OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Veterans Room
Tuesday, September 26, 2023 – 6:30pm
Meeting to be held in person and via Zoom (click here for Zoom link)

AGENDA

Call to Order and Roll Call

1. **Approval of Minutes**
   August 20, 2023 Special Meeting   **(Action)**
   August 22, 2023 Regular Meeting   **(Action)**

2. **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.

3. **Trustee Comments and Calendar**
   a. Community Open House, Main Library: Sunday, October 1 from 1 to 3 pm
   b. Regular Board Meeting move from Tuesday, October 24 to Tuesday, October 17

4. **Executive Director Report**

5. **Staff Reports**
   a. Strategic Priorities Report
   b. Library Core Use Statistics
   c. Additions and Terminations Report
   d. Staff Changes Report

6. **Financial Reports**
   a. August 2023 Financial Reports   **(Discussion)**
   b. August 2023 Resolutions on Disbursements   **(Action)**

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

8. **Unfinished Business**
   a. Draft 2024 Logic Model   **(Discussion)**
   b. Policy   **(Action)**
      i. Freedom of Information Act

9. **New Business**
   a. 2024 Library Budget Draft 2   **(Discussion)**
   b. Policies   **(Action)**
      i. Equity and Anti-Racism in the Workplace
      Ii. Anti Bullying Policy
      Iii. Credit Cards

10. **Adjournment**

Minutes for August 20, 2023 Special Board Meeting

1. Call to Order and Roll

President Fruth called the meeting to order at 9:30 am.

Present: Madhurima Chakraborty, Susanne Fairfax, Matthew Fruth, Maya Ganguly, Theodore Foss, Kristina Rogers, Virginia Bloom

Also attending: Joslyn Bowling Dixon, Executive Director, Lori Pulliam, Deputy Director, Stephen Jackson, Director of Equity and Anti-Racism, Leigh Tarullo, Director of Collections, Jodi Kolo, Director of Communications, Robert Simmons, Director of Social Services and Public Safety, Marcin Terlik, Director of Technology, Billy Treece, Director of Finance and Human Resources, Matt Bartodziej, Director of Facilities, Camayia Dantzler, Executive Assistant

2. Public Comments

None.

3. Strategic Planning

Bowling Dixon welcomed everyone and shared background on two shared documents: the Illinois Library Association's Serving Our Public 4.0: Standards for Illinois Public Libraries, a 78-page collection of best practices, and the library's 2020 Logic Model, a visual representation of the library's current strategic plan.

Bowling Dixon noted by using a discussion format for this special meeting, one goal she had would be to revise the current logic model for 2024 to include values for the library's fourth strategic priority, Equity & Anti-Racism.

After a series of discussions and sorting exercises, these corresponding values were agreed upon: accessibility, courage, empowerment, impact-oriented, innovation, representation, social justice.

It was then agreed upon that staff members would flesh out related outcomes and actions for all four priorities, and share updated versions of revised logic models during future regular 2023 board meetings. All logic model work would be finalized before the end of the year.

Fruth adjourned the meeting at 1:03 pm.

Minutes for August 22, 2023 Regular Board Meeting

1. Call to Order and Roll

President Fruth called the meeting to order at 6:30 pm. Secretary Susanne Fairfax takes roll.

Present: Madhurima Chakraborty, Susanne Fairfax, Matthew Fruth, Maya Ganguly, Theodore Foss, Kristina Rogers.

Absent: Virginia Bloom

Also attending: Joslyn Bowling Dixon, Executive Director, Stephen Jackson, Director of Equity and Anti-Racism, Leigh Tarullo, Director of Collections, Jodi Kolo, Director of Communications, Robert Simmons, Director of Social Services and Public Safety, Marcin Terlik, Director of Technology, Billy Treece, Director of Finance and Human Resources, Matt Bartodziej, Director of Facilities

Public commenters: Rory O'Neill and Paul Rubio

2. Review and Approval of July 25, 2023 Regular Meeting Minutes

Foss motioned for approval. Susanne Fairfax second. Motion approved.

3. Public Comments

Paul Rubio voiced concerns about balance in the library collection.

Rory O'Neill requested termination of the library's contract with Alpha Building Maintenance Services.

4. Trustee Comments and Calendar

Fruth spoke on the library's closing August 21 due to a bomb threat, thanking staff members for all their efforts and stating safety of staff is a top priority.

5. Executive Director Report

Bowling Dixon's report shared a recap of her first six months as executive director. Shared feedback from attending RAILS' Director's University. Shared the listening session highlights.

6. Staff Reports

a. Strategic Priorities Report
Six-month review presented by Mallory Edgar, Data Consultant.

b. Library Core Use Statistics

c. Additions and Terminations Report

d. Staff Changes Report

7. Financial Reports

a. July 2023 Financial Reports
The board reviewed the financial statements dated July 31, 2023.

b. July 2023 Resolutions on Disbursements
Fairfax motioned to approve. Ganguly seconded the motion. Approved by all trustees.

8. Additional Reports

a. Intergovernmental Committee (IGov): Did not meet.

b. Council of Governments (CoG): Did not meet.

c. PlanIt Green: Foss met with Planit Green last week.

d. Friends of the Oak Park Public Library: Did not meet.

9. Unfinished Business

No minutes to approve.

10. New Business

a. 2024 Library Budget Draft The board reviewed the 2024 library budget draft. Discussed increases due to fixed costs including the cost of living, insurance, retirement, utilities.

b. Policies

1. Freedom to View. Foss motioned to approve. Ganguly seconded. Approved by all trustees.

2. Freedom of Information Act (Revised). It was resolved to review and amend the changes to the Freedom of Information Act for September.

11. Adjournment
Fruth adjourned the meeting at 9:23pm.

Executive Director's Report
September 2023

8/1-8/3- Attended the in-person portion of Directors University, Springfield, IL. The training is designed to prepare public library directors for their new executive roles in Illinois libraries. The University also provided opportunities for networking and team building through lectures and small, informal discussions. Topics included library & employment law, policies, budgeting, board-director relations, leadership, and Illinois State Library and system competencies.

8/8- Older Adults Advisory meeting.

8/10- Served as guest speaker for Suburban Thursday Afternoon Retirees, Oak Park Temple B'nai Abraham Zion.

8/18- Mocktails and Cocktails After Hours Staff Event at Kettlestrings Cove. Supported and attended staff networking and team building event while continuing partnerships with local business.

8/21- We received the first of three bomb threats this Sunday evening, via the "Contact Us" email feature provided to patrons. The message stated that the library would incur "explosions" on Monday. Coordinating with members of the Leadership Team, on Sunday evening we contacted the Village of Oak Park Police and the Cook County Bomb Squad for assistance, and notified the Board of Trustees, the staff, and the Park District that we would be closing the Library on Monday. On Monday morning, with the Facilities Director, Matt Bartodziej toured all three locations from top to bottom, and no credible threats were found. Along with multiple libraries across the region, we have received additional bomb/active shooter threats via chat/email since the first initial threat was sent. We are now well versed on how to respond to the threats, while balancing the safety of patrons and staff, and are pleased that law enforcement agencies across the state are working together to investigate these incidents. To provide support for staff well-being during these highly stressful times, working with the HR Director Billy Treece, we scheduled an on-site crisis counselor for one on one as well as group sessions, in addition to providing access to therapy dogs.

8/25- Tour of new Helen Plum Public Library, Lombard, IL. Touring and being aware of neighboring libraries' renovations/new buildings help inform our next steps as we plan for our own capital projects and provide an opportunity to network with and learn from other libraries.

8/29- Working with Jodi Kolo, Director of Communication and Leigh Tarullo, Director of Collections, completed the paperwork for the National Medal for the Museum and Library Services nomination received for diverse collections.

8/31- Introductory meeting with SWAN board representative, Jennifer Cotrill.

Respectfully submitted,

Joslyn Bowling Dixon

Joslyn Bowling Dixon

The Office of Equity & Anti-Racism September 2023 Report

In the month of August and September, I have been actively engaged in various initiatives in support of engagement, learning, stewardship and anti-racism. Through collaboration, the aim is to promote restorative practices and restorative justice as a way to combat equity and antiracism within our community. Here is a summary of my activities:

1. **Vancouver Public Library Partnership:** I was contacted by an intergovernmental specialist named Michael Wiebe of the WELL Strategies, Principal in regard to the Vancouver Public Library efforts to support their Vancouver, Canada's Restorative City initiative. I have been working closely with them to explore potential partnership opportunities and contribute to their efforts through sharing OPPL iniatives.

2. **Oak Park and River Forest High School (OPRFHS)Peace Room Partnership:** I proposed a partnership opportunity with the Peace Room at OPRFHS through the office of Equity and Student Success. This collaboration aims to foster restorative practices and create a supportive environment for students with our Teen Services and Community Engagement teams.

3. **Illinois Reentry Meetings:** I attended the August Illinois Reentry Statewide Meeting and Chicago Reentry Taskforce Meeting at the AIDS foundation. These meetings were focused on finding resources to offer more equitable services to the returning citizen population. I have been actively seeking ways to improve our services in this regard.

4. **Leadership Coaching:** I have been receiving one-on-one leadership coaching to enhance my skills and capabilities. This coaching is helping me grow personally and professionally.

5. **2024 Restorative Practices Conference Planning:** I am currently in the planning phase of the 5th Annual RP conference, which is scheduled for January 19-20, 2023. On day one, we will be highlighting Restorative Practices at Oak Park Public Library, while day two will focus on returning citizens exercising restorative justice. Organizations such as Ex-Cons for Community and Social Change and A Bridge to Freedom will be presenting their offerings on day two.

6. **Leadership Team Book Discussion:** I am facilitating a book discussion with the leadership team on "Microaggressions in Everyday Life." This discussion aims to raise awareness about microaggressions and promote a more inclusive work environment and in support of our proposed equiy and antiracism policy addition.

7. **Advisor for LJ Directors Summit:** I have been invited to be an advisor for the LJ (Library Journal) Directors Summit in Houston. Additionally, I will be presenting on restorative practices at the event. I have been actively involved in the planning of the summit, collaborating with the board to ensure its success.

8. **Onboarding and 1-on-1 Meetings:** I have successfully onboarded five new hires, ensuring a smooth transition into their roles. Furthermore, I have continued to conduct annual 1-on-1 meetings with each staff member. These meetings serve as a platform for their voices to be heard and help in building a strong community within our library work environment.

9. **Collaboration with Amanda Burrell:** I have been in contact with Amanda Burrell, MA, LPC-Northern Region Reentry Manager for the state of Illinois. This collaboration aims to provide resources and support to the returning citizen population who patronize our library spaces.

10. **Equity and Antiracism Policy:** We have completed the Equity and Antiracism in the Workplace Policy and will be sending it to the board for review and vote. This policy is an important step in promoting equity and inclusivity within our organization.

11. **Collaboration with Peacekeepers:** We are currently seeking more collaboration from various staff members of the five cohorts of peacekeepers that have been trained since 2020. Our goal is to refine the training program to be more library-specific, ensuring that it aligns with our organization's unique needs

Overall, I am pleased with the progress made in August and September and the impact we are creating within our internal work community and the greater Oak Park community. I will continue to actively engage in these initiatives and strive for equity and restorative practices in our library.

Social Services and Public Safety Report
September 2023
Director, Rob Simmons

Patron Engagement

There were **33** patrons that received social-service related support and advocacy. These cases involved advocacy in the following areas:

No. of cases	Type of advocacy/support
3 patrons received:	Affordable housing
5 patrons received:	Behavioral health
4 patrons received:	Employment assistance
4 patrons received:	Financial assistance
7 patrons received:	Homelessness (short-term housing)
4 patrons received:	Immigration
5 patrons received:	Mental health assessment
1 patron received:	Senior Services

33 patrons served

Oak Park Public Library Research Partnership with Northwestern University

The Frontiers Digital Health Journal published a research article that focused on a Digital Mental Health (DMH) for teens partnership between Oak Park Library's Social Services and Public Safety department and Northwestern University's Feinberg Medical School. Our Director of Social Services and Public Safety, Rob Simmons, contributed as a co-author for the research article; and has also represented the library as a lead research investigator during the research project. The project is geared towards providing DMH resources for historically underrepresented racial and ethnic (HURE) adolescents in Oak Park. 2024 is the 5th and final year of the project; and a digital mental health tool will be created and available to teens via the library. The published research article highlights the background, methods, results, and conclusions from the research.

http://journal.frontiersin.org/article/10.3389/fdgth.2023.1183319/full?&utm_source=Email_to_authors_&utm_medium=Email&utm_content=T1_11.5e1_author&utm_campaign=Email_publication&field=&journalName=Frontiers_in_Digital_Health&id=1183319

On September 14, 2023, Oak Park Public Library's Social Services department received the 2023 Dr. Virginia Bishop Community-Academic Research Partnership Award via Northwestern University's Alliance for Research in Chicagoland Communities (ARCC). ARCC is a program of the Center for Community Health at Northwestern University. This prestigious award acknowledges the innovative research partnership between Oak Park Public Library and Northwestern University's Feinberg Medical School that focused on addressing digital mental health equity among teens. Director of Social Services and Public Safety, Rob Simmons joined Northwestern University research partner, Dr. Ashley Knapp, on campus to accept the award. **PRESS RELEASE**: ARCC 2023 Dr. Virginia Bishop Community-Academic Research Award Winner

Picture below of Dr. Knapp and Rob Simmons:

Oak Park Homelessness Coalition

On behalf of the Oak Park Homelessness Coalition, Rob partnered with Housing Forward's Executive Director, Lynda Schueler, and Oak Park Homelessness Coalition's Chairman, John Harris, to apply for the Housing Justice Fund grant via Chicago Funders Together to End Homelessness (CFTEH). Rob is happy to announce that the Oak Park Homelessness Coalition received an unrestricted grant from CFTEH in the amount of $10,000 to help improve short-term housing options such as shelter support for people experiencing homelessness. Rob is a core member of the Oak Park Homelessness Coalition and this is his 7th year representing the library.

https://wearemichaelreese.org/cfteh/housingjusticefund
https://www.endhomelessnessoakpark.com/

Library Strategic Priorities Report
September 2023

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

In the Anti-Racism section of the report, we highlight one Anti-Racism goal and one ELS objective:

- **External Practices, Internalized Racism:** To mitigate the impact of external racism on the Library's environment and on the greater Oak Park community.
  - **Related ELS Strategic Plan Objective — Engagement Objective #2:** We facilitate connections among diverse audiences through shared community aspirations and experiences.

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

- **Engagement Objective #2:** We facilitate connections among diverse audiences through shared community aspirations and experiences.
- **Learning Objective #1:** We build capacity for literacy and education.
- **Stewardship Objective #2:** We provide broad, effective, and equitable access to resources.
- **Stewardship Objective #3:** We prioritize sustainability.

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ANTI-RACISM

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

-and-

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

Equity, anti-racism, & multicultural programs & experiences
We continue to offer new equity-/anti-racism-focused and multicultural programs and experiences for the community each month, which can be found in the library calendar under the program types "Equity & Anti-Racism" and "Multicultural."

As part of Hip Hop 50, the library hosted a program entitled "Latin Hop Hop as a New Poetry" on August 3. In this program, presenter Catalina Maria Johnson, PhD, shared video, music, and lyric examples to make the case for hip hop as the new poetry, with a focus on Latinos in the U.S. and the Americas.

On August 6, we were pleased to welcome two professional photographers to the Main Library for a two-hour event during which they provided free professional headshots to community members. This event proved to be very popular, with registration reaching capacity (40) and spilling over to a long waitlist. In total, 21 community members attended, receiving their new headshots via email after the event. Patrons who attended noted that they planned to use their new headshots for a variety of purposes, including social media profiles, job and college applications, or simply to have a good photo of themselves. Given the clear community interest in this resource, we hope to be able to offer another program like this in the future, perhaps with a drop-in option in order to better accommodate waitlisted community members and other day-of participants as time allows.

On August 9, the library hosted "Black & Brown Education in America" — a panel presentation about the racial dynamics between Black and Latinx communities, including moments of both conflict and coalition-building. The presentation focused specifically on Maywood, Illinois and the recent demographic changes from a historically Black suburb with roots in the Black Panther Party to an increasingly Latinx community, as detailed in the book *Black and Brown Education in America: Integration in Schools, Neighborhoods, and Communities*. Panelists included authors of the aforementioned book — Dr. Samina Hadi-Tabassum, the Dean of the School of Education at Elmhurt University, and Dr. Persis Drive, Psychology professor at Dominican University — and Madilyn Wiley, a school district leader in Maywood.

During the entire month of August, the Main Library Art Gallery featured "E.A.C.H (Expression, Art, Community, & Health) Artworks About Real Life!" — an exhibit by professional artist and mental health therapist, Rachel Weaver Rivera. In the morning on August 19, community members were invited to celebrate the exhibit, meet the artist, and create their own piece of artwork at a drop-in family art activity and reception held in the Art Gallery. During this two-hour Saturday session, community members were able to create a small expressive painting on a wood square, contributing to a multi-generational, mixed media quilt showing how we each belong to the grand design of real life. Participants chose a symbol — a hand to represent self-expression, an eye to represent art, a circle to represent community, or a heart to represent health — and then decorated their square using different materials, including Sharpie, oil pastel, and watercolor. Finally, each participant chose the perfect spot to add their unique mini-masterpiece to the collaborative quilt of community connection. Nearly 50 community members of all ages participated in this program.

From August 4 through August 31, the +PYD Opioid Task Force took over the Idea Box on the first floor of the Main Library to help raise awareness, provide prevention education, and inform community members about the opioid crisis. Task force members hosted "office hours" throughout the month, offering Narcan trainings, drug disposal kits, and information about other resources in the community, including the Rush Substance Use Disorder Center of Excellence, Live4Lali, the Village of Oak Park Department of Public Health, Riveredge Hospital, the Way Back Inn, and the Community Mental Health Board of Oak Park Township. On International Overdose Awareness Day (August 31), the task force wrapped up their time at the library with a resource and remembrance fair in Scoville Park.

In addition to the special events described above, the library continued to offer multiple recurring programs with an emphasis on equity during the month of August, 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 Latine Author Book Café, weekly Supported Storytimes, and monthly summertime Supported Gardening, as well as a weekly Spanish-language program geared toward preschoolers: Cuenta Cuentos con Kathy/Spanish Storytime With Kathy.

ENGAGEMENT, LEARNING, & STEWARDSHIP

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

Museum Adventure Passes
As one of the many benefits of being a library cardholder, patrons with an Oak Park Public Library card have access to museum and cultural attraction passes, offering special discounts at participating Chicago-area institutions. Passes can be obtained virtually or in-person and are available on a first-come, first-served basis, with cardholders allowed to borrow one pass per museum/location per loan period.

Between January 1 and August 31 of this year, a total of 581 passes were issued to library cardholders — a 17% increase compared to the same time period in 2022, when 495 passes were issued. On average, approximately 72 passes were issued per month January-August, compared to 62 passes per month in 2022. While we have seen an increased volume of pass requests in 2023 so far compared to 2022, there has been a similar pattern in terms of when museum pass requests are highest: the summer months of June through August, when passes issued hovered around 100 in 2023 and around 90 in 2022.

In terms of specific destinations, the top three sites with the highest passes issued January-August this year were the [Brookfield Zoo](#) (280), the [Chicago Botanic Garden](#) (118), and the [Children's Museum in Oak Lawn](#) (21). In 2022, the Brookfield Zoo and Chicago Botanic Garden were also the top two sites, with 250 and 102 passes issued, respectively, during the same time period — the [Lizzandro Museum of Lapidary Art](#) came in third with 30 passes issued. While most institutions have had a similar volume of pass requests in 2023 compared to 2022, we have seen requests spread a bit more in 2023: nine institutions had pass requests in the double digits January-August this year, compared to only four with double-digit pass requests in 2022. The site that saw the greatest increase in pass requests during the first nine months of the year was [Volo Musuem](#), with 18 passes issued in 2023 compared to just 3 in 2022.

Adult Improv

Led by Library Assistant Brent Haines, [Adult Improv](#) is a library program that began more than ten years ago as an in-person event at the Maze Branch. The program provides participants with the opportunity to enjoy a community of creativity, the challenge of thinking on their feet, and the joy and fun of entertaining and being entertained, while also tackling stage fright and practicing public speaking. Participants truly look forward to gathering each month, and they often continue the fun after the program by meeting up at Kettlestrings Tavern. Over the years, the group has also performed at the open mic night at Kribi Coffee in Forest Park — giving the group a chance to perform in front of an audience. The group even had a brush with literary fame, when local author [Elizabeth Berg](#) attended the program in-person on July 18.

During the COVID-19 pandemic, Adult Improv was one of the first library programs to move to a virtual format, offering a space for community and connection during a time when many felt isolated. In this new format, the program became even more popular, allowing participants across the country to join the fun. In October 2022, the program began operating as a hybrid event, with in-person attendees participating at the Maze Branch and virtual attendees continuing to join via Zoom.

The program welcomes everyone, regardless of experience. Indeed, at every session, there is at least one person who is trying improv for the very first time. Veteran improv participants are always supportive, creating the type of welcoming environment that is so important when trying something new and potentially scary. Believing that this fun and creative space should be available to as many people as possible, we also prioritize accessibility, providing accommodations for participants with limited mobility who may have difficulty participating in more physical improv games and for participants with various levels of visual impairment, both in-person and on Zoom. One participant who regularly attends virtually and needs vision-related accomodations noted in their survey after attending an event:

> *"I've experienced a lot of different programs, and Brent [and Adult Improv] was the most friendly, welcoming experience ever. [...] I felt 100% included in this program."*

In addition to being a source of joy for participants, the program is also something that Brent looks forward to each month. As the facilitator of the program, he enjoys the challenge of coming up with ways to get everyone to participate at whatever level is comfortable for them. Brent notes that improv is about flexibility, and he always takes into account participant feedback to decide what games to play that night, along with relying on years of experience and instinct to respond to the group. At the end of each event, Brent always closes with, "I got your back" — a thank-you to everyone for trusting him, trusting in the community experience, and embracing the vulnerability of being silly.

We build capacity for literacy and education. [LEARNING]

Find Your Voice: Summer Reading Program 2023
In our June 2023 Strategic Priorities Report, we provided an overview of this year's summer reading program (SRP) — Find Your Voice — which included reading and learning opportunities for kids (ages 2-11), middle and high school (MHS) students (grades 6-12), and adults (ages 18+). As the month of August came to a close, so did our 2023 SRP — a summary of our multi-age summer programming is provided below.

Kids summer reading
As kids returned to school and we wrapped up this year's SRP at the end of August, the Children's Services team reflected on another successful summer of reading and fun for some of our youngest community members. While the past few years of SRP have certainly felt different compared to pre-pandemic summers, the overarching purpose of SRP — encouraging a love of literacy and learning — has remained at the heart of the program. During the summer and throughout the year, we emphasize that all reading is good reading — independent reading, being read to, listening to audiobooks or podcasts, reading in any language, and reading any genre of book. We also encourage kids to choose reading materials that spark their interests, while reminding them that it is all right to stop and choose something else to read if it turns out to not be a good match. Through offering this programming and encouragement over the summer, our goal is to help families find support for learning, guidance for making it meaningful, and a model for keeping reading fun.

In addition to providing participants with reading materials and the tools for tracking their summertime reading, library staff organized a variety of programs in the library, facilitated storytimes at parks throughout Oak Park, and visited summer schools and camps to share books and distribute prize beads — a consistently popular element of the SRP experience, for bead recipients and caregivers alike. This year's "Find Your Voice" theme also inspired us with bi-lingual and themed storytimes, creative and letter writing workshops, poetry exploration, and more. We also offered kid-focused Hip Hop 50 programming, where participants wrote rap lyrics, learned hip hop dance routines, and went on a hip hop-themed scavenger hunt in the library.

The impact and success of SRP is reflected not only in numbers (see report linked below), but also in the joyful reading experiences that library staff observe and hear about every day, all summer long. In addition to the impact of SRP on participating kids, we know that the program also has benefits for the whole family. In particular, caregivers have shared that seeing their children get excited about reading has reignited their own love of books. Knowing that their children can bring home armfuls of reading materials from the library with no financial burden for their household is an added benefit.

Each year as SRP comes to a close, so many kids and caregivers ask, "You'll do this again next year, right?" — and we are always happy to report that the summer reading fun will return in just nine months. This well-loved library program is made possible each year by the hard work of staff in not only Children's

Services but other service areas as well — in particular, Patron Services staff who make this program run smoothly at the branches, and the Book Bike team members who take the program to every corner of Oak Park.

A full summary of kids' SRP data can be reviewed in the following Looker Studio report, which is also included below in PDF format: [Find Your Voice: Kids SRP 2023 Report](#).

Middle & high school summer challenge
For the second year in a row, the library offered a special summer challenge for our pre-teen and teenage community members during the months of June and July, focused on promoting self-exploration and self-expression through literature, poetry, music, fashion, and other creative art forms such as art, graffiti, and dance. Students in grades 6-12 were invited to register in Beanstack and record their involvement in a variety of [programs](#) and activities — from checking out books in specific genres to expand their reading horizons, to trying out new technology in the Creative Studio, to volunteering in the community. As they recorded their participation in Beanstack, they earned badges and raffle entries — with a chance to win an all-expenses paid trip to Great America in August, for those who completed all three badges (Engagement, Citizenship, and Programming).

By the end of July, a total of 174 youth had registered for the MHS summer challenge in Beanstack, and 21 participants had completed a total of 56 activities — a definitive increase in participation compared to 2022, which saw 32 total registrants and eight participants completing 13 activities during the challenge.

Adult summer reading
Offered during the same time period as our kid-focused SRP (June-August), this year's adult SRP was the first adult-focused online challenge offered by the library. We were extremely happy with how the community engaged with this program during its inaugural summer, and we feel we have a strong foundation to build upon in future years.

Knowing that Oak Park is a community of readers, we structured the program with the intention of creating a shared experience around this community passion, aiming to connect readers to specific titles, library programs, and library services. SRP participants had the opportunity to earn badges by participating in a variety of activities, such as reading (or watching) their favorite title, selecting a title from a [library curated list](#), taking a course in [Creativebug](#) or [LinkedIn Learning](#), visiting the [Creative Studio](#), or attending the [Friends Book Sale](#). The more a community member interacted with the challenge, the more chances they had to be selected as an SRP prize winner: for every virtual badge a participant earned, their name was added to a drawing, with five lucky winners receiving a $100 [Oak Park-River Forest Chamber of Commerce](#) gift card to be used at local businesses. Over the course of the summer, more than 1,500 badges were awarded, and the five winners were happy to receive their prizes.

By the end of August, a total of 528 individuals — ranging in age from 18 to 99 — had registered for the adult SRP in Beanstack. Among these registrants, 305 were active in the program over the course of the summer, completing a total of 1,146 activities, logging over 8,150 hours of reading (489,355 minutes), and earning 1,590 badges.

