

OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | VIRTUAL REGULAR MEETING
Tuesday, March 23, 2021 – 6:30pm
[Zoom Meeting Link »](#)

*The President of the Board of Library Trustees has determined, pursuant to [P.A. 100-0640 \(SB 2135\)](#), that an in-person meeting is not practical or prudent at this time because of the COVID-19 health emergency.

AGENDA

1. Call to Order and Roll Call

2. Approval of Minutes

- a. [February 23, 2021 »](#)

(Action)

3. Public Comments

Please email public comments to the library's Executive Director, David J. Seleb, at d.seleb@oppl.org or to Library Board President, Matthew Fruth, at m.fruth@oppl.org. You may also submit comments using the following online form: [Public Comment Form »](#). These comments will be read aloud and recorded during the meeting.

4. Trustee Comments and [Board Calendar »](#)

5. Staff Reports

- a. Tatiana Swancy, Restorative Practices Coordinator
 b. Robert Simmons, Director of Social Services and Public Safety
 c. [Executive Director »](#)
 d. [Strategic Objectives »](#)
 e. [Library Core Use Statistics »](#)

6. Financial Reports

- a. [February 2021 Disbursements Resolution, Bank Statements, and Statement of Income and Expenses »](#)
 b. [February 2021 Financial Report Narrative »](#)

(Action)

(Discussion)

7. Additional Reports

- a. Intergovernmental Committee (IGov)
 b. Council of Governments (CoG)
 c. ILA Legislation and Advocacy
 d. Friends of the Oak Park Public Library

8. Unfinished Business

9. New Business

- a. [Anti-racism Strategic Plan Draft »](#)
 i. [Anti-racism Action Plan Draft »](#)

(Action)

(Discussion)

10. Closed Session

- a. 5 [ILCS 120/2\(c\)\(1\)](#): To discuss the annual performance evaluation of the library's Executive Director

11. Open Session

12. Adjournment

Zoom Meeting

When: Tuesday, March 23, 2021 06:30 PM Central Time (US and Canada) | [Meeting Link »](#)

February 23, 2021

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, February 23, 2021 on the Zoom virtual platform. The meeting was called to order at 6:32 p.m. by President Fruth.

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

Present: Trustees Bloom, Burns (6:34 p.m.), Foss (7:34 p.m.), Fruth, Glavin, Harris, and Mohanraj

Absent: None

Also present: David Seleb, Executive Director; Jeremy Andrykowski, Director of Operations; Sarah Yale, Manager of Community Engagement; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **January 26, 2021**

Trustee Mohanraj moved approval of the minutes of the regular meeting held on January 26, 2021. Trustee Bloom seconded the motion and a roll call vote was taken as follows:

Ayes: Library Trustees Bloom, Fruth, Glavin, Harris and Mohanraj

Nays: None

Absent: Library Trustees Burns and Foss

3. **Public Comments**

None

4. **Trustee Comments and Board Calendar**

Trustee Mohanraj said that she has had a question from a community member about the possibility of restoring services at Maze Branch. Mr. Seleb said that he has not been contacted by the community member but that the Leadership Team was discussing that today, thinking about how we may be able restore some services at Maze safely in the near future.

Trustee Glavin noted that she received an inquiry about making Maze available for business purposes, specifically for printing services during tax season.

Trustee Harris commented that he has been working on researching the history of black lives in Oak Park and doing some work on the topic of reparations, as well as studying the history of the library, if it was segregated, and if so, when it became desegregated. Trustee Harris will report more on this at a future Library Trustees meeting.

5. **Staff Reports**

a. **Executive Director**

Trustees reviewed the Executive Director's narrative report.

In response to a question from Trustee Mohanraj, Mr. Seleb said that outdoor lockers will soon be installed to the right of the Main Library entrance for 24/7 access to patron reserved materials.

A copy of the Executive Director's narrative report is attached to these minutes as Appendix I.

b. **Strategic Objectives**

Trustees reviewed the Library Strategic Objectives Report, February 2021.

Trustee Glavin said that she is impressed by the scope and breath of the anti-racism work being done by the team.

Trustee Mohanraj noted that the Lunar New Year is becoming more prominent in the schools. She asked that staff keep this in mind when planning programming.

c. **Library Core Use Statistics**

Trustees reviewed Oak Park Public Library Core Use Statistics.

6. **Financial Reports**

a. **January 2021 Disbursements Resolution, Bank Statements, and Statement of Income and Expense**

Trustee Harris moved approval of *Resolution on Disbursements, January 2021*. Trustee Glavin seconded the motion and a roll call vote was taken as follows:

Ayes: Library Trustees Bloom, Burns, Fruth, Glavin, Harris and Mohanraj

Nays: None

Absent: Library Trustee Foss

A copy of *Resolution on Disbursements, January 2021* is attached to these minutes as Appendix II.

b. **January 2021 Financial Report Narrative**

Trustees reviewed and Director of Operations, Jeremy Andrykowski, answered questions regarding the **January 2021 Financial Report Narrative**.

7. **Additional Reports**

a. **Intergovernmental Committee**

Trustee Mohanraj and Trustee Burns attended the most recent Intergovernmental Committee (IGov) meeting. The group reviewed the recent candidate forum and there was good feedback from participants and attendees. There was discussion of a more open forum in October for people who are considering running for office. This might be a prerecorded session that people could access any time. There was some discussion of doing a little bit more in the area of agency cooperation, but not enough were in attendance to really move forward much. It was noted that IGov billing to agencies is late.

b. **Council of Governments**

President Fruth reported on the most recent meeting of Council of Governments. There was a report from the Village Health Department on the COVID-19 vaccine roll-out, and the school districts presented information on return to in-person learning.

c. **ILA Legislation and Advocacy**

President Fruth reported that the Illinois Legislature is still in the middle of sorting out the new Speaker of the House and their duties, and that the ILA Advocacy Committee is in the middle conducting the virtual legislative meet-ups.

d. **Friends of the Oak Park Public Library**

Friends of the Library Executive Board did not meet in February.

8. **Unfinished Business**

None

9. **New Business**

a. **Proposed Fiscal Year Budget Amendment for Capital Improvements**

i. **Memo**

ii. **Budget Amendment Spreadsheet**

Director of Operations, Jeremy Andrykowski, reviewed a proposed amendment for the 2021 Budget to add \$50,000 to the Building Improvements capital expenditures line.

The additional funds would be used for continuation of the Library's planned lighting upgrade to energy efficient LED lighting, (approximately \$25,000 with incentives from ComEd), and installation of Needlepoint Bipolar Ionization technology to improve the Main Library's HVAC system. This technology kills surface pathogens, destroys airborne pathogens, sterilizes mold and bacteria, removes odors, reduces dust, pollen, and smoke, neutralizes common industrial gases, and does not produce ozone. In addition, this system is expected to reduce energy consumption as the HVAC will not need to rely so heavily on circulating outside air through the building. The upgrade to HVAC is expected to be just under \$25,000.

After some discussion and questions, Trustee Mohanraj moved approval of the budget amendment request. Trustee Harris seconded the motion and a roll call vote was taken as follows:

Ayes: Library Trustees Bloom, Burns, Foss, Fruth, Glavin, Harris and Mohanraj

Nays: None

Absent: None

Trustee Mohanraj asked a question about Library custodial services and whether the current contractor is a union shop. This led to a brief discussion of the subject and the issue of Library use of minority-owned businesses and contractors.

b. **Process for Annual Performance Evaluation of the Executive Director**

i. **Evaluations Policy Statement**

ii. **Evaluation Form**

President Fruth will send out the link for the evaluation tool for the Executive Director's Annual Performance Evaluation at the end of this week. He noted that Mr. Seleb had sent out his self-evaluation to Trustees. Discussion of the Executive Director's Annual Performance Evaluation will begin at the regular meeting in March in Closed Session.

10. **Adjournment**

There being no further business, President Fruth adjourned the meeting at 7:53 p.m.

OAK PARK PUBLIC LIBRARY

Board Calendar

March 2021

March 2021

March 15	Friends of the Library Annual Meeting
March 23	Regular Library Board Meeting (Virtual)

April 2021

April 6	Consolidated Election Day
April 6	National Library Workers' Day
April 7	Council of Governments Meeting
April 27	Regular Library Board Meeting (Virtual)

May 2021

May 17	Friends of the Library Board Meeting
May 25	Regular Library Board Meeting and Installation of Library Trustees
May 31	Memorial Day (No Library Services)

June 2021

June 2	Council of Governments Meeting
June 19	Juneteenth (No Library Services)
June 21	Friends of the Library Board Meeting
June 22	Regular Library Board Meeting
June 24 - 29	American Library Association Virtual Conference

July 2021

July 4	Independence Day (No Library Services)
July 27	Regular Library Board Meeting

Executive Director's Report

March 2021

COVID-19

The Library returned to Service Level 2 of our COVID-19 Response Plan on March 1. Beginning that day, patrons were welcomed back into the Main Library building under occupancy and physical distancing restrictions for limited services such as materials browsing, computer use by reservation, and retrieving reserved materials. More staff members are performing their work and tasks on site and are available to assist patrons electronically or by limited in-person interactions. Current service hours are Monday through Saturday from 10:00am to 6:00pm. Our external, secure locker system was installed this month and is already in use by library patrons for 24/7 retrieval.

The Leadership and Management Teams are now strategizing about the reintroduction of in-person services at the Maze Branch, which we expect to communicate about before the end of March and begin to offer by mid-April. Using the same criteria as the Main Library, including occupancy limits according to square footage, we anticipate even greater limitations on services in the much smaller branch space. We are beginning with the Maze Branch space first primarily because it is larger than the Dole Branch space and because we want to be sure we can effectively manage staff capacity. Once we are more confident of that capacity, we will move forward with strategies for the Dole Branch. Very recent news from the Village of Oak Park indicates that library employees, as such, might soon be prioritized to receive the COVID-19 vaccination. When they are, that reality would affect our plans regarding the Maze and Dole Branches.

Also important to us in these plans is our continued prioritization of the health, safety, and well-being of our staff members and patrons. We are conducting at this time another well-being survey for staff members to learn more about their work experiences, how well they think the library has tended to their safety and well-being, and if and when they intend to be vaccinated. Those survey results should be available for review in April. We also expect to move on plans to gather staff and community feedback this month and through April regarding future services to meet community expectations and needs in a post-pandemic world. Tools used will include ThoughtExchange and surveys.

Anti-racism Journey

I am very pleased to present to you this month the Anti-racism Advisory Team's draft of an Anti-racism Strategic Plan. This document represents months of work by the Team members and other library staff with the guidance of Reesheda Graham Washington and her colleagues at RGW Consulting.

I am including the entire plan in two companion documents: the Anti-racism Strategic Plan as one document and the Action Plan as the other. The Strategic Plan is presented for the Board's review and, when you are ready, for your adoption. The Action Plan is an administrative document that will inform all the work we do as an organization regarding equity and anti-racism. Library staff and I will use that action plan to evaluate our progress, to determine our success, and to report to the Board and to the community about everything we do. Just like the action plan that informs the library's current strategic plan, the Anti-racism Action Plan will evolve often as we learn more about the work and what we should and must do to achieve our objectives.

An Anti-racism Communications Plan is an important part of the work plan for our journey, and Jodi Kolo and her team have already made good progress on one with the assistance of Miki Grace, an RGW consultant. That plan will include objectives regarding how the library's communications services will serve the work of our new strategic plan and how those most closely involved in communications work can improve their engagement with historically marginalized and oppressed communities in Oak Park for more effective and responsive service. We expect the Communications Plan to be complete and in use in the second quarter of this year.

A library policies audit is another important part of the work plan, and RGW has already completed its review of 17 policy statements by applying an equity lens to each. The RGW consultants have returned those policies back to the Leadership Team with executive summaries of their work. The Leadership Team will now review those summaries and recommendations to determine appropriate revisions before bringing them to the Library Board for consideration.

Strategic Objectives

Our Strategic Objectives report this month highlights work in all three library priorities: engagement, learning, and stewardship. There you will learn about the success staff is having with community anti-racism programs and our children's winter reading program; the increased and improved access provided to library materials through our new locker system, MeeScan, and the beta test of SWAN's new Aspen catalog; and all our great work to serve our community in the midst of the pandemic in our report [2020: A Year in Review](#) ».

Multicultural Celebrations Calendar

Staff responded to a request at last month's board meeting for information about and links to calendars regarding multicultural celebrations throughout each year. We have updated oppl.org with [this external calendar link](#) » listing multicultural celebrations and more.

Everyone can find the link at:

<https://www.oppl.org/news-events/>

<https://www.oppl.org/news-events/program-proposal/>

<https://www.oppl.org/read-listen-watch/multicultural-collection/>

Yours,



David J. Seleb

Library Strategic Objectives Report

March 2021

About this report

In this month's report, we highlight recent work in support of three strategic objectives:

- Engagement Objective #2: We facilitate connections among diverse audiences through shared community aspirations and experiences.
- Learning Objective #1: We build capacity for literacy and education.
- Stewardship Objective #2: We provide broad, effective, and equitable access to resources.

In reporting on these objectives, we include both narrative in the body of this report and a link to one dashboard (Core Use Statistics) that was developed using Google Data Studio. When viewing this Data Studio live at the provided link, you may interact with the data visualizations to view more detail via hover and scrolling features. We have also included a static PDF version of the dashboard in the Board packet.

We facilitate connections among diverse audiences through shared community aspirations and experiences. [ENGAGEMENT]

Anti-racism programming

In last month's report, we highlighted the various programs that were offered by the library as part of Black History Month, including a program planned for the end of February — Celebrating Black Futures: Live Performance, Art, and Conversation. Held on February 26, this event featured a panel of intergenerational, multi-medium, local Black artists conversing and sharing music, poetry, and visual arts. At the end of the session, the artists also took questions from audience members. All presenters agreed for the virtual program to be recorded, and [the recording](#) can now be viewed at any time on the library's YouTube channel.

