services	0.00	2,920.00	10,000.00	29.20%
Creative Studio	299.85	3,278.91	5,000.00	65.58%
Total Programming	**5,682.44**	**63,968.60**	**119,000.00**	**53.76%**
Digital Services				
Consultant Support Services	0.00	23,809.01	50,000.00	47.62%
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	40,815.17	243,830.12	340,000.00	71.71%
Equipment and supplies	0.00	10,973.45	25,000.00	43.89%
Total Digital Services	**40,815.17**	**365,251.14**	**530,000.00**	**68.92%**
TOTAL PUBLIC SERVICES	**46,497.61**	**429,219.74**	**649,000.00**	**66.14%**

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 09/30/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
TOTAL EXPENSES - Operating	**879,156.32**	**8,515,230.06**	**11,879,343.00**	**71.68%**
EXPENSES - Capital				
Facilities Equipment	1,397.00	4,777.86	10,000.00	47.78%
Furnishings	572.68	63,450.08	100,000.00	63.45%
Technology Projects and Equipment	8,500.00	20,618.73	50,000.00	41.24%
Building Improvements	3,021.39	151,384.74	571,000.00	26.51%
Special Projects	0.00	4,554.48	6,000.00	75.91%
TOTAL EXPENSES - Capital	**13,491.07**	**244,785.89**	**737,000.00**	**33.21%**
NET SURPLUS/(DEFICIT)	**(839,046.78)**	**2,727,347.77**	**(1,115,865.00)**	**(244.42%)**

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ADVANTAGE ARCHIVES, LLC	Computer Check	09/18/2024	09/18/2024	760.00	01-1053	Byline Bank Checking	0.00	760.00
	61524		Posted		01-2060	Accounts Payable	760.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
40694	07/24/2024	Microfilming Oak Le	760.00	760.00	01-5292	Cataloging/Bib Search Fees	760.00	<No Project>
						Totals:	760.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALPHA BUILDING MAINTENAN	Computer Check	09/18/2024	09/18/2024	16,568.52	01-1053	Byline Bank Checking	0.00	16,568.52
	61525		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
23205 OPPL	09/01/2024	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
AMAZON CAPITAL SERVICES	Computer Check	09/04/2024	09/04/2024	283.86	01-1053	Byline Bank Checking	0.00	283.86
	61485		Posted		01-2060	Accounts Payable	283.86	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1FWD-1HVM-QDN\	08/24/2024	IT Supplies	23.67	23.67	01-5937	Equipment and supplies	23.67	<No Project>
						Totals:	23.67	
1FFX-1DG3-YNCX	08/25/2024	IT Supplies	84.27	84.27	01-5937	Equipment and supplies	84.27	<No Project>
						Totals:	84.27	
194W-YPQK-1WFN	08/26/2024	IT Supplies	37.98	37.98	01-5937	Equipment and supplies	37.98	<No Project>
						Totals:	37.98	
16JN-V76G-DG6N	08/28/2024	Office Supplies	32.42	32.42	01-5742	Supplies	32.42	<No Project>
						Totals:	32.42	
1QHF-TMVH-49LD	08/30/2024	Office Supplies	40.62	40.62	01-5742	Supplies	40.62	<No Project>
						Totals:	40.62	
1714-J4CN-MGY4	09/01/2024	Office Supplies	64.90	64.90	01-5742	Supplies	64.90	<No Project>
						Totals:	64.90	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check	09/11/2024	09/11/2024	2,957.97	01-1053	Byline Bank Checking	0.00	2,957.97
	61493		Posted		01-2060	Accounts Payable	2,957.97	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1G4G-CHJF-6PH7	08/27/2024	Multicultural Realia	48.55	48.55	01-5894	Realia and other formats	48.55	<No Project>
						Totals:	48.55	
1P6G-RC7Y-13JP	08/28/2024	Box For Special Coll	19.15	19.15	01-5895	Archival collection	19.15	<No Project>
						Totals:	19.15	
14MW-J6J1-C1TR	08/28/2024	Books	96.67	96.67	01-5840	Print materials	96.67	<No Project>
						Totals:	96.67	

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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**
19R7-7VX4-CHWC	08/30/2024	Books	28.34	28.34	01-5840	Print materials	28.34	<No Project>
						Totals:	28.34	
13VL-XVPT-FKPD	08/31/2024	Books	34.39	34.39	01-5840	Print materials	34.39	<No Project>
						Totals:	34.39	
1LFV-PQLC-JW6J	09/01/2024	Amazon August 202	1,039.85	1,039.85	01-5240	Children's Programming	1,039.85	<No Project>
						Totals:	1,039.85	
139T-J91G-6LRX	09/03/2024	Office Supplies	23.53	23.53	01-5742	Supplies	23.53	<No Project>
						Totals:	23.53	
1LD6-F713-HGHV	09/05/2024	Sign Frames for Cor	229.80	229.80	01-5742	Supplies	229.80	<No Project>
						Totals:	229.80	
1G1K-LGDG-LYND	09/06/2024	Childrens Realia	686.83	686.83	01-5894	Realia and other formats	686.83	<No Project>
						Totals:	686.83	
13PR-FPFH-P3FF	09/07/2024	Books	41.94	41.94	01-5840	Print materials	41.94	<No Project>
						Totals:	41.94	
1G1K-LGDG-PKT7	09/07/2024	Childrens Realia	388.81	388.81	01-5894	Realia and other formats	388.81	<No Project>
						Totals:	388.81	
17TL-X4YT-61WX	09/09/2024	MHS Supplies	320.11	320.11	01-5244	Young Adult Programming	320.11	<No Project>
						Totals:	320.11	

AMAZON CAPITAL SERVICES	Computer Check	09/18/2024	09/18/2024	852.60	01-1053	Byline Bank Checking	0.00	852.60
	61526		Posted		01-2060	Accounts Payable	852.60	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
1VF9-PNCN-79FY	08/15/2024	Book bike items	122.89	122.89	01-5249	Community Engagement	122.89	<No Project>
						Totals:	122.89	
1QCF-QKNW-DF67	08/31/2024	Facilities - Misc Ord	520.09	520.09	01-5684	Cleaning & Housekeeping Su	275.36	<No Project>
1QCF-QKNW-DF67	08/31/2024	Facilities - Misc Ord	520.09	520.09	01-5692	Repair & Maintenance Prop.	244.73	<No Project>
						Totals:	520.09	
1LT3-VLFQ-67G1	09/11/2024	Amazon order for C	22.48	22.48	01-5256	Staff Appreciation / Engagem	22.48	<No Project>
						Totals:	22.48	
166C-PJQQ-9F4J	09/12/2024	Book	23.99	23.99	01-5840	Print materials	23.99	<No Project>
						Totals:	23.99	
117N-9W9T-H9DX	09/14/2024	Office Supplies	70.63	70.63	01-5742	Supplies	70.63	<No Project>
						Totals:	70.63	
1M9T-T7RD-P1QR	09/15/2024	Book & Library of Tl	37.94	37.94	01-5840	Print materials	15.99	<No Project>
1M9T-T7RD-P1QR	09/15/2024	Book & Library of Tl	37.94	37.94	01-5893	Devices	21.95	<No Project>
						Totals:	37.94	

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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
1M1N-FQXN-NKNV	09/15/2024	Books	54.58	54.58	01-5840	Print materials	54.58	<No Project>
						Totals:	54.58	