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 Looker Studio: **[OPPL Core Use Statistics](#)**. This dashboard 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 August 2023. New Cardholder Retention, Market Penetration, and NPS are updated on a quarterly basis — in this month's report, this includes data through Q2 2023. For NPS data, the solid black reference line currently denotes the 2021 comparison.

The Core Use Statistics Looker 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.

Sustainable free printing
In the last week of June 2023, the library began implementing new procedures around printing and copying at library locations to ensure that printing could remain free to patrons while still being sustainable for the library. As shared in the April 2021 Strategic Priorities Report, we began offering free printing and copying services at the library in March 2021, as the library was gradually making various services that had been altered or paused during the early months of the COVID-19 pandemic available to the public again. This switch to free printing/copying was envisioned as a way to make these services easily available to patrons during a time when offering help with related equipment was difficult for staff to do while also maintaining safety protocols that required six feet of distance between staff and patrons. This service proved to be popular among both patrons and staff; however, as the library transitioned into full access and services in the months and years since then, it became unsustainable, with some patrons spending hours and reams of paper at the copier and printers.

Our newly-implemented model puts a $5.00 daily credit on each Oak Park Public Library card or library card registered with Oak Park. At a cost of 10 cents per page (black & white or color), this means that each cardholder has access to 50 pages worth of printing and/or copying each day. Patrons who are not library cardholders can obtain a guest pass with a $2.50 credit, which allows them to print or copy up to 25 pages. With this model, we are able to ensure that patrons with more minimal printing needs are always able to meet those needs whenever they come into an Oak Park Public Library location. Patrons with more substantial printing or copying needs (i.e., greater than 50 pages) can either plan out their printing to occur over a few separate days (e.g., printing pages 1-49 on Monday, and pages 50-75 on Tuesday) or plan to use other resources in the community to fill the gap.

Thus far, we are seeing a clear impact on the volume of printing/copying and paper/ink usage as a result of this new model. A breakdown of the total pages printed monthly at Oak Park Public Library locations for the last six months (March-August 2023) is provided below. With March and April being the height of of tax season, these months typically see the highest printing and paper usage at the library. Our new printing model was implemented on June 23.

- **March:** 69,610 pages printed
- **April:** 59,066 pages printed
- **May:** 58,034 pages printed
- **June:** 50, 685 pages printed (with 8 days of new printing/copying model)
- **July:** 45,333 pages printed
- **August:** 49,067 pages printed

We were able to implement this new model thanks to the hard work of the library's IT team and Information Technology Operations Supervisor Rafal Baranowicz, as well as Digital Learning Specialist Amelia Vargas, Manager of Patron Services Martyn Churchouse, and Manager of Adult Services Alexandra Skinner. As with any new technology model, there have been some hiccups in the early months of implementation, but overall feedback from both staff and patrons has been positive. While patrons have appreciated free printing at the library for over two years, showing the monetary value of this service to patrons has further demonstrated for them the value of their local library.

We prioritize sustainability. [STEWARDSHIP]

Environmental sustainability programming & partnerships
In April 2023, Christine Poreba began her work as the library's new Environmental Programming Specialist — a position that was created with the goal of dedicating an employee to building community partnerships and offering sustainability-based programming for our patrons. Since beginning in this new role, Christine has been regularly attending monthly meetings of Climate Ready Community Outreach Oak Park (COOP) and actively collaborates with the Programs Director of One Earth Local and the Chief Sustainability Officer of the Village of Oak Park. She has also begun to build relationships with Oak Park Climate Action Network, Repair Cafe, Economy Shop, Arbor West Neighbors, Sugar Beet Food Co-op, Takeout 25, and West Cook Wild Ones. Additionally, Christine attended the annual Greentown Conference and is an active member of the Sustainability Round Table of the American Library Association.

To make resources on sustainability topics more easily available to library patrons, Christine maintains an Environmental Hub on the third floor of the Main Library — a dedicated set of shelves she keeps supplied with current handouts, information, and book displays focused on environmental sustainability (pictured at right). We are also happy to report that a Sustainability Page has been added to the library's website, and the events calendar can now be searched using a sustainability filter.

Christine has also led efforts to offer a variety of sustainability-focused library programs this year. At the Maze Branch this spring, the library co-hosted "Energy-Smart Home: A Money & Energy Savings Workshop" with the Village of Oak Park, the first of three events featuring a presenter from Citizens Utility Board (CUB). On May 9, we also hosted local poet Hila Ratzabi who read from her book *There are Still Woods* and led a creative writing exercise. At this event, Village of Oak Park Chief Sustainability Officer Marcella Bondie Keenan shared ways participants could help locally.

The summer featured two additional CUB presentations: "Home Decarbonization 101" at the Maze Branch on August 17 and "Solar Power Hour" at the Dole Branch on July 12, where close to fifty participants braved a tornado warning to attend the solar power event. Additional informational programs have been held, including a comprehensive and accessible introduction to climate change by Climate Up Close (a group of touring climate scientists), as well as programs on recycling and electric vehicles led by the Outreach Coordinator from the Cook County Office of Sustainability. Cultural events on sustainability included a film screening of *Nuclear Now* on July 24, and an upcycle art

workshop for adults with local Avian artist Casey Jones on August 12.

On August 7, we were pleased to host more than eighty attendees at the Village of Oak Park's event "One Year In: Community Conversations on Climate Ready Oak Park," where lively discussions were plentiful and participants enjoyed local food from Sugar Beet Food Co-op in an eco-friendly manner.

As fall begins, we are looking forward to continuing our monthly Earth Lounge Environmental Book Discussion Series. Also this fall, we will be holding our first sustainable Halloween Costume Swap and hosting a program where patrons can make art out of plastic bags in the Creative Studio. In October, Robert Sullivan — a visual resource scientist who worked for thirty years at Argonne National Laboratory — will speak about the dangers of and actions against light pollution. In November, Lindsay Olson will discuss her artwork as the first artist-in-residence for The Wetlands Initiative (TWI), and members from the organization will discuss their work before a closing reception for Lindsay's exhibit in the Main Library's Art Gallery.

Core Use Statistics

OAK PARK PUBLIC LIBRARY

New Cardholder Retention

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

Legend: ■ OPPL ■ Peer Libraries (Population) ▨ Peer Libraries (Budget)

	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023
OPPL	49%	54%	56%	57%	56%
Peer Libraries (Population)	51%	52%	51%	52%	51%
Peer Libraries (Budget)	40%	41%	44.5%	46%	47%
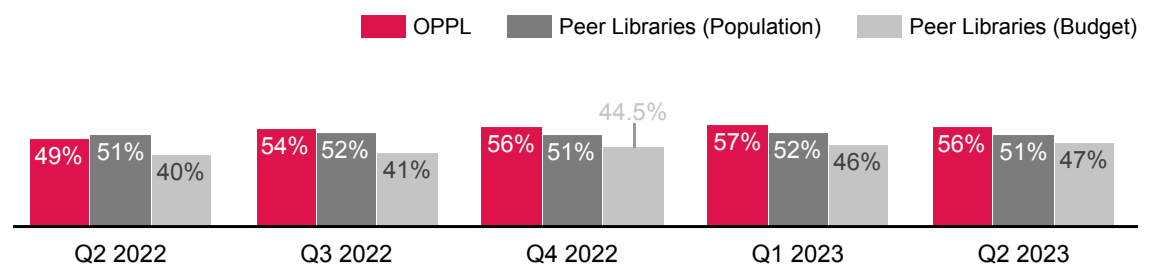
Market Penetration

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

	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023
OPPL	54%	56%	56%	57%	58%
Peer Libraries (Population)	26%	27%	28%	28%	29%
Peer Libraries (Budget)	29%	30%	30%	31.5%	31.5%
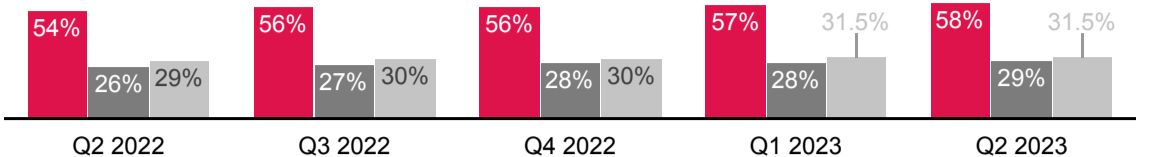
Net Promoter Score

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

Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023
84.5	81.4	86.2	86.6	85
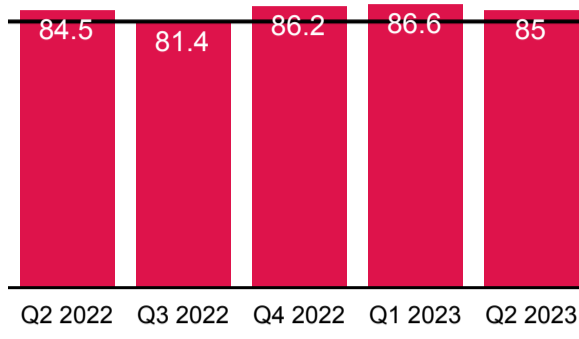
NPS Survey Quarterly Sample Sizes
2022: Q2=71; Q3=86; Q4=52   **2023:** Q1=60; Q2=40

Building Visits

The number of patron visits to a library building
———
2022 Average: 25,431

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
29,003	28,828	32,316	30,240	30,891	32,498	32,135	32,620
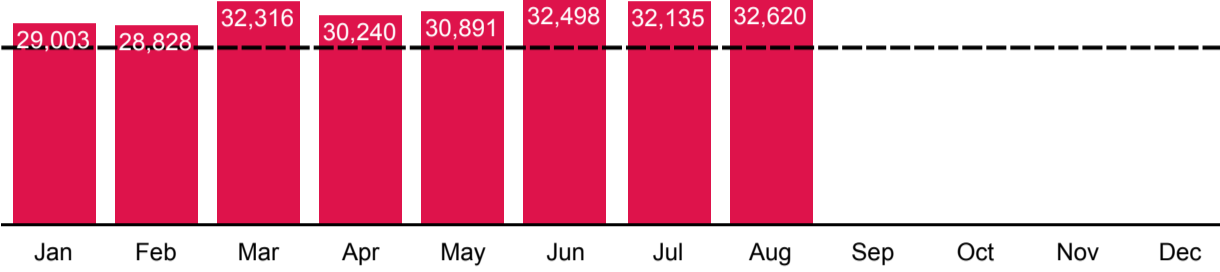
Year-to-Date
248,531

Website Users

The number of people who initiated at least one session on oppl.org during a given month
———
2022 Average: 32,531

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
34,522	32,020	33,907	30,497	32,620	35,263	35,442	35,111
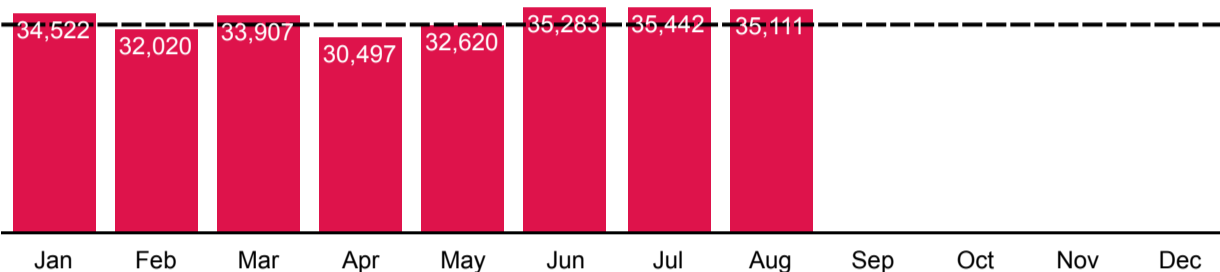
Year-to-Date
269,402

New Users

The number of new account registrations (digital-only accounts or full-access library cards) each month*
———
2022 Average: 352

Legend: ■ Full-Access Library Cards ▨ Digital-Only Accounts

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Full-Access Library Cards	271	220	247	261	229	300	373	436
Digital-Only Accounts	76	80	41	50	33	28		
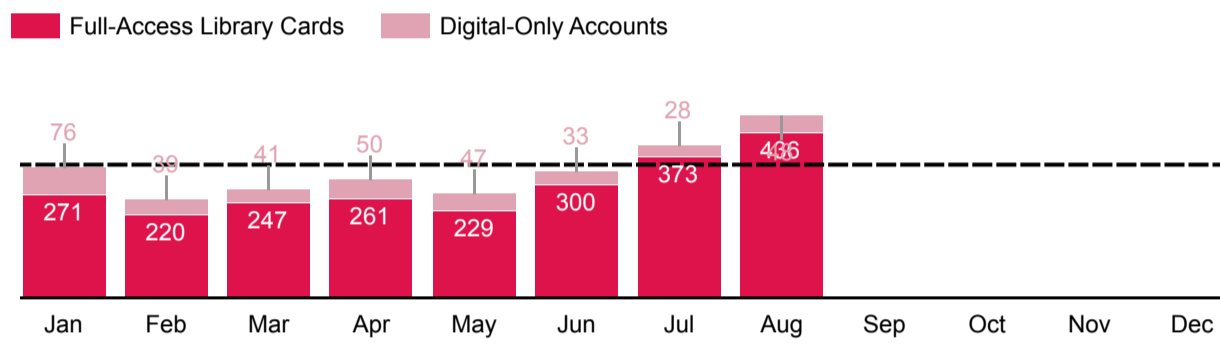
Year-to-Date
2,699

*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

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
89,028	82,256	93,076	86,300	82,805	89,277	90,613	90,448
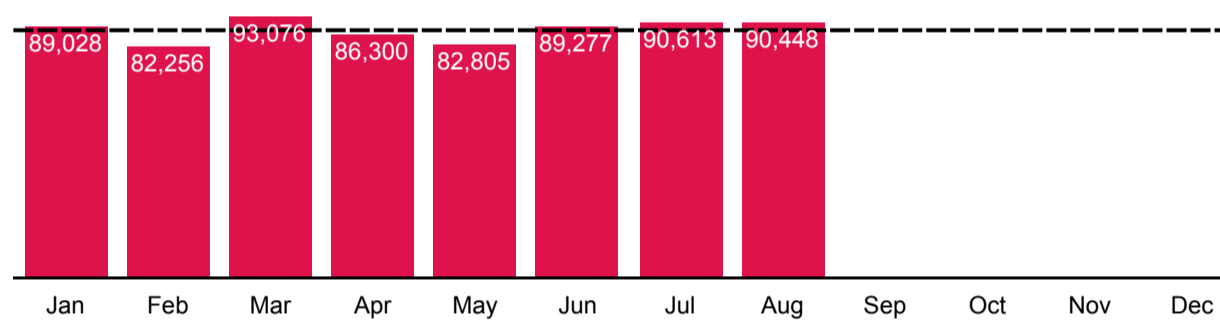
Year-to-Date
703,803

Digital Materials Use

The number of materials downloaded or streamed from Oak Park library collections
———
2022 Average: 33,017

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
36,740	32,411	36,864	33,594	33,994	35,237	36,722	36,569
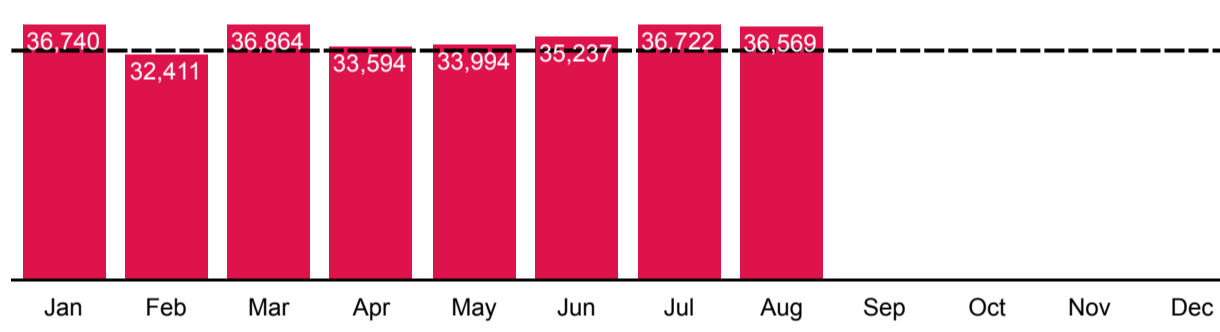
Year-to-Date
282,131

Online Resource Use

The number of sessions (logins) for online resources, based on vendor statistics
———
2022 Average: 3,283

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
3,929	6,143	4,757	7,101	6,476	7,265	6,963	8,000
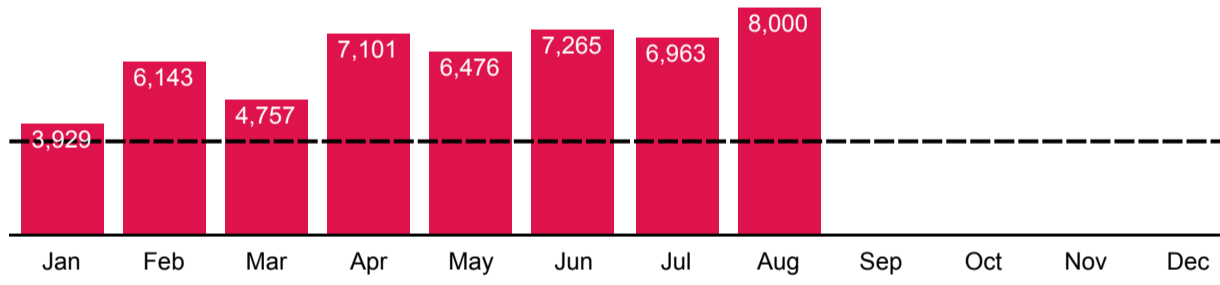
Year-to-Date
50,634

WiFi Use

The number of unique daily WiFi clients at an Oak Park library location
———
2022 Average: 14,410

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
16,693	17,188	18,694	18,204	18,998	16,756	16,272	18,026
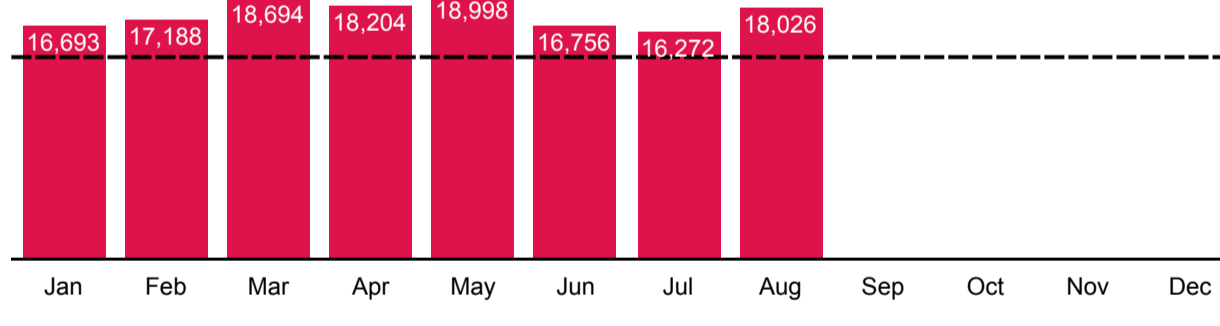
Year-to-Date
140,831

Public Computer Use

The number of PC sessions at an Oak Park library location
———
2022 Average: 2,479

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2,960	3,108	3,247	3,344	3,435	3,680	3,839	4,008
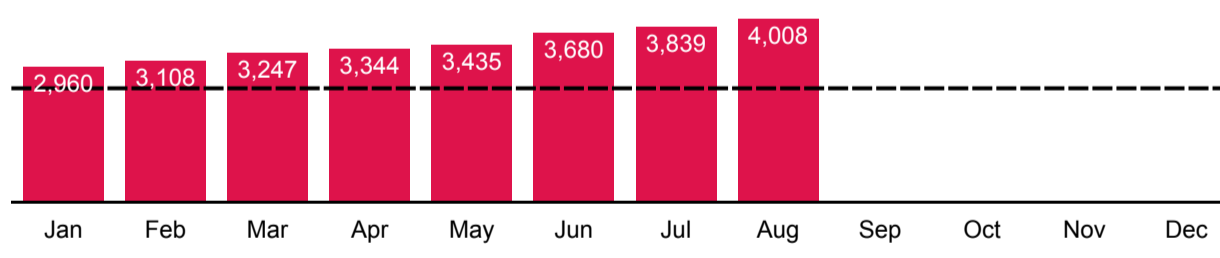
Year-to-Date
27,621

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

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2,100	2,679	3,487	2,046	2,451	1,738	1,898	2,140
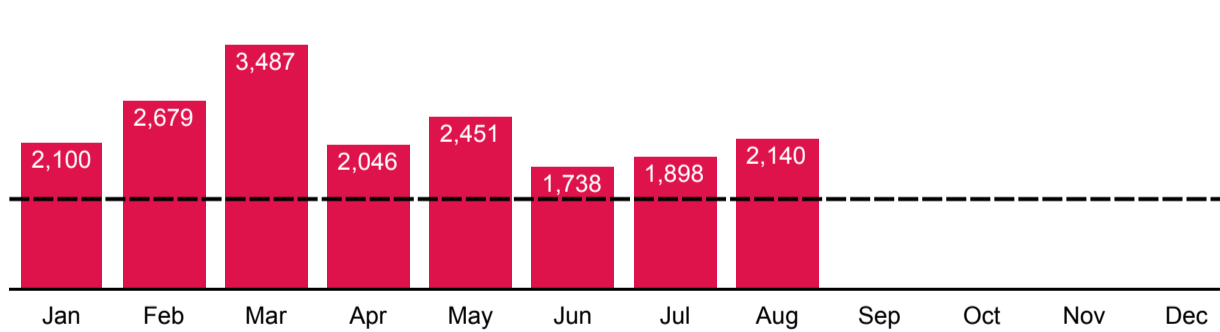
Year-to-Date
18,539

Community Outreach

The estimated interactions from all Outreach and Book Bike events
———
2022 Average: 645

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
576	617	529	855	1,066	1,413	810	1,124
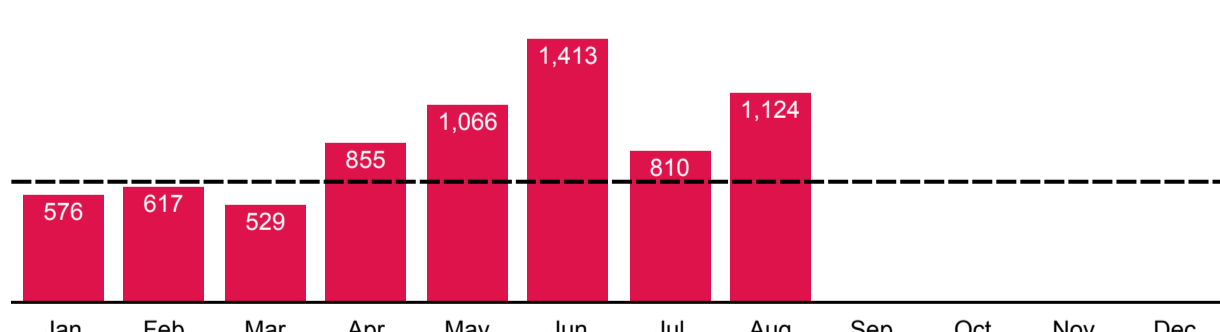
Year-to-Date
6,990

Meeting Room Use

The number of Oak Park library physical and virtual meeting room reservations made by community members
———
2022 Average: 120

Legend: ■ Physical Meeting Room ▨ Virtual Meeting Room (Zoom)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Physical Meeting Room	137	154	159	177	151	155	104	137
Virtual Meeting Room (Zoom)	1	5	1	2	3	1	1	1
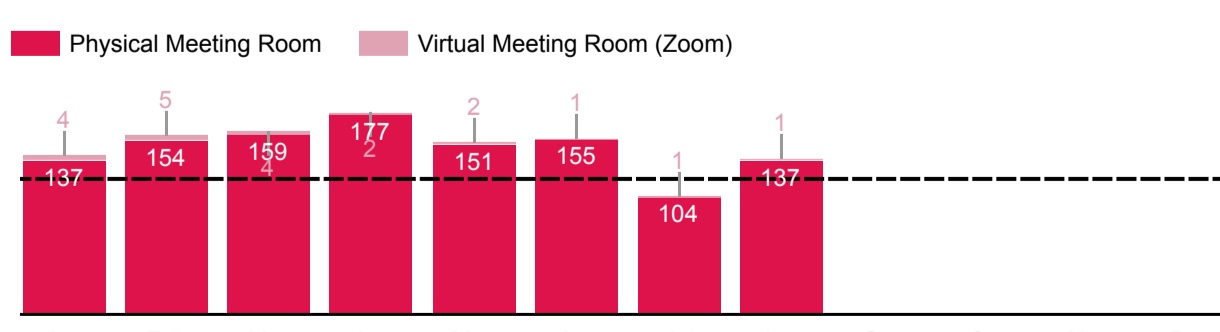
Year-to-Date
1,194

Study Room Use

The number of Oak Park library study room reservations made by community members
———
2022 Average: 726

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
757	711	811	762	727	660	702	754
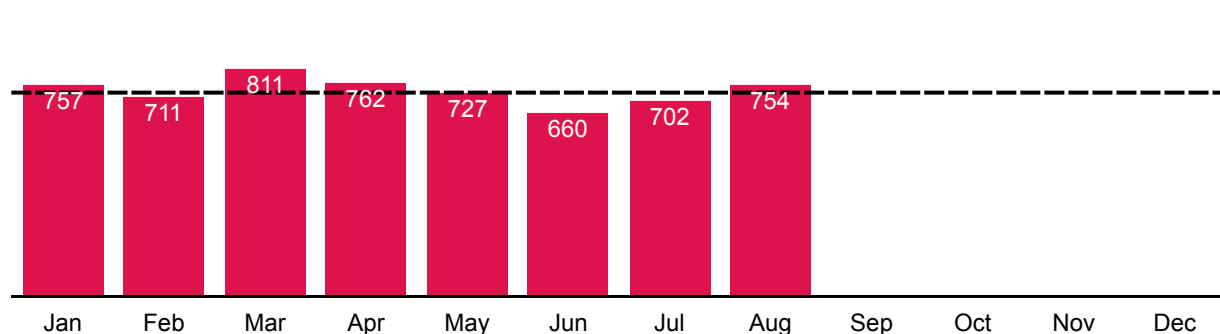
Year-to-Date
5,884

Summer Reading Program (SRP) season is always an exciting time at the Oak Park Public Library, where we have the opportunity to support literacy and encourage a love of reading among kids of all ages.* This year's program once again centered time-based tracking, encouraging participants to read at least 20 minutes per day, working toward an overall goal of 25 hours of reading for the summer. Each hour of reading earned participants a bead or vinyl sticker, plus special beads for every five hours logged.

