OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room
Tuesday, February 18, 2025 – 6:30pm
Meeting to be held in person and via Zoom (click here for Zoom link)

AGENDA

1. **Call to Order and Roll Call**

2. **Approval of Minutes**
   January 28, 2025 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. March 18, 2025 6:30 pm: Regular Library Board Meeting
   b. May 30, 2025 6 pm: LACONI Trustee Banquet Nineteenth Century Club
   c. June 1, 2025 11 am-4 pm: Day in Our Village

5. **Interim Co-Directors Report**

6. **Staff Reports**
   a. Strategic Priorities Report
   b. Library Core Use Statistics (2022-2024)
   c. Additions and Terminations Report
   d. Staff Changes Report

7. **Financial Reports**
   a. January 2025 Financial Reports   **(Discussion)**
   b. January 2025 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. Holistic Survey Update   **(Discussion)**
   b. Executive Director Search Update   **(Discussion)**
   c. New Board Member Orientation & Handbook   **(Discussion)**

10. **New Business**
    a. Closed Meetings Policy Revision   **(Action)**

11. **Closed Session (if needed)**

12. **Adjournment**

Minutes for January 28, 2025, Regular Board of Library Trustees Meeting

1. Call to order and roll

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

Present (in-person): Theodore Foss, Maya Ganguly, Kristina Rogers, Matthew Fruth

Present (remote): Susanne Fairfax, Madurima Chakraborty

Absent: Virginia Bloom

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

Motion to approve the remote participation of Susanne Fairfax and Madhurima Chakraborty

Moved by Ganguly. Seconded by Foss. Approved by all present

2. Approval of Minutes

a. Amended Minutes from November 19, 2024 Regular Meeting

Provided additional language to the board to be in addition to the meeting minutes. The minutes were approved at the December meeting and will be posted to the board webpage.

b. December 17, 2024 Regular Meeting

Moved by Foss. Seconded by Ganguly. Approved by all present, with the exception of Fairfax, who abstained.

3. Public Comments

There were no public comments received by email or writing for this meeting.

4. Trustee Comments and Calendar

Fruth discussed the change of the February board meeting date from the 25th to the 18th of the month because of the Consolidated February Election, which is on February 25th. The board discussed the availability of having the meeting on February 18 and to call a vote on the change of date.

Motion to change the February regular meeting from the 25th to the 18th.

Moved by Fairfax. Seconded by Ganguly. Approved by all present. The next meeting will now be held on Tuesday, February 18 at the regular time.

The board discussed the LACONI Trustee Banquet, which is held every year with this year being on May 30 at the Nineteenth Century Club, noting that trustee Rogers has committed to attending this event and notable speakers and authors will be presenting at the event. The board discussed stopping by at Staff Learning and Engagement Day on the following Friday of the week to say hi to staff during the morning.

5. Interim Co-Directors Report

Wulf noted the filing of the Public Library Per Capita Grant report for 2023, and filed for the grant this current year.

6. Staff Reports

a. Strategic Priorities Report (November & December 2024)

Two months of reports are included in the packet, with Wulf and Tarullo providing highlights to several priorities throughout. Wulf reported on the 2024 Election Day and all library locations being a polling place and the support that ran through the day and an election for kids to participate in, which was the voting between Pete the Cat and Bluey. Wulf also gave a shoutout to Nora Sanchez, Latine Language & Culture Librarian for her leading efforts in the Dia de Muertos Celebration event that was held in November. Tarullo reported on the presentation held by Andrea Trejo, Collection Management Librarian to the Adult Services team on online library databases offered for patrons and also reported on the materials shifting of DVDs to enhance the browsing experience for patrons, giving a shoutout to the Facilities Team staff. Tarullo also reported on the enhancement of our online security infrastructure, shouting out the Information Technology Team on the upgrade of our outdated firewalls.

Wulf discussed the Home Delivery statistics for the year, noting an increase of users during the new year of 52 users taking advantage of the Home Delivery service and the Exam Cram event, which was held over six days by the Middle and High School Services team for students to study for exams and have a safe space to do so. Reported were the Friends of the Oak Park Public Library generous support through the year, noting over $17,000 was donated for library programs. Discussed was the Kwanzaa Celebration event held in December noting the planning and the overall turnout of the event, which was successful.

Tarullo reported on the Interpreter Compensation Program, which was launched in December for library staff proficient in the languages used most in our community to attract and retain staff that reflects diversity in our community and added software to computers to improve the accessibility for patrons with visual disabilities. The board discussed the use of AI and Google Gemini with plans for IT staff to look into Google Gemini and the access of that with library staff. In the November report, in the Equity and Anti-Racism section there was no mention of BIPOC staff in which stood out to the board, noting they would like to see internal efforts relating to the retention of BIPOC staff in that section of the report at future meetings.

b. Library Core Use Statistics

Discussed is the statistics for Quarter 4 (Q4) and the performance throughout different quarters. Noted was the decrease in the New User Accounts–Digital where Q1 showed 143 where in Q4

it is 118–a notable decline in new accounts for digital only access. The statistics for Community Outreach was discussed, noting an increase from 2023 to 2024 in total attendance.

c. Additions & Terminations Report (November through December 2024)

Trustee Fairfax noticed in the report of the termination of the Multicultural Librarian position which prompted questions and discussion about the termination of the role.

d. Staff Changes Report (November through December 2024)

The board asked for an update to efforts made relating to BIPOC staff retention, which was brought up at the November board meeting. Tarullo reported on reviewing comments from staff from the eNPS survey and the continuation of conversations between Leadership team and staff on what staff wants to see to continue to stay at the library.

7. Financial Reports

a. November & December 2024 Financial Reports

Trustee pointed out a lost check to a vendor in the financial report which prompted discussion around issues that come with paying vendors by physical check.

b. November & December 2024 Resolutions on Disbursements

Motion to approve the Resolutions on Disbursements for the months of November and December.

Moved by Foss. Seconded by Ganguly. Approved by all present.

8. Additional Reports

a. **Intergovernmental Committee (IGov):** Did meet. Fairfax reported on a presenter from the League of Women Votes discussing how they can further support people running for office and what they and IGov can offer to help to get individuals comfortable with running for positions.

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

c. **PlanIt Green:** Did meet. Foss reported on the Climate Conference that was held in Baku, Azerbaijan recently with plans on the next Climate Conference being in Brazil. Foss discussed the ongoing solar projects and the library staff who are working towards that.

d. **Friends of the Oak Park Public Library:** Did meet. Wulf reported on a new board member who joined the Friends of the Oak Park Library. Wulf also reported on the funding and donations of the Friends, noting a disbursement we received from them in the amount of $23,000 with $14,000 of that amount being unrestricted, with the decision on how to spend those funds as a library.

9. Unfinished Business

a. Executive Director Search

Chakraborty thanked Koya Partners and the search committee for their efforts through the Executive Director Search process, mentioning that the committee conducted interviews for six candidates for the first round. The committee discussed the candidate pool, noting the candidates are impressive and the timeline of conducting the process is moving a great pace. The committee plans to conduct the second round of interviews, scheduled for the week of February 3 or February 10, with the option of including board members with deciding on who will move to the final round of interviews. Koya Partners plans to provide a report, summarizing the interviews between the search committee and the candidates, in closed session at the next regular board meeting.

b. New Board Member Orientation & Handbook

The board discussed the new board member orientation and handbook as a follow up item discussed from the December meeting, mentioning trustee Rogers and Fruth working on an outline of materials, shared with the full board. The outline will lay out and identify the framework pieces and topics that the board wants to have in place. Job description of a board member, legal requirements, policies, committees, training, meeting expectations, and general expectations are some of the topics discussed to be included in the creation of the handbook and orientation of a new board member and current. The board discussed gathering resources and ideas from other libraries and/or organizations that can be adopted to their framework. Discussed were open meetings which brought up the policy, Closed Meetings Records which have not been updated in 20 years, to be brought to the next board meeting for approval. At the December meeting, discussion around training for the board was brought up and Fruth provided an update noting that the training for the full board regarding open meetings will happen in May of this year. The board plans to go over the details of each outline item at the February meeting and continue to work out the framework to create the handbook.

c. Holistic Survey

Fruth provided an update with the Holistic Survey, noting that it has been sent out with a 43% response rate with 55 respondents from staff. The target goal is 70% of participation with the confidence that the goal will be reached. Holistic will provide updates regarding the participation and response rate while following up with staff to complete the survey.

10. New Business

a. Park District IGA

Discussed is the Park District of Oak Park Intergovernmental Agreement (IGA) relating to a collaborative program where the library provides park passes at checkout for the park district. The passes that are included are: Ice Skating Rink, Cubhouse Indoor Playground, and Pool passes where the passes will be available each week for checkout for Oak Park cardholders.

Motion to approve the Park District IGA.

Moved by Foss. Seconded by Ganguly. Approved by all present.

11. Closed Session (if needed)

No closed session was held for this meeting.

12. Adjournment

Fruth adjourned the meeting at 8:28 pm.

OAK PARK PUBLIC LIBRARY

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

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

ENGAGEMENT

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

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

We lead the community in impactful civic engagement.
Outcomes: Improved civic engagement among patrons; Increased patron opportunities for and satisfaction with community conversations; Improved patron access to and use of community information resources

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

LEARNING

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

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

We empower community members with the tools, knowledge, and support they need to reach their full potential.
Outcomes: Improved patron access to opportunities for creative expression and hands-on exploration; Sustained patron access to career/professional development and health/wellness resources; Expanded digital learning opportunities for patrons; Expanded personal and career development opportunities for teens

STEWARDSHIP

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

We invite everyone into library spaces that are welcoming, safe, and inspiring.
Outcomes: Increased library capacity to provide welcoming public safety services; Increased community awareness of library public safety model and practices; Improved public spaces for library patrons and staff; Improved staff and patron awareness about library data privacy and confidentiality

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

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

We support all library staff to achieve happiness, well-being, and success.
Outcomes: Enhanced opportunities for staff relationship-building; Enhanced offerings for staff benefits; Increased transparency, awareness, and clarity in library decision-making for staff; Improved staff mental and physical health

ANTI-RACISM & EQUITY

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

We create and implement library policies that promote equitable outcomes for our staff and the public.
Outcomes: Improved and more equitable community and staff experience of the library's policies, procedures, and spaces; Integration of restorative practices in library communication, engagement, and conflict resolution strategies with patrons and staff; Improved library understanding of and engagement with community members of diverse backgrounds, identities, and circumstances

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

ENGAGEMENT in January 2025

▶ 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

Helping community members prepare for a local election
In partnership with the League of Women Voters of Oak Park & River Forest, we are pleased to be offering a total of six virtual candidate forums for the Spring 2025 local elections. Beginning on January 30 with a session for candidates in the District 97 Board of Education race, this forum series continues with four sessions in February (Oak Park Public Library Board of Trustees, Oak Park Village Trustees, Oak Park Village President, Park District of Oak Park Board) and one session in March (District 200 Board of Education). We know from previous experience that these forums are a popular resource and provide a lot of value to Oak Park voters who want to be informed in advance of the election. **This series would not be possible without the hard work of Adult Services Librarian Rashmi Swain, who managed all of the planning and scheduling with the League of Women Voters and the candidates.** Adult Services Librarian Bridget Optholt and Digital Learning Specialist Amelia Vargas are also providing assistance with time keeping for candidates and technical support.

Collections

New & improved Book Club Kits
One recent goal for our Collections Team was to **enhance the Book Club Kit checkout experience for patrons by introducing larger, zippered bags designed to better accommodate hardcover books.** Through a collaborative effort between Collections and Adult Services, **we reprocessed the kits by purchasing these improved bags and adding an identifying logo using Creative Studio equipment** (see new bags pictured at right). Creative Studio staff provided excellent training on how to use the Cricut and heat press to support this initiative.
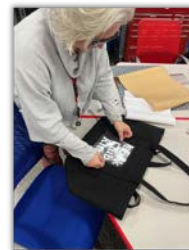
Social Services & Public Safety

Working with the Village to support community mental health
The Village of Oak Park recently hired two Community Care Navigators (social workers) who will provide outreach and support to community members experiencing homelessness and mental health challenges. These positions grew out of recommendations provided by the Village's Alternative Response to Calls for Service Taskforce, which was convened to bring together experts and community members — including our Director of Social Services & Public Safety Rob Simmons — to advise on an enhanced mental health response model in Oak Park. **The library's Social Services & Public Safety Team will refer patrons in need of support to these new Community Care staff.**

Community Voice

In our weekly cardholder survey sent to approximately 15% of active cardholders every Monday, respondents have the chance to tell us more about their opinion of and experiences with the Oak Park Public Library. A sample of survey comments from the fourth quarter of 2024 is below:

"The library is **a welcoming and inclusive place with extraordinary services and programs.**"

"**OPPL is a vital resource to citizens of our village.** Personally, it is my **home-away-from-home.**"

"The library's **dedication to serving patrons**…. **It's no longer just a place to find books** — I use the library for meeting space, color copies for the events and programs my non profit puts on, digital books on my iPad. I also love that the library has a become a place where students come after school to socialize."

"**Very inclusive**, lots of programs, actively protects books from being banned"

"**A landmark institution for Oak Park.** The emphasis on providing the best experience for residents is always done with care and thoughtfulness."

► 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

Changes in the Creative Studio
In January, the Creative Studio launched a rebrand of its spaces and an expansion of its open hours. Since opening in April 2023, the closed classroom of the Creative Studio was referred to as Studio A, and the open space containing the Audio Booth, Media Preservation Station, and Media Lab Apple computer was referred to as Studio B. Unfortunately, these non-descriptive space names did not help patrons understand what was in each space and what they could do there. **Starting in January 2025, all web pages, print materials, and signs now describe the closed classroom as the Makery and the open space as the Media Lab**, both of which are staffed and run by Creative Studio team members. The Audio Booth and two Media Stations in the Media Lab are reservable by patrons during any hours when the library is open, while the Makery is open only when staff are present, as it includes equipment with safety considerations. Also starting in January 2025, **Creative Studio open hours expanded to include morning hours on Wednesday and Thursday (both days now open 10am-6pm instead of 1-5pm) and shifted to 2-6pm on Tuesday (previously 3-7pm).** Friday and Sunday open hours remain 1-5pm and 12-5pm, respectively. These expanded hours provide the opportunity for more walk-in patron interactions, while still allowing for one-on-one instruction for all equipment in both spaces. We are excited to see what 2025 brings for creativity in the Creative Studio with these updates.

Vegetable Gardening 101
On January 29, certified urban farmer Chamika Moore led a dynamic presentation for beginners on the basics of how to start a spring vegetable garden indoors. She touched on the three key elements of water, light, and soil, as well as the importance of sustainable farming practices and supporting local farmers. Throughout the program, she shared helpful visual aids and provided practical advice and answers to the many thoughtful questions from the 24 attendees. After the presentation, participants had a chance to fill their own three-gallon gro-bags with soil, seeds, and seedlings; ask Chamika questions; and chat with one another about their own gardening plans. **Environmental & Sustainability Specialist Christine Poreba and Adult Services Librarian Margita Lidaka — the staff members who organized this program with Chamika — reported how great it was to see so many people engaged with the program content and excited about their own gardening plans for the spring.**

Collections

Sharing digital resources with older adult patrons
On January 10, Collection Management Librarian Andrea Trejo delivered a presentation about library digital resources to attendees at our monthly Older Adult Coffee Hour, with approximately seven people in attendance. The audience expressed genuine excitement about the range of digital magazines and newspapers we offer, with one patron even remarking, "I can't wait to cancel my personal subscriptions."

