

# OAK PARK PUBLIC LIBRARY

## BOARD OF LIBRARY TRUSTEES | VIRTUAL REGULAR MEETING

**Tuesday, October 25, 2022 – 6:30pm** [Zoom Meeting Link](#)

\*The President of the Board of Library Trustees has determined, pursuant to a [State of Illinois Gubernatorial Disaster Proclamation](#), that an in-person meeting is not practical or prudent at this time because of the COVID-19 health emergency. All members of the Library Board and library staff will participate remotely in the meeting.

### AGENDA

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

**2. Decision to Conduct a Virtual Meeting** (Action)

**3. Approval of Minutes**

- a. September 27, 2022, Virtual Regular Meeting (Action)
- b. September 30, 2022, Special Meeting (Action)
- c. October 6, 2022, Virtual Special Meeting (Action)

**4. Public Comments**

Please email public comments to the library's Interim Executive Director, Lori Pulliam, at [lorip@oppl.org](mailto:lorip@oppl.org) or to Library Board President, Matthew Fruth, at [m.fruth@oppl.org](mailto:m.fruth@oppl.org). You may also submit comments using the following online form: [Public Comment Form](#).

**5. Trustee Comments and Calendar**

**6. Staff Reports**

- a. Strategic Priorities: Engagement, Learning, Stewardship, and Anti-Racism
- b. Library Core Use Statistics
- c. Additions and Terminations Report
- d. Staff Changes Report

**7. Financial Reports**

- a. September 2022 Financial Report (Discussion)
- b. Disbursements Resolution (Action)

**8. Additional Reports**

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

**9. Unfinished Business**

- a. Fiscal Year 2023 Budget (Action)

**10. New Business**

**11. Closed Session 5 ILCS 120/c 1** to discuss matters of employment, performance, retention and compensation of specific library employees; real property; or litigation

**12. Open session**

- a. Ratification of union contract (Action)

**13. Adjournment**

## **Tuesday, September 27, 2022**

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, September 27, 2022 on the Zoom virtual platform. President Fruth called the meeting to order at 6:31 p.m.

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

Chakraborty took the roll as acting secretary.

Present: Library Trustees Bloom, Burns, Chakraborty, Fairfax, Foss, Fruth, Rogers.

Also attending virtually: Interim Executive Director Lori Pulliam; Director of Communications Jodi Kolo; Director of Collections Liegh Tarullo; Director of Finance Jeremy Andrykowski; Manager of Adult Services Alexandra Skinner; Manager of Children's Services Jennifer Norborg; Manager of Facilities Matt Bartodziej; Manager of Middle and High School Services Latonia Jackson; Community members Rory O'Neill; Peggy Conlon Madigan; Kim A.; David's iPhone; Oak Park; 1-312-648-9707.

### **2. Decision to Conduct a Virtual Meeting (Action)**

Rogers motioned to approve, Burns seconded. Vote: all yes.

### **3. Approval of Minutes**

Fruth said a revised set of minutes was distributed this afternoon via email.

Fairfax motioned to approve, Rogers seconded.

Vote: all yes.

### **4. Public Comments**

Fruth said he received 3 public comments via email and would read them as shared.

Dear Board members, Please stop inviting drag queens to speak to children. This is totally inappropriate. Just look at this video that drag "artist" Hex produced: <https://www.youtube.com/watch?v=63EXWPo6x7E>. He promotes drug abuse and suicide here at the time of youth suicides increasing every year, and I am not even talking about the vulgarity of the language in many of his videos.

Our library is a wonderful resource for our community, and I greatly value it. However, I am not on board with the idea of drag queens reading to children. I am not sure why this has become a nationwide trend, but I ask you to stop it and find more appropriate programs for kids. Sincerely, Russell Working



As a resident of Oak Park for over 20 years, and a parent that regularly patronizes the library, I am outraged that Drag Queen Story times are being held. They are inappropriate events that are putting young children in close proximity with adults who are intentionally and explicitly sexualized. This must be stopped. Exposing children to drag queens is perverted. It makes the sexuality of the reader, not the stories in the books themselves, the focus of the events. That's not the right way to teach children the value of books. I do not tolerate the sexualization of children. I am disappointed and deeply concerned that this is supported by my public library. As a taxpayer, concerned parent, and a citizen of Oak Park I am strongly against this. This doesn't represent my morals and values. I am not alone in this thinking. Thank you, Amie Treacy

Rory O'Neill asked for a public discussion about servicing the floors of the Main Library.

Nonna Working said she did receive a response from the library about drag queens and wanted the board to stop these storytimes and see how parents all over the country are fighting this trend.

## **5. Trustee Comments and Calendar**

Bloom said the community fridge launch was a proud moment for her to see as a library trustee.

Pulliam said she hopes to see everyone at the Barbara Ballinger Lecture on Sunday, October 9.

## **6. Staff Reports**

### **a. Strategic Priorities: Engagement, Learning, Stewardship, and Anti-racism**

Pulliam said managers are attending tonight to answer questions about summer reading, middle and high school services, and the flooring in the library.

Fruth asked Bartodziej about the Main Library floor surface. Bartodziej said the new middle school floor surface area on the second floor was completed over Labor Day weekend. The team used a new product recommended by the maker of the eco-surface floors. Based on what the manufacturer suggests, Bartodziej said he is excited to see how this works, and to roll this out to other areas of the library.

### **b. Library Core Use Statistics**

Bloom asked for an estimate of new library cards issued in September.

Kolo said a full report on what was done to get people to get, use, and re-engage with their library cards will be in next month's Board report.

**c. Additions and Terminations Report**

**d. Staff Changes Report**

Rogers said she sees the results of staff working to convert more staff members from part time to full time.

Treece said if you are following these two reports there is a connection between the terminations report and the changes report in terms of conversations.

Bloom asked when the next eNPS survey will be; she also asked to see how many staff members are using tuition grants/reimbursements offered by the library.

Treece said the next eNPS is in early November. He also expects to share more in November about staff conversion to full time—what that looks like from 2017 compared to today—and more related to our anti-racism journey.

**7. Financial Reports**

**a. September 2022 Financial Report**

**b. September 2022 Disbursements Resolution**

Burns moved to approve disbursements. Fairfax seconded.

Votes: All yes.

**8. Additional Reports**

**a. Intergovernmental Committee (IGov)**

Burns said the last meeting took place before the sustainability meeting. Talked about a local candidates' forum for late January. FYI for people who are running. Village working on 998 (mental health support), Climate Action Plan, fiber optics installation. Park District's new building should be enclosed by the end of October (and is on schedule). D90, D97 and D200 are talking about bringing back a shared equity board.

**b. Council of Governments (CoG)**

Fruth said CoG did not meet (was canceled).

**c. ILA Legislation and Advocacy**

Fruth said moving toward the ILA conference in October. Fruth said he is helping facilitate the advocacy panel and talking with two state legislator presenters (Willis, Murphy) to speak to attendees on October 19.

**D. PlanIt Green**

Foss said the group facilitated an IGOV sustainability session and Andrykowski presented with other Oak Park government leaders on a panel.

**d. Friends of the Library**

Rogers said the Friends next meeting is October 17, and it will be her first.

**9. Unfinished business**

**a. Executive Director Search**

Fruth said trustees will meet tonight in closed session to discuss how they want to proceed given a candidate will be meeting with library staff and board later this week.

**10. New business**

**a. Draft 2: Fiscal Year 2023 Budget**

**i. Compensation Analysis**

Treece presented additional scenarios requested at last month's regular meeting. After asking questions and more discussion, the Board suggests staff move ahead with Option C presented in Board meeting materials (an average employee increase of 8.2%.)

**ii. Financial Spreadsheets**

Andrykowski presented a second draft 2023 operating budget that would levy an operating budget increase of 5% when compared to 2022. He discussed background and rationale for increases and decreases in certain areas and specific line items.

**b. Meeting Spaces Policy Revision**

Pulliam said the changes are to remove the second floor Book Discussion Room as a reservable public space and add back in the Community Lobby Space as a reservable public space. Rationale was the second floor space is now home to staff on the new Middle and High School Services team.

Fairfax asked if that was the only space available or if usage was down. meeting space use was down.

Pulliam replied both, adding that staff space is hitting limitations of the building's original design.

Chakraborty motioned to approve. Foss seconded.

Votes: all yes.

**c. Resolution Supporting Library Collections and Programs**

Fruth read his draft resolution, discussed the conditions that inspired him to write it and asked trustees for feedback.

Trustees asked a few questions about phrasing, expressing overall support.

Norborg chatted to Everyone at 8:08 pm

"I want to express that I have utmost confidence and respect for the Children's Services staff and their commitment to serving kids and their families.

Hal Patnott, Rainbow Services Librarian and Megha Bamola, full-time Library Specialist work very hard to find talented performers and ensure they will present programs geared toward the Pre-K age group. We provide a template for Drag storytime and ask performers to choose books to present from a list we have curated.

Overall, Drag storytime is a celebration and is intended to promote kindness, empathy and inclusivity. (Kids love to dress up!)

OPPL is a library for everyone. This is what we strive for everyday. However, this does not mean that everything we offer in the collection or via programming will appeal or resonate with every patron. Rather, it is part of our mission to provide a wide range of materials and experiences for patrons to choose from."

**d. Line of credit to cover delayed tax distribution**

Andrykowski shared details of his research around potential processes and estimated charges if the library would need to apply for a line of credit to cover expenses due to later than normal distribution of Cook County property tax revenue.

**11. Closed session 5 ILCS 120/c 1 to discuss matters of employment, performance, retention and compensation of specific library employees; real property; or litigation.**

Bloom motioned to move to a closed session. Foss seconded.

Vote: all yes.

Trustees moved into closed session.

**12. Adjournment**

Trustees returned to open session, and Fruth adjourned the meeting at 9:06 pm.

## **Friday, September 30, 2022**

Minutes of the special meeting of the Board of Library Trustees of the Village of Oak Park held on Friday, September 30, 2022 at the Maze Branch Library. President Fruth called the meeting to order at 7:05 p.m.

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

Secretary Chakraborty took the roll.

Present: Library Trustees Bloom, Burns, Chakraborty, Fairfax, Foss, Fruth, and Rogers.

Absent: None.

Also attending: Interim Executive Director Lori Pulliam, Finalist for Executive Director, Joslyn Bowling Dixon.

### **2. Public Comments**

None.

### **3. Closed Session 5 ILCS 120/c 1**

To discuss matters of employment, performance, retention and compensation of specific library employees; real property; or litigation.

Vote: all yes to join the closed session.

Return to open session.

Fruth said that a special meeting would be called to vote on the hiring of Joslyn Bowling Dixon as the next Executive Director. The best time for most trustees to be present was determined to be Thursday, Oct. 6 at 7 pm.

### **5. Adjournment**

Fruth adjourned the meeting at 9 pm.

## **Thursday, October 6, 2022**

Minutes of the special virtual meeting of the Board of Library Trustees of the Village of Oak Park held on Thursday, October 6, 2022 on the Zoom virtual platform. President Fruth called the meeting to order at 7:03 p.m.

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

Chakraborty took the roll as secretary.

Present: Library Trustees Bloom, Fairfax, Foss, Fruth.

Absent: Burns, Rogers.

Also attending virtually: Interim Executive Director Lori Pulliam; Director of Communications Jodi Kolo; Director of Collections Leigh Tarullo; Director of Finance Jeremy Andrykowski; Director of Human Resources Billy Treece; community members iPhone (10); OPPL Branch; Stephen Arthur Sr.; Rebecca Malinowski; Stacey Sheridan.

### **2. Decision to Conduct a Virtual Meeting (Action)**

Bloom motioned to approve, Foss seconded. Vote: all yes.

### **3. Public Comments**

No public comments received via the webform.

Fruth received and read two public comments from Trustee Rogers who could not be at tonight's meeting.

1. I want to express my enthusiasm and delight in hiring Joslyn Bowling Dixon as our next Executive Director. I am grateful to all that were involved in the search: library staff, Oak Park community members, The Blackberry Collection, my fellow board members, and of course Joslyn. I look forward to working together.
2. Thank you to Matt for writing this resolution. I am consistently in awe of our library staff and the way they work to create an atmosphere that fosters belonging and inclusion.

### **4. Old Business**

#### **a. Resolution Supporting Library Collections and Programs**

Fairfax moved to approve. Chakraborty seconded.

Vote: all yes.

#### **b. Executive Director Hire**

Fruth said the Board had extended a job offer to Joslyn Bowling Dixon to be the library's next executive director and that she had accepted. Fruth said the board would need to vote to formalize the process.

Foss moved to approve. Bloom seconded.

Vote: all yes.

Fruth thanked everyone involved in the search process, including executive search consultants The Blackberry Collective, library staff, his fellow trustees, and Bowling Dixon.

Fruth said Bowling Dixon will begin in her new role on Monday, November 7.

## **5. Adjournment**

Meeting adjourned 7:15 pm



# OAK PARK PUBLIC LIBRARY

## Board Calendar

October 2022

### Oct 2022

Oct 9	Barbara Ballinger Lecture
Oct 17	Friends of the Library Board Meeting
Oct 18-20	Illinois Library Association Conference
Oct 25	Regular Library Board Meeting

### Nov 2022

Nov 7	Joslyn's First Day!
Nov 15	Regular Library Board Meeting
Nov 24	Thanksgiving Day (Library Closed)

### Dec 2022

Dec 2	All Staff Learning and Engagement Day (Library Closed)
Dec 20	Regular Library Board Meeting
Dec 24	Christmas Eve (Library Closed)
Dec 25	Christmas Day (Library Closed)
Dec 31	New Year's Eve (Library Closed after 5 pm)

### January 2023

Jan 1	New Year's Day (Library Closed)
Jan 24	Regular Library Board Meeting

### February 2023

Feb 28	Regular Library Board Meeting
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### March 2023

Mar 28	Regular Library Board Meeting
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# Library Strategic Priorities Report

October 2022

## About this report

In this month's report, we summarize a variety of activities in support of both our [Anti-Racism Strategic Plan](#) and our [Engagement, Learning, and Stewardship \(ELS\) Strategic Plan](#).

In the Anti-Racism section of the report, we highlight three Anti-Racism goals and three ELS objectives:

- **External Practices, Internalized Racism:** To mitigate the impact of external racism on the Library's environment and on the greater Oak Park community.
  - **Related ELS Strategic Plan Objective — Stewardship Objective #1:** We invite everyone into library spaces that are welcoming, safe, and inspiring.
  - **Related ELS Strategic Plan Objective — Engagement Objective #2:** We facilitate connections among diverse audiences through shared community aspirations and experiences.
- **Internal Practices, Internalized Racism:** The Library will create opportunities to discuss how we have all internalized racism using affinity spaces and collective and intersectional spaces.
  - **Related ELS Strategic Plan Objective — Stewardship Objective #4:** We support all library staff to achieve happiness, well-being, and success.
- **Internal Practices, Institutional Racism:** 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.
  - **Related ELS Strategic Plan Objective — Stewardship Objective #4:** We support all library staff to achieve happiness, well-being, and success.

In the ELS section of this report, we highlight recent work in support of four strategic objectives:

- **Engagement Objective #2:** We facilitate connections among diverse audiences through shared community aspirations and experiences.
- **Stewardship Objective #2:** We provide broad, effective, and equitable access to resources.
- **Stewardship Objective #3:** We prioritize sustainability.
- **Stewardship Objective #4:** We support all library staff to achieve happiness, well-being, and success.

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## ANTI-RACISM

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

**-and-**

**We invite everyone into library spaces that are welcoming, safe, and inspiring. [STEWARDSHIP]**

### **"Here for You" campaign (part 2) & #LibraryCardSignupMonth**

Each September, the American Library Association (ALA) sponsors a [nationwide campaign](#) to raise awareness about the benefits of having a library card, encouraging people to sign up for a new card and/or renew an expired card at their local library. In Oak Park, our community is highly engaged with the library: our market penetration — the percentage of active households (i.e., households containing at least one active user) in the library's service area — is consistently high at more than 50%, compared to peer

libraries of similar population sizes and budgets in Savannah, which are currently and historically under 30% (see [OPPL Core Use Statistics Dashboard](#)). Additionally, because our library cards do not expire — with the exception of educator and business owner cards, which represent a small percentage of cards overall — many community members do have access to the benefits of a library card even if their engagement has lapsed. With this information in mind, we decided to focus our participation in this year's Library Card Sign-up Month on three main goals, expanding our focus to include not only the month of September, but the time periods prior to and after this month. Our work around these three goals is summarized below:

**1) Raise awareness & attract new cardholders.** From June through August, the Communications team and [Orangeboy](#) executed a second iteration of our integrated marketing campaign, “Here for You.” Components of this campaign included the following and were similar to the first campaign, which we described in our September 2021 and January 2022 Strategic Priorities Reports:

- A printed magazine mailing of the summer edition of [The Storyline](#) sent to 2,500 non-cardholder households in nine predefined Oak Park census tracts that were identified to have a lower percentage of active library cards and a higher percentage of people of color
- Two direct mail postcards (images below) sent in July and August to the same addresses that received *The Storyline*



- Two concurrently-running mobile ads (mid-June through mid-July) in all Oak Park ZIP codes, which resulted in 375,000 impressions and 600+ clicks
- Two push emails sent in mid-July and mid-August to inactive (no card use in 12 months) Oak Park cardholders

Reviewing cardholder sign-up data, we saw that an increase in new card sign-ups in the aforementioned nine Oak Park census tracts was consistent throughout the length of the campaign. The 1,579 new sign-ups since June represents a 25% growth rate when compared to new card sign-ups in the same tracts during the same time period in 2019. Monthly totals of new library card and digital account signups can be viewed in the [OPPL Core Use Statistics Dashboard](#).

Orangeboy has since requested use of this campaign and its results for a new white paper detailing the effectiveness of targeted marketing campaigns. Relatedly, earlier this summer, Communications presented with Orangeboy at the Illinois Library Association's Reaching Forward conference. A similar presentation will be shared at a Public Library Association webinar planned for December.

To close out part 2 of "Here for You" in September, Communications mailed a third postcard to the same 2,500 households. This final card called out the benefits of libraries and having a library card. It also invited recipients to claim their free welcome gift (branded bag) at any Oak Park Public Library location. While there is not a specific bag count connected to this mailing, on post-pandemic average, the library has shared about 4,000 bags (with new cardholders and through home delivery) over the last year.



In September, Patron Services also focused on inviting anyone who was getting a new library card to share their smiling faces on the Main Library's lobby screen, social media pages, and [oppl.org](https://oppl.org). Patron Services said that the process of engaging and photographing patrons and sharing photos was often celebratory in and of itself. Communications received feedback that the posts themselves generated some local joy, as community members recognized the faces of a neighbor, a classmate, or a friend. Taking patron photos in this way also supports the library's anti-racism communications goal of replacing stock photo images with photos of actual patrons. Approximately 10 library staff members posed with cards as well, and all new images have been added to our growing custom photo library for future promotions.

Also in September, the library's digital communications focused on content highlighting the benefits of having and using your library card. A month of push emails and social media generated the following unique webpage views on [oppl.org](https://oppl.org):

Library Card Signup Month webpage title	# of unique page views in September
<a href="#">Get a Library Card</a>	521
<a href="#">A Library Card Gives You More</a>	99
<a href="#">Welcome to your library</a>	274
<a href="#">Especially for older adults: 5 ways to get more from your Oak Park library card</a>	232
<a href="#">6 fun &amp; useful items to check out with your Oak Park library card</a>	328
<b>TOTAL</b>	<b>1,454</b>

- Promote specific resources that require a library card.** The library's online resources are often considered hidden treasures — unknown until a specific need or request arises. While individual online resources are included in themed promotions through [We Suggest news posts](#), at least once a year Communications conducts a month-long social media campaign featuring video tutorials in

the [How to Library video series](#) to help patrons discover these gems. This September, these Facebook video posts reached more than 7,500 users and generated more than 600 tutorial video views. To add, onsite passive promotions are displayed inside all library buildings on digital screens, in the stacks, and in Main Library study carrels all year long.

- 3) **Use a more welcoming approach to re-engage existing cardholders.** The goal of this new initiative was to use library staff members and branded, customized push email capabilities — instead of an external, third-party collections agency letter — to encourage cardholders to re-engage with the library. Teams in Patron Services and Communications collaborated to create a new email series offering a more welcoming tone and look. Step-by-step instructions on how to reactivate an account and how you can use your newly re-activated card were included. Since the first email was sent in June (with an initial goal of unblocking 5% of accounts contacted), roughly 10% of accounts contacted have been re-engaged. This email campaign is now ongoing and more re-engagement data will be available in the future.

### **Equity & anti-racism email campaign**

To share monthly updates on programs, services, and plan progress with the community members most interested and invested in the library's anti-racism journey and equity work, the library has launched a new push email campaign. The Community Engagement and Communications teams collaborated to build an initial email list combining previous attendees of restorative justice and anti-racism programs with area community stakeholders (roughly 300 local leaders, elected and appointed government officials, community partners, educators, and Harwood participants). The first email was distributed on September 20 and has since resulted in a 52% open rate and 7% click rate. This compares to an average 45% open rate and 2.4% click rate for all 8 push emails sent in September 2022. The 3 most clicked-on links were to digital content about 1) [subscribing to the new email](#); 2) [the 1619 Project](#); and 3) [equity & anti-racism at the library](#).

In October and November editions, this email will continue to invite everyone receiving it to subscribe. In January, this email will be sent to current and future subscribers, as well as the Board of Library Trustees and library staff members. Also throughout 2022, there will be an intentional focus to increase the total number of email subscribers overall through promotion of [oppl.org/subscribe](https://oppl.org/subscribe). This page now offers new web functionality providing everyone more individual control over which promotional emails they receive from the library. (Please note: the promotional email system is separate from the catalog email notification system. Unsubscribing from promotional emails does not unsubscribe patrons from SWAN email and/or materials notifications.)

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

**-and-**

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

### **Equity & anti-racism programs & events**

We continue to offer new equity-/anti-racism-focused programs and experiences for the community each month, which can be found in the [library calendar](#) under the event type "Equity & Anti-Racism."





In September, the Idea Box on the first floor of the Main Library hosted “Trapfuturism,” a multimedia exhibit by Nailah Golden, a Chicago-based artist specializing in 2D graphics, brand design, and web design. Coined by Golden while working on a class project at the Rhode Island School of Design in 2019, the term “[Trapfuturism](#)” — a combination of the words “trap” (as in trap music) and “Afrofuturism” — is her way of describing how trap and hood culture influence global culture through technology like social media and music. The exhibit debuted in Summer 2022 in the Lawndale Pop Up Spot, a community museum in a shipping container in the North Lawndale neighborhood of Chicago. At the Main Library, the exhibit was open for viewing on Mondays, Wednesdays, Fridays, and Sundays from September 3 to September 24. On the day of the exhibit’s launch, we were pleased to host an artist reception for Golden in the Idea Box.



Also in September, the library offered two film screenings as part of our equity and anti-racism programming: “[Sweet Bean](#)” on September 16 and “[The Woman King](#)” on September 23.

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

**-and-**

**We support all library staff to achieve happiness, well-being, and success.**  
[STEWARDSHIP]

### **Staff reproductive justice circles**

In a historic and far-reaching decision, the United States Supreme Court officially reversed the landmark 1973 Roe v. Wade decision on June 24th, declaring that the constitutional right to abortion, upheld for nearly a half century, no longer exists. The decision, most of which was leaked to the public in early May, meant that abortion rights were rolled back in many states immediately, with additional restrictions likely to follow. Since the ruling, abortion rights have become a prominent topic in legislative and judicial discussions in states across the country, and the issue is expected to be a focal point in the upcoming midterm elections.

In response, a group of library staff who are trained peace circle keepers worked together to offer spaces for any fellow staff members who wanted to talk through their emotions and experiences associated with the Supreme Court ruling. This effort was organized as a way to address the shared trauma that many staff members were experiencing in relation to the court decision — a ruling that will predominantly affect historically marginalized individuals and communities, including those who are BIPOC, immigrant, LGBTQ+, rural, and economically disadvantaged. Adult Services Librarian Rose Barnes and Restorative Practices Coordinator Tatiana Swancy created an outline for all circle keepers to follow and modify as needed. A total of three circles (one online and two in person) were held in August and September, providing a safe and supportive environment for staff to come together to express themselves.

As an institution committed to anti-racism, diversity, equity, and inclusion, offering these discussion opportunities was meaningful and necessary. Circles provided space to reflect on and discuss important issues related to the topic of abortion rights and access, from the individual to the systemic level. By spending this time together, staff were also able to deepen relationships with each other — as one circle

keeper shared, “I feel like I know (my co-facilitator) much better now, and the two attendees better as well. So it strengthened relationships for me.”

**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.**

**-and-**

**We support all library staff to achieve happiness, well-being, and success.**  
**[STEWARDSHIP]**

#### **Joint Conference of Librarians of Color**

Launched in 2006, the [Joint Conference of Librarians of Color \(JCLC\)](#) is a national conference that brings together a diverse group of librarians, library staff, library supporters, and community participants to explore issues of diversity in libraries and how they affect the communities of color that use library services. The event provides a unique opportunity for participants to share successes, opportunities, and challenges while networking and attending programs that are focused on pressing issues affecting both librarians and communities of color. JCLC is co-sponsored, planned, organized, promoted, and presented by the five National Associations of Librarians of Color (NALCo): [American Indian Library Association \(AILA\)](#), [Asian/Pacific American Librarians Association \(APALA\)](#), [Black Caucus of the American Library Association \(BCALA\)](#), [Chinese American Librarians Association \(CALA\)](#), and [REFORMA: National Association to Promote Library and Information Services to Latinos and the Spanish Speaking](#). Originally offered every six years (2006, 2012, 2018), JCLC is now a quadrennial event.

Scheduled to take place in St. Pete Beach, FL in October, the 2022 conference was canceled due to Hurricane Ian. This cancellation impacted us in a major way, as 16 Oak Park Public Library staff had intended on participating in this unique event in the library world. While it was announced that the conference would be rescheduled to February 8-12, 2023, we do not yet know how many staff members will participate as the new conference dates were just shared on October 18. Still, we intend to have a strong staff presence for this unique conference specifically tailored to people of color.

While the flights were refunded or credited for future travel, lodging for attendees has been canceled for the original October dates with some minor cancellation fees being expensed by the library. Per diem monies for attendees were returned to the library. Travel expenses for the library will be underspent in FY2022 in part due to the canceled conference.