On March 1, our anti-racism programming series continued with a collaborative event with 11 local libraries — a Fireside Chat with Dr. Eve L. Ewing, an award-winning writer, poet, sociologist, and assistant professor at the University of Chicago Crown School of Social Work, Policy, and Practice. Dr. Ewing has authored multiple articles, poems, and books, including *1919* (one of the featured titles in our 2020 adult summer reading program: Many Voices, Many Stories) and *Ghosts in the Schoolyard* (a title included in our 2021 Anti-Racism Resource Challenge). The conversation was moderated by reporter and author Natalie Moore of WBEZ.

This virtual event was attended by a total of 843 individuals from across the communities served by the collaborating libraries. Among those in attendance, 110 individuals listed the Oak Park Public Library and/or the Wednesday Journal as where they heard about the event. Of all participating libraries, we had one of the highest total attendance numbers.

As a follow-up to this event, we also offered two opportunities for community members to discuss Dr. Ewing's book, *Ghosts in the Schoolyard*, in the Anti-Racist Book Group meeting on March 11 and/or during the Words on Wednesday meeting on March 17.

We build capacity for literacy and education. [LEARNING]

#ReadGrateful: Kids' winter reading program

Following the success of our virtual Summer Reading Program using the online platform, Beanstack, the Children's Services team created a Winter Reading Program to encourage families to spend time sharing stories through the winter months. To simplify program creation and enable our librarians to focus on

developing content, we used Beanstack's pre-designed #ReadGrateful theme. The challenge kicked off shortly before Thanksgiving and was available throughout the winter, closing at the end of February.

Over the course of the program, 307 readers signed up to participate, with 181 active readers logging 168,723 minutes of reading and 2,723 books. Participants who logged at least 10 hours of reading (i.e., program “finishers”) received a blank journal (for “gratitude” or any other use they had in mind) and supplies to make “cocoa bomb” treats (chocolate, cocoa mix, mini marshmallows and a silicone mold — pictured below).



Participants were understanding as we navigated the various library service restrictions during the course of the challenge, and we eventually committed to mailing all the prizes as the safest method for distribution. The process of prize distribution was a collaborative effort that involved support from not only Children’s staff but Facilities and other administrative staff. Ultimately, over 100 participants finished the program with at least 10 hours of reading logged, and 65 prize packages were mailed out — a number smaller than the total finisher count due to the fact that multiple participants were siblings from the same household.

Beyond reading, participants were also able to complete activities and earn digital badges in the challenge. Readers ultimately completed 524 total activities and earned 2,768 badges. Participants could earn badges for six categories of learning:

- *Growing*: The popular “Reading Without Walls” challenge to broaden the types of books you read to include new topics and characters
- *Listening*: Trying audiobooks, podcasts, Dial-a-Story, reading aloud, and radio plays
- *Reading*: Fun activities around literacy, including making a comic strip, reading in an unusual spot, hearing stories from older relatives, making up stories based on book covers, and more
- *Learning*: Art-based activities, including museum recreations, mood boards, sending art to loved ones, and exploring the CreativeBug database
- *Cozying*: Reading a book about a holiday you don't celebrate, reading in a blanket fort, enjoying some cocoa with a book, reading a book set during the winter, warming up with yoga or an outdoor walk, and more
- *Gifting*: Making a gift for someone you love, doing something kind for a neighbor, making a gratitude list, writing a thank-you note to an essential worker

While all activity categories were popular, the Listening, Cozying and Reading badges were completed most often. Every badge (logged reading and activities) earned participants raffle ticket entries. Because participants did not have to be program “finishers” to be entered into the raffle, this allowed all active readers in the challenge the chance at receiving a prize for participating. Winners were thrilled to receive \$25 gift certificates for Downtown Oak Park and the OP/RF Chamber of Commerce. One parent was especially excited to share the news about the raffle prize with her daughter, as the notification email about winning was received on the reader’s birthday.

Ultimately, #ReadGrateful was a low-stress activity for staff and families alike, and achieved the goal of encouraging reading and joyful togetherness at a time in which “being together” had to look different. The effect of the program on participating families was evident in the comments we received while collecting mailing addresses for prize delivery — a snapshot of comments can be seen below:

- “Thank you! It was a great motivator, and our Hatch school librarian, Erin Howe, helped to get our kid excited.”
- “We had all our three kids participating (7th, 4th, and 2nd grader) all love reading! We love OPPL and all resources you put towards our community especially in these times!”

- “Thanks for all your work on this! Roisin was super-excited to participate in the program and will be thrilled to get a prize (to drink while reading more, no doubt).”
- “Thanks we really have loved these challenges!”
- “Thank you for keeping us motivated and reading!”
- “We love the library and the children’s section! Thanks!”
- “Oak Park Public library rocks! Thank you for helping our kiddos keep reading through these long, cold, COVID winter days. #Grateful”
- “We are so excited! Thank you for this fun challenge! He really was motivated by it.”
- “Thanks for the cool program. My daughter is burning through books so fast these days!!!”

We provide broad, effective, and equitable access to resources. [STEWARDSHIP]

New tools to improve access to collections

External lockers

In December 2020, a set of 17 smart lockers were installed inside the lobby of the Main Library to support grab-and-go services for patrons, particularly for expensive circulating items such as laptops and hotspots. In late February, we began work to install a set of 35 additional smart lockers just outside the Main Library entrance (pictured at right), to provide patrons with a convenient option for safe, 24/7 materials pickup and returns. External locker installation was completed on March 8.



meeScan

To offer patrons another option for materials checkout at the library, we introduced a new library app called [meeScan](#) when the Main Library reopened to the public on March 1. meeScan is available for Android and iOS and allows anyone with a library card to self-checkout materials on their phone. A pilot RFID meeScan self-check kiosk has also been installed directly behind the second floor service desk and works similarly to the Mobile meeScan app. Between March 1 and March 15, 1,799 items were checked out by patrons using this new resource.

Aspen catalog

In fall 2020, SWAN Library Services asked for member libraries to join them in forming a pilot group to test the features and background processes of the [Aspen beta catalog](#), providing feedback on both user experience and technical elements. Oak Park was accepted as a project library (with Chicago Ridge, Downers Grove, Oak Brook, Tinley Park, and Villa Park Public Libraries and St. Charles Public Library District) and formed a local pilot team to oversee Oak Park’s testing phase and SWAN communication, led by Barbara Fitzgerald, Manager of Materials Services. The team also includes Website and Information Technology Specialist, Eisa Sweis and Neighborhood Services Manager, Martyn Churchouse.

To ensure that the catalog used for resource sharing by its more than 100 members is the best and most up-to-date that it can be, ByWater Solutions’ Aspen Discovery product is being tested by SWAN as a potential replacement for the current catalog (SirsyDynix’s Enterprise). In January 2021, training and testing began with the project teams and was soon rolled out to all staff at the pilot libraries. The pilot teams meet regularly with SWAN’s implementation staff to provide feedback, discuss how the beta catalog is performing under real-life conditions, and to highlight significant issues that may need a solution or enhancement before considering going live. To date, over 80 issues have been raised, giving SWAN a clear picture of what needs to be achieved to improve the platform and to make sure it meets the needs of our patrons.

In early March 2021, we moved to the next phase of our pilot, a month-long open testing period involving our community. There is now a link on our [current catalog](#) giving patrons the option to test drive the Aspen beta version. Patrons have the ability to provide feedback directly to the local project team through a dedicated email address (aspen_project@oppl.org) and by completing an onsite survey hosted by SWAN. In anticipation of this wider phase of testing, all Oak Park Public Library staff were given the opportunity to attend Aspen training with SWAN on January 27 and 28, to prepare them for any questions they may receive from the public; 35 Oak Park Public Library staff members took part in that training.

After the public testing phase has been completed, SWAN plans to analyze the feedback from library staff and patrons and enter into an enhancement and negotiation phase with ByWater; SWAN anticipates that this phase will take much of the rest of 2021, although they may reach a decision on whether a migration is feasible in April. If the decision is made to move forward with a migration to Aspen, users will have side-by-side access to both the Aspen and Enterprise discovery platforms until early 2022, at which point Aspen would become the sole access point to the SWAN catalog.

Main Library collection shifts

In an effort to support a better browsing experience for patrons at the Main Library building, library staff recently collaborated to complete a major collections shift on the second and third floors. “We are always evaluating how the community is using materials,” said Materials Services Manager Barbara Fitzgerald, who led this collections shift effort. “When sections of the library were closed to browsing because of the pandemic earlier this year, we took a very close look at how to make specific improvements.”

During the month of February, approximately 58,000 items were reorganized on the second and third floors, the equivalent of 1,000 shelves or 25% of the total physical collection. The resulting changes, described below, maximize use of current shelf and floor space and are intended to offer everyone a better in-person browsing experience. Importantly, these shifts also pave the way for a new dedicated space for teens, currently in development on the second floor. These changes can be explored in more depth in the [new floor maps](#) and this [list of materials by floor](#). A quick summary of changes by floor can be seen below:

New materials on the third floor

- Large type (where Recently Returned Nonfiction was previously located)
- Print magazines (check out the [expanded digital collection](#); print newspapers remain unavailable)

Changes on the second floor

- DVDs moved to stacks in the middle of the second floor
- Audiobooks moved to stacks at the north end of the second floor (near the book discussion room)
- [Space created for teens](#)

Library use statistics

As always, detailed quantitative data about the library’s core use metrics, which speak to patron access to and use of key resources, can be viewed in the following Google Data Studio: [OPPL Core Use Statistics](#). This Data Studio has been updated to begin reflecting 2021 data, showing monthly data for the ten core statistics with a black, dashed line denoting the monthly average in 2020 for reference. Data is updated on a monthly basis to reflect numbers through the end of the previous month — in this month’s report, this includes data through the end of February. The Core Use Statistics Google Data Studio is also included at oppl.org/evaluating-impact, a web page focused on sharing with the community how we evaluate our work. To see detailed data for 2020 and other previous years, you may refer to the January 2021 Board report.

Reflecting on 2020

At the beginning of March, we finalized and shared publicly our summary annual report — [2020: A Year in Review](#). In this report, we described how staff pivoted to continue to serve the community and support the library’s vision and mission throughout the COVID-19 pandemic. We initially distributed the complete report via email, sharing it with nearly 27,000 patron, partner, peer, and community stakeholder email addresses, as well as on our social media platforms and the library website. Throughout March, we have continued to

promote each section of the report and highlight related accomplishments for smaller targeted audiences. As of March 16, the report (available at oppl.org/2020) has been viewed more than 1,500 times.