AMAZON CAPITAL SERVICES	Computer Check	09/25/2024	09/25/2024		522.71	01-1053	Byline Bank Checking	0.00	522.71
	61546		Posted			01-2060	Accounts Payable	522.71	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
17NL-TCWY-4MWV	07/30/2024	Supplies	12.09	12.09	01-5742	Supplies	12.09	<No Project>
						Totals:	12.09	
1QKV-4YYC-RN4R	08/19/2024	Lavalier microphone	40.97	40.97	01-5204	Promotions	40.97	<No Project>
						Totals:	40.97	
14PT-LHTL-FL3R	09/17/2024	Multicultural Realia	97.10	56.11	01-5894	Realia and other formats	56.11	<No Project>
						Totals:	56.11	
1R1L-R6TM-7TF3	09/17/2024	2 Magnavox MD692	151.21	151.21	01-5240	Children's Programming	58.00	<No Project>
1R1L-R6TM-7TF3	09/17/2024	2 Magnavox MD692	151.21	151.21	01-5930	Furnishings	93.21	<No Project>
						Totals:	151.21	
1HHM-JLC3-DV9F	09/17/2024	LEADALLWAY Folda	49.49	49.49	01-5930	Furnishings	49.49	<No Project>
						Totals:	49.49	
1F7L-D1DQ-WNXN	09/19/2024	Bib Team Supplies	35.53	4.82	01-5742	Supplies	4.82	<No Project>
						Totals:	4.82	
1HVX-6K3M-RGJQ	09/19/2024	Office Supplies	66.12	66.12	01-5742	Supplies	66.12	<No Project>
						Totals:	66.12	
1HCM-LRXK-G79X	09/21/2024	Books	29.09	29.09	01-5840	Print materials	29.09	<No Project>
						Totals:	29.09	
199D-7MNQ-F1C1	09/21/2024	Books	92.86	92.86	01-5840	Print materials	92.86	<No Project>
						Totals:	92.86	
1J94-3DDK-7H3R	09/24/2024	Book	19.95	19.95	01-5840	Print materials	19.95	<No Project>
						Totals:	19.95	

ANCEL GLINK, P.C.	Computer Check	09/18/2024	09/18/2024		236.25	01-1053	Byline Bank Checking	0.00	236.25
	61527		Posted			01-2060	Accounts Payable	236.25	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
106160	09/10/2024	August Legal fees	236.25	236.25	01-5291	Legal Fees	236.25	<No Project>
						Totals:	236.25	

ANDERSON PEST SOLUTIONS	Computer Check	09/18/2024	09/18/2024		109.38	01-1053	Byline Bank Checking	0.00	109.38
	61528		Posted			01-2060	Accounts Payable	109.38	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**
66270029	08/26/2024	Pest Control Mainte	109.38	109.38	01-5692	Repair & Maintenance Prop.	109.38	<No Project>
						Totals:	109.38	
THE ART OBJECTS, INC.	Computer Check	09/25/2024	09/25/2024		700.00	01-1053	Byline Bank Checking	0.00	700.00
	61547		Posted			01-2060	Accounts Payable	700.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
0000220	09/13/2024	Art Collection Revie	700.00	700.00	01-5895	Archival collection	700.00	<No Project>
						Totals:	700.00	
BAKER & TAYLOR	Computer Check	09/11/2024	09/11/2024		13,979.77	01-1053	Byline Bank Checking	0.00	13,979.77
	61494		Posted			01-2060	Accounts Payable	13,979.77	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2038488004	08/27/2024	Books	362.35	362.35	01-5840	Print materials	362.35	<No Project>
						Totals:	362.35	
2038490589	08/28/2024	Books	526.46	526.46	01-5840	Print materials	526.46	<No Project>
						Totals:	526.46	
2038506270	08/28/2024	Books	2,757.71	2,757.71	01-5840	Print materials	2,757.71	<No Project>
						Totals:	2,757.71	
2038496789	08/29/2024	Books	215.87	215.87	01-5840	Print materials	215.87	<No Project>
						Totals:	215.87	
2038513443	08/29/2024	Books	311.33	311.33	01-5840	Print materials	311.33	<No Project>
						Totals:	311.33	
2038513137	08/29/2024	Books	1,021.76	1,021.76	01-5840	Print materials	1,021.76	<No Project>
						Totals:	1,021.76	
2038516390	08/29/2024	Books	1,200.11	1,200.11	01-5840	Print materials	1,200.11	<No Project>
						Totals:	1,200.11	
2038490569	08/30/2024	Books	482.38	482.38	01-5840	Print materials	482.38	<No Project>
						Totals:	482.38	
2038527824	09/02/2024	Boundless Book	38.00	38.00	01-5891	Digital content	38.00	<No Project>
						Totals:	38.00	
2038519051	09/03/2024	Books	1,582.14	1,582.14	01-5840	Print materials	1,582.14	<No Project>
						Totals:	1,582.14	
2038505595	09/04/2024	Books	1,805.72	1,805.72	01-5840	Print materials	1,805.72	<No Project>
						Totals:	1,805.72	
2038525389	09/05/2024	Books	1,538.81	1,538.81	01-5840	Print materials	1,538.81	<No Project>
						Totals:	1,538.81	

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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**
2038530860	09/09/2024	Books	923.55	923.55	01-5840	Print materials	923.55	<No Project>
						Totals:	923.55	
2038533632	09/09/2024	Books	1,213.58	1,213.58	01-5840	Print materials	1,213.58	<No Project>
						Totals:	1,213.58	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check	09/18/2024	09/18/2024	7,749.00	01-1053	Byline Bank Checking	0.00	7,749.00
	61529		Posted		01-2060	Accounts Payable	7,749.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2038531084	09/10/2024	Books	873.56	860.98	01-5840	Print materials	860.98	<No Project>
						Totals:	860.98	
2038507205	09/11/2024	Books	738.35	738.35	01-5840	Print materials	738.35	<No Project>
						Totals:	738.35	
2038540257	09/12/2024	Books	2,112.75	2,112.75	01-5840	Print materials	2,112.75	<No Project>
						Totals:	2,112.75	
2038558567	09/13/2024	Pop-Up Library Boo	14.57	14.57	01-5452	Grant Expenses	14.57	FOPPL24
						Totals:	14.57	
2038545222	09/13/2024	Books	551.13	551.13	01-5840	Print materials	551.13	<No Project>
						Totals:	551.13	
2038531294	09/13/2024	Books	822.56	822.56	01-5840	Print materials	822.56	<No Project>
						Totals:	822.56	
2038553642	09/13/2024	Books	947.23	947.23	01-5840	Print materials	947.23	<No Project>
						Totals:	947.23	
2038550249	09/16/2024	Books	1,701.43	1,701.43	01-5840	Print materials	1,701.43	<No Project>
						Totals:	1,701.43	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check	09/25/2024	09/25/2024	3,919.30	01-1053	Byline Bank Checking	0.00	3,919.30
	61548		Posted		01-2060	Accounts Payable	3,919.30	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2038556246	09/17/2024	Books	571.03	553.81	01-5840	Print materials	553.81	<No Project>
						Totals:	553.81	
2038523813	09/17/2024	Books	657.99	657.99	01-5840	Print materials	657.99	<No Project>
						Totals:	657.99	
2038559344	09/17/2024	Books	796.94	796.94	01-5840	Print materials	796.94	<No Project>
						Totals:	796.94	
2038520903	09/18/2024	Books	1,265.60	1,265.60	01-5840	Print materials	1,265.60	<No Project>
						Totals:	1,265.60	