## **ENGAGEMENT, LEARNING, & STEWARDSHIP**

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

#### **Author visits**

Throughout 2022, we have been pleased to offer a number of author visit programs to our community, with the goal of connecting community members to a range of authors and sparking curiosity about diverse topics. In our April 2022 Strategic Priorities Report, we shared about our hybrid “Respect the Mic” event — a celebration of 20 years of poetry from students and alumni of Oak Park and River Forest High School’s Spoken Word Club — which kicked off the return of in-person programming after a two-year pandemic-related hiatus. This event was a collaborative effort with OPRF English and Spoken Word Teacher, Peter Kahn, and featured authors from the [Respect the Mic](#) anthology reading their work. Following the success of this well-attended event, we collaborated with OPRF and Peter again in May

2022 to host international poet Keith Jarrett and three OPRF students for an evening of poetry and discussion. After this event, we received requests from patrons and guests for additional author visits for the rest of the year, and library staff set to work planning additional programming.

Since these initial author events, the Oak Park Public Library has hosted multiple visits with local authors, including Alec Nevala-Lee, Steven A. Denny, Dr. Rhonda Sherrod, and Elayne Audrey Becker. These visits have been made possible through the work of multiple staff members from across library service areas, including Adult Services Librarian Margita Lidaka, Adult Services Programming Librarian Jabez Patterson, Multicultural Learning Coordinator Juanta Griffin, Manager of Children's Services Jennifer Norborg, and Latinx Language and Culture Librarian Nora Sanchez.

In August, Dr. Rhonda Sherrod discussed her book [\*Surviving, Healing, and Evolving: Essay of Love, Compassion, Healing, and Affirmation for Black People\*](#), which discusses the author's personal trauma history and the collective trauma experienced by Black women/girls and the Black community broadly, with a focus on the need for self-care and mental health awareness. Many attendees at this event were happy to have someone address this important topic and encourage mental health awareness for the Black community. Since this event, library staff have maintained communication with Dr. Sherrod, discussing the possibility of her returning for future book promotions and a teen-focused crossover program.

In September, the library hosted Steven A. Denny as he presented his debut book, [\*The Merton Prayer: An Exercise in Authenticity\*](#). This visit was a wonderful opportunity, as the library has not hosted a Christian author visit in recent memory; we were grateful to the author for sharing his work and were pleased to continue honoring our commitment to welcoming a diverse range of authors into our library spaces.

Earlier this month (October 9), we hosted our annual [Barbara Ballinger Lecture](#), featuring Natalie Moore, author of [\*The Billboard\*](#) and *The Southside: A Portrait of Chicago and American Segregation* and moderated by local radio host Doris Davenport of ["The Doris Davenport Show."](#) This hybrid program drew approximately 70 attendees (50 in-person, 20 virtual), and included a book signing through local independent bookseller [The Book Table](#). Doris and Natalie had a great rapport during the program, making it feel like a true conversation. The event received positive feedback from the attendees, and we hope to keep in touch with Doris for potential programs in 2023.

In addition to these Oak Park-hosted events, we are also pleased to offer author programs as part of our membership in [Illinois Libraries Present \(ILP\)](#), a cooperative of public libraries across the state whose goal is to provide high-quality, virtual events to their patrons. As shared in previous Strategic Priorities Reports this year, the Oak Park Public Library is involved with two ILP committees, with Manager of Adult Services Alexandra Skinner on the Steering Committee and Adult Services Librarian Margita Lidaka on the Programming Committee. Oak Park patrons participated in multiple ILP events offered in the 2022 pilot season (a total of 330 Oak Park patrons registered to attend across seven total events), and we look forward to engaging our community members during ILP's second season which began in September. Season 2 kicked off with an evening with Oscar winner and deaf rights advocate Marlee Matlin, who discussed the highs and lows of her Hollywood career and journey as an activist and was joined by Richard Costes, a director, playwright, and accessibility consultant throughout Chicago. More than 1,700 people from across the state attended this event virtually, including 28 Oak Parkers.

As the end of year approaches, we are looking forward to hosting [American Institute of Architects \(AIA\) Guide to Chicago Editor Laurie Peterson](#); [Growing Up Chicago](#) contributors and editors Jessie Ann Foley and Daviva Markelis, with David Schaafsma and Roxanne Pilat; and other local authors. We look forward to continuing to host authors and writers in 2023, and continue to seek program suggestions and input from the community and library partners. A complete list of currently scheduled author visits from August through the end of this year is below.

- August 13: Alec Nevala-Lee With Sarah Holian of the Frank Lloyd Wright Trust
- August 27: *Surviving, Healing, and Evolving*: Dr. Rhonda Sherrod
- August 31: Keli Stewart



- September 7: Steven A. Denny
- September 15: Meet Children's Book Author Sherri Duskey Rinker
- September 20: Shannon Hale and LeUyen Pham
- October 1: Elayne Audrey Becker
- October 9: Barbara Ballinger Lecture: Natalie Moore
- October 18: Brian & Jeff Becker
- October 20: Laura Kat Young
- October 22: *AIA Guide to Chicago* Editor: Laurie Petersen
- November 7: Hena Khan
- November 12: *Growing Up Chicago*: Jessie Ann Foley & Daiva Markelis, with David Schaafsma & Roxanne Pilat
- November 13: *If Trees Could Talk*: Margot McMahon
- November 16: Illinois Libraries Present: A Conversation with Caitlin Doughty
- November 17: *Adventures With Abuela*: Storytime & Craft Hour With Author Virginia Martinez
- December 13: Illinois Libraries Present: Midwest Baking with Shauna Sever

### ***Stranger Things* Night at Maze**

On September 9, the library offered one of its most successful programs of the year when the Maze Branch hosted a fun and interactive experience for fans of the Netflix series *Stranger Things*. After the library closed that Friday, the Maze Branch was transformed into the world of *Stranger Things*, including iconic sites in fictional Hawkins, Indiana, such as Castle Byers, the 1984 Snow Ball, and the dark and scary Upside Down. Elaborate decorations and costumes brought the series to life, and staff developed and led a variety of activities to appeal to all ages: an episode screening with an ice cream treat, a character quiz, a scavenger hunt, a Dungeons & Dragons character creation activity, coloring, music, and multiple fun photo opportunities. Patrons — many dressed up as their favorite characters or in '80s fashion — were gleeful as they made their way through the library and engaged with



staff and each other. By the end of the night, approximately 300 community members had participated in this event.

*Stranger Things* Night at Maze was a truly collaborative effort that involved multiple staff from across library services areas, including Community Engagement, Children's Services, Patron Services, Middle & High School (MHS) Services, and Adult Services. This program originated with Restorative Practices Coordinator Tatiana Swancy, who brought up her idea for an all-ages, library-wide event inspired by the beloved series during

the first monthly cross-team library programmers meeting led by MHS Services Programming Supervisor Marché Pernell. Following this meeting, Tatiana reached out to staff from across the library to form a planning committee — ultimately, 11 staff members came together on the committee to make the program a reality.

Tatiana led planning meetings and oversaw administrative aspects of the program. Patron Services

Supervisor Cindy Sirin and Community Engagement Coordinator Jenny Jackson led the group in creating decorations to transform the Maze Branch spaces. Children's Services Librarian Shelley Harris and Book Bike Assistant Chibuike Enyia created memorable promotions for the event, including print flyers and a [promotional video](#). Rainbow Services Librarian Hal Patnott, Library Assistant Camila Rodriguez, Adult



Services Programming Librarian Jabez Patterson, Latinx Language & Culture Librarian Nora Sanchez, MHS Services Programming



Supervisor Marché Pernell, and Community Engagement Librarian Ian Gosse all made essential contributions in program planning and coordinating activities. Additional library staff also provided support on the day of the event, and one community member

even volunteered her time and artistic talent to create a Vecna monster.

Thanks to the creativity, dedication, and hard work of the team described above, *Stranger Things* Night at Maze was a huge success. Some of the staff involved with planning and delivering the program shared the following reflections:

*"A few caregivers were present, holding their younger children, while their older siblings toured the event. They expressed great hope that the library will do this again for season five and potential spin-offs of the show, so their younger children can celebrate the magic the same way their older siblings did. [...] So many teens and tweens expressed how special the event was! A group of young people dressed up like they were ready to save Hawkins shared how much it meant to them to have a special after hours program that was geared towards something they love. [...] It felt like 300+ people shared how much this event meant to them and how much fun they had! I was outside as people entered and exited and was so honored to see and hear the laughter, joy, and togetherness this event brought about. This was truly an intergenerational program for anyone who LOVES Stranger Things."*

- Jenny Jackson

*"The day after the event, patrons were still overjoyed with attending the event. Stories and descriptions were recounted to any weekend Maze staff members willing to hear. Many adults commented how they were worried that the program wasn't meant for them, but glad to know that the entire family could participate in an intergenerational library program. Some patrons came in surprised that the branch library no longer looked like Hawkins with how much decorations were put up for the event. Others even commented on how fun it would be to see the library do the program again in the future."*

- Cindy Sirin

In post-event surveys, attendees shared their overwhelmingly positive feedback about the event. All survey respondents said that they would attend another program like this in the future and that they would recommend a program like this to others. A sample of open-ended survey feedback is below:



*"It's great to have 'just for fun' events at the library for pre-teens and teens!"*

*"It was so well-planned and staffed, and we loved the costumes and programming! SO fun."*

*"The creativity and enthusiasm of the Library staff and everyone there. It was amazing and so much fun. My child is now planning a 'Library date' with friends to go back to Maze and read books for fun. Honestly the best thing a parent could hear after such an event!"*

*"It was so well done, we were there for over an hour and there were plenty of fun things to do to keep us busy. It was a great family event!"*

*"The decorations were so creative and the kids loved the waffles and ice cream. It was awesome to have something safe and fun for the tweens to do on a Fri night. [...] I thought it was perfect!"*

### **Ravinia's Word & Music Outreach Program**

From July 14 through September 13, the Oak Park Public Library partnered with [Ravinia](#), the nation's oldest and most programmatically diverse music festival, to share free tickets for select performances with our patrons. Tickets were publicized through social media posts, email communications, and on [oppl.org](#), where patrons could fill out a form to have the tickets emailed directly to them. As performance tickets were claimed, we updated the website and online form to reflect current availability and posted the remaining shows on social media, helping to generate ongoing interest. Ravinia shared a total of 46 tickets spread across 16 different shows, with a mix of two and four tickets available per show. To promote more equitable access to this resource, we limited each patron to a maximum of two tickets and did not allow library staff participation. By the end of the season, Oak Park patrons had claimed and used 36 tickets to 14 shows.

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

### **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 reflects data for 2022, showing monthly numbers for 12 core statistics, with a solid, gray line denoting the monthly average in 2021 and a dashed, black line denoting the monthly average for 2019 (pre-pandemic), for reference. (Because meeting rooms and study rooms were unavailable for use for the majority of 2021, only a 2019 reference line is included in the charts for these two core statistics.) The dashboard also includes data for two market engagement metrics with peer comparisons, and our quarterly Net Promoter Score (NPS) with previous year comparisons.

Data is updated on a monthly basis for the 12 core statistics to reflect numbers through the end of the previous month — in this month's report, this includes data through the end of September 2022. New Cardholder Retention, Market Penetration, and NPS are updated on a quarterly basis. While NPS data is updated through Q3 2022 in the current report, Q3 data for New Cardholder Retention and Market Penetration is not yet available in Savannah. These market engagement statistics will be updated and viewable in the live dashboard linked above as soon as they are available.

New in this month's report, the NPS section of the dashboard has been updated to display data in a different manner than prior reports. Previously, the quarterly NPS scores displayed in the bar chart in this section provided the to-date NPS score as of the end of each quarter, taking into account data from all surveys submitted up to that date in the currently active survey in Savannah. (As a reminder, this survey is sent weekly via email to a random sample of 15% of cardholders (18+) who have used their library card in

the past 14 days. This email is only sent once over a 12-month period to the same email address, so no patron receives it more than once in each year.) The updated NPS score bar chart now displays quarterly scores that are based only on surveys submitted during a given quarter, providing a snapshot of feedback during that particular period of time. To provide additional context for these scores, the sample size for each quarter (i.e., the number of surveys submitted during that time period) is provided below the bar chart. To provide an overall sense of patron feedback during the current year, a year-to-date NPS score based on all surveys submitted in 2022 is provided in a scorecard to the right of the bar chart.

The Core Use Statistics Google Data Studio is also included at [oppl.org/evaluating-impact](https://oppl.org/evaluating-impact), a web page focused on sharing with the community how we evaluate our work. To see detailed data for previous calendar years, you may refer to previous Board report packets.

## **We prioritize sustainability. [STEWARDSHIP]**

### **Financial sustainability**

In recent years, the Oak Park Public Library has had a fund balance at the beginning of the year that exceeds the target level as stated in Library Policy. Although the policy was updated in June 2020, the library continued to have a fund balance at the beginning of the year that exceeded the target level of 42% of the General Fund — the library's primary operating fund, which also includes the capital budget. Because of this, the library has purposely been spending down this fund balance by delivering innovative services and programs to create more value for the community. In FY2023, the library continues to work with this focus clearly in mind. Financial sustainability is a core value of the library, as staff work toward a balanced budget and sustainable and engaged workforce while meeting policy requirements. In FY2024, the library is projected to be on target with fund balance at the beginning of the year for the first time in more than a decade, with decisions to be made in FY2025 and beyond focusing on a sustainable and balanced library budget for the Oak Park community.

## **We support all library staff to achieve happiness, well-being, and success. [STEWARDSHIP]**

### **Staff tuition grants**

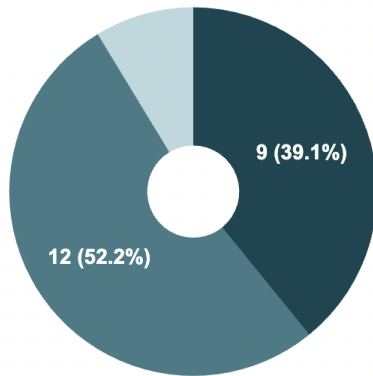
In late 2019, the Board of Library Trustees adopted a new [Professional Development policy](#). This updated staff policy supported greater access to tuition grants by reducing the employment eligibility requirements from one year to six months of employment, stating clearly that anyone scheduled to work at least fifteen hours per week at the library was eligible to apply. Additionally, starting in 2020, all tuition grant applicants became eligible for the same award amount regardless of their employment status, making part-time staff eligible for the same award amount as full-time staff members.

Since implementing the revised policy and practices in 2020, the library has processed over \$71,000 in tuition grants for 23 eligible staff members. These grants have assisted various staff members in earning at least twelve degrees (including eight Master of Library and Information Science degrees) and numerous other classes taken to pursue a certificate or degree relevant to the library's vision, mission, and strategic direction.

The charts on the following page provide additional data about tuition grant recipients from 2020 to present, illustrating the diversity of recipients and highlighting our commitment to ensuring that staff tuition grants are for everyone.

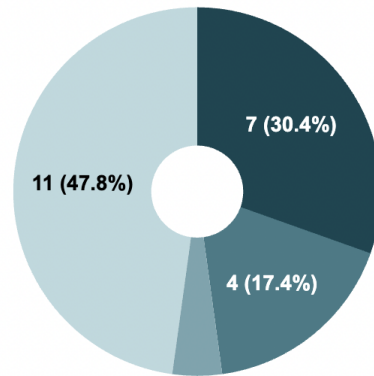
### Employment Status

- Full-Time
- Part-Time, 20 or more hrs/wk
- Part-Time, less than 20 hrs/wk



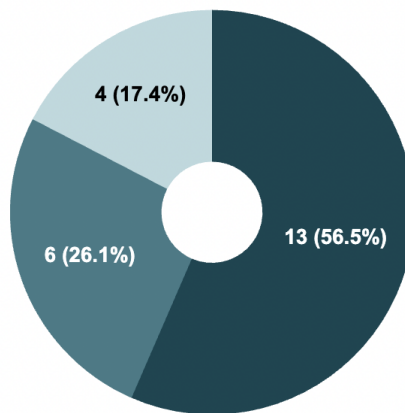
### Race/Ethnicity

- Black
- Hispanic or Latino
- Two or more races
- White

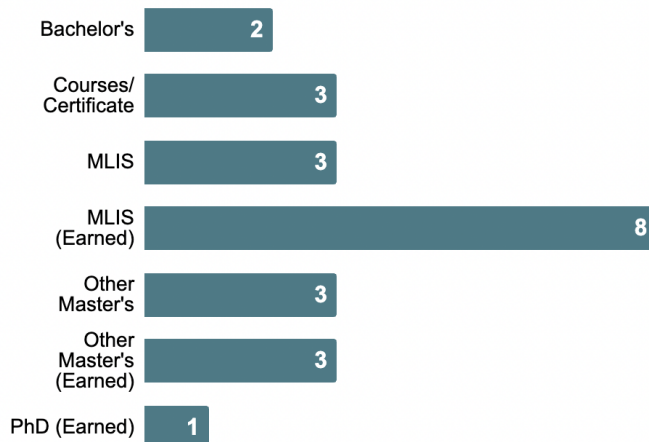


### Gender

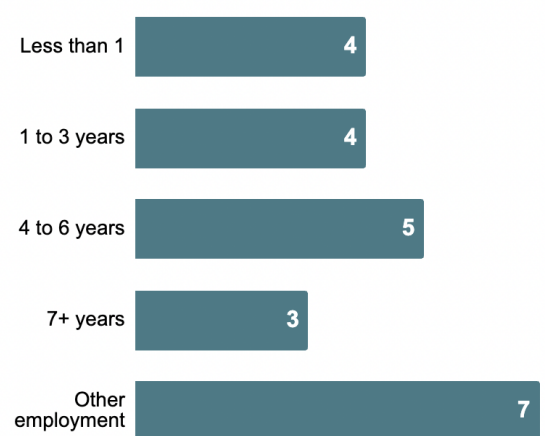
- Female
- Male
- Non-binary



### Degree Pursued or Earned

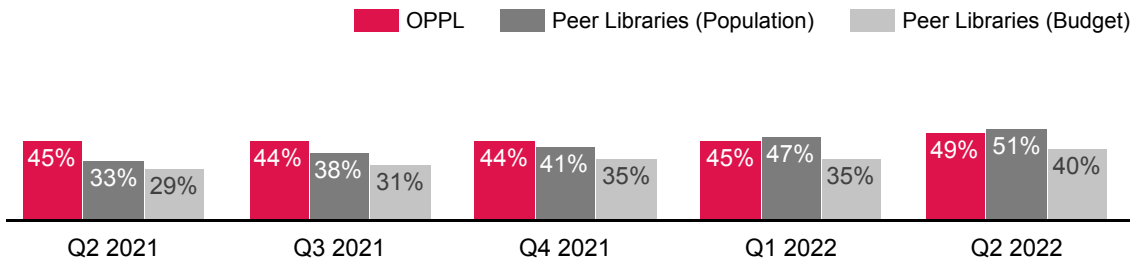


### Years of Service



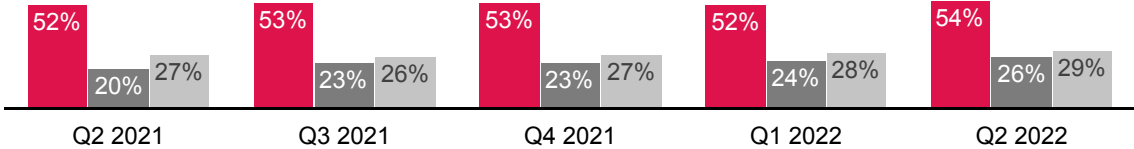
New Cardholder Retention

The percentage of new cardholders who signed up 12-24 months prior to the end of a given quarter who are still active users (i.e., have used their library card within the last 12 months)



Market Penetration

The percentage of active households (i.e., households containing at least one active user) in the library's service area



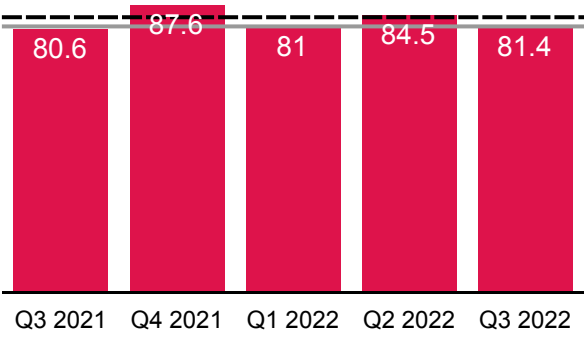
Net Promoter Score

A metric used to measure customer satisfaction and loyalty as well as predict future growth. The score is derived from responses to the following question:

On a scale from 0 (not at all likely) to 10 (very likely), how likely are you to recommend the library to others?

The NPS can range from -100 to 100. For reference, a positive score is Good, above 50 is Excellent, and above 70 is considered World Class.

2021 Score: 81.2  
2019 Score: 84



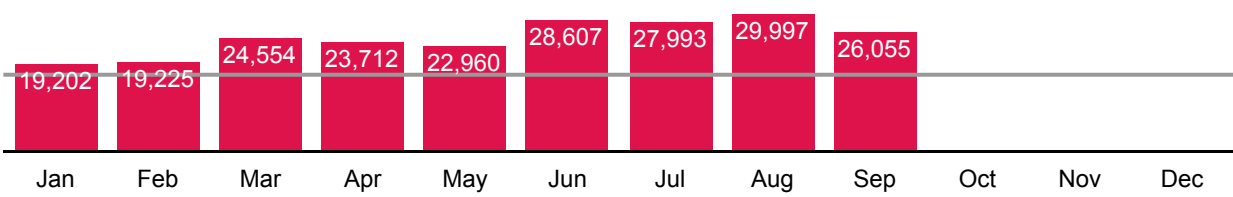
2022 YTD NPS Score  
82.2

NPS Survey Quarterly Sample Sizes  
2021: Q3=222; Q4=121 2022: Q1=74; Q2=71; Q3=86

Building Visits

The number of patron visits to a library building

2021 Average: 16,530  
2019 Average: 54,483

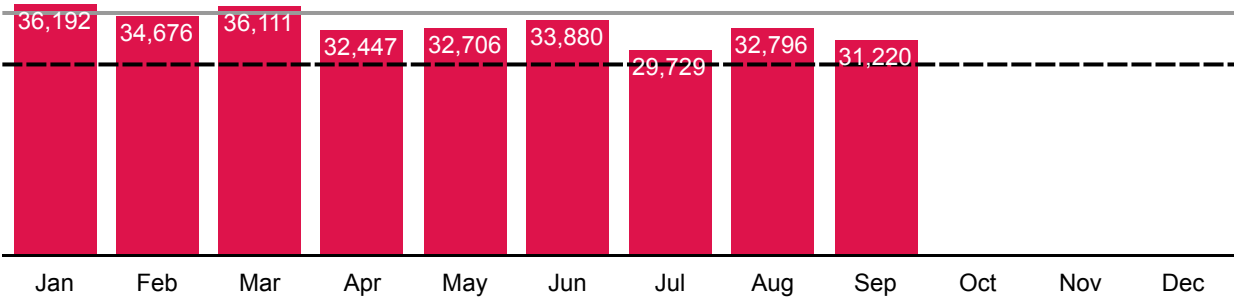


Year-to-Date  
222,305

Website Users

The number of people who initiated at least one session on oppl.org during a given month

2021 Average: 34,902  
2019 Average: 27,501

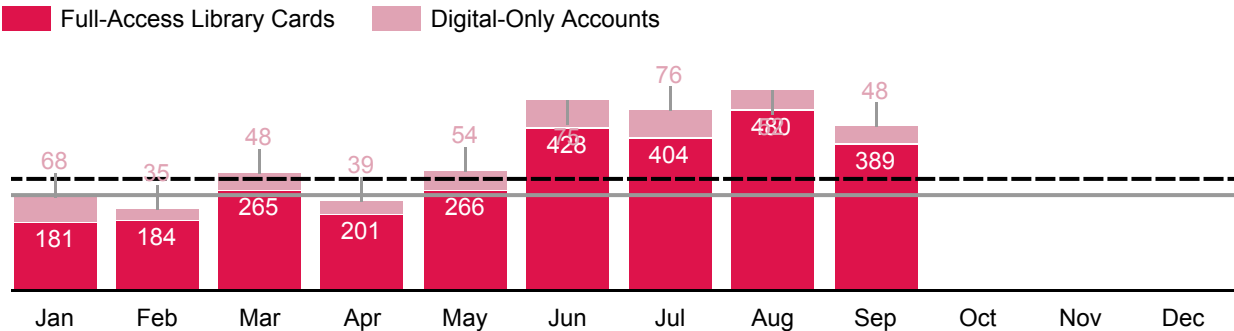


Year-to-Date  
299,757

New Users

The number of new account registrations (digital-only accounts or full-access library cards) each month\*

