

OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Veterans Room
Tuesday January 24, 2023 – 6:30pm
Meeting to be held in person and via Zoom ([click here for Zoom link](#))

AGENDA

1. Call to Order and Roll Call

2. Approval of Minutes

- a. November 15, 2022, Regular Meeting (Action)

3. Public Comments

Please email public comments to the library's Executive Director, Joslyn Bowling Dixon, joslynd@oppl.org or to Library Board President, Matthew Fruth, at m.fruth@oppl.org. You may also submit comments using the following online form: **Public Comment Form**. Please limit comments to 3 minutes. Your comments will be read during the meeting and be included in the formal meeting minutes.

4. Trustee Comments and Calendar

- a. 2023 Trustee Meeting Dates (Action)

5. Executive Director Report

6. Staff Reports

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

7. Financial Reports

- a. November & December 2022 Financial Reports (Discussion)
- b. November & December 2022 Resolutions on Disbursements (Action)

8. Additional Reports

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

9. Unfinished Business

- a. Approval of Library Holidays & Scheduled Building Closings for 2023 (Action)
- b. Travel Reimbursement Policy (Action)
- c. Approve closed meeting minutes (if applicable) (Action)

10. New Business

- a. Library Employment Policy Updates: Leaves of Absences (Bereavement), Equal Employment Opportunity, Non-Discrimination and Anti-Harassment (Action)
- b. Structure of public comment (Discussion)

11. Adjournment

Tuesday, November 15, 2022

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, November 15, 2022 on the Zoom virtual platform. President Fruth called the meeting to order at 6:34 p.m.

1. Call to Order and Roll Call

Chakraborty took the roll as acting secretary.

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

Attended virtually: Foss.

Also attending in person: Executive Director Joslyn Bowling Dixon; Director of Communications Jodi Kolo; Director of Finance Jeremy Andrykowski; Director of Programs and Public Service Lori Pulliam.

Also attending virtually: Director of Facilities and Technology Elizabeth Marszalik, Amber L. Elmer; Todd.

Fruth asked for a moment of silence in memory of long-time Head Librarian Barbara Ballinger, who died on November 14, 2022.

2. Approval of Minutes

Fairfax motioned to approve, Bloom seconded.

Vote: all yes.

3. Public Comments

No public comments received.

4. Trustee Comments and Calendar

Bloom noted Foss is on virtual Zoom.

Fruth asked if trustees want to meet with leadership in December or early January and cancel the December 20 regular board meeting

Burns motioned to cancel, Rogers seconded.

Vote: All yes.

5. Executive Director's Report

Fairfax asked about bathroom policies. Dixon said a policy review schedule may be set.

6. Staff Reports

a. Strategic Priorities: Engagement, Learning, Stewardship, and Anti-Racism

Bloom said the Decomposed concert was excellent and the Anti-Racism Advisory Team is meeting December 6. Fairfax said she was glad to see circle photos. Bloom said she got good feedback on the Dia De Muertos displays.

b. Library Core Use Statistics

Burns asked about space observations and counts. Pulliam said the count was done in support of related grant funding, and another count is scheduled for January 2023.

Rogers asked how classes for tech support are determined and are there ways for patrons to suggest classes such as Smartsheet. Bloom asked if training was available on LinkedIn Learning.

c. Additions and Terminations Report

No comments.

d. Staff Changes Report

No comments.

7. Financial Reports

a. October 2022 Financial Report

Andrykowski said regarding page 29, the SWAN payment for October was \$27,529, of which \$26,238 is for the quarterly service payment.

b. Resolution on Disbursements

Bloom moved to approve disbursements. Chakraborty seconded.

Votes: All yes.

8. Additional Reports

a. Intergovernmental Committee (IGov)

Burns said Illinois Sen. Don Harmon attended the meeting and asked about communication between government bodies related to community safety.

b. Council of Governments (CoG)

Fruth said there was discussion about communication and collaboration as well.

Fruth said the Village of Oak Park's new DEI Chief and C4 group presented.

D. Plant Green

Foss said two new high school students are now involved.

Marszalik said Green Initiatives Forum is December 9 at the Main Library.

d. Friends of the Library

Next meeting is in January. Dixon said she is scheduled to meet with Friends Board President Russ Glidden on Friday.

9. Unfinished Business

a. Trustee Child Care Reimbursement/Stipend for Meetings

Fruth said the library attorney advised reimbursement could be considered compensation and have income tax implications since the library board is an uncompensated board. Fruth said no further action would be taken now, and discussion might continue in the future.

10. New Business

a. 2023 Scheduled Building Closings Policy

Trustees and Dixon discussed how holidays and scheduled building closed dates are selected. All agreed to approve the 2023 calendar tonight and continue discussion in 2023.

Vote: All yes.

11. Adjournment

Fruth adjourned the meeting at 8:15 pm.

2023 Library Board of Trustees Meeting Dates

All meetings start at 6:30 PM unless otherwise noted.

February 28, 2023

March 28, 2023

April 25, 2023

May 23, 2023

June 27, 2023

July 25, 2023

August 22, 2023

September 26, 2023

October 24, 2023

November 28, 2023

December 26, 2023

Executive Director's Report

January 2023

December 2022

- **12/1** SWAN Quarterly Meeting of Library Directors and Administrators
- **12/2** Staff Engagement Day
- **12/5** Tour of Skokie Public Library and meeting with Executive Director Richard Kong
- **12/6** Lunch Meet and Greet with Britt Isely from Ancel Glick, the Library's legal firm
- **12/9** Attended and participated in the 11th Annual PlanIt Green Leaders Forum
- **12/15** Introductory meeting with faith community leader Reverend Adonna Davis Reid, Pastor of First United Methodist Church of Oak Park
- **12/16** Attended Collection Services Team Retreat, led by Barbara Fitzgerald, Manager of Collection Services
- **12/20** Meet and Greet with Emily Compton-Dzak, Director of River Forest Public Library
- **12/21** Attended "Light in All Colors" community Anti-Racism Rally in Scoville Park
- **12/22** Library tour and discussion with Village Manager Kevin Jackson
- **12/22-12/23** With support of the Board President and with the safety of staff in mind, closed the library for two days as a result of dangerously low temperatures and blizzard conditions

Follow-up on Library Policy Review

The Library Policy Review Committee was formed and met on January 16 to review current library policies. The committee will meet monthly to review current policies, update as needed, and prepare any updated drafts for board approval.

Five-Star Library Announcement

On December 16, The Library Journal released the 15th edition of the LJ Index of Public Library Service. The LJ Index rates U.S. public libraries based on selected per capita output measures. The 2022 scores and ratings are based on FY20 data from the Institute of Museum and Library Services (IMLS) Public Library Survey (PLS). For 2022—based on 2020 data—5,359 public libraries received LJ Index scores, and 258 of them received stars. Oak Park Public Library is once again a Five-Star rated library, and the third highest rated library in the country within its annual expenditure range (\$5.5 million-\$9.9 million). See table with comparative data on the next page. Kudos to the entire Oak Park Public Library Team!

LIBRARY	Page 7 of 168 STATE	LEGAL SERVICE AREA POPULATION	PHYSICAL CIRCULATION	E-MATERIAL CIRCULATION	LIBRARY VISITS	PROGRAM ATTENDANCE	PUBLIC COMPUTER USERS	WI-FI SESSIONS	ELECTRONIC RETRIEVALS	LIBRARY WEBSITE VISITS	SCORE	
* * * * *	Elmhurst Public Library	IL	44,121	23.38	2.06	13.35	1.35	6.65	6.60	7.83	36.48	3086
	Wilmette Public Library District	IL	27,087	18.03	11.08	8.32	0.80	0.60	32.10	2.42	6.57	2428
	Oak Park Public Library	IL	51,878	27.41	3.93	12.60	0.85	2.31	11.73	5.28	16.03	2370
	Elk Grove Village Public Library*	IL	22,104	23.06	4.25	11.43	1.51	1.35	1.36	4.25	10.89	2117
	Northbrook Public Library	IL	33,170	22.36	2.98	10.11	1.25	0.78	5.08	8.60	16.28	1937
	Cook Memorial PL District*	IL	59,842	13.03	2.72	6.52	0.54	0.58	29.33	28.35	16.91	1895
	Ela Area Public Library District	IL	34,462	17.02	2.33	5.78	0.64	3.26	7.07	4.15	9.25	1740
	Westport Library*	CT	28,491	8.11	2.29	11.66	2.01	0.67	1.28	2.13	16.42	1712
	Downers Grove Public Library*	IL	49,213	21.81	2.11	10.00	0.73	1.11	0.57	2.78	12.16	1616
	Des Plaines Public Library	IL	58,364	16.14	2.22	6.84	1.32	1.31	2.37	4.82	6.06	

\$25,000 State Appropriation for Library Programs

In November 2022, we received notice the Oak Park Public Library was the recipient of a FY2023 state budget direct appropriation of \$25,000 “for programs and services provided” to the community. After some team brainstorming, under the direction of Lori Pulliam, Director of Public Services and Programs, we opted to support Latonia Jackson’s (Manager of Middle and High School Services) vision of an after-school male teen mentorship program to complement the female teen mentorship program currently in place. This Wednesday Journal story highlights the program which kicked off last week: <https://www.oakpark.com/2023/01/17/oak-park-library-debuts-young-mens-mentorship-program/>

Respectfully submitted,

Joslyn Bowling Dixon

Joslyn Bowling Dixon

Library Strategic Priorities Report

January 2023

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 two Anti-Racism goals and two 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 — Engagement Objective #2:** We facilitate connections among diverse audiences through shared community aspirations and experiences.
- **Internal Practices, Interpersonal Racism:** The Library will be a welcoming and affirming space for all new and existing staff members, both online and in-person, through consistent and intentional relationship building between staff that is free of racism.
 - **Related ELS Strategic Plan Objective — Stewardship Objective #1:** We invite everyone into library spaces that are welcoming, safe, and inspiring.

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

- **Learning Objective #2:** We prepare people for continuously changing technology.
- **Stewardship Objective #2:** We provide broad, effective, and equitable access to resources.
- **Stewardship Objective #4:** We support all library staff to achieve happiness, well-being, and success.

ANTI-RACISM

In March 2021, the Board of Library Trustees voted to approve the Oak Park Public Library's first stand-alone Anti-Racism Strategic Plan, created to address internalized, interpersonal, institutional, and structural racism in both internal and external practices at the library. As part of staying accountable to the work outlined in this plan, the library committed to reporting regularly on anti-racism initiatives, in addition to reporting on our existing engagement, learning and stewardship priorities.

In this January 2023 report, we provide the updates on anti-racism programming and communications below, as well as a separate 10-page report (PDF available at www.oppl.org/2022-impact-report) discussing progress made over the last year on multiple initiatives included in the Anti-Racism Strategic Plan. In February, a separate 2022 annual report will note progress made on initiatives included in the Engagement, Learning, & Stewardship Strategic Plan.

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 & experiences

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 November and December, we wrapped up the 2022 calendar year with a variety of programs and exhibits, described below.

On November 2, the library hosted Unvarnished: Housing Discrimination in the Northern & Western United States, a hybrid program in which virtual and in-person participants had the opportunity to hear from a panel of individuals representing Chicago-area organizations that participate in the [Unvarnished Project](#) — a free, online exhibit about the history of discriminatory housing practices and segregation. Panel participants included [Oak Park River Forest Museum](#) Executive Director Frank Lipo, Associate Professor of U.S. & Public History at North Park University Dr. Sarah Doherty, [Naper Settlement](#) Vice President and Unvarnished Grant Director Donna Sack, and Curator of Research Dr. Andrea Field. In total, 27 community members attended this program. In a post-event feedback survey about the program, 100% of respondents indicated that they learned something new from the program and that they would attend another program like this in the future.

In late December, the library collaborated with community partners to host two events: Light in All the Colors Unity Storytime on December 21 and a Community Kwanzaa Celebration on December 29. The storytime event was planned to coincide with the larger [Light in All the Colors event](#) — an anti-hate rally and unity event that took place in Scoville Park, organized by Oak Park village trustees Susan Buchanan and Chibuike Enyia (the library’s new Manager of Community Engagement). Library staff planned an engaging storytime aimed at celebrating love, kindness, and community, centering the picture book, “Change Sings: A Children’s Anthem” by Amanda Gorman.

The Community Kwanzaa Celebration, which brought together approximately 150 community members in the Main Library Veteran’s Room, provided patrons with an opportunity to celebrate Kwanzaa, learn about Black/African culture, and be in community with each other. The event featured food, music, community dance teams, local activists, a teacher/author who has written extensively about the Underground Railroad in Illinois, and the Ujamaa Market where several Black-owned businesses gathered to promote their work. The program was led by Multicultural Learning Coordinator Juanta Griffin and was sponsored and/or supported by the Friends of the Oak Park Public Library, Suburban Unity Alliance, and community volunteers. At the Dole Branch during the month of December, a display celebrating Kwanzaa, Hanukkah, and Christmas was also available for patrons to explore, featuring artifacts from the Multicultural Collection.

Between November 9 and December 7, the Idea Box on the first floor of the Main Library hosted “Gender is a Galaxy, Gender is a Weapon,” an exhibit created by community member Aaron McManus aimed at honoring Transgender Day of Remembrance and examining how gender misinformation becomes internal and external violence. The exhibit featured books, art, and other media for community members to explore, and was featured in a [Wednesday Journal article](#).



From December 10 through January 7, the Main Library Art Gallery featured “Mark Making With Piccolo” — a group exhibition featuring advanced art students taught by local artist [Jesse Howard](#) at the Oak Park Art League. The exhibit reflected and illustrated the diversity of advanced art students who understand the complexity and challenges of mark making (i.e., “the different lines, dots, marks, patterns, and textures that artists use”) as well as the fundamentals and process of making art. The students’ work functioned as an eclectic body addressing various social issues, spellbinding still life, and dynamic portraits of family members. In the afternoon on December 17, community members had the opportunity to meet the exhibit artists during a reception held in the Art Gallery.

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

-and-

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

Anti-racism communications

In 2022, the Communications Team established the following internal goals to develop skills and strengthen its ongoing approach to anti-racism communications within and for the library:

- 1) Have an overall communications strategy/plan that is crafted with an equity-based lens to empower individual staff voices; to be intentional about organizational impact; and to be aware of who we are talking to, by audience.
- 2) Have interactions and experiences with HITMPG (historically, traditionally, and intentionally marginalized people groups) patrons, supporting our work to embody and have a process for the continued embodiment of the expressed felt needs of HITMPGs, and to be able to translate those embodiments through various communications and marketing efforts in an effective way.
- 3) Have means for communicating more awareness around the library's anti-racism journey.

Our approach to realizing these goals included working...

- 1) As a team and independently, expanding learning experiences.
- 2) With library peers in Community Engagement, Adult Services, and Patron Services to identify opportunities for Communications Team members to know staff better and to meet more HITMPG patrons.
- 3) With library directors and managers to integrate the library's commitment to its anti-racism journey into the already-established library brand.

Results to support these actions included:

- Posting the strategic plan's four definitions of racism throughout staff spaces at all locations.
- Continued development and sharing of communications resources with staff (intranet pictured below) and the public (oppl.org/equity and [stories](#)).

Equity & Anti-Racism

December 2, 2022 Staff Day Presentation

The library's Anti-Racism Strategic Plan (available on [oakpl.org](#) and as a [PDF](#)) attempts to address four types of racism:






Internalized racism lies within individuals. This type of racism comprises our private beliefs and biases about race and racism, influenced by our culture. This can take many different forms including prejudice towards others of a different race, internalized oppression—the negative beliefs about oneself by people of color, or internalized privilege—beliefs about, supporting or endorsing by white people.

Interpersonal racism (personally mediated) occurs between individuals. This is the bias that occurs when individuals interact with others and their personal racial beliefs affect their public interactions.

Institutional racism occurs within institutions and systems of power. This refers to the unfair policies and discriminatory practices of particular institutions (schools, workplaces, etc.) that routinely produce racially inequitable outcomes for people of color and advantages for white people. Individuals within institutions take on the power of the institution when they reinforce racial inequities.

Structural racism is racial bias among institutions and across society. This involves the cumulative and compounding effects of an array of societal factors, including the history, culture, ideology, and iterations of institutions and policies that systematically privilege white people and disadvantage people of color.

How might I get into the best mindset for a conversation?

- Watch this role-play (starts at 1:46:34 and watch through 2:25:56)
- Read about five postures you can bring to a conversation

Where can I find library resources to prepare for potentially difficult situations and conversations?

- ULC: Trigger Topics (harsh, delicate, and healing redress)
- ALA: Lateral Conduct (supportive workers and patrons)
- Learn more about our library's circle training
- Reach out to Stephen Jackson, our library's director of equity and anti-racism

How might I answer a question about the library's decision to take this journey?

- "At the Oak Park Public Library, we value _____ it's why we prioritize _____ The impact of that can look like _____"
- More about creating your own "elevator speech"

What are circles? How do we use them in the library's anti-racism work?

- From this video description "Circles are a structured process to build community where everyone feels connected and respected in their authentic selves. Led by library staff who are certified facilitators, we come together to explore a subject by asking a series of questions and providing all with an equal opportunity to share, listen to one another, and reflect on the importance to their own lives." Watch the 5-minute video.

What are personas? How do we use them in the library's anti-racism work?

- We want to foster a welcoming environment for all, create communications that welcome all people. To do this, we need to understand the people we're trying to reach, what they value, and what speaks to them.
- More about personas

How can library leaders help create and influence change?

- ULC: Anti-Racist Executive Leadership for Public Libraries

Why should we have and use equity framework questions?

- This specific set of questions represents a lens we want to apply to more of our work

What can we ask ourselves before we communicate?

- Have I examined this situation in a way that is different from the way I examine other things?
- Is a way that is different from the way I might have examined something I know more about or that was closer to me?
- Have I asked questions about this? I put on a different lens?
- Am I really looking at this differently or am I just executing?
- Am I solely basing my decisions on my own limited experiences and neglecting others' equally valuable different experiences?

Where can I learn about progress made on the plan?

- Visit [oakpl.org/equity](#) for more details about the work

Who is on the library's Anti-Racism Advisory Team?

- Aaron Alonso, Manager of Public Safety, Oak Park Public Library
- Chibukwe Emyia, Manager of Community Engagement, Oak Park Public Library
- Christina Walters, Village of Oak Park
- Juanita Griffin, Multicultural Learning Coordinator, Oak Park Public Library
- Stephen Jackson, Director of Equity and Anti-Racism, Oak Park Public Library
- Orson Morrison, Oak Park Community Member
- Tatiana Sweeney, Restorative Practices Coordinator, Oak Park Public Library
- Virginia Bloom, Library Trustee
- Wendy Senger, Dominican University

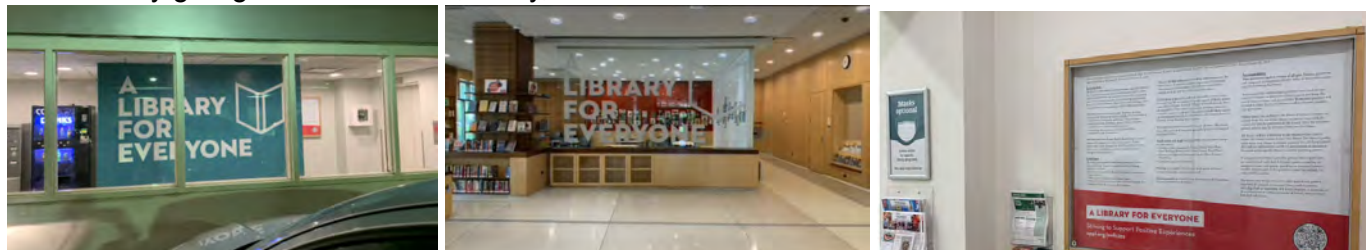
Images adapted from Black Library and RAC Community, 2020

- Execution of a second external integrated marketing campaign ("Here for You") focusing on Oak Park households with no or inactive library cards in nine specific U.S. census tracts. A full campaign report was included in the Board of Library Trustees' [October 2022 Library Strategic Priorities Report](#).
- Attendance (supported with promotional photos and/or social media posts) at 16 different summer and fall programs and/or service desk shadowing experiences.
- Completion of individual remote trainings/certificate courses: "[Diversity, Equity & Inclusion for Communicators](#)" (Jodi and Kristen); "[Cultivating Authentic Communication](#)" (Kristen); Public Library Association webinar, "[Brave Voices, Brave Choices](#)" (Ashley and Rebecca); and [Race Conscious Dialogues](#)" (Kristen).
- Reading/discussion of three Communications Team assignments:
 - [The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together](#) by Heather McGhee, discussion led by Digital Engagement Coordinator Ashley Boyer.
 - The New York Times' "[1619](#)" podcast series by Nikole Hannah-Jones, discussion led by Writer/Editor Kristen Romanowski
 - [The Conscious Communicator: The Fine Art of Not Saying Stupid Sh*t](#) by Janet Stovall, discussion led by Director of Communications Jodi Kolo.

Working with library directors and managers, "A Library for Everyone" — the library's updated policy statement replacing the old "Rules of Behavior" policy — was displayed prominently in public spaces.

Pictured below from left:

Main Library garage level vestibule, lobby, second floor alcove near restrooms.



Branches: images rotate on entrance display screens



Staff t-shirts (Juneteenth & July 4 parades, Dec 2 staff day; ongoing quarterly new orders)



In 2023, the Communications team plans to focus on two goals to further develop its approach to anti-racism communications:

- 1) Building a new internal inclusive communications committee.
- 2) Working with that group to develop the library's first inclusive communications guide.

ENGAGEMENT, LEARNING, & STEWARDSHIP

We prepare people for continuously changing technology. [LEARNING]

Creative Studio community survey

In our [November 2022 Library Strategic Priorities Report](#), we provided an update on work related to the [Creative Studio](#) on the third floor of the Main Library, including a community survey aimed at gathering direct patron input about services and programs offered in this new space. During the month of October, two surveys — one for a general adult audience and another tailored slightly for a middle and high school (MHS) audience — were made available on [oppl.org](#) and in paper format for library patrons to complete. In the survey, respondents were asked a variety of questions, including their intended use of Creative Studio technology, how these resources could help them meet their aspirations, and their recommendations for making the space and services equitable and inclusive for everyone in the community.

In total, we received 85 complete surveys from patrons: 57 for the general adult survey and 28 for the MHS survey. (There were also 76 partial responses and 16 partial responses in the adult and MHS surveys, respectively.) One of the most common themes among survey responses was a strong sense of community enthusiasm for using the new Creative Studio. Many patrons expressed gratitude that we are planning this project and indicated that they are looking forward to using it as services become available. Adult and teen patrons expressed interest in using all of the different technologies we will be implementing, with 3D printing as one of the services that both adults and teens are most excited about.

When describing their creative, professional, and personal aspirations for using this space, adult respondents mentioned a variety of topics, such as learning new skills, podcasting for work, 3D printing for gaming, mixed media art production, and preserving analog content (VHS, etc.) to share with family and friends. Among teen respondents, opportunities for creative expression via music, film, and crafts projects were commonly named, as well as using technology for school projects.

Taken together, the results of the survey suggest some key considerations for future work on the Creative Studio. In the short-term, this includes the following:

- 1) Developing clear, accessible instructions for specific tech: Multiple patrons highlighted the need for clear, accessible instructions for using technology in this space. The Creative Technology Team will be working on clear, easy-to-digest instructions in print and video formats throughout 2023. As we create these resources, we will also explore our capacity to create multilingual instructions, and reach out to other library staff when appropriate to support this effort.

- 2) Open to non-OPPL cardholders: The significant portion of respondents who reported having a library card at another library demonstrates the importance of keeping Creative Studio services open to non-OPPL cardholders who are interested in them.
- 3) Keeping services free: Several survey respondents mentioned the Creative Studio's appeal as a way of accessing technology which would otherwise be out of reach financially. With this feedback in mind, we plan to keep Creative Studio services and materials available for free. Some limits on materials will be necessary to make this possible: for example, capping the amount of 3D print requests a patron can make in a month.
- 4) Combo of learning opportunities via one-on-one, drop-in, and classes: Patrons expressed an interest in different types of learning opportunities, including individual guidance, drop-in hours, and classes. We plan on delivering learning opportunities via these three methods, and plan on hiring outside presenters for classes on specialized topics.
- 5) Exploring opportunities for artist-in-residence programs: As patrons suggested, residencies and fellowships would be a great way of providing resources to local artists and providing a space for them to share their knowledge and skills with the community. We plan on exploring opportunities for some of these programs in 2023, as well as ways to connect them with other library initiatives, such as the art gallery.

For a complete summary of survey results, please view the following document, written by Supervising Librarian of Creative Technology John Gargiulo: [Summary Report: Creative Studio 2022 Community Survey](#).

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.

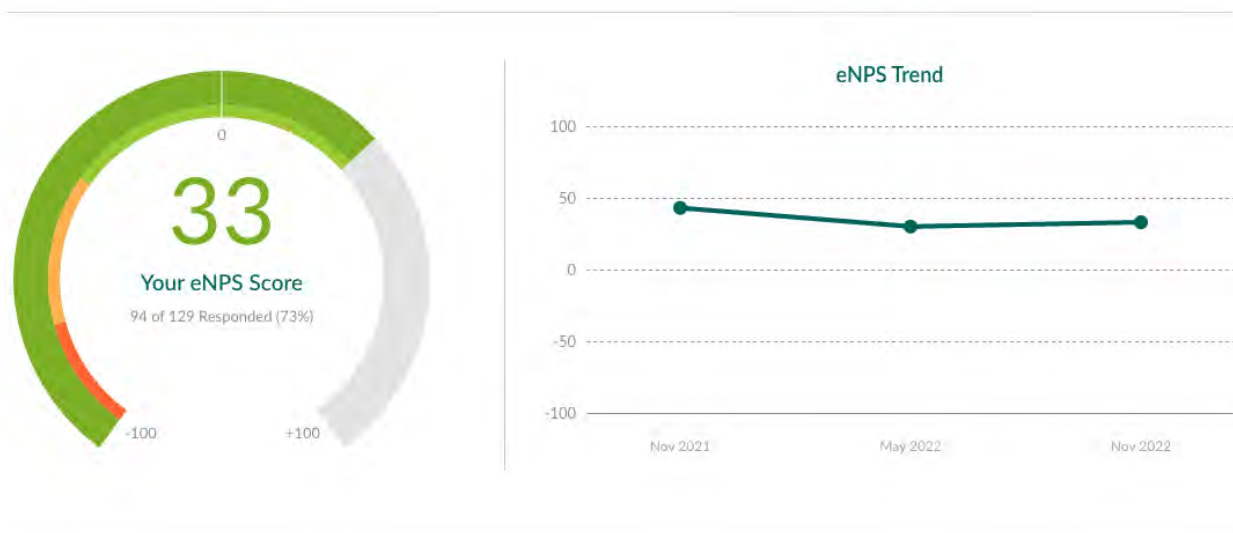
Data is updated on a monthly basis for the 12 core statistics to reflect numbers through the end of the previous month — in this month's report, this includes data through the end of December 2022. New Cardholder Retention, Market Penetration, and NPS are updated on a quarterly basis. While NPS data is updated through Q4 2022 in the current report, Q4 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.

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

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

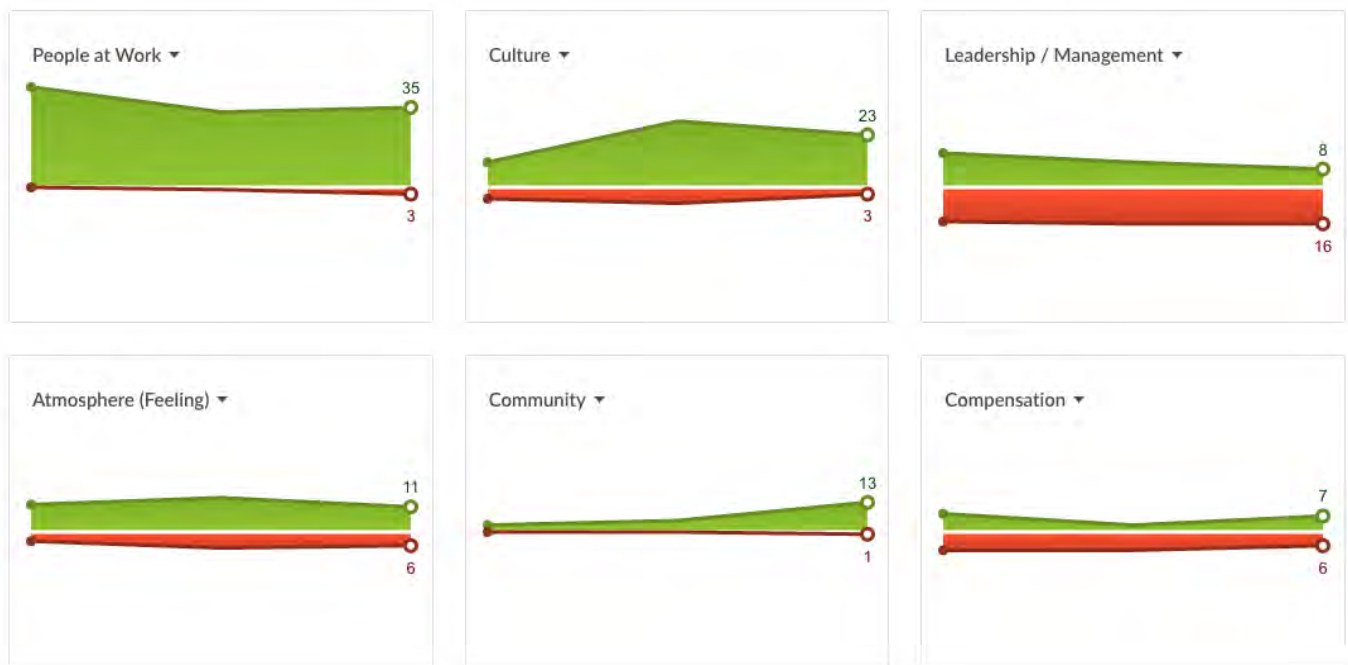
Staff satisfaction: eNPS survey results

On November 14, one week after the library's new Executive Director started, we launched our bi-annual all-staff eNPS (employee Net Promoter Score) survey using BambooHR (our HR and payroll system). The survey was open for one week, and 73% of staff (94 out of 129) completed the two-question survey to help us gain insight into where we excel as a workplace and areas for improvement.



In this survey, the library received an overall eNPS of 33, a slight uptick from the previous score of 30 in May 2022. As a reminder, the eNPS score is one indicator of employee satisfaction and is derived from responses to one question: "On a scale from 0 (not at all likely) to 10 (very likely), how likely are you to recommend the Oak Park Public Library as a place to work?" Scores can range from -100 to 100. A score in the 10-30 range is considered "good," and scores approaching 50 are considered "excellent."

A review of the open-ended survey responses and tagging them for likes and dislikes highlights the most mentioned topics in the three eNPS surveys since November 2021, as seen in the charts below. People at work (i.e., our awesome library staff) remain the top-mentioned "like," followed by culture, community, and atmosphere (feeling). The top tagged "dislike" remains the varied leadership/management comments, which have had nearly the same number of "dislikes" in each survey since November 2021.



In December 2022, we met and reviewed the service area-specific eNPS survey results with managers whose service area had enough staff members participate in the survey to allow for area-specific summaries. (BambooHR limits seeing any specific response data for a group of six or fewer staff members in order to protect anonymity.) During these meetings, we discussed any action items needed based on their teams' scores and responses. This was the first time we brought the conversation and specific data to the manager level. It was helpful and insightful, and we look forward to making this an ongoing practice toward continual recognition and improvement.

Staff Engagement Day



On December 2, all Oak Park Public Library buildings were closed for service to the public in order to allow staff members to gather for their first in-person Staff Engagement Day since 2019. The first half of the day focused on sharing information and hosting team meetings, with the second half of the day dedicated to staff appreciation and wellness activities. Based on informal and formal feedback, the day was an overwhelming success, with the afternoon activities (sound bath meditation, relaxing watercolor, chocolate-making, therapy dogs, and more) planned by Well-Being Committee members noted as the highlights of the day. Overall, it was a remarkable and enjoyable event, one that we look forward to hosting again in 2023. A sample of comments received in the post-Staff Day feedback form is shown below:

"This being my first time attending an in-person Staff Day, it was very intimidating at first but throughout the day, it was welcoming, exciting and informational. I felt a part of the OPPL team."

"I appreciated all the work, the positive energy of the day, and the gift bags. Thanks to all who worked on this. Makes me proud to be part of the library community."

"Most 'collaborative with intention and structure' one I have been to in my 10 years here, and that's in part what made it great."

"It was nice to shut down and see other people in a different more relaxed capacity. It was also thoughtful to include wellness as part of the day. I enjoyed my first staff day."

"The 2022 Staff Engagement Day was needed and sincerely appreciated! I am grateful that the leadership team sees the value in staff wellness--and tending to mental health, especially after an especially trying year, in which people were particularly feeling the effects of emotional fatigue. I appreciate the Well Being Committee's creative thoughtfulness of activities, and the swag bag! I left the building feeling positive and excited! Thank you, thank you, thank you!"
"This my first staff day at OPPL but my 8th staff day overall. I can say it's definitely my favorite one so far."

"More so than the activities, food, or swag, seeing so many smiling colleagues & having an opportunity to slow down and catch up (which is difficult for materials handling staff) was soul affirming."

