

OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Veterans Room
Tuesday, March 28, 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. February 28, 2022 Regular Meeting (Action)

3. Public Comments

Please read the "[Public Comment at Board Meetings Policy](#)." Public comments may be provided in one of the following ways:

- In person at a board meeting;
- As an email to the Library Executive Director Joslyn Bowling Dixon (joslynd@oppl.org) and to the Library Board President Matthew Fruth (m.fruth@oppl.org) sent by 4:30 pm on the date of the meeting;
- As a submission through [this Public Comment Form](#) sent by 4:30 pm on the date of the meeting.

4. Trustee Comments and Calendar

- a. Thursday, April 27: [Creative Studio Ribbon Cutting](#) (4:30-5 pm, Main Library Third Floor)
b. Sunday, June 4: [A Day in Our Village](#), elected officials brunch (Scoville Park, Main Library)

5. Executive Director Report

6. Staff Reports

- a. Strategic Priorities Report
i. Staff Speaker: Matt Bartodziej, Manager of Facilities
b. Library Core Use Statistics
c. Additions and Terminations Report
d. Staff Changes Report

7. Financial Reports

- a. February 2023 Financial Reports (Discussion)
b. February 2023 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. Approve closed meeting minutes (if applicable) (Action)
b. Holidays and Scheduled Building Closing Policy (Discussion)

11. Adjournment

**OAK PARK PUBLIC LIBRARY
834 LAKE ST., OAK PARK, ILLINOIS**

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES, REGULAR MEETING
FEBRUARY 28, 2023, 6:30 p.m.**

BOARD MEMBERS PRESENT

Theodore Foss	Vice President
Madhurima Chakraborty	Secretary (remote)
Kristina Rogers	Trustee
Virginia Bloom	Trustee
Colleen Burns	Trustee

BOARD MEMBERS ABSENT

Matthew Fruth	President
Susanne Fairfax	Trustee

ALSO ATTENDING

Joslyn Bowing Dixon	Library Executive Director
Rob Simmons	Director of Social Services and Public Safety
Stephen Jackson	Director of Equity and Anti-Racism
Leigh Tarullo	Director of Collections
Jodi Kolo	Director of Communications
Jeremy Andrykowski	Director of Finance
Elizabeth Marszalik	Director of Facilities & Technology
Billy Treece	Director of Human Resources
Lori Pulliam	Director of Public Services and Programs
Rory O'Neill	

Minutes prepared by Robert DiBartolomeo of Minutes Solutions Inc. from a video recording.

1. CALL TO ORDER

There being a quorum present, and the Trustees having been given adequate and proper notice of the meeting, the meeting was called to order at 6:32 p.m.

2. REVIEW AND APPROVAL OF THE MINUTES

On a motion made by Colleen Burns, seconded by Virginia Bloom, it was resolved to approve the minutes from the January 24, 2023, Board of Library Trustees meeting, as amended. Motion carried.

3. **PUBLIC COMMENTS**

Rory O'Neil alleged invoices were paid for incomplete contract work.

4. **TRUSTEE COMMENTS AND CALENDAR**

There were no Trustee comments.

5. **EXECUTIVE DIRECTOR REPORT**

Joslyn Bowing Dixon reviewed the report, noting that the Urban Library Council's "declaration of democracy" underscores Oak Park's philosophies.

6. **STAFF REPORTS**

- a. **Strategic Priorities Report:** Joslyn Bowing Dixon reviewed the strategic priorities report.

Social Services and Public Safety Update: Rob Simmons reported that he recently represented the library on the Village of Oak Park's Alternative Call Response Taskforce, which examined alternative call responses to the police when handling individuals with mental illness. Two models are being examined: one is an outreach model; and the other implements an imbedded social worker within the city police department. Recommendations will be prepared for the Village Manager to take to the Village Board by the end of March 2023.

Simmons reported that the Village Health Department is working to make opioid overdose kits available to the public in Oak Park. Oak Park Public Library is partnering with the Health Department and Oak Park Township to house naloxone kits at no cost to key locations throughout the community. Library staff will be offered training on basic awareness, harm reduction and how to safely administer naloxone.

Simmons said Public Safety staff are piloting the use of body cameras as a de-escalation tool. It appears formal incident reports have decreased since the body cam implementation.

- b. **Library Core Use Statistics:** The Board reviewed the core use statistics.
- c. **Additions and Terminations Report:** The Board reviewed the additions and terminations report.
- d. **Staff Changes Report:** The Board reviewed the staff changes report.

7. FINANCIAL REPORTS

- a. January 2023 Financial Reports:** The Board reviewed the financial reports for January, 2023.

b. January 2023 Resolutions on Disbursements:

On a motion duly made, it was resolved that disbursements for the month of January, 2023, in the total amount of \$1,158,107.90, 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. Motion carried.

8. ADDITIONAL REPORTS

- a. Intergovernmental Committee:** There was no report.

- b. Council of Governments:** There was no report.

- c. PlanIt Green:** PlanIt Green discussed how to effectively collaborate regarding programming and shared resources.

- d. Friends of the Oak Park Public Library:** Friends of the Oak Park Public Library met to discuss plans to host the book fair in July 2023, rather than August. Six weeks of book collection will begin on June 1, 2023. The fair will be hosted on all three floors of the library. Childrens' books will be available on the first floor, fiction on the second, and non-fiction on the third floor.

9. UNFINISHED BUSINESS

- a. Approve Closed Meeting Minutes:** There were no closed minutes to approve.

10. NEW BUSINESS

a. Library Policy Updates:

The Board reviewed the policy updates included in the meeting packet, and took action to approve the following:

- NEW: [Public Comment at Board Meetings](#)
- REVISED: [Library Programs](#)
- REVISED: Card Member Privileges Policies: [Card Registration](#), [Eligibility for Full Member Benefits](#), and [Lost or Stolen Library Cards](#)
- REVISED: Employment Policy: [Hours of Work](#)

Bowing Dixon said policies that have not been updated in a significant amount of time are being reviewed and will be brought to the Board at future meetings.

b. Resolution – Name Authorized Bank Signers and Principal for Illinois Funds Investment Account:

On a motion duly made, it was resolved that the Oak Park Public Library names the following person(s) as authorized signers for banking operations of the Oak Park Public Library:

- Matthew Fruth - Library Board of Trustees - President
- Virginia Bloom - Library Board of Trustees - Finance Officer
- Joslyn Bowling Dixon - Executive Director
- Jeremy Andrykowski - Director of Finance

Resolved further, that the following named person shall be listed as a Principal Authority for the Illinois Funds investments accounts:

- Joslyn Bowling Dixon - Executive Director

Resolved further, that all other names be removed as authorized signers for banking operations and Principal Authority for the Illinois Funds investment accounts. Motion carried.

c. Draft Resolution – Book Sanctuary: The Board reviewed the resolution draft.

Bowing Dixon suggested that book bans do not align with the library's mission. She noted that she will be meeting with the Village Manager next.

11. ADJOURNMENT

On a motion duly made and carried unanimously, it was agreed that there was no further business of the Board to transact; the meeting was closed at 8:02 p.m.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Executive Director's Report

March 2023

In February 2023

2/1 With Finance Director Jeremy Andrykowski, met with Oak Park-River Forest Community Foundation to review the current state of library endowment funds.

2/2 Attended reception and recognized in the Main Library Idea Box's Black History Month Museum with other past and present Oak Park local village government "Firsts," as the first African-American Executive Director of Oak Park Public Library.

2/3 Participated in Urban Library Council's Executive Directors (EDs) Focus Group with EDs from Milwaukee, Wisconsin, Richmond, Virginia, Hartford, Connecticut and additional cities across the country to help shape the next strategic plan under the new ULC CEO Brooks Rainwater.

2/6 Participated in Oak Park and River Forest High School Communication Focus Group.

2/10 First standing meeting of the library's Older Adults Advisory Group.

2/14 Networked with the local business community via the Oak Park-River Forest Chamber of Commerce Business After Hours event at American House.

2/18 Attended Village of Oak Park Black History Month Program at the Nineteenth Century Club.

2/19 Keynote speaker for the library's Black History Month Uniquely You Tea Party.

2/20 In support of local businesses, attended ribbon cutting at Stretch Labs in downtown Oak Park.

2/23 In support of local businesses, attended ribbon cutting and shopping event at Wild Fork in downtown Oak Park.

Respectfully submitted,

Joslyn Bowling Dixon

Joslyn Bowling Dixon

Library Strategic Priorities Report

March 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 one Anti-Racism goal and one ELS objective:

- **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.

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

- **Engagement Objective #1:** We focus on inclusive engagement and service to diverse community groups.
- **Learning Objective #2:** We prepare people for continuously changing technology.
- **Stewardship Objective #1:** We invite everyone into library spaces that are welcoming, safe, and inspiring.
- **Stewardship Objective #2:** We provide broad, effective, and equitable access to resources.

ANTI-RACISM

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 honor of Black History Month in February, the Idea Box on the first floor of the Main Library hosted its second annual [Black History Museum](#), curated by Multicultural Learning Coordinator Juanta Griffin. Entitled "The Work" — in reference to the ongoing struggle for social justice and racial equity — this exhibit honored Black Oak Park history and the leaders who have defied racial barriers to lay the foundations of this diverse, progressive village. In addition to celebrating historical Black figures in Oak Park, "The Work" also highlighted contemporary



Black Americans who continue to make advancements toward racial equity within Oak Park and beyond the borders of the village — including Joslyn Bowling Dixon, Oak Park's first Black library executive



director, and Robert Simmons, the first Black social worker hired in a U.S. public library. The exhibit was open to the community February 1-28 on Tuesday, Wednesday, and Thursday afternoons (1-3pm) and Sundays 12-3pm, and an opening reception was held in the evening on February 2.

From February 7 through March 11, the Main Library Art Gallery featured "Alkebulan Shadows" by [Jason Dorsey](#) — a documentary photographer born and based in Oak Park, whose work

explore the intersections of human behavior and a rapidly evolving environment. "Alkebulan Shadows" is a portrait photography project that challenges colonial imagery with contemporary, non-intrusive, non-exploitative photographs of Indigenous African people from various countries. ("Alkebulan" is the oldest and only word of Indigenous origin referring to the continent of Africa.) These images aim to enlighten and restore dignity back into the Black-circulated image. Equally serving as a celebration of Africa's sprawling diversity, each photograph symbolizes the gradual re-emergence of cultural identity, restoration, and hope. In the afternoon on February 11, community members had the opportunity to meet the exhibit artist during a reception held in the Art Gallery.

On February 18, ShaRhonda Knott-Dawson — local social justice and disability advocate, community organizer, nonprofit professional, and founder of [BRONDIHOUSE](#) — visited the Main Library to share her knowledge about Black history, particularly foundational history rooted in West African civilizations, in a program geared toward children and teens.

The following day, on February 19, the library hosted the third annual Uniquely You Tea Party, offered at the Nineteenth Century Club and made possible in part by grant donations from the [Nineteenth Century Charitable Association](#) and the Village of Oak Park's Community Relations Commission. This event was a Black affinity space and social-emotional development opportunity for girls ages 8-12 who identify as members of the



Diaspora. The tea party setting created a safe space for youth to have honest conversations with each other and with adults about a

variety of topics, including race, equity, colorism, body image, friendship, and leadership. Discussions were led by professional Black women from the Oak Park community, with Library Executive Director Joslyn Bowling Dixon offering the keynote address at the event. Multicultural Learning Coordinator Juanta Griffin described the event as "a beautiful experience, with lots of outstanding, wonderful women and girls."



On February 26, the library hosted a screening of the documentary [*Who We Are: A Chronicle of Racism in America*](#). In this film, which interweaves lecture, personal anecdotes, interviews, and shocking revelations, criminal defense and civil rights lawyer Jeffery Robinson draws a stark timeline of anti-Black racism in the United States, from slavery to the modern myth of a post-racial America. This film screening, which was followed by a group discussion, was held in partnership with [Maywood Youth Mentoring Program, Inc.](#)

In addition to the special exhibits and events described above, the library continued to offer multiple recurring programs with an emphasis on equity during the month of February, including our weekly [English language conversation hours](#), monthly [Spanish](#) and [French](#) language conversation hours, monthly [Latinx Author Book Café](#), and [Noche de Lotería](#).