2021 Average: 252  
2019 Average: 295



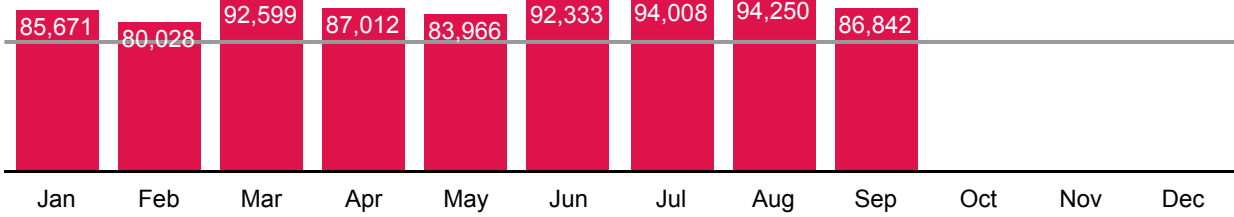
Year-to-Date  
3,293

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

Physical Materials Use

The number of checkouts plus renewals made at an Oak Park library location

2021 Average: 68,857  
2019 Average: 118,493

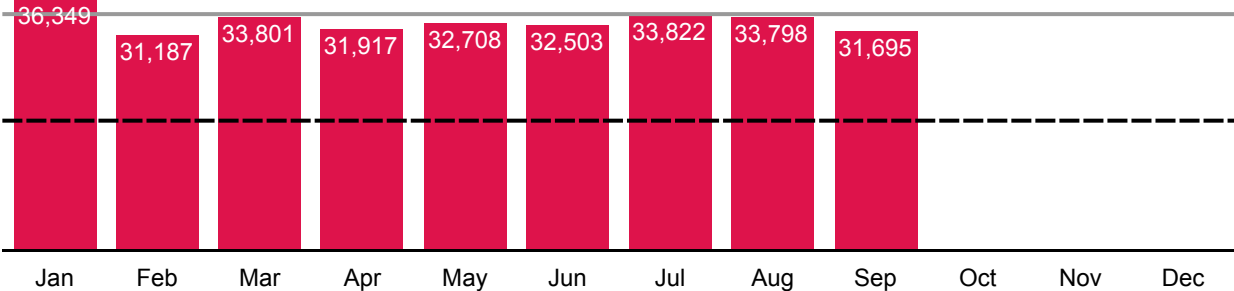


Year-to-Date  
796,709

Digital Materials Use

The number of materials downloaded or streamed from Oak Park library collections

2021 Average: 34,034  
2019 Average: 18,724

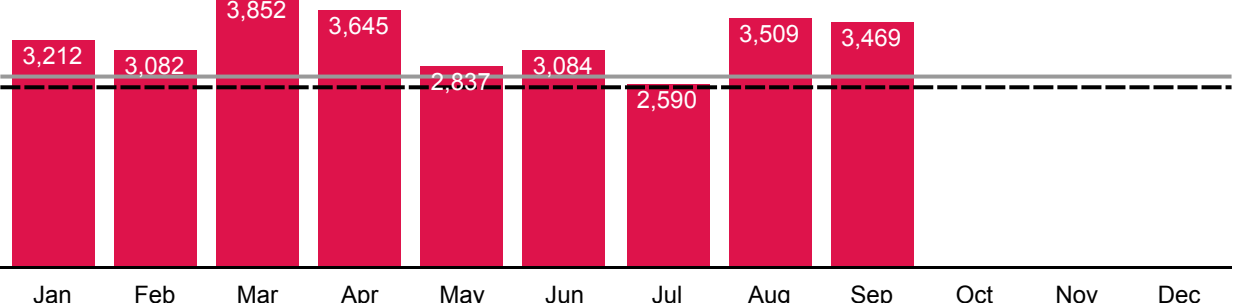


Year-to-Date  
297,780

Online Resource Use

The number of sessions (logins) for online resources, based on vendor statistics

2021 Average: 2,683  
2019 Average: 2,532

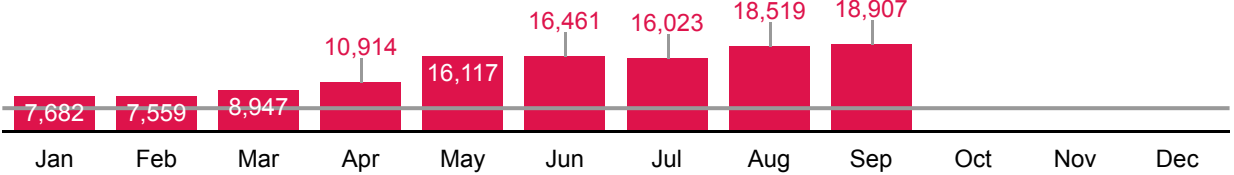


Year-to-Date  
29,280

WiFi Use

The number of unique daily WiFi clients at an Oak Park library location

2021 Average: 4,998  
2019 Average: 50,714

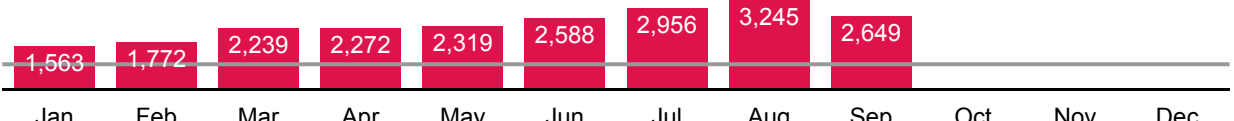


Year-to-Date  
121,129

Public Computer Use

The number of PC sessions at an Oak Park library location

2021 Average: 927  
2019 Average: 9,970

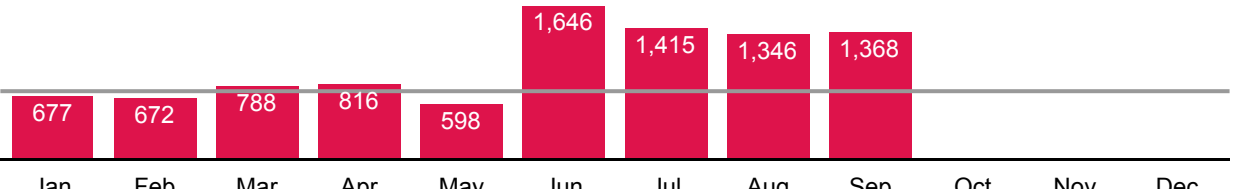


Year-to-Date  
21,603

Program Attendance

The number of attendees at programs held inside an Oak Park library location or in a library virtual space

2021 Average: 728  
2019 Average: 2,290

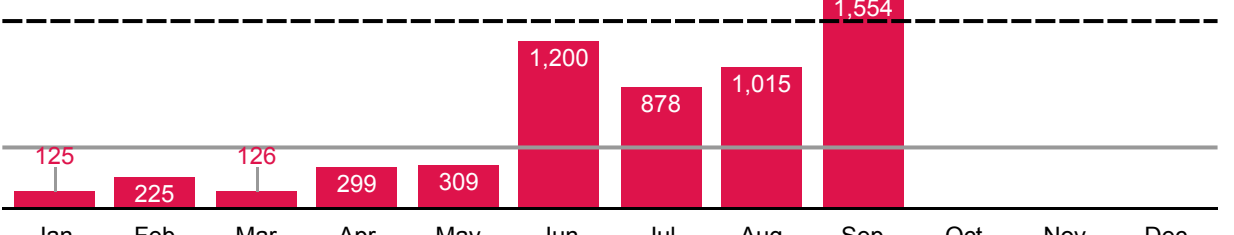


Year-to-Date  
9,326

Community Outreach

The estimated interactions from all Outreach and Book Bike events

2021 Average: 436  
2019 Average: 1,338

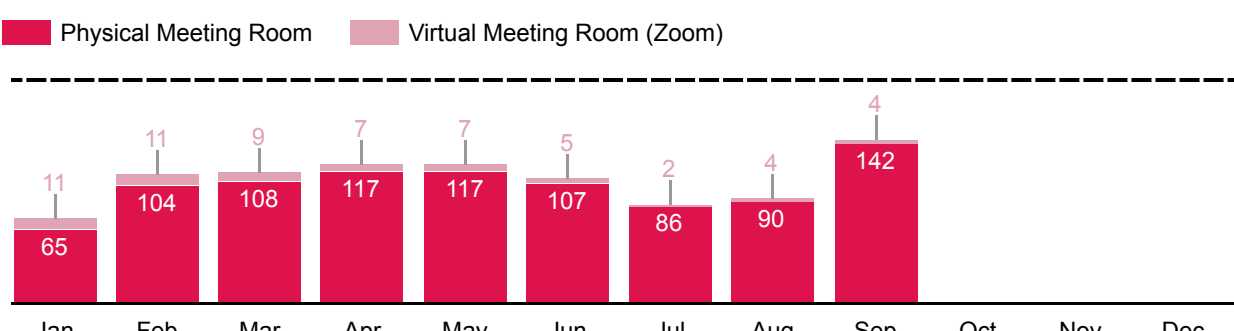


Year-to-Date  
5,731

Meeting Room Use

The number Oak Park library physical and virtual meeting room reservations made by community members

2019 Average: 198

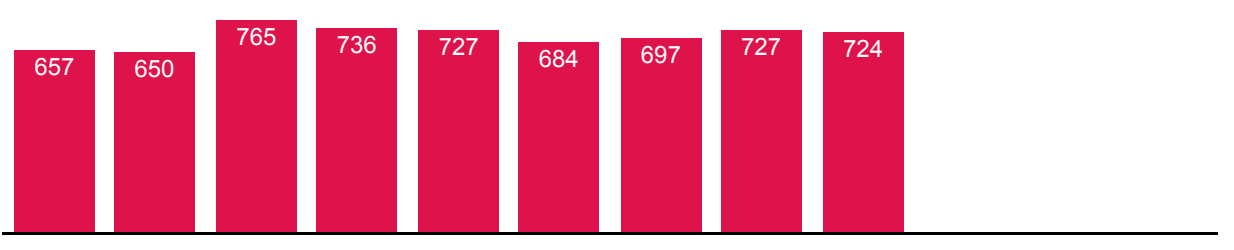


Year-to-Date  
996

Study Room Use

The number of Oak Park library study room reservations made by community members.

2019 Average: 959

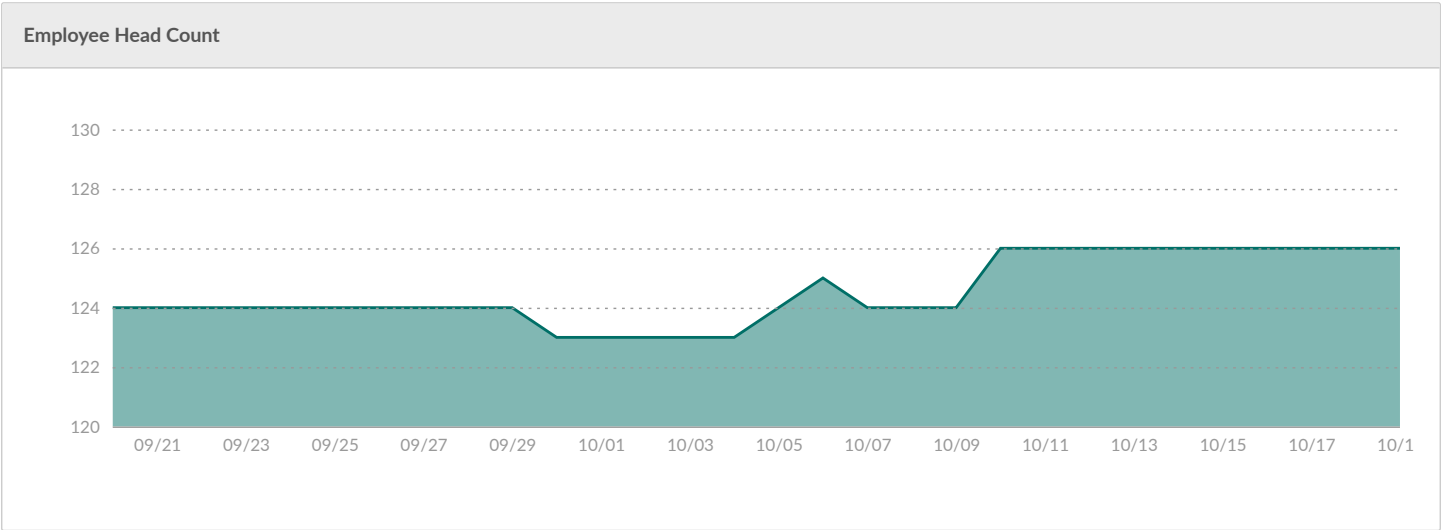


Year-to-Date  
6,367



10/20/2022  
Additions & Terminations

Dates  
2022-09-20 - 2022-10-19



Additions (4)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Danton, Maya	Part-Time, less than 20 hrs/wk	Middle & High School Services	None	Oak Park Public Library	Library Assistant	10/10/2022
Sutton, Barb	Part-Time, less than 20 hrs/wk	Middle & High School Services	None	Oak Park Public Library	Library Assistant	10/10/2022

10/20/2022

## Additions & Terminations

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Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Slater, Kay	Part-Time, less than 20 hrs/wk	Adult Services	None	Oak Park Public Library	Library Assistant	10/06/2022
Lorch, Janet	Part-Time, less than 20 hrs/wk	Patron Services	None	Oak Park Public Library	Library Assistant	10/05/2022

### Terminations (2)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Cruz, José	Full-Time	Middle & High School Services	None	Oak Park Public Library	Librarian	12/28/2015	10/07/2022
Enyia, Chibuike	Temporary	Community Engagement	None	Oak Park Public Library	Summer Book Bike Assistant	06/02/2022	09/30/2022



10/19/2022  
Staff Changes

Dates  
09/12/2022 - 10/19/2022



## Changes (5)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
Sanchez, Nora	Full-Time	Community Engagement	Latinx Language & Culture Librarian	Job Title Update	09/12/2022	Previous title: Community Engagement Coordinator
Baranowicz, Rafal	Full-Time	Technology	Information Technology Operations Coordinator	Job Title Update	10/09/2022	Previous title: Systems Administrator
Hofmockel, Amy	Full-Time	Technology	Creative Technology Librarian	Lateral Move	10/09/2022	Previous department & title: Middle & High School Services, Digital Learning Librarian
Terlik, Marcin	Full-Time	Technology	Manager of Technology Services	Job Title Update	10/09/2022	Previous title: Manager of Information Technology
Fitzgerald, Barbara	Full-Time	Collections Services	Manager of Collections Services	Job Title Update	10/17/2022	Collections Services now includes Materials Handling along with the Bibliographic and Collection Management teams. Previous title: Manager of Collections and Bibliographic Services
Spale, Kathleen	Full-Time	Special Collections	Manager & Curator of Special Collections	Job Title Update	10/17/2022	Previous title: Manager of Special Collections and Materials Handling

## Oak Park Public Library – Financial Report Summary

### Financial Report Summary – As of September 30, 2022 (75% of the year complete)

Operating cash available:

Byline Checking -	\$314,990.53
Byline Analysis -	\$25,000.00
Byline Promontory -	\$1,022,622.64
Forest Park Natl Bank -	\$526,629.75
US Bank Money Mkt -	\$202,480.64
Illinois Funds Invest -	\$3,286,949.49

Total Operating Cash available: **\$5,378,673.05**

Art Fund: **\$2,736.48**

Note the reduction in The Art Fund for expenditures that include: Protection and reframing of the Kehinde Wiley painting, framing of the two Richard Loving paintings, commissioning of artwork by Tia Jones. The Art Fund and permanent art collection will be brought to the Board for discussion in coming months to review purpose, curation, and sustainability.

### **REVENUE**

No tax revenue was received in September. The library has investigated alternative funding options in case the tax distributions are delayed into FY2023 due to the extended due date for the second tax installment of 2021 taxes. During a recent conversation with James Thompson from the Cook County President's office, the library was reassured that the second installment of tax bills would be sent out early in December, with distributions from escrow accounts following soon thereafter. This means the library would receive the majority of its revenue from the second installment 2021 tax levy by the end of December 2022. This installment would approximate 45% of total expected revenue from property taxes for FY2022 totalling approximately \$4,367,422. Once this revenue is received, the library would have sufficient operating funds to extend beyond July 2023, with expected first installment for tax year 2022 received before July 2023, to continue operating as normal.

In light of the now unlikely event that the tax distribution is not received before the end of FY2022, the library would have sufficient funding to continue operations through February 2023. Utilizing this fund balance would provide sufficient time to engage in alternative funding. Options were investigated and are listed below, with specific costs pending due to applications, interest rate changes, and borrowing commitments. The library will be in contact with Cook County through November and December to remain up-to-date on progress and timeline for tax distributions.

## Borrowing Options for the Library Reviewed:

LENDER	LOAN TYPE	TIME FRAME	FEES/ PENALTIES	TOTAL BORROWING
Cook County - Bridge Funding	Bridge Funding - 0% interest to local agencies	Application ended Aug 31. Library did not qualify	N/A	4 months of operating
Oak Park Bank (Wintrust)	Tax Warrant	3-4 weeks, with requirement to contract with agent	Prepayment penalty likely (within 3 months)	Stated amount up front with set period. (~6 months)
Fifth Third Bank	Line of Credit	3-4 weeks.	Application fee / closing costs. Floating rate only on funds needed	As needed - set duration (~6 months)
Byline Bank (Current primary bank)	Line of Credit	3-4 weeks	Application fee / closing costs (\$1,500-\$3,000). Floating rate (prime) only on funds needed	As needed - set duration (~6 months)

Interest revenue for September totaled \$8,643 with the majority of interest earned on investments with the Illinois Funds. Rate ending September 30 at 2.878%.

Notable revenue includes \$80,510 received for the Illinois Per Capita Grant. This grant is not included in the revenue budget due to inconsistencies in receiving the grant.

“The Public Library Per Capita Grant assists public libraries in providing library services that meet or show progress toward meeting Illinois library standards. Grant amounts of up to \$1.475 per person, based on the population of the library’s service area, are awarded annually to qualified Illinois public libraries.”

[https://www.ilsos.gov/departments/library/grants/plpc\\_equalization.html](https://www.ilsos.gov/departments/library/grants/plpc_equalization.html) - Accessed 10/18/2022

**TOTAL REVENUE YTD: 60%**

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**EXPENSES**

Total disbursements: **\$874,111.96**

At the end of Q3-2022, the library is on or under target with most of the expenditure lines. Any line that exceeded the budget was noted in previous Board meetings. Those budget lines that are expected to be over-expended this year are not a significant portion of the total budget, and the library is expected to be underspent in other account lines to compensate. As the library begins Q4, overall operating expenditures are expected to be on budget at year-end, with some capital expenditures deferred to FY2023 or later due to organizational changes within Facilities and Technology departments.

Multiple payments totaling \$5,147 were paid to Complete Temperature Systems. This firm is the library's current contractor maintaining the mechanical systems in the library's heating and cooling systems. These charges are for overdue maintenance, repairs, and troubleshooting as issues were noted earlier in the year with the library's chillers. One of two chillers has failed. If both chillers were to fail at the same time, there would be no cooling in warmer seasons. The library is posting a Request for Proposals to replace the failed chiller in FY2023. This will be a significant but necessary expenditure in FY2023 and will be included in the budget presented to the Board in October.

Account group expenditure levels:

**People:**

Compensation -	72%
Talent Development –	64%
<b>Total People –</b>	<b>72%</b>

**Support Services:**

Marketing –	74%
Collections –	79%
Administration –	82%
Other Support Svcs –	67%
<b>Total Support Svcs –</b>	<b>79%</b>

**Library Materials:**

<b>Total Library Materials –</b>	<b>73%</b>
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**Facilities Management:**

Facilities Supplies –	37%
Facilities Services –	75%

<b>Total Facilities Mgmt –</b>	<b>72%</b>
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Public Services:

Programming -	60%
Digital Services -	72%

<b>Total Public Services –</b>	<b>70%</b>
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<b>TOTAL OPERATING EXPENSES:</b>	<b>72%</b>
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<b>TOTAL CAPITAL AND OUTSIDE SUPPORT:</b>	<b>40%</b>
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Prepared by Jeremy Andrykowski - October 20, 2022

# Oak Park Public Library

## Bank Reconciliation Report

### BYLINE CHECKING - SEPTEMBER 2022

#### Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2022:			\$531,745.93
Add: Cleared deposits:			\$83,691.63
Add: Cleared deposit adjustments:			\$518,548.64
Subtract: Cleared payments:			\$252,697.41
Subtract: Cleared payment adjustments:			\$566,298.26
Adjusted bank register balance:			<hr/> \$314,990.53
Bank register ending balance:			\$186,524.05
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$128,466.48
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$314,990.53
Bank statement ending balance 09/30/2022:			<hr/> \$314,990.53
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	12	\$602,240.27	
All Cleared Payments:	103	\$818,995.67	

# Oak Park Public Library

## Bank Reconciliation Report

### BYLINE BANK ANALYSIS - SEPTEMBER 2022

#### Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2022:			\$25,000.00
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1,500,000.00
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,500,000.00
Adjusted bank register balance:			\$25,000.00
Bank register ending balance:			\$25,000.00
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			\$25,000.00
Bank statement ending balance 09/30/2022:			\$25,000.00
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	3	\$1,500,000.00	
All Cleared Payments:	3	\$1,500,000.00	

# Oak Park Public Library

## Bank Reconciliation Report

### BYLINE BANK MMA - SEPTEMBER 2022

#### Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2022:			\$522,336.06
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1,000,286.58
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$500,000.00
Adjusted bank register balance:			<hr/> \$1,022,622.64
Bank register ending balance:			\$1,022,622.64
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$1,022,622.64
Bank statement ending balance 09/30/2022:			<hr/> \$1,022,622.64
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	2	\$1,000,286.58	
All Cleared Payments:	2	\$500,000.00	



# Oak Park Public Library

## Bank Reconciliation Report

### FOREST PARK MM - SEPTEMBER 2022

#### Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2022:			\$526,276.50
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$353.25
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$526,629.75
Bank register ending balance:			\$526,629.75
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$526,629.75
Bank statement ending balance 09/30/2022:			<hr/> \$526,629.75
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$353.25	
All Cleared Payments:	0	\$0.00	

# Oak Park Public Library

## Bank Reconciliation Report

### US BANK MM - SEPTEMBER 2022

#### Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2022:			\$202,478.98
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1.66
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			\$202,480.64
Bank register ending balance:			\$202,480.64
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			\$202,480.64
Bank statement ending balance 09/30/2022:			\$202,480.64
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$1.66	
All Cleared Payments:	0	\$0.00	

# Oak Park Public Library

## Bank Reconciliation Report

ILLINOIS FUNDS INVESTMENT - SEPTEMBER 2022

### Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2022:			\$4,278,997.93
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$7,951.56
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,000,000.00
Adjusted bank register balance:			\$3,286,949.49
Bank register ending balance:			\$3,286,949.49
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			\$3,286,949.49
Bank statement ending balance 09/30/2022:			\$3,286,949.49
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$7,951.56	
All Cleared Payments:	1	\$1,000,000.00	

# Oak Park Public Library

## Bank Reconciliation Report

### ILL ART FUND - SEPTEMBER 2022

#### Reconciliation of Register to Statement

Bank register cleared beginning balance 08/31/2022:			\$16,816.91
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$17.91
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$14,098.34
Adjusted bank register balance:			\$2,736.48
Bank register ending balance:			\$2,736.48
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			\$2,736.48
Bank statement ending balance 09/30/2022:			\$2,736.48
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$17.91	
All Cleared Payments:	2	\$14,098.34	

# Oak Park Public Library

## Statement of Income & Expense

### Operating Fund -September 2022

					75% of Year	
	September 2022	YTD 2022 Projects/Grant	YTD 2022 Operating	YTD 2022 Totals	Budget 2022	Budget
<b>REVENUE</b>						
Property Taxes, for operating	0.00	0.00	5,372,941.71	5,372,941.71	9,740,364.00	55.16%
Corp. Property Replacement Tax	0.00	0.00	387,270.21	387,270.21	125,000.00	309.82%
Services charges and fees	21.95	0.00	2,662.38	2,662.38	10,000.00	26.62%
Lost Books Reimbursed/Reciprocal Borrowing	1,380.21	0.00	4,658.40	4,658.40	0.00	0.00%
Rentals-Library Space	0.00	0.00	1,995.90	1,995.90	0.00	0.00%
Vending/Enterprise Income	150.47	0.00	602.87	602.87	0.00	0.00%
Parking lot revenue	2,129.88	0.00	7,531.71	7,531.71	6,000.00	125.53%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00	0.00	0.00%
Interest	8,643.22	0.00	43,905.06	43,905.06	10,000.00	439.05%
Gifts	0.00	0.00	2,750.00	2,750.00	0.00	0.00%
Gifts From FOPPL	0.00	19,700.00	0.00	19,700.00	0.00	0.00%
Illinois Per Capita Grant	80,509.93	0.00	80,509.93	80,509.93	0.00	0.00%
Grants	486.08	35,776.60	17,700.00	53,476.60	0.00	0.00%
Community Fund Endowments	0.00	0.00	0.00	0.00	20,400.00	0.00%
Miscellaneous Income	0.00	0.00	1,315.73	1,315.73	10,000.00	13.16%
Pass Through Revenue	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL REVENUE</b>	<b>93,321.74</b>	<b>55,476.60</b>	<b>5,923,843.90</b>	<b>5,979,320.50</b>	<b>9,921,764.00</b>	<b>60.26%</b>
<b>EXPENSES - Operating</b>						
<b>PEOPLE</b>						
<b>Compensation</b>						
Wages & Salaries	462,512.87	0.00	4,084,477.27	4,084,477.27	5,660,000.00	72.16%
Employee Medical Insurance	85,054.96	0.00	771,308.41	771,308.41	1,095,000.00	70.44%
IMRF (Illinois Municipal Retirement Fund)	25,132.46	0.00	216,525.57	216,525.57	300,000.00	72.18%
FICA/MEDICARE	34,024.57	0.00	300,469.13	300,469.13	418,000.00	71.88%
Workers Compensation Insurance	0.00	0.00	21,505.00	21,505.00	25,000.00	86.02%
Unemployment Compensation Ins.	347.68	0.00	11,821.99	11,821.99	18,000.00	65.68%
<b>Total Compensation</b>	<b>607,072.54</b>	<b>0.00</b>	<b>5,406,107.37</b>	<b>5,406,107.37</b>	<b>7,516,000.00</b>	<b>71.93%</b>
<b>Talent Development</b>						
Dues	227.67	0.00	6,013.67	6,013.67	20,000.00	30.07%
Staff Development/Travel	5,623.74	5,292.92	47,361.65	52,654.57	92,000.00	57.23%
Tuition Reimbursement	0.00	0.00	12,648.00	12,648.00	33,000.00	38.33%
Recruitment	140.00	499.00	24,761.67	25,260.67	4,200.00	601.44%
Board Development	0.00	0.00	0.00	0.00	2,000.00	0.00%
<b>Total Talent Development</b>	<b>5,991.41</b>	<b>5,791.92</b>	<b>90,784.99</b>	<b>96,576.91</b>	<b>151,200.00</b>	<b>63.87%</b>
<b>TOTAL PEOPLE</b>	<b>613,063.95</b>	<b>5,791.92</b>	<b>5,496,892.36</b>	<b>5,502,684.28</b>	<b>7,667,200.00</b>	<b>71.77%</b>
<b>SUPPORT SERVICES</b>						
<b>Marketing</b>						
Promotions	47.99	2,736.92	5,172.47	7,909.39	24,000.00	32.96%

