

OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Veterans Room
Tuesday, April 25, 2023 – 6:30pm
Meeting to be held in person and via Zoom ([click here for Zoom link](#))

AGENDA

1. **Installation of newly elected trustee/oaths of office**
2. **Call to Order and Roll Call**
3. **Approval of Minutes**
 - a. March 28, 2022 Regular Meeting **(Action)**
4. **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.
5. **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](#) (11-4 pm, Scoville Park) and Oak Park elected officials brunch (9:30-10:30, Main Library)
 - c. Oak Park Parades (Sunday, June 18 is Juneteenth and Tuesday, July 4 is Independence Day)
6. **Executive Director Report**
7. **Staff Reports**
 - a. Strategic Priorities Report
 - i. Staff Speaker: Marcin Terlik, Manager of Technology
 - b. Library Core Use Statistics
 - c. Additions and Terminations Report
 - d. Staff Changes Report
8. **Financial Reports**
 - a. March 2023 Financial Reports **(Discussion)**
 - b. March 2023 Resolutions on Disbursements **(Action)**
9. **Additional Reports**
 - a. Intergovernmental Committee (IGov)
 - b. Council of Governments (CoG)
 - c. PlanIt Green
 - d. Friends of the Oak Park Public Library
10. **Unfinished Business**
 - a. Approve closed meeting minutes (if applicable) **(Action)**
 - b. Holidays and Scheduled Building Closing Policy **(Discussion)**
 - c. Review of Public Comment policy **(Discussion)**
 - d. Legislation for childcare stipend **(Discussion)**
11. **New Business**

- a. Nominating Committee **(Action)**
- b. Creative Studio policy (new) **(Action)**
- c. A Library for Everyone (revised) **(Action)**
- d. Photography and video policy (revised) **(Action)**
- e. Borrowing of library items policy (revised) **(Action)**
- f. Interlibrary loans policy (revised) **(Action)**
- g. Reciprocal borrowing policy (revised) **(Action)**
- h. Resolution to approve distribution from the Oak Park Public Library
Capital Endowment Fund (electric book bike) **(Action)**

12. Adjournment

Tuesday, March 28, 2023

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, March 28, 2023 held in person and on the Zoom virtual platform.

1. Call to Order and Roll Call

Present: Trustees Matt Fruth, Susanne Fairfax, Colleen Burns, Madhurima Chakraborty, Ted Foss, and Kristina Rogers.

Absent: Trustee Virginia Bloom.

Also attending in person: Joslyn Bowling Dixon, Matt Bartodziej, Jeremy Andrykowski, Stephen Jackson, Lori Pulliam, Maya Ganguly, Rory O'Neill, Aaron Alonzo, Jack Bauer, Josh Soto.

2. Approval of Minutes

Approved the February 28, 2023 minutes.

3. Public Comments

Per the Public Comment at Board Meetings Policy, Fruth read aloud written correspondence from Peggy Conlin Madigan. The comments will be included in the library's files.

O'Neill shared comments with the Board. The comments will be included in the library's files.

4. Trustee Comments and Calendar

Fruth said farewell and congratulated Burns on her new appointment to the Oak Park Elementary School District 97 Board of Trustees, as this was her last board meeting as a library trustee.

Fruth requested a date and time for the Board to participate in the Oak Park Farmers Market.

5. Executive Director's Report

Bowling Dixon shared highlights from her Executive Director Report.

6. Staff Reports

Manager of Facilities Matt Bartodziej shared a facilities update. He said in 2022, the library moved away from traditional floor treating methods to a new method recommended by the floor's manufacturer that will providing a longer life and lower maintenance costs. He said the team in 2022 also focused on provcesses to replace Main Library Chiller 1 (in August), resealing Maze Branch's flat roof and tuckpointing.

Bartodziej said so far in 2023 staff moves and space renovations were completed, a new Creative Studio sound booth was repaired, and recertification of the Main Library's automatic materials handling system was completed.

Bartodziej said looking ahead in 2023, the Main Library's second floor Scoville Room will get a refresh with new furniture for more versatile use, a new second floor staff office, and new power and data outlets along the Main Library's second floor east wall.

Foss asked about the vendor the library is working with for future efficiencies. Bartodziej said the vendor works with other local government agencies.

Fruth asked about reaching out to Park District regarding state and local grants. Bartodziej agreed to investigate.

Fruth also asked if shelving is moved for floor refinishing. Bartodziej said it was a mix; some was done around shelving some was done during shelving and collection shifts.

Fruth asked if second floor locker room being moved resulted in staff storage concerns. Bartodziej said first floor locker room is accommodating current staff use.

Fruth asked about previous commissioning research and is it related to future efficiencies. Bartodziej said yes and no; the plan is to move away from Johnson Controls and go to an open network with open support. Same controls with better off-site virtual support.

Rogers asked what was done with lockers removed. Bartodziej said they were donated.

Chakraborty asked about a part-time staff member departure; Bowling Dixon said future work would be considered on a contracting role.

7. Financial Reports

Fairfax asked about spending in the art fund.

Andrykowski said the art fund financed improved art security. He said a bigger discussion is to be had about how to replenish the art fund in the future.

Bowling Dixon said Special Collections team is working on plans now.

Fairfax said she is interested in working on a future art committee.

Board discussion continued about how to restore and maintain art in the library, and address questions related to hosting a public art collection.

Chakraborty motioned to approve March disbursements resolution.

Burns seconded the motion.

Vote: all yes.

8. Additional Reports

Burns shared perspectives from the recent iGOV meeting including a May 12 meeting for incoming elected officials.

Fairfax said the Oak Park Township's senior centered has reopened.

Fruth said Council of Goernments did not meet.

Foss said the cooperation around PlanIt Green is exciting, especially related to what the Park District of Oak Park is doing, including the plan to have every lightpole as a charging station.

Foss asked how neighboring libraries are addressing sustainability issues.

Bowling Dixon said library directors met (Broadview, Forest Park, Bellwood, River Forest) and plan to continue to meet bimonhtly. She also said the library has a sustainability coordinator who watches sustainability efforts.

Chakraborty asked about Oak Park's Book Sanctuary status. Bowling Dixon said she met with Oak Park Village Manager and there are plans to present to the Village Board after April elections and new trustee installations.

Bowling Dixon said the Friends of the Oak Park Public Library approved a gift to the library of \$40,000+ to support events and initiatives including the library's new Creative Studio and the 50th Anniversary of Hip-Hop programming. The Friends annual book fair will be July 14 and 15 at the Main Library. Friend Board Member Paul Koko was recognized for 53 years of Friends' support.

Foss asked about follow-up with the Friends on establishing a sister city relationship with Havanna, Cuba.

9. Unfinished Business

Fairfax said she previously raised holidays calendar issues to discuss if the current library scheduled days closed calendar reflects modern thinking. She said she learned floating holidays are important for covering a variety of holidays for different groups. She shared her perspectives and her and Rogers' recommendations for the rest of the Board to consider,

noting that library staff currently does not have scheduled days off from mid-January through late May.

Rogers said this is opportunity to be a leader in this area.

Discussion continued about how to best balance needs of public and staff. Discussion concluded with library staff being asked to return with additional options for board review.

10. Adjournment

Fruth adjourned meeting around 8:40 pm.

Executive Director's Report

April 2023

March 2023

3/6 C4@ Our Libraries-Coordinated first C4 @ Our Libraries meeting with Library Directors from neighboring villages of Broadview, River Forest, Forest Park, and Bellwood to discuss potential collaborative opportunities and share efforts in sustainability and eco-responsibility within the context of our public libraries' internal and external operations

3/8 Management Council Meeting Primary discussion and planning focused on developing village-wide initiative "Portrait of a Graduate"

3/9 Ernest Hemingway Foundation Board Meeting

3/9 Attended PlanIT Green Leaders Working Luncheon and Presentation

3/10 Meeting to discuss Draft Resolution for Book Sanctuary initiative with Village Manager, Kevin Jackson. Also reviewed current, undated intergovernmental agreement in place, specifically concerning additional parking options as staff return to 90-100 percent in person work (depending on team).

3/13 Staff Lunch and Learn: Book Bike 101

3/14 Older Adults Advisory-standing meeting with members of the community, aged 60+

3/14 Participated Chamber of Commerce Speed Networking Event at Concordia University. Promoted the Library's Business services and how to utilize Book Bike and upcoming Creative Studio in support local small businesses

3/14 Attended Chicago Literary Hall of Fame event honoring Oak Park activist and author Harriette Gillem Robinet with the Fuller Award at Dominican University

3/17 Attended second annual Heroines of Housing Luncheon in celebration of women leaders working for fair and equitable housing, sponsored by Oak Park Regional Housing Center

3/20 With Director of Public Services Lori Pulliam, provided tour with original Main Library architects and Chicago Public Library (CPL) Commissioner Chris Brown and members of his team, as CPL considers future projects and potential architects

3/24-3/26 Attended Area Training for Librarians and Staff Library Directors Retreat in Rockford, IL

3/29 Presented All Staff Virtual Town Hall, post Library Board of Trustees meeting

Respectfully submitted,

Joslyn Bowling Dixon

Joslyn Bowling Dixon

Social Services and Public Safety Report

April 2023

Patron Engagement

There were 32 patrons that received social service-related support and advocacy. These cases involved advocacy in the following areas:

Number of cases, type of advocacy/support

- 5 patrons received affordable housing
- 2 patrons received early childhood
- 4 patrons received employment assistance
- 7 patrons received financial assistance
- 4 patrons received homelessness
- 2 patrons received mental health (assessments)
- 8 patrons received Public Assistance
- 32 total patrons served**

Northwestern University Partnership

Northwestern University Lead Researcher Dr. Ashley Knapp, Manager of Middle and High School Services Latonia Jackson, and Director of Social Services and Public Safety Rob Simmons looked at a concept of the app designed to help teens manage anxiety. There were some basic features that reflected what teen patrons said they wanted included in the app. For example, there are skills-based activities, psychoeducational tools, and resource lists available in the app. Latonia is going to invite tweens/teens from the mentorship groups to use the app during design sessions that will take place in late spring and summer. There will be data collected during those design sessions that will be used to help build more features. The teens will receive stipends to participate in the trial. A sustainable budget strategy was created to fund the app through 2025 (funds will be provided by Northwestern University). Additional funds will be budgeted by the Social Services to support the app after 2025.

Public Safety: Body Camera Pilot

The body camera pilot has been successful for the Public Safety team. Manager of Public Safety Aaron Alonzo reported that the cameras have helped with de-escalation, improved interactions with the Oak Park Police Department, and have enabled the team to attain more information for incident reporting. Additionally, when comparing incident report data from February through April 2022 when body cameras were not in use to data from February through April 2023 when we were using them, there was a 38% decrease in incident reports during 2023 while body cameras were in use during the pilot.

Based on these findings, it is recommended that the library continue to use body cameras full time as one of the tools in Public Safety's kit, providing a safe and inviting library for the community. The Public Safety team asserts that body cameras have significantly helped them do their job more effectively.

Public Library Quarterly research article published on Social Services and Public Safety Model:

<https://www.tandfonline.com/eprint/5FCMTF4YJQAAT3VYAMFB/full?target=10.1080/01616846.2023.2199671>

Data and report submitted by Robert Simmons, Director of Social Services and Public Safety

Library Strategic Priorities Report

April 2023

About this report

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

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

- **Internal Practices, Institutional Racism:** The Library will employ policies, protocols, processes, and procedures that promote and advance anti-racist practices such as power, space, and resource sharing toward equitable, non-hierarchical program implementation.
 - **Related ELS Strategic Plan Objective — Stewardship Objective #4:** We support all library staff to achieve happiness, well-being, and success.
- **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 three strategic objectives:

- **Engagement Objective #2:** We facilitate connections among diverse audiences through shared community aspirations and experiences.
- **Engagement Objective #3:** We lead the community in impactful civic engagement.
- **Stewardship Objective #2:** We provide broad, effective, and equitable access to resources.

ANTI-RACISM

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

-and-

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

Joint Conference of Librarians of Color

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

The event provides a unique opportunity for participants to share successes, opportunities, and challenges while networking and attending programs that are focused on pressing issues affecting both librarians and communities of color. The hope is to deepen connections across constituencies, create spaces for dialogue, promote the telling and celebrating of one's stories, and encourage the transformation of libraries into more democratic and diverse organizations. The conference includes speakers, skill-building workshops, research-based panels, networking opportunities, and exhibits.

The 2022 JCLC was originally scheduled to take place in October of last year in St. Pete Beach, FL; however, due to Hurricane Ian, the conference was rescheduled for February 2023. The Oak Park Public Library was pleased to send to the conference a total of fourteen staff members who represented diverse identities, experiences, expertise areas, and library service areas and positions: Megha Bamola (Children's Services Library Specialist), Rose Barnes (Health & Senior Services Librarian), Linda Barnett (Accounting & Financial Coordinator), Juanta Griffin (Multicultural Learning Coordinator),



Alex Gutierrez (Middle & High School Services Librarian), Latonia Jackson (Manager of Middle & High School Services), Stephen Jackson (Director of Equity & Anti-Racism), Margita Lidaka (Adult Services Librarian), Dontaná McPherson-Joseph (Collection Management Librarian), Andrea Olvera-Trejo (Collection Management Librarian), Claire Ong (Community Engagement Library Specialist), Jabez Patterson (Adult Services Programming Librarian), Marché Pernel (Supervising Librarian of Middle & High School Programming), and Tatiana Swancy (Restorative Practices Coordinator).

After the conference, staff who attended were asked to provide feedback about their JCLC experience via a brief survey. Among the ten staff who completed the survey, respondents agreed that the conference was an effective experience that was connected to the library's strategic priorities of Engagement, Learning, Stewardship, and Anti-Racism. A sample of comments shared by staff in this survey is provided below.

"I found the conference to be an eye-opening, learning experience. It was interesting to see how BIPOC librarians address, experience, and develop programs around equity, multiculturalism, anti-racism, and social justice issues and other topics that intersect for librarians of color."

"It was heartening, both professionally and personally, to see so many librarians of color, passionate about their work, deeply engaged in creating spaces and opportunities for all kinds of patrons. Professionally, I appreciated the knowledge shared about the long history of the Black librarians in the field, as well as the many and varied commitments to engaging with patrons in the spaces they are likely to be in, specifically at pop culture conventions."

“I most appreciated being able to spend substantial quality time with my colleagues who also identify as library workers of color. I formed and strengthened bonds with my colleagues, which I think is vital for well-being, feeling happy and fulfilled at work, and being able to give more of myself to my job. [...] My biggest personal takeaway is that I work with so many incredible people of color at OPPL. I'm so grateful that we got to spend time together and hope to find more ways to work together at the library across teams. I also gained a better understanding of how awesome OPPL is! Many of the conference sessions offered were focused on work that our library has already been doing and thriving with. I feel like pretty much every team at OPPL could present and lead an impactful conference session.”

“The conference gave me a greater sense of how much impact librarians of color have and how crucial it is for us to have support.”

“Many of the sessions I attended reaffirmed that the work that we are doing at OPPL is just starting to take off in other locations, so I have more of a sense that what we're doing is a little ahead of the game. I also made some new connections with other librarians and library staff members.”

“I really got to know my coworkers more, especially those who work in other departments since I often had not interacted that much with them. I also found value in some of the sessions I attended, and it was very motivating to hear from engaging speakers. It was also great to experience [a] conference where attendees were nearly all people of color.”

“Personally, I am inspired that the greater BIPOC library community has a voice, and that together, we can empower one another, that we have support — professionally and emotionally. That OPPL had a significant cohort allowed me to develop deeper relationships with my coworkers that work in other departments.”

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

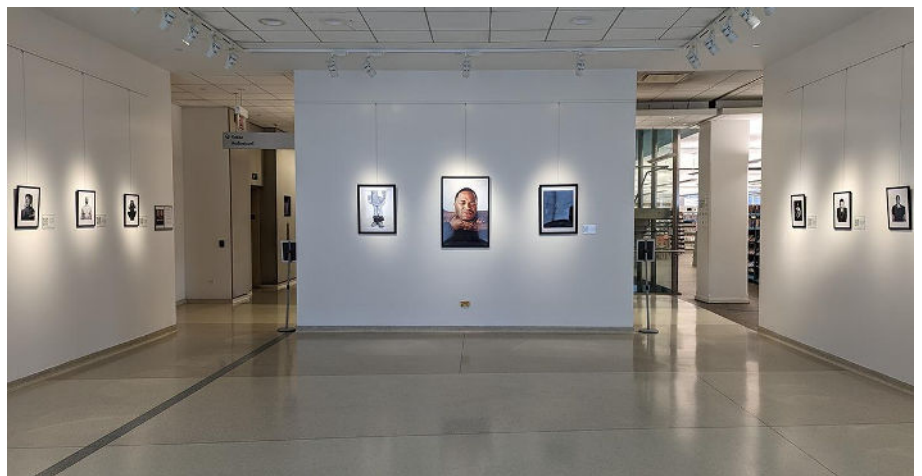
-and-

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.”

From March 14 through April 15, the Main Library Art Gallery featured [“Echoes: The Stories of Male Survivors Overcoming Sexual Trauma”](#) by Dr. Robert Marshall, CEO and Founder of [I Am Man, Inc.](#) In this interactive art exhibit, library patrons were able to explore photographs and stories of male survivors of sexual trauma. Through research and restorative work with male survivors from



urban communities around the country, Dr. Marshall aims to humanize the lived experiences of these survivors through this exhibit. On March 25, community members were invited to participate in a related in-person event in the Main Library's Veterans Room featuring Dr. Marshall and The Survivors Circle.

In honor of Ramadan (the ninth month in the Islamic calendar and the holy month of fasting), the Idea Box on the first floor of the Main Library once again hosted a "Ramadan Around the World" exhibit. Beginning on March 22 and continuing through April 28, community members were invited to view a beautiful collection of what brings together Muslims from different parts of the world for this month of worship, community, and celebration. The exhibit was presented in partnership with Oak Park community member, frequent library collaborator, and founder of [Being Different](#), Dima Ali. In addition to this Idea Box display, the library's Children's Services team also hosted an in-person Celebrating Ramadan Read Aloud & Craft Hour on March 18, where kids and families could come together to learn more about this important holiday through stories and art.



Also on March 18, the library offered a special storytime for children and families: "Express Yourself!" A Drag Storytime & Costume Celebration featuring artist and drag designer Bun Stout. Nearly fifty community members (23 kids, 25 adults) joined this program where they learned about self-expression through costumes and performance, with the chance to try on costume accessories from Bun's collection and take a photo that celebrated their creativity.

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 March, including our weekly [English language conversation hours](#) (offered virtually the first Saturday and in-person all other Saturdays), monthly [Spanish](#) and [French](#) language conversation hours, monthly [Latinx Author Book Café](#), weekly [Supported Storytimes](#), bi-monthly [You, Me, We: Co-Ed Mentoring Program](#), and weekly [Access Granted: Male Mentor Program](#) — all of which have been noted in previous Strategic Priorities Reports.

ENGAGEMENT, LEARNING, & STEWARDSHIP

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

Plant Swap

On Sunday, March 26, the library hosted its first ever Plant Swap program, a popular and very successful event held in the Community Space in the lobby of the Main Library. More than 50 plant enthusiasts

attended, bringing in their own plants to swap or picking up new plants for themselves. On hand during the 3-hour event were Community Engagement Library Specialist Claire Ong and Library Assistant DyAnna Billingslea-Taylor — the organizers of the event and two of the library's green thumbs — and our new Environmental Programming Specialist Christine Poreba. Participants could also talk to Oak Parker and Master Gardener Daryl Duvall of Duvall Garden Designs. Other resources offered at the event alongside plants and seeds to swap and take home included handouts with care tips for various plants and books to check out about plants and gardening.