FIND YOUR VOICE

Participants — who did not have to live in Oak Park or have an Oak Park library card to join — were additionally able to choose from over 120 activities in six different categories, logging their activities and earning badges online through Beanstack. After completing five activities in one of the categories, they could also earn additional special beads. Knowing that earning beads is a big source of excitement for our participants, the program included multiple "exclusive" beads, including beads unique to different D97 schools, the Book Bike, Maze and Dole Branches, *The Storyline*, and the Creative Studio.

Over the course of the summer, more than 1,300 active SRP participants logged over 1.1 million minutes of reading and completed over 5,700 activities. Dig into even more detail about the amazing work our participants did below!

2023 Kids Summer Reading Program At-a-Glance

Sign-ups	Active Participants**	Reading Minutes Logged	Activities Completed	Badges Earned	Finishers	Prize Beads Earned
1,894	1,349	1,146,714	5,704	19,278	345	18,000

Of all registered participants, 71% were active in the program. The stacked bar charts in the left column below show all registered participants by age and grade range with each bar broken down to show how many were active in the program vs. those who registered but did not log activity. The bar charts in the right column below show the percentage of active participants by age and grade range. **Mirroring previous years, participants ages 6-9 and in K-2nd grade had the largest raw number of registered readers, with the highest percentage of active readers in the 6-9 age range and the 3rd-5th grade range.**

Registered Participants

Registered, Not Active | Active

- 3 to 5 years: 123 | 283
- 6 to 9 years: 278 | 832
- 10 to 12 years: 110 | 187
- Teen (13-17 years): | 10

- Preschool: 81 | 165
- K-2nd: 203 | 541
- 3rd-5th: 179 | 516
- 6th-8th: 63 | 75
- 9th-12th: | 2

Percentage of Active Participants

- 3 to 5 years: 69.7%
- 6 to 9 years: 74.95%
- 10 to 12 years: 62.96%
- Teen (13-17 years): 35.71%

- Preschool: 67.07%
- K-2nd: 72.72%
- 3rd-5th: 74.24%
- 6th-8th: 54.35%
- 9th-12th: 33.33%
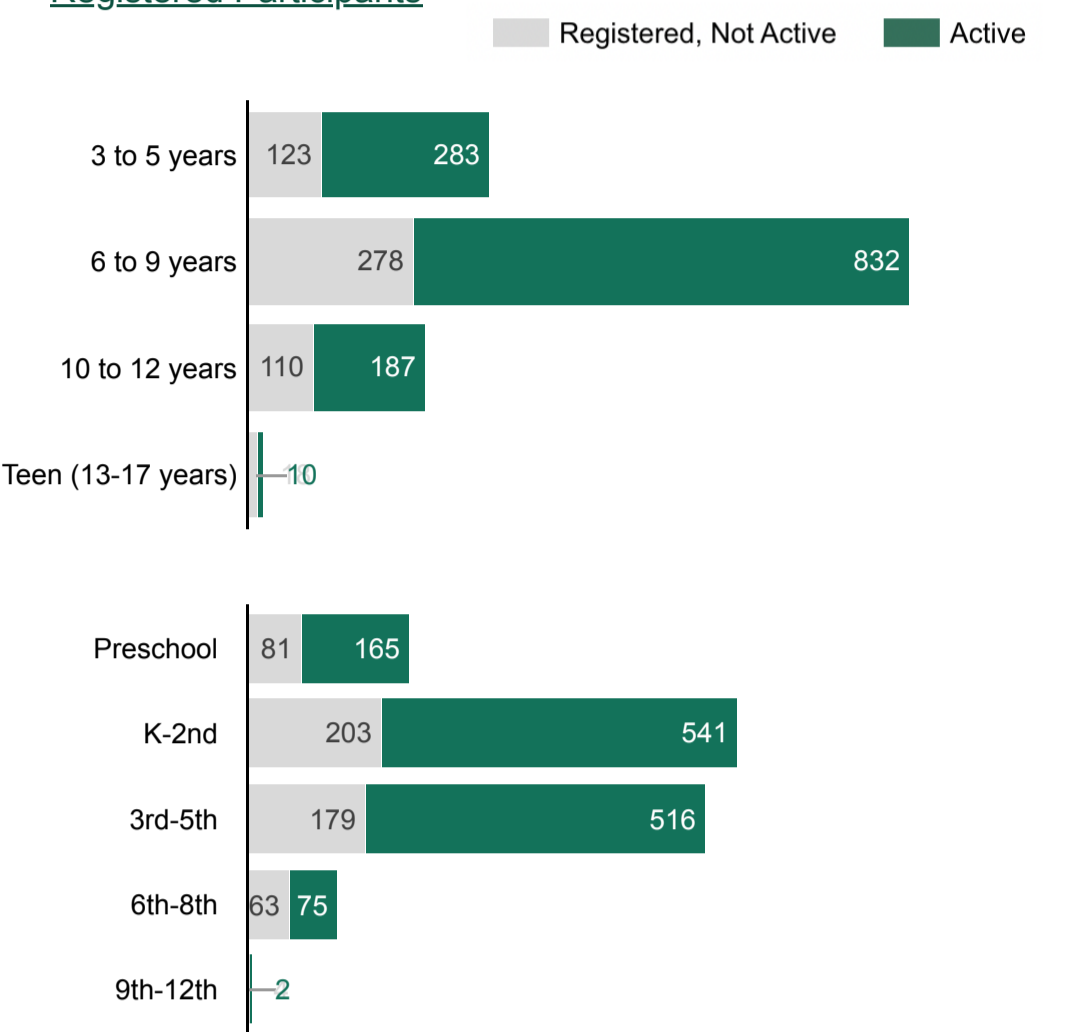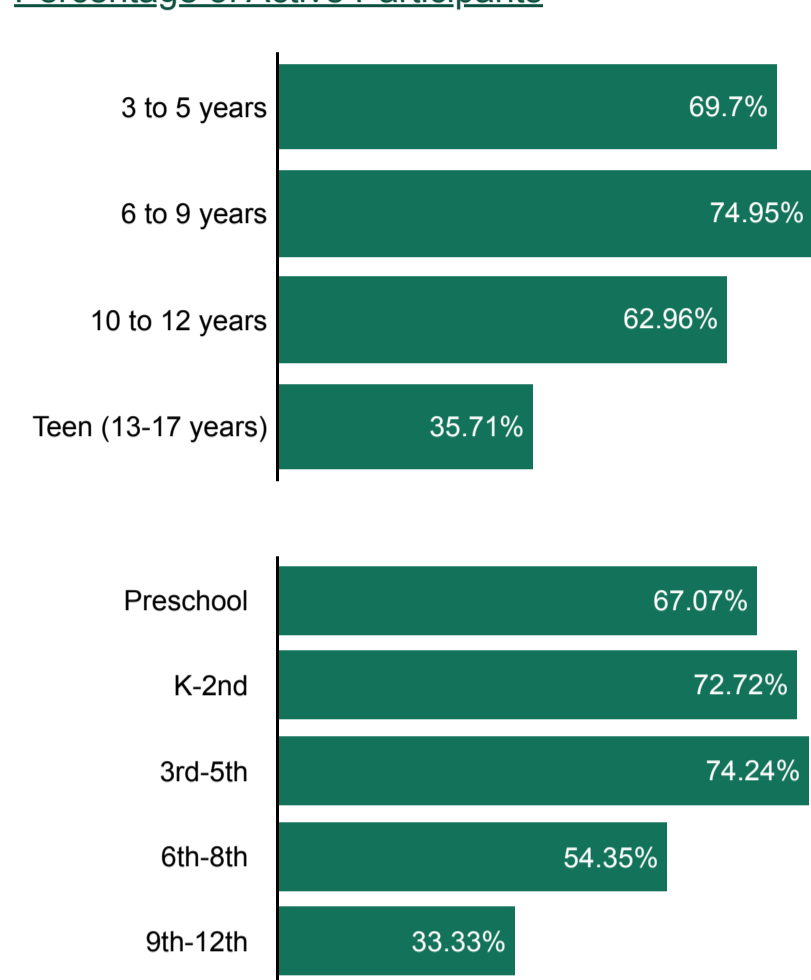
The bar charts below show registered readers and the percentage of active readers by school affiliation. We saw participation across all 10 of Oak Park's elementary and middle schools and at OPRF High School. **Excluding the "Unknown" category, we saw the largest raw number of sign-ups at Irving Elementary (for the second year in a row) and the highest percentage of active readers at Mann Elementary.**

Registered Participants

Registered, Not Active | Active

- Beye: 27 | 90
- Brooks: 34 | 29
- Hatch: 52 | 94
- Holmes: 65 | 120
- Irving: 52 | 157
- Julian: 32 | 3
- Lincoln: 42 | 164
- Longfellow: 36 | 134
- Mann: 20 | 97
- Whittier: 36 | 108
- OPRFHS: | 1
- Unknown: 155 | 323

Percentage of Active Participants

- Beye: 76.92%
- Brooks: 46.03%
- Hatch: 64.38%
- Holmes: 64.86%
- Irving: 75.12%
- Julian: 58.18%
- Lincoln: 79.61%
- Longfellow: 78.82%
- Mann: 82.91%
- Whittier: 75%
- OPRFHS: 25%
- Unknown: 67.57%
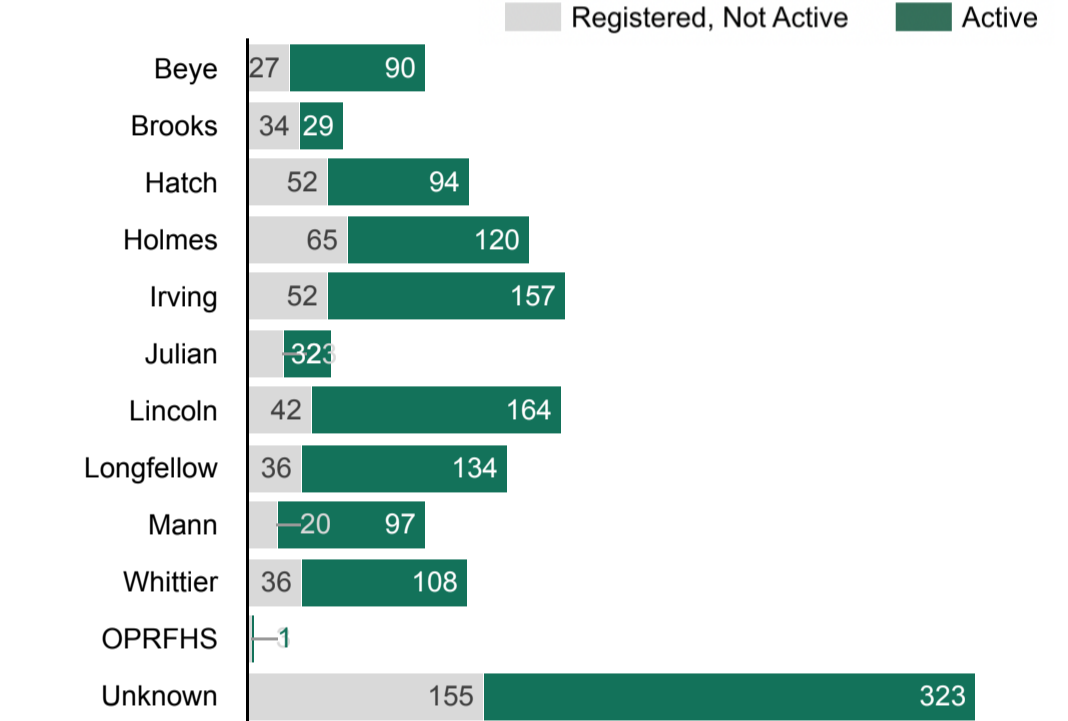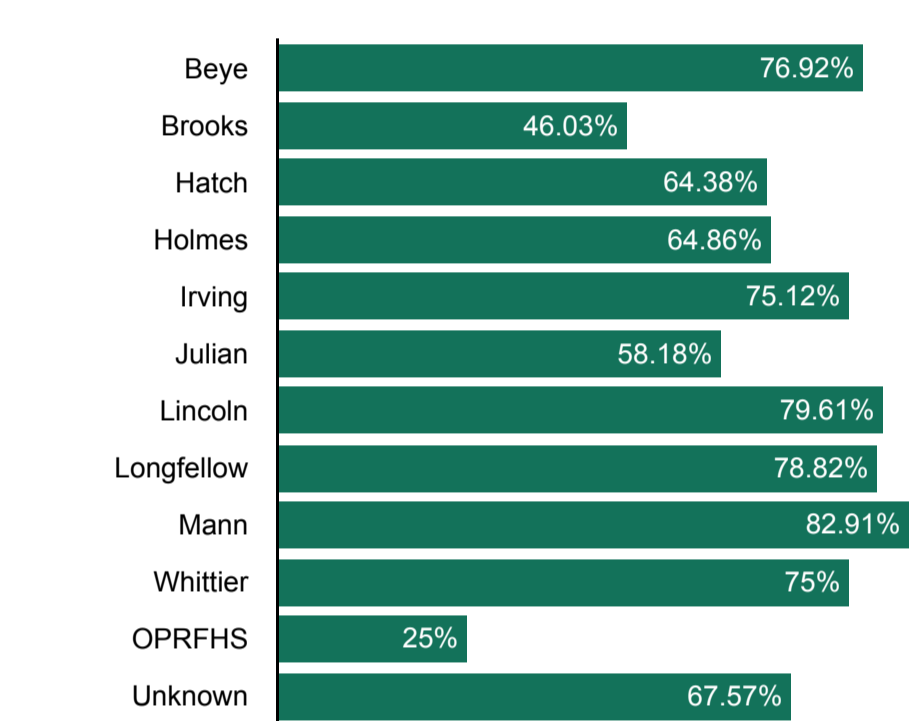
As usual, the bulk of SRP sign-ups and activity happened during the month of June. Monthly data are provided in the tables below, with darker cell colors corresponding to higher numbers.

Sign-ups

Month	Count
May	359
June	1,380
July	132
August	23

Active Participants**

Month	Count
June	1,223
July	841
August	449

Reading Minutes Logged

Month	Count
June	596,131
July	385,894
August	164,689

Activities Completed

Month	Count
June	3,143
July	1,639
August	922

Badges Earned

Month	Count
June	10,065
July	6,213
August	3,000

Finishers

Month	Count
June	67
July	144
August	134

Participants had the option to log both minutes read and completed activities once again this year. Among those who logged reading minutes, the maximum and average minutes logged per person throughout the summer are listed in the first scorecard below. Among those who logged activities, the maximum number of activities and the average number of activities completed per person are listed in the second scorecard.

Max Reading Minutes Logged	Average Reading Minutes Logged		Max Activities Completed	Average Activities Completed
9,030	850		71	12
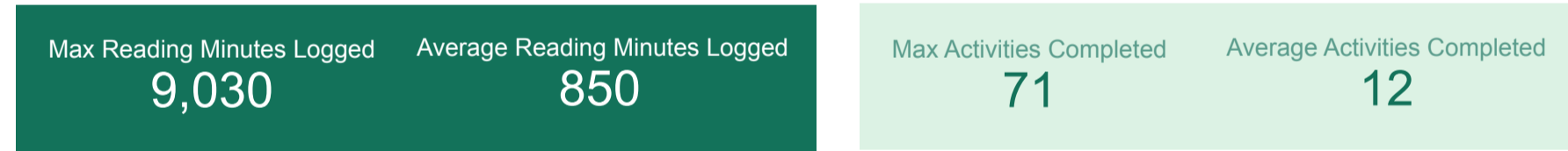
SRP participants once again had the chance to complete activities across six different categories: Arts, Body & Mind, Explore Our World, Music, Science, and Stories. **Similar to last year, Music and Stories were the most popular, with over 1,000 activities completed in each category over the summer, as shown in the table below.** The top ten most popular activities are listed in the table at right.

Category	Total # of times activities completed within category
Music	1,661
Stories	1,129
Arts	839
Explore Our World	779
Body & Mind	726
Science	575

Category	Activity	Completions
Music	Listen to a song in another language. YouTube is a great source, but you can also explore radio stations around the world!	124
Music	Make up a silly song about doing things you do every day like making your bed or putting on pajamas!	93
Music	Discover what your voice can do through mimicking sounds you hear in your environment (rustling trees, wind howling, rain falling, dogs barking, vehicle sounds).	90
Stories	Read aloud to someone older than you, someone younger than you, or a pet.	85
Body & Mind	Dance party time! No matter where you are dancing, your body and mind will thank you for the good energy.	83
Music	Sing songs and recite rhymes with words in other languages.	79
Music	Perform your favorite song from memory for a family member.	78
Music	Have a family dance party in the living room and show everyone your unique dance moves.	78
Music	Make up a silly song about part of your daily routine or use the sounds around you (dishwasher, typing, birds chirping, traffic) to start a rhythm and build a song.	75
Stories	Ask an older person about their memories of being a kid. What kind of things did they like to read?	73

Participants who completed at least 25 hours of reading were considered program "finishers." The bar charts below show the percentage of active participants in each age, grade, or school category who actually "finished" the program by reaching or exceeding this milestone.

- 3 to 5 years: 14.13%
- 6 to 9 years: 28%
- 10 to 12 years: 34.22%
- Teen (13-17 years): 40%

- Preschool: 13.33%
- K-2nd: 20.15%
- 3rd-5th: 34.11%
- 6th-8th: 34.67%
- 9th-12th: 100%

- Beye: 31.11%
- Brooks: 37.93%
- Hatch: 17.02%
- Holmes: 28.33%
- Irving: 27.39%
- Julian: 25%
- Lincoln: 30.49%
- Longfellow: 26.12%
- Mann: 22.68%
- Whittier: 24.07%
- OPRFHS: 100%
- Unknown: 21.98%
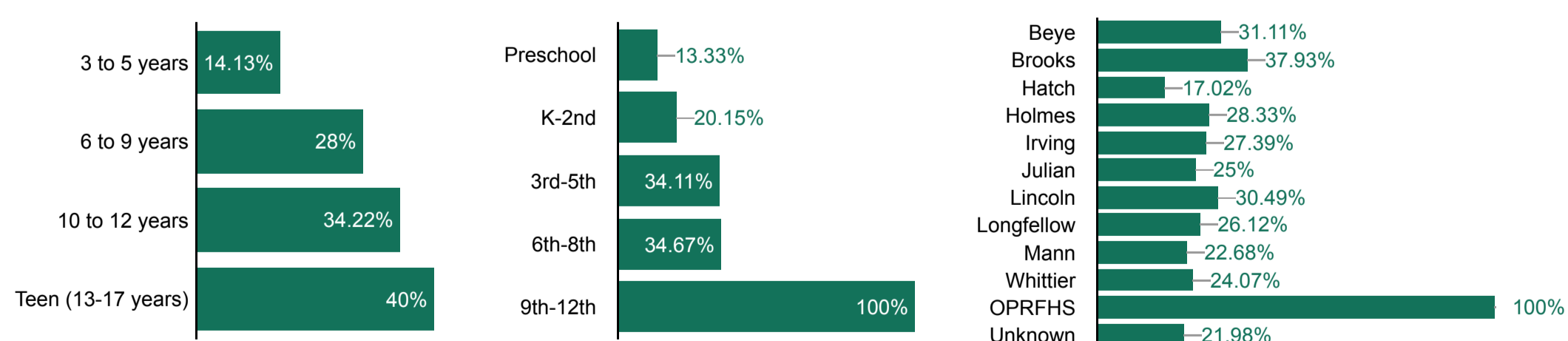
We saw a slight decrease (12%) in the number of sign-ups this year compared to last year, though roughly the same as 2021. The clustered bar chart below displays monthly SRP sign-ups by year.

2021 | 2022 | 2023

- May: 60 | 274 | 359
- June: 1,784 | 1,644 | 1,380
- July: 128 | 181 | 132
- August: 24 | 49 | 23

The overall percentage of registrants who were active in the program this year rose to 71% — up from 69% in 2022 and 58% in 2021, as shown in the donut charts below.

Inactive Participants | Active Participants

- 2021: 42.6% / 57.4%
- 2022: 31.2% / 68.8%
- 2023: 28.8% / 71.2%
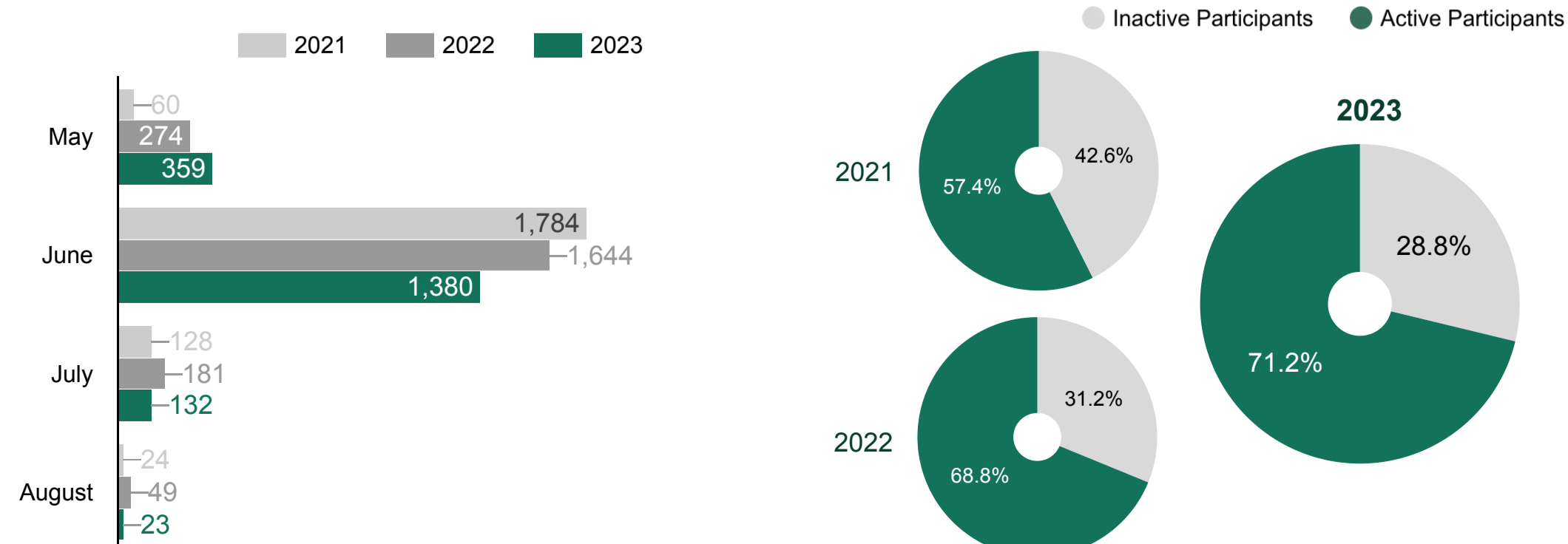
*Kids SRP this year focused on participants ages 2-11. While some youth above the age of 11 did participate, middle schoolers and high schoolers were primarily encouraged to participate in our Middle & High School Summer Challenge.

**Active Participants in the "At-a-Glance" section refers to the number of unique SRP participants who logged activity at any point during the entire program season (June-August). Active Participants in the "Monthly Activity" section are not unique across months: for example, a participant who logged activity in June and in July is represented in the monthly count for both of the months where they were active, but is represented only once as an active participant in the At-a-Glance section for the whole season. Thus, adding together the Active Participants from each individual month will yield a larger number than what is reported in the unique count for the season.

09/05/2023
Additions & Terminations

Dates
2023-08-01 - 2023-08-31

Employee Head Count
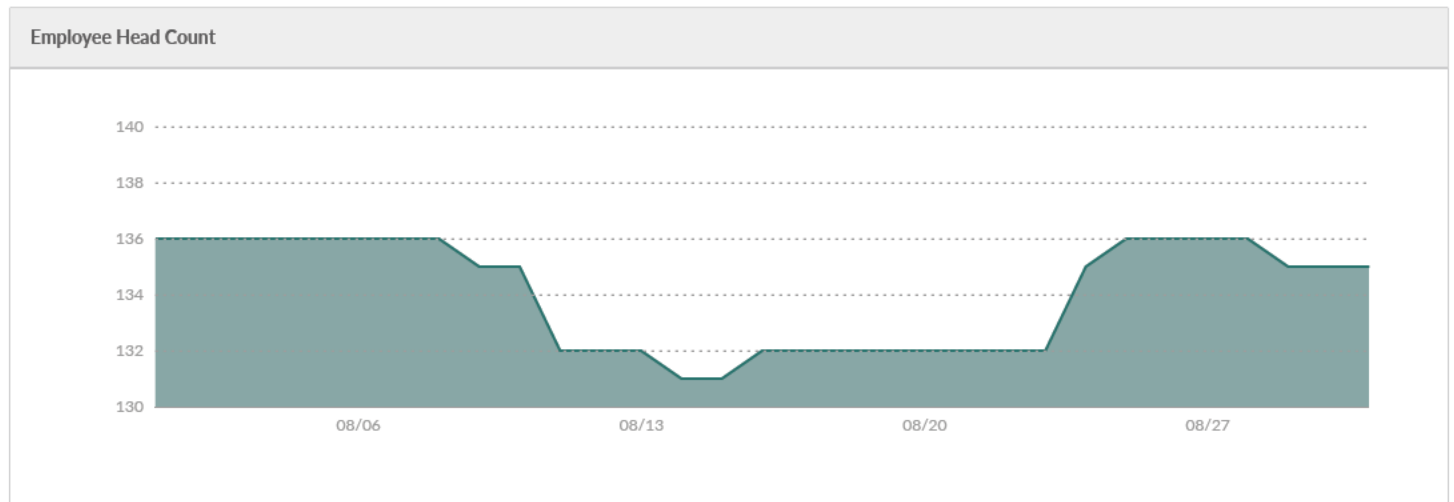
Additions (6)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Wagner, Joey	Part-Time, less than 20 hrs/wk	Children's Services	None	Oak Park Public Library	Library Assistant	08/25/2023
Morales, Inez	Part-Time, 20 or more hrs/wk	Materials Handling	None	Oak Park Public Library	Library Clerk	08/24/2023
Rivera, Regina	Part-Time, 20 or more hrs/wk	Materials Handling	None	Oak Park Public Library	Library Clerk	08/24/2023
Green, Sarah	Part-Time, 20 or more hrs/wk	Materials Handling	None	Oak Park Public Library	Library Clerk	08/24/2023
Powers, Lua	Part-Time, 20 or more hrs/wk	Patron Services	None	Oak Park Public Library	Library Assistant	08/16/2023
Conde-Kalmijn, Maya	Full-Time	Materials Handling	None	Oak Park Public Library	Supervising Librarian of Materials Handling	08/11/2023

09/05/2023
Additions & Terminations

**OAK PARK
PUBLIC LIBRARY**

Terminations (7)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Evans, Liv	Temporary	Materials Handling	None	Oak Park Public Library	Summer Library Clerk	05/16/2023	08/29/2023
Rios, Chris	Temporary	Community Engagement	None	Oak Park Public Library	Summer Book Bike Assistant	05/26/2023	08/14/2023
Teig, Sarah	Temporary	Children's Services	None	Oak Park Public Library	Summer Reading Program Assistant	05/24/2023	08/11/2023
Anderson, Chawn	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/26/2023	08/11/2023
Hickman, LJ	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/26/2023	08/11/2023
Ruess, Skyler	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/26/2023	08/11/2023
Contreras, Cherilyn	Full-Time	Middle & High School Services	None	Oak Park Public Library	Librarian	03/13/2023	08/09/2023

bambooHR

09/05/2023
Staff Changes

OAK PARK
PUBLIC LIBRARY

Dates
08/01/2023 - 08/31/2023

Changes (6)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
Leighton Rivera, Nelly	Part-Time, less than 20 hrs/wk	Patron Services	Library Assistant	Status Change	08/24/2023	Previous status: Part-Time, more than 20 hrs/wk (note: reduced hours per employee's request)
Styrczula, Natalia	Part-Time, less than 20 hrs/wk	Patron Services	Library Assistant	Status Change	08/24/2023	Previous status: Part-Time, more than 20 hrs/wk (note: reduced hours per employee's request)
Jackson, Jennifer	Full-Time	Children's Services	Youth & Family Outreach Coordinator	Lateral Move	08/17/2023	Previous title: Community Engagement Coordinator
Gauthier, Camille	Full-Time	Bibliographic Services	Library Assistant	Lateral Move	08/09/2023	Previous title: Materials Handling Library Assistant (FT)
Zenz, Jonathan	Full-Time	Materials Handling	Library Assistant	Promotion & Status Change	08/09/2023	Previous title: Library Clerk Previous status: Part-time, more than 20 hrs/wk
Talancon, Leo	Part-Time, more than 20 hrs/wk	Materials Handling	Library Clerk	Status Change	08/09/2023	Previous status: Part-Time (Temporary)

Oak Park Public Library – Financial Report Summary

As of August 31, 2023
(67% of the year complete)

Operating cash available:

Byline Checking -	$570,630.57
* Outstanding payments -	$(164,965.98)
Byline Analysis -	$438,094.50
Forest Park Natl Bank -	$535,472.89
US Bank Money Mkt -	$202,787.26
Illinois Funds Invest-	$4,359,173.81

Ending Operating cash available: **$5,941,193.05**

Art Fund: **$2,852.56**

Bento Debit Card account was closed in August and the funds were transferred to Byline Checking.