2021 Year-to-Date Totals

12,876
visits to library buildings

53,644
visits to oppl.org

2,060
attendances at library programs

560
outreach interactions

193
new user accounts

67,291
checkouts of physical materials

78,059
downloads / streams of digital materials

4,956
logins to use online resources

3,312
wifi sessions

0
public computer sessions

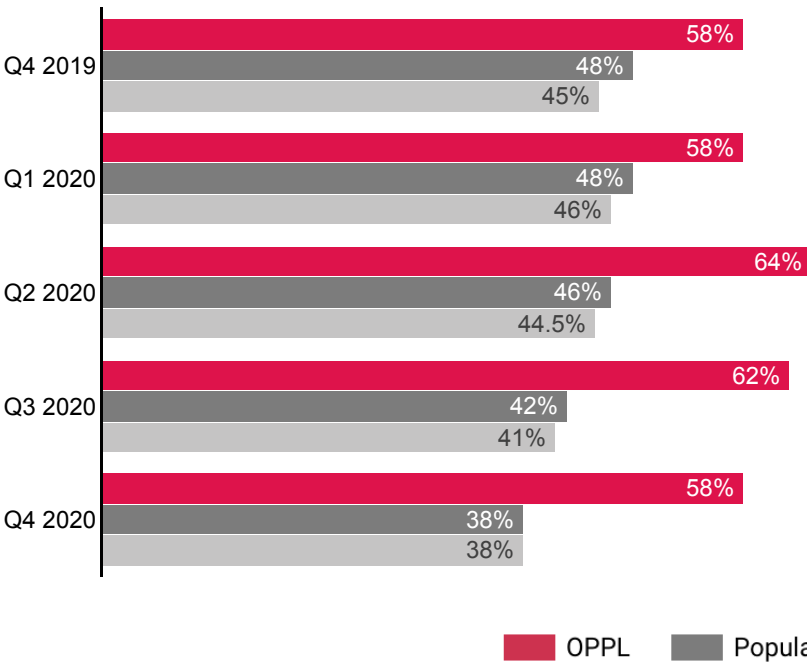
Quarterly Engagement Metrics

61%
average cardholder retention

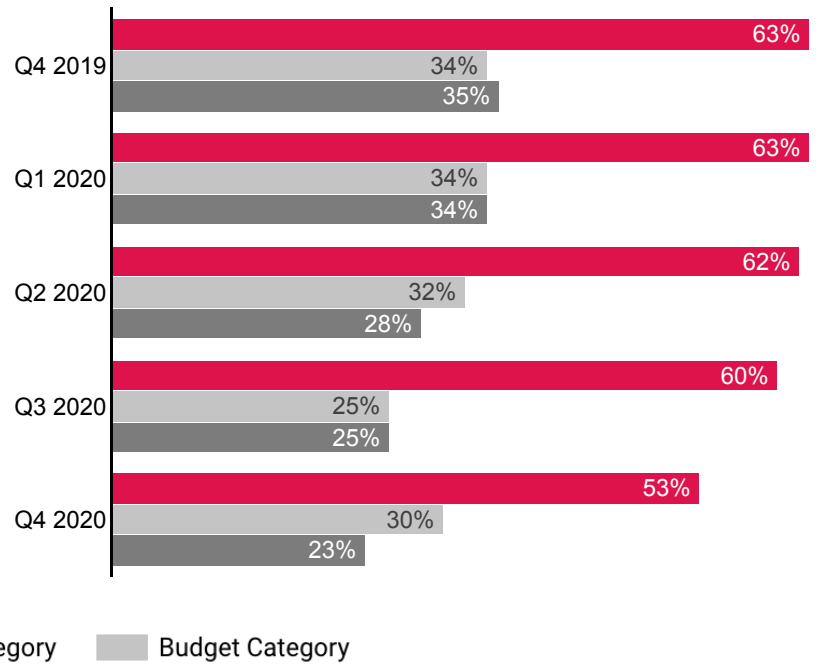
60%
average market penetration

Quarterly Engagement Metrics

New Cardholder Retention

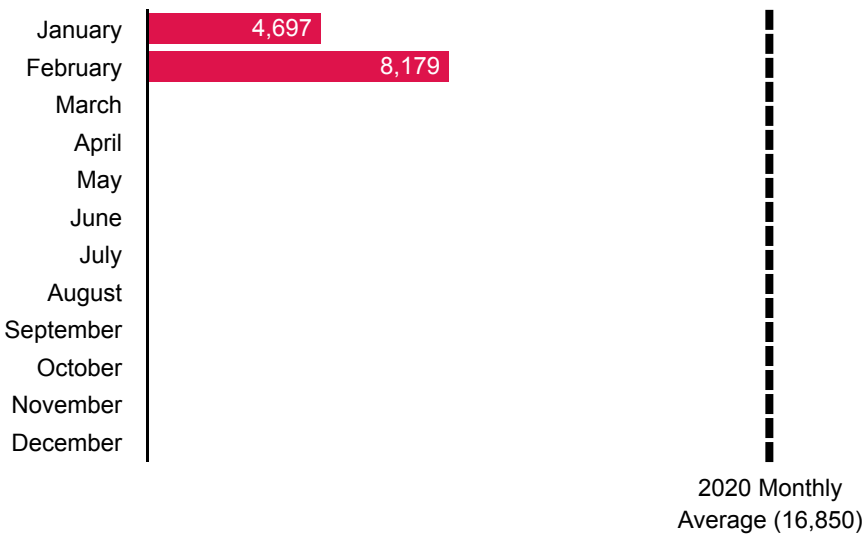


Market Penetration

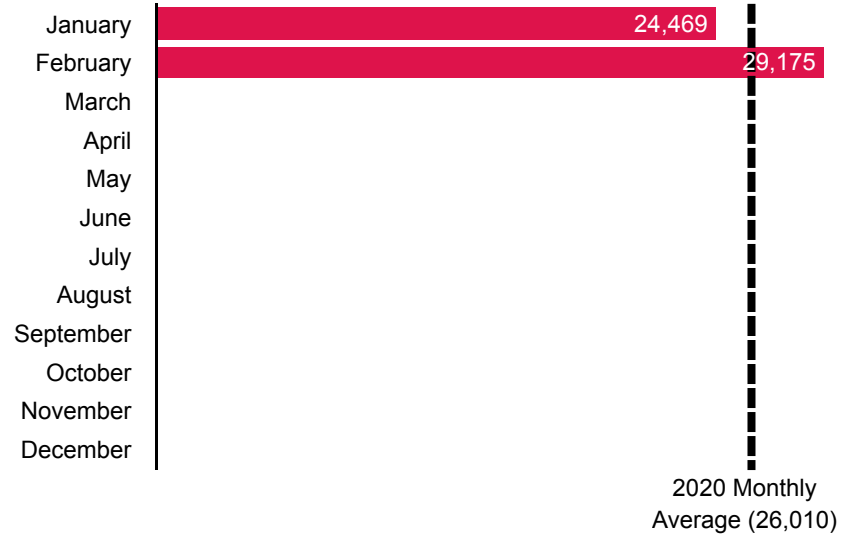


2021 Monthly Totals

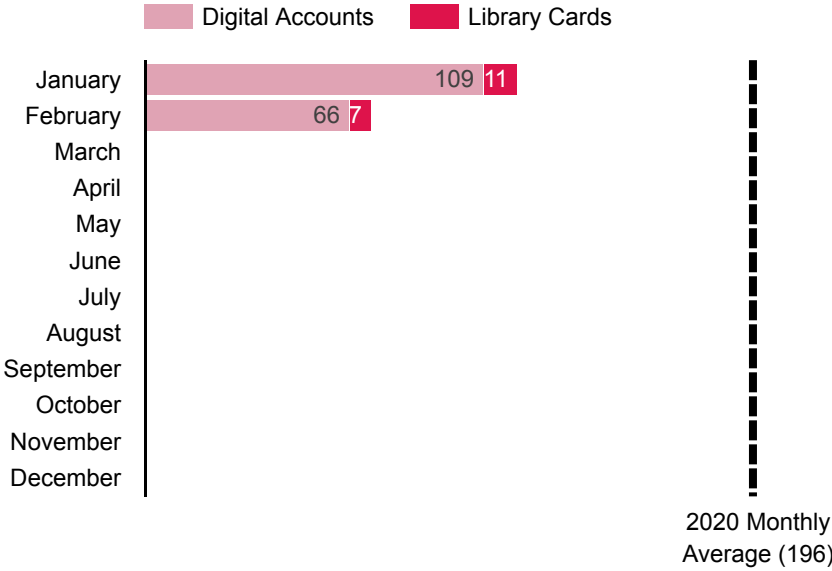
Building Visits



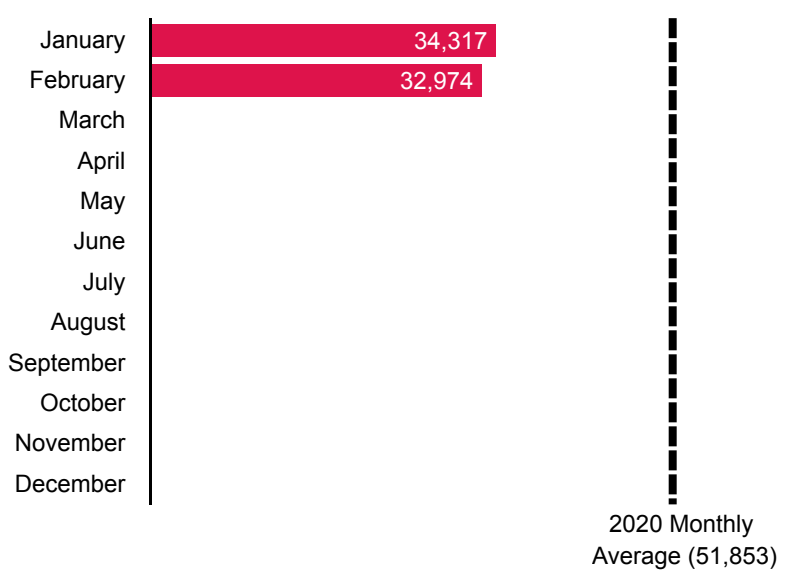
Website Users (oppl.org)



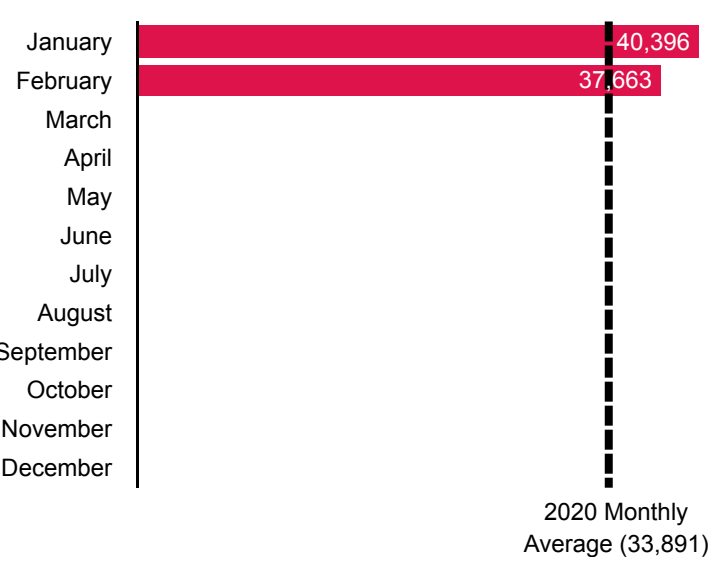
New User Accounts



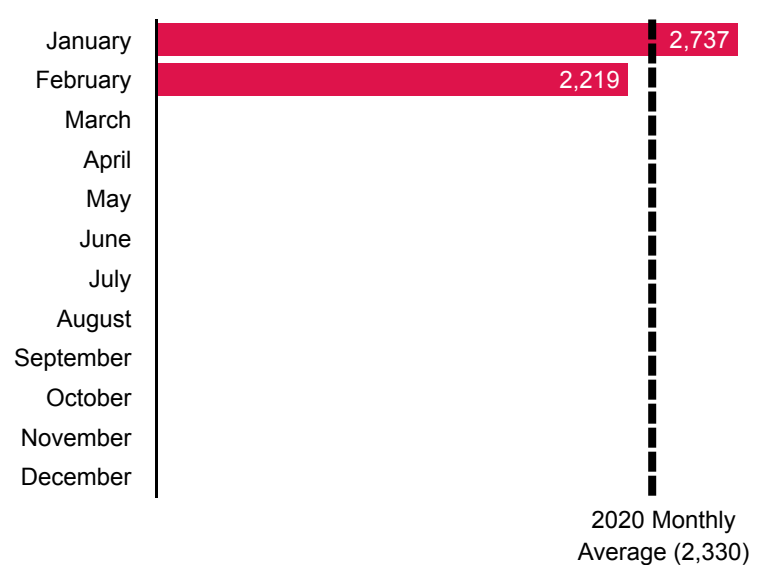
Physical Material Use



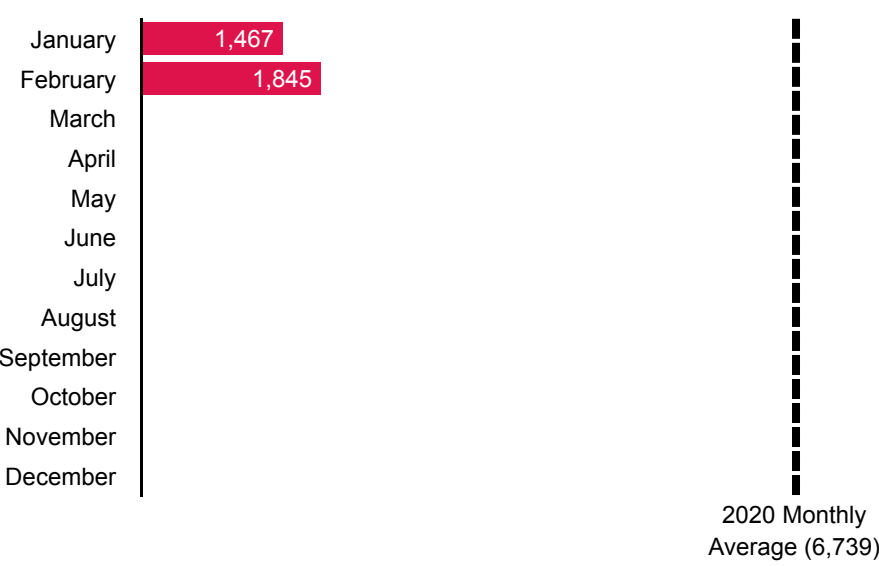
Digital Material Use



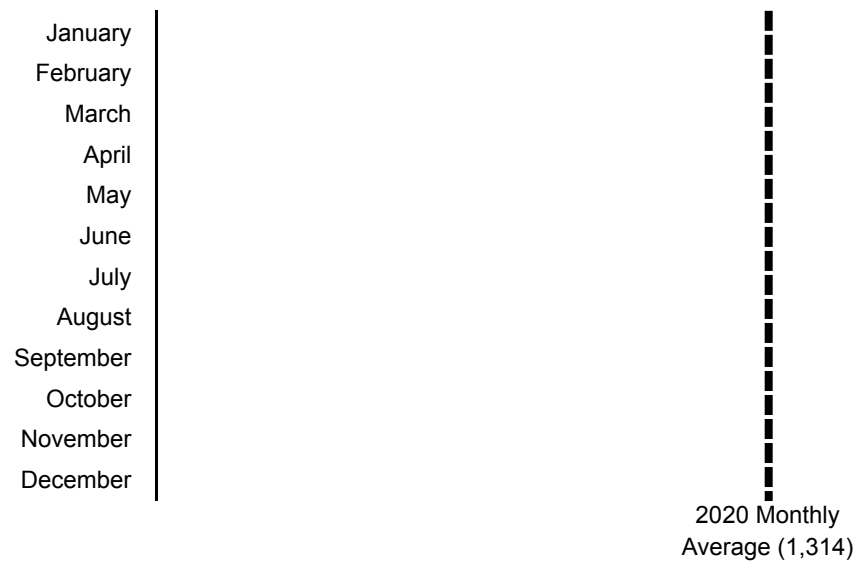
Online Resource Use



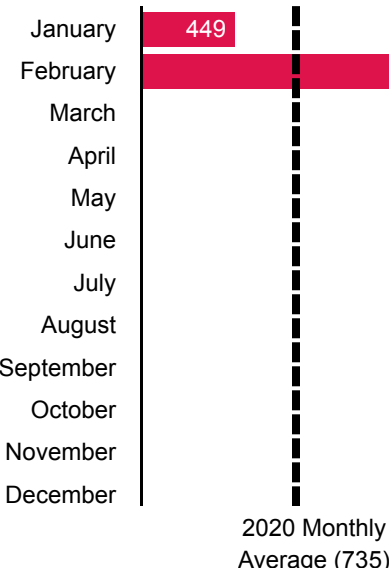
Wifi Use



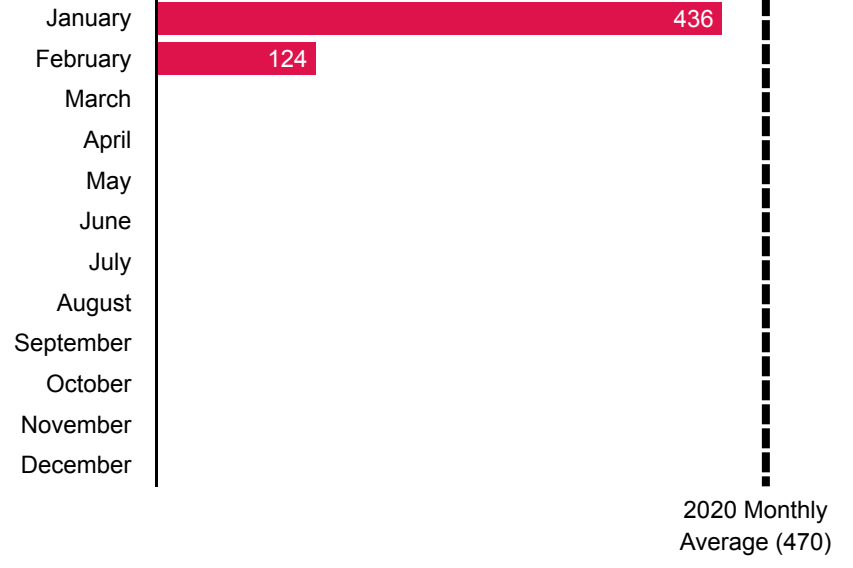
Public Computer Use



Program Attendance



Community Outreach



Dashboard updated monthly to reflect totals through the end of the previous month, except for Quarterly Engagement Metrics (updated quarterly using Savannah, a web-based customer intelligence platform from OrangeBoy, Inc.). Includes data for all Oak Park library locations. Last updated 3/8/2021.