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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**
2038572898	09/23/2024	Books	644.96	644.96	01-5840	Print materials		644.96	<No Project>
							Totals:	644.96	
BENJAMIN GREENE	Computer Check	09/04/2024	09/04/2024		500.00	01-1053	Byline Bank Checking	0.00	500.00
	61486		Posted			01-2060	Accounts Payable	500.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
2024-99-0072	05/14/2024	Adult / Children's Pr	500.00	500.00	01-5240	Children's Programming		250.00	<No Project>
2024-99-0072	05/14/2024	Adult / Children's Pr	500.00	500.00	01-5247	Adult Programming		250.00	<No Project>
							Totals:	500.00	
BLACKBAUD	Computer Check	09/04/2024	09/04/2024		388.80	01-1053	Byline Bank Checking	0.00	388.80
	61487		Posted			01-2060	Accounts Payable	388.80	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
INV-0000396788	08/27/2024	SUBSCRIPTION REN	388.80	388.80	01-5936	Subscriptions and services		388.80	<No Project>
							Totals:	388.80	
BLUE FLOWER ARTS, LLC	Computer Check	09/11/2024	09/11/2024		500.00	01-1053	Byline Bank Checking	0.00	500.00
	61495		Posted			01-2060	Accounts Payable	500.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
2024-99-0095	08/06/2024	Adult Programming	500.00	500.00	01-5247	Adult Programming		500.00	<No Project>
							Totals:	500.00	
CDW GOVERNMENT, INC.	Computer Check	09/18/2024	09/18/2024		520.00	01-1053	Byline Bank Checking	0.00	520.00
	61530		Posted			01-2060	Accounts Payable	520.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
AA3LG6W	08/26/2024	Unitrends Appliance	520.00	520.00	01-5272	Consultant Support Services		520.00	<No Project>
							Totals:	520.00	
CINTAS	Computer Check	09/04/2024	09/04/2024		180.54	01-1053	Byline Bank Checking	0.00	180.54
	61488		Posted			01-2060	Accounts Payable	180.54	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
5225827644	08/19/2024	First Aid supplies	106.80	106.80	01-5742	Supplies		106.80	<No Project>
							Totals:	106.80	
5226364463	08/21/2024	First Aid	73.74	73.74	01-5742	Supplies		73.74	<No Project>
							Totals:	73.74	
CITRON HYGIENE	Computer Check	09/18/2024	09/18/2024		1,075.37	01-1053	Byline Bank Checking	0.00	1,075.37

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Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	61531		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
INV0295817	09/01/2024	Citron Hygiene Serv	74.01	74.01	01-5686	Custodial Services	74.01	<No Project>
						Totals:	74.01	
INV0295813	09/01/2024	Citron Hygiene Serv	93.26	93.26	01-5686	Custodial Services	93.26	<No Project>
						Totals:	93.26	
INV0295816	09/01/2024	Citron Hygiene Serv	908.10	908.10	01-5686	Custodial Services	908.10	<No Project>
						Totals:	908.10	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CLAIRE ONG	Computer Check	09/18/2024	09/18/2024	7.71	01-1053	Byline Bank Checking	0.00	7.71
	61532		Posted		01-2060	Accounts Payable	7.71	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-12071	09/16/2024	Mileage - Claire Ong	7.71	7.71	01-5165	Mileage & Miscellaneous reir	7.71	<No Project>
						Totals:	7.71	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
COMPLETE TEMPERATURE SYS	Computer Check	09/18/2024	09/18/2024	5,260.00	01-1053	Byline Bank Checking	0.00	5,260.00
	61533		Posted		01-2060	Accounts Payable	5,260.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
MA009124	07/01/2024	Main - Service Cont	4,500.00	4,500.00	01-5692	Repair & Maintenance Prop.	4,500.00	<No Project>
						Totals:	4,500.00	
MA009123	07/01/2024	Maze - Service Agre	760.00	760.00	01-5692	Repair & Maintenance Prop.	760.00	<No Project>
						Totals:	760.00	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
DEMCO, INC.	Computer Check	09/11/2024	09/11/2024	101.96	01-1053	Byline Bank Checking	0.00	101.96
	61497		Posted		01-2060	Accounts Payable	101.96	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7531674	09/06/2024	Processing Supplies	101.96	101.96	01-5742	Supplies	101.96	<No Project>
						Totals:	101.96	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
DITO, LLC	Computer Check	09/11/2024	09/11/2024	47.69	01-1053	Byline Bank Checking	0.00	47.69
	61498		Posted		01-2060	Accounts Payable	47.69	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV88563	08/31/2024	Google Voice	47.69	47.69	01-5451	Telephone/Communications	47.69	<No Project>
						Totals:	47.69	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
EMMA VICTORIA LOPEZ	Computer Check	09/25/2024	09/25/2024	75.00	01-1053	Byline Bank Checking	0.00	75.00
	61549		Posted		01-2060	Accounts Payable	75.00	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**
2024-99-00111	09/21/2024	Sept 21 Coding clas	75.00	75.00	01-5240	Children's Programming	75.00	<No Project>
						Totals:	75.00	
FOREST PRINTING CO.	Computer Check	09/18/2024	09/18/2024	236.25	01-1053	Byline Bank Checking	0.00	236.25
	61534		Posted		01-2060	Accounts Payable	236.25	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
123805	09/12/2024	"Get a card" brochu	236.25	236.25	01-5204	Promotions	236.25	<No Project>
						Totals:	236.25	
GARVEY'S OFFICE PRODUCTS	Computer Check	09/11/2024	09/11/2024	913.44	01-1053	Byline Bank Checking	0.00	913.44
	61499		Posted		01-2060	Accounts Payable	913.44	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
PINV2611567	09/05/2024	Paper	913.44	913.44	01-5742	Supplies	913.44	<No Project>
						Totals:	913.44	
GENEVIEVE GROVE	Computer Check	09/11/2024	09/11/2024	276.50	01-1053	Byline Bank Checking	0.00	276.50
	61500		Posted		01-2060	Accounts Payable	276.50	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-11074	09/11/2024	2024 ALSC Convent	276.50	276.50	01-5163	Staff Development/Travel	276.50	<No Project>
						Totals:	276.50	
MICHELLE HARRIS	Computer Check	09/11/2024	09/11/2024	276.50	01-1053	Byline Bank Checking	0.00	276.50
	61501		Posted		01-2060	Accounts Payable	276.50	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-11728	09/11/2024	Per Diem for 2024 A	276.50	276.50	01-5163	Staff Development/Travel	276.50	<No Project>
						Totals:	276.50	
INTERNATIONAL UNION OF O	Computer Check	09/25/2024	09/25/2024	188.25	01-1053	Byline Bank Checking	0.00	188.25
	61550		Posted		01-2060	Accounts Payable	188.25	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-12114	09/18/2024	SEPT 2024 UNION D	188.25	188.25	01-2059	Union dues Payable	188.25	<No Project>
						Totals:	188.25	
INTRINSIC LANDSCAPING, INC	Computer Check	09/18/2024	09/18/2024	418.05	01-1053	Byline Bank Checking	0.00	418.05
	61535		Posted		01-2060	Accounts Payable	418.05	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**
24-0606	09/11/2024	GREEN ROOF MAIN	418.05	418.05	01-5692	Repair & Maintenance Prop.	418.05	<No Project>
						Totals:	418.05	
JANET LORCH	Computer Check	09/18/2024	09/18/2024	9.99	01-1053	Byline Bank Checking	0.00	9.99
	61536		Posted		01-2060	Accounts Payable	9.99	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-12070	09/16/2024	Adult Programming	9.99	9.99	01-5247	Adult Programming	9.99	<No Project>
						Totals:	9.99	
JOSE M CRUZ	Computer Check	09/18/2024	09/18/2024	75.00	01-1053	Byline Bank Checking	0.00	75.00
	61537		Posted		01-2060	Accounts Payable	75.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2023-99-00169	10/02/2023	3 Saturday Family st	75.00	75.00	01-5240	Children's Programming	75.00	<No Project>
						Totals:	75.00	
JUANPABLO RAMIREZ	Computer Check	09/18/2024	09/18/2024	250.00	01-1053	Byline Bank Checking	0.00	250.00
	61538		Posted		01-2060	Accounts Payable	250.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2024-99-0091	07/23/2024	Adult Programming	250.00	250.00	01-5247	Adult Programming	250.00	<No Project>
						Totals:	250.00	
KANOPY, INC.	Computer Check	09/11/2024	09/11/2024	2,839.50	01-1053	Byline Bank Checking	0.00	2,839.50
	61502		Posted		01-2060	Accounts Payable	2,839.50	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
414589-PPU	08/31/2024	Kanopy tickets	2,839.50	2,839.50	01-5891	Digital content	2,839.50	<No Project>
						Totals:	2,839.50	
KINGA LIPINSKA	Computer Check	09/11/2024	09/11/2024	150.00	01-1053	Byline Bank Checking	0.00	150.00
	61503		Posted		01-2060	Accounts Payable	150.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2024-99-0094	08/06/2024	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
						Totals:	150.00	
KOYA LEADERSHIP PARTNERS,	Computer Check	09/25/2024	09/25/2024	16,000.00	01-1053	Byline Bank Checking	0.00	16,000.00
	61551		Posted		01-2060	Accounts Payable	16,000.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**