Patrons who attended were excited to interact with other amateur gardeners as well as plant experts just in time for the spring planting season to begin. Among the 16 attendees who completed a post-event survey, 100% indicated that they would recommend the Plant Swap to others and would attend another similar event in the future. All but one survey respondent also said that they learned something new at the event. After the event, the [Community Engagement Team created this video which was shared on the library's Facebook page](#) and reached 335 followers.



We lead the community in impactful civic engagement. [ENGAGEMENT]

Candidate forums

In partnership with the [League of Women Voters of Oak Park River Forest](#), the library hosted five virtual candidate forums for local spring 2023 elections. Held between February 9 and March 9, the forums allowed for Oak Park voters to hear directly from candidates in local elections. Three of the races — Park District of Oak Park, D200, and the Oak Park Public Library — were uncontested, while Village Trustees and D97 were contested. The forums for the two contested races unsurprisingly saw the most real-time attendance, with 54 attendees and 39 attendees respectively.

Adult Education & Career Services Librarian Rashmi Swain coordinated the Zoom meetings and the recordings for all of the forums, working with the library's Communications Team to make them available on [the library's YouTube page](#) after the forums were complete. This ensured access to recorded candidate statements and forums from the time of the forums up until election day on Tuesday, April 4. The forum videos received hundreds of views, helping Oak Park voters remain educated and informed about municipal elections and candidates.

Rashmi worked with fellow Adult Services staffers Amelia Vargas (Digital Learning Specialist) and Bridget Optholt (Business & Government Librarian) on the events for time-keeping and hosting responsibilities. League of Women Voters member Peggy Kell organized all of the candidates and moderated the events. In April, Peggy wrote to the library's Executive Director Joslyn Bowling Dixon to thank the library for our continued partnership on Oak Park Candidate Forums:

"Without your excellent staff member, Rashmi Swain, along with Bridget Optholt and Amelia Vargas as timers during the events, these forums would not have progressed as flawlessly as they did. The League has received many compliments and thanks for the public service of being able to hear from candidates running for local office."

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

Library use statistics

As always, detailed quantitative data about the library's core use metrics, which speak to patron access to and use of key resources, can be viewed in the following Google Data Studio: [OPPL Core Use Statistics](#). This Data Studio reflects data for 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).

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 March 2023. New Cardholder Retention, Market Penetration, and NPS are updated on a quarterly basis. While NPS data is updated through Q1 2023 in the current report, Q1 data for New Cardholder Retention and Market Penetration is not yet available in Savannah, as of the writing of this report. These market engagement statistics will be updated and viewable in the live dashboard linked above as soon as they are available.

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

Meeting room usage

During the first quarter of 2023, we noticed an uptick in reservations of the library's physical meeting spaces. Between January and March this year, 208 discrete users made 437 in-person reservations, an approximately 100% increase compared to the same period in 2022 when 215 reservations were made for 107 discrete users.

While we have observed year-over-year increases at all three library building locations, the greatest increase in both total reservations made and the number of discrete users was at the Main Library, with a 127% increase in reservations from 2022 (147) to 2023 (334) and a 112% increase in the number of discrete users (77 in 2022; 163 in 2023). At the Maze Branch, we saw an 85% increase in reservations (34 in 2022; 63 in 2023) and a 31% increase in discrete users (16 in 2022; 21 in 2023). At the Dole Branch, we instead saw a greater increase in users compared to the increase in reservations made: a 71% increase in discrete users (14 in 2022; 24 in 2023) and only an 18% increase in reservations (34 in 2022; 40 in 2023).

This change in meeting room usage when comparing Q1 2022 and Q1 2023 is partly due to existing groups using our spaces more frequently, such as the Arbor West Neighbors group who had just one meeting in 2022 but 14 in 2023, and Jack and Jill of Western Cook County with one meeting in 2022 and eight so far in 2023. However, these increases are also due to changing behaviors around in-person gatherings over the course of the COVID-19 pandemic: some groups — such as Girls Scout/Cub Scout troops and religious groups — are once again using library physical spaces after a pause during earlier phases of the pandemic, and others have started to use our physical meeting spaces for the first time. While we have always had a strong relationship with non-profit groups, this year we have seen a number of community-focused groups using our spaces for the first time — such as the Village of Oak Park Alternative Call/Response Taskforce, Rush Health Care Program, Oak Park Homelessness Coalition, Oak Park Township Black Affinity Group, and the Community Mental Health Board of Oak Park — as well as a large number of new culture-based, single-focus meetings, like the Tolkien Club of the Western Suburbs.

During this same period, we have also noticed a decrease in users requesting access to our virtual meeting spaces (Zoom), down from 31 meetings in 2022 to 16 in 2023 (a 48% decrease). Looking at the types of groups that have stopped using the virtual spaces, they appear to be mainly community book club

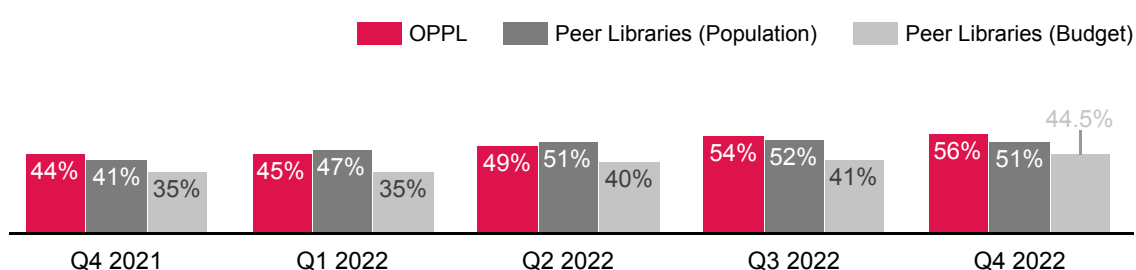
groups, which are likely now meeting in person. Among the groups that continue to use virtual spaces are the Oak Park French Club, League of Women Voters, and the Economy Shop Board.

Comparing to January-March 2019 — the last complete first quarter of normal building operations prior to pandemic-related closures that began mid-March 2020 — we have recovered to just a 22% decrease in the total number of reservations in Q1 2023, with 561 meeting room reservations for 361 discrete users across all three locations in Q1 2019. While we are also down 42% on the number of discrete users compared to 2019, many of the frequent 2019 users who have stopped using our spaces were based outside of Oak Park (e.g., Loyola University, Triton College, West Cook Chicago DSA) or were corporate entities (e.g., Starbucks, Sports Clips, Signify Health). We assume that these groups had to make alternative arrangements due to the COVID-19 pandemic and have not returned to utilizing library spaces. Many of the Oak Park-based groups who reserved during the same time period in 2019 continue to utilize our spaces in 2023.

We have also seen a drop in for-profit groups utilizing our spaces, comparing Q1 2019 to Q1 2023, falling from 19 meetings in 2019 to only three in 2023. The 19 reservations in 2019 were made by 12 discrete users (with Starbucks accounting for five of these meetings). In comparison, a single user (Coldwell Banker Closer Club) had five meetings in Q1 2022, and three discrete for-profit users (one of which was a local business, Wheel & Sprocket) made three reservations in Q1 2023. This downward trend in for-profit meetings is important because, although our user base has somewhat narrowed since 2019 (albeit expanding again compared to 2022), we have added many more community-minded/-focused groups using our spaces now, and we have some capacity to grow to meet their needs in terms of available reservations.

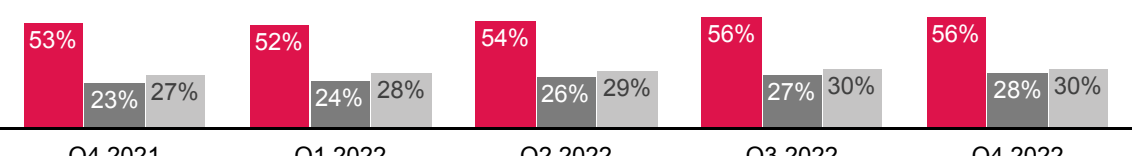
New Cardholder Retention

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



Market Penetration

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



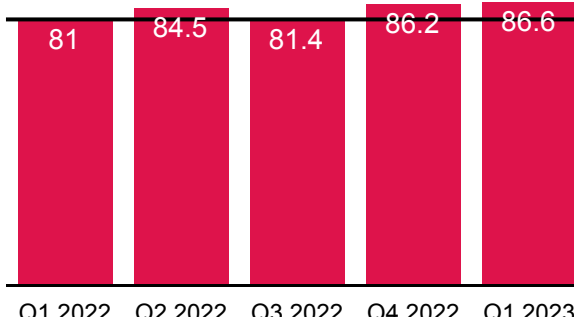
Net Promoter Score

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

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

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

2021 Score: 81.2

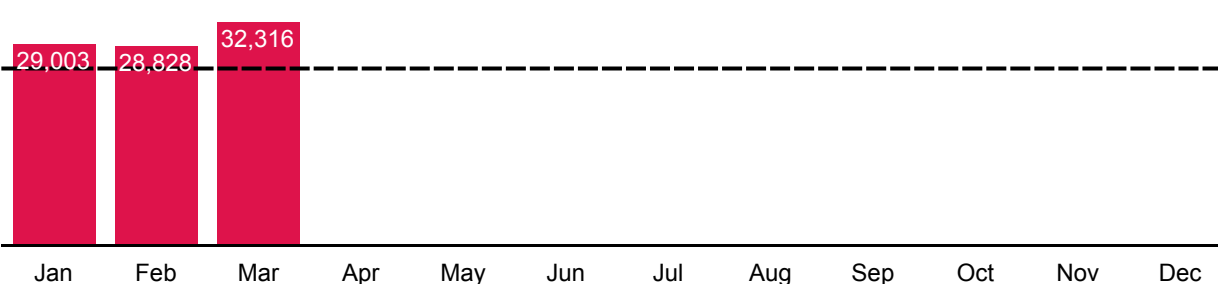


NPS Survey Quarterly Sample Sizes
2022: Q1=74; Q2=71; Q3=86; Q4=52 2023: Q1=60

Building Visits

The number of patron visits to a library building

2022 Average: 25,431

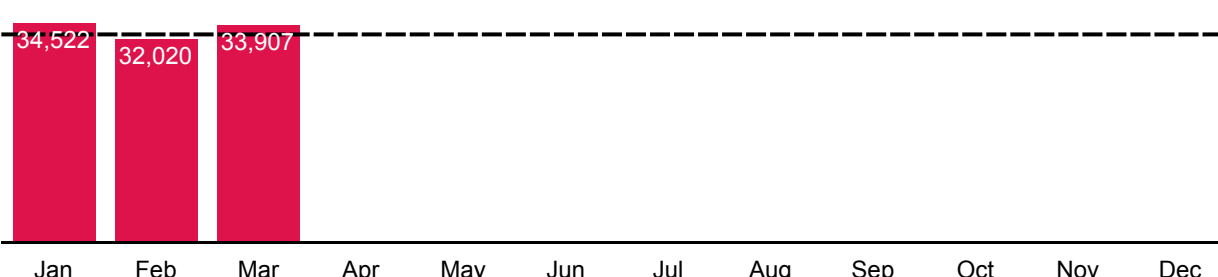


Year-to-Date
90,147

Website Users

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

2022 Average: 32,531

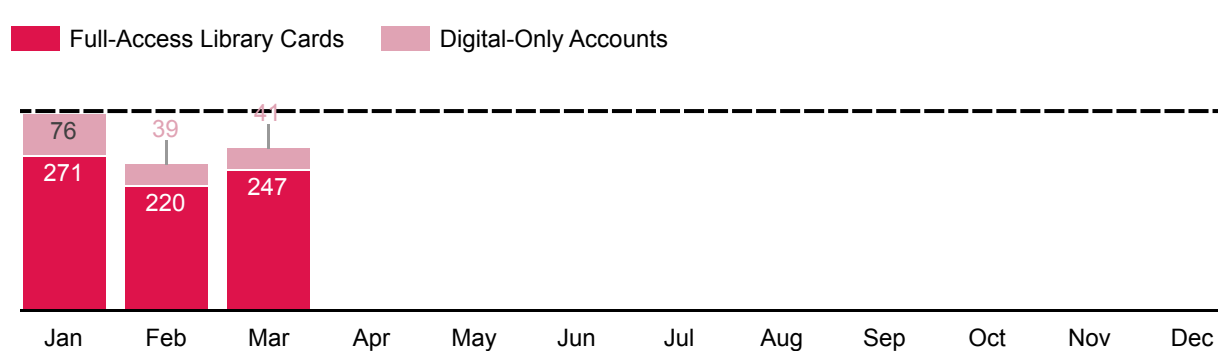


Year-to-Date
100,449

New Users

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

2022 Average: 352



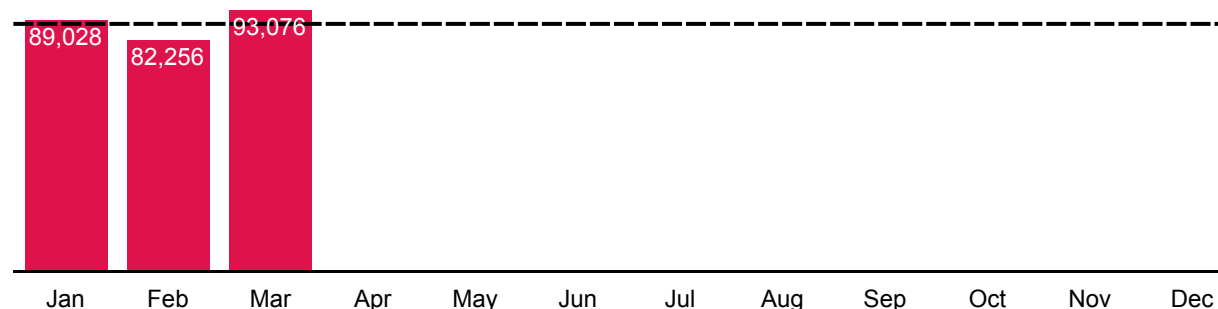
Year-to-Date
894

*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

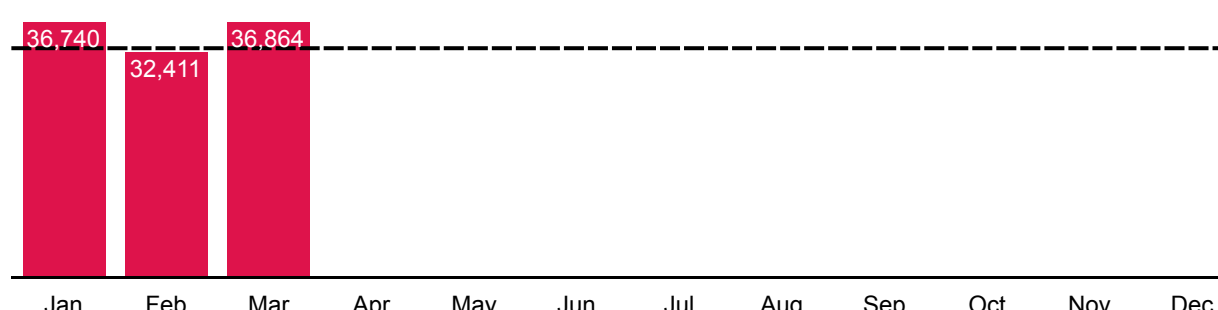


Year-to-Date
264,360

Digital Materials Use

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

2022 Average: 33,017

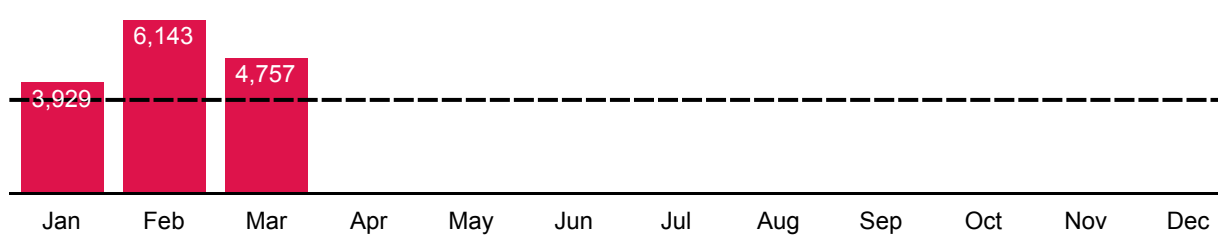


Year-to-Date
106,015

Online Resource Use

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

2022 Average: 3,283

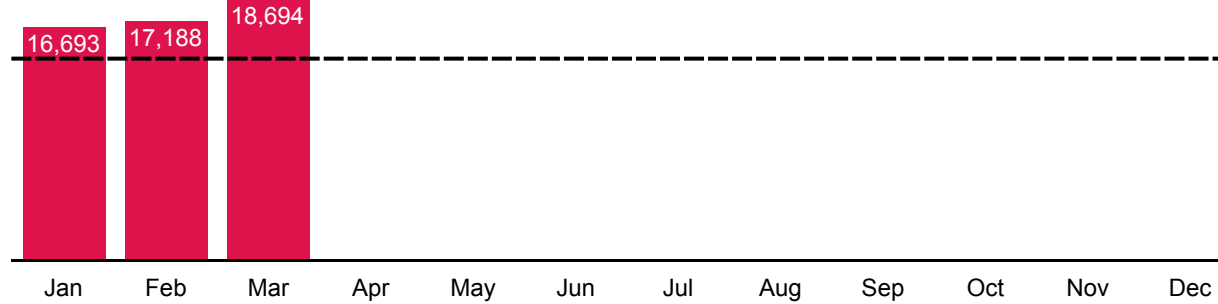


Year-to-Date
14,829

WiFi Use

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

2022 Average: 14,410

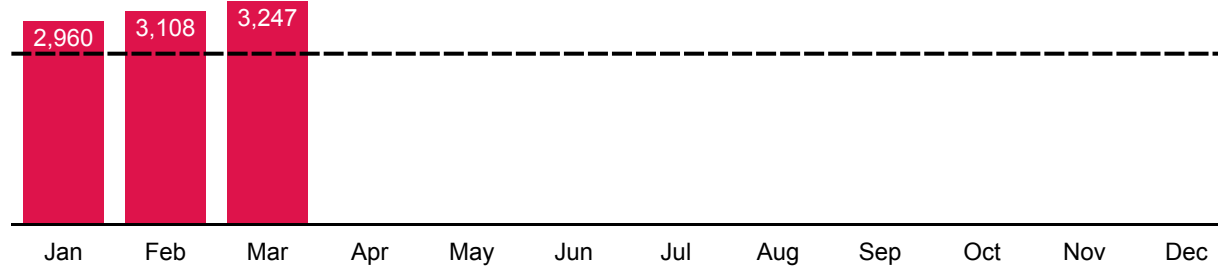


Year-to-Date
52,575

Public Computer Use

The number of PC sessions at an Oak Park library location

2022 Average: 2,479

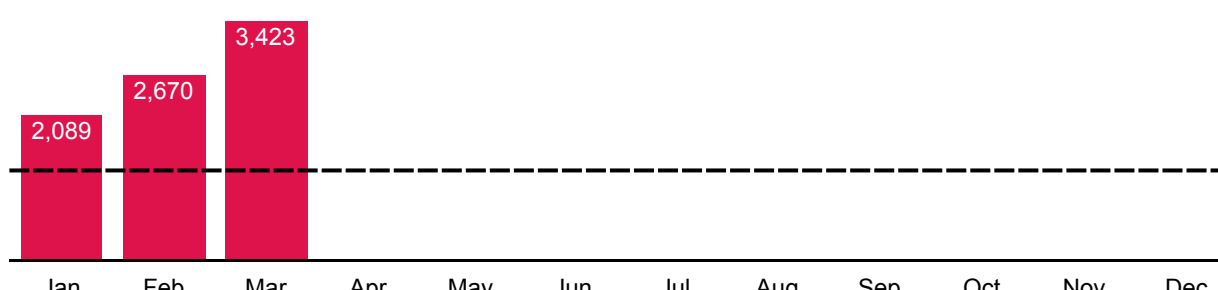


Year-to-Date
9,315

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

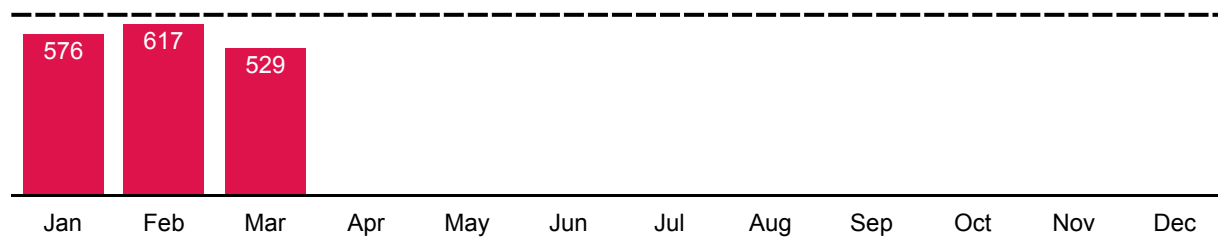


Year-to-Date
8,182

Community Outreach

The estimated interactions from all Outreach and Book Bike events

2022 Average: 645

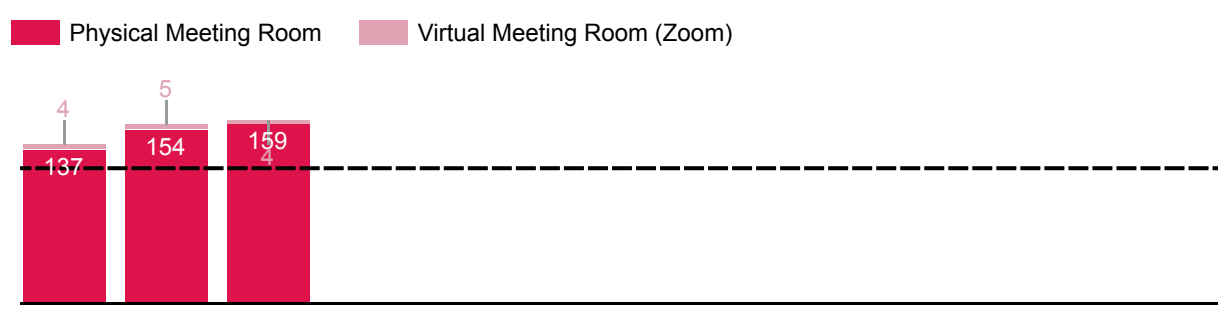


Year-to-Date
1,722

Meeting Room Use

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

2022 Average: 120

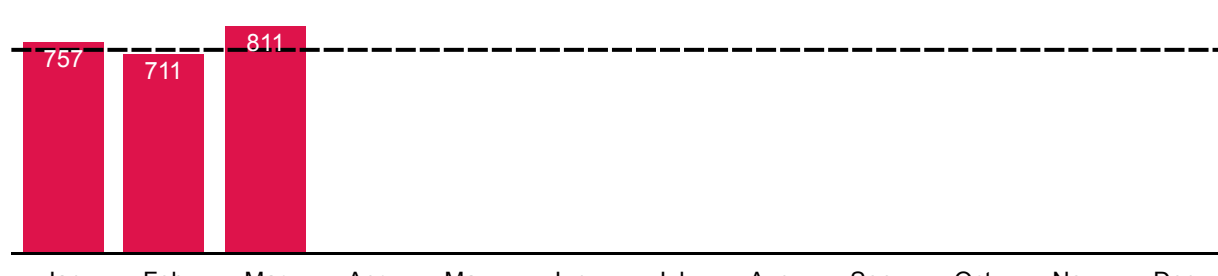


Year-to-Date
463

Study Room Use

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

2022 Average: 726



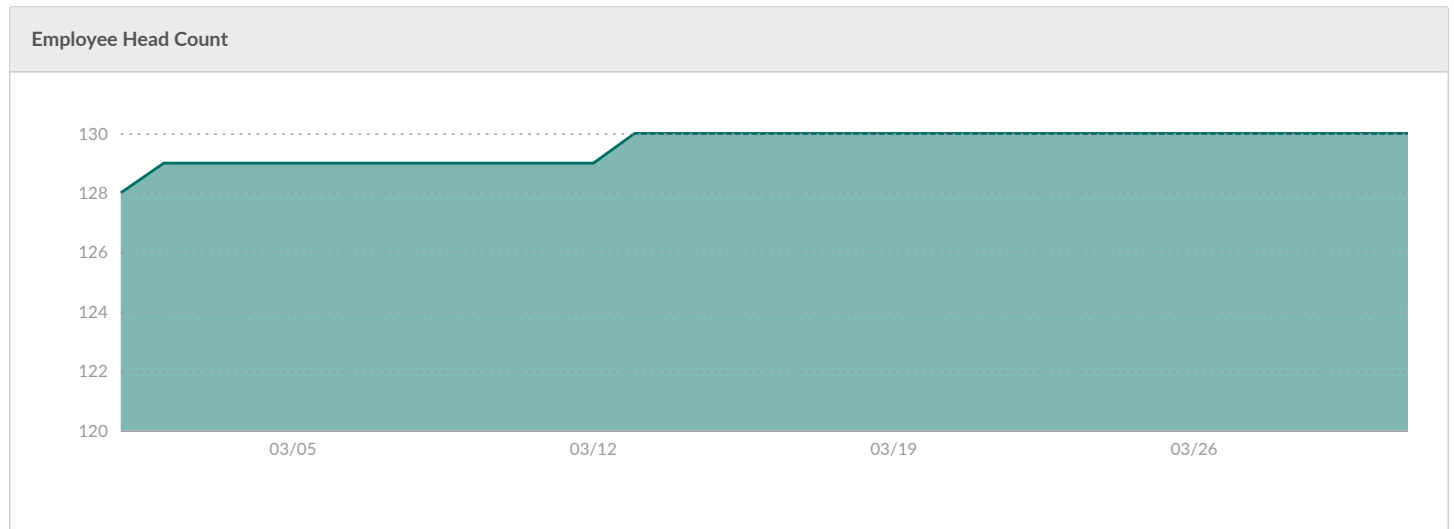
Year-to-Date
2,279

04/10/2023

Additions & Terminations

Dates

2023-03-01 - 2023-03-31



Additions (3)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Contreras, Cheryl	Full-Time	Middle & High School Services	None	Oak Park Public Library	Librarian	03/13/2023
Knox, Synovia	Full-Time	Middle & High School Services	None	Oak Park Public Library	Programming Specialist	03/13/2023
Styrczula, Natalia	Part-Time, less than 20 hrs/wk	Patron Services	None	Oak Park Public Library	Library Assistant	03/02/2023

Terminations (1)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Sklaney, Maryann	Part-Time, 20 or more hrs/wk	Materials Handling	None	Oak Park Public Library	Library Clerk	04/13/2010	03/13/2023

04/10/2023

Staff Changes

Dates

03/01/2023 - 03/31/2023

Changes (4)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
Baker, Zaria	Part-Time, 20 or more hrs/wk	Children's Services	Library Assistant	Status Change	03/09/2023	Previous status: Part-Time, less than 20 hrs/wk
Schult, Elizabeth	Part-Time, 20 or more hrs/wk	Children's Services	Library Assistant	Status Change	03/09/2023	Previous status: Part-Time, less than 20 hrs/wk
Styrczula, Natalia	Part-Time, 20 or more hrs/wk	Patron Services	Library Assistant	Status Change	03/09/2023	Previous status: Part-Time, less than 20 hrs/wk
Poreba, Christine	Full-Time	Adult Services	Environmental Programming Specialist	Promotion & Status Change	03/09/2023	Previous position: Patron Services Library Assistant Previous status: Part-Time, 20 or more hrs/wk

Oak Park Public Library – Financial Report Summary

As of March 31, 2023
(25% of the year complete)

Operating cash available:

Byline Checking -	\$426,935.35
* Outstanding payments -	\$(75,074.41)
Byline Analysis -	\$25,000
Byline Promontory -	\$670,999.32
Bento Debit Card -	\$16,239.64
Forest Park Natl Bank -	\$530,642.61
US Bank Money Mkt -	\$202,574.89
Illinois Funds Invest -	\$5,233,318.50

Ending Operating cash available: **\$7,030,635.90**

Art Fund: **\$2,791.38**

REVENUE

The Library received \$2,359,240 for Property Taxes, for operating. This revenue was received on-time even though the first installment due date was extended. (Additional distributions were also received in April.) The percentage of revenue received will be higher than the expected budget percentage on the report, as some \$2.3MM was received in January for FY 2022 operating. The majority of the first half of levied revenue for FY2023 has been received. Next substantial distribution can be expected towards the end of the third quarter after the second installment for property taxes is due.

Corp. Property Replacement Tax revenue was received in the amount of \$36,685. These distributions are received periodically throughout the year. Some months and extended periods of months have no distributions, and the amounts vary according to business taxes paid by corporations, partnerships, trusts, S corporations, and public utilities, but the library has received distributions every year.

“Personal property replacement taxes (PPRT) are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.

These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments.” (illinois.gov)

Corp. Property Replacement Tax revenue is expected to be substantially over the budgeted amount for FY 2023, as revenue has varied widely over years through the pandemic. Adjustments will be made for smoothing expected revenues in the coming years.

An additional bequest in the amount of \$34,000 was received from the Barbara Ballinger Trust. Total amount received to date is \$72,345. No additional gifts are expected from this Trust.

TOTAL REVENUE YTD: 48%

EXPENSES

Total March 2023 disbursements: **\$904,345.03**

No substantial expenses were incurred in March that are not standard operating expenses, although total operating expenditures remain above the targeted distribution for the first quarter. Library management will review expenditures to ensure that the library remains on target at year's end.

Account line / group expenditure levels by percentage:

People:

Compensation -	25%
Talent Development -	42%

Total People - 25%

Support Services:

Marketing -	11%
Collections -	37%
Administration -	40%
Other Support Srvcs -	36%

Total Support Servs - 37%

Library Materials:

Total Library Materials - 30%

Facilities Management:

Facilities Supplies –	16%
Facilities Services –	30%

Total Facilities Mgmt – 29%

Public Services:

Programming -	25%
Digital Services -	41%

Total Public Services – 38%

TOTAL OPERATING EXPENSES: 27%

TOTAL CAPITAL AND OUTSIDE SUPPORT: 6%

Prepared by Jeremy Andrykowski - April 19, 2023

Oak Park Public Library
Bank Reconciliation Report
 BYLINE CHECKING - MARCH 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 02/28/2023:		\$370,136.78
Add: Cleared deposits:		\$64,770.43
Add: Cleared deposit adjustments:		\$853,788.46
Subtract: Cleared payments:		\$235,689.35
Subtract: Cleared payment adjustments:		\$626,070.97
Adjusted bank register balance:		\$426,935.35
Bank register ending balance:		\$351,860.94
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$13,788.38
Add: Outstanding payments:		\$75,074.41
Add: Outstanding payment adjustments:		\$13,788.38
Adjusted bank register balance:		\$426,935.35
Bank statement ending balance 03/31/2023:		\$426,935.35
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	13	\$918,558.89
All Cleared Payments:	121	\$861,760.32

Oak Park Public Library

Bank Reconciliation Report

BYLINE ANALYSIS ACCOUNT - MARCH 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 02/28/2023:		\$25,000.00
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$1,886,684.72
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$1,886,684.72
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 03/31/2023:		\$25,000.00
Out of balance by:		\$0.00
 Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	5	\$1,886,684.72
All Cleared Payments:	5	\$1,886,684.72

Oak Park Public Library

Bank Reconciliation Report

BYLINE PROMONTORY ACCOUNT - MARCH 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 02/28/2023:		\$484,068.79
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$1,036,930.53
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$850,000.00
Adjusted bank register balance:		\$670,999.32
Bank register ending balance:		\$670,999.32
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:		\$670,999.32
Bank statement ending balance 03/31/2023:		\$670,999.32
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	3	\$1,036,930.53
All Cleared Payments:	3	\$850,000.00

Oak Park Public Library

Bank Reconciliation Report

FOREST PARK MM - MARCH 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 02/28/2023:		\$529,832.62
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$809.99
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$530,642.61
Bank register ending balance:		\$530,642.61
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:		\$530,642.61
Bank statement ending balance 03/31/2023:		\$530,642.61
Out of balance by:		\$0.00
 Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$809.99
All Cleared Payments:	0	\$0.00

Oak Park Public Library

Bank Reconciliation Report

US BANK MM - MARCH 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 02/28/2023:		\$202,531.89
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$43.00
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$202,574.89
Bank register ending balance:		\$202,574.89
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:		\$202,574.89
Bank statement ending balance 03/31/2023:		\$202,574.89
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$43.00
All Cleared Payments:	0	\$0.00

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS FUND INVESTMENT - MARCH 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 02/28/2023:		\$3,859,431.61
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$2,373,886.89
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$1,000,000.00
Adjusted bank register balance:		\$5,233,318.50
Bank register ending balance:		\$5,233,318.50
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:		\$5,233,318.50
Bank statement ending balance 03/31/2023:		\$5,233,318.50
Out of balance by:		\$0.00
 Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	10	\$2,373,886.89
All Cleared Payments:	1	\$1,000,000.00

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS FUND - ART FUND - MARCH 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 02/28/2023:		\$2,780.29
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$11.09
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$2,791.38
Bank register ending balance:		\$2,791.38
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$2,791.38
Bank statement ending balance 03/31/2023:		\$2,791.38
Out of balance by:		\$0.00
 Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$11.09
All Cleared Payments:	0	\$0.00

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 03/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	2,359,239.53	4,774,911.39	10,227,382.00	46.69%
Corp. Property Replacement Tax	36,684.72	110,738.88	150,000.00	73.83%
Services charges and fees	16.99	397.27	5,000.00	7.95%
Lost Books Reimbursed/Reciprocal Borrow	1,028.11	3,447.53	5,000.00	68.95%
Rentals-Library Space	144.75	435.15	0.00	0.00%
Vending/Enterprise Income	70.53	187.11	0.00	0.00%
Parking lot revenue	2,087.64	5,097.32	8,000.00	63.72%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00%
Interest	15,802.23	48,200.28	60,000.00	80.33%
Gifts	34,050.00	72,670.32	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	1,488.93	17,614.19	0.00	0.00%
Community Fund Endowments	0.00	0.00	20,000.00	0.00%
Miscellaneous Income	0.00	17.99	2,000.00	0.90%
Pass Through Revenue	0.00	0.00	0.00	0.00%
TOTAL REVENUE	2,450,613.43	5,037,717.43	10,497,382.00	47.99%
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	506,714.08	1,525,389.98	6,256,000.00	24.38%
Employee Health Benefits	96,192.50	287,797.44	1,152,000.00	24.98%
IMRF (Illinois Muncipal Retirement F	12,580.98	40,390.47	166,000.00	24.33%
FICA/MEDICARE	37,216.87	112,163.53	461,000.00	24.33%
Workers Compensation Insurance	0.00	13,770.00	30,000.00	45.90%
Unemployment Compensation Ins.	2,763.04	11,736.40	15,000.00	78.24%
Total Compensation	655,467.47	1,991,247.82	8,080,000.00	24.64%
Talent Development				
Dues	210.00	3,155.00	19,000.00	16.61%
Staff Development/Travel	3,764.60	47,555.67	92,000.00	51.69%
Tuition Reimbursement	0.00	7,500.00	27,000.00	27.78%
Recruitment	141.00	475.00	2,000.00	23.75%
Board Development	0.00	325.00	2,000.00	16.25%
Total Talent Development	4,115.60	59,010.67	142,000.00	41.56%
TOTAL PEOPLE	659,583.07	2,050,258.49	8,222,000.00	24.94%
SUPPORT SERVICES				
Marketing				
Promotions	1,315.80	5,206.07	20,000.00	26.03%
Publications	0.00	750.00	33,000.00	2.27%
Total Marketing Support	1,315.80	5,956.07	53,000.00	11.24%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 03/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Collections				
ILL Payments	46.30	881.47	3,675.00	23.99%
Cataloging/Bib Search Fees	783.70	1,473.70	2,625.00	56.14%
Total Collections Support	830.00	2,355.17	6,300.00	37.38%
Administration				
HRIS and Payroll Processing Fees	2,138.33	6,878.81	26,250.00	26.21%
Mileage & Miscellaneous reimbursed	1,902.93	5,478.13	25,000.00	21.91%
Hospitality	(952.73)	0.00	1,000.00	0.00%
Audit Fees	1,800.00	3,800.00	10,500.00	36.19%
Unclaimed Property Escheatment to	0.00	0.00	500.00	0.00%
Merchant Account Services	155.15	544.98	4,000.00	13.62%
Collection Fees	0.00	0.00	2,000.00	0.00%
Consulting Services - Admin	6,077.50	18,457.50	78,750.00	23.44%
Intergovernmental Agreements (IGA)	0.00	0.00	15,000.00	0.00%
Legal Fees	287.50	1,150.00	30,000.00	3.83%
Postage & Delivery	0.00	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	0.00	17,613.95	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00%
Supplies	6,848.24	25,568.77	102,900.00	24.85%
Total Administration Support	18,256.92	175,921.50	440,350.00	39.95%
Other Support Services				
Telephone/Communications	4,273.58	23,216.20	66,000.00	35.18%
Office & Library Machinery Service	4,362.32	9,296.50	25,000.00	37.19%
Total Other Support Services	8,635.90	32,512.70	91,000.00	35.73%
TOTAL SUPPORT SERVICES	29,038.62	216,745.44	590,650.00	36.70%
LIBRARY MATERIALS				
Print materials	27,558.62	80,169.57	365,500.00	21.93%
Audio and video materials	8,872.37	16,264.11	103,500.00	15.71%
Digital content	45,018.62	231,843.50	595,000.00	38.97%
Devices	2,383.68	7,197.01	40,000.00	17.99%
Realia and other formats	1,986.78	3,030.06	13,500.00	22.44%
Archival collection	25.25	25.25	15,000.00	0.17%
TOTAL LIBRARY MATERIALS	85,845.32	338,529.50	1,132,500.00	29.89%
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	277.29	392.40	4,000.00	9.81%
Building Materials & Supplies	583.51	2,710.58	8,000.00	33.88%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 03/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Equipment Parts	0.00	426.00	10,000.00	4.26%
Cleaning & Housekeeping Supplies	23.60	1,098.97	13,000.00	8.45%
Signage	0.00	1,566.21	4,000.00	39.16%
Total Facility Supplies	884.40	6,194.16	39,000.00	15.88%
Facilities Services				
Landscaping and snow removal serv	1,232.00	4,352.00	25,000.00	17.41%
Custodial Services	16,382.53	49,147.59	216,000.00	22.75%
Water	783.30	2,095.00	11,000.00	19.05%
Sewer/Garbage	857.76	2,372.27	15,000.00	15.82%
Parking lot expense	0.00	1.00	5,000.00	0.02%
Natural Gas	0.00	26,642.07	60,000.00	44.40%
Rentals--Equipment & Facilities	1,370.00	4,562.37	20,000.00	22.81%
Repair & Maintenance Prop. & Equip	22,193.92	79,603.70	219,000.00	36.35%
Facilities Study/Analysis	0.00	0.00	0.00	0.00%
Total Facilities Services	42,819.51	168,776.00	571,000.00	29.56%
TOTAL FACILITIES MANAGEMENT	43,703.91	174,970.16	610,000.00	28.68%
PUBLIC SERVICES				
Programming				
Children's Programming	1,840.99	4,678.64	18,900.00	24.75%
Young Adult Programming	1,050.71	8,432.78	25,000.00	33.73%
Adult Programming	2,377.64	7,781.48	23,000.00	33.83%
Community Engagement	557.14	4,754.96	15,000.00	31.70%
Social Services	0.00	120.00	20,000.00	0.60%
Creative Studio	0.00	56.19	2,000.00	2.81%
Total Programming	5,826.48	25,824.05	103,900.00	24.85%
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	289.46	750.69	4,000.00	18.77%
Subscriptions and services	15,188.12	119,742.17	240,000.00	49.89%
Equipment and supplies	889.14	11,791.95	20,000.00	58.96%
Total Digital Services	16,366.72	158,522.56	385,000.00	41.17%
TOTAL PUBLIC SERVICES	22,193.20	184,346.61	488,900.00	37.71%
TOTAL EXPENSES - Operating	840,364.12	2,964,850.20	11,044,050.00	26.85%
EXPENSES - Capital				
Facilities Equipment	0.00	8,780.00	10,000.00	87.80%
Furnishings	2,279.36	7,148.17	120,000.00	5.96%
Technology Projects and Equipment	534.98	5,544.98	200,000.00	2.77%
Building Improvements	0.00	36,886.85	645,000.00	5.72%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 03/31/2023