Definitions

- Building Visits:** The number of patron visits to a library building.
- Website Users (oppl.org):** The number of people who initiated at least one session on oppl.org during a given month.
- Program Attendance:** The number of attendees at programs held inside an Oak Park library location.
- Community Outreach:** The number of attendees from all Outreach and Book Bike events.
- New User Accounts:** The number of new account registrations, for both library cards and digital-only accounts, each month.
- Physical Material Use:** The number of checkouts plus renewals made at an Oak Park library location.
- Digital Material Use:** The number of materials downloaded or streamed from Oak Park library digital collections.
- 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.
- Wifi Use:** The number of unique daily WiFi sessions at an Oak Park library location.
- Public Computer Use:** The number of PC sessions at an Oak Park library location.
- 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.
- 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.

OPPL
03/23/21

RESOLUTION ON DISBURSEMENTS, FEBRUARY 2021

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF FEBRUARY 2021 IN THE TOTAL AMOUNT OF \$711,558.16 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.

Oak Park Public Library
Cash Disbursement Journals
February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
ADVANTAGE ARCHIVES, LLC	Computer Check 56607	02/22/2021	02/22/2021 Posted	690.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 690.00	690.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
32378	12/31/2020	Microfilming Oak Le	690.00	690.00	01-5292	Cataloging/Bib Search Fees	690.00	<No Project>
<i>Totals:</i>							690.00	
AMAZON CAPITAL SERVICE	Computer Check 56582	02/10/2021	02/10/2021 Posted	759.31	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 759.31	759.31 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1F1X-RQNW-1G9L	12/28/2020	Book	16.05	16.05	01-5840	Print materials	16.05	<No Project>
<i>Totals:</i>							16.05	
14VW-HY6F-3C3L	12/30/2020	Books	127.10	127.10	01-5840	Print materials	127.10	<No Project>
<i>Totals:</i>							127.10	
1YGQ-9WXM-JWRK	12/31/2020	Book	7.99	7.99	01-5840	Print materials	7.99	<No Project>
<i>Totals:</i>							7.99	
1F3T-9RP9-GRDY	01/07/2021	Music CD	9.99	9.99	01-5890	Audio and video materials	9.99	<No Project>
<i>Totals:</i>							9.99	
14KL-HRPN-9XJK	01/08/2021	Books	126.20	80.30	01-5840	Print materials	80.30	<No Project>
<i>Totals:</i>							80.30	
1WVL-PP9H-PVPH	01/12/2021	CHILDRENS PROGR	139.28	139.28	01-5240	Children's Programming	139.28	<No Project>
<i>Totals:</i>							139.28	
11D9-3X1M-XQMV	01/26/2021	Books	103.78	103.78	01-5840	Print materials	103.78	<No Project>
<i>Totals:</i>							103.78	
1VLW-GCMJ-1L9L	01/26/2021	Books & Audiobook	144.48	144.48	01-5840	Print materials	125.26	<No Project>
1VLW-GCMJ-1L9L	01/26/2021	Books & Audiobook	144.48	144.48	01-5890	Audio and video materials	19.22	<No Project>
<i>Totals:</i>							144.48	

Oak Park Public Library Cash Disbursement Journals February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
1H4K-63KY-76RN	02/01/2021	Books	28.01	28.01	01-5840	Print materials	28.01	<No Project>
<i>Totals:</i>							28.01	
196R-YJK7-JLHW	02/02/2021	Supplies	63.90	63.90	01-5742	Supplies	63.90	<No Project>
<i>Totals:</i>							63.90	
1WMV-WVCW-D4DV	02/02/2021	Books	38.43	38.43	01-5840	Print materials	38.43	<No Project>
<i>Totals:</i>							38.43	
AMAZON CAPITAL SERVICE	Computer Check	02/17/2021	02/17/2021	154.26	01-1053	Byline Bank Checking x3401	0.00	154.26
	56598		Posted		01-2060	Accounts Payable	154.26	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1D1V-DCFK-1FYM	02/09/2021	Books	46.94	46.94	01-5840	Print materials	46.94	<No Project>
<i>Totals:</i>							46.94	
1WWT-GRTF-D7KD	02/10/2021	Book	35.50	35.50	01-5840	Print materials	35.50	<No Project>
<i>Totals:</i>							35.50	
11DN-MV4V-4K31	02/10/2021	Supplies	71.82	71.82	01-5742	Supplies	71.82	<No Project>
<i>Totals:</i>							71.82	
AMAZON CAPITAL SERVICE	Computer Check	02/24/2021	02/24/2021	139.72	01-1053	Byline Bank Checking x3401	0.00	139.72
	56622		Posted		01-2060	Accounts Payable	139.72	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1D1V-DCFK-3MGJ	02/09/2021	Book & DVD	33.36	33.36	01-5840	Print materials	22.19	<No Project>
1D1V-DCFK-3MGJ	02/09/2021	Book & DVD	33.36	33.36	01-5890	Audio and video materials	11.17	<No Project>
<i>Totals:</i>							33.36	
1GNP-196Q-MJH1	02/16/2021	CHILDREN'S PROGR	106.36	106.36	01-5240	Children's Programming	106.36	<No Project>
<i>Totals:</i>							106.36	
ANCEL, GLINK, DIAMOND, I	Computer Check	02/10/2021	02/10/2021	51.25	01-1053	Byline Bank Checking x3401	0.00	51.25

Oak Park Public Library
Cash Disbursement Journals
February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
	56583		Posted		01-2060	Accounts Payable	51.25	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
80447	02/09/2021	LEGAL FEES, JANUA	51.25	51.25	01-5291	Legal Fees	51.25	<No Project>
<i>Totals:</i>							51.25	
BAYSCAN TECHNOLOGIES	Computer Check 56547	02/03/2021	02/03/2021 Posted	344.48	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 344.48	344.48 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
66615	01/22/2021	Receipt Paper	344.48	344.48	01-5742	Supplies	344.48	<No Project>
<i>Totals:</i>							344.48	
BAYSCAN TECHNOLOGIES	Computer Check 56599	02/17/2021	02/17/2021 Posted	696.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 696.00	696.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
66788	02/11/2021	Receipt Paper	696.00	696.00	01-5742	Supplies	696.00	<No Project>
<i>Totals:</i>							696.00	
BILLY L. BROOKS	Computer Check 56608	02/22/2021	02/22/2021 Posted	500.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 500.00	500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021002	02/22/2021	TEEN PROGRAM/LIV	500.00	500.00	01-5244	Young Adult Programming	500.00	<No Project>
<i>Totals:</i>							500.00	
ZAIRE BROOKS	Computer Check 56600	02/17/2021	02/17/2021 Posted	100.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 100.00	100.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021031	02/17/2021	CHILDREN'S PROGR	100.00	100.00	01-5240	Children's Programming	100.00	<No Project>
<i>Totals:</i>							100.00	
CHICAGO TRIBUNE COMPA	Computer Check 56590	02/17/2021	02/17/2021 Posted	154.80	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 154.80	154.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1734189	02/03/2021	Oak Leaves	154.80	154.80	01-5840	Print materials	154.80	<No Project>

Oak Park Public Library Cash Disbursement Journals February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							154.80	
CINTAS	Computer Check 56609	02/22/2021	02/22/2021 Posted	600.31	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 600.31	600.31 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5051013630	02/04/2021	SUPPLIES/FIRST AID	61.22	61.22	01-5742	Supplies	61.22	<No Project>
<i>Totals:</i>							61.22	
5051666820	02/10/2021	SUPPLIES/FIRST AID	539.09	539.09	01-5742	Supplies	539.09	<No Project>
<i>Totals:</i>							539.09	
KALEIGH CLARKE	Computer Check 56620	02/24/2021	02/24/2021 Posted	200.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 200.00	200.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-152	02/23/2021	Teen Investigator ro	200.00	200.00	01-5452	Grant Expenses	200.00	NORTHWESTERN
<i>Totals:</i>							200.00	
CORVUS OF CHICAGO	Computer Check 56566	02/04/2021	02/04/2021 Posted	14,550.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 14,550.00	14,550.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
102225034-69	02/01/2021	CUSTODIAL SERVICI	14,550.00	14,550.00	01-5686	Custodial Services	14,550.00	<No Project>
<i>Totals:</i>							14,550.00	
DELTA DENTAL OF ILLINOIS	Computer Check 56573	02/08/2021	02/08/2021 Posted	3,384.79	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 3,384.79	3,384.79 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1419120	02/08/2021	Employee dental ins	3,241.08	3,241.08	01-5100	Employee Medical Insurance	3,241.08	<No Project>
<i>Totals:</i>							3,241.08	
1419121	02/08/2021	Employee dental ins	143.71	143.71	01-5100	Employee Medical Insurance	143.71	<No Project>
<i>Totals:</i>							143.71	
RACHEL DENNIS	Computer Check	02/10/2021	02/10/2021	150.00	01-1053	Byline Bank Checking x3401	0.00	150.00

Oak Park Public Library
Cash Disbursement Journals
February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
	56584		Posted		01-2060	Accounts Payable	150.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021025	02/08/2021	CHILDREN'S PROGR	150.00	150.00	01-5240	Children's Programming	150.00	<No Project>
<i>Totals:</i>							150.00	
DRESSEL'S ACE HARDWARE	Computer Check	02/04/2021	02/04/2021	20.25	01-1053	Byline Bank Checking x3401	0.00	20.25
	56567		Posted		01-2060	Accounts Payable	20.25	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
167441	01/29/2021	BUILDING MATERIA	20.25	20.25	01-5682	Building Materials & Supplie	20.25	<No Project>
<i>Totals:</i>							20.25	
FINDAWAY WORLD LLC	Computer Check	02/17/2021	02/17/2021	89.98	01-1053	Byline Bank Checking x3401	0.00	89.98
	56591		Posted		01-2060	Accounts Payable	89.98	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
335602	12/02/2020	Wonderbooks	89.98	89.98	01-5840	Print materials	89.98	<No Project>
<i>Totals:</i>							89.98	
DAVID FISCH	Computer Check	02/10/2021	02/10/2021	150.00	01-1053	Byline Bank Checking x3401	0.00	150.00
	56585		Posted		01-2060	Accounts Payable	150.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021026	02/08/2021	CHILDREN'S PROGR	150.00	150.00	01-5240	Children's Programming	150.00	<No Project>
<i>Totals:</i>							150.00	
GALE/CENGAGE LEARNING	Computer Check	02/17/2021	02/17/2021	2,322.38	01-1053	Byline Bank Checking x3401	0.00	2,322.38
	56592		Posted		01-2060	Accounts Payable	2,322.38	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
73726130	02/11/2021	Gale in Context: Bio	2,322.38	2,322.38	01-5891	Digital content	2,322.38	<No Project>
<i>Totals:</i>							2,322.38	
SANDIE GONZALEZ	Computer Check	02/17/2021	02/17/2021	80.00	01-1053	Byline Bank Checking x3401	0.00	80.00
	56593		Posted		01-2060	Accounts Payable	80.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021029	02/08/2021	CHILDREN'S PROGR	80.00	80.00	01-5240	Children's Programming	80.00	<No Project>

Oak Park Public Library
Cash Disbursement Journals
February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							80.00	
CLARENCE GOODMAN	Computer Check 56548	02/03/2021	02/03/2021 Posted	250.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 250.00	250.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
OPPL2-1-21	02/01/2021	ADULT PROGRAM/\	250.00	250.00	01-5247	Adult Programming	250.00	<No Project>
<i>Totals:</i>							250.00	
BETSY GRIMM	Computer Check 56574	02/08/2021	02/08/2021 Posted	30.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 30.00	30.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021024	02/08/2021	ADULT PROGRAM/\	30.00	30.00	01-5247	Adult Programming	30.00	<No Project>
<i>Totals:</i>							30.00	
KAREN MORRIS HERKES	Computer Check 56610	02/22/2021	02/22/2021 Posted	25.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 25.00	25.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021039	02/15/2021	ADULT SERVICES/N	25.00	25.00	01-5247	Adult Programming	25.00	<No Project>
<i>Totals:</i>							25.00	
INFOBASE LEARNING	Computer Check 56594	02/17/2021	02/17/2021 Posted	1,102.80	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 1,102.80	1,102.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV412228	02/08/2021	American Indian His	1,102.80	1,102.80	01-5891	Digital content	1,102.80	<No Project>
<i>Totals:</i>							1,102.80	
KANOPY LLC	Computer Check 56554	02/03/2021	02/03/2021 Posted	3,590.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 3,590.00	3,590.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
233561-PPU	01/31/2021	Kanopy plays	3,590.00	3,590.00	01-5891	Digital content	3,590.00	<No Project>
<i>Totals:</i>							3,590.00	
JALEN KOBAYASHI	Computer Check	02/17/2021	02/17/2021	100.00	01-1053	Byline Bank Checking x3401	0.00	100.00