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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**
11368	08/12/2024	August Invoice	16,000.00	16,000.00	01-5199	Recruitment		16,000.00	<No Project>
							Totals:	16,000.00	
LAKESHORE RECYCLING SYSTE	Computer Check 61539		09/18/2024 Posted	09/18/2024	648.96	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 648.96	648.96 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
LR5838231	08/25/2024	Trash/Recycling - M	106.30	106.30	01-5688	Sewer/Garbage		106.30	<No Project>
							Totals:	106.30	
LR5838230	08/25/2024	Trash/Recycling - M	542.66	542.66	01-5688	Sewer/Garbage		542.66	<No Project>
							Totals:	542.66	
LIBRARY FURNITURE INTERNA	Computer Check 61552		09/25/2024 Posted	09/25/2024	5,630.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,630.00	5,630.00 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
IR-12103	08/15/2024	Furnishings - shelvir	5,630.00	5,630.00	01-5930	Furnishings		5,630.00	<No Project>
							Totals:	5,630.00	
LINDA BARNETT	Computer Check 61504		09/11/2024 Posted	09/11/2024	237.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 237.00	237.00 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
IR-11351	09/11/2024	Per Diem for BBCON	237.00	237.00	01-5163	Staff Development/Travel		237.00	<No Project>
							Totals:	237.00	
LOCAL 399 FED PAC	Computer Check 61553		09/25/2024 Posted	09/25/2024	75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
873747	09/16/2024	FED PAC CONT FOR	75.00	75.00	01-2058	Fed Pac		75.00	<No Project>
							Totals:	75.00	
LUCAS HOLDINGS LLC	Computer Check 61505		09/11/2024 Posted	09/11/2024	741.61	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 741.61	741.61 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
70428	08/27/2024	Blank library cards	741.61	741.61	01-5742	Supplies		741.61	<No Project>
							Totals:	741.61	
MAJEEDA A PURNELL	Computer Check 61489		09/04/2024 Posted	09/04/2024	1,200.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,200.00	1,200.00 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**
0000720	08/26/2024	Mediation Services	1,200.00	1,200.00	01-5951	Special Projects	1,200.00	<No Project>
						Totals:	1,200.00	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MANGO LANGUAGES	Computer Check / 61506	09/11/2024	09/11/2024 / Posted	781.24	01-1053	Byline Bank Checking	0.00	781.24
					01-2060	Accounts Payable	781.24	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
INV014714	08/06/2024	Digital Subscription	390.62	390.62	01-5891	Digital content	390.62	<No Project>
						Totals:	390.62	
INV014715	08/06/2024	Digital Subscription	390.62	390.62	01-5891	Digital content	390.62	<No Project>
						Totals:	390.62	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MARIA D CAMPOS	Computer Check / 61507	09/11/2024	09/11/2024 / Posted	237.00	01-1053	Byline Bank Checking	0.00	237.00
					01-2060	Accounts Payable	237.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-11352	09/11/2024	Per Diem for BBCON	237.00	237.00	01-5163	Staff Development/Travel	237.00	<No Project>
						Totals:	237.00	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MCADAM LANDSCAPING, INC.	Computer Check / 61540	09/18/2024	09/18/2024 / Posted	534.00	01-1053	Byline Bank Checking	0.00	534.00
					01-2060	Accounts Payable	534.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
98421	09/04/2024	Landscaping Mainte	534.00	534.00	01-5681	Landscaping and snow remov	534.00	<No Project>
						Totals:	534.00	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check / 61508	09/11/2024	09/11/2024 / Posted	20,663.26	01-1053	Byline Bank Checking	0.00	20,663.26
					01-2060	Accounts Payable	20,663.26	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
505955909	08/26/2024	DVD	79.49	79.49	01-5890	Audio and video materials	79.49	<No Project>
						Totals:	79.49	
505969813	08/29/2024	Music CD	14.38	14.38	01-5890	Audio and video materials	14.38	<No Project>
						Totals:	14.38	
505969818	08/29/2024	DVD	24.03	24.03	01-5890	Audio and video materials	24.03	<No Project>
						Totals:	24.03	
505969819	08/29/2024	DVDs	43.56	43.56	01-5890	Audio and video materials	43.56	<No Project>
						Totals:	43.56	
505969815	08/29/2024	Audiobooks	94.36	94.36	01-5890	Audio and video materials	94.36	<No Project>
						Totals:	94.36	

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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**
505969816	08/29/2024	DVDs	239.49	239.49	01-5890	Audio and video materials	239.49	<No Project>
						Totals:	239.49	
505969817	08/29/2024	DVDs	350.57	350.57	01-5890	Audio and video materials	350.57	<No Project>
						Totals:	350.57	
505982831	08/31/2024	Hoopla	18,675.08	18,675.08	01-5891	Digital content	18,675.08	<No Project>
						Totals:	18,675.08	
506005968	09/06/2024	Audiobook	38.68	38.68	01-5890	Audio and video materials	38.68	<No Project>
						Totals:	38.68	
506005964	09/06/2024	Music CDs	80.90	80.90	01-5890	Audio and video materials	80.90	<No Project>
						Totals:	80.90	
506006490	09/06/2024	DVDs	170.52	170.52	01-5890	Audio and video materials	170.52	<No Project>
						Totals:	170.52	
506005967	09/06/2024	DVDs	231.17	231.17	01-5890	Audio and video materials	231.17	<No Project>
						Totals:	231.17	
506005969	09/06/2024	DVDs	302.64	302.64	01-5890	Audio and video materials	302.64	<No Project>
						Totals:	302.64	
506005966	09/06/2024	DVDs	318.39	318.39	01-5890	Audio and video materials	318.39	<No Project>
						Totals:	318.39	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check 61541	09/18/2024	09/18/2024 Posted	427.91	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 427.91	427.91 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
506033389	09/12/2024	Music CDs	36.16	36.16	01-5890	Audio and video materials	36.16	<No Project>
						Totals:	36.16	
506033391	09/12/2024	DVDs	51.74	51.74	01-5890	Audio and video materials	51.74	<No Project>
						Totals:	51.74	
506033388	09/12/2024	DVDs	81.81	81.81	01-5890	Audio and video materials	81.81	<No Project>
						Totals:	81.81	
506033387	09/12/2024	DVDs	258.20	258.20	01-5890	Audio and video materials	258.20	<No Project>
						Totals:	258.20	
MIDWEST TAPE, LLC	Computer Check 61554	09/25/2024	09/25/2024 Posted	1,491.46	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,491.46	1,491.46 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
506070545	09/19/2024	Music CDs	33.11	33.11	01-5890	Audio and video materials	33.11	<No Project>
						Totals:	33.11	