Community Voice

After attending the Vegetable Gardening 101 program (described above), participants shared very positive feedback via email and a post-program survey, as shown in the comments below:

"Just a note to compliment you on the Vegetable Gardening 101 class last night at OPPL. **It was so informative and motivating**, plus the presenter you selected, Chamika Moore, what more can you say!"

"**Chamika Moore is an outstanding presenter — knowledgeable, organized, enthusiastic.**"

"Thank you all for **a really knowledgeable and exciting class/event.** It was a pleasure meeting everyone, and I look forward to the next class."

STEWARDSHIP in January 2025

▶ 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 & improving library facilities
With the start of a new year, another round of annual compliance inspections also began. In January, **our fire systems contractor, Fox Valley Fire & Safety, visited both the Main Library and Maze Branch for fire alarm inspections, as well as our backflow preventer annual ITM (inspection, testing, and maintenance)**. These routine inspections maintain compliance and help to ensure safe and reliable operation of our critical life safety systems.

Also in January, **the Facilities Team refreshed the public restroom vestibules with a thorough cleaning, patching a number of scuffs and holes, and a floor-to-ceiling coat of fresh paint.** This project was initiated as part of a collaborative effort between the Facilities and Communications Teams, as a way to brighten up the space and improve an area for public communication flyers.

Technology

Technology upgrades in library study rooms
The IT Team recently installed monitor swivel arms and computer mounts in the Main Library third-floor study rooms (pictured at right). This upgrade **provides a more flexible and ergonomic workspace for everyone using these study areas.** We are especially grateful to Website & IT Specialist Josh Soto for leading this initiative.

Communications & Development

Reflecting on Communications Team activities in 2024
Our Communications Team plays a vital role in telling the library's story and making sure both patrons and staff are informed about important library- and community-related information and opportunities. The team recently reflected on the variety of activities they worked on independently and in collaboration with other library teams over the last year — from events promotion, website management, and signage updates, to cardholder engagement efforts and library merchandise sales, a summary of the team's 2024 activities can be viewed here.

Finance & HR

Staff Engagement Day
We had an impressive turnout for our Staff Learning & Engagement Day on January 31, with more than 100 of our 130 staff members attending and enjoying opportunities for learning, celebration, and connection. **Post-event surveys are currently being collected, with 30 responses (approximately 30% of attendees) received as of February 5. The vast majority of respondents (89%) rated the day as a "positive" or "very positive" experience**, with the remaining respondents (11%) reporting a "neutral" experience. Positive feedback centered around the engaging speakers, the quality of the food, and the variety of activities offered. In terms of future learning opportunities, **staff expressed a desire for dedicated sessions on understanding and working effectively with marginalized groups, with a focus on the practical application of diversity, equity, inclusion, and accessibility principles in daily work and interactions.** Survey collection is ongoing, and we look forward to gaining further insights as we receive additional responses.

Staff Spotlight

Staff Learning & Well-Being Specialist Ginger Slade is committed to fostering a collaborative and connected library team, as evidenced by her exceptional contributions to our recent Staff Learning & Engagement Day. From forming and leading a Staff Day Task Force where she proactively engaged colleagues in event planning, to diligently managing the day-of event logistics, Ginger truly went above and beyond to make the day a success. Her dedication to collaboration and inclusive planning ensured a day filled with engaging activities and delicious food, which staff members deeply appreciated.

ANTI-RACISM & EQUITY in January 2025

► **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

Providing valuable information about immigrant rights
On January 29, the library collaborated with the Illinois Coalition for Immigrant and Refugee Rights (ICIRR), attorney Scott Pollock, and students and educators/advisors from ALL ASPIRA (the Amistad Latina Leadership ASPIRA club at OPRF High School) to offer a Spanish-language "Know Your Rights" session (Sesión informativa sobre los derechos de los Inmigrantes en Illinois) at the Main Library. The event stemmed from a long-standing relationship with ASPIRA — Latine Language & Culture Librarian Nora Sanchez first connected with students at the high school's Latinx Heritage Month panel three years ago. The student president reached out to Nora to organize this program, aiming to inform the community about immigration and deportation rights. Attorney Scott Pollock led the discussion, providing essential legal insights and resources. **Approximately 90 people attended — including families, adults, and teens — and many attendees stayed afterward to express their gratitude for the space and information shared.** Scott later reflected on the overwhelming engagement from attendees of all ages, the determination in the room to face challenges head-on, and, most inspiring, the leadership of the students — young advocates standing up for their community and shaping a more just future.

Honoring MLK Day
From January 16 through the end of the month, the Main Library Idea Box once again hosted a "Dream Hands" display — a collage of hand-shaped pieces of paper on which patrons were encouraged to write their dreams for the future, in celebration of the life and work of Dr. Martin Luther King, Jr. Community members were able to contribute to the display by visiting the Children's Services desk at the Main Library or the service desks at the Maze or Dole Branches. Library staff also compiled a list of titles and other resources for honoring MLK Day here.

Collections

Displaying the work of a trailblazing photographer
Special Collections Library Specialist Joel Javier assisted in the opening of a remarkable photography exhibit in the Main Library Art Gallery featuring work by Oak Park resident Howard Simmons — one of the first Black photographers for the Chicago Sun-Times. This exhibit, which opened on January 14 and runs through February 22, includes both iconic images that document significant moments in American history as well as never-before-seen photographs, accompanied by Simmons' personal stories and accounts of his trailblazing work.
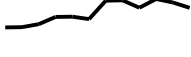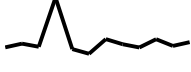
Community Voice

Following the Know Your Rights session on January 29 (described above), members of ALL ASPIRA — the OPRF student group who collaborated on the program — shared the following feedback in a letter to the library:

"**We are also incredibly grateful to** [Latine Language & Culture Librarian] **Nora Sanchez from the Oak Park Public Library for her ongoing support, generosity, and hospitality.** Thank you for hosting the event and for providing pizza, which made everyone feel welcomed and at home. **You truly are a gem in our community.**"

This dashboard displays data that the Oak Park Public Library tracks related to patron use of key resources for the years 2022 through 2024. For each metric, an annual total is provided, along with a simple line graph showing the monthly trend for the year. The year-over-year (YOY) "Change" column provides an indicator symbol that denotes whether the annual total for a given year is above (green plus), below (red minus), or essentially the same as (gray approximately equal) the annual total for 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).

Metric	Monthly Trend (January–December)	2022 Annual Total	Change (YOY)*	Monthly Trend (January–December)	2023 Annual Total	Change (YOY)	Monthly Trend (January–December)	2024 Annual Total	Change (YOY)
Building Visits The number of patron visits to a library building		305,176	➕ 54%		371,003	➕ 22%		393,414	➕ 6%
Website Users The number of people who initiated at least one session on oppl.org during a given month		390,369	➖ -7%		405,832	≈ 4%		454,859	➕ 12%
Physical Materials Use The number of checkouts plus renewals made at an Oak Park library location		1,052,849	➕ 27%		1,039,226	≈ -1%		1,019,419	≈ -2%
Digital Materials Use The number of materials downloaded or streamed from Oak Park library digital collections		396,204	≈ -3%		430,298	➕ 9%		468,425	➕ 9%
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.		39,391	➕ 22%		85,609	➕ 117%		147,732	➕ 73%
WiFi Use The number of unique daily WiFi clients at an Oak Park library location		172,919	➕ 188%		210,481	➕ 22%		197,750	➖ -6%
Public Computer Use The number of PC sessions at an Oak Park library location		29,746	➕ 167%		41,342	➕ 39%		50,682	➕ 23%
Program Attendance The number of attendees at programs held inside an Oak Park Public Library location or in a library virtual space		15,359	➕ 76%		29,260	➕ 91%		29,607	≈ 1%
Community Outreach The estimated attendance at all outreach and Book Bike events		7,738	➕ 48%		10,212	➕ 32%		12,146	➕ 19%
Meeting Room Use The number of uses of Oak Park library physical and virtual meeting rooms by community members		1,434	➕ 341%		1,741	➕ 21%		1,938	➕ 11%
Study Room Use The number of uses of Oak Park library study rooms by community members		8,716	➕ 89%		8,825	≈ 1%		9,149	≈ 4%

*As shown in the "Change (YOY)" column for 2022, large percentage increases were observed across multiple metrics in 2022 compared to 2021. Specifically, metrics related to in-person use of the library (e.g., Building Visits, Public Computer Use, WiFi Use, Study Room Use, Meeting Room Use) were elevated in 2022 compared to the previous year, due to pandemic-related pauses/changes in library services or changes in patron engagement with the library in 2021. For example, total Meeting Room Use and Study Room Use were lower in 2021, as physical meeting rooms were not available for public use January through mid-September, and study rooms were not available for public use January through June.

This dashboard displays data that the Oak Park Public Library tracks related to patron use of key resources for the years 2022 through 2024. For each metric, an annual total is provided, along with a simple line graph showing the monthly trend for the year. The year-over-year (YOY) "Change" column provides an indicator symbol that denotes whether the annual total for a given year is above (green plus), below (red minus), or essentially the same as (gray approximately equal) the annual total for 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).

	Monthly Trend (January-December)	2022 Annual Total*	Change (YOY)		Monthly Trend (January-December)	2023 Annual Total*	Change (YOY)		Monthly Trend (January-December)	2024 Annual Total*	Change (YOY)
New User Accounts - Library Cards The number of Oak Park Public Library cards newly created or re-registered	*(line graph)*	**3,581**	➕ *61%*		*(line graph)*	**3,562**	≈ *-1%*		*(line graph)*	**3,701**	≈ *4%*
New User Accounts - Digital** The number of new digital-only accounts created	*(line graph)*	**647**	➖ *-20%*		*(line graph)*	**539**	➖ *-17%*		*(line graph)*	**510**	➖ *-5%*
Digital Account Conversions The number of new digital-only account users who converted to full-access library cards	N/A***	**149**	➖ *-29%*		N/A***	**75**	➖ *-50%*		N/A***	**71**	➖ *-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.)	N/A***	**51%**	➕ *11%*		N/A***	**63%**	➕ *23%*		N/A***	**68%**	➕ *8%*
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.)	N/A***	**55%**	➕ *5%*		N/A***	**58%**	➕ *6%*		N/A***	**60%**	➕ *5%*
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.	*(line graph)*	**84.7**	≈ *4%*		*(line graph)*	**88.7**	➕ *5%*		*(line graph)*	**88.3**	≈ *0%*

* *Unlike other metrics in this dashboard, the values in the "Annual Total" columns for New Cardholder Retention and Market Penetration are not cumulative totals of individual quarters, but are instead the average of the quarterly percentages for these metrics in a given year. Additionally, the values in the "Annual Total" columns for the Net Promoter Score (NPS) metric are not cumulative totals of individual months or quarters. Instead, they are the calculated scores when looking at all survey responses from January 1 through December 31 of a given year as a single data set.*

** *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 calculated on a quarterly basis only.*

02/04/2025
Additions & Terminations

OAK PARK
PUBLIC LIBRARY

Dates
2025-01-01 - 2025-01-31

Employee Head Count
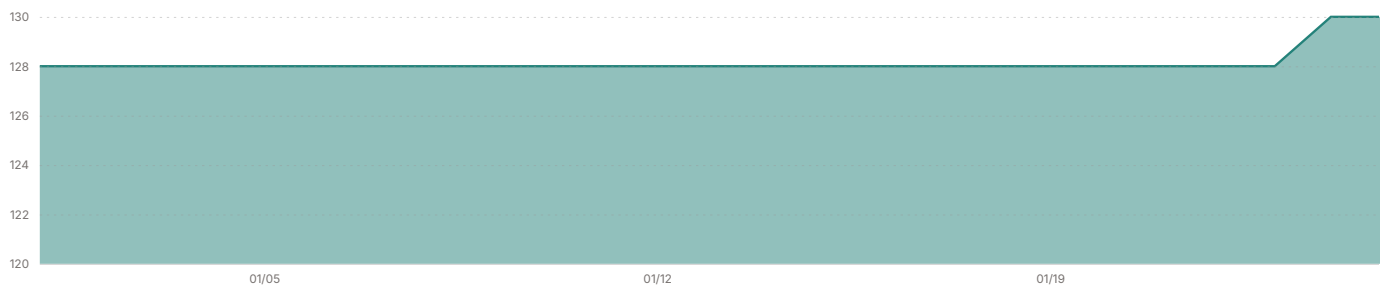
Additions (2)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Walters, Ben	Part-Time, less than 20 hrs/wk	Materials Handling	None	Oak Park Public Library	Library Clerk	01/24/2025
Wolski, Maggie	Part-Time, less than 20 hrs/wk	Materials Handling	None	Oak Park Public Library	Library Clerk	01/24/2025

Terminations (0)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓

No results found

Please change your filter and try again.

02/04/2025
Staff Changes

Dates
01/01/2025 - 01/31/2025

Changes (6)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
Yena, Barb	Full-Time	Finance & HR	HR & Payroll Specialist	Lateral Change	01/01/2025	Previous Title: HR, Payroll, & AP Specialist
Enyia, Chibuike	Full-Time	Communications	Manager of Community Engagement	Lateral Change	01/06/2025	Previous Department: Community Engagement
Gosse, Ian	Full-Time	Patron Services	Book Bike Librarian	Lateral Change	01/06/2025	Previous Title: Older Adults Librarian Previous Department: Adult Services
Javier, Joel	Full-Time	Special Collections	Library Specialist	Lateral Change	01/06/2025	Previous Department: Community Engagement
Sanchez, Nora	Full-Time	Adult Services	Latine Language & Culture Librarian	Lateral Change	01/06/2025	Previous Department: Community Engagement
Hellwig, Maddie	Part-Time, 20 or more hrs/wk	Patron Services	Library Assistant	Promotion	01/09/2025	Previous Title: Library Clerk

Oak Park Public Library – Financial Report Summary

As of January 2025
(8% of the year complete)

OPERATING CASH

Byline Checking	$ 369,357
*Outstanding payments	$ (67,592)
Byline Analysis	$ 180,872
Byline Public Fund MM	$ 568,317
Hinsdale - Wintrust MM	$ 208,928
Illinois Funds Invest	$4,904,138

Ending operating cash available: **$6,164,020**

Art Fund: **$3,074**

OVERALL SUMMARY

Oak Park Public Library is 8% through the fiscal year. The year-to-date (YTD) financial statement through January 31, 2025, reflects a deficit of $1,207,270, which is expected at this point of the year as the library continues to spend funds for operation but has yet to receive the first property tax installment payments. The library anticipates receiving property tax revenue in the latter part of February or the beginning of March 2025.