Oak Park Public Library is 67% through the fiscal year. The year to date financial statement through August 31, 2023 reflects an operating surplus of $1,131,269. Year to date revenue totaled $8,673,571 or 83% of the library's 2023 budgeted revenue. Property tax revenue YTD collected was $7,773,164 or 76% of budgeted property tax revenue.

August YTD expenditures totaled $7,542,302 or 68% of 2023 budget. This is mostly in line with the budget.

REVENUE

The second installment 2022 property tax due date in Cook County was extended to December 1, 2023. This means the tax distribution typically received by the library in the beginning of the fourth quarter will be delayed to the end of the fourth quarter. Management will watch closely for any potential issues that may arise due to delayed distributions in FY 2023.

Corp. Property Replacement Tax Revenue received in September in the amount of $12,325 increased year to date revenue to $352,354, while the library budgeted $150,000. Revenue exceeded the budgeted line by $202,354 or 135%.

Interest income continues to increase as Illinois Funds average daily yield rates remain stable at rates above 5%. The increase in the rates generated $21,649 revenue in August.

Parking lot revenue $17,098 YTD continues to increase exceeding the $8,000 budget by $9,098 or 114%. The revenue pays for the service and upkeep of the parking garage and gates. It is anticipated to experience significant growth over the course of the year.

TOTAL REVENUE YTD: 83 %

EXPENDITURES

Total disbursements: **$970,401.89**

The expenditure for total people is at 67%, which aligns with the overall YTD budget.

Other Support Services YTD expenditures, including Telephone/Communications and Office & Library Machinery, have exceeded their projected budget by 21%. Overall Support Services exceeded the budget by 11%. However, by making necessary adjustments throughout the year, management aims to maintain overall budgetary alignment.

Total Facilities Management is mostly in line with the budget at 68% taking into consideration the increase in Natural Gas which is 30% overbudget.

Digital Service expenses, including Subscription and Services $57,320 for August is 25% over the budget for this period which contributes to the YTD percentage total expenditures of 77% in Digital Service. Management will continue to monitor spending in total Digital Services to explore options to bring the costs in line before the end of the year, as needed.

In August, no significant expenses were incurred that deviate from standard operating expenses. The total YTD operating expenditures of 68% is within 1% of the targeted distribution for this point in the fiscal year.

Account line / group expenditure levels by percentage:

People:

Compensation -	67%
Talent Development –	91%

Total People –   **67%**

Support Services:

Marketing —	35%
Collections —	43%
Administration —	81%
Other Support Srvcs –	88%

Total Support Servs –   **78%**

Library Materials:

Total Library Materials –   **68%**

Facilities Management:

Facilities Supplies –	46%
Facilities Services –	69%

Total Facilities Mgmt. –   **68%**

Public Services:

Programming -	48%
Digital Services -	85%

Total Public Services –   **77%**

TOTAL OPERATING EXPENSES: **68%**

TOTAL CAPITAL AND OUTSIDE SUPPORT: **19%**

Prepared by Linda Barnett- September 11, 2023

Oak Park Public Library
Bank Reconciliation Report
BYLINE CHECKING AUGUST 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2023:	$327,918.35
Add: Cleared deposits:	$101,941.75
Add: Cleared deposit adjustments:	$1,056,265.39
Subtract: Cleared payments:	$281,218.53
Subtract: Cleared payment adjustments:	$634,276.39
Adjusted bank register balance:	$570,630.57
Bank register ending balance:	$405,664.59
Subtract: Outstanding deposits:	$0.00
Subtract: Outstanding deposit adjustments:	$13,788.38
Add: Outstanding payments:	$164,965.98
Add: Outstanding payment adjustments:	$13,788.38
Adjusted bank register balance:	$570,630.57
Bank statement ending balance 08/31/2023:	$570,630.57
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	15	$1,158,207.14
All Cleared Payments:	138	$915,494.92

Oak Park Public Library
Bank Reconciliation Report

BYLINE ANALYSIS AUGUST 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2023:	$475,769.06
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$1,012,325.44
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$1,050,000.00
Adjusted bank register balance:	$438,094.50
Bank register ending balance:	$438,094.50
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:	$438,094.50
Bank statement ending balance 08/31/2023:	$438,094.50
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	2	$1,012,325.44
All Cleared Payments:	4	$1,050,000.00

Oak Park Public Library
Bank Reconciliation Report
FOREST PARK MM AUGUST 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2023:		$534,323.73
Add: Cleared deposits:		$0.00
Add: Cleared deposit adjustments:		$1,149.16
Subtract: Cleared payments:		$0.00
Subtract: Cleared payment adjustments:		$0.00
Adjusted bank register balance:		$535,472.89
Bank register ending balance:		$535,472.89
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:		$535,472.89
Bank statement ending balance 08/31/2023:		$535,472.89
Out of balance by:		$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$1,149.16
All Cleared Payments:	0	$0.00

Oak Park Public Library
Bank Reconciliation Report
US BANK MM AUGUST 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2023:	$202,744.21
Add: Cleared deposits:	$0.00
Add: Cleared deposit adjustments:	$43.05
Subtract: Cleared payments:	$0.00
Subtract: Cleared payment adjustments:	$0.00
Adjusted bank register balance:	$202,787.26
Bank register ending balance:	$202,787.26
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:	$202,787.26
Bank statement ending balance 08/31/2023:	$202,787.26
Out of balance by:	$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	1	$43.05
All Cleared Payments:	0	$0.00

Oak Park Public Library
Bank Reconciliation Report
ILLINOIS FUND INVESTMENT AUGUST 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2023:		$5,212,583.76
Add: Cleared deposits:		$0.00
Add: Cleared deposit adjustments:		$146,590.05
Subtract: Cleared payments:		$0.00
Subtract: Cleared payment adjustments:		$1,000,000.00
Adjusted bank register balance:		$4,359,173.81
Bank register ending balance:		$4,359,173.81
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:		$4,359,173.81
Bank statement ending balance 08/31/2023:		$4,359,173.81
Out of balance by:		$0.00

Summary Count and Amount for Deposits and Payments

All Cleared Deposits:	6	$146,590.05
All Cleared Payments:	1	$1,000,000.00

Oak Park Public Library
Bank Reconciliation Report

ILLINOIS FUND-ART FUND AUGUST 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2023:			$2,839.40
Add: Cleared deposits:			$0.00
Add: Cleared deposit adjustments:			$13.16
Subtract: Cleared payments:			$0.00
Subtract: Cleared payment adjustments:			$0.00
Adjusted bank register balance:			$2,852.56
Bank register ending balance:			$2,852.56
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:			$2,852.56
Bank statement ending balance 08/31/2023:			$2,852.56
Out of balance by:			$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	$13.16	
All Cleared Payments:	0	$0.00	

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 08/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	126,228.06	7,773,164.30	10,227,382.00	76.00%
Corp. Property Replacement Tax	12,325.44	352,354.09	150,000.00	234.90%
Services charges and fees	0.00	1,098.77	5,000.00	21.98%
Lost Books Reimbursed/Reciprocal Borrow	1,190.92	7,436.97	5,000.00	148.74%
Rentals-Library Space	193.90	1,507.20	0.00	0.00%
Vending/Enterprise Income	0.00	481.12	0.00	0.00%
Parking lot revenue	2,694.41	17,097.80	8,000.00	213.72%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00%
Interest	21,649.49	181,702.46	60,000.00	302.84%
Gifts	0.00	208,789.71	0.00	0.00%
Gifts From FOPPL	0.00	4,000.00	20,000.00	20.00%
Illinois Per Capita Grant	80,509.93	80,509.93	0.00	0.00%
Grants	1,809.73	37,483.78	0.00	0.00%
Community Fund Endowments	6,158.34	6,158.34	20,000.00	30.79%
Miscellaneous Income	82.50	1,786.21	2,000.00	89.31%
Pass Through Revenue	0.00	0.00	0.00	0.00%
TOTAL REVENUE	**252,842.72**	**8,673,570.68**	**10,497,382.00**	**82.63%**
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	518,201.08	4,174,657.45	6,256,000.00	66.73%
Employee Health Benefits	90,884.38	769,050.05	1,152,000.00	66.76%
IMRF (Illinois Muncipal Retirement F	13,497.93	117,986.43	166,000.00	71.08%
FICA/MEDICARE	38,210.02	307,154.18	461,000.00	66.63%
Workers Compensation Insurance	0.00	12,604.00	30,000.00	42.01%
Unemployment Compensation Ins.	500.97	16,039.74	15,000.00	106.93%
Total Compensation	**661,294.38**	**5,397,491.85**	**8,080,000.00**	**66.80%**
Talent Development				
Dues	970.87	13,169.87	19,000.00	69.32%
Staff Development/Travel	6,108.54	91,707.00	92,000.00	99.68%
Tuition Reimbursement	2,059.16	20,339.16	27,000.00	75.33%
Recruitment	0.00	1,664.51	2,000.00	83.23%
Board Development	0.00	1,900.00	2,000.00	95.00%
Total Talent Development	**9,138.57**	**128,780.54**	**142,000.00**	**90.69%**
TOTAL PEOPLE	**670,432.95**	**5,526,272.39**	**8,222,000.00**	**67.21%**
SUPPORT SERVICES				
Marketing				
Promotions	(370.45)	10,540.43	20,000.00	52.70%
Publications	858.65	8,158.36	33,000.00	24.72%
Total Marketing Support	**488.20**	**18,698.79**	**53,000.00**	**35.28%**

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 08/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Collections				
ILL Payments	31.04	1,232.76	3,675.00	33.54%
Cataloging/Bib Search Fees	0.00	1,473.70	2,625.00	56.14%
Total Collections Support	**31.04**	**2,706.46**	**6,300.00**	**42.96%**
Administration				
HRIS and Payroll Processing Fees	2,199.96	18,425.16	26,250.00	70.19%
Mileage & Miscellaneous reimbursei	2,161.66	15,522.64	25,000.00	62.09%
Hospitality	0.00	956.03	1,000.00	95.60%
Staff Appreciation / Engagement	0.00	0.00	0.00	0.00%
Audit Fees	0.00	10,579.00	10,500.00	100.75%
Unclaimed Property Escheatment to	0.00	0.00	500.00	0.00%
Merchant Account Services	245.38	1,718.88	4,000.00	42.97%
Collection Fees	0.00	0.00	2,000.00	0.00%
Consulting Services - Admin	5,965.00	49,201.25	78,750.00	62.48%
Intergovernmental Agreements (IGA	0.00	8,461.50	15,000.00	56.41%
Legal Fees	517.50	6,173.25	30,000.00	20.58%
Postage & Delivery	1,500.00	6,193.56	9,450.00	65.54%
Insurance	0.00	97,574.36	120,000.00	81.31%
Contingency	0.00	0.00	15,000.00	0.00%
Grant Expenses	13,187.60	75,851.50	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00%
Supplies	3,417.64	66,332.88	102,900.00	64.46%
Total Administration Support	**29,194.74**	**356,990.01**	**440,350.00**	**81.07%**
Other Support Services				
Telephone/Communications	12,914.28	59,256.64	66,000.00	89.78%
Office & Library Machinery Service	1,158.13	21,020.94	25,000.00	84.08%
Total Other Support Services	**14,072.41**	**80,277.58**	**91,000.00**	**88.22%**
TOTAL SUPPORT SERVICES	**43,786.39**	**458,672.84**	**590,650.00**	**77.66%**
EQUITY AND ANTI-RACISM				
Learning and Development	0.00	0.00	0.00	0.00%
Supplies - Equity	0.00	0.00	0.00	0.00%
TOTAL EQUITY AND ANTI-RACISM	**0.00**	**0.00**	**0.00**	**0.00%**
LIBRARY MATERIALS				
Print materials	40,895.23	231,121.44	365,500.00	63.23%
Audio and video materials	7,172.04	48,536.81	103,500.00	46.90%
Digital content	44,955.04	464,590.30	595,000.00	78.08%
Devices	1,720.32	17,933.14	40,000.00	44.83%
Realia and other formats	87.48	5,370.84	13,500.00	39.78%
Archival collection	20.00	1,555.25	15,000.00	10.37%

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 08/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
TOTAL LIBRARY MATERIALS	**94,850.11**	**769,107.78**	**1,132,500.00**	**67.91%**
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	126.26	1,075.03	4,000.00	26.88%
Building Materials & Supplies	671.35	7,455.20	8,000.00	93.19%
Equipment Parts	1,420.95	3,582.24	10,000.00	35.82%
Cleaning & Housekeeping Supplies	0.00	2,230.86	13,000.00	17.16%
Signage	0.00	3,477.05	4,000.00	86.93%
Total Facility Supplies	**2,218.56**	**17,820.38**	**39,000.00**	**45.69%**
Facilities Services				
Landscaping and snow removal serv	4,242.00	11,846.00	25,000.00	47.38%
Custodial Services	16,443.41	130,317.09	216,000.00	60.33%
Water	4,985.86	10,139.56	11,000.00	92.18%
Sewer/Garbage	1,662.86	7,441.31	15,000.00	49.61%
Parking lot expense	0.00	3,457.68	5,000.00	69.15%
Natural Gas	1,354.10	58,014.75	60,000.00	96.69%
Rentals--Equipment & Facilities	1,822.37	12,317.11	20,000.00	61.59%
Repair & Maintenance Prop. & Equip	1,148.94	161,206.59	219,000.00	73.61%
Total Facilities Services	**31,659.54**	**394,740.09**	**571,000.00**	**69.13%**
TOTAL FACILITIES MANAGEMENT	**33,878.10**	**412,560.47**	**610,000.00**	**67.63%**
PUBLIC SERVICES				
Programming				
Children's Programming	501.64	12,330.85	18,900.00	65.24%
Young Adult Programming	2,369.36	12,079.35	25,000.00	48.32%
Adult Programming	881.32	11,440.39	23,000.00	49.74%
Community Engagement	2,619.60	12,620.54	15,000.00	84.14%
Social Services	0.00	390.00	20,000.00	1.95%
Creative Studio	50.43	890.38	2,000.00	44.52%
Anti-Racism	0.00	0.00	0.00	0.00%
Total Programming	**6,422.35**	**49,751.51**	**103,900.00**	**47.88%**
Digital Services				
Consultant Support Services	0.00	0.00	10,000.00	0.00%
SWAN	(6,052.50)	86,267.03	111,000.00	77.72%
Website development/CMS	0.00	1,544.90	4,000.00	38.62%
Subscriptions and services	57,319.80	220,792.18	240,000.00	92.00%
Equipment and supplies	507.69	17,333.07	20,000.00	86.67%
Total Digital Services	**51,774.99**	**325,937.18**	**385,000.00**	**84.66%**
TOTAL PUBLIC SERVICES	**58,197.34**	**375,688.69**	**488,900.00**	**76.84%**
TOTAL EXPENSES - Operating	**901,144.89**	**7,542,302.17**	**11,044,050.00**	**68.29%**

Oak Park Public Library
Statement of Revenue & Expenditure
Period Ending 08/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
EXPENSES - Capital				
Facilities Equipment	0.00	8,780.00	10,000.00	87.80%
Furnishings	680.00	36,462.02	120,000.00	30.39%
Technology Projects and Equipment	0.00	57,673.09	200,000.00	28.84%
Building Improvements	0.00	86,383.54	645,000.00	13.39%
Special Projects	160.00	1,420.00	32,000.00	4.44%
TOTAL EXPENSES - Capital	**840.00**	**190,718.65**	**1,007,000.00**	**18.94%**
NET SURPLUS/(DEFICIT)	**(649,142.17)**	**940,549.86**	**(1,553,668.00)**	**(60.54%)**

Oak Park Public Library
Cash Disbursement Journals
August 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
1000BULBS	Computer Check	08/07/2023	08/07/2023	848.80	01-1053	Byline Bank Checking	0.00	848.80
	59846		Posted		01-2060	Accounts Payable	848.80	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
W03695782	07/19/2023	Lamps - T5	848.80	848.80	01-5683	Equipment Parts	848.80	<No Project>
						Totals:	848.80	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
1000BULBS	Computer Check	08/30/2023	08/30/2023	955.35	01-1053	Byline Bank Checking	0.00	955.35
	59960		Posted		01-2060	Accounts Payable	955.35	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
W03719246	08/11/2023	Lamps - T5 and MH	955.35	955.35	01-5683	Equipment Parts	955.35	<No Project>
						Totals:	955.35	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
A GREATER GOOD FOUNDATIC	Computer Check	08/07/2023	08/07/2023	450.00	01-1053	Byline Bank Checking	0.00	450.00
	59847		Posted		01-2060	Accounts Payable	450.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00123	07/25/2023	Training	450.00	450.00	01-5163	Staff Development/Travel	450.00	<No Project>
						Totals:	450.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALARM DETECTION SYSTEMS,	Computer Check	08/07/2023	08/07/2023	1,042.18	01-1053	Byline Bank Checking	0.00	1,042.18
	59848		Posted		01-2060	Accounts Payable	1,042.18	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SI-596792	07/21/2023	Maze - Monitoring I	1,042.18	1,042.18	01-5692	Repair & Maintenance Prop.	1,042.18	<No Project>
						Totals:	1,042.18	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALLIED UNIVERSAL TECHNOLC	Computer Check	08/07/2023	08/07/2023	450.00	01-1053	Byline Bank Checking	0.00	450.00
	59849		Posted		01-2060	Accounts Payable	450.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN1-910292472	07/18/2023	Alarm Monitoring -	450.00	450.00	01-5692	Repair & Maintenance Prop.	450.00	<No Project>
						Totals:	450.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check	08/07/2023	08/07/2023	577.40	01-1053	Byline Bank Checking	0.00	577.40
	59850		Posted		01-2060	Accounts Payable	577.40	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1MGX-LPVP-7TGQ	07/25/2023	Office Supplies	45.20	45.20	01-5742	Supplies	45.20	<No Project>
						Totals:	45.20	
1XFJ-WQ3Y-74TG	07/30/2023	Fidget Toys/Childrei	11.59	11.59	01-5742	Supplies	11.59	<No Project>
						Totals:	11.59	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
1YJD-YCFW-67HV	07/30/2023	Book	17.47	17.47	01-5840	Print materials	17.47	<No Project>
						Totals:	17.47	
1M9T-WPCK-4LH9	07/30/2023	Clear Tag Holders	31.90	31.90	01-5452	Grant Expenses	31.90	BALLINGER
						Totals:	31.90	
1PVJ-RMQR-6N4T	07/30/2023	OTOFLY Designed f	21.68	21.68	01-5937	Equipment and supplies	21.68	<No Project>
						Totals:	21.68	
1HT9-LD1C-FYHN	07/31/2023	Childrens Supplies &	104.84	104.84	01-5742	Supplies	104.84	<No Project>
						Totals:	104.84	
1TQ1-FDLT-JCC9	08/01/2023	Books	41.97	41.97	01-5840	Print materials	41.97	<No Project>
						Totals:	41.97	
11PX-DHMY-GM9T	08/01/2023	Office Supplies	119.44	119.44	01-5742	Supplies	119.44	<No Project>
						Totals:	119.44	
193V-NXKM-KWRN	08/01/2023	July Amazon Busine	153.44	153.44	01-5240	Children's Programming	153.44	<No Project>
						Totals:	153.44	
1J4Y-W61M-1C3M	08/02/2023	Sundix iPhone Char	29.87	29.87	01-5937	Equipment and supplies	29.87	<No Project>
						Totals:	29.87	

Payee	Trans. Type	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check 59896	08/09/2023	08/09/2023 Posted	3,152.48	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,152.48	3,152.48 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
1KQJ-RVY4-TGJC	07/22/2023	Chromebooks	2,520.00	2,520.00	01-5941	Technology Projects and Equ	2,520.00	<No Project>
						Totals:	2,520.00	
1GWW-1XQQ-7KJ6	07/30/2023	USB-C Charger	17.98	17.98	01-5937	Equipment and supplies	17.98	<No Project>
						Totals:	17.98	
1M7H-GYQY-JXC9	08/01/2023	Supplies	477.52	477.52	01-5244	Young Adult Programming	477.52	<No Project>
						Totals:	477.52	
1X99-DDXT-17JV	08/01/2023	USB-C to Ethernet A	13.99	13.99	01-5937	Equipment and supplies	13.99	<No Project>
						Totals:	13.99	
1HN1-TRXY-9CLD	08/02/2023	Books	37.64	37.64	01-5840	Print materials	37.64	<No Project>
						Totals:	37.64	
1L31-TQVC-H9CL	08/05/2023	Books	38.36	38.36	01-5840	Print materials	38.36	<No Project>
						Totals:	38.36	
1MPJ-X34Y-JVKR	08/05/2023	Books	46.99	46.99	01-5840	Print materials	46.99	<No Project>
						Totals:	46.99	

Payee	Trans. Type	Trans. Date	Post Date	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check	08/16/2023	08/16/2023	672.50	01-1053	Byline Bank Checking	0.00	672.50

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	59909		Posted		01-2060	Accounts Payable	672.50	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1RX7-XJ77-VJWH	08/07/2023	68Wh GJKNX Laptop	38.89	38.89	01-5937	Equipment and supplies	38.89	<No Project>
						Totals:	38.89	
1KPN-JKCJ-C1R4	08/09/2023	DVD	9.99	9.99	01-5890	Audio and video materials	9.99	<No Project>
						Totals:	9.99	
1FHF-F3LQ-6DXL	08/09/2023	Corkboard	18.97	18.97	01-5742	Supplies	18.97	<No Project>
						Totals:	18.97	
1G1T-1R7G-CWDH	08/09/2023	Office Supplies	40.86	40.86	01-5742	Supplies	40.86	<No Project>
						Totals:	40.86	
17M9-VWQ6-7R7V	08/09/2023	Office Furniture for	293.00	293.00	01-5930	Furnishings	293.00	<No Project>
						Totals:	293.00	
1JFW-WKDL-DVNW	08/10/2023	Music CD	12.98	12.98	01-5890	Audio and video materials	12.98	<No Project>
						Totals:	12.98	
1VKV-PK17-GG9Q	08/10/2023	Books	35.23	35.23	01-5840	Print materials	35.23	<No Project>
						Totals:	35.23	
1L1V-47YT-YGWH	08/13/2023	Book	24.99	24.99	01-5840	Print materials	24.99	<No Project>
						Totals:	24.99	
1FHF-F3LQ-VV74	08/13/2023	Rokus	197.59	197.59	01-5452	Grant Expenses	197.59	BALLINGER
						Totals:	197.59	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check 59943	08/23/2023	08/23/2023 Posted	698.71	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 698.71	698.71 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1R9W-CFDP-DDTG	08/09/2023	LiCB CR2032 3V Lith	45.44	45.44	01-5937	Equipment and supplies	45.44	<No Project>
						Totals:	45.44	
1V4R-4RT4-9RWP	08/09/2023	SAMSUNG 43-Inch	394.95	394.95	01-5937	Equipment and supplies	394.95	<No Project>
						Totals:	394.95	
1FWF-W16Y-P6TH	08/11/2023	2 Wall Clocks	55.88	55.88	01-5742	Supplies	55.88	<No Project>
						Totals:	55.88	
1K3M-7P1J-NVGK	08/17/2023	DVD	9.49	9.49	01-5890	Audio and video materials	9.49	<No Project>
						Totals:	9.49	
1MJ3-HN43-WCWY	08/17/2023	Books	39.91	39.91	01-5840	Print materials	39.91	<No Project>
						Totals:	39.91	
1KRV-6M96-VXVH	08/17/2023	Books	40.94	40.94	01-5840	Print materials	40.94	<No Project>
						Totals:	40.94	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1MWX-GQLQ-X9QV	08/18/2023	Book	21.99	21.99	01-5840	Print materials	21.99	<No Project>
						Totals:	21.99	
1Q4V-3XGR-6V3N	08/19/2023	Childrens Realia	35.74	35.74	01-5894	Realia and other formats	35.74	<No Project>
						Totals:	35.74	
1PV1-7DDY-7CTC	08/19/2023	Office Supplies	54.37	54.37	01-5742	Supplies	54.37	<No Project>
						Totals:	54.37	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check	08/30/2023	08/30/2023	5,848.15	01-1053	Byline Bank Checking	0.00	5,848.15
	59961		Posted		01-2060	Accounts Payable	5,848.15	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1YDK-N161-366Y	08/14/2023	Library of Things Ma	3,924.50	3,816.56	01-5452	Grant Expenses	3,816.56	BALLINGER
						Totals:	3,816.56	
1J6G-9H3G-RPGP	08/17/2023	Library of Things Ma	858.69	858.69	01-5452	Grant Expenses	858.69	BALLINGER
						Totals:	858.69	
1MWX-GQLQ-XVJT	08/18/2023	Electric Pencil Sharp	45.13	45.13	01-5742	Supplies	45.13	<No Project>
						Totals:	45.13	
1DPY-WNVH-4WPH	08/19/2023	Digital Camera Batte	16.95	16.95	01-5742	Supplies	16.95	<No Project>
						Totals:	16.95	
1X3V-N49M-DRMC	08/20/2023	Book	20.00	20.00	01-5840	Print materials	20.00	<No Project>
						Totals:	20.00	
1FVG-LFHR-FQ7V	08/21/2023	Facilities - MISC	521.39	521.39	01-5682	Building Materials & Supplies	179.48	<No Project>
1FVG-LFHR-FQ7V	08/21/2023	Facilities - MISC	521.39	521.39	01-5683	Equipment Parts	341.91	<No Project>
						Totals:	521.39	
1QPV-VLNN-CFNT	08/23/2023	512GB USB Flash Dr	36.14	36.14	01-5742	Supplies	36.14	<No Project>
						Totals:	36.14	
1QPV-VLNN-HMLG	08/24/2023	Book	17.99	17.99	01-5840	Print materials	17.99	<No Project>
						Totals:	17.99	
1J94-YT4R-JK7N	08/24/2023	Document/Diploma	19.97	19.97	01-5742	Supplies	19.97	<No Project>
						Totals:	19.97	
1PXT-44KG-FGNP	08/24/2023	Library of Things Ma	256.30	256.30	01-5452	Grant Expenses	256.30	BALLINGER
						Totals:	256.30	
1RGV-DM7V-MTYG	08/25/2023	Mobile Phone Acces	36.67	36.67	01-5937	Equipment and supplies	36.67	<No Project>
						Totals:	36.67	
16G6-TGYC-NRV3	08/25/2023	Audio equipment	50.43	50.43	01-5254	Creative Studio	50.43	<No Project>
						Totals:	50.43	
16G6-TGYC-KXYW	08/25/2023	Books	73.13	73.13	01-5840	Print materials	73.13	<No Project>