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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**
506070548	09/19/2024	DVDs	97.59	97.59	01-5890	Audio and video materials			97.59	<No Project>
						Totals:			97.59	
506070542	09/19/2024	Audiobooks	179.72	179.72	01-5890	Audio and video materials			179.72	<No Project>
						Totals:			179.72	
506070547	09/19/2024	DVDs	281.42	281.42	01-5890	Audio and video materials			281.42	<No Project>
						Totals:			281.42	
506070544	09/19/2024	DVDs	324.99	324.99	01-5890	Audio and video materials			324.99	<No Project>
						Totals:			324.99	
506070543	09/19/2024	DVDs	574.63	574.63	01-5890	Audio and video materials			574.63	<No Project>
						Totals:			574.63	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MORNINGSTAR	Computer Check	09/25/2024	09/25/2024	8,105.00	01-1053	Byline Bank Checking	0.00	8,105.00
	61555		Posted		01-2060	Accounts Payable	8,105.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
36412192	09/24/2024	Digital Subscription	8,105.00	8,105.00	01-5891	Digital content	8,105.00	<No Project>
						Totals:	8,105.00	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
NICOR GAS	Computer Check	09/18/2024	09/18/2024	1,455.45	01-1053	Byline Bank Checking	0.00	1,455.45
	61542		Posted		01-2060	Accounts Payable	1,455.45	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-12056	08/30/2024	Natural Gas Maze B	66.31	66.31	01-5690	Natural Gas	66.31	<No Project>
						Totals:	66.31	
IR-12055	09/03/2024	Natural Gas Main Br	1,389.14	1,389.14	01-5690	Natural Gas	1,389.14	<No Project>
						Totals:	1,389.14	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
NIKK COCHRAN SELIK	Computer Check	09/11/2024	09/11/2024	500.00	01-1053	Byline Bank Checking	0.00	500.00
	61509		Posted		01-2060	Accounts Payable	500.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-00102	09/11/2024	Adult Programming	500.00	500.00	01-5247	Adult Programming	500.00	<No Project>
						Totals:	500.00	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
JENNIFER NORBORG	Computer Check	09/11/2024	09/11/2024	276.50	01-1053	Byline Bank Checking	0.00	276.50
	61510		Posted		01-2060	Accounts Payable	276.50	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11073	09/11/2024	2024 ALSC Convent	276.50	276.50	01-5163	Staff Development/Travel	276.50	<No Project>
						Totals:	276.50	

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
OAK PARK DISTRICT 97 SCHOC	Computer Check	09/25/2024	09/25/2024	55.06	01-1053	Byline Bank Checking	0.00	55.06
	61556		Posted		01-2060	Accounts Payable	55.06	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4935	08/23/2024	September gallery e	31.28	31.28	01-5204	Promotions	31.28	<No Project>
						Totals:	31.28	
4945	09/12/2024	Hunger Action Mon	23.78	23.78	01-5204	Promotions	23.78	<No Project>
						Totals:	23.78	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
OVERDRIVE, INC.	Computer Check	09/11/2024	09/11/2024	16,041.03	01-1053	Byline Bank Checking	0.00	16,041.03
	61511		Posted		01-2060	Accounts Payable	16,041.03	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658CP24256118	08/31/2024	E-Content	1,479.50	1,479.50	01-5891	Digital content	1,479.50	<No Project>
						Totals:	1,479.50	
01658MA24254449	08/31/2024	E-Content	3,713.39	3,713.39	01-5891	Digital content	3,713.39	<No Project>
						Totals:	3,713.39	
01658MA24257074	08/31/2024	E-Content	10,848.14	10,848.14	01-5891	Digital content	10,848.14	<No Project>
						Totals:	10,848.14	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PACIFIC TELEMANAGEMENT SI	Computer Check	09/25/2024	09/25/2024	75.00	01-1053	Byline Bank Checking	0.00	75.00
	61557		Posted		01-2060	Accounts Payable	75.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2127099	09/19/2024	Main 1FL Payphone	75.00	75.00	01-5451	Telephone/Communications	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
PITNEY BOWES-Reserve	Computer Check	09/11/2024	09/11/2024	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	61512		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-12023	09/10/2024	Refill postage mach	1,500.00	1,500.00	01-5380	Postage & Delivery	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
PLAYAWAY PRODUCTS LLC	Computer Check	09/11/2024	09/11/2024	56.99	01-1053	Byline Bank Checking	0.00	56.99
	61513		Posted		01-2060	Accounts Payable	56.99	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
473047	08/29/2024	Wonderbook	56.99	56.99	01-5890	Audio and video materials	56.99	<No Project>
						Totals:	56.99	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
POSTMASTER	Computer Check	09/25/2024	09/25/2024	3,200.00	01-1053	Byline Bank Checking	0.00	3,200.00

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	61558		Posted		01-2060	Accounts Payable	3,200.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-00112	09/24/2024	Postage for Storylin	3,200.00	3,200.00	01-5380	Postage & Delivery	3,200.00	<No Project>
						Totals:	3,200.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
POWER 4 U INC.	Computer Check	09/26/2024	09/26/2024	13,289.65	01-1053	Byline Bank Checking	0.00	13,289.65
	61561		Posted		01-2060	Accounts Payable	13,289.65	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
42023290HC	08/23/2024	Main Server Room l	13,289.65	13,289.65	01-5936	Subscriptions and services	7,500.00	<No Project>
42023290HC	08/23/2024	Main Server Room l	13,289.65	13,289.65	01-5941	Technology Projects and Equ	5,789.65	<No Project>
						Totals:	13,289.65	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
QUILL LLC	Computer Check	09/18/2024	09/18/2024	77.77	01-1053	Byline Bank Checking	0.00	77.77
	61543		Posted		01-2060	Accounts Payable	77.77	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
40617831	09/17/2024	Office Supplies	77.77	77.77	01-5742	Supplies	77.77	<No Project>
						Totals:	77.77	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
RAYMOND HUGHES	Computer Check	09/04/2024	09/04/2024	600.00	01-1053	Byline Bank Checking	0.00	600.00
	61490		Posted		01-2060	Accounts Payable	600.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0036	02/13/2024	FOPPL - Adult Progr	600.00	600.00	01-5247	Adult Programming	600.00	FOPPL24
						Totals:	600.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
RECORD INFORMATION SERVI	Computer Check	09/11/2024	09/11/2024	1,344.00	01-1053	Byline Bank Checking	0.00	1,344.00
	61514		Posted		01-2060	Accounts Payable	1,344.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
55521	09/05/2024	Digital Resource Sul	1,344.00	1,344.00	01-5891	Digital content	1,344.00	<No Project>
						Totals:	1,344.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
REGIONS BANK	Bank Draft	09/17/2024	09/17/2024	15,150.27	01-1053	Byline Bank Checking	0.00	15,150.27
	65		Posted		01-2060	Accounts Payable	15,150.27	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023067	08/31/2024	REGION PERIOD EN	15,150.27	15,150.27	01-2067	Purchase Cards - P Cards	15,150.27	<No Project>
						Totals:	15,150.27	

Payee	Trans. Type	Trans. Date	Post Date	Amount	Account Number	Description	Debit Amount	Credit Amount
RHONDA FENTRY	Computer Check	09/18/2024	09/18/2024	75.00	01-1053	Byline Bank Checking	0.00	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
	61544		Posted		01-2060	Accounts Payable	75.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0097	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	09/11/2024	09/11/2024	389.89	01-1053	Byline Bank Checking	0.00	389.89
	61515		Posted		01-2060	Accounts Payable	389.89	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-12033	09/11/2024	wages & salaries - p	389.89	389.89	01-5001	Wages & Salaries	389.89	<No Project>
						Totals:	389.89	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
STEPHEN ROBINET	Computer Check	09/26/2024	09/26/2024	264.19	01-1053	Byline Bank Checking	0.00	264.19
	61560		Posted		01-2060	Accounts Payable	264.19	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-12150	09/26/2024	wages & salaries - p	264.19	264.19	01-5001	Wages & Salaries	264.19	<No Project>
						Totals:	264.19	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
NORA SANCHEZ	Computer Check	09/11/2024	09/11/2024	83.75	01-1053	Byline Bank Checking	0.00	83.75
	61516		Posted		01-2060	Accounts Payable	83.75	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11977	09/04/2024	HD mileage reimbur	83.75	83.75	01-5165	Mileage & Miscellaneous reir	83.75	<No Project>
						Totals:	83.75	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
REBEKAH SHIELDS	Computer Check	09/04/2024	09/04/2024	25.06	01-1053	Byline Bank Checking	0.00	25.06
	61491		Posted		01-2060	Accounts Payable	25.06	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11927	08/29/2024	Mileage to and from	25.06	25.06	01-5163	Staff Development/Travel	25.06	<No Project>
						Totals:	25.06	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MICHELLE SPRINGER	Computer Check	09/04/2024	09/04/2024	25.06	01-1053	Byline Bank Checking	0.00	25.06
	61492		Posted		01-2060	Accounts Payable	25.06	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11948	08/30/2024	Mileage	25.06	25.06	01-5163	Staff Development/Travel	25.06	<No Project>
						Totals:	25.06	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
T-MOBILE	Computer Check	09/11/2024	09/11/2024	1,386.00	01-1053	Byline Bank Checking	0.00	1,386.00
	61517		Posted		01-2060	Accounts Payable	1,386.00	0.00