# Oak Park Public Library

## Statement of Income & Expense

### Operating Fund -September 2022

					75% of Year	
	September 2022	YTD 2022 Projects/Grant	YTD 2022 Operating	YTD 2022 Totals	Budget 2022	Budget
Publications	838.30	0.00	28,808.13	28,808.13	25,500.00	112.97%
<b>Total Marketing Support</b>	<b>886.29</b>	<b>2,736.92</b>	<b>33,980.60</b>	<b>36,717.52</b>	<b>49,500.00</b>	<b>74.18%</b>
<b>Collections</b>						
ILL Payments	117.08	0.00	2,162.19	2,162.19	3,500.00	61.78%
Cataloging/Bib Search Fees	0.00	0.00	2,170.87	2,170.87	2,000.00	108.54%
<b>Total Collections Support</b>	<b>117.08</b>	<b>0.00</b>	<b>4,333.06</b>	<b>4,333.06</b>	<b>5,500.00</b>	<b>78.78%</b>
<b>Administration</b>						
HRIS and Payroll Processing Fees	2,101.91	0.00	16,603.48	16,603.48	25,000.00	66.41%
Mileage & Miscellaneous reimbursemer	1,915.19	0.00	16,714.05	16,714.05	27,000.00	61.90%
Hospitality	0.00	346.50	438.35	784.85	1,000.00	78.49%
Audit Fees	0.00	0.00	8,723.00	8,723.00	10,000.00	87.23%
Unclaimed Property Escheatment to Sta	0.00	0.00	0.00	0.00	500.00	0.00%
Merchant Account Services	120.05	0.00	1,750.25	1,750.25	5,000.00	35.01%
Collection Fees	0.00	0.00	0.00	0.00	4,000.00	0.00%
Consulting Services - Admin	6,077.50	0.00	55,754.01	55,754.01	75,000.00	74.34%
Intergovernmental Agreements (IGA)	0.00	0.00	11,510.00	11,510.00	15,000.00	76.73%
Legal Fees	10,570.00	0.00	28,489.50	28,489.50	20,000.00	142.45%
Postage & Delivery	0.00	0.00	6,103.59	6,103.59	5,000.00	122.07%
Insurance	0.00	0.00	89,750.00	89,750.00	110,500.00	81.22%
Contingency	0.00	0.00	0.00	0.00	15,000.00	0.00%
Grant Expenses	686.08	13,451.07	17,850.00	31,301.07	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00	0.00	0.00%
Supplies	5,299.34	3,533.11	65,400.73	68,933.84	98,000.00	70.34%
<b>Total Administration Support</b>	<b>26,770.07</b>	<b>17,330.68</b>	<b>319,086.96</b>	<b>336,417.64</b>	<b>411,000.00</b>	<b>81.85%</b>
<b>Other Support Services</b>						
Telephone/Communications	3,908.11	0.00	39,800.77	39,800.77	65,000.00	61.23%
Office & Library Machinery Service	2,156.57	0.00	19,319.96	19,319.96	22,800.00	84.74%
<b>Total Other Support Services</b>	<b>6,064.68</b>	<b>0.00</b>	<b>59,120.73</b>	<b>59,120.73</b>	<b>87,800.00</b>	<b>67.34%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>33,838.12</b>	<b>20,067.60</b>	<b>416,521.35</b>	<b>436,588.95</b>	<b>553,800.00</b>	<b>78.84%</b>
<b>LIBRARY MATERIALS</b>						
Print materials	44,985.59	0.00	295,929.20	295,929.20	360,000.00	82.20%
Audio and video materials	6,988.69	0.00	53,329.05	53,329.05	102,000.00	52.28%
Digital content	34,015.80	0.00	428,905.03	428,905.03	584,000.00	73.44%
Devices	2,487.26	0.00	23,486.58	23,486.58	39,000.00	60.22%
Realia and other formats	27.49	0.00	7,094.32	7,094.32	10,000.00	70.94%
Archival collection	0.00	0.00	1,653.08	1,653.08	12,500.00	13.22%
<b>TOTAL LIBRARY MATERIALS</b>	<b>88,504.83</b>	<b>0.00</b>	<b>810,397.26</b>	<b>810,397.26</b>	<b>1,107,500.00</b>	<b>73.17%</b>

#### FACILITIES MANAGEMENT

# Oak Park Public Library

## Statement of Income & Expense

### Operating Fund -September 2022

	75% of Year					
	September 2022	YTD 2022 Projects/Grant	YTD 2022 Operating	YTD 2022 Totals	Budget 2022	Budget
<b>Facility Supplies</b>						
Fuels & Lubricants	249.15	0.00	1,805.50	1,805.50	1,200.00	150.46%
Building Materials & Supplies	1,202.28	0.00	7,167.62	7,167.62	10,000.00	71.68%
Equipment Parts	69.96	0.00	141.03	141.03	10,000.00	1.41%
Cleaning & Housekeeping Supplies	0.00	802.30	3,073.87	3,876.17	21,420.00	18.10%
Signage	0.00	1,291.93	2,563.88	3,855.81	3,000.00	128.53%
<b>Total Facility Supplies</b>	<b>1,521.39</b>	<b>2,094.23</b>	<b>14,751.90</b>	<b>16,846.13</b>	<b>45,620.00</b>	<b>36.93%</b>
<b>Facilities Services</b>						
Landscaping and snow removal services	476.00	0.00	11,752.00	11,752.00	24,000.00	48.97%
Custodial Services	16,316.53	0.00	140,764.57	140,764.57	205,000.00	68.67%
Water	1,011.50	0.00	6,293.96	6,293.96	10,000.00	62.94%
Sewer/Garbage	761.52	0.00	9,532.76	9,532.76	13,000.00	73.33%
Parking lot expense	1,091.03	0.00	2,932.01	2,932.01	15,000.00	19.55%
Natural Gas	534.58	0.00	29,304.96	29,304.96	37,000.00	79.20%
Rentals--Equipment & Facilities	1,370.00	0.00	17,957.11	17,957.11	20,000.00	89.79%
Repair & Maintenance Prop. & Equip.	18,902.23	0.00	179,692.67	179,692.67	204,000.00	88.08%
<b>Total Facilities Services</b>	<b>40,463.39</b>	<b>0.00</b>	<b>398,230.04</b>	<b>398,230.04</b>	<b>528,000.00</b>	<b>75.42%</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>41,984.78</b>	<b>2,094.23</b>	<b>412,981.94</b>	<b>415,076.17</b>	<b>573,620.00</b>	<b>72.36%</b>
<b>PUBLIC SERVICES</b>						
<b>Programming</b>						
Children's Programming	1,077.59	1,439.00	8,993.57	10,432.57	18,000.00	57.96%
Young Adult Programming	1,468.17	181.78	12,151.77	12,333.55	16,000.00	77.08%
Adult Programming	2,566.48	4,200.00	15,787.93	19,987.93	23,000.00	86.90%
Community Engagement	2,084.53	0.00	7,408.74	7,408.74	10,000.00	74.09%
Social Services	360.00	1,590.00	300.00	1,890.00	20,000.00	9.45%
<b>Total Programming</b>	<b>7,556.77</b>	<b>7,410.78</b>	<b>44,642.01</b>	<b>52,052.79</b>	<b>87,000.00</b>	<b>59.83%</b>
<b>Digital Services</b>						
Consultant Support Services	0.00	0.00	429.10	429.10	10,000.00	4.29%
SWAN	0.00	0.00	75,888.75	75,888.75	104,677.00	72.50%
Website development/CMS	165.08	0.00	1,604.49	1,604.49	3,000.00	53.48%
Subscriptions and services	(11,601.25)	0.00	174,803.98	174,803.98	225,000.00	77.69%
Equipment and supplies	1,375.84	55.48	8,708.56	8,764.04	20,000.00	43.82%
<b>Total Digital Services</b>	<b>(10,060.33)</b>	<b>55.48</b>	<b>261,434.88</b>	<b>261,490.36</b>	<b>362,677.00</b>	<b>72.10%</b>
<b>TOTAL PUBLIC SERVICES</b>	<b>(2,503.56)</b>	<b>7,466.26</b>	<b>306,076.89</b>	<b>313,543.15</b>	<b>449,677.00</b>	<b>69.73%</b>
<b>TOTAL EXPENSES - Operating</b>	<b>774,888.12</b>	<b>35,420.01</b>	<b>7,442,869.80</b>	<b>7,478,289.81</b>	<b>10,351,797.00</b>	<b>72.24%</b>
<b>EXPENSES - Capital</b>						
Equipment	0.00	0.00	0.00	0.00	10,000.00	0.00%

# Oak Park Public Library

## Statement of Income & Expense

### Operating Fund -September 2022

					75% of Year	
	September 2022	YTD 2022 Projects/Grant	YTD 2022 Operating	YTD 2022 Totals	Budget 2022	Budget
Furnishings	44.54	0.00	40,060.00	40,060.00	70,000.00	57.23%
Technology	4,850.00	36,027.32	15,240.00	51,267.32	220,000.00	23.30%
Building Improvements	4,271.75	0.00	271,328.68	271,328.68	585,000.00	46.38%
Special Projects	0.00	0.00	300.00	300.00	32,000.00	0.94%
<b>TOTAL EXPENSES - Capital</b>	<b>9,166.29</b>	<b>36,027.32</b>	<b>326,928.68</b>	<b>362,956.00</b>	<b>917,000.00</b>	<b>39.58%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(690,732.67)</b>	<b>(15,970.73)</b>	<b>(1,845,954.58)</b>	<b>(1,861,925.31)</b>	<b>(1,347,033.00)</b>	



# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALLIED UNIVERSAL TECHNOLC	Computer Check 58675	09/20/2022	09/20/2022 Posted	1,452.64	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,452.64	1,452.64 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN1-910227950	09/02/2022	Alarm Service Call -	1,452.64	1,452.64	01-5692	Repair & Maintenance Prop.	1,452.64	<No Project>
Totals:							1,452.64	
ALPHA BUILDING MAINTENAN	Computer Check 58698	09/21/2022	09/21/2022 Posted	15,512.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 15,512.21	15,512.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
21684 OPPL	09/01/2022	Custodial Services	15,512.21	15,512.21	01-5686	Custodial Services	15,512.21	<No Project>
Totals:							15,512.21	
AMANO MCGANN, INC.	Computer Check 58656	09/14/2022	09/14/2022 Posted	800.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 800.00	800.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SVC319200	09/08/2022	Walkthrough/Pay St	800.00	800.00	01-5689	Parking lot expense	800.00	<No Project>
Totals:							800.00	
AMAZON CAPITAL SERVICES	Computer Check 58637	09/07/2022	09/07/2022 Posted	1,158.02	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,158.02	1,158.02 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1JLJ-LM1G-9NYW	08/18/2022	USB C Fast Wall Cha	109.90	109.90	01-5937	Equipment and supplies	109.90	<No Project>
Totals:							109.90	
11JF-J1FC-1LKF	08/23/2022	Adult Programming	409.33	409.33	01-5247	Adult Programming	409.33	<No Project>
Totals:							409.33	
1FNT-7V1P-W7HY	08/26/2022	Aliruke for Google F	95.18	95.18	01-5937	Equipment and supplies	95.18	<No Project>
Totals:							95.18	
1M43-RFJJ-GRTV	08/28/2022	Logitech MX Master	99.99	78.01	01-5937	Equipment and supplies	78.01	<No Project>
Totals:							78.01	
1KXJ-YK1P-HTQY	08/28/2022	Alipower 6-Cell Lapt	38.98	38.98	01-5937	Equipment and supplies	38.98	<No Project>
Totals:							38.98	
1KP1-PQGR-14MC	08/28/2022	Children's Programr	54.25	54.25	01-5240	Children's Programming	54.25	<No Project>
Totals:							54.25	
1LFF-1LC4-CJN4	08/30/2022	Office Supplies	98.70	98.70	01-5742	Supplies	98.70	<No Project>
Totals:							98.70	
1X6N-PLR7-7FLT	08/31/2022	Books	30.25	30.25	01-5840	Print materials	30.25	<No Project>
Totals:							30.25	

# Oak Park Public Library

## Cash Disbursement Journals

September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1FN6-H7Q3-4YT1	08/31/2022	Books	31.99	31.99	01-5840	Print materials	31.99	<No Project>
						Totals:	31.99	
1X6N-PLR7-CN76	08/31/2022	Book	39.99	39.99	01-5840	Print materials	39.99	<No Project>
						Totals:	39.99	
1MHD-QCVJ-N74T	08/31/2022	Office Supplies	50.97	50.97	01-5742	Supplies	50.97	<No Project>
						Totals:	50.97	
1QMM-W6T1-R9XF	09/04/2022	Office Supplies	71.96	71.96	01-5742	Supplies	71.96	<No Project>
						Totals:	71.96	
1R4G-TYKL-9YCP	09/05/2022	Book	19.95	19.95	01-5840	Print materials	19.95	<No Project>
						Totals:	19.95	
1YKW-NP93-DNDX	09/05/2022	Book	28.56	28.56	01-5840	Print materials	28.56	<No Project>
						Totals:	28.56	
AMAZON CAPITAL SERVICES	Computer Check	09/14/2022	09/14/2022	159.58	01-1053	Byline Bank Checking	0.00	159.58
	58657		Posted		01-2060	Accounts Payable	159.58	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1DFL-HDRL-CHDT	08/26/2022	SENTRY P008E Com	47.98	47.98	01-5742	Supplies	47.98	<No Project>
						Totals:	47.98	
1VK9-KY9G-NH4C	09/04/2022	USB C Fast Wall Cha	32.97	32.97	01-5937	Equipment and supplies	32.97	<No Project>
						Totals:	32.97	
1VXG-DXR4-FH9D	09/05/2022	Office Supplies	65.18	65.18	01-5742	Supplies	65.18	<No Project>
						Totals:	65.18	
1THQ-MFGQ-X7T1	09/07/2022	Book	13.45	13.45	01-5840	Print materials	13.45	<No Project>
						Totals:	13.45	
AMAZON CAPITAL SERVICES	Computer Check	09/21/2022	09/21/2022	2,401.98	01-1053	Byline Bank Checking	0.00	2,401.98
	58677		Posted		01-2060	Accounts Payable	2,401.98	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1PXG-DP9N-4F9W	09/08/2022	Office Supplies	83.68	83.68	01-5742	Supplies	83.68	<No Project>
						Totals:	83.68	
1FXK-1L33-GFHQ	09/10/2022	Book	14.99	14.99	01-5840	Print materials	14.99	<No Project>
						Totals:	14.99	
1PH1-Q4F1-6W34	09/10/2022	Children's programr	40.84	40.84	01-5240	Children's Programming	40.84	<No Project>
						Totals:	40.84	
1MK9-4DL6-KLPK	09/11/2022	MHS Services Progr	335.43	335.43	01-5244	Young Adult Programming	335.43	<No Project>
						Totals:	335.43	

# Oak Park Public Library

## Cash Disbursement Journals

September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount Amount Paid	Account Number	Description	Debit Amount Amount	Credit Amount Project ID
1KV9-PRRP-3FW3	09/12/2022	Books	35.92	35.92	01-5840	Print materials	35.92	<No Project>
						Totals:	35.92	
19PT-MK4K-9MQT	09/13/2022	Elkay Water Fountai	740.00	740.00	01-5682	Building Materials & Supplies	740.00	<No Project>
						Totals:	740.00	
164J-FJW7-3KD1	09/13/2022	Children's Programr	25.27	25.27	01-5240	Children's Programming	25.27	<No Project>
						Totals:	25.27	
1V7Y-JP9V-161X	09/13/2022	MIDDLE AND HIGH	53.45	53.45	01-5244	Young Adult Programming	53.45	<No Project>
						Totals:	53.45	
11XD-Y4KM-VMV7	09/15/2022	Book	9.99	9.99	01-5840	Print materials	9.99	<No Project>
						Totals:	9.99	
1H9J-YY3R-T1YG	09/15/2022	Books	40.90	40.90	01-5840	Print materials	40.90	<No Project>
						Totals:	40.90	
11XD-Y4KM-TFFL	09/15/2022	Cisco Meraki MS12C	1,000.00	1,000.00	01-5937	Equipment and supplies	1,000.00	<No Project>
						Totals:	1,000.00	
1JPP-YTGG-CDNL	09/19/2022	Book	21.51	21.51	01-5840	Print materials	21.51	<No Project>
						Totals:	21.51	
AMAZON CAPITAL SERVICES	Computer Check	09/28/2022	09/28/2022	270.60	01-1053	Byline Bank Checking	0.00	270.60
58705		Posted			01-2060	Accounts Payable	270.60	0.00
19JX-NWWY-WRLG	09/22/2022	Book	4.00	4.00	01-5840	Print materials	4.00	<No Project>
						Totals:	4.00	
1W1M-JR7Y-6WWP	09/22/2022	Book	14.99	14.99	01-5840	Print materials	14.99	<No Project>
						Totals:	14.99	
19R7-LL99-G6RG	09/22/2022	Books	47.11	47.11	01-5840	Print materials	47.11	<No Project>
						Totals:	47.11	
1K4H-JLXN-VNT1	09/23/2022	MIDDLE AND HIGH	44.54	44.54	01-5930	Furnishings	44.54	<No Project>
						Totals:	44.54	
1MFT-P6XM-K9LN	09/25/2022	Book	12.95	12.95	01-5840	Print materials	12.95	<No Project>
						Totals:	12.95	
1HQL-T16V-FHRC	09/25/2022	Books	35.08	35.08	01-5840	Print materials	35.08	<No Project>
						Totals:	35.08	
1DJ4-R6CP-4HM4	09/25/2022	Casters for Executiv	111.93	111.93	01-5682	Building Materials & Supplies	111.93	<No Project>
						Totals:	111.93	
AMERICAN LIBRARY ASSOCIAT	Computer Check	09/28/2022	09/28/2022	151.00	01-1053	Byline Bank Checking	0.00	151.00

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	58706		Posted		01-2060	Accounts Payable	151.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2309418	09/19/2022	Membership Dues F	151.00	151.00	01-5162	Dues	151.00	<No Project>
Totals:							151.00	
ANCEL GLINK, P.C.	Computer Check	09/21/2022	09/21/2022	10,570.00	01-1053	Byline Bank Checking	0.00	10,570.00
	58699		Posted		01-2060	Accounts Payable	10,570.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
91594	09/20/2022	Legal Services - Aug	10,570.00	10,570.00	01-5291	Legal Fees	10,570.00	<No Project>
Totals:							10,570.00	
ANDERSON PEST SOLUTIONS	Computer Check	09/14/2022	09/14/2022	209.05	01-1053	Byline Bank Checking	0.00	209.05
	58658		Posted		01-2060	Accounts Payable	209.05	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
25868889	08/31/2022	Pest Control Mainte	90.40	90.40	01-5692	Repair & Maintenance Prop.	90.40	<No Project>
Totals:							90.40	
25868890	09/01/2022	Exterior Insect Main	118.65	118.65	01-5692	Repair & Maintenance Prop.	118.65	<No Project>
Totals:							118.65	
BAKER & TAYLOR	Computer Check	09/07/2022	09/07/2022	3,115.01	01-1053	Byline Bank Checking	0.00	3,115.01
	58638		Posted		01-2060	Accounts Payable	3,115.01	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2036925147	08/30/2022	Books	232.27	232.27	01-5840	Print materials	232.27	<No Project>
Totals:							232.27	
2036966176	08/30/2022	Books	2,569.46	2,569.46	01-5840	Print materials	2,569.46	<No Project>
Totals:							2,569.46	
2036983209	09/02/2022	Books	313.28	313.28	01-5840	Print materials	313.28	<No Project>
Totals:							313.28	
BAKER & TAYLOR	Computer Check	09/14/2022	09/14/2022	156.33	01-1053	Byline Bank Checking	0.00	156.33
	58659		Posted		01-2060	Accounts Payable	156.33	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2036924371	09/08/2022	Books	156.33	156.33	01-5840	Print materials	156.33	<No Project>
Totals:							156.33	
BAKER & TAYLOR	Computer Check	09/20/2022	09/20/2022	10,052.77	01-1053	Byline Bank Checking	0.00	10,052.77
	58676		Posted		01-2060	Accounts Payable	10,052.77	0.00

# Oak Park Public Library

## Cash Disbursement Journals

September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2036901965	09/13/2022	Books	3,141.10	3,119.85	01-5840	Print materials	3,119.85	<No Project>
						Totals:	3,119.85	
2036998556	09/14/2022	Books	2,645.98	2,645.98	01-5840	Print materials	2,645.98	<No Project>
						Totals:	2,645.98	
2037002471	09/15/2022	Books	1,763.07	1,763.07	01-5840	Print materials	1,763.07	<No Project>
						Totals:	1,763.07	
2036937909	09/15/2022	Books	2,523.87	2,523.87	01-5840	Print materials	2,523.87	<No Project>
						Totals:	2,523.87	
BAKER & TAYLOR	Computer Check 58678		09/21/2022 Posted	18,437.62	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 18,437.62	18,437.62 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2036980104	09/02/2022	Books	2,724.88	2,724.88	01-5840	Print materials	2,724.88	<No Project>
						Totals:	2,724.88	
2036953854	09/09/2022	Books	271.81	271.81	01-5840	Print materials	271.81	<No Project>
						Totals:	271.81	
2036946036	09/10/2022	Books	346.59	346.59	01-5840	Print materials	346.59	<No Project>
						Totals:	346.59	
2036891802	09/12/2022	Books	1,355.66	1,355.66	01-5840	Print materials	1,355.66	<No Project>
						Totals:	1,355.66	
2036873093	09/12/2022	Books	1,650.90	1,650.90	01-5840	Print materials	1,650.90	<No Project>
						Totals:	1,650.90	
2036992007	09/12/2022	Books	2,172.17	2,172.17	01-5840	Print materials	2,172.17	<No Project>
						Totals:	2,172.17	
2036995265	09/12/2022	Books	2,322.82	2,322.82	01-5840	Print materials	2,322.82	<No Project>
						Totals:	2,322.82	
2036869882	09/12/2022	Books	2,868.32	2,868.32	01-5840	Print materials	2,868.32	<No Project>
						Totals:	2,868.32	
2036995653	09/13/2022	Books	51.97	51.97	01-5840	Print materials	51.97	<No Project>
						Totals:	51.97	
2036998554	09/13/2022	Books	912.51	912.51	01-5840	Print materials	912.51	<No Project>
						Totals:	912.51	
2037006446	09/16/2022	Books	2,832.26	2,832.26	01-5840	Print materials	2,832.26	<No Project>
						Totals:	2,832.26	
2036969152	09/19/2022	Books	927.73	927.73	01-5840	Print materials	927.73	<No Project>
						Totals:	927.73	

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check 58708	09/28/2022	09/28/2022 Posted	9,700.24	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,700.24	9,700.24 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2036982004	09/20/2022	Books	318.90	318.90	01-5840	Print materials	318.90	<No Project>
						Totals:	318.90	
2036973554	09/20/2022	Books	348.21	348.21	01-5840	Print materials	348.21	<No Project>
						Totals:	348.21	
2036992069	09/20/2022	Books	621.38	621.38	01-5840	Print materials	621.38	<No Project>
						Totals:	621.38	
2037010540	09/20/2022	Books	1,790.39	1,790.39	01-5840	Print materials	1,790.39	<No Project>
						Totals:	1,790.39	
2037016203	09/23/2022	Books	2,135.79	2,135.79	01-5840	Print materials	2,135.79	<No Project>
						Totals:	2,135.79	
2037021939	09/26/2022	Books	2,027.54	2,027.54	01-5840	Print materials	2,027.54	<No Project>
						Totals:	2,027.54	
2037025269	09/26/2022	Books	2,458.03	2,458.03	01-5840	Print materials	2,458.03	<No Project>
						Totals:	2,458.03	
ROSE M. BARNES	Computer Check 58709	09/28/2022	09/28/2022 Posted	850.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 850.25	850.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4672	09/26/2022	Staff Dev. - Rose Barnes	850.25	850.25	01-5163	Staff Development/Travel	850.25	<No Project>
						Totals:	850.25	
BAYSCAN TECHNOLOGIES	Computer Check 58710	09/28/2022	09/28/2022 Posted	518.70	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 518.70	518.70 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
72449	09/26/2022	Receipt Paper	518.70	518.70	01-5742	Supplies	518.70	<No Project>
						Totals:	518.70	
DUSHAUN BRANCH	Computer Check 58711	09/28/2022	09/28/2022 Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
220905	09/06/2022	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
						Totals:	150.00	
CAPSTONE	Computer Check	09/28/2022	09/28/2022	1,799.00	01-1053	Byline Bank Checking	0.00	1,799.00

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	58712		Posted		01-2060	Accounts Payable	1,799.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IL-09161	09/27/2022	PebbleGo Subscript	1,799.00	1,799.00	01-5891	Digital content	1,799.00	<No Project>
Totals:							1,799.00	
CDW GOVERNMENT, INC.	Computer Check	09/21/2022	09/21/2022	342.87	01-1053	Byline Bank Checking	0.00	342.87
	58679		Posted		01-2060	Accounts Payable	342.87	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1C8MR19	09/01/2022	Epson TM L90 Plus	342.87	342.87	01-5937	Equipment and supplies	342.87	<No Project>
Totals:							342.87	
CDW GOVERNMENT, INC.	Computer Check	09/21/2022	09/21/2022	13,390.00	01-1053	Byline Bank Checking	0.00	13,390.00
	58700		Posted		01-2060	Accounts Payable	13,390.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
CV03660	09/14/2022	Unitrends backup fc	13,390.00	13,390.00	01-5936	Subscriptions and services	13,390.00	<No Project>
Totals:							13,390.00	
CERTAPRO PAINTERS	Computer Check	09/14/2022	09/14/2022	4,850.00	01-1053	Byline Bank Checking	0.00	4,850.00
	58660		Posted		01-2060	Accounts Payable	4,850.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1346-3334	09/07/2022	The creative space p	4,850.00	4,850.00	01-5941	Technology	4,850.00	CSTUDIO
Totals:							4,850.00	
CHICAGO TRIBUNE COMPANY	Computer Check	09/07/2022	09/07/2022	61.92	01-1053	Byline Bank Checking	0.00	61.92
	58640		Posted		01-2060	Accounts Payable	61.92	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2110056	08/31/2022	Oak Leaves	61.92	61.92	01-5840	Print materials	61.92	<No Project>
Totals:							61.92	
CHICAGO TRIBUNE	Computer Check	09/07/2022	09/07/2022	394.84	01-1053	Byline Bank Checking	0.00	394.84
	58639		Posted		01-2060	Accounts Payable	394.84	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
30074468-082122	08/21/2022	Newspaper Subscrip	215.42	215.42	01-5840	Print materials	215.42	<No Project>
Totals:							215.42	
20073109-082422	08/24/2022	Newspaper Subscrip	179.42	179.42	01-5840	Print materials	179.42	<No Project>
Totals:							179.42	



# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MARTYN CHURCHHOUSE	Computer Check 58661	09/14/2022	09/14/2022 Posted	49.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 49.00	49.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-4534	09/13/2022	Webinar from Librai	49.00	49.00	01-5163	Staff Development/Travel	49.00	<No Project>
<i>Totals:</i>							49.00	
MARTYN CHURCHHOUSE	Computer Check 58739	09/30/2022	09/30/2022 Posted	36.10	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 36.10	36.10 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-4701	09/28/2022	Conference travel -	36.10	36.10	01-5163	Staff Development/Travel	36.10	<No Project>
<i>Totals:</i>							36.10	
CINTAS	Computer Check 58641	09/07/2022	09/07/2022 Posted	658.06	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 658.06	658.06 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
5121987974	08/25/2022	First Aid	94.70	94.70	01-5742	Supplies	94.70	<No Project>
<i>Totals:</i>							94.70	
5122193911	08/28/2022	First Aid	563.36	563.36	01-5742	Supplies	563.36	<No Project>
<i>Totals:</i>							563.36	
CITRON HYGIENE	Computer Check 58662	09/14/2022	09/14/2022 Posted	804.32	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 804.32	804.32 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
499566	09/03/2022	Dole Citron Hygiene	83.16	83.16	01-5686	Custodial Services	83.16	<No Project>
<i>Totals:</i>							83.16	
499568	09/03/2022	Main Citron Hygiene	721.16	721.16	01-5686	Custodial Services	721.16	<No Project>
<i>Totals:</i>							721.16	
CLAIRE ONG	Computer Check 58636	09/07/2022	09/07/2022 Posted	25.88	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 25.88	25.88 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-4431	09/02/2022	CE AND HOME DELI	25.88	25.88	01-5165	Mileage & Miscellaneous reir	25.88	<No Project>
<i>Totals:</i>							25.88	
CLASSIC CINEMAS	Computer Check 58680	09/21/2022	09/21/2022 Posted	800.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 800.00	800.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00119	09/20/2022	MOVIE SCREENING	800.00	800.00	01-5249	Community Engagement	800.00	<No Project>
<i>Totals:</i>							800.00	
COMPLETE TEMPERATURE SYS	Computer Check	09/21/2022	09/21/2022	3,293.00	01-1053	Byline Bank Checking	0.00	3,293.00
58681			Posted		01-2060	Accounts Payable	3,293.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE047211	09/14/2022	Chiller 2 Sensor Rep	1,898.00	1,898.00	01-5692	Repair & Maintenance Prop.	1,898.00	<No Project>
<i>Totals:</i>							1,898.00	
SRVCE047210	09/14/2022	Boiler Condensate N	1,395.00	1,395.00	01-5692	Repair & Maintenance Prop.	1,395.00	<No Project>
<i>Totals:</i>							1,395.00	
COMPLETE TEMPERATURE SYS	Computer Check	09/28/2022	09/28/2022	1,854.00	01-1053	Byline Bank Checking	0.00	1,854.00
58714			Posted		01-2060	Accounts Payable	1,854.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE047253	09/23/2022	Condenser Fan Repl	1,854.00	1,854.00	01-5692	Repair & Maintenance Prop.	1,854.00	<No Project>
<i>Totals:</i>							1,854.00	
CREATIVITA CO	Computer Check	09/21/2022	09/21/2022	200.00	01-1053	Byline Bank Checking	0.00	200.00
58682			Posted		01-2060	Accounts Payable	200.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00118	09/14/2022	Self-Portrait art wor	200.00	200.00	01-5240	Children's Programming	200.00	<No Project>
<i>Totals:</i>							200.00	
DELL MARKETING, L.P.	Computer Check	09/21/2022	09/21/2022	5,161.13	01-1053	Byline Bank Checking	0.00	5,161.13
58683			Posted		01-2060	Accounts Payable	5,161.13	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10615711575	09/19/2022	Dell Servers warrant	5,161.13	5,161.13	01-5936	Subscriptions and services	5,161.13	<No Project>
<i>Totals:</i>							5,161.13	
DEMCO, INC.	Computer Check	09/21/2022	09/21/2022	12,866.59	01-1053	Byline Bank Checking	0.00	12,866.59
58701			Posted		01-2060	Accounts Payable	12,866.59	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7177310	08/31/2022	Furniture - 10 Study	12,866.59	12,866.59	01-5930	Furnishings	12,866.59	<No Project>
<i>Totals:</i>							12,866.59	
DENNIS PAIGE	Computer Check	09/07/2022	09/07/2022	200.00	01-1053	Byline Bank Checking	0.00	200.00
58642			Posted		01-2060	Accounts Payable	200.00	0.00

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-0058	05/06/2022	Adult Programming	200.00	200.00	01-5247	Adult Programming	200.00	<No Project>
Totals:							200.00	
DITO, LLC	Computer Check 58684	09/21/2022	09/21/2022 Posted	4.23	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4.23	4.23 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV66870	08/31/2022	Google Voice Starte	4.23	4.23	01-5451	Telephone/Communications	4.23	<No Project>
Totals:							4.23	
DITO, LLC	Computer Check 58702	09/21/2022	09/21/2022 Posted	32,400.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 32,400.00	32,400.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV66661	08/24/2022	G Workspace 250 G	32,400.00	32,400.00	01-5936	Subscriptions and services	32,400.00	<No Project>
Totals:							32,400.00	
FIFTH STAR COLLECTIVE, LLC	Computer Check 58716	09/28/2022	09/28/2022 Posted	5,965.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,965.00	5,965.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1029	09/23/2022	Data Analytics Supp	5,965.00	5,965.00	01-5275	Consulting Services - Admin	5,965.00	<No Project>
Totals:							5,965.00	
FOREST PRINTING CO.	Computer Check 58663	09/14/2022	09/14/2022 Posted	579.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 579.60	579.60 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
113125	08/26/2022	September 2022 Pri	579.60	579.60	01-5205	Publications	579.60	<No Project>
Totals:							579.60	
FOREST PRINTING CO.	Computer Check 58717	09/28/2022	09/28/2022 Posted	838.30	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 838.30	838.30 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
113463	09/16/2022	Additional Septemb	171.30	171.30	01-5205	Publications	171.30	<No Project>
Totals:							171.30	
113599	09/26/2022	October 2022 Print	667.00	667.00	01-5205	Publications	667.00	<No Project>
Totals:							667.00	
GORDON ALLEN CONSULTING	Computer Check 58703	09/21/2022	09/21/2022 Posted	600.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 600.00	600.00 0.00

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1002	09/20/2022	Engagement Trainin	600.00	600.00	01-5163	Staff Development/Travel	600.00	<No Project>
Totals:							600.00	
IAN A. GOSSE	Computer Check	09/28/2022	09/28/2022	310.50	01-1053	Byline Bank Checking	0.00	310.50
	58718		Posted		01-2060	Accounts Payable	310.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4694	09/27/2022	CONFERENCE PER L	310.50	310.50	01-5163	Staff Development/Travel	310.50	<No Project>
Totals:							310.50	
GRAINGER	Computer Check	09/28/2022	09/28/2022	95.31	01-1053	Byline Bank Checking	0.00	95.31
	58719		Posted		01-2060	Accounts Payable	95.31	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9453742117	09/22/2022	Cabinet for Children	95.31	95.31	01-5682	Building Materials & Supplies	95.31	<No Project>
Totals:							95.31	
HOME DEPOT	Computer Check	09/14/2022	09/14/2022	2,523.87	01-1053	Byline Bank Checking	0.00	2,523.87
	58664		Posted		01-2060	Accounts Payable	2,523.87	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9762932	08/28/2022	MHS Workroom Blir	2,523.87	2,523.87	01-5682	Building Materials & Supplies	2,523.87	<No Project>
Totals:							2,523.87	
IHLS-OCLC	Computer Check	09/21/2022	09/21/2022	117.08	01-1053	Byline Bank Checking	0.00	117.08
	58685		Posted		01-2060	Accounts Payable	117.08	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
27119	09/14/2022	IFM Debits/Admin F	117.08	117.08	01-5264	ILL Payments	117.08	<No Project>
Totals:							117.08	
INTERIOR GARDEN SERVICES, I	Computer Check	09/28/2022	09/28/2022	290.00	01-1053	Byline Bank Checking	0.00	290.00
	58720		Posted		01-2060	Accounts Payable	290.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
040718	09/15/2022	PLANT RENTAL MAI	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>
Totals:							290.00	
J.C. LICHT, LLC	Computer Check	09/14/2022	09/14/2022	339.84	01-1053	Byline Bank Checking	0.00	339.84
	58665		Posted		01-2060	Accounts Payable	339.84	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
02153146	08/24/2022	Paint and Supplies -	339.84	339.84	01-5682	Building Materials & Supplies	339.84	<No Project>
Totals:							339.84	
JABEZ PATTERSON	Computer Check 58737		09/28/2022 09/28/2022 Posted	379.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 379.50	379.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4697	09/28/2022	Staff Dec - Jabez Pa	379.50	379.50	01-5163	Staff Development/Travel	379.50	<No Project>
Totals:							379.50	
JOHNSON CONTROLS	Computer Check 58686		09/21/2022 09/21/2022 Posted	802.24	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 802.24	802.24 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
37873739	09/10/2022	Quarterly Billing - D	802.24	802.24	01-5692	Repair & Maintenance Prop.	802.24	<No Project>
Totals:							802.24	
JOSEPH G JAVIER	Computer Check 58666		09/14/2022 09/14/2022 Posted	44.62	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 44.62	44.62 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4464	09/08/2022	Reimbursement - A	44.62	44.62	01-5247	Adult Programming	44.62	<No Project>
Totals:							44.62	
KANOPY, INC.	Computer Check 58643		09/07/2022 09/07/2022 Posted	2,851.90	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,851.90	2,851.90 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
311874-PPU	08/31/2022	Kanopy plays	2,851.90	2,851.90	01-5891	Digital content	2,851.90	<No Project>
Totals:							2,851.90	
KELI STEWART	Computer Check 58644		09/07/2022 09/07/2022 Posted	200.00	01-1053 01-2060	Byline Bank Checking 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
2022-99-00110	09/02/2022	CE PROGRAM PRESI	200.00	200.00	01-5249	Community Engagement	200.00	<No Project>
Totals:							200.00	
KHEIR FAKHRELDIN	Computer Check 58645		09/07/2022 09/07/2022 Posted	1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4439	08/29/2022	Tuition Grant	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
Totals:							1,500.00	
KINGA LIPINSKA	Computer Check 58687		09/21/2022 Posted		150.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00116	09/13/2022	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
Totals:							150.00	
KELLY ANN KNOWLES	Computer Check 58646		09/07/2022 Posted		54.84 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 54.84	54.84 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4438	08/28/2022	Reimbursement for	54.84	54.84	01-5742	Supplies	54.84	<No Project>
Totals:							54.84	
KELLY ANN KNOWLES	Computer Check 58723		09/28/2022 Posted		14.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 14.00	14.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4639	09/23/2022	Chicago Humanities	14.00	14.00	01-5163	Staff Development/Travel	14.00	<No Project>
Totals:							14.00	
KUUSAKOSKI US LLC	Computer Check 58647		09/07/2022 Posted		376.60 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 376.60	376.60 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
A-10136	07/28/2022	Recycling of Electro	376.60	376.60	01-5272	Consultant Support Services	376.60	<No Project>
Totals:							376.60	
LAKESHORE RECYCLING SYSTE	Computer Check 58667		09/14/2022 Posted		466.27 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 466.27	466.27 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0005086088	08/31/2022	Trash/Recycling - M	466.27	466.27	01-5688	Sewer/Garbage	466.27	<No Project>
Totals:							466.27	
LATONIA JACKSON	Computer Check 58724		09/28/2022 Posted		379.50 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 379.50	379.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4653	09/26/2022	JCLC	379.50	379.50	01-5163	Staff Development/Travel	379.50	<No Project>
Totals:							379.50	
LIBRARY IDEAS, LLC	Computer Check	09/07/2022	09/07/2022	570.24	01-1053	Byline Bank Checking	0.00	570.24
	58648		Posted		01-2060	Accounts Payable	570.24	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
92459	08/24/2022	Vox Books	570.24	570.24	01-5840	Print materials	570.24	<No Project>
Totals:							570.24	
MARCHÉ PERNELL	Computer Check	09/30/2022	09/30/2022	379.50	01-1053	Byline Bank Checking	0.00	379.50
	58740		Posted		01-2060	Accounts Payable	379.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4700	09/27/2022	Per Diem Request for	379.50	379.50	01-5163	Staff Development/Travel	379.50	<No Project>
Totals:							379.50	
MARGITA LIDAKA	Computer Check	09/28/2022	09/28/2022	143.00	01-1053	Byline Bank Checking	0.00	143.00
	58738		Posted		01-2060	Accounts Payable	143.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4696	09/28/2022	Staff Dev - Margita	143.00	143.00	01-5163	Staff Development/Travel	143.00	<No Project>
Totals:							143.00	
MCADAM LANDSCAPING, INC.	Computer Check	09/14/2022	09/14/2022	476.00	01-1053	Byline Bank Checking	0.00	476.00
	58668		Posted		01-2060	Accounts Payable	476.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
85880	09/01/2022	Landscaping Maintenance	476.00	476.00	01-5681	Landscaping and snow removal	476.00	<No Project>
Totals:							476.00	
MEESCAN INC.	Computer Check	09/28/2022	09/28/2022	7,157.00	01-1053	Byline Bank Checking	0.00	7,157.00
	58726		Posted		01-2060	Accounts Payable	7,157.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-2200973	09/23/2022	Renewal - Meescan	7,157.00	7,157.00	01-5936	Subscriptions and services	7,157.00	<No Project>
Totals:							7,157.00	
MICHELLE NICHOLS-YEHLING	Computer Check	09/21/2022	09/21/2022	150.00	01-1053	Byline Bank Checking	0.00	150.00
	58688		Posted		01-2060	Accounts Payable	150.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount Amount Paid	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-0039	04/12/2022	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
Totals:							150.00	
MIDWEST TAPE, LLC	Computer Check 58649		09/07/2022 09/07/2022 Posted	19,370.70	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 19,370.70	19,370.70 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
502602019	08/30/2022	DVD	9.74	9.74	01-5890	Audio and video materials	9.74	<No Project>
Totals:							9.74	
502607129	08/31/2022	DVDs	93.07	93.07	01-5890	Audio and video materials	93.07	<No Project>
Totals:							93.07	
502607126	08/31/2022	Music CDs	108.73	108.73	01-5890	Audio and video materials	108.73	<No Project>
Totals:							108.73	
502607128	08/31/2022	DVDs	201.47	201.47	01-5890	Audio and video materials	201.47	<No Project>
Totals:							201.47	
502607123	08/31/2022	Audiobooks	270.64	270.64	01-5890	Audio and video materials	270.64	<No Project>
Totals:							270.64	
502607125	08/31/2022	DVDs	294.99	294.99	01-5890	Audio and video materials	294.99	<No Project>
Totals:							294.99	
502607124	08/31/2022	DVDs	436.74	436.74	01-5890	Audio and video materials	436.74	<No Project>
Totals:							436.74	
502613912	08/31/2022	Hoopla	17,955.32	17,955.32	01-5891	Digital content	17,955.32	<No Project>
Totals:							17,955.32	
MIDWEST TAPE, LLC	Computer Check 58689		09/21/2022 09/21/2022 Posted	2,841.57	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,841.57	2,841.57 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
502649938	09/09/2022	Music CD	20.99	20.99	01-5890	Audio and video materials	20.99	<No Project>
Totals:							20.99	
502651360	09/09/2022	DVDs	56.68	56.68	01-5890	Audio and video materials	56.68	<No Project>
Totals:							56.68	
502651361	09/09/2022	DVDs	128.73	128.73	01-5890	Audio and video materials	128.73	<No Project>
Totals:							128.73	
502649936	09/09/2022	Audiobooks	249.70	249.70	01-5890	Audio and video materials	249.70	<No Project>
Totals:							249.70	
502649935	09/09/2022	DVDs	593.43	593.43	01-5890	Audio and video materials	593.43	<No Project>
Totals:							593.43	



# Oak Park Public Library

## Cash Disbursement Journals

September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
502649937	09/09/2022	DVDs	840.88	840.88	01-5890	Audio and video materials	840.88	<No Project>
						Totals:	840.88	
502668735	09/13/2022	DVD	11.24	11.24	01-5890	Audio and video materials	11.24	<No Project>
						Totals:	11.24	
502679292	09/15/2022	Music CDs	37.92	37.92	01-5890	Audio and video materials	37.92	<No Project>
						Totals:	37.92	
502679291	09/15/2022	Audiobook	38.94	38.94	01-5890	Audio and video materials	38.94	<No Project>
						Totals:	38.94	
502679295	09/15/2022	DVDs	81.00	81.00	01-5890	Audio and video materials	81.00	<No Project>
						Totals:	81.00	
502679294	09/15/2022	DVDs	97.93	97.93	01-5890	Audio and video materials	97.93	<No Project>
						Totals:	97.93	
502679279	09/15/2022	DVDs	228.86	228.86	01-5890	Audio and video materials	228.86	<No Project>
						Totals:	228.86	
502679290	09/15/2022	DVDs	455.27	455.27	01-5890	Audio and video materials	455.27	<No Project>
						Totals:	455.27	
MIDWEST TAPE, LLC	Computer Check	09/28/2022	09/28/2022	2,473.53	01-1053	Byline Bank Checking	0.00	2,473.53
	58727		Posted		01-2060	Accounts Payable	2,473.53	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
502700772	09/20/2022	DVD	26.24	26.24	01-5890	Audio and video materials	26.24	<No Project>
						Totals:	26.24	
502712287	09/22/2022	Audiobooks	830.60	830.60	01-5890	Audio and video materials	830.60	<No Project>
						Totals:	830.60	
502712289	09/22/2022	DVD	13.89	13.89	01-5890	Audio and video materials	13.89	<No Project>
						Totals:	13.89	
502712282	09/22/2022	Music CDs	30.78	30.78	01-5890	Audio and video materials	30.78	<No Project>
						Totals:	30.78	
502712288	09/22/2022	DVDs	47.66	47.66	01-5890	Audio and video materials	47.66	<No Project>
						Totals:	47.66	
502712285	09/22/2022	Audiobooks	322.58	322.58	01-5890	Audio and video materials	322.58	<No Project>
						Totals:	322.58	
502712284	09/22/2022	DVDs	551.56	551.56	01-5890	Audio and video materials	551.56	<No Project>
						Totals:	551.56	
502712286	09/22/2022	DVDs	605.23	605.23	01-5890	Audio and video materials	605.23	<No Project>
						Totals:	605.23	

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount Amount Paid	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
502732495	09/26/2022	DVD	44.99	44.99	01-5890	Audio and video materials	44.99	<No Project>
Totals:							44.99	
LINDA IVEY MILLER	Computer Check 58728		09/28/2022 09/28/2022 Posted		13.75 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 13.75	13.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4609	09/21/2022	Home delivery milea	13.75	13.75	01-5165	Mileage & Miscellaneous reir	13.75	<No Project>
Totals:							13.75	
NAILAH GOLDEN	Computer Check 58650		09/07/2022 09/07/2022 Posted		500.00 01-1053 01-2060	Byline Bank Checking 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
2022-99-00104	08/15/2022	CE IDEA BOX EXHIBI	500.00	500.00	01-5249	Community Engagement	500.00	<No Project>
Totals:							500.00	
NICOR GAS	Computer Check 58669		09/14/2022 09/14/2022 Posted		529.71 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 529.71	529.71 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4457	08/31/2022	NATURAL GAS FOR	98.93	98.93	01-5690	Natural Gas	98.93	<No Project>
Totals:							98.93	
IR-4458	09/01/2022	NATURAL GAS FOR	430.78	430.78	01-5690	Natural Gas	430.78	<No Project>
Totals:							430.78	
OLSON'S ACE OAK PARK	Computer Check 58690		09/21/2022 09/21/2022 Posted		10.40 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 10.40	10.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2704/4	09/08/2022	Facilities Supplies	10.40	10.40	01-5682	Building Materials & Supplies	10.40	<No Project>
Totals:							10.40	
OLSON'S ACE OAK PARK	Computer Check 58729		09/28/2022 09/28/2022 Posted		34.28 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 34.28	34.28 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1176/4	06/11/2022	Cage Trap and Bait	34.28	34.28	01-5682	Building Materials & Supplies	34.28	<No Project>
Totals:							34.28	
OVERDRIVE, INC.	Computer Check 58651		09/07/2022 09/07/2022 Posted		15,798.68 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 15,798.68	15,798.68 0.00

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
01658MA22322815	08/31/2022	E-Content	4,202.90	4,202.90	01-5891	Digital content	4,202.90	<No Project>		
							Totals:	4,202.90		
01658MA22324141	08/31/2022	E-Content	11,595.78	11,595.78	01-5891	Digital content	11,595.78	<No Project>		
							Totals:	11,595.78		
PACIFIC TELEMAGEMENT SI	Computer Check	09/28/2022	09/28/2022		75.00	01-1053	Byline Bank Checking	0.00		75.00
	58730		Posted			01-2060	Accounts Payable	75.00		0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2093867	09/15/2022	Pay phone main libr	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>		
							Totals:	75.00		
PADMAVATI VENKATESAN	Computer Check	09/28/2022	09/28/2022		200.00	01-1053	Byline Bank Checking	0.00		200.00
	58731		Posted			01-2060	Accounts Payable	200.00		0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2022-99-00121	09/20/2022	CE PROGRAM AND	200.00	200.00	01-5249	Community Engagement	200.00	<No Project>		
							Totals:	200.00		
PARK DISTRICT OF OAK PARK	Computer Check	09/28/2022	09/28/2022		1,370.00	01-1053	Byline Bank Checking	0.00		1,370.00
	58732		Posted			01-2060	Accounts Payable	1,370.00		0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
20220039	09/20/2022	DOLE RENT OCTOBI	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>		
							Totals:	1,370.00		
PEERLESS NETWORK, INC.	Computer Check	09/21/2022	09/21/2022		39.58	01-1053	Byline Bank Checking	0.00		39.58
	58691		Posted			01-2060	Accounts Payable	39.58		0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
8672	09/01/2022	Telecommunication	39.58	39.58	01-5451	Telephone/Communications	39.58	<No Project>		
							Totals:	39.58		
PROARC ELECTRICAL CONSTRI	Computer Check	09/21/2022	09/21/2022		3,558.00	01-1053	Byline Bank Checking	0.00		3,558.00
	58692		Posted			01-2060	Accounts Payable	3,558.00		0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
11010OPL	09/02/2022	Exterior Refrigerator	3,558.00	3,558.00	01-5692	Repair & Maintenance Prop.	3,558.00	<No Project>		
							Totals:	3,558.00		
REGIONS BANK	Bank Draft	09/19/2022	09/19/2022		27,372.71	01-1053	Byline Bank Checking	0.00		27,372.71
	34		Posted			01-2060	Accounts Payable	27,372.71		0.00

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22063	08/31/2022	REGIONS BANK PER	27,372.71	27,372.71	01-2067	Purchase Cards - P Cards	27,372.71	<No Project>
Totals:							27,372.71	
STEPHEN ROBINET	Computer Check	09/15/2022	09/15/2022	239.86	01-1053	Byline Bank Checking	0.00	239.86
	58674		Posted		01-2060	Accounts Payable	239.86	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022062	09/15/2022	WAGES & SALARIES	239.86	239.86	01-5001	Wages & Salaries	239.86	<No Project>
Totals:							239.86	
STEPHEN ROBINET	Computer Check	09/30/2022	09/30/2022	237.31	01-1053	Byline Bank Checking	0.00	237.31
	58741		Posted		01-2060	Accounts Payable	237.31	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022065	09/30/2022	WAGES & SALARIES	237.31	237.31	01-5001	Wages & Salaries	237.31	<No Project>
Totals:							237.31	
RUSH UNIVERSITY MEDICAL CI	Computer Check	09/21/2022	09/21/2022	930.00	01-1053	Byline Bank Checking	0.00	930.00
	58693		Posted		01-2060	Accounts Payable	930.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1022	08/17/2022	Clinical support pro	240.00	240.00	01-5250	Social Services	240.00	RUSH UNIV
Totals:							240.00	
1021	08/17/2022	Mental health asses	330.00	330.00	01-5250	Social Services	330.00	RUSH UNIV
Totals:							330.00	
1023	09/08/2022	Clinical services pro	360.00	360.00	01-5250	Social Services	360.00	RUSH UNIV
Totals:							360.00	
SADA SYSTEMS	Computer Check	09/07/2022	09/07/2022	44.56	01-1053	Byline Bank Checking	0.00	44.56
	58652		Posted		01-2060	Accounts Payable	44.56	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV170955	08/31/2022	Voice Google Flex	44.56	44.56	01-5451	Telephone/Communications	44.56	<No Project>
Totals:							44.56	
NORA SANCHEZ	Computer Check	09/14/2022	09/14/2022	96.99	01-1053	Byline Bank Checking	0.00	96.99
	58670		Posted		01-2060	Accounts Payable	96.99	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4531	09/13/2022	REIMBURSEMENT C	96.99	96.99	01-5249	Community Engagement	96.99	<No Project>
Totals:							96.99	