Oak Park Public Library Cash Disbursement Journals February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
	56601		Posted		01-2060	Accounts Payable	100.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021032	02/17/2021	CHILDREN'S PROGR	100.00	100.00	01-5240	Children's Programming	100.00	<No Project>
<i>Totals:</i>							100.00	
KONICA MINOLTA PREMIER	Computer Check	02/10/2021	02/10/2021	4,301.33	01-1053	Byline Bank Checking x3401	0.00	4,301.33
	56586		Posted		01-2060	Accounts Payable	4,301.33	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
434064325	01/20/2021	Contact 500-062826	4,301.33	4,301.33	01-5620	Office & Library Machinery S	4,301.33	<No Project>
<i>Totals:</i>							4,301.33	
LAW BULLETIN PUBLISHING	Computer Check	02/22/2021	02/22/2021	112.15	01-1053	Byline Bank Checking x3401	0.00	112.15
	56611		Posted		01-2060	Accounts Payable	112.15	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2192089	01/22/2021	Reference Book	112.15	112.15	01-5840	Print materials	112.15	<No Project>
<i>Totals:</i>							112.15	
LIVING JUSTICE PRESS	Computer Check	02/03/2021	02/03/2021	1,236.09	01-1053	Byline Bank Checking x3401	0.00	1,236.09
	56555		Posted		01-2060	Accounts Payable	1,236.09	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
020121OakPark	02/01/2021	Staff Books	1,236.09	1,236.09	01-5840	Print materials	1,236.09	<No Project>
<i>Totals:</i>							1,236.09	
LYRASIS	Computer Check	02/17/2021	02/17/2021	4,200.00	01-1053	Byline Bank Checking x3401	0.00	4,200.00
	56595		Posted		01-2060	Accounts Payable	4,200.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0777855-IN	02/01/2021	LYRASIS Technology	4,200.00	4,200.00	01-5936	Subscriptions and services	4,200.00	<No Project>
<i>Totals:</i>							4,200.00	
MANUFACTURERS' NEWS, I	Computer Check	02/22/2021	02/22/2021	209.70	01-1053	Byline Bank Checking x3401	0.00	209.70
	56612		Posted		01-2060	Accounts Payable	209.70	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
004993-00	02/10/2021	Reference Book	209.70	209.70	01-5840	Print materials	209.70	<No Project>

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							209.70	
MAYA MARSHALL	Computer Check 56619	02/24/2021	02/24/2021 Posted	200.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 200.00	200.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2021-99-001	02/21/2021	Adult Programming	200.00	200.00	01-5247	Adult Programming	200.00	<No Project>
<i>Totals:</i>							200.00	
MCADAM LANDSCAPING, II	Computer Check 56568	02/04/2021	02/04/2021 Posted	2,054.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 2,054.00	2,054.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
75582	01/07/2021	LANDSCAPING & SI	514.00	514.00	01-5681	Landscaping and snow remc	514.00	<No Project>
<i>Totals:</i>							514.00	
75647	01/08/2021	LANDSCAPING & SI	770.00	770.00	01-5681	Landscaping and snow remc	770.00	<No Project>
<i>Totals:</i>							770.00	
75801	01/21/2021	LANDSCAPING & SI	770.00	770.00	01-5681	Landscaping and snow remc	770.00	<No Project>
<i>Totals:</i>							770.00	
MIDWEST TAPE	Computer Check 56549	02/03/2021	02/03/2021 Posted	1,386.99	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 1,386.99	1,386.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
99944493	01/26/2021	DVD	35.29	35.29	01-5890	Audio and video materials	35.29	<No Project>
<i>Totals:</i>							35.29	
99944494	01/26/2021	Audiobook	53.94	53.94	01-5890	Audio and video materials	53.94	<No Project>
<i>Totals:</i>							53.94	
99940216	01/26/2021	Music CDs	58.26	58.26	01-5890	Audio and video materials	58.26	<No Project>
<i>Totals:</i>							58.26	
99944491	01/26/2021	Audiobook	58.84	58.84	01-5890	Audio and video materials	58.84	<No Project>

Oak Park Public Library Cash Disbursement Journals February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							58.84	
99940219	01/26/2021	Audiobooks	87.88	87.88	01-5890	Audio and video materials	87.88	<No Project>
<i>Totals:</i>							87.88	
99944492	01/26/2021	DVDs	183.91	183.91	01-5890	Audio and video materials	183.91	<No Project>
<i>Totals:</i>							183.91	
99940218	01/26/2021	DVDs	218.34	218.34	01-5890	Audio and video materials	218.34	<No Project>
<i>Totals:</i>							218.34	
99940217	01/26/2021	DVDs	673.29	673.29	01-5890	Audio and video materials	673.29	<No Project>
<i>Totals:</i>							673.29	
99944939	01/27/2021	Music CD	17.24	17.24	01-5890	Audio and video materials	17.24	<No Project>
<i>Totals:</i>							17.24	
MIDWEST TAPE	Computer Check 56562	02/04/2021	02/04/2021 Posted	19,151.75	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 19,151.75	19,151.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
99966881	02/01/2021	Hoopla	19,151.75	19,151.75	01-5891	Digital content	19,151.75	<No Project>
<i>Totals:</i>							19,151.75	
MIDWEST TAPE	Computer Check 56587	02/10/2021	02/10/2021 Posted	2,353.61	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 2,353.61	2,353.61 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
99945254	01/26/2021	Music CD	26.24	26.24	01-5890	Audio and video materials	26.24	<No Project>
<i>Totals:</i>							26.24	
99973302	02/03/2021	DVD	23.24	23.24	01-5890	Audio and video materials	23.24	<No Project>
<i>Totals:</i>							23.24	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
99984239	02/05/2021	Audiobooks	126.82	126.82	01-5890	Audio and video materials	126.82	<No Project>
<i>Totals:</i>							126.82	
99984236	02/05/2021	Music CDs	267.62	267.62	01-5890	Audio and video materials	267.62	<No Project>
<i>Totals:</i>							267.62	
99985021	02/05/2021	DVDs	43.17	43.17	01-5890	Audio and video materials	43.17	<No Project>
<i>Totals:</i>							43.17	
99985020	02/05/2021	DVDs	209.07	209.07	01-5890	Audio and video materials	209.07	<No Project>
<i>Totals:</i>							209.07	
99984238	02/05/2021	DVDs	1,657.45	1,657.45	01-5890	Audio and video materials	1,657.45	<No Project>
<i>Totals:</i>							1,657.45	
MIDWEST TAPE	Computer Check 56602	02/17/2021	02/17/2021 Posted	1,351.74	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 1,351.74	1,351.74 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
500010839	02/10/2021	DVD	22.49	22.49	01-5890	Audio and video materials	22.49	<No Project>
<i>Totals:</i>							22.49	
500022911	02/11/2021	DVDs	99.06	99.06	01-5890	Audio and video materials	99.06	<No Project>
<i>Totals:</i>							99.06	
500022678	02/11/2021	Music CDs	195.71	195.71	01-5890	Audio and video materials	195.71	<No Project>
<i>Totals:</i>							195.71	
500022910	02/11/2021	DVDs	1,034.48	1,034.48	01-5890	Audio and video materials	1,034.48	<No Project>
<i>Totals:</i>							1,034.48	
LINDA IVEY MILLER	Computer Check 56613	02/22/2021	02/22/2021 Posted	84.64	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 84.64	84.64 0.00

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021036	02/20/2021	CHILDREN'S PROGR	84.64	84.64	01-5240	Children's Programming	84.64	<No Project>
<i>Totals:</i>							84.64	
ANTHONY MURDOCK II	Computer Check 56603	02/17/2021	02/17/2021 Posted	100.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 100.00	100.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021033	02/17/2021	CHILDREN'S PROGR	100.00	100.00	01-5240	Children's Programming	100.00	<No Project>
<i>Totals:</i>							100.00	
NICOR GAS	Computer Check 56556	02/03/2021	02/03/2021 Posted	319.73	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 319.73	319.73 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
Nov 2020	12/07/2020	MAZE NATURAL GA	319.73	319.73	01-5690	Natural Gas	319.73	<No Project>
<i>Totals:</i>							319.73	
NICOR GAS	Computer Check 56575	02/08/2021	02/08/2021 Posted	322.41	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 322.41	322.41 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-102	02/03/2021	MAZE NATURAL GA	322.41	322.41	01-5690	Natural Gas	322.41	<No Project>
<i>Totals:</i>							322.41	
NICOR GAS	Computer Check 56596	02/17/2021	02/17/2021 Posted	4,480.72	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 4,480.72	4,480.72 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-122	01/06/2021	MAIN NATURAL GA	4,480.72	4,480.72	01-5690	Natural Gas	4,480.72	<No Project>
<i>Totals:</i>							4,480.72	
NICOR GAS	Computer Check 56614	02/22/2021	02/22/2021 Posted	4,185.95	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 4,185.95	4,185.95 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-143	02/05/2021	MAIN NATURAL GA	4,185.95	4,185.95	01-5690	Natural Gas	4,185.95	<No Project>
<i>Totals:</i>							4,185.95	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
OAK PARK TOWNSHIP YOU	Computer Check 56557	02/03/2021	02/03/2021 Posted	3,250.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 3,250.00	3,250.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
OCT-DEC 2020 (Q2)	01/20/2021	OAK PARK YOUTH I	3,250.00	3,250.00	01-5281	Intergovernmental Agreeeme	3,250.00	<No Project>
<i>Totals:</i>							3,250.00	
ORKIN	Computer Check 56569	02/04/2021	02/04/2021 Posted	224.31	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 224.31	224.31 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
203151553	10/26/2020	REPAIR & MAINTEN	74.77	74.77	01-5692	Repair & Maintenance Prop.	74.77	<No Project>
<i>Totals:</i>							74.77	
204442977	11/12/2020	REPAIR & MAINTEN	74.77	74.77	01-5692	Repair & Maintenance Prop.	74.77	<No Project>
<i>Totals:</i>							74.77	
205715583	12/16/2020	REPAIR & MAINTEN	74.77	74.77	01-5692	Repair & Maintenance Prop.	74.77	<No Project>
<i>Totals:</i>							74.77	
ORKIN	Computer Check 56606	02/18/2021	02/18/2021 Posted	158.40	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 158.40	158.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
205714835	12/16/2020	REPAIR & MAINTEN	79.20	79.20	01-5692	Repair & Maintenance Prop.	79.20	<No Project>
<i>Totals:</i>							79.20	
206910665	01/21/2021	REPAIR & MAINTEN	79.20	79.20	01-5692	Repair & Maintenance Prop.	79.20	<No Project>
<i>Totals:</i>							79.20	
OVERDRIVE, INC.	Computer Check 56550	02/03/2021	02/03/2021 Posted	6,000.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 6,000.00	6,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
H-0072877	01/01/2021	Annual fees	6,000.00	6,000.00	01-5891	Digital content	6,000.00	<No Project>
<i>Totals:</i>							6,000.00	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
OVERDRIVE, INC.	Computer Check 56558	02/03/2021	02/03/2021 Posted	1,643.89	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 1,643.89	1,643.89 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA21036469	01/31/2021	E-Content	1,643.89	1,643.89	01-5891	Digital content	1,643.89	<No Project>
<i>Totals:</i>							1,643.89	
OVERDRIVE, INC.	Computer Check 56563	02/04/2021	02/04/2021 Posted	13,388.46	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 13,388.46	13,388.46 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA21035275	01/31/2021	E-Content	13,388.46	13,388.46	01-5891	Digital content	13,388.46	<No Project>
<i>Totals:</i>							13,388.46	
PACIFIC TELEMANAGEMENT	Computer Check 56576	02/08/2021	02/08/2021 Posted	78.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 78.00	78.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2060621	01/21/2021	7084450358 Phone	78.00	78.00	01-5451	Telephone/Communications	78.00	<No Project>
<i>Totals:</i>							78.00	
PARK DISTRICT OF OAK PARK	Computer Check 56597	02/17/2021	02/17/2021 Posted	1,370.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 1,370.00	1,370.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20210006	02/15/2021	DOLE RENT - MARC	1,370.00	1,370.00	01-5691	Rentals--Equipment & Facili	1,370.00	<No Project>
<i>Totals:</i>							1,370.00	
MYLAYA PEARSON	Computer Check 56604	02/17/2021	02/17/2021 Posted	100.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 100.00	100.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021030	02/17/2021	CHILDREN'S PROGR	100.00	100.00	01-5240	Children's Programming	100.00	<No Project>
<i>Totals:</i>							100.00	
PLANTSCAPES CHICAGO INC	Computer Check 56551	02/03/2021	02/03/2021 Posted	290.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 290.00	290.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
19064	02/01/2021	MONTHLY PLANT REI	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							290.00	
BERONICA PUHR	Computer Check 56615	02/22/2021	02/22/2021 Posted	5.38	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 5.38	5.38 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021037	02/05/2021	HOME DELIVERY MI	5.38	5.38	01-5165	Mileage & Miscellaneous rei	5.38	<No Project>
<i>Totals:</i>							5.38	
RESERVE ACCOUNT (PITNE)	Computer Check 56616	02/22/2021	02/22/2021 Posted	1,500.00	01-1053 01-2060	Byline Bank Checking x3401 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
021040	02/22/2021	POSTAGE & DELIVEI	1,500.00	1,500.00	01-5380	Postage & Delivery	1,500.00	<No Project>
<i>Totals:</i>							1,500.00	
RGW CONSULTING	Computer Check 56577	02/08/2021	02/08/2021 Posted	2,200.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 2,200.00	2,200.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021027	02/08/2021	SPECIAL PROJECTS/	2,200.00	2,200.00	01-5951	Special Projects	2,200.00	ANTI-RACISM
<i>Totals:</i>							2,200.00	
JESSICA RICH	Computer Check 56564	02/04/2021	02/04/2021 Posted	1,500.00	01-1053 01-2060	Byline Bank Checking x3401 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
021022	02/04/2021	TUITION REIMBURS	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
<i>Totals:</i>							1,500.00	
ROBERT SPICER-RESTORATI	Computer Check 56552	02/03/2021	02/03/2021 Posted	5,100.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 5,100.00	5,100.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0000153	01/26/2021	STAFF DEV/2 PEACE	5,100.00	5,100.00	01-5163	Staff Development/Travel	5,100.00	<No Project>
<i>Totals:</i>							5,100.00	
ROBERTA KRAMER & ASSO	Computer Check	02/03/2021	02/03/2021	3,150.00	01-1053	Byline Bank Checking x3401	0.00	3,150.00