Oak Park Public Library
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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**
970035247-2024082	08/22/2024	Devices	1,386.00	1,386.00	01-5893	Devices	1,386.00	<No Project>
						Totals:	1,386.00	
TDI VERTICAL LLC	Computer Check	09/18/2024	09/18/2024	28,209.38	01-1053	Byline Bank Checking	0.00	28,209.38
	61545		Posted		01-2060	Accounts Payable	28,209.38	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
1434	09/03/2024	Fortigate Firewalls	28,209.38	28,209.38	01-5936	Subscriptions and services	19,709.38	<No Project>
1434	09/03/2024	Fortigate Firewalls	28,209.38	28,209.38	01-5941	Technology Projects and Equ	8,500.00	<No Project>
						Totals:	28,209.38	
TELECURVE, LLC	Computer Check	09/11/2024	09/11/2024	80.00	01-1053	Byline Bank Checking	0.00	80.00
	61518		Posted		01-2060	Accounts Payable	80.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
3218	08/30/2024	Sept. Dial-a-Story	80.00	80.00	01-5240	Children's Programming	80.00	FALLON
						Totals:	80.00	
UNIVERSAL BACKGROUND SCI	Computer Check	09/11/2024	09/11/2024	29.12	01-1053	Byline Bank Checking	0.00	29.12
	61519		Posted		01-2060	Accounts Payable	29.12	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
202408023375	08/31/2024	EMPLOYMENT/REFE	29.12	29.12	01-5199	Recruitment	29.12	<No Project>
						Totals:	29.12	
VILLAGE OF OAK PARK	Computer Check	09/11/2024	09/11/2024	217.35	01-1053	Byline Bank Checking	0.00	217.35
	61520		Posted		01-2060	Accounts Payable	217.35	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-12022	06/12/2024	GAS FOR (203) MAY	217.35	217.35	01-5680	Fuels & Lubricants	217.35	<No Project>
						Totals:	217.35	
VILLAGE OF OAK PARK	Computer Check	09/11/2024	09/11/2024	2,176.50	01-1053	Byline Bank Checking	0.00	2,176.50
	61522		Posted		01-2060	Accounts Payable	2,176.50	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
24-0006092	09/03/2024	IGA for library staff	2,176.50	2,176.50	01-5281	Intergovernmental Agreemer	2,176.50	<No Project>
						Totals:	2,176.50	
VILLAGE OF OAK PARK	Computer Check	09/11/2024	09/11/2024	20,691.82	01-1053	Byline Bank Checking	0.00	20,691.82
	61523		Posted		01-2060	Accounts Payable	20,691.82	0.00

Oak Park Public Library
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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-12035	09/11/2024	PAYROLL; VOL DED;	20,691.82	20,691.82	01-5160	IMRF (Illinois Muncipal Retire	20,691.82	<No Project>
						Totals:	20,691.82	

| VILLAGE OF OAK PARK | Computer Check | 09/30/2024 | 09/30/2024 | 19,931.58 | 01-1053 | Byline Bank Checking | 0.00 | 19,931.58 |
| | 61562 | | Posted | | 01-2060 | Accounts Payable | 19,931.58 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-12151	09/26/2024	PAYROLL; VOL DED;	19,931.58	19,931.58	01-5160	IMRF (Illinois Muncipal Retire	19,931.58	<No Project>
						Totals:	19,931.58	

| WAREHOUSE DIRECT | Computer Check | 09/25/2024 | 09/25/2024 | 176.90 | 01-1053 | Byline Bank Checking | 0.00 | 176.90 |
| | 61559 | | Posted | | 01-2060 | Accounts Payable | 176.90 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5794928-0	09/20/2024	HP Plotter Ink	176.90	176.90	01-5742	Supplies	176.90	<No Project>
						Totals:	176.90	

| XEROX FINANCIAL SERVICES | Computer Check | 09/11/2024 | 09/11/2024 | 1,158.13 | 01-1053 | Byline Bank Checking | 0.00 | 1,158.13 |
| | 61521 | | 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
6204484	09/08/2024	Xerox Printers	1,158.13	1,158.13	01-5620	Office & Library Machinery S	1,158.13	<No Project>
						Totals:	1,158.13	

| | | | | **Grand Totals:** | 248,243.80 | | 248,243.80 | 248,243.80 |

A total of 78 payment(s) listed

Oak Park Public Library
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Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	248,243.80
01-2058	Fed Pac	75.00	0.00
01-2059	Union dues Payable	188.25	0.00
01-2060	Accounts Payable	248,243.80	248,243.80
01-2067	Purchase Cards - P Cards	15,150.27	0.00
01-5001	Wages & Salaries	654.08	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	40,623.40	0.00
01-5163	Staff Development/Travel	1,353.62	0.00
01-5165	Mileage & Miscellaneous reimbursemen	91.46	0.00
01-5199	Recruitment	16,029.12	0.00
01-5204	Promotions	332.28	0.00
01-5240	Children's Programming	1,577.85	0.00
01-5244	Young Adult Programming	320.11	0.00
01-5247	Adult Programming	2,334.99	0.00
01-5249	Community Engagement	122.89	0.00
01-5256	Staff Appreciation / Engagement	22.48	0.00
01-5272	Consultant Support Services	520.00	0.00
01-5281	Intergovernmental Agreements (IGA)	2,176.50	0.00
01-5291	Legal Fees	236.25	0.00
01-5292	Cataloging/Bib Search Fees	760.00	0.00
01-5380	Postage & Delivery	4,700.00	0.00
01-5451	Telephone/Communications	122.69	0.00
01-5452	Grant Expenses	14.57	0.00
01-5620	Office & Library Machinery Service	1,158.13	0.00
01-5680	Fuels & Lubricants	217.35	0.00
01-5681	Landscaping and snow removal services	534.00	0.00
01-5684	Cleaning & Housekeeping Supplies	275.36	0.00
01-5686	Custodial Services	17,643.89	0.00
01-5688	Sewer/Garbage	648.96	0.00
01-5690	Natural Gas	1,455.45	0.00
01-5692	Repair & Maintenance Prop. & Equip.	6,032.16	0.00
01-5742	Supplies	2,737.15	0.00
01-5840	Print materials	26,033.30	0.00
01-5890	Audio and video materials	3,964.54	0.00
01-5891	Digital content	47,823.85	0.00
01-5893	Devices	1,407.95	0.00
01-5894	Realia and other formats	1,180.30	0.00
01-5895	Archival collection	719.15	0.00

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01-5930	Furnishings	5,772.70	0.00
01-5936	Subscriptions and services	27,598.18	0.00
01-5937	Equipment and supplies	145.92	0.00
01-5941	Technology Projects and Equipment	14,289.65	0.00
01-5951	Special Projects	1,200.00	0.00