	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	2,814.34	58,360.00	1,007,000.00	5.80%
NET SURPLUS/(DEFICIT)	1,607,434.97	2,014,507.23	(1,553,668.00)	(129.66%)

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AFRIWARE BOOKS, CO	Computer Check	59312	03/08/2023	03/08/2023	Posted	291.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 291.26	291.26 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
OPPLA.8.31.2021	08/07/2021	Multicultural Collect	291.26	291.26	01-5840	Print materials	291.26	<No Project>		
<i>Totals:</i>								291.26		
ALLIED UNIVERSAL TECHNOLC	Computer Check	59387	03/29/2023	03/29/2023	Posted	2,452.27	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,452.27	2,452.27 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IN1-910268175	03/22/2023	Security Alarm - Rep	2,452.27	2,452.27	01-5692	Repair & Maintenance Prop.	2,452.27	<No Project>		
<i>Totals:</i>								2,452.27		
ALPHA BUILDING MAINTENAN	Computer Check	59361	03/22/2023	03/22/2023	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		
22044 OPPL	03/01/2023	Custodial Services	15,512.21	15,512.21	01-5686	Custodial Services	15,512.21	<No Project>		
<i>Totals:</i>								15,512.21		
AMAZON CAPITAL SERVICES	Computer Check	59293	03/01/2023	03/01/2023	Posted	3,100.53	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,100.53	3,100.53 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
1DD3-QNQ1-JF39	02/19/2023	Books & DVD	40.97	40.97	01-5840	Print materials	28.98	<No Project>		
1DD3-QNQ1-JF39	02/19/2023	Books & DVD	40.97	40.97	01-5890	Audio and video materials	11.99	<No Project>		
<i>Totals:</i>								40.97		
1VMP-76CY-HGQQ	02/19/2023	Office Supplies	58.74	58.74	01-5742	Supplies	58.74	<No Project>		
<i>Totals:</i>								58.74		
199H-MFGW-V7H4	02/21/2023	Books	113.49	113.49	01-5840	Print materials	113.49	<No Project>		
<i>Totals:</i>								113.49		
1WPW-H3VW-3437	02/21/2023	Realia (Community I	16.50	16.50	01-5894	Realia and other formats	16.50	<No Project>		
<i>Totals:</i>								16.50		
1NTR-C7XD-4WJ9	02/22/2023	5 x Dell Latitude 745	1,999.90	1,999.90	01-5937	Equipment and supplies	1,999.90	<No Project>		
<i>Totals:</i>								1,999.90		
1JM4-DVFN-7CPM	02/23/2023	SABRENT 4 Port USI	39.97	39.97	01-5937	Equipment and supplies	39.97	<No Project>		
<i>Totals:</i>								39.97		
16GP-7KKP-DDLX	02/24/2023	VCE 2 Port Keystone	45.90	45.90	01-5937	Equipment and supplies	45.90	<No Project>		
<i>Totals:</i>								45.90		
1NHW-NPKP-DMKT	02/24/2023	Childrens Realia	57.94	57.94	01-5894	Realia and other formats	57.94	<No Project>		

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
1991-QMML-J399	02/24/2023	Books	94.80	94.80	01-5840	Print materials	94.80	<No Project>	
							<i>Totals:</i>	57.94	
1Q47-TPPH-LTRH	02/25/2023	Books	38.17	38.17	01-5840	Print materials	38.17	<No Project>	
							<i>Totals:</i>	94.80	
1P7R-RCD4-MRT9	02/25/2023	Books	50.43	50.43	01-5840	Print materials	50.43	<No Project>	
							<i>Totals:</i>	38.17	
1N6K-PTFN-MQYD	02/25/2023	Office Supplies	56.67	56.67	01-5742	Supplies	56.67	<No Project>	
							<i>Totals:</i>	50.43	
1X7N-F19G-P3HH	02/26/2023	Office Supplies	65.66	65.66	01-5742	Supplies	65.66	<No Project>	
							<i>Totals:</i>	56.67	
14FQ-RG3C-R1T6	02/26/2023	Office Supplies	322.02	322.02	01-5742	Supplies	322.02	<No Project>	
							<i>Totals:</i>	65.66	
1RLF-9TPM-PH3R	02/26/2023	Books	99.37	99.37	01-5840	Print materials	99.37	<No Project>	
							<i>Totals:</i>	322.02	
							<i>Totals:</i>	99.37	
AMAZON CAPITAL SERVICES	Computer Check		03/08/2023	03/08/2023	3,770.34	01-1053	Byline Bank Checking	0.00	3,770.34
	59313			Posted		01-2060	Accounts Payable	3,770.34	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
13GC-1QNP-J9TL	02/10/2023	Lavish Home 3 Heac	107.56	107.56	01-5937	Equipment and supplies	107.56	<No Project>	
							<i>Totals:</i>	107.56	
13L9-MRPV-C6CF	02/15/2023	R09 Mini Smartphor	31.66	31.66	01-5937	Equipment and supplies	31.66	<No Project>	
							<i>Totals:</i>	31.66	
1CWT-DPL3-PGMT	02/20/2023	VCE Single Brush W.	719.69	719.69	01-5937	Equipment and supplies	719.69	<No Project>	
							<i>Totals:</i>	719.69	
1Y7K-97YX-1L19	02/22/2023	Paper	790.10	790.10	01-5742	Supplies	790.10	<No Project>	
							<i>Totals:</i>	790.10	
# 1L1X-JQVX-VD7Y	02/27/2023	Audiobooth equipr	1,463.53	1,463.53	01-5452	Grant Expenses	1,463.53	CSTUDIO	
							<i>Totals:</i>	1,463.53	
141N-6HGJ-7DQF	02/28/2023	Books	48.99	48.99	01-5840	Print materials	48.99	<No Project>	
							<i>Totals:</i>	48.99	
# 1CNP-PT7R-91TK	02/28/2023	Audiobooth equipr	25.40	25.40	01-5452	Grant Expenses	25.40	CSTUDIO	
							<i>Totals:</i>	25.40	
1NV7-TPTN-7PH6	02/28/2023	rockpapa l20 Foldat	134.91	134.91	01-5937	Equipment and supplies	134.91	<No Project>	
							<i>Totals:</i>	134.91	
1KGK-D4MM-4XPF	03/01/2023	1 Microsoft FMM-0f	108.53	108.53	01-5937	Equipment and supplies	108.53	<No Project>	

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
						<i>Totals:</i>	108.53	
19JX-FKN1-6V67	03/03/2023	Arturia KeyLab 61 E	265.00	265.00	01-5941	Technology Projects and Equ	265.00	CSTUDIO
						<i>Totals:</i>	265.00	
19YV-XRRN-J4WH	03/05/2023	USB-C adapter and	47.98	47.98	01-5937	Equipment and supplies	47.98	<No Project>
						<i>Totals:</i>	47.98	
11MX-KHTH-NNRX	03/06/2023	Book	26.99	26.99	01-5840	Print materials	26.99	<No Project>
						<i>Totals:</i>	26.99	
AMAZON CAPITAL SERVICES	Computer Check 59337		03/15/2023 03/15/2023 Posted		1,514.94 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,514.94	1,514.94 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1MQC-7VVK-1C19	03/06/2023	Childrens Realia	481.06	481.06	01-5894	Realia and other formats	481.06	<No Project>
						<i>Totals:</i>	481.06	
1PCW-9T46-66Y6	03/07/2023	Childrens Realia	26.98	26.98	01-5894	Realia and other formats	26.98	<No Project>
						<i>Totals:</i>	26.98	
1FXM-RMFF-7PQN	03/08/2023	Custom Self-Inking	9.99	9.99	01-5742	Supplies	9.99	<No Project>
						<i>Totals:</i>	9.99	
1KLM-1NCP-6NNV	03/08/2023	Childrens Realia	69.95	69.95	01-5894	Realia and other formats	69.95	<No Project>
						<i>Totals:</i>	69.95	
1NYF-YJTD-4GQR	03/08/2023	Books	144.11	144.11	01-5840	Print materials	144.11	<No Project>
						<i>Totals:</i>	144.11	
1XGJ-7F9V-13X3	03/09/2023	Office Supplies	114.41	114.41	01-5742	Supplies	114.41	<No Project>
						<i>Totals:</i>	114.41	
1G7R-WR17-CW4D	03/11/2023	Book	19.99	19.99	01-5840	Print materials	19.99	<No Project>
						<i>Totals:</i>	19.99	
1JXH-DXJM-CR4V	03/11/2023	15.6" LCD Replacem	179.80	179.80	01-5937	Equipment and supplies	179.80	<No Project>
						<i>Totals:</i>	179.80	
1LC7-Y94D-L33X	03/12/2023	Office Supplies	31.09	31.09	01-5742	Supplies	31.09	<No Project>
						<i>Totals:</i>	31.09	
19PV-1Q9Q-JRQN	03/12/2023	Book	34.95	34.95	01-5840	Print materials	34.95	<No Project>
						<i>Totals:</i>	34.95	
1FXH-VDJQ-LH6Y	03/12/2023	Office Supplies	43.85	43.85	01-5742	Supplies	43.85	<No Project>
						<i>Totals:</i>	43.85	
1H1P-XXY1-KD3R	03/12/2023	Childrens Realia	312.87	312.87	01-5894	Realia and other formats	312.87	<No Project>
						<i>Totals:</i>	312.87	
114W-KWJV-4NRY	03/13/2023	Keyboard Wrist Rest	18.99	18.99	01-5937	Equipment and supplies	18.99	<No Project>

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
1L37-FQ1M-LPVR	03/13/2023	Office Supplies	26.90	26.90	01-5742	Supplies	26.90	<No Project>	
							<i>Totals:</i>	18.99	
							<i>Totals:</i>	26.90	
AMAZON CAPITAL SERVICES	Computer Check 59362		03/22/2023	03/22/2023 Posted	1,005.36	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,005.36	1,005.36 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
17YP-GQ43-1YR3	02/01/2023	BenQ EW3270U 32 i	325.68	325.68	01-5937	Equipment and supplies	325.68	<No Project>	
							<i>Totals:</i>	325.68	
1P7Q-TW69-1JG6	03/14/2023	Credit Card File	15.98	15.98	01-5742	Supplies	15.98	<No Project>	
							<i>Totals:</i>	15.98	
1WJV-CFPD-CQQ9	03/15/2023	Office Supplies	22.77	22.77	01-5742	Supplies	22.77	<No Project>	
							<i>Totals:</i>	22.77	
1K9Y-6D7N-D46Q	03/16/2023	Office Supplies	124.53	124.53	01-5742	Supplies	124.53	<No Project>	
							<i>Totals:</i>	124.53	
1TQQ-RJDR-6VKM	03/17/2023	Books	124.39	124.39	01-5840	Print materials	124.39	<No Project>	
							<i>Totals:</i>	124.39	
17CT-F1W7-6PKY	03/17/2023	Childrens Realia	29.97	29.97	01-5894	Realia and other formats	29.97	<No Project>	
							<i>Totals:</i>	29.97	
19PL-17MD-CJGK	03/18/2023	Books	56.96	56.96	01-5840	Print materials	56.96	<No Project>	
							<i>Totals:</i>	56.96	
14GJ-LQRG-GGV6	03/19/2023	Childrens Realia	35.31	35.31	01-5894	Realia and other formats	35.31	<No Project>	
							<i>Totals:</i>	35.31	
1K66-FJ4C-LFL1	03/20/2023	Books	38.97	38.97	01-5840	Print materials	38.97	<No Project>	
							<i>Totals:</i>	38.97	
1RW3-G6NY-4GWY	03/21/2023	Supplies - Compost	36.44	36.44	01-5742	Supplies	36.44	<No Project>	
							<i>Totals:</i>	36.44	
13QW-43C3-4NQN	03/21/2023	Office Supplies	35.85	35.85	01-5742	Supplies	35.85	<No Project>	
							<i>Totals:</i>	35.85	
16H4-GVV6-7GPJ	03/21/2023	Books	158.51	158.51	01-5840	Print materials	158.51	<No Project>	
							<i>Totals:</i>	158.51	
AMAZON CAPITAL SERVICES	Computer Check 59388		03/29/2023	03/29/2023 Posted	1,527.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,527.25	1,527.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
1741-43XR-7WC6	02/01/2023	Feb. 1, 2023 Amazon	211.28	186.33	01-5240	Children's Programming	186.33	<No Project>	

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type		Post Date		Amount	Account Number	Description	Debit Amount	Credit Amount
	Trans. No.	Trans. Date	Post Status	Post Date					
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
						<i>Totals:</i>	186.33		
1M17-4LMX-1HDH	02/13/2023	Origami CE Engager	44.02	44.02	01-5249	Community Engagement	44.02	<No Project>	
						<i>Totals:</i>	44.02		
1TCN-9QVV-1P6K	02/13/2023	CE Ipad video comp	364.42	364.42	01-5249	Community Engagement	364.42	<No Project>	
						<i>Totals:</i>	364.42		
1W7F-MVFL-493R	02/14/2023	CE SUPPLIES BUBBL	24.38	24.38	01-5742	Supplies	24.38	<No Project>	
						<i>Totals:</i>	24.38		
19YR-7QY6WQL	03/01/2023	March 1, 2023 Ama	147.98	147.98	01-5240	Children's Programming	147.98	<No Project>	
						<i>Totals:</i>	147.98		
1MJV-V97C-6MRT	03/10/2023	DAYBETTER 50ft Lec	20.98	20.98	01-5941	Technology Projects and Equ	20.98	CSTUDIO	
						<i>Totals:</i>	20.98		
3DP-T4XX-64DD	03/17/2023	Universal Blue Light	171.96	171.96	01-5937	Equipment and supplies	171.96	<No Project>	
						<i>Totals:</i>	171.96		
11GK-HHKJ-LQ6X	03/20/2023	Office Supplies	56.58	56.58	01-5742	Supplies	56.58	<No Project>	
						<i>Totals:</i>	56.58		
1XTW-TDTW-47MN	03/21/2023	Book	23.99	23.99	01-5840	Print materials	23.99	<No Project>	
						<i>Totals:</i>	23.99		
1FTH-9XHK-9L9M	03/21/2023	Books	51.98	51.98	01-5840	Print materials	51.98	<No Project>	
						<i>Totals:</i>	51.98		
1DPF-LF9P-66LY	03/22/2023	Books	35.92	35.92	01-5840	Print materials	35.92	<No Project>	
						<i>Totals:</i>	35.92		
1HKH-JJCX-1HCH	03/22/2023	Childrens Realia	252.38	243.39	01-5894	Realia and other formats	243.39	<No Project>	
						<i>Totals:</i>	243.39		
1NTJ-GKJH-4Q9H	03/23/2023	Book	24.95	24.95	01-5840	Print materials	24.95	<No Project>	
						<i>Totals:</i>	24.95		
196Q-CTGP-G3KD	03/25/2023	Office Supplies	11.96	11.96	01-5742	Supplies	11.96	<No Project>	
						<i>Totals:</i>	11.96		
1NTP-RVJH-FYT6	03/25/2023	Office Supplies	37.31	37.31	01-5742	Supplies	37.31	<No Project>	
						<i>Totals:</i>	37.31		
1G9T-Y74L-G6R7	03/25/2023	Evistter 30 Pack Stri	21.98	21.98	01-5937	Equipment and supplies	21.98	CSTUDIO	
						<i>Totals:</i>	21.98		
1KXW-946L-JPMP	03/26/2023	Office Supplies	59.12	59.12	01-5742	Supplies	59.12	<No Project>	
						<i>Totals:</i>	59.12		
ANCEL GLINK, P.C.	Computer Check		03/15/2023	03/15/2023	287.50	01-1053	Byline Bank Checking	0.00	287.50
	59338			Posted		01-2060	Accounts Payable	287.50	0.00

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
95218	03/08/2023	Legal Services - Feb	287.50	287.50	01-5291	Legal Fees	287.50	<No Project>
<i>Totals:</i>							287.50	
ANDERSON ELEVATOR CO.	Computer Check 59363		03/22/2023 03/22/2023 Posted	1,050.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,050.50	1,050.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-69960-W6T7	03/08/2023	Maze - Service Call I	313.00	313.00	01-5692	Repair & Maintenance Prop.	313.00	<No Project>
<i>Totals:</i>							313.00	
INV-69958-LOV3	03/08/2023	Main - Service Call F	737.50	737.50	01-5692	Repair & Maintenance Prop.	737.50	<No Project>
<i>Totals:</i>							737.50	
ANDERSON PEST SOLUTIONS	Computer Check 59364		03/22/2023 03/22/2023 Posted	90.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 90.40	90.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
33191128	03/16/2023	Pest Control Mainte	90.40	90.40	01-5692	Repair & Maintenance Prop.	90.40	<No Project>
<i>Totals:</i>							90.40	
ARROW LOCKSMITH	Computer Check 59389		03/29/2023 03/29/2023 Posted	22.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 22.50	22.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
14342	02/28/2023	Key Cut	22.50	22.50	01-5682	Building Materials & Supplies	22.50	<No Project>
<i>Totals:</i>							22.50	
BAKER & TAYLOR	Computer Check 59294		03/01/2023 03/01/2023 Posted	7,435.75	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,435.75	7,435.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037299842	02/21/2023	Books	1,236.68	1,236.68	01-5840	Print materials	1,236.68	<No Project>
<i>Totals:</i>							1,236.68	
2037295039	02/21/2023	Books	3,453.86	3,453.86	01-5840	Print materials	3,453.86	<No Project>
<i>Totals:</i>							3,453.86	
2037326252	02/22/2023	Books	351.78	351.78	01-5840	Print materials	351.78	<No Project>
<i>Totals:</i>							351.78	
2037319530	02/23/2023	Books	152.58	152.58	01-5840	Print materials	152.58	<No Project>
<i>Totals:</i>							152.58	
2037335125	02/24/2023	Books	351.92	351.92	01-5840	Print materials	351.92	<No Project>
<i>Totals:</i>							351.92	

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	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
2037340598	02/24/2023	Books	1,888.93	1,888.93	01-5840	Print materials	1,888.93	<No Project>
<i>Totals:</i>							1,888.93	
BAKER & TAYLOR	Computer Check 59314	03/08/2023 03/08/2023 Posted	12,262.37	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 12,262.37	12,262.37 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037347211	02/28/2023	Books	651.72	651.72	01-5840	Print materials	651.72	<No Project>
<i>Totals:</i>							651.72	
2037344583	02/28/2023	Books	1,437.32	1,437.32	01-5840	Print materials	1,437.32	<No Project>
<i>Totals:</i>							1,437.32	
2037303774	02/28/2023	Books	2,086.47	2,086.47	01-5840	Print materials	2,086.47	<No Project>
<i>Totals:</i>							2,086.47	
2037316463	02/28/2023	Books	2,225.01	2,225.01	01-5840	Print materials	2,225.01	<No Project>
<i>Totals:</i>							2,225.01	
2037349387	03/01/2023	Books	624.16	624.16	01-5840	Print materials	624.16	<No Project>
<i>Totals:</i>							624.16	
2037327109	03/01/2023	Books	1,381.88	1,381.88	01-5840	Print materials	1,381.88	<No Project>
<i>Totals:</i>							1,381.88	
2037357308	03/02/2023	Books	609.37	609.37	01-5840	Print materials	609.37	<No Project>
<i>Totals:</i>							609.37	
2037353084	03/02/2023	Books	626.26	626.26	01-5840	Print materials	626.26	<No Project>
<i>Totals:</i>							626.26	
2037317065	03/03/2023	Books	376.06	376.06	01-5840	Print materials	376.06	<No Project>
<i>Totals:</i>							376.06	
2037334614	03/03/2023	Books	2,244.12	2,244.12	01-5840	Print materials	2,244.12	<No Project>
<i>Totals:</i>							2,244.12	
BAKER & TAYLOR	Computer Check 59339	03/15/2023 03/15/2023 Posted	2,821.31	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,821.31	2,821.31 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037359559	03/07/2023	Books	179.16	179.16	01-5840	Print materials	179.16	<No Project>
<i>Totals:</i>							179.16	
2037362450	03/07/2023	Books	468.34	468.34	01-5840	Print materials	468.34	<No Project>
<i>Totals:</i>							468.34	
2037347867	03/07/2023	Books	508.36	508.36	01-5840	Print materials	508.36	<No Project>
<i>Totals:</i>							508.36	

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	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
2037372581	03/13/2023	Books	1,665.45	1,665.45	01-5840	Print materials	1,665.45	<No Project>
<i>Totals:</i>							1,665.45	
BAKER & TAYLOR	Computer Check 59365	03/22/2023 03/22/2023 Posted		8,346.30	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,346.30	8,346.30 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037381069	03/16/2023	Books	1,394.35	1,394.35	01-5840	Print materials	1,394.35	<No Project>
<i>Totals:</i>							1,394.35	
2037364464	03/17/2023	Books	460.52	460.52	01-5840	Print materials	460.52	<No Project>
<i>Totals:</i>							460.52	
2037363448	03/17/2023	Books	3,304.47	3,304.47	01-5840	Print materials	3,304.47	<No Project>
<i>Totals:</i>							3,304.47	
2037344531	03/17/2023	Books	3,186.96	3,186.96	01-5840	Print materials	3,186.96	<No Project>
<i>Totals:</i>							3,186.96	
BAKER & TAYLOR	Computer Check 59390	03/29/2023 03/29/2023 Posted		4,935.29	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,935.29	4,935.29 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037390816	03/21/2023	Books	1,311.42	1,311.42	01-5840	Print materials	1,311.42	<No Project>
<i>Totals:</i>							1,311.42	
2037369199	03/21/2023	Books	1,527.60	596.48	01-5840	Print materials	596.48	<No Project>
<i>Totals:</i>							596.48	
2037382026	03/22/2023	Books	57.62	57.62	01-5840	Print materials	57.62	<No Project>
<i>Totals:</i>							57.62	
2037393772	03/22/2023	Books	408.42	408.42	01-5840	Print materials	408.42	<No Project>
<i>Totals:</i>							408.42	
2037380215	03/22/2023	Books	613.18	613.18	01-5840	Print materials	613.18	<No Project>
<i>Totals:</i>							613.18	
2037393314	03/23/2023	Books	148.62	148.62	01-5840	Print materials	148.62	<No Project>
<i>Totals:</i>							148.62	
2037403451	03/23/2023	Books	281.80	281.80	01-5840	Print materials	281.80	<No Project>
<i>Totals:</i>							281.80	
2037398648	03/23/2023	Books	939.82	939.82	01-5840	Print materials	939.82	<No Project>
<i>Totals:</i>							939.82	
2037403916	03/24/2023	Books	203.36	203.36	01-5840	Print materials	203.36	<No Project>
<i>Totals:</i>							203.36	

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	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
2037348033	03/24/2023	Books	374.57	374.57	01-5840	Print materials	374.57	<No Project>
<i>Totals:</i>							374.57	
BAYSCAN TECHNOLOGIES	Computer Check 59391	03/29/2023 03/29/2023 Posted		556.86	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 556.86	556.86 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
73979	03/27/2023	Receipt Paper	556.86	556.86	01-5742	Supplies	556.86	<No Project>
<i>Totals:</i>							556.86	
BLACKBAUD	Computer Check 59315	03/08/2023 03/08/2023 Posted		225.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 225.00	225.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-0000266558	02/28/2023	Consulting Services	225.00	225.00	01-5275	Consulting Services - Admin	225.00	<No Project>
<i>Totals:</i>							225.00	
BLUE PLANET AQUARIUM SER\	Computer Check 59366	03/22/2023 03/22/2023 Posted		5,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,500.00	5,500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0000025185	01/01/2023	Aquarium - Annual	5,500.00	5,500.00	01-5692	Repair & Maintenance Prop.	5,500.00	<No Project>
<i>Totals:</i>							5,500.00	
DUSHAUN BRANCH	Computer Check 59295	03/01/2023 03/01/2023 Posted		180.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 180.00	180.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22-1029	02/01/2023	Adult Programming	180.00	180.00	01-5247	Adult Programming	180.00	<No Project>
<i>Totals:</i>							180.00	
DUSHAUN BRANCH	Computer Check 59392	03/29/2023 03/29/2023 Posted		120.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 120.00	120.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22-1039	03/02/2023	Adult Programming	120.00	120.00	01-5247	Adult Programming	120.00	<No Project>
<i>Totals:</i>							120.00	
BREANN CHAMPION	Computer Check 59340	03/15/2023 03/15/2023 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

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0037	03/08/2023	Performer/Entertain	75.00	75.00	01-5244	Young Adult Programming	75.00	<No Project>
<i>Totals:</i>							75.00	
CARDINAL COLORGROUP	Computer Check 59341		03/15/2023 03/15/2023 Posted		750.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 750.00	750.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4306741	02/28/2023	March-April OP/FYI	750.00	750.00	01-5205	Publications	750.00	<No Project>
<i>Totals:</i>							750.00	
CHICAGO FILTER SUPPLY	Computer Check 59367		03/22/2023 03/22/2023 Posted		295.45 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 295.45	295.45 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
69924	03/07/2023	Air Filters - Air Hanc	295.45	295.45	01-5682	Building Materials & Supplies	295.45	<No Project>
<i>Totals:</i>							295.45	
CHICAGO MOVIE TOURS & TA	Computer Check 59368		03/22/2023 03/22/2023 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
0000113	10/05/2022	Adult Programming	200.00	200.00	01-5247	Adult Programming	200.00	<No Project>
<i>Totals:</i>							200.00	
CINTAS	Computer Check 59296		03/01/2023 03/01/2023 Posted		635.10 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 635.10	635.10 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5145007188	02/10/2023	First Aid	114.63	114.63	01-5742	Supplies	114.63	<No Project>
<i>Totals:</i>							114.63	
5145007125	02/10/2023	First Aid	520.47	520.47	01-5742	Supplies	520.47	<No Project>
<i>Totals:</i>							520.47	
CINTAS	Computer Check 59316		03/08/2023 03/08/2023 Posted		448.22 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 448.22	448.22 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5147204357	02/27/2023	Eye Station	448.22	448.22	01-5742	Supplies	448.22	<No Project>
<i>Totals:</i>							448.22	
CINTAS	Computer Check 59393		03/29/2023 03/29/2023 Posted		803.98 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 803.98	803.98 0.00

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
5148645606	03/08/2023	First Aid	44.27	44.27	01-5742	Supplies	44.27	<No Project>
						<i>Totals:</i>	44.27	
5148645658	03/08/2023	First Aid	236.74	236.74	01-5742	Supplies	236.74	<No Project>
						<i>Totals:</i>	236.74	
5148645682	03/08/2023	First Aid	522.97	522.97	01-5742	Supplies	522.97	<No Project>
						<i>Totals:</i>	522.97	
CITRON HYGIENE	Computer Check 59342	03/15/2023 03/15/2023 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
512803	03/03/2023	Citron Hygiene Serv	721.16	721.16	01-5686	Custodial Services	721.16	<No Project>
						<i>Totals:</i>	721.16	
512801	03/03/2023	Citron Hygiene Serv	83.16	83.16	01-5686	Custodial Services	83.16	<No Project>
						<i>Totals:</i>	83.16	
512802	03/03/2023	Citron Hygiene Serv	66.00	66.00	01-5686	Custodial Services	66.00	<No Project>
						<i>Totals:</i>	66.00	
CLAIRE ONG	Computer Check 59343	03/15/2023 03/15/2023 Posted	38.32	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 38.32	38.32 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0299	03/15/2023	Staff Mileage	38.32	38.32	01-5165	Mileage & Miscellaneous reir	38.32	<No Project>
						<i>Totals:</i>	38.32	
COMPLETE TEMPERATURE SYS	Computer Check 59394	03/29/2023 03/29/2023 Posted	8,393.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,393.00	8,393.00 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
MA008287	01/01/2023	Maze - Quarterly Bil	750.00	750.00	01-5692	Repair & Maintenance Prop.	750.00	<No Project>
						<i>Totals:</i>	750.00	
MA008288	01/01/2023	Main - Quarterly Bill	4,450.00	4,450.00	01-5692	Repair & Maintenance Prop.	4,450.00	<No Project>
						<i>Totals:</i>	4,450.00	
SRVCE048206	03/24/2023	Main - AHU - No St	572.00	572.00	01-5692	Repair & Maintenance Prop.	572.00	<No Project>
						<i>Totals:</i>	572.00	
SRVCE048205	03/24/2023	Main - Boiler 1 and	2,621.00	2,621.00	01-5692	Repair & Maintenance Prop.	2,621.00	<No Project>
						<i>Totals:</i>	2,621.00	
CULINARY MEDIA LLC DBA AL	Computer Check	03/28/2023 03/28/2023	400.00	01-1053	Byline Bank Checking	0.00	400.00	

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	59386		Posted		01-2060	Accounts Payable	400.00	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
2022-99-00140	10/17/2022	Adult Programming	400.00	400.00	01-5247	Adult Programming	400.00	<No Project>
<i>Totals:</i>							400.00	
DEMCO, INC.	Computer Check 59297	03/01/2023	03/01/2023 Posted	111.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 111.60	111.60 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
7266613	02/22/2023	Processing Supplies	111.60	111.60	01-5742	Supplies	111.60	<No Project>
<i>Totals:</i>							111.60	
DITO, LLC	Computer Check 59344	03/15/2023	03/15/2023 Posted	120.07	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 120.07	120.07 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
INV72418	02/28/2023	Google Voice Non-1	120.07	120.07	01-5451	Telephone/Communications	120.07	<No Project>
<i>Totals:</i>							120.07	
DLT SOLUTIONS, LLC	Computer Check 59395	03/29/2023	03/29/2023 Posted	6,683.73	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,683.73	6,683.73 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
5158149A	03/27/2023	KACE SYSTEMS MAI	6,683.73	6,683.73	01-5936	Subscriptions and services	6,683.73	<No Project>
<i>Totals:</i>							6,683.73	
ELIZABETH STOUT	Computer Check 59345	03/15/2023	03/15/2023 Posted	250.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 250.00	250.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
2023-99-0043	03/10/2023	Express Yourself Sp	250.00	250.00	01-5240	Children's Programming	250.00	<No Project>
<i>Totals:</i>							250.00	
FOREST PRINTING CO.	Computer Check 59346	03/15/2023	03/15/2023 Posted	668.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 668.80	668.80 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
116067	02/22/2023	March 2023 Print Ca	668.80	668.80	01-5204	Promotions	668.80	<No Project>
<i>Totals:</i>							668.80	
FOREST PRINTING CO.	Computer Check 59369	03/22/2023	03/22/2023 Posted	668.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 668.80	668.80 0.00

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	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
116577	03/16/2023	April 2023 Print Cal	668.80	668.80	01-5204	Promotions	668.80	<No Project>
<i>Totals:</i>							668.80	
GARFIELD PARK CONSERVATO	Computer Check 59385	03/23/2023 03/23/2023 Posted		550.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 550.00	550.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
494	07/21/2022	Beekeeping Present	550.00	550.00	01-5163	Staff Development/Travel	550.00	<No Project>
<i>Totals:</i>							550.00	
GARVEY'S OFFICE PRODUCTS	Computer Check 59298	03/01/2023 03/01/2023 Posted		554.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 554.00	554.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
PINV2388751	02/23/2023	Paper	554.00	554.00	01-5742	Supplies	554.00	<No Project>
<i>Totals:</i>							554.00	
GARVEY'S OFFICE PRODUCTS	Computer Check 59396	03/29/2023 03/29/2023 Posted		831.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 831.00	831.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
PINV2403428	03/27/2023	Paper	831.00	831.00	01-5742	Supplies	831.00	<No Project>
<i>Totals:</i>							831.00	
GENEVIEVE GROVE	Computer Check 59299	03/01/2023 03/01/2023 Posted		10.61	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 10.61	10.61 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6295	02/28/2023	Jan/Feb 2023 outre	10.61	10.61	01-5165	Mileage & Miscellaneous reir	10.61	<No Project>
<i>Totals:</i>							10.61	
GENEVIEVE GROVE	Computer Check 59397	03/29/2023 03/29/2023 Posted		168.99	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 168.99	168.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6599	03/16/2023	Mileage reimbursen	168.99	168.99	01-5163	Staff Development/Travel	168.99	<No Project>
<i>Totals:</i>							168.99	
MICHELLE HARRIS	Computer Check 59347	03/15/2023 03/15/2023 Posted		81.98	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 81.98	81.98 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
IR-6474	03/02/2023	American Girl progr	81.98	81.98	01-5240	Children's Programming	81.98	<No Project>
<i>Totals:</i>							81.98	
HEVANNNLI HARRIS	Computer Check 59398		03/29/2023 03/29/2023 Posted	57.38	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 57.38	57.38 0.00
IR-6605	03/24/2023	Mileage - Reimburs	57.38	57.38	01-5165	Mileage & Miscellaneous reir	57.38	<No Project>
<i>Totals:</i>							57.38	
ID LABEL INCORPORATED	Computer Check 59300		03/01/2023 03/01/2023 Posted	270.20	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 270.20	270.20 0.00
2023-09319-00	02/27/2023	Library Barcodes	270.20	270.20	01-5742	Supplies	270.20	<No Project>
<i>Totals:</i>							270.20	
IHLS-OCLC	Computer Check 59370		03/22/2023 03/22/2023 Posted	830.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 830.00	830.00 0.00
27821	03/15/2023	IFM Debits/Admin F	46.30	46.30	01-5264	ILL Payments	46.30	<No Project>
<i>Totals:</i>							46.30	
27863	03/16/2023	WebDewey	783.70	783.70	01-5292	Cataloging/Bib Search Fees	783.70	<No Project>
<i>Totals:</i>							783.70	
ILLINOIS LIBRARY ASSOCIATIO	Computer Check 59301		03/01/2023 03/01/2023 Posted	1,163.64	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,163.64	1,163.64 0.00
237178	02/27/2023	Children's Programr	1,163.64	1,163.64	01-5240	Children's Programming	1,163.64	<No Project>
<i>Totals:</i>							1,163.64	
INDIAN TRAILS PUBLIC LIBRAR	Computer Check 59317		03/08/2023 03/08/2023 Posted	15.99	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 15.99	15.99 0.00
IR-6396	02/26/2023	Payment for Lost ILL	15.99	15.99	01-5264	ILL Payments	15.99	<No Project>
<i>Totals:</i>							15.99	
INTERIOR GARDEN SERVICES, I	Computer Check 59371		03/22/2023 03/22/2023 Posted	290.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 290.00	290.00 0.00

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	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	
042020	03/01/2023	PLANT RENTAL MAI	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>	
<i>Totals:</i>							290.00		
INTERNATIONAL UNION OF O	Computer Check 59399	03/29/2023	03/29/2023		183.75	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 183.75	183.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
MARCH 2023	03/06/2023	MARCH 2023 UNIO	183.75	183.75	01-5100	Employee Health Benefits	183.75	<No Project>	
<i>Totals:</i>							183.75		
J.C. LICHT, LLC	Computer Check 59318	03/08/2023	03/08/2023		460.22	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 460.22	460.22 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
02163681	02/28/2023	Paint and Supplies -	460.22	460.22	01-5682	Building Materials & Supplies	460.22	<No Project>	
<i>Totals:</i>							460.22		
J.C. LICHT, LLC	Computer Check 59372	03/22/2023	03/22/2023		96.82	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 96.82	96.82 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
91015534	03/14/2023	Paint - Book Bike	79.58	79.58	01-5682	Building Materials & Supplies	79.58	<No Project>	
<i>Totals:</i>							79.58		
91015556	03/15/2023	Paint Supplies - Boc	17.24	17.24	01-5682	Building Materials & Supplies	17.24	<No Project>	
<i>Totals:</i>							17.24		
JENNIFER JACKSON	Computer Check 59360	03/15/2023	03/15/2023		124.87	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 124.87	124.87 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
6020	03/15/2023	Food supplies for O	124.87	124.87	01-5249	Community Engagement	124.87	<No Project>	
<i>Totals:</i>							124.87		
JACOB D. GRANT	Computer Check 59349	03/15/2023	03/15/2023		250.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 250.00	250.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2023-99-0036	02/22/2023	Drawing workshop	250.00	250.00	01-5240	Children's Programming	250.00	<No Project>	
<i>Totals:</i>							250.00		
JOHNSON CONTROLS	Computer Check 59373	03/22/2023	03/22/2023		802.24	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 802.24	802.24 0.00

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
38596258	03/11/2023	Quarterly Billing - D	802.24	802.24	01-5692	Repair & Maintenance Prop.	802.24	<No Project>
<i>Totals:</i>							802.24	
JOSEPH G JAVIER	Computer Check 59302	03/01/2023	03/01/2023 Posted	52.65	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 52.65	52.65 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-6308	03/01/2023	Adult Programming	52.65	52.65	01-5247	Adult Programming	52.65	<No Project>
<i>Totals:</i>							52.65	
JOSEPH G JAVIER	Computer Check 59374	03/22/2023	03/22/2023 Posted	26.61	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 26.61	26.61 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-6510	03/17/2023	Adult Programming	26.61	26.61	01-5247	Adult Programming	26.61	<No Project>
<i>Totals:</i>							26.61	
KANOPY, INC.	Computer Check 59303	03/01/2023	03/01/2023 Posted	3,357.30	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,357.30	3,357.30 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
339385-PPU	02/28/2023	Kanopy plays	3,357.30	3,357.30	01-5891	Digital content	3,357.30	<No Project>
<i>Totals:</i>							3,357.30	
KONICA MINOLTA PREMIER FI	Computer Check 59304	03/01/2023	03/01/2023 Posted	1,937.71	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,937.71	1,937.71 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
494883069	02/18/2023	Printing contract 50	1,937.71	1,937.71	01-5620	Office & Library Machinery S	1,937.71	<No Project>
<i>Totals:</i>							1,937.71	
KONICA MINOLTA PREMIER FI	Computer Check 59400	03/29/2023	03/29/2023 Posted	1,846.06	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,846.06	1,846.06 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
497117432	03/21/2023	Contract 500-06282	1,846.06	1,846.06	01-5620	Office & Library Machinery S	1,846.06	<No Project>
<i>Totals:</i>							1,846.06	
KRISTYN SLICK	Computer Check 59319	03/08/2023	03/08/2023 Posted	405.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 405.00	405.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00164	11/20/2022	Adult Programming	405.00	405.00	01-5247	Adult Programming	405.00	<No Project>
<i>Totals:</i>							405.00	
LAKESHORE RECYCLING SYSTE	Computer Check 59320	03/08/2023 03/08/2023 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
0005250895	02/28/2023	Trash/Recycling- M	98.00	98.00	01-5688	Sewer/Garbage	98.00	<No Project>
<i>Totals:</i>							98.00	
0005250894	02/28/2023	Trash/Recycling - M	466.27	466.27	01-5688	Sewer/Garbage	466.27	<No Project>
<i>Totals:</i>							466.27	
LATONIA JACKSON	Computer Check 59321	03/08/2023 03/08/2023 Posted		62.57	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 62.57	62.57 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6327	02/12/2023	Uber	62.57	62.57	01-5163	Staff Development/Travel	62.57	<No Project>
<i>Totals:</i>							62.57	
LEARNING RESOURCES INC.	Computer Check 59401	03/29/2023 03/29/2023 Posted		526.97	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 526.97	526.97 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV000682922	03/06/2023	Various Robots/Dev	526.97	526.97	01-5240	Children's Programming	526.97	<No Project>
<i>Totals:</i>							526.97	
LEYDEN LAWN SPRINKLERS,IN	Computer Check 59402	03/29/2023 03/29/2023 Posted		1,126.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,126.00	1,126.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0048	03/23/2023	Sprinkler Service Co	416.00	416.00	01-5692	Repair & Maintenance Prop.	416.00	<No Project>
<i>Totals:</i>							416.00	
2023-99-0049	03/23/2023	Sprinkler Service Co	710.00	710.00	01-5692	Repair & Maintenance Prop.	710.00	<No Project>
<i>Totals:</i>							710.00	
LOCAL 399 FED PAC	Computer Check 59403	03/29/2023 03/29/2023 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
811711	03/15/2023	FED PAC CONTRIBU	40.00	40.00	01-5100	Employee Health Benefits	40.00	<No Project>
<i>Totals:</i>							40.00	

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MARCHÉ PERNELL	Computer Check	59322	03/08/2023	03/08/2023	Posted	103.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 103.25	103.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IR-6350	03/02/2023	Per Diem for Illinois	103.25	103.25	01-5163	Staff Development/Travel	103.25	<No Project>		
<i>Totals:</i>								103.25		
MARGITA LIDAKA	Computer Check	59404	03/29/2023	03/29/2023	Posted	93.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 93.21	93.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IR-6616	03/27/2023	Adult Programming	93.21	93.21	01-5247	Adult Programming	93.21	<No Project>		
<i>Totals:</i>								93.21		
MCADAM LANDSCAPING, INC.	Computer Check	59323	03/08/2023	03/08/2023	Posted	1,520.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,520.00	1,520.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
88312	02/21/2023	Snow Removal and	780.00	780.00	01-5681	Landscaping and snow remo	780.00	<No Project>		
<i>Totals:</i>								780.00		
88495	03/01/2023	February Snow Rem	740.00	740.00	01-5681	Landscaping and snow remo	740.00	<No Project>		
<i>Totals:</i>								740.00		
MEGHA BAMOLA	Computer Check	59405	03/29/2023	03/29/2023	Posted	47.67	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 47.67	47.67 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IR-6593	02/08/2023	Uber to hotel in St. l	47.67	47.67	01-5163	Staff Development/Travel	47.67	<No Project>		
<i>Totals:</i>								47.67		
MENARD CONSULTING, INC.	Computer Check	59375	03/22/2023	03/22/2023	Posted	1,800.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,800.00	1,800.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2596	03/13/2023	Actuarial Services - i	1,800.00	1,800.00	01-5260	Audit Fees	1,800.00	<No Project>		
<i>Totals:</i>								1,800.00		
MICHELLE NICHOLS-YEHLING	Computer Check	59376	03/22/2023	03/22/2023	Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2023-99-003	01/10/2023	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>		
<i>Totals:</i>								150.00		

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check 59324	03/08/2023	03/08/2023 Posted	19,128.30	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 19,128.30	19,128.30 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503439216	02/28/2023	Hoopla	19,113.31	19,113.31	01-5891	Digital content	19,113.31	<No Project>
						<i>Totals:</i>	19,113.31	
503437663	02/28/2023	DVD	14.99	14.99	01-5890	Audio and video materials	14.99	<No Project>
						<i>Totals:</i>	14.99	
MIDWEST TAPE, LLC	Computer Check 59350	03/15/2023	03/15/2023 Posted	4,543.90	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,543.90	4,543.90 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
503469862	03/07/2023	Music CD	15.24	15.24	01-5890	Audio and video materials	15.24	<No Project>
						<i>Totals:</i>	15.24	
503469866	03/07/2023	DVDs	100.15	100.15	01-5890	Audio and video materials	100.15	<No Project>
						<i>Totals:</i>	100.15	
503469864	03/07/2023	DVDs	192.83	192.83	01-5890	Audio and video materials	192.83	<No Project>
						<i>Totals:</i>	192.83	
503469865	03/07/2023	Audiobooks	235.36	235.36	01-5890	Audio and video materials	235.36	<No Project>
						<i>Totals:</i>	235.36	
503469861	03/07/2023	DVDs	328.25	328.25	01-5890	Audio and video materials	328.25	<No Project>
						<i>Totals:</i>	328.25	
503471848	03/08/2023	Replacement Playav	29.94	29.94	01-5890	Audio and video materials	29.94	<No Project>
						<i>Totals:</i>	29.94	
503481210	03/09/2023	Music CDs	133.91	133.91	01-5890	Audio and video materials	133.91	<No Project>
						<i>Totals:</i>	133.91	
503481213	03/09/2023	Audiobooks	137.68	137.68	01-5890	Audio and video materials	137.68	<No Project>
						<i>Totals:</i>	137.68	
503481215	03/09/2023	DVDs	156.19	156.19	01-5890	Audio and video materials	156.19	<No Project>
						<i>Totals:</i>	156.19	
503481214	03/09/2023	DVDs	284.43	284.43	01-5890	Audio and video materials	284.43	<No Project>
						<i>Totals:</i>	284.43	
503476428	03/09/2023	Audiobooks	316.58	316.58	01-5890	Audio and video materials	316.58	<No Project>
						<i>Totals:</i>	316.58	
503481212	03/09/2023	DVDs	380.94	380.94	01-5890	Audio and video materials	380.94	<No Project>
						<i>Totals:</i>	380.94	
503476429	03/09/2023	DVDs	1,076.59	1,076.59	01-5890	Audio and video materials	1,076.59	<No Project>

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
503481240	03/09/2023	DVDs	1,155.81	1,155.81	01-5890	Audio and video materials	1,155.81	<No Project>	
							<i>Totals:</i>	1,076.59	
							<i>Totals:</i>	1,155.81	
MIDWEST TAPE, LLC	Computer Check 59377		03/22/2023	03/22/2023 Posted	1,148.77	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,148.77	1,148.77 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
503503462	03/15/2023	DVD	19.49	19.49	01-5890	Audio and video materials	19.49	<No Project>	
							<i>Totals:</i>	19.49	
503509264	03/16/2023	DVD	7.89	7.89	01-5890	Audio and video materials	7.89	<No Project>	
							<i>Totals:</i>	7.89	
503509262	03/16/2023	Music CDs	27.63	27.63	01-5890	Audio and video materials	27.63	<No Project>	
							<i>Totals:</i>	27.63	
503509261	03/16/2023	Audiobook	43.94	43.94	01-5890	Audio and video materials	43.94	<No Project>	
							<i>Totals:</i>	43.94	
503509260	03/16/2023	DVDs	366.10	366.10	01-5890	Audio and video materials	366.10	<No Project>	
							<i>Totals:</i>	366.10	
503507739	03/16/2023	DVDs	683.72	683.72	01-5890	Audio and video materials	683.72	<No Project>	
							<i>Totals:</i>	683.72	
MIDWEST TAPE, LLC	Computer Check 59406		03/29/2023	03/29/2023 Posted	2,056.54	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,056.54	2,056.54 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
503541005	03/22/2023	Music CDs	46.02	46.02	01-5890	Audio and video materials	46.02	<No Project>	
							<i>Totals:</i>	46.02	
503541291	03/22/2023	DVD	46.54	46.54	01-5890	Audio and video materials	46.54	<No Project>	
							<i>Totals:</i>	46.54	
503541290	03/22/2023	DVDs	86.01	86.01	01-5890	Audio and video materials	86.01	<No Project>	
							<i>Totals:</i>	86.01	
503541008	03/22/2023	Audiobooks	92.88	92.88	01-5890	Audio and video materials	92.88	<No Project>	
							<i>Totals:</i>	92.88	
503541009	03/22/2023	DVDs	725.83	725.83	01-5890	Audio and video materials	725.83	<No Project>	
							<i>Totals:</i>	725.83	
503541007	03/22/2023	DVDs	1,059.26	1,059.26	01-5890	Audio and video materials	1,059.26	<No Project>	
							<i>Totals:</i>	1,059.26	

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
NATALIA STYRCZULA	Computer Check 59351	03/15/2023	03/15/2023 Posted	231.08	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 231.08	231.08 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023013	03/15/2023	WAGES & SALARIES	231.08	231.08	01-5001	Wages & Salaries	231.08	<No Project>
<i>Totals:</i>							231.08	
NATALIA STYRCZULA	Computer Check 59418	03/31/2023	03/31/2023 Not yet posted	735.79	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 735.79	735.79 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023017	03/31/2023	WAGES & SALARIES	735.79	735.79	01-5001	Wages & Salaries	735.79	<No Project>
<i>Totals:</i>							735.79	
NICOR GAS	Computer Check 59305	03/01/2023	03/01/2023 Posted	12,054.63	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 12,054.63	12,054.63 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6099	02/13/2023	NATURAL GAS FOR	12,054.63	12,054.63	01-5690	Natural Gas	12,054.63	<No Project>
<i>Totals:</i>							12,054.63	
OLSON'S ACE OAK PARK	Computer Check 59325	03/08/2023	03/08/2023 Posted	38.27	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 38.27	38.27 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5557/4	03/02/2023	Facilities Supplies -	38.27	38.27	01-5682	Building Materials & Supplies	38.27	<No Project>
<i>Totals:</i>							38.27	
OLSON'S ACE OAK PARK	Computer Check 59407	03/29/2023	03/29/2023 Posted	19.92	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 19.92	19.92 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5887/4	03/21/2023	Facilities Supplies -	19.92	19.92	01-5692	Repair & Maintenance Prop.	19.92	<No Project>
<i>Totals:</i>							19.92	
ONE EARTH COLLECTIVE	Computer Check 59352	03/15/2023	03/15/2023 Posted	1,000.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,000.00	1,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1480	03/14/2023	Adult Programming	1,000.00	1,000.00	01-5247	Adult Programming	1,000.00	<No Project>
<i>Totals:</i>							1,000.00	
OVERDRIVE, INC.	Computer Check	03/08/2023	03/08/2023	14,838.57	01-1053	Byline Bank Checking	0.00	14,838.57

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	59326		Posted		01-2060	Accounts Payable	14,838.57	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA23064922	02/28/2023	E-Content	4,052.48	4,052.48	01-5891	Digital content	4,052.48	<No Project>
						<i>Totals:</i>	4,052.48	
01658MA23068853	02/28/2023	E-Content	10,786.09	10,786.09	01-5891	Digital content	10,786.09	<No Project>
						<i>Totals:</i>	10,786.09	
PACIFIC TELEMAGEMENT SI	Computer Check 59306		03/01/2023 Posted	157.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 157.50	157.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2101315	02/16/2023	Billing Cycle: 3/1/20	157.50	157.50	01-5451	Telephone/Communications	157.50	<No Project>
						<i>Totals:</i>	157.50	
PACIFIC TELEMAGEMENT SI	Computer Check 59408		03/29/2023 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
2103238	03/16/2023	Pay Phone 7084450	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
						<i>Totals:</i>	75.00	
PARK DISTRICT OF OAK PARK	Computer Check 59409		03/29/2023 Posted	2,740.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,740.00	2,740.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20220066	02/01/2023	DOLE RENT FEBRUA	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
						<i>Totals:</i>	1,370.00	
20220067	03/17/2023	DOLE RENT MARCH	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
						<i>Totals:</i>	1,370.00	
PETRA VAN NUIS	Computer Check 59410		03/29/2023 Posted	350.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 350.00	350.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00124	10/03/2022	Adult Proqraming -	350.00	350.00	01-5247	Adult Programming	350.00	<No Project>
						<i>Totals:</i>	350.00	
PITNEY BOWES GLOBAL FINAN	Computer Check 59378		03/22/2023 Posted	452.37	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 452.37	452.37 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3105965343	02/23/2023	lease payment for n	452.37	452.37	01-5691	Rentals--Equipment & Faciliti	452.37	<No Project>

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	452.37	
PLAYAWAY PRODUCTS LLC	Computer Check 59307	03/01/2023	03/01/2023	Posted	52.99	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 52.99	52.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
421096	02/20/2023	Wonderbook	52.99	52.99	01-5840	Print materials	52.99	<No Project>	
							<i>Totals:</i>	52.99	
PRESSREADER INC.	Computer Check 59308	03/01/2023	03/01/2023	Posted	813.75	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 813.75	813.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
SI002507	02/24/2023	Economist	813.75	813.75	01-5891	Digital content	813.75	<No Project>	
							<i>Totals:</i>	813.75	
PROARC ELECTRICAL CONSTRI	Computer Check 59379	03/22/2023	03/22/2023	Posted	1,011.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,011.00	1,011.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
11163OPL	03/15/2023	Second Floor - Tript	1,011.00	1,011.00	01-5692	Repair & Maintenance Prop.	1,011.00	<No Project>	
							<i>Totals:</i>	1,011.00	
QUILL LLC	Computer Check 59309	03/01/2023	03/01/2023	Posted	99.03	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 99.03	99.03 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
30999226	02/23/2023	Office Supplies	63.53	63.53	01-5742	Supplies	63.53	<No Project>	
							<i>Totals:</i>	63.53	
31012107	02/24/2023	Office Supplies	35.50	35.50	01-5742	Supplies	35.50	<No Project>	
							<i>Totals:</i>	35.50	
QUILL LLC	Computer Check 59327	03/08/2023	03/08/2023	Posted	77.48	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 77.48	77.48 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
31163019	03/03/2023	Office Supplies	77.48	77.48	01-5742	Supplies	77.48	<No Project>	
							<i>Totals:</i>	77.48	
MAX BLOOMQUIST	Computer Check 59328	03/08/2023	03/08/2023	Posted	400.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 400.00	400.00 0.00

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	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
2023-99-0018	02/04/2023	Adult Programming	400.00	400.00	01-5247	Adult Programming	400.00	FR-FOLK
<i>Totals:</i>							400.00	
RAILS	Computer Check 59384	03/22/2023 03/22/2023 Posted		1,344.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,344.00	1,344.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10365	01/18/2023	SWANK license	1,344.00	1,344.00	01-5936	Subscriptions and services	1,344.00	<No Project>
<i>Totals:</i>							1,344.00	
REGIONS BANK	Bank Draft 44	03/17/2023 03/17/2023 Posted		41,148.73	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 41,148.73	41,148.73 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023014	02/28/2023	REGION PERIOD EN	41,148.73	41,148.73	01-2067	Purchase Cards - P Cards	41,148.73	<No Project>
<i>Totals:</i>							41,148.73	
RHONDA FENTRY	Computer Check 59380	03/22/2023 03/22/2023 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
2023-99-0023	02/13/2023	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	<No Project>
<i>Totals:</i>							75.00	
RHONDA FENTRY	Computer Check 59411	03/29/2023 03/29/2023 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
2023-99-0024	02/13/2023	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	<No Project>
<i>Totals:</i>							75.00	
ROBERT R. BURTON	Computer Check 59329	03/08/2023 03/08/2023 Posted		150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2022-99-00165	11/26/2022	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
<i>Totals:</i>							150.00	
STEPHEN ROBINET	Computer Check 59353	03/15/2023 03/15/2023 Posted		250.90	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 250.90	250.90 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	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
023012	03/15/2023	WAGES & SALARIES	250.90	250.90	01-5001	Wages & Salaries	250.90	<No Project>
<i>Totals:</i>							250.90	
STEPHEN ROBINET	Computer Check 59419	03/31/2023 03/31/2023 Not yet posted		253.06	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 253.06	253.06 0.00
023016	03/31/2023	WAGES & SALARIES	253.06	253.06	01-5001	Wages & Salaries	253.06	<No Project>
<i>Totals:</i>							253.06	
SOAPY ROADS OF LOMBARD,	Computer Check 59412	03/29/2023 03/29/2023 Posted		300.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 300.00	300.00 0.00
2022-99-00155	11/09/2022	Adult Programming	300.00	300.00	01-5247	Adult Programming	300.00	<No Project>
<i>Totals:</i>							300.00	
RASHMI SWAIN	Computer Check 59413	03/29/2023 03/29/2023 Posted		310.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 310.50	310.50 0.00
IR-6356	03/03/2023	Staff Development -	310.50	310.50	01-5163	Staff Development/Travel	310.50	<No Project>
<i>Totals:</i>							310.50	
T-MOBILE	Computer Check 59330	03/08/2023 03/08/2023 Posted		2,383.68	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,383.68	2,383.68 0.00
970035247-202302	02/22/2023	Devices	2,383.68	2,383.68	01-5893	Devices	2,383.68	<No Project>
<i>Totals:</i>							2,383.68	
T-REXPLORERS, LLC	Computer Check 59414	03/29/2023 03/29/2023 Posted		450.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 450.00	450.00 0.00
2023-99-0038	03/08/2023	Dino Discovery Proc	450.00	450.00	01-5240	Children's Programming	450.00	<No Project>
<i>Totals:</i>							450.00	
TARA HUMPHREY	Computer Check 59354	03/15/2023 03/15/2023 Posted		175.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 175.00	175.00 0.00
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Oak Park Public Library

Cash Disbursement Journals

MARCH 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
2023-99-0040	03/09/2023	Cook w/a Book Proc	175.00	175.00	01-5240	Children's Programming	175.00	<No Project>
<i>Totals:</i>							175.00	
TDI VERTICAL LLC	Computer Check 59415	03/29/2023	03/29/2023 Posted	4,950.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,950.00	4,950.00 0.00
1010	02/28/2023	Optimization of Pak	4,950.00	4,950.00	01-5941	Technology Projects and Equ	4,950.00	CYBERSEC
<i>Totals:</i>							4,950.00	
TELECURVE, LLC	Computer Check 59310	03/01/2023	03/01/2023 Posted	80.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 80.00	80.00 0.00
2875	02/28/2023	March 2023 Dial-a-	80.00	80.00	01-5240	Children's Programming	80.00	<No Project>
<i>Totals:</i>							80.00	
THE BOOK TABLE	Computer Check 59331	03/08/2023	03/08/2023 Posted	71.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 71.05	71.05 0.00
000521-1	02/09/2023	Realia (Books for Cc	71.05	71.05	01-5894	Realia and other formats	71.05	<No Project>
<i>Totals:</i>							71.05	
TODAY'S BUSINESS SOLUTION	Computer Check 59355	03/15/2023	03/15/2023 Posted	195.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 195.00	195.00 0.00
14510	03/10/2023	12 Months of Hardv	195.00	195.00	01-5936	Subscriptions and services	195.00	<No Project>
<i>Totals:</i>							195.00	
BILLY TREECE	Computer Check 59332	03/08/2023	03/08/2023 Posted	20.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 20.00	20.00 0.00
IR-6310	02/28/2023	Gratuity for food de	20.00	20.00	01-5742	Supplies	20.00	<No Project>
<i>Totals:</i>							20.00	
TUMBLEWEED PRESS INC.	Computer Check 59311	03/01/2023	03/01/2023 Posted	1,695.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,695.00	1,695.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	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
113008	03/01/2023	Subscription Renew	1,695.00	1,695.00	01-5891	Digital content	1,695.00	<No Project>
<i>Totals:</i>							1,695.00	
UNIQUE	Computer Check 59381	03/22/2023 03/22/2023 Posted		1,140.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,140.00	1,140.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
611172	03/01/2023	Self-Managed Chat:	1,140.00	1,140.00	01-5936	Subscriptions and services	1,140.00	<No Project>
<i>Totals:</i>							1,140.00	
UNIVERSAL BACKGROUND SCI	Computer Check 59333	03/08/2023 03/08/2023 Posted		235.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 235.50	235.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
202302023375	02/28/2023	Employment/Refere	235.50	235.50	01-5199	Recruitment	235.50	<No Project>
<i>Totals:</i>							235.50	
UNIVERSITY OF ILLINOIS PAYM	Computer Check 59356	03/15/2023 03/15/2023 Posted		125.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 125.00	125.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
ULBNT7W1	01/24/2023	Payment for Lost Ill	125.00	125.00	01-5264	ILL Payments	125.00	<No Project>
<i>Totals:</i>							125.00	
VILLAGE OF OAK PARK	Computer Check 59334	03/08/2023 03/08/2023 Posted		945.92	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 945.92	945.92 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-6314	02/17/2023	MAZE WATER/SEW	43.72	43.72	01-5687	Water	32.80	<No Project>
IR-6314	02/17/2023	MAZE WATER/SEW	43.72	43.72	01-5688	Sewer/Garbage	10.92	<No Project>
<i>Totals:</i>							43.72	
IR-6315	02/17/2023	MAIN WATER/SEWE	155.30	155.30	01-5687	Water	120.50	<No Project>
IR-6315	02/17/2023	MAIN WATER/SEWE	155.30	155.30	01-5688	Sewer/Garbage	34.80	<No Project>
<i>Totals:</i>							155.30	
IR-6316	02/17/2023	MAIN WATER/SEWE	746.90	746.90	01-5687	Water	578.00	<No Project>
IR-6316	02/17/2023	MAIN WATER/SEWE	746.90	746.90	01-5688	Sewer/Garbage	168.90	<No Project>
<i>Totals:</i>							746.90	
VILLAGE OF OAK PARK	Computer Check 59357	03/15/2023 03/15/2023 Posted		18,311.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 18,311.05	18,311.05 0.00

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Date	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
023011	03/15/2023	PAYROLL; VOL DED;	18,311.05	18,311.05	01-5160	IMRF (Illinois Muncipal Retire	18,311.05	<No Project>	
<i>Totals:</i>							18,311.05		
VILLAGE OF OAK PARK	Computer Check 59382	03/22/2023	03/22/2023		112.90	01-1053	Byline Bank Checking	0.00	112.90
			Posted			01-2060	Accounts Payable	112.90	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
23-0005017	03/06/2023	Fuel	112.90	112.90	01-5680	Fuels & Lubricants	112.90	<No Project>	
<i>Totals:</i>							112.90		
VILLAGE OF OAK PARK	Computer Check 59416	03/29/2023	03/29/2023		1,012.85	01-1053	Byline Bank Checking	0.00	1,012.85
			Posted			01-2060	Accounts Payable	1,012.85	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-6562	03/20/2023	MAZE WATER/SEW	30.37	30.37	01-5687	Water	22.40	<No Project>	
IR-6562	03/20/2023	MAZE WATER/SEW	30.37	30.37	01-5688	Sewer/Garbage	7.97	<No Project>	
<i>Totals:</i>							30.37		
IR-6561	03/20/2023	MAIN WATER/SEWE	168.68	168.68	01-5687	Water	130.90	<No Project>	
IR-6561	03/20/2023	MAIN WATER/SEWE	168.68	168.68	01-5688	Sewer/Garbage	37.78	<No Project>	
<i>Totals:</i>							168.68		
IR-6560	03/20/2023	MAIN WATER/SEWE	813.80	813.80	01-5687	Water	630.00	<No Project>	
IR-6560	03/20/2023	MAIN WATER/SEWE	813.80	813.80	01-5688	Sewer/Garbage	183.80	<No Project>	
<i>Totals:</i>							813.80		
VILLAGE OF OAK PARK	Computer Check 59417	03/29/2023	03/29/2023		164.39	01-1053	Byline Bank Checking	0.00	164.39
			Posted			01-2060	Accounts Payable	164.39	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
23-0005043	03/15/2023	Fuel	164.39	164.39	01-5680	Fuels & Lubricants	164.39	<No Project>	
<i>Totals:</i>							164.39		
VILLAGE OF OAK PARK	Computer Check 59420	03/31/2023	03/31/2023		20,142.60	01-1053	Byline Bank Checking	0.00	20,142.60
			Not yet posted			01-2060	Accounts Payable	20,142.60	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
023015	03/31/2023	PAYROLL; VOL DED;	20,142.60	20,142.60	01-5160	IMRF (Illinois Muncipal Retire	20,142.60	<No Project>	
<i>Totals:</i>							20,142.60		
WAREHOUSE DIRECT	Computer Check 59335	03/08/2023	03/08/2023		565.05	01-1053	Byline Bank Checking	0.00	565.05
			Posted			01-2060	Accounts Payable	565.05	0.00

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
5440842-0	02/22/2023	Facilities Housekeep	565.05	565.05	01-5684	Cleaning & Housekeeping Su	565.05	<No Project>
<i>Totals:</i>						565.05		
WAREHOUSE DIRECT	Computer Check 59358	03/15/2023 03/15/2023 Posted	84.44	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 84.44	84.44 0.00	
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
5404848-0	01/04/2023	HP Toners	84.44	84.44	01-5742	Supplies	84.44	<No Project>
<i>Totals:</i>						84.44		
XEROX FINANCIAL SERVICES	Computer Check 59383	03/22/2023 03/22/2023 Posted	2,516.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,516.26	2,516.26 0.00	
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
3955131	03/08/2023	010-0163286-001 X	2,516.26	2,516.26	01-5620	Office & Library Machinery S	2,516.26	<No Project>
<i>Totals:</i>						2,516.26		
YAZMIN MCCAMEY	Computer Check 59336	03/08/2023 03/08/2023 Posted	350.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 350.00	350.00 0.00	
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
2023-99-0033	03/08/2023	Money for soap mal	350.00	350.00	01-5244	Young Adult Programming	350.00	<No Project>
<i>Totals:</i>						350.00		
ZOOBEAN, INC.	Computer Check 59359	03/15/2023 03/15/2023 Posted	1,795.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,795.00	1,795.00 0.00	
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
25743	03/07/2023	Beanstack Premium	1,795.00	1,795.00	01-5936	Subscriptions and services	1,795.00	<No Project>
<i>Totals:</i>						1,795.00		
Grand Totals:			278,274.06			278,274.06	278,274.06	

A total of 128 payment(s) listed

Oak Park Public Library

Cash Disbursement Journals

MARCH 2023- BYLINE

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	278,274.06
01-2060	Accounts Payable	278,274.06	278,274.06
01-2067	Purchase Cards - P Cards	41,148.73	0.00
01-5001	Wages & Salaries	1,470.83	0.00
01-5100	Employee Health Benefits	223.75	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	38,453.65	0.00
01-5163	Staff Development/Travel	1,242.98	0.00
01-5165	Mileage & Miscellaneous reimbursemen	106.31	0.00
01-5199	Recruitment	235.50	0.00
01-5204	Promotions	1,337.60	0.00
01-5205	Publications	750.00	0.00
01-5240	Children's Programming	3,311.90	0.00
01-5244	Young Adult Programming	425.00	0.00
01-5247	Adult Programming	3,977.47	0.00
01-5249	Community Engagement	533.31	0.00
01-5260	Audit Fees	1,800.00	0.00
01-5264	ILL Payments	187.29	0.00
01-5275	Consulting Services - Admin	225.00	0.00
01-5291	Legal Fees	287.50	0.00
01-5292	Cataloging/Bib Search Fees	783.70	0.00
01-5451	Telephone/Communications	352.57	0.00
01-5452	Grant Expenses	1,488.93	0.00
01-5620	Office & Library Machinery Service	6,300.03	0.00
01-5680	Fuels & Lubricants	277.29	0.00
01-5681	Landscaping and snow removal services	1,520.00	0.00
01-5682	Building Materials & Supplies	913.26	0.00
01-5684	Cleaning & Housekeeping Supplies	565.05	0.00
01-5686	Custodial Services	16,382.53	0.00
01-5687	Water	1,514.60	0.00
01-5688	Sewer/Garbage	1,008.44	0.00
01-5690	Natural Gas	12,054.63	0.00
01-5691	Rentals--Equipment & Facilities	3,192.37	0.00
01-5692	Repair & Maintenance Prop. & Equip.	20,735.33	0.00
01-5742	Supplies	6,436.26	0.00
01-5840	Print materials	37,361.21	0.00
01-5890	Audio and video materials	7,776.19	0.00
01-5891	Digital content	39,817.93	0.00
01-5893	Devices	2,383.68	0.00

Oak Park Public Library
Cash Disbursement Journals
MARCH 2023- BYLINE

01-5894	Realia and other formats	1,345.02	0.00
01-5936	Subscriptions and services	11,157.73	0.00
01-5937	Equipment and supplies	3,954.51	0.00
01-5941	Technology Projects and Equipment	5,235.98	0.00

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

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		3/31/2023	PARKING CREDITS	\$ 2,087.64	
Cash Management Deposit		3/31/2023	DAILY DEPOSITS	\$ 66,270.43	
Cash Management Deposit		3/31/2023	INTEREST ON ACCOUNT	\$ 56.07	
Cash Management Deposit		3/31/2023	RENTALS, LIBRARY SPACES	\$ 144.75	
				\$ 68,558.89	-
Cash Management Transfer in		3/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		3/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		3/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 350,000.00	
				\$ 850,000.00	-
Cash Management Payment		3/31/2023	BENTO DEBIT CARDS	\$ -	(1,000.00)
Cash Management Payment		3/31/2023	FIFTH STAR COLLECTIVE	\$ -	(5,965.00)
Cash Management Payment		3/31/2023	ACH (FLEX ACCTS),	\$ -	(5,360.79)
Cash Management Payment		3/31/2023	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	(111,357.36)
				\$ -	(123,683.15)
Cash Management Payment		3/31/2023	MERCHANT ACCT & BANK FEES	\$ -	(155.15)
				\$ -	(155.15)
Cash Management Payment		3/31/2023	PAYROLL; PAYDATE 2/15/2023	\$ -	(\$237,115.52)
Cash Management Payment		3/31/2023	PAYROLL; PAYDATE 2/28/2023	\$ -	(\$259,711.13)
Cash Management Payment		3/31/2023	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS	\$ -	(5,406.02)
				\$ -	(502,232.67)

Summary by Transaction Type

(+)		Deposits by Transaction Type:	
Cash Receipts:	\$	68,558.89	
Transfers In/Out	\$	850,000.00	
		Total Deposits:	\$ 918,558.89
(-)		Payments by Transaction Type:	
Transfer out	\$	-	
Benefits/Bentol /Other ACH:	\$	(123,683.15)	
Bank Fees:	\$	(155.15)	
Payroll:	\$	(502,232.67)	
		Total Payments:	\$ (626,070.97)
		Accounts Payable	(278,274.06)
Total Summary of Disbursements:		\$	(904,345.03)
Total Change In Register Balance:		\$	14,213.86

OPPL
4/25/23

RESOLUTION ON DISBURSEMENTS, MARCH 2023

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF MARCH 2023 IN THE TOTAL AMOUNT OF \$904,345.03 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.

Holiday Discussion: Staff Comments

- Many staff do celebrate traditional holidays and want them to be observed and to be able to enjoy them with a holiday off from work
- Easter especially is a holiday that we do not observe, which is of concern for many staff
- Easter is a slow day for traffic at the library
- We have hired more diverse staff members; many staff members observe traditional and Christian holidays. What ends up happening is a number of staff members request the day off with floating holiday, leaving those who don't observe short-staffed and filling in the gaps
- Making staff work more than everyone else (in community, those who work for the Village, who work in other libraries/local government agencies)-we are creating inequity rather than equity
- Holidays are not "white"
- Please align with local and federal holidays; children are off, government agencies are closed. When we have to work, when other local agencies are closed, it creates caregiving challenges
- Call holidays what they are, please do not rename
- We should not rename holidays on our own, floating holidays allow for customization of holiday celebrations
- Renaming holidays opens a Pandora's Box—people know what the actual names of holidays are even if we rename
- Being open on Veterans Day is disrespectful
- The term "break" when applied to holidays implies several days off in a row. Therefore, if we use terms like "Fall Break" or "Winter Break", the break should include not just one day, but also Day after Thanksgiving, and the weekend following or Christmas Eve, Christmas Day, Day After Christmas, Good Friday, Easter Sunday, Easter Monday, for example. This would also allow for inclusive celebration of other holidays which often fall within close proximity to traditional holidays under the title of "Winter Break", "Spring Break", etc. other holidays which often fall within close proximity

- Opening with limited service on traditional holidays also does not allow for IT or Facilities to have a day off; they have to be scheduled/on call
- Floating holidays are appreciated
- We are open 7 days a week and we need breaks
- Just use “Library Closed”, no mention of why/renaming holidays, Christmas will still be Christmas if we rename
- Another option: “Observed Break” “Observed Holiday”
- Important not to have to use floating holidays for standard Federal and State Holidays
- Include Pulaski Day, a Chicago holiday
- Support for “Winter Break/Spring Break Phrasing
- Supporting staff is important
- We are not fire, police or hospital; it is not our mission or charge to be open 24/7
- Align with federal and state holidays so makes it easy for everyone to remember
- Some staff OK with using President’s Day as a day of civil engagement

Creative Studio Policy

The library's Creative Studio is a dedicated space for patrons interested in making, designing, and preserving creative materials and content.

This policy is to be used in conjunction with [A Library for Everyone](#), [Computer and Internet Use Policy](#), other library policies, and all federal, state, and local laws and regulations concerning the use of property and computing resources. Use of library Creative Studio services and equipment constitutes acceptance of this policy.

Using the Space and Equipment

The Creative Studio is open to patrons ages 14 and above. Children ages 13 and under may use the Studio with the supervision of an adult caregiver.

The library may place limitations on time and manner of Creative Studio use in order to allocate access as equitably as possible.

Select equipment may require a completed waiver form and/or in-house competency training prior to independent use. Use of select equipment and tools may require staff assistance to operate.

User Responsibilities

All users are responsible for:

- Following library guidelines and procedures for using Creative Studio equipment and services;
- Respectful, accountable, and safe use of the equipment and space; and
- Creating, saving, and storing project files in locations other than Library equipment and network. The Library is unable to store projects locally on Creative Studio computers. Each time the Creative Studio computers are shut down or restarted, all personal data, including project files, are permanently erased and cannot be recovered. Users are responsible for bringing their own USB flash drives or external hard drives to save their work.

Restrictions

Creative Studio equipment may not be used to create weapons, physical replicas of a key or materials that:

- Are prohibited by local, state, or federal law;
- Are unsafe, harmful, dangerous, or that pose an immediate threat to the well-being of others;
- Are inappropriate for the library environment; and
- Are subject to copyright, patent, or trademark protection.

No food is allowed in the Creative Studio. Drinking non-alcoholic beverages and other liquids only from spill-proof cups, cans, or screw-top containers is allowed. Open containers are not allowed. Tobacco products of any kind and smoking, vaping in any form are not allowed in the Creative Studio area.

Disclaimer and Liability

The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times.

The library is not responsible for damage to any project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library equipment or tools. The library and its staff are not liable for any loss, damage, or expenses sustained by users due to the utilization of services, equipment, software, advice, or information.

The library is not responsible for any damages, loss or security of data arising from use of its computers or network or during the creation or digitization process. Users are responsible for the storage of their digital files and providing their own storage devices as needed.

Users of the Creative Studio accept financial responsibility for damage caused to the equipment or space beyond normal wear.

A Library for Everyone

Striving to Support Positive Experiences

Library Board approved as Rules of Behavior on June 1, 2011. Revised February 15, 2012. Revised February 24, 2015. Revised September 15, 2015. Revised October 23, 2018. Approved revision as “A Library for Everyone” on October 26, 2021. Revised April 25, 2023.

Introduction

The library is committed to serving everyone, especially those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access. That includes those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community.

The library listens to its community. Together, we value:

- Engagement through anti-racism, equity, civic responsibility, collaboration, compassion, gathering, and participation;
- Learning through knowledge, access, literacy, education, opportunity, and intellectual freedom; and
- Stewardship through accountability, preservation, sustainability, and transparency.

The library does not tolerate illegal behavior which is never permitted in physical and virtual library spaces. Visitor conduct must never endanger the health and safety of other library users or employees or cause or threaten to cause damage to library property.

Guidelines

The library is committed to welcoming everyone, and the Board of Library Trustees has established the following guidelines to ensure:

- Everyone may access the library's information, services, and opportunities;
- Library patrons experience safe library spaces;
- Library resources are protected from theft and damage; and
- Library staff members have a safe workplace.

When individual values are in conflict, dilemmas occur. The library strives to support a positive experience for everyone. Visitor conduct cannot create a disturbance or otherwise interfere with the safe use of the library by others.

Solicitations (support for political, charitable or other causes, not involving the solicitation of funds) outside of library spaces must follow Chapter 18 of the Village of Oak Park code; they are acceptable if they do not limit access to library entrances and exits, resources, and staff. Solicitations inside library spaces are not permitted except as authorized by the Library Board of Trustees in our Meeting Spaces policy.

Personal items must be kept with you at all times. The library is a public space; staff are not responsible for loss or damage of unattended items.

Small snacks and single-serving drinks are acceptable except in these spaces:

- Children's Play Areas on the Main Library First Floor
- Silent Reading Room on the Main Library Third Floor
- Archives and Special Collections on the Main Library Third Floor
- Computer areas on all floors at all locations

No food is allowed in the Creative Studio. Drinking non-alcoholic beverages and other liquids only from spill-proof cups, cans, or screw-top containers is allowed. Open containers are not allowed.