Library staff self-assessments

In 2022, we started the practice of completing bi-annual self and manager performance assessments via BambooHR. At the Oak Park Public Library, we want our staff to feel valued, and the self-assessment helps us better understand how our staff members are doing by asking everyone, "How well does Oak Park Public Library recognize my value?"

The most recent self-assessment completed in December 2022 shows that 62% of staff feel highly valued. This is an increase compared to July 2022 self-assessments, when only 44% of staff reported feeling highly valued.



How well does Oak Park Public Library recognize my value?



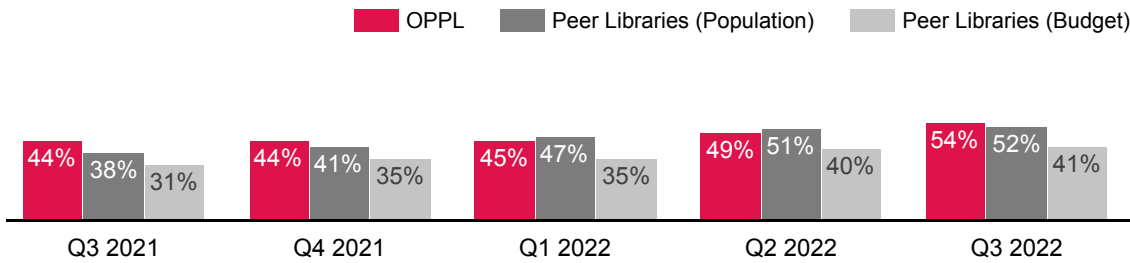
- I feel I am highly valued. (62%)
- I sometimes feel valued. (33%)
- I'm not sure others value what I do. (4%)
- I don't feel valued at Oak Park Public Library. (1%)

This increase may be due to a number of factors — annual pay increases, the arrival of a new executive director, an incredible Staff Engagement Day, something else, or a combination of it all. Whatever the

reasons, we are pleased to see improvement in this area and to know that a majority of staff members feel valued by the Oak Park Public Library. We know that valued staff members are more likely to be happy, and happy staff members can bring their best selves to their work and their relationships with colleagues, patrons, and the community.

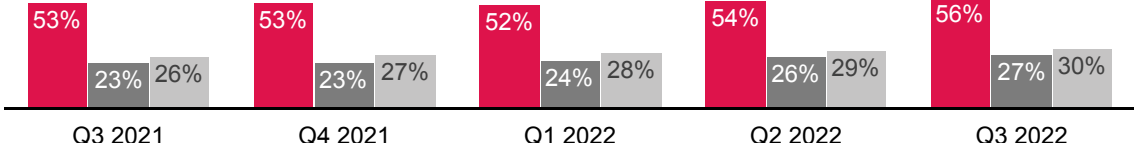
New Cardholder Retention

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



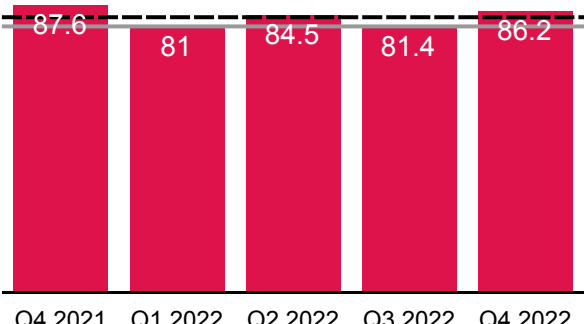
Net Promoter Score

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 Overall NPS Score

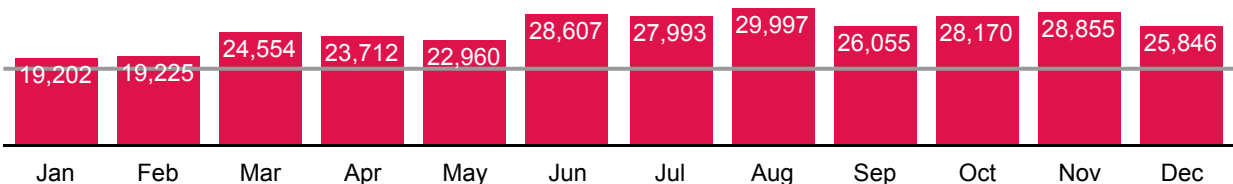
84.8

NPS Survey Quarterly Sample Sizes
2021: Q4=121 2022: Q1=74; Q2=71; Q3=86; Q4=52

Building Visits

The number of patron visits to a library building

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

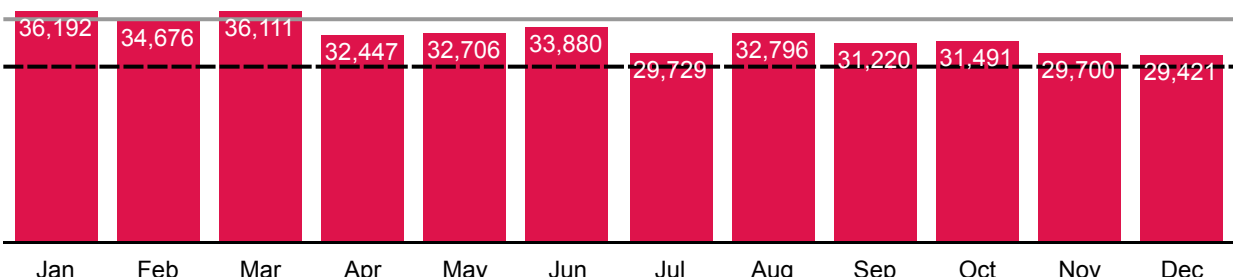


Year-to-Date
305,176

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

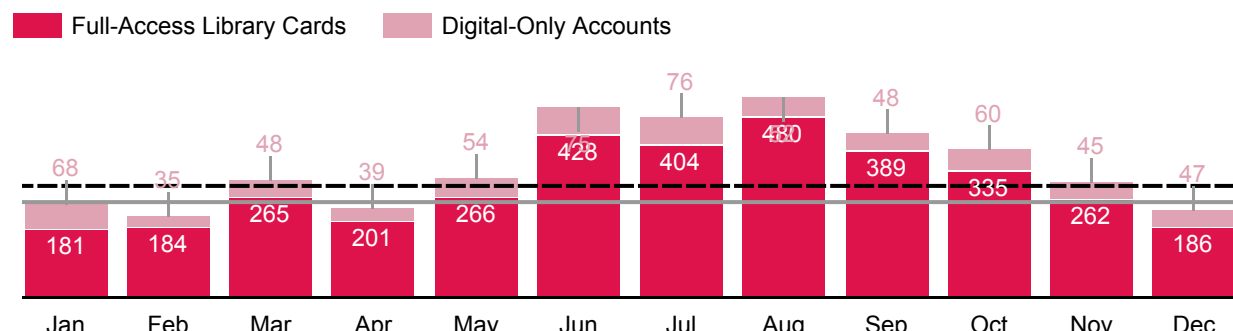


Year-to-Date
390,369

New Users

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

2021 Average: 252
2019 Average: 295



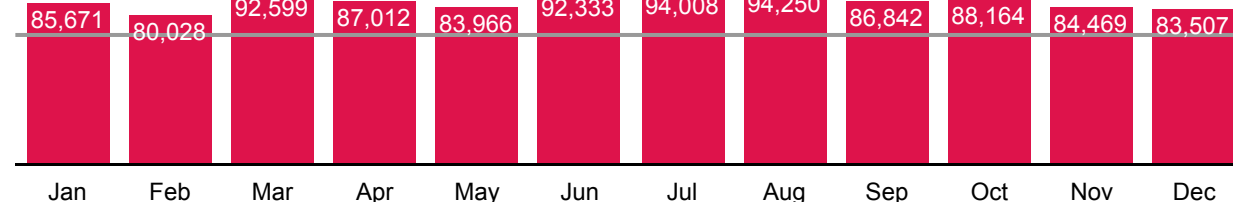
Year-to-Date
4,228

*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

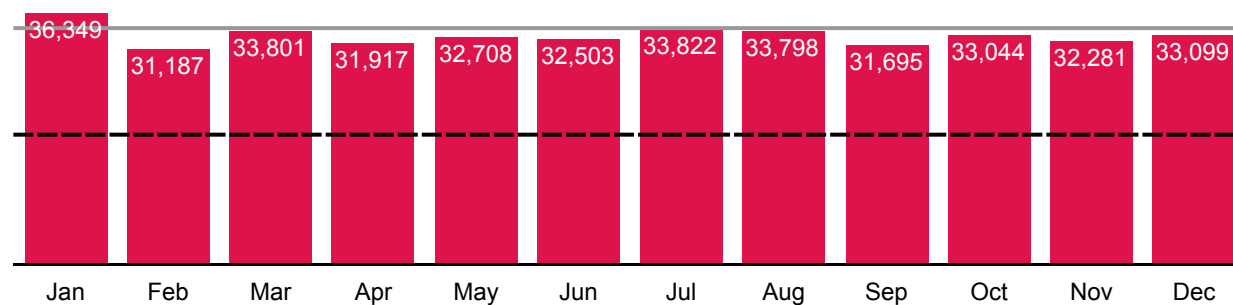


Year-to-Date
1,052,849

Digital Materials Use

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

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

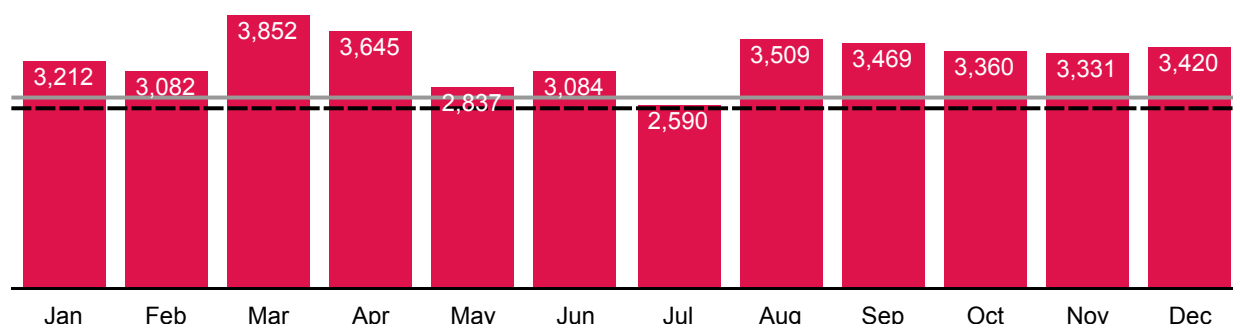


Year-to-Date
396,204

Online Resource Use

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

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

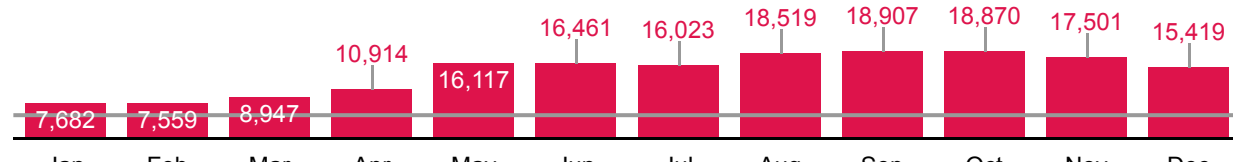


Year-to-Date
39,391

WiFi Use

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

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

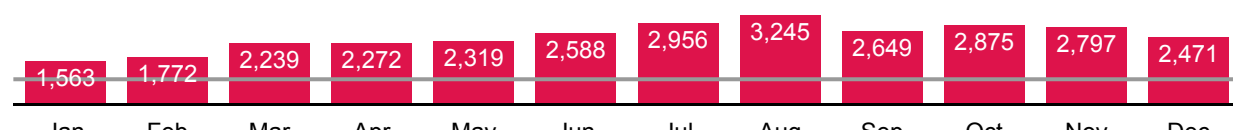


Year-to-Date
172,919

Public Computer Use

The number of PC sessions at an Oak Park library location

2021 Average: 927
2019 Average: 9,970

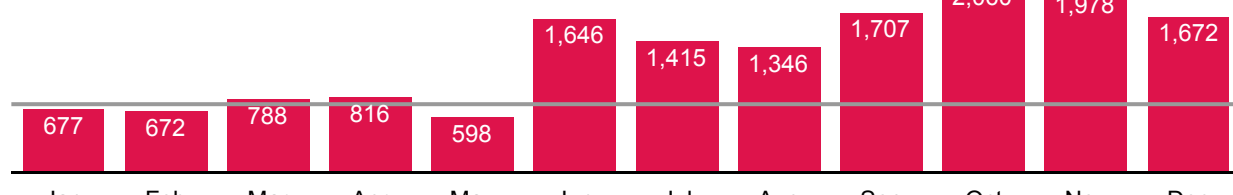


Year-to-Date
29,746

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

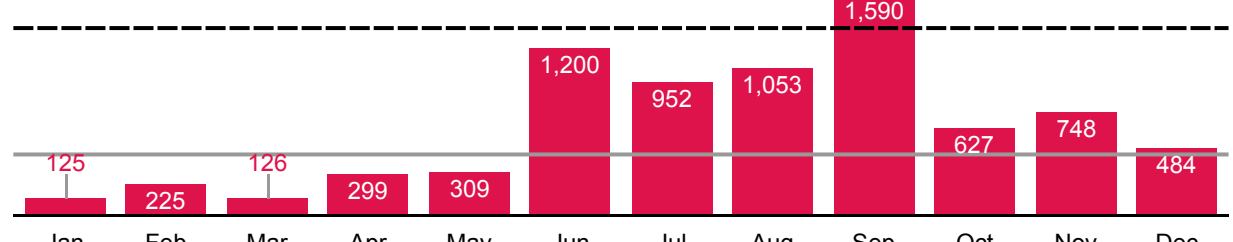


Year-to-Date
15,375

Community Outreach

The estimated interactions from all Outreach and Book Bike events

2021 Average: 436
2019 Average: 1,338

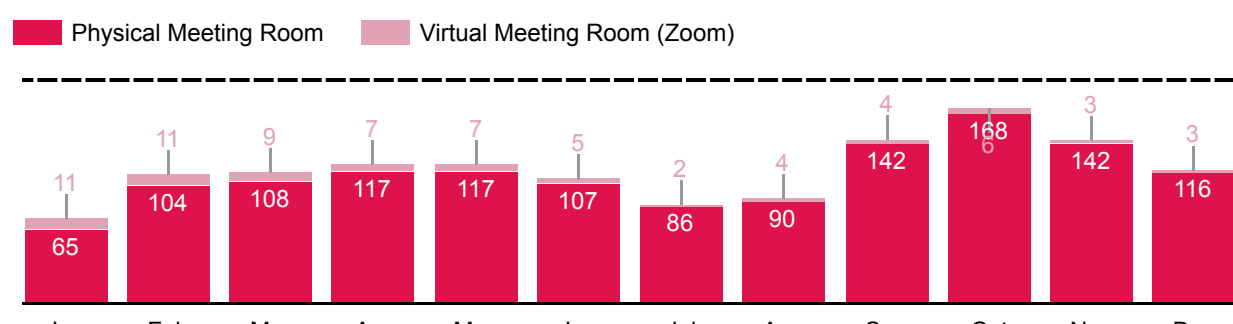


Year-to-Date
7,738

Meeting Room Use

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

2019 Average: 198

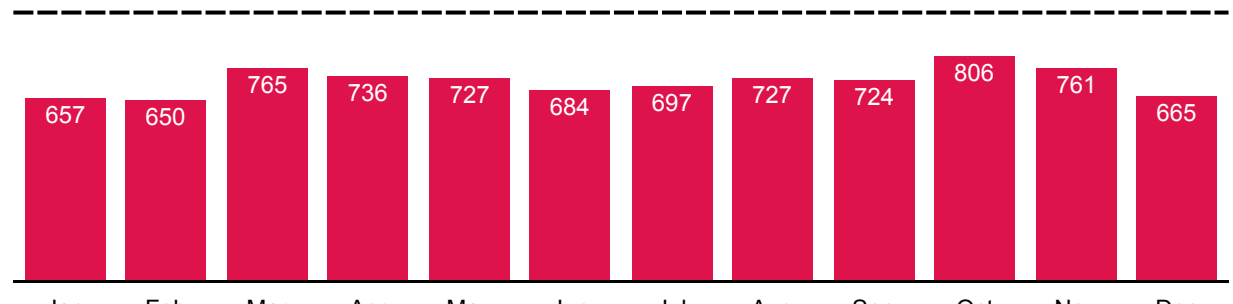


Year-to-Date
1,434

Study Room Use

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

2019 Average: 959



Year-to-Date
8,599

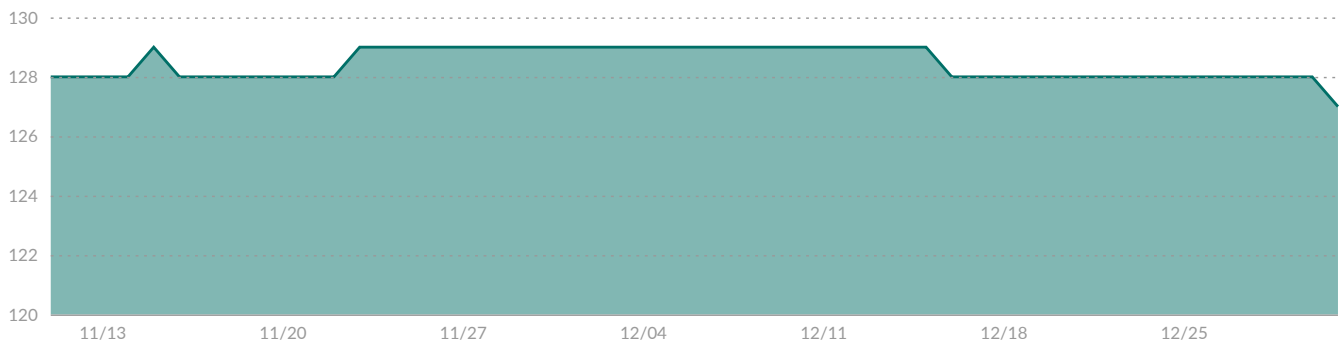
01/17/2023

Additions & Terminations

Dates

2022-11-11 - 2022-12-31

Employee Head Count



Additions (2)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↑
Soto, Josh	Full-Time	Technology Services	None	Oak Park Public Library	Website and Information Technology Specialist	11/15/2022
Rodríguez, Javier	Temporary	Materials Handling	None	Oak Park Public Library	Library Clerk	11/23/2022

Terminations (3)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↑
Danton, Maya	Part-Time, less than 20 hrs/wk	Middle & High School Services	None	Oak Park Public Library	Library Assistant	10/10/2022	11/16/2022
Readel, Katie	Full-Time	Materials Handling	None	Oak Park Public Library	Materials Handling Coordinator	08/22/2012	12/16/2022

01/17/2023

Additions & Terminations



Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↑
Bibbs, Bradley	Part-Time, less than 20 hrs/wk	Adult Services	None	Oak Park Public Library	Library Assistant	04/27/2022	12/31/2022



Staff Changes

Dates
11/11/2022 - 12/31/2022

Changes (2)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
Rodriguez, Francisco	Full-Time	Public Safety	Supervisor of Public Safety	Promotion	11/24/2022	Previous title: Public Safety and Outreach Specialist
Yale, Sarah	Full-Time	Community Engagement	Librarian	Position Change	12/24/2022	Previous title: Manager of Community Engagement

Oak Park Public Library – Financial Report Summary

As of November 30, 2022
(92% of the year complete)

Operating cash available:

Byline Checking -	\$360,175.76
* Outstanding payments -	(85,443.36)
Byline Analysis -	\$25,000.00
Byline Promontory -	\$275,706.66
Forest Park Natl Bank -	\$527,740.59
US Bank Money Mkt -	\$202,484.01
Illinois Funds Invest -	\$2,302,340.98

Ending Operating cash available: **\$3,608,004.64**

Art Fund: **\$2,751.67**

REVENUE

\$33,896 in revenue was received in November. For general operations, \$7,776 was received from interest earned primarily on the Illinois Funds investment.

\$24,110 in grant funding was received in November. Of this \$20,000 was recognized for the Creative Studio grant that was expended on the soundbooth in October. \$1,537 was received for Tech Girlz grant, and the balance was received from a partnership with Oak Park Township for Project 1619.

As the library does expect to receive the 2nd tax installment distributions before the end of the year, no action is needed at this time to secure outside funding. The library will continue to monitor the situation and plan for action if the delay extends beyond the end of FY2022. Unassigned funds available are sufficient to extend normal operations through February 2023 without additional resources.

TOTAL REVENUE YTD: 62%

EXPENSES

Total November 2022 disbursements: **\$897,145.25**

Expenditures in November overall were on target. As some expenditures continued to be over expected budget levels for this period, management adjusted expenditure levels in other areas. Overall budget expenditures for the year remain below expected levels with December and closing month yet to come.

Amano McGann was paid \$3,035 for repair of the outdoor monument sign. This included correcting the programming to reflect accurate opening / closing notification and replacing LED components. Other expenses included repairs to the parking gate.

Complete Temperature Systems was paid \$11,984 for multiple repair projects including: snow melt system, main elevator, and exhaust fans.

The Conservation Center was paid \$8,750 for conservation work completed on special collections documents that were damaged due to water leak from HVAC condensate. An insurance claim has been submitted and a water sensor was installed to alert management prior to any potential damage in the future.

Everseal was paid \$12,815 for the balance due for resealing the flat roof at the Maze branch.

Proarc Electrical was paid \$17,147 for power and data cabling installation in the middle-school area.

Video and Sound Service was paid \$6,207 for installation of additional security cameras.

Account line / group expenditure levels by percentage:

People:

Compensation -	89%
Talent Development –	83%
Total People –	88%

Support Services:

Marketing –	93%
Collections –	106%
Administration –	100%
Other Support Srvcs –	81%
Total Support Servs –	96%

Library Materials:

Total Library Materials –	92%
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Facilities Management:

Facilities Supplies –	49%
Facilities Services –	95%

Total Facilities Mgmt – 91%

Public Services:

Programming -	85%
Digital Services -	86%

Total Public Services – 85%

TOTAL OPERATING EXPENSES: 89%

TOTAL CAPITAL AND OUTSIDE SUPPORT: 46%

Prepared by Jeremy Andrykowski - January 17, 2023

Oak Park Public Library

Bank Reconciliation Report

BYLINE CHECKING NOVEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 10/31/2022:			\$393,008.69
Add: Cleared deposits:			\$3,465.63
Add: Cleared deposit adjustments:			\$851,259.49
Subtract: Cleared payments:			\$310,821.33
Subtract: Cleared payment adjustments:			\$576,736.72
Adjusted bank register balance:			<hr/> \$360,175.76
Bank register ending balance:			\$274,732.40
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$85,443.36
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$360,175.76
Bank statement ending balance 11/30/2022:			<hr/> \$360,175.76
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	18	\$854,725.12	
All Cleared Payments:	109	\$887,558.05	

Oak Park Public Library

General Ledger Report

Byline Bank Analysis Checking -November 2022

Date	Trans.	Journal	Reference	Debit Amount	Credit	Balance	Project ID
01-1055							
Account: 01-1055 (Byline Bank Analysis Checking x3415)							
11/01/2022			<i>Account Beginning Balance</i>			25,000.00	
11/01/2022	7583-1	Journal Entry	TRANSFER FROM INVESTMENT COVER ACC	1,000,000.00			
11/01/2022	7583-3	Journal Entry	TRANSFER TO MMA		1,000,000.00		
11/04/2022	7612-1	Journal Entry	TRANSFER TO BYLINE 3401 AP		250,000.00		
11/04/2022	7613-2	Journal Entry	TRANS FROM MMA (PROMONTORY) ACCT	250,000.00			
11/16/2022	7625-1	Journal Entry	TRANSFER TO BYLINE 3401 AP		250,000.00		
11/16/2022	7626-1	Journal Entry	TRANS FROM MMA (PROMONTORY) ACCT	250,000.00			
11/28/2022	7630-1	Journal Entry	TRANSFER TO BYLINE 3401 AP		350,000.00		
11/28/2022	7631-2	Journal Entry	TRANS FROM MMA (PROMONTORY) ACCT	350,000.00			
				<u>1,850,000.00</u>	<u>1,850,000.00</u>		
11/30/2022			<i>Account Net Change</i>			0.00	
11/30/2022			<i>Account Ending Balance</i>			<u>25,000.00</u>	

Oak Park Public Library

Bank Reconciliation Report

BYLINE BANK MMA NOVEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 10/31/2022:			\$125,424.97
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1,000,281.69
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$850,000.00
Adjusted bank register balance:			<hr/> \$275,706.66
Bank register ending balance:			\$275,706.66
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/> \$275,706.66
Bank statement ending balance 11/30/2022:			<hr/> \$275,706.66
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	2	\$1,000,281.69	
All Cleared Payments:	3	\$850,000.00	

Oak Park Public Library

Bank Reconciliation Report

FOREST PARK MM NOVEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 10/31/2022:				\$527,144.12
Add: Cleared deposits:				\$0.00
Add: Cleared deposit adjustments:				\$596.47
Subtract: Cleared payments:				\$0.00
Subtract: Cleared payment adjustments:				\$0.00
Adjusted bank register balance:				<hr/> \$527,740.59
Bank register ending balance:				\$527,740.59
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/> \$527,740.59
Bank statement ending balance 11/30/2022:				<hr/> \$527,740.59
Out of balance by:				\$0.00
Summary Count and Amount for Deposits and Payments				
All Cleared Deposits:	1	\$596.47		
All Cleared Payments:	0	\$0.00		

Oak Park Public Library

Bank Reconciliation Report

US BANK MM NOVEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 10/31/2022:			\$202,482.35
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:			\$202,484.01
Bank register ending balance:			\$202,484.01
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:			\$202,484.01
Bank statement ending balance 11/30/2022:			\$202,484.01
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 TRUST FUND INVESTMENT NOVEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 10/31/2022:			\$3,295,491.35
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$6,849.63
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,000,000.00
Adjusted bank register balance:			<hr/> \$2,302,340.98
Bank register ending balance:			\$2,302,340.98
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/> \$2,302,340.98
Bank statement ending balance 11/30/2022:			<hr/> \$2,302,340.98
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$6,849.63	
All Cleared Payments:	1	\$1,000,000.00	

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS ART FUND NOVEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 10/31/2022:			\$2,743.60
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$16.14
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$8.07
Adjusted bank register balance:			\$2,751.67
Bank register ending balance:			\$2,751.67
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:			\$2,751.67
Bank statement ending balance 11/30/2022:			\$2,751.67
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	2	\$16.14	
All Cleared Payments:	1	\$8.07	

Oak Park Public Library

Statement of Revenue, Expenditure, Changes in Fund Balance

Period Ending Nov 30, 2022

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	0.00	5,372,941.71	9,740,364.00	55.16%
Corp. Property Replacement Tax	0.00	489,782.79	125,000.00	391.83%
Services charges and fees	137.00	2,799.38	10,000.00	27.99%
Lost Books Reimbursed/Reciprocal Borrow	524.95	5,183.35	0.00	0.00%
Rentals-Library Space	48.25	2,624.05	0.00	0.00%
Vending/Enterprise Income	64.64	667.51	0.00	0.00%
Parking lot revenue	1,165.00	10,416.61	6,000.00	173.61%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00%
Interest	7,775.53	61,070.18	10,000.00	610.70%
Gifts	50.00	2,800.00	0.00	0.00%
Gifts From FOPPL	0.00	19,700.00	0.00	0.00%
Illinois Per Capita Grant	0.00	80,509.93	0.00	0.00%
Grants	24,109.95	77,586.55	0.00	0.00%
Community Fund Endowments	0.00	0.00	20,400.00	0.00%
Miscellaneous Income	20.67	1,336.40	10,000.00	13.36%
Pass Through Revenue	0.00	0.00	0.00	0.00%
TOTAL REVENUE	33,895.99	6,127,418.46	9,921,764.00	61.76%
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	471,755.39	5,005,473.22	5,660,000.00	88.44%
Employee Health Benefits	89,206.07	947,534.70	1,095,000.00	86.53%
IMRF (Illinois Muncipal Retirement F	24,658.49	265,159.11	300,000.00	88.39%
FICA/MEDICARE	34,698.45	368,210.03	418,000.00	88.09%
Workers Compensation Insurance	0.00	21,505.00	25,000.00	86.02%
Unemployment Compensation Ins.	281.91	12,343.98	18,000.00	68.58%
Total Compensation	620,600.31	6,620,226.04	7,516,000.00	88.08%
Talent Development				
Dues	9,402.00	18,200.67	20,000.00	91.00%
Staff Development/Travel	4,986.64	63,927.51	92,000.00	69.49%
Tuition Reimbursement	0.00	17,070.00	33,000.00	51.73%
Recruitment	28.00	25,460.42	4,200.00	606.20%
Board Development	0.00	300.00	2,000.00	15.00%
Total Talent Development	14,416.64	124,958.60	151,200.00	82.64%
TOTAL PEOPLE	635,016.95	6,745,184.64	7,667,200.00	87.97%
SUPPORT SERVICES				
Marketing				
Promotions	4,447.26	17,465.43	24,000.00	72.77%
Publications	0.00	28,808.13	25,500.00	112.97%
Total Marketing Support	4,447.26	46,273.56	49,500.00	93.48%

Oak Park Public Library

Statement of Revenue, Expenditure, Changes in Fund Balance

Period Ending Nov 30, 2022

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Collections				
ILL Payments	66.56	3,658.42	3,500.00	104.53%
Cataloging/Bib Search Fees	0.00	2,170.87	2,000.00	108.54%
Total Collections Support	66.56	5,829.29	5,500.00	105.99%
Administration				
HRIS and Payroll Processing Fees	2,145.80	20,867.64	25,000.00	83.47%
Mileage & Miscellaneous reimburse	1,775.00	21,265.30	27,000.00	78.76%
Hospitality	0.00	784.85	1,000.00	78.49%
Audit Fees	0.00	8,723.00	10,000.00	87.23%
Unclaimed Property Escheatment to	0.00	0.00	500.00	0.00%
Merchant Account Services	372.22	2,434.12	5,000.00	48.68%
Collection Fees	0.00	0.00	4,000.00	0.00%
Consulting Services - Admin	6,190.00	67,909.01	75,000.00	90.55%
Intergovernmental Agreements (IGA)	0.00	14,990.75	15,000.00	99.94%
Legal Fees	670.00	33,259.50	20,000.00	166.30%
Postage & Delivery	1,519.54	8,023.07	5,000.00	160.46%
Insurance	0.00	89,750.00	110,500.00	81.22%
Contingency	0.00	0.00	15,000.00	0.00%
Grant Expenses	8,823.10	60,787.12	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00%
Supplies	6,814.05	82,176.73	98,000.00	83.85%
Total Administration Support	28,309.71	410,971.09	411,000.00	99.99%
Other Support Services				
Telephone/Communications	4,928.00	49,372.90	65,000.00	75.96%
Office & Library Machinery Service	0.00	21,573.74	22,800.00	94.62%
Total Other Support Services	4,928.00	70,946.64	87,800.00	80.80%
TOTAL SUPPORT SERVICES	37,751.53	534,020.58	553,800.00	96.43%
LIBRARY MATERIALS				
Print materials	20,407.28	370,908.05	360,000.00	103.03%
Audio and video materials	7,278.22	67,399.80	102,000.00	66.08%
Digital content	54,555.22	529,780.22	584,000.00	90.72%
Devices	2,456.86	28,438.24	39,000.00	72.92%
Realia and other formats	363.91	7,799.09	10,000.00	77.99%
Archival collection	10,430.00	12,248.07	12,500.00	97.98%
TOTAL LIBRARY MATERIALS	95,491.49	1,016,573.47	1,107,500.00	91.79%
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	128.99	2,085.08	1,200.00	173.76%
Building Materials & Supplies	2,831.36	11,156.56	10,000.00	111.57%

Oak Park Public Library

Statement of Revenue, Expenditure, Changes in Fund Balance

Period Ending Nov 30, 2022

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Equipment Parts	0.00	141.03	10,000.00	1.41%
Cleaning & Housekeeping Supplies	361.00	4,538.75	21,420.00	21.19%
Signage	352.13	4,207.94	3,000.00	140.26%
Total Facility Supplies	3,673.48	22,129.36	45,620.00	48.51%
Facilities Services				
Landscaping and snow removal serv	476.00	12,704.00	24,000.00	52.93%
Custodial Services	23,642.53	181,075.63	205,000.00	88.33%
Water	1,238.10	8,543.56	10,000.00	85.44%
Sewer/Garbage	853.15	11,147.43	13,000.00	85.75%
Parking lot expense	680.00	8,439.03	15,000.00	56.26%
Natural Gas	4,032.62	34,317.57	37,000.00	92.75%
Rentals--Equipment & Facilities	4,572.37	23,899.48	20,000.00	119.50%
Repair & Maintenance Prop. & Equip	23,714.84	221,487.60	204,000.00	108.57%
Facilities Study/Analysis	0.00	0.00	0.00	0.00%
Total Facilities Services	59,209.61	501,614.30	528,000.00	95.00%
TOTAL FACILITIES MANAGEMENT	62,883.09	523,743.66	573,620.00	91.31%
PUBLIC SERVICES				
Programming				
Children's Programming	4,224.40	17,026.67	18,000.00	94.59%
Young Adult Programming	295.27	15,995.95	16,000.00	99.97%
Adult Programming	4,075.00	26,820.22	23,000.00	116.61%
Community Engagement	1,762.90	11,374.52	10,000.00	113.75%
Social Services	0.00	2,340.00	20,000.00	11.70%
Creative Studio	0.00	0.00	0.00	0.00%
Total Programming	10,357.57	73,557.36	87,000.00	84.55%
Digital Services				
Consultant Support Services	0.00	429.10	10,000.00	4.29%
SWAN	0.00	102,126.50	104,677.00	97.56%
Website development/CMS	319.93	2,009.08	3,000.00	66.97%
Subscriptions and services	121.91	191,018.69	225,000.00	84.90%
Equipment and supplies	2,908.78	14,510.63	20,000.00	72.55%
Total Digital Services	3,350.62	310,094.00	362,677.00	85.50%
TOTAL PUBLIC SERVICES	13,708.19	383,651.36	449,677.00	85.32%
TOTAL EXPENSES - Operating	844,851.25	9,203,173.71	10,351,797.00	88.90%
EXPENSES - Capital				
Facilities Equipment	0.00	320.89	10,000.00	3.21%
Furnishings	6,268.86	53,429.86	70,000.00	76.33%
Technology Projects and Equipment	8,898.65	65,045.97	220,000.00	29.57%
Building Improvements	0.00	301,290.93	585,000.00	51.50%