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
SAWA BOOKS	Computer Check 58694	09/21/2022	09/21/2022 Posted	209.57	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 209.57	209.57 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IN001513	08/22/2022	Books	209.57	209.57	01-5840	Print materials	209.57	<No Project>
<i>Totals:</i>							209.57	
SIGN EXPRESS	Computer Check 58695	09/21/2022	09/21/2022 Posted	490.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 490.00	490.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
9040	08/27/2022	New Outdoor Garag	490.00	490.00	01-5693	Signage	490.00	<No Project>
<i>Totals:</i>							490.00	
TATIANA SWANCY	Computer Check 58733	09/28/2022	09/28/2022 Posted	310.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 310.50	310.50 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-4679	09/27/2022	CONFERENCE PER L	310.50	310.50	01-5163	Staff Development/Travel	310.50	<No Project>
<i>Totals:</i>							310.50	
TELECURVE, LLC	Computer Check 58671	09/14/2022	09/14/2022 Posted	80.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 80.00	80.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
2736	09/01/2022	September Dial-a-S	80.00	80.00	01-5240	Children's Programming	80.00	<No Project>
<i>Totals:</i>							80.00	
THIRSTY RADISH LLC	Computer Check 58704	09/21/2022	09/21/2022 Posted	125.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 125.00	125.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
2022-99-0051	05/03/2022	Adult Programming	125.00	125.00	01-5247	Adult Programming	125.00	<No Project>
<i>Totals:</i>							125.00	
TODAY'S BUSINESS SOLUTION	Computer Check 58734	09/28/2022	09/28/2022 Posted	274.24	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 274.24	274.24 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
050222-28	05/04/2022	Cost per fax prograr	274.24	274.24	01-5451	Telephone/Communications	274.24	<No Project>
<i>Totals:</i>							274.24	
AMELIA VARGAS	Computer Check	09/07/2022	09/07/2022	537.20	01-1053	Byline Bank Checking	0.00	537.20

# Oak Park Public Library

## Cash Disbursement Journals

### September 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	58653		Posted		01-2060	Accounts Payable	537.20	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4453	09/07/2022	SD - Flight - Interne	537.20	537.20	01-5163	Staff Development/Travel	537.20	<No Project>
Totals:							537.20	
VILLAGE OF OAK PARK	Computer Check	09/07/2022	09/07/2022	800.50	01-1053	Byline Bank Checking	0.00	800.50
	58654		Posted		01-2060	Accounts Payable	800.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4400	08/23/2022	MAIN WATER/SEWE	193.75	193.75	01-5687	Water	150.40	<No Project>
IR-4400	08/23/2022	MAIN WATER/SEWE	193.75	193.75	01-5688	Sewer/Garbage	43.35	<No Project>
Totals:							193.75	
IR-4399	08/23/2022	MAIN WATER/SEWE	606.75	606.75	01-5687	Water	468.00	<No Project>
IR-4399	08/23/2022	MAIN WATER/SEWE	606.75	606.75	01-5688	Sewer/Garbage	138.75	<No Project>
Totals:							606.75	
VILLAGE OF OAK PARK	Computer Check	09/14/2022	09/14/2022	249.15	01-1053	Byline Bank Checking	0.00	249.15
	58672		Posted		01-2060	Accounts Payable	249.15	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22-0004621	09/07/2022	Fuel	249.15	249.15	01-5680	Fuels & Lubricants	249.15	<No Project>
Totals:							249.15	
VILLAGE OF OAK PARK	Computer Check	09/15/2022	09/15/2022	23,842.26	01-1053	Byline Bank Checking	0.00	23,842.26
	58673		Posted		01-2060	Accounts Payable	23,842.26	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022061	09/15/2022	PAYROLL; VOL DED;	23,842.26	23,842.26	01-5160	IMRF (Illinois Muncipal Retire	23,842.26	<No Project>
Totals:							23,842.26	
VILLAGE OF OAK PARK	Computer Check	09/21/2022	09/21/2022	97.01	01-1053	Byline Bank Checking	0.00	97.01
	58696		Posted		01-2060	Accounts Payable	97.01	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22-0004649	09/14/2022	Employee parking a	97.01	97.01	01-5689	Parking lot expense	97.01	<No Project>
Totals:							97.01	
VILLAGE OF OAK PARK	Computer Check	09/28/2022	09/28/2022	194.02	01-1053	Byline Bank Checking	0.00	194.02
	58735		Posted		01-2060	Accounts Payable	194.02	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22-0004649-2	09/14/2022	Employee parking a	194.02	194.02	01-5689	Parking lot expense	194.02	<No Project>

# Oak Park Public Library

## Cash Disbursement Journals

September 2022- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
Totals:							194.02	
VILLAGE OF OAK PARK	Computer Check	09/28/2022	09/28/2022	1,306.75	01-1053	Byline Bank Checking	0.00	1,306.75
	58736		Posted		01-2060	Accounts Payable	1,306.75	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-4658	09/20/2022	MAIN WATER/SEWE	712.75	712.75	01-5687	Water	551.40	<No Project>
IR-4658	09/20/2022	MAIN WATER/SEWE	712.75	712.75	01-5688	Sewer/Garbage	161.35	<No Project>
Totals:							712.75	
IR-4659	09/20/2022	MAIN WATER/SEWE	260.00	260.00	01-5687	Water	201.90	<No Project>
IR-4659	09/20/2022	MAIN WATER/SEWE	260.00	260.00	01-5688	Sewer/Garbage	58.10	<No Project>
Totals:							260.00	
IR-4657	09/20/2022	MAZE WATER/SEWE	334.00	334.00	01-5687	Water	258.20	<No Project>
IR-4657	09/20/2022	MAZE WATER/SEWE	334.00	334.00	01-5688	Sewer/Garbage	75.80	<No Project>
Totals:							334.00	
VILLAGE OF OAK PARK	Computer Check	09/30/2022	09/30/2022	22,861.87	01-1053	Byline Bank Checking	0.00	22,861.87
	58742		Posted		01-2060	Accounts Payable	22,861.87	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022064	09/30/2022	PAYROLL; VOL DED;	22,861.87	22,861.87	01-5160	IMRF (Illinois Muncipal Retire	22,861.87	<No Project>
Totals:							22,861.87	
WAREHOUSE DIRECT	Computer Check	09/07/2022	09/07/2022	629.22	01-1053	Byline Bank Checking	0.00	629.22
	58655		Posted		01-2060	Accounts Payable	629.22	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5315452-1	09/01/2022	Paper	629.22	629.22	01-5742	Supplies	629.22	<No Project>
Totals:							629.22	
WAREHOUSE DIRECT	Computer Check	09/21/2022	09/21/2022	458.13	01-1053	Byline Bank Checking	0.00	458.13
	58697		Posted		01-2060	Accounts Payable	458.13	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5319298-0	09/08/2022	HP Toners	458.13	458.13	01-5742	Supplies	458.13	<No Project>
Totals:							458.13	
<b>Grand Totals:</b>				310,813.70			310,813.70	310,813.70
A total of 102 payment(s) listed								

# Oak Park Public Library

## Cash Disbursement Journals

September 2022- BYLINE

### Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	310,813.70
01-2060	Accounts Payable	310,813.70	310,813.70
01-2067	Purchase Cards - P Cards	27,372.71	0.00
01-5001	Wages & Salaries	477.17	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	46,704.13	0.00
01-5162	Dues	151.00	0.00
01-5163	Staff Development/Travel	3,989.05	0.00
01-5164	Tuition Reimbursement	1,500.00	0.00
01-5165	Mileage & Miscellaneous reimbursemen	39.63	0.00
01-5205	Publications	1,417.90	0.00
01-5240	Children's Programming	400.36	0.00
01-5244	Young Adult Programming	388.88	0.00
01-5247	Adult Programming	1,228.95	0.00
01-5249	Community Engagement	1,796.99	0.00
01-5250	Social Services	930.00	0.00
01-5264	ILL Payments	117.08	0.00
01-5272	Consultant Support Services	376.60	0.00
01-5275	Consulting Services - Admin	5,965.00	0.00
01-5291	Legal Fees	10,570.00	0.00
01-5451	Telephone/Communications	437.61	0.00
01-5680	Fuels & Lubricants	249.15	0.00
01-5681	Landscaping and snow removal services	476.00	0.00
01-5682	Building Materials & Supplies	3,855.63	0.00
01-5686	Custodial Services	16,316.53	0.00
01-5687	Water	1,629.90	0.00
01-5688	Sewer/Garbage	943.62	0.00
01-5689	Parking lot expense	1,091.03	0.00
01-5690	Natural Gas	529.71	0.00
01-5691	Rentals--Equipment & Facilities	1,370.00	0.00
01-5692	Repair & Maintenance Prop. & Equip.	11,458.93	0.00
01-5693	Signage	490.00	0.00
01-5742	Supplies	2,737.42	0.00
01-5840	Print materials	43,100.17	0.00
01-5890	Audio and video materials	6,730.48	0.00
01-5891	Digital content	38,404.90	0.00
01-5930	Furnishings	12,911.13	0.00
01-5936	Subscriptions and services	58,108.13	0.00
01-5937	Equipment and supplies	1,697.91	0.00



**Oak Park Public Library**  
**Cash Disbursement Journals**  
September 2022- BYLINE

01-5941

Technology

4,850.00

0.00

**Oak Park Public Library**  
**Byline Bank (Main) X 3401: Cash Management Disbursement Report**  
**As of SEPTEMBER 2022**

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		8/31/2022	CIRCULATION CREDITS,	\$ -	-
Cash Management Deposit		8/31/2022	RENTALS, LIBRARY SPACES	\$ -	
Cash Management Deposit		8/31/2022	PARKING CREDITS	\$ 1,400.13	
Cash Management Deposit		8/31/2022	DAILY DEPOSITS	\$ 83,691.63	
Cash Management Deposit		8/31/2022	INTEREST ON ACCOUNT	\$ 50.17	
				<b>\$ 85,141.93</b>	<b>-</b>
Cash Management Transfer in		8/31/2022	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$250,000.00	
Cash Management Transfer in		8/31/2022	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$250,000.00	
Cash Management Transfer in		8/31/2022	TRANSFER FROM ART FUND TO COVER ART FUNDS ACCTS PYBLE	\$12,598.34	
Cash Management Transfer in		8/31/2022	TRANSFER FROM ART FUND TO COVER ART FUNDS ACCTS PYBLE	\$1,500.00	
				<b>\$ 514,098.34</b>	<b>-</b>
Cash Management Payment		8/31/2022	ACH (FLEX ACCTS),	\$ -	(2,602.99)
Cash Management Payment		8/31/2022	ADMIN FEES, DISCOVERY BENEFITS,	\$ -	(178.50)
Cash Management Payment		8/31/2022	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	(101,546.38)
				<b>\$ -</b>	<b>(104,327.87)</b>
Cash Management Payment		8/31/2022	MERCHANT ACCT & BANK FEES	\$ -	(120.05)
				<b>\$ -</b>	<b>(120.05)</b>
Cash Management Payment		8/31/2022	PAYROLL; PAYDATE 09/15/2022	\$ -	(\$232,515.38)
Cash Management Payment		8/31/2022	PAYROLL; PAYDATE 09/30/2022	\$ -	(\$222,081.14)
Cash Management Payment		8/31/2022	PAYROLL; ICMA PAYROLL DEDUCTION DEBITS	\$ -	(4,253.82)
				<b>\$ -</b>	<b>(458,850.34)</b>

**Summary by Transaction Type**

(+) Deposits by Transaction Type:

Cash Receipts: \$ 85,141.93  
Transfers In/Out \$ 514,098.34

**Total Deposits: \$ 599,240.27**

(-) Payments by Transaction Type:

Transfer out \$ -  
Benefits: \$ (104,327.87)  
Bank Fees: \$ (120.05)  
Payroll: \$ (458,850.34)

**Total Payments: \$ (563,298.26)**

Accounts Payable **(310,813.70)**

**Total Summary of Disbursements: \$ (874,111.96)**

Total Change In Register Balance: \$ (274,871.69)

OPPL  
10/25/2022

**RESOLUTION ON DISBURSEMENTS, SEPTEMBER 2022**

**RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF SEPTEMBER 2022 IN THE TOTAL AMOUNT OF \$874,111.96 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.**

## **Memorandum**

To: Board of Library Trustees  
Lori Pulliam  
Leadership Team  
From: Jeremy Andrykowski  
Date: October 20, 2022  
Re: October Draft of the FY2023 Budget

### **Overview**

The FY2023 budget draft presented at the October 25, 2022 Board Meeting includes historical data from FY2020 and FY2021, projections for FY2022, budget request for FY2023, as well as projected budgets going out to FY2028. This draft presents the FY2023 tax levy for operating, People budget target levels as requested by the Board of Library Trustees at the September Board meeting, and feasible expenditure adjustments in other accounting groups after reviewing and discussing previous drafts in both August and September Board meetings. Estimates for the FY2022 ending and the FY2023 budget were made with the input from the directors and managers of the respective account lines with full intent to be as accurate as possible while remaining focused on delivering the best library services for the public good.

As the revenue budget for operating and capital projects FY2022 is \$9,740,364, this budget reflects an increase in the tax levy for residents in the amount of 5.00% for FY2023 totalling \$10,227,382.

As some revenue streams have been negatively impacted due to the lingering effects of the pandemic and other economic conditions, and other revenue streams eliminated for improved service (user fees) 99% of the library's revenue operating and capital comes from property taxes. Currently the level of unassigned funds is above the targeted range as set in Board policy. This budget reflects additional spending with the target level of unassigned funds being reached in FY2024. Long-term budget considerations will need to be addressed to maintain the targeted levels leading into FY2025 and beyond.

### **FY2023 - REVENUE**

Property Taxes levied for operating is shown as \$10,227,382, which reflects a 5% increase from the FY2022 tax levy for operating and capital. This was the increase directed by the Board of Library Trustees at the August Board Meeting.

Corporate (Personal) Property Replacement tax: This is a tax on corporations, partnerships, trusts, and public utilities collected by the State of Illinois and distributed eight times per year. The amount received is reflective of the health of the economy. Conservative estimates from historical information suggest an increase can be expected

in FY2023 of approximately 20%. With inflation increasing and discussion of recession in the news becoming more prominent, this revenue stream may be negatively impacted if a recession does occur.

Historically the Village property tax and Corporate Property Replacement tax revenue typically comprised of approximately 94% of the Library's total revenue. For FY2023 these two account lines totalled 98.9% of the budget with little revenue coming from user fees, rentals, or other charges, and this level is expected to continue going forward. In 2019 the next largest revenue stream was from interest on invested fund balance. Interest revenue remained low throughout the pandemic and is slowly increasing. As interest rates continue to recover, interest revenue is expected to increase slightly for FY2023. Revenues such as Grants, Gifts, and the Per Capital Grant typically are not budgeted for as these revenues cannot be relied upon to support the year's expenditures. Total budgeted revenue for FY2023 reflects a budget increase of 5.8% over the FY2022 budget.

Total Operating Revenue for FY2022 - \$10,497,382

## **FY2023 - EXPENSES**

### **People**

Wages & Salaries is the largest and most important line item on the Expense side of the budget. With strategic initiatives working toward pay equity and increasing diversity and retention a priority, the Board of Library Trustees requested at the September Board Meeting an option that increases the Wages & Salaries by an average of 8.2%, as presented by the Director of Human Resources. The remaining increase, approximately 2.3%, accounts for additional positions in the new Technology area, Middle & High School Services, and Community Engagement. The total Wages & Salaries line increase is 10.53%

Employee Medical Insurance shows an increase of 5.21% which correlates to the increased number of staff who qualify for insurance coverage and any adjustment in insurance coverage costs.

The IMRF (Illinois Municipal Retirement Fund) account line is reduced in this budget by 44.67%. This amount is calculated by actuaries managing the retirement fund. Note that this reduction provides positive reflection that the retirement fund is well managed, but this may return to higher levels in future years.

FICA/Medicare and Workers Compensation increases are reflective of market costs for staffing levels.

Adjustments in Talent Development have been reduced by 6.08%. This includes account lines such as Tuition Reimbursement, Dues, and Recruitment that have been reduced to match expected needs in FY2023.

This FY2023 expense budget for the People group reflects a 7.24% increase in the Total People budget group to \$8,222,000.

### **Support Services**

Support Services accounts for 4.8% of the Library's operating expenditures in FY2023, and the majority of these account lines are impacted by external economic factors, such as supply costs, insurance costs, and legal fees. The account group is most affected by the Insurance line and the Supplies lines. Although there is an expected increase in insurance cost of 20% for FY2023, the insurance was lower than expected for FY2022, reducing the large increase needed for the coming budget. An increase for insurance is requested totaling 8.6%. The Supplies line increase of 5.0% is intended to compensate for rising commodity costs.

The budget for Legal Fees has also been increased as some additional costs are expected to continue in FY2023, but reduced from the level of FY2022 as negotiations with the union representing the Facilities Workers unit come to a close.

Total Support Services group increases by 6.65% over FY2022 budgeted expenses and remain slightly below current inflation rate.

### **Library Materials**

Recommendations from *Serving Our Public: Standards for Illinois Public Libraries* published by the Illinois Library Association call for library materials to be budgeted at 8-12% of the operating budget. This standard is met at Oak Park Public Library. Due to adjustments in expenditures this budget maintains Library Materials at 10.25% of the total operating budget for FY2023.

While most costs for library materials are being held level, some adjustments are made to accommodate increased demand for digital / streaming and realia, and an increase in the Archival line for digitization in library records.

Total increase for library materials is 2.26% totalling \$25,000.

### **Facilities Management**

Facilities Management lines are relatively level with some adjustments for increases caused by external economic factors such as water, sewer/garbage, and natural gas costs. As Facilities expenditures are also directly related to supply chain and labor costs for contracted work,, this budget group is directly impacted by rising inflation.

Total increase for Facilities Management is 6.34% totalling \$36,380.

### **Public Services**

This accounting group includes Programming and Digital Services account lines.

All of these lines together reflect 4.4% of total operating expenses. Increases in children's programming consists of a general 5% increase for supplies and contracted presenter costs. With a new middle school space in the library, an increase of \$9,000 is requested to dedicate programming targeted at children in this age group. Additionally, with the new Creative Studio being developed in the library, additional funds are requested in the amount of \$2,000, as well as additional funding for community engagement programming.

Total increase in Public Services is 8.72% totalling \$39,223.

**TOTAL OPERATING COSTS** – FY2023 budget request reflects a 6.69% increase from the FY2022 approved budget, an increase of \$692,253. Net operating deficit in the amount of \$546,668 will utilize unassigned fund balance until future adjustments are made or additional revenue streams are realized.

### **Capital Expenditures**

Some of the planned capital projects have been deferred from FY2022 to FY2023 or later. Furnishing budget shows an increase of 71.43%. This increase is focused on a redesigned children's space including a "baby garden" play area and a children's imaginative and learning play space. The Furnishings line also funds ongoing maintenance of other public and staff work space furniture.

A critical increase in Building Improvements is the installation of the new chiller. This will be a substantial project and early estimates show a cost of \$250,000. As proposals are received, additional information and more accurate costs will be gathered. This budget line also provides funding for additional power and data cabling for public areas in the library to better utilize space and increase usability. (See Buildings Improvements and Technology Equipment for details on the planned capital improvements).

**TOTAL CAPITAL EXPENSES** – FY2023 capital budget request reflects a 6.94% increase from the FY2022 approved capital budget.

### **SUMMARY**

Property Tax levy for operating and capital is an increase of 5.0% over the previous year.

Total budgeted revenues are a 5.8% increase from the previous year.

Total budgeted expenses are a 6.9% increase from the previous year.

OAK PARK PUBLIC LIBRARY - October 2022 Draft FY 2023 Budget							FY2024-2028 Percent Increase Property Tax Revenues:	FY2024- 2028_Percent Increase Revenue	FY2024- 2028_Percent Increase PAYROLL Expenses:	FY2024- 2028_Percent Increase All Unspecified Expenses:	FY 2023 General Expected Expense Rate		
2024 - 2028 Projected Budgets							1.0300	1.0200	1.0300	1.0300	1.05		
		Unassigned Fund Balance at FY Start	\$6,926,527	\$6,252,167	\$7,270,839	\$6,843,490	\$6,315,761		\$4,762,093	\$3,371,465	\$2,232,023	\$1,072,010	(\$219,398)
	42%	Unassigned Funds Target 42% - Operating	\$3,971,746	\$4,208,434	\$4,167,141	\$4,362,024	\$4,408,900		\$4,540,033	\$4,674,204	\$4,813,259	\$4,956,462	\$5,103,938
		Capital Reserve Funds available FY Start	\$2,954,781	\$2,043,733	\$3,103,698	\$2,481,466	\$1,906,861		\$222,060	(\$1,302,739)	(\$2,581,236)	(\$3,884,452)	(\$5,323,335)
		Percent of Unassigned Funds Avail at Year Start	73%	62%	73%	66%	60%	#	44%	30%	19%	9%	-2%
							2022-2023						
			Actuals 2020	Actuals 2021	Budget 2022	Est. Ending 2022	Budget 2023	variance	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
REVENUE													
01-4050		Property Taxes, for operating	9,052,808	9,568,629	9,740,364	9,740,364	10,227,382	5.00%	10,534,203	10,850,230	11,175,736	11,511,009	11,856,339
01-4060		Corp. Property Replacement Tax	147,343	258,662	125,000	387,270	150,000	20.00%	153,000	156,060	159,181	162,365	165,612
01-4100		Service Charges and Fees	10,083	8,435	10,000	3,000	5,000	-50.00%	5,100	5,202	5,306	5,412	5,520
01-4150		Lost Books Reimbursed / Reciprocal Borrowing	3,002	1,025	0	5,000	5,000	NoCalc	5,100	5,202	5,306	5,412	5,520
01-4200		Rentals-Library Space	1,965	847	0	3,000	0	NoCalc	0	0	0	0	0
01-4210		Vending/Enterprise Income	2,137	965	0	700	0	NoCalc	0	0	0	0	0
01-4215		Parking lot revenue	6,572	4,288	6,000	8,000	8,000	33.33%	8,160	8,323	8,490	8,659	8,833
01-4220		Photocopier & Printer Fees	13,136	0	0	0	0	NoCalc	0	0	0	0	0
01-4300		Interest	45,376	5,109	10,000	60,000	60,000	500.00%	61,200	62,424	63,672	64,946	66,245
01-4400		Gifts	2,205	6,875	0	2,750	0	NoCalc	0	0	0	0	0
01-4410		Gifts From FOPPL	0	0	0	19,700	20,000	NoCalc	20,400	20,808	21,224	21,649	22,082
01-4800		Illinois Per Capita Grant	64,848	76,520	0	80,510	0	NoCalc	0	0	0	0	0
01-4810		Grants	67,992	35,605	0	53,477	0	NoCalc	0	0	0	0	0
01-4811		Community Fund Endownments	22,643	39,789	20,400	20,000	20,000	-1.96%	20,400	20,808	21,224	21,649	22,082
01-4850		Miscellaneous Income	12,759	13,331	10,000	2,000	2,000	-80.00%	2,040	2,081	2,122	2,165	2,208
01-4910		Pass Through Revenue	3,669	0	0	0	0	NoCalc	0	0	0	0	0
TOTAL OPERATING REVENUE			\$9,456,538	\$10,020,080	\$9,921,764	\$10,385,771	\$10,497,382	5.80%	\$10,809,603	\$11,129,057	\$11,460,140	\$11,801,100	\$12,152,232



			Actuals 2020	Actuals 2021	Budget 2022	Est. Ending 2022	Budget 2023	2022-2023 variance	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
<b>EXPENSES</b>													
<b>PEOPLE</b>													
<b>Payroll</b>													
01-5001	Wages & Salaries		5,127,229	5,323,146	5,660,000	5,660,000	6,256,000	10.53%	6,443,680	6,636,990	6,836,100	7,041,183	7,252,419
01-5100	Employee Medical Insurance		912,957	1,023,971	1,095,000	1,095,000	1,152,000	5.21%	1,186,560	1,222,157	1,258,822	1,296,586	1,335,484
01-5160	IMRF (Illinois Municipal Retirement Fund)		419,079	419,277	300,000	300,000	166,000	-44.67%	170,980	176,109	181,393	186,834	192,439
01-5161	FICA/MEDICARE		378,886	387,372	418,000	418,000	461,000	10.29%	474,830	489,075	503,747	518,860	534,425
01-5197	Worker's Compensation		25,878	15,046	25,000	25,000	30,000	20.00%	30,900	31,827	32,782	33,765	34,778
01-5198	Unemployment Compensation		12,364	13,033	18,000	18,000	15,000	-16.67%	15,450	15,914	16,391	16,883	17,389
<b>Total Payroll</b>			<b>6,876,393</b>	<b>7,181,845</b>	<b>7,516,000</b>	<b>7,516,000</b>	<b>8,080,000</b>	<b>7.50%</b>	<b>8,322,400</b>	<b>8,572,072</b>	<b>8,829,234</b>	<b>9,094,111</b>	<b>9,366,935</b>
<b>Talent Development</b>													
01-5162	Dues		17,023	9,648	20,000	10,000	19,000	-5.00%	19,570	20,157	20,762	21,385	22,026
01-5163	Staff development/Travel		70,859	14,123	92,000	92,000	92,000	0.00%	94,760	97,603	100,531	103,547	106,653
01-5164	Tuition Reimbursement		31,501	24,438	33,000	33,000	27,000	-18.18%	27,810	28,644	29,504	30,389	31,300
01-5199	Recruitment		3,784	2,163	4,200	26,000	2,000	-52.38%	2,060	2,122	2,185	2,251	2,319
01-5200	Board Development		1,848	0	2,000	0	2,000	0.00%	2,060	2,122	2,185	2,251	2,319
<b>Total Talent Development</b>			<b>125,015</b>	<b>50,372</b>	<b>151,200</b>	<b>161,000</b>	<b>142,000</b>	<b>-6.08%</b>	<b>146,260</b>	<b>150,648</b>	<b>155,167</b>	<b>159,822</b>	<b>164,617</b>
<b>TOTAL PEOPLE</b>			<b>7,001,408</b>	<b>7,232,217</b>	<b>7,667,200</b>	<b>7,677,000</b>	<b>8,222,000</b>	<b>7.24%</b>	<b>8,468,660</b>	<b>8,722,720</b>	<b>8,984,401</b>	<b>9,253,933</b>	<b>9,531,551</b>