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Payee	Trans. Type	Trans. Date	Post Date	Amount	Account Number	Account Description	Debit Amount	Credit Amount
	Trans. No.		Post Status					
	56559		Posted		01-2060	Accounts Payable	3,150.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1255	12/13/2020	ART APPRAISAL	3,150.00	3,150.00	01-5951	Special Projects	3,150.00	<No Project>
<i>Totals:</i>							3,150.00	
SAIDAH ROTHLEUTNER	Computer Check	02/24/2021	02/24/2021	200.00	01-1053	Byline Bank Checking x3401	0.00	200.00
	56621		Posted		01-2060	Accounts Payable	200.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-153	02/23/2021	Teen Investigator pa	200.00	200.00	01-5452	Grant Expenses	200.00	NORTHWESTERN
<i>Totals:</i>							200.00	
SADA SYSTEMS	Computer Check	02/03/2021	02/03/2021	45.84	01-1053	Byline Bank Checking x3401	0.00	45.84
	56560		Posted		01-2060	Accounts Payable	45.84	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV125242	01/31/2021	Flex Google Voice -	45.84	45.84	01-5451	Telephone/Communications	45.84	<No Project>
<i>Totals:</i>							45.84	
SENSOURCE	Computer Check	02/04/2021	02/04/2021	1,000.00	01-1053	Byline Bank Checking x3401	0.00	1,000.00
	56570		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
47403	02/02/2021	Annual Data Hosting	1,000.00	1,000.00	01-5936	Subscriptions and services	1,000.00	<No Project>
<i>Totals:</i>							1,000.00	
ALEXANDRA SKINNER	Computer Check	02/22/2021	02/22/2021	148.00	01-1053	Byline Bank Checking x3401	0.00	148.00
	56617		Posted		01-2060	Accounts Payable	148.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021035	02/19/2021	ALA DUES	148.00	148.00	01-5162	Dues	148.00	<No Project>
<i>Totals:</i>							148.00	
MEGAN SPILLMAN	Computer Check	02/08/2021	02/08/2021	100.00	01-1053	Byline Bank Checking x3401	0.00	100.00
	56581		Posted		01-2060	Accounts Payable	100.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021028	02/06/2021	ADULT PROGRAM/E	100.00	100.00	01-5247	Adult Programming	100.00	<No Project>

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<i>Totals:</i>							100.00	
T-MOBILE	Computer Check 56578	02/08/2021	02/08/2021 Posted	309.52	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 309.52	309.52 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970663674	01/21/2021	Staff Hot-spot WiFi	309.52	309.52	01-5451	Telephone/Communications	309.52	<No Project>
<i>Totals:</i>							309.52	
T-MOBILE	Computer Check 56588	02/10/2021	02/10/2021 Posted	2,750.40	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 2,750.40	2,750.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-20210120	01/21/2021	Devices	2,750.40	2,750.40	01-5452	Grant Expenses	980.00	DIGITAL EQ
970035247-20210120	01/21/2021	Devices	2,750.40	2,750.40	01-5893	Devices	1,770.40	<No Project>
<i>Totals:</i>							2,750.40	
TECH LOGIC CORP.	Computer Check 56571	02/04/2021	02/04/2021 Posted	125.76	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 125.76	125.76 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15009193	10/19/2020	EQUIPMENT PARTS	125.76	125.76	01-5683	Equipment Parts	125.76	<No Project>
<i>Totals:</i>							125.76	
TELECURVE, LLC	Computer Check 56579	02/08/2021	02/08/2021 Posted	75.00	01-1053 01-2060	Byline Bank Checking x3401 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
2251	01/27/2021	CHILDRENS PROGR.	75.00	75.00	01-5240	Children's Programming	75.00	<No Project>
<i>Totals:</i>							75.00	
UNIQUE	Computer Check 56553	02/03/2021	02/03/2021 Posted	995.15	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 995.15	995.15 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
590995	02/01/2020	SUBSCRIPTIONS AN	510.15	510.15	01-5936	Subscriptions and services	510.15	<No Project>
<i>Totals:</i>							510.15	

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580218	05/04/2020	SUBSCRIPTIONS AN	390.00	390.00	01-5936	Subscriptions and services	390.00	<No Project>
<i>Totals:</i>							390.00	
580572	09/01/2020	SUBSCRIPTIONS AN	95.00	95.00	01-5936	Subscriptions and services	95.00	<No Project>
<i>Totals:</i>							95.00	
VILLAGE OF OAK PARK	Computer Check 56589	02/12/2021	02/12/2021 Posted	26,700.98	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 26,700.98	26,700.98 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021028	02/12/2021	PAYROLL; VOL DED;	26,700.98	26,700.98	01-5160	IMRF (Illinois Muncipal Retir	26,700.98	<No Project>
<i>Totals:</i>							26,700.98	
VILLAGE OF OAK PARK	Computer Check 56623	02/26/2021	02/26/2021 Posted	26,599.83	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 26,599.83	26,599.83 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021041	02/26/2021	PAYROLL; VOL DED;	26,599.83	26,599.83	01-5160	IMRF (Illinois Muncipal Retir	26,599.83	<No Project>
<i>Totals:</i>							26,599.83	
WAREHOUSE DIRECT	Computer Check 56561	02/03/2021	02/03/2021 Posted	1,684.70	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 1,684.70	1,684.70 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4875762-0	01/28/2021	Paper	1,684.70	1,684.70	01-5742	Supplies	1,684.70	<No Project>
<i>Totals:</i>							1,684.70	
WAREHOUSE DIRECT	Computer Check 56572	02/04/2021	02/04/2021 Posted	216.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 216.00	216.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4860254-0	01/08/2021	CLEANING AND HO	216.00	216.00	01-5684	Cleaning & Housekeeping S	216.00	<No Project>
<i>Totals:</i>							216.00	
DARCEL WASHINGTON	Computer Check 56565	02/04/2021	02/04/2021 Posted	54.40	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 54.40	54.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library Cash Disbursement Journals February 2021 - Byline Bank

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
021023	02/04/2021	TEEN SERVICES/SUF	54.40	54.40	01-5165	Mileage & Miscellaneous rei	31.92	<No Project>
021023	02/04/2021	TEEN SERVICES/SUF	54.40	54.40	01-5244	Young Adult Programming	22.48	<No Project>
<i>Totals:</i>							54.40	
GARY WENSTRUP	Computer Check 56605	02/17/2021	02/17/2021 Posted	210.00	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 210.00	210.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021034	12/18/2020	ADULT SERVICES/M	210.00	210.00	01-5247	Adult Programming	210.00	<No Project>
<i>Totals:</i>							210.00	
JONATHAN E. ZIMMER	Computer Check 56618	02/22/2021	02/22/2021 Posted	4.20	01-1053 01-2060	Byline Bank Checking x3401 Accounts Payable	0.00 4.20	4.20 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
021038	02/12/2021	HOME DELIVERY MI	4.20	4.20	01-5165	Mileage & Miscellaneous rei	4.20	<No Project>
<i>Totals:</i>							4.20	
Grand Totals:				177,464.36			177,464.36	177,464.36
A total of 76 payment(s) listed								

Oak Park Public Library
Cash Disbursement Journals
February 2021 - Byline Bank

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	177,464.36
01-2060	Accounts Payable	177,464.36	177,464.36
01-5100	Employee Medical Insurance	3,384.79	0.00
01-5160	IMRF (Illinois Municipal Retirement Fund)	53,300.81	0.00
01-5162	Dues	148.00	0.00
01-5163	Staff Development/Travel	5,100.00	0.00
01-5164	Tuition Reimbursement	1,500.00	0.00
01-5165	Mileage & Miscellaneous reimbursement	41.50	0.00
01-5240	Children's Programming	1,185.28	0.00
01-5244	Young Adult Programming	522.48	0.00
01-5247	Adult Programming	815.00	0.00
01-5281	Intergovernmental Agreements (IGA)	3,250.00	0.00
01-5291	Legal Fees	51.25	0.00
01-5292	Cataloging/Bib Search Fees	690.00	0.00
01-5380	Postage & Delivery	1,500.00	0.00
01-5451	Telephone/Communications	433.36	0.00
01-5452	Grant Expenses	1,380.00	0.00
01-5620	Office & Library Machinery Service	4,301.33	0.00
01-5681	Landscaping and snow removal services	2,054.00	0.00
01-5682	Building Materials & Supplies	20.25	0.00
01-5683	Equipment Parts	125.76	0.00
01-5684	Cleaning & Housekeeping Supplies	216.00	0.00
01-5686	Custodial Services	14,550.00	0.00
01-5690	Natural Gas	9,308.81	0.00
01-5691	Rentals--Equipment & Facilities	1,370.00	0.00
01-5692	Repair & Maintenance Prop. & Equip.	672.71	0.00
01-5742	Supplies	3,461.21	0.00
01-5840	Print materials	2,434.27	0.00
01-5890	Audio and video materials	5,132.72	0.00
01-5891	Digital content	47,199.28	0.00
01-5893	Devices	1,770.40	0.00
01-5936	Subscriptions and services	6,195.15	0.00
01-5951	Special Projects	5,350.00	0.00

Oak Park Public Library Byline Bank (Main) X 3401: Cash Management Disbursement Report As of February 2021

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management	Deposit	2/28/2021	CIRCULATION CREDITS,	\$ -	\$ -
Cash Management	Deposit	2/28/2021	RENTALS, LIBRARY SPACES	\$ -	
Cash Management	Deposit	2/28/2021	PARKING CREDITS	\$ -	
Cash Management	Deposit	2/28/2021	NAYAX (PRINT, COPY, SCANNING FEES)	\$ -	
Cash Management	Deposit	2/28/2021	DAILY DEPOSITS	\$ -	
Cash Management	Deposit	2/28/2021	INTEREST ON ACCOUNT	\$ 8.11	
				\$ 8.11	\$ -
Cash Management	Transfer in	2/28/2021	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management	Transfer in	2/28/2021	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management	Transfer in	2/28/2021	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management	Transfer in	2/28/2021	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
				\$ 1,000,000.00	\$ -
Cash Management	Payment	2/28/2021	A(FLEX ACCTS),	\$ -	\$ (2,323.05)
Cash Management	Payment	2/28/2021	ADMIN FEES, DISCOVERY BENEFITS,	\$ -	\$ (153.00)
Cash Management	Payment	2/28/2021	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	\$ (93,511.95)
				\$ -	\$ (95,988.00)
Cash Management	Payment	2/28/2021	AMERCAN EXPRESS	\$ -	\$ (9,069.47)
Cash Management	Payment	2/28/2021	REGIONS BANK - BLACKBAUD VISA PURCHASE CARDS		\$ (24.29)
Cash Management	Payment	2/28/2021	MERCHANT ACCT & BANK FEES	\$ -	\$ (168.75)
				\$ -	\$ (9,262.51)
Cash Management	Payment	2/28/2021	TRANSFER OUT ART FUND GALLERY SALES	\$ -	-
Cash Management	Payment	2/28/2021	ESCHEATMENT TO STATE OF ILLINOIS; UNCLAIMED PROPERTY	\$ -	-
Cash Management	Payment	2/28/2021	PAYROLL; PAYDATE 02/15/2021	\$ -	\$ (212,585.18)
Cash Management	Payment	2/28/2021	PAYROLL; PAYDATE 02/26/2021	\$ -	\$ (209,330.02)
Cash Management	Payment	2/28/2021	PAYROLL; ICMA PAYROLL DEDUCTION DEBITS		\$ (6,928.09)
				\$ -	\$ (428,843.29)

Summary by Transaction Type

(+)		Deposits by Transaction Type:	
Cash Receipts:	\$	8.11	
Transfers In/Out	\$	1,000,000.00	
Total Deposits:	\$	1,000,008.11	
(-)		Payments by Transaction Type:	
Benefits:	\$	(95,988.00)	
American Express & bank fees:	\$	(9,262.51)	
Payroll:	\$	(428,843.29)	
Total Payments:	\$	(534,093.80)	
Accounts Payable		(177,464.36)	
Total Summary of Disbursements:		\$	(711,558.16)
Total Change In Register Balance:	\$	288,449.95	

Byline Bank Checking x 3401 (GL# 01-1053)

Balance on 02/28/2021 228,879.80

Byline Bank Gold Leaf MM (Sweep) x 3415 (GL# 01-1055)

Balance on 02/28/2021 25,000.00

Byline Bank MMA 0001 (Insured Cash) x 3416 (GL# 01-1058)

Balance on 02/28/2021 1,100,745.75

US Bank Money Market Savings x 9386 (GL# 01-1054)

Balance on 02/28/2021 202,448.66

Forest Park Natl Bank Money Market Savings x 9900 (GL# 01-1057)

Balance on 02/28/2021 523,257.12

Illinois Funds Investment Account x 1385 (GL# 01-1452)

Balance on 02/28/2021 4,213,535.09

CASH AVAILABLE

6,293,866.42

PMA Financial Services CDs

0.00

CASH AND INVESTMENTS 07/31/2020

6,293,866.42

Operating cash available*

6,293,866.42

Art Fund Account x 4254 (GL# 50-1454)

21,799.19

**OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT**

**OPPL
03/23/21**

**FOR THE MONTH OF
FEBRUARY 2021**

Byline Bank Checking Account

Balance Per Bank, 02/28/2021	300,965.79
Outstanding disbursements	(\$72,085.99)
Adjusted Balance Per Bank on 02/28/2021	<u>228,879.80</u>
Balance Per Book, 02/01/2021	(59,570.15)
Cash deposits (revenue, operating)	8.11
Transfers from new MMA account, (cover accts payable; & misc credits)	1,000,000.00
Transfer out to art fund investment (gallery sales)	0.00
Cash disbursements (accts payable, oper)	(177,464.36)
Cash disbursements (accts payable, art fund)	0.00
Cash disbursements (payroll debits)	(421,915.20)
Cash disbursements (icma payroll deductions debits)	(6,928.09)
Cash disbursements (wages; flex spending accts)	(2,323.05)
Cash disbursements (IPBC employee insurance; 90% ER/10% EE)	(93,511.95)
Cash disbursements (Discovery Benefits (flex accts) Admin fee	(153.00)
Cash disbursements (Amex payment via ACH)	(9,069.47)
Cash disbursements (Blackbaud Purchase Card/Regions Bank)	(24.29)
Cash disbursements (merchant acct fees & bank fees)	(168.75)
Balance Per Book on 02/28/2021	<u>228,879.80</u>