Oak Park Public Library

Statement of Revenue, Expenditure, Changes in Fund Balance

Period Ending Nov 30, 2022

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Special Projects	0.00	300.00	32,000.00	0.94%
TOTAL EXPENSES - Capital	15,167.51	420,387.65	917,000.00	45.84%
NET SURPLUS/(DEFICIT)	(826,122.77)	(3,496,142.90)	(1,347,033.00)	

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALPHA BUILDING MAINTENANCE	Computer Check 58920	11/16/2022	11/16/2022 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
21797 OPPL	11/01/2022	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 58887	11/09/2022	11/09/2022 Posted	2,354.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,354.50	2,354.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SVC321873	10/28/2022	Outdoor Monument	2,354.50	2,354.50	01-5689	Parking lot expense	2,354.50	<No Project>
Totals:							2,354.50	
AMANO MCGANN, INC.	Computer Check 58943	11/22/2022	11/22/2022 Posted	680.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 680.00	680.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SVC322460	11/10/2022	IO100 Lockout Sens	340.00	340.00	01-5689	Parking lot expense	340.00	<No Project>
Totals:							340.00	
SVC322688	11/14/2022	Exit Reader Jam	340.00	340.00	01-5689	Parking lot expense	340.00	<No Project>
Totals:							340.00	
AMAZON CAPITAL SERVICES	Computer Check 58878	11/01/2022	11/01/2022 Posted	1,416.94	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,416.94	1,416.94 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13YR-CCC7-3DRX	10/22/2022	XtremeAmazing Bla	31.00	31.00	01-5937	Equipment and supplies	31.00	<No Project>
Totals:							31.00	
19XH-1R7F-3RDP	10/25/2022	2XL GYM WIPES AN	301.58	301.58	01-5684	Cleaning & Housekeeping Su	301.58	<No Project>
Totals:							301.58	
11XC-FJXL-77KT	10/26/2022	Lorell Ergomesh 86C	763.47	763.47	01-5930	Furnishings	763.47	<No Project>
Totals:							763.47	
1DCF-MCDP-MDMJ	10/29/2022	Galanz GLCMKA07B	97.61	97.61	01-5920	Facilities Equipment	97.61	<No Project>
Totals:							97.61	
149L-XTQJ-MGHY	10/30/2022	Galanz GLR46TBKER	223.28	223.28	01-5920	Facilities Equipment	223.28	<No Project>
Totals:							223.28	
AMAZON CAPITAL SERVICES	Computer Check 58888	11/09/2022	11/09/2022 Posted	1,756.33	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,756.33	1,756.33 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 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
17YH-191M-JNVH	09/29/2022	Children's Programr	451.20	451.20	01-5240	Children's Programming	451.20	<No Project>
						Totals:	451.20	
13DW-DGVY-6KCN	10/18/2022	Admin Refrigerator	107.98	107.98	01-5682	Building Materials & Supplies	107.98	<No Project>
						Totals:	107.98	
1GXJ-WLDH-LKFP	10/21/2022	Book	20.13	20.13	01-5840	Print materials	20.13	<No Project>
						Totals:	20.13	
1M1X-9TR7-17QY	10/24/2022	Books	80.49	80.49	01-5840	Print materials	80.49	<No Project>
						Totals:	80.49	
1H9T-4GVJ-3JNV	10/24/2022	Office Supplies	28.43	28.43	01-5742	Supplies	28.43	<No Project>
						Totals:	28.43	
1XFW-FFNK-JJ9Y	10/25/2022	Book	10.29	10.29	01-5840	Print materials	10.29	<No Project>
						Totals:	10.29	
17QR-QDRM-KQNC	10/26/2022	DVD	9.99	9.99	01-5890	Audio and video materials	9.99	<No Project>
						Totals:	9.99	
1VDY-L4QV-H6NW	10/30/2022	Girls on the Rise Sup	257.09	257.09	01-5742	Supplies	257.09	<No Project>
						Totals:	257.09	
1QHK-RT6H-JNVQ	11/01/2022	MHS Services Progr	222.79	222.79	01-5244	Young Adult Programming	222.79	FOPPL
						Totals:	222.79	
1DKH-KH66-LNC7	11/02/2022	DVDs	35.44	35.44	01-5890	Audio and video materials	35.44	<No Project>
						Totals:	35.44	
16MP-317X-3DVM	11/02/2022	fob holders for staff	47.98	47.98	01-5742	Supplies	47.98	<No Project>
						Totals:	47.98	
11F1-GMWD-3YW4	11/02/2022	Books	107.44	107.44	01-5840	Print materials	107.44	<No Project>
						Totals:	107.44	
1FW1-MFK9-L7CD	11/03/2022	Children's Programr	55.67	55.67	01-5240	Children's Programming	55.67	<No Project>
						Totals:	55.67	
1RVH-D3JQ-FR69	11/03/2022	Office Supplies	68.66	68.66	01-5742	Supplies	68.66	<No Project>
						Totals:	68.66	
# 1H1T-HQYT-DQTI	11/03/2022	Rockpapa 950 Head	31.98	31.98	01-5937	Equipment and supplies	31.98	<No Project>
						Totals:	31.98	
1HF3-QXDF-WDHP	11/06/2022	Books	62.97	62.97	01-5840	Print materials	62.97	<No Project>
						Totals:	62.97	
1XNP-XJRT-HJ34	11/06/2022	Books	102.82	102.82	01-5840	Print materials	102.82	<No Project>
						Totals:	102.82	
13NW-W3PY-FVRM	11/06/2022	A1708 Battery Repla	54.98	54.98	01-5937	Equipment and supplies	54.98	<No Project>
						Totals:	54.98	

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check 58936	11/16/2022	11/16/2022 Posted	672.67	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 672.67	672.67 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13V7-41DK-DVGP	11/06/2022	Books	35.25	35.25	01-5840	Print materials	35.25	<No Project>
						Totals:	35.25	
1PTL-DRPR-L44F	11/07/2022	Google Nest Protect	111.99	111.99	01-5941	Technology Projects and Equ	111.99	CSTUDIO
						Totals:	111.99	
171K-QQV6-JNXX	11/09/2022	Realia (Community I	159.57	159.57	01-5894	Realia and other formats	159.57	<No Project>
						Totals:	159.57	
1X39-6H1X-KJ7G	11/09/2022	Books	30.90	30.90	01-5840	Print materials	30.90	<No Project>
						Totals:	30.90	
1KG6-N114-F4RY	11/13/2022	Book	15.00	15.00	01-5840	Print materials	15.00	<No Project>
						Totals:	15.00	
1941-6XWF-C6NH	11/13/2022	Realia (Community I	19.88	19.88	01-5894	Realia and other formats	19.88	<No Project>
						Totals:	19.88	
1CX6-6VRR-664V	11/13/2022	Office Supplies	26.99	26.99	01-5742	Supplies	26.99	<No Project>
						Totals:	26.99	
1VG6-NN4M-DNCX	11/13/2022	Office Supplies	123.99	123.99	01-5742	Supplies	123.99	<No Project>
						Totals:	123.99	
1GWM-QDRM-CY6I	11/13/2022	Office Supplies	98.30	98.30	01-5742	Supplies	98.30	<No Project>
						Totals:	98.30	
1JTJ-XKVD-F6XH	11/14/2022	Office Supplies	18.96	18.96	01-5742	Supplies	18.96	<No Project>
						Totals:	18.96	
1RMR-LNFX-1QM3	11/14/2022	Office Supplies	31.84	31.84	01-5742	Supplies	31.84	<No Project>
						Totals:	31.84	
AMAZON CAPITAL SERVICES	Computer Check 58944	11/22/2022	11/22/2022 Posted	723.55	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 723.55	723.55 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1DVC-N91R-MCCL	11/10/2022	Books	29.98	29.98	01-5840	Print materials	29.98	<No Project>
						Totals:	29.98	
1XT7-TTKK-3D3W	11/12/2022	Book	27.00	27.00	01-5840	Print materials	27.00	<No Project>
						Totals:	27.00	
1941-6XWF-DKTN	11/13/2022	Books	33.55	33.55	01-5840	Print materials	33.55	<No Project>
						Totals:	33.55	
19DF-PPPV-9NXG	11/13/2022	Computer Microphc	22.96	22.96	01-5742	Supplies	22.96	<No Project>

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 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
						Totals:	22.96	
1DHN-HLHK-C1MV	11/13/2022	HP OfficeJet Pro 90	384.32	384.32	01-5937	Equipment and supplies	384.32	<No Project>
						Totals:	384.32	
1PGN-77F1-46DX	11/14/2022	Office Supplies	4.87	4.87	01-5742	Supplies	4.87	<No Project>
						Totals:	4.87	
19CD-WMGM-DXD	11/16/2022	Office Supplies	64.95	64.95	01-5742	Supplies	64.95	<No Project>
						Totals:	64.95	
13X1-6XRV-F4QF	11/16/2022	Gloves for Special C	94.05	94.05	01-5742	Supplies	94.05	<No Project>
						Totals:	94.05	
1XT7-PG31-1LW6	11/17/2022	Books	39.73	39.73	01-5840	Print materials	39.73	<No Project>
						Totals:	39.73	
13K1-DLH1-QHY6	11/20/2022	Book	22.14	22.14	01-5840	Print materials	22.14	<No Project>
						Totals:	22.14	
AMAZON CAPITAL SERVICES	Computer Check	11/30/2022	11/30/2022	271.98	01-1053	Byline Bank Checking	0.00	271.98
	58976		Not yet posted		01-2060	Accounts Payable	271.98	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1LMP-QJ64-G99Y	11/22/2022	Books	29.94	29.94	01-5840	Print materials	29.94	<No Project>
						Totals:	29.94	
1GWY-34X3-KFGP	11/22/2022	Books	36.94	36.94	01-5840	Print materials	36.94	<No Project>
						Totals:	36.94	
1RY3-HDXG-PMW6	11/23/2022	Office Supplies	18.37	18.37	01-5742	Supplies	18.37	<No Project>
						Totals:	18.37	
1PC1-F1KV-N7JX	11/23/2022	Books	44.13	44.13	01-5840	Print materials	44.13	<No Project>
						Totals:	44.13	
113N-XLY4-XKP4	11/27/2022	VAGAU Premium Ke	38.90	38.90	01-5937	Equipment and supplies	38.90	<No Project>
						Totals:	38.90	
16P9-9GL3-HCGK	11/28/2022	Office Supplies	103.70	103.70	01-5742	Supplies	103.70	<No Project>
						Totals:	103.70	
AMBEES ENGRAVING	Computer Check	11/16/2022	11/16/2022	35.00	01-1053	Byline Bank Checking	0.00	35.00
	58921		Posted		01-2060	Accounts Payable	35.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13220	11/03/2022	Joslyn Bowling Dixo	35.00	35.00	01-5742	Supplies	35.00	<No Project>
						Totals:	35.00	

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMBEES ENGRAVING	Computer Check 58945	11/22/2022	11/22/2022 Posted	35.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 35.00	35.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13224	11/08/2022	Trustee Name Plate	35.00	35.00	01-5742	Supplies	35.00	<No Project>
Totals:							35.00	
AMERICAN EXPRESS	Bank Draft 37	11/09/2022	11/09/2022 Posted	951.41	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 951.41	951.41 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022075	10/31/2022	AMERICAN EXPRES	951.41	951.41	01-2066	Amex Accounts	951.41	<No Project>
Totals:							951.41	
ANDERSON PEST SOLUTIONS	Computer Check 58889	11/09/2022	11/09/2022 Posted	90.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 90.40	90.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
27567517	10/27/2022	Pest Control Mainte	90.40	90.40	01-5692	Repair & Maintenance Prop.	90.40	<No Project>
Totals:							90.40	
ARROW LOCKSMITH	Computer Check 58946	11/22/2022	11/22/2022 Posted	22.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 22.50	22.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13914	10/31/2022	Key Cut	22.50	22.50	01-5682	Building Materials & Supplies	22.50	<No Project>
Totals:							22.50	
BAKER & TAYLOR	Computer Check 58890	11/09/2022	11/09/2022 Posted	12,862.08	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 12,862.08	12,862.08 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037102627	10/26/2022	Books	384.60	384.60	01-5840	Print materials	384.60	<No Project>
Totals:							384.60	
2037110444	10/26/2022	Books	498.43	498.43	01-5840	Print materials	498.43	<No Project>
Totals:							498.43	
2037107567	10/26/2022	Books	818.85	818.85	01-5840	Print materials	818.85	<No Project>
Totals:							818.85	
2037103914	10/26/2022	Books	847.44	847.44	01-5840	Print materials	847.44	<No Project>
Totals:							847.44	
2037100705	10/26/2022	Books	2,387.23	2,387.23	01-5840	Print materials	2,387.23	<No Project>
Totals:							2,387.23	

Oak Park Public Library

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NOVEMBER 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
2037060404	10/31/2022	Books	659.98	659.98	01-5840	Print materials	659.98	<No Project>
						Totals:	659.98	
2037126645	11/03/2022	Books	1,457.43	1,457.43	01-5840	Print materials	1,457.43	<No Project>
						Totals:	1,457.43	
2037078099	11/04/2022	Books	844.48	844.48	01-5840	Print materials	844.48	<No Project>
						Totals:	844.48	
2037126875	11/04/2022	Books	2,890.02	2,890.02	01-5840	Print materials	2,890.02	<No Project>
						Totals:	2,890.02	
2037131898	11/07/2022	Books	2,073.62	2,073.62	01-5840	Print materials	2,073.62	<No Project>
						Totals:	2,073.62	
BAKER & TAYLOR	Computer Check	11/16/2022	11/16/2022	5,182.26	01-1053	Byline Bank Checking	0.00	5,182.26
	58937		Posted		01-2060	Accounts Payable	5,182.26	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037134861	11/08/2022	Books	1,207.72	1,207.72	01-5840	Print materials	1,207.72	<No Project>
						Totals:	1,207.72	
2037087232	11/09/2022	Books	226.57	226.57	01-5840	Print materials	226.57	<No Project>
						Totals:	226.57	
2037141937	11/10/2022	Books	2,635.34	2,635.34	01-5840	Print materials	2,635.34	<No Project>
						Totals:	2,635.34	
2037145121	11/11/2022	Books	1,112.63	1,112.63	01-5840	Print materials	1,112.63	<No Project>
						Totals:	1,112.63	
BAKER & TAYLOR	Computer Check	11/22/2022	11/22/2022	5,540.80	01-1053	Byline Bank Checking	0.00	5,540.80
	58947		Posted		01-2060	Accounts Payable	5,540.80	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037124394	11/15/2022	Books	157.14	157.14	01-5840	Print materials	157.14	<No Project>
						Totals:	157.14	
2037150661	11/15/2022	Books	1,994.79	1,994.79	01-5840	Print materials	1,994.79	<No Project>
						Totals:	1,994.79	
2037146222	11/16/2022	Books	344.86	344.86	01-5840	Print materials	344.86	<No Project>
						Totals:	344.86	
2037113559	11/17/2022	Books	427.16	427.16	01-5840	Print materials	427.16	<No Project>
						Totals:	427.16	
2037096027	11/17/2022	Books	603.81	603.81	01-5840	Print materials	603.81	<No Project>
						Totals:	603.81	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037156846	11/18/2022	Books	559.65	559.65	01-5840	Print materials	559.65	<No Project>
						Totals:	559.65	
2037156829	11/18/2022	Books	1,453.39	1,453.39	01-5840	Print materials	1,453.39	<No Project>
						Totals:	1,453.39	
BLUE PLANET AQUARIUM SER	Computer Check	11/01/2022	11/01/2022	100.00	01-1053	Byline Bank Checking	0.00	100.00
	58879		Posted		01-2060	Accounts Payable	100.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0000024997	10/24/2022	Fish Tank maintenar	100.00	100.00	01-5692	Repair & Maintenance Prop.	100.00	<No Project>
						Totals:	100.00	
BOKEUM KO	Computer Check	11/22/2022	11/22/2022	317.19	01-1053	Byline Bank Checking	0.00	317.19
	58974		Posted		01-2060	Accounts Payable	317.19	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00149	10/27/2022	ART WORKSHOP FA	317.19	317.19	01-5163	Staff Development/Travel	317.19	<No Project>
						Totals:	317.19	
DUSHAUN BRANCH	Computer Check	11/30/2022	11/30/2022	200.00	01-1053	Byline Bank Checking	0.00	200.00
	58977		Not yet posted		01-2060	Accounts Payable	200.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
221014	11/07/2022	Adult Programming	200.00	200.00	01-5247	Adult Programming	200.00	<No Project>
						Totals:	200.00	
CARDINAL COLORGROUP	Computer Check	11/22/2022	11/22/2022	2,320.00	01-1053	Byline Bank Checking	0.00	2,320.00
	58948		Posted		01-2060	Accounts Payable	2,320.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4206921	02/28/2022	March/April Library	710.00	710.00	01-5204	Promotions	710.00	<No Project>
						Totals:	710.00	
4230821	09/23/2022	Sept/Oct Library Ne	750.00	750.00	01-5204	Promotions	750.00	<No Project>
						Totals:	750.00	
4239184	10/25/2022	Nov/Dec Library Ne	860.00	860.00	01-5204	Promotions	860.00	<No Project>
						Totals:	860.00	
CHICAGO COLLECTIONS CON	Computer Check	11/09/2022	11/09/2022	500.00	01-1053	Byline Bank Checking	0.00	500.00
	58891		Posted		01-2060	Accounts Payable	500.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1425	07/28/2022	1 Annual Membersh	500.00	500.00	01-5162	Dues	500.00	<No Project>
Totals:							500.00	
CHICAGO TRIBUNE	Computer Check 58978		11/30/2022 Not yet posted		414.21 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 414.21	414.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
30074468-111322	11/13/2022	Newspaper Subscrip	414.21	414.21	01-5840	Print materials	414.21	<No Project>
Totals:							414.21	
CINTAS	Computer Check 58922		11/16/2022 Posted		711.36 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 711.36	711.36 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5126073118	09/26/2022	First Aid	157.97	157.97	01-5742	Supplies	157.97	<No Project>
Totals:							157.97	
5129690122	10/21/2022	First Aid	79.90	79.90	01-5742	Supplies	79.90	<No Project>
Totals:							79.90	
5129888263	10/24/2022	First Aid	473.49	473.49	01-5742	Supplies	473.49	<No Project>
Totals:							473.49	
CINTAS	Computer Check 58979		11/30/2022 Not yet posted		792.09 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 792.09	792.09 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5133058725	11/15/2022	First Aid	200.55	200.55	01-5742	Supplies	200.55	<No Project>
Totals:							200.55	
5133545308	11/17/2022	First Aid	45.31	45.31	01-5742	Supplies	45.31	<No Project>
Totals:							45.31	
5133545372	11/17/2022	First Aid	546.23	546.23	01-5742	Supplies	546.23	<No Project>
Totals:							546.23	
CITRON HYGIENE	Computer Check 58949		11/22/2022 Posted		804.32 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 804.32	804.32 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
504038	11/03/2022	Citron Hygiene Serv	83.16	83.16	01-5686	Custodial Services	83.16	<No Project>
Totals:							83.16	
504040	11/03/2022	Citron Hygiene Serv	721.16	721.16	01-5686	Custodial Services	721.16	<No Project>
Totals:							721.16	

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CLAIRE ONG	Computer Check 58880	11/01/2022	11/01/2022 Posted	50.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 50.50	50.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5014	10/19/2022	CE AND HOME DELI	50.50	50.50	01-5165	Mileage & Miscellaneous reir	50.50	<No Project>
Totals:							50.50	
COMPLETE TEMPERATURE SYS	Computer Check 58892	11/09/2022	11/09/2022 Posted	5,200.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,200.00	5,200.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
MA008154	10/01/2022	Quarterly Bill - Previ	750.00	750.00	01-5692	Repair & Maintenance Prop.	750.00	<No Project>
Totals:							750.00	
MA008155	10/01/2022	Quarterly Bill - Previ	4,450.00	4,450.00	01-5692	Repair & Maintenance Prop.	4,450.00	<No Project>
Totals:							4,450.00	
COMPLETE TEMPERATURE SYS	Computer Check 58950	11/22/2022	11/22/2022 Posted	11,984.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 11,984.00	11,984.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE047529	11/15/2022	Boiler System Reduc	687.00	687.00	01-5692	Repair & Maintenance Prop.	687.00	<No Project>
Totals:							687.00	
SRVCE047520	11/15/2022	Glycol - 55G - 40% I	1,152.00	1,152.00	01-5692	Repair & Maintenance Prop.	1,152.00	<No Project>
Totals:							1,152.00	
SRVCE047531	11/15/2022	Elevator 3 - AC No C	1,556.00	1,556.00	01-5692	Repair & Maintenance Prop.	1,556.00	<No Project>
Totals:							1,556.00	
SRVCE047524	11/15/2022	Exhaust Fan 5 Moto	1,961.00	1,961.00	01-5692	Repair & Maintenance Prop.	1,961.00	<No Project>
Totals:							1,961.00	
SRVCE047528	11/15/2022	Glycol - 55G - 100%	2,440.00	2,440.00	01-5692	Repair & Maintenance Prop.	2,440.00	<No Project>
Totals:							2,440.00	
SRVCE047526	11/15/2022	Snow Melt Repair	3,764.00	3,764.00	01-5692	Repair & Maintenance Prop.	3,764.00	<No Project>
Totals:							3,764.00	
SRVCE047549	11/17/2022	Main - Elevator 2 - f	424.00	424.00	01-5692	Repair & Maintenance Prop.	424.00	<No Project>
Totals:							424.00	
THE CONSERVATION CENTER	Computer Check 58951	11/22/2022	11/22/2022 Posted	8,750.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,750.00	8,750.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
35172	11/18/2022	Conservation Of Iter	8,750.00	8,750.00	01-5895	Archival collection	8,750.00	<No Project>
Totals:							8,750.00	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CURTIS LEE McCOTTRY, JR.	Computer Check 58938	11/16/2022	11/16/2022 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
2022-99-00153	11/08/2022	Disc Jockey for Mid	200.00	200.00	01-5244	Young Adult Programming	200.00	<No Project>
<i>Totals:</i>							200.00	
DATA AXLE	Computer Check 58952	11/22/2022	11/22/2022 Posted	7,900.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,900.00	7,900.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10004042790	11/15/2022	Reference Solutions	7,900.00	7,900.00	01-5891	Digital content	7,900.00	<No Project>
<i>Totals:</i>							7,900.00	
DEBORAH CHUD	Computer Check 58980	11/30/2022	11/30/2022 Not yet posted	225.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 225.00	225.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00108	08/24/2022	Adult Programming	225.00	225.00	01-5247	Adult Programming	225.00	<No Project>
<i>Totals:</i>							225.00	
DEMCO, INC.	Computer Check 58893	11/09/2022	11/09/2022 Posted	6,337.53	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,337.53	6,337.53 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7206677	10/21/2022	2 Large Flare Displa	6,337.53	6,337.53	01-5930	Furnishings	6,337.53	<No Project>
<i>Totals:</i>							6,337.53	
DEMCO, INC.	Computer Check 58923	11/16/2022	11/16/2022 Posted	8,786.66	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,786.66	8,786.66 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7213657	11/03/2022	Elementar Trapezio	8,786.66	8,786.66	01-5941	Technology Projects and Equ	8,786.66	CSTUDIO
<i>Totals:</i>							8,786.66	
DEMCO, INC.	Computer Check 58953	11/22/2022	11/22/2022 Posted	392.22	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 392.22	392.22 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7220419	11/16/2022	Processing Supplies	162.49	162.49	01-5742	Supplies	162.49	<No Project>
<i>Totals:</i>							162.49	
7222375	11/18/2022	Processing Supplies	229.73	229.73	01-5742	Supplies	229.73	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
<i>Totals:</i>							229.73		
DEMCO, INC.	Computer Check		11/30/2022	11/30/2022	174.80	01-1053	Byline Bank Checking	0.00	174.80
	58981			Not yet posted		01-2060	Accounts Payable	174.80	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
7224344	11/28/2022	Processing Supplies	174.80	174.80	01-5742	Supplies	174.80	<No Project>	
<i>Totals:</i>							174.80		
DISCOUNT SCHOOL SUPPLY	Computer Check		11/30/2022	11/30/2022	677.69	01-1053	Byline Bank Checking	0.00	677.69
	58982			Not yet posted		01-2060	Accounts Payable	677.69	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
P41801310101	11/15/2022	Children's Programr	18.86	18.86	01-5240	Children's Programming	18.86	<No Project>	
<i>Totals:</i>							18.86		
P41801310102	11/15/2022	Children's Programr	658.83	658.83	01-5240	Children's Programming	658.83	<No Project>	
<i>Totals:</i>							658.83		
DITO, LLC	Computer Check		11/30/2022	11/30/2022	29.63	01-1053	Byline Bank Checking	0.00	29.63
	58983			Not yet posted		01-2060	Accounts Payable	29.63	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
INV68610	10/31/2022	Google Voice Starte	29.63	29.63	01-5451	Telephone/Communications	29.63	<No Project>	
<i>Totals:</i>							29.63		
ELMHURST COLLEGE	Computer Check		11/16/2022	11/16/2022	50.00	01-1053	Byline Bank Checking	0.00	50.00
	58924			Posted		01-2060	Accounts Payable	50.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-5143	10/05/2022	Lost ILL Item	50.00	50.00	01-5264	ILL Payments	50.00	<No Project>	
<i>Totals:</i>							50.00		
ERIC MENDOZA	Computer Check		11/30/2022	11/30/2022	600.00	01-1053	Byline Bank Checking	0.00	600.00
	58984			Not yet posted		01-2060	Accounts Payable	600.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2022-99-00117	09/13/2022	Adult Programming	600.00	600.00	01-5247	Adult Programming	600.00	<No Project>	
<i>Totals:</i>							600.00		
EVERSEAL	Computer Check		11/09/2022	11/09/2022	12,815.25	01-1053	Byline Bank Checking	0.00	12,815.25
	58894			Posted		01-2060	Accounts Payable	12,815.25	0.00

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2104	09/30/2022	EverSeal - Maze Roc	12,815.25	12,815.25	01-5950	Building Improvements	12,815.25	<No Project>
Totals:							12,815.25	
FEDERAL EXPRESS	Computer Check 58895		11/09/2022 Posted		77.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 77.00	77.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3590802880	10/22/2022	Freight Shipping Ch	77.00	77.00	01-5380	Postage & Delivery	77.00	<No Project>
Totals:							77.00	
FIFTH STAR COLLECTIVE, LLC	Computer Check 58881		11/01/2022 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
1032	10/24/2022	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 58954		11/22/2022 Posted		667.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 667.00	667.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
114736	11/17/2022	December Events Pr	667.00	667.00	01-5204	Promotions	667.00	<No Project>
Totals:							667.00	
FUNNY VALENTINE PRESS	Computer Check 58939		11/16/2022 Posted		225.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 225.00	225.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-0044	04/25/2022	Adult Programming	225.00	225.00	01-5247	Adult Programming	225.00	<No Project>
Totals:							225.00	
GEORGE BAILEY	Computer Check 58925		11/16/2022 Posted		400.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 400.00	400.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00154	11/08/2022	PERFORMANCE ANI	400.00	400.00	01-5452	Grant Expenses	400.00	OPT
Totals:							400.00	
GRAINGER	Computer Check 58896		11/09/2022 Posted		101.52 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 101.52	101.52 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

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Payee	Trans. Type Trans. No.	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
9481780220	10/17/2022	3M Surface Prep Str	101.52	101.52	01-5682	Building Materials & Supplies	101.52	<No Project>
Totals:							101.52	
BETSY GRIMM	Computer Check 58926		11/16/2022 Posted		60.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 60.00	60.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00151	11/01/2022	MIDDAY MEDITATIC	60.00	60.00	01-5247	Adult Programming	60.00	<No Project>
Totals:							60.00	
GENEVIEVE GROVE	Computer Check 58955		11/22/2022 Posted		94.70 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 94.70	94.70 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5221	08/31/2022	Children's Programr	94.70	94.70	01-5165	Mileage & Miscellaneous reir	21.25	<No Project>
IR-5221	08/31/2022	Children's Programr	94.70	94.70	01-5240	Children's Programming	73.45	<No Project>
Totals:							94.70	
GROWING COMMUNITY MEDI	Computer Check 58985		11/30/2022 Not yet posted		675.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 675.00	675.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7145-M	11/23/2022	Season of Giving	675.00	675.00	01-5204	Promotions	675.00	<No Project>
Totals:							675.00	
IHLS-OCLC	Computer Check 58956		11/22/2022 Posted		66.56 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 66.56	66.56 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
27359	11/18/2022	IFM Debits/Admin F	66.56	66.56	01-5264	ILL Payments	66.56	<No Project>
Totals:							66.56	
INTERIOR GARDEN SERVICES, I	Computer Check 58882		11/01/2022 Posted		290.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 290.00	290.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
041149	11/01/2022	PLANT RENTAL MAI	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>
Totals:							290.00	
INTRINSIC LANDSCAPING, INC	Computer Check 58927		11/16/2022 Posted		392.40 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 392.40	392.40 0.00

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22-0662	11/10/2022	GREEN ROOF MAIN	392.40	392.40	01-5692	Repair & Maintenance Prop.	392.40	<No Project>
Totals:							392.40	
J.C. LICHT, LLC	Computer Check 58897		11/09/2022 11/09/2022 Posted		932.20 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 932.20	932.20 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
02157950	11/02/2022	Paint and Supplies -	932.20	932.20	01-5682	Building Materials & Supplies	932.20	<No Project>
Totals:							932.20	
JENNIFER JACKSON	Computer Check 58898		11/09/2022 11/09/2022 Posted		222.27 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 222.27	222.27 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5090	08/12/2022	CE PROGRAMMING	38.47	38.47	01-5249	Community Engagement	38.47	<No Project>
Totals:							38.47	
IR-5111	08/30/2022	Adult Programming	91.75	91.75	01-5247	Adult Programming	91.75	<No Project>
Totals:							91.75	
IR-5089	10/02/2022	CE PROGRAMMING	92.05	92.05	01-5249	Community Engagement	92.05	<No Project>
Totals:							92.05	
STEPHEN JACKSON	Computer Check 58975		11/29/2022 11/29/2022 Not yet posted		103.50 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 103.50	103.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5222	11/16/2022	DIRECTORS SUMMI	103.50	103.50	01-5163	Staff Development/Travel	103.50	<No Project>
Totals:							103.50	
JOSEPH G JAVIER	Computer Check 58899		11/09/2022 11/09/2022 Posted		58.90 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 58.90	58.90 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5139	10/11/2022	Adult Programming	58.90	58.90	01-5247	Adult Programming	58.90	<No Project>
Totals:							58.90	
JULIANNE FARRELL	Computer Check 58957		11/22/2022 11/22/2022 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
2022-99-00161	11/15/2022	Staff Engagement D	150.00	150.00	01-5163	Staff Development/Travel	150.00	<No Project>
Totals:							150.00	

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KAHLIDA HIMES	Computer Check 58900	11/09/2022	11/09/2022 Posted	250.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 250.00	250.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00150	10/31/2022	Social Worker/Prese	250.00	250.00	01-5244	Young Adult Programming	250.00	<No Project>
Totals:							250.00	
KANOPY, INC.	Computer Check 58901	11/09/2022	11/09/2022 Posted	3,249.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,249.00	3,249.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
321371 – PPU	10/31/2022	Digital Content Stre	3,249.00	3,249.00	01-5891	Digital content	3,249.00	<No Project>
Totals:							3,249.00	
KENCO LABEL & TAG CO. LLC	Computer Check 58986	11/30/2022	11/30/2022 Not yet posted	614.69	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 614.69	614.69 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0528147	11/22/2022	Processing Supplies	614.69	614.69	01-5742	Supplies	614.69	<No Project>
Totals:							614.69	
KINGA LIPINSKA	Computer Check 58958	11/22/2022	11/22/2022 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
2022-99-00163	11/18/2022	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
Totals:							150.00	
KOIOS, LLC	Computer Check 58959	11/22/2022	11/22/2022 Posted	7,537.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,537.00	7,537.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1224	11/06/2022	KOIOS ADS - TIER 7	7,537.00	7,537.00	01-5936	Subscriptions and services	7,537.00	<No Project>
Totals:							7,537.00	
JODI KOLO	Computer Check 58960	11/22/2022	11/22/2022 Posted	51.68	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 51.68	51.68 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5174	09/15/2022	Staff photos for Libr	51.68	51.68	01-5742	Supplies	51.68	<No Project>
Totals:							51.68	
KRISTYN SLICK	Computer Check	11/30/2022	11/30/2022	450.00	01-1053	Byline Bank Checking	0.00	450.00