January YTD operating expenditures totaled $1,275,162, or 11% of the 2025 budget. This amount is 3% over the YTD budget for the fiscal year, which is anticipated with numerous annual and quarterly payments due in January 2025.

REVENUE

The library did not receive 2024 property taxes in January 2025, but it is projected to receive approximately $2,300,000 in the latter part of February or beginning March 2025. The first installment of property tax bills for Tax Year 2024 is due March 4, 2025.

Corporate Property Tax is 15% of the annual budget, which is 7% over the YTD budget for the fiscal year. If the PPRT taxes continue to be paid at approximately $33K, the library can expect to exceed the $207K budget.

Parking lot revenue of $2,927, or 13%, will exceed the $22,000 budget if the monthly revenue remains constant at more than $2000. The revenue pays for the services and upkeep of the parking garage and gates.

Interest income of $23,462, or 13% of the budget, is 4% over the YTD budget. The decrease in the interest rate from (FY24) 5.4% to a current average of 4.5 % will produce income over budget if the projected average interest remains constant at 4%.

TOTAL REVENUE YTD: <1%

EXPENDITURES

Total disbursements: **$1,113,580**

The total People expenditure is 9%, which is 1% over the YTD budget. The Dues line, at 78%, is significantly over the YTD budget by 70% due to the timing of the Urban Library Council (ULC) membership renewal. Workers' Compensation (WC) is 80% over the YTD budget–However, the full year's payment for WC was due in January. Unemployment is 30% over the YTD budget due to the calculated rate being charged until it reaches the wage base cap.

Support Services is expended at 26% of the YTD budget. The over-expenditure is mainly due to various Administration costs: (1) Staff Appreciation is 5% over the YTD budget, which is due to the allocation of events and is not expected to exceed the annual budget; (2) Audit Fees are at 17% of the budget, which is due to pre-audit fieldwork that is performed in the first month of the year; (3) Consulting Services costs are overspent by 7% for this point of the year due to the use of communications consultants; and (4) package Insurance (property, liability, auto, etc.), which is charged 100% in the first month of the year and is at 92% of the budget line.

Library materials are 15% over the YTD budget, which is due to digital content being spent at 22% of its YTD budget is contributed to the timing of purchases.

Public Service is at 22% of the YTD budget. The over-expenditure at the point of the year is due to (1) Adult Programming, which is 14% over the YTD budget due to payments for programs later in 2025, (2) Swan, which is 18% over the YTD budget due to the first quarterly payment and the budget being evenly distributed and not by anticipated month of expenditure, and (3) Subscriptions, which are 23% over the YTD budget due to the timing of renewals.

January's operating expenditures are at 11%, 3% over the YTD budget.

Account line/group expenditure levels by percentage:

<u>People:</u>

Compensation	8%	
Talent Development	12%	
Total People		**9%**

<u>Support Services:</u>

Marketing	7%	
Store	23%	
Collections	1%	
Administration	32%	
Other Support Srvcs	6%	
Total Support Services		**26%**

<u>Equity And Anti-Racism:</u>

Total Equity And Anti-Racism   **0%**

<u>Library Materials:</u>

Total Library Materials   **15%**

<u>Facilities Management:</u>

Facilities Supplies	7%	
Facilities Services	9%	
Total Facilities Management		**8%**

<u>Public Services:</u>

Programming	9%	
Digital Services	25%	
Total Public Services		**22%**

TOTAL OPERATING EXPENSES: **11%**

TOTAL CAPITAL AND OUTSIDE SUPPORT: 0%

Prepared by Linda Barnett −February 10, 2025

Oak Park Public Library
Bank Reconciliation Report
BYLINE CHECKING, JANUARY 2025

Reconciliation of Register to Statement

Bank register cleared beginning balance 12/31/2024:	$311,736.20
Add: Cleared deposits:	$35,215.35
Add: Cleared deposit adjustments:	$1,348,671.89
Subtract: Cleared payments:	$638,599.76
Subtract: Cleared payment adjustments:	$687,667.07
Adjusted bank register balance:	$369,356.61
Bank register ending balance:	$301,764.53
Subtract: Outstanding deposits:	$0.00
Subtract: Outstanding deposit adjustments:	$13,788.38
Add: Outstanding payments:	$67,592.08
Add: Outstanding payment adjustments:	$13,788.38
Adjusted bank register balance:	$369,356.61
Bank statement ending balance 01/31/2025:	$369,356.61
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	18	$1,383,887.24
All Cleared Payments:	109	$1,326,266.83

Oak Park Public Library
Bank Reconciliation Report
BYLINE ANALYSIS, JANUARY 2025

Reconciliation of Register to Statement

Bank register cleared beginning balance 12/31/2024:		$501,289.63
Add: Cleared deposits:		$0.00
Add: Cleared deposit adjustments:		$1,012,582.05
Subtract: Cleared payments:		$0.00
Subtract: Cleared payment adjustments:		$1,333,000.00
Adjusted bank register balance:		$180,871.68
Bank register ending balance:		$180,871.68
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:		$180,871.68
Bank statement ending balance 01/31/2025:		$180,871.68
Out of balance by:		$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	3	$1,012,582.05
All Cleared Payments:	4	$1,333,000.00

Oak Park Public Library
Bank Reconciliation Report

BYLINE MM, JANUARY 2025

Reconciliation of Register to Statement

Bank register cleared beginning balance 12/31/2024:	$566,368.43
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$1,948.15
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$0.00
Adjusted bank register balance:	$568,316.58
Bank register ending balance:	$568,316.58
Subtract: Outstanding deposits:	$0.00
Subtract: Outstanding deposit adjustments:	$0.00
Add: Outstanding payments:	$0.00
Add: Outstanding payment adjustments:	$0.00
Adjusted bank register balance:	$568,316.58
Bank statement ending balance 01/31/2025:	$568,316.58
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$1,948.15
All Cleared Payments:	0	$0.00

Oak Park Public Library
Bank Reconciliation Report

HINSDALE- WINTRUST JANUARY 2025

Reconciliation of Register to Statement

Bank register cleared beginning balance 12/31/2024:	$208,122.90
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$805.46
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$0.00
Adjusted bank register balance:	$208,928.36
Bank register ending balance:	$208,928.36
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:	$208,928.36
Bank statement ending balance 01/31/2025:	$208,928.36
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$805.46
All Cleared Payments:	0	$0.00

Oak Park Public Library
Bank Reconciliation Report

ILLINOIS FUND INVESTMENT JANUARY 2025

Reconciliation of Register to Statement

Bank register cleared beginning balance 12/31/2024:	$5,877,372.01
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$26,765.87
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$1,000,000.00
Adjusted bank register balance:	$4,904,137.88
Bank register ending balance:	$4,904,137.88
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:	$4,904,137.88
Bank statement ending balance 01/31/2025:	$4,904,137.88
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	3	$26,765.87
All Cleared Payments:	1	$1,000,000.00

Oak Park Public Library
Bank Reconciliation Report
ILLINOIS FUND ART FUND JANUARY 2025

Reconciliation of Register to Statement

Bank register cleared beginning balance 12/31/2024:		$3,061.76
Add: Cleared deposits:		$0.00
Add: Cleared deposit adjustments:		$11.82
Subtract: Cleared payments:		$0.00
Subtract: Cleared payment adjustments:		$0.00
Adjusted bank register balance:		$3,073.58
Bank register ending balance:		$3,073.58
Subtract: Outstanding deposits:		$0.00
Subtract: Outstanding deposit adjustments:		$0.00
Add: Outstanding payments:		$0.00
Add: Outstanding payment adjustments:		$0.00
Adjusted bank register balance:		$3,073.58
Bank statement ending balance 01/31/2025:		$3,073.58
Out of balance by:		$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$11.82
All Cleared Payments:	0	$0.00

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 01/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	7,243.93	7,243.93	11,404,000.00	0.06%
Corp. Property Replacement Tax	31,332.42	31,332.42	207,000.00	15.14%
Lost Books Reimbursed/Reciprocal Borrow	0.00	0.00	7,000.00	0.00%
Sales	75.00	75.00	0.00	0.00%
Rentals-Library Space	96.52	96.52	0.00	0.00%
Parking lot revenue	2,926.67	2,926.67	22,000.00	13.30%
Interest	23,462.17	23,462.17	182,000.00	12.89%
Gifts	250.00	250.00	0.00	0.00%
Gifts From FOPPL	2,500.00	2,500.00	20,000.00	12.50%
Illinois Per Capita Grant	0.00	0.00	18,000.00	0.00%
Community Fund Endowments	0.00	0.00	25,600.00	0.00%
Miscellaneous Income	5.00	5.00	0.00	0.00%
TOTAL REVENUE	**67,891.71**	**67,891.71**	**11,885,600.00**	**0.57%**
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	541,783.61	541,783.61	6,630,000.00	8.17%
Employee Health Benefits	106,836.69	106,836.69	1,223,000.00	8.74%
IMRF (Illinois Muncipal Retirement F	17,313.11	17,313.11	229,000.00	7.56%
FICA/MEDICARE	39,702.49	39,702.49	488,500.00	8.13%
Workers Compensation Insurance	15,470.00	15,470.00	17,500.00	88.40%
Unemployment Compensation Ins.	9,106.31	9,106.31	24,000.00	37.94%
Total Compensation	**730,212.21**	**730,212.21**	**8,612,000.00**	**8.48%**
Talent Development				
Dues	10,879.00	10,879.00	14,000.00	77.71%
Staff Development/Travel	1,324.85	1,324.85	103,250.00	1.28%
Tuition Reimbursement	4,614.00	4,614.00	27,000.00	17.09%
Hiring	1,464.24	1,464.24	12,500.00	11.71%
Board Development	0.00	0.00	2,000.00	0.00%
Total Talent Development	**18,282.09**	**18,282.09**	**158,750.00**	**11.52%**
TOTAL PEOPLE	**748,494.30**	**748,494.30**	**8,770,750.00**	**8.53%**
SUPPORT SERVICES				
Marketing				
Promotions	994.55	994.55	19,000.00	5.23%
Publications	2,539.80	2,539.80	31,550.00	8.05%
Total Marketing Support	**3,534.35**	**3,534.35**	**50,550.00**	**6.99%**
Store				
Fees and Services	169.00	169.00	750.00	22.53%
Total Store Support	**169.00**	**169.00**	**750.00**	**22.53%**

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 01/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Collections				
ILL Payments	51.95	51.95	3,000.00	1.73%
Cataloging/Bib Search Fees	0.00	0.00	3,000.00	0.00%
Total Collections Support	**51.95**	**51.95**	**6,000.00**	**0.87%**
Administration				
HRIS and Payroll Processing Fees	2,678.42	2,678.42	33,000.00	8.12%
Mileage & Miscellaneous reimburser	716.80	716.80	22,500.00	3.19%
Hospitality	0.00	0.00	5,000.00	0.00%
Staff Appreciation / Engagement	1,609.14	1,609.14	12,000.00	13.41%
Audit Fees	2,000.00	2,000.00	11,600.00	17.24%
Unclaimed Property Escheatment to	0.00	0.00	650.00	0.00%
Merchant Account Services	144.97	144.97	2,050.00	7.07%
Consulting Services - Admin	8,971.25	8,971.25	60,000.00	14.95%
Intergovernmental Agreements (IGA	3,707.25	3,707.25	25,000.00	14.83%
Legal Fees	0.00	0.00	30,000.00	0.00%
Postage & Delivery	1,514.40	1,514.40	16,500.00	9.18%
Insurance	114,420.99	114,420.99	124,700.00	91.76%
Supplies	3,540.64	3,540.64	90,000.00	3.93%
Total Administration Support	**139,303.86**	**139,303.86**	**433,000.00**	**32.17%**
Other Support Services				
Telephone/Communications	3,718.04	3,718.04	65,000.00	5.72%
Office & Library Machinery Service	1,158.13	1,158.13	20,000.00	5.79%
Total Other Support Services	**4,876.17**	**4,876.17**	**85,000.00**	**5.74%**
TOTAL SUPPORT SERVICES	**147,935.33**	**147,935.33**	**575,300.00**	**25.71%**
EQUITY AND ANTI-RACISM				
Learning and Development	0.00	0.00	12,000.00	0.00%
Supplies - Equity	0.00	0.00	2,000.00	0.00%
TOTAL EQUITY AND ANTI-RACISM	**0.00**	**0.00**	**14,000.00**	**0.00%**
LIBRARY MATERIALS				
Print materials	24,123.94	24,123.94	380,500.00	6.34%
Audio and video materials	4,270.95	4,270.95	95,500.00	4.47%
Digital content	141,560.02	141,560.02	640,000.00	22.12%
Devices	1,451.10	1,451.10	30,000.00	4.84%
Realia and other formats	466.53	466.53	10,500.00	4.44%
Archival collection	0.00	0.00	20,000.00	0.00%
TOTAL LIBRARY MATERIALS	**171,872.54**	**171,872.54**	**1,176,500.00**	**14.61%**
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	0.00	0.00	2,800.00	0.00%

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 01/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Building Materials & Supplies	374.88	374.88	10,000.00	3.75%
Equipment Parts	0.00	0.00	10,000.00	0.00%
Cleaning & Housekeeping Supplies	1,514.25	1,514.25	8,500.00	17.81%
Signage	487.20	487.20	4,000.00	12.18%
Total Facility Supplies	**2,376.33**	**2,376.33**	**35,300.00**	**6.73%**
Facilities Services				
Landscaping and snow removal serv	70.00	70.00	25,000.00	0.28%
Custodial Services	17,507.39	17,507.39	225,000.00	7.78%
Water	821.46	821.46	11,750.00	6.99%
Sewer/Garbage	1,538.28	1,538.28	13,500.00	11.39%
Parking lot expense	19.95	19.95	10,500.00	0.19%
Natural Gas	2,643.81	2,643.81	95,000.00	2.78%
Rentals--Equipment & Facilities	1,370.00	1,370.00	25,000.00	5.48%
Repair & Maintenance Prop. & Equip	31,093.98	31,093.98	242,000.00	12.85%
Total Facilities Services	**55,064.87**	**55,064.87**	**647,750.00**	**8.50%**
TOTAL FACILITIES MANAGEMENT	**57,441.20**	**57,441.20**	**683,050.00**	**8.41%**
PUBLIC SERVICES				
Programming				
Children's Programming	1,126.94	1,126.94	25,000.00	4.51%
Young Adult Programming	2,192.40	2,192.40	27,000.00	8.12%
Adult Programming	5,220.86	5,220.86	23,000.00	22.70%
Community Engagement	463.17	463.17	14,000.00	3.31%
Social Services	623.92	623.92	10,000.00	6.24%
Creative Studio	106.07	106.07	8,000.00	1.33%
Total Programming	**9,733.36**	**9,733.36**	**107,000.00**	**9.10%**
Digital Services				
Consultant Support Services	0.00	0.00	65,000.00	0.00%
SWAN	29,839.00	29,839.00	115,000.00	25.95%
Subscriptions and services	109,114.57	109,114.57	354,000.00	30.82%
Equipment and supplies	731.78	731.78	25,000.00	2.93%
Total Digital Services	**139,685.35**	**139,685.35**	**559,000.00**	**24.99%**
TOTAL PUBLIC SERVICES	**149,418.71**	**149,418.71**	**666,000.00**	**22.44%**
TOTAL EXPENSES - Operating	**1,275,162.08**	**1,275,162.08**	**11,885,600.00**	**10.73%**
EXPENSES - Capital				
Facilities Equipment	0.00	0.00	10,000.00	0.00%
Furnishings	0.00	0.00	75,000.00	0.00%
Technology Projects and Equipment	0.00	0.00	50,000.00	0.00%
Building Improvements	0.00	0.00	465,000.00	0.00%
TOTAL EXPENSES - Capital	**0.00**	**0.00**	**600,000.00**	**0.00%**