*Interest rate on BYLINE checking is .05%

Variance = 0.00

Balance Per GL= 228,879.80
GL Variance= 0.00

FOR THE MONTH OF
FEBRUARY 2021Byline Bank Money Market and MMA AccountsGold Leaf Money Market (Sweep x 3415 GL# 01-1055)

Balance Per Bank, 02/28/2021	25,000.00
Outstanding disbursements	0.00

Adjusted Balance Per Bank on 02/28/2021	25,000.00
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Balance Per Book, 02/01/2021	25,000.00
Deposits (PPRT from Village of Oak Park)	0.00
Deposit (trans from Illinois Funds)	1,000,000.00
Deposits (transfer from art fund; art fund accts payable)	0.00
Deposits (transfer from checking, gallery sales)	0.00
Disbursement (sweep to mma)	(1,000,000.00)
Deposits (Sweep transfers from MMA)	1,000,000.00
Disbursements (transfer to art fund; gallery sales)	0.00
Disbursement (transfer to checking, accts payable)	(1,000,000.00)

Balance Per Book on 02/28/2021	25,000.00
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MMA 0001 ICS (Insured Cash x 3416, GL# 01-1058)

Balance Per Bank, 02/28/2021	1,100,745.75
Outstanding receipts (Sweep Acct)	0.00
Outstanding disbursements	0.00

Adjusted Balance Per Bank on 02/28/2021	1,100,745.75
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Balance Per Book, 02/01/2021	1,100,685.34
Sweep from Money Market (PPRT taxes)	0.00
Deposits (Auto Transfers from Goldleaf Sweep Acct)	1,000,000.00
Deposits (interest on acct)	60.41
Transfers to cover accts payable and payroll	(1,000,000.00)

Balance Per Book on 02/28/2021	1,100,745.75
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*Interest on MMA account is 0.04%	0.00
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Variance	0.00
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OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT
FEBRUARY 2021

OPPL
03/23/21

US Bank Accounts

Money Market Savings (x 9386 GL# 01-1054)

Balance Per Bank, 02/28/2021	202,448.66
Outstanding disbursements	0.00

Adjusted Balance Per Bank on 02/28/2021	<u>202,448.66</u>
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Balance Per Book, 02/01/2021	202,447.11
Interest on acct	1.55

Balance Per Book on 02/28/2021	<u>202,448.66</u>
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Annual Percentage Yield	
Earned (money market only)	0.00997%

OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORTOPPL
03/23/21FOR THE MONTH OF
FEBRUARY 2021Forest Park National Bank & Trust Money Market AccountPublic Funds Money Market (x 9900, GL# 01-1057)

Balance Per Bank, 02/28/2021	523,257.12
Outstanding disbursements	0.00

Adjusted Balance Per Bank on 02/28/2021	<u>523,257.12</u>
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Balance Per Book, 02/01/2021	523,096.60
Interest on acct	160.52

Balance Per Book on 02/28/2021	<u>523,257.12</u>
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Interest rate on money market is .40% as of 12/08/2020

**OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT**

**OPPL
03/23/21**

**FOR THE MONTH OF
FEBRUARY 2021**

Illinois Funds Investment Account (x 1385, GL# 01-1452)

Balance Per Bank, 02/28/2021	4,213,535.09
Outstanding disbursements	0.00

Adjusted Balance Per Bank on 02/28/2021	<u>4,213,535.09</u>
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Balance Per Book, 02/01/2021	4,346,544.14
Deposits, (property taxes)	866,748.28
Deposits (Interest on account)	242.67
Disbursements (transfer to Byline Bank for operations)	(1,000,000.00)

Balance Per Book on 02/28/2021	<u>4,213,535.09</u>
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*Interest on Illinois Funds Money Market accounts was 0.066% AT 2/28/2021
Average daily yield .077%

**OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT**

**OPPL
03/23/21**

**FOR THE MONTH OF
FEBRUARY 2021**

Illinois Funds Art Fund Account

Balance Per Bank, 02/28/2021	21,799.19
No adjustments	0.00
Adjusted Balance Per Bank on 02/28/2021	<u>21,799.19</u>
Balance Per Book, 02/01/2021	21,797.89
Cash receipts (gallery sales commission)	0.00
Cash receipts (interest on Art Fund investment acct)	1.30
Cash disbursements (transfers to cover accts payable)	0.00
Balance Per Book on 02/28/2021	<u>21,799.19</u>

*Interest on Illinois Funds Money Market accounts was 0.066% AT 2/28/2021
Average daily yield .077%

Oak Park Public Library
Statement of Income & Expense
 Operating Fund - February 2021

	Feb. 2021	YTD 2021 Projects/Grant:	YTD 2021 Operating	YTD 2021 Totals	16.66% of Year	
					Budget 2021	% Budget
REVENUE						
Property Taxes, for operating	866,748.28	0.00	882,636.41	882,636.41	9,456,664.00	9.33 %
Corp. Property Replacement Tax	0.00	0.00	4,756.58	4,756.58	100,000.00	4.76 %
Vending/Enterprise Income	0.00	0.00	0.00	0.00	1,600.00	0.00 %
Parking lot revenue	0.00	0.00	0.00	0.00	0.00	0.00 %
Photocopier & Printer Fees	0.00	0.00	0.00	0.00	5,000.00	0.00 %
Interest	473.26	0.00	1,082.59	1,082.59	10,000.00	10.83 %
Gifts	0.00	0.00	0.00	0.00	0.00	0.00 %
Gifts From FOPPL	0.00	0.00	0.00	0.00	0.00	0.00 %
Illinois Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00 %
Grants	0.00	0.00	0.00	0.00	0.00	0.00 %
Community Fund Endowments	0.00	0.00	0.00	0.00	20,000.00	0.00 %
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00 %
Pass Through Revenue	0.00	0.00	0.00	0.00	0.00	0.00 %
TOTAL REVENUE	867,221.54	0.00	888,475.58	888,475.58	9,593,264.00	9.26 %
EXPENSES - Operating						
HUMAN CAPITAL						
Compensation						
Wages & Salaries	426,688.04	0.00	855,572.20	855,572.20	5,475,000.00	15.63 %
Employee Medical Insurance	82,776.83	0.00	169,667.84	169,667.84	1,017,000.00	16.68 %
IMRF (Illinois Municipal Retirement F	33,692.26	0.00	67,442.37	67,442.37	427,000.00	15.79 %
FICA/MEDICARE	31,372.01	0.00	62,925.65	62,925.65	403,000.00	15.61 %
Workers Compensation Insurance	0.00	0.00	0.00	0.00	26,000.00	0.00 %
Unemployment Compensation Ins.	2,969.67	0.00	6,166.28	6,166.28	15,000.00	41.11 %
Total Compensation	577,498.81	0.00	1,161,774.34	1,161,774.34	7,363,000.00	15.78 %
Talent Development						
Dues	1,457.00	0.00	2,507.00	2,507.00	20,000.00	12.54 %
Staff Development/Travel	568.26	493.06	5,274.20	5,767.26	92,000.00	6.27 %
Tuition Reimbursement	1,500.00	0.00	10,938.00	10,938.00	33,000.00	33.15 %
Recruitment	0.00	0.00	0.00	0.00	7,500.00	0.00 %
Board Development	0.00	0.00	0.00	0.00	2,000.00	0.00 %
Total Talent Development	3,525.26	493.06	18,719.20	19,212.26	154,500.00	12.44 %
TOTAL HUMAN CAPITAL	581,024.07	493.06	1,180,493.54	1,180,986.60	7,517,500.00	15.71 %
SUPPORT SERVICES						
Marketing						
Promotions	0.00	0.00	1,200.00	1,200.00	24,000.00	5.00 %
Publications	29.00	0.00	58.00	58.00	25,500.00	0.23 %
Total Marketing Support	29.00	0.00	1,258.00	1,258.00	49,500.00	2.54 %

Oak Park Public Library
Statement of Income & Expense
 Operating Fund - February 2021

					16.66% of Year	
	Feb. 2021	YTD 2021 Projects/Grant:	YTD 2021 Operating	YTD 2021 Totals	Budget 2021	% Budget
Collections						
ILL Payments	15.25	0.00	15.25	15.25	3,500.00	0.44 %
Cataloging/Bib Search Fees	0.00	0.00	0.00	0.00	2,000.00	0.00 %
Total Collections Support	15.25	0.00	15.25	15.25	5,500.00	0.28 %
Administration						
Payroll Processing Fees	1,818.08	0.00	5,273.46	5,273.46	26,000.00	20.28 %
Mileage & Miscellaneous reimbursed	2,256.50	0.00	4,456.50	4,456.50	23,000.00	19.38 %
Hospitality	0.00	0.00	0.00	0.00	1,000.00	0.00 %
Audit Fees	0.00	0.00	0.00	0.00	10,000.00	0.00 %
Unclaimed Property Escheatment to	0.00	0.00	0.00	0.00	500.00	0.00 %
Merchant Account Services	168.75	0.00	571.40	571.40	5,610.00	10.19 %
Collection Fees	0.00	0.00	0.00	0.00	4,080.00	0.00 %
Intergovernmental Agreements (IGA)	0.00	0.00	3,250.00	3,250.00	15,000.00	21.67 %
Legal Fees	51.25	0.00	51.25	51.25	12,240.00	0.42 %
Postage & Delivery	1,500.00	0.00	1,552.45	1,552.45	11,220.00	13.84 %
Insurance	0.00	0.00	80,808.00	80,808.00	108,800.00	74.27 %
Contingency	0.00	0.00	0.00	0.00	15,000.00	0.00 %
Grant Expenses	1,380.00	2,360.00	0.00	2,360.00	0.00	0.00 %
Pass Through Expenses	0.00	0.00	0.00	0.00	0.00	0.00 %
Supplies	4,386.01	725.32	7,124.92	7,850.24	98,000.00	8.01 %
Total Administration Support	11,560.59	3,085.32	103,087.98	106,173.30	330,450.00	32.13 %
Other Support Services						
Telephone/Communications	2,245.51	0.00	5,276.75	5,276.75	82,000.00	6.44 %
Office & Library Machinery Service	0.00	0.00	4,301.33	4,301.33	20,000.00	21.51 %
Total Other Support Services	2,245.51	0.00	9,578.08	9,578.08	102,000.00	9.39 %
TOTAL SUPPORT SERVICES	13,850.35	3,085.32	113,939.31	117,024.63	487,450.00	24.01 %
LIBRARY MATERIALS						
Print materials	26,168.67	0.00	26,590.16	26,590.16	360,000.00	7.39 %
Audio and video materials	4,911.76	0.00	6,378.49	6,378.49	109,000.00	5.85 %
Digital content	40,503.07	0.00	90,050.42	90,050.42	570,000.00	15.80 %
Devices	1,835.20	0.00	3,605.60	3,605.60	30,000.00	12.02 %
Realia and other formats	246.94	0.00	246.94	246.94	10,000.00	2.47 %
Archival collection	0.00	0.00	0.00	0.00	6,000.00	0.00 %
TOTAL LIBRARY MATERIALS	73,665.64	0.00	126,871.61	126,871.61	1,085,000.00	11.69 %
FACILITIES MANAGEMENT						
Facility Supplies						

Oak Park Public Library

Statement of Income & Expense

Operating Fund - February 2021

	16.66% of Year					
	Feb. 2021	YTD 2021 Projects/Grant:	YTD 2021 Operating	YTD 2021 Totals	Budget 2021	% Budget
Fuels & Lubricants	0.00	0.00	0.00	0.00	1,000.00	0.00 %
Building Materials & Supplies	785.15	0.00	805.40	805.40	13,000.00	6.20 %
Equipment Parts	0.00	0.00	0.00	0.00	10,000.00	0.00 %
Cleaning & Housekeeping Supplies	0.00	0.00	824.50	824.50	21,000.00	3.93 %
Signage	756.27	0.00	1,046.13	1,046.13	3,000.00	34.87 %
Total Facility Supplies	1,541.42	0.00	2,676.03	2,676.03	48,000.00	5.58 %
Facilities Services						
Landscaping and snow removal serv	5,055.00	0.00	8,599.00	8,599.00	15,000.00	57.33 %
Custodial Services	14,550.00	1,215.00	29,100.00	30,315.00	184,000.00	16.48 %
Water	0.00	0.00	469.32	469.32	12,000.00	3.91 %
Sewer/Garbage	0.00	0.00	153.71	153.71	15,000.00	1.02 %
Parking lot expense	0.00	0.00	0.00	0.00	15,000.00	0.00 %
Natural Gas	4,508.36	0.00	9,624.13	9,624.13	37,000.00	26.01 %
Rentals--Equipment & Facilities	1,370.00	0.00	2,740.00	2,740.00	25,000.00	10.96 %
Repair & Maintenance Prop. & Equip	570.00	0.00	16,045.70	16,045.70	200,000.00	8.02 %
Total Facilities Services	26,053.36	1,215.00	66,731.86	67,946.86	503,000.00	13.51 %
TOTAL FACILITIES MANAGEMENT	27,594.78	1,215.00	69,407.89	70,622.89	551,000.00	12.82 %
PUBLIC SERVICES						
Programming						
Children's Programming	971.00	0.00	2,773.32	2,773.32	20,000.00	13.87 %
Young Adult Programming	1,431.23	0.00	2,431.23	2,431.23	14,000.00	17.37 %
Adult Programming	1,185.00	300.00	1,815.00	2,115.00	20,000.00	10.58 %
Community Engagement	0.00	0.00	0.00	0.00	4,500.00	0.00 %
Total Programming	3,587.23	300.00	7,019.55	7,319.55	58,500.00	12.51 %
Digital Services						
Consultant Support Services	0.00	0.00	0.00	0.00	10,000.00	0.00 %
SWAN	0.00	0.00	24,253.75	24,253.75	103,698.00	23.39 %
Website development/CMS	118.59	0.00	442.18	442.18	3,000.00	14.74 %
Subscriptions and services	7,102.33	0.00	11,293.13	11,293.13	214,480.00	5.27 %
Equipment and supplies	2,415.85	0.00	2,415.85	2,415.85	15,000.00	16.11 %
Total Digital Services	9,636.77	0.00	38,404.91	38,404.91	346,178.00	11.09 %
TOTAL PUBLIC SERVICES	13,224.00	300.00	45,424.46	45,724.46	404,678.00	11.30 %
TOTAL EXPENSES - Operating	709,358.84	5,093.38	1,536,136.81	1,541,230.19	10,045,628.00	15.34 %
EXPENSES - Capital						
Equipment	0.00	0.00	0.00	0.00	30,000.00	0.00 %

Oak Park Public Library
Statement of Income & Expense

Operating Fund - February 2021

	Feb. 2021	YTD 2021 Projects/Grant:	YTD 2021 Operating	YTD 2021 Totals	16.66% of Year	
					Budget 2021	% Budget
Furnishings	0.00	0.00	0.00	0.00	40,000.00	0.00 %
Technology	0.00	0.00	0.00	0.00	100,000.00	0.00 %
Building Improvements	0.00	0.00	0.00	0.00	290,000.00	0.00 %
Special Projects	2,200.00	18,600.00	0.00	18,600.00	51,000.00	36.47 %
TOTAL EXPENSES - Capital	(2,200.00)	(18,600.00)	0.00	(18,600.00)	(511,000.00)	3.64 %
NET SURPLUS/(DEFICIT)	155,662.70	(23,693.38)	(647,661.23)	(671,354.61)	(963,364.00)	

Oak Park Public Library – Financial Report

Financial Report Summary – As of Feb 28, 2021 – (17% of the Year)

REVENUE

The library received \$866,748 from the Property Tax distributions in February. It is typical to receive small amounts in January and February. In prior years the larger portions of tax revenue are received in February/March and then again in July/August.