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	58987		Not yet posted		01-2060	Accounts Payable	450.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-0057	05/05/2022	Adult Programming	450.00	450.00	01-5247	Adult Programming	450.00	<No Project>
<i>Totals:</i>							450.00	
LAKESHORE RECYCLING SYSTE	Computer Check	11/22/2022	11/22/2022	466.27	01-1053	Byline Bank Checking	0.00	466.27
	58961		Posted		01-2060	Accounts Payable	466.27	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0005145511	10/31/2022	Trash/Recycling - M	466.27	466.27	01-5688	Sewer/Garbage	466.27	<No Project>
<i>Totals:</i>							466.27	
MARGOT MCMAHON	Computer Check	11/09/2022	11/09/2022	250.00	01-1053	Byline Bank Checking	0.00	250.00
	58902		Posted		01-2060	Accounts Payable	250.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00113	09/08/2022	Adult Programming	250.00	250.00	01-5247	Adult Programming	250.00	<No Project>
<i>Totals:</i>							250.00	
MCADAM LANDSCAPING, INC.	Computer Check	11/16/2022	11/16/2022	476.00	01-1053	Byline Bank Checking	0.00	476.00
	58928		Posted		01-2060	Accounts Payable	476.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
87202	11/04/2022	Landscaping Mainte	476.00	476.00	01-5681	Landscaping and snow remo	476.00	<No Project>
<i>Totals:</i>							476.00	
MICROBRIC, LLC	Computer Check	11/22/2022	11/22/2022	799.00	01-1053	Byline Bank Checking	0.00	799.00
	58962		Posted		01-2060	Accounts Payable	799.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-1155	11/16/2022	Edison Robots - 20 I	799.00	799.00	01-5452	Grant Expenses	799.00	TGIRL
<i>Totals:</i>							799.00	
MIDWEST TAPE, LLC	Computer Check	11/09/2022	11/09/2022	21,876.51	01-1053	Byline Bank Checking	0.00	21,876.51
	58903		Posted		01-2060	Accounts Payable	21,876.51	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
502874895	10/26/2022	Music CDs	28.53	28.53	01-5890	Audio and video materials	28.53	<No Project>
<i>Totals:</i>							28.53	
502874899	10/26/2022	Audiobook	50.84	50.84	01-5890	Audio and video materials	50.84	<No Project>
<i>Totals:</i>							50.84	
502878341	10/26/2022	DVDs	88.60	88.60	01-5890	Audio and video materials	88.60	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
						Totals:	88.60	
502878340	10/26/2022	DVDs	150.84	150.84	01-5890	Audio and video materials	150.84	<No Project>
						Totals:	150.84	
502874898	10/26/2022	DVDs	353.48	353.48	01-5890	Audio and video materials	353.48	<No Project>
						Totals:	353.48	
502874894	10/26/2022	Audiobooks	391.52	391.52	01-5890	Audio and video materials	391.52	<No Project>
						Totals:	391.52	
502874897	10/26/2022	DVDs	919.28	919.28	01-5890	Audio and video materials	919.28	<No Project>
						Totals:	919.28	
502900835	10/31/2022	Digital Streaming Co	18,012.12	18,012.12	01-5891	Digital content	18,012.12	<No Project>
						Totals:	18,012.12	
502915785	11/03/2022	DVD	10.14	10.14	01-5890	Audio and video materials	10.14	<No Project>
						Totals:	10.14	
502915782	11/03/2022	Music CDs	40.02	40.02	01-5890	Audio and video materials	40.02	<No Project>
						Totals:	40.02	
502915780	11/03/2022	Audiobooks	92.88	92.88	01-5890	Audio and video materials	92.88	<No Project>
						Totals:	92.88	
502915369	11/03/2022	DVDs	427.43	427.43	01-5890	Audio and video materials	427.43	<No Project>
						Totals:	427.43	
502915784	11/03/2022	DVDs	464.42	464.42	01-5890	Audio and video materials	464.42	<No Project>
						Totals:	464.42	
502915781	11/03/2022	DVDs	774.43	774.43	01-5890	Audio and video materials	774.43	<No Project>
						Totals:	774.43	
502931862	11/07/2022	DVD	12.74	12.74	01-5890	Audio and video materials	12.74	<No Project>
						Totals:	12.74	
502931860	11/07/2022	DVD	59.24	59.24	01-5890	Audio and video materials	59.24	<No Project>
						Totals:	59.24	
MIDWEST TAPE, LLC	Computer Check 58940		11/16/2022 11/16/2022 Posted		1,328.43 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,328.43	1,328.43 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
502946268	11/10/2022	DVDs	47.33	47.33	01-5890	Audio and video materials	47.33	<No Project>
						Totals:	47.33	
502946265	11/10/2022	Music CDs	119.92	119.92	01-5890	Audio and video materials	119.92	<No Project>
						Totals:	119.92	
502946267	11/10/2022	DVDs	163.29	163.29	01-5890	Audio and video materials	163.29	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
						Totals:	163.29	
502946264	11/10/2022	DVDs	240.20	240.20	01-5890	Audio and video materials	240.20	<No Project>
						Totals:	240.20	
502946263	11/10/2022	DVDs	757.69	757.69	01-5890	Audio and video materials	757.69	<No Project>
						Totals:	757.69	
MIDWEST TAPE, LLC	Computer Check 58963		11/22/2022 11/22/2022 Posted		2,086.79 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,086.79	2,086.79 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
502969703	11/16/2022	Music CD	15.24	15.24	01-5890	Audio and video materials	15.24	<No Project>
						Totals:	15.24	
502969707	11/16/2022	DVDs	59.31	59.31	01-5890	Audio and video materials	59.31	<No Project>
						Totals:	59.31	
502969706	11/16/2022	DVDs	200.16	200.16	01-5890	Audio and video materials	200.16	<No Project>
						Totals:	200.16	
502969702	11/16/2022	DVDs	861.84	861.84	01-5890	Audio and video materials	861.84	<No Project>
						Totals:	861.84	
502969705	11/16/2022	DVDs	950.24	950.24	01-5890	Audio and video materials	950.24	<No Project>
						Totals:	950.24	
MIDWEST TAPE, LLC	Computer Check 58988		11/30/2022 11/30/2022 Not yet posted		1,946.26 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,946.26	1,946.26 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503006101	11/23/2022	DVDs	71.66	71.66	01-5890	Audio and video materials	71.66	<No Project>
						Totals:	71.66	
503006096	11/23/2022	Music CDs	74.40	74.40	01-5890	Audio and video materials	74.40	<No Project>
						Totals:	74.40	
503006102	11/23/2022	DVD	153.79	153.79	01-5890	Audio and video materials	153.79	<No Project>
						Totals:	153.79	
503006100	11/23/2022	Audiobooks	192.70	192.70	01-5890	Audio and video materials	192.70	<No Project>
						Totals:	192.70	
503006098	11/23/2022	DVDs	657.44	657.44	01-5890	Audio and video materials	657.44	<No Project>
						Totals:	657.44	
503006099	11/23/2022	DVDs	796.27	796.27	01-5890	Audio and video materials	796.27	<No Project>
						Totals:	796.27	

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NICOR GAS	Computer Check 58904	11/09/2022	11/09/2022 Posted	4,032.62	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,032.62	4,032.62 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5076	11/01/2022	NATURAL GAS FOR	211.08	211.08	01-5690	Natural Gas	211.08	<No Project>
						Totals:	211.08	
IR-5075	11/02/2022	NATURAL GAS FOR	3,821.54	3,821.54	01-5690	Natural Gas	3,821.54	<No Project>
						Totals:	3,821.54	
OLSON'S ACE OAK PARK	Computer Check 58905	11/09/2022	11/09/2022 Posted	14.01	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 14.01	14.01 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3673/4	10/31/2022	Drywall Patch Suppl	14.01	14.01	01-5682	Building Materials & Supplies	14.01	<No Project>
						Totals:	14.01	
OLSON'S ACE OAK PARK	Computer Check 58964	11/22/2022	11/22/2022 Posted	30.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 30.21	30.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3782/4	11/05/2022	Pipe Insulation and	30.21	30.21	01-5682	Building Materials & Supplies	30.21	<No Project>
						Totals:	30.21	
OVERDRIVE, INC.	Computer Check 58906	11/09/2022	11/09/2022 Posted	18,830.64	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 18,830.64	18,830.64 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA22395226	10/31/2022	E-Content	4,347.22	4,347.22	01-5891	Digital content	4,347.22	<No Project>
						Totals:	4,347.22	
01658MA22398072	10/31/2022	E-Content	14,483.42	14,483.42	01-5891	Digital content	14,483.42	<No Project>
						Totals:	14,483.42	
OXFORD UNIVERSITY PRESS	Computer Check 58883	11/01/2022	11/01/2022 Posted	3,791.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,791.21	3,791.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
XI15634615	10/25/2022	Digital Resource Rei	3,791.21	3,791.21	01-5891	Digital content	3,791.21	<No Project>
						Totals:	3,791.21	
PACIFIC TELEMAGEMENT SI	Computer Check 58884	11/01/2022	11/01/2022 Posted	75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2095371	10/20/2022	Pay pphone	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
Totals:							75.00	
PACIFIC TELEMAGEMENT SI	Computer Check	11/22/2022	11/22/2022	75.00	01-1053	Byline Bank Checking	0.00	75.00
58965			Posted		01-2060	Accounts Payable	75.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2096973	11/17/2022	Pay Phone	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
Totals:							75.00	
PAMELA PURDIE	Computer Check	11/16/2022	11/16/2022	1,750.00	01-1053	Byline Bank Checking	0.00	1,750.00
58929			Posted		01-2060	Accounts Payable	1,750.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00160	11/14/2022	FACILITATION OF N	1,750.00	1,750.00	01-5163	Staff Development/Travel	1,750.00	<No Project>
Totals:							1,750.00	
PARK DISTRICT OF OAK PARK	Computer Check	11/22/2022	11/22/2022	1,370.00	01-1053	Byline Bank Checking	0.00	1,370.00
58966			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
20220050	11/17/2022	DOLE RENT DECEMI	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
Totals:							1,370.00	
PAUL GOYETTE PHOTOGRAPH	Computer Check	11/22/2022	11/22/2022	225.00	01-1053	Byline Bank Checking	0.00	225.00
58967			Posted		01-2060	Accounts Payable	225.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5	11/17/2022	1619 Project - Deco	225.00	225.00	01-5204	Promotions	225.00	<No Project>
Totals:							225.00	
PEERLESS NETWORK, INC.	Computer Check	11/22/2022	11/22/2022	39.47	01-1053	Byline Bank Checking	0.00	39.47
58968			Posted		01-2060	Accounts Payable	39.47	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10359	11/01/2022	Grandstream POTS	39.47	39.47	01-5451	Telephone/Communications	39.47	<No Project>
Totals:							39.47	
PITNEY BOWES GLOBAL FINAN	Computer Check	11/09/2022	11/09/2022	322.94	01-1053	Byline Bank Checking	0.00	322.94
58907			Posted		01-2060	Accounts Payable	322.94	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

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Payee	Trans. Type Trans. No.	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
1021420902	08/30/2022	postage tape strips	322.94	322.94	01-5380	Postage & Delivery	322.94	<No Project>
Totals:							322.94	
PITNEY BOWES GLOBAL FINAN	Computer Check	11/30/2022	11/30/2022	452.37	01-1053	Byline Bank Checking	0.00	452.37
58989			Not yet posted		01-2060	Accounts Payable	452.37	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3105812575	11/25/2022	lease payment for n	452.37	452.37	01-5691	Rentals--Equipment & Faciliti	452.37	<No Project>
Totals:							452.37	
PITNEY BOWES-Reserve	Computer Check	11/09/2022	11/09/2022	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
58908			Posted		01-2060	Accounts Payable	1,500.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5125	11/09/2022	REFILL POSTAGE M	1,500.00	1,500.00	01-5380	Postage & Delivery	1,500.00	<No Project>
Totals:							1,500.00	
PROARC ELECTRICAL CONSTRI	Computer Check	11/09/2022	11/09/2022	17,147.00	01-1053	Byline Bank Checking	0.00	17,147.00
58909			Posted		01-2060	Accounts Payable	17,147.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
110700PMSA	10/26/2022	Middle School Work	1,618.00	1,618.00	01-5950	Building Improvements	1,618.00	<No Project>
Totals:							1,618.00	
110690PMSA	10/26/2022	Middle School Area	15,529.00	15,529.00	01-5950	Building Improvements	15,529.00	<No Project>
Totals:							15,529.00	
RAILS	Computer Check	11/09/2022	11/09/2022	1,567.50	01-1053	Byline Bank Checking	0.00	1,567.50
58910			Posted		01-2060	Accounts Payable	1,567.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9991	11/03/2022	BiblioBoard Library	1,567.50	1,567.50	01-5891	Digital content	1,567.50	<No Project>
Totals:							1,567.50	
RAILS	Computer Check	11/22/2022	11/22/2022	2,300.00	01-1053	Byline Bank Checking	0.00	2,300.00
58969			Posted		01-2060	Accounts Payable	2,300.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10178	11/08/2022	Friends of the Librar	2,300.00	2,300.00	01-5247	Adult Programming	2,300.00	<No Project>
10178	11/08/2022	Friends of the Librar	2,300.00	2,300.00	01-5247	Adult Programming	2,300.00	FOPPL
Totals:							2,300.00	
REGIONS BANK	Bank Draft	11/17/2022	11/17/2022	19,748.66	01-1053	Byline Bank Checking	0.00	19,748.66

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	38		Posted		01-2060	Accounts Payable	19,748.66	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022076	10/31/2022	REGIONS BANK PER	19,748.66	19,748.66	01-2067	Purchase Cards - P Cards	19,748.66	<No Project>
<i>Totals:</i>							19,748.66	
STEPHEN ROBINET	Computer Check	11/16/2022	11/16/2022	238.85	01-1053	Byline Bank Checking	0.00	238.85
	58930		Posted		01-2060	Accounts Payable	238.85	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022074	11/15/2022	WAGES & SALARIES	238.85	238.85	01-5001	Wages & Salaries	238.85	<No Project>
<i>Totals:</i>							238.85	
STEPHEN ROBINET	Computer Check	11/30/2022	11/30/2022	184.81	01-1053	Byline Bank Checking	0.00	184.81
	58990		Not yet posted		01-2060	Accounts Payable	184.81	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022078	11/30/2022	WAGES & SALARIES	184.81	184.81	01-5001	Wages & Salaries	184.81	<No Project>
<i>Totals:</i>							184.81	
RUTH WYAND CREIGHTON	Computer Check	11/16/2022	11/16/2022	400.00	01-1053	Byline Bank Checking	0.00	400.00
	58931		Posted		01-2060	Accounts Payable	400.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00107	08/19/2022	Adult Programming	400.00	400.00	01-5247	Adult Programming	400.00	FR-FOLK
<i>Totals:</i>							400.00	
SIMON R GUTIERREZ	Computer Check	11/16/2022	11/16/2022	100.00	01-1053	Byline Bank Checking	0.00	100.00
	58941		Posted		01-2060	Accounts Payable	100.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00158	11/10/2022	Emcee for Open Mik	100.00	100.00	01-5244	Young Adult Programming	100.00	<No Project>
<i>Totals:</i>							100.00	
GINGER SLADE	Computer Check	11/09/2022	11/09/2022	11.08	01-1053	Byline Bank Checking	0.00	11.08
	58911		Posted		01-2060	Accounts Payable	11.08	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5016	08/23/2022	Reimbursement	11.08	11.08	01-5742	Supplies	11.08	<No Project>
<i>Totals:</i>							11.08	
SLOWFIRE LLC	Computer Check	11/30/2022	11/30/2022	820.00	01-1053	Byline Bank Checking	0.00	820.00
	58991		Not yet posted		01-2060	Accounts Payable	820.00	0.00

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 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
2022-99-00127	10/03/2022	Adult Programming	820.00	820.00	01-5247	Adult Programming	820.00	<No Project>
<i>Totals:</i>							820.00	
SOUTHLAND PRINTING CO	Computer Check 58912		11/09/2022 Posted		2,122.52 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,122.52	2,122.52 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
867973	10/14/2022	Printed Parking Gati	2,122.52	2,122.52	01-5689	Parking lot expense	2,122.52	<No Project>
<i>Totals:</i>							2,122.52	
SUGAR BEET SCHOOLHOUSE	Computer Check 58932		11/16/2022 Posted		350.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 350.00	350.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00152	11/03/2022	STAFF DEVELOPMEI	350.00	350.00	01-5163	Staff Development/Travel	350.00	<No Project>
<i>Totals:</i>							350.00	
T-MOBILE	Computer Check 58913		11/09/2022 Posted		2,494.80 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,494.80	2,494.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-202210	10/24/2022	Devices	2,494.80	2,494.80	01-5893	Devices	2,494.80	<No Project>
<i>Totals:</i>							2,494.80	
THE BOOK TABLE	Computer Check 58933		11/16/2022 Posted		81.52 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 81.52	81.52 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
000492-1	11/04/2022	Realia (Books for Cc	81.52	81.52	01-5894	Realia and other formats	81.52	<No Project>
<i>Totals:</i>							81.52	
THE OMEYOCAN DANCE COM	Computer Check 58886		11/07/2022 Posted		600.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 600.00	600.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00142	10/18/2022	CE PROGRAM - DAI	600.00	600.00	01-5249	Community Engagement	600.00	<No Project>
<i>Totals:</i>							600.00	
THE UNIV. OF CHICAGO/BLACI	Computer Check 58914		11/09/2022 Posted		2,000.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,000.00	2,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 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
OPPL2022	07/08/2022	1 Renewal Of Annua	2,000.00	2,000.00	01-5162	Dues	2,000.00	<No Project>
Totals:							2,000.00	
TSAI FONG BOOKS	Computer Check 58915		11/09/2022 11/09/2022 Posted	70.59	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 70.59	70.59 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13672	10/26/2022	World Language Bo	70.59	70.59	01-5840	Print materials	70.59	<No Project>
Totals:							70.59	
UNIVERSAL BACKGROUND SCI	Computer Check 58916		11/09/2022 11/09/2022 Posted	56.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 56.00	56.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
202210023375	10/31/2022	Employment/Refere	56.00	56.00	01-5199	Recruitment	56.00	<No Project>
Totals:							56.00	
URBAN LIBRARIES COUNCIL	Computer Check 58934		11/16/2022 11/16/2022 Posted	9,000.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,000.00	9,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4066	11/14/2022	ULC Membership Di	9,000.00	9,000.00	01-5162	Dues	9,000.00	<No Project>
Totals:							9,000.00	
VANLEY ROEBUCK	Computer Check 58973		11/22/2022 11/22/2022 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
2022-99-00162	11/17/2022	Honorarium	150.00	150.00	01-5163	Staff Development/Travel	150.00	<No Project>
Totals:							150.00	
AMELIA VARGAS	Computer Check 58885		11/01/2022 11/01/2022 Posted	91.65	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 91.65	91.65 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5002	10/28/2022	Staff Dev - A. Varga	91.65	91.65	01-5163	Staff Development/Travel	91.65	<No Project>
Totals:							91.65	
VIDEO AND SOUND SERVICE, I	Computer Check 58970		11/22/2022 11/22/2022 Posted	6,206.98	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,206.98	6,206.98 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 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
97448	11/16/2022	New Camera Install	6,206.98	6,206.98	01-5692	Repair & Maintenance Prop.	6,206.98	<No Project>
Totals:							6,206.98	
VILLAGE OF OAK PARK	Computer Check 58935		11/16/2022 Posted		23,425.96 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23,425.96	23,425.96 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022073	11/15/2022	PAYROLL; VOL DED;	23,425.96	23,425.96	01-5160	IMRF (Illinois Muncipal Retire	23,425.96	<No Project>
Totals:							23,425.96	
VILLAGE OF OAK PARK	Computer Check 58971		11/22/2022 Posted		1,317.25 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,317.25	1,317.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5258	11/18/2022	MAIN WATER/SEWE	207.00	207.00	01-5687	Water	160.70	<No Project>
IR-5258	11/18/2022	MAIN WATER/SEWE	207.00	207.00	01-5688	Sewer/Garbage	46.30	<No Project>
Totals:							207.00	
IR-5257	11/18/2022	MAIN WATER/SEWE	1,110.25	1,110.25	01-5687	Water	860.40	<No Project>
IR-5257	11/18/2022	MAIN WATER/SEWE	1,110.25	1,110.25	01-5688	Sewer/Garbage	249.85	<No Project>
Totals:							1,110.25	
VILLAGE OF OAK PARK	Computer Check 58972		11/22/2022 Posted		128.99 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 128.99	128.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22-0004795	11/08/2022	Fuel	128.99	128.99	01-5680	Fuels & Lubricants	128.99	<No Project>
Totals:							128.99	
VILLAGE OF OAK PARK	Computer Check 58992		11/30/2022 Not yet posted		23,497.35 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23,497.35	23,497.35 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
022077	11/30/2022	PAYROLL; VOL DED;	23,497.35	23,497.35	01-5160	IMRF (Illinois Muncipal Retire	23,497.35	<No Project>
Totals:							23,497.35	
VISUAL IMPACT, LLC	Computer Check 58917		11/09/2022 Posted		1,000.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,000.00	1,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
16733	11/09/2022	Branding vinyls - Ide	1,000.00	1,000.00	01-5204	Promotions	1,000.00	<No Project>
Totals:							1,000.00	

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
WAREHOUSE DIRECT	Computer Check 58918	11/09/2022	11/09/2022 Posted	2,168.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,168.60	2,168.60 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5367718-0	11/08/2022	Paper	2,168.60	2,168.60	01-5742	Supplies	2,168.60	<No Project>
<i>Totals:</i>							2,168.60	
COLLEEN K. WHITE	Computer Check 58919	11/09/2022	11/09/2022 Posted	67.19	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 67.19	67.19 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5115	08/19/2022	Mileage/Parking Sta	67.19	67.19	01-5165	Mileage & Miscellaneous reir	67.19	<No Project>
<i>Totals:</i>							67.19	
XIOMARA GRACHAN	Computer Check 58942	11/16/2022	11/16/2022 Posted	100.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 100.00	100.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00159	11/10/2022	Emcee for the "Mor	100.00	100.00	01-5244	Young Adult Programming	100.00	<No Project>
<i>Totals:</i>							100.00	
Grand Totals:				320,408.53			320,408.53	320,408.53
A total of 117 payment(s) listed								

Oak Park Public Library

Cash Disbursement Journals

NOVEMBER 2022- BYLINE

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	320,408.53
01-2060	Accounts Payable	320,408.53	320,408.53
01-2066	Amex Accounts	951.41	0.00
01-2067	Purchase Cards - P Cards	19,748.66	0.00
01-5001	Wages & Salaries	423.66	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	46,923.31	0.00
01-5162	Dues	11,500.00	0.00
01-5163	Staff Development/Travel	2,912.34	0.00
01-5165	Mileage & Miscellaneous reimbursemen	138.94	0.00
01-5199	Recruitment	56.00	0.00
01-5204	Promotions	4,887.00	0.00
01-5240	Children's Programming	1,258.01	0.00
01-5244	Young Adult Programming	872.79	0.00
01-5247	Adult Programming	5,830.65	0.00
01-5249	Community Engagement	730.52	0.00
01-5264	ILL Payments	116.56	0.00
01-5275	Consulting Services - Admin	5,965.00	0.00
01-5380	Postage & Delivery	1,899.94	0.00
01-5451	Telephone/Communications	219.10	0.00
01-5452	Grant Expenses	1,199.00	0.00
01-5680	Fuels & Lubricants	128.99	0.00
01-5681	Landscaping and snow removal services	476.00	0.00
01-5682	Building Materials & Supplies	1,208.42	0.00
01-5684	Cleaning & Housekeeping Supplies	301.58	0.00
01-5686	Custodial Services	16,316.53	0.00
01-5687	Water	1,021.10	0.00
01-5688	Sewer/Garbage	762.42	0.00
01-5689	Parking lot expense	5,157.02	0.00
01-5690	Natural Gas	4,032.62	0.00
01-5691	Rentals--Equipment & Facilities	1,822.37	0.00
01-5692	Repair & Maintenance Prop. & Equip.	24,263.78	0.00
01-5742	Supplies	5,997.66	0.00
01-5840	Print materials	24,798.64	0.00
01-5890	Audio and video materials	9,271.30	0.00
01-5891	Digital content	53,350.47	0.00
01-5893	Devices	2,494.80	0.00
01-5894	Realia and other formats	260.97	0.00
01-5895	Archival collection	8,750.00	0.00

Oak Park Public Library
Cash Disbursement Journals
NOVEMBER 2022- BYLINE

01-5920	Facilities Equipment	320.89	0.00
01-5930	Furnishings	7,101.00	0.00
01-5936	Subscriptions and services	7,537.00	0.00
01-5937	Equipment and supplies	541.18	0.00
01-5941	Technology Projects and Equipment	8,898.65	0.00
01-5950	Building Improvements	29,962.25	0.00

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

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		11/30/2022	CIRCULATION CREDITS,	\$ -	-
Cash Management Deposit		11/30/2022	RENTALS, LIBRARY SPACES	\$ 48.25	
Cash Management Deposit		11/30/2022	PARKING CREDITS	\$ 1,165.00	
Cash Management Deposit		11/30/2022	DAILY DEPOSITS	\$ 3,465.63	
Cash Management Deposit		11/30/2022	INTEREST ON ACCOUNT	\$ 46.08	
				\$ 4,724.96	-
Cash Management Transfer in		11/30/2022	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$250,000.00	
Cash Management Transfer in		11/30/2022	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$250,000.00	
Cash Management Transfer in		11/30/2022	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$350,000.00	
				\$ 850,000.00	-
Cash Management Payment		11/30/2022	ACH (FLEX ACCTS),	\$ -	(2,775.86)
Cash Management Payment		11/30/2022	ADMIN FEES, DISCOVERY BENEFITS,	\$ -	(182.75)
Cash Management Payment		11/30/2022	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	(105,057.20)
				\$ -	(108,015.81)
Cash Management Payment		11/30/2022	MERCHANT ACCT & BANK FEES	\$ -	(372.22)
				\$ -	(372.22)
Cash Management Payment		11/30/2022	PAYROLL; PAYDATE 11/15/2022	\$ -	(\$234,356.03)
Cash Management Payment		11/30/2022	PAYROLL; PAYDATE 11/30/2022	\$ -	(\$229,627.10)
Cash Management Payment		11/30/2022	PAYROLL; ICMA PAYROLL DEDUCTION DEBITS	\$ -	(4,365.56)
				\$ -	(468,348.69)

Summary by Transaction Type

(+) Deposits by Transaction Type:

Cash Receipts: \$ 4,724.96
Transfers In/Out \$ 850,000.00

Total Deposits: \$ 854,724.96

(-) Payments by Transaction Type:

Transfer out \$ -
Benefits: \$ (108,015.81)
Bank Fees: \$ (372.22)
Payroll: \$ (468,348.69)

Total Payments: \$ (576,736.72)

Accounts Payable **(320,408.53)**

Total Summary of Disbursements: \$ (897,145.25)

Total Change In Register Balance: \$ (42,420.29)

OPPL
01/24/2023

RESOLUTION ON DISBURSEMENTS, NOVEMBER 2022

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF NOVEMBER 2022 IN THE TOTAL AMOUNT OF \$897,145.25 AS DETAILED IN THE CASH DISBURSEMENTS JOURNAL AND GENERAL LEDGER, AND SUMMARIZED WITH ADJUSTMENTS FOR CREDITS IN THE STATEMENT OF INCOME AND EXPENSE FOR THAT MONTH BE RATIFIED, CONFIRMED, AND APPROVED.

Oak Park Public Library – Financial Report Summary

As of December 31, 2022
(100% of the year complete)

Operating cash available:

Byline Checking -	\$367,329.62
* Outstanding payments -	\$(86,670.57)
* Adjustment for Voided Ck -	\$(5910.00)
Byline Analysis -	\$25,000.00
Byline Promontory -	\$459,541.36
Forest Park Natl Bank -	\$528,412.91
US Bank Money Mkt -	\$202,485.72
Illinois Funds Invest -	\$3,413,432.45

Ending Operating cash available: **\$4,903,621.49**

Art Fund: **\$2,760.87**

REVENUE

The library received \$2,131,773 from property taxes in December. This is 77% of expected tax revenues from 2021 property taxes. (An additional \$2,278,653 was received in January 2023). This provides funds to operate as normal through May 2023 without additional revenue. Management will monitor information regarding any further delays in tax installment dates or property tax distributions in 2023.

Additional \$33,570 was received from Corp Property Replacement Tax, bringing this line of revenue above expected levels to 419%, or \$398,354 above budgeted level for FY2022.

Gifts From FOPPL shows a negative amount of \$4,520. This was an adjustment to reclassify funds to deferred revenue. These funds will be applied to FY2023 revenue in this account line.

TOTAL REVENUE YTD: 84%

EXPENSES

Total November 2022 disbursements: **\$887,783.10**

Expenditure levels as of December 31, 2022 were below target for the year. Total expenditures were 93% of budgeted levels. As some final payments are made in January 2023 for FY2022,

the variance will be reduced but is still expected to remain under budget for FY2022. This is due to deferred or rejected projects and various cost savings in areas such as lower than expected wages & salaries and travel expenses.

Futurity 19, INC was paid \$16,600 for tuckpointing at the Maze branch. This work was completed to address leaks as well as preventative maintenance.

Library Furniture International was paid \$9,898 for new furniture for the Middle School space on the second floor of the Main branch.