ENGAGEMENT, LEARNING, & STEWARDSHIP

We focus on inclusive engagement and service to diverse community groups. [ENGAGEMENT]

Home Delivery

In previous reports to the Board of Library Trustees, we shared how patron engagement with the Oak Park Public Library's Home Delivery services increased notably in 2020 and, particularly, 2021, as demand for this service grew among community members during the COVID-19 pandemic. As described in our [January 2022 Strategic Priorities Report](#), more than 170 new Home Delivery patrons were added in 2020 and 2021, and, compared to pre-pandemic data from 2019, library staff made more than double the number of Home Delivery visits in 2021, delivering 12,188 items — more than 2.5 times the number of items that were delivered in 2019.

In 2022, community engagement with Home Delivery services continued to be strong, with numbers comparable to 2021. An additional 78 community members began using Home Delivery in 2022, with a total of 303 patrons registered with Home Delivery as of December 31, 2022. Fifteen staff members from across library service areas — led by Community Engagement Coordinator Ian Gosse — collaborated to provide deliveries on 49 of the total 52 Fridays in 2022. Across these 49 weeks of delivery, library staff made 3,141 visits to 142 unique addresses, delivering a grand total of 12,023 items — a number of items comparable to 2021 (12,188), with a slight increase in visits to fewer unique addresses compared to 2021 (2,944 visits to 174 unique addresses). Of the total items delivered in 2022, the majority (73%) were books, followed by DVDs (22%) and audiobooks (3%) — this breakdown is similar to what was seen in 2021, with a slight decrease in books (75% in 2021) and audiobooks (4% in 2021) and a slight increase in DVDs (18% in 2021). We made an average of 64 deliveries per week in 2022 (comparable to the average of 67 per week in 2021) and delivered 245 items per week (a decrease from 277 items per week in 2021).

As shown in the data above, we consistently delivered more often to a more focused set of patrons in 2022 compared to 2021. The usage patterns observed in 2022 seem to suggest a reduction in the number of parents/caregivers utilizing Home Delivery services and a return to our more traditional Home Delivery users who are unable to physically visit our library spaces. Many parents/caregivers signed up for Home Delivery services in 2020 and 2021 to obtain library materials — particularly large quantities of children's books — while their families were staying home during the pandemic. With these families returning to in-person library use in 2022, a reduction in the number of patrons using Home Delivery services and a slight shift in the types of materials being requested (i.e., fewer books, more DVDs) is unsurprising.

Additionally, we increased our Home Delivery engagement with senior/disabled living facilities last year, providing services to 61 resident accounts, two staff accounts, and three book discussion accounts (compared to 53 resident accounts and three staff/book discussion accounts in 2021). We served patrons at Mills Park Tower (22), Brookdale (25, plus one staff account and one book discussion account), The Oak Park Arms (4, plus one staff account and one book discussion account), Belmont (4), The Oaks (4),

and Ryan Farrelly Apartments (2). Last year also included new collaboration between Home Delivery and the Patron Services team with respect to coordinating deliveries for various books groups in Oak Park, including community-led book groups at The Oak Park Arms and Brookdale, as well as St. Edmund's. We have also been sending books to OPT Senior Services, so that they can coordinate a community book group to complement their other offerings.

We prepare people for continuously changing technology. [LEARNING]

TechGirlz grant

Throughout late 2022 and early 2023, the library's Digital Learning Team has been thrilled to utilize \$12,000 in grant funding from Creating IT Futures to purchase 3D printers, Edison Robots, podcast microphones, tripods, headphones, electronic toolkits, cameras, 3D pens, and more to run several [TechGirlz](#) workshops for girls in grades 5-8. As of the end of February, the team has offered more than 20 TechGirlz workshops on a variety of topics (see list below), with a total attendance of 145 across all programs:

- 3D Printing: Slicing & Dicing Using CAD
- Programming Edison Robots Using Python
- Podcasting
- Storytelling & Video Production
- What's Inside a Computer?
- How to Stay Safe Online



Offered in the library's [Creative Studio](#), these engaging, hands-on workshops were made possible through the hard work and collaboration of multiple staff across library services areas, including Library Specialist Megha Bamola, Library Assistant Victor Collaso, Supervising Librarian of Creative Technology John Gargiulo, Library Assistant Margaret Heppner, Creative Technology Librarian Amy Hofmockel, Library Specialist Claire Ong, Programming Librarian Jabez Patterson,

Library Assistant Jess Rich, Library Assistant Michael Rose, Digital Learning Librarian Eileen Saam, Latinx Language & Culture Librarian Nora Sanchez, Creative Technology Specialist Jericho Savage, and Supervisor Michelle Springer.

Grant funding for these TechGirlz workshops has helped kick off amazing program opportunities in the Creative Studio. The Digital Learning Team will continue to offer TechGirlz workshops, as well as a variety of other fun and exciting programs, in the Creative Studio for kids, teens, and adults.



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

Prioritizing safety

Patron and staff safety is always at the forefront for the Facilities Team at the Oak Park Public Library. Honoring this commitment to safety, throughout February and March, all fire protection systems at both the Main Library and the Maze Branch were inspected in compliance with fire code mandates. (Note: Dole Branch compliance is handled by the Park District of Oak Park.) This included annual testing to verify operation and conditions of the fire panels; smoke, heat and duct detectors; horn and strobe devices and annunciator panels; our dry sprinkler and our pre-action sprinkler system; and our fire pump system. Also completed was a five-year hydrostatic test for the fire department connection at the Maze Branch.

These tests verify that systems are operating as designed and are in good condition. Detailed reports of each inspection are sent to the building owner, the compliance authority, and the local fire department. Upon receiving the reports, any noted deficiencies must be corrected within 30 days of notice, and a follow-up report accurately detailing the repairs must be submitted to the same authorities to maintain compliance. In this recent report, the Main Library had five non-critical deficiencies, all of which were repaired on March 15, 2023.

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 now reflects data for 2023, showing monthly numbers for 12 core statistics, with a dashed, black line denoting the monthly average in 2022, for reference. 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 February 2023. New Cardholder Retention, Market Penetration, and NPS are updated on a quarterly basis — in this month's report, this includes data through Q4 2022. For NPS data, reference lines currently denote comparisons to 2021 and 2019 scores (solid black line and solid gray line, respectively).

Please note that the January 2023 value for the WiFi Use core statistic has changed compared to what was shared in the February 2023 Board of Library Trustees meeting materials — it was previously reported as 3,954, and has been updated to the correct value of 16,693. This was due to a data entry error in which Maze Branch WiFi Use was accidentally entered for Main Library usage.

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.

Library users

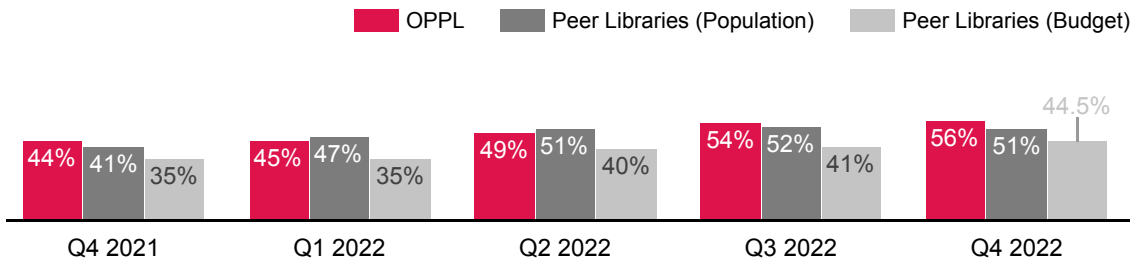
As of early March 2023, the Oak Park Public Library had 46,035 library users registered in the integrated library system (ILS), with approximately 24,858 (54%) of these being active users as defined by SWAN (i.e., any activity recorded in the last three years). Among these registered users are 1,326 online-only cards, 161 teacher cards (which includes both teachers and daycare providers), 152 business cards, and 1 purchased non-resident card. With regard to the number of teacher cards, it is important to note that many Oak Park resident teachers and daycare providers use their own library cards and some are using

online-only accounts in classrooms — thus, the figure provided above (161) likely does not reflect a true total of these users.

Additionally, per SWAN, approximately 1,761 patrons are registered with us under the CHICAGO_P user type, which is used for any Chicago resident who registers their Chicago Public Library (CPL) card with the Oak Park Public Library to allow themselves to utilize SWAN resources. While it is difficult to ascertain an exact figure for registered users of this user type (due to the way they are registered in the ILS with system-wide identifiers, per SWAN best practices), we *are* able to count how many unique CHICAGO_P users checked out at any Oak Park Public Library location each year. Since 2019, this total has ranged from 1,761 patrons to 1,829 patrons yearly and likely reflects the overwhelming majority of active Chicago-based users that are registered with Oak Park (rather than other SWAN libraries). Per ILS data, the Oak Park Public Library is among the top three SWAN libraries in terms of use by CPL patrons, alongside Eisenhower Public Library District and Elmwood Park Public Library.

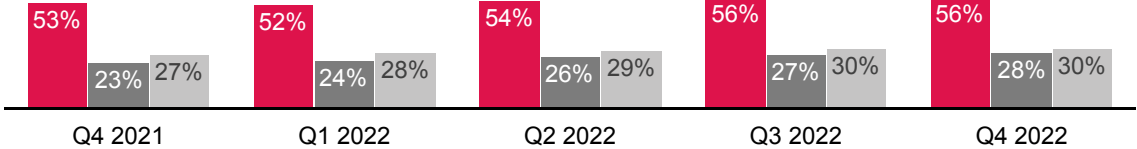
New Cardholder Retention

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

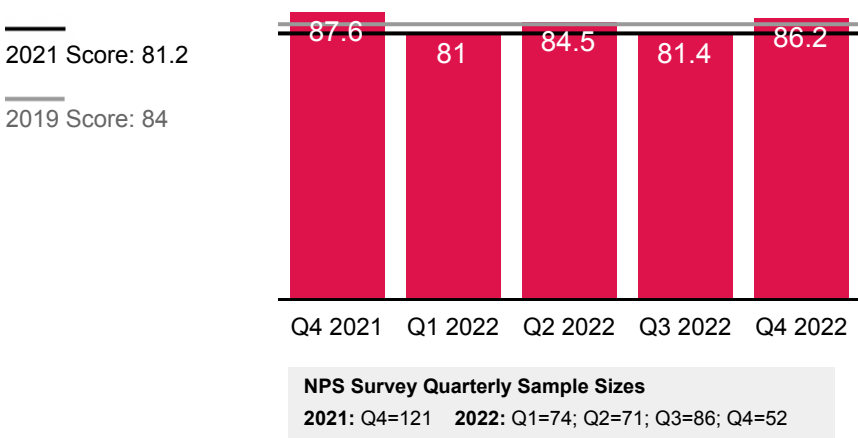


Net Promoter Score

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?

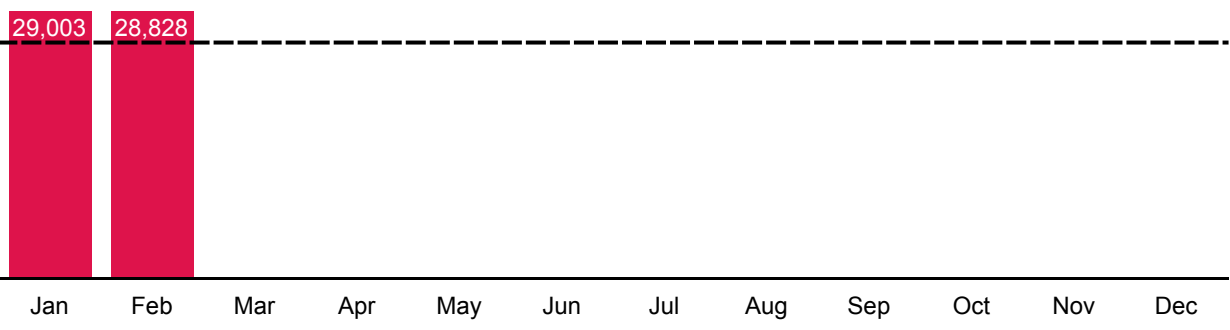
The NPS can range from -100 to 100. For reference, a positive score is Good, above 50 is Excellent, and above 70 is considered World Class.