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 01/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
NET SURPLUS/(DEFICIT)	**(1,207,270.37)**	**(1,207,270.37)**	**(600,000.00)**	**201.21%**

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALPHA BUILDING MAINTENAN	Computer Check	01/22/2025	01/22/2025	16,568.52	01-1053	Byline Bank Checking	0.00	16,568.52
	61995		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
23401 OPPL	01/01/2025	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
ALTA LANGUAGE SERVICES, IN	Computer Check	01/08/2025	01/08/2025	232.00	01-1053	Byline Bank Checking	0.00	232.00
	61934		Posted		01-2060	Accounts Payable	232.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IS759122	12/31/2024	INTERPRETER LANG	232.00	232.00	01-5199	Hiring	232.00	<No Project>
						Totals:	232.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check	01/08/2025	01/08/2025	2,992.03	01-1053	Byline Bank Checking	0.00	2,992.03
	61936		Posted		01-2060	Accounts Payable	2,992.03	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13JP-M61P-4P4G	12/19/2024	Childrens Realia	18.00	18.00	01-5894	Realia and other formats	18.00	<No Project>
						Totals:	18.00	
1MQK-Q7C7-3RQW	12/19/2024	Books	60.00	60.00	01-5840	Print materials	60.00	<No Project>
						Totals:	60.00	
13LM-YDKN-6KVW	12/19/2024	Books	60.97	48.97	01-5840	Print materials	48.97	<No Project>
						Totals:	48.97	
1T1P-34JH-HF6N	12/20/2024	Book	15.49	15.49	01-5840	Print materials	15.49	<No Project>
						Totals:	15.49	
1GG9-HF4G-F6K6	12/20/2024	Books	18.83	18.83	01-5840	Print materials	18.83	<No Project>
						Totals:	18.83	
16T6-WTQP-GMFH	12/20/2024	Facilities - Wall Cale	25.39	25.39	01-5682	Building Materials & Supplies	25.39	<No Project>
						Totals:	25.39	
1F93-LLMG-PXYQ	12/21/2024	Adult Programming	50.94	50.94	01-5247	Adult Programming	50.94	<No Project>
						Totals:	50.94	
1CWQ-KVKD-NVH4	12/21/2024	Creative Studio - Su	609.54	609.54	01-5247	Adult Programming	609.54	FOPPL24
						Totals:	609.54	
1YGQ-HMHL-6FWH	12/23/2024	Creative Studio - Su	33.96	33.96	01-5247	Adult Programming	33.96	<No Project>
						Totals:	33.96	
1HJ1-HFQ9-4JPV	12/23/2024	Book	14.00	14.00	01-5840	Print materials	14.00	<No Project>
						Totals:	14.00	
1YCL-YT73-63HR	12/23/2024	Facilities - Blueprint	806.57	806.57	01-5920	Facilities Equipment	806.57	<No Project>
						Totals:	806.57	

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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
1KHW-GK43-FN3Y	12/25/2024	Office Supplies	28.27	28.27	01-5742	Supplies	28.27	<No Project>
						Totals:	28.27	
1YHG-VLT9-FR64	12/25/2024	MHS program supp	600.27	600.27	01-5244	Young Adult Programming	600.27	<No Project>
						Totals:	600.27	
1GCX-KNDG-JNTH	12/26/2024	Book	25.20	25.20	01-5840	Print materials	25.20	<No Project>
						Totals:	25.20	
1PVP-CWP7-YKQ6	12/27/2024	Adult Programming	61.95	61.95	01-5247	Adult Programming	61.95	<No Project>
						Totals:	61.95	
1336-MN7H-YT74	12/27/2024	Book	15.80	15.80	01-5840	Print materials	15.80	<No Project>
						Totals:	15.80	
1M17-TD36-WX1H	12/27/2024	Office Supplies	14.98	14.98	01-5742	Supplies	14.98	<No Project>
						Totals:	14.98	
1R7P-THH1-169V	12/27/2024	IT Supplies - Public	13.86	13.86	01-5937	Equipment and supplies	13.86	<No Project>
						Totals:	13.86	
1KYR-63NV-YLW4	12/27/2024	Office Supplies	20.62	20.62	01-5742	Supplies	20.62	<No Project>
						Totals:	20.62	
1137-LG4M-VFVR	12/27/2024	Program supplies	49.00	49.00	01-5244	Young Adult Programming	49.00	<No Project>
						Totals:	49.00	
1THR-1XGT-1X61	12/30/2024	Office Supplies	29.52	29.52	01-5742	Supplies	29.52	<No Project>
						Totals:	29.52	
19HD-3VYQ-144V	12/30/2024	Books	78.80	78.80	01-5840	Print materials	78.80	<No Project>
						Totals:	78.80	
1Y3W-1LFK-6GLN	12/30/2024	ILL Supplies	51.67	51.67	01-5742	Supplies	51.67	<No Project>
						Totals:	51.67	
1RG6-6F9M-CWVQ	12/31/2024	Amazon Dec. purchɑ	92.63	92.63	01-5240	Children's Programming	92.63	<No Project>
						Totals:	92.63	
1HFV-3FWT-TP6L	01/06/2025	Office Supplies	37.94	37.94	01-5742	Supplies	37.94	<No Project>
						Totals:	37.94	
1NW1-R3HN-RRCR	01/06/2025	Books	169.83	169.83	01-5840	Print materials	169.83	<No Project>
						Totals:	169.83	
AMAZON CAPITAL SERVICES	Computer Check 61978	01/15/2025	01/15/2025 Posted	576.33	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 576.33	576.33 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
144N-N4YW-QVYP	12/30/2024	IT Supplies - Privacy	47.99	47.99	01-5937	Equipment and supplies	47.99	<No Project>
						Totals:	47.99	

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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**
1GNX-KY1C-VCXF	12/31/2024	Books	52.47	52.47	01-5840	Print materials	52.47	<No Project>
						Totals:	52.47	
1MPQ-3XXJ-D4L9	01/08/2025	Bib Team Supplies	9.41	9.41	01-5742	Supplies	9.41	<No Project>
						Totals:	9.41	
13L6-RFFJ-9J9H	01/08/2025	Sign Frames for Cor	32.42	32.42	01-5742	Supplies	32.42	<No Project>
						Totals:	32.42	
1DCR-97DX-C9D4	01/08/2025	Book	19.95	19.95	01-5840	Print materials	19.95	<No Project>
						Totals:	19.95	
1YPM-L3WN-M99P	01/09/2025	Books	26.20	26.20	01-5840	Print materials	26.20	<No Project>
						Totals:	26.20	
1R4J-QFGR-VQMQ	01/10/2025	Book Club Kit Mater	376.40	376.40	01-5840	Print materials	376.40	<No Project>
						Totals:	376.40	
1XT7-6FFD-WMQX	01/10/2025	Amazon Order for S	11.49	11.49	01-5256	Staff Appreciation / Engagem	11.49	<No Project>
						Totals:	11.49	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check 61996	01/22/2025	01/22/2025 Posted	1,358.38	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,358.38	1,358.38 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
1319-FYR6-FT6R	12/13/2024	Kwanzaa decoration	107.72	107.72	01-5249	Community Engagement	107.72	<No Project>
						Totals:	107.72	
17G6-D96Y-4TVD	12/19/2024	Kwanzaa celebratior	76.45	76.45	01-5249	Community Engagement	76.45	<No Project>
						Totals:	76.45	
1RWW-6YWY-WRRI	01/10/2025	Office Supplies	34.84	34.84	01-5742	Supplies	34.84	<No Project>
						Totals:	34.84	
1VL4-43C1-3MKL	01/12/2025	Books	235.99	235.99	01-5840	Print materials	235.99	<No Project>
						Totals:	235.99	
1Y9N-H733-JFQ7	01/13/2025	Books	113.65	113.65	01-5840	Print materials	113.65	<No Project>
						Totals:	113.65	
1RCG-VD11-34M1	01/15/2025	Amazon order for St	11.49	11.49	01-5256	Staff Appreciation / Engagem	11.49	<No Project>
						Totals:	11.49	
1Q6K-JHJL-3969	01/15/2025	Amazon order for St	17.95	17.95	01-5256	Staff Appreciation / Engagem	17.95	<No Project>
						Totals:	17.95	
11JY-PW11-FWGM	01/16/2025	IT Supplies - Study F	389.16	389.16	01-5937	Equipment and supplies	389.16	<No Project>
						Totals:	389.16	
1LJT-934Y-PML4	01/17/2025	Creative Studio - Su	15.57	15.57	01-5254	Creative Studio	15.57	<No Project>
						Totals:	15.57	

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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**
1Q6K-JHJL-NNXY	01/17/2025	Books	355.56	355.56	01-5840	Print materials	355.56	<No Project>
						Totals:	355.56	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check	01/29/2025	01/29/2025	2,086.34	01-1053	Byline Bank Checking	0.00	2,086.34
	62021		Posted		01-2060	Accounts Payable	2,086.34	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1LFR-RDNL-X11K	11/22/2024	Supplies	112.83	112.83	01-5742	Supplies	112.83	<No Project>
						Totals:	112.83	
1HFY-VDYH-39XH	01/15/2025	MHS program supp	364.61	364.61	01-5244	Young Adult Programming	364.61	<No Project>
						Totals:	364.61	
1GLP-WHFG-KMJ3	01/21/2025	Supplies needed for	25.32	25.32	01-5742	Supplies	25.32	<No Project>
						Totals:	25.32	
1CRK-47T9-K1LG	01/21/2025	Adult Programming	20.99	20.99	01-5247	Adult Programming	20.99	<No Project>
						Totals:	20.99	
1CW3-PCHX-4173	01/22/2025	Office Supplies	16.93	16.93	01-5742	Supplies	16.93	<No Project>
						Totals:	16.93	
17W7-TCHC-316M	01/22/2025	idea box art supplie	20.47	20.47	01-5742	Supplies	20.47	<No Project>
						Totals:	20.47	
1JYX-YH6N-3F3X	01/22/2025	Books	81.72	81.72	01-5840	Print materials	81.72	<No Project>
						Totals:	81.72	
166J-M66L-CG17	01/23/2025	Wall mount	45.93	45.93	01-5250	Social Services	45.93	<No Project>
						Totals:	45.93	
1TC9-LYPJ-6ND6	01/23/2025	CCTV monitor	577.99	577.99	01-5250	Social Services	577.99	<No Project>
						Totals:	577.99	
1LNR-M63P-F4C4	01/24/2025	Books	121.23	121.23	01-5840	Print materials	121.23	<No Project>
						Totals:	121.23	
166J-M66L-MFKJ	01/24/2025	Body Camera clips	56.97	56.97	01-5742	Supplies	56.97	<No Project>
						Totals:	56.97	
1NX3-CC3D-974M	01/27/2025	Library of Things Ma	95.90	95.90	01-5893	Devices	95.90	<No Project>
						Totals:	95.90	
1YGY-9XPR-3XJY	01/27/2025	Books	203.39	203.39	01-5840	Print materials	203.39	<No Project>
						Totals:	203.39	
1XL9-CN3F-9XCG	01/27/2025	Books	98.11	98.11	01-5840	Print materials	98.11	<No Project>
						Totals:	98.11	
1F6C-F331-FJ37	01/28/2025	Office Supplies	191.75	191.75	01-5742	Supplies	191.75	<No Project>
						Totals:	191.75	

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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
1M1J-M134-HHDR	01/28/2025	Books	52.20	52.20	01-5840	Print materials	52.20	<No Project>
						Totals:	52.20	

Payee	Trans. Type	Trans. Date	Post Date	Amount	Account Number	Account Description	Debit Amount	Credit Amount
AMBER'S TRAVELING MASSAG	Computer Check	01/29/2025	01/29/2025	270.00	01-1053	Byline Bank Checking	0.00	270.00
	62022		Posted		01-2060	Accounts Payable	270.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2025-99-009	01/07/2025	Chair massage for S	270.00	270.00	01-5256	Staff Appreciation / Engagem	270.00	<No Project>
						Totals:	270.00	

| ANCEL GLINK, P.C. | Computer Check | 01/22/2025 | 01/22/2025 | 180.00 | 01-1053 | Byline Bank Checking | 0.00 | 180.00 |
| | 61997 | | Posted | | 01-2060 | Accounts Payable | 180.00 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
108537	12/31/2024	December 2024 Leg	180.00	180.00	01-5291	Legal Fees	180.00	<No Project>
						Totals:	180.00	

| ANDERSON ELEVATOR CO. | Computer Check | 01/08/2025 | 01/08/2025 | 5,623.00 | 01-1053 | Byline Bank Checking | 0.00 | 5,623.00 |
| | 61937 | | Posted | | 01-2060 | Accounts Payable | 5,623.00 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-97832-D5B9	01/01/2025	Maze - Semi Annual	1,115.00	1,115.00	01-5692	Repair & Maintenance Prop.	1,115.00	<No Project>
						Totals:	1,115.00	
INV-97831-H0D6	01/01/2025	Main - Maintenance	4,508.00	4,508.00	01-5692	Repair & Maintenance Prop.	4,508.00	<No Project>
						Totals:	4,508.00	

| ANDERSON PEST SOLUTIONS | Computer Check | 01/29/2025 | 01/29/2025 | 109.38 | 01-1053 | Byline Bank Checking | 0.00 | 109.38 |
| | 62023 | | Posted | | 01-2060 | Accounts Payable | 109.38 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
72577864	01/13/2025	Pest Control Mainte	109.38	109.38	01-5692	Repair & Maintenance Prop.	109.38	<No Project>
						Totals:	109.38	

| ARTHUR J. GALLAGHER, RISK P | Computer Check | 01/08/2025 | 01/08/2025 | 15,470.00 | 01-1053 | Byline Bank Checking | 0.00 | 15,470.00 |
| | 61938 | | Posted | | 01-2060 | Accounts Payable | 15,470.00 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5400464	01/02/2025	2025 Workers Comp	15,470.00	15,470.00	01-5197	Workers Compensation Insur	15,470.00	<No Project>
						Totals:	15,470.00	

| Asian Improv aRts Midwest | Computer Check | 01/08/2025 | 01/08/2025 | 500.00 | 01-1053 | Byline Bank Checking | 0.00 | 500.00 |
| | 61935 | | Posted | | 01-2060 | Accounts Payable | 500.00 | 0.00 |

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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**
2024-99-00138	12/21/2024	Adult Programming	500.00	500.00	01-5247	Adult Programming	500.00	<No Project>
						Totals:	500.00	
BAKER & TAYLOR	Computer Check	01/08/2025	01/08/2025	5,852.06	01-1053	Byline Bank Checking	0.00	5,852.06
	61939		Posted		01-2060	Accounts Payable	5,852.06	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2038760769	12/18/2024	Books	1,103.28	1,071.03	01-5840	Print materials	1,071.03	<No Project>
						Totals:	1,071.03	
2038759450	12/19/2024	Books	338.77	241.63	01-5840	Print materials	241.63	<No Project>
						Totals:	241.63	
2038751477	12/19/2024	Books	536.37	536.37	01-5840	Print materials	536.37	<No Project>
						Totals:	536.37	
2038772598	12/21/2024	Pop-Up Library Boo	29.60	29.60	01-5249	Community Engagement	29.60	FOPPL24
						Totals:	29.60	
2038758476	12/26/2024	Books	398.37	387.62	01-5840	Print materials	387.62	<No Project>
						Totals:	387.62	
2038776223	12/26/2024	Books	953.71	953.71	01-5840	Print materials	953.71	<No Project>
						Totals:	953.71	
2038771082	12/26/2024	Books	967.93	967.93	01-5840	Print materials	967.93	<No Project>
						Totals:	967.93	
2038767332	12/30/2024	Books	134.40	127.95	01-5840	Print materials	127.95	<No Project>
						Totals:	127.95	
2038767285	01/03/2025	Books	300.45	300.45	01-5840	Print materials	300.45	<No Project>
						Totals:	300.45	
2038784798	01/03/2025	Books	1,235.77	1,235.77	01-5840	Print materials	1,235.77	<No Project>
						Totals:	1,235.77	
BAKER & TAYLOR	Computer Check	01/15/2025	01/15/2025	3,691.97	01-1053	Byline Bank Checking	0.00	3,691.97
	61979		Posted		01-2060	Accounts Payable	3,691.97	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2038792519	01/08/2025	Books	1,900.22	1,900.22	01-5840	Print materials	1,900.22	<No Project>
						Totals:	1,900.22	
2038783027	01/09/2025	Books	502.17	502.17	01-5840	Print materials	502.17	<No Project>
						Totals:	502.17	
2038799254	01/09/2025	Books	1,289.58	1,289.58	01-5840	Print materials	1,289.58	<No Project>
						Totals:	1,289.58	

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check	01/22/2025	01/22/2025	5,135.64	01-1053	Byline Bank Checking	0.00	5,135.64
	61998		Posted		01-2060	Accounts Payable	5,135.64	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038802026	01/08/2025	Pop-Up Library Boo	78.31	78.31	01-5249	Community Engagement	78.31	FOPPL24
						Totals:	78.31	
2038793791	01/10/2025	Books	339.10	339.10	01-5840	Print materials	339.10	<No Project>
						Totals:	339.10	
2038791641	01/13/2025	Books	340.93	340.93	01-5840	Print materials	340.93	<No Project>
						Totals:	340.93	
2038780211	01/13/2025	Books	944.69	944.69	01-5840	Print materials	944.69	<No Project>
						Totals:	944.69	
2038806245	01/13/2025	Books	1,815.76	1,815.76	01-5840	Print materials	1,815.76	<No Project>
						Totals:	1,815.76	
2038780197	01/14/2025	Books	424.76	424.76	01-5840	Print materials	424.76	<No Project>
						Totals:	424.76	
2038822055	01/17/2025	Books	1,192.09	1,192.09	01-5840	Print materials	1,192.09	<No Project>
						Totals:	1,192.09	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check	01/29/2025	01/29/2025	8,982.39	01-1053	Byline Bank Checking	0.00	8,982.39
	62024		Posted		01-2060	Accounts Payable	8,982.39	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038810771	01/20/2025	Books	877.72	877.72	01-5840	Print materials	877.72	<No Project>
						Totals:	877.72	
2038833940	01/21/2025	Pop-Up Library Boo	60.26	60.26	01-5249	Community Engagement	60.26	FOPPL24
						Totals:	60.26	
2038812256	01/21/2025	Books	794.21	794.21	01-5840	Print materials	794.21	<No Project>
						Totals:	794.21	
2038797253	01/22/2025	Books	768.30	768.30	01-5840	Print materials	768.30	<No Project>
						Totals:	768.30	
2038820291	01/23/2025	Books	1,049.74	1,049.74	01-5840	Print materials	1,049.74	<No Project>
						Totals:	1,049.74	
2038812083	01/23/2025	Books	1,248.81	1,248.81	01-5840	Print materials	1,248.81	<No Project>
						Totals:	1,248.81	
2038838766	01/24/2025	Books	1,998.85	1,998.85	01-5840	Print materials	1,998.85	<No Project>
						Totals:	1,998.85	
2038843807	01/27/2025	Books	692.72	692.72	01-5840	Print materials	692.72	<No Project>

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

Payee	Trans. Type / Trans. No.		Trans. Date	Post Date / Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description		Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
								Totals:	692.72	
2038841600	01/27/2025	Books		1,491.78	1,491.78	01-5840	Print materials		1,491.78	<No Project>
								Totals:	1,491.78	
BAYSCAN TECHNOLOGIES	Computer Check		01/15/2025	01/15/2025		554.93	01-1053	Byline Bank Checking	0.00	554.93
	61980			Posted			01-2060	Accounts Payable	554.93	0.00
Invoice #	Invoice Date	Description		Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
79208	01/08/2025	Receipt Paper		554.93	554.93	01-5742	Supplies		554.93	<No Project>
								Totals:	554.93	
BENEDICTINE UNIVERSITY LIBR	Computer Check		01/29/2025	01/29/2025		17.95	01-1053	Byline Bank Checking	0.00	17.95
	62025			Posted			01-2060	Accounts Payable	17.95	0.00
Invoice #	Invoice Date	Description		Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
228069037	01/20/2025	Damaged ILL Book		17.95	17.95	01-5264	ILL Payments		17.95	<No Project>
								Totals:	17.95	
BLUE PLANET AQUARIUM SERV	Computer Check		01/22/2025	01/22/2025		5,800.00	01-1053	Byline Bank Checking	0.00	5,800.00
	61999			Posted			01-2060	Accounts Payable	5,800.00	0.00
Invoice #	Invoice Date	Description		Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
0000027121	01/01/2025	Aquarium - Annual		5,800.00	5,800.00	01-5692	Repair & Maintenance Prop.		5,800.00	<No Project>
								Totals:	5,800.00	
CAMILLE GAUTHIER	Computer Check		01/08/2025	01/08/2025		1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	61940			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-13065	01/06/2025	Tuition Reimbursem		1,500.00	1,500.00	01-5164	Tuition Reimbursement		1,500.00	<No Project>
								Totals:	1,500.00	
CARDINAL COLORGROUP	Computer Check		01/29/2025	01/29/2025		1,700.00	01-1053	Byline Bank Checking	0.00	1,700.00
	62026			Posted			01-2060	Accounts Payable	1,700.00	0.00
Invoice #	Invoice Date	Description		Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
4427442	01/27/2025	Jan/Feb 2025 OP/FY		1,700.00	1,700.00	01-5205	Publications		1,700.00	<No Project>
								Totals:	1,700.00	
CHAMIKA JONES	Computer Check		01/22/2025	01/22/2025		250.00	01-1053	Byline Bank Checking	0.00	250.00
	62000			Posted			01-2060	Accounts Payable	250.00	0.00

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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
2025-99-0023	01/15/2025	Adult Programming	250.00	250.00	01-5247	Adult Programming		250.00	<No Project>
							Totals:	250.00	
CHICAGO OFFICE TECHNOLOG	Computer Check 61941	01/08/2025	01/08/2025 Posted		9,449.84	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,449.84	9,449.84 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
IN5632060	12/24/2024	Xerox Toner	6,440.50	6,440.50	01-5742	Supplies		6,440.50	<No Project>
							Totals:	6,440.50	
IN5632061	12/24/2024	Xerox Toner	3,009.34	3,009.34	01-5742	Supplies		3,009.34	<No Project>
							Totals:	3,009.34	
CINTAS	Computer Check 62001	01/22/2025	01/22/2025 Posted		222.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 222.21	222.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
5234877001	10/15/2024	First Aid	83.57	83.57	01-5742	Supplies		83.57	<No Project>
							Totals:	83.57	
5247145811	01/02/2025	First Aid	57.80	57.80	01-5742	Supplies		57.80	<No Project>
							Totals:	57.80	
5247145809	01/02/2025	First Aid	80.84	80.84	01-5742	Supplies		80.84	<No Project>
							Totals:	80.84	
CITRON HYGIENE	Computer Check 61942	01/08/2025	01/08/2025 Posted		938.87	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 938.87	938.87 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
INV0370082	01/01/2025	Citron Hygiene Serv	74.01	74.01	01-5686	Custodial Services		74.01	<No Project>
							Totals:	74.01	
INV0370079	01/01/2025	Citron Hygiene Serv	93.26	93.26	01-5686	Custodial Services		93.26	<No Project>
							Totals:	93.26	
INV0370083	01/01/2025	Citron Hygiene Serv	771.60	771.60	01-5686	Custodial Services		771.60	<No Project>
							Totals:	771.60	
CLAIRE ONG	Computer Check 61943	01/08/2025	01/08/2025 Posted		16.08	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 16.08	16.08 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
IR-13098	12/31/2024	Mileage - Claire On	16.08	16.08	01-5165	Mileage & Miscellaneous reir		16.08	<No Project>
							Totals:	16.08	

Oak Park Public Library
Cash Disbursement Journals

January 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CLAIRE ONG	Computer Check	01/22/2025	01/22/2025	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	62002		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-13188	01/21/2025	TO PAY FOR SOME	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
						Totals:	1,500.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CMS SOLUTIONS	Computer Check	01/15/2025	01/15/2025	11,979.00	01-1053	Byline Bank Checking	0.00	11,979.00
	61981		Posted		01-2060	Accounts Payable	11,979.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2405890-IN	11/18/2024	Phone Support duri	115.00	115.00	01-5272	Consultant Support Services	115.00	IT
						Totals:	115.00	
2500005-IN	01/08/2025	Mitel (phone service	11,864.00	11,864.00	01-5936	Subscriptions and services	11,864.00	IT
						Totals:	11,864.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
COMPLETE TEMPERATURE SYS	Computer Check	01/08/2025	01/08/2025	1,315.00	01-1053	Byline Bank Checking	0.00	1,315.00
	61944		Posted		01-2060	Accounts Payable	1,315.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE051680	12/26/2024	Main - Glycol - 55G	1,315.00	1,315.00	01-5692	Repair & Maintenance Prop.	1,315.00	<No Project>
						Totals:	1,315.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
DATA443 RISK MITIGATION, IN	Computer Check	01/29/2025	01/29/2025	1,296.00	01-1053	Byline Bank Checking	0.00	1,296.00
	62027		Posted		01-2060	Accounts Payable	1,296.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
39951	01/02/2025	Smartshield Privacy	1,296.00	1,296.00	01-5936	Subscriptions and services	1,296.00	IT
						Totals:	1,296.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
DEMCO, INC.	Computer Check	01/29/2025	01/29/2025	277.35	01-1053	Byline Bank Checking	0.00	277.35
	62028		Posted		01-2060	Accounts Payable	277.35	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7594605	01/27/2025	Processing Supplies	277.35	277.35	01-5742	Supplies	277.35	<No Project>
						Totals:	277.35	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
DITO, LLC	Computer Check	01/08/2025	01/08/2025	43.04	01-1053	Byline Bank Checking	0.00	43.04
	61945		Posted		01-2060	Accounts Payable	43.04	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV91790	12/31/2024	Google Voice (12/1/	43.04	43.04	01-5451	Telephone/Communications	43.04	<No Project>
						Totals:	43.04	

Oak Park Public Library
Cash Disbursement Journals

January 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
EMMA VICTORIA LOPEZ	Computer Check	01/22/2025	01/22/2025	75.00	01-1053	Byline Bank Checking	0.00	75.00
	62003		Posted		01-2060	Accounts Payable	75.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2025-99-02	01/02/2025	Kids Coding Class	75.00	75.00	01-5240	Children's Programming	75.00	FOPPL24
						Totals:	75.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
FOREST PRINTING CO.	Computer Check	01/08/2025	01/08/2025	2,054.90	01-1053	Byline Bank Checking	0.00	2,054.90
	61946		Posted		01-2060	Accounts Payable	2,054.90	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
124745	10/25/2024	November print cale	1,090.00	1,090.00	01-5205	Publications	1,090.00	<No Project>
						Totals:	1,090.00	
125132	11/19/2024	December print cale	964.90	964.90	01-5205	Publications	964.90	<No Project>
						Totals:	964.90	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
FOX VALLEY FIRE & SAFETY CC	Computer Check	01/08/2025	01/08/2025	362.00	01-1053	Byline Bank Checking	0.00	362.00
	61947		Posted		01-2060	Accounts Payable	362.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN00734968	12/13/2024	Main - Preaction Sys	362.00	362.00	01-5692	Repair & Maintenance Prop.	362.00	<No Project>
						Totals:	362.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
GALE/CENGAGE LEARNING	Computer Check	01/08/2025	01/08/2025	1,332.10	01-1053	Byline Bank Checking	0.00	1,332.10
	61948		Posted		01-2060	Accounts Payable	1,332.10	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
86101784	01/01/2025	National Geographi	1,332.10	1,332.10	01-5891	Digital content	1,332.10	<No Project>
						Totals:	1,332.10	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
GARVEY'S OFFICE PRODUCTS	Computer Check	01/15/2025	01/15/2025	913.44	01-1053	Byline Bank Checking	0.00	913.44
	61982		Posted		01-2060	Accounts Payable	913.44	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
WO-605909-1	01/09/2025	Paper	913.44	913.44	01-5742	Supplies	913.44	<No Project>
						Totals:	913.44	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
GEORGE BLOOD, L.P.	Computer Check	01/08/2025	01/08/2025	184.40	01-1053	Byline Bank Checking	0.00	184.40
	61949		Posted		01-2060	Accounts Payable	184.40	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9145	12/31/2024	Delivery Of Stan We	184.40	184.40	01-5895	Archival collection	184.40	<No Project>