Sleeping is acceptable if it does not limit access to library entrances and exits, resources, and staff.

Service animals, as defined by the Americans with Disabilities Act, are permitted in the library.

Accountability

These guidelines apply to visitors of all ages. Parents, guardians, and caregivers are responsible for the safety of those who require care while visiting the library.

Any conduct that violates these guidelines may result in cost recovery charges, exclusion from library spaces and from the use of library services, and prosecution. Restorative practices will be used to repair harm and address conflict whenever possible and appropriate.

Illinois library law authorizes the Board of Library Trustees to exclude from the use of the library any person who willfully violates the policies prescribed by the board. After the exclusion period, patrons may be welcomed back into the library.

All library staff are authorized to ask visitors whose choices violate the library's values to leave the library. The library's public safety team may choose to exclude a patron for a 24-hour period. All staff are authorized to call 9-1-1 and required to document the incident through the library's incident reporting system.

If unsupervised children and other patrons who require care are unable to tell staff their full name; parent, guardian, or caregiver's name; and parent, guardian, or caregiver's phone number upon request or if a guardian cannot be reached, the police will be notified.

The library may bring criminal charges against any persons suspected of criminal acts toward library staff or patrons, including theft or vandalism of Library property or materials or of any violations on Library property of federal, state, or local laws and ordinances.

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Commented [1]: @lt@oppl.org - Added from the Creative Studio Policy for the 4/25/23 version
Assigned to lt

Sleeping is acceptable if it does not limit access to library entrances and exits, resources, and staff.

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Accountability

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The library may bring criminal charges against any persons suspected of criminal acts toward library staff or patrons, including theft or vandalism of Library property or materials or of any violations on Library property of federal, state, or local laws and ordinances.

Photography and Video Policy

Library board approved June 25, 2019. Revised April 25, 2023.

The Oak Park Public Library maintains an environment that allows patrons to access library information and resources. This requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well being. As a limited public forum, the library may provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs. The library has adopted the following policy regarding the taking of photographs or videos inside the library building.

I. General Policy

Permission is not required to take photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, spaces reserved for nursing, child care areas, museum artifacts, and archival materials), including areas reserved for staff use only. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

II. Exterior Photography and Videos

Taking photographs and videos outside of the library building or on the library grounds does not require permission. However, the activity may not impede the entering or exiting of patrons or staff to or from the library building.

III. Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and accommodates the rest of this policy. The library may charge a fee to offset costs incurred by the library to provide access to the facility, and prior permission must be sought at least one week in advance.

IV. Photography and Videos of Materials and Resources

The library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

V. Library Photography, Videos, and Recording

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library website or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

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Commented [1]: Adding/editing: "As a limited public forum..."

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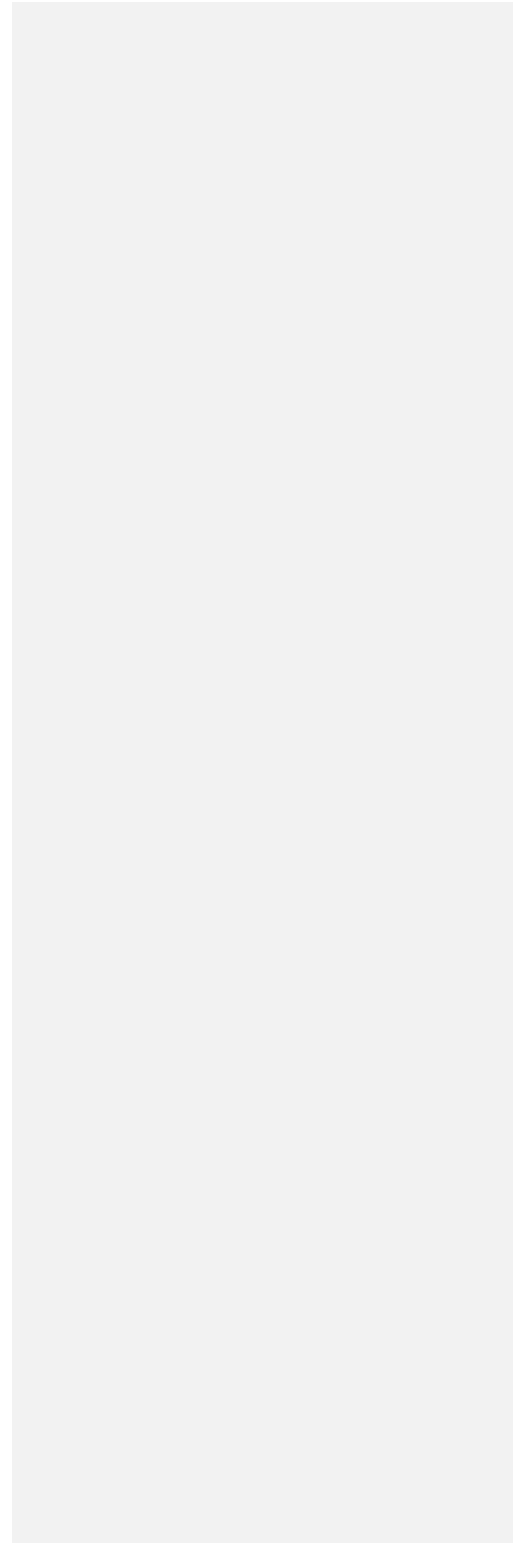
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Borrowing of Library Items Policy

Library Board approved May 18, 2010. Revised July 14, 2010, February 28, 2017, March 28, 2017. Effective June 1, 2017.

The Oak Park Public Library, as stated in the Library's [Collection Strategy Statement](#), is committed to resource sharing at local, state, and national levels as demonstrated by our membership and participation in the [Reaching Across Illinois Library System \(RAILS\)](#), the [System Wide Automated Network \(SWAN\)](#), [ILLINET](#), and [WorldShare Interlibrary Loan](#). Our membership in various consortia demonstrates our beliefs that engagement, supportive learning, and responsible stewardship are collaborative endeavors.

According to SWAN Circulation Policy, circulation rules (loan periods, fine rates, grace periods, numbers of renewals, and maximum charges by type of material) are established by the charging library.

The Oak Park Public Library Borrowing of Library Items Policy applies to anyone who is eligible to register as an Oak Park cardholder or reciprocal borrower at the Oak Park Public Library.

A. LOAN PERIODS AND RENEWAL

The default loan period for items is three weeks. The loan period for Multicultural Collection circulating items is four weeks. The loan period for digital collections and non-standard formats (devices, equipment, etc.) varies. Items will automatically renew up to five times, as long as they are not on hold for another cardholder. Hot Picks, Multicultural items, and some non-standard formats cannot be renewed. The total item checkout limit is 200.

B. OVERDUE FINES

All cardholders will have an overdue fine-free privilege when using the Oak Park Public Library. Oak Park Public Library cardholders are only responsible for overdue fines when checking out at other libraries that charge fines for overdue materials.

C. NEVER RETURNED AND DAMAGED ITEMS

All cardholders are responsible for never returned and damaged items. Charges for never returned or damaged items are determined by the owning library. Oak Park Public Library items are calculated at the full value at the time of purchase.

D. BLOCKED OR SUSPENDED LIBRARY CARDS

Oak Park Public Library cardholders who owe \$50.00 or more in charges will have their borrowing privileges blocked until their charges have been paid or reduced below \$50.00. Oak Park Public Library cardholders who have more than three items overdue at any one time will have their borrowing privileges blocked until the overdue items are returned or reduced below three.

E. OTHER CIRCULATION PARAMETERS

The Executive Director may set all other circulation parameters and modify existing parameters as the Executive Director deems necessary.

Borrowing of Library Items Policy

Library Board approved May 18, 2010. Revised July 14, 2010, February 28, 2017, March 28, 2017. Effective June 1, 2017.

The Oak Park Public Library, as stated in the [Library's Collection Strategy Statement](#), is committed to resource sharing at local, state, and national levels as demonstrated by our membership and participation in the [Reaching Across Illinois Library System \(RAILS\)](#), the [System Wide Automated Network \(SWAN\)](#), [ILLINET](#), and [WorldShare Interlibrary Loan](#). Our membership in various consortia demonstrates our beliefs that engagement, supportive learning, and responsible stewardship are collaborative endeavors.

Commented [1]: Link to statement?

Commented [2]: Add hyperlinks?

According to [SWAN Circulation Policy](#), circulation rules (loan periods, fine rates, grace periods, numbers of renewals, and maximum charges by type of material) are established by the charging library.

Commented [3]: Link to policy?

The Oak Park Public Library Borrowing of Library Items Policy applies to anyone who is eligible to register as an Oak Park cardholder or reciprocal borrower at the Oak Park Public Library.

A. LOAN PERIODS AND RENEWAL

The default loan period for items is three weeks. The loan period for Multicultural Collection circulating items is four weeks. The loan period for digital collections and non-standard formats (devices, equipment, etc.) varies. Items [may be renewed up to five times](#), as long as [the items are not on hold for another cardholder](#). Hot Picks, Multicultural items, and some non-standard formats cannot be renewed. The total item checkout limit is 200.

Commented [4]: change to "will automatically renew"

Commented [5]: change to "they are"

Commented [6]: delete

B. OVERDUE FINES

All cardholders will have an overdue fine-free privilege when using the Oak Park Public Library. Oak Park Public Library cardholders are only responsible for overdue fines when [visiting other libraries that charge fines for overdue materials](#).

Commented [7]: change to "checking out at"

C. NEVER RETURNED AND DAMAGED ITEMS

All cardholders are responsible for never returned and damaged items. Charges for never returned or damaged items are determined by the owning library. Oak Park Public Library items are calculated at list price.

Commented [8]: change "the value at the time of purchase"

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Commented [9]: delete?

E. COLLECTION AGENCY

The Oak Park Public Library uses the services of a collection agency to collect money due to the library when the obligation equals or exceeds \$50.00. If an account is referred to a collection agency, an additional charge of \$10.00 is applied.

Commented [10]: Delete?

F. OTHER CIRCULATION PARAMETERS

The Executive Director may set all other Circulation parameters and modify existing parameters as the Executive Director deems necessary.

Interlibrary Loans Policy

Library Board approved June 21, 2011. Revised November 2018.

This policy covers interlibrary loan activity outside of the agreements and policies established by Oak Park Public Library's membership in the System Wide Automated Network (SWAN) consortium.

Oak Park Public Library endorses the [Illinet Interlibrary Loan Code](#), the American Library Association Interlibrary Loan Code for the United States, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. The Library offers interlibrary loan services to any Oak Park resident holding a valid Oak Park Public Library card in good standing. Oak Park Public Library participates in interlibrary loan with U.S. libraries only.

Oak Park Public Library will not request materials that are owned by the Library, or that are available in SWAN. Length of loan periods, renewal options, overdue, lost and damaged fines, and conditions for use are determined by the supplying libraries. Every effort is made to obtain requested materials from libraries offering free lending.

As a supplying library, Oak Park Public Library does not charge for lending materials. There is no charge for photocopies and up to 100 pages will be provided. Electronic copies may be provided if licensing agreements allow for it. We do not loan local history and special collection materials, reference books, or other unique materials. If an item is not on hold for another user, the item may be renewed. Lost, damaged and never returned items are assessed a fee equal to the list price.

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Commented [1]: add language RAILS Resource Sharing with this link <https://railslibraries.org/about/rs-plan>

Oak Park Public Library will not request materials that are owned by the Library, or that are available in SWAN. Length of loan periods, renewal options, overdue, lost and damaged fines, **lending fees**, and conditions for use are determined by the supplying libraries. Every effort is made to obtain requested materials from libraries offering free lending. **In the case of supplying libraries charging a lending fee, patrons will be responsible for the fee and will be notified before obtaining the item.**

Commented [2]: Remove

As a supplying library, Oak Park Public Library does not charge for lending materials. There is no charge for photocopies and up to 100 pages will be provided. Electronic copies may be provided if licensing agreements allow for it. We do not loan local history and special collection materials, reference books, or other unique materials. If an item is not on hold for another user, the item may be renewed. Lost, damaged and never returned items are assessed a fee equal to the list price.

Commented [3]: We no longer charge patrons for out of state borrowing or any other borrowing fees beyond lost, damaged, or overdue. This was deemed a barrier to access when we went fine free and we stopped charging. I recommend we remove this statement.

Reciprocal Borrowing Policy

Board approved July 16, 2002; revised October 26, 2021; revised April 25, 2023.

The Oak Park Public Library participates in the Illinois statewide [reciprocal borrowing program](#). The Library's participation allows Oak Park residents and other individuals with a valid Oak Park Public Library card, a Reaching Across Illinois Library System (RAILS) member library card, or another Illinois participating library card, to borrow materials from the Oak Park Public Library or from other Illinois public libraries that participate in the reciprocal borrowing program.

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Commented [1]: Should we link to the RAILS Reciprocal borrowing page (<https://www.railslibraries.info/services/reciprocal-access>) or Resource Sharing (<https://www.railslibraries.info/services/reciprocal-access>)?



Main Library
834 Lake St.
Oak Park, IL 60301
p 708.383.8200
f 708.697.6917

Dole Branch Library
255 Augusta St.
Oak Park, IL 60302
p 708.386.9032
f 708.386.0023

Maze Branch Library
834 Gunderson Ave.
Oak Park, IL 60304
p 708.386.4751
f 708.445.2385

April 25, 2023

RESOLUTION TO APPROVE DISTRIBUTION FROM THE OAK PARK PUBLIC LIBRARY CAPITAL ENDOWMENT FUND (electric book bike)

The Oak Park Public Library administration is requesting additional funds be distributed from the Oak Park Public Library Capital Endowment Fund, held in trust with the Oak Park-River Forest Community Foundation (OPRFCF), to procure an electric book bike.

The addition of an electric book bike to the equipment of the library would complement the current book bike and the Library's Community Engagement staff in delivering outreach services directly to the community at neighborhood, community, and Village events. In addition, the electric power for this versatile mobile library would provide more opportunities for staff who may be physically limited by the physical requirements of the current pedal-powered book bike, while providing opportunities for substantially more outreach programming reaching the residents directly in their communities.

THEREFORE, BE IT RESOLVED, that the Oak Park Public Library, by majority vote of the Board of Library Trustees at the April 25, 2023 Board meeting, approve and request additional distribution of funds from the Oak Park Public Library Capital Fund, advised by the Oak Park River Forest Community Foundation, for full cost of procuring an electric powered book bike, including shipping and incidentals needed to place the vehicle into full operation, with costs not to exceed \$7,000.00.

RESOLVED FURTHER, that once this resolution is adopted by the Board of Library Trustees, the library administration may proceed with the procurement of the electric powered book bike with confirmation of distribution from the OPRFCF, and once costs are finalized the library administration will submit total costs to the OPRFCF for prompt distribution of funds.



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Maze Branch Library
834 Gunderson Ave.
Oak Park, IL 60304
p 708.386.4751
f 708.445.2385

Adopted this 25th day of April, 2023, pursuant to a roll call vote as follows:

Yeas:

Nays:

Abstain:

Absent:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Organization (if applicable) on this day, April 25, 2023.

Signature: _____

Matthew Fruth, President
Board of Library Trustees

Signature: _____

Madhurima Chakraborty, Secretary of the
Board of Library Trustees

To empower every voice in our community

Page 1 of 2
Haley Tricycles Book Bike

Customer name

January 1, 2023

Invoice #0000



Dimensions	Length	Width	Height
Cargo box (interior)	30.75" / 36"	21.5"	19.75" / 24"
Complete trike (edge to edge and ground to bell)	82" / 87"	31.75"	45"

Included cargo box features: Standard / Technology Book Bike

Split and hinged lid and front (converts to twin display shelves)

Adjustable interior L shaped book shelf

Book ends on display shelves

Stainless steel/ chrome plated brass marine latches, pulls, hinges and fasteners

Cargo weight capacity: 260 pounds, not including rider (460 pounds including rider)

Book Bike base price: \$3650

Custom box options	Option	Cost	
Large box for tech equipment	36" L 21.5" W 24" T	\$0	
Custom shelves		\$40	
Total custom box options		\$0	

Included hardware and running gear

Shimano Nexus 3-Speed rear wheel with coaster brake and low gears for easier pedaling

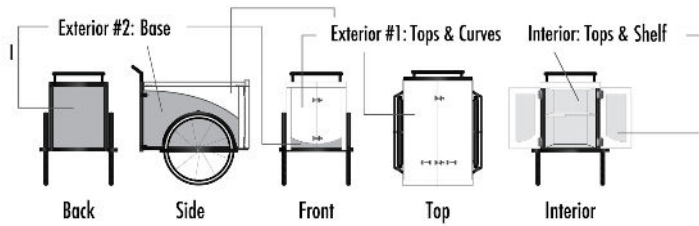
Double front brakes with a parking brake on each

Full set of fenders and a bell

Umbrella holder set for 1.5" pole (umbrella not included)

Custom hardware options	Cost	
Complete electric assist system, programmed for tricycles; front disc brakes	\$2000	
Front disc brakes only (non-electric assist trikes)	\$400	
Total custom hardware options	\$0	

Color Placement



Color options

Box colors	Option	Choice	Cost
Exterior box color 1: top of lid, curves, exterior accents, some interior details (white on drawing)	Any B.M. color Pantone, etc.		\$0 \$80
Exterior box color 2 : box under curves, rear, under side, usually inside as well (gray on drawing)	Solid exterior Any B.M. color Pantone, etc.		\$0 \$0 \$80
Interior color : insides, interior shelves	Color 1 or 2		\$0
*These rows: Only charges for 3 different color boxes.	3rd B.M. color 3rd Pantone		\$40 \$120
Metal color	Black (stock) Custom auto		\$0 \$100
Fender color/material	Black plastic Chrome steel		
Tire color	Black Whitewall		
Total color options			\$0

Stock Haley color	Custom color	Pantone, etc.	Stained wood	Custom auto
Red, Blue, Orange, Cream, Apple green, Black, White	Any Benjamin Moore color	Pantone color number (Coated/Uncoated)	Walnut, Red, Turquoise, Green, Cherry, Red Wine, Honey, Blonde	A color is mixed as close as possible to any source.
		R-G-B, CMYK, HEX	Clear finish over stain Blue and exotic: <i>CALL</i>	Steel around box; tail and pivot; chain guard, etc.

Graphics and signage

Custom <i>simple</i> vinyl graphics placement	Cost	
Front door (s)	\$60	
Rear panel	\$60	
Right side (below/on/over curve)	\$60	
Left side (below/on/over curve)	\$60	
Other placements, complex graphics:	<i>\$call</i>	
Total graphics	\$0	

Total costs	Price each	Number	Total	Status
		(Multiple trikes)		
Tricycle base price	\$3650			
Custom box options	\$0			
Custom hardware options	\$0			
Custom color options	\$0			
Custom vinyl graphics	\$0			
Total	\$3650	x 1	\$3650	
Net 30: +5% (for libraries paying after arrival)				
Deposit (50% of total)			\$1825	Due
Tricycle balance (final 50% of total)			\$1825	
Net 30 late fee: 5% (every 30 days after arrival)				
Shipping (lift gate truck delivery)			\$250-450 typical	
Total of second payment			Balance + shipping	

Please make checks / money orders payable to:

Haley Tricycles

We also accept debit and credit cards through a PayPal invoice, sent on request

Our mailing address is:

Haley Tricycles
3427 D Street
2nd Floor Power Plant #226
Philadelphia, PA 19134

Phone: 215.301.4594
Email: info@haleytrikes.com

Thank you for your order!