Building Visits

The number of patron visits to a library building

2022 Average: 25,431

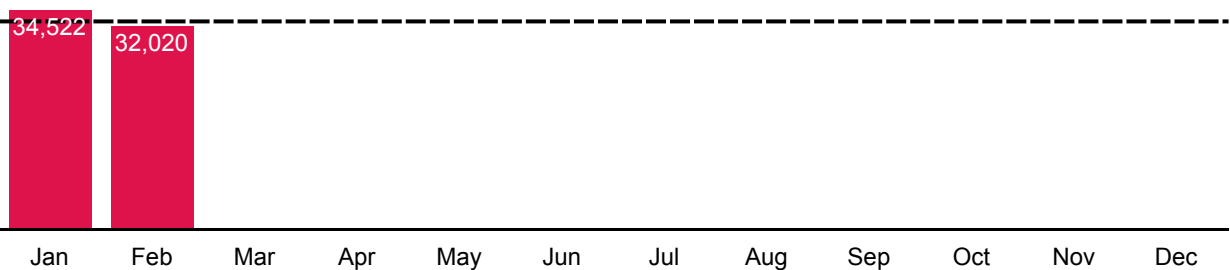


Year-to-Date
57,831

Website Users

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

2022 Average: 32,531

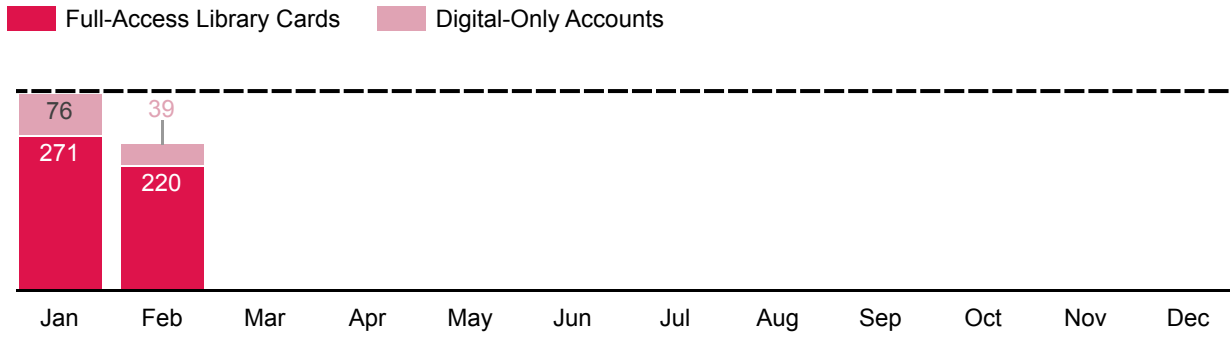


Year-to-Date
66,542

New Users

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

2022 Average: 352



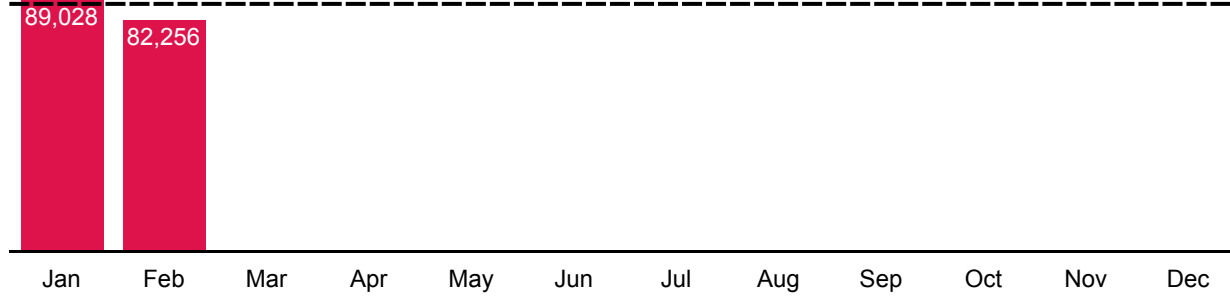
Year-to-Date
606

*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

2022 Average: 87,737

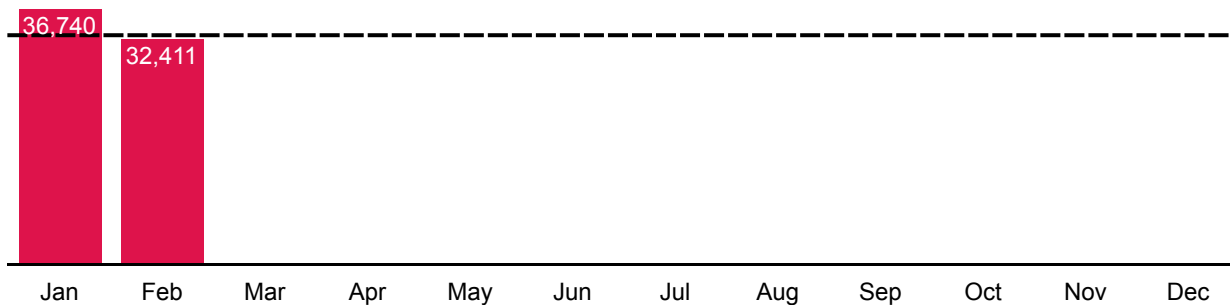


Year-to-Date
171,284

Digital Materials Use

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

2022 Average: 33,017

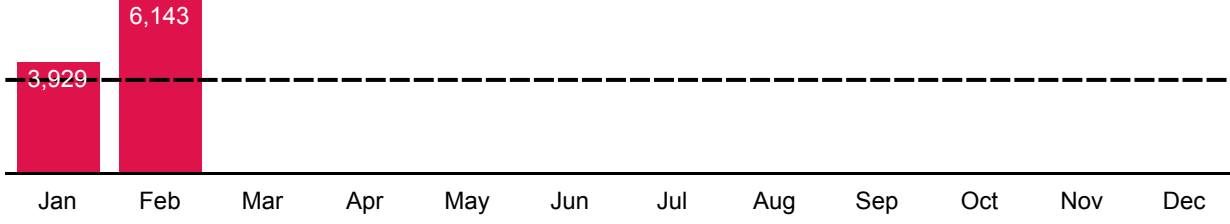


Year-to-Date
69,151

Online Resource Use

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

2022 Average: 3,283

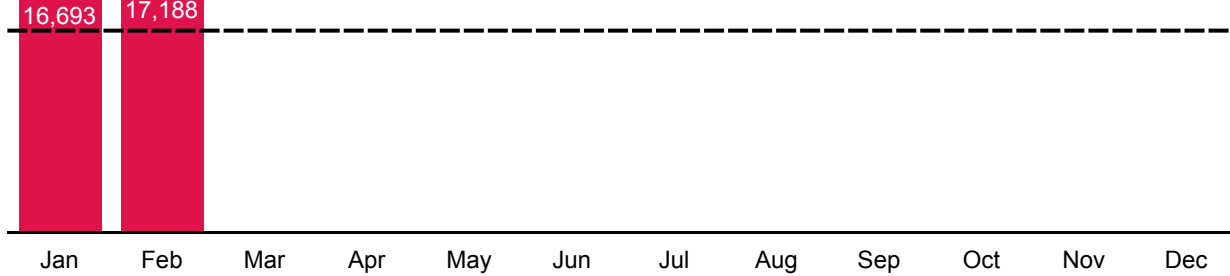


Year-to-Date
10,072

WiFi Use

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

2022 Average: 14,410

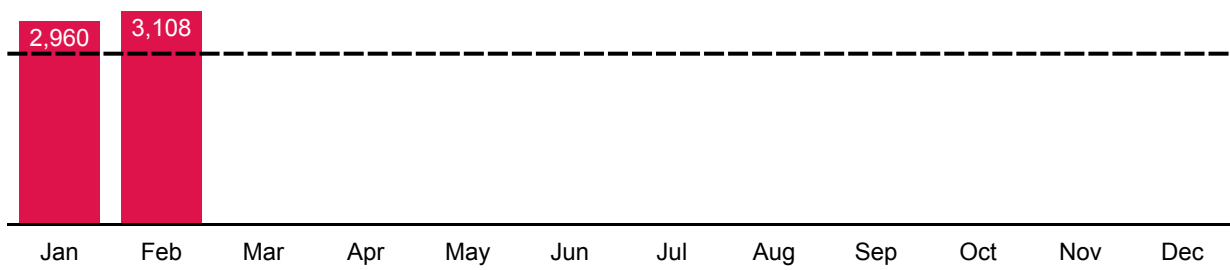


Year-to-Date
33,881

Public Computer Use

The number of PC sessions at an Oak Park library location

2022 Average: 2,479

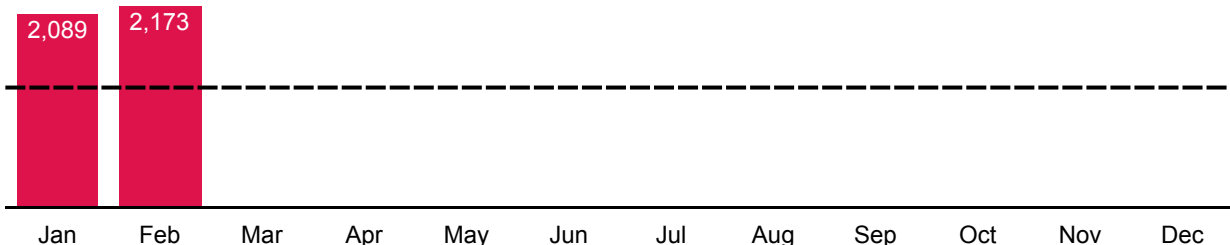


Year-to-Date
6,068

Program Attendance

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

2022 Average: 1,281

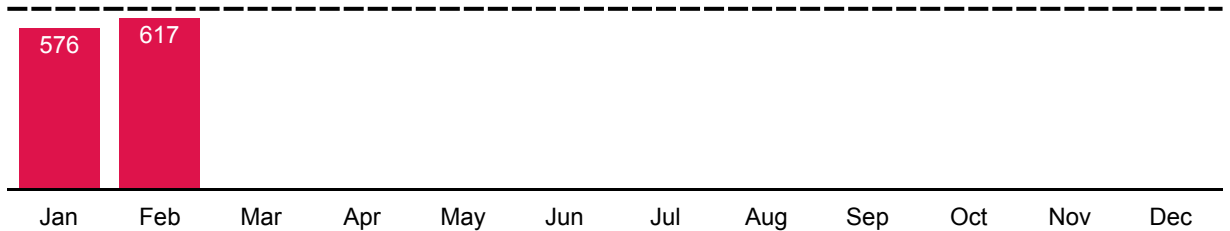


Year-to-Date
4,262

Community Outreach

The estimated interactions from all Outreach and Book Bike events

2022 Average: 645

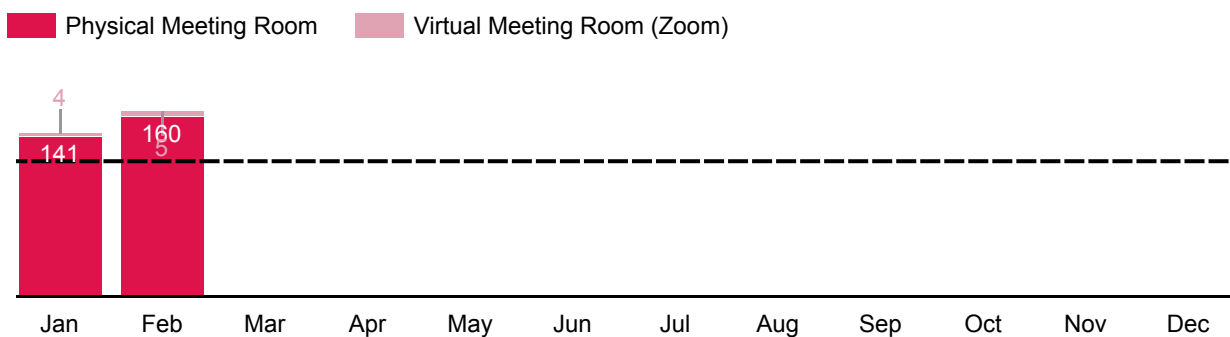


Year-to-Date
1,193

Meeting Room Use

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

2022 Average: 120

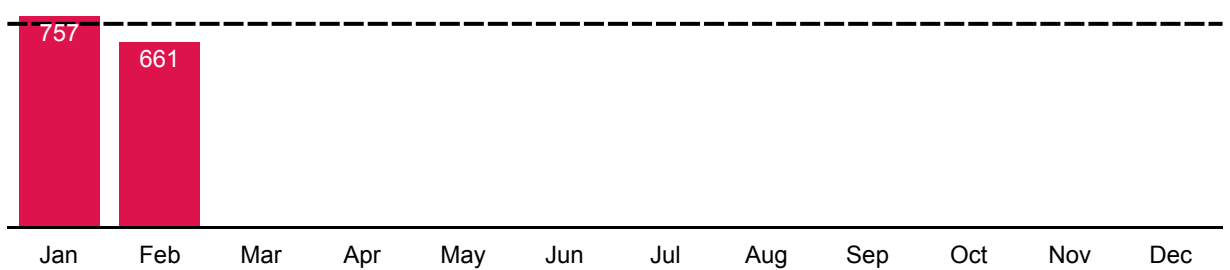


Year-to-Date
310

Study Room Use

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

2022 Average: 726



Year-to-Date
1,418

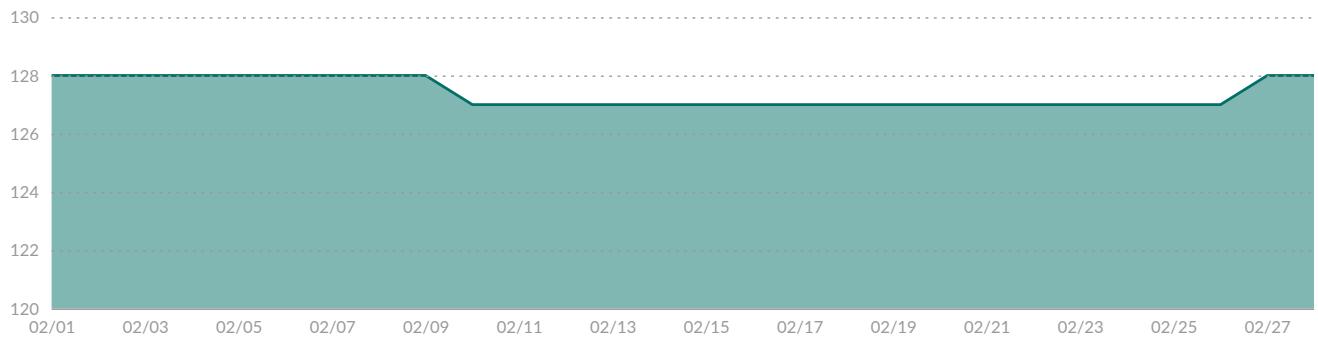
03/13/2023

Additions & Terminations

Dates

2023-02-01 - 2023-02-28

Employee Head Count



Additions (1)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Okochi, Joy	Part-Time, less than 20 hrs/wk	Adult Services	None	Oak Park Public Library	Library Assistant	02/27/2023

Terminations (1)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Tubens, Luis	Part-Time, less than 20 hrs/wk	Children's Services	None	Oak Park Public Library	Programming Specialist	05/01/2021	02/10/2023

03/13/2023

Staff Changes

Dates

02/01/2023 - 02/28/2023



Changes (7)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
Gauthier, Camille	Full-Time	Materials Handling	Library Assistant	Promotion	02/09/2023	Previous position: Library Clerk
Ward, Kevin	Full-Time	Materials Handling	Library Assistant	Promotion	02/09/2023	Previous position: Library Clerk
Knowles, Kelly	Full-Time	Patron Services	Patron Services Coordinator	Promotion	02/09/2023	Previous position: Patron Services Supervisor
Meo, Julie	Full-Time	Patron Services	Patron Services Coordinator	Promotion	02/09/2023	Previous position: Patron Services Supervisor
Bayle, Emma	Part-Time, 20 or more hrs/wk	Patron Services	Library Assistant	Status Change	02/09/2023	Previous status: Part-Time, less than 20 hrs/wk
DiSandro, Jenna	Part-Time, 20 or more hrs/wk	Patron Services	Library Assistant	Status Change	02/09/2023	Previous status: Part-Time, less than 20 hrs/wk
Lorch, Janet	Part-Time, 20 or more hrs/wk	Patron Services	Library Assistant	Status Change	02/09/2023	Previous status: Part-Time, less than 20 hrs/wk

Oak Park Public Library – Financial Report Summary

As of February 28, 2023
(17% of the year complete)

Operating cash available:

Byline Checking -	\$370,136.78
* Outstanding payments -	\$(33,330.96)
Byline Analysis -	\$25,000
Byline Promontory -	\$484,068.79
Bento Debit Card -	\$15,677.94
Forest Park Natl Bank -	\$529,832.62
US Bank Money Mkt -	\$202,531.89
Illinois Funds Invest -	\$3,859,431.61

Ending Operating cash available: **\$5,453,348.67**

Art Fund: **\$2,780.29**

REVENUE

The Library received \$42,113 from property tax distributions in February for tax years prior to 2022. 1st installment for 2022 property tax is due April 3, 2023, which means the first tax distributions levied for FY2023 will likely be received in April and May.

The Library received \$74,054 from Corporate Property Replacement Tax, which is 49% of the budgeted revenue for the year. This line item is difficult to budget accurately as the revenue reflects business revenue for the year. With economic concerns on inflation and retracting economic sectors, the library increased the expected revenue conservatively over the past two years.

Interest revenue remains stronger than expected with rates continuing to increase through February from 4.311% on the first of the month ending the month at 4.609% with Illinois Funds (the Library's primary investment). Average daily yield for February 2023 was 4.481%, and total interest received from \$14,817.

The Library received grant funding totaling \$16,125 in February. These funds were for two grants: Tech Girlz and Your Passion 1st grant projects.

TOTAL REVENUE YTD: 25%

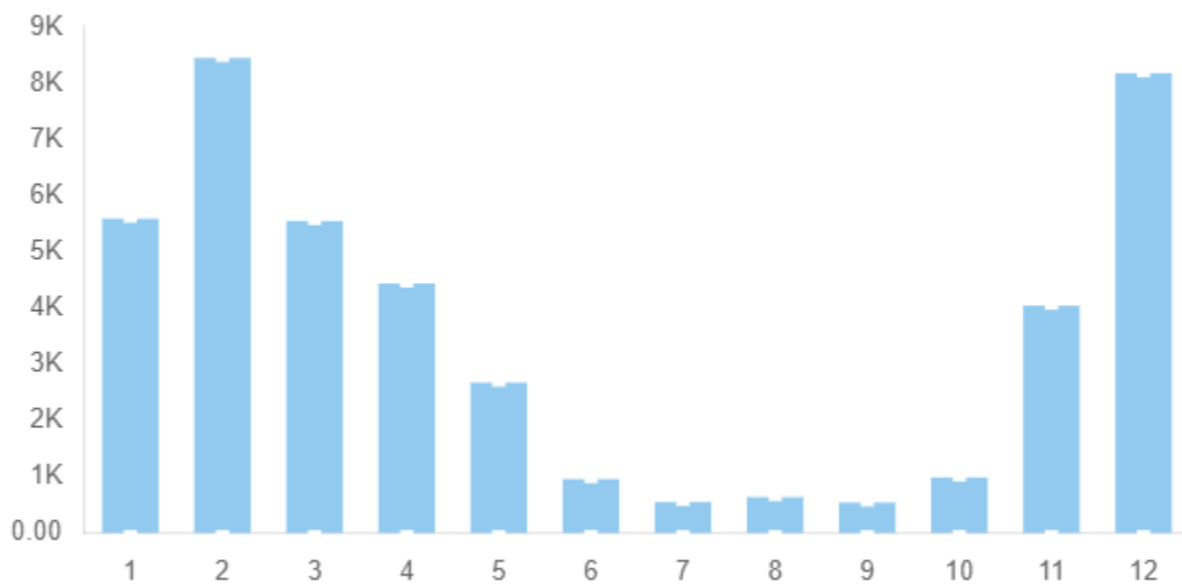
EXPENSES

Total February 2023 disbursements: **\$898,709.82**

Staff Development/Travel budget line is currently expended above the monthly distribution due to the Joint Conference of Librarians of Color, which was canceled last year and moved to February. Library management is taking steps to control spending in this account line to manage the budget for the year.

Hospitality budget line is expended over the expected budget as some food expenditures for internal programs / events were charged to this line by mistake. The charges will be adjusted in March to better reflect expenditures in this line. Hospitality budget is used for catering as the library hosts outside agencies.