			Actuals 2020	Actuals 2021	Budget 2022	Est. Ending 2022	Budget 2023	2022-2023 variance	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
<b>SUPPORT SERVICES</b>													
<b>Marketing &amp; Communication</b>													
01-5204	Promotions		5,163	14,220	24,000	15,000	20,000	-16.67%	20,600	21,218	21,855	22,510	23,185
01-5205	Publications		32,677	4,437	25,500	30,000	33,000	29.41%	33,990	35,010	36,060	37,142	38,256
<b>Total Marketing &amp; Communications</b>			<b>37,840</b>	<b>18,657</b>	<b>49,500</b>	<b>45,000</b>	<b>53,000</b>	<b>7.07%</b>	<b>54,590</b>	<b>56,228</b>	<b>57,915</b>	<b>59,652</b>	<b>61,442</b>
<b>Materials Services Support</b>													
01-5264	ILL Payments		2,275	4,591	3,500	3,500	3,675	5.00%	3,785	3,899	4,016	4,136	4,260
01-5292	Other Materials Services (Catalog/Bib Search Fees)		1,380	2,126	2,000	2,500	2,625	31.25%	2,704	2,785	2,868	2,954	3,043
<b>Total Collections Support</b>			<b>3,655</b>	<b>6,717</b>	<b>5,500</b>	<b>6,000</b>	<b>6,300</b>	<b>14.55%</b>	<b>6,489</b>	<b>6,684</b>	<b>6,884</b>	<b>7,091</b>	<b>7,303</b>
<b>Administration</b>													
01-5002	HRIS and Payroll Fees		24,905	30,465	25,000	25,000	26,250	5.00%	27,038	27,849	28,684	29,545	30,431
01-5165	Mileage and Misc Reimbursement		24,801	25,832	27,000	25,000	25,000	-7.41%	25,750	26,523	27,318	28,138	28,982
01-5253	Hospitality		136	157	1,000	1,000	1,000	0.00%	1,030	1,061	1,093	1,126	1,159
01-5260	Audit Fees		10,034	9,010	10,000	10,000	10,500	5.00%	10,815	11,139	11,474	11,818	12,172
01-5261	Unclaimed Property to Escheatment to State		200	200	500	0	500	0.00%	515	530	546	563	580
01-5265	Merchant Account Services		2,891	2,824	5,000	4,000	4,000	-20.00%	4,120	4,244	4,371	4,502	4,637
01-5266	Collection Fees		1,155	0	4,000	0	2,000	-50.00%	2,060	2,122	2,185	2,251	2,319
01-5275	Consulting Services - Administration		0	0	75,000	75,000	78,750	5.00%	81,113	83,546	86,052	88,634	91,293
01-5281	Intergovernmental Agreements		16,621	11,250	15,000	15,000	15,000	0.00%	15,450	15,914	16,391	16,883	17,389
01-5291	Legal Fees		1,281	26,807	20,000	34,000	30,000	50.00%	30,900	31,827	32,782	33,765	34,778
01-5380	Postage & Delivery		10,380	5,470	5,000	9,000	9,450	89.00%	9,734	10,026	10,326	10,636	10,955
01-5390	Insurance		69,583	83,423	110,500	100,000	120,000	8.60%	123,600	127,308	131,127	135,061	139,113
01-5450	Contingency		10,780	675	15,000	0	15,000	0.00%	15,450	15,914	16,391	16,883	17,389
01-5452	Grant Expenses		29,011	37,117	0	40,000	0	NoCalc	0	0	0	0	0
01-5660	Pass Through Expenses		25	1,000	0	0	0	NoCalc	0	0	0	0	0
01-5742	Supplies		84,500	59,867	98,000	98,000	102,900	5.00%	105,987	109,167	112,442	115,815	119,289
<b>Total Administration Support</b>			<b>286,303</b>	<b>294,097</b>	<b>411,000</b>	<b>436,000</b>	<b>440,350</b>	<b>7.14%</b>	<b>453,561</b>	<b>467,167</b>	<b>481,182</b>	<b>495,618</b>	<b>510,486</b>
<b>Other Support Services</b>													
01-5451	Telephone/Communications		63,686	51,242	65,000	60,000	66,000	1.54%	67,980	70,019	72,120	74,284	76,512
01-5620	Office & Library Machinery Service		19,162	24,985	22,800	30,000	25,000	9.65%	25,750	26,523	27,318	28,138	28,982
<b>Total Other Support Services</b>			<b>82,848</b>	<b>76,227</b>	<b>87,800</b>	<b>90,000</b>	<b>91,000</b>	<b>3.64%</b>	<b>93,730</b>	<b>96,542</b>	<b>99,438</b>	<b>102,421</b>	<b>105,494</b>
<b>TOTAL SUPPORT SERVICES</b>			<b>410,646</b>	<b>395,698</b>	<b>553,800</b>	<b>577,000</b>	<b>590,650</b>	<b>6.65%</b>	<b>608,370</b>	<b>626,621</b>	<b>645,419</b>	<b>664,782</b>	<b>684,725</b>

			Actuals 2020	Actuals 2021	Budget 2022	Est. Ending 2022	Budget 2023	2022-2023 variance	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
<b>LIBRARY MATERIALS</b>													
01-5840	Print materials		269,755	315,658	360,000	360,000	365,500	1.53%	376,465	387,759	399,392	411,373	423,715
01-5890	Audio and video materials		81,496	94,110	102,000	102,000	103,500	1.47%	106,605	109,803	113,097	116,490	119,985
01-5891	Digital and streaming content		473,766	611,529	584,000	584,000	595,000	1.88%	612,850	631,236	650,173	669,678	689,768
01-5892	Online tools		100,992	0	0	0	0	NoCalc	0	0	0	0	0
01-5893	Devices		15,256	37,925	39,000	39,000	40,000	2.56%	41,200	42,436	43,709	45,020	46,371
01-5894	Realia and other formats		5,063	8,739	10,000	10,000	13,500	35.00%	13,905	14,322	14,752	15,194	15,650
01-5895	Archival (Special) collections		4,035	0	12,500	12,500	15,000	20.00%	15,450	15,914	16,391	16,883	17,389
<b>TOTAL LIBRARY MATERIALS</b>			<b>950,363</b>	<b>1,067,961</b>	<b>1,107,500</b>	<b>1,107,500</b>	<b>1,132,500</b>	<b>2.26%</b>	<b>1,166,475</b>	<b>1,201,469</b>	<b>1,237,513</b>	<b>1,274,639</b>	<b>1,312,878</b>
<b>FACILITIES MANAGEMENT</b>													
<b>Facility Supplies</b>													
01-5680	Fuels & Lubricants		476	1,282	1,200	3,000	4,000	233.33%	4,120	4,244	4,371	4,502	4,637
01-5682	Building Materials & Supplies		14,008	6,906	10,000	8,000	8,000	-20.00%	8,240	8,487	8,742	9,004	9,274
01-5683	Equipment Parts		1,449	2,081	10,000	2,000	10,000	0.00%	10,300	10,609	10,927	11,255	11,593
01-5684	Cleaning & Housekeeping Supplies		12,116	6,694	21,420	5,000	13,000	-39.31%	13,390	13,792	14,205	14,632	15,071
01-5693	Signage		7,730	4,365	3,000	4,000	4,000	33.33%	4,120	4,244	4,371	4,502	4,637
<b>Total Facilities Supplies</b>			<b>35,779</b>	<b>21,328</b>	<b>45,620</b>	<b>22,000</b>	<b>39,000</b>	<b>-14.51%</b>	<b>40,170</b>	<b>41,375</b>	<b>42,616</b>	<b>43,895</b>	<b>45,212</b>
<b>Facilities Services</b>													
01-5681	Landscaping and snow removal services		10,480	18,718	24,000	24,000	25,000	4.17%	25,750	26,523	27,318	28,138	28,982
01-5686	Custodial Services		183,774	131,763	205,000	205,000	216,000	5.37%	222,480	229,154	236,029	243,110	250,403
01-5687	Water		6,086	6,911	10,000	10,000	11,000	10.00%	11,330	11,670	12,020	12,381	12,752
01-5688	Sewer/Garbage		10,965	11,028	13,000	13,000	15,000	15.38%	15,450	15,914	16,391	16,883	17,389
01-5689	Parking lot expense		10,642	3,795	15,000	5,000	5,000	-66.67%	5,150	5,305	5,464	5,628	5,796
01-5690	Natural Gas		12,086	24,659	37,000	42,000	60,000	62.16%	61,800	63,654	65,564	67,531	69,556
01-5691	Rentals--Equipment & Facilities		15,978	23,625	20,000	20,000	20,000	0.00%	20,600	21,218	21,855	22,510	23,185
01-5692	Repair & Maintenance Prop. & Equip.		150,679	202,406	204,000	204,000	219,000	7.35%	225,570	232,337	239,307	246,486	253,881
<b>Total Facilities Services</b>			<b>400,690</b>	<b>422,905</b>	<b>528,000</b>	<b>523,000</b>	<b>571,000</b>	<b>8.14%</b>	<b>588,130</b>	<b>605,774</b>	<b>623,947</b>	<b>642,666</b>	<b>661,945</b>
<b>TOTAL FACILITIES MANAGEMENT</b>			<b>436,469</b>	<b>444,233</b>	<b>573,620</b>	<b>545,000</b>	<b>610,000</b>	<b>6.34%</b>	<b>628,300</b>	<b>647,149</b>	<b>666,563</b>	<b>686,560</b>	<b>707,157</b>

			Actuals 2020	Actuals 2021	Budget 2022	Est. Ending 2022	Budget 2023	2022-2023 variance	Budget 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028
<b>PUBLIC SERVICES</b>													
<b>Programming</b>													
01-5240	Children's Programming		22,936	18,655	18,000	18,000	18,900	5.00%	19,467	20,051	20,653	21,272	21,910
01-5244	Young Adult Programming		9,682	12,496	16,000	16,000	25,000	56.25%	25,750	26,523	27,318	28,138	28,982
01-5247	Adult Programming		12,057	15,628	23,000	23,000	23,000	0.00%	23,690	24,401	25,133	25,887	26,663
01-5249	Community Engagement Programming		8,010	1,389	10,000	10,000	15,000	50.00%	15,450	15,914	16,391	16,883	17,389
	Creative Technology - NEW ACCOUNT LINE		0	0	0	0	2,000	NoCalc	2,060	2,122	2,185	2,251	2,319
01-5250	Social Services		0	120	20,000	15,000	20,000	0.00%	20,600	21,218	21,855	22,510	23,185
<b>Total Programming</b>			<b>52,685</b>	<b>48,288</b>	<b>87,000</b>	<b>82,000</b>	<b>103,900</b>	<b>19.43%</b>	<b>107,017</b>	<b>110,228</b>	<b>113,534</b>	<b>116,940</b>	<b>120,449</b>
<b>DIGITAL SERVICES</b>													
01-5272	Consultant Support Services		2,984	3,671	10,000	4,000	10,000	0.00%	10,300	10,609	10,927	11,255	11,593
01-5750	SWAN		87,521	98,096	104,677	104,000	111,000	6.04%	114,330	117,760	121,293	124,931	128,679
01-5935	Website development/CMS		8,857	2,246	3,000	3,000	4,000	33.33%	4,120	4,244	4,371	4,502	4,637
01-5936	Subscriptions and services		156,930	158,197	225,000	225,000	240,000	6.67%	247,200	254,616	262,254	270,122	278,226
01-5937	Equipment and supplies		5,460	23,395	20,000	20,000	20,000	0.00%	20,600	21,218	21,855	22,510	23,185
<b>Total Digital Services</b>			<b>261,752</b>	<b>285,605</b>	<b>362,677</b>	<b>356,000</b>	<b>385,000</b>	<b>6.16%</b>	<b>396,550</b>	<b>408,447</b>	<b>420,700</b>	<b>433,321</b>	<b>446,321</b>
<b>TOTAL PUBLIC SERVICES</b>			<b>314,437</b>	<b>333,893</b>	<b>449,677</b>	<b>438,000</b>	<b>488,900</b>	<b>8.72%</b>	<b>503,567</b>	<b>518,674</b>	<b>534,234</b>	<b>550,261</b>	<b>566,769</b>
<b>TOTAL OPERATING EXPENSES</b>			<b>\$9,113,323</b>	<b>\$9,474,002</b>	<b>\$10,351,797</b>	<b>\$10,344,500</b>	<b>\$11,044,050</b>	<b>6.69%</b>	<b>\$11,375,372</b>	<b>\$11,716,633</b>	<b>\$12,068,132</b>	<b>\$12,430,176</b>	<b>\$12,803,081</b>
<b>NET OPERATING SURPLUS (DEFICIT) FROM FUND BALANCE</b>			<b>\$343,215</b>	<b>\$546,078</b>	<b>(\$430,033)</b>	<b>\$41,271</b>	<b>(\$546,668)</b>		<b>(\$565,768)</b>	<b>(\$587,576)</b>	<b>(\$607,991)</b>	<b>(\$629,075)</b>	<b>(\$650,848)</b>



**5950 - Building Improvements - Planned Schedule**

Cost's estimated - from 2016 Capital Assets Study

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Main										
Capital Assets Study - Updated - consultation				0	70000					
Retaining wall by fountain - cracked / leaking into garage	1000			10000						
Rebuild impact damaged concrete near loading dock	1000									
Repair flashing		5000								
Sealant / Replace perimeter sealant		6000								
Seal Parking garage? Previous director didn't want to do it.		42194								
Sanitary, storm, and vent problems				25000		200000	200000	90000		
Replace main circuit breaker	2500									
1st Floor Soffit		33410								
Epoxy coatings						25000				
Relocate heat detection in generator room	1000									
Paint Finishes (Gypsum Wall Board) + base				30000	30000	30000	30000	30000	30000	
Wall coverings	11000									
Walls and Doors Additions & Improvements					40000					
Fabric Wrapped Paneling	19000									
Wood paneling & trim	7000									
Wood base	25000									
Wood sills	13000									
Restroom fixtures	47000									
Security systems (CCTV, Access / Alarms, Loss prevention)				350000	25000					
Staff Lounge / Appliances		58000								
Gallery lights in Main (not in Capital Assets Study)		85000								
Womens restroom partition - all levels of Main		55453								
Carpeting					25000					
HVAC - Main (estimated \$6MM needed in 2033)										
Security Systems - evaluation		20000	47000							
HVAC - Main (estimated \$6MM needed in 2033) - Chiller #1 replacement in 2023 & #2 in 2024					250000	250000				
HVAC - Global Plasma Solutions air cleaning system install			25000							
LED lighting upgrade - Main - approx 240 fixtures			25000	25000	25000	25000	25000	130000		
Unplanned - snow-melt system repair - sidewalk damaged by Village during Lake St. Work		50000								
Electric Vehicle Charging Stations					10000					
Brick Replacement, mortar joints in penthouse, perimeter sealant, parking ramp coping stone, other				20000						
Paint Exposed Steel at Mechanical Area				0						
Replace Library Van							25000			
Electrical & data outlets for east side of public spaces (by the windows)					100000					
Motorized blinds replacement (Veterans Room)					50000					
PLACEHOLDER FUNDING									300000	500000
Maze										
Tuckpointing		100000								
Concrete Joint Sealan										
ADA Ramp to Garden Level and Redesign of patio area? (not on Capital Assets Study)										
Security systems (CCTV, Access / Alarms, Loss prevention)										
Repaint / refinish meeting room			10000							
Replace main entrance doors (do not lock properly - not in Capital Assets Study)		3000								
Blister area on Roof				50000						
Replace Perimeter Sealant		10000								
Replace west entrance doors (necessary for security and access controls)			40000							
Replace carpeting throughout (can be spread over years)					20000	20000				
Total estimated cost -	127500	468057	147000	510000	645000	550000	280000	250000	330000	500000

**5941 Technology Projects & Equipment Planned Schedule**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Main										
IT Projects 2019	244388									
IT Projects 2020		221016								
Outdoor WiFi Infrastructure Upgrade				100000						
Self Check out MeeScan			100000							
Technology equipment for staff or public				20000	20000		50000			
Telecom Cable Infrastructure						108000				
Ethernet cables and IDF Patch-panels					110000					
UPS battery for Server Room			20000							
Cybersecurity assessment and improvements					70000					
Placeholder - Long-term projections (JA)							50000	125000	150000	175000
Total estimated cost -	244388	221016	120000	120000	200000	108000	100000	125000	150000	175000

**COLLECTIVE BARGAINING AGREEMENT**

**by and between**

**Oak Park Public Library**

**and**

**INTERNATIONAL UNION OF OPERATING ENGINEERS  
OF CHICAGO, ILLINOIS AND VICINITY  
LOCAL NO. 399**

**October 25, 2022 THROUGH October 24, 2025**



## **TABLE OF CONTENTS**

Article I – Recognition.....	P.1
Article II – Responsibility For Work.....	P.1
Article III – Union Rights.....	P.2
Article IV – Management Rights.....	P.3
Article V – Non-Discrimination.....	P.4
Article VI – Hours of Work.....	P.4
Article VII – Discipline.....	P.5
Article VIII – Grievance and Arbitration Procedure.....	P.6
Article IX – No Strike.....	P.8
Article X – Unpaid Leave of Absence.....	P.9
Article XI – Paid Leave of Absence.....	P.9
Article XII – Vacation Pay.....	P.10
Article XIII – Holidays and Holiday Pay.....	P.11
Article XIV – Health/Sick Leave.....	P.12
Article XV – Wages.....	P.14
Article XVI – Health and Welfare.....	P.14
Article XVII – Pension.....	P.14
Article XVIII – Deferred Compensation Employee Savings Plan.....	P.15
Article XIX – Professional Development and Tuition.....	P.15
Article XX – Savings Clause.....	P.16
Article XXI – Entire Agreement.....	P.16
Article XXII – Duration.....	P.17
Appendix A – Union Dues Authorization.....	P.18
Appendix B – Drug and Alcohol Testing.....	P.19

## **AGREEMENT FOR PERIOD**

**October 25, 2022 THROUGH October 24, 2025**

THIS AGREEMENT made and entered into as of the 25th day of October, 2022, by and between

### **Oak Park Public Library**

hereinafter referred to as the "Employer"

AND

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL 399 (AFL - CIO),  
hereinafter referred to as the "UNION" agree as follows:

### **ARTICLE I - RECOGNITION**

The Employer recognizes The Union as the exclusive bargaining representative for all full-time and regular part-time skilled maintenance workers working for Oak Park Public Library based out of 834 Lake St, Oak Park, IL, certified in case number S-RC-21-054, but excluding office, clerical, professional employees, managers, guards and supervisors as defined by The Act.

### **ARTICLE II - RESPONSIBILITY FOR WORK**

#### **Section 1 – Bargaining Unit**

The bargaining unit employees consisting of Facilities Worker, shall be responsible for and shall operate and maintain in good running order all machinery and equipment for which they are currently responsible. They shall perform all work that has traditionally and historically been within the work jurisdiction of the Facilities Workers, except that they shall not be required to perform major repairs not reasonably expected of a Facilities Worker or monitor equipment while away from the job site without compensation for time spent in such activity.

#### **Section 2 – Bargaining Unit Work**

All work of the bargaining unit shall be performed by unit employees, and the Employer shall not sublet or contract out bargaining unit work (except major repairs not reasonably expected of a facilities worker) without the agreement of the Union. Work unable to be performed by facilities workers as well as work traditionally performed by outside contractors shall be considered outside of unit work and will or continue to be performed by outside contractors

#### **Section 3 – Authority of Management**

Employees shall obey all orders of those in authority. The Employee shall not be unfairly disciplined as a result of having received conflicting orders from persons having authority.

## **ARTICLE III – UNION RIGHTS**

### **Section 1 – Dues Deduction**

The Employer agrees to deduct from the pay of those employees who are Union members any or all of the following: (i) Union membership dues, assessments, PAC, or fees; and (ii) Union sponsored credit and other benefit programs.

While this Agreement is in effect, the Employer will deduct from each Union Member employee's paycheck once each month, the uniform, regular monthly Union dues for each Union Member employee in the bargaining unit who has filed with the Employer a lawful, voluntary, effective check off authorization form. The form shall be provided by the Union and approved by the Union Member Employer. The Employer will honor all executed check off authorization forms received not later than fifteen (15) working days, *i.e.*, days the Employer's administrative offices are open, prior to the next deduction date. If a conflict exists between the check off authorization form and this Article, the terms of this Article and Agreement control.

The Employer shall remit total deductions collected for each calendar month to the Treasurer of the Union, together with a list of employees for whom deductions have been made not later than the tenth (10<sup>th</sup>) day of the following month. The Union agrees to refund to the employee(s) any amounts paid to the Union in error on account of this Section.

The check-off authorization shall remain in effect unless it is revoked in writing in accordance with the revocation provisions contained in the authorization card in the form set forth in Appendix A to this Agreement. The Union shall notify the Employer of any revocations no later than the first day of the month following the month in which it receives notice that the card is revoked. Dues shall be withheld and remitted to the Treasurer of the Union unless or until such time as the Employer receives a timely Notice of Revocation of Dues Check Off from an employee, or notice of an employee's death, transfer from covered employment, termination of covered employment, or when there are insufficient funds available in the employee's earning after withholding all other legal and required deductions. Information concerning dues not deducted under this Article shall be forwarded to the Treasurer of the Union, and this action will discharge the Employer's only responsibility with regard to such cases.

The actual dues amount to be deducted shall be certified to the Employer by the Treasurer of the Union and shall be uniform in dollar amount or based on a uniform rule or formula for each employee in order to ease the Employer's burden of administering this provision. The Union may change the fixed uniform dollar amount or rule or formula, which will determine the regular monthly dues once each calendar year during the life of this Agreement, provided that the Union shall provide the Employer forty-five (45) days' notice of any such change in the amount of uniform dues to be deducted.

### **Section 2 – FEDPAC**

The Employer will deduct a minimum of ten dollars (\$10.00) per month from employees' wages on the basis of individually signed, voluntary authorized deductions forms. It is agreed that these

authorized deductions for the Local 399, International Union of Operating Engineers Political Education Fund (Local 399 IUOE PEF) are not conditions of membership in the International Union of Operating Engineers, Local 399 or of employment with the Employer. Payments will be made either by a separate check payable to Local 399 IUOE PEF or via wire transfer at the Employer's option. It is understood and agreed that the cost of administering this payroll deduction for the Local 399 IUOE PEF has been incorporated in the economic package provided under the terms of this Agreement, and therefore, the International Union of Operating Engineers, Local 399 is not required to reimburse the Employer for the costs of such administration. The Union will indemnify and hold the Employer harmless against any claims or liability incurred by reason of such deductions.

### Section 3. - M.C.L. CREDIT UNION

Local 399 members are now eligible for participation in the Midwest Coalition of Labor (M.C.L.) Credit Union. If mutually agreed upon between the Employer and employee, direct deposit and savings deductions will be made available.

### Section 4 – Indemnification

In making deductions and remittances for dues and initiation fees to the Union, the Employer is entitled to rely upon the notification by the Union of the amount of money due the Union by an employee. The Union agrees to indemnify, defend and save the Employer harmless against any and all claims, demands, suits, or other liability that may arise out of complying with this Article including, but not limited to, its reliance on any list or notice furnished to it by the Union under such provisions.

## **ARTICLE IV – MANAGEMENT RIGHTS**

### Section 1 – Management Rights

Except as specifically limited by the express provisions of this Agreement, the Library retains all traditional rights to manage and direct the affairs of the Library in all of its various aspects and to manage and direct its employees to make and implement decisions with respect to the operation and management of its operations in all respects, including all rights and authority possessed or exercised by the Library prior to the recognition of the Union as the bargaining agent for the employees covered by this Agreement. These rights and authority include, but are not limited to, the following: to plan, direct, control and determine all the operations and services of the Library; to determine the Library's budget and budgetary priorities; to utilize and select suppliers and subcontractors; to supervise and direct the working forces; to establish the qualifications for hire and conditions for continued employment and to select, hire, evaluate, promote, demote, and transfer employees; to schedule and assign work; to establish and enforce work and productivity standards, and, from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which Library operations and services shall be provided or purchased; to determine whether services are to be provided by employees covered by this Agreement or by other employees or non-employees not covered by this Agreement; to make, alter, and enforce rules, regulations, orders, and policies; to evaluate

employees; to discipline, suspend, and discharge employees for just cause (probationary employees without cause); to change or eliminate existing methods, equipment or facilities; to layoff or otherwise relieve employees from duty because of lack of work or for other reasons; and to take any and all actions as may be necessary to carry out the mission of the Library. In addition to the foregoing rights, the Library retains all management rights as forth in the common law and the Illinois Public Labor Relations Act.

All management rights enumerated above and all rights not specifically contracted away by the terms of this Agreement are retained solely by the Library. Management rights may not be impaired or modified by any past or future practice of the Library.

## Section 2 – Contractors

The Library shall have the right to determine what work and functions in the Library's business and operations and in all of its facilities, departments, and areas, will be performed by outside contractors. However, no employee in the bargaining unit will have hours or overtime opportunities reduced as a direct result of the utilization of contractors performing work routinely performed by bargaining unit employees.

## **ARTICLE V – NON-DISCRIMINATION**

Neither the Library nor the Union will discriminate against applicants or employees with regard to employment, tenure or any other term or condition of employment on the basis of race, sex, color, age, religious creed or national origin or ancestry in violation of any law.

Whenever in this Agreement the masculine or any other gender is used, it shall be deemed to include and/or replaced by the gender neutral pronoun "they/them".

## **ARTICLE VI – HOURS OF WORK AND OVER-SCALE RATE**

### Section 1 – Hours of Work

(a) The regular schedule for full-time Facilities Workers shall normally consist of five (5) consecutive days. Each workday will consist of eight and a half (8.5) consecutive hours of work, inclusive of a 30 minute unpaid meal period. Part-time employees are those employees who are hired to work less than 40 hours in a regular workweek. This is no guarantee of any days or hours of work. Days off shall also normally be consecutive.—Any Facilities Worker required to work beyond such employee's regularly scheduled hours in any day shall be paid therefore and shall not be required to take compensatory time off. The Library shall set starting and ending times and days of the week for each Facilities Worker. If the shift times or shift days are changed, the Employer shall give a minimum of two (2) weeks to the employee unless unforeseen circumstances or unforeseen absences require otherwise.

(b) The workweek shall begin at 12:00 A.M. on Sunday and end at 11:59 P.M. the following Saturday.

(c) Work in excess of forty (40) hours in any one (1) workweek shall be paid for at one and one-half (1½) times the regular hourly rate.

(d) Full-time Facilities Workers are expected to take a 30 minute Meal Period. The Meal Period is unpaid and employees should clock out during the Meal Period. A Facilities Worker must get prior supervisory approval to work through the Meal Period. Part-time Facilities Workers are expected to take a 30 minute unpaid meal period if scheduled to work more than seven and one-half (7.5) hours in a workday

(e) Overtime and holiday premiums shall not be duplicated or pyramided; and, hours used to compute one premium shall not be used to compute another provided that where two (2) or more premiums apply to the same hours worked, the highest shall be paid.