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
							Totals:	73.13	
1C17-JQHQ-64MW	08/27/2023	Book	11.99	11.99	01-5840	Print materials		11.99	<No Project>
							Totals:	11.99	
1RGW-GRMT-XG9J	08/27/2023	Video Cables	29.07	29.07	01-5937	Equipment and supplies		29.07	<No Project>
							Totals:	29.07	
1PDD-1HTW-67K4	08/27/2023	Books	37.74	37.74	01-5840	Print materials		37.74	<No Project>
							Totals:	37.74	
AMERICAN LIBRARY ASSOCIAT	Computer Check 59910	08/16/2023	08/16/2023 Posted		387.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 387.00	387.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
IR-8034	08/10/2023	ALA Membership Re	151.00	151.00	01-5162	Dues		151.00	<No Project>
							Totals:	151.00	
IR-8102	08/15/2023	ALA MEMBERSHIP F	236.00	236.00	01-5162	Dues		236.00	<No Project>
							Totals:	236.00	
ANCEL GLINK, P.C.	Computer Check 59851	08/07/2023	08/07/2023 Posted		172.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 172.50	172.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
97800	07/11/2023	LEGAL SERVICES RE	172.50	172.50	01-5291	Legal Fees		172.50	<No Project>
							Totals:	172.50	
ANCEL GLINK, P.C.	Computer Check 59911	08/16/2023	08/16/2023 Posted		2,320.75	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,320.75	2,320.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
96036	04/12/2023	legal services throug	1,803.25	1,803.25	01-5291	Legal Fees		1,803.25	<No Project>
							Totals:	1,803.25	
98342	08/08/2023	legal services throug	517.50	517.50	01-5291	Legal Fees		517.50	<No Project>
							Totals:	517.50	
ANDERSON PEST SOLUTIONS	Computer Check 59852	08/07/2023	08/07/2023 Posted		99.44	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 99.44	99.44 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description		Amount	Project ID
48857119	07/19/2023	Pest Control Mainte	99.44	99.44	01-5692	Repair & Maintenance Prop.		99.44	<No Project>
							Totals:	99.44	
ANDERSON PEST SOLUTIONS	Computer Check	08/30/2023	08/30/2023		229.96	01-1053	Byline Bank Checking	0.00	229.96

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	59962		Posted		01-2060	Accounts Payable	229.96	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
49848774	08/14/2023	Exterior Insect Main	130.52	130.52	01-5692	Repair & Maintenance Prop.	130.52	<No Project>
						Totals:	130.52	
49848773	08/14/2023	Pest Control Mainte	99.44	99.44	01-5692	Repair & Maintenance Prop.	99.44	<No Project>
						Totals:	99.44	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ARAMARK	Computer Check 59963	08/30/2023	08/30/2023 Posted	550.75	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 550.75	550.75 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
25699115	08/09/2023	Facilities - Uniform	550.75	550.75	01-5742	Supplies	550.75	<No Project>
						Totals:	550.75	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ARROW LOCKSMITH	Computer Check 59964	08/30/2023	08/30/2023 Posted	30.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 30.00	30.00 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
14931	07/31/2023	Key Cut	30.00	30.00	01-5683	Equipment Parts	30.00	<No Project>
						Totals:	30.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check 59853	08/07/2023	08/07/2023 Posted	6,821.10	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,821.10	6,821.10 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037659252	07/25/2023	Books	611.62	611.62	01-5840	Print materials	611.62	<No Project>
						Totals:	611.62	
2037593749	07/25/2023	Books	617.09	617.09	01-5840	Print materials	617.09	<No Project>
						Totals:	617.09	
2037600796	07/26/2023	Books	499.45	499.45	01-5840	Print materials	499.45	<No Project>
						Totals:	499.45	
2037593740	07/26/2023	Books	1,813.06	1,813.06	01-5840	Print materials	1,813.06	<No Project>
						Totals:	1,813.06	
2037664819	07/27/2023	Books	847.03	835.97	01-5840	Print materials	835.97	<No Project>
						Totals:	835.97	
2037682010	07/31/2023	Books	323.50	323.50	01-5840	Print materials	323.50	<No Project>
						Totals:	323.50	
2037674476	07/31/2023	Books	683.47	683.47	01-5840	Print materials	683.47	<No Project>
						Totals:	683.47	
2037685793	08/01/2023	Books	527.58	527.58	01-5840	Print materials	527.58	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description			Amount	Project ID
								Totals:	527.58	
2037680002	08/01/2023	Books	909.36	909.36	01-5840		Print materials		909.36	<No Project>
								Totals:	909.36	
BAKER & TAYLOR	Computer Check		08/09/2023	08/09/2023		6,295.87	01-1053	Byline Bank Checking	0.00	6,295.87
	59897			Posted			01-2060	Accounts Payable	6,295.87	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**			**Amount**	**Project ID**
2037647024	08/01/2023	Books	31.45	31.45	01-5840		Print materials		31.45	<No Project>
								Totals:	31.45	
2037679980	08/02/2023	Books	740.27	740.27	01-5840		Print materials		740.27	<No Project>
								Totals:	740.27	
2037687770	08/02/2023	Books	1,016.70	1,016.70	01-5840		Print materials		1,016.70	<No Project>
								Totals:	1,016.70	
2037692576	08/02/2023	Books	1,038.49	1,038.49	01-5840		Print materials		1,038.49	<No Project>
								Totals:	1,038.49	
2037681030	08/03/2023	Books	551.25	551.25	01-5840		Print materials		551.25	<No Project>
								Totals:	551.25	
2037703982	08/03/2023	Books	1,373.44	1,373.44	01-5840		Print materials		1,373.44	<No Project>
								Totals:	1,373.44	
2037675103	08/07/2023	Books	1,544.27	1,544.27	01-5840		Print materials		1,544.27	<No Project>
								Totals:	1,544.27	
BAKER & TAYLOR	Computer Check		08/16/2023	08/16/2023		6,568.21	01-1053	Byline Bank Checking	0.00	6,568.21
	59912			Posted			01-2060	Accounts Payable	6,568.21	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**			**Amount**	**Project ID**
2037708431	08/08/2023	Books	203.63	203.63	01-5840		Print materials		203.63	<No Project>
								Totals:	203.63	
2037708415	08/08/2023	Books	1,031.77	1,031.77	01-5840		Print materials		1,031.77	<No Project>
								Totals:	1,031.77	
2037606361	08/10/2023	Books	399.57	399.57	01-5840		Print materials		399.57	<No Project>
								Totals:	399.57	
2037613089	08/10/2023	Books	615.53	615.53	01-5840		Print materials		615.53	<No Project>
								Totals:	615.53	
2037715202	08/10/2023	Books	735.68	735.68	01-5840		Print materials		735.68	<No Project>
								Totals:	735.68	
2037621922	08/11/2023	Books	182.54	182.54	01-5840		Print materials		182.54	<No Project>

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Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
						Totals:	182.54	
2037647259	08/11/2023	Books	225.84	225.84	01-5840	Print materials	225.84	<No Project>
						Totals:	225.84	
2037650969	08/11/2023	Books	267.73	267.73	01-5840	Print materials	267.73	<No Project>
						Totals:	267.73	
2037620427	08/11/2023	Books	400.27	400.27	01-5840	Print materials	400.27	<No Project>
						Totals:	400.27	
2037712804	08/11/2023	Books	434.09	434.09	01-5840	Print materials	434.09	<No Project>
						Totals:	434.09	
2037619541	08/11/2023	Books	1,427.53	1,427.53	01-5840	Print materials	1,427.53	<No Project>
						Totals:	1,427.53	
2037645481	08/14/2023	Books	157.16	157.16	01-5840	Print materials	157.16	<No Project>
						Totals:	157.16	
2037638890	08/14/2023	Books	198.55	198.55	01-5840	Print materials	198.55	<No Project>
						Totals:	198.55	
2037717503	08/14/2023	Books	288.32	288.32	01-5840	Print materials	288.32	<No Project>
						Totals:	288.32	
BAKER & TAYLOR	Computer Check	08/23/2023	08/23/2023	5,550.18	01-1053	Byline Bank Checking	0.00	5,550.18
	59944		Posted		01-2060	Accounts Payable	5,550.18	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2037637604	08/16/2023	Books	463.98	463.98	01-5840	Print materials	463.98	<No Project>
						Totals:	463.98	
2037653529	08/17/2023	Books	45.87	45.87	01-5840	Print materials	45.87	<No Project>
						Totals:	45.87	
2037729457	08/17/2023	Books	2,214.68	2,214.68	01-5840	Print materials	2,214.68	<No Project>
						Totals:	2,214.68	
2037652373	08/18/2023	Books	1,336.81	1,336.81	01-5840	Print materials	1,336.81	<No Project>
						Totals:	1,336.81	
2037702071	08/18/2023	Books	1,488.84	1,488.84	01-5840	Print materials	1,488.84	<No Project>
						Totals:	1,488.84	
BAKER & TAYLOR	Computer Check	08/30/2023	08/30/2023	17,489.61	01-1053	Byline Bank Checking	0.00	17,489.61
	59965		Posted		01-2060	Accounts Payable	17,489.61	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
2037732060	08/18/2023	Books	913.42	913.42	01-5840	Print materials	913.42	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
								Totals:	913.42	
2037735296	08/21/2023	Books	1,096.55	1,096.55	01-5840		Print materials		1,096.55	<No Project>
								Totals:	1,096.55	
2037667803	08/22/2023	Books	1,552.40	1,552.40	01-5840		Print materials		1,552.40	<No Project>
								Totals:	1,552.40	
2037665723	08/23/2023	Books	658.09	658.09	01-5840		Print materials		658.09	<No Project>
								Totals:	658.09	
2037659975	08/23/2023	Books	841.77	841.77	01-5840		Print materials		841.77	<No Project>
								Totals:	841.77	
2037727533	08/23/2023	Books	900.16	900.16	01-5840		Print materials		900.16	<No Project>
								Totals:	900.16	
2037722544	08/23/2023	Books	1,117.86	1,117.86	01-5840		Print materials		1,117.86	<No Project>
								Totals:	1,117.86	
2037713503	08/24/2023	Books	276.14	276.14	01-5840		Print materials		276.14	<No Project>
								Totals:	276.14	
2037716193	08/25/2023	Books	176.40	176.40	01-5840		Print materials		176.40	<No Project>
								Totals:	176.40	
2037749046	08/25/2023	Books	859.86	859.86	01-5840		Print materials		859.86	<No Project>
								Totals:	859.86	
2037682780	08/25/2023	Books	1,472.67	1,472.67	01-5840		Print materials		1,472.67	<No Project>
								Totals:	1,472.67	
2037698480	08/28/2023	Books	401.10	401.10	01-5840		Print materials		401.10	<No Project>
								Totals:	401.10	
2037751958	08/28/2023	Books	1,360.85	1,360.85	01-5840		Print materials		1,360.85	<No Project>
								Totals:	1,360.85	
2037716899	08/28/2023	Books	1,721.65	1,721.65	01-5840		Print materials		1,721.65	<No Project>
								Totals:	1,721.65	
2037709616	08/28/2023	Books	620.19	620.19	01-5840		Print materials		620.19	<No Project>
								Totals:	620.19	
2037746471	08/28/2023	Books	883.33	883.33	01-5840		Print materials		883.33	<No Project>
								Totals:	883.33	
2037750172	08/28/2023	Books	2,637.17	2,637.17	01-5840		Print materials		2,637.17	<No Project>
								Totals:	2,637.17	
BARBIZON LIGHT OF NEW ENG	Computer Check		08/07/2023	08/07/2023		844.62	01-1053	Byline Bank Checking	0.00	844.62
	59854			Posted			01-2060	Accounts Payable	844.62	0.00

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Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
MA0323472	07/27/2023	Art Gallery Light Rep	844.62	844.62	01-5692		Repair & Maintenance Prop.		844.62	<No Project>
							Totals:		844.62	
BENJAMIN RUESS	Computer Check		08/15/2023	08/15/2023		328.80	01-1053	Byline Bank Checking	0.00	328.80
	59905			Posted			01-2060	Accounts Payable	328.80	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
023053	08/15/2023	WAGES & SALARIES	328.80	328.80	01-5001		Wages & Salaries		328.80	<No Project>
							Totals:		328.80	
BENJAMIN RUESS	Computer Check		08/31/2023	08/31/2023		105.03	01-1053	Byline Bank Checking	0.00	105.03
	59986			Posted			01-2060	Accounts Payable	105.03	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
IR-8276	08/31/2023	WAGES & SALARIES	105.03	105.03	01-5001		Wages & Salaries		105.03	<No Project>
							Totals:		105.03	
BLACKBAUD	Computer Check		08/23/2023	08/23/2023		8,885.80	01-1053	Byline Bank Checking	0.00	8,885.80
	59945			Posted			01-2060	Accounts Payable	8,885.80	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
0000308618	08/09/2023	ANNUAL MEMBERS	8,525.80	8,525.80	01-1600		Prepaid Expenses		5,873.33	<No Project>
0000308618	08/09/2023	ANNUAL MEMBERS	8,525.80	8,525.80	01-5936		Subscriptions and services		2,652.47	<No Project>
							Totals:		8,525.80	
0000309458	08/15/2023	FENXT EXP MANAG	360.00	360.00	01-5936		Subscriptions and services		360.00	<No Project>
							Totals:		360.00	
DUSHAUN BRANCH	Computer Check		08/23/2023	08/23/2023		180.00	01-1053	Byline Bank Checking	0.00	180.00
	59946			Posted			01-2060	Accounts Payable	180.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
221076	08/06/2023	Adult Programming	180.00	180.00	01-5247		Adult Programming		180.00	<No Project>
							Totals:		180.00	
BREANN CHAMPION	Computer Check		08/16/2023	08/16/2023		100.00	01-1053	Byline Bank Checking	0.00	100.00
	59913			Posted			01-2060	Accounts Payable	100.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
2023-99-00129	08/10/2023	Performance - Sing	100.00	100.00	01-5244		Young Adult Programming		100.00	<No Project>
							Totals:		100.00	
CAMILA RODRIGUEZ	Computer Check		08/16/2023	08/16/2023		1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00

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	59914		Posted		01-2060	Accounts Payable	1,500.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8086	08/14/2023	TUITION GRANT	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
						Totals:	1,500.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CAPSTONE	Computer Check	08/30/2023	08/30/2023	486.54	01-1053	Byline Bank Checking	0.00	486.54
	59966		Posted		01-2060	Accounts Payable	486.54	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
328784	07/20/2023	PebbleGo Subscript	486.54	486.54	01-5891	Digital content	486.54	<No Project>
						Totals:	486.54	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CHICAGO COLLECTIONS CONS	Computer Check	08/16/2023	08/16/2023	500.00	01-1053	Byline Bank Checking	0.00	500.00
	59915		Posted		01-2060	Accounts Payable	500.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1516	08/10/2023	1 Annual Membersh	500.00	500.00	01-5162	Dues	500.00	<No Project>
						Totals:	500.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CHRISTOPHER RICHARDSON	Computer Check	08/30/2023	08/30/2023	70.00	01-1053	Byline Bank Checking	0.00	70.00
	59967		Posted		01-2060	Accounts Payable	70.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00143	08/28/2023	Youth Advisor	70.00	70.00	01-5452	Grant Expenses	70.00	NORTHWESTERN
						Totals:	70.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CINTAS	Computer Check	08/07/2023	08/07/2023	782.98	01-1053	Byline Bank Checking	0.00	782.98
	59855		Posted		01-2060	Accounts Payable	782.98	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5168860044	07/28/2023	First Aid	84.46	84.46	01-5742	Supplies	84.46	<No Project>
						Totals:	84.46	
5168860034	07/28/2023	First Aid	698.52	698.52	01-5742	Supplies	698.52	<No Project>
						Totals:	698.52	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CINTAS	Computer Check	08/16/2023	08/16/2023	1,114.53	01-1053	Byline Bank Checking	0.00	1,114.53
	59916		Posted		01-2060	Accounts Payable	1,114.53	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5169883819	08/04/2023	Eye wash station	1,114.53	1,114.53	01-5742	Supplies	1,114.53	<No Project>
						Totals:	1,114.53	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CITRON HYGIENE	Computer Check	08/16/2023	08/16/2023	931.20	01-1053	Byline Bank Checking	0.00	931.20
	59917		Posted		01-2060	Accounts Payable	931.20	0.00

	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	INV0058149	08/01/2023	Citron Hygiene Serv	70.62	70.62	01-5686	Custodial Services	70.62	<No Project>
							Totals:	70.62	
	INV0058146	08/01/2023	Citron Hygiene Serv	88.98	88.98	01-5686	Custodial Services	88.98	<No Project>
							Totals:	88.98	
	INV0058151	08/01/2023	Citron Hygiene Serv	771.60	771.60	01-5686	Custodial Services	771.60	<No Project>
							Totals:	771.60	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CLAIRE ONG	Computer Check	08/07/2023	08/07/2023	16.38	01-1053	Byline Bank Checking	0.00	16.38
	59856		Posted		01-2060	Accounts Payable	16.38	0.00

	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	IR-7940	07/31/2023	Mileage	16.38	16.38	01-5165	Mileage & Miscellaneous reir	16.38	<No Project>
							Totals:	16.38	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
COMPLETE TEMPERATURE SYS	Computer Check	08/07/2023	08/07/2023	27,099.00	01-1053	Byline Bank Checking	0.00	27,099.00
	59857		Posted		01-2060	Accounts Payable	27,099.00	0.00

	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	SRVCE048885	07/27/2023	Veterans Room - H\	27,099.00	27,099.00	01-5692	Repair & Maintenance Prop.	27,099.00	<No Project>
							Totals:	27,099.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CURTIS LEE McCOTTRY, JR.	Computer Check	08/16/2023	08/16/2023	250.00	01-1053	Byline Bank Checking	0.00	250.00
	59918		Posted		01-2060	Accounts Payable	250.00	0.00

	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	2023-99-00127	08/07/2023	DJ for the MHS Bacl	250.00	250.00	01-5452	Grant Expenses	250.00	HIP HOP MHS
							Totals:	250.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
DEMCO, INC.	Computer Check	08/16/2023	08/16/2023	444.30	01-1053	Byline Bank Checking	0.00	444.30
	59919		Posted		01-2060	Accounts Payable	444.30	0.00

	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
	7346267	08/10/2023	Processing Supplies	444.30	444.30	01-5742	Supplies	444.30	<No Project>
							Totals:	444.30	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PEDRO DIAZ	Computer Check	08/07/2023	08/07/2023	50.00	01-1053	Byline Bank Checking	0.00	50.00
	59858		Posted		01-2060	Accounts Payable	50.00	0.00

	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

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Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
IR-7983	07/11/2023	Staff Development -	50.00	50.00	01-5163	Staff Development/Travel		50.00	<No Project>
							Totals:	50.00	
DITO, LLC	Computer Check	08/16/2023	08/16/2023		116.60	01-1053	Byline Bank Checking	0.00	116.60
	59920		Posted			01-2060	Accounts Payable	116.60	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
INV77486	07/31/2023	Google Voice - July	116.60	116.60	01-5451	Telephone/Communications		116.60	<No Project>
							Totals:	116.60	
DITO, LLC	Computer Check	08/23/2023	08/23/2023		32,400.00	01-1053	Byline Bank Checking	0.00	32,400.00
	59957		Posted			01-2060	Accounts Payable	32,400.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
INV77857	08/16/2023	250 - Google Works	32,400.00	32,400.00	01-5936	Subscriptions and services		32,400.00	<No Project>
							Totals:	32,400.00	
DOW JONES & COMPANY INC	Computer Check	08/16/2023	08/16/2023		1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	59921		Posted			01-2060	Accounts Payable	1,500.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
97027445	08/09/2023	Wall Street Journal I	1,500.00	1,500.00	01-5891	Digital content		1,500.00	<No Project>
							Totals:	1,500.00	
FOREST PRINTING CO.	Computer Check	08/07/2023	08/07/2023		1,086.87	01-1053	Byline Bank Checking	0.00	1,086.87
	59859		Posted			01-2060	Accounts Payable	1,086.87	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
117933	06/22/2023	July event print cale	954.87	954.87	01-5205	Publications		954.87	<No Project>
							Totals:	954.87	
118280	07/26/2023	500 "Home Delivery	132.00	132.00	01-5204	Promotions		132.00	<No Project>
							Totals:	132.00	
FOREST PRINTING CO.	Computer Check	08/30/2023	08/30/2023		764.77	01-1053	Byline Bank Checking	0.00	764.77
	59968		Posted			01-2060	Accounts Payable	764.77	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**		**Amount**	**Project ID**
118583	08/22/2023	Printed Event Calen	764.77	764.77	01-5205	Publications		764.77	<No Project>
							Totals:	764.77	
GARVEY'S OFFICE PRODUCTS	Computer Check	08/07/2023	08/07/2023		567.36	01-1053	Byline Bank Checking	0.00	567.36
	59860		Posted			01-2060	Accounts Payable	567.36	0.00

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	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	PINV2453459	07/31/2023	Paper	567.36	567.36	01-5742	Supplies	567.36	<No Project>
							Totals:	567.36	
GRAINGER	Computer Check	08/16/2023	08/16/2023		29.00	01-1053	Byline Bank Checking	0.00	29.00
	59922		Posted			01-2060	Accounts Payable	29.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	9781650511	07/25/2023	T8 Lamps - Dole	29.00	29.00	01-5683	Equipment Parts	29.00	<No Project>
							Totals:	29.00	
DAVID GUZMAN	Computer Check	08/07/2023	08/07/2023		50.00	01-1053	Byline Bank Checking	0.00	50.00
	59861		Posted			01-2060	Accounts Payable	50.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	IR-7982	07/11/2023	Staff Development -	50.00	50.00	01-5163	Staff Development/Travel	50.00	<No Project>
							Totals:	50.00	
MICHELLE HARRIS	Computer Check	08/07/2023	08/07/2023		109.47	01-1053	Byline Bank Checking	0.00	109.47
	59862		Posted			01-2060	Accounts Payable	109.47	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	IR-7999	07/28/2023	Gardening supplies	109.47	109.47	01-5240	Children's Programming	109.47	<No Project>
							Totals:	109.47	
IHLS-OCLC	Computer Check	08/16/2023	08/16/2023		31.04	01-1053	Byline Bank Checking	0.00	31.04
	59923		Posted			01-2060	Accounts Payable	31.04	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	29142	08/10/2023	IFM Debits/Admin F	31.04	31.04	01-5264	ILL Payments	31.04	<No Project>
							Totals:	31.04	
ILLINOIS LIBRARY ASSOCIATIO	Computer Check	08/16/2023	08/16/2023		150.00	01-1053	Byline Bank Checking	0.00	150.00
	59924		Posted			01-2060	Accounts Payable	150.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
	249053	08/01/2023	2023-20324 ILA Tru:	75.00	75.00	01-5162	Dues	75.00	<No Project>
							Totals:	75.00	
	248899	08/01/2023	2023-2024 ILA Trust	75.00	75.00	01-5162	Dues	75.00	<No Project>
							Totals:	75.00	
IMAGING OFFICE SYSTEMS, IN	Computer Check	08/07/2023	08/07/2023		750.00	01-1053	Byline Bank Checking	0.00	750.00
	59863		Posted			01-2060	Accounts Payable	750.00	0.00