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

Payee	Trans. Type Trans. No.		Trans. Date	Post Date Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
								Totals:	184.40	
GENEVIEVE GROVE	Computer Check		01/29/2025	01/29/2025		114.00	01-1053	Byline Bank Checking	0.00	114.00
	62029			Posted			01-2060	Accounts Payable	114.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
IR-13238	01/14/2025	Tuition Reimbursem	114.00	114.00	01-5164		Tuition Reimbursement		114.00	<No Project>
								Totals:	114.00	
GRUMMAN|BUTKUS	Computer Check		01/15/2025	01/15/2025		2,340.00	01-1053	Byline Bank Checking	0.00	2,340.00
	61983			Posted			01-2060	Accounts Payable	2,340.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
146085	12/11/2024	Main - Special Colle	2,340.00	2,340.00	01-5950		Building Improvements		2,340.00	<No Project>
								Totals:	2,340.00	
IHLS-OCLC	Computer Check		01/22/2025	01/22/2025		201.12	01-1053	Byline Bank Checking	0.00	201.12
	62004			Posted			01-2060	Accounts Payable	201.12	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
31746	12/31/2024	IFM Debits/Admin F	201.12	201.12	01-5264		ILL Payments		201.12	<No Project>
								Totals:	201.12	
ILLINOIS LIBRARY ASSOCIATIO	Computer Check		01/22/2025	01/22/2025		500.00	01-1053	Byline Bank Checking	0.00	500.00
	62005			Posted			01-2060	Accounts Payable	500.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
301896	01/09/2025	25-26 ILA Institutior	500.00	500.00	01-5162		Dues		500.00	<No Project>
								Totals:	500.00	
INFOBASE LEARNING	Computer Check		01/08/2025	01/08/2025		1,338.84	01-1053	Byline Bank Checking	0.00	1,338.84
	61950			Posted			01-2060	Accounts Payable	1,338.84	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
INV464626	01/07/2025	American Indian His	1,338.84	1,338.84	01-5891		Digital content		1,338.84	<No Project>
								Totals:	1,338.84	
INTERNATIONAL UNION OF O	Computer Check		01/15/2025	01/15/2025		194.25	01-1053	Byline Bank Checking	0.00	194.25
	61984			Posted			01-2060	Accounts Payable	194.25	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
IR-13155	01/08/2025	JAN 2025 UNION D	194.25	194.25	01-2059		Union dues Payable		194.25	<No Project>

Oak Park Public Library
Cash Disbursement Journals

January 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
							Totals:	194.25	
J BARRETT CO	Computer Check	01/08/2025	01/08/2025		3,950.19	01-1053	Byline Bank Checking	0.00	3,950.19
	61951		Posted			01-2060	Accounts Payable	3,950.19	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	9877	12/12/2024	Main - Parking Gara	554.54	554.54	01-5692	Repair & Maintenance Prop.	554.54	<No Project>
							Totals:	554.54	
	9880	12/20/2024	Main - Parking Gara	3,395.65	3,395.65	01-5692	Repair & Maintenance Prop.	3,395.65	<No Project>
							Totals:	3,395.65	
J.C. LICHT, LLC	Computer Check	01/22/2025	01/22/2025		372.52	01-1053	Byline Bank Checking	0.00	372.52
	62006		Posted			01-2060	Accounts Payable	372.52	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	02202250	01/10/2025	Paint and Supplies -	372.52	372.52	01-5682	Building Materials & Supplies	372.52	<No Project>
							Totals:	372.52	
JENNIFER JACKSON	Computer Check	01/08/2025	01/08/2025		56.88	01-1053	Byline Bank Checking	0.00	56.88
	61952		Posted			01-2060	Accounts Payable	56.88	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	IR-12952	12/14/2024	Snacks/supplies for	56.88	56.88	01-5240	Children's Programming	56.88	<No Project>
							Totals:	56.88	
JACOB D. GRANT	Computer Check	01/02/2025	01/02/2025		300.00	01-1053	Byline Bank Checking	0.00	300.00
	61931		Posted			01-2060	Accounts Payable	300.00	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	2024-99-00123	11/07/2024	Jacob Grant Drawin	300.00	300.00	01-5240	Children's Programming	300.00	FOPPL24
							Totals:	300.00	
JENNIFER PARIES	Computer Check	01/29/2025	01/29/2025		270.00	01-1053	Byline Bank Checking	0.00	270.00
	62030		Posted			01-2060	Accounts Payable	270.00	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	2025-99-0020	01/13/2025	Chair Massage for S	270.00	270.00	01-5256	Staff Appreciation / Engagem	270.00	<No Project>
							Totals:	270.00	
JOHNSON CONTROLS	Computer Check	01/08/2025	01/08/2025		996.62	01-1053	Byline Bank Checking	0.00	996.62
	61953		Posted			01-2060	Accounts Payable	996.62	0.00

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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
40862021	01/02/2025	Quarterly Billing - D	996.62	996.62	01-5692	Repair & Maintenance Prop.	996.62	<No Project>
						Totals:	996.62	
JOHNSON CONTROLS	Computer Check 62031	01/29/2025	01/29/2025 Posted	1,977.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,977.50	1,977.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1-135094707599	01/21/2025	Main - Emergency C	1,977.50	1,977.50	01-5692	Repair & Maintenance Prop.	1,977.50	<No Project>
						Totals:	1,977.50	
KAILYN SLATER	Computer Check 61985	01/15/2025	01/15/2025 Posted	387.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 387.00	387.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-12712	01/15/2025	LibLearnX 2025 Con	387.00	387.00	01-5163	Staff Development/Travel	387.00	<No Project>
						Totals:	387.00	
KANOPY, INC.	Computer Check 61954	01/08/2025	01/08/2025 Posted	3,138.20	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,138.20	3,138.20 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
432069-PPU	12/31/2024	Kanopy tickets	3,138.20	3,138.20	01-5891	Digital content	3,138.20	<No Project>
						Totals:	3,138.20	
KATHY VALDIVIA	Computer Check 61986	01/15/2025	01/15/2025 Posted	90.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 90.00	90.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2025-99-0021	12/31/2024	Three Spanish Story	90.00	90.00	01-5240	Children's Programming	90.00	<No Project>
						Totals:	90.00	
KNOWBE4, INC.	Computer Check 61955	01/08/2025	01/08/2025 Posted	6,160.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,160.05	6,160.05 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV361269	12/18/2024	KnowBe4 Training P	6,160.05	6,160.05	01-5936	Subscriptions and services	6,160.05	IT
						Totals:	6,160.05	
KOIOS, LLC	Computer Check 62007	01/22/2025	01/22/2025 Posted	7,612.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,612.00	7,612.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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**
1316	01/02/2025	Google Ads manage	7,612.00	7,612.00	01-5936		Subscriptions and services		7,612.00	<No Project>
								Totals:	7,612.00	
KONTENT FILMS AND EDITORI	Computer Check		01/22/2025	01/22/2025		350.00	01-1053	Byline Bank Checking	0.00	350.00
	62008			Posted			01-2060	Accounts Payable	350.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
2161	01/18/2025	Adult Programming	350.00	350.00	01-5247		Adult Programming		350.00	<No Project>
								Totals:	350.00	
KOYA LEADERSHIP PARTNERS,	Computer Check		01/08/2025	01/08/2025		1,000.00	01-1053	Byline Bank Checking	0.00	1,000.00
	61956			Posted			01-2060	Accounts Payable	1,000.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
INV-13970	01/08/2025	EXECUTIVE DIRECTC	1,000.00	1,000.00	01-5199		Hiring		1,000.00	<No Project>
								Totals:	1,000.00	
LACONI, INC.	Computer Check		01/22/2025	01/22/2025		150.00	01-1053	Byline Bank Checking	0.00	150.00
	62009			Posted			01-2060	Accounts Payable	150.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
INV-0500	01/08/2025	LACONI Annual Invc	150.00	150.00	01-5162		Dues		150.00	<No Project>
								Totals:	150.00	
LAKESHORE RECYCLING SYSTE	Computer Check		01/08/2025	01/08/2025		648.96	01-1053	Byline Bank Checking	0.00	648.96
	61957			Posted			01-2060	Accounts Payable	648.96	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
LR6051503	01/02/2025	Trash/Recycling - M	106.30	106.30	01-5688		Sewer/Garbage		106.30	<No Project>
								Totals:	106.30	
LR6051502	01/02/2025	Trash/Recycling - M	542.66	542.66	01-5688		Sewer/Garbage		542.66	<No Project>
								Totals:	542.66	
LIBRARIES FIRST	Computer Check		01/08/2025	01/08/2025		650.00	01-1053	Byline Bank Checking	0.00	650.00
	61958			Posted			01-2060	Accounts Payable	650.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
9003	01/02/2025	Muesum Pass Progr	650.00	650.00	01-5936		Subscriptions and services		650.00	<No Project>
								Totals:	650.00	
LIBRARIES OF ILLINOIS RISK AC	Computer Check		01/08/2025	01/08/2025		114,420.99	01-1053	Byline Bank Checking	0.00	114,420.99
	61959			Posted			01-2060	Accounts Payable	114,420.99	0.00

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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-13036	01/02/2025	Annual Property/Ca	114,420.99	114,420.99	01-5390	Insurance		114,420.99	<No Project>
							Totals:	114,420.99	
LOCAL 399 FED PAC	Computer Check 62010	01/22/2025	01/22/2025 Posted		75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
884553	01/15/2025	FED PAC CONT FOR	75.00	75.00	01-2058	Fed Pac		75.00	<No Project>
							Totals:	75.00	
MADELYN HELLWIG	Computer Check 61960	01/08/2025	01/08/2025 Posted		1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
IR-13064	01/06/2025	Tuition Reimbursem	1,500.00	1,500.00	01-5164	Tuition Reimbursement		1,500.00	<No Project>
							Totals:	1,500.00	
MANGO LANGUAGES	Computer Check 61961	01/08/2025	01/08/2025 Posted		5,784.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,784.50	5,784.50 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
INV015179	01/02/2025	Digital Subscription	3,909.50	3,909.50	01-5891	Digital content		3,909.50	<No Project>
							Totals:	3,909.50	
INV015180	01/02/2025	Digital Subscription	937.50	937.50	01-5891	Digital content		937.50	<No Project>
							Totals:	937.50	
INV015181	01/02/2025	Digital Subscription	937.50	937.50	01-5891	Digital content		937.50	<No Project>
							Totals:	937.50	
MAYA CONDE-KALMIJN	Computer Check 62011	01/22/2025	01/22/2025 Posted		125.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 125.00	125.00 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
IR-13182	01/17/2025	Dues Reimbursemer	125.00	125.00	01-5162	Dues		125.00	<No Project>
							Totals:	125.00	
MCADAM LANDSCAPING, INC.	Computer Check 61987	01/15/2025	01/15/2025 Posted		1,140.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,140.00	1,140.00 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
100440	12/31/2024	December 2024 Snc	1,140.00	1,140.00	01-5681	Landscaping and snow remo		1,140.00	<No Project>
							Totals:	1,140.00	

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MCADAM LANDSCAPING, INC.	Computer Check	01/29/2025	01/29/2025	70.00	01-1053	Byline Bank Checking	0.00	70.00
	62032		Posted		01-2060	Accounts Payable	70.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
100541	01/20/2025	Salting - January 10	70.00	70.00	01-5681	Landscaping and snow remo	70.00	<No Project>
						Totals:	70.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check	01/08/2025	01/08/2025	24,291.46	01-1053	Byline Bank Checking	0.00	24,291.46
	61962		Posted		01-2060	Accounts Payable	24,291.46	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
506507738	12/23/2024	DVDs	110.22	110.22	01-5890	Audio and video materials	110.22	<No Project>
						Totals:	110.22	
506536911	12/27/2024	Music CDs	57.89	57.89	01-5890	Audio and video materials	57.89	<No Project>
						Totals:	57.89	
506536914	12/27/2024	DVDs	167.95	167.95	01-5890	Audio and video materials	167.95	<No Project>
						Totals:	167.95	
506536913	12/27/2024	DVDs	691.01	691.01	01-5890	Audio and video materials	691.01	<No Project>
						Totals:	691.01	
506536799	12/27/2024	DVDs	1,055.58	1,055.58	01-5890	Audio and video materials	1,055.58	<No Project>
						Totals:	1,055.58	
506536910	12/27/2024	DVDs	1,873.67	1,873.67	01-5890	Audio and video materials	1,873.67	<No Project>
						Totals:	1,873.67	
506552658	12/31/2024	Hoopla	20,335.14	20,335.14	01-5891	Digital content	20,335.14	<No Project>
						Totals:	20,335.14	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check	01/22/2025	01/22/2025	2,768.43	01-1053	Byline Bank Checking	0.00	2,768.43
	62012		Posted		01-2060	Accounts Payable	2,768.43	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
506608008	01/13/2025	DVD	46.49	46.49	01-5890	Audio and video materials	46.49	<No Project>
						Totals:	46.49	
506619976	01/16/2025	Audiobook	62.84	62.84	01-5890	Audio and video materials	62.84	<No Project>
						Totals:	62.84	
506619977	01/16/2025	DVDs	78.90	78.90	01-5890	Audio and video materials	78.90	<No Project>
						Totals:	78.90	
506619972	01/16/2025	Audiobooks	87.36	87.36	01-5890	Audio and video materials	87.36	<No Project>
						Totals:	87.36	
506619975	01/16/2025	DVDs	852.10	852.10	01-5890	Audio and video materials	852.10	<No Project>
						Totals:	852.10	

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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**
506619973	01/16/2025	DVDs	1,640.74	1,640.74	01-5890		Audio and video materials		1,640.74	<No Project>
							Totals:		1,640.74	
MIDWEST TAPE, LLC	Computer Check		01/29/2025	01/29/2025		660.41	01-1053	Byline Bank Checking	0.00	660.41
	62033			Posted			01-2060	Accounts Payable	660.41	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
506643968	01/21/2025	DVDs	173.22	173.22	01-5890		Audio and video materials		173.22	<No Project>
							Totals:		173.22	
506649910	01/23/2025	Music CD	18.88	18.88	01-5890		Audio and video materials		18.88	<No Project>
							Totals:		18.88	
506649914	01/23/2025	DVDs	67.52	67.52	01-5890		Audio and video materials		67.52	<No Project>
							Totals:		67.52	
506649913	01/23/2025	DVDs	93.74	93.74	01-5890		Audio and video materials		93.74	<No Project>
							Totals:		93.74	
506649912	01/23/2025	DVDs	307.05	307.05	01-5890		Audio and video materials		307.05	<No Project>
							Totals:		307.05	
NICOR GAS	Computer Check		01/08/2025	01/08/2025		2,643.81	01-1053	Byline Bank Checking	0.00	2,643.81
	61963			Posted			01-2060	Accounts Payable	2,643.81	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
IR-13083	01/02/2025	Natural Gas Maze B	331.91	331.91	01-5690		Natural Gas		331.91	<No Project>
							Totals:		331.91	
IR-13082	01/03/2025	Natural Gas Main Br	2,311.90	2,311.90	01-5690		Natural Gas		2,311.90	<No Project>
							Totals:		2,311.90	
OAK PARK DISTRICT 97 SCHO(	Computer Check		01/08/2025	01/08/2025		66.31	01-1053	Byline Bank Checking	0.00	66.31
	61964			Posted			01-2060	Accounts Payable	66.31	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
4970	12/09/2024	December gallery ca	31.28	31.28	01-5204		Promotions		31.28	<No Project>
							Totals:		31.28	
4977	12/19/2024	January 2025 gallery	35.03	35.03	01-5204		Promotions		35.03	<No Project>
							Totals:		35.03	
OAK PARK-RIVER FOREST CHA	Computer Check		01/08/2025	01/08/2025		225.00	01-1053	Byline Bank Checking	0.00	225.00
	61965			Posted			01-2060	Accounts Payable	225.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**