Account line / group expenditure levels by percentage:

People:

Compensation -	96%
Talent Development -	81%
Total People -	96%

Support Services:

Marketing -	96%
Collections -	108%
Administration -	103%
Other Support Srvcs -	92%
Total Support Servs -	101%

Library Materials:

Total Library Materials -	96%
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Facilities Management:

Facilities Supplies -	57%
Facilities Services -	103%
Total Facilities Mgmt -	99%

Public Services:

Programming -	95%
Digital Services -	90%
Total Public Services -	91%

TOTAL OPERATING EXPENSES:	96%
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TOTAL CAPITAL AND OUTSIDE SUPPORT:	50%
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Prepared by Jeremy Andrykowski - January 17, 2023

Oak Park Public Library

Bank Reconciliation Report

BYLINE CHECKING DECEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 11/30/2022:			\$360,175.76
Add: Cleared deposits:			\$14,353.74
Add: Cleared deposit adjustments:			\$884,432.09
Subtract: Cleared payments:			\$305,236.87
Subtract: Cleared payment adjustments:			\$586,395.10
Adjusted bank register balance:			<hr/> \$367,329.62
Bank register ending balance:			\$280,659.05
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$86,670.57
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$367,329.62
Bank statement ending balance 12/31/2022:			<hr/> \$367,329.62
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	20	\$898,785.83	
All Cleared Payments:	117	\$891,631.97	

Oak Park Public Library

Bank Reconciliation Report

BYLINE CHECKING DECEMBER 2022

Cash accounts tied to this Bank account:

01-1053	Byline Bank Checking x3401	\$274,749.05
40-1053	Community Bank x3401 (DONOT USE)	\$0.00
30-1053	Community Bank cash-checking	\$0.00
50-1053	Byline Bank cash-checking x3401	\$0.00

Cash account(s) ending balance 12/31/2022:

\$274,749.05

Add: Cleared not yet posted deposits:	\$0.00
Add: Cleared not yet posted deposit adjustments:	\$0.00
Subtract: Cleared not yet posted payments:	\$0.00
Subtract: Cleared not yet posted payment adjustments:	\$0.00

Adjusted Cash account(s) balance:

\$274,749.05

Bank statement ending balance 12/31/2022:

\$367,329.62

Add: Outstanding posted deposits:	\$0.00
Add: Outstanding posted deposit adjustments:	\$0.00
Subtract: Outstanding posted payments:	\$86,670.57
Subtract: Outstanding posted payment adjustments:	\$0.00
Subtract: Posted payments voided after statement end date:	\$5,910.00

Adjusted Bank statement balance:

\$274,749.05

Out of balance by:

\$0.00

Oak Park Public Library

General Ledger Report

Byline Bank Analysis Checking -December 2022

Date	Trans.	Journal	Reference	Debit Amount	Credit	Balance	Project ID
01-1055							
Account: 01-1055 (Byline Bank Analysis Checking x3415)							
12/01/2022			<i>Account Beginning Balance</i>			25,000.00	
12/05/2022	7658-1	Journal Entry	TRANSFER TO BYLINE 3401 AP / PAYROLL		200,000.00		
12/05/2022	7663-2	Journal Entry	TRANS FROM MMA (PROMONTORY) ACCT	200,000.00			
12/08/2022	7677-1	Journal Entry	TRANSFER FROM INVESTMENT COVER ACC	1,000,000.00			
12/08/2022	7677-3	Journal Entry	TRANSFER TO MMA		1,000,000.00		
12/12/2022	7673-1	Journal Entry	TRANSF FUND TO COVER MAZE EXP 2009-	27,353.94			
12/12/2022	7673-4	Journal Entry	TRANSF FUND TO COVER MAZE EXP 2009-		27,353.94		
12/14/2022	7691-2	Journal Entry	PPRT TAX FROM VOP, 12/2022	33,570.76			
12/14/2022	7691-3	Journal Entry	PPRT TAX FROM VOP, 12/2022		33,570.76		
12/15/2022	7693-1	Journal Entry	TRANSFER TO BYLINE 3401 AP		400,000.00		
12/15/2022	7694-2	Journal Entry	TRANS FROM MMA (PROMONTORY) ACCT	400,000.00			
12/23/2022	7711-1	Journal Entry	TRANSFER TO BYLINE 3401 AP / PAYROLL		250,000.00		
12/23/2022	7712-2	Journal Entry	TRANS FROM MMA (PROMONTORY) ACCT	250,000.00			
				1,910,924.70	1,910,924.70		
12/31/2022			<i>Account Net Change</i>			0.00	
12/31/2022			<i>Account Ending Balance</i>			25,000.00	

Oak Park Public Library

Bank Reconciliation Report

BYLINE MMA DECEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 11/30/2022:			\$275,706.66
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1,033,834.70
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$850,000.00
Adjusted bank register balance:			<hr/> \$459,541.36
Bank register ending balance:			\$459,541.36
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$459,541.36
Bank statement ending balance 12/31/2022:			<hr/> \$459,541.36
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	3	\$1,033,834.70	
All Cleared Payments:	3	\$850,000.00	

Oak Park Public Library
Bank Reconciliation Report
BYLINE MM DECEMBER 2022

Cash accounts tied to this Bank account:

01-1058 BYLINE BANK MMA 001

\$459,541.36

Cash account(s) ending balance 12/31/2022:

\$459,541.36

Add: Cleared not yet posted deposits:

\$0.00

Add: Cleared not yet posted deposit adjustments:

\$0.00

Subtract: Cleared not yet posted payments:

\$0.00

Subtract: Cleared not yet posted payment adjustments:

\$0.00

Adjusted Cash account(s) balance:

\$459,541.36

Bank statement ending balance 12/31/2022:

\$459,541.36

Add: Outstanding posted deposits:

\$0.00

Add: Outstanding posted deposit adjustments:

\$0.00

Subtract: Outstanding posted payments:

\$0.00

Subtract: Outstanding posted payment adjustments:

\$0.00

Subtract: Posted payments voided after statement end date:

\$0.00

Adjusted Bank statement balance:

\$459,541.36

Out of balance by:

\$0.00

Oak Park Public Library

Bank Reconciliation Report

FOREST PARK MM DECEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 11/30/2022:			\$527,740.59
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$672.32
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$528,412.91
Bank register ending balance:			\$528,412.91
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/> \$528,412.91
Bank statement ending balance 12/31/2022:			<hr/> \$528,412.91
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$672.32	
All Cleared Payments:	0	\$0.00	

Oak Park Public Library

Bank Reconciliation Report

FOREST PARK MM DECEMBER 2022

Cash accounts tied to this Bank account:

	01-1057 Forest Park National Bank & Trust Money Market	\$528,412.91
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Cash account(s) ending balance 12/31/2022:

\$528,412.91

Add: Cleared not yet posted deposits:

\$0.00

Add: Cleared not yet posted deposit adjustments:

\$0.00

Subtract: Cleared not yet posted payments:

\$0.00

Subtract: Cleared not yet posted payment adjustments:

\$0.00

Adjusted Cash account(s) balance:

\$528,412.91

Bank statement ending balance 12/31/2022:

\$528,412.91

Add: Outstanding posted deposits:

\$0.00

Add: Outstanding posted deposit adjustments:

\$0.00

Subtract: Outstanding posted payments:

\$0.00

Subtract: Outstanding posted payment adjustments:

\$0.00

Subtract: Posted payments voided after statement end date:

\$0.00

Adjusted Bank statement balance:

\$528,412.91

Out of balance by:

\$0.00

Oak Park Public Library

Bank Reconciliation Report

US BANK MM DECEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 11/30/2022:			\$202,484.01
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1.71
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			\$202,485.72
Bank register ending balance:			\$202,485.72
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:			\$202,485.72
Bank statement ending balance 12/31/2022:			\$202,485.72
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$1.71	
All Cleared Payments:	0	\$0.00	

Oak Park Public Library
Bank Reconciliation Report
US BANK MM DECEMBER 2022

Cash accounts tied to this Bank account:

01-1054 US Bank Money Market Savings

\$202,485.72

Cash account(s) ending balance 12/31/2022:

\$202,485.72

Add: Cleared not yet posted deposits:

\$0.00

Add: Cleared not yet posted deposit adjustments:

\$0.00

Subtract: Cleared not yet posted payments:

\$0.00

Subtract: Cleared not yet posted payment adjustments:

\$0.00

Adjusted Cash account(s) balance:

\$202,485.72

Bank statement ending balance 12/31/2022:

\$202,485.72

Add: Outstanding posted deposits:

\$0.00

Add: Outstanding posted deposit adjustments:

\$0.00

Subtract: Outstanding posted payments:

\$0.00

Subtract: Outstanding posted payment adjustments:

\$0.00

Subtract: Posted payments voided after statement end date:

\$0.00

Adjusted Bank statement balance:

\$202,485.72

Out of balance by:

\$0.00

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS FUNDS -INVMTS DECEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 11/30/2022:			\$2,302,340.98
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$2,220,507.23
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,109,415.76
Adjusted bank register balance:			<hr/> \$3,413,432.45
Bank register ending balance:			\$3,413,432.45
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/> \$3,413,432.45
Bank statement ending balance 12/31/2022:			<hr/> \$3,413,432.45
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	12	\$2,220,507.23	
All Cleared Payments:	5	\$1,109,415.76	

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS TRUST FUND INVESTMENT DECEMBER 2022

Cash accounts tied to this Bank account:

01-1452	01-1452 Illinois Funds -Invmts USBank X 1385	\$3,413,432.45
30-1452	30-1452 Investments	\$0.00
40-1452	40-1452 Investments	\$0.00

Cash account(s) ending balance 12/31/2022:	\$3,413,432.45
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Add: Cleared not yet posted deposits:	\$0.00
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Add: Cleared not yet posted deposit adjustments:	\$0.00
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Subtract: Cleared not yet posted payments:	\$0.00
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Subtract: Cleared not yet posted payment adjustments:	\$0.00
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Adjusted Cash account(s) balance:	\$3,413,432.45
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Bank statement ending balance 12/31/2022:	\$3,413,432.45
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Add: Outstanding posted deposits:	\$0.00
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Add: Outstanding posted deposit adjustments:	\$0.00
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Subtract: Outstanding posted payments:	\$0.00
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Subtract: Outstanding posted payment adjustments:	\$0.00
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Subtract: Posted payments voided after statement end date:	\$0.00
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Adjusted Bank statement balance:	\$3,413,432.45
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Out of balance by:	\$0.00
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Oak Park Public Library

Bank Reconciliation Report

ART FUND INVESTEMENT DECEMBER 2022

Reconciliation of Register to Statement

Bank register cleared beginning balance 11/30/2022:				\$2,751.67
Add: Cleared deposits:				\$0.00
Add: Cleared deposit adjustments:				\$9.20
Subtract: Cleared payments:				\$0.00
Subtract: Cleared payment adjustments:				\$0.00
Adjusted bank register balance:				<hr/> \$2,760.87
Bank register ending balance:				\$2,760.87
Subtract: Outstanding deposits:				\$0.00
Subtract: Outstanding deposit adjustments:				\$0.00
Add: Outstanding payments:				\$0.00
Add: Outstanding payment adjustments:				\$0.00
Adjusted bank register balance:				<hr/> \$2,760.87
Bank statement ending balance 12/31/2022:				<hr/> \$2,760.87
Out of balance by:				\$0.00
Summary Count and Amount for Deposits and Payments				
All Cleared Deposits:	1	\$9.20		
All Cleared Payments:	0	\$0.00		

Oak Park Public Library
Bank Reconciliation Report
ILL ART FUND DECEMBER 2022

Criteria

Report name: BANK RECONCILIATION REPORT

Include bank account: ILLINOIS FUND - ART

Print source: Last completed reconciliation

Beginning balance: \$2,751.67

Reconcile date: 12/31/2022

Ending balance: \$2,760.87

Oak Park Public Library

Statement of Revenue, Expenditure, Changes in Fund Balance

Period Ending 12/31/2022

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	2,131,772.88	7,504,714.59	9,740,364.00	77.05%
Corp. Property Replacement Tax	33,570.76	523,353.55	125,000.00	418.68%
Services charges and fees	19.85	2,819.23	10,000.00	28.19%
Lost Books Reimbursed/Reciprocal Borrow	1,259.49	6,442.84	0.00	0.00%
Rentals-Library Space	300.00	2,924.05	0.00	0.00%
Vending/Enterprise Income	106.85	774.36	0.00	0.00%
Parking lot revenue	3,061.61	13,478.22	6,000.00	224.64%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00%
Interest	7,668.34	68,738.52	10,000.00	687.39%
Gifts	500.00	3,300.00	0.00	0.00%
Gifts From FOPPL	(4,520.29)	15,179.71	0.00	0.00%
Illinois Per Capita Grant	0.00	80,509.93	0.00	0.00%
Grants	8,252.93	85,839.48	0.00	0.00%
Community Fund Endowments	0.00	0.00	20,400.00	0.00%
Miscellaneous Income	0.00	1,336.40	10,000.00	13.36%
Pass Through Revenue	0.00	0.00	0.00	0.00%
TOTAL REVENUE	2,181,992.42	8,309,410.88	9,921,764.00	83.75%
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	471,122.36	5,476,595.58	5,660,000.00	96.76%
Employee Health Benefits	88,085.22	1,035,619.92	1,095,000.00	94.58%
IMRF (Illinois Muncipal Retirement F	24,938.20	290,097.31	300,000.00	96.70%
FICA/MEDICARE	34,632.53	402,842.56	418,000.00	96.37%
Workers Compensation Insurance	0.00	21,505.00	25,000.00	86.02%
Unemployment Compensation Ins.	169.86	12,513.84	18,000.00	69.52%
Total Compensation	618,948.17	7,239,174.21	7,516,000.00	96.32%
Talent Development				
Dues	(4,808.00)	13,392.67	20,000.00	66.96%
Staff Development/Travel	2,806.23	66,733.74	92,000.00	72.54%
Tuition Reimbursement	0.00	17,070.00	33,000.00	51.73%
Recruitment	0.00	25,460.42	4,200.00	606.20%
Board Development	0.00	300.00	2,000.00	15.00%
Total Talent Development	(2,001.77)	122,956.83	151,200.00	81.32%
TOTAL PEOPLE	616,946.40	7,362,131.04	7,667,200.00	96.02%
SUPPORT SERVICES				
Marketing				
Promotions	1,167.99	18,633.42	24,000.00	77.64%
Publications	0.00	28,808.13	25,500.00	112.97%
Total Marketing Support	1,167.99	47,441.55	49,500.00	95.84%

Oak Park Public Library

Statement of Revenue, Expenditure, Changes in Fund Balance

Period Ending 12/31/2022

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Collections				
ILL Payments	103.30	3,761.72	3,500.00	107.48%
Cataloging/Bib Search Fees	0.00	2,170.87	2,000.00	108.54%
Total Collections Support	103.30	5,932.59	5,500.00	107.87%
Administration				
HRIS and Payroll Processing Fees	1,514.61	22,382.25	25,000.00	89.53%
Mileage & Miscellaneous reimburse	1,812.22	23,077.52	27,000.00	85.47%
Hospitality	39.20	824.05	1,000.00	82.41%
Audit Fees	0.00	8,723.00	10,000.00	87.23%
Unclaimed Property Escheatment to	0.00	0.00	500.00	0.00%
Merchant Account Services	104.23	2,538.35	5,000.00	50.77%
Collection Fees	0.00	0.00	4,000.00	0.00%
Consulting Services - Admin	0.00	67,909.01	75,000.00	90.55%
Intergovernmental Agreements (IGA)	0.00	14,990.75	15,000.00	99.94%
Legal Fees	460.00	33,719.50	20,000.00	168.60%
Postage & Delivery	0.00	8,023.07	5,000.00	160.46%
Insurance	0.00	89,750.00	110,500.00	81.22%
Contingency	0.00	0.00	15,000.00	0.00%
Grant Expenses	2,676.83	63,463.95	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00%
Supplies	7,768.89	89,945.62	98,000.00	91.78%
Total Administration Support	14,375.98	425,347.07	411,000.00	103.49%
Other Support Services				
Telephone/Communications	5,165.32	54,538.22	65,000.00	83.91%
Office & Library Machinery Service	4,287.19	25,860.93	22,800.00	113.43%
Total Other Support Services	9,452.51	80,399.15	87,800.00	91.57%
TOTAL SUPPORT SERVICES	25,099.78	559,120.36	553,800.00	100.96%
LIBRARY MATERIALS				
Print materials	10,507.14	381,415.19	360,000.00	105.95%
Audio and video materials	5,632.68	73,032.48	102,000.00	71.60%
Digital content	37,329.11	567,109.33	584,000.00	97.11%
Devices	2,444.80	30,883.04	39,000.00	79.19%
Realia and other formats	446.65	8,245.74	10,000.00	82.46%
Archival collection	(7,750.00)	4,498.07	12,500.00	35.98%
TOTAL LIBRARY MATERIALS	48,610.38	1,065,183.85	1,107,500.00	96.18%
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	138.65	2,223.73	1,200.00	185.31%
Building Materials & Supplies	3,083.25	14,239.81	10,000.00	142.40%

Oak Park Public Library

Statement of Revenue, Expenditure, Changes in Fund Balance

Period Ending 12/31/2022

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Equipment Parts	0.00	141.03	10,000.00	1.41%
Cleaning & Housekeeping Supplies	516.00	5,054.75	21,420.00	23.60%
Signage	175.00	4,382.94	3,000.00	146.10%
Total Facility Supplies	3,912.90	26,042.26	45,620.00	57.09%
Facilities Services				
Landscaping and snow removal serv	0.00	12,704.00	24,000.00	52.93%
Custodial Services	16,382.53	197,458.16	205,000.00	96.32%
Water	609.80	9,153.36	10,000.00	91.53%
Sewer/Garbage	744.47	11,891.90	13,000.00	91.48%
Parking lot expense	389.00	8,828.03	15,000.00	58.85%
Natural Gas	8,162.81	42,480.38	37,000.00	114.81%
Rentals--Equipment & Facilities	0.00	23,899.48	20,000.00	119.50%
Repair & Maintenance Prop. & Equip	16,607.65	238,095.25	204,000.00	116.71%
Facilities Study/Analysis	0.00	0.00	0.00	0.00%
Total Facilities Services	42,896.26	544,510.56	528,000.00	103.13%
TOTAL FACILITIES MANAGEMENT	46,809.16	570,552.82	573,620.00	99.47%
PUBLIC SERVICES				
Programming				
Children's Programming	2,967.87	19,994.54	18,000.00	111.08%
Young Adult Programming	3,628.07	19,624.02	16,000.00	122.65%
Adult Programming	(272.32)	26,547.90	23,000.00	115.43%
Community Engagement	2,175.92	13,550.44	10,000.00	135.50%
Social Services	240.00	2,580.00	20,000.00	12.90%
Creative Studio	0.00	0.00	0.00	0.00%
Total Programming	8,739.54	82,296.90	87,000.00	94.59%
Digital Services				
Consultant Support Services	0.00	429.10	10,000.00	4.29%
SWAN	0.00	102,126.50	104,677.00	97.56%
Website development/CMS	135.49	2,144.57	3,000.00	71.49%
Subscriptions and services	9,117.66	200,136.35	225,000.00	88.95%
Equipment and supplies	8,407.96	22,918.59	20,000.00	114.59%
Total Digital Services	17,661.11	327,755.11	362,677.00	90.37%
TOTAL PUBLIC SERVICES	26,400.65	410,052.01	449,677.00	91.19%
TOTAL EXPENSES - Operating	763,866.37	9,967,040.08	10,351,797.00	96.28%
EXPENSES - Capital				
Facilities Equipment	0.00	320.89	10,000.00	3.21%
Furnishings	18,091.80	71,521.66	70,000.00	102.17%
Technology Projects and Equipment	0.00	65,045.97	220,000.00	29.57%
Building Improvements	18,036.26	319,327.19	585,000.00	54.59%

Oak Park Public Library

Statement of Revenue, Expenditure, Changes in Fund Balance

Period Ending 12/31/2022

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Special Projects	0.00	300.00	32,000.00	0.94%
TOTAL EXPENSES - Capital	36,128.06	456,515.71	917,000.00	49.78%
BEGINNING FUND BALANCE	0.00	0.00	0.00	0.00%
NET SURPLUS/(DEFICIT)	1,381,997.99	(2,114,144.91)	(1,347,033.00)	156.95%
ENDING FUND BALANCE	1,381,997.99	(2,114,144.91)	(1,347,033.00)	156.95%

Oak Park Public Library

Cash Disbursement Journals

DECEMBER 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
1000BULBS	Computer Check 59021	12/14/2022	12/14/2022 Posted	2,030.36	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,030.36	2,030.36 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
W03447831	12/01/2022	Lamps	2,030.36	2,030.36	01-5682	Building Materials & Supplies	2,030.36	<No Project>
<i>Totals:</i>							2,030.36	
AARON MCMANUS	Computer Check 59022	12/14/2022	12/14/2022 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
2022-99-00177	12/13/2022	CE IDEA BOX COMM	200.00	200.00	01-5249	Community Engagement	200.00	<No Project>
<i>Totals:</i>							200.00	
ALPHA BUILDING MAINTENANCE	Computer Check 59023	12/14/2022	12/14/2022 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
21853 OPPL	12/01/2022	Custodial Services	15,512.21	15,512.21	01-5686	Custodial Services	15,512.21	<No Project>
<i>Totals:</i>							15,512.21	
AMANO MCGANN, INC.	Computer Check 59055	12/22/2022	12/22/2022 Posted	389.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 389.00	389.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SVC323902	12/12/2022	Exit Reader Jam - Repair	389.00	389.00	01-5689	Parking lot expense	389.00	<No Project>
<i>Totals:</i>							389.00	
AMAZON CAPITAL SERVICES	Computer Check 58994	12/08/2022	12/08/2022 Posted	1,257.63	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,257.63	1,257.63 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
17FH-JYC9-17DH	11/16/2022	Beekeeping Supplies	38.02	38.02	01-5742	Supplies	38.02	<No Project>
<i>Totals:</i>							38.02	
13K1-DLH1-YR9V	11/21/2022	Children's Program	49.74	49.74	01-5240	Children's Programming	49.74	<No Project>
<i>Totals:</i>							49.74	
1HKV-KYFY-GM4M	11/22/2022	Children's Program	109.74	109.74	01-5240	Children's Programming	109.74	<No Project>
<i>Totals:</i>							109.74	
19JT-6CTW-QJRN	11/23/2022	Children's Program	602.85	602.85	01-5240	Children's Programming	602.85	<No Project>
<i>Totals:</i>							602.85	
1MLW-F1DH-XT4X	11/25/2022	Office Supplies	49.88	49.88	01-5742	Supplies	49.88	<No Project>
<i>Totals:</i>							49.88	

Oak Park Public Library

Cash Disbursement Journals

DECEMBER 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
199G-J3CH-3F6J	11/27/2022	MHS Services Progr	174.58	174.58	01-5244	Young Adult Programming	174.58	FOPPL
						Totals:	174.58	
1TTK-KMNV-1VHP	12/01/2022	Office Supplies	9.79	9.79	01-5742	Supplies	9.79	<No Project>
						Totals:	9.79	
1XQX-9QRY-19LR	12/01/2022	Book	48.70	48.70	01-5840	Print materials	48.70	<No Project>
						Totals:	48.70	
16NJ-L4CV-4HFF	12/01/2022	Book	42.95	42.95	01-5840	Print materials	42.95	<No Project>
						Totals:	42.95	
1DWQ-4Q4W-V34G	12/04/2022	Books	49.90	49.90	01-5840	Print materials	49.90	<No Project>
						Totals:	49.90	
147C-RRFD-34MQ	12/05/2022	Office Supplies	40.99	40.99	01-5742	Supplies	40.99	<No Project>
						Totals:	40.99	
13VK-FVJW-4D11	12/06/2022	Office Supplies	40.49	40.49	01-5742	Supplies	40.49	<No Project>
						Totals:	40.49	
AMAZON CAPITAL SERVICES	Computer Check	12/14/2022	12/14/2022	2,392.37	01-1053	Byline Bank Checking	0.00	2,392.37
	59024		Posted		01-2060	Accounts Payable	2,392.37	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1WMJ-VWRM-XWD	11/27/2022	Library Van - Vapor	40.31	40.31	01-5692	Repair & Maintenance Prop.	40.31	<No Project>
						Totals:	40.31	
11HD-KCXY-13WX	12/05/2022	Audiobook	29.25	29.25	01-5890	Audio and video materials	29.25	<No Project>
						Totals:	29.25	
1DLF-FNP4-19FN	12/06/2022	Book	19.10	19.10	01-5840	Print materials	19.10	<No Project>
						Totals:	19.10	
1VMJ-K3R9-37GP	12/06/2022	Children's Programr	227.79	227.79	01-5240	Children's Programming	227.79	<No Project>
						Totals:	227.79	
1CLR-6Y77-3MMD	12/07/2022	Book	23.99	23.99	01-5840	Print materials	23.99	<No Project>
						Totals:	23.99	
1LHN-HVM3-3FXT	12/07/2022	Books	49.93	49.93	01-5840	Print materials	49.93	<No Project>
						Totals:	49.93	
17CX-WK3F-4MPM	12/08/2022	Office Supplies	26.87	26.87	01-5742	Supplies	26.87	<No Project>
						Totals:	26.87	
193M-TLYL-1QHX	12/08/2022	Children's Programr	29.97	29.97	01-5240	Children's Programming	29.97	<No Project>
						Totals:	29.97	
1XNC-DXYG-C4HD	12/08/2022	Office Supplies	371.90	371.90	01-5742	Supplies	371.90	<No Project>
						Totals:	371.90	

Oak Park Public Library

Cash Disbursement Journals

DECEMBER 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
1F3T-J7RT-43HF	12/09/2022	Children's Programr	44.97	44.97	01-5240	Children's Programming	44.97	<No Project>
						Totals:	44.97	
177D-RT1V-GHCG	12/10/2022	CammPro I826 144C	1,066.53	1,066.53	01-5937	Equipment and supplies	1,066.53	<No Project>
						Totals:	1,066.53	
1LK6-4XPR-MG77	12/11/2022	MHS Services Progr	59.94	59.94	01-5244	Young Adult Programming	59.94	<No Project>
						Totals:	59.94	
1K7G-YR6J-N7MQ	12/11/2022	Office Supplies	41.98	41.98	01-5742	Supplies	41.98	<No Project>
						Totals:	41.98	
1LVK-XMJN-N66M	12/11/2022	Office Supplies	25.96	25.96	01-5742	Supplies	25.96	<No Project>
						Totals:	25.96	
1KGG-W61T-4WKM	12/12/2022	MHS Services Progr	333.88	333.88	01-5244	Young Adult Programming	333.88	<No Project>
						Totals:	333.88	
AMAZON CAPITAL SERVICES	Computer Check	12/22/2022	12/22/2022	2,049.13	01-1053	Byline Bank Checking	0.00	2,049.13
	59056		Posted		01-2060	Accounts Payable	2,049.13	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1HXX-JNR1-M3MP	12/11/2022	Children's Programr	83.94	83.94	01-5240	Children's Programming	83.94	<No Project>
						Totals:	83.94	
1XKM-4PFQ-4VVL	12/13/2022	Office Supplies	58.88	58.88	01-5742	Supplies	58.88	<No Project>
						Totals:	58.88	
19PG-WQ1N-9FHF	12/14/2022	Office Supplies	41.98	41.98	01-5742	Supplies	41.98	<No Project>
						Totals:	41.98	
19VH-THWT-7X3Q	12/15/2022	MHS Services Progr	17.90	17.90	01-5244	Young Adult Programming	17.90	<No Project>
						Totals:	17.90	
13PG-4GQ3-DCGM	12/15/2022	Book	17.95	17.95	01-5840	Print materials	17.95	<No Project>
						Totals:	17.95	
1YCV-T3Q4-GJWK	12/15/2022	Books	41.41	41.41	01-5840	Print materials	41.41	<No Project>
						Totals:	41.41	
16XV-HN4N-F96T	12/15/2022	Children's Programr	70.84	70.84	01-5240	Children's Programming	70.84	<No Project>
						Totals:	70.84	
1C9W-33M9-666D	12/15/2022	Office Furniture for	999.32	999.32	01-5930	Furnishings	999.32	<No Project>
						Totals:	999.32	
16KY-1VWT-NDX1	12/17/2022	Office Supplies	36.99	36.99	01-5742	Supplies	36.99	<No Project>
						Totals:	36.99	
1GP4-QR96-W793	12/18/2022	Children's Programr	6.99	6.99	01-5240	Children's Programming	6.99	<No Project>
						Totals:	6.99	

Oak Park Public Library

Cash Disbursement Journals

DECEMBER 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		
1KKM-7PKN-Y6DL	12/18/2022	Office Furniture for	562.34	562.34	01-5930	Furnishings	562.34	<No Project>		
							Totals:	562.34		
1HYH-W99P-6JLD	12/19/2022	Children's Programr	18.00	18.00	01-5240	Children's Programming	18.00	<No Project>		
							Totals:	18.00		
1377-CCQT-CTDM	12/19/2022	Multicultural Realia	78.64	78.64	01-5894	Realia and other formats	78.64	<No Project>		
							Totals:	78.64		
19KL-6TFN-M9FT	12/20/2022	Book	13.95	13.95	01-5840	Print materials	13.95	<No Project>		
							Totals:	13.95		
AMAZON CAPITAL SERVICES	Computer Check	12/29/2022	12/29/2022			6,151.07	01-1053	Byline Bank Checking	0.00	6,151.07
	59087		Posted				01-2060	Accounts Payable	6,151.07	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
1JN6-QKK1-F6WL	11/18/2022	Audio-Technica AT-	669.30	669.30	01-5452	Grant Expenses	669.30	TGIRL		
							Totals:	669.30		
13K1-DLH1-TWP4	11/20/2022	Microphones and ot	3,855.23	3,855.23	01-5452	Grant Expenses	3,855.23	TGIRL		
							Totals:	3,855.23		
1VGR-YJM7-M7C1	11/23/2022	Tech preservation st	1,010.63	1,010.63	01-5452	Grant Expenses	1,010.63	CSTUDIO		
							Totals:	1,010.63		
1Q4G-7DFT-FHTY	11/30/2022	Reshow Cassette Pla	69.98	69.98	01-5452	Grant Expenses	69.98	CSTUDIO		
							Totals:	69.98		
1M6G-6Y3R-GYRK	12/16/2022	BTSKY 4 Pack Long	235.35	235.35	01-5452	Grant Expenses	235.35	TGIRL		
							Totals:	235.35		
1VFR-L747-C1WV	12/19/2022	Duracell Coppertop	55.98	55.98	01-5452	Grant Expenses	55.98	TGIRL		
							Totals:	55.98		
1RWF-TM1T-9499	12/24/2022	Children's Programr	58.11	58.11	01-5240	Children's Programming	58.11	<No Project>		
							Totals:	58.11		
19VP-KN6M-K1H3	12/26/2022	Office Supplies	149.80	149.80	01-5742	Supplies	149.80	<No Project>		
							Totals:	149.80		
1PCM-QWY3-FY46	12/26/2022	Children's Programr	46.69	46.69	01-5240	Children's Programming	46.69	<No Project>		
							Totals:	46.69		
AMERICAN EXPRESS	Bank Draft	12/06/2022	12/06/2022			273.00	01-1053	Byline Bank Checking	0.00	273.00
	39		Posted				01-2060	Accounts Payable	273.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
022079	11/28/2022	AMERICAN EXPRESS	273.00	273.00	01-2066	Amex Accounts	273.00	<No Project>		
							Totals:	273.00		

Oak Park Public Library

Cash Disbursement Journals

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ANCEL GLINK, P.C.	Computer Check 59025	12/14/2022	12/14/2022 Posted	460.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 460.00	460.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
93297	12/07/2022	Legal Services - Nov	460.00	460.00	01-5291	Legal Fees	460.00	<No Project>
<i>Totals:</i>							460.00	
ANDERSON PEST SOLUTIONS	Computer Check 59026	12/14/2022	12/14/2022 Posted	90.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 90.40	90.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
28521518	12/01/2022	Pest Control Mainte	90.40	90.40	01-5692	Repair & Maintenance Prop.	90.40	<No Project>
<i>Totals:</i>							90.40	
ANDERSON PEST SOLUTIONS	Computer Check 59088	12/29/2022	12/29/2022 Posted	90.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 90.40	90.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
29611289	12/22/2022	Pest Control Mainte	90.40	90.40	01-5692	Repair & Maintenance Prop.	90.40	<No Project>
<i>Totals:</i>							90.40	
ANN TORRALBA	Computer Check 59027	12/14/2022	12/14/2022 Posted	450.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 450.00	450.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00102	08/09/2022	NYE "Eve" Family co	450.00	450.00	01-5240	Children's Programming	450.00	FOPPL
<i>Totals:</i>							450.00	
BAKER & TAYLOR	Computer Check 58995	12/08/2022	12/08/2022 Posted	4,660.82	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,660.82	4,660.82 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037159572	11/29/2022	Books	1,266.71	1,266.71	01-5840	Print materials	1,266.71	<No Project>
<i>Totals:</i>							1,266.71	
2037178702	12/02/2022	Books	1,714.58	1,714.58	01-5840	Print materials	1,714.58	<No Project>
<i>Totals:</i>							1,714.58	
2037172083	12/05/2022	Books	1,518.75	1,518.75	01-5840	Print materials	1,518.75	<No Project>
<i>Totals:</i>							1,518.75	
2037192468	12/06/2022	Books	160.78	160.78	01-5840	Print materials	160.78	<No Project>
<i>Totals:</i>							160.78	
BAKER & TAYLOR	Computer Check	12/14/2022	12/14/2022	2,760.85	01-1053	Byline Bank Checking	0.00	2,760.85

Oak Park Public Library

Cash Disbursement Journals

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	59028		Posted		01-2060	Accounts Payable	2,760.85	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037192469	12/07/2022	Books	2,760.85	2,760.85	01-5840	Print materials	2,760.85	<No Project>
		Totals:					2,760.85	
BAKER & TAYLOR	Computer Check	12/22/2022	12/22/2022	3,342.33	01-1053	Byline Bank Checking	0.00	3,342.33
	59057		Posted		01-2060	Accounts Payable	3,342.33	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037173072	12/13/2022	Books	322.27	322.27	01-5840	Print materials	322.27	<No Project>
		Totals:					322.27	
2037130654	12/13/2022	Books	454.09	454.09	01-5840	Print materials	454.09	<No Project>
		Totals:					454.09	
2037196705	12/14/2022	Books	202.42	202.42	01-5840	Print materials	202.42	<No Project>
		Totals:					202.42	
2037206414	12/16/2022	Books	2,363.55	2,363.55	01-5840	Print materials	2,363.55	<No Project>
		Totals:					2,363.55	
BAYSCAN TECHNOLOGIES	Computer Check	12/08/2022	12/08/2022	518.85	01-1053	Byline Bank Checking	0.00	518.85
	58996		Posted		01-2060	Accounts Payable	518.85	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
73045	12/02/2022	Receipt Paper	518.85	518.85	01-5742	Supplies	518.85	<No Project>
		Totals:					518.85	
BLACKBAUD	Computer Check	12/14/2022	12/14/2022	225.00	01-1053	Byline Bank Checking	0.00	225.00
	59029		Posted		01-2060	Accounts Payable	225.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-0000243623	11/30/2022	Consulting Services	225.00	225.00	01-5275	Consulting Services - Admin	225.00	<No Project>
		Totals:					225.00	
DUSHAUN BRANCH	Computer Check	12/29/2022	12/29/2022	100.00	01-1053	Byline Bank Checking	0.00	100.00
	59089		Posted		01-2060	Accounts Payable	100.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
221019	12/20/2022	Adult Programming	100.00	100.00	01-5247	Adult Programming	100.00	<No Project>
		Totals:					100.00	
BRITTNEY YOUNGBLOOD-BOC	Computer Check	12/14/2022	12/14/2022	200.00	01-1053	Byline Bank Checking	0.00	200.00
	59030		Posted		01-2060	Accounts Payable	200.00	0.00