Natural Gas expenditures are over the distributed budget at this period which is somewhat normal. The library did increase the expense budget by 62% from FY2022 due to increased fuel costs, but management will watch this line closely as the year progresses. Below is a graphic of the typical Natural Gas expenditures over the year.



Tech Logic, Corp. was paid \$7,127 for recertification of the automated materials handling system. This is the automated material return system at the main library.

Verde Energy Efficiency Experts was paid \$23,081 for phase 3 of the lighting upgrade to efficient LED systems. This work included replacing 145 lights. Working with this ComEd partner also provided the library \$7,885 in reduced cost of this project through a ComEd incentive program.

Account line / group expenditure levels by percentage:People:

Compensation -	17%
Talent Development –	38%
Total People –	17%

Support Services:

Marketing –	9%
Collections –	24%
Administration –	36%
Other Support Srvcs –	25%
Total Support Servs –	31%

Library Materials:

Total Library Materials –	22%
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Facilities Management:

Facilities Supplies –	14%
Facilities Services –	20%
Total Facilities Mgmt –	20%

Public Services:

Programming -	19%
Digital Services -	36%
Total Public Services –	33%

TOTAL OPERATING EXPENSES:	19%
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TOTAL CAPITAL AND OUTSIDE SUPPORT:	5%
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Oak Park Public Library

Bank Reconciliation Report

BYLINE CHECKING FEBRUARY 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 01/31/2023:			\$403,659.90
Add: Cleared deposits:			\$2,927.63
Add: Cleared deposit adjustments:			\$901,909.23
Subtract: Cleared payments:			\$293,833.00
Subtract: Cleared payment adjustments:			\$644,526.98
Adjusted bank register balance:			<hr/> \$370,136.78
Bank register ending balance:			\$336,805.82
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$13,788.38
Add: Outstanding payments:			\$33,330.96
Add: Outstanding payment adjustments:			\$13,788.38
Adjusted bank register balance:			<hr/> \$370,136.78
Bank statement ending balance 02/28/2023:			<hr/> \$370,136.78
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	10	\$904,836.86	
All Cleared Payments:	98	\$938,359.98	

Oak Park Public Library

Bank Reconciliation Report

BYLINE ANALYSIS FEBRUARY 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 01/31/2023:			\$25,000.00
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1,974,054.16
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,974,054.16
Adjusted bank register balance:			\$25,000.00
Bank register ending balance:			\$25,000.00
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			\$25,000.00
Bank statement ending balance 02/28/2023:			\$25,000.00
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	5	\$1,974,054.16	
All Cleared Payments:	5	\$1,974,054.16	

Oak Park Public Library

Bank Reconciliation Report

BYLINE PROMONTORY FEBRUARY 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 01/31/2023:			\$309,725.55
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1,074,343.24
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$900,000.00
Adjusted bank register balance:			<hr/> \$484,068.79
Bank register ending balance:			\$484,068.79
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/> \$484,068.79
Bank statement ending balance 02/28/2023:			<hr/> \$484,068.79
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	3	\$1,074,343.24	
All Cleared Payments:	3	\$900,000.00	

Oak Park Public Library

Bank Reconciliation Report

FOREST PARK MM - FEBRUARY 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 01/31/2023:			\$529,130.98
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$701.64
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$529,832.62
Bank register ending balance:			\$529,832.62
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/> \$529,832.62
Bank statement ending balance 02/28/2023:			<hr/> \$529,832.62
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$701.64	
All Cleared Payments:	0	\$0.00	

Oak Park Public Library

Bank Reconciliation Report

US BANK MM- FEBRUARY 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 01/31/2023:			\$202,493.06
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$38.83
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$202,531.89
Bank register ending balance:			\$202,531.89
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/> \$202,531.89
Bank statement ending balance 02/28/2023:			<hr/> \$202,531.89
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$38.83	
All Cleared Payments:	0	\$0.00	

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS TRUST FUND INVESTMENT - FEBRUARY 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 01/31/2023:			\$4,803,577.82
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$55,853.79
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,000,000.00
Adjusted bank register balance:			\$3,859,431.61
Bank register ending balance:			\$3,859,431.61
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			\$3,859,431.61
Bank statement ending balance 02/28/2023:			\$3,859,431.61
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	3	\$55,853.79	
All Cleared Payments:	1	\$1,000,000.00	

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS ART FUND - FEBRUARY 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 01/31/2023:			\$2,770.76
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$9.53
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$2,780.29
Bank register ending balance:			\$2,780.29
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/> \$2,780.29
Bank statement ending balance 02/28/2023:			<hr/> \$2,780.29
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$9.53	
All Cleared Payments:	0	\$0.00	