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

Source	Trans Type	Trans Date	Reference		Deposits	Payments
Cash Management	Deposit	9/30/2024	PARKING CREDITS	$	2,107.88	
Cash Management	Deposit	9/30/2024	DAILY DEPOSITS	$	26,850.62	
Cash Management	Deposit	9/30/2024	STORE	$	736.69	
Cash Management	Deposit	9/30/2024	SPACE RENTAL/CIRCULATION	$	338.65	
Cash Management	Deposit	9/30/2024	INTEREST ON ACCOUNT	$	351.68	
				$	30,385.52	-
Cash Management	Transfer in	9/30/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
Cash Management	Transfer Out	9/30/2024	TRANSFER FROM OPERATING TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	(150,000.00)	
Cash Management	Transfer in	9/30/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	300,000.00	
Cash Management	Transfer in	9/30/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
Cash Management	Transfer in	9/30/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
				$	900,000.00	-
Cash Management	Payment	9/30/2024	FIFTH STAR COLLECTIVE	$	-	(5,965.00)
Cash Management	Payment	9/30/2024	ACH (FLEX ACCTS),			(4,230.47)
Cash Management	Payment	9/30/2024	SALES TAX			(63.80)
Cash Management	Payment	9/30/2024	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE			(110,484.79)
				$	-	(120,744.06)
Cash Management	Payment	9/30/2024	MERCHANT ACCT & BANK FEES			(36.14)
				$	-	(36.14)
Cash Management		9/30/2024	PAYROLL; PAYDATE 9/12/24			($244,819.64)
Cash Management	Payment	9/30/2024	PAYROLL; PAYDATE 9/30/24			($251,887.58)
Cash Management	Payment	9/30/2024	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS			(6,713.76)
				$	-	(503,420.98)

Summary by Transaction Type

(+) Deposits by Transaction Type:

Cash Receipts:	$	30,385.52	
Transfers In/Out	$	900,000.00	
Total Deposits:	**$**	**930,385.52**	

(-) Payments by Transaction Type:

Transfer out	$	-	
Benefits/Other ACH:	$	(120,744.06)	
Bank Fees:	$	(36.14)	
Payroll:	$	(503,420.98)	
Total Payments:	**$**	**(624,201.18)**	
Accounts Payable		(248,243.80)	
Total Summary of Disbursements:	**$**	**(872,444.98)**	
Total Change In Register Balance:	$	57,940.54	

OPPL
10/22/24

<u>RESOLUTION ON DISBURSEMENTS, SEPTEMBER 2024</u>

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF SEPTEMBER 2024 IN THE TOTAL AMOUNT OF $872,445 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.

To:	Board of Library Trustees
From:	Billy Treece, Director of Finance & HR
Date:	October 17, 2024
Subject:	Draft 3 - Building a Balanced Budget for Fiscal Year 2025

Draft 3 of a balanced fiscal year (FY) 2025 budget is attached for your review and consideration.

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 3 Budget

- **Total revenue increases by 3.3%.** While the overall total revenue remains the same as in Draft 2, there are two revenue changes in Draft 3:
    - Corporate Property Replacement Tax (also known as Personal Property Replacement Tax or PPRT) decreased by $18,000 (from $225,000 to $207,000) based on Illinois Department of Revenue FY2025 estimated payments.
    - Illinois Per Capita Grant, which the library historically does not budget to receive due to the sometimes unpredictability of receiving the state funds, increased by $18,000 to offset the decrease in PPRT revenue and maintain a balanced budget.

- **Total operating expenses increased by 0.1%.** Same as the Draft 2 Budget.

- **Operating Net Surplus/(Deficit) is $0.00.** Same as the Draft 2 Budget.

- **Planned capital expenses are $600,000.** Same as the Draft 2 Budget.

Recommendation

Library staff recommend the Board of Library Trustees review Draft 3 of the FY2025 Budget and adopt the resolution setting forth the financial requirements (budget and tax levy) for FY2025.

Oak Park Public Library
Draft 3- 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	207,000	-17.2%
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	18,000	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 3- 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 3- 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 3- 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

RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS FOR THE OAK PARK PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, ENDING DECEMBER 31, 2025.

_____

BE IT RESOLVED by the Board of Library Trustees of the Village of Oak Park, Cook County, as follows:

      SECTION 1:   That pursuant to 75ILCS 5/4-10 as amended, the Budget of the Oak Park Public Library for the fiscal year beginning January 1, 2025, and ending December 31, 2025, is $12,485,600. For inclusion in the Budget Ordinance of the Village of Oak Park, the annual Tax Levy Ordinance for the Library will be $11,404,000; said levy to be made pursuant to 75ILCS 5/3-5.

      SECTION 2:   That the Secretary is hereby directed to file a certified copy of this resolution with the Board of Trustees of the Village of Oak Park within the time specified by law for inclusion in the next annual Budget Ordinance and Tax Levy Ordinance of the Village of Oak Park.

      Adopted this 22nd day of October 2024, pursuant to a roll call vote as follows:

Yeas:

Nays:

Abstain:

Absent:

APPROVED by me this 22nd day of October 2024.

                    _____
                    Matthew Fruth, President
                    Board of Library Trustees

                    ATTEST:

                    _____
                    Susanne Fairfax, Secretary
                    Board of Library Trustees

STATE OF ILLINOIS
County of COOK

I, Susanne Fairfax, Secretary of the Board of Library Trustees of the Village of Oak Park, County of Cook and State of Illinois, do hereby certify that the Resolution now on file in the Oak Park Public Library Office entitled **RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS FOR THE OAK PARK PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, ENDING DECEMBER 31, 2025**, was adopted by the Board of Library Trustees of the Village of Oak Park at a session held on the 22nd day of October 2024.

I further certify that the vote on the question of the passage of said Resolution by the Board of Library Trustees of the Village of Oak Park was taken by yeas and nays and recorded in the Minutes of the Board of Library Trustees of the Village of Oak Park and that the result of said vote was as follows:

Yeas:

Nays:

Abstain:

Absent:

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF I have hereunto set my hand this 22nd day of October 2024.

_____
Susanne Fairfax, Secretary
Board of Library Trustees
Oak Park Public Library

2025 Scheduled Building Closings Policy

- Both scheduled closings and unexpected emergency closings are posted on every page of oppl.org in a top bar graphic.
    - During scheduled closings, no virtual customer support is available.
    - During unexpected closings, virtual customer support may be available via oppl.org/contact.
- All closings are shared with patrons, area organizations, and local media, and are posted on the library's Facebook page.
- Staff Learning & Engagement Day is dedicated to professional development for all library staff members.
- Each year, the Board of Library Trustees reviews and approves these dates and policy.

2025 Closings

Day & Date	Location, Time	Reason
Wednesday, January 1, 2025	All buildings closed	New Year's Day
Monday, January 20, 2025	All buildings closed	Martin Luther King Jr. Day
Friday, January 31, 2025	All buildings closed	Staff Learning & Engagement Day
Monday, February 17, 2025	All buildings closed	Presidents Day
Monday, May 26, 2025	All buildings closed	Memorial Day
Thursday, June 19, 2025	All buildings closed	Juneteenth
Thursday, July 3, 2025	All buildings close at 5 pm	Day before Independence Day
Friday, July 4, 2025	All buildings closed	Independence Day
Monday, September 1, 2025	All buildings closed	Labor Day
Monday, October 13, 2025	All buildings closed	Indigenous Peoples Day
Tuesday, November 11, 2025	All buildings closed	Veterans Day
Wednesday, November 26, 2025	All buildings close at 5 pm	Day Before Thanksgiving
Thursday, November 27, 2025	All buildings closed	Thanksgiving
Friday, November 28, 2025	All buildings closed	Last Friday in November
Wednesday, December 24, 2025	All buildings closed	Christmas Eve
Thursday, December 25, 2025	All buildings closed	Christmas Day
Wednesday, December 31, 2025	All buildings close at 5 pm	Near Year's Eve

2024 Scheduled Building Closings Policy

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2024 Closings

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Monday, January 15, 2024	All buildings closed	Martin Luther King Jr. Day
Monday, February 19, 2024	All buildings closed	Presidents' Day
Monday, May 27, 2024	All buildings closed	Memorial Day
Wednesday, June 19, 2024	All buildings closed	Juneteenth
Thursday, July 4, 2024	All buildings closed	Independence Day
Monday, September 2, 2024	All buildings closed	Labor Day
Monday, October 14, 2024	All buildings closed	Indigenous Peoples' Day
Monday, November 11, 2024	All buildings closed	Veterans Day
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Deleted: Friday, December 6, 2024

Deleted: All buildings closed

Deleted: Staff Learning & Engagement Day

2024 Scheduled Building Closings Policy

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2024 Closings

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To: Board of Library Trustees
From: Leigh A. Tarullo, Co-Interim Director
Date: October 18, 2024
Subject: Computer and Internet Use Policy - Public

Scope

The board last reviewed and approved the Public Internet Use policy in 2018. Over the past six years, significant technological advancements have created the need for an updated policy that addresses potential security threats to our computer network, privacy concerns, and emerging technologies.