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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
2022-99-00171	12/06/2022	Tutor	200.00	200.00	01-5244	Young Adult Programming	200.00	FOPPL
Totals:							200.00	
CASE LOTS, INC.	Computer Check 59031		12/14/2022 Posted		361.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 361.00	361.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15009	11/23/2022	Supplies - Disinfecta	361.00	361.00	01-5684	Cleaning & Housekeeping Su	361.00	<No Project>
Totals:							361.00	
CDW GOVERNMENT, INC.	Computer Check 59058		12/22/2022 Posted		98.62 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 98.62	98.62 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
FH81370	11/28/2022	VANDYKE SECUREC	98.62	98.62	01-5936	Subscriptions and services	98.62	<No Project>
Totals:							98.62	
CHRISTIAN HARRIS	Computer Check 59059		12/22/2022 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
2022-99-00179	12/14/2022	CE MULTICULTURAL	200.00	200.00	01-5249	Community Engagement	200.00	FOPPL
Totals:							200.00	
CITRON HYGIENE	Computer Check 59032		12/14/2022 Posted		804.32 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 804.32	804.32 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
506184	12/03/2022	Citron Hygiene Serv	83.16	83.16	01-5686	Custodial Services	83.16	<No Project>
Totals:							83.16	
506186	12/03/2022	Citron Hygiene Serv	721.16	721.16	01-5686	Custodial Services	721.16	<No Project>
Totals:							721.16	
CLAIRE ONG	Computer Check 58997		12/08/2022 Posted		14.06 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 14.06	14.06 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5367	12/01/2022	CE AND HOME DELI	14.06	14.06	01-5165	Mileage & Miscellaneous reir	14.06	<No Project>
Totals:							14.06	
CMS SOLUTIONS	Computer Check 59033		12/14/2022 Posted		10,704.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 10,704.00	10,704.00 0.00

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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
2209326-IN	12/07/2022	ANNUAL MITEL MA	10,704.00	10,704.00	01-5936	Subscriptions and services	10,704.00	<No Project>
Totals:							10,704.00	
COMPLETE TEMPERATURE SYS	Computer Check	12/14/2022	12/14/2022	4,529.00	01-1053	Byline Bank Checking	0.00	4,529.00
59034			Posted		01-2060	Accounts Payable	4,529.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE047612	11/30/2022	Maze - Boiler OA Se	1,054.00	1,054.00	01-5692	Repair & Maintenance Prop.	1,054.00	<No Project>
Totals:							1,054.00	
SRVCE047628	11/30/2022	Main - Snow Melt N	3,475.00	3,475.00	01-5692	Repair & Maintenance Prop.	3,475.00	<No Project>
Totals:							3,475.00	
COMPLETE TEMPERATURE SYS	Computer Check	12/29/2022	12/29/2022	1,699.00	01-1053	Byline Bank Checking	0.00	1,699.00
59090			Posted		01-2060	Accounts Payable	1,699.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE047718	12/21/2022	Main - Boilers - Nev	1,699.00	1,699.00	01-5692	Repair & Maintenance Prop.	1,699.00	<No Project>
Totals:							1,699.00	
THE CONSERVATION CENTER	Computer Check	12/08/2022	12/08/2022	1,680.00	01-1053	Byline Bank Checking	0.00	1,680.00
58998			Posted		01-2060	Accounts Payable	1,680.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
35037-2	11/28/2022	Pick Up And Digitize	1,680.00	1,680.00	01-5895	Archival collection	1,680.00	<No Project>
Totals:							1,680.00	
CURTIS LEE McCOTTRY, JR.	Computer Check	12/14/2022	12/14/2022	400.00	01-1053	Byline Bank Checking	0.00	400.00
59035			Posted		01-2060	Accounts Payable	400.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00166	11/28/2022	Disc Jockey for Mid	200.00	200.00	01-5244	Young Adult Programming	200.00	<No Project>
Totals:							200.00	
2022-99-00176	12/12/2022	Disc Jockey for Mid	200.00	200.00	01-5244	Young Adult Programming	200.00	<No Project>
Totals:							200.00	
DELL MARKETING, L.P.	Computer Check	12/14/2022	12/14/2022	5,760.00	01-1053	Byline Bank Checking	0.00	5,760.00
59036			Posted		01-2060	Accounts Payable	5,760.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10636961940	12/08/2022	210-BCRF OptiPlex !	5,760.00	5,760.00	01-5937	Equipment and supplies	5,760.00	<No Project>
Totals:							5,760.00	

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DEMCO, INC.	Computer Check 59037	12/14/2022	12/14/2022 Posted	903.41	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 903.41	903.41 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7231001	12/09/2022	Step Stools	903.41	903.41	01-5930	Furnishings	903.41	<No Project>
Totals:							903.41	
DEMCO, INC.	Computer Check 59060	12/22/2022	12/22/2022 Posted	216.61	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 216.61	216.61 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7233183	12/15/2022	Childrens Programr	216.61	216.61	01-5240	Children's Programming	216.61	<No Project>
Totals:							216.61	
DEMCO, INC.	Computer Check 59091	12/29/2022	12/29/2022 Posted	5,575.99	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,575.99	5,575.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7235297	12/21/2022	Childrens Programr	13.01	13.01	01-5240	Children's Programming	13.01	<No Project>
Totals:							13.01	
7235332	12/21/2022	Book Trucks	5,562.98	5,562.98	01-5930	Furnishings	5,562.98	<No Project>
Totals:							5,562.98	
DITO, LLC	Computer Check 58999	12/08/2022	12/08/2022 Posted	70.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 70.00	70.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV69601	11/30/2022	Google Voice Starte	70.00	70.00	01-5451	Telephone/Communications	70.00	<No Project>
Totals:							70.00	
EBSCO INFORMATION SERVICI	Computer Check 59000	12/08/2022	12/08/2022 Posted	8,294.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,294.50	8,294.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1000195552-1	11/15/2022	Flipster Renewals ar	8,294.50	8,294.50	01-5891	Digital content	8,294.50	<No Project>
Totals:							8,294.50	
ELMWOOD SUPPLY COMPANY	Computer Check 59038	12/14/2022	12/14/2022 Posted	43.31	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 43.31	43.31 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
S1002420	11/29/2022	Supplies - Carbide S	43.31	43.31	01-5682	Building Materials & Supplies	43.31	<No Project>
Totals:							43.31	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ERIC BECTON	Computer Check 59092	12/29/2022	12/29/2022 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
2022-99-00182	12/22/2022	Adult Programming	200.00	200.00	01-5247	Adult Programming	200.00	<No Project>
<i>Totals:</i>							200.00	
F.W. KLINE, INC.	Computer Check 59039	12/14/2022	12/14/2022 Posted	468.20	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 468.20	468.20 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
60791	11/29/2022	Sargent Electric Mo	468.20	468.20	01-5682	Building Materials & Supplies	468.20	<No Project>
<i>Totals:</i>							468.20	
FIFTH STAR COLLECTIVE, LLC	Computer Check 59001	12/08/2022	12/08/2022 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
1035	11/28/2022	Data Analytics Supp	5,965.00	5,965.00	01-5275	Consulting Services - Admin	5,965.00	<No Project>
<i>Totals:</i>							5,965.00	
FOREST PRINTING CO.	Computer Check 59061	12/22/2022	12/22/2022 Posted	668.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 668.80	668.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
115083	12/16/2022	January 2023 Print C	668.80	668.80	01-5204	Promotions	668.80	<No Project>
<i>Totals:</i>							668.80	
FUTURITY 19, INC	Computer Check 59062	12/22/2022	12/22/2022 Posted	16,600.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 16,600.00	16,600.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1434	12/06/2022	Tuckpointing - Maz	16,600.00	16,600.00	01-5950	Building Improvements	16,600.00	<No Project>
<i>Totals:</i>							16,600.00	
GEORGE BAILEY	Computer Check 59093	12/29/2022	12/29/2022 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
2022-99-00184	12/22/2022	Adult Programming	200.00	200.00	01-5247	Adult Programming	200.00	<No Project>
<i>Totals:</i>							200.00	
GENEVIEVE GROVE	Computer Check	12/22/2022	12/22/2022	6.38	01-1053	Byline Bank Checking	0.00	6.38

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	59063		Posted		01-2060	Accounts Payable	6.38	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5538	12/09/2022	Mileage for Clubhou	6.38	6.38	01-5165	Mileage & Miscellaneous reir	6.38	<No Project>
<i>Totals:</i>							6.38	
GROWING COMMUNITY MEDI	Computer Check	12/22/2022	12/22/2022	650.00	01-1053	Byline Bank Checking	0.00	650.00
	59064		Posted		01-2060	Accounts Payable	650.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
25506	12/20/2022	Wednesday Journal	650.00	650.00	01-5840	Print materials	650.00	<No Project>
<i>Totals:</i>							650.00	
HALLETT MOVERS	Computer Check	12/22/2022	12/22/2022	2,750.00	01-1053	Byline Bank Checking	0.00	2,750.00
	59065		Posted		01-2060	Accounts Payable	2,750.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
64503	11/30/2022	Shelving Move Chilc	2,750.00	2,750.00	01-5691	Rentals--Equipment & Faciliti	2,750.00	<No Project>
<i>Totals:</i>							2,750.00	
HR SOURCE	Computer Check	12/08/2022	12/08/2022	295.00	01-1053	Byline Bank Checking	0.00	295.00
	59002		Posted		01-2060	Accounts Payable	295.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
17126	11/30/2022	Policy legal review	295.00	295.00	01-5291	Legal Fees	295.00	<No Project>
<i>Totals:</i>							295.00	
IHLS-OCLC	Computer Check	12/22/2022	12/22/2022	48.30	01-1053	Byline Bank Checking	0.00	48.30
	59066		Posted		01-2060	Accounts Payable	48.30	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
27480	12/14/2022	IFM Debits/Admin F	48.30	48.30	01-5264	ILL Payments	48.30	<No Project>
<i>Totals:</i>							48.30	
INTERIOR GARDEN SERVICES, I	Computer Check	12/14/2022	12/14/2022	290.00	01-1053	Byline Bank Checking	0.00	290.00
	59040		Posted		01-2060	Accounts Payable	290.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
041404	12/01/2022	plant rental mainter	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>
<i>Totals:</i>							290.00	
JENNIFER JACKSON	Computer Check	12/22/2022	12/22/2022	232.80	01-1053	Byline Bank Checking	0.00	232.80
	59067		Posted		01-2060	Accounts Payable	232.80	0.00

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5592	11/10/2022	Supplies for staff en	79.16	79.16	01-5163	Staff Development/Travel	79.16	<No Project>
						Totals:	79.16	
IR-5576	12/12/2022	CE PROGRAMMING	138.25	138.25	01-5249	Community Engagement	138.25	<No Project>
						Totals:	138.25	
IR-5573	12/14/2022	Craft supplies for Ur	15.39	15.39	01-5240	Children's Programming	15.39	<No Project>
						Totals:	15.39	
JOHNSON CONTROLS	Computer Check 59068	12/22/2022	12/22/2022 Posted	5,976.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,976.00	5,976.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23265680	12/01/2022	Maze Branch - Cont	5,976.00	5,976.00	01-5692	Repair & Maintenance Prop.	5,976.00	<No Project>
						Totals:	5,976.00	
JOHNSON CONTROLS	Computer Check 59094	12/29/2022	12/29/2022 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
38234831	12/10/2022	Quarterly Billing - D	802.24	802.24	01-5692	Repair & Maintenance Prop.	802.24	<No Project>
						Totals:	802.24	
JOSEPH G JAVIER	Computer Check 59069	12/22/2022	12/22/2022 Posted	232.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 232.50	232.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5477	12/09/2022	Adult Programming	26.00	26.00	01-5247	Adult Programming	26.00	<No Project>
						Totals:	26.00	
022082	12/15/2022	12/15/22 PAYCHEC	206.50	206.50	01-5001	Wages & Salaries	206.50	<No Project>
						Totals:	206.50	
JOSEPH G JAVIER	Computer Check 59095	12/29/2022	12/29/2022 Posted	37.28	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 37.28	37.28 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5579	12/16/2022	Adult Programming	37.28	37.28	01-5247	Adult Programming	37.28	<No Project>
						Totals:	37.28	
KANOPY, INC.	Computer Check 59003	12/08/2022	12/08/2022 Posted	3,439.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,439.00	3,439.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

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Payee	Trans. Type Trans. No.	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
325814-PPU	11/30/2022	Kanopy plays	3,439.00	3,439.00	01-5891	Digital content	3,439.00	<No Project>
<i>Totals:</i>							3,439.00	
KATHLEEN M SPALE	Computer Check 59004		12/08/2022 12/08/2022 Posted	258.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 258.00	258.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5422	05/26/2022	Live Webinar From	40.00	40.00	01-5163	Staff Development/Travel	40.00	<No Project>
<i>Totals:</i>							40.00	
IR-5424	06/30/2022	Membership Dues	218.00	218.00	01-5163	Staff Development/Travel	218.00	<No Project>
<i>Totals:</i>							218.00	
KATHLEEN M SPALE	Computer Check 59070		12/22/2022 12/22/2022 Posted	887.99	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 887.99	887.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5536	07/03/2022	SAA Membership D	454.00	454.00	01-5162	Dues	285.00	<No Project>
IR-5536	07/03/2022	SAA Membership D	454.00	454.00	01-5163	Staff Development/Travel	169.00	<No Project>
<i>Totals:</i>							454.00	
IR-5583	08/13/2022	Special Collections f	103.32	103.32	01-5895	Archival collection	103.32	<No Project>
<i>Totals:</i>							103.32	
IR-5512	09/06/2022	Staff Development f	269.00	269.00	01-5163	Staff Development/Travel	269.00	<No Project>
<i>Totals:</i>							269.00	
IR-5584	10/27/2022	Special Collections f	61.67	61.67	01-5895	Archival collection	61.67	<No Project>
<i>Totals:</i>							61.67	
KENCO LABEL & TAG CO. LLC	Computer Check 59005		12/08/2022 12/08/2022 Posted	99.30	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 99.30	99.30 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0529826	12/05/2022	Processing Supplies	99.30	99.30	01-5742	Supplies	99.30	<No Project>
<i>Totals:</i>							99.30	
KHEIR FAKHRELDIN	Computer Check 59071		12/22/2022 12/22/2022 Posted	244.64	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 244.64	244.64 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5516	04/26/2022	Flash Drive	16.49	16.49	01-5742	Supplies	16.49	<No Project>
<i>Totals:</i>							16.49	
IR-5531	12/15/2022	Mileage For Midwes	228.15	228.15	01-5163	Staff Development/Travel	228.15	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
<i>Totals:</i>							228.15		
KIMBERLY VULINOVIC	Computer Check 59041		12/14/2022	12/14/2022 Posted	100.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 100.00	100.00 0.00
2022-99-00174	12/09/2022	Baby Yoga Class	100.00	100.00	01-5240	Children's Programming	100.00	<No Project>	
<i>Totals:</i>							100.00		
KINGA LIPINSKA	Computer Check 59006		12/08/2022	12/08/2022 Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
2022-99-00173	12/07/2022	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>	
<i>Totals:</i>							150.00		
KELLY ANN KNOWLES	Computer Check 59072		12/22/2022	12/22/2022 Posted	26.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 26.00	26.00 0.00
IR-5582	12/05/2022	Magazine subscripti	26.00	26.00	01-5163	Staff Development/Travel	26.00	<No Project>	
<i>Totals:</i>							26.00		
KELLY ANN KNOWLES	Computer Check 59096		12/29/2022	12/29/2022 Posted	160.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 160.00	160.00 0.00
IR-5594	12/21/2022	Museum membersh	160.00	160.00	01-5162	Dues	160.00	<No Project>	
<i>Totals:</i>							160.00		
KUUMBA KIDS DANCE LLC	Computer Check 59073		12/22/2022	12/22/2022 Posted	200.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 200.00	200.00 0.00
000002	12/18/2022	CE MULTICULTURAL	200.00	200.00	01-5249	Community Engagement	200.00	FOPPL	
<i>Totals:</i>							200.00		
LACONI, INC.	Computer Check 59007		12/08/2022	12/08/2022 Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
IR-5391	12/05/2022	LACONI Annual Mei	150.00	150.00	01-5162	Dues	150.00	<No Project>	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
<i>Totals:</i>							150.00	
LAKE VILLA DISTRICT LIBRARY	Computer Check	12/22/2022	12/22/2022	55.00	01-1053	Byline Bank Checking	0.00	55.00
	59074		Posted		01-2060	Accounts Payable	55.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
31981006635548	12/13/2022	Lost ILL Item	55.00	55.00	01-5264	ILL Payments	55.00	<No Project>
<i>Totals:</i>							55.00	
LAKESHORE RECYCLING SYSTE	Computer Check	12/22/2022	12/22/2022	493.00	01-1053	Byline Bank Checking	0.00	493.00
	59075		Posted		01-2060	Accounts Payable	493.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0005167623	11/30/2022	Trash/Recycling - M	26.73	26.73	01-5688	Sewer/Garbage	26.73	<No Project>
<i>Totals:</i>							26.73	
0005167622	11/30/2022	Trash/Recycling - M	466.27	466.27	01-5688	Sewer/Garbage	466.27	<No Project>
<i>Totals:</i>							466.27	
LAQUITA MCNEAL	Computer Check	12/22/2022	12/22/2022	200.00	01-1053	Byline Bank Checking	0.00	200.00
	59076		Posted		01-2060	Accounts Payable	200.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00181	12/19/2022	CE MULTICULTURAL	200.00	200.00	01-5249	Community Engagement	200.00	FOPPL
<i>Totals:</i>							200.00	
LIBRARY FURNITURE INTERNA	Computer Check	12/22/2022	12/22/2022	9,898.00	01-1053	Byline Bank Checking	0.00	9,898.00
	59077		Posted		01-2060	Accounts Payable	9,898.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
8205	12/13/2022	Middle School Spac	9,898.00	9,898.00	01-5930	Furnishings	9,898.00	<No Project>
<i>Totals:</i>							9,898.00	
LINDA MONTALBANO	Computer Check	12/14/2022	12/14/2022	195.00	01-1053	Byline Bank Checking	0.00	195.00
	59042		Posted		01-2060	Accounts Payable	195.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5465	04/09/2022	Staff Development f	195.00	195.00	01-5163	Staff Development/Travel	195.00	<No Project>
<i>Totals:</i>							195.00	
LINDA MONTALBANO	Computer Check	12/22/2022	12/22/2022	14.32	01-1053	Byline Bank Checking	0.00	14.32
	59078		Posted		01-2060	Accounts Payable	14.32	0.00

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5585	12/14/2022	Planner	14.32	14.32	01-5742	Supplies	14.32	<No Project>
Totals:							14.32	
MANGO LANGUAGES	Computer Check 59008		12/08/2022 12/08/2022 Posted		4,654.15 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,654.15	4,654.15 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV011365	12/01/2022	Digital Subscription	4,654.15	4,654.15	01-5891	Digital content	4,654.15	<No Project>
Totals:							4,654.15	
MIDWEST TAPE, LLC	Computer Check 59009		12/08/2022 12/08/2022 Posted		1,334.56 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,334.56	1,334.56 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503036335	12/01/2022	DVDs	407.46	407.46	01-5890	Audio and video materials	407.46	<No Project>
Totals:							407.46	
503041040	12/01/2022	DVDs	45.42	45.42	01-5890	Audio and video materials	45.42	<No Project>
Totals:							45.42	
503036337	12/01/2022	Music CDs	65.96	65.96	01-5890	Audio and video materials	65.96	<No Project>
Totals:							65.96	
503041041	12/01/2022	Audiobooks	160.52	160.52	01-5890	Audio and video materials	160.52	<No Project>
Totals:							160.52	
503036339	12/01/2022	Audiobooks	253.64	253.64	01-5890	Audio and video materials	253.64	<No Project>
Totals:							253.64	
503036336	12/01/2022	DVDs	401.56	401.56	01-5890	Audio and video materials	401.56	<No Project>
Totals:							401.56	
MIDWEST TAPE, LLC	Computer Check 59043		12/14/2022 12/14/2022 Posted		19,749.04 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 19,749.04	19,749.04 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503038053	11/30/2022	Hoopla	17,060.37	17,060.37	01-5891	Digital content	17,060.37	<No Project>
Totals:							17,060.37	
503069635	12/07/2022	Music CDs	108.83	108.83	01-5890	Audio and video materials	108.83	<No Project>
Totals:							108.83	
503069760	12/07/2022	Audiobooks	133.68	133.68	01-5890	Audio and video materials	133.68	<No Project>
Totals:							133.68	
503069761	12/07/2022	DVDs	160.69	160.69	01-5890	Audio and video materials	160.69	<No Project>
Totals:							160.69	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503069638	12/07/2022	Audiobooks	209.70	209.70	01-5890	Audio and video materials	209.70	<No Project>
						Totals:	209.70	
503069762	12/07/2022	DVDs	215.43	215.43	01-5890	Audio and video materials	215.43	<No Project>
						Totals:	215.43	
503069639	12/07/2022	DVDs	821.70	821.70	01-5890	Audio and video materials	821.70	<No Project>
						Totals:	821.70	
503069637	12/07/2022	DVDs	1,038.64	1,038.64	01-5890	Audio and video materials	1,038.64	<No Project>
						Totals:	1,038.64	
MIDWEST TAPE, LLC	Computer Check 59080		12/22/2022 Posted		828.38 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 828.38	828.38 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503101210	12/14/2022	Music CD	15.24	15.24	01-5890	Audio and video materials	15.24	<No Project>
						Totals:	15.24	
503101213	12/14/2022	DVD	25.89	25.89	01-5890	Audio and video materials	25.89	<No Project>
						Totals:	25.89	
503101212	12/14/2022	DVDs	326.44	326.44	01-5890	Audio and video materials	326.44	<No Project>
						Totals:	326.44	
503092688	12/14/2022	DVDs	362.93	362.93	01-5890	Audio and video materials	362.93	<No Project>
						Totals:	362.93	
503092689	12/14/2022	Audiobooks	97.88	97.88	01-5890	Audio and video materials	97.88	<No Project>
						Totals:	97.88	
MIDWEST TAPE, LLC	Computer Check 59097		12/29/2022 Posted		751.82 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 751.82	751.82 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503132774	12/21/2022	DVD	32.64	32.64	01-5890	Audio and video materials	32.64	<No Project>
						Totals:	32.64	
503132773	12/21/2022	DVDs	72.80	72.80	01-5890	Audio and video materials	72.80	<No Project>
						Totals:	72.80	
503132770	12/21/2022	Audiobooks	116.82	116.82	01-5890	Audio and video materials	116.82	<No Project>
						Totals:	116.82	
503132772	12/21/2022	DVDs	217.32	217.32	01-5890	Audio and video materials	217.32	<No Project>
						Totals:	217.32	
503132529	12/21/2022	DVDs	312.24	312.24	01-5890	Audio and video materials	312.24	<No Project>
						Totals:	312.24	

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MOVE ME SOUL	Computer Check 59098	12/29/2022	12/29/2022 Posted	200.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 200.00	200.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
2022-99-00187	12/28/2022	CE PROGRAM PART	200.00	200.00	01-5247	Adult Programming	200.00	<No Project>
<i>Totals:</i>							200.00	
NICOR GAS	Computer Check 59010	12/08/2022	12/08/2022 Posted	8,162.81	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,162.81	8,162.81 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-5396	12/02/2022	NATURAL GAS FOR	569.97	569.97	01-5690	Natural Gas	569.97	<No Project>
<i>Totals:</i>							569.97	
IR-5397	12/05/2022	NATURAL GAS FOR	7,592.84	7,592.84	01-5690	Natural Gas	7,592.84	<No Project>
<i>Totals:</i>							7,592.84	
OAK PARK RIVER FOREST CHAI	Computer Check 59044	12/14/2022	12/14/2022 Posted	225.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 225.00	225.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
11815	12/01/2022	Annual Dues for Me	225.00	225.00	01-5162	Dues	225.00	<No Project>
<i>Totals:</i>							225.00	
OLSON'S ACE OAK PARK	Computer Check 59045	12/14/2022	12/14/2022 Posted	113.89	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 113.89	113.89 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
4324/4	12/06/2022	Facilities Supplies - .	28.78	28.78	01-5682	Building Materials & Supplies	28.78	<No Project>
<i>Totals:</i>							28.78	
4391/4	12/09/2022	Facilities Supplies	85.11	85.11	01-5682	Building Materials & Supplies	85.11	<No Project>
<i>Totals:</i>							85.11	
OVERDRIVE, INC.	Computer Check 59011	12/08/2022	12/08/2022 Posted	13,253.85	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 13,253.85	13,253.85 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
01658MA22430867	11/30/2022	E-Content	4,324.40	4,324.40	01-5891	Digital content	4,324.40	<No Project>
<i>Totals:</i>							4,324.40	
01658MA22433398	11/30/2022	E-Content	8,929.45	8,929.45	01-5891	Digital content	8,929.45	<No Project>
<i>Totals:</i>							8,929.45	
PACIFIC TELEMAGEMENT SI	Computer Check	12/22/2022	12/22/2022	75.00	01-1053	Byline Bank Checking	0.00	75.00

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		59081			Posted		01-2060	Accounts Payable	75.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2098317	12/15/2022	7084450358 operati	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>		
<i>Totals:</i>								75.00		
PEERLESS NETWORK, INC.	Computer Check	12/08/2022	12/08/2022		39.47	01-1053	Byline Bank Checking	0.00	39.47	
	59012		Posted			01-2060	Accounts Payable	39.47	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
11270	12/01/2022	Grandstream POTS	39.47	39.47	01-5451	Telephone/Communications	39.47	<No Project>		
<i>Totals:</i>								39.47		
REGIONS BANK	Bank Draft	12/19/2022	12/19/2022		42,014.36	01-1053	Byline Bank Checking	0.00	42,014.36	
	40		Posted			01-2060	Accounts Payable	42,014.36	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
022085	11/30/2022	REGIONS BANK PER	42,014.36	42,014.36	01-2067	Purchase Cards - P Cards	42,014.36	<No Project>		
<i>Totals:</i>								42,014.36		
STEPHEN ROBINET	Computer Check	12/14/2022	12/14/2022		240.13	01-1053	Byline Bank Checking	0.00	240.13	
	59046		Posted			01-2060	Accounts Payable	240.13	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
022081	12/14/2022	WAGES & SALARIES	240.13	240.13	01-5001	Wages & Salaries	240.13	<No Project>		
<i>Totals:</i>								240.13		
STEPHEN ROBINET	Computer Check	12/29/2022	12/29/2022		229.84	01-1053	Byline Bank Checking	0.00	229.84	
	59099		Posted			01-2060	Accounts Payable	229.84	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
022083	12/30/2022	WAGES & SALARIES	229.84	229.84	01-5001	Wages & Salaries	229.84	<No Project>		
<i>Totals:</i>								229.84		
RUSH UNIVERSITY MEDICAL CL	Computer Check	12/14/2022	12/14/2022		240.00	01-1053	Byline Bank Checking	0.00	240.00	
	59047		Posted			01-2060	Accounts Payable	240.00	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
1025	12/09/2022	Mental health asses	240.00	240.00	01-5250	Social Services	240.00	RUSH UNIV		
<i>Totals:</i>								240.00		
EILEEN SAAM	Computer Check	12/14/2022	12/14/2022		79.46	01-1053	Byline Bank Checking	0.00	79.46	
	59048		Posted			01-2060	Accounts Payable	79.46	0.00	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5467	10/18/2022	parking for ILA	45.00	45.00	01-5163	Staff Development/Travel	45.00	<No Project>
						Totals:	45.00	
IR-5466	12/07/2022	Craft supplies for pr	34.46	34.46	01-5240	Children's Programming	34.46	<No Project>
						Totals:	34.46	
SLOWFIRE LLC	Computer Check 59082		12/22/2022 Posted		820.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 820.00	820.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00127	10/03/2022	Adult Programming	820.00	820.00	01-5247	Adult Programming	820.00	<No Project>
						Totals:	820.00	
SMIOTA INC.	Computer Check 59083		12/22/2022 Posted		4,992.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,992.00	4,992.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
11858	12/09/2022	Subscription to Smi	4,992.00	4,992.00	01-5936	Subscriptions and services	4,992.00	<No Project>
						Totals:	4,992.00	
STARSHIP CATERING	Computer Check 58993		12/02/2022 Posted		1,312.30 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,312.30	1,312.30 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
93679	12/01/2022	STAFF DAY LUNCH	1,312.30	1,312.30	01-5742	Supplies	1,312.30	<No Project>
						Totals:	1,312.30	
T-MOBILE	Computer Check 59013		12/08/2022 Posted		3,139.34 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,139.34	3,139.34 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970663674-DEC	11/21/2022	Staff Mobile Hotspc	682.48	682.48	01-5451	Telephone/Communications	682.48	<No Project>
						Totals:	682.48	
970035247-2022112	11/21/2022	Devices	2,456.86	2,456.86	01-5893	Devices	2,456.86	<No Project>
						Totals:	2,456.86	
T-MOBILE	Computer Check 59100		12/29/2022 Posted		2,444.80 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,444.80	2,444.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-2022122	12/22/2022	Devices	2,444.80	2,444.80	01-5893	Devices	2,444.80	<No Project>
						Totals:	2,444.80	

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TELECURVE, LLC	Computer Check 59101	12/29/2022	12/29/2022 Posted	240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00	240.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2848	12/27/2022	Nov/Dec 2022 Dial-	160.00	160.00	01-5240	Children's Programming	160.00	<No Project>
						Totals:	160.00	
2849	12/27/2022	Jan 2023 Dial-a-Stoi	80.00	80.00	01-5240	Children's Programming	80.00	<No Project>
						Totals:	80.00	
TODAY'S BUSINESS SOLUTION	Computer Check 59014	12/08/2022	12/08/2022 Posted	7,420.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,420.80	7,420.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13827	09/14/2022	PaperCut, cPad, Sim	7,420.80	7,420.80	01-5936	Subscriptions and services	7,420.80	<No Project>
						Totals:	7,420.80	
TODAY'S BUSINESS SOLUTION	Computer Check 59102	12/29/2022	12/29/2022 Posted	1,736.93	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,736.93	1,736.93 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
120522-2	12/05/2022	Blank library cards	1,736.93	1,736.93	01-5937	Equipment and supplies	1,736.93	<No Project>
						Totals:	1,736.93	
TSAI FONG BOOKS	Computer Check 59015	12/08/2022	12/08/2022 Posted	69.69	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 69.69	69.69 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13880	11/28/2022	World Language Bo	69.69	69.69	01-5840	Print materials	69.69	<No Project>
						Totals:	69.69	
ULINE	Computer Check 59049	12/14/2022	12/14/2022 Posted	84.22	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 84.22	84.22 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
157554684	12/12/2022	CD & DVD Mailers	84.22	84.22	01-5742	Supplies	84.22	<No Project>
						Totals:	84.22	
UNIVERSAL BACKGROUND SCI	Computer Check 59016	12/08/2022	12/08/2022 Posted	28.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 28.00	28.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
202211023375	11/30/2022	Employment/Refere	28.00	28.00	01-5199	Recruitment	28.00	<No Project>
						Totals:	28.00	

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VALUE LINE PUBLISHING, LLC	Computer Check 59084	12/22/2022	12/22/2022 Posted	9,925.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,925.00	9,925.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
KF-784164-231	12/16/2022	Value Line Research	9,925.00	9,925.00	01-5891	Digital content	9,925.00	<No Project>
<i>Totals:</i>							9,925.00	
VILLAGE OF OAK PARK	Computer Check 59017	12/08/2022	12/08/2022 Posted	281.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 281.00	281.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-5395	11/18/2022	MAZE WATER/SEWE	281.00	281.00	01-5687	Water	217.00	<No Project>
IR-5395	11/18/2022	MAZE WATER/SEWE	281.00	281.00	01-5688	Sewer/Garbage	64.00	<No Project>
<i>Totals:</i>							281.00	
VILLAGE OF OAK PARK	Computer Check 59050	12/14/2022	12/14/2022 Posted	23,787.16	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23,787.16	23,787.16 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
022080	12/14/2022	PAYROLL; VOL DED;	23,787.16	23,787.16	01-5160	IMRF (Illinois Muncipal Retire	23,787.16	<No Project>
<i>Totals:</i>							23,787.16	
VILLAGE OF OAK PARK	Computer Check 59085	12/22/2022	12/22/2022 Posted	138.65	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 138.65	138.65 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
22-0004900	12/09/2022	Fuel	138.65	138.65	01-5680	Fuels & Lubricants	138.65	<No Project>
<i>Totals:</i>							138.65	
VILLAGE OF OAK PARK	Computer Check 59103	12/29/2022	12/29/2022 Posted	23,611.82	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23,611.82	23,611.82 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
022084	12/30/2022	PAYROLL; VOL DED;	23,611.82	23,611.82	01-5160	IMRF (Illinois Muncipal Retire	23,611.82	<No Project>
<i>Totals:</i>							23,611.82	
VISUAL IMPACT, LLC	Computer Check 59018	12/08/2022	12/08/2022 Posted	175.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 175.00	175.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
16768	12/05/2022	Main Library land ac	175.00	175.00	01-5693	Signage	175.00	<No Project>
<i>Totals:</i>							175.00	

Oak Park Public Library

Cash Disbursement Journals

DECEMBER 2022- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
VITA PIPES	Computer Check 59051	12/14/2022	12/14/2022 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
2022-99-00172	12/06/2022	Tutor	200.00	200.00	01-5244	Young Adult Programming	200.00	FOPPL
<i>Totals:</i>							200.00	
WAREHOUSE DIRECT	Computer Check 59019	12/08/2022	12/08/2022 Posted	51.41	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 51.41	51.41 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5387420-0	12/06/2022	Office Supplies	51.41	51.41	01-5742	Supplies	51.41	<No Project>
<i>Totals:</i>							51.41	
WAREHOUSE DIRECT	Computer Check 59052	12/14/2022	12/14/2022 Posted	1,879.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,879.21	1,879.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5375880-0	11/22/2022	Entryway Walk Off Mat	413.41	413.41	01-5682	Building Materials & Supplies	413.41	<No Project>
<i>Totals:</i>							413.41	
5389829-0	12/08/2022	Paper	1,465.80	1,465.80	01-5742	Supplies	1,465.80	<No Project>
<i>Totals:</i>							1,465.80	
WP COMPANY LLC	Computer Check 59086	12/22/2022	12/22/2022 Posted	2,000.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,000.00	2,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1985	07/01/2022	The Washington Post	2,000.00	2,000.00	01-5891	Digital content	2,000.00	<No Project>
<i>Totals:</i>							2,000.00	
XIOMARA GRACHAN	Computer Check 59053	12/14/2022	12/14/2022 Posted	100.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 100.00	100.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00178	12/14/2022	Emcee for the open	100.00	100.00	01-5244	Young Adult Programming	100.00	<No Project>
<i>Totals:</i>							100.00	
BARBARA YENA	Computer Check 59020	12/08/2022	12/08/2022 Posted	65.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 65.00	65.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5378	12/02/2022	Staff Day - vendor g	65.00	65.00	01-5742	Supplies	65.00	<No Project>
<i>Totals:</i>							65.00	