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Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
CONT018357	07/20/2023	ScanPro 3000 Maint	750.00	750.00	01-5936	Subscriptions and services	750.00	<No Project>
						Totals:	750.00	
INTERIOR GARDEN SERVICES, I	Computer Check	08/23/2023	08/23/2023	290.00	01-1053	Byline Bank Checking	0.00	290.00
	59947		Posted		01-2060	Accounts Payable	290.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
042720	07/01/2023	PLANT RENTAL MAI	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>
						Totals:	290.00	
INTERIOR GARDEN SERVICES, I	Computer Check	08/30/2023	08/30/2023	290.00	01-1053	Byline Bank Checking	0.00	290.00
	59969		Posted		01-2060	Accounts Payable	290.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
042877	08/01/2023	PLANT RENTAL MAI	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>
						Totals:	290.00	
INTERNATIONAL UNION OF O	Computer Check	08/16/2023	08/16/2023	185.25	01-1053	Byline Bank Checking	0.00	185.25
	59925		Posted		01-2060	Accounts Payable	185.25	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
AUGUST 2023	08/09/2023	AUGUST 2023 UNIC	185.25	185.25	01-2059	Union dues Payable	185.25	<No Project>
						Totals:	185.25	
INTRINSIC LANDSCAPING, INC	Computer Check	08/07/2023	08/07/2023	418.05	01-1053	Byline Bank Checking	0.00	418.05
	59864		Posted		01-2060	Accounts Payable	418.05	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
23-0359	07/17/2023	GREEN ROOF MAIN	418.05	418.05	01-5692	Repair & Maintenance Prop.	418.05	<No Project>
						Totals:	418.05	
INTRINSIC LANDSCAPING, INC	Computer Check	08/30/2023	08/30/2023	418.05	01-1053	Byline Bank Checking	0.00	418.05
	59970		Posted		01-2060	Accounts Payable	418.05	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
23-0435	08/11/2023	GREEN ROOF MAIN	418.05	418.05	01-5692	Repair & Maintenance Prop.	418.05	<No Project>
						Totals:	418.05	
J.C. LICHT, LLC	Computer Check	08/30/2023	08/30/2023	456.96	01-1053	Byline Bank Checking	0.00	456.96
	59971		Posted		01-2060	Accounts Payable	456.96	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
02174165	08/12/2023	Paint - Parking Gara	115.05	115.05	01-5682		Building Materials & Supplies		115.05	<No Project>
								Totals:	115.05	
02174599	08/19/2023	Paint - MHS - Orang	341.91	341.91	01-5682		Building Materials & Supplies		341.91	<No Project>
								Totals:	341.91	

| JACQUELINE DOCTOR JOHNS(| Computer Check | | 08/07/2023 | 08/07/2023 | | 450.00 | 01-1053 | Byline Bank Checking | 0.00 | 450.00 |
| | 59865 | | | Posted | | | 01-2060 | Accounts Payable | 450.00 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
2023-99-00120	07/25/2023	Multicultural Realia	450.00	450.00	01-5894		Realia and other formats		450.00	<No Project>
								Totals:	450.00	

| JARELL MAXIMILLIAN SULLIVA | Computer Check | | 08/30/2023 | 08/30/2023 | | 100.00 | 01-1053 | Byline Bank Checking | 0.00 | 100.00 |
| | 59972 | | | Posted | | | 01-2060 | Accounts Payable | 100.00 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
2023-99-00141	08/23/2023	Performance	100.00	100.00	01-5452		Grant Expenses		100.00	HIP HOP MHS
								Totals:	100.00	

| JERRY LAMARR KIDD | Computer Check | | 08/16/2023 | 08/16/2023 | | 250.00 | 01-1053 | Byline Bank Checking | 0.00 | 250.00 |
| | 59926 | | | Posted | | | 01-2060 | Accounts Payable | 250.00 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
2023-99-00130	08/11/2023	Barber	250.00	250.00	01-5244		Young Adult Programming		250.00	<No Project>
								Totals:	250.00	

| JOCELYN M GARRETT | Computer Check | | 08/16/2023 | 08/16/2023 | | 300.00 | 01-1053 | Byline Bank Checking | 0.00 | 300.00 |
| | 59927 | | | Posted | | | 01-2060 | Accounts Payable | 300.00 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
2023-99-00131	08/11/2023	Hair Stylist	300.00	300.00	01-5244		Young Adult Programming		300.00	<No Project>
								Totals:	300.00	

| JOSEPH G JAVIER | Computer Check | | 08/07/2023 | 08/07/2023 | | 21.94 | 01-1053 | Byline Bank Checking | 0.00 | 21.94 |
| | 59866 | | | Posted | | | 01-2060 | Accounts Payable | 21.94 | 0.00 |

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description		Amount	Project ID
IR-7919	07/28/2023	Gas Mileage - Home	21.94	21.94	01-5165		Mileage & Miscellaneous reir		21.94	<No Project>
								Totals:	21.94	

| JOSEPH G JAVIER | Computer Check | | 08/30/2023 | 08/30/2023 | | 47.47 | 01-1053 | Byline Bank Checking | 0.00 | 47.47 |
| | 59973 | | | Posted | | | 01-2060 | Accounts Payable | 47.47 | 0.00 |

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Payee	Trans. Type Trans. No.		Trans. Date	Post Date Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**			**Amount**	**Project ID**
IR-8238	08/28/2023	Adult Programming	47.47	47.47	01-5165	Mileage & Miscellaneous reir			30.13	<No Project>
IR-8238	08/28/2023	Adult Programming	47.47	47.47	01-5247	Adult Programming			17.34	<No Project>
							Totals:		47.47	
JOSLYN BOWLING DIXON	Computer Check		08/09/2023	08/09/2023		476.70	01-1053	Byline Bank Checking	0.00	476.70
	59898			Posted			01-2060	Accounts Payable	476.70	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**			**Amount**	**Project ID**
IR-7994	07/31/2023	Per diem for Directc	221.25	221.25	01-5163	Staff Development/Travel			221.25	<No Project>
							Totals:		221.25	
IR-8016	08/07/2023	Mileage reimbursen	255.45	255.45	01-5165	Mileage & Miscellaneous reir			255.45	<No Project>
							Totals:		255.45	
KAILYN SLATER	Computer Check		08/30/2023	08/30/2023		1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	59974			Posted			01-2060	Accounts Payable	1,500.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**			**Amount**	**Project ID**
IR-8266	08/21/2023	TUITION GRANT	1,500.00	1,500.00	01-5164	Tuition Reimbursement			559.16	<No Project>
IR-8266	08/21/2023	TUITION GRANT	1,500.00	1,500.00	01-5452	Grant Expenses			940.84	CT HUTCHINS
							Totals:		1,500.00	
KANOPY, INC.	Computer Check		08/07/2023	08/07/2023		2,641.95	01-1053	Byline Bank Checking	0.00	2,641.95
	59868			Posted			01-2060	Accounts Payable	2,641.95	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**			**Amount**	**Project ID**
359171-PPU	07/31/2023	Kanopy plays	2,641.95	2,641.95	01-5891	Digital content			2,641.95	<No Project>
							Totals:		2,641.95	
KATHY VALDIVIA	Computer Check		08/07/2023	08/07/2023		100.00	01-1053	Byline Bank Checking	0.00	100.00
	59869			Posted			01-2060	Accounts Payable	100.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**			**Amount**	**Project ID**
2023-99-00124	08/04/2023	July Spanish Langua	100.00	100.00	01-5240	Children's Programming			100.00	<No Project>
							Totals:		100.00	
KATHY VALDIVIA	Computer Check		08/23/2023	08/23/2023		75.00	01-1053	Byline Bank Checking	0.00	75.00
	59948			Posted			01-2060	Accounts Payable	75.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**			**Amount**	**Project ID**
2023-99-00134	08/18/2023	Saturday Spanish ST	75.00	75.00	01-5240	Children's Programming			75.00	<No Project>
							Totals:		75.00	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
KINGA LIPINSKA	Computer Check	08/07/2023	08/07/2023	125.00	01-1053	Byline Bank Checking	0.00	125.00
	59870		Posted		01-2060	Accounts Payable	125.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00107	07/06/2023	Adult Programming	125.00	125.00	01-5247	Adult Programming	125.00	<No Project>
						Totals:	125.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
KRISTINE HANSEN	Computer Check	08/07/2023	08/07/2023	125.00	01-1053	Byline Bank Checking	0.00	125.00
	59871		Posted		01-2060	Accounts Payable	125.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0094	06/12/2023	Adult Programming	125.00	125.00	01-5247	Adult Programming	125.00	<No Project>
						Totals:	125.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LAKESHORE RECYCLING SYSTE	Computer Check	08/16/2023	08/16/2023	628.21	01-1053	Byline Bank Checking	0.00	628.21
	59928		Posted		01-2060	Accounts Payable	628.21	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
LR5411570	07/31/2023	Trash/Recycling - M	102.90	102.90	01-5688	Sewer/Garbage	102.90	<No Project>
						Totals:	102.90	
LR5411569	07/31/2023	Trash/Recycling - M	525.31	525.31	01-5688	Sewer/Garbage	525.31	<No Project>
						Totals:	525.31	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LATEASHA TILLMAN	Computer Check	08/16/2023	08/16/2023	300.00	01-1053	Byline Bank Checking	0.00	300.00
	59929		Posted		01-2060	Accounts Payable	300.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00132	08/11/2023	Hair Stylist	300.00	300.00	01-5244	Young Adult Programming	300.00	<No Project>
						Totals:	300.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LIBRARY FURNITURE INTERNA	Computer Check	08/23/2023	08/23/2023	22,262.50	01-1053	Byline Bank Checking	0.00	22,262.50
	59958		Posted		01-2060	Accounts Payable	22,262.50	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
8604	07/24/2023	50% deposit for Chi	22,262.50	22,262.50	01-5930	Furnishings	22,262.50	<No Project>
						Totals:	22,262.50	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LIBRARY IDEAS, LLC	Computer Check	08/07/2023	08/07/2023	1,186.25	01-1053	Byline Bank Checking	0.00	1,186.25
	59872		Posted		01-2060	Accounts Payable	1,186.25	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
100884	07/24/2023	Vox Books	1,186.25	1,186.25	01-5840	Print materials	1,186.25	<No Project>
						Totals:	1,186.25	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LILLIAN HICKMAN	Computer Check	08/15/2023	08/15/2023	303.08	01-1053	Byline Bank Checking	0.00	303.08
	59906		Posted		01-2060	Accounts Payable	303.08	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023051	08/15/2023	WAGES & SALARIES	303.08	303.08	01-5001	Wages & Salaries	303.08	<No Project>
						Totals:	303.08	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LILLIAN HICKMAN	Computer Check	08/31/2023	08/31/2023	124.26	01-1053	Byline Bank Checking	0.00	124.26
	59987		Posted		01-2060	Accounts Payable	124.26	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8277	08/31/2023	WAGES & SALARIES	124.26	124.26	01-5001	Wages & Salaries	124.26	<No Project>
						Totals:	124.26	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LOCAL 399 FED PAC	Computer Check	08/16/2023	08/16/2023	50.00	01-1053	Byline Bank Checking	0.00	50.00
	59930		Posted		01-2060	Accounts Payable	50.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
837440	08/14/2023	FED PAC CONTRIBU	50.00	50.00	01-2058	Fed Pac	50.00	<No Project>
						Totals:	50.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MARGARET BRIDGER	Computer Check	08/07/2023	08/07/2023	150.00	01-1053	Byline Bank Checking	0.00	150.00
	59873		Posted		01-2060	Accounts Payable	150.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00108	07/07/2023	Disability Pride Dan	150.00	150.00	01-5240	Children's Programming	150.00	<No Project>
						Totals:	150.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MCADAM LANDSCAPING, INC.	Computer Check	08/16/2023	08/16/2023	1,284.00	01-1053	Byline Bank Checking	0.00	1,284.00
	59931		Posted		01-2060	Accounts Payable	1,284.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
91371	07/31/2023	Mulch - Maze	1,284.00	1,284.00	01-5681	Landscaping and snow remov	1,284.00	<No Project>
						Totals:	1,284.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MCADAM LANDSCAPING, INC.	Computer Check	08/30/2023	08/30/2023	4,242.00	01-1053	Byline Bank Checking	0.00	4,242.00
	59975		Posted		01-2060	Accounts Payable	4,242.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
91438	08/07/2023	Mulch - Main	3,602.00	3,602.00	01-5681	Landscaping and snow remov	3,602.00	<No Project>
						Totals:	3,602.00	
91502	08/11/2023	Landscaping Mainte	492.00	492.00	01-5681	Landscaping and snow remov	492.00	<No Project>

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Payee	Trans. Type Trans. No.		Trans. Date	Post Date Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description	Amount	Project ID
								Totals:	492.00	
	91993	08/21/2023	Main - Redbud Tree	148.00	148.00	01-5681		Landscaping and snow remov	148.00	<No Project>
								Totals:	148.00	
MEESCAN INC.	Computer Check		08/16/2023	08/16/2023		7,528.00	01-1053	Byline Bank Checking	0.00	7,528.00
	59932			Posted			01-2060	Accounts Payable	7,528.00	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description	Amount	Project ID
	INV-2301251	08/10/2023	Renewal - Meescan	7,528.00	7,528.00	01-5936		Subscriptions and services	7,528.00	<No Project>
								Totals:	7,528.00	
MEGHAN L PICKETT	Computer Check		08/07/2023	08/07/2023		1,200.00	01-1053	Byline Bank Checking	0.00	1,200.00
	59874			Posted			01-2060	Accounts Payable	1,200.00	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description	Amount	Project ID
	1024	07/10/2023	EXECUTIVE LEADERS	1,200.00	1,200.00	01-5163		Staff Development/Travel	1,200.00	<No Project>
								Totals:	1,200.00	
MICHELLE NICHOLS-YEHLING	Computer Check		08/30/2023	08/30/2023		150.00	01-1053	Byline Bank Checking	0.00	150.00
	59976			Posted			01-2060	Accounts Payable	150.00	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description	Amount	Project ID
	2023-99-00104	06/29/2023	Adult Programming	150.00	150.00	01-5247		Adult Programming	150.00	<No Project>
								Totals:	150.00	
MIDWEST TAPE, LLC	Computer Check		08/07/2023	08/07/2023		1,433.66	01-1053	Byline Bank Checking	0.00	1,433.66
	59875			Posted			01-2060	Accounts Payable	1,433.66	0.00
	Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number		Account Description	Amount	Project ID
	504125841	07/27/2023	Music CDs	30.56	30.56	01-5890		Audio and video materials	30.56	<No Project>
								Totals:	30.56	
	504125846	07/27/2023	DVDs	60.87	60.87	01-5890		Audio and video materials	60.87	<No Project>
								Totals:	60.87	
	504125845	07/27/2023	Audiobooks	184.72	184.72	01-5890		Audio and video materials	184.72	<No Project>
								Totals:	184.72	
	504125843	07/27/2023	DVDs	381.35	381.35	01-5890		Audio and video materials	381.35	<No Project>
								Totals:	381.35	
	504125844	07/27/2023	DVDs	776.16	776.16	01-5890		Audio and video materials	776.16	<No Project>
								Totals:	776.16	
MIDWEST TAPE, LLC	Computer Check		08/09/2023	08/09/2023		1,547.99	01-1053	Byline Bank Checking	0.00	1,547.99

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	59899		Posted		01-2060	Accounts Payable	1,547.99	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
504156636	08/03/2023	Music CDs	46.14	46.14	01-5890	Audio and video materials	46.14	<No Project>
						Totals:	46.14	
504156638	08/03/2023	DVDs	271.91	271.91	01-5890	Audio and video materials	271.91	<No Project>
						Totals:	271.91	
504156635	08/03/2023	Audiobooks	281.08	281.08	01-5890	Audio and video materials	281.08	<No Project>
						Totals:	281.08	
504156634	08/03/2023	DVDs	948.86	948.86	01-5890	Audio and video materials	948.86	<No Project>
						Totals:	948.86	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check 59933	08/16/2023	08/16/2023 Posted	1,408.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,408.80	1,408.80 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
504192368	08/11/2023	Music CDs	78.05	78.05	01-5890	Audio and video materials	78.05	<No Project>
						Totals:	78.05	
504196593	08/11/2023	DVDs	141.96	141.96	01-5890	Audio and video materials	141.96	<No Project>
						Totals:	141.96	
504196591	08/11/2023	Audiobooks	295.08	295.08	01-5890	Audio and video materials	295.08	<No Project>
						Totals:	295.08	
504196592	08/11/2023	DVDs	306.53	306.53	01-5890	Audio and video materials	306.53	<No Project>
						Totals:	306.53	
504196590	08/11/2023	DVDs	587.18	587.18	01-5890	Audio and video materials	587.18	<No Project>
						Totals:	587.18	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check 59949	08/23/2023	08/23/2023 Posted	1,398.74	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,398.74	1,398.74 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
504224651	08/17/2023	Audiobook	38.68	38.68	01-5890	Audio and video materials	38.68	<No Project>
						Totals:	38.68	
504224654	08/17/2023	DVDs	53.37	53.37	01-5890	Audio and video materials	53.37	<No Project>
						Totals:	53.37	
504224653	08/17/2023	DVDs	401.92	401.92	01-5890	Audio and video materials	401.92	<No Project>
						Totals:	401.92	
504224650	08/17/2023	DVDs	904.77	904.77	01-5890	Audio and video materials	904.77	<No Project>
						Totals:	904.77	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check	08/23/2023	08/23/2023	22,089.44	01-1053	Byline Bank Checking	0.00	22,089.44
	59959		Posted		01-2060	Accounts Payable	22,089.44	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
504147444	07/31/2023	Hoopla	22,089.44	22,089.44	01-5891	Digital content	22,089.44	<No Project>
						Totals:	22,089.44	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check	08/30/2023	08/30/2023	1,160.36	01-1053	Byline Bank Checking	0.00	1,160.36
	59977		Posted		01-2060	Accounts Payable	1,160.36	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
504247327	08/23/2023	DVD	11.24	11.24	01-5890	Audio and video materials	11.24	<No Project>
						Totals:	11.24	
504258155	08/24/2023	DVD	12.74	12.74	01-5890	Audio and video materials	12.74	<No Project>
						Totals:	12.74	
504258152	08/24/2023	Music CD	14.68	14.68	01-5890	Audio and video materials	14.68	<No Project>
						Totals:	14.68	
504258154	08/24/2023	Audiobook	43.68	43.68	01-5890	Audio and video materials	43.68	<No Project>
						Totals:	43.68	
504258151	08/24/2023	DVDs	356.77	356.77	01-5890	Audio and video materials	356.77	<No Project>
						Totals:	356.77	
504258150	08/24/2023	DVDs	721.25	721.25	01-5890	Audio and video materials	721.25	<No Project>
						Totals:	721.25	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MINUTES SOLUTIONS INC.	Computer Check	08/07/2023	08/07/2023	785.00	01-1053	Byline Bank Checking	0.00	785.00
	59876		Posted		01-2060	Accounts Payable	785.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-28548	05/08/2023	Minutes for April 25	290.00	290.00	01-5204	Promotions	290.00	<No Project>
						Totals:	290.00	
INV-29139	06/07/2023	Minutes for May Bo	220.00	220.00	01-5204	Promotions	220.00	<No Project>
						Totals:	220.00	
INV-29992	07/21/2023	Minutes for June 27	275.00	275.00	01-5204	Promotions	275.00	<No Project>
						Totals:	275.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
NETWRIX CORPORATION	Computer Check	08/16/2023	08/16/2023	1,094.26	01-1053	Byline Bank Checking	0.00	1,094.26
	59934		Posted		01-2060	Accounts Payable	1,094.26	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-NW94869	08/08/2023	Netwrix Auditor Lice	1,094.26	1,094.26	01-5936	Subscriptions and services	1,094.26	<No Project>
						Totals:	1,094.26	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
NICOR GAS	Computer Check	08/16/2023	08/16/2023	1,354.10	01-1053	Byline Bank Checking	0.00	1,354.10
	59935		Posted		01-2060	Accounts Payable	1,354.10	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8019	08/02/2023	NATURAL GAS FOR	71.83	71.83	01-5690	Natural Gas	71.83	<No Project>
						Totals:	71.83	
IR-8020	08/04/2023	NATURAL GAS FOR	1,282.27	1,282.27	01-5690	Natural Gas	1,282.27	<No Project>
						Totals:	1,282.27	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
OAK PARK DISTRICT 97 SCHOO	Computer Check	08/07/2023	08/07/2023	93.88	01-1053	Byline Bank Checking	0.00	93.88
	59877		Posted		01-2060	Accounts Payable	93.88	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4765	08/04/2023	Attraction Passes Br	77.75	77.75	01-5205	Publications	77.75	<No Project>
						Totals:	77.75	
4766	08/04/2023	100 We Suggest Bo	16.13	16.13	01-5205	Publications	16.13	<No Project>
						Totals:	16.13	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
OAK PARK DISTRICT 97 SCHOO	Computer Check	08/30/2023	08/30/2023	132.50	01-1053	Byline Bank Checking	0.00	132.50
	59978		Posted		01-2060	Accounts Payable	132.50	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4771	08/10/2023	Digital Libraries Bro	132.50	132.50	01-5204	Promotions	132.50	<No Project>
						Totals:	132.50	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
OAK PARK TOWNSHIP YOUTH	Computer Check	08/07/2023	08/07/2023	3,480.75	01-1053	Byline Bank Checking	0.00	3,480.75
	59878		Posted		01-2060	Accounts Payable	3,480.75	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
QUARTER 4 - 7/17/2	07/17/2023	OAK PARK YOUTH E	3,480.75	3,480.75	01-5281	Intergovernmental Agreemer	3,480.75	<No Project>
						Totals:	3,480.75	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
OCLC, INC.	Computer Check	08/07/2023	08/07/2023	6,216.94	01-1053	Byline Bank Checking	0.00	6,216.94
	59879		Posted		01-2060	Accounts Payable	6,216.94	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1000328077	07/01/2023	Content DM 2023	6,216.94	6,216.94	01-5936	Subscriptions and services	6,216.94	<No Project>
						Totals:	6,216.94	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
OLSON'S ACE OAK PARK	Computer Check	08/07/2023	08/07/2023	153.42	01-1053	Byline Bank Checking	0.00	153.42
	59880		Posted		01-2060	Accounts Payable	153.42	0.00

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Payee	Trans. Type Trans. No.		Trans. Date	Post Date Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
7948/4	07/19/2023	Facilities Supplies -	33.76	33.76	01-5683		Equipment Parts		33.76	<No Project>
							Totals:		33.76	
8100/4	07/27/2023	Facilities Supplies -	74.67	74.67	01-5682		Building Materials & Supplies		74.67	<No Project>
							Totals:		74.67	
8121/4	07/28/2023	Facilities Supplies -	44.99	44.99	01-5682		Building Materials & Supplies		44.99	<No Project>
							Totals:		44.99	
OLSON'S ACE OAK PARK	Computer Check		08/16/2023	08/16/2023		8.99	01-1053	Byline Bank Checking	0.00	8.99
	59936			Posted			01-2060	Accounts Payable	8.99	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
8234/4	08/03/2023	Facilities Supplies -	8.99	8.99	01-5682		Building Materials & Supplies		8.99	<No Project>
							Totals:		8.99	
OLSON'S ACE OAK PARK	Computer Check		08/30/2023	08/30/2023		25.92	01-1053	Byline Bank Checking	0.00	25.92
	59979			Posted			01-2060	Accounts Payable	25.92	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
8401/4	08/12/2023	Facilities Supplies -	25.92	25.92	01-5682		Building Materials & Supplies		25.92	<No Project>
							Totals:		25.92	
OVERDRIVE, INC.	Computer Check		08/07/2023	08/07/2023		4,398.88	01-1053	Byline Bank Checking	0.00	4,398.88
	59881			Posted			01-2060	Accounts Payable	4,398.88	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
01658MA23274023	07/31/2023	E-Content	4,398.88	4,398.88	01-5891		Digital content		4,398.88	<No Project>
							Totals:		4,398.88	
OVERDRIVE, INC.	Computer Check		08/23/2023	08/23/2023		10,081.42	01-1053	Byline Bank Checking	0.00	10,081.42
	59950			Posted			01-2060	Accounts Payable	10,081.42	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
01658MA23276184	07/31/2023	E-Content	10,081.42	10,081.42	01-5891		Digital content		10,081.42	<No Project>
							Totals:		10,081.42	
OZIVELL ECFORD	Computer Check		08/30/2023	08/30/2023		100.00	01-1053	Byline Bank Checking	0.00	100.00
	59980			Posted			01-2060	Accounts Payable	100.00	0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**		**Account Description**		**Amount**	**Project ID**
2023-99-00144	08/28/2023	Performer/entertain	100.00	100.00	01-5452		Grant Expenses		100.00	HIP HOP MHS
							Totals:		100.00	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PACIFIC TELEMANAGEMENT SI	Computer Check	08/16/2023	08/16/2023	75.00	01-1053	Byline Bank Checking	0.00	75.00
	59937		Posted		01-2060	Accounts Payable	75.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2109228	07/20/2023	7084450358 phone	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
						Totals:	75.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PACIFIC TELEMANAGEMENT SI	Computer Check	08/23/2023	08/23/2023	90.00	01-1053	Byline Bank Checking	0.00	90.00
	59951		Posted		01-2060	Accounts Payable	90.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2110595	08/17/2023	PTS 7084450358 ph	90.00	90.00	01-5451	Telephone/Communications	90.00	<No Project>
						Totals:	90.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PARK DISTRICT OF OAK PARK	Computer Check	08/23/2023	08/23/2023	1,370.00	01-1053	Byline Bank Checking	0.00	1,370.00
	59952		Posted		01-2060	Accounts Payable	1,370.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20220093	08/22/2023	DOLE RENT AUGUST	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
						Totals:	1,370.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
HALLOTHON PATNOTT	Computer Check	08/07/2023	08/07/2023	75.88	01-1053	Byline Bank Checking	0.00	75.88
	59882		Posted		01-2060	Accounts Payable	75.88	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-7917	07/12/2023	Pride Party Supplies	75.88	75.88	01-5240	Children's Programming	75.88	<No Project>
						Totals:	75.88	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PAULINE TERLIKOWSKI	Computer Check	08/07/2023	08/07/2023	200.00	01-1053	Byline Bank Checking	0.00	200.00
	59883		Posted		01-2060	Accounts Payable	200.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00101	06/25/2023	Adult Programming	200.00	200.00	01-5247	Adult Programming	200.00	<No Project>
						Totals:	200.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
PITNEY BOWES-Reserve	Computer Check	08/30/2023	08/30/2023	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	59981		Posted		01-2060	Accounts Payable	1,500.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8175	08/23/2023	postage - refill post	1,500.00	1,500.00	01-5380	Postage & Delivery	1,500.00	<No Project>
						Totals:	1,500.00	

Payee	Trans. Type	Trans. Date	Post Date	Amount	Account Number	Description	Debit Amount	Credit Amount
PROQUEST LLC	Computer Check	08/16/2023	08/16/2023	2,265.63	01-1053	Byline Bank Checking	0.00	2,265.63