Oak Park Public Library
Cash Disbursement Journals

January 31, 2025

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**
15248	12/16/2024	Chamber of Comme	225.00	225.00	01-5162	Dues	225.00	<No Project>
						Totals:	225.00	
ORANGEBOY, INC.	Computer Check	01/22/2025	01/22/2025	14,525.00	01-1053	Byline Bank Checking	0.00	14,525.00
	62013		Posted		01-2060	Accounts Payable	14,525.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
5276	01/02/2025	Annual subscription	14,525.00	14,525.00	01-5936	Subscriptions and services	14,525.00	<No Project>
						Totals:	14,525.00	
OVERDRIVE, INC.	Computer Check	01/08/2025	01/08/2025	18,943.64	01-1053	Byline Bank Checking	0.00	18,943.64
	61966		Posted		01-2060	Accounts Payable	18,943.64	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
01658MA24406189	12/31/2024	E-Content	10,020.81	10,020.81	01-5891	Digital content	10,020.81	<No Project>
						Totals:	10,020.81	
01658CP24404020	12/31/2024	E-Content	998.95	998.95	01-5891	Digital content	998.95	<No Project>
						Totals:	998.95	
01658CP24403556	12/31/2024	E-Content	988.20	988.20	01-5891	Digital content	988.20	<No Project>
						Totals:	988.20	
01658MA24401290	12/31/2024	E-Content	935.68	935.68	01-5891	Digital content	935.68	<No Project>
						Totals:	935.68	
H-0110864	01/01/2025	Annual Fees	6,000.00	6,000.00	01-5891	Digital content	6,000.00	<No Project>
						Totals:	6,000.00	
OVERDRIVE, INC.	Computer Check	01/22/2025	01/22/2025	1,803.28	01-1053	Byline Bank Checking	0.00	1,803.28
	62014		Posted		01-2060	Accounts Payable	1,803.28	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
CD0165825006285	01/08/2025	E-Magazines RENEV	1,803.28	1,803.28	01-5891	Digital content	1,803.28	<No Project>
						Totals:	1,803.28	
PACIFIC TELEMANAGEMENT SI	Computer Check	01/08/2025	01/08/2025	75.00	01-1053	Byline Bank Checking	0.00	75.00
	61967		Posted		01-2060	Accounts Payable	75.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2130582	01/02/2025	Main 1FL Payphone	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
						Totals:	75.00	
PARK DISTRICT OF OAK PARK	Computer Check	01/15/2025	01/15/2025	1,370.00	01-1053	Byline Bank Checking	0.00	1,370.00
	61988		Posted		01-2060	Accounts Payable	1,370.00	0.00

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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**
20240052	01/08/2025	DOLE RENT JANUAF	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
						Totals:	1,370.00	
PITNEY BOWES-Reserve	Computer Check / 62015	01/22/2025	01/22/2025 / Posted	1,500.00	01-1053 / 01-2060	Byline Bank Checking / Accounts Payable	0.00 / 1,500.00	1,500.00 / 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-13165	01/16/2025	Refill postage mach	1,500.00	1,500.00	01-5380	Postage & Delivery	1,500.00	<No Project>
						Totals:	1,500.00	
PROQUEST LLC	Computer Check / 61968	01/08/2025	01/08/2025 / Posted	7,475.43	01-1053 / 01-2060	Byline Bank Checking / Accounts Payable	0.00 / 7,475.43	7,475.43 / 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
70859661	01/01/2025	Ancestry Library & F	3,278.26	3,278.26	01-5891	Digital content	3,278.26	<No Project>
						Totals:	3,278.26	
70859537	01/01/2025	Culturegrams Onlin	2,541.93	2,541.93	01-5891	Digital content	2,541.93	<No Project>
						Totals:	2,541.93	
70859540	01/01/2025	African American He	1,655.24	1,655.24	01-5891	Digital content	1,655.24	<No Project>
						Totals:	1,655.24	
Q & A SERVICES LLC	Computer Check / 61989	01/15/2025	01/15/2025 / Posted	150.00	01-1053 / 01-2060	Byline Bank Checking / Accounts Payable	0.00 / 150.00	150.00 / 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
1084	01/10/2025	ST-1 July- Septembe	150.00	150.00	01-5211	Fees and Services	150.00	<No Project>
						Totals:	150.00	
QUILL LLC	Computer Check / 62016	01/22/2025	01/22/2025 / Posted	77.42	01-1053 / 01-2060	Byline Bank Checking / Accounts Payable	0.00 / 77.42	77.42 / 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
42315599	01/09/2025	Office Supplies	77.42	77.42	01-5742	Supplies	77.42	<No Project>
						Totals:	77.42	
QUILL LLC	Computer Check / 62034	01/29/2025	01/29/2025 / Posted	33.26	01-1053 / 01-2060	Byline Bank Checking / Accounts Payable	0.00 / 33.26	33.26 / 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
42562998	01/24/2025	Office Supplies	33.26	33.26	01-5742	Supplies	33.26	<No Project>
						Totals:	33.26	

Oak Park Public Library
Cash Disbursement Journals

January 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
RADFORD UNIVERSITY	Computer Check	01/29/2025	01/29/2025	34.00	01-1053	Byline Bank Checking	0.00	34.00
	62035		Posted		01-2060	Accounts Payable	34.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
226271722	01/17/2025	Lost ILL Book	34.00	34.00	01-5264	ILL Payments	34.00	<No Project>
						Totals:	34.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
RAILS	Computer Check	01/22/2025	01/22/2025	1,344.00	01-1053	Byline Bank Checking	0.00	1,344.00
	62017		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
13674	01/09/2025	SWANK License	1,344.00	1,344.00	01-5936	Subscriptions and services	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
REBECCA N LANG	Computer Check	01/22/2025	01/22/2025	2,700.00	01-1053	Byline Bank Checking	0.00	2,700.00
	62018		Posted		01-2060	Accounts Payable	2,700.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
25-001	12/17/2024	January event calen	1,350.00	1,350.00	01-5275	Consulting Services - Admin	1,350.00	<No Project>
						Totals:	1,350.00	
#25-002	01/20/2025	February event cale	1,350.00	1,350.00	01-5275	Consulting Services - Admin	1,350.00	<No Project>
						Totals:	1,350.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
REGIONS BANK	Bank Draft	01/16/2025	01/16/2025	19,502.62	01-1053	Byline Bank Checking	0.00	19,502.62
	69		Posted		01-2060	Accounts Payable	19,502.62	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023071	12/31/2024	REGIONS BANK PER	19,502.62	19,502.62	01-2067	Purchase Cards - P Cards	19,502.62	<No Project>
						Totals:	19,502.62	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
RHONDA FENTRY	Computer Check	01/22/2025	01/22/2025	75.00	01-1053	Byline Bank Checking	0.00	75.00
	62019		Posted		01-2060	Accounts Payable	75.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2025-99-0012	01/09/2025	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
RHONDA FENTRY	Computer Check	01/29/2025	01/29/2025	75.00	01-1053	Byline Bank Checking	0.00	75.00
	62036		Posted		01-2060	Accounts Payable	75.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-12941	01/22/2025	Staff Engagement D	75.00	75.00	01-5256	Staff Appreciation / Engagem	75.00	<No Project>

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
						Totals:	75.00	
STEPHEN ROBINET	Computer Check	01/15/2025	01/15/2025	267.63	01-1053	Byline Bank Checking	0.00	267.63
	61990		Posted		01-2060	Accounts Payable	267.63	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-13149	01/15/2025	wages & salaries - p	267.63	267.63	01-5001	Wages & Salaries	267.63	<No Project>
						Totals:	267.63	
STEPHEN ROBINET	Computer Check	01/31/2025	01/31/2025	269.49	01-1053	Byline Bank Checking	0.00	269.49
	62044		Posted		01-2060	Accounts Payable	269.49	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-13280	01/31/2025	wages & salaries - p	269.49	269.49	01-5001	Wages & Salaries	269.49	<No Project>
						Totals:	269.49	
SENSOURCE	Computer Check	01/08/2025	01/08/2025	1,665.00	01-1053	Byline Bank Checking	0.00	1,665.00
	61969		Posted		01-2060	Accounts Payable	1,665.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
61868	01/02/2025	Building Occupancy	1,665.00	1,665.00	01-5936	Subscriptions and services	1,665.00	IT
						Totals:	1,665.00	
SIKICH	Computer Check	01/29/2025	01/29/2025	2,000.00	01-1053	Byline Bank Checking	0.00	2,000.00
	62037		Posted		01-2060	Accounts Payable	2,000.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
80415	01/27/2025	PROGRESS BILLING	2,000.00	2,000.00	01-5260	Audit Fees	2,000.00	<No Project>
						Totals:	2,000.00	
STEVEN STEWART	Computer Check	01/29/2025	01/29/2025	270.00	01-1053	Byline Bank Checking	0.00	270.00
	62038		Posted		01-2060	Accounts Payable	270.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-12950	01/06/2025	Massage Therapist f	270.00	270.00	01-5256	Staff Appreciation / Engagem	270.00	<No Project>
						Totals:	270.00	
RASHMI SWAIN	Computer Check	01/29/2025	01/29/2025	125.00	01-1053	Byline Bank Checking	0.00	125.00
	62039		Posted		01-2060	Accounts Payable	125.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-13254	01/24/2025	Dues - 2025 ALA me	125.00	125.00	01-5162	Dues	125.00	<No Project>

Oak Park Public Library
Cash Disbursement Journals

January 31, 2025

Payee	Trans. Type Trans. No.		Trans. Date	Post Date Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
								Totals:	125.00	
SWEETBUSH, INC.	Computer Check		01/29/2025	01/29/2025		255.00	01-1053	Byline Bank Checking	0.00	255.00
	62040			Posted			01-2060	Accounts Payable	255.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
SB109444	01/01/2025	Plant Rental - Main	255.00	255.00	01-5692		Repair & Maintenance Prop.		255.00	<No Project>
								Totals:	255.00	
T-MOBILE	Computer Check		01/08/2025	01/08/2025		1,355.20	01-1053	Byline Bank Checking	0.00	1,355.20
	61972			Posted			01-2060	Accounts Payable	1,355.20	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
970035247-2024122	12/21/2024	Devices	1,355.20	1,355.20	01-5893		Devices		1,355.20	<No Project>
								Totals:	1,355.20	
TDI VERTICAL LLC	Computer Check		01/22/2025	01/22/2025		11,250.00	01-1053	Byline Bank Checking	0.00	11,250.00
	62020			Posted			01-2060	Accounts Payable	11,250.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
INV1589	12/31/2024	Firewall Migration (2	11,250.00	11,250.00	01-5272		Consultant Support Services		11,250.00	IT
								Totals:	11,250.00	
TECH LOGIC CORP.	Computer Check		01/08/2025	01/08/2025		10,788.19	01-1053	Byline Bank Checking	0.00	10,788.19
	61970			Posted			01-2060	Accounts Payable	10,788.19	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
INV21002323	01/06/2025	AMH - Replacement	488.23	488.23	01-5692		Repair & Maintenance Prop.		488.23	<No Project>
								Totals:	488.23	
INV21002307	01/06/2025	AMH - PM1 Agreem	10,299.96	10,299.96	01-1600		Prepaid Expenses		1,716.66	<No Project>
INV21002307	01/06/2025	AMH - PM1 Agreem	10,299.96	10,299.96	01-5692		Repair & Maintenance Prop.		8,583.30	<No Project>
								Totals:	10,299.96	
TELECURVE, LLC	Computer Check		01/15/2025	01/15/2025		672.00	01-1053	Byline Bank Checking	0.00	672.00
	61991			Posted			01-2060	Accounts Payable	672.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
3286	01/01/2025	Dial-a-Story for 202	672.00	672.00	01-5240		Children's Programming		672.00	<No Project>
								Totals:	672.00	
THE NEW YORK TIMES	Computer Check		01/08/2025	01/08/2025		10,920.00	01-1053	Byline Bank Checking	0.00	10,920.00
	61971			Posted			01-2060	Accounts Payable	10,920.00	0.00

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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
3672C2A3251	01/05/2025	New York Times On	10,920.00	10,920.00	01-5891	Digital content		10,920.00	<No Project>
							Totals:	10,920.00	
ULINE	Computer Check 61973	01/08/2025	01/08/2025 Posted		350.09	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 350.09	350.09 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
186874364	12/13/2024	Adult Programming	350.09	350.09	01-5247	Adult Programming		350.09	<No Project>
							Totals:	350.09	
UNIVERSAL BACKGROUND SCI	Computer Check 61974	01/08/2025	01/08/2025 Posted		53.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 53.00	53.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
202412023375	12/31/2024	EMPLOYMENT/REFE	53.00	53.00	01-5199	Hiring		53.00	<No Project>
							Totals:	53.00	
VILLAGE OF OAK PARK	Computer Check 61975	01/08/2025	01/08/2025 Posted		1,396.59	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,396.59	1,396.59 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
24-0006243	12/16/2024	GAS FOR (203) Nove	194.17	194.17	01-5680	Fuels & Lubricants		194.17	<No Project>
							Totals:	194.17	
IR-13086	12/18/2024	MAZE WATER/SEWE	73.24	73.24	01-5687	Water		55.72	<No Project>
IR-13086	12/18/2024	MAZE WATER/SEWE	73.24	73.24	01-5688	Sewer/Garbage		17.52	<No Project>
							Totals:	73.24	
IR-13084	12/18/2024	MAIN WATER/SEWE	527.66	527.66	01-5687	Water		409.98	<No Project>
IR-13084	12/18/2024	MAIN WATER/SEWE	527.66	527.66	01-5688	Sewer/Garbage		117.68	<No Project>
							Totals:	527.66	
IR-13085	12/18/2024	MAIN SEWER/WATE	601.52	601.52	01-5687	Water		465.06	<No Project>
IR-13085	12/18/2024	MAIN SEWER/WATE	601.52	601.52	01-5688	Sewer/Garbage		136.46	<No Project>
							Totals:	601.52	
VILLAGE OF OAK PARK	Computer Check 61992	01/15/2025	01/15/2025 Posted		23,431.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23,431.21	23,431.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
IR-13152	01/15/2025	PAYROLL; VOL DED;	23,431.21	23,431.21	01-5160	IMRF (Illinois Muncipal Retire		23,431.21	<No Project>
							Totals:	23,431.21	