Oak Park Public Library
Cash Disbursement Journals
DECEMBER 2022- BYLINE

<u>Payee</u>	<u>Trans. Type</u> <u>Trans. No.</u>	<u>Trans. Date</u>	<u>Post Date</u> <u>Post Status</u>	<u>Amount</u>	<u>Account Number</u>	<u>Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Grand Totals:				313,194.08			313,194.08	313,194.08
A total of 111 payment(s) listed								

Oak Park Public Library

Cash Disbursement Journals

DECEMBER 2022- BYLINE

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	313,194.08
01-2060	Accounts Payable	313,194.08	313,194.08
01-2066	Amex Accounts	273.00	0.00
01-2067	Purchase Cards - P Cards	42,014.36	0.00
01-5001	Wages & Salaries	676.47	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	47,398.98	0.00
01-5162	Dues	820.00	0.00
01-5163	Staff Development/Travel	1,269.31	0.00
01-5165	Mileage & Miscellaneous reimbursemen	20.44	0.00
01-5199	Recruitment	28.00	0.00
01-5204	Promotions	668.80	0.00
01-5240	Children's Programming	2,419.10	0.00
01-5244	Young Adult Programming	1,486.30	0.00
01-5247	Adult Programming	1,733.28	0.00
01-5249	Community Engagement	938.25	0.00
01-5250	Social Services	240.00	0.00
01-5264	ILL Payments	103.30	0.00
01-5275	Consulting Services - Admin	6,190.00	0.00
01-5291	Legal Fees	755.00	0.00
01-5451	Telephone/Communications	866.95	0.00
01-5452	Grant Expenses	5,896.47	0.00
01-5680	Fuels & Lubricants	138.65	0.00
01-5682	Building Materials & Supplies	3,069.17	0.00
01-5684	Cleaning & Housekeeping Supplies	361.00	0.00
01-5686	Custodial Services	16,316.53	0.00
01-5687	Water	217.00	0.00
01-5688	Sewer/Garbage	557.00	0.00
01-5689	Parking lot expense	389.00	0.00
01-5690	Natural Gas	8,162.81	0.00
01-5691	Rentals--Equipment & Facilities	2,750.00	0.00
01-5692	Repair & Maintenance Prop. & Equip.	13,517.35	0.00
01-5693	Signage	175.00	0.00
01-5742	Supplies	4,561.22	0.00
01-5840	Print materials	11,791.57	0.00
01-5890	Audio and video materials	5,632.68	0.00
01-5891	Digital content	58,626.87	0.00
01-5893	Devices	4,901.66	0.00
01-5894	Realia and other formats	78.64	0.00

Oak Park Public Library
Cash Disbursement Journals
DECEMBER 2022- BYLINE

01-5895	Archival collection	1,844.99	0.00
01-5930	Furnishings	17,926.05	0.00
01-5936	Subscriptions and services	23,215.42	0.00
01-5937	Equipment and supplies	8,563.46	0.00
01-5950	Building Improvements	16,600.00	0.00

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

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		12/31/2022	PARKING CREDITS	\$ 1,007.73	
Cash Management Deposit		12/31/2022	DAILY DEPOSITS	\$ 14,353.74	
Cash Management Deposit		12/31/2022	INTEREST ON ACCOUNT	\$ 57.84	
				\$ 15,419.31	-
Cash Management Transfer in		12/31/2022	TRANSFER FROM MMA TO CHECKING, COVER ART FUND	\$ 27,353.94	
Cash Management Transfer in		12/31/2022	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 200,000.00	
Cash Management Transfer in		12/31/2022	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 400,000.00	
Cash Management Transfer in		12/31/2022	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		12/31/2022	TRANSFER FROM CHECKING TO BENTOL	\$ (6,000.00)	
				\$ 871,353.94	-
Cash Management Payment		12/31/2022			
Cash Management Payment		12/31/2022	ACH (FLEX ACCTS),	\$ -	(2,978.38)
Cash Management Payment		12/31/2022	ADMIN FEES, DISCOVERY BENEFITS,	\$ -	(182.75)
Cash Management Payment		12/31/2022	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	(104,231.09)
				\$ -	(107,392.22)
Cash Management Payment		12/31/2022	MERCHANT ACCT & BANK FEES	\$ -	(155.15)
				\$ -	(155.15)
Cash Management Payment		12/31/2022	PAYROLL; PAYDATE 11/15/2022	\$ -	(\$233,223.35)
Cash Management Payment		12/31/2022	PAYROLL; PAYDATE 11/30/2022	\$ -	(\$229,440.94)
Cash Management Payment		12/31/2022	PAYROLL; ICMA PAYROLL DEDUCTION DEBITS	\$ -	(4,377.36)
				\$ -	(467,041.65)

Summary by Transaction Type

(+) Deposits by Transaction Type:

Cash Receipts: \$ 15,419.31
Transfers In/Out \$ 871,353.94

Total Deposits: \$ 886,773.25

(-) Payments by Transaction Type:

Transfer out \$ -
Benefits: \$ (107,392.22)
Bank Fees: \$ (155.15)
Payroll: \$ (467,041.65)

Total Payments: \$ (574,589.02)

Accounts Payable **(313,194.08)**

Total Summary of Disbursements: \$ (887,783.10)

Total Change In Register Balance: \$ (1,009.85)

OPPL
1/24/23

RESOLUTION ON DISBURSEMENTS, DECEMBER 2022

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF DECEMBER 2022 IN THE TOTAL AMOUNT OF \$887,783.10 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.

2023 Scheduled Building Closings Policy

Library Board approved November 15, 2022. Revised January 24, 2023.

- Unexpected emergency closings are posted on oppl.org.
- Closing information also is shared with local media, area organizations, and on the library's Facebook and Twitter pages.
- The Board of Library Trustees approves the holiday/event calendar. Staff Learning & Engagement Day, typically the first Friday in December, is dedicated to all library staff members' professional development.
- To see all events happening at the library, visit oppl.org/calendar »

2023 Library Calendar

Holiday / Event	Date	Closing
New Year's Day	Saturday, January 1, 2023	All buildings closed
Memorial Day	Monday, May 29, 2023	All buildings closed
Juneteenth	Monday, June 19, 2023	All buildings closed
Independence Day	Tuesday, July 4, 2023	All buildings closed
Labor Day	Monday, September 4, 2023	All buildings closed
Indigenous Peoples' Day	Monday, October 9, 2023	All buildings closed
Day Before Thanksgiving	Wednesday, November 22, 2023	All buildings close at 5 pm
Thanksgiving	Thursday, November 23, 2023	All buildings closed
Day After Thanksgiving	Friday, November 24, 2023	All buildings closed
Staff Learning & Engagement Day	Friday, December 1, 2023	All buildings closed
Christmas Eve	Sunday, December 24, 2023	All buildings closed
Christmas Day	Monday, December 25, 2023	All buildings closed
Near Year's Eve	Sunday, December 31, 2023	All buildings close at 5 pm

2023 Scheduled Building Closings Policy

Library Board approved November 15, 2022. [Revised January 24, 2023.](#)

- Unexpected emergency closings are posted on oppl.org.
- Closing information also is shared with local media, area organizations, and on the library's Facebook and Twitter pages.
- The Board of Library Trustees approves the holiday/event calendar. Staff Learning & Engagement Day, typically the first Friday in December, is dedicated to all library staff members' professional development.
- To see all events happening at the library, visit oppl.org/calendar »

2023 Library Calendar

Holiday / Event	Date	Closing
New Year's Day	Saturday, January 1, 2023	All buildings closed
Memorial Day	Monday, May 29, 2023	All buildings closed
Juneteenth	Monday, June 19, 2023	All buildings closed
Independence Day	Tuesday, July 4, 2023	All buildings closed
Labor Day	Monday, September 4, 2023	All buildings closed
<u>Indigenous Peoples' Day</u>	<u>Monday, October 9, 2023</u>	<u>All buildings closed</u>
Day Before Thanksgiving	Wednesday, November 22, 2023	All buildings close at 5 pm
Thanksgiving	Thursday, November 23, 2023	All buildings closed
<u>Day After Thanksgiving</u>	<u>Friday, November 24, 2023</u>	<u>All buildings closed</u>
Staff Learning & Engagement Day	Friday, December 1, 2023	All buildings closed
Christmas Eve	Sunday, December 24, 2023	All buildings closed
Christmas Day	Monday, December 25, 2023	All buildings closed
Near Year's Eve	Sunday, December 31, 2023	All buildings close at 5 pm

DRAFT 2024 Scheduled Building Closings Policy

Library Board approved November 15, 2022. Revised January 24, 2023.

- Unexpected emergency closings are posted on oppl.org.
- Closing information also is shared with local media, area organizations, and on the library's Facebook and Twitter pages.
- The Board of Library Trustees approves the holiday/event calendar. Staff Learning & Engagement Day, typically the first Friday in December, is dedicated to all library staff members' professional development.
- To see all events happening at the library, visit oppl.org/calendar »

2024 Library Calendar

Holiday / Event	Date	Closing
New Year's Day	Saturday, January 1, 2024	All buildings closed
Martin Luther King Jr. Day	Monday, January 15, 2024	All buildings closed
Eid al-Fitr (end of Ramadan)	Wednesday, April 10, 2024	All buildings closed
Memorial Day	Monday, May 27, 2024	All buildings closed
Juneteenth	Wednesday, June 19, 2024	All buildings closed
Independence Day	Thursday, July 4, 2024	All buildings closed
Labor Day	Monday, September 2, 2024	All buildings closed
Yom Kippur	Saturday, October 12, 2024	All buildings closed
Indigenous Peoples' Day	Monday, October 14, 2024	All buildings closed
Day Before Thanksgiving	Wednesday, November 27, 2024	All buildings close at 5 pm
Thanksgiving	Thursday, November 28, 2024	All buildings closed
Day After Thanksgiving	Friday, November 29, 2024	All buildings closed
Staff Learning & Engagement Day	Friday, December 6, 2024	All buildings closed
Christmas Eve	Tuesday, December 24, 2024	All buildings closed
Christmas Day	Wednesday, December 25, 2024	All buildings closed
Near Year's Eve	Tuesday, December 31, 2024	All buildings close at 5 pm

DRAFT 2024 Scheduled Building Closings Policy

Library Board approved November 15, 2022. Revised January 24, 2023.

- Unexpected emergency closings are posted on oppl.org.
- Closing information also is shared with local media, area organizations, and on the library's Facebook and Twitter pages.
- The Board of Library Trustees approves the holiday/event calendar. Staff Learning & Engagement Day, typically the first Friday in December, is dedicated to all library staff members' professional development.
- To see all events happening at the library, visit oppl.org/calendar »

Commented [1]: Adding three more closings in 2024. More research is needed to confirm the Muslim holiday is the best choice. Adding these days would also mean we would reduce Floating Holidays for staff from 4 to 2 days in 2024. We will consider this draft for adoption at November's BOT meeting.

2024 Library Calendar

Holiday / Event	Date	Closing
New Year's Day	Saturday, January 1, 2024	All buildings closed
Martin Luther King Jr. Day	Monday, January 15, 2024	All buildings closed
Eid al-Fitr (end of Ramadan)	Wednesday, April 10, 2024	All buildings closed
Memorial Day	Monday, May 27, 2024	All buildings closed
Juneteenth	Wednesday, June 19, 2024	All buildings closed
Independence Day	Thursday, July 4, 2024	All buildings closed
Labor Day	Monday, September 2, 2024	All buildings closed
Yom Kippur	Saturday, October 12, 2024	All buildings closed
Indigenous Peoples' Day	Monday, October 14, 2024	All buildings closed
Day Before Thanksgiving	Wednesday, November 27, 2024	All buildings close at 5 pm
Thanksgiving	Thursday, November 28, 2024	All buildings closed
Day After Thanksgiving	Friday, November 29, 2024	All buildings closed
Staff Learning & Engagement Day	Friday, December 6, 2024	All buildings closed
Christmas Eve	Tuesday, December 24, 2024	All buildings closed
Christmas Day	Wednesday, December 25, 2024	All buildings closed
Near Year's Eve	Tuesday, December 31, 2024	All buildings close at 5 pm

Commented [2]: Muslim holiday

Commented [3]: Jewish holiday

Holidays Policy

Library Board approved January 16, 2008. Revised July 19, 2011. Revised November 26, 2019. Revised January 26, 2021. Revised January 24, 2023.

Introduction

The purpose of this policy is to provide eligible staff members with pay for holidays they are scheduled to work prorated by their number of regularly scheduled hours when the library is closed (no service) and to provide eligible staff members with pay for floating holidays to take time off to celebrate other holidays or special days when the library is open.

Eligibility

All regular full-time and regular part-time staff members are eligible for paid holidays and floating holidays.

Holidays

The library will be closed (no service), and eligible staff members will receive the following holidays off with pay:

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. Indigenous Peoples' Day - second Monday in October
7. Thanksgiving Day - fourth Thursday in November
8. Day After Thanksgiving - fourth Friday in November
9. Christmas Eve Day - December 24
10. Christmas Day - December 25

All regular full-time and regular part-time staff members are entitled to receive holiday pay for the hours they would have been regularly scheduled to work on the holiday.

For regular full-time staff members, when a holiday falls on a regularly scheduled day off, the staff member may take an alternative day off, with approval from your immediate supervisor.

Floating Holidays

The library will be open, and eligible staff members will receive four days off with pay per year prorated by their number of budgeted hours.

Staff members may take floating holidays at any time within the calendar year that is approved by the staff member's 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 current, eligible staff members. A new staff member hired before the end of the first half of the calendar year will receive four floating holidays upon hire; a new staff member hired during the second half of the calendar year will receive two floating holidays upon hire.

The following conditions apply to this policy:

- 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.

Holidays Policy

Library Board approved January 16, 2008. Revised July 19, 2011. Revised November 26, 2019. Revised January 26, 2021. Revised January 24, 2023.

Introduction

The purpose of this policy is to provide eligible staff members with pay for holidays they are scheduled to work prorated by their number of regularly scheduled hours when the library is closed (no service) and to provide eligible staff members with pay for floating holidays to take time off to celebrate other holidays or special days when the library is open.

Eligibility

All regular full-time and regular part-time staff members are eligible for paid holidays and floating holidays.

Holidays

The library will be closed (no service), and eligible staff members will receive the following holidays off with pay:

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3. Juneteenth - June 19
4. Independence Day - July 4
5. Labor Day - first Monday in September
6. Indigenous Peoples' Day - second Monday in October
7. Thanksgiving Day - fourth Thursday in November
8. Day After Thanksgiving - fourth Friday in November
9. Christmas Eve Day - December 24
10. Christmas Day - December 25

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- 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.

Holiday	Total Entities Closed	Oak Park Public Library	Village of Oak Park	Oak Park Township	Park District of Oak Park	D97	D200	RAILS	Chicago	Cook County	Illinois	Federal	Federal Bank Holidays
New Year's Day	12	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Martin Luther King, Jr. Day	11	Open	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Lincoln's Birthday	3	Open	Open	Open	Open	Open	Open	Open	Closed	Closed	Closed	Open	Open
Presidents' Day (Washington's Bday)	9	Open	Closed	Closed	Open	Closed	Closed	Open	Closed	Closed	Closed	Closed	Closed
Casimir Pulaski Day	2	Open	Open	Open	Open	Open	Open	Open	Closed	Closed	Open	Open	Open
Good Friday	2	Open	Open	Open	Open	Closed	Closed	Open	Open	Open	Open	Open	Open
Memorial Day	12	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Juneteenth	11	Closed	Closed	Closed	Open	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Independence Day	12	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Labor Day	12	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Rosh Hashanah	2	Open	Open	Open	Open	Closed	Closed	Open	Open	Open	Open	Open	Open
Yom Kippur	2	Open	Open	Open	Open	Closed	Closed	Open	Open	Open	Open	Open	Open
Columbus/Indigenous Peoples' Day	8	Open	Open	Closed	Open	Closed	Closed	Open	Closed	Closed	Closed	Closed	Closed
General Election Day (bi-annual)	4	Open	Open	Open	Open	Closed	Closed	Open	Open	Closed	Closed	Open	Open
Veterans' Day	6	Open	Open	Closed	Open	Open	Open	Open	Closed	Closed	Closed	Closed	Closed
Thanksgiving Day	12	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Friday after Thanksgiving	7	Open	Closed	Closed	Closed	Closed	Closed	Open	Open	Closed	Closed	Open	Open
Christmas Eve	5	Closed	Half-Day	Closed	Half-Day	Closed	Closed	Closed	Open	Open	Varies	Open	Open
Christmas Day	12	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
New Year's Eve	3	Open	Open	Open	Open	Closed	Closed	Closed	Open	Open	Open	Open	Open
Muslim Holidays	0	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open
Total Holiday Closures		8	10.5	13	8.5	17	17	10	13	15	14	11	11

Library	Total Holidays/Personal Days	Scheduled Holidays	Floating Holidays	Paid Personal Days
St. Charles Public Library	18	8	8	2
Cook Memorial Public Library District	17	9	4	4
Arlington Heights Memorial Library	16	11	2	3
Naperville Public Library	14	7	6	1
Aurora Public Library - Santori	13	7	3	3
Skokie Public Library	13	7	0	6
Barrington Area Library	12	8	0	4
Oak Park Public Library	12	8	4	0
Vernon Area Public Library District	12	8	1	3
Palatine Public Library District	12	10	0	2
Elmhurst Public Library	11	7	0	4
Glenview Public Library	11	7	3	1
Indian Trails Library District	11	7	4	0
Schaumburg Township District Library	11	7	0	4
Northbrook Public Library	10	7	1	2
Fountaindale Public Library	10	8	0	2
Average	12.7	7.9	2.3	2.6

Traffic "Ins" (All Locations)				
	2022	2021	2020	2019
Martin Luther King, Jr. Day	1,002	N/A	2,086	2,029
Presidents' Day (Washington's Bday)	1,152	0	2,021	1,836
Indigenous Peoples' Day	1,427	1,011	570	2,179
Friday after Thanksgiving	860	646	N/A	1,194
Daily Average (Full Year)	1,281	--	--	1,980
Average Non-Holiday Monday	1,258	--	--	2,092
Average Non-Holiday Friday	1,051	--	--	1,570

Traffic "Ins" (Main Library)				
	2022	2021	2020	2019
Martin Luther King, Jr. Day	899	N/A	1,896	1,832
Presidents' Day (Washington's Bday)	996	N/A	1,802	1,629
Indigenous Peoples' Day	1,239	884	570	1,884
Friday after Thanksgiving	789	603	N/A	1,111
Daily Average (Full Year)	994	--	--	1,558
Average Non-Holiday Monday	1,079	--	--	1,808
Average Non-Holiday Friday	951	--	--	1,415

Traffic "Ins" (Maze Branch)				
	2022	2021	2020	2019
Martin Luther King, Jr. Day	103	N/A	190	197
Presidents' Day (Washington's Bday)	156	N/A	219	207
Indigenous Peoples' Day	188	127	N/A	295
Friday after Thanksgiving	N/A	N/A	N/A	N/A
Daily Average (Full Year)	166	--	--	250
Average Non-Holiday Monday	179	--	--	284
Average Non-Holiday Friday	N/A	--	--	N/A

NOTES:

--Cells containing "N/A" indicate dates when the library buildings were closed to the public due to COVID-19 (either fully closed or only open for contact-free pick-up/returns in the Main Library lobby) or when the holiday fell on a day of the week that a building was already closed to the public (e.g., Dole Branch closed on Mondays, Maze Branch closed on Fridays).

--Average daily traffic is only provided for reference for 2019 and 2022, given the ongoing pandemic-related building closures and capacity/hour restrictions in 2020 and 2021.

--Cells highlighted in dark yellow indicate traffic counts that are below both the full-year daily average and the average non-holiday Monday or Friday traffic for the same year. Cells highlighted in light yellow indicate traffic counts that are below only one of those two numbers.

Traffic "Ins" (Dole Branch)				
	2022	2021	2020	2019
Martin Luther King, Jr. Day	N/A	N/A	N/A	N/A
Presidents' Day (Washington's Bday)	N/A	N/A	N/A	N/A
Indigenous Peoples' Day	N/A	N/A	N/A	N/A
Friday after Thanksgiving	71	43	N/A	83
Daily Average (Full Year)	120	--	--	172
Average Non-Holiday Monday	N/A	--	--	N/A
Average Non-Holiday Friday	100	--	--	156

Year	Total Holidays at OPPL	Scheduled Holidays	Floating Holidays
2023 (current)	12	8	4
2023 (proposed)	14	10	4
2024 (proposed)	15	13	2

Travel Expense Reimbursement Policy

Library Board approved November 15, 2016.

A. Purpose.

The Oak Park Public Library will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Oak Park Public Library. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Oak Park Public Library or by wards or charges of the Oak Park Public Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Oak Park Public Library only for purposes of official business conducted on behalf of the Oak Park Public Library, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

D. Maximum Allowable Expenses.

Maximum Expenses Without Board Approval – Travel, meal, and lodging expenses incurred by any employee in excess of \$500.00 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Oak Park Public Library.

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the

rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler’s residence), regardless of the transportation method chosen. When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Oak Park Public Library.

Meals Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Board of Trustees of the Oak Park Public Library and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Oak Park Public Library.

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

E. Approval of Expenses.

Travel, meal, and lodging expenses incurred by any employee in excess of \$500.00 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Oak Park Public Library.

Travel, meal, and lodging expenses incurred by any member of the Oak Park Public Library must be approved by roll call vote at an open meeting of Board of Trustees of the Oak Park Public Library.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Oak Park Public Library must be approved by roll call vote at an open meeting of the Oak Park Public Library prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the Oak Park Public Library on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The Oak Park Public Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Exhibit B.

G. Entertainment Expenses.

No employee or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

[« Back to Policies](#)

Travel Expense Reimbursement Policy

Library Board approved November 15, 2016. Revised January 23, 2023.

A. Purpose

The Oak Park Public Library will reimburse staff (employee) and Library Trustee (trustee) travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the library. Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel” means any expenditure directly related to official travel by employees and trustees of the Oak Park Public Library involving reimbursement for travel.

“Traveler” is an Oak Park Public Library employee or trustee.

C. Authorized Types of Official Business

Travel, meal, and lodging expenses shall be reimbursed for employees and trustees of the Oak Park Public Library only for purposes of official business conducted on behalf of the Oak Park Public Library, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences, and other educational events related to the employee’s or trustee’s official duties.

D. Maximum Allowable Expenses

Maximum Expenses Without Board Approval: Travel, meal, and lodging expenses incurred by any employee in excess of an average of \$750 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Library Trustees. The board may approve exceptions to this limit in emergency or other extraordinary circumstances.

Airfare: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty days in advance to avoid premium airfare pricing. Only coach or economy tickets will be

paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with their personal funds.

Transportation: The traveler should use hotel shuttle service or other shuttle services if available. If none are offered, the use of the most economic transportation is encouraged.

Public or Personal Transportation: In the case of local training or official business where an employee or trustee chooses to use public or personal transportation, reimbursement for use of public or personal transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Automobile Rentals: Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase full-coverage insurance through the rental agency. Compact or mid-size cars are required for two or fewer employees or trustees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company unless fuel is prepaid, whichever is more cost-effective.

Lodging: The traveler will be reimbursed for a standard single room at a location convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the lodging reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the library unless approved by a board vote.

Meals & Incidentals: Meal reimbursement is limited to the U.S. General Services Administration (GSA) rates at the time the expense occurs. Per-diem checks may be requested by a traveler for meals and incidentals by submitting a completed expense report for approval thirty days prior to travel.

Meals provided by the conference or seminar should be deducted from the per-diem allowance. Partial reimbursement may be made for departure and return days based on time per GSA guidelines. Meals during in-State travel that are not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations with receipts submitted

within thirty days of the last day of travel.

Vacation in Conjunction with Business Travel: In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Expense Report form and paid for by the traveler.

Accompanied Travel: When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the library.

Parking: Parking fees at a lodging will be reimbursed only with a receipt.

E. Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the board or, if below the maximum allowable expense, designated library administration. .

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses as OPPL Expense Report.

F. Entertainment Expenses

No employee or officer shall be reimbursed for entertainment expense, unless ancillary to the purpose of the program, event or other official business.

No employee or trustee shall be reimbursed for any liquor or other controlled substance.

G. Compliance with the Local Government Travel Expense Control Act

The library shall comply with all other requirements of the act, and any library policy, procedure, or resolution that conflicts with the provisions of the act is hereby repealed to the extent of such conflict.

Travel Expense Reimbursement Policy

Library Board approved November 15, 2016. Revised January 23, 2023.

A. Purpose

The Oak Park Public Library will reimburse ~~staff~~ (employee) and ~~Library T~~trustee (trustee) travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the library. Employees and ~~trustees~~ ~~officers~~ are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel” means any expenditure directly ~~related~~ ~~incident~~ to official travel by employees and ~~library trustees~~ ~~officers~~ of the Oak Park Public Library ~~or by wards or charges of the Oak Park Public Library~~ involving reimbursement ~~for~~ to travel. ~~ers or direct payment to private agencies providing transportation or related services.~~

“Traveler” is an Oak Park Public Library employee or trustee.

C. Authorized Types of Official Business

Travel, meal, and lodging expenses shall be reimbursed for employees and ~~trustees~~ ~~officers~~ of ~~the~~ Oak Park Public Library only for purposes of official business conducted on behalf of the Oak Park Public Library, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences, and other educational events related to the employee’s or ~~trustee~~ ~~officer~~’s official duties.

D. Maximum Allowable Expenses

Maximum Expenses Without Board Approval: Travel, meal, and lodging expenses incurred by any employee in excess of an average of \$750 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of ~~Library~~ Trustees. ~~The board may approve exceptions to this limit in emergency or other extraordinary circumstances.~~

Airfare: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty ~~(30)~~ days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with ~~their~~~~his or her~~ personal funds.

Transportation: The traveler should use hotel shuttle service or other shuttle services if available. If none are offered, the use of the most economic transportation is encouraged.

Public or Personal Transportation: In the case of local training or official business where an employee or trustee chooses to use public or personal transportation, reimbursement for use of public or personal transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or ~~trustee's~~~~Trustee officer's~~ residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Automobile Rentals: Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase ~~full-coverage~~ insurance through the rental agency. ~~Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended.~~ Compact or mid-size cars are required for two or fewer employees or ~~trustees~~~~officers~~ traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company ~~unless fuel is prepaid, whichever is more cost-effective.~~

Lodging: ~~Hotel/Motel Accommodations~~ The traveler will be reimbursed for a standard single room at a location convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the ~~lodging hotel/motel~~ reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the library unless approved by a board vote.

Meals & Incidentals: Meal reimbursement is limited to ~~the~~ [U.S. General Services Administration \(GSA\) rates](#) at the time the ~~expense occurs~~~~expense is occurred~~. Per-diem checks may be requested by a traveler for meals and incidentals by submitting a completed expense report for approval thirty days prior to travel.

~~Prior approval by the Board of Trustees of the Oak Park Public Library and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time per GSA guidelines. Meals during in-state travel that are not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations with receipts submitted within thirty days of the last day of travel.~~

Vacation in Conjunction with Business Travel: In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the ~~Travel, Meal, and Lodging Expense Report form~~ and paid for by the traveler.

Accompanied Travel: When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the library.

Parking: Parking fees at a ~~lodging hotel/motel~~ will be reimbursed only with a receipt.

~~E. Approval of Expenses.~~

~~Travel, meal, and lodging expenses incurred by any employee in excess of \$500.00 per day must be previously approved in an open meeting by a majority roll call vote of the Board of Trustees of the Oak Park Public Library.~~

~~Travel, meal, and lodging expenses incurred by any member of the Oak Park Public Library must be approved by roll call vote at an open meeting of Board of Trustees of the Oak Park Public Library.~~

~~Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Oak Park Public Library must be approved by roll call vote at an open meeting of the Oak Park Public Library prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.~~

E. Documentation of Expenses

~~Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the Oak Park Public Library on a Travel, Meal, and Lodging Expense form:~~

~~(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred; ¶~~

~~(2) the name of the individual who received or is requesting the travel, meal, or lodging expense; ¶~~

~~(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and ¶~~

~~(4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended. ¶~~

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the ~~board governing board~~ or, if below the maximum allowable expense, designated library administration. ~~corporate authorities.~~

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses as OPPL Expense Report [insert name of form].

F. Entertainment Expenses

No employee or officer shall be reimbursed for entertainment expense, unless ancillary to the purpose of the program, event or other official business.

No employee or trustee shall be reimbursed for any liquor or other controlled substance.

G. Compliance with the Local Government Travel Expense Control Act

The library shall comply with all other requirements of the act, and any library policy, procedure, or resolution that conflicts with the provisions of the act is hereby repealed to the extent of such conflict.



TRAVEL EXPENSE REPORT – (Draft) *Board approved xx.xx.xx*

Cost of travel, meals, or lodging: Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred. All documents and information submitted are public records subject to disclosure under the Freedom of Information Act.

Traveler Name / Title

Event / Purpose of Travel

Dates of Travel

Location

1. **Travel:** (expenses for airfare, bus, train, taxi, parking, etc.)

TOTAL TRAVEL:

2. **Lodging:** (reservations may not include a cancellation fee)

Cost / night	# of nights
--------------	-------------

TOTAL LODGING:

3. **Meals & Incidentals Expenses (M&IE):** (see GSA website for expense limits)

# of partial days	M&IE / partial day	Total
-------------------	--------------------	-------

# of full days	M&IE / full day	Total
----------------	-----------------	-------

Total days:

TOTAL M&IE:

TOTAL EXPENSES:

NOTE: Travel, meal, and lodging expenses incurred by any employee in excess of \$750.00 per day must be previously approved in an open meeting by a majority roll-call vote of the Library Board of Trustees. Such requests must be submitted to the Finance Office no later than three weeks prior to the Board meeting for inclusion in the Board packet.

AVG EXPENSES / DAY:

Approved travel requests must be submitted to the Director of Finance two weeks prior to travel.

Traveler Signature:

LOCAL GOVERNMENT

(50 ILCS 150/) Local Government Travel Expense Control Act.

(50 ILCS 150/1)

Sec. 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/5)

Sec. 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/10)

Sec. 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after January 1, 2017 (the effective date of this Act), no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

(Source: P.A. 99-604, eff. 1-1-17; 100-201, eff. 8-18-17.)

(50 ILCS 150/15)

Sec. 15. Approval of expenses. On or after 60 days after January 1, 2017 (the effective date of this Act), expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

(Source: P.A. 99-604, eff. 1-1-17; 100-201, eff. 8-18-17.)

(50 ILCS 150/20)

Sec. 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be submitted, in writing, to the governing board or corporate authorities:

(1) an estimate of the cost of travel, meals, or

lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is

requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who

received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official

business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/25)

Sec. 25. Entertainment expenses. No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

(Source: P.A. 99-604, eff. 1-1-17.)

Accessed Jan 13, 2023 - <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3714&ChapterID=11>

Leaves of Absence Policy

Library Board approved August 16, 2005. Revised July 19, 2011. Revised February 22, 2022. Revised January 24, 2023.

Introduction

The Oak Park Public Library recognizes staff members may need to take a leave from work for various reasons during their employment with the library. Therefore, the library provides the following leave of absence options included in this policy to its eligible staff members to use as requested and needed:

- [Bereavement/Compassionate Leave](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [Family Military Leave](#)
- [General/Personal Leave](#)
- [Jury and Witness Duty Leave](#)
- [Paid Parental Leave](#)
- [School Visitation Leave](#)
- [Victims' Economic Security and Safety Act \(VESSA\) Leave](#)
- [Voting Leave](#)

Bereavement/Compassionate Leave

The Oak Park Public Library will grant all regular full-time and part-time staff members up to five 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.

"Immediate family member" is defined as the staff member'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 your household. Members of your household include those who live with you as their permanent residence.

This policy also allows absence from work due to:

- a miscarriage;
- an unsuccessful round of intrauterine insemination (IUI) or of an assisted reproductive technology procedure such as in vitro fertilization (IVF)
- a failed adoption match or an adoption that is not finalized because it is contested by another party;
- a failed surrogacy agreement;
- a diagnosis that negatively impacts pregnancy or fertility; or
- a stillbirth.

All regular full-time and part-time staff members are entitled to take an additional five days of unpaid leave in the event of the death of an immediate family member. In the event of the death of more than one immediate family member in a 12-month period, an employee is entitled to up to 6 weeks of bereavement leave during that period. (Up to five days will be paid pursuant to this policy). Staff members may use any accrued, unused paid time off to run concurrently with this time. Staff members must complete time off under this policy within 60 days of learning of the need for leave.