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Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	59938		Posted		01-2060	Accounts Payable	2,265.63	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
70799110	08/01/2023	African American He	2,265.63	2,265.63	01-5891	Digital content	2,265.63	<No Project>
						Totals:	2,265.63	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
QUILL LLC	Computer Check	08/07/2023	08/07/2023	113.53	01-1053	Byline Bank Checking	0.00	113.53
	59884		Posted		01-2060	Accounts Payable	113.53	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
33744243	07/28/2023	Office Supplies	113.53	113.53	01-5742	Supplies	113.53	<No Project>
						Totals:	113.53	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
REGIONS BANK	Bank Draft	08/17/2023	08/17/2023	26,477.77	01-1053	Byline Bank Checking	0.00	26,477.77
	52		Posted		01-2060	Accounts Payable	26,477.77	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023054	07/31/2023	REGION PERIOD EN	26,477.77	26,477.77	01-2067	Purchase Cards - P Cards	26,477.77	<No Project>
						Totals:	26,477.77	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ROBERT LEE WILLIAMS III	Computer Check	08/07/2023	08/07/2023	150.00	01-1053	Byline Bank Checking	0.00	150.00
	59885		Posted		01-2060	Accounts Payable	150.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00119	07/24/2023	Disability Pride Dan	150.00	150.00	01-5240	Children's Programming	150.00	<No Project>
						Totals:	150.00	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
STEPHEN ROBINET	Computer Check	08/15/2023	08/15/2023	255.76	01-1053	Byline Bank Checking	0.00	255.76
	59907		Posted		01-2060	Accounts Payable	255.76	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023052	08/15/2023	WAGES & SALARIES	255.76	255.76	01-5001	Wages & Salaries	255.76	<No Project>
						Totals:	255.76	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
STEPHEN ROBINET	Computer Check	08/31/2023	08/31/2023	253.06	01-1053	Byline Bank Checking	0.00	253.06
	59988		Posted		01-2060	Accounts Payable	253.06	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8275	08/31/2023	WAGES & SALARIES	253.06	253.06	01-5001	Wages & Salaries	253.06	<No Project>
						Totals:	253.06	

Payee	Trans. Type / Trans. No.	Trans. Date	Post Date / Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
SCHOLASTIC LIBRARY PUBLISH	Computer Check	08/23/2023	08/23/2023	1,305.00	01-1053	Byline Bank Checking	0.00	1,305.00
	59953		Posted		01-2060	Accounts Payable	1,305.00	0.00

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
50806392	08/01/2023	ScienceFlix Subscrip	1,305.00	1,305.00	01-5891	Digital content	1,305.00	<No Project>
						Totals:	1,305.00	
REBEKAH SHIELDS	Computer Check 59982	08/30/2023	08/30/2023 Posted	24.89	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 24.89	24.89 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-8192	08/24/2023	Staff Dev	24.89	24.89	01-5163	Staff Development/Travel	24.89	<No Project>
						Totals:	24.89	
SIKICH LLP	Computer Check 59886	08/07/2023	08/07/2023 Posted	6,779.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,779.00	6,779.00 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
21395	06/30/2023	AUDIT PROGRESS B	5,000.00	5,000.00	01-5260	Audit Fees	5,000.00	<No Project>
						Totals:	5,000.00	
23712	07/31/2023	FY 22 AUDIT FINAL	1,779.00	1,779.00	01-5260	Audit Fees	1,779.00	<No Project>
						Totals:	1,779.00	
GINGER SLADE	Computer Check 59954	08/23/2023	08/23/2023 Posted	23.94	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23.94	23.94 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-8147	08/22/2023	Adult Programming	23.94	23.94	01-5247	Adult Programming	23.94	<No Project>
						Totals:	23.94	
SLOWFIRE LLC	Computer Check 59887	08/07/2023	08/07/2023 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**
2023-99-0082	05/31/2023	Ceramics Kids' WOrl	225.00	225.00	01-5240	Children's Programming	225.00	<No Project>
						Totals:	225.00	
RASHMI SWAIN	Computer Check 59888	08/07/2023	08/07/2023 Posted	172.92	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 172.92	172.92 0.00
Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount**	**Project ID**
IR-7990	08/03/2023	Staff Dev/ Mileage -	172.92	172.92	01-5163	Staff Development/Travel	134.27	<No Project>
IR-7990	08/03/2023	Staff Dev/ Mileage -	172.92	172.92	01-5165	Mileage & Miscellaneous reir	38.65	<No Project>
						Totals:	172.92	
SWAN - SYSTEM WIDE AUTON	Computer Check	08/30/2023	08/30/2023	210.00	01-1053	Byline Bank Checking	0.00	210.00

Oak Park Public Library
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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	59983		Posted		01-2060	Accounts Payable	210.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10578	08/25/2023	SWAN EXPO Registr	210.00	210.00	01-5750	SWAN	210.00	<No Project>
						Totals:	210.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
T-MOBILE	Computer Check	08/07/2023	08/07/2023	1,902.32	01-1053	Byline Bank Checking	0.00	1,902.32
	59889		Posted		01-2060	Accounts Payable	1,902.32	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-2023072	07/22/2023	Devices	1,902.32	1,902.32	01-5893	Devices	1,902.32	<No Project>
						Totals:	1,902.32	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
T-MOBILE	Computer Check	08/30/2023	08/30/2023	1,720.32	01-1053	Byline Bank Checking	0.00	1,720.32
	59984		Posted		01-2060	Accounts Payable	1,720.32	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-2023082	08/21/2023	Devices	1,720.32	1,720.32	01-5893	Devices	1,720.32	<No Project>
						Totals:	1,720.32	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
TDI VERTICAL LLC	Computer Check	08/07/2023	08/07/2023	675.00	01-1053	Byline Bank Checking	0.00	675.00
	59890		Posted		01-2060	Accounts Payable	675.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1126	07/31/2023	Cyber Sec Configura	675.00	675.00	01-5941	Technology Projects and Equ	675.00	CYBERSEC
						Totals:	675.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
TECH LOGIC CORP.	Computer Check	08/09/2023	08/09/2023	1,237.95	01-1053	Byline Bank Checking	0.00	1,237.95
	59900		Posted		01-2060	Accounts Payable	1,237.95	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15010780	07/31/2023	RFID Tags	1,237.95	1,237.95	01-5742	Supplies	1,237.95	<No Project>
						Totals:	1,237.95	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
TELECURVE, LLC	Computer Check	08/07/2023	08/07/2023	80.00	01-1053	Byline Bank Checking	0.00	80.00
	59891		Posted		01-2060	Accounts Payable	80.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2952	07/28/2023	July Dial-a-Story	80.00	80.00	01-5240	Children's Programming	80.00	<No Project>
						Totals:	80.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
THE BOOK TABLE	Computer Check	08/09/2023	08/09/2023	43.17	01-1053	Byline Bank Checking	0.00	43.17
	59901		Posted		01-2060	Accounts Payable	43.17	0.00

Oak Park Public Library
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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount** **Project ID**
	000554-1	08/02/2023	Realia (Books for Cc	43.17	43.17	01-5894	Realia and other formats	43.17 <No Project>
							Totals:	43.17

THE NEW YORK TIMES	Computer Check	08/16/2023	08/16/2023	1,294.00	01-1053	Byline Bank Checking	0.00	1,294.00
	59939		Posted		01-2060	Accounts Payable	1,294.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount** **Project ID**
	3672C2A32332	08/13/2023	New York Times On	1,294.00	1,294.00	01-5891	Digital content	1,294.00 <No Project>
							Totals:	1,294.00

TINA HARLE PHOTOGRAPHY	Computer Check	08/07/2023	08/07/2023	962.50	01-1053	Byline Bank Checking	0.00	962.50
	59892		Posted		01-2060	Accounts Payable	962.50	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount** **Project ID**
	150	03/06/2023	Steam Fest photos	262.50	262.50	01-5204	Promotions	262.50 <No Project>
							Totals:	262.50
	156	05/04/2023	Creative Studio Laun	350.00	350.00	01-5204	Promotions	350.00 <No Project>
							Totals:	350.00
	158	07/31/2023	Promotional photoc	350.00	350.00	01-5204	Promotions	350.00 <No Project>
							Totals:	350.00

TODAY'S BUSINESS SOLUTION	Computer Check	08/09/2023	08/09/2023	9,387.04	01-1053	Byline Bank Checking	0.00	9,387.04
	59902		Posted		01-2060	Accounts Payable	9,387.04	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount** **Project ID**
	080323-37	08/04/2023	Cost per fax progran	9,387.04	9,387.04	01-5451	Telephone/Communications	9,387.04 <No Project>
							Totals:	9,387.04

TONY HAYES III	Computer Check	08/09/2023	08/09/2023	250.00	01-1053	Byline Bank Checking	0.00	250.00
	59903		Posted		01-2060	Accounts Payable	250.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount** **Project ID**
	2023-99-00126	08/07/2023	2 songs for 50 year':	250.00	250.00	01-5249	Community Engagement	250.00 <No Project>
							Totals:	250.00

TRISTAN J JONES	Computer Check	08/16/2023	08/16/2023	250.00	01-1053	Byline Bank Checking	0.00	250.00
	59940		Posted		01-2060	Accounts Payable	250.00	0.00
	Invoice #	**Invoice Date**	**Description**	**Invoice Amount**	**Amount Paid**	**Account Number**	**Account Description**	**Amount** **Project ID**
	2023-99-00129	08/11/2023	Barber	250.00	250.00	01-5244	Young Adult Programming	250.00 <No Project>
							Totals:	250.00

Oak Park Public Library
Cash Disbursement Journals
August 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LUIS TUBENS	Computer Check	08/07/2023	08/07/2023	1,000.00	01-1053	Byline Bank Checking	0.00	1,000.00
	59893		Posted		01-2060	Accounts Payable	1,000.00	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0086	06/02/2023	June Chess Worksho	500.00	500.00	01-5240	Children's Programming	500.00	<No Project>
						Totals:	500.00	
2023-99-0091	06/08/2023	"Love of Lyrics" rap	500.00	500.00	01-5452	Grant Expenses	500.00	HIP HOP CHIL
						Totals:	500.00	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ULINE	Computer Check	08/09/2023	08/09/2023	92.83	01-1053	Byline Bank Checking	0.00	92.83
	59904		Posted		01-2060	Accounts Payable	92.83	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
166781242	08/03/2023	Vinyl Tag Protectors	92.83	92.83	01-5452	Grant Expenses	92.83	BALLINGER
						Totals:	92.83	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
UNIVERSAL BACKGROUND SCI	Computer Check	08/16/2023	08/16/2023	118.51	01-1053	Byline Bank Checking	0.00	118.51
	59941		Posted		01-2060	Accounts Payable	118.51	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
202307023375	07/31/2023	Employment/Refere	118.51	118.51	01-5199	Recruitment	118.51	<No Project>
						Totals:	118.51	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
VILLAGE OF OAK PARK	Computer Check	08/07/2023	08/07/2023	351.50	01-1053	Byline Bank Checking	0.00	351.50
	59894		Posted		01-2060	Accounts Payable	351.50	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-7981	07/25/2023	MAZE WATER/SEWE	351.50	351.50	01-5687	Water	272.00	<No Project>
IR-7981	07/25/2023	MAZE WATER/SEWE	351.50	351.50	01-5688	Sewer/Garbage	79.50	<No Project>
						Totals:	351.50	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
VILLAGE OF OAK PARK	Computer Check	08/15/2023	08/15/2023	19,378.43	01-1053	Byline Bank Checking	0.00	19,378.43
	59908		Posted		01-2060	Accounts Payable	19,378.43	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023050	08/15/2023	PAYROLL; VOL DED;	19,378.43	19,378.43	01-5160	IMRF (Illinois Muncipal Retire	19,378.43	<No Project>
						Totals:	19,378.43	

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
VILLAGE OF OAK PARK	Computer Check	08/16/2023	08/16/2023	202.47	01-1053	Byline Bank Checking	0.00	202.47
	59942		Posted		01-2060	Accounts Payable	202.47	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23-0005332	07/26/2023	GASOLINE FOR (203	202.47	202.47	01-5680	Fuels & Lubricants	202.47	<No Project>

Oak Park Public Library
Cash Disbursement Journals
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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
						Totals:	202.47	
VILLAGE OF OAK PARK	Computer Check	08/30/2023	08/30/2023	6,774.98	01-1053	Byline Bank Checking	0.00	6,774.98
	59985		Posted		01-2060	Accounts Payable	6,774.98	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23-0005363	08/22/2023	GASOLINE FOR (203	126.26	126.26	01-5680	Fuels & Lubricants	126.26	<No Project>
						Totals:	126.26	
IR-8209	08/23/2023	MAIN WATER/SEWE	6,364.12	6,364.12	01-5687	Water	4,765.86	<No Project>
IR-8209	08/23/2023	MAIN WATER/SEWE	6,364.12	6,364.12	01-5688	Sewer/Garbage	1,598.26	<No Project>
						Totals:	6,364.12	
IR-8208	08/23/2023	MAZE WATER/SEWE	284.60	284.60	01-5687	Water	220.00	<No Project>
IR-8208	08/23/2023	MAZE WATER/SEWE	284.60	284.60	01-5688	Sewer/Garbage	64.60	<No Project>
						Totals:	284.60	
WORLD BOOK INC.	Computer Check	08/23/2023	08/23/2023	3,435.39	01-1053	Byline Bank Checking	0.00	3,435.39
	59955		Posted		01-2060	Accounts Payable	3,435.39	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0001651589	06/08/2023	World Book Online	3,435.39	3,435.39	01-5891	Digital content	3,435.39	<No Project>
						Totals:	3,435.39	
XEROX FINANCIAL SERVICES	Computer Check	08/23/2023	08/23/2023	2,316.26	01-1053	Byline Bank Checking	0.00	2,316.26
	59956		Posted		01-2060	Accounts Payable	2,316.26	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4495276	07/08/2023	Xerox printer lease (	1,158.13	1,158.13	01-5620	Office & Library Machinery Se	1,158.13	<No Project>
						Totals:	1,158.13	
4625562	08/08/2023	Xerox lease printers	1,158.13	1,158.13	01-5620	Office & Library Machinery Se	1,158.13	<No Project>
						Totals:	1,158.13	
BARBARA YENA	Computer Check	08/07/2023	08/07/2023	25.74	01-1053	Byline Bank Checking	0.00	25.74
	59895		Posted		01-2060	Accounts Payable	25.74	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-7903	07/27/2023	postage reimbursen	25.74	25.74	01-5380	Postage & Delivery	25.74	<No Project>
						Totals:	25.74	
			Grand Totals:	340,165.74			340,165.74	340,165.74

A total of 143 payment(s) listed

Oak Park Public Library
Cash Disbursement Journals
August 2023- BYLINE

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	340,165.74
01-1600	Prepaid Expenses	5,873.33	0.00
01-2058	Fed Pac	50.00	0.00
01-2059	Union dues Payable	185.25	0.00
01-2060	Accounts Payable	340,165.74	340,165.74
01-2067	Purchase Cards - P Cards	26,477.77	0.00
01-5001	Wages & Salaries	1,369.99	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	19,378.43	0.00
01-5162	Dues	1,037.00	0.00
01-5163	Staff Development/Travel	2,130.41	0.00
01-5164	Tuition Reimbursement	2,059.16	0.00
01-5165	Mileage & Miscellaneous reimbursemen	362.55	0.00
01-5199	Recruitment	118.51	0.00
01-5204	Promotions	2,012.00	0.00
01-5205	Publications	1,813.52	0.00
01-5240	Children's Programming	1,618.79	0.00
01-5244	Young Adult Programming	1,677.52	0.00
01-5247	Adult Programming	821.28	0.00
01-5249	Community Engagement	250.00	0.00
01-5254	Creative Studio	50.43	0.00
01-5260	Audit Fees	6,779.00	0.00
01-5264	ILL Payments	31.04	0.00
01-5281	Intergovernmental Agreements (IGA)	3,480.75	0.00
01-5291	Legal Fees	2,493.25	0.00
01-5380	Postage & Delivery	1,525.74	0.00
01-5451	Telephone/Communications	9,668.64	0.00
01-5452	Grant Expenses	7,214.71	0.00
01-5620	Office & Library Machinery Service	2,316.26	0.00
01-5680	Fuels & Lubricants	328.73	0.00
01-5681	Landscaping and snow removal services	5,526.00	0.00
01-5682	Building Materials & Supplies	791.01	0.00
01-5683	Equipment Parts	2,238.82	0.00
01-5686	Custodial Services	931.20	0.00
01-5687	Water	5,257.86	0.00
01-5688	Sewer/Garbage	2,370.57	0.00
01-5690	Natural Gas	1,354.10	0.00
01-5691	Rentals--Equipment & Facilities	1,370.00	0.00
01-5692	Repair & Maintenance Prop. & Equip.	31,181.30	0.00

Oak Park Public Library
Cash Disbursement Journals
August 2023- BYLINE

01-5742	Supplies	5,380.74	0.00
01-5750	SWAN	210.00	0.00
01-5840	Print materials	44,417.56	0.00
01-5890	Audio and video materials	6,982.01	0.00
01-5891	Digital content	49,498.25	0.00
01-5893	Devices	3,622.64	0.00
01-5894	Realia and other formats	528.91	0.00
01-5930	Furnishings	22,555.50	0.00
01-5936	Subscriptions and services	51,001.67	0.00
01-5937	Equipment and supplies	628.54	0.00
01-5941	Technology Projects and Equipment	3,195.00	0.00

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

Source	Trans Type	Trans Date	Reference		Deposits	Payments
Cash Management	Deposit	8/31/2023	PARKING CREDITS	$	1,935.96	
Cash Management	Deposit	8/31/2023	DAILY DEPOSITS	$	101,941.75	
Cash Management	Deposit	8/31/2023	INTEREST ON ACCOUNT	$	95.29	
Cash Management	Deposit	8/31/2023	RENTALS, LIBRARY SPACES	$	193.90	
				$	104,166.90	-
Cash Management	Transfer in	8/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
Cash Management	Transfer in	8/31/2023		$	250,000.00	
Cash Management	Transfer in	8/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	300,000.00	
Cash Management	Transfer in	8/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	$	250,000.00	
				$	1,050,000.00	-
Cash Management	Payment	8/31/2023	FIFTH STAR COLLECTIVE	$	-	(5,965.00)
Cash Management	Payment	8/31/2023	ACH (FLEX ACCTS),	$	-	(4,020.24)
Cash Management	Payment	8/31/2023	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	$	-	(106,486.16)
				$	-	(116,471.40)
Cash Management	Payment	8/31/2023	MERCHANT ACCT & BANK FEES	$	-	(155.38)
				$	-	(155.38)
Cash Management	Payment	8/31/2023	PAYROLL; PAYDATE 6/15/2023	$	-	($255,367.26)
Cash Management	Payment	8/31/2023	PAYROLL; PAYDATE 6/30/2023	$	-	($253,419.26)
Cash Management	Payment	8/31/2023	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS	$	-	(4,822.85)
				$	-	(513,609.37)

Summary by Transaction Type

(+) Deposits by Transaction Type:

Cash Receipts:	$	104,166.90
Transfers In/Out	$	1,050,000.00
Total Deposits:	**$**	**1,154,166.90**

(-) Payments by Transaction Type:

Transfer out	$	-
Benefits/Other ACH:	$	(116,471.40)
Bank Fees:	$	(155.38)
Payroll:	$	(513,609.37)
Total Payments:	**$**	**(630,236.15)**
Accounts Payable		**(340,165.74)**
Total Summary of Disbursements:	**$**	**(970,401.89)**
Total Change In Register Balance:	$	183,765.01

RESOLUTION ON DISBURSEMENTS, AUGUST 2023

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF AUGUST 2023 IN THE TOTAL AMOUNT OF $970,401.89 AS DETAILED IN THE CASH DISBURSEMENTS JOURNAL AND GENERAL LEDGER, AND SUMMARIZED WITH ADJUSTMENTS FOR CREDITS IN THE STATEMENT OF INCOME AND EXPENSE FOR THAT MONTH BE RATIFIED, CONFIRMED, AND APPROVED.

OAK PARK PUBLIC LIBRARY

Vision: **To empower every voice in our community.**
Mission: **We share the information, services, and opportunities that fulfill Oak Park's aspirations.**

[DRAFT 2024 LOGIC MODEL - V1]

INPUTS

Community members, stakeholders, and partners; diverse and well-trained staff (full-time and part-time), volunteers, and interns; Board of Trustees; local government; funding (tax dollars, grants, donations); well-maintained buildings, furniture and equipment; IT infrastructure; physical collections (books, DVDs, CDs, magazines, etc.); digital collections and online resources (ebooks, audiobooks, streaming music/movies, databases, etc.)

IMPACT

A commitment to

EQUITY & ANTI-RACISM

informs all of our work:

ACTIVITIES

CORE SERVICES
Circulation (patron accounts, materials checkouts, check-ins, holds); digital resources; reference and information; readers advisory; selection, acquisition, cataloging; interlibrary loan; public tech and internet/wifi; space reservations; in-person and virtual educational and entertainment programming for children, teens, and adults; in-person and virtual community outreach and engagement; Special Collections and local history

SOCIAL SERVICES & PUBLIC SAFETY
Community partnership development; patron need assessment and resource referral; incident reporting and management; building safety; emergency and public health preparedness

COMMUNICATIONS
Promotion and storytelling; print materials (newsletters, *The Storyline*, brochures, flyers, bookmarks, calendars); digital communications (website and newsfeed, cardholder email campaigns, social media); digital advertising; monitoring external media coverage and third-party site reviews

OPERATIONS
Facilities management (tracking and execution of capital projects, maintenance activities); Master Facilities Plan; budget preparation, management, and reporting

HUMAN RESOURCES
Compensation and benefits administration; talent acquisition; performance development; learning and talent development; volunteer coordination; workplace well-being

ANTI-RACISM
[LANGUAGE TO COME]

OUTPUTS

CORE SERVICES
\# patron visits
\# item checkouts, check-ins, downloads, ILLs, holds
\# items in collection, turnover
% items checked out
\# average return to shelf time
\# library cards issued
\# digital accounts, conversions
\# active cardholders, households
% new cardholder retention
\# Net Promoter Score
\# meeting/study room reservations
\# community meetings attended
\# programs/events and attendees
\# program surveys completed, satisfaction
\# participants in SRP, 1000 Books
\# and types of reference interactions, 1:1 tutorials, Learning Labs, Special Collections research contacts
\# public technology use (computers, printers, copiers, Creative Studio)
\# wifi sessions
\# Book Bike visits, outreach visits, pop-ups
\# home deliveries, resource deliveries

SOCIAL SERVICES & PUBLIC SAFETY
\# incidents reported, resolved
\# patron service referrals, follow-ups
\# mental health assessments (Rush)
\# community partnerships

COMMUNICATIONS
\# external media coverage
\# third-party site reviews
\# social media reach, engagement
\# unique oppl.org users
% Savannah open and click rates
% Google AdWords conversion rate
\# print materials distributed (calendars, brochures, postcards)
\# Burbio.com online calendar stats
\# unique SWAN app users

OPERATIONS
\# facilities requests made, completed
\# approved capital and MFP projects completed
$ money budgeted, spent
\# expenditure reports provided

HUMAN RESOURCES
\# learning/engagement opportunities and attendees
\# position postings, applicants, hires
\# staff, hours, retention
% applicant diversity, staff diversity
% staff satisfaction, engagement, well-being
$ pay equity
\# volunteers, hours, retention

ANTI-RACISM
[LANGUAGE TO COME]

ENGAGEMENT

Core Values:
Civic Responsibility, Collaboration, Compassion, Empathy, Gathering, Participation

We focus on inclusive engagement and service to diverse community groups.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We facilitate connections among diverse audiences through shared community aspirations and experiences.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We lead the community in impactful civic engagement.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We attract and retain a library staff that reflects the diversity of our community.
Outcomes: **[UPDATED LANGUAGE TO COME]**

LEARNING

Core Values:
Access, Education, Intellectual Freedom, Knowledge, Literacy, Opportunity, Privacy

We build capacity for literacy and education.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We prepare people for continuously changing technology.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We improve people's lives through opportunities to create and to learn new skills.
Outcomes: **[UPDATED LANGUAGE TO COME]**

STEWARDSHIP

Core Values:
Accountability, Affordability, Health, Preservation, Safety, Sustainability, Transparency

We invite everyone into library spaces that are welcoming, safe, and inspiring.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We provide broad, effective, and equitable access to resources.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We prioritize sustainability.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We support library staff to achieve happiness, well-being, and success.
Outcomes: **[UPDATED LANGUAGE TO COME]**

ANTI-RACISM

Core Values:
Accessibility, Courage, Empowerment, Impact, Innovation, Representation, Social Justice

We create and implement library policies that promote equitable outcomes for our staff and the public.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We prioritize relationship-building and meaningful collaboration in our efforts to advance anti-racism.
Outcomes: **[UPDATED LANGUAGE TO COME]**

We advocate for social justice and work toward creating a more equitable and inclusive community.
Outcomes: **[UPDATED LANGUAGE TO COME]**

Last updated 9/20/2023

Freedom of Information Act Policy

Library Board approved July 16, 2002, revised February 16, 2010; FOIA officer name and contact information edited February 11, 2019.

Any patron requesting public records of the Oak Park Public Library under the Illinois Freedom of Information Act, 5 ILCS 140/1/("Act") must make such a request in writing, either in print or electronically. The person requesting records should specify in particular the records to be provided and copied.

All requests should be directed to the library's <u>Freedom of Information Officer email</u> (<u>foia@oppl.org</u>), Oak Park Public Library, 834 Lake Street, Oak Park, Illinois, 60301.

The first 50 pages of black and white, letter or legal paper are free. The fee for records copied, after the first 50 pages, will be $.15 per page. Colored copies, copies sized other than legal or letter size, electronic records, e.g. disks, diskettes, tapes, etc., will be charged at the actual cost of reproduction. The fee for certification will be $1 per certificate. Fees exceeding $5 will be payable in advance. For commercial FOIA requests the Library may charge the requestor for the costs of any search for and review of public records or other personnel costs associated with reproducing public records. For requests of a record maintained in electronic format, the Library will furnish the copy in the requested format if feasible. If not feasible, then the copy will be provided in the electronic format in which it is maintained, or in a paper format, at the option of the requestor. If a copy is provided in electronic format, no fee will be charged beyond the actual costs of the recording medium.

The Library shall respond to a written request for public records within five (5) working days after its receipt, or 21 days if the request is for a commercial purpose. Denial shall be by letter from the Library's FOIA Officer. No denial shall be issued without the knowledge and consent of the Executive Director.

A request will be denied if the public records requested fall within one of the specific exemptions of the Act or in those situations where the public body does not have either a right of access or ownership of the public records or where the public body is prohibited from disclosing public records. If only part of the request is denied, access will be given to the remaining non-exempt portion of response of public records. The Library's written response to requests will explain the Library's detailed factual basis for withholding exempt records or parts thereof. Records may be inspected or copied. If inspected, a Library employee must be present throughout the inspection. The letter denying the request for public records shall notify by letter the person making the request of the decision to deny such, the reasons for the denial, and the names and titles or positions of each person responsible for the denial. Each notice of denial shall also inform such person of his right to appeal to the Public Access Counselor, Office of the Illinois Attorney General not later than sixty (60) days after the date of the Library's

final denial or the requester may seek judicial review of the denial under Section 11 of the Act [5 ILCS 140/11]. When a request for public records is denied on the grounds that the records are exempt under Section 7 of the Act [5 ILCS 140/7], the notice of denial shall specify the exemption claimed to authorize the denial.