Summary of the New Policy

This new policy broadens the scope of what defines responsible use of the Library's public computers, reflecting updates in technology, security, and CIPA requirements. It introduces several key changes:

Cybersecurity: The policy now emphasizes the importance of safe and secure use of library computers, highlighting measures to protect both personal and institutional data. Users are expected to adhere to cybersecurity best practices, such as avoiding unsafe websites, not sharing personal information, and not downloading software.

Violations of Use: The policy also specifies a clearer set of rules regarding what constitutes misuse of the computers.

Recommendation
We recommend that the Board of Library Trustees approve the new Internet Use Policy for the Public at its next regular meeting on October 22, 2024.

Computer and Internet Use Policy

Library Board approved September 17, 2008. Revised October 23, 2018. Currently under review.

INTRODUCTION

The purpose of this policy is to define appropriate use of the technology resources at the Oak Park Public Library by library technology users and includes technology and resources accessed with equipment in the Library, loaned by the library and/or via the Library's wireless internet connection. This policy is to be used in conjunction with A Library for Everyone, other library policies, and all federal, state, and local laws and regulations concerning the use of property and computing resources. Use of Library public computers or wireless connection constitutes acceptance of this Computer and Internet Use Policy.

USER RESPONSIBILITY

Access to the networks and the information technology environment at the Oak Park Public Library is a privilege. All users must respect the rights of other users, library's equipment and all applicable license and contractual agreements related to paid resources.

All users of public computers or wireless Internet shall:

- Sign up for only one public computer at a time.
- Report any loss or theft of their library card immediately.
- Observe the legal protections provided by copyright and license law, and computer abuse laws.
- Observe posted time limits and regulations.

VIOLATIONS OF USE

The library reserves the right to suspend the use of its computers and/or the library by anyone who uses library computing equipment, electronic devices or a network for an illegal purpose or for a purpose in violation of the standards outlined in this and other Oak Park Public Library policies.

All users shall specifically refrain from the following activities:

- Using sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources.
- Sharing computer account numbers, passwords and other types of authorization that are assigned to individual users without consent.

- Downloading and/or installing executable files from any source.
- Changing the configuration files of any hardware or software on the Library's workstations or attempting to disable the Library's security software.
- Misrepresenting themselves on the Internet with the intention to commit harm, fraud or as a source of an electronic communication.
- Connecting any personal devices to the Library's wired "Ethernet" network.

LIMITATIONS OF USE

The Library may place limitations on time and manner of computer use in order to allocate computer and internet access as equitably as possible.

DISCLAIMER / LIABILITY

Use of any of the library's computing equipment and networks is at the sole risk and discretion of the user. This means that it is the user, and not the library, who would be responsible for any damage to the user's own computers, devices, or equipment while connected to the library's wired or wireless networks or while connected to any of the library's equipment. The library takes reasonable steps to secure its networks from unauthorized access. In using a public computer, however, an individual must be aware that the security of information or transactions while using the library's equipment or networks is not guaranteed. Internet users are responsible for the websites they access and use the Internet at their own risk. The Library does not guarantee the privacy of any Internet sessions, nor is it responsible for the security of information transmitted and received during any Internet sessions. Any injury or damages incurred by users of Library Internet stations or the Library's connection to the Internet are the sole responsibility of the user.

Computer and Internet Use Policy - Public

Library Board approved September 17, 2008. Revised October 23, 2018.

PURPOSE

The purpose of this policy is to define the appropriate use of technology resources at Oak Park Public Library ("Library") by Library Technology Users ("Users"). This includes technology and resources accessed with equipment in the Library, loaned by the Library, and/or via the Library's wireless Internet connection. This policy is to be used in conjunction with A Library for Everyone, other library policies, and all federal, state, and local laws and regulations concerning the use of property and computing resources. The use of public library computers or wireless connections constitutes acceptance of this Computer and Internet Use Policy. The use of public library computers, the library's network to access the Internet, or wireless connection constitutes acceptance of this Computer and Internet Use Policy.

VALIDITY OF INFORMATION

The Oak Park Public Library has no control over the information accessed through the Internet and makes no guarantees, either express or implied, regarding the quality of content or information available on the Internet. The Internet offers access to a wealth of information and Internet sites, including useful ideas, information, and opinions from around the globe. It's important to remember that not all information encountered online is reliable, accurate, or appropriate. As such, we encourage Library Technology Users to engage in critical evaluation of online content.

The Library's provision of Internet access to Users does not mean or imply that the Library endorses, sanctions, or promotes any content, commentary, or viewpoint found on the Internet.

RESPONSIBLE USE

Access to the networks and the information technology environment at the Oak Park Public Library is a privilege. All Library Technology Users must respect the rights of other users, the Library's equipment, and all applicable license and contractual agreements. Users must comply with legal standards and respect copyright laws. The User should protect personal data. The Library is not liable for information security on public networks.

All Users of public computers or wireless Internet shall:

- Sign up for only one public computer at a time.
- Report any loss or theft of their Library card immediately.

- Observe the legal protections provided by copyright and license laws and computer abuse laws.
- Observe posted time limits and regulations for public computers.
- Consider carefully before giving out personal information over the Internet.
- Log out of all accounts or lock the station before leaving a computer.

The Library reserves the right to ask users to discontinue displaying information or images that are or may be disruptive to Library patrons and staff and to terminate a session for a User's failure to comply with this policy.

To comply with the Children's Internet Protection Act (CIPA) requirements, the Library utilizes dedicated software to prevent access to harmful content to minors. This software does not guarantee that all sites considered objectionable have been filtered. Parents or legal guardians, not Library staff, are solely responsible for deciding which Internet resources are appropriate for their own children. Users may request the disabling of filters for research purposes. Users who believe an Internet site has been improperly blocked can request that a staff member unblock the website site address. Library staff shall decide, in their sole discretion, whether to unblock an Internet site when requested in accordance with this policy.

VIOLATIONS OF USE

The Library reserves the right to suspend the use of its computers and/or the Library by anyone who uses Library computing equipment, electronic devices, or a network for an illegal purpose or a purpose in violation of the standards outlined in this and other Oak Park Public Library policies.

All users shall specifically refrain from the following activities:

- **Unauthorized Sharing of Access Credentials:** Sharing or distributing computer account numbers, passwords, or other forms of individual authorization without the explicit consent of the account holder and Library administration.
- **Harassment:** Use of the Internet for any purpose that results in harassing other users.
- **Misuse of Library Technology:** Causing destruction, damage, or unauthorized alterations to the Library's computer equipment, software, or network security measures.
- **Prohibited Downloads:** The downloading or installation of executable files from any source.
- **Tampering with Technology:** Changing the configuration of any hardware or software on the Library's workstations or attempting to disable the Library's security software.
- **Legal Compliance:** Engaging in illegal activities or accessing prohibited content through the Library's Internet connection. All Users must comply with all applicable Federal and State laws and this policy.
- **Violation of Licensing Agreements:** Use of electronic information in any way that violates licensing and agreements between the Library and network or database providers.

- **Copyright Infringement:** Unauthorized duplication of copyright-protected software, violation of software license agreements, and downloading copyrighted material without lawful authorization, including unauthorized installation or use of such software on Library computers.
- **Security Breaches:** Violation of system or network security.
- **Identity Misrepresentation:** Misrepresenting oneself on the Internet to cause harm, commit fraud, or engage in deceitful electronic communication.
- **Network Integrity:** Connecting personal devices to the Library's wired Ethernet network.
- **Disruptive Behavior:** Failure to follow the accountability guidelines laid out in our A Library for Everyone policy.

LIMITATIONS OF USE

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