Additional paid or unpaid time off for persons not covered in the definition of "immediate family member" may be allowed. The library may require a staff member to provide reasonable documentation in connection with leave taken under this policy. Staff members are requested to provide as much notice of the leave as possible. This policy does not permit a staff member to exceed the amount of leave available under the Family and Medical Leave Act.

Family and Medical Leave Act (FMLA)

Basic Leave Entitlement

Staff members may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the staff member has worked for the library for at least 12 months AND worked at least 1250 hours in the last 12 months. The "12-month period" is measured as a rolling 12-month period measured backward from the date a staff member uses any FMLA leave.

Reasons for FMLA Leave

If a staff member is eligible, the staff member may take family/medical leave for any of the following reasons: (1) the birth of a child and to care for such child; (2) the placement of a child with the staff member for adoption or foster care; (3) to care for a spouse, son, daughter or parent ("covered family member") with a serious health condition; or (4) because of the staff member's own serious health condition which renders the staff member unable to perform one or more of the essential functions of the staff member's position. Leave for reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement.

Military Family Leave Entitlement

If a staff member is eligible, the staff member may use the 12-week FMLA leave entitlement to take military family leave. Staff members may use this leave to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter, or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

A staff member may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period if the staff member is the spouse, son, daughter, parent, or next of kin of the covered service member. *This single 12-month period begins with the first day the staff member takes the leave.* A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible staff member first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

Misrepresenting facts in order to be granted FMLA leave is a violation of trust that is subject to disciplinary action, up to and including termination of employment. Staff members may not be granted FMLA leave to gain employment or work elsewhere, including self-employment.

Notice of Leave

If the FMLA leave is foreseeable, the staff member must give the library at least 30 days' notice following the usual procedure for requesting a leave of absence (notifying the immediate supervisor and human

resources). Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the staff member is expected to notify the library as soon as practicable and, absent unusual circumstances, follow the library's normal leave procedures (notifying the immediate supervisor and human resources). When leave is needed for planned medical treatment, staff members should attempt to schedule treatment so as not to unduly disrupt the library's operations.

Medical Certification—Leave for Staff Member's Own or a Covered Family Member's Serious Health Condition

If the staff member is requesting leave because of the staff member's own or a family member's serious health condition, the staff member and the relevant health care provider may be required to supply appropriate medical certification. If required, the medical certification must be provided within 15 days after it is requested or as soon as reasonably possible under the circumstances. Failure to provide valid requested medical certification promptly may result in denial of leave until it is provided. The library may also require medical recertification periodically during the leave, and staff members may be required to present a fitness for duty verification upon their return to work following leave for the staff member's own medical condition specifying that the staff member is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the staff member is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the staff member may be required to supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The library may also request additional information about the leave.

Certification for Service Member Family Leave

If a staff member is requesting leave because of the need to care for a covered service member with a serious injury or illness, the library may require the staff member to supply certification completed by an authorized health care provider of the covered service member. In addition, the library may also request additional information about the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If a staff member is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the library may require the staff member to supply certification completed by an authorized health care provider of the covered veteran. In addition, the library may request additional information about the leave.

Substitution of Paid Time Off

FMLA leave is unpaid leave. If a staff member requests leave for any FMLA-covered reason, the staff member will be required to use any remaining applicable paid time off. The utilization of this paid leave does not extend the leave period. In addition, if a staff member is eligible for any other paid leaves, such as IMRF disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, a staff member must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FMLA leave, the library will maintain the staff member's health benefits as if the staff member continued to remain actively employed, but the staff member must continue to pay their share of the premium. Failure of the staff member to pay their share of the health insurance premium may result in loss of coverage. If the staff member does not return to work after the expiration of the leave, the staff

member may be required to reimburse the library for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the staff member will not receive pay for holidays. Staff members will not lose employment benefits accrued up to the day on which the unpaid FMLA leave begins.

Intermittent or Reduced Schedule Leave

In the case of leave taken for a serious health condition, to care for a service member with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When leave is needed for planned medical treatment, staff members should attempt to schedule treatment so as not to unduly disrupt the library's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the library may, in its sole discretion, temporarily transfer the staff member to another job with equivalent pay and benefits that better accommodate that type of leave. If the leave is unpaid, the library will reduce the staff member's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the staff member's ability to perform their job duties.

Job Restoration

A staff member who returns to work from an approved FMLA leave of absence is entitled to return to their job or an equivalent position without loss of benefits or pay. A staff member who took leave because of their own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor before being restored to employment. A staff member who does not provide the certification will not be permitted to resume work until it is provided.

Family Military Leave

Eligible staff members may use unpaid family military leave for up to 30 days during the time that a family member's federal or state deployment orders are in effect.

Definitions

"Eligible Staff Member" means a staff member who has been employed for at least 12 months and who has worked at least 1250 hours during the 12 months preceding the commencement of the leave.

"Family Member" means the staff member's child, grandchild, spouse, or parent who has been called to military service lasting longer than 30 days with the state or the United States pursuant to the orders of the Governor or the President of the United States.

Use of Time Off

Family military leave is unpaid. If a staff member is granted family military leave, the staff member will be required to use any remaining applicable paid time off. The utilization of this paid leave does not extend the leave period. A staff member's leave under this policy may be reduced by the number of days a staff member takes "exigency leave" under the Family and Medical Leave Act.

Notice of Leave

The staff member should provide as much notice as is practicable. Where possible, the staff member should attempt to schedule such leave so as not to unduly disrupt library operations.

Verification

For leaves taken pursuant to this policy, the staff member may be required to submit verification from the proper military authority demonstrating the staff member's eligibility for the leave.

Benefits During Leave

During an approved family military leave, the staff member may maintain health benefits at the staff member's expense. The taking of leave under this policy will not result in the loss of any employment benefit accrued before the date on which leave commenced.

Job Restoration

Upon returning from an approved family military leave, the staff member is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment unless such restoration is inappropriate for reasons unrelated to the staff member's family military leave.

General/Personal Leave

If staff members are ineligible for any other leave of absence, the Oak Park Public Library may grant a general/personal leave of absence without pay. Staff members should submit their request for personal leave to their supervisor and Human Resources before the anticipated start of the leave. If the leave is requested for medical reasons and staff members are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification may be required.

The general/personal leave request will be considered and evaluated on a number of factors, including anticipated workload requirements, staffing considerations, and the reason for the requested leave.

A general/personal leave of absence may be granted for a period of up to eight (8) weeks. However, a leave may be extended up to four (4) weeks if, prior to the end of the leave, the staff member submits a request for an extension, and the request is granted. The maximum amount of general/personal leave allowed is twelve (12) weeks in a rolling 12-month period measured backward from the date a staff member uses any general/personal leave.

The library will continue insurance coverage during the leave if staff members submit their share of the monthly premium payments to the library in a timely manner. During the unpaid portions of general/personal leave, the staff member will not receive pay for holidays.

When the staff member anticipates returning to work, they should notify their supervisor of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the general/personal leave of absence, the library will attempt to return staff members to their original job or a similar position, subject to prevailing library operation considerations. Reinstatement is not guaranteed.

Failure to advise your supervisor or Human Resources of availability to return to work, failure to return to work when notified, or a continued absence from work beyond the time approved by the library will be considered a voluntary resignation of employment.

Jury and Witness Duty Leave

The Oak Park Public Library will provide all regular full-time and part-time staff members requested to serve jury duty with the required time off to fulfill their obligation. The library will pay staff members 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 staff members 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.

Staff members 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.

Paid Parental Leave

The Oak Park Public Library will provide up to eight (8) weeks of paid parental leave to all regular full-time and part-time staff members following the birth of a staff member's child or the placement of a child with a staff member in connection with adoption or foster care. The purpose of paid parental leave is to enable the staff member to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligibility

All regular full-time and part-time staff members are eligible for paid parental leave provided they meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

Amount, Time Frame, and Duration

Eligible staff members will receive a maximum of eight (8) weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the eight-week total amount of paid parental leave granted for that event.

Paid parental leave is compensated at the staff member's current regular rate of pay based on the staff member's regularly scheduled weekly hours. Paid parental leave will be paid on regularly scheduled pay dates.

Paid parental leave can be taken intermittently but should be taken in full week increments where possible. Approved paid parental leave may be taken at any time during the twelve-month period immediately following the birth, adoption, or placement of a child with the staff member.

Any unused paid parental leave will be forfeited at the end of the twelve-month time frame.

Upon separation of employment, the staff member will not be paid for any unused paid parental leave for which they were eligible.

Coordination with Other Policies and Benefits

After the paid parental leave is exhausted, the remainder of the leave can be compensated through staff members' applicable paid time off. Upon exhaustion of applicable paid time off, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Act (FMLA) policy for further guidance.

The library will maintain all benefits for staff members during the paid parental leave period just as if they were taking any other leave.

If a holiday occurs while the staff member is on paid parental leave, such a day will be charged to holiday pay.

Notice of Leave

The staff member should provide reasonable notice to their supervisor and Human Resources. The staff member must complete any necessary forms and may be required to provide documentation to substantiate the request.

School Visitation Leave

The Oak Park Public Library provides all regular full-time and part-time staff members time off for school visitation. Visitation is allowed for staff members to attend educational and/or behavioral conferences or classroom activities at their children's school when these school visits cannot be scheduled outside of work hours. "Child" means biological, adopted, foster child, or legal ward of a staff member who is enrolled in a primary or secondary school.

Eligible staff members may request up to a total of eight (8) hours of visitation in any school year, with a maximum of four (4) hours on any given day. The staff member must provide reasonable notice to their supervisor when requesting school visitation leave.

School visitation leave is unpaid. Staff members must use applicable paid time off for school visitation leave, if available. Supervisors may allow staff members to make up time for the unpaid school visitation leave. Staff members may be asked to provide their supervisor with written verification of the date, time, and length of the school visitation.

Victims' Economic Security and Safety Act (VESSA) Leave

The Oak Park Public Library provides all regular full-time and part-time staff members with unpaid victims' economic and security and safety leave for up to 12 weeks in a 12-month period for any one or more of the following reasons:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, gender violence or any other crime of violence to the staff member or the staff member's family or household member; or
- Obtaining services from a victim services organization for the staff member or the staff member's family or household member; or
- Obtaining psychological or other counseling for the staff member or the staff member's family or household member; or
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the staff member or the staff member's family or household member from future domestic, sexual, gender violence, any other crime of violence, or ensuring economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the staff member or the staff member's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence or any other crime of violence.

Definitions

"12-Month Period" means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

"Family or Household Member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the

staff member is the equivalent of a family relationship as determined by the staff member, and persons jointly residing in the same household.

"Domestic, Sexual, or Gender Violence" means domestic violence, sexual assault, gender violence, or stalking.

"Crime of Violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012.

Intermittent or Reduced Leave

A staff member may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution of Paid Time Off

A staff member may elect to substitute applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the staff member's total allotment of time off under this policy.

Notice of Leave

A staff member should provide as much notice as is practicable to their supervisor and Human Resources when the need for leave becomes known.

Certification

For leaves taken pursuant to this policy, the staff member may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the staff member as soon as reasonably possible.

The certification requirement may be satisfied by the submission of a sworn statement from the staff member and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or another professional from whom the staff member or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

All documentation related to the staff member's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required by law.

Benefits During Leave

During an approved VESSA leave, the library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the library will deduct your portion of the plan premiums as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the library for the cost of the premiums paid by the library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, gender violence, crime of violence, or other circumstances beyond your control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which a staff member will be eligible in one year is 12 weeks.

Job Restoration

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. Staff members who do not provide the certification will not be permitted to resume work until it is provided.

Reasonable Accommodations

The library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion unless such accommodations would present an undue hardship for the library.

Reasonable accommodation applies to applicants and staff members and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, gender violence or crime of violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, gender violence or crime of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, gender violence or crime of violence or with a family or household member who is a victim of domestic, sexual, gender violence or crime of violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

Confidentiality

All information provided to the library pursuant to this policy, including a statement of the staff member or any other documentation, record, or corroborating evidence, and the fact that the staff member has requested or obtained an accommodation pursuant to this policy shall be retained in the strictest confidence by the library, except to the extent that disclosure is (1) requested or consented to in writing by the staff member; or (2) otherwise required by applicable federal or state law.

Voting Leave

The Oak Park Public Library supports and promotes civic engagement and believes participation in the election process is a critical civic responsibility.

Therefore, all staff members may be permitted two hours of paid leave for the purpose of voting in a local, state, or national election. This leave must be exercised between the opening and closing of the polls and may be used for early voting.

If you need to take time off to vote, you must notify your supervisor of your plans no later than the day before the election. Your supervisor will notify you of the two-hour block of time assigned to you for voting purposes. Proof of attendance at the polls may be required.

Leaves of Absence Policy

Library Board approved August 16, 2005. Revised July 19, 2011. Revised February 22, 2022. Revised January 24, 2023.

Introduction

The Oak Park Public Library recognizes staff members may need to take a leave from work for various reasons during their employment with the library. Therefore, the library provides the following leave of absence options included in this policy to its eligible staff members to use as requested and needed:

- [Bereavement/Compassionate Leave](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [Family Military Leave](#)
- [General/Personal Leave](#)
- [Jury and Witness Duty Leave](#)
- [Paid Parental Leave](#)
- [School Visitation Leave](#)
- [Victims' Economic Security and Safety Act \(VESSA\) Leave](#)
- [Voting Leave](#)

Bereavement/Compassionate Leave

The Oak Park Public Library will grant all regular full-time and part-time staff members up to five 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.

"Immediate family member" is defined as the staff member'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 your household. Members of your household include those who live with you as their permanent residence.

This policy also allows absence from work due to:

- a miscarriage;
- an unsuccessful round of intrauterine insemination (IUI) or of an assisted reproductive technology procedure such as in vitro fertilization (IVF)
- a failed adoption match or an adoption that is not finalized because it is contested by another party;
- a failed surrogacy agreement;
- a diagnosis that negatively impacts pregnancy or fertility; or
- a stillbirth.

All regular full-time and part-time staff members are entitled to take an additional five days of unpaid leave in the event of the death of an immediate family member. In the event of the death of more than one immediate family member in a 12-month period, an employee is entitled to up to 6 weeks of bereavement leave during that period. (Up to five days will be paid pursuant to this policy). Staff members may use any accrued, unused paid time off to run concurrently with this time. Staff members must complete time off under this policy within 60 days of learning of the need for leave.

Additional paid or unpaid time off for persons not covered in the definition of "immediate family member" may be allowed. The library may require a staff member to provide reasonable documentation in connection with leave taken under this policy. Staff members are requested to provide as much notice of the leave as possible. This policy does not permit a staff member to exceed the amount of leave available under the Family and Medical Leave Act.

Deleted: Parents who suffer pregnancy loss (i.e., miscarriage or stillbirth) are also entitled to leave under this policy.⁴

Commented [2]: Section added to reflect the additional reasons for taking leave included in Illinois' expanded Family Bereavement Leave Act (FBLA).

Commented [3]: Updated to provide specifics for staff and align with Illinois' Family Bereavement Leave Act.

Deleted: additional paid or unpaid time off as needed for the death of an immediate family member. Five days of this time will be paid according to this bereavement leave policy, and staff members may use available paid time off hours or take unpaid time off for the remainder of their bereavement period.

Commented [4]: Added per attorney advice for clarification for staff understanding and administration.

Family and Medical Leave Act (FMLA)

Basic Leave Entitlement

Staff members may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the staff member has worked for the library for at least 12 months AND worked at least 1250 hours in the last 12 months. The "12-month period" is measured as a rolling 12-month period measured backward from the date a staff member uses any FMLA leave.

Reasons for FMLA Leave

If a staff member is eligible, the staff member may take family/medical leave for any of the following reasons: (1) the birth of a child and to care for such child; (2) the placement of a child with the staff member for adoption or foster care; (3) to care for a spouse, son, daughter or parent ("covered family member") with a serious health condition; or (4) because of the staff member's own serious health condition which renders the staff member unable to perform one or more of the essential functions of the staff member's position. Leave for reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement.

Military Family Leave Entitlement

If a staff member is eligible, the staff member may use the 12-week FMLA leave entitlement to take military family leave. Staff members may use this leave to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter, or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

A staff member may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period if the staff member is the spouse, son, daughter, parent, or next of kin of the covered service member. *This single 12-month period begins with the first day the staff member takes the leave.* A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible staff member first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

Misrepresenting facts in order to be granted FMLA leave is a violation of trust that is subject to disciplinary action, up to and including termination of employment. Staff members may not be granted FMLA leave to gain employment or work elsewhere, including self-employment.

Notice of Leave

If the FMLA leave is foreseeable, the staff member must give the library at least 30 days' notice following the usual procedure for requesting a leave of absence (notifying the immediate supervisor and human resources). Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the staff member is expected to notify the library as soon as practicable and, absent unusual circumstances, follow the library's normal leave procedures (notifying the immediate supervisor

and human resources). When leave is needed for planned medical treatment, staff members should attempt to schedule treatment so as not to unduly disrupt the library's operations.

Medical Certification—Leave for Staff Member's Own or a Covered Family Member's Serious Health Condition

If the staff member is requesting leave because of the staff member's own or a family member's serious health condition, the staff member and the relevant health care provider may be required to supply appropriate medical certification. If required, the medical certification must be provided within 15 days after it is requested or as soon as reasonably possible under the circumstances. Failure to provide valid requested medical certification promptly may result in denial of leave until it is provided. The library may also require medical recertification periodically during the leave, and staff members may be required to present a fitness for duty verification upon their return to work following leave for the staff member's own medical condition specifying that the staff member is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the staff member is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the staff member may be required to supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The library may also request additional information about the leave.

Certification for Service Member Family Leave

If a staff member is requesting leave because of the need to care for a covered service member with a serious injury or illness, the library may require the staff member to supply certification completed by an authorized health care provider of the covered service member. In addition, the library may also request additional information about the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If a staff member is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the library may require the staff member to supply certification completed by an authorized health care provider of the covered veteran. In addition, the library may request additional information about the leave.

Substitution of Paid Time Off

FMLA leave is unpaid leave. If a staff member requests leave for any FMLA-covered reason, the staff member will be required to use any remaining applicable paid time off. The utilization of this paid leave does not extend the leave period. In addition, if a staff member is eligible for any other paid leaves, such as IMRF disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, a staff member must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FMLA leave, the library will maintain the staff member's health benefits as if the staff member continued to remain actively employed, but the staff member must continue to pay their share of the premium. Failure of the staff member to pay their share of the health insurance premium may result in loss of coverage. If the staff member does not return to work after the expiration of the leave, the staff member may be required to reimburse the library for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the staff member will not receive pay for holidays. Staff members will not lose employment benefits accrued up to the day on which the unpaid FMLA leave begins.

Intermittent or Reduced Schedule Leave

In the case of leave taken for a serious health condition, to care for a service member with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When leave is needed for planned medical treatment, staff members should attempt to schedule treatment so as not to unduly disrupt the library's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the library may, in its sole discretion, temporarily transfer the staff member to another job with equivalent pay and benefits that better accommodate that type of leave. If the leave is unpaid, the library will reduce the staff member's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the staff member's ability to perform their job duties.

Job Restoration

A staff member who returns to work from an approved FMLA leave of absence is entitled to return to their job or an equivalent position without loss of benefits or pay. A staff member who took leave because of their own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor before being restored to employment. A staff member who does not provide the certification will not be permitted to resume work until it is provided.

Family Military Leave

Eligible staff members may use unpaid family military leave for up to 30 days during the time that a family member's federal or state deployment orders are in effect.

Definitions

"Eligible Staff Member" means a staff member who has been employed for at least 12 months and who has worked at least 1250 hours during the 12 months preceding the commencement of the leave.

"Family Member" means the staff member's child, grandchild, spouse, or parent who has been called to military service lasting longer than 30 days with the state or the United States pursuant to the orders of the Governor or the President of the United States.

Use of Time Off

Family military leave is unpaid. If a staff member is granted family military leave, the staff member will be required to use any remaining applicable paid time off. The utilization of this paid leave does not extend the leave period. A staff member's leave under this policy may be reduced by the number of days a staff member takes "exigency leave" under the Family and Medical Leave Act.

Notice of Leave

The staff member should provide as much notice as is practicable. Where possible, the staff member should attempt to schedule such leave so as not to unduly disrupt library operations.

Verification

For leaves taken pursuant to this policy, the staff member may be required to submit verification from the proper military authority demonstrating the staff member's eligibility for the leave.

Benefits During Leave

During an approved family military leave, the staff member may maintain health benefits at the staff member's expense. The taking of leave under this policy will not result in the loss of any employment benefit accrued before the date on which leave commenced.

Job Restoration

Upon returning from an approved family military leave, the staff member is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment unless such restoration is inappropriate for reasons unrelated to the staff member's family military leave.

General/Personal Leave

If staff members are ineligible for any other leave of absence, the Oak Park Public Library may grant a general/personal leave of absence without pay. Staff members should submit their request for personal leave to their supervisor and Human Resources before the anticipated start of the leave. If the leave is requested for medical reasons and staff members are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification may be required.

The general/personal leave request will be considered and evaluated on a number of factors, including anticipated workload requirements, staffing considerations, and the reason for the requested leave.

A general/personal leave of absence may be granted for a period of up to eight (8) weeks. However, a leave may be extended up to four (4) weeks if, prior to the end of the leave, the staff member submits a request for an extension, and the request is granted. The maximum amount of general/personal leave allowed is twelve (12) weeks in a rolling 12-month period measured backward from the date a staff member uses any general/personal leave.

The library will continue insurance coverage during the leave if staff members submit their share of the monthly premium payments to the library in a timely manner. During the unpaid portions of general/personal leave, the staff member will not receive pay for holidays.

When the staff member anticipates returning to work, they should notify their supervisor of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the general/personal leave of absence, the library will attempt to return staff members to their original job or a similar position, subject to prevailing library operation considerations. Reinstatement is not guaranteed.

Failure to advise your supervisor or Human Resources of availability to return to work, failure to return to work when notified, or a continued absence from work beyond the time approved by the library will be considered a voluntary resignation of employment.

Jury and Witness Duty Leave

The Oak Park Public Library will provide all regular full-time and part-time staff members requested to serve jury duty with the required time off to fulfill their obligation. The library will pay staff members 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 staff members 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.

Staff members 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.

Paid Parental Leave

The Oak Park Public Library will provide up to eight (8) weeks of paid parental leave to all regular full-time and part-time staff members following the birth of a staff member's child or the placement of a child with a staff member in connection with adoption or foster care. The purpose of paid parental leave is to enable the staff member to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligibility

All regular full-time and part-time staff members are eligible for paid parental leave provided they meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

Amount, Time Frame, and Duration

Eligible staff members will receive a maximum of eight (8) weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the eight-week total amount of paid parental leave granted for that event.

Paid parental leave is compensated at the staff member's current regular rate of pay based on the staff member's regularly scheduled weekly hours. Paid parental leave will be paid on regularly scheduled pay dates.

Paid parental leave can be taken intermittently but should be taken in full week increments where possible. Approved paid parental leave may be taken at any time during the twelve-month period immediately following the birth, adoption, or placement of a child with the staff member.

Any unused paid parental leave will be forfeited at the end of the twelve-month time frame.

Upon separation of employment, the staff member will not be paid for any unused paid parental leave for which they were eligible.

Coordination with Other Policies and Benefits

After the paid parental leave is exhausted, the remainder of the leave can be compensated through staff members' applicable paid time off. Upon exhaustion of applicable paid time off, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Act (FMLA) policy for further guidance.

The library will maintain all benefits for staff members during the paid parental leave period just as if they were taking any other leave.

If a holiday occurs while the staff member is on paid parental leave, such a day will be charged to holiday pay.

Notice of Leave

The staff member should provide reasonable notice to their supervisor and Human Resources. The staff member must complete any necessary forms and may be required to provide documentation to substantiate the request.

School Visitation Leave

The Oak Park Public Library provides all regular full-time and part-time staff members time off for school visitation. Visitation is allowed for staff members to attend educational and/or behavioral conferences or

classroom activities at their children's school when these school visits cannot be scheduled outside of work hours. "Child" means biological, adopted, foster child, or legal ward of a staff member who is enrolled in a primary or secondary school.

Eligible staff members may request up to a total of eight (8) hours of visitation in any school year, with a maximum of four (4) hours on any given day. The staff member must provide reasonable notice to their supervisor when requesting school visitation leave.

School visitation leave is unpaid. Staff members must use applicable paid time off for school visitation leave, if available. Supervisors may allow staff members to make up time for the unpaid school visitation leave. Staff members may be asked to provide their supervisor with written verification of the date, time, and length of the school visitation.

Victims' Economic Security and Safety Act (VESSA) Leave

The Oak Park Public Library provides all regular full-time and part-time staff members with unpaid victims' economic and security and safety leave for up to 12 weeks in a 12-month period for any one or more of the following reasons:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, gender violence or any other crime of violence to the staff member or the staff member's family or household member; or
- Obtaining services from a victim services organization for the staff member or the staff member's family or household member; or
- Obtaining psychological or other counseling for the staff member or the staff member's family or household member; or
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the staff member or the staff member's family or household member from future domestic, sexual, gender violence, any other crime of violence, or ensuring economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the staff member or the staff member's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence or any other crime of violence.

Definitions

"12-Month Period" means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

"Family or Household Member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the staff member is the equivalent of a family relationship as determined by the staff member, and persons jointly residing in the same household.

"Domestic, Sexual, or Gender Violence" means domestic violence, sexual assault, gender violence, or stalking.

"Crime of Violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012.

Intermittent or Reduced Leave

A staff member may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution of Paid Time Off

A staff member may elect to substitute applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the staff member's total allotment of time off under this policy.

Notice of Leave

A staff member should provide as much notice as is practicable to their supervisor and Human Resources when the need for leave becomes known.

Certification

For leaves taken pursuant to this policy, the staff member may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the staff member as soon as reasonably possible.

The certification requirement may be satisfied by the submission of a sworn statement from the staff member and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or another professional from whom the staff member or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

All documentation related to the staff member's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required by law.

Benefits During Leave

During an approved VESSA leave, the library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the library will deduct your portion of the plan premiums as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the library for the cost of the premiums paid by the library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, gender violence, crime of violence, or other circumstances beyond your control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which a staff member will be eligible in one year is 12 weeks.

Job Restoration

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. Staff members who do not provide the certification will not be permitted to resume work until it is provided.

Reasonable Accommodations

The library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion unless such accommodations would present an undue hardship for the library.

Reasonable accommodation applies to applicants and staff members and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, gender violence or crime of violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, gender violence or crime of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, gender violence or crime of violence or with a family or household member who is a victim of domestic, sexual, gender violence or crime of violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

Confidentiality

All information provided to the library pursuant to this policy, including a statement of the staff member or any other documentation, record, or corroborating evidence, and the fact that the staff member has requested or obtained an accommodation pursuant to this policy shall be retained in the strictest confidence by the library, except to the extent that disclosure is (1) requested or consented to in writing by the staff member; or (2) otherwise required by applicable federal or state law.

Voting Leave

The Oak Park Public Library supports and promotes civic engagement and believes participation in the election process is a critical civic responsibility.

Therefore, all staff members may be permitted two hours of paid leave for the purpose of voting in a local, state, or national election. This leave must be exercised between the opening and closing of the polls and may be used for early voting.

If you need to take time off to vote, you must notify your supervisor of your plans no later than the day before the election. Your supervisor will notify you of the two-hour block of time assigned to you for voting purposes. Proof of attendance at the polls may be required.

Equal Employment Opportunity Policy

Library Board approved November 16, 2004. Revised January 24, 2023.

Introduction

The Oak Park Public Library is an equal opportunity employer. We are committed to creating and supporting a work environment that is anti-racist, diverse, equitable, and inclusive for the benefit of our staff, our collections, our programs and services, our patrons, and our community.

Equal Opportunity Defined

The library will provide equal opportunity to all staff members and applicants for employment regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance assessment; promotion and advancement; compensation and benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Reporting and Investigation Procedure

The library strongly encourages use of this policy when necessary. Any employee who believes this policy has been violated should report the situation to the Human Resources Director or the Executive Director. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please refer to the library's Non-Discrimination and Anti-Harassment Policy for more detailed information concerning the investigation procedure.

Retaliation Prohibited

Reporting violations of this policy or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports violations or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and library policy. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination.

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Commented [1]: The impetus for revising the EEO policy: On June 30, 2022, Governor Pritzker signed the CROWN Act into law. The acronym stands for "Create a Respectful and Open Workplace for Natural Hair" and prohibits hair discrimination. The Act took effect on January 1, 2023.

The CROWN Act is an amendment to the Illinois Human Rights Act (IHRA). It specifies that "race" includes "traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists."

Other necessary revisions/additions to the policy are per attorney advice to (1) clarify definitions, (2) list expectations for reporting and investigating violations, and (3) prohibit retaliation.

Deleted: All employment decisions and personnel actions will be administered with the purpose of ensuring and promoting equal opportunity for all persons.¶

¶ All qualified applicants for employment will be considered regardless of race, color, religion, age, sex, national origin, disability, or sexual orientation, in accordance with the legal requirements of the Civil Rights Act of 1964, as amended, and the Equal Employment Opportunity Act of 1972.¶

¶ All conditions and privileges of employment including separation from employment, will be in accordance with the legal requirements of the Civil Rights Act of 1964, as amended, and the Equal Employment Opportunity Act of 1972.

Non-Discrimination and Anti-Harassment Policy

Library Board approved January 23, 2018. Revised February 25, 2020. Revised January 24, 2023.

Introduction

The Oak Park Public Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the library will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, patron, consultant, contractor, board member, or other visitors of the library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Definitions

1. **Sexual harassment**, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.
2. Sexual harassment, as defined above, may include, but is not limited to:
 - a. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature;
 - b. Graphic or suggestive comments about an individual's dress or body;
 - c. Displaying sexually explicit objects, photographs, writings, or drawings;
 - d. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
 - e. Suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.
3. **Harassment** consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status, such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. The conduct forbidden by this policy specifically includes, but is not limited to:
 - a. Epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status; and
 - b. Written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their actual or perceived protected status.

4. **Discrimination** consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race (and traits associated with race including but not limited to hair texture and protective hairstyles such as braids, locks, and twists.), color, ancestry, national origin, citizenship status, work authorization status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

Reporting Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their immediate supervisor, any other director, manager, or supervisor, or the Director of Human Resources. If a director, manager, or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director of Human Resources.

Elected Officials

Any allegation of sexual harassment made by an elected official against another elected official may be reported to the President of the Library Board or their designee. If the Board President or their designee is the person making the allegation or is the person alleged to have committed the harassment, then the report may be made to any other elected official. The Board President shall, in consultation with the library's legal counsel, ensure that an independent review is conducted with respect to such allegations.

Investigation Procedure

The Director of Human Resources, or its designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee, such as a vendor, patron, consultant, contractor, board member, or other visitor of the library. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the

Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and library policy. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination.

Annual Training

The library will provide annual sexual harassment prevention training for all employees in accordance with Illinois law. All employees shall annually take the Sexual Harassment Prevention Training course developed by the Illinois Department of Human Rights, or other competent vendor meeting the training requirements as set by law. Evidence of annual completion of the required training shall be submitted to and maintained by the Human Resources Department.

Reporting Outside of the Library

The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Contact Information:

Illinois Department of Human Rights (IDHR)

Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

Chicago: 312-814-6269; TTY: 312-814-4760

United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000; TTY: 800-869-8001

Non-Discrimination and Anti-Harassment Policy

Library Board approved January 23, 2018. Revised February 25, 2020. Revised January 24, 2023.

Introduction

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 - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.
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 - a. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature;
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 - c. Displaying sexually explicit objects, photographs, writings, or drawings;
 - d. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
 - e. Suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.
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Reporting Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their immediate supervisor, any other director, manager, or supervisor, or the Director of Human Resources. If a director, manager, or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director of Human Resources.

Elected Officials

Any allegation of sexual harassment made by an elected official against another elected official may be reported to the President of the Library Board or their designee. If the Board President or their designee is the person making the allegation or is the person alleged to have committed the harassment, then the report may be made to any other elected official. The Board President shall, in consultation with the library's legal counsel, ensure that an independent review is conducted with respect to such allegations.

Investigation Procedure

The Director of Human Resources, or its designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee such as a vendor, patron, consultant, contractor, board member, or other visitor of the library. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

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The CROWN Act is an amendment to the Illinois Human Rights Act (IHRA). It specifies that "race" includes "traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists."

Commented [2]: As of August 2, 2021, it is a civil rights violation for employers, employment agencies, and labor organizations to discriminate against an employee or job applicant based on their federally authorized work status. This means that the Illinois Human Rights Act protects any person legally authorized to work in the United States, regardless of the length of their work authorization.

Commented [3]: Added to define "third party or non-employee"

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and library policy. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination.

Annual Training

The library will provide annual sexual harassment prevention training for all employees in accordance with Illinois law. All employees shall annually take the Sexual Harassment Prevention Training course developed by the Illinois Department of Human Rights, or other competent vendor meeting the training requirements as set by law. Evidence of annual completion of the required training shall be submitted to and maintained by the Human Resources Department.

Reporting Outside of the Library

The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Contact Information:

Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269; TTY: 312-814-4760

United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000; TTY: 800-869-8001