Public records available to the public may be requested in the following manner:

- All requests must be in written form, either in print or in electronically.
- Request form (attached) is available at the Library's Administrative Office weekdays 9:00 a.m. - 5:00 p.m., excluding holidays and is downloadable below.
- Request forms must be completed legibly.
- The Act does not require the Library to create new public records that do not already exist within the Library's possession and custody.
- Requests must specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, they must be specified.
- Legal counsel may be consulted to advise as to the proper response to the request.
- The Library may not require the requestor to specify the reason or purpose of the request "except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver."
- Request is to be returned to the Library's FOIA Officer and Deputy Director, Lori Pulliam (foia@oppl.org), Oak Park Public Library, 834 Lake Street, Oak Park, Illinois 60301.
- Requests received after 3:00 p.m. will be dated as being received on the next consecutive business day.
- Within five (5) business days or twenty-one (21) business days for commercial requests, of receipt of a written request in the Administrative Office, the Library will respond with information regarding: access to the public records, extension of response time under the Act, or the grant or denial of the request, in whole or in part, in writing.
- Records will be made available by appointment on weekdays, 9:00 a.m. to 5:00 p.m., excluding holidays, at Oak Park Public Library, 834 Lake Street, Oak Park, Illinois 60301.

The Library's failure to respond to a written request within five (5) working days after its receipt shall be considered a denial of the request.

The five (5) working day time limits prescribed above may be extended for five (5) additional working days including any of the following reasons:

- the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- the request requires the collection of a substantial number of specified records;

- the request is couched in categorical terms and requires an extensive search for the records responsive to it;
- the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under 5 ILCS 140/7 or should be revealed only with appropriate deletions;
- the request for records cannot be complied with by the Library within the time limits without unduly burdening or interfering with Library operations;
- there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

When additional time is required for any of the above reasons, the Library shall notify by letter the person making the written request within the five (5) working day time limit the reasons for the delay and the date by which the records will be made available or denial will be forthcoming.

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When additional time is required for any of the above reasons, the Library shall notify by letter the person making the written request within the five (5) working day time limit the reasons for the delay and the date by which the records will be made available or denial will be forthcoming.

Freedom of Information Act Request to Oak Park Public Library

Note to Requestor: This form is designed to provide you with helpful guidance on how to submit a FOIA request to Oak Park Public Library. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Request Submitted to:

        Oak Park Public Library
        834 Lake Street
        Oak Park, IL 60301
        Email: foia@oppl.org

Date Requested:_____

Request Submitted by:_____Email_____U.S. Mail_____In Person

Name of Requestor:_____

Street Address:_____

City/State/Zip:_____

Telephone (Optional):_____Email (Optional):_____

Fax (Optional):_____

Records Requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.

_____
_____
_____
_____
_____
_____
_____
_____

Do you want to receive copies of the documents?____YES____NO

Or do you want to review the documents in Oak Park Public Library's Administrative Office?
_____YES _____NO

If you would like to receive copies of the documents:

Do you want paper copies or electronic copies?_____Paper_____Electronic

If you want electronic copies, please indicate the format in which you would like to receive them:

_____

Oak Park Public Library will provide documents in the electronic format requested, if feasible.

Is this request for a commercial purpose?_____YES____NO

"Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if it is requested to do so by the public body. 5ILCS 140.3.1(c).

Are you requesting a fee waiver?_____YES_____NO

If you are requesting a waiver of any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).

Oak Park Public Library
Draft 2 - FY2024 Budget

	FY2023 Budget	FY2023 Projection	FY2024 Budget	FY23-FY24 Budget Variance
REVENUE				
Property Taxes, for operating	10,227,382	10,227,382	11,045,573	8.0%
Corp. Property Replacement Tax	150,000	400,000	250,000	66.7%
Services charges and fees	5,000	1,789	2,200	-56.0%
Lost Books Reimbursed/Reciprocal Borrowing	5,000	9,451	7,000	40.0%
Rentals-Library Space	0	1,024	0	0.0%
Vending/Enterprise Income	0	638	0	0.0%
Parking lot revenue	8,000	21,168	21,000	162.5%
Photocopier & Printer Fees	0	0	0	0.0%
Interest	60,000	191,321	80,000	33.3%
Gifts	0	208,790	0	0.0%
Gifts From FOPPL	20,000	16,795	20,000	0.0%
Illinois Per Capita Grant	0	0	0	0.0%
Grants	0	31,828	0	0.0%
Community Fund Endowments	20,000	1,800	33,575	67.9%
Miscellaneous Income	2,000	1,704	1,130	-43.5%
Sales	0	0	40,000	0.0%
Pass Through Revenue	0	0	0	0.0%
TOTAL REVENUE	**10,497,382**	**11,113,689**	**11,500,477**	**9.6%**
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	6,256,000	6,256,000	6,650,000	6.3%
Employee Health Benefits	1,152,000	1,146,119	1,218,000	5.7%
IMRF (Illinois Muncipal Retirement Fund)	166,000	166,000	205,000	23.5%
FICA/MEDICARE	461,000	461,000	490,000	6.3%
Workers Compensation Insurance	30,000	12,604	15,000	-50.0%
Unemployment Compensation Ins.	15,000	17,466	18,000	20.0%
Total Compensation	**8,080,000**	**8,059,189**	**8,596,000**	**6.4%**
Talent Development				
Dues	19,000	21,020	22,000	15.8%
Staff Development/Travel	92,000	112,000	95,000	3.3%
Tuition Reimbursement	27,000	25,780	27,000	0.0%
Recruitment	2,000	1,990	2,000	0.0%
Board Development	2,000	1,900	2,000	0.0%
Total Talent Development	**142,000**	**162,690**	**148,000**	**4.2%**
TOTAL PEOPLE	**8,222,000**	**8,221,879**	**8,744,000**	**6.3%**
SUPPORT SERVICES				
Marketing				
Promotions	20,000	9,132	20,000	0.0%
Publications	33,000	43,992	33,000	0.0%
Total Marketing Support	**53,000**	**53,124**	**53,000**	**0.0%**
Store				
General Merchandise	0	0	25,000	0.0%
Sales Tax	0	0	4,000	0.0%
Total Store Support	**0**	**0**	**29,000**	**0.0%**
Collections				
ILL Payments	3,675	3,675	3,675	0.0%
Cataloging/Bib Search Fees	2,625	2,625	2,625	0.0%

Oak Park Public Library
Draft 2 - FY2024 Budget

	FY2023 Budget	FY2023 Projection	FY2024 Budget	FY23-FY24 Budget Variance
Total Collections Support	**6,300**	**6,300**	**6,300**	**0.0%**
Administration				
HRIS and Payroll Processing Fees	26,250	27,209	28,000	6.7%
Mileage & Miscellaneous reimbursement (non-conference)	25,000	23,798	25,300	1.2%
Staff Appreciation / Engagement	0	0	12,000	0.0%
Hospitality	1,000	3,956	5,000	400.0%
Audit Fees	10,500	10,779	9,300	-11.4%
Unclaimed Property Escheatment to State of Illinois	500	0	232	-53.6%
Merchant Account Services	4,000	2,600	1,800	-55.0%
Collection Fees	2,000	0	0	-100.0%
Consulting Services - Admin	78,750	77,693	115,200	46.3%
Intergovernmental Agreements (IGA)	15,000	18,090	22,211	48.1%
Legal Fees	30,000	7,185	20,000	-33.3%
Postage & Delivery	9,450	7,622	10,500	11.1%
Insurance	120,000	97,574	112,000	-6.7%
Contingency	15,000	0	0	-100.0%
Grant Expenses	0	58,694	0	0.0%
Pass Through Expenses	0	0	0	0.0%
Supplies	102,900	100,858	90,000	-12.5%
Total Administration Support	**440,350**	**436,058**	**451,543**	**2.5%**
Other Support Services				
Telephone/Communications	66,000	63,053	66,000	0.0%
Office & Library Machinery Service	25,000	25,589	27,000	8.0%
Total Other Support Services	**91,000**	**88,642**	**93,000**	**2.2%**
TOTAL SUPPORT SERVICES	**590,650**	**584,125**	**632,843**	**0.0%**
EQUITY AND ANTI-RACISM				
Learning and Development	0	0	10,000	0.0%
Supplies - Equity	0	0	2,000	0.0%
TOTAL EQUITY AND ANTIRACISM	**0**	**0**	**12,000**	**0.0%**
LIBRARY MATERIALS				
Print materials	365,500	365,500	373,500	2.2%
Audio and video materials	103,500	103,500	101,000	-2.4%
Digital content	595,000	595,000	620,000	4.2%
Devices	40,000	40,000	40,000	0.0%
Realia and other formats	13,500	13,500	13,000	-3.7%
Archival collection	15,000	15,000	20,000	33.3%
TOTAL LIBRARY MATERIALS	**1,132,500**	**1,132,500**	**1,167,500**	**3.1%**
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	4,000	1,791	4,000	0.0%
Building Materials & Supplies	8,000	8,000	10,000	25.0%
Equipment Parts	10,000	8,926	10,000	0.0%
Cleaning & Housekeeping Supplies	13,000	6,430	10,000	-23.1%
Signage	4,000	4,020	4,000	0.0%
Total Facility Supplies	**39,000**	**29,168**	**38,000**	**-2.6%**
Facilities Services				
Landscaping and snow removal services	25,000	22,328	25,000	0.0%
Custodial Services	216,000	212,274	223,000	3.2%

Oak Park Public Library
Draft 2 - FY2024 Budget

	FY2023 Budget	FY2023 Projection	FY2024 Budget	FY23-FY24 Budget Variance
Water	11,000	11,000	11,500	4.5%
Sewer/Garbage	15,000	10,742	15,000	0.0%
Parking lot expense	5,000	9,216	10,000	100.0%
Natural Gas	60,000	114,249	125,000	108.3%
Rentals--Equipment & Facilities	20,000	21,525	25,000	25.0%
Repair & Maintenance Prop. & Equip.	219,000	240,920	235,000	7.3%
Total Facilities Services	**571,000**	**642,254**	**669,500**	**17.3%**
TOTAL FACILITIES MANAGEMENT	**610,000**	**671,422**	**707,500**	**16.0%**
PUBLIC SERVICES				
Programming				
Children's Programming	18,900	18,900	25,000	32.3%
Young Adult Programming	25,000	25,000	30,000	20.0%
Adult Programming	23,000	23,001	25,000	8.7%
Community Engagement	15,000	15,000	24,000	60.0%
Social Services	20,000	5,390	10,000	-50.0%
Creative Studio	2,000	2,000	5,000	150.0%
Total Programming	**103,900**	**89,291**	**119,000**	**14.5%**
Digital Services				
Consultant Support Services	10,000	10,000	10,000	0.0%
SWAN	111,000	109,036	111,000	0.0%
Website development/CMS	4,000	3,915	4,000	0.0%
Subscriptions and services	240,000	252,821	332,900	38.7%
Equipment and supplies	20,000	20,006	25,000	25.0%
Total Digital Services	**385,000**	**395,777**	**482,900**	**25.4%**
TOTAL PUBLIC SERVICES	**488,900**	**485,068**	**601,900**	**23.1%**
TOTAL EXPENSES - Operating	**11,044,050**	**11,094,994**	**11,865,743**	**7.4%**
EXPENSES - Capital				
Facilities Equipment	10,000	9,780	10,000	0.0%
Furnishings	120,000	120,001	100,000	-16.7%
Technology Projects and Equipment	200,000	170,203	20,000	-90.0%
Building Improvements	645,000	551,000	571,000	-11.5%
Special Projects	32,000	1,260	6,000	-81.3%
TOTAL EXPENSES - Capital	**1,007,000**	**852,244**	**707,000**	**-29.8%**
TOTAL BUDGET EXPENDITURES	**12,051,050**	**11,947,238**	**12,572,743**	**4.3%**
NET SURPLUS/(DEFICIT) OPERATING	**(546,668)**	**18,696**	**(365,266)**	**-33.2%**
NET SURPLUS/(DEFICIT) INCLUDING OPERATING AND CAPITAL	**(1,553,668)**	**(833,549)**	**(1,072,266)**	**-31.0%**
Cost of Library Card Per Household	**470.32**	**470.32**	**507.95**	**8.0%**

State method: Prop Taxes/Population*Avg Persons per Household

2023 Population: 51,102

Average persons per household: 2.35

2020 - 2027 Capital Expense Projections for Building Improvements

Location	Item	FY2020	FY2021	FY2022	FY2023 Budget	FY2023 Projection	FY2024 Budget	FY2025	FY2026	FY2027
Main										
	HVAC - Replace chiller #1 (2023) & chiller #2 (2024). **Estimated $6MM needed in 2033**				250,000	250,000	250,000			
	Capital Assets Study - Updated - consultation				70,000		100,000			
	Replace motor, drive, and tank on domestic water system					25,000				
	HVAC - AHU and EF upgrade and modernization						125,000			
	Electrical & data outlets for east side of public spaces (by the windows)				100,000	75,000	20,000			
	LED lighting upgrade		25,000	25,000	25,000	25,000	25,000	25,000	130,000	
	Parking garage equipment updates						16,000			
	Motorized blinds replacement (Veterans Room)				50,000	50,000				
	Walls & doors additions & improvements				40,000	40,000				
	Security systems (CCTV, Access / Alarms, Loss prevention)				25,000	25,000	25,000			
	Electric vehicle charging stations (2)				10,000	20,000				
	Carpeting				25,000	15,000	10,000			
	Paint finishes (gypsum wall board) + base			30,000	30,000	6,000		50,000	30,000	30,000
	Future capital improvements (HVAC placeholder)							250,000	275,000	300,000
	Sanitary, storm, and vent problems			25,000				200,000	200,000	90,000
	Replace the library van							25,000		
	Epoxy coatings (1st floor staff hallway)							25,000		
	Security systems (CCTV, access / alarms, loss prevention)			350,000						
	Brick replacement, mortar joints in penthouse, perimeter sealant, parking ramp coping stone, etc.			20,000						
	Retaining wall by fountain - cracked / leaking into garage			10,000						
	Security systems evaluation	20,000	47,000							
	HVAC - Global Plasma Solutions air cleaning system install		25,000							
	Art gallery lighting project	85,000								
	Staff Room, kitchen, and appliances	58,000								
	Womens restroom partitions - all levels	55,453								
	Unplanned - snow-melt system repair - sidewalk damaged by Village during Lake St. work	50,000								
	Seal parking garage	42,194								
	1st Floor soffit	33,410								
	Sealant / Replace perimeter sealant	6,000								
	Repair flashing	5,000								
Maze										
	Replace carpeting throughout (can be spread over years)				20,000	20,000		20,000		
	Blister area on roof			50,000						
	Replace west entrance doors (necessary for security and access controls)			40,000						
	Repaint / refinish meeting room			10,000						
	Tuckpointing	100,000								
	Replace perimeter sealant	10,000								
	Replace main entrance doors (do not lock properly)	3,000								
	TOTAL	**468,057**	**147,000**	**510,000**	**645,000**	**551,000**	**571,000**	**595,000**	**635,000**	**420,000**

Equity and Anti-Racism in the Workplace Policy

Purpose

This policy supports Oak Park Public Library's efforts to become an equitable and anti-racist organization. We understand the need to create an environment with accountability for what we do within our work and public service environment. Thus, in 2021, the Board of Library Trustees approved the library's first [Anti-Racism Strategic Plan (ARSP)](#). The safety of historically, intentionally, and traditionally marginalized people groups (HITMPGs) is at the foundation of the ARSP and this policy.

The ARSP and this policy are preliminary steps of an ongoing effort to become an equitable and anti-racist organization. By no means does this work end with the ARSP or this policy, but they are foundational in dismantling any inequities and racism that exist in institutions and systems of power.

This living document may be updated or amended over time, with the board approving the amendments. It is intended to be effective and compassionate. If you have any feedback, please contact Human Resources or the Director of Equity & Anti-Racism with any questions, comments, or concerns.

Defining Equity and Anti-Racism

Equity
In a diverse workplace, differences exist, and people require support in different ways. Equity asks us to acknowledge that everyone has different needs, experiences, and opportunities. People from marginalized groups often face more barriers when accessing resources and opportunities than those from dominant or more privileged groups. In a diverse organization, equity-inspired design identifies barriers and inequities and helps to elevate the people on the margins to an equal playing field.

Anti-Racism
The active process of identifying, addressing, and eliminating racism by changing systems, organizational structures, policies, practices, and behaviors that would otherwise foster it.

The library understands there is no legal definition of racism and thus asks that you please refer to the library's [definitions](#) to understand better what specific terms mean within the context of our library's culture.

The library acknowledges four types of racism: [internalized](#), [interpersonal](#), [institutional](#), and [structural](#). By acknowledging them, the library also understands their unconscious, implicit, or unintentional nature. We also acknowledge that involvement in a racist act does not mean an individual is a racist or has malicious intentions.

As an equitable and anti-racist organization, we purposely identify, discuss, and challenge issues of diversity, equity, inclusion, and racism and their impact on our staff, library, and the greater community. We also will work to ensure that incidents of inequities and racism involving any staff member, intern, patron, volunteer, contractor, vendor, trustee, or other third parties are not tolerated.

Rights and Responsibilities

Directors, Managers, and Supervisory Staff
Supervisory positions have a unique responsibility within the library to ensure staff members feel safe, supported, and able to work in an environment conducive to productivity and professional development. All supervisory positions are responsible for working with Human Resources to report and responsibly handle complaints or reports of inequitable or racist behavior.

Any director, manager, or supervisory staff made aware of a complaint, concern, or other information relevant to an incident, policy, or practice involving racism or other inequitable conduct must contact Human Resources as soon as practicable. If managers personally observe misconduct, they can take action directly—intervening and warning that the conduct is inappropriate—but must also notify Human Resources as soon as possible.

Complainants
The person making the complaint (the Complainant) typically has a right to:
- Make a complaint and receive a copy of the complaint;
- Be informed of the status and progress of the investigation;
- Have an opportunity to use restorative justice to mitigate the harm caused;
- Be informed of a summary of the results of the investigation;
- Not be subject to retaliation; and
- Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the library's Executive Director may determine that an investigation is required, and the process will continue despite the withdrawal.

Respondents
The person whom the complaint is about (the Respondent) typically has the right to:
- Be informed that a complaint has been filed;
- Be informed of the status and progress of the investigation;
- Have the allegations investigated by an experienced and knowledgeable investigator (which potentially includes a third-party independent investigator);
- Be informed of the allegations against them and be provided an opportunity to respond; and
- Be informed of a summary of the results of the investigation.

Bystanders
A Bystander is a person who is present at an event or incident as a non-participant. A Bystander is responsible for cooperating in good faith with all those responsible for investigating the complaint. Bystanders have the right not to be subject to retaliation for their participation as witnesses.

Investigator
The investigator, if engaged under the process referred to in the Complaint Process (below), will typically:
- Have experience regarding the matters covered in this policy;
- Ensure the Respondent is informed of the allegations;
- Ensure all parties involved have been informed of their rights and responsibilities;
- Interview the parties concerned, including any Bystanders;
- Collect all pertinent information;

- Prepare a written report to include the details and facts of the investigation;
- Ensure the investigation is completed in a timely fashion, taking into account particular circumstances; and
- Maintain confidentiality consistent with the library's legal obligations and the necessity to investigate complaints and take corrective action.

Review Process, Requirements & Procedures

Complaint Process

Complaints may be made at any time. Complainants can be assured their complaints will be received, taken seriously, investigated thoroughly, and addressed responsibly and respectfully. Complaints will be kept confidential, consistent with the library's legal obligations to thoroughly investigate the allegations and take corrective action. The investigation will be conducted and concluded within a reasonable timeframe.

Remedies

Any individual, including but not limited to Respondents and Bystanders, found to have engaged in, or known about and taken no action to report or stop, racial discrimination or racist or other inequitable behavior may be subject to appropriate action depending on the severity of the misconduct. The range of appropriate action may include, but is not limited to being:

- Required to issue an oral and/or written apology;
- Subject to an appropriate administrative change (i.e., position change, no contact for a time period, temporary or permanent changes to reporting structures or work assignments);
- Required to participate in [restorative justice](#);
- Required to attend counseling;
- Required to attend training or education;
- Reorientated to this policy and its purpose;
- Subject to discipline up to and including termination of employment; and
- Subject to termination of contract for service or of a volunteer opportunity.

If the Respondent is not a staff member, the supervising staff will take all steps reasonably necessary to remedy the substantiated complaint and to protect the Complainant and others from future harm.

Unsubstantiated Complaints

If the library finds insufficient evidence to support the Complainant's allegations, there will be no record of the complaint in the Complainant's or Respondent's main personnel file and no corrective action issued concerning the incident. A finding of no evidence simply reflects an absence of evidence to support the claim and nothing more.

No Retaliation

Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination. Protection extends to any retaliatory action that is related, in any way, against a Complainant (or person closely related to or associated with the Complainant), Bystander, Respondent, or staff member(s) who, in good faith:

- Makes a complaint alleging inequities, racial discrimination, or racism;
- Identifies or opposes a practice that they reasonably believe to constitute inequities, racial discrimination, or racism; or
- Implements or participates in an internal investigation.

Definitions

*Internalized racism: This type of racism comprises our private beliefs and biases about race and racism, influenced by our culture. This can take many different forms, including prejudice toward others of a different race; **internalized oppression**—the negative beliefs about oneself by people of color; or **internalized privilege**—beliefs about the superiority or entitlement of white people.

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

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

Racism: A global system of people who mistreat others based on race. Racism involves one group having the power to systematically discriminate through the shaping of history, policies, laws, cultural beliefs, and values that support the mistreatment of others.

> **Racism is not:**
>
> - Personality conflicts
> - Voicing opinions or views about the workplace
> - Sharing personal, situational experiences
> - Disciplinary action taken following our policies

Restorative justice: A theory of practice that emphasizes and creates space where every voice is heard. The practice is considered reactive, and when harm is done, the aim is to repair the holistic well-being of the people harmed, the person who caused the harm, and the communities impacted by an offense and to ultimately prevent recurrences of harm. Restorative practices are the tools and methods used to promote restorative justice ideology. Restorative practices focus on proactively identifying ways to strengthen relationships between individuals and the communities to which they belong.

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

*Adapted from [Race Forward](#)

Anti-Bullying Policy

Introduction

The Oak Park Public Library works to create a safe and civil environment that is necessary for staff members to be happy, well, successful, and productive. Bullying, like other disruptive or violent behaviors, interferes with a staff member's ability to positively contribute to the library on a day-to-day basis and the library's ability to operate successfully. Accordingly, the library strictly prohibits all acts of bullying, including cyberbullying.

Defining Bullying

Bullying is conduct that meets all of the following criteria:

- Behavior directed at one or more employees;
- Substantially interferes with work/prevents work from being accomplished; and
- Adversely affects a staff member's ability to contribute positively in the workplace by placing the staff member in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- Spreading malicious rumors, gossip, or innuendo;
- Excluding or isolating someone socially;
- Intimidating a person;
- Undermining or deliberately impeding a person's work;
- Physically abusing or threatening abuse;
- Withholding necessary information or purposefully giving the wrong information;
- Making jokes that are "obviously" offensive verbally or in writing;
- Intruding on a person's privacy by pestering, spying, or stalking;
- Yelling or using profanity towards another person;
- Criticizing a person persistently or constantly;
- Belittling a person's opinions;
- Unwarranted (or undeserved) punishment;
- Blocking applications for training, leave, or promotion; and
- Tampering with a person's belongings or work equipment.

Expectations and Responsibilities

The library expects all staff members, interns, patrons, volunteers, contractors, vendors, trustees, and other visitors to demonstrate appropriate behavior, treat others professionally, and refuse to tolerate harassment and bullying.

Additionally, the library expects all staff members to conduct themselves in a manner that displays proper regard for the rights and welfare of other staff members, interns, patrons, volunteers, contractors, vendors, trustees, and visitors.

A staff member who believes they have experienced or witnessed bullying is encouraged to tell the individual the conduct is inappropriate and report the incident as soon as possible to their supervisor or Human Resources. A prompt, thorough, and complete investigation of each alleged incident will be conducted. Staff members found engaging in bullying will be dealt with appropriately, up to and including termination. The library prohibits reprisal or retaliation against any person who reports an act of bullying.

Credit Card Policy

Introduction

The Oak Park Public Library may provide eligible staff members with credit cards, such as purchase cards (p-cards), to pay for specific and limited library expenses. Library credit cards are used to supplement other acceptable payment methods and should be used when other approved payment methods are unavailable.

This policy outlines staff members' responsibilities for the appropriate use of credit cards and intends to protect staff members and the library from inappropriate use. Purchases made with library credit cards are subject to public disclosure under the Freedom of Information Act (FOIA).

Eligibility

The library's Finance Team may assign credit cards to eligible staff members. To qualify for a library credit card, a staff member must receive approval from their department director, hold a position that requires travel, purchase significant volumes of items or services for use by the library, or incur other regular, frequent library expenses of a kind appropriately paid by a credit card.

The Finance Team will determine an appropriate credit limit for each cardholder and may temporarily increase the credit limit based on necessity.

Before receipt of any credit card, each staff member must complete credit card holder training based on this policy, agree to and sign a Credit Card Holder Agreement, and acknowledge their credit limit on purchases.

The Finance Team will periodically review all credit card holders to determine their continued eligibility to hold a library credit card and the appropriate credit limit for each cardholder.

Appropriate Use

Credit card holders may only use a library credit card for:
- Purchases the department director responsible for the budget line/expense category is aware of;
- Purchases within the approved budget limits;
- Purchases of necessary items or services for library use;
- Purchases within the established credit limit (unless the Finance Team grants an exception); and
- Purchases that do not include sales tax when applicable (the library is a tax-exempt organization).

Inappropriate Use

Credit card holders must never use their library credit card for:
- Purchases the department director responsible for the budget line/expense category is not aware of;
- Purchases exceeding approved budget limits;
- Purchases of items or services for any use other than library use;
- Personal expenses or personal benefit; or
- Cash advances.

Any inappropriate use of a library credit card will result in appropriate corrective action up to and including termination of employment.

Cardholder Duties and Expectations

Credit card holders are responsible for storing and protecting their card and must immediately notify the Finance Team if their credit card is lost, stolen, or used by an unauthorized person. Credit card holders must inform the Finance Team of any disputed charges and take additional steps to dispute the charges as needed.

If a credit card holder makes an accidental personal purchase with the credit card, they must notify the Finance Team upon discovering the charge and immediately reimburse the library.

Credit card holders must obtain a receipt or other proof of payment for their purchases. Receipts for each charge must be uploaded and processed in the library's accounting system within five (5) business days after the end of the month when the card was charged. For example, if the cardholder purchased an item in January, they have until the fifth business day in February to upload the receipt and process the charge. Credit card holders who have not processed their charges within this period will be asked to do so immediately.

Credit card holders must return any cards to the Finance Team at the end of their employment or upon request if the staff member is determined to no longer be eligible to be a credit card holder.

Intentional, continued, or repeated non-conformance to this policy will result in appropriate progressive corrective action up to and including termination of employment.