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 02/28/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	42,113.23	2,415,671.86	10,227,382.00	23.62%
Corp. Property Replacement Tax	74,054.16	74,054.16	150,000.00	49.37%
Services charges and fees	0.10	380.28	5,000.00	7.61%
Lost Books Reimbursed/Reciprocal Borrow	1,861.74	2,419.42	5,000.00	48.39%
Rentals-Library Space	242.15	290.40	0.00	0.00%
Vending/Enterprise Income	48.48	116.58	0.00	0.00%
Parking lot revenue	1,605.36	3,009.68	8,000.00	37.62%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00%
Interest	14,817.10	32,398.05	60,000.00	54.00%
Gifts	100.00	38,620.32	0.00	0.00%
Gifts From FOPPL	0.00	4,000.00	20,000.00	20.00%
Illinois Per Capita Grant	0.00	0.00	0.00	0.00%
Grants	16,125.26	16,125.26	0.00	0.00%
Community Fund Endowments	0.00	0.00	20,000.00	0.00%
Miscellaneous Income	17.99	17.99	2,000.00	0.90%
Pass Through Revenue	0.00	0.00	0.00	0.00%
TOTAL REVENUE	150,985.57	2,587,104.00	10,497,382.00	24.65%
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	519,379.10	1,018,675.90	6,256,000.00	16.28%
Employee Health Benefits	93,161.38	191,604.94	1,152,000.00	16.63%
IMRF (Illinois Muncipal Retirement F	13,624.32	27,809.49	166,000.00	16.75%
FICA/MEDICARE	38,236.42	74,946.66	461,000.00	16.26%
Workers Compensation Insurance	0.00	13,770.00	30,000.00	45.90%
Unemployment Compensation Ins.	4,414.53	8,973.36	15,000.00	59.82%
Total Compensation	668,815.75	1,335,780.35	8,080,000.00	16.53%
Talent Development				
Dues	932.00	2,945.00	19,000.00	15.50%
Staff Development/Travel	12,915.01	43,440.44	92,000.00	47.22%
Tuition Reimbursement	1,500.00	7,500.00	27,000.00	27.78%
Recruitment	235.50	334.00	2,000.00	16.70%
Board Development	325.00	325.00	2,000.00	16.25%
Total Talent Development	15,907.51	54,544.44	142,000.00	38.41%
TOTAL PEOPLE	684,723.26	1,390,324.79	8,222,000.00	16.91%
SUPPORT SERVICES				
Marketing				
Promotions	868.80	3,890.27	20,000.00	19.45%
Publications	750.00	750.00	33,000.00	2.27%
Total Marketing Support	1,618.80	4,640.27	53,000.00	8.76%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 02/28/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Collections				
ILL Payments	62.29	815.17	3,675.00	22.18%
Cataloging/Bib Search Fees	0.00	690.00	2,625.00	26.29%
Total Collections Support	62.29	1,505.17	6,300.00	23.89%
Administration				
HRIS and Payroll Processing Fees	2,157.38	4,740.48	26,250.00	18.06%
Mileage & Miscellaneous reimburse	1,812.70	3,575.20	25,000.00	14.30%
Hospitality	86.77	952.73	1,000.00	95.27%
Audit Fees	0.00	0.00	10,500.00	0.00%
Unclaimed Property Escheatment to	0.00	0.00	500.00	0.00%
Merchant Account Services	120.30	389.83	4,000.00	9.75%
Collection Fees	0.00	0.00	2,000.00	0.00%
Consulting Services - Admin	6,190.00	12,380.00	78,750.00	15.72%
Intergovernmental Agreements (IGA)	0.00	0.00	15,000.00	0.00%
Legal Fees	575.00	862.50	30,000.00	2.88%
Postage & Delivery	1,500.00	1,501.00	9,450.00	15.88%
Insurance	0.00	94,928.36	120,000.00	79.11%
Contingency	0.00	0.00	15,000.00	0.00%
Grant Expenses	17,509.27	17,613.95	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00%
Supplies	12,633.05	19,639.34	102,900.00	19.09%
Total Administration Support	42,584.47	156,583.39	440,350.00	35.56%
Other Support Services				
Telephone/Communications	4,783.73	18,942.62	66,000.00	28.70%
Office & Library Machinery Service	1,937.71	4,150.51	25,000.00	16.60%
Total Other Support Services	6,721.44	23,093.13	91,000.00	25.38%
TOTAL SUPPORT SERVICES	50,987.00	185,821.96	590,650.00	31.46%
LIBRARY MATERIALS				
Print materials	34,858.54	52,644.70	365,500.00	14.40%
Audio and video materials	2,957.73	7,391.74	103,500.00	7.14%
Digital content	57,367.21	186,581.73	595,000.00	31.36%
Devices	2,383.68	4,813.33	40,000.00	12.03%
Realia and other formats	980.09	1,043.28	13,500.00	7.73%
Archival collection	0.00	0.00	15,000.00	0.00%
TOTAL LIBRARY MATERIALS	98,547.25	252,474.78	1,132,500.00	22.29%
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	0.00	115.11	4,000.00	2.88%
Building Materials & Supplies	1,152.42	2,104.57	8,000.00	26.31%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 02/28/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Equipment Parts	426.00	426.00	10,000.00	4.26%
Cleaning & Housekeeping Supplies	1,075.37	1,075.37	13,000.00	8.27%
Signage	1,430.00	1,566.21	4,000.00	39.16%
Total Facility Supplies	4,083.79	5,287.26	39,000.00	13.56%
Facilities Services				
Landscaping and snow removal serv	3,120.00	3,120.00	25,000.00	12.48%
Custodial Services	16,382.53	32,765.06	216,000.00	15.17%
Water	731.30	1,311.70	11,000.00	11.92%
Sewer/Garbage	778.89	1,514.51	15,000.00	10.10%
Parking lot expense	1.00	1.00	5,000.00	0.02%
Natural Gas	12,602.68	26,642.07	60,000.00	44.40%
Rentals--Equipment & Facilities	1,822.37	3,192.37	20,000.00	15.96%
Repair & Maintenance Prop. & Equip	5,551.24	46,953.89	219,000.00	21.44%
Facilities Study/Analysis	0.00	0.00	0.00	0.00%
Total Facilities Services	40,990.01	115,500.60	571,000.00	20.23%
TOTAL FACILITIES MANAGEMENT	45,073.80	120,787.86	610,000.00	19.80%
PUBLIC SERVICES				
Programming				
Children's Programming	2,052.29	2,626.37	18,900.00	13.90%
Young Adult Programming	(10,481.32)	7,640.03	25,000.00	30.56%
Adult Programming	1,705.00	5,403.84	23,000.00	23.50%
Community Engagement	1,424.48	3,619.37	15,000.00	24.13%
Social Services	0.00	120.00	20,000.00	0.60%
Creative Studio	56.19	56.19	2,000.00	2.81%
Total Programming	(5,243.36)	19,465.80	103,900.00	18.74%
Digital Services				
Consultant Support Services	0.00	0.00	10,000.00	0.00%
SWAN	0.00	26,237.75	111,000.00	23.64%
Website development/CMS	261.66	461.23	4,000.00	11.53%
Subscriptions and services	5,713.70	102,560.05	240,000.00	42.73%
Equipment and supplies	6,207.53	10,577.13	20,000.00	52.89%
Total Digital Services	12,182.89	139,836.16	385,000.00	36.32%
TOTAL PUBLIC SERVICES	6,939.53	159,301.96	488,900.00	32.58%
TOTAL EXPENSES - Operating	886,270.84	2,108,711.35	11,044,050.00	19.09%
EXPENSES - Capital				
Facilities Equipment	0.00	8,780.00	10,000.00	87.80%
Furnishings	114.86	4,868.81	120,000.00	4.06%
Technology Projects and Equipment	60.00	60.00	200,000.00	0.03%
Building Improvements	24,580.85	36,886.85	645,000.00	5.72%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 02/28/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Special Projects	0.00	0.00	32,000.00	0.00%
TOTAL EXPENSES - Capital	24,755.71	50,595.66	1,007,000.00	5.02%
NET SURPLUS/(DEFICIT)	(760,040.98)	427,796.99	(1,553,668.00)	(27.53%)

Oak Park Public Library

Cash Disbursement Journals

FEBRUARY 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALPHA BUILDING MAINTENAN	Computer Check 59245	02/15/2023	02/15/2023 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
21964 OPPL	02/01/2023	Custodial Services	15,512.21	15,512.21	01-5686	Custodial Services	15,512.21	<No Project>
Totals:							15,512.21	
AMAZON CAPITAL SERVICES	Computer Check 59214	02/08/2023	02/08/2023 Posted	1,101.41	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,101.41	1,101.41 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1HPG-KFH6-D7QD	01/18/2023	rockpapa 950 Head	102.33	102.33	01-5937	Equipment and supplies	102.33	<No Project>
Totals:							102.33	
1N7T-WVR4-1HWT	02/01/2023	Facilities Supplies -	314.05	314.05	01-5682	Building Materials & Supplies	314.05	<No Project>
Totals:							314.05	
1FTW-319G-3PWR	02/01/2023	DVD	4.99	4.99	01-5890	Audio and video materials	4.99	<No Project>
Totals:							4.99	
1RMP-VGKC-139L	02/02/2023	Book	17.59	17.59	01-5840	Print materials	17.59	<No Project>
Totals:							17.59	
1H9X-7MRP-9H7Y	02/03/2023	Book	29.95	29.95	01-5840	Print materials	29.95	<No Project>
Totals:							29.95	
1HJ4-9K7L-DWRT	02/04/2023	Book	28.99	28.99	01-5840	Print materials	28.99	<No Project>
Totals:							28.99	
1FQN-L1G4-DRGL	02/04/2023	Books	29.99	29.99	01-5840	Print materials	29.99	<No Project>
Totals:							29.99	
1PR3-941F-G117	02/04/2023	Books	71.78	71.78	01-5840	Print materials	71.78	<No Project>
Totals:							71.78	
1HN3-XMKR-GK4M	02/05/2023	Books	35.48	35.48	01-5840	Print materials	35.48	<No Project>
Totals:							35.48	
1PX3-J9WG-19DF	02/06/2023	Office Supplies	46.32	46.32	01-5742	Supplies	46.32	<No Project>
Totals:							46.32	
1PN7-TP7K-4MX6	02/07/2023	Paper	419.94	419.94	01-5742	Supplies	419.94	<No Project>
Totals:							419.94	
AMAZON CAPITAL SERVICES	Computer Check 59246	02/15/2023	02/15/2023 Posted	4,041.51	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,041.51	4,041.51 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
19J6-QY11-33L4	01/30/2023	TourBox Elite, Bluet	380.99	380.99	01-5937	Equipment and supplies	380.99	<No Project>
Totals:							380.99	

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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
1PT7-MFDK-44YQ	02/16/2023	Realia (Community I	62.38	62.38	01-5894	Realia and other formats	62.38	<No Project>
						Totals:	62.38	
1L1Y-3VH9-CYFH	02/18/2023	Childrens Realia	136.18	136.18	01-5894	Realia and other formats	136.18	<No Project>
						Totals:	136.18	
1K46-K7KT-NNXG	02/20/2023	Book	20.66	20.66	01-5840	Print materials	20.66	<No Project>
						Totals:	20.66	
1YLJ-9WFK-PXJT	02/20/2023	Books	54.93	54.93	01-5840	Print materials	54.93	<No Project>
						Totals:	54.93	
1K46-K7KT-PHYH	02/20/2023	PLA Filament and S	437.19	437.19	01-5452	Grant Expenses	437.19	TGIRL
						Totals:	437.19	
1VG4-XVN4-RCWP	02/21/2023	Office Supplies	51.09	51.09	01-5742	Supplies	51.09	<No Project>
						Totals:	51.09	
1MTM-1TKP-1KPV	02/21/2023	2x Cisco Meraki MS	1,300.00	1,300.00	01-5937	Equipment and supplies	1,300.00	<No Project>
						Totals:	1,300.00	
ANCEL GLINK, P.C.	Computer Check	02/15/2023	02/15/2023	575.00	01-1053	Byline Bank Checking	0.00	575.00
	59247		Posted		01-2060	Accounts Payable	575.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
94759	02/09/2023	Legal Services -Janu	575.00	575.00	01-5291	Legal Fees	575.00	<No Project>
						Totals:	575.00	
ANDERSON PEST SOLUTIONS	Computer Check	02/08/2023	02/08/2023	90.40	01-1053	Byline Bank Checking	0.00	90.40
	59215		Posted		01-2060	Accounts Payable	90.40	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
30341132	01/26/2023	Pest Control Mainte	90.40	90.40	01-5692	Repair & Maintenance Prop.	90.40	<No Project>
						Totals:	90.40	
ANDERSON PEST SOLUTIONS	Computer Check	02/22/2023	02/22/2023	90.40	01-1053	Byline Bank Checking	0.00	90.40
	59269		Posted		01-2060	Accounts Payable	90.40	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
31399844	02/13/2023	Pest Control Mainte	90.40	90.40	01-5692	Repair & Maintenance Prop.	90.40	<No Project>
						Totals:	90.40	
ARAMARK	Computer Check	02/22/2023	02/22/2023	155.29	01-1053	Byline Bank Checking	0.00	155.29
	59270		Posted		01-2060	Accounts Payable	155.29	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
25272089	01/28/2023	Facilities - Uniform s	155.29	155.29	01-5742	Supplies	155.29	<No Project>
Totals:							155.29	
AURORA PUBLIC LIBRARY DIST	Computer Check	02/22/2023	02/22/2023	69.45	01-1053	Byline Bank Checking	0.00	69.45
	59271		Posted		01-2060	Accounts Payable	69.45	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-024	02/13/2023	Virtual Author Visit	69.45	69.45	01-5240	Children's Programming	69.45	<No Project>
Totals:							69.45	
BAKER & TAYLOR	Computer Check	02/08/2023	02/08/2023	9,646.13	01-1053	Byline Bank Checking	0.00	9,646.13
	59216		Posted		01-2060	Accounts Payable	9,646.13	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037263613	01/31/2023	Books	296.65	296.65	01-5840	Print materials	296.65	<No Project>
Totals:							296.65	
2037287627	01/31/2023	Books	805.26	805.26	01-5840	Print materials	805.26	<No Project>
Totals:							805.26	
2037226038	02/01/2023	Books	1,723.69	1,723.69	01-5840	Print materials	1,723.69	<No Project>
Totals:							1,723.69	
2037252804	02/01/2023	Books	2,109.94	2,109.94	01-5840	Print materials	2,109.94	<No Project>
Totals:							2,109.94	
2037298789	02/06/2023	Books	918.47	918.47	01-5840	Print materials	918.47	<No Project>
Totals:							918.47	
2037242213	02/06/2023	Books	1,167.65	1,167.65	01-5840	Print materials	1,167.65	<No Project>
Totals:							1,167.65	
2037262160	02/06/2023	Books	2,624.47	2,624.47	01-5840	Print materials	2,624.47	<No Project>
Totals:							2,624.47	
BAKER & TAYLOR	Computer Check	02/15/2023	02/15/2023	5,025.96	01-1053	Byline Bank Checking	0.00	5,025.96
	59248		Posted		01-2060	Accounts Payable	5,025.96	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037304083	02/07/2023	Books	450.03	450.03	01-5840	Print materials	450.03	<No Project>
Totals:							450.03	
2037267325	02/07/2023	Books	776.49	776.49	01-5840	Print materials	776.49	<No Project>
Totals:							776.49	
2037310744	02/08/2023	Books	747.24	747.24	01-5840	Print materials	747.24	<No Project>
Totals:							747.24	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037313306	02/09/2023	Books	454.34	454.34	01-5840	Print materials	454.34	<No Project>
						Totals:	454.34	
2037275491	02/09/2023	Books	488.21	488.21	01-5840	Print materials	488.21	<No Project>
						Totals:	488.21	
2037272781	02/09/2023	Books	2,109.65	2,109.65	01-5840	Print materials	2,109.65	<No Project>
						Totals:	2,109.65	
BAKER & TAYLOR	Computer Check 59272		02/22/2023 Posted		4,581.06 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,581.06	4,581.06 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037287805	02/13/2023	Books	357.34	357.34	01-5840	Print materials	357.34	<No Project>
						Totals:	357.34	
2037316539	02/14/2023	Books	321.78	321.78	01-5840	Print materials	321.78	<No Project>
						Totals:	321.78	
2037303004	02/15/2023	Books	359.28	359.28	01-5840	Print materials	359.28	<No Project>
						Totals:	359.28	
2037318732	02/15/2023	Books	387.32	387.32	01-5840	Print materials	387.32	<No Project>
						Totals:	387.32	
2037321209	02/16/2023	Books	323.14	323.14	01-5840	Print materials	323.14	<No Project>
						Totals:	323.14	
2037278207	02/16/2023	Books	1,781.56	1,781.56	01-5840	Print materials	1,781.56	<No Project>
						Totals:	1,781.56	
2037317258	02/17/2023	Books	130.15	130.15	01-5840	Print materials	130.15	<No Project>
						Totals:	130.15	
2037326751	02/17/2023	Books	511.80	511.80	01-5840	Print materials	511.80	<No Project>
						Totals:	511.80	
2037313829	02/20/2023	Books	408.69	408.69	01-5840	Print materials	408.69	<No Project>
						Totals:	408.69	
ROSE M. BARNES	Computer Check 59217		02/08/2023 Posted		78.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 78.00	78.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5994	02/07/2023	Staff Development -	78.00	78.00	01-5163	Staff Development/Travel	78.00	<No Project>
						Totals:	78.00	
BLACKBAUD	Computer Check		02/08/2023		225.00 01-1053	Byline Bank Checking	0.00	225.00

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	59218		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-0000259198	01/31/2023	Consulting Services	225.00	225.00	01-5275	Consulting Services - Admin	225.00	<No Project>
<i>Totals:</i>							225.00	
CDW GOVERNMENT, INC.	Computer Check	02/08/2023	02/08/2023	248.34	01-1053	Byline Bank Checking	0.00	248.34
	59219		Posted		01-2060	Accounts Payable	248.34	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
GG32180	01/19/2023	AppleCare MBP 14 I	248.34	248.34	01-5936	Subscriptions and services	248.34	<No Project>
<i>Totals:</i>							248.34	
CDW GOVERNMENT, INC.	Computer Check	02/15/2023	02/15/2023	1,996.82	01-1053	Byline Bank Checking	0.00	1,996.82
	59249		Posted		01-2060	Accounts Payable	1,996.82	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
GF63315	01/17/2023	Apple 14 M1P Laptc	1,996.82	1,996.82	01-5937	Equipment and supplies	1,996.82	<No Project>
<i>Totals:</i>							1,996.82	
CHICAGO OFFICE TECHNOLOG	Computer Check	02/08/2023	02/08/2023	4,575.00	01-1053	Byline Bank Checking	0.00	4,575.00
	59220		Posted		01-2060	Accounts Payable	4,575.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN4136250	12/29/2022	XEROX VERSALINK C	1,525.00	1,525.00	01-5941	Technology Projects and Equ	1,525.00	<No Project>
<i>Totals:</i>							1,525.00	
IN4136246	12/29/2022	XEROX VERSALINK C	1,525.00	1,525.00	01-5941	Technology Projects and Equ	1,525.00	<No Project>
<i>Totals:</i>							1,525.00	
IN4136243	12/29/2022	XEROX VERSALINK C	1,525.00	1,525.00	01-5941	Technology Projects and Equ	1,525.00	<No Project>
<i>Totals:</i>							1,525.00	
CHILDREN'S PLUS INC.	Computer Check	02/15/2023	02/15/2023	764.20	01-1053	Byline Bank Checking	0.00	764.20
	59250		Posted		01-2060	Accounts Payable	764.20	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
225011	02/07/2023	Books	314.25	314.25	01-5840	Print materials	314.25	<No Project>
<i>Totals:</i>							314.25	
225010	02/07/2023	Books	449.95	449.95	01-5840	Print materials	449.95	<No Project>
<i>Totals:</i>							449.95	
CINTAS	Computer Check	02/15/2023	02/15/2023	457.84	01-1053	Byline Bank Checking	0.00	457.84
	59251		Posted		01-2060	Accounts Payable	457.84	0.00

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5140764079	01/13/2023	First Aid	62.69	62.69	01-5742	Supplies	62.69	<No Project>
						Totals:	62.69	
5141006901	01/16/2023	First Aid	395.15	395.15	01-5742	Supplies	395.15	<No Project>
						Totals:	395.15	
CITRON HYGIENE	Computer Check 59252		02/15/2023 Posted		870.32 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 870.32	870.32 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
510651	02/03/2023	Citron Hygiene Serv	66.00	66.00	01-5686	Custodial Services	66.00	<No Project>
						Totals:	66.00	
510650	02/03/2023	Citron Hygiene Serv	83.16	83.16	01-5686	Custodial Services	83.16	<No Project>
						Totals:	83.16	
510652	02/03/2023	Citron Hygiene Serv	721.16	721.16	01-5686	Custodial Services	721.16	<No Project>
						Totals:	721.16	
CLAIRE ONG	Computer Check 59273		02/22/2023 Posted		26.62 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 26.62	26.62 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0199	02/17/2023	Mileage	26.62	26.62	01-5165	Mileage & Miscellaneous reir	26.62	<No Project>
						Totals:	26.62	
COMPLETE TEMPERATURE SYS	Computer Check 59253		02/15/2023 Posted		769.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 769.00	769.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE047993	02/07/2023	Maze - RTU 1 - New	769.00	769.00	01-5692	Repair & Maintenance Prop.	769.00	<No Project>
						Totals:	769.00	
CURTIS LEE McCOTTRY, JR.	Computer Check 59274		02/22/2023 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
2023-99-0029	02/20/2023	DJ/Entertainment	200.00	200.00	01-5244	Young Adult Programming	200.00	<No Project>
						Totals:	200.00	
DELL MARKETING, L.P.	Computer Check 59254		02/15/2023 Posted		1,562.42 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,562.42	1,562.42 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
10649613958	02/03/2023	Precision 3660 Tow	1,562.42	1,562.42	01-5937	Equipment and supplies	1,562.42	<No Project>
Totals:							1,562.42	
DEMCO, INC.	Computer Check 59275		02/22/2023 Posted		820.91 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 820.91	820.91 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7261952	02/15/2023	Processing Supplies	820.91	820.91	01-5742	Supplies	820.91	<No Project>
Totals:							820.91	
DITO, LLC	Computer Check 59255		02/15/2023 Posted		88.30 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 88.30	88.30 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV71758	01/31/2023	Google Voice Starte	88.30	88.30	01-5451	Telephone/Communications	88.30	<No Project>
Totals:							88.30	
EX-CELL KAISER, LLC	Computer Check 59221		02/08/2023 Posted		3,020.03 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,020.03	3,020.03 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
191953	01/12/2023	New Trash Receptac	3,020.03	3,020.03	01-5920	Facilities Equipment	3,020.03	<No Project>
Totals:							3,020.03	
FINDAWAY WORLD LLC	Computer Check 59222		02/08/2023 Posted		1,091.81 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,091.81	1,091.81 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
419317	02/02/2023	Wonderbooks	1,021.82	1,021.82	01-5840	Print materials	1,021.82	<No Project>
Totals:							1,021.82	
419383	02/03/2023	Wonderbook	69.99	69.99	01-5840	Print materials	69.99	<No Project>
Totals:							69.99	
MARGARET HEPPNER	Computer Check 59256		02/15/2023 Posted		23.10 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23.10	23.10 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6044	02/09/2023	Knitting supplies for	23.10	23.10	01-5894	Realia and other formats	23.10	<No Project>
Totals:							23.10	
IHLS-OCLC	Computer Check 59276		02/22/2023 Posted		46.30 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 46.30	46.30 0.00

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27711	02/14/2023	IFM Debits/Admin F	46.30	46.30	01-5264	ILL Payments	46.30	<No Project>
Totals:							46.30	
INTERIOR GARDEN SERVICES, I	Computer Check	02/22/2023	02/22/2023	290.00	01-1053	Byline Bank Checking	0.00	290.00
59277			Posted		01-2060	Accounts Payable	290.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
041745	02/01/2023	PLANT RENTAL MAI	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>
Totals:							290.00	
INTERNATIONAL UNION OF O	Computer Check	02/22/2023	02/22/2023	183.75	01-1053	Byline Bank Checking	0.00	183.75
59288			Posted		01-2060	Accounts Payable	183.75	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
FEB 2023	02/01/2023	FEBRUARY 2023 UN	183.75	183.75	01-5100	Employee Health Benefits	183.75	<No Project>
Totals:							183.75	
JENNIFER JACKSON	Computer Check	02/08/2023	02/08/2023	170.01	01-1053	Byline Bank Checking	0.00	170.01
59223			Posted		01-2060	Accounts Payable	170.01	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5909	01/31/2023	Food supplies for O	170.01	170.01	01-2060	Accounts Payable	170.01	<No Project>
Totals:							170.01	
JOHNSON CONTROLS	Computer Check	02/08/2023	02/08/2023	1,140.46	01-1053	Byline Bank Checking	0.00	1,140.46
59224			Posted		01-2060	Accounts Payable	1,140.46	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
89448830	01/09/2023	Johnson Controls -	1,140.46	1,140.46	01-5692	Repair & Maintenance Prop.	1,140.46	<No Project>
Totals:							1,140.46	
KANOPY, INC.	Computer Check	02/08/2023	02/08/2023	3,656.55	01-1053	Byline Bank Checking	0.00	3,656.55
59225			Posted		01-2060	Accounts Payable	3,656.55	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
334728--PPU	01/31/2023	Kanopy plays	3,656.55	3,656.55	01-5891	Digital content	3,656.55	<No Project>
Totals:							3,656.55	
KONICA MINOLTA PREMIER FI	Computer Check	02/08/2023	02/08/2023	2,212.80	01-1053	Byline Bank Checking	0.00	2,212.80
59226			Posted		01-2060	Accounts Payable	2,212.80	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
492506704	01/21/2023	Contract 500-06282	2,212.80	2,212.80	01-5620	Office & Library Machinery S	2,212.80	<No Project>
Totals:							2,212.80	
LAKESHORE RECYCLING SYSTE	Computer Check 59227		02/08/2023 02/08/2023 Posted	564.27	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 564.27	564.27 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0005227140	01/31/2023	Trash/Recycling - M	466.27	466.27	01-5688	Sewer/Garbage	466.27	<No Project>
Totals:							466.27	
0005227141	01/31/2023	Trash/Reycling - Ma	98.00	98.00	01-5688	Sewer/Garbage	98.00	<No Project>
Totals:							98.00	
LINDA BARNETT	Computer Check 59211		02/01/2023 02/01/2023 Posted	379.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 379.50	379.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5939	01/27/2023	Per Diem - Conferer	379.50	379.50	01-5163	Staff Development/Travel	379.50	<No Project>
Totals:							379.50	
LINDA BARNETT	Computer Check 59278		02/22/2023 02/22/2023 Posted	71.53	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 71.53	71.53 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6110	02/11/2023	Paid for Juanta's me	71.53	71.53	01-5163	Staff Development/Travel	71.53	<No Project>
Totals:							71.53	
LOCAL 399 FED PAC	Computer Check 59289		02/22/2023 02/22/2023 Posted	40.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 40.00	40.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
806880	02/14/2023	FED PAC CONTRIBU	40.00	40.00	01-5100	Employee Health Benefits	40.00	<No Project>
Totals:							40.00	
LYRASIS	Computer Check 59257		02/15/2023 02/15/2023 Posted	4,200.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,200.00	4,200.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0809817-IN	02/01/2023	ARCHIVES SPACE H	4,200.00	4,200.00	01-5936	Subscriptions and services	4,200.00	<No Project>
Totals:							4,200.00	
MCADAM LANDSCAPING, INC.	Computer Check 59279		02/22/2023 02/22/2023 Posted	2,340.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,340.00	2,340.00 0.00

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
88252	02/07/2023	January Snow Remo	185.00	185.00	01-5681	Landscaping and snow remo	185.00	<No Project>
						Totals:	185.00	
88168	02/07/2023	Snow Removal and	2,155.00	2,155.00	01-5681	Landscaping and snow remo	2,155.00	<No Project>
						Totals:	2,155.00	
MEGAN TIDEMAN	Computer Check 59258	02/15/2023	02/15/2023 Posted	1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6080	02/08/2023	Tuition Grant	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
						Totals:	1,500.00	
MICROBRIC, LLC	Computer Check 59280	02/22/2023	02/22/2023 Posted	149.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 149.00	149.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-1201	02/13/2023	Edison Robot V2.0 -	149.00	149.00	01-5452	Grant Expenses	149.00	TGIRL
						Totals:	149.00	
MIDWEST TAPE, LLC	Computer Check 59228	02/08/2023	02/08/2023 Posted	21,894.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 21,894.60	21,894.60 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503309942	01/31/2023	Hoopla	20,153.83	20,153.83	01-5891	Digital content	20,153.83	<No Project>
						Totals:	20,153.83	
503314932	02/02/2023	DVD	17.64	17.64	01-5890	Audio and video materials	17.64	<No Project>
						Totals:	17.64	
503314933	02/02/2023	DVD	20.29	20.29	01-5890	Audio and video materials	20.29	<No Project>
						Totals:	20.29	
503314930	02/02/2023	Music CDs	40.73	40.73	01-5890	Audio and video materials	40.73	<No Project>
						Totals:	40.73	
503314727	02/02/2023	Audiobooks	391.52	391.52	01-5890	Audio and video materials	391.52	<No Project>
						Totals:	391.52	
503314729	02/02/2023	DVDs	550.11	550.11	01-5890	Audio and video materials	550.11	<No Project>
						Totals:	550.11	
503314728	02/02/2023	DVDs	720.48	720.48	01-5890	Audio and video materials	720.48	<No Project>
						Totals:	720.48	
MIDWEST TAPE, LLC	Computer Check	02/15/2023	02/15/2023	1,184.99	01-1053	Byline Bank Checking	0.00	1,184.99

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	59259		Posted		01-2060	Accounts Payable	1,184.99	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503335906	02/07/2023	DVD	37.49	37.49	01-5890	Audio and video materials	37.49	<No Project>
						Totals:	37.49	
503346543	02/08/2023	Music CDs	32.28	32.28	01-5890	Audio and video materials	32.28	<No Project>
						Totals:	32.28	
503346541	02/08/2023	Audiobook	53.94	53.94	01-5890	Audio and video materials	53.94	<No Project>
						Totals:	53.94	
503346547	02/08/2023	DVDs	127.24	127.24	01-5890	Audio and video materials	127.24	<No Project>
						Totals:	127.24	
503346546	02/08/2023	DVDs	149.75	149.75	01-5890	Audio and video materials	149.75	<No Project>
						Totals:	149.75	
503346545	02/08/2023	DVDs	286.04	286.04	01-5890	Audio and video materials	286.04	<No Project>
						Totals:	286.04	
503346542	02/08/2023	DVDs	498.25	498.25	01-5890	Audio and video materials	498.25	<No Project>
						Totals:	498.25	
LINDA IVEY MILLER	Computer Check	02/22/2023	02/22/2023	6.55	01-1053	Byline Bank Checking	0.00	6.55
	59281		Posted		01-2060	Accounts Payable	6.55	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6121	02/10/2023	Home delivery mile;	6.55	6.55	01-5165	Mileage & Miscellaneous reir	6.55	<No Project>
						Totals:	6.55	
NICOR GAS	Computer Check	02/22/2023	02/22/2023	548.05	01-1053	Byline Bank Checking	0.00	548.05
	59282		Posted		01-2060	Accounts Payable	548.05	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6100	02/01/2023	NATURAL GAS FOR	548.05	548.05	01-5690	Natural Gas	548.05	<No Project>
						Totals:	548.05	
NIR ROOF CARE INC.	Computer Check	02/22/2023	02/22/2023	4,200.00	01-1053	Byline Bank Checking	0.00	4,200.00
	59283		Posted		01-2060	Accounts Payable	4,200.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
159952	02/16/2023	NIR Roof Care - Anr	1,950.00	1,950.00	01-5692	Repair & Maintenance Prop.	1,950.00	<No Project>
						Totals:	1,950.00	
159951	02/16/2023	NIR Roof Care - Anr	2,250.00	2,250.00	01-5692	Repair & Maintenance Prop.	2,250.00	<No Project>
						Totals:	2,250.00	

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JENNIFER NORBORG	Computer Check	02/15/2023	02/15/2023	91.09	01-1053	Byline Bank Checking	0.00	91.09
	59260		Posted		01-2060	Accounts Payable	91.09	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6043	02/10/2023	Taxi/Lyft Expenses fr	91.09	91.09	01-5163	Staff Development/Travel	91.09	<No Project>
		Totals:					91.09	
OLSON'S ACE OAK PARK	Computer Check	02/08/2023	02/08/2023	148.44	01-1053	Byline Bank Checking	0.00	148.44
	59229		Posted		01-2060	Accounts Payable	148.44	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5094/4	01/26/2023	Facilities Supplies -	90.24	90.24	01-5682	Building Materials & Supplies	90.24	<No Project>
		Totals:					90.24	
5174/4	02/01/2023	Facilities Supplies -	58.20	58.20	01-5682	Building Materials & Supplies	58.20	<No Project>
		Totals:					58.20	
OVERDRIVE, INC.	Computer Check	02/08/2023	02/08/2023	17,446.95	01-1053	Byline Bank Checking	0.00	17,446.95
	59230		Posted		01-2060	Accounts Payable	17,446.95	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA23030928	01/31/2023	E-Content	3,553.31	3,553.31	01-5891	Digital content	3,553.31	<No Project>
		Totals:					3,553.31	
01658MA23034400	01/31/2023	E-Content	13,893.64	13,893.64	01-5891	Digital content	13,893.64	<No Project>
		Totals:					13,893.64	
OVERDRIVE, INC.	Computer Check	02/15/2023	02/15/2023	1,864.41	01-1053	Byline Bank Checking	0.00	1,864.41
	59261		Posted		01-2060	Accounts Payable	1,864.41	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
CD0165823040924	02/07/2023	E-Magazines	1,864.41	1,864.41	01-5891	Digital content	1,864.41	<No Project>
		Totals:					1,864.41	
PARK DISTRICT OF OAK PARK	Computer Check	02/08/2023	02/08/2023	1,370.00	01-1053	Byline Bank Checking	0.00	1,370.00
	59231		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
20220063	01/30/2023	DOLE RENT JANUAF	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
		Totals:					1,370.00	
PITNEY BOWES-Reserve	Computer Check	02/01/2023	02/01/2023	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	59213		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

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5940	02/01/2023	REFILL POSTAGE M/	1,500.00	1,500.00	01-5380	Postage & Delivery	1,500.00	<No Project>
Totals:							1,500.00	
PLAYAWAY PRODUCTS LLC	Computer Check 59290		02/22/2023 Posted		49.99 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 49.99	49.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
420729	02/15/2023	Wonderbook	49.99	49.99	01-5840	Print materials	49.99	<No Project>
Totals:							49.99	
PRODUCT LLC	Computer Check 59284		02/22/2023 Posted		1,500.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1650.0605	02/04/2023	YOUTH AREA PLANI	1,500.00	1,500.00	01-5950	Building Improvements	1,500.00	<No Project>
Totals:							1,500.00	
PROVEN IT	Computer Check 59232		02/08/2023 Posted		1,791.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,791.00	1,791.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1001971	01/24/2023	1-year camera licen	1,791.00	1,791.00	01-5936	Subscriptions and services	1,791.00	<No Project>
Totals:							1,791.00	
QUILL LLC	Computer Check 59233		02/08/2023 Posted		251.48 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 251.48	251.48 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
30381636	01/24/2023	Office Supplies	251.48	251.48	01-5742	Supplies	251.48	<No Project>
Totals:							251.48	
QUILL LLC	Computer Check 59262		02/15/2023 Posted		14.73 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 14.73	14.73 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
30679448	02/07/2023	Office Supplies	14.73	14.73	01-5742	Supplies	14.73	<No Project>
Totals:							14.73	
RAILS	Computer Check 59234		02/08/2023 Posted		6,208.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,208.00	6,208.00 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
10472	02/01/2023	Brainfuse	6,208.00	6,208.00	01-5891	Digital content	6,208.00	<No Project>
Totals:							6,208.00	
REGIONS BANK	Bank Draft 43		02/16/2023 02/16/2023 Posted	40,328.03	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 40,328.03	40,328.03 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23010	01/31/2023	REGION PERIOD EN	40,328.03	40,328.03	01-2067	Purchase Cards - P Cards	40,328.03	<No Project>
Totals:							40,328.03	
RHONDA FENTRY	Computer Check 59263		02/15/2023 02/15/2023 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
2023-99-0022	02/13/2023	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	<No Project>
Totals:							75.00	
STEPHEN ROBINET	Computer Check 59264		02/15/2023 02/15/2023 Posted	250.35	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 250.35	250.35 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023007	02/15/2023	WAGES & SALARIES	250.35	250.35	01-5001	Wages & Salaries	250.35	<No Project>
Totals:							250.35	
STEPHEN ROBINET	Computer Check 59291		02/28/2023 02/28/2023 Posted	253.07	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 253.07	253.07 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023009	02/28/2023	WAGES & SALARIES	253.07	253.07	01-5001	Wages & Salaries	253.07	<No Project>
Totals:							253.07	
NANCY SCHUESSLER	Computer Check 59235		02/08/2023 02/08/2023 Posted	6.42	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6.42	6.42 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-5957	02/02/2023	Home delivery milea	6.42	6.42	01-5165	Mileage & Miscellaneous reir	6.42	<No Project>
Totals:							6.42	
SHANEL ROMAIN	Computer Check 59236		02/08/2023 02/08/2023 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

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0019	02/06/2023	2/2/23 Black History	200.00	200.00	01-5204	Promotions	200.00	<No Project>
Totals:							200.00	
SIMON R GUTIERREZ	Computer Check 59285		02/22/2023 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
2023-99-0031	02/20/2023	Emcee for Open Mic	100.00	100.00	01-5244	Young Adult Programming	100.00	<No Project>
Totals:							100.00	
RASHMI SWAIN	Computer Check 59265		02/15/2023 Posted		503.55 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 503.55	503.55 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6023	02/09/2023	Staff Development -	503.55	503.55	01-5163	Staff Development/Travel	503.55	<No Project>
Totals:							503.55	
SWAN - SYSTEM WIDE AUTON	Computer Check 59212		02/01/2023 Posted		627.88 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 627.88	627.88 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10110	01/20/2023	SWAN Reciprocal B	627.88	627.88	01-5264	ILL Payments	627.88	<No Project>
Totals:							627.88	
T-MOBILE	Computer Check 59237		02/08/2023 Posted		2,429.65 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,429.65	2,429.65 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-2023012	01/24/2023	Devices	2,429.65	2,429.65	01-5893	Devices	2,429.65	<No Project>
Totals:							2,429.65	
TECH LOGIC CORP.	Computer Check 59238		02/08/2023 Posted		7,127.32 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,127.32	7,127.32 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15010464	01/23/2023	TechLogic AMH Rec	7,127.32	7,127.32	01-5692	Repair & Maintenance Prop.	7,127.32	<No Project>
Totals:							7,127.32	
TELECURVE, LLC	Computer Check 59239		02/08/2023 Posted		80.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 80.00	80.00 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
2862	01/30/2023	Feb Dial a Story 202	80.00	80.00	01-5240	Children's Programming	80.00	<No Project>
Totals:							80.00	
TODAY'S BUSINESS SOLUTION	Computer Check	02/08/2023	02/08/2023	828.80	01-1053	Byline Bank Checking	0.00	828.80
	59240		Posted		01-2060	Accounts Payable	828.80	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
013023-46	02/02/2023	Cost per fax prograr	828.80	828.80	01-5451	Telephone/Communications	828.80	<No Project>
Totals:							828.80	
UNIVERSAL BACKGROUND SCI	Computer Check	02/08/2023	02/08/2023	98.50	01-1053	Byline Bank Checking	0.00	98.50
	59241		Posted		01-2060	Accounts Payable	98.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
202301023375	01/31/2023	Employment/Refere	98.50	98.50	01-5199	Recruitment	98.50	<No Project>
Totals:							98.50	
VERDE ENERGY EFFICIENCY EX	Computer Check	02/08/2023	02/08/2023	23,080.85	01-1053	Byline Bank Checking	0.00	23,080.85
	59242		Posted		01-2060	Accounts Payable	23,080.85	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV22227	02/06/2023	Verde Energy - LED	23,080.85	23,080.85	01-5950	Building Improvements	23,080.85	<No Project>
Totals:							23,080.85	
VILLAGE OF OAK PARK	Computer Check	02/15/2023	02/15/2023	19,616.03	01-1053	Byline Bank Checking	0.00	19,616.03
	59266		Posted		01-2060	Accounts Payable	19,616.03	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023006	02/15/2023	PAYROLL; VOL DED;	19,616.03	19,616.03	01-5160	IMRF (Illinois Muncipal Retire	19,616.03	<No Project>
Totals:							19,616.03	
VILLAGE OF OAK PARK	Computer Check	02/28/2023	02/28/2023	19,439.86	01-1053	Byline Bank Checking	0.00	19,439.86
	59292		Posted		01-2060	Accounts Payable	19,439.86	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023008	02/28/2023	PAYROLL; VOL DED;	19,439.86	19,439.86	01-5160	IMRF (Illinois Muncipal Retire	19,439.86	<No Project>
Totals:							19,439.86	
VISUAL IMPACT, LLC	Computer Check	02/08/2023	02/08/2023	1,075.00	01-1053	Byline Bank Checking	0.00	1,075.00
	59243		Posted		01-2060	Accounts Payable	1,075.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

FEBRUARY 2023- 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
16823	02/01/2023	Children's Departm	1,075.00	1,075.00	01-5693	Signage	1,075.00	<No Project>
Totals:							1,075.00	
WAREHOUSE DIRECT	Computer Check 59244	02/08/2023	02/08/2023 Posted	321.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 321.00	321.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5426571-0	02/01/2023	HP Toners	321.00	321.00	01-5742	Supplies	321.00	<No Project>
Totals:							321.00	
WAREHOUSE DIRECT	Computer Check 59267	02/15/2023	02/15/2023 Posted	510.32	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 510.32	510.32 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5426432-0	02/01/2023	Facilities Housekeep	510.32	510.32	01-5684	Cleaning & Housekeeping Su	510.32	<No Project>
Totals:							510.32	
XIOMARA GRACHAN	Computer Check 59286	02/22/2023	02/22/2023 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
2023-99-0030	02/20/2023	Co-hosting event	100.00	100.00	01-5244	Young Adult Programming	100.00	<No Project>
Totals:							100.00	
Grand Totals:				254,191.57			254,191.57	254,191.57
A total of 82 payment(s) listed								

Oak Park Public Library

Cash Disbursement Journals

FEBRUARY 2023- BYLINE

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	254,191.57
01-2060	Accounts Payable	254,361.58	254,191.57
01-2067	Purchase Cards - P Cards	40,328.03	0.00
01-5001	Wages & Salaries	503.42	0.00
01-5100	Employee Health Benefits	223.75	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	39,055.89	0.00
01-5163	Staff Development/Travel	1,123.67	0.00
01-5164	Tuition Reimbursement	1,500.00	0.00
01-5165	Mileage & Miscellaneous reimbursemen	39.59	0.00
01-5199	Recruitment	98.50	0.00
01-5204	Promotions	200.00	0.00
01-5240	Children's Programming	149.45	0.00
01-5244	Young Adult Programming	400.00	0.00
01-5247	Adult Programming	75.00	0.00
01-5264	ILL Payments	674.18	0.00
01-5275	Consulting Services - Admin	225.00	0.00
01-5291	Legal Fees	575.00	0.00
01-5380	Postage & Delivery	1,500.00	0.00
01-5451	Telephone/Communications	917.10	0.00
01-5452	Grant Expenses	3,343.34	0.00
01-5620	Office & Library Machinery Service	2,212.80	0.00
01-5681	Landscaping and snow removal services	2,340.00	0.00
01-5682	Building Materials & Supplies	682.47	0.00
01-5684	Cleaning & Housekeeping Supplies	510.32	0.00
01-5686	Custodial Services	16,382.53	0.00
01-5688	Sewer/Garbage	564.27	0.00
01-5690	Natural Gas	548.05	0.00
01-5691	Rentals--Equipment & Facilities	1,370.00	0.00
01-5692	Repair & Maintenance Prop. & Equip.	13,707.58	0.00
01-5693	Signage	1,075.00	0.00
01-5742	Supplies	2,949.35	0.00
01-5840	Print materials	21,573.37	0.00
01-5890	Audio and video materials	2,930.75	0.00
01-5891	Digital content	49,329.74	0.00
01-5893	Devices	2,429.65	0.00
01-5894	Realia and other formats	306.61	0.00
01-5920	Facilities Equipment	3,020.03	0.00
01-5930	Furnishings	114.86	0.00

Oak Park Public Library

Cash Disbursement Journals

FEBRUARY 2023- BYLINE

01-5936	Subscriptions and services	6,239.34	0.00
01-5937	Equipment and supplies	5,647.07	0.00
01-5941	Technology Projects and Equipment	4,575.00	0.00
01-5950	Building Improvements	24,580.85	0.00

Oak Park Public Library
Byline Bank (Main) X 3401: Cash Management Disbursement Report
As of FEBRUARY 2023

Source	Trans Type	Trans Date	Reference		Deposits	Payments
Cash Management Deposit		2/28/2023	PARKING CREDITS	\$	1,605.36	
Cash Management Deposit		2/28/2023	DAILY DEPOSITS	\$	2,927.63	
Cash Management Deposit		2/28/2023	INTEREST ON ACCOUNT	\$	46.99	
Cash Management Deposit		2/28/2023	RENTALS, LIBRARY SPACES	\$	242.15	
				\$	4,822.13	-
Cash Management Transfer in		2/28/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$	200,000.00	
Cash Management Transfer in		2/28/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$	350,000.00	
Cash Management Transfer in		2/28/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$	350,000.00	
				\$	900,000.00	-
Cash Management Payment		2/28/2023	BENTO DEBIT CARDS	\$	-	(6,000.00)
Cash Management Payment		2/28/2023	FIFTH STAR COLLECTIVE	\$	-	(5,965.00)
Cash Management Payment		2/28/2023	ACH (FLEX ACCTS),	\$	-	(7,643.28)
Cash Management Payment		2/28/2023	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$	-	(105,866.49)
				\$	-	(125,474.77)
Cash Management Payment		2/28/2023	MERCHANT ACCT & BANK FEES	\$	-	(120.30)
				\$	-	(120.30)
Cash Management Payment		2/28/2023	PAYROLL; PAYDATE 2/15/2023	\$	-	(\$259,190.70)
Cash Management Payment		2/28/2023	PAYROLL; PAYDATE 2/28/2023	\$	-	(\$254,053.04)
Cash Management Payment		2/28/2023	PAYROLL; ICMA PAYROLL DEDUCTION DEBITS	\$	-	(5,673.44)
				\$	-	(518,917.18)

Summary by Transaction Type

(+) Deposits by Transaction Type:

Cash Receipts: \$ 4,822.13
Transfers In/Out \$ 900,000.00

Total Deposits: \$ 904,822.13

(-) Payments by Transaction Type:

Transfer out \$ -
Benefits/Bentol /Other ACH: \$ (125,474.77)
Bank Fees: \$ (120.30)
Payroll: \$ (518,917.18)

Total Payments: \$ (644,512.25)

Accounts Payable **(254,197.57)**

Total Summary of Disbursements: \$ (898,709.82)

Total Change In Register Balance: \$ 6,112.31

OPPL
3/28/23

RESOLUTION ON DISBURSEMENTS, FEBRUARY 2023

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF FEBRUARY 2023 IN THE TOTAL AMOUNT OF \$898,709.82 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.

DRAFT OPTION A: 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	Monday, January 1, 2024	All buildings closed
Martin Luther King Jr. Day	Monday, January 15, 2024	All buildings closed
Presidents' Day	Monday, February 19, 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
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
Last Friday in November	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 OPTION B: 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	Monday, January 1, 2024	All buildings closed
Martin Luther King Jr. Day	Monday, January 15, 2024	All buildings closed
Presidents' Day	Monday, February 19, 2024	All buildings closed
Easter (Christian Holiday)	Sunday, March 31, 2024	All buildings closed
Eid al-Fitr (Muslim Holiday)	Wednesday, April 10, 2024	All buildings closed
Memorial Day	Monday, May 27, 2024	All buildings closed
Eid al-Adha (Muslim Holiday)	Monday June 17, 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
Rosh Hashanah (Jewish Holiday)	Thursday, October 3, 2024	All buildings closed
Yom Kippur (Jewish Holiday)	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
Last Friday in November	Friday, November 29, 2024	All buildings closed
Staff Learning & Engagement Day	Friday, December 6, 2024	All buildings closed
Christmas Eve (Christian Holiday)	Tuesday, December 24, 2024	All buildings closed
Christmas Day (Christian Holiday)	Wednesday, December 25, 2024	All buildings closed
Near Year's Eve	Tuesday, December 31, 2024	All buildings close at 5 pm

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	9	Closed	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	8	Closed	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		10	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
Oak Park Public Library	14	10	4	0
Aurora Public Library - Santori	13	7	3	3
Skokie Public Library	13	7	0	6
Barrington Area Library	12	8	0	4
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	12.8	8.0	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
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
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
Daily Average (Full Year)	166	--	--	250
Average Non-Holiday Monday	179	--	--	284
Average Non-Holiday Friday	N/A	--	--	N/A

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
Daily Average (Full Year)	120	--	--	172
Average Non-Holiday Monday	N/A	--	--	N/A
Average Non-Holiday Friday	100	--	--	156

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).

--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.