Oak Park Public Library
Cash Disbursement Journals

January 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
VILLAGE OF OAK PARK	Computer Check	01/29/2025	01/29/2025	1,061.82	01-1053	Byline Bank Checking	0.00	1,061.82
	62041		Posted		01-2060	Accounts Payable	1,061.82	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-13275	01/17/2025	MAZE WATER/SEWE	59.18	59.18	01-5687	Water	44.79	<No Project>
IR-13275	01/17/2025	MAZE WATER/SEWE	59.18	59.18	01-5688	Sewer/Garbage	14.39	<No Project>
						Totals:	59.18	
IR-13274	01/17/2025	MAIN WATER/SEWE	471.42	471.42	01-5687	Water	366.26	<No Project>
IR-13274	01/17/2025	MAIN WATER/SEWE	471.42	471.42	01-5688	Sewer/Garbage	105.16	<No Project>
						Totals:	471.42	
IR-13273	01/17/2025	MAIN SEWER/WATE	531.22	531.22	01-5687	Water	410.41	<No Project>
IR-13273	01/17/2025	MAIN SEWER/WATE	531.22	531.22	01-5688	Sewer/Garbage	120.81	<No Project>
						Totals:	531.22	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
WAREHOUSE DIRECT	Computer Check	01/08/2025	01/08/2025	177.88	01-1053	Byline Bank Checking	0.00	177.88
	61976		Posted		01-2060	Accounts Payable	177.88	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5840319-0	12/16/2024	Facilities - Housekee	177.88	177.88	01-5684	Cleaning & Housekeeping Su	177.88	<No Project>
						Totals:	177.88	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
WAREHOUSE DIRECT	Computer Check	01/15/2025	01/15/2025	769.64	01-1053	Byline Bank Checking	0.00	769.64
	61993		Posted		01-2060	Accounts Payable	769.64	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5857021-0	01/09/2025	HP Plotter Supplies	769.64	769.64	01-5742	Supplies	769.64	<No Project>
						Totals:	769.64	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
WAREHOUSE DIRECT	Computer Check	01/29/2025	01/29/2025	1,514.25	01-1053	Byline Bank Checking	0.00	1,514.25
	62042		Posted		01-2060	Accounts Payable	1,514.25	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5859225-0	01/13/2025	Facilities - Ice Melt	898.40	898.40	01-5684	Cleaning & Housekeeping Su	898.40	<No Project>
						Totals:	898.40	
5861088-0	01/15/2025	Facilities - Housekee	496.55	496.55	01-5684	Cleaning & Housekeeping Su	496.55	<No Project>
						Totals:	496.55	
5861088-1	01/22/2025	Facilities - Housekee	119.30	119.30	01-5684	Cleaning & Housekeeping Su	119.30	<No Project>
						Totals:	119.30	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
WHEATON COLLEGE	Computer Check	01/08/2025	01/08/2025	85.00	01-1053	Byline Bank Checking	0.00	85.00
	61977		Posted		01-2060	Accounts Payable	85.00	0.00

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

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**
2024-26	10/28/2024	Lost ILL Book	85.00	85.00	01-5264		ILL Payments		85.00	<No Project>
							Totals:		85.00	
WORK OF HEART FARM, LLC	Computer Check		01/29/2025	01/29/2025		270.00	01-1053	Byline Bank Checking	0.00	270.00
	62043			Posted			01-2060	Accounts Payable	270.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
2025-99-0010	01/22/2025	Staff Engagment Da	270.00	270.00	01-5256		Staff Appreciation / Engagem		270.00	<No Project>
							Totals:		270.00	
XEROX FINANCIAL SERVICES	Computer Check		01/15/2025	01/15/2025		1,158.13	01-1053	Byline Bank Checking	0.00	1,158.13
	61994			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**
6665649	01/08/2025	Xerox Printers	1,158.13	1,158.13	01-5620		Office & Library Machinery Se		1,158.13	<No Project>
							Totals:		1,158.13	

	Grand Totals:	437,767.96		437,767.96	437,767.96

A total of 113 payment(s) listed

Oak Park Public Library
Cash Disbursement Journals
January 31, 2025

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	437,767.96
01-1600	Prepaid Expenses	1,716.66	0.00
01-2058	Fed Pac	75.00	0.00
01-2059	Union dues Payable	194.25	0.00
01-2060	Accounts Payable	437,767.96	437,767.96
01-2067	Purchase Cards - P Cards	19,502.62	0.00
01-5001	Wages & Salaries	537.12	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	23,431.21	0.00
01-5162	Dues	1,125.00	0.00
01-5163	Staff Development/Travel	387.00	0.00
01-5164	Tuition Reimbursement	4,614.00	0.00
01-5165	Mileage & Miscellaneous reimbursemen	16.08	0.00
01-5197	Workers Compensation Insurance	15,470.00	0.00
01-5199	Hiring	1,285.00	0.00
01-5204	Promotions	66.31	0.00
01-5205	Publications	3,754.90	0.00
01-5211	Fees and Services	150.00	0.00
01-5240	Children's Programming	1,286.51	0.00
01-5244	Young Adult Programming	1,013.88	0.00
01-5247	Adult Programming	2,302.47	0.00
01-5249	Community Engagement	352.34	0.00
01-5250	Social Services	623.92	0.00
01-5254	Creative Studio	15.57	0.00
01-5256	Staff Appreciation / Engagement	1,195.93	0.00
01-5260	Audit Fees	2,000.00	0.00
01-5264	ILL Payments	338.07	0.00
01-5272	Consultant Support Services	11,365.00	0.00
01-5275	Consulting Services - Admin	2,700.00	0.00
01-5291	Legal Fees	180.00	0.00
01-5380	Postage & Delivery	1,500.00	0.00
01-5390	Insurance	114,420.99	0.00
01-5451	Telephone/Communications	118.04	0.00
01-5620	Office & Library Machinery Service	1,158.13	0.00
01-5680	Fuels & Lubricants	194.17	0.00
01-5681	Landscaping and snow removal services	1,210.00	0.00
01-5682	Building Materials & Supplies	397.91	0.00
01-5684	Cleaning & Housekeeping Supplies	1,692.13	0.00
01-5686	Custodial Services	17,507.39	0.00

Oak Park Public Library
Cash Disbursement Journals

January 31, 2025

01-5687	Water	1,752.22	0.00
01-5688	Sewer/Garbage	1,160.98	0.00
01-5690	Natural Gas	2,643.81	0.00
01-5691	Rentals--Equipment & Facilities	1,370.00	0.00
01-5692	Repair & Maintenance Prop. & Equip.	29,460.22	0.00
01-5742	Supplies	12,982.03	0.00
01-5840	Print materials	25,677.68	0.00
01-5890	Audio and video materials	7,385.16	0.00
01-5891	Digital content	71,071.13	0.00
01-5893	Devices	1,451.10	0.00
01-5894	Realia and other formats	18.00	0.00
01-5895	Archival collection	184.40	0.00
01-5920	Facilities Equipment	806.57	0.00
01-5936	Subscriptions and services	45,116.05	0.00
01-5937	Equipment and supplies	451.01	0.00
01-5950	Building Improvements	2,340.00	0.00

Oak Park Public Library
Byline Bank (Main) X 3401: Cash Management Disbursement Report
As of JANUARY 2025

Source	Trans Type	Trans Date	Reference		Deposits	Payments
Cash Management	Deposit	1/31/2025	PARKING CREDITS	$	2,383.72	
Cash Management	Deposit	1/31/2025	DAILY DEPOSITS	$	35,215.35	
Cash Management	Deposit	1/31/2025	REFUND	$	500.00	
Cash Management	Deposit	1/31/2025	SALES	$	457.89	
Cash Management	Deposit	1/31/2025	SPACE RENTAL/CIRCULATION	$	96.52	
Cash Management	Deposit	1/31/2025	INTEREST ON ACCOUNT	$	409.19	
				$	39,062.67	-
Cash Management	Transfer in	1/31/2025	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	318,000.00	
Cash Management	Transfer in	1/31/2025	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	300,000.00	
Cash Management	Transfer in	1/31/2025	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
Cash Management	Transfer in	1/31/2025	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	465,000.00	
				$	1,333,000.00	-
Cash Management	Payment	1/31/2025	FIFTH STAR COLLECTIVE	$	-	(5,965.00)
Cash Management	Payment	1/31/2025	ACH (FLEX ACCTS),			(11,353.23)
Cash Management	Payment	1/31/2025	SALES TAX			(144.00)
Cash Management	Payment	1/31/2025	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE			(117,549.92)
				$	-	(135,012.15)
Cash Management	Payment	1/31/2025	MERCHANT ACCT & BANK FEES			(85.84)
				$	-	(85.84)
Cash Management		1/31/2025	PAYROLL; PAYDATE 01/15/2025			($272,807.29)
Cash Management	Payment	1/31/2025	PAYROLL; PAYDATE 01/31/2025			($262,340.22)
Cash Management	Payment	1/31/2025	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS			(5,567.00)
				$	-	(540,714.51)

Summary by Transaction Type

(+) Deposits by Transaction Type:

Cash Receipts:	$	39,062.67
Transfers In/Out	$	1,333,000.00
Total Deposits:	**$**	**1,372,062.67**

(-) Payments by Transaction Type:

Transfer out	$	-
Benefits/Other ACH:	$	(135,012.15)
Bank Fees:	$	(85.84)
Payroll:	$	(540,714.51)
Total Payments:	**$**	**(675,812.50)**
Accounts Payable		(437,767.96)
Total Summary of Disbursements:	**$**	**(1,113,580.46)**
Total Change In Register Balance:	$	258,482.21

OPPL
02/18/25

<u>RESOLUTION ON DISBURSEMENTS, JANUARY 2025</u>

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF JANUARY 2025 IN THE TOTAL AMOUNT OF $1,113,580 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.

Closed Meetings Records Policy

Library Board approved January 20, 2004.

Pursuant to Public Act 93-0523, the Board of Library Trustees of the Oak Park Public Library adopts the following policy concerning verbatim records of closed meetings. This policy applies to the Board of Library Trustees, all committees and subcommittees of the Board of Oak Park Public Library (hereinafter referred to as the "Library" which are subject to the provisions of the Illinois Open Meetings Act

  A. A verbatim record of all closed meetings of the Board of Library Trustees and all other public bodies of the Library shall be kept in the form of an audio recording. The Board of Library Trustees shall provide the recording device and only one recording device will be allowed. Individuals shall not be allowed to bring their own recording device to closed meetings.

The Executive Director, or their designee if unavailable, will be responsible for operating the recording device for all closed meetings of the Board of Library Trustees. The Chairs of Committees of the Board shall be responsible for designating who is to operate the recording device for all closed meetings of the committee.

Prior to the commencement of a closed meeting, the person responsible for operating the recording device shall test it and advise the person presiding over the meeting whether the recording device is operating properly. Upon being advised that the recording device is operating properly, the person presiding at the closed meeting shall call the meeting to order and request a roll call. After the roll call, all other persons allowed to be present shall state their names and positions. The person presiding shall then proceed to conduct the closed meeting. During the course of the closed meeting only one person should speak at a time and all speakers should identify themselves prior to speaking.

The Executive Director, or their designee, shall maintain the audio recordings in a safe at the library. The combination to the safe shall be known only to the Executive Director, the Assistant Director, and the President and Secretary of the Board. The Executive Director, or their designee, shall properly label each recording. Access to non-released recordings shall be limited to members of the Board of Library Trustees, the Executive Director, and their designee, upon written direction in writing by the Board of Library Trustees or as necessary to carry out the requirements of this policy. All access shall be logged and witnessed indicating the date, time and purpose of the access. No copies of any non-released recording shall be made.

The verbatim record of a closed meeting may be destroyed eighteen (18) months after the completion of the meeting if the public body which held the closed meeting has approved the destruction of the particular recording and if it has also approved written minutes for the particular closed meeting that contain the following elements, as required by Section 2.06 of the Open Meetings Act:

  1. the date, time and place of the meeting;

2. the members of the public body recorded as either present or absent; and
3. a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
4.

Unless the public body which held the closed meeting has determined that a recording no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recordings of closed meetings made pursuant to Paragraph 1 above shall not be either open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce the provisions of the Open Meetings Act. In a civil action brought to enforce the provisions of the Open Meetings Act, a recording must be made available to the court for in camera examination for the purpose of determining whether a violation of the Open Meetings Act exists. In the case of a criminal proceeding, a recording must be made available to the court for in camera examination for the purpose of determining what portion, if any, must be made available to the parties for use as evidence in the prosecution.

Closed Meetings Records Policy

Library Board approved January 20, 2004.

Pursuant to the Illinois Open Meetings Act, 5 ILCS 120/1, *et seq.*, the Board of Library Trustees of the Oak Park Public Library adopts the following policy concerning verbatim records of closed meetings. This policy applies to the Board of Library Trustees and all committees and subcommittees of the Board of Oak Park Public Library (hereinafter referred to as the "Library") which are subject to the provisions of the Illinois Open Meetings Act.

    A. A verbatim record of all closed meetings of the Board of Library Trustees and all other subsidiary bodies of the Library, including committees and subcommittees, shall be kept in the form of an audio recording. The Board of Library Trustees shall provide the recording device and only one recording device will be allowed. Individuals are not allowed to bring their own recording device to closed meetings.

The Executive Director, or their designee if unavailable, will be responsible for operating the recording device for all closed meetings of the Board of Library Trustees. The Chairs of committees or subcommittees of the Board shall be responsible for designating who is to operate the recording device for all closed meeting of the committee.

Prior to the commencement of a closed meeting, the person responsible for operating the recording device shall test it and advise the person presiding over the meeting whether the recording device is operating properly. Upon being advised that the recording device is operating properly, the person presiding at the closed meeting shall call the meeting to order and request a roll call. After the roll call, all other persons allowed to be present shall state their names and positions. The person presiding shall then proceed to conduct the closed meeting. During the course of the closed meeting only one person should speak at a time and all speakers should identify themselves prior to speaking for ease of reference in the audio recording and for the preparation of minutes following the closed meeting.

The Executive Director, or their designee, shall maintain the audio tapes in a safe at the Library. The combination to the safe shall be known only to Executive Director, the Assistant Director, and the President and Secretary of the Board. The Executive Director, or their designee, shall properly label each tape. Access to non-released tapes shall be limited to members of the Board of Library Trustees, the Executive Director, and their designee, who may only access the recrdings in the Library in the presence of another member of the Board, the Executive Director, or a records secretary for the Library. All access shall be logged indicating the date, time and purpose of the access. No copies of any non-released tape shall be made, and no recordings shall be removed from the Library except by vote of the Library Board or by court order.

The verbatim record of a closed meeting may be destroyed eighteen (18) months after the completion of the meeting if the public body which held the closed meeting (1) has approved the destruction of the particular recording and (2) has also approved written minutes for the particular closed meeting that contain the following elements, as required by Section 2.06 of the Open Meetings Act:

1. the date, time and place of the meeting;
2. the members of the public body recorded as either present or absent, and whether the members were physically present or present by means of audio or video conference; and
3. a summary of discussion on all matters proposed, deliberated, or decided.

Unless the Board, committee, or subcommittee which held the closed meeting has determined that a recording no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recordings of closed meetings made pursuant to Paragraph 1 above shall not be either open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce the provisions of the Open Meetings Act. In a civil action brought to enforce the provisions of the Open Meetings Act, the court, if a judge believes such an examination is necessary, must conduct an in camera examination of the verbatim recordings as it finds appropriate to determine whether there has been a violation of the Open Meetings Act. In the case of a criminal proceeding, for the court may conduct an in camera examination for the purpose of determining what portion, if any, must be made available to the parties for use as evidence in the prosecution.

Commented [EM2]: No votes on any final action to be taken by the Board may occur in closed session under Section 2(e) of the Open Meetings Act.

Deleted: , and a record of any votes taken.¶

Deleted: public body

Deleted: a recording must be made available to the court for in camera examination for the purpose of determining whether a violation of the Open Meetings Act exists

Deleted: a recording must be made available to the court for