### Section 2 – Overtime

Overtime shall be defined as any time over forty (40) hours worked in any given workweek. If an employee works beyond forty (40) total hours within any given workweek, that employee shall be compensated at one and one-half the employee's regular rate of pay. Any paid and/or unpaid time off during the workweek shall not count as hours of work for purposes of accruing overtime.

### Section 3 – Call-Ins

An employee called back to work shall receive a minimum of two (2) hours pay at one and one-half (1½) times the hourly rate. Any call back hours will count as hours worked for purposes of overtime accrual.

### Section 4 – Early Reporting

Should any Facilities Worker be required to report to work earlier than their normal starting time, such earlier time worked shall count toward hours worked for the purpose of overtime only if over 40 hours worked during the workweek.

## **ARTICLE VII – DISCIPLINE**

### Section 1

The right to employ, discipline, discharge and lay off for cause shall be vested solely in the Employer, but the Union shall have the right in case of discharge, discipline, or layoff to investigate the reasons therefore and to protest such discharge, discipline, or layoff through the grievance procedure. The Employer shall provide the Union with a copy of any written work rules or amendments thereof applicable to bargaining unit employees which are promulgated during the term of this Agreement.

### Section 2

Disciplinary action or measures shall normally include only the following: oral reprimands, written reprimand, suspension and discharge. The Library recognizes the basic tenants of progressive and

corrective discipline and, where appropriate, will follow a policy of progressive discipline for initial occurrences of minor disciplinary infractions. Progressive and corrective discipline shall not mean that discipline must necessarily proceed in a given sequence if the severity of the offense necessitates a stronger response. The Library may issue a level of discipline to fit the offense even if not progressive. An employee may file a grievance over disciplinary action, but only disciplinary grievances involving suspensions without pay or discharge are subject to arbitration; all other disciplinary grievances shall terminate with Step 3 (Executive Director's decision). The Library shall provide the Union with a copy of any written work rules or amendments thereof applicable to bargaining unit employees, which are promulgated during the term of this Agreement.

After one (1) year, if there are no repeated offenses of the same or similar nature, written records of oral warnings shall be removed from an employee's personnel file upon the employee's request.

## **ARTICLE VIII - GRIEVANCE AND ARBITRATION PROCEDURE**

### **Section 1 – Definition**

A "grievance" is defined as a complaint arising under and during term of this Agreement raised by an employee or the Union against the Library alleging that there has been an alleged violation, misinterpretation, or misapplication of an express written provision of this Agreement.

### **Section 2 – Procedure**

A grievance filed against the Library will be processed in the following manner:

Step 1: Any employee or authorized Union Officer acting on behalf of the Union who has a grievance shall submit the grievance, in writing, to the Facilities Services Manager specifically indicating that the matter is a grievance under this Agreement. The grievance shall contain a complete statement of the facts, the provision or provisions of this Agreement, which are alleged to have been violated, and the specific relief requested. All grievances must be presented no later than seven (7) calendar days from the date of the occurrence of the event first giving rise to the grievance. The Facilities Services Manager shall render a written response to the grievant within seven (7) calendar days after the grievance is presented.

Step 2: If the grievance is not settled at Step 1, and the grievant wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted, in writing, to the Director assigned to Facilities within seven (7) calendar days after receipt of the Facilities Services Manager's answer in Step 1 or within seven (7) calendar days of when the Facilities Services Manager answer in Step 1 was due. The Director assigned to Facilities or their designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the grievant and a Union Officer, if the employee and a Business Representative of Local 399 request one. The Director assigned to Facilities may have present other persons whom he deems appropriate. If no settlement of the grievance is reached, the Director assigned to Facilities or their designee shall provide a written answer to the Union Business Representative or their designee, within seven (7) calendar days following the meeting.

Step 3: If the grievance is not settled at Step 2, and the grievant wishes to appeal the grievance to Step 3 of the grievance procedure, it shall be submitted, in writing, to the Executive Director within seven (7) calendar days after receipt of the Director assigned to Facilities answer in Step 2 or within seven (7) calendar days of when the Director assigned to Facilities answer in Step 2 was due. The Executive Director or their designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the grievant and a Union Officer, if the employee and a Business Representative of Local 399 request one. The Executive Director may have present other persons whom they deems appropriate. If no settlement of the grievance is reached, the Executive Director or their designee shall provide a written answer to the Union Business Representative or their designee, within seven (7) calendar days following the meeting.

### Section 3 - Arbitration

If no resolution of the grievance is reached at Step 3, the Union or the Employer may request that the grievance be referred to an impartial arbitrator whose decision (award) shall be final and binding upon the Employer (building), the employees, and the Union. In the event that the parties are unable to agree on an arbitrator, the Employer and the Union shall join in a request to the Federal Mediation and Conciliation Services for a list of seven (7) qualified arbitrators who are members of the National Academy of Arbitrators (NAA) and are available to serve in Chicago. The parties shall then attempt to agree upon an arbitrator, and if they fail to agree, six (6) names from the list of seven (7) arbitrators, who are members of the NAA, shall be eliminated by the Union and Employer alternately striking one (1) name at a time. The remaining name shall be the arbitrator chosen, and their authority shall be limited to making a decision on the grievance in question in conformity with the terms of this Agreement. It is agreed that an arbitrator shall have no right to add to, take from, or modify any of the provisions of this Agreement. The cost of the arbitrator's services and a stenographic transcript shall be shared equally by the Employer and the Union. Any other expenses, such as wages, fees, living or traveling expenses of representatives or witnesses must be paid by the party incurring such expenses.

### Section 4 – Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at Step 1. Unless the parties mutually agree to the contrary, the arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make any decision or award, which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties, and responsibilities of the Library under law. Any decisions or award of the arbitrator rendered within the limitations of this Section shall be final and binding upon the Library, Union, and the employees covered by this Agreement.



### Section 5– Time Limit for Filing

No grievance shall be entertained or processed unless it is submitted at Step 1 within seven (7) calendar days after the occurrence of the event first giving rise to the grievance. If the employee or the Union does not present a grievance within the time limits set forth above, it shall be considered “waived” and may not be pursued further by the employee or the Union. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Library’s last answer. If the Library does not hold a meeting or answer a grievance or an appeal thereof within the specified time limits, the grievance will automatically be moved to the next step.

All time limitations stated in this Section may be extended by agreement of the Union and the Employer.

## **ARTICLE IX – NO STRIKE**

### Section 1 – No Strike.

Neither the Union nor any officers, agents or employees will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, secondary boycott, residential picketing, hand-billing, slowdown, speed-up, sit down, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unapproved “work to the rule” situation, mass resignations, mass absenteeism, picketing or any other intentional interruption or disruption of the operations of the Library, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Library.

In the event of a violation of this Section of this Article, the Union agrees to inform its members of their obligations under this Agreement and to encourage and direct them to return to work by all means available under its Constitution, By-laws or otherwise.

### Section 2 – No Lockout.

The Library will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Union.

### Section 3 – Penalty.

The only matter which may be made the subject of a grievance concerning disciplinary action imposed for an alleged violation of Article X, Section 1 is whether or not the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

### Section 4 – Judicial Restraint.

The parties agree that the Library has the right to obtain, to the extent provided by law, judicial relief in the event employees covered by this Agreement and/or the Union violates this Article and that nothing contained herein shall be construed to preclude the Library of exercising such right.

## **ARTICLE X – UNPAID LEAVES OF ABSENCE**

### **Section 1 – General**

If an employee is absent from work for any reason (except for military leave) for a period of twelve (12) consecutive months, the employee shall be terminated.

### **Section 2 – Personal Leave of Absence**

A Facilities Worker who has been employed by the Library for at least one year, may be eligible for an unpaid Personal Leave of Absence up to a maximum of three (3) months. In order to be eligible for such leave, the employee must have used up all sick time, vacation time, and floating holidays. The Facilities Worker should submit a written request for Personal Leave to the Executive Director or their designee containing the reasons for such request. Whether or not to grant such request for Personal Leave of Absence shall be in the sole discretion of the Executive Director or their designee.

### **Section 3 – Other Leaves of Absence Family and Medical Leave**

The Library will grant unpaid of leaves of absence to eligible employee in accordance with the requirements of all state and federal statutes including, but not limited to, the provisions of the Family and Medical Leave Act, the Illinois Victims' Economic Security and Safety Act (VESSA), Uniformed Services Employment and Reemployment Rights Act (USERRA). Eligible employees may utilize these unpaid leaves of absence if appropriate, and application for such leaves are made in accordance with Library's policies and procedures.

## **ARTICLE XI – PAID LEAVES OF ABSENCE**

### **Section 1 – Bereavement/Compassionate Leave**

The Library will grant all regular full-time Facilities Workers up to five (5) days of regularly scheduled work hours of paid bereavement/compassionate leave due to the death of an immediate family member to grieve, make arrangements, and/or attend services. Parents who suffer pregnancy loss (i.e., miscarriage or stillbirth) will also be provided with leave under this policy.

"Immediate family member" is defined as Facilities Worker's child (including stepchild and foster child), legal guardian/ward, spouse, domestic partner, civil union partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, and members of the Facilities Worker's household. Members of the household include those who live with the Facilities Worker as their permanent residence.

Facilities Workers may request taking additional paid or unpaid time off as needed for the death of an immediate family member. Five (5) days of this time will be paid according to this policy, and Facilities Workers may use available paid time off hours or take unpaid time off for the remainder of their bereavement period. Additional paid or unpaid time off for persons not covered in the definition of “immediate family member” may also be allowed. The Library may require the Facilities Worker to provide reasonable documentation in connection with leave taken under this policy.

### Section 2 – Jury Duty

The Library will provide Facilities Workers requested to serve jury duty with the required time off to fulfill their obligation. The Library will pay Facilities Workers their straight time pay for their regularly scheduled work hours missed for jury service or when subpoenaed to appear before a court, public body, or commission in connection with library business. All Facilities Workers may keep whatever compensation is given for their jury service. In cases where jury duty does not require a full day, staff members are expected to spend as much time as reasonable at their regularly scheduled duties.

Facilities Workers are required to notify their immediate supervisor as soon as possible when they receive a jury duty summons and provide a copy to Human Resources to be eligible for payment. Proof of jury service verifying the dates and times of attendance may be required.

## **ARTICLE XII – VACATION PAY**

### Section 1 – Initial Eligibility and Allowances

Facilities Workers shall be granted vacation allowance as of their date of hire as follows :

<u>Start of Service Date</u>	<u>Vacation Awarded</u>
January 1 – March 31	10 days / 80 hours
April 1 – June 30	7 days / 56 hours
July 1 – September 30	5 days / 40 hours
October 1 – December 31	3 days / 24 hours

### Section 2 – Annual Allowances

Vacation allowances shall be granted annually on January 1 of each year, based on the following schedule:

<u>Length of Completed Continuous Service</u>	<u>Number of Hours/Workdays per Year</u>
Less than 3 years	12 days / 96 hours
At least 3 years	15 days / 120 hours
At least 5 years	18 days / 144 hours
At least 7 years	21 days / 168 hours

At least 10 years

25 days / 200 hours

### Section 3 – Part-Time Workers

Part-time Facilities Workers who work at least 20 hours per week consistently are eligible for a prorated vacation award amount, depending on their number of hours budgeted to work per week. The total budgeted weekly hours factor into proration. The scheduled number of days worked per week and the scheduled hours per day worked are not factors determining the prorated vacation allowance.

### Section 4 – Unused Vacation Time

Facilities Workers are encouraged to use their vacation in the calendar year of eligibility. However, all vacation-eligible Facilities Workers may carry forward vacation hours from one calendar year to the next calendar year. Eighty (80) hours is the maximum carry-over amount for full-time Facilities Workers. The Library will prorate the maximum amount of hours allowed to be carried forward for part-time Facilities Workers based on their budgeted weekly hours.

Vacation time not used or carried forward will be lost. The Library will not pay Facilities Workers for unused vacation allowances except upon termination of their employment.

## **ARTICLE XIII – HOLIDAYS AND HOLIDAY PAY**

### Section 1 – Annual Holidays

The following days, or the days on which they are legally observed, shall be observed as holidays. The Library will be closed and Facilities Workers will be paid for the following Holidays:

1. New Year's Day - January 1
2. Memorial Day - last Monday in May
3. Juneteenth – June 19
4. Independence Day - July 4
5. Labor Day - first Monday in September
6. Thanksgiving Day - fourth Thursday in November
7. Christmas Eve Day - December 24
8. Christmas Day - December 25

### Section 2 – Holiday Pay

All full-time and regular part-time Facilities Workers shall receive holiday pay at their regular rate of pay for the hours they would have been regularly scheduled to work on the date the holiday is observed. Facilities Workers, with the Library's approval, will be allowed to take a substitute day off with pay in lieu of the eight (8) hours of holiday pay when the holiday falls on their day off. An employee required to work on any of the above mentioned holidays shall be paid their regularly scheduled hours as defined above of Holiday pay and one and one half (1.5) times such employee's rate for all hours worked.

### Section 3 – Floating Holidays

In addition to the Holidays listed above, Facilities Workers will receive four days off with pay per year prorated by their number of budgeted hours. They may take floating holidays at any time within the calendar year that is approved by their immediate supervisor. These floating holidays may include but are not limited to religious or cultural holidays, birthdays, other significant days, or any other state or federal holidays during which the library remains open. Floating holidays are available at the beginning of each calendar year for all eligible Facilities Workers. A new Facilities Worker hired before the end of the first half of the calendar year will receive four floating holidays upon hire; a new Facilities Worker hired during the second half of the calendar year will receive two floating holidays upon hire.

Holiday pay and floating holiday pay will not be considered as time worked for the purpose of overtime calculations. Holiday pay and floating holiday pay are computed at an individual staff member's base rate of pay. Holidays will not be paid to staff members on inactive status (e.g., leave of absence). Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken. Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

## **ARTICLE XIV – HEALTH/SICK LEAVE**

### Section 1 – Eligibility and Accrual

Full-time Facilities Workers will receive health/sick leave at the rate of one eight-hour day per month for each month of the calendar year for a total of 12 days (or 96 hours) annually. Facilities Workers in their first calendar year of service are awarded a prorated amount of days/hours to be used in that calendar year based on their budgeted weekly hours and the start of service date. Facilities Workers in their second and all subsequent calendar years, eligible staff members are awarded sick leave hours annually on January 1. Facilities Workers may carry over health/sick leave from year to year. However, the health/sick leave maximum accrual amount is 240 days (1,920 hours).

Regular part-time Facilities Workers are eligible for prorated health/sick leave award amount depending on their number of hours budgeted to work per week.

### Section 2 – Intended Use and Purpose

Health/sick leave is intended for Facilities Workers to take time off for care, diagnosis, and treatment related to their or a qualifying family member's medical and behavioral health. Health leave is to be used when a staff member is unable to work for mental or physical health reasons related to themselves or a qualifying family member. Acceptable reasons to use paid health leave for self or to assist qualifying family members include but are not limited to:

- Physical illness or injury

- Mental health or illness
- Medical and preventive care appointments
- Behavioral health appointments
- Dental and vision appointments
- Individual and group therapy or counseling sessions
- Substance abuse treatment and counseling
- Absences related to domestic violence or a sex offense
- Absences due to the library or the child care facility or school of the staff member's child being closed by order of a public official due to a health emergency
- Bereavement (if additional time off is needed beyond what the Compassionate Leave Policy allows)

Taking health leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination of employment. Qualifying family members under this provision are the Facilities Worker's child (including stepchild or foster child), legal guardian/ward, spouse, domestic partner, civil union partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, other members of your household, or any other person related by blood or whose close association with the employee is the equivalent of a family relationship. Members of your household include those who live with the Facilities Worker as their permanent residence.

### Section 3 – Doctor's Note Requirement

A staff member using health leave for more than three consecutive days may be required to produce a note from a health care practitioner. The note should certify that the staff member was unable to work for mental or physical health reasons and is fit to return to duty or that the employee's assistance was needed to care for a qualifying family member as defined in this policy. Staff members may also be required to provide such a note when abuse of health leave privileges is suspected or when the library has reason to believe that the staff member may not be able to perform their essential job functions due to a mental or physical health-related reason.

### Section 4 – Notice and Incremental Use

Health/Sick leave must be used in increments of 4 hours. Seven days advance notice must be provided if it is reasonably foreseeable that an employee will be taking health/sick time (e.g., vacation, prescheduled appointment, etc.). In the event that the Employer cannot accommodate multiple requests for the same date, preference shall be given to the most senior employee. If it is not reasonably foreseeable (e.g. illness) that an employee will be taking personal/sick time, an employee must provide notice at the start of the workday or as soon as it is practicable. Use of personal/sick time shall be in accordance with the Chicago and Cook County ordinances.

### Section 5 – County Change Contingency

The Library agrees to meet with and confer with the Union during the term of this agreement over any benefit not provided in this Section which is otherwise set forth in the Cook County Sick Leave Ordinance, or in the event of a conflict between the Cook County Sick Leave Ordinance and this Section.

## **ARTICLE XV – WAGES**

Effective October 9, 2022 there shall be a market adjustment to \$22.50 to the hourly wage for Facilities Workers.

Effective January 1, 2023, there shall be an increase of 5% in hourly wages for Facilities Workers

Effective January 1, 2024, there shall be an increase of 3% in hourly wages for Facilities Workers.

Effective January 1, 2025, there shall be an increase of 3% in hourly wages for Facilities Workers.

## **ARTICLE XVI – HEALTH AND WELFARE**

The Library will offer only full-time Facilities Workers (at least 40 hours per week) participation in health insurance programs that the Library secures through a cooperative or on its own. The Library will offer Facilities Workers a comprehensive group health insurance plan administered by a major insurance carrier with a PPO and a HMO option from which they may choose. Such plans will be fully described in their Plan Descriptions, and coverage issues shall not be subject to the grievance Procedure. The Library and Facilities Workers will share the cost of the health insurance program. The Library and Facilities Workers will pay the following percentages of premium for the offered plans and tiers.

<u>Plan</u>	<u>Tier</u>	<u>Employee Pays</u>	<u>Library pays</u>
PPO	Employee	10% of monthly premium	90% of monthly premium
	Employee + 1	10% of monthly premium	90% of monthly premium
	Family	10% of monthly premium	90% of monthly premium
HMO	Employee	10% of monthly premium	90% of monthly premium
	Employee + 1	10% of monthly premium	90% of monthly premium
	Family	10% of monthly premium	90% of monthly premium

The Library may offer additional Dental and Vision coverage options, but such options shall be at the cost to the Facilities Workers.

## **ARTICLE XVII – PENSION**

Employees will continue to be eligible to participate in the Illinois Municipal Retirement Fund (IMRF) in accordance with Illinois law under Article 7 of the Illinois Pension Code (Illinois Revised Statute, Chapter 108 ½ paragraphs 7-101 to 7-219).

At retirement, an employee's sick leave days may be used for service credit for purposes of pension creditable service, pursuant to rules of the Illinois Municipal Retirement Fund.

## **ARTICLE XVIII – DEFERRED COMPENSATION EMPLOYEES SAVINGS PLAN**

The Library will offer a Section 457 Voluntary Retirement Plan Option and a Voluntary Retirement Roth IRA Plan option to employees. Each Plan Option will allow Facilities Workers to defer a percentage of their earnings to their selected Plan Option. These Voluntary Retirement Plan Options will be completely funded by the employee, and there will be no Library match or contribution made to the Facilities Worker's choice of Plan Option.

## **ARTICLE XIX – PROFESSIONAL DEVELOPMENT AND TUITION**

The purpose of this Article is to provide Facilities Workers with professional development opportunities that increase their knowledge, skills, and abilities to enhance their contributions to the library and to the profession.

The Library will offer Professional Development Opportunities to Facilities Workers in the following ways:

### **Section 1 – Tuition Reimbursement**

Facilities Workers may continue their education by pursuing a degree or taking individual courses at accredited educational institutions. A Facilities Worker who wants to take courses to improve their skills must submit a written request to the Director of Human Resources. The courses that the Facilities Worker wants to pursue must pertain to the job Duties of the Facilities Worker. The Library will award tuition reimbursement to Facilities Workers whose applications have been approved and are in accordance with the following.

The following will apply in the awarding of tuition reimbursement:

1. The Facilities Worker must be employed with the Library for at least six (6) months and are scheduled to work at least fifteen (15) hours per week to be eligible to apply.
2. The relevance of the course to the job of Facilities Worker as well as the vision, mission, and strategic direction of the Library will be considered.
3. In order to receive tuition reimbursement, the Facilities Worker must present evidence of satisfactory completion of the course.

The awards made during a given year will depend on available library funds.

### **Section 2 – External Professional Development Activities**

Facilities Workers are encouraged to attend webinars, workshops, seminars, conferences, or exhibits. If a Facilities Worker wants to attend any such professional development event, the Facilities Worker must present the name, curriculum and cost of the event to the Manager of Facilities for approval. Approval of a request is subject to the availability of funds.

### **Section 3 – Internal Professional Development Activities**

Facilities Workers are encouraged to attend onsite learning opportunities. The Library supports utilizing staff knowledge and expertise as in-house speakers and presenters. When the Library deems it necessary or beneficial, the Library will bring in outside experts to present information on required topics and strategic areas of interest.



#### Section 4 - Professional Association Memberships

Facilities Workers are encouraged to participate in job-related membership associations. With prior submission to, and approval by, the Manager of Facilities the Library will pay for annual memberships in such a professional, civic, or community-wide organization. Approval of a request is subject to the availability of funds.

#### **ARTICLE XX - SAVINGS CLAUSE**

If any provision of this Agreement, or the application of such provision, is or shall at any time be contrary to or unauthorized by law, or modified or affected by the subsequent enactment of law, or held invalid and unenforceable by operation of law or by any board, agency or court of competent jurisdiction, then such provision shall not be applicable or performed or enforced, except to the extent permitted or authorized by law and such provision shall be deemed modified to the extent necessary to conform to law; provided that in such event all other provisions of this Agreement shall continue in effect.

#### **ARTICLE XXI - ENTIRE AGREEMENT**

This Agreement constitutes the complete and entire Agreement between the parties, and concludes collective bargaining between the parties for its term. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated in this Agreement.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Library and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter, whether or not referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. It is expressly agreed that the Library may unilaterally exercise management rights consistent with Article IV even though the exercise of such rights may involve subjects or matters not referred to or covered in this Agreement.

**ARTICLE XXII – DURATION OF AGREEMENT**

- A. This Agreement shall be effective as of October 25, 2022, and shall continue in full force and effect until midnight October 24, 2025.
- B. For the duration of this Agreement, the parties hereto waive further collective bargaining on all appropriate subjects of bargaining, whether or not discussed during negotiations or mentioned herein; provided, however, such waiver shall not prevent the parties from reaching mutual understandings as to the application or interpretation of any provisions of this Agreement.

This Agreement is made in duplicate and each copy is an original copy executed at Oak Park, Illinois this 25<sup>th</sup> day of October, 2022.

OAK PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

INTERNATIONAL UNION OF  
OPERATING ENGINEERS, LOCAL 399

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## APPENDIX A



**International Union of Operating Engineers • Local 399**  
AFFILIATED WITH THE AFL-CIO  
**STATEMENT OF RIGHTS AND CHECK-OFF AUTHORIZATION**

I, \_\_\_\_\_, Social Security Number, XXX/XX/\_\_\_\_\_  
Member Name

hereby authorize and direct my Employer, or its successor, or any Employer for which I work, to deduct from my wages membership dues (which include periodic fixed dues, initiation fees and assessments) which I am obligated to pay to LOCAL 399, INTERNATIONAL UNION OF OPERATING ENGINEERS and to pay the same to the Union or its designee pursuant to the provisions of any current or future collective bargaining agreement.

This authorization shall remain in effect until revoked by me and shall be irrevocable from a period of one (1) year from the date hereof or until the termination date of any applicable collective bargaining agreement, whichever occurs sooner; and unless I revoke this authorization by sending written notices to my Employer and the Union not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one (1) year, or of each applicable collective bargaining agreement between my Employer and the Union, whichever occurs sooner, this authorization shall be automatically renewed from year to year.

I understand I do not have to pay full dues but may pay a reduced fee for costs of representation which forfeits my membership, right to vote on contracts, strikes, officers, etc., or attend union meetings, so I voluntarily agree to pay full dues and acknowledge my employment is unaffected by my choice. I also request and accept membership in Local 399 and agree to be bound by the International's Constitution and Local 399's Bylaws.

Date \_\_\_\_\_

Signed \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## **APPENDIX B**

### **DRUG & ALCOHOL TESTING**

The Employer has an obligation to maintain a safe, healthy and productive work environment for its employees. An employee under the influence of drugs or alcohol on the job can be a serious safety risk to themselves, to other employees, and, in certain instances, to the general public. Abuse of drugs or alcohol also has a negative impact on the productivity and health of employees. In order to maintain a safe and healthy work environment, the Employer has established the following drug testing policy.

#### **Drug and Alcohol Testing**

The Employer may require testing of an employee involved in an accident at work or for whom there is a reasonable suspicion that the employee has used drugs or alcohol or is under the influence of drugs or alcohol while at work or on the Employer's property.

The Employer may require testing of any employee involved in a fight while at work or on the Employer's property.

#### **Definitions**

- A. **Under the influence:** Any mental, emotional, sensory or physical impairment due to the use of drugs or alcohol.
- B. **Illegal drug:** Any drug that is not legally obtainable; that is legally obtainable but has not been legally obtained; or, that is being used in a manner or for a purpose other than prescribed.
- C. **Reasonable suspicion:** A belief that an employee may be under the influence of drugs or alcohol. Such belief must be based on some objective indicia, which may include but is not limited to, the following matters: erratic or unusual behavior by an employee; disorientation, which would lead a person of ordinary sensibilities to conclude that the employee is under the influence of drugs and/or alcohol; observation of possible ingestion of alcohol or use of drugs; and, involvement in an accident, fight or other circumstances which could lead a reasonable person to believe that the use of drugs or alcohol may have been involved.

#### **Disciplinary Action**

Any employee who refuses to cooperate with testing procedures or tests positive for drug and/or alcohol use will be terminated for a first offense.