Interest revenue remains low and continued to decline in February. The Library received \$473 in from investments in Illinois Funds. The Annualized Rate declined to 0.066% on February 28 from 0.081% on February 1, yet it is still slightly above or equal to the current 1-year CD rates.

Total revenue through February remains slightly lower than previous years. As local taxes are expected to be over 99% of total revenue for the Library in FY 2021, a careful watch for distributions through March will be needed to ensure sufficient funds are maintained for operations through the third quarter when the second set of tax distributions are expected.

TOTAL REVENUE: 9%

EXPENSES

Five payments were made to Orkin for pest control services in February. These combined payments totaled \$383 but were for invoices received late. As invoices were difficult to obtain and customer response slow, the library will be moving to a new pest control company for routine maintenance.

Expenditure in the amount of \$6,000 was made to Overdrive for annual fees. In addition to the annual fee, individual payments were made totaling \$15,032 for e-content. The collection management team continues to evaluate digital usage and will adjust the collection accordingly, balancing physical and digital collections to maximize value and meet demand.

Robert Spicer – Restoration Strategies provided training for staff in leading peace circles. This impactful training is timely and well appreciated by staff. Expenditure in the amount of \$5,100 was made for the training.

Expenditure in the amount of \$1,236 was made to Living Justice Press. This expenditure was for training books for staff as part of the ongoing anti-racist work.

In late 2020 the library contracted with Roberta Kramer & Associates to complete an updated art appraisal for replacement cost of the valued artwork owned by the library. Expenditure in the amount of \$3,150 was made for the appraisal of 36 works of art. The previous appraisal was completed in 2017.

Expenditure in the amount of \$4,301 was made to Konica Minolta for monthly service contract charges from 12/14/20-1/14/21 and 1/14/21-2/14/21. This included monthly service fees plus overage charges for 6 copiers, including public and staff machines.

Human Capital:

Compensation -	16%
Talent Development –	12%

Total Human Capital – 16%

Support Services:

Marketing –	3%	
Collections –	0%	
Administration –	32%	(over primarily due to prepaid insurance)
Other Support Srvcs –	9%	

Total Support Servs – 24%

Library Materials:

Total Library Materials – 12%

Facilities Management

Facilities Supplies –	6%
Facilities Services –	14%

Total Facilities Mgmt – 13%

Public Services:

Programming -	13%
Digital Services -	11%

Total Public Services – 11%

TOTAL OPERATING EXPENSES: 15%

TOTAL CAPITAL AND OUTSIDE SUPPORT: 4%

Respectfully Submitted by Jeremy Andrykowski – Director of Operations – March 23, 2021

ANTI-RACISM STRATEGIC PLAN -- DRAFT

Proposed March 23, 2021

INTERNAL PRACTICES

Internalized Racism

Goal: The Library will create opportunities to discuss how we have all internalized racism using affinity spaces and collective and intersectional spaces.

Objectives:

- Participants will develop a better understanding of how the internalization of racism has affected themselves and each other.
- Participants will learn how their experiences have differed from that of their colleagues and other stakeholders.
- Participants will identify common types of internalized racism by being able to name and acknowledge them.
- Participants will be able to identify moments for mindfulness, both throughout the day and as intentional programming for staff throughout the year.

Interpersonal Racism

Goal: The Library will be a welcoming and affirming space for all new and existing staff members, both online and in-person, through consistent and intentional relationship building between staff that is free of racism.

Objectives:

- Staff will be able to articulate the Library's shared definition of racism. This also includes the meanings of internalized, interpersonal, institutional, and structural racism.
- New staff member onboarding will address issues of internalized and interpersonal racism and encourage new staff members to show up unapologetically in the fullness of their identities.
- Staff will be able to articulate the historical context of racism and become aware of their own implicit biases and how those inform interpersonal interactions.
- The Library will continue to implement the Black Affinity Group and take steps to develop other kinds of affinity groups.

Institutional Racism

Goal: The Library will employ policies, protocols, processes, and procedures that promote and advance anti-racist practices such as power, space, and resource sharing toward equitable, non-hierarchical program implementation.

Objectives:

- The Library's Leadership Team will re-evaluate the impact of MLIS requirements to determine alternatives that accommodate more diversity, equity, and inclusion.
- The Library will implement and embody a racial equity policy framework that includes inquiry toward anti-racist practice accountability (e.g. pay for lived experience, analysis of vacation and sick time policies, racism misconduct reporting, and other HR-related topics) The Anti-racism Advisory Team will work with the Director of Human Resources to help to achieve this objective.

- The Library's racial equity policy framework will also be applied to its vendor relationships.
- The Library will establish more representation from BIPOC staff in the larger library association context.
- The Library will experience increased program innovation and increased inclusion of BIPOC leadership in programming initiatives.

Structural Racism

Goal: To decrease the negative impact of the Masters of Library and Information Science (MLIS) degree on the promotion opportunities and access to upward mobility at the Library.

Objectives:

- Create new and additional advancement opportunities for non-MLIS holders.
- Develop scholarship opportunities for education toward the MLIS for those who desire it, making a library career path more accessible for all.
- Develop action-based, skillset-based evaluation protocols that acknowledge and monetize the value of lived experiences.
- Develop a Black mentorship initiative that will aid in mentoring and recruiting internal staff and students throughout the school districts. These mentors would also participate in association conferences.

EXTERNAL PRACTICES

Internalized Racism

Goal: To mitigate the impact of external racism on the Library's environment and on the greater Oak Park community.

Objectives:

- Create and implement a patrons' code of conduct that names the library's commitment to anti-racist practices. Post that code on every floor to make it visible.
- Implement training to ensure that all staff members are equipped to respond effectively to actual racist practices from patrons and other stakeholders.
- Develop a communications plan that keeps stakeholders informed of all the Library's anti-racist initiatives and strategies.
- Activate library programming that builds community awareness and capacity in anti-racism.
- Include community participation in anti-racist advisory team membership.
- Engage the Oak Park Police Department in conversations regarding how they show up and engage with staff and patrons.

Interpersonal Racism

Goal: To have a working, shared definition of racism that includes common and shared language and understanding of anti-racist practices that we can leverage to have conversations and collaborations regarding anti-racism.

Objectives:

- To be intentionally equitable in the allocation of library spaces, art expressions, and learning.
- Create formal and informal opportunities for patrons to get curious about racism and anti-racist practices.
- Integrate the experiences of staff of color to develop public programming (story sharing).

Institutional Racism

Goal: Attract and retain more BIPOC staff at the managerial and leadership levels.

Objectives:

- Recruit and hire more BIPOC staff.
- Analyze wages and salaries to ensure equitable compensation for parallel positions.
- Develop community partnerships that serve as a support network to increase the number of Black library staff at the managerial and leadership levels.
- Create a collection similar to the Hemingway collection of artifacts, policies, and resources that informs the community about the historical context of racism in the Oak Park community.

Structural Racism

Goal: Lead the charge in the galvanizing of multiple organizations in Oak Park and governing bodies toward the expansion of anti-racist practices in all that we are and all that we do.

Objectives:

- Partner with local government agencies and other stakeholders to discuss and plan development and implementation of anti-racist policies, ordinances, or laws.
- Work to share a broader scope and understanding of anti-racist practices.
- Collaborate with other libraries to share anti-racist strategies/practices (broaden your own community of practice).
- Establish more representation from the Library in the larger library association context.
- Partner with other area libraries who have alignment in anti-racism strategies.

INTERNAL PRACTICES

Internalized Racism

Evaluation

- Sustained participation in the discussions from one evaluation period to the next.
- Quarterly anonymous surveys that compare the Ideal vs. Actual performance of the Anti-racism Strategic Plan, with the results reported back to the Anti-Racism Advisory Team.
- Implement 360 evaluation methods within the library's current annual Performance Development Plan that include evidence of activities to enhance employees' equitable practices and participation, with space for staff to name examples of experienced racism, inequity, and white supremacy in the library's workplace, in interactions with both other staff members and members of the community.

Benchmark(s)

- Planned and scheduled quarterly interactions among staff of the same racial identity where they consider the ways internalized racism has impacted their lives and their work.
- Planned and scheduled quarterly interactions among staff of differing racial identities (intersectional gatherings) where they consider the ways internalized racism has impacted their lives and their work.

Allocated Resources

- Human Resource:
- Financial Resource:
- Time Resource:
- Other Resources:

Interpersonal Racism

Evaluation

- To be included as part of implemented 360 evaluations within the current Performance Development Plan: indicators for evidence of interpersonal equity practices in the library's workplace.
- To be included as part of quarterly anonymous surveys: articulation of any interpersonal racism experienced, as well as acknowledgment of ways the library has made strides in addressing interpersonal racism.

Benchmark(s)

- Two semi-annual anti-racism training and learning events for all staff.
- Internalized and interpersonal training incorporated within the onboarding process for all new hires to be conducted within six months of starting date.

Allocated Resources

- Human Resource:
- Financial Resource:

- Time Resource:
- Other Resources:

Institutional Racism

Evaluation

- To be included as part of 360 performance evaluations within the Performance Development Plan: equity accountability for all leadership and management positions.
- Assess the number and content of racial misconduct reports.
- Assess the number of BIPOC Library representatives in larger library associations.
- Assess the number of BIPOC vendors currently in partnership with the Library. Design and implement a plan for a more equitable selection process for vendors.

Benchmark(s)

- The Library to complete an audit of all position descriptions to identify and remove all unnecessary or inequitable educational or experiential requirements or offer the ability to obtain the requirement.
- The Library will use a “choice point tool” to examine key decisions and practices and to assess the impact of those decisions and practices.

Allocated Resources

- Human Resource:
- Financial Resource:
- Time Resource:
- Other Resources:

Structural Racism

Evaluation

- Annual increase in the number of non-MLIS holders who are promoted.
- Annual number of offered and utilized scholarship opportunities to obtain MLIS credentials.

Benchmark(s)

- The Library will use the Jim Madigan Scholarship Fund to provide educational opportunities for BIPOC staff.
- Invite Black staff members to mentor other Black staff and formulate a plan to reach out to community partners to provide mentorship.
- Create a protocol to consider the following in the hiring process for all employees:
 - True necessity of an MLIS degree for positions that become available.
 - Consideration of the real value of lived experience(s) to perform the role while ensuring equitable compensation for all roles.

Allocated Resources

- Human Resource:
- Financial Resource:
- Time Resource:
- Other Resources:

EXTERNAL PRACTICES

Internalized Racism

Evaluation

- Conduct annual community surveys.
- Track the level of participation in programming that addresses anti-racist practices.
- Solicit feedback from community partners who collaborate with the Library on the maintenance of anti-racist practices.

Benchmark(s)

- Anti-racism Communications Plan to be completed by the Communications Services Team by the end of Q2 2021 and implemented over the next 2 Quarters of 2021 that will follow and respond to the library's Anti-racism Strategic Plan priorities.
- Public Safety Manager will meet with Oak Park Police Department Resident Beat Officer to explain the library's new code of conduct and commitment to anti-racist practices.

Allocated Resources

- Human Resource:
- Financial Resource:
- Time Resource:
- Other Resources:

Interpersonal Racism

Evaluation

- Survey BIPOC staff to measure a decrease in racist practices within the Library.
- Survey BIPOC community members and community partners to measure a decrease in racist practices within the library.

Benchmark(s)

- The Library will establish a statement of understanding regarding the complexities associated with defining racism by the end of Quarter 2, 2021, and share it with the library's larger stakeholdership.

Allocated Resources

- Human Resource:
- Financial Resource:
- Time Resource:
- Other Resources:

Institutional Racism

Evaluation

- Increase the number of Black people in the Library's managerial and leadership positions.

Benchmark(s)

- The Library will hold specific conversations about ways to increase the number of black people in managerial and leadership roles at the library.
- The Library will add a Director of Equity and Anti-racist Practices to its Leadership Team by the end of 2021.

Allocated Resources

- Human Resource:
- Financial Resource:
- Time Resource:
- Other Resources:

Structural Racism**Evaluation**

- Conduct an annual community partnership survey.
- Track the number and frequency of community partner interactions and engagements related to community-wide anti-racist practices.

Benchmark(s)

- Create greater synergy regarding anti-racism work across multiple Oak Park organizations using the Harwood practice and practitioners as a framework.
- Develop unifying objectives to bring the resources and the work of multiple agencies and organizations together.

Allocated Resources

- Human Resource:
- Financial Resource:
- Time Resource:
- Other Resources: