

CANCELLED
OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES | REGULAR MEETING
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room
Tuesday, November 28, 2023 – 6:30pm
Meeting to be held in person and via Zoom ([click here for Zoom link](#))

AGENDA

1. Call to Order and Roll Call

2. Approval of Minutes

October 17, 2023 Regular Meeting

(Action)

3. Public Comments

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

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

4. Trustee Comments and Calendar

- a. Cancellation of December 26, 2023 meeting
- b. 2024 Trustee Meeting Dates

(Action)

(Action)

5. Executive Director Report

6. Staff Reports

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

7. Financial Reports

- a. October 2023 Financial Reports
- b. October 2023 Resolutions on Disbursements

(Discussion)

(Action)

8. Additional Reports

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

9. Unfinished Business

10. New Business

- a. Policies
 - I. Personal Leave Policy
 - II. Holidays Policy - Floating Holiday
 - III. EV Charging Policy
- b. 2023 Digital Resources Trend
- c. Executive Director Evaluation Tool
- d. Closed Session Meeting (if applicable)

(Action)

(Action)

(Action)

(Discussion)

(Discussion)

(Discussion)

11. Adjournment

Minutes for October 17, 2023 Regular Board Meeting

1. Call to Order and Roll

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

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

Absent: Madhurima Chakraborty.

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

Public commenters: Suzen Riley.

2. Review and Approval of September 26, 2023 Regular Meeting Minutes

Foss motioned to approve. Bloom seconded. Approved by all trustees.

3. Public Comments

Suzen Riley praised the library for the many resources that are available and the impact it has made to her and the community.

4. Trustee Comments and Calendar

Foss stated he will be attending the ILA conference in Springfield for the Trustee Day portion of the conference.

5. Executive Directors Report

Bowling Dixon gave a highlight on the training that the Leadership Team had with LifeLabs in September.

6. Staff Reports

a. Strategic Priorities Report

b. Library Core Use Statistics

c. Additions and Terminations Report

Bowling Dixon highlighted Jim Boguslawki, who did 27 years of service to the library.

d. Staff Changes Report

7. Financial Reports

a. September 2023 Financial Reports

The board reviewed the financial statements dated September 30, 2023.

b. Resolution of Disbursements

Fairfax motioned to approve. Ganguly seconded. Approved by all trustees.

8. Additional Reports

a. Intergovernmental Committee (IGOV): Fairfax attended and reported on the election of the representative from District 97 and the planning of an event centered around mental health.

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

c. PlanIt Green: Did not meet.

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

9. Unfinished business

a. **2024 Budget Draft 3:** Bloom motioned to approve. Ganguly seconded. Approved by all trustees.

i. **Resolution Setting Forth Financial Requirements for the Fiscal Year Beginning January 1, 2024:** Foss motioned to approve. Rogers second. Approved by all trustees. A roll call vote was made to approve the resolution.

b. **2024 Strategic Plan and Logic Model:** The board discussed the library's strategic plan and logic model that will be implemented for 2024.

c. **Anti-Bullying Policy:** Ganguly motioned to approve. Rogers second. Approved by all trustees.

10. New business

Bowling Dixon discussed the capital reserve process and the assessing of the Main Library building and infrastructure for potential improvements.

11. Adjournment

Fruth adjourned the meeting at 8:14pm.

2024 Library Board of Trustees Meeting Dates

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

January 23, 2024

February 27, 2024

March 26, 2024

April 23, 2024

May 28, 2024

June 25, 2024

July 23, 2024

August 27, 2024

September 24, 2024

October 22, 2024

November 26, 2024

December 17, 2024

Executive Director's Report

November 2023

2023 Highlights, Milestones, Achievements

OPPL rated as a Five Star Library by *Library Journal* for 15 years running. Working with Director of Communications, Jodi Kolo, we created marketing materials and promotional items, including street banners, buttons, stickers, and magnets to make clear to the community that our library service is recognized on a national level, and to instill pride in the staff for the work they do to make the recognition possible.

OPPL nominated for Institute of Museum and Library Services National Medal for Museum and Library Service in the area of diverse collections.

OPPL recipient of the 2023 Oak Park Area Lesbian and Gay Association Founders Award for our "fearless and committed efforts to promote free expression and push back against growing challenges to our freedom to read" and in recognition of the library serving as "a strong ally in your consistent stand for the fundamental rights of LGBTQ+ people to be represented and celebrated, as well as to participate fully and equally in civic life."

Invited by Village Manager Kevin Jackson to the village council meeting to provide a comprehensive presentation of the "why" behind unanimously LBOT approved 8 percent library tax levy.

Working with Jodi Kolo, Director of Communications to facilitate a Community Open House Celebration of OPPL's 120th year.

Presented Directors' Call with Urban Libraries Council CEO Brooks Rainwater and executive directors from Richmond, VA and Southwestern Oklahoma public libraries on ULC's [Creating Youth Opportunities](#) initiative. This program explores the role of libraries in supporting young people at risk of incarceration, and the authentic youth engagement required in doing this work effectively.

Served as webinar presenter for the Urban Library Council: "Civic Engagement in Uncivil Times" Shared with 200+ attendees across the country about our experience partnering with the League of Women Voters to present village candidate forums for the community. Watch the webinar [here](#).

In my first 6 months, I facilitated 14 promotions of current staff, ranging from entry-level to the Leadership Team level. Promotions include 6 BiPOC staff, 8 White staff, with promotions closely mirroring the current staff population percentages by race (46 percent BiPOC/54 percent white), reflecting equity in promotional opportunities across departments. In addition, 11 of 14 promotions were non-MLIS positions, reflecting opportunities for advancement at all levels and not exclusively for MLIS degree librarians.

eNPS Score increased from 33 to 37 within 6 months of my tenure. An NPS score is a gauge of moral and positive engagement within an organization. A score of 10-30 is considered good, and scores approaching 50 are considered excellent, and scores continue to rise during this first year of my leadership.

In the most recent survey of staff:

65 percent of staff report feeling highly valued or at least sometimes valued (31%).
51 percent of staff identify themselves as highly engaged with a great attitude or possessing good engagement and a mostly positive attitude (42%).
82 percent of staff strongly agree, or agree that they are enthusiastic about their jobs. Strongly Agree 34.4%. Agree 48.4%.

At least 55 staff members at all levels and representing all work teams from Facilities to Finance, have attended 76+ paid learning opportunities: training sessions, workshops, seminars, and conferences, including 14 who attended JCLC in St. Petersburg Beach, Florida, and over 30 who attended the ALA Annual Conference in Chicago, many of which were first time attendees.

Awarded tuition grants totaling \$15,420 to 9 staff members. These grants were for staff members to pursue certificates or degrees, such as a Grant Writing Certificate, Bachelor's degree, as well as a MLIS degree.

Received national recognition for workplace excellence: 2023 ALA Sustainability Roundtable Wellness in the Workplace Citation.

<https://www.ala.org/rt/sustainrt/wellness-award>

National recognition for collections: Nominated at ALA Conference by the Institute of Museum and Library Services for the 2024 National Medal for Museum and Library Service in the area of diverse collections and artifacts.

Presented 10 policies for review and update to the Library Board of Trustees for approval. On average, presented at least one policy for trustee review and approval each month.

On June 20, presented a resolution approved by the village council for the Village of Oak Park to become a [Book Sanctuary](#).

Served on the American Library Association Great Stories Club Committee.

Served as American Library Association Councilor-at-Large.

Completed Illinois State Library's Directors University.

Presented "Always Negotiate: Getting the Pay You Deserve" as part of a panel of area directors from Northbrook, Crystal Lake, and St. Charles at the Illinois Library Association Annual Conference in Springfield.

Presented "Competencies for Excelling in Library Work" with other African American library leaders in the Chicagoland area at the invitation of the Chicago chapter of the Black Caucus of American Library Association.

Provided library tours for new and more recent board members in an effort to establish onboarding standards for board members.

Community Listening Sessions- Implemented a series of Listening Sessions to connect with the community in-person and to gather feedback on Older Adult Services, Spaces, and Programs as we plan for future library-wide first steps. Listening Sessions are pop-up focus groups in real time of current active library users. The sessions also provided me an opportunity to collaborate and work with staff that I would otherwise not have the opportunity to engage, which I enjoyed and also found valuable. Sessions took place in April, May, and June at all three library locations, including evenings and weekends.

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

Selected to participate in Urban Library Council's Executive Directors Focus Group along with EDs from Milwaukee, Wisconsin, Richmond, Virginia, Hartford, Connecticut, and additional cities across the country to help shape the next strategic plan under the new CEO, Brooks Rainwater.

Attended reception and recognized in Black History Month Museum in the Idea Box along with other past and present Oak Park Local Village Government "Firsts" as the first African-American Executive Director of Oak Park Public Library.

Invited by Glenna G. Temple, President of Dominican University, to participate in Dominican University's Oak Park/River Forest Advisory Council as a representative of the community in order to assist Dominican with their strategic plan and to deepen engagement with community members. They plan to meet twice a year, once in the fall, and once in the spring on the DU campus.

With staff changes at the helm of the Leadership Team and within the Leadership Team, I invited Life Labs Facilitator Meghan Pickett to provide guidance and insight into the following:

The Purpose: For the executive leadership team to gain clarity on their vision/purpose as a team and the "hows" of working together

The Product: We created a written purpose statement, established team norms, and agreed-upon methods for navigating norm conflict

The Personal Benefit: The group examined clearly defined expectations for how to work together which allows us to engage in the productive conflict & collaboration needed to achieve our goals.

The Process: **1)** We began with a brief activity to define the leadership team's purpose. **2)** From there we reviewed previous team experiences to identify what behaviors are damaging and what behaviors are necessary for establishing trust and collaboration. This allowed us to identify the team's top 5 necessary norms. **3)** Finally, to make sure these are actionable, we outlined potential challenges in implementing these norms and agreed-upon strategies to address norm-breaking behaviors.

Working with Matt Bartodziej, Director of Facilities, met with a vendor to narrow upgrade selections to continue with refresh plans for the Scoville Room.

Participated in RAILS Support and Bomb Threats Discussion to share strategies and experiences with RAILS and other library directors throughout the state.

Worked with Human Resources/Finance Director Billy Treece and Ginger Slade, Staff Learning & Well-Being Specialist to bring individual and group counseling and therapy dogs to help staff address the trauma of the library receiving multiple bomb threats.

Respectfully submitted,

Joslyn Bowling Dixon

Joslyn Bowling Dixon

Public Comments

DOMINICAN

The iSchool
DOMINICAN UNIVERSITY

Joslyn -

Thanks so much for
sharing your time and
knowledge with the 701
class on 10/9 - Next
time we'll get a picture!

yours,

Don

Oak Park Library Staff,
The Human Rights Campaign Steering Committee
in Chicago wanted to send you all our
deepest gratitude for standing against hate.
Thank you for your steadfast resiliency!

Stacy Ambroich

Julie Anderson Justin Koziatek

David Prince

John Kellard
Ki Ki

- let us know if
there's anything
we can do!

Karen Detoro Sida Sen

Tony Mitchell

LILA GREER, TEACHER OF THE YEAR
Andrea Beaty & David Roberts
Abrams Books for Young Readers

26 OCT 2023 PM 1 L



*Librarians are the
Keepers of the Keys!
Thank you for all
that you do. It has
never mattered more!
Best wishes,*

JOSLYN DIXON EXECUTIVE DIRECTOR
OAK PARK PUBLIC LIBRARY
Oak Park Public Libr
834 Lake Street
OAK PARK, IL 60301

Andrea Beaty

25 OCT 2023 PM 3 L

CAROL STREAM IL 601

Downloadable resources at
AndreaBeaty.com & Questioners.com!



OPRF

November 16 at 1:00 PM · 🌐



🙏 OPRFHS is thankful for COMMUNITY CONNECTIONS! This month included many meaningful student engagements with community partners:

📖 [Oak Park Public Library](#) set up a table in our Student Resource Center and provided over 100 library cards to students and staff.

👩‍⚕️ Dr. Kirsten Straughan, Sports Dietician and UIC Applied Health Sciences Program Chair at UIC, spoke to the Sports Medicine Club about pursuing a career in dietetics.

👤 William Kraus and Meghan Hobbs from [Wintrust Bank](#) visited Ms. Martinez's 4th period Financial Literacy class to speak about "The Power of Diversification: Advice for Young People" in the Maker Space.

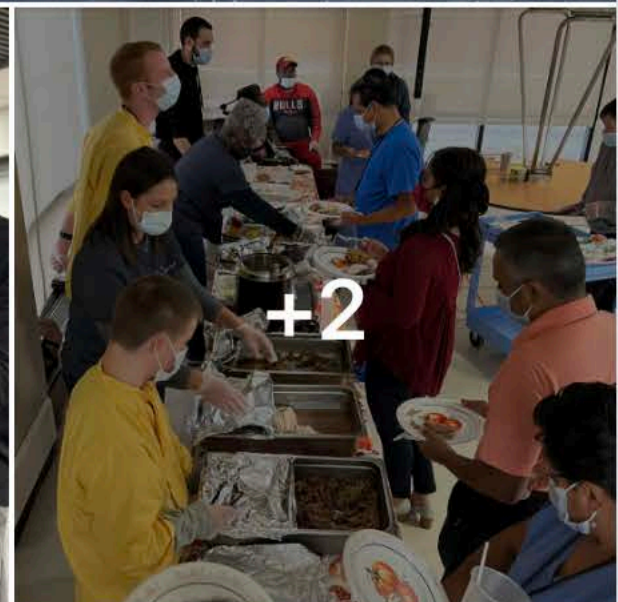
🥊 [Boxability International](#) led the Transitional Education with Access to the Mainstream (TEAM) program in empowering non-contact boxing drills.

👥 The Community Integration Transition Education (CITE) program collaborated with Opportunity Knocks to bring Thanksgiving lunch to the residents at [Edward Hines Veteran Hospital](#).

👩‍💼 The 2023 Young Women in Business Conference was a huge success that brought in over 15 local professionals to share their experiences with 40 female-identifying students. (More on this exciting event in a future post.)

💖 Thank you, partners! 💙

[#opr](#) [#oprfs](#) [#thosethingsthatarebest](#) with the community @okwarriors



Thank you Kathleen,

The library tour was amazing. Thank you for taking time out of your day to show us around the entire, well almost entire, collection! My favorites were the pieces that came from Bill Kerr, as he had been my teacher for quite some time. It was nice to actually see what he talked about in class in person. You are amazing at showing art pieces, and have a great presenter's voice. I am surprised that you know so much about each piece. I could hardly remember a single thing for a class presentation. It clearly shows that you love and respect art a lot! I wish we could have covered every piece, since I saw so many interesting things at the library.

Once again, thank you for deciding to give us a tour. I really loved seeing and listening along.

Darlene Sepulveda

Dear Kathleen,

Thank You! You took the time to give us a tour of the place and explain each piece. I appreciate the level of dedication to learn about each piece before our arrival to tell us more. Adding that many of the artworks had moved around and were displayed in different rooms for a more cohesive experience as you make your way around the whole place. Once again, thank you so much for your time and dedication to showing our class around.

-Melanie Cavender

PS

I loved the QR Code additions to some of the works or audio recordings. The library is lovely!

Hey Kathleen,

My name's Angelica and I'd like to say how impressive the small tour of the art collection was.

The library that I usually live by definitely doesn't have nearly any art, so it was encouraging to see these free spaces/gallery.

Social Services and Public Safety Report

November 2023

Director, Rob Simmons

Patron Engagement

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

<u>Type of advocacy/support:</u>	<u>No. of patrons served:</u>
Affordable housing	4
Behavioral health	2
Early childhood	1
Employment assistance	5
Financial assistance	7
Housing	4
Legal Assistance	1
Mental health assessment	2
Public assistance	4
Special needs services	2
	32 patrons served

Library Journal:

Director of Social Services and Public Safety, Rob Simmons, participated in the Library Journal's Director's Summit in Houston. He spoke on a panel that highlighted the importance of empathy and how community partnerships contribute to best-practice engagement with staff and patrons. The Executive Director of Schaumburg Township District Library (IL), Annie Miskewitch, moderated the session. Other panel members that participated were, Adult Services Librarian at Arlington Heights Public Library (IL), Eddie Kristan; Amherst Town Library's Director (MA), Amy Lapointe; and CRESS Implementation Manager, Katherine Newman (MA).

Asylum Seeking Migrants Update:

Director of Social Services and Public Safety, Rob Simmons, has been working closely with Housing Forward, Oak Park Homelessness Coalition, Village of Oak Park, and other community stakeholders to provide comprehensive support for asylum seeking migrants.

On Nov. 6, the Village was notified that it would be awarded an additional \$250,000 through the Supporting Municipalities for Asylum Seeker Services (SMASS) grant. That is in addition to the \$150,000 in SMASS funding that was granted last month. During its regular meeting on Oct. 30, the Village Board also appropriated \$150,000 from its general funds for the purpose of supporting asylum seekers in Oak Park, totaling \$550,000 in available funding.

West Suburban YMCA, The Carleton, Housing Forward, and several faith-based organizations in the community have housed majority of the approximately 160 asylum seeking migrants. Wraparound services, managed by Housing Forward, are expected to include daily staffing for assessment, intake and service coordination, as well as volunteer management, behavioral health support, transportation, laundry services and program administration.

The Office of Equity & Anti-Racism November 2023 Report

In the month of November, 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. **Conferences and Presentations:** I had the opportunity to attend the Illinois Library Association where I conducted a workshop titled “Using Restorative Practices to Promote Organizational Well-being for DiversiTEA”. Additionally, I presented at the Library Journals’ Library Directors Summit in Houston on “Restorative Applications for Library Safety”. I was also part of a panel discussion on supporting staff and nurturing resilient organizations alongside Courtney Stevens and Sara Slymon. The conference provided valuable insights into the strategies and solutions implemented by libraries across the nation.
2. **Collaboration with Northwestern University:** I have been working closely with Miguel Herrera and Ashley Knapp of Northwestern University. We are co-designing an anxiety-focused, digital mental health app/website for teens and public libraries.
3. **Bias Training:** As part of our commitment to creating a welcoming and affirming space free of racism, I have been conducting bias training for various teams. This aligns with our interpersonal Racism Goal and helps staff become aware of their own implicit biases.
4. **Staff Meetings:** I had one-on-one meetings with 22 staff members, providing them an opportunity to be seen, heard, and appreciated for their service.
5. **Visit to Build Chicago:** Chibuike Enyia and I visited Build Chicago’s restorative justice hub and toured their new facility serving the Austin community and surrounding areas.
6. **Restorative Practices Workshops:** I conducted an abbreviated introduction to restorative practices workshop with the communications team and staff members from three different service areas
7. **Leadership Coaching:** My leadership coaching sessions continue, aimed at improving my service provision to the Oak Park community.
8. **Restorative Practices Conference Planning:** Planning for the upcoming Restorative Practices Conference is ongoing. We are excited about the registrations we have received so far and look forward to highlighting our work and that of our community partners.
9. **DiversiTEA Session:** I led a DiversiTEA session on “Using Restorative Practices to Promote Organizational Well-being”. The session was well attended and received positive feedback from ILA representatives and participants.

In summary, the past month had more travel than typical in my role and I am elated to share with the organization of what I gleaned from my experiences. I look forward to wrapping up this year very strongly.

Library Strategic Priorities Report

November 2023

About this report

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

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

- **External Practices, Internalized Racism:** To mitigate the impact of external racism on the Library's environment and on the greater Oak Park community.
 - **Related ELS Strategic Plan Objective — Engagement Objective #2:** We facilitate connections among diverse audiences through shared community aspirations and experiences.
- **External Practices, Institutional Racism:** Attract and retain more Black, Indigenous, and people of color (BIPOC) staff at the managerial and leadership levels.
 - **Related ELS Strategic Plan Objective — Engagement Objective #4:** We attract and retain a library staff that reflects the diversity of our community.

In the ELS section of this report, we highlight recent work in support of five 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.
- **Learning Objective #2:** We prepare people for continuously changing technology.
- **Stewardship Objective #1:** We invite everyone into library spaces that are welcoming, safe, and inspiring.
- **Stewardship Objective #2:** We provide broad, effective, and equitable access to resources.

ANTI-RACISM

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

-and-

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

Equity, anti-racism, & 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."

During the first week of October, we hosted three events that welcomed authors to the library. On October 1, Puerto Rican poet Elisaura Vázquez Ayala facilitated a 90-minute, in-person, Spanish language writing workshop in the Main Library Art Gallery. The workshop was followed by a performance and open mic from 3-4pm.

Later that week on October 4, we welcomed author and poet Cynthia Pelayo for an evening author talk in the Main Library Veterans Room. A Bram Stoker Award and International Latino Book Award winner, Pelayo writes fairy tales that blend genres and explore concepts of grief, mourning, and cycles of violence. She is the author of [Loteria](#), [Santa Muerte](#), [The Missing](#), [Poems of My Night](#), [Into the Forest](#)

[and All the Way Through](#), [Children of Chicago](#), [Crime Scene](#), and [The Shoemaker's Magician](#), as well as dozens of standalone short stories and poems. A total of 9 community members attended this program, where they learned more about Cynthia's writing and creative process.

On October 5, author, trauma surgeon, and professor Dr. Brian H. Williams visited the library for an author talk to discuss his latest book: [The Bodies Keep Coming: Dispatches From a Black Trauma Surgeon on Racism, Violence, and How We Heal](#). A total of 18 community members attended this author talk.

Community members were invited to participate in ¡Viva! Oak Park Hispanic Heritage Month Festival, held on October 7 on the south lawn of Village Hall. Offered in collaboration with the Village of Oak Park, the Oak Park Township, the Oak Park Latine planning committee, and the library, this event focused on supporting and celebrating our Latine and Hispanic community. The festival featured a wide array of activities and attractions, including bounce houses, face painters, games, food trucks, piñatas, craft vendors, and a showcase of Latine-owned businesses like [LA Flower Boutique](#) and [Los Amigos Books](#). The entertainment lineup included three outstanding performers: [ESSO](#), the [Center of Peruvian Arts](#), and [Mariachi Sirenas](#). Performing from 2:15pm to 3pm, ESSO seamlessly fused Latin roots music with modern Americana. From 3:15pm to 4pm, the Center of Peruvian Arts showcased Peruvian folkloric dancing, connecting audiences to the Indigenous cultures of Peru with a commitment to promoting Indigenous Peruvian knowledge and wisdom. Mariachi Sirenas, Chicago's first all-women mariachi group, proudly represented the mariachi genre in the Windy City with an hour-long performance at 4pm. Additionally, community member and library collaborator Kathy Valdivia offered a Spanish language storytime for the children in attendance, and Latine Language & Culture Librarian Nora Sanchez hosted a couple of rounds of the Mexican game Lotería. Several other library staff members from Community Engagement and other service areas were also in attendance, providing valuable resources to festival-goers, such as Latine books and library cards via the Book Bike.

The festival was a huge success, with roughly 600 community members in attendance. Nora shared the following reflection after the event:

"Feedback from attendees has been overwhelmingly positive, with many expressing their gratitude for the opportunity to celebrate Latine and Hispanic culture in such an authentic and meaningful way. The ¡Viva! Oak Park Festival succeeded in bringing the community together and showcasing the diversity and vibrancy of Latine culture, leaving a lasting and positive impact on all who attended. Oak Parker Kisa Marx expressed, 'It was everything I love about community spread out on the Village Hall lawn.' And a D97 teacher shared her heartfelt appreciation, 'I didn't want to leave the event; I saw many of my friends and my students enjoying themselves so much.'"

On October 15, community members were invited to visit the Plaza of the Main Library to participate in Rangoli Art. Originating in India, Rangoli is a form of art used to decorate the floors or entrances of homes. It is thought to bring good luck and prosperity to the house and the family and is used to welcome guests. During this event, participants were given colored chalk and invited to draw rangoli art on the Plaza sidewalk. Some of the designs included simple geometric shapes, depictions of deities, or flower and petal shapes. Approximately 31 community members participated in this activity.

Later that same day, Ms. Magaly Cordero visited the Main Library Storytime Room to lead a musical adventure for our youngest community members (ages 0-5) and their families, where they were able to dance, sing, and learn about the African and Indigenous influences of Latin American music. The event was attended by a diverse group of 33 community members, and included a touching moment when a mother shared that her child, who had just received hearing implants the day before, experienced the joy of hearing music for the first time during this program.

On October 24, community members had the opportunity to visit the Main Library to use library laptops and WiFi to complete the [Oak Park Renters Survey](#). Created by the Village of Oak Park, this anonymous,

online survey aims to examine the key housing challenges and priorities within our community. Community members are asked to respond to questions about their own experiences as well as their perspectives about housing across Oak Park. The feedback from this survey will be used to develop goals against which the Village can evaluate housing programs, policies, and development outcomes. To help ensure that as many Oak Parkers as possible could share their experiences and hopes for the future via this survey, the library also hosted a second survey session on November 1.

On October 26, we offered an ASL storybook of [Red: A Crayon's Story](#) for kids in preschool and elementary school. This storybook video featured Deaf American Sign Language master signer Crom Saunders signing the words to the animated book, with music and sound effects bringing the story to life. Following the storybook video, participants watched and played along with fun interactive games conducted by students and teachers from the [Indiana School for the Deaf](#).

On October 28, the library collaborated with the Día de los Muertos in Oak Park and River Forest group, [Quetzali Child Care](#), and [Unity of Oak Park](#) to offer a Día de Muertos/Day of the Dead celebration at Unity of Oak Park. Day of the Dead/Día de Muertos is a Mexican and Latin American tradition honoring deceased loved ones and characterized by vibrant celebrations and altars/ofrendas. Set against a beautiful autumnal backdrop with leaves of all colors, this outdoor event featured an Aztec dance performance by the [Omeyocan Dance Company](#), where traditional rhythms and vibrant colors came to life. Attendees were invited to explore the Mercadito, a marketplace showcasing handcrafted treasures such as cempasuchitl (marigolds) and pan de muerto (bread of the dead) from local vendors. A face painter added to the vibrant spirit of the occasion, creating a day of remembrance for all ages.

The event drew a crowd of more than 200 community members. Librarians contributed to the cultural richness of the day by leading a storytime, delving into the symbolism of ofrendas/altars, and fostering understanding among participants. This collaborative and unforgettable cultural experience brought the community together in celebration of Día de Muertos, emphasizing the significance of unity and remembrance.

Complementing this event, the Main Library Idea Box hosted a Día de Muertos Community Ofrenda/Altar — a heartfelt space for the community to share messages with their departed loved ones, resulting in a display adorned with butterflies and filled with touching messages. The incorporation of photos above the altar received overwhelmingly positive feedback, further enhancing the meaningful and communal aspect of the activity.

Additionally, from October 15 through October 24, the Dole Branch featured a community-curated exhibit in honor of the Hindu holiday Navaratri — a nine-day festival honoring Devi, the Great Goddess and Divine Mother who is the embodiment of Shakti, the creative power by which the entire world is manifested. The exhibit featured items from community member's personal collections, including saris and art, along with dolls from the library's Multicultural Collection.

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 October, 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 [Supported Developmental Playgroup](#) and [Supported Sensory Exploration](#), as well as a weekly Spanish-language program geared toward preschoolers: [Cuenta Cuentos con Kathy/Spanish Storytime With Kathy](#).

Attract and retain more black, Indigenous, and people of color (BIPOC) staff at the managerial and leadership levels.

-and-

We attract and retain a library staff that reflects the diversity of our community. [ENGAGEMENT]

Staff demographics

As we reported in our [November 2022 Strategic Priorities Report](#), we continue to 1) attract new, diverse library staff through our commitment to anti-racism and other human-centered initiatives and 2) retain library staff through creating more opportunities for promotions and full-time jobs for our current staff members. BIPOC (Black, Indigenous, and people of color) staff members continue to make up a more significant percentage of the library’s workforce across positions and pay grades, better reflecting the diversity of our community. A snapshot of our progress is provided in the heat table below, where darker colors indicate larger percentages:

		Asian	Black	Hispanic	White	Multi-racial or Other
Oak Park, IL Demographics*		5.3%	18.2%	9.9%	60.4%	6.2%
All OPPL Staff	August 2019	2.0%	17.7%	15.0%	63.3%	2.0%
	February 2021	2.1%	17.1%	15.0%	61.4%	4.3%
	November 2022	3.1%	25.2%	10.2%	56.7%	4.7%
	November 2023	3.1%	25.4%	13.8%	52.3%	5.4%

*Data from the [U.S. Census Bureau 2021 American Community Survey 5-year Estimates](#).

ENGAGEMENT, LEARNING, & STEWARDSHIP

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

Book Bike

The 2023 [Book Bike](#) season ran from April through October and continued the upward trend of adding more successful community engagement opportunities across the village since the pandemic canceled or greatly limited our 2020 and 2021 seasons. In 2023, we successfully facilitated 95 Book Bike visits — up from 77 in 2022 and 39 in 2021, and on par with the 94 completed in 2019. Seventy (70) library cards were created in 2023 at events ranging from small neighborhood block parties to pop-ups at partner locations like [New Moms Oak Park](#) and community events like the [Oak Park Farmers Market](#).



For these visits, the Book Bike team collaborated with at least 23 community partners to pop up and add value across the village, including 7 new partnerships, several of them local businesses. While inclement

weather or staff illness occasionally required us to cancel or reschedule a visit, the majority of our scheduled rides took place successfully.

As in previous seasons, the Book Bike allowed library staff to meet community members where they are across the village — a literal vehicle for building new bridges, sharing library initiatives and collections, and advancing our strategic priorities of Engagement, Learning, Stewardship, and Anti-racism.

For instance, Book Bike team members curated and shared local history notes at neighborhood block parties, signed children up for the “Find Your Voice” Summer Reading Program at camps and end-of-school-year celebrations, connected seniors to resources at Oak Park Township communal lunches, and created new library cards for students at curriculum nights. In support of the [Climate Ready Oak Park](#) sustainability plan, we intentionally stocked environmentally-friendly, good stewardship-related library materials at block parties where our partners at [Green Community Connections](#) were also performing “Be a Planet Hero” programs. We celebrated the [50 Years of Hip Hop](#) initiative by sharing related materials at pop-ups at [Beer Shop](#) and [A Day In Our Village](#), rode in solidarity at the village



[Juneteenth Parade](#), connected local makers to our brand new Creative Studio at events like [What's Blooming on Harrison Art Festival](#), and shared books and kits that celebrated LGBTQIA+ families at Pride Storytime.



Via the Book Bike, our staff shared Multicultural Collection realia at events like the ¡Viva! Hispanic Heritage Month Festival and an Ethiopian coffee pouring ceremony at [Addis Cafe](#), connected community members to important resources and other local service providers at events like [Food Aid](#) and Overdose Awareness Day, created Disability Pride parade signs at [Thursday Night Out](#), tasted crickets alongside students at an elementary school garden club, and shared our love of reading by providing storytimes to children next to, nearby, and even inside countless bounce houses! In short, our

Book Bike season was full of opportunities to build authentic relationships and share both resources and experiences with the Oak Park community.

A snapshot of the 2023 Book Bike season can be viewed in the following Google Data Studio: [OPPL Book Bike Data](#)

We build capacity for literacy and education. [LEARNING]

Elementary class visits

Throughout September and October, the Children’s Services and Community Engagement teams were kept very busy with visiting and hosting local elementary school classes — often hosting multiple classes in a single day to meet demand. Currently, our elementary-aged visits fall into three main categories: 1) general “getting to know the library” sessions, 2) disability education, and 3) Multicultural Collection field trips.

For our general library visits, we are most often engaging students in kindergarten, which is traditionally the year when students participate in an official library field trip — however, we are happy to see kids of any age for a “getting to know the library” session. This fall, six classrooms of Lincoln Elementary first graders walked to the Maze Branch for a field trip, as did five classrooms of Longfellow kindergartners and six classrooms of Longfellow second graders, who missed their library visit during their kindergarten year due to the COVID-19 pandemic. The kindergarten class from Alcuin Montessori also took an introductory trip to the library this fall, visiting us at the Main Library.

During these hour-long field trips, we share a few books and songs, provide general facts about the library (the 200-item checkout limit is always the most exciting for kids to learn about), and allow time for students to browse books, play, and enjoy the space. Additionally, when D97 teachers send home permission slips for these library visits, they also supply parents/caregivers with a form that can be used to request a library card for their child, allowing many kids to receive their first library card on the day of their visit. Staff in Patron Services have been extremely helpful and accommodating in making these visits go smoothly — particularly as we have found that the ideal visit time is 9-10 AM and the preferred day is Friday, both of which are times when the Maze Branch is not open to the public. This flexibility in when we offer library visits has meant that other patrons are not disturbed by the influx of excited little voices and that teachers have extra peace of mind in the private space.

Our “A Library for All: Disability Understanding and Advocacy” field trips began in 2022, built off a curriculum created by [The Nora Project](#) and refined by Children’s librarians Shelley Harris and Genevieve Grove. (See our [May 2023 Strategic Priorities Report](#) for more details about these field trips.) After offering disability education field trips to kids across grades K-5 last year, we decided that the best ages to focus on were second and fifth grades. All five of Longfellow’s fifth-grade classes visited the library in October to discuss what disabilities and ableism are, how disabilities can often be part of a person’s identity, and how we all have multiple identities that make up who we are. Through a [variety of videos](#) of disabled people talking about their experiences, field trip participants are able to see disabled people as experts and understand when questions are appropriate. In each field trip, kids are great about connecting the ideas presented in the lessons to their own families and experiences and asking thoughtful and interesting questions to dig deeper.

This fall, Community Engagement Specialist Claire Ong hosted three fourth-grade Beye Elementary classrooms at the Dole Branch for Multicultural Collection field trips — two in October and one in November. The first two programs were co-hosted with Multicultural Programming Coordinator Juanta Griffin. Sessions opened with a land acknowledgment and brief virtual presentation with Native American Ute Mountain Ute tribe member Patsy Lucius, which was received positively by the students. Claire then led a lesson focused on Native American heritage and [engaged students with realia](#) from the Multicultural Collection. She discussed the difference between costume and regalia; powwow etiquette; and the importance of why and how to respect another culture’s heritage. Each class weighed in on their favorite realia and many were able to identify the “Four Corners,” a region of the southwest (Utah, Arizona, New Mexico, and Colorado) as explained by Ms. Lucius in the video.

We prepare people for continuously changing technology. [LEARNING]

Learning Labs

As shared in previous Strategic Priorities Reports ([May 2022](#) and [November 2022](#)), we reintroduced Learning Labs — one-on-one, in-person appointments with library staffers to cover basic technology questions — in early April 2022, after pausing this resource during the COVID-19 pandemic. Learning Labs allow patrons to sign up for an appointment with a library staff member to get individualized support with a technical topic, with these scheduled sessions lasting anywhere from 30 to 45 minutes depending on the topic. (These sessions are focused on helping patrons learn new skills, and do not include help with device repair.) Patrons are able to request Learning Lab appointments through a [sign-up form](#) on [oppl.org](#).

Following the relaunch, we saw strong patron interest in and engagement with this service. Common support requests in 2022 included help with computer basics, smartphone basics, and Google Workspace and Microsoft Office apps. In 2023, Learning Labs expanded to include support for using [Creative Studio](#) technology. Members of our Creative Technology Team are able to conduct sessions with patrons on topics such as audio production, 3D printing basics, laser cutter design, and analog media digitization. For patrons interested in using the library’s audio booth, we offer one required Learning Lab session that patrons must complete before they can reserve the booth for independent use. Patrons can also request follow-up sessions for additional guidance on using the audio booth.

Throughout 2023, demand for Learning Labs has continued to grow. We have been documenting Learning Lab sessions since first introducing the service and have maintained data about appointment requests since launching the website sign-up form. Recently, we created a data dashboard using Google Looker Studio to make viewing and understanding data about this popular service even easier. Below, we have included some screenshots from this dashboard, along with additional information about trends in 2022 and 2023.

- **From 4/1/22 to 11/20/23, more than 870 Learning Lab request forms were submitted, with the majority (626) received in 2023.**
- **From 4/1/22 to 11/20/23, the top five most-requested Learning Lab topics were computer basics, the audio booth required initial training, smartphone basics, media preservation & digitization, and 3D printing.** When looking at the requested topics by year, we see somewhat different patterns — though computer basics and smartphone basics have seen sustained demand in both years. The tables below display the most-requested topics by year.

2022 Requests

Topic	# of Requests
Other	100
Computer basics	64
Smartphone basics	22
Microsoft Word 2010	16
Ebooks digital resources	12
Zoom	9
Google Drive	7
PowerPoint 2010	4
Social media	4
Internet basics	3
WordPress	2
LinkedIn	2
Photo editing basics	2
Resume development	2
Office 365-Teams, SharePoint, and Groups	1

2023 Requests

Topic	# of Requests
Other	140
Audio booth Required initial training	130
Computer basics	90
Media preservation digitization	60
Smartphone basics	40
3D printing	37
Cricut cutting plotter	26
Ebooks digital resources	21
Audio booth Optional Additional Training	14
Microsoft Word 2010	13
Resume development	11
Internet basics	10
Photo editing basics	10
Zoom	6
PowerPoint 2010	5
Social media	5
Google Drive	4
LinkedIn	2
WordPress	2

- **As shown above, the top 5 most-requested topics to date in 2023** (excluding the “Other” category, which includes a variety of different topics that patrons were able to write in when submitting their request form) **have included the audio booth required initial training, computer basics, media preservation & digitization, smartphone basics, and 3D printing** (with the audio booth training and computer basics being significantly higher than the other topics). Since we require training for any patron who wants to use the audio booth, it makes sense that we would see a large number of requests in this category — however, it also demonstrates the high level of patron interest in using this new service. While much of the increased demand for Learning Labs in 2023 was related to the opening of the Creative Studio, we also saw an increase in demand for other topics. When we look at computer basics and smartphone basics as a combined category, there was an increase in demand from an average of 9.6 computer/smartphone basics requests per month in 2022, to an average of 12.4 computer/smartphone basics per month in 2023.
- **From 4/1/22 to 11/20/23, staff spent 14,516 minutes (or more than 240 hours) conducting more than 400 Learning Lab sessions with our patrons.** While this is an impressive amount of staff time, it still does not fully reflect all of the work involved in Learning Labs — beyond time spent in actual sessions with patrons, staff also spend time reaching out to patrons (sometimes multiple times), scheduling appointments (and rescheduling when necessary), and researching topics in advance of the appointment.
- **Looking at completed Learning Lab sessions from 4/1/22 to 11/20/23, the top five most common session topics were the audio booth required initial training, computer basics, smartphone basics, media preservation & digitization, and ebooks & digital resources.** As we saw with Learning Lab requests above, there are somewhat different patterns when comparing sessions in 2022 to 2023 (see tables below).

2022 Sessions

Topic(s) Covered	# of Sessions
Computer basics	22
Smartphone basics	21
Microsoft Word 2010	9
Zoom	6
Ebooks & digital resources	6
Google Drive	4
Computer basics, Microsoft Word 2010	4
Computer basics, Internet basics	3
Wordpress	3
Resume development	2
Computer basics, Google Drive	2
Canva	2
Smartphone basics, Zoom	2
Computer basics, Phone to Laptop Photo transferring	1
Computer basics, Gmail	1
Doodle Poll Basics	1
Excel	1
Computer basics, Google Drive, Microsoft Word 2010, Google Docs	1

2023 Sessions

Topic(s) Covered	# of Sessions
Audio booth (required initial training)	62
Media preservation & digitization	33
Computer basics	25
Smartphone basics	18
3D printing	9
Cricut cutting plotter	8
Ebooks & digital resources	8
Internet basics	6
Audio booth (optional additional training)	6
Media Preservation Station	6
Glowforge	5
Photo editing basics	5
Microsoft Word 2010	4
Zoom	4
3D Printing	4
PowerPoint 2010	3
Computer basics, Internet basics	2
3D Printing: TinkerCAD	2
Computer basics, Smartphone basics	2

All of the work described above would not be possible without the hard work and dedication of library staff. Currently, a cross-section of staff provide Learning Labs for the public: the Creative Technology Team provides sessions on Creative Studio specific-topics, as well as on computer basics, smartphone basics, and other topics. Some Adult Services librarians and specialists also provide Learning Labs with a focus on computer basics, smartphone basics, and other topics. In particular, our Digital Learning Specialist Amelia Vargas has helped support the growing demand for Learning Labs that are focused on computer basics and smartphone basics this year.

Patrons have [expressed a great deal of appreciation](#) for the individualized support that we provide through Learning Labs. This service allows library staff to help in a way that we cannot during service desk time when multiple people are asking for help at once. Being able to schedule a one-on-one appointment provides more focused support and learning opportunities for patrons, and it also gives staff a chance to research the topic they want to learn about beforehand. If demand continues to grow, it might be necessary to add additional staff in 2025 to help meet the demand for both Creative Studio-specific and more general computer/smartphone basics Learning Lab requests. Continuing to support the development and expansion of this service will help fulfill the library's goal of empowering community members with the tools, knowledge, and support they need to reach their full potential. Moving forward, we will use the data dashboard to continue to assess the community demand for digital learning inside and outside of the Creative Studio.

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

Third-floor computer layout

Recently, we were pleased to achieve a long-term goal of having more versatility in the layout and location of computers on the third floor of the Main Library. For many years, where power outlets were placed when the Main Library building was originally constructed has determined where the public computers could be positioned. In September, we were able to add 28 new outlets and data ports to the third floor, allowing for increased flexibility and access for patrons.

The Facilities team worked with Belcore Electrical to install the new outlets and data ports along the west wall of the third floor, starting at the north end of the windows that look out onto Scoville Park and running all the way down to the south end of these windows. With the addition of these outlets, we were able to move all 14 public computers to study carrels positioned along the west wall of the third floor. IT staff were able to complete this move and have the computers back online and available for public use quickly, with only one hour of public unavailability on a Wednesday morning (9-10am). To keep the carrels organized, library staff used the 3D printers in the Creative Studio to make small devices to hold the headphones for each computer (as shown in the first photo above).



On the morning that this computer and study carrel move was completed, staff reported that at least three different patrons commented on how much they liked the new layout of the public computers. One patron said it felt like a private office, and another patron said, “Ohhh, it’s a computer with a view!”

Individual use tables were also moved to be near the other power outlets along the wall, allowing patrons to have increased access to outlets for personal devices, all while looking out over Scoville Park. Both staff and patrons report positive feedback from this move thus far, and we are looking forward to the flexibility this also provides for collection locations on the third floor

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

Library use statistics

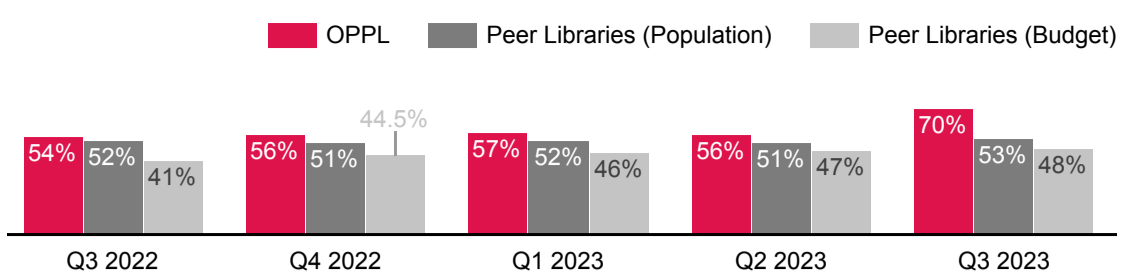
As always, detailed quantitative data about the library’s core use metrics, which speak to patron access to and use of key resources, can be viewed in the following Looker Studio: [OPPL Core Use Statistics](#). This dashboard reflects data for 2023, showing monthly numbers for 12 core statistics, with 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 October 2023. New Cardholder Retention, Market Penetration, and NPS are updated on a quarterly basis — in this month’s report, this includes data through Q3 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.

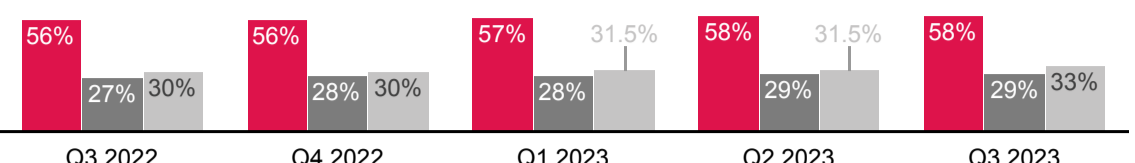
New Cardholder Retention

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



Market Penetration

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

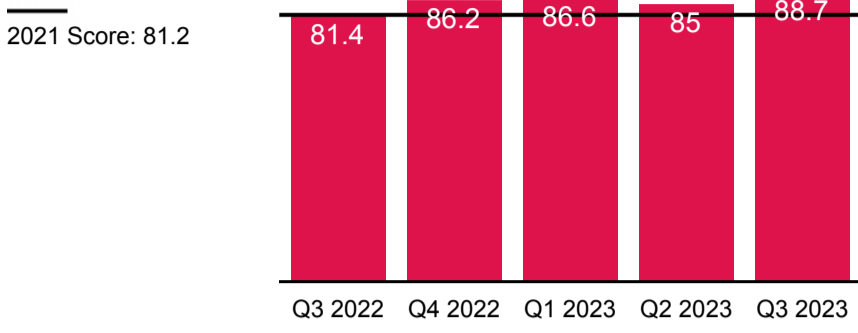


Net Promoter Score

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

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

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

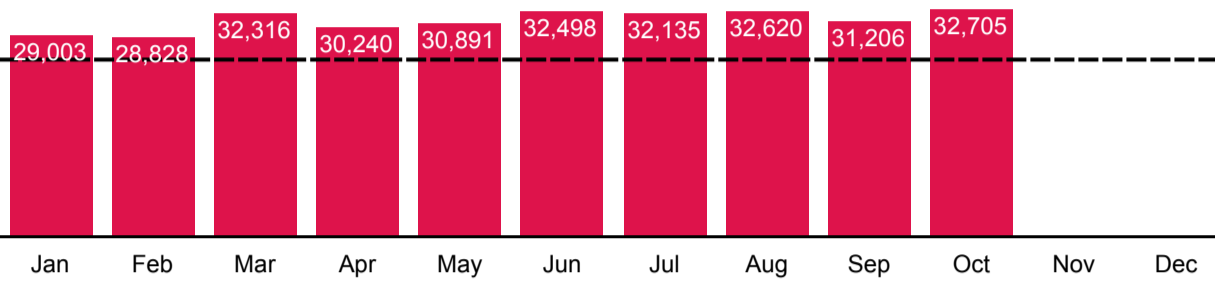


NPS Survey Quarterly Sample Sizes
2022: Q3=86; Q4=52 2023: Q1=60; Q2=40; Q3=451

Building Visits

The number of patron visits to a library building

2022 Average: 25,431

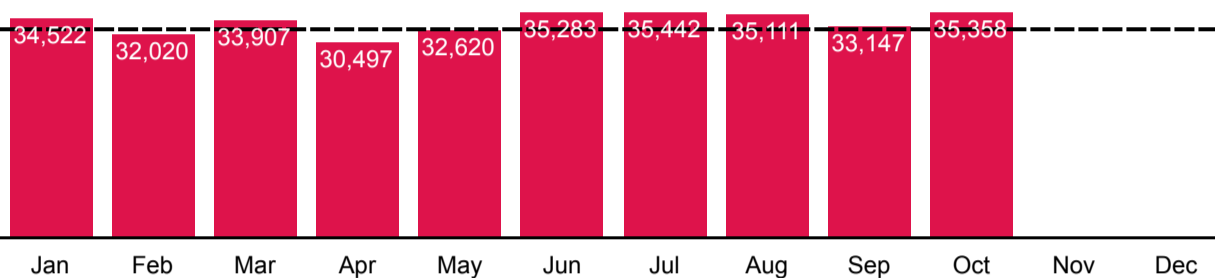


Year-to-Date
312,442

Website Users

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

2022 Average: 32,531

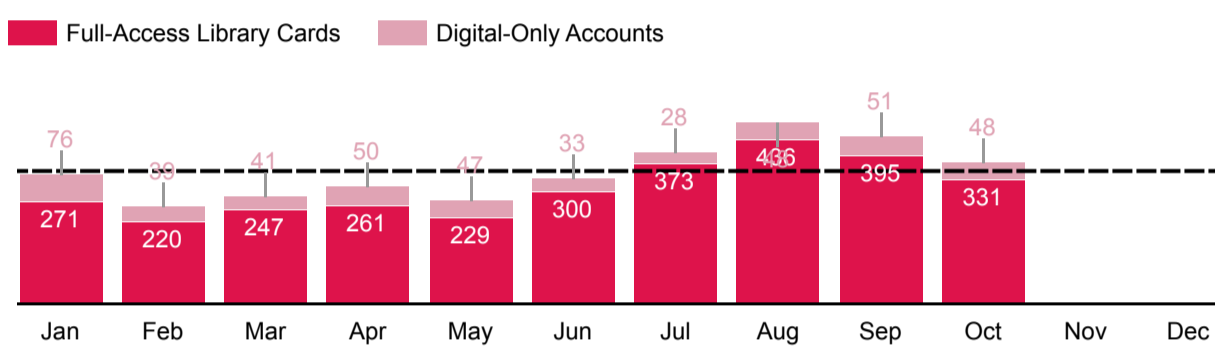


Year-to-Date
337,907

New Users

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

2022 Average: 352



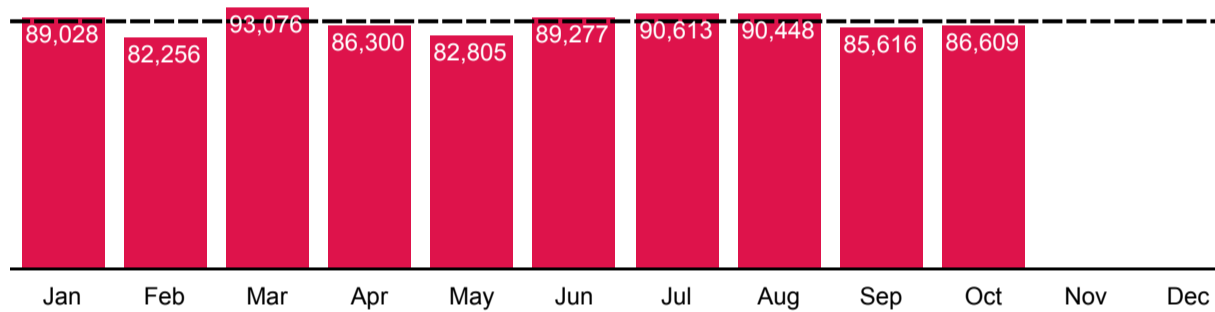
Year-to-Date
3,524

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

Physical Materials Use

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

2022 Average: 87,737

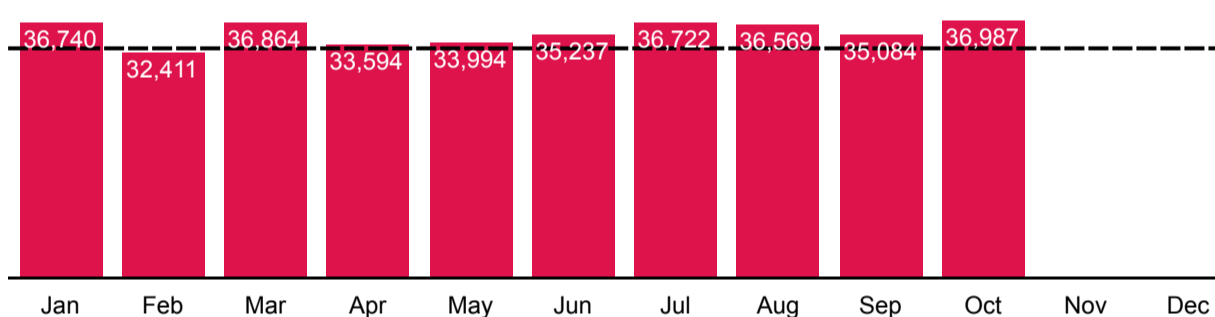


Year-to-Date
876,028

Digital Materials Use

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

2022 Average: 33,017

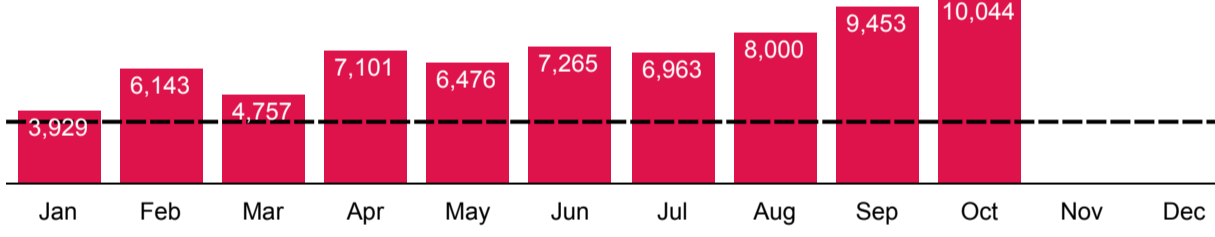


Year-to-Date
354,202

Online Resource Use

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

2022 Average: 3,283

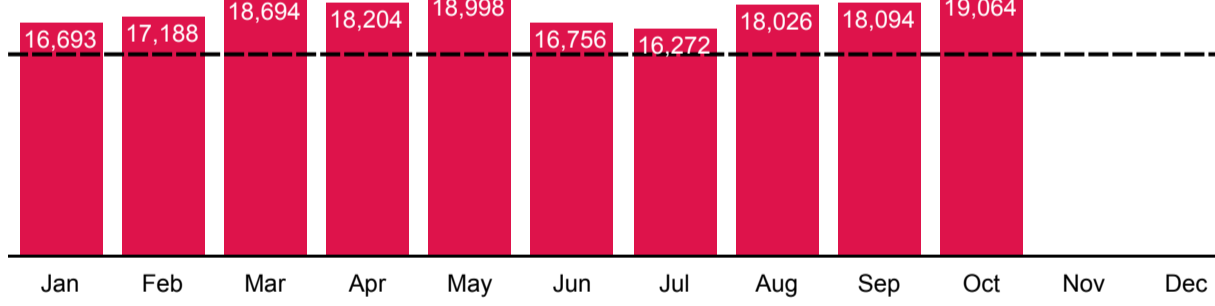


Year-to-Date
70,131

WiFi Use

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

2022 Average: 14,410

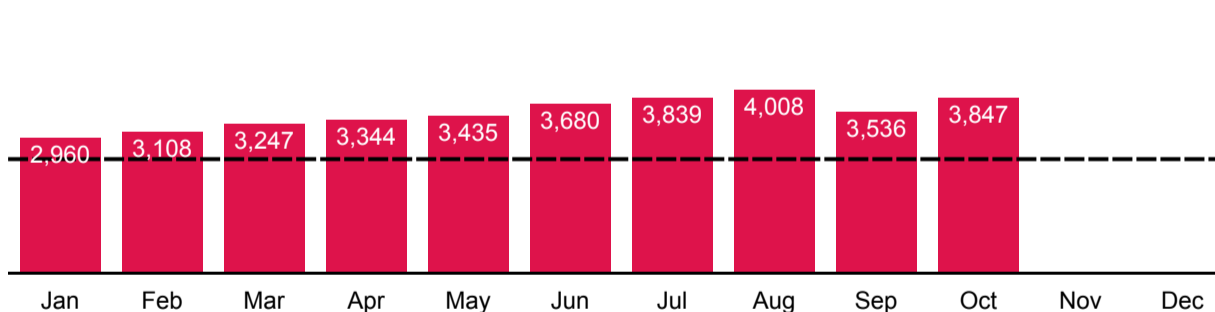


Year-to-Date
177,989

Public Computer Use

The number of PC sessions at an Oak Park library location

2022 Average: 2,479

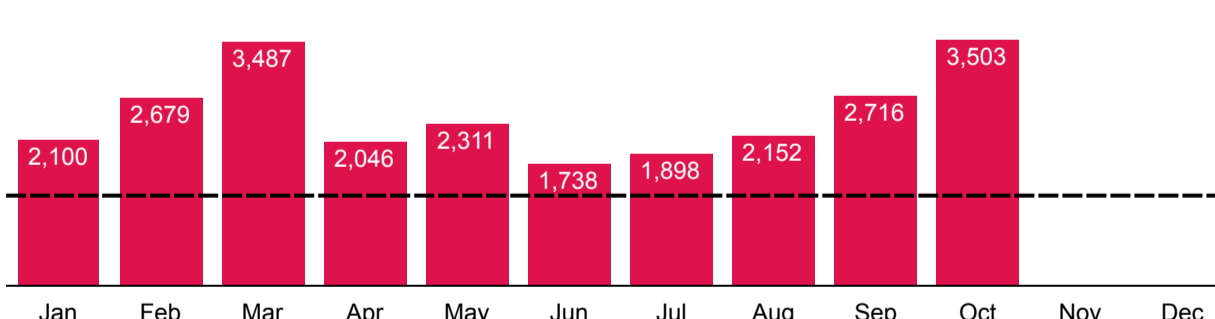


Year-to-Date
35,004

Program Attendance

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

2022 Average: 1,281

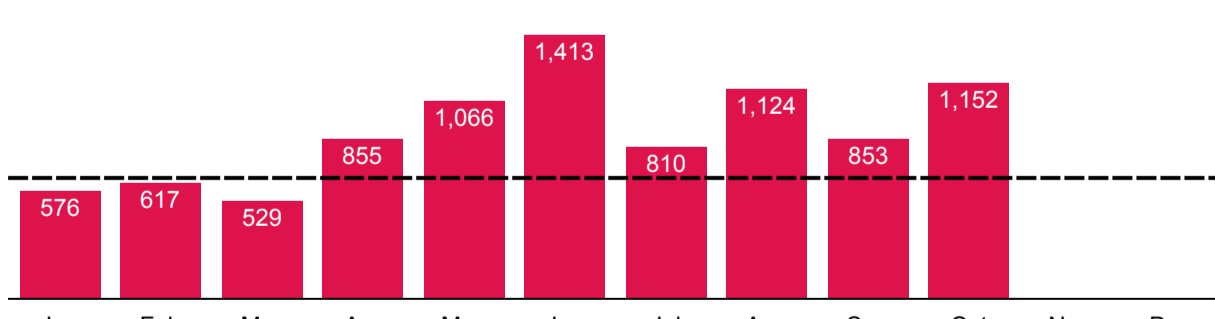


Year-to-Date
24,630

Community Outreach

The estimated interactions from all Outreach and Book Bike events

2022 Average: 645

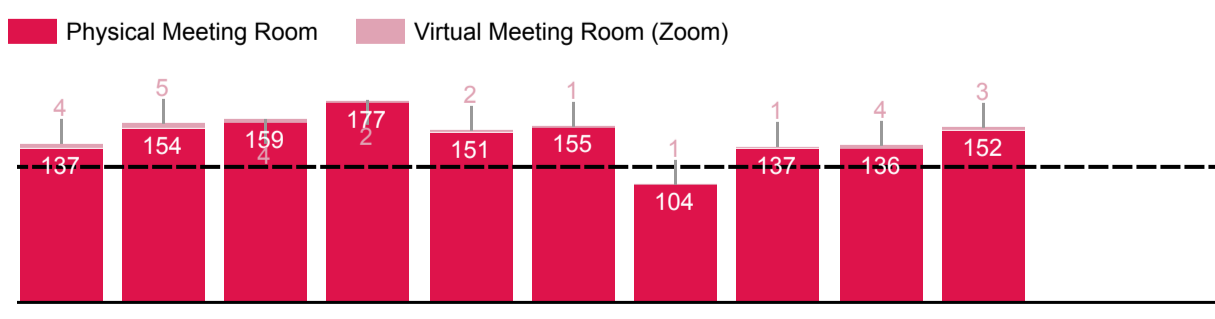


Year-to-Date
8,995

Meeting Room Use

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

2022 Average: 120

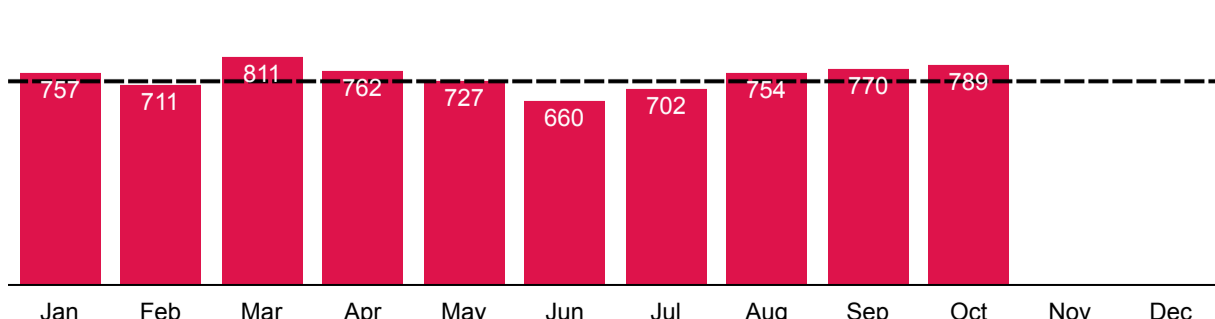


Year-to-Date
1,489

Study Room Use

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

2022 Average: 726

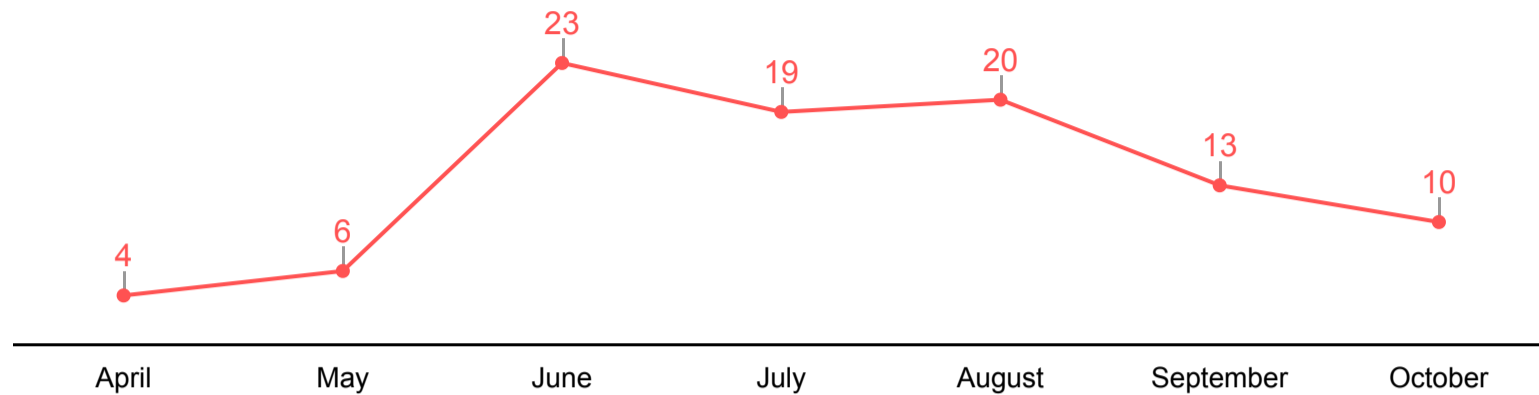


Year-to-Date
7,443

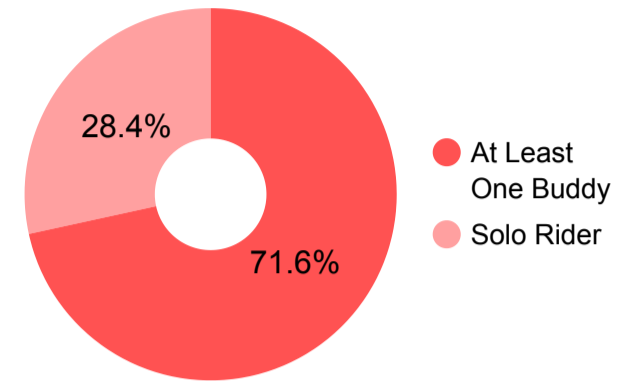
At-a-Glance Stats

Events	Interactions	Hours in Community	Circulation*	Library Cards Created
95	2,634	138	1,396	70

How many Book Bike events happened each month this season?



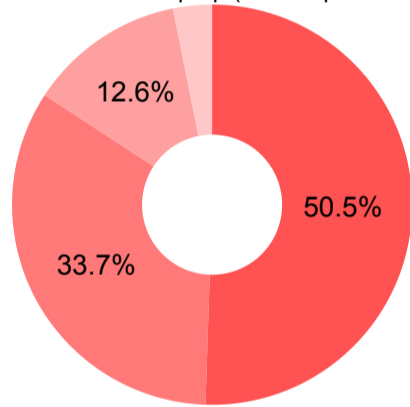
How were events staffed this year?



What did this season's events look like in terms of type, length, audience type, and audience size?

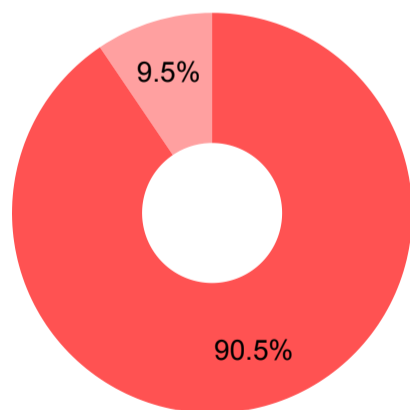
Event Type

- Community
- Block Party
- School Visit
- Unscheduled Pop-up (Serendipitous Stop)



Event Length

- 2 hours or less
- 2.5 hours or more



Audience Type

(Scroll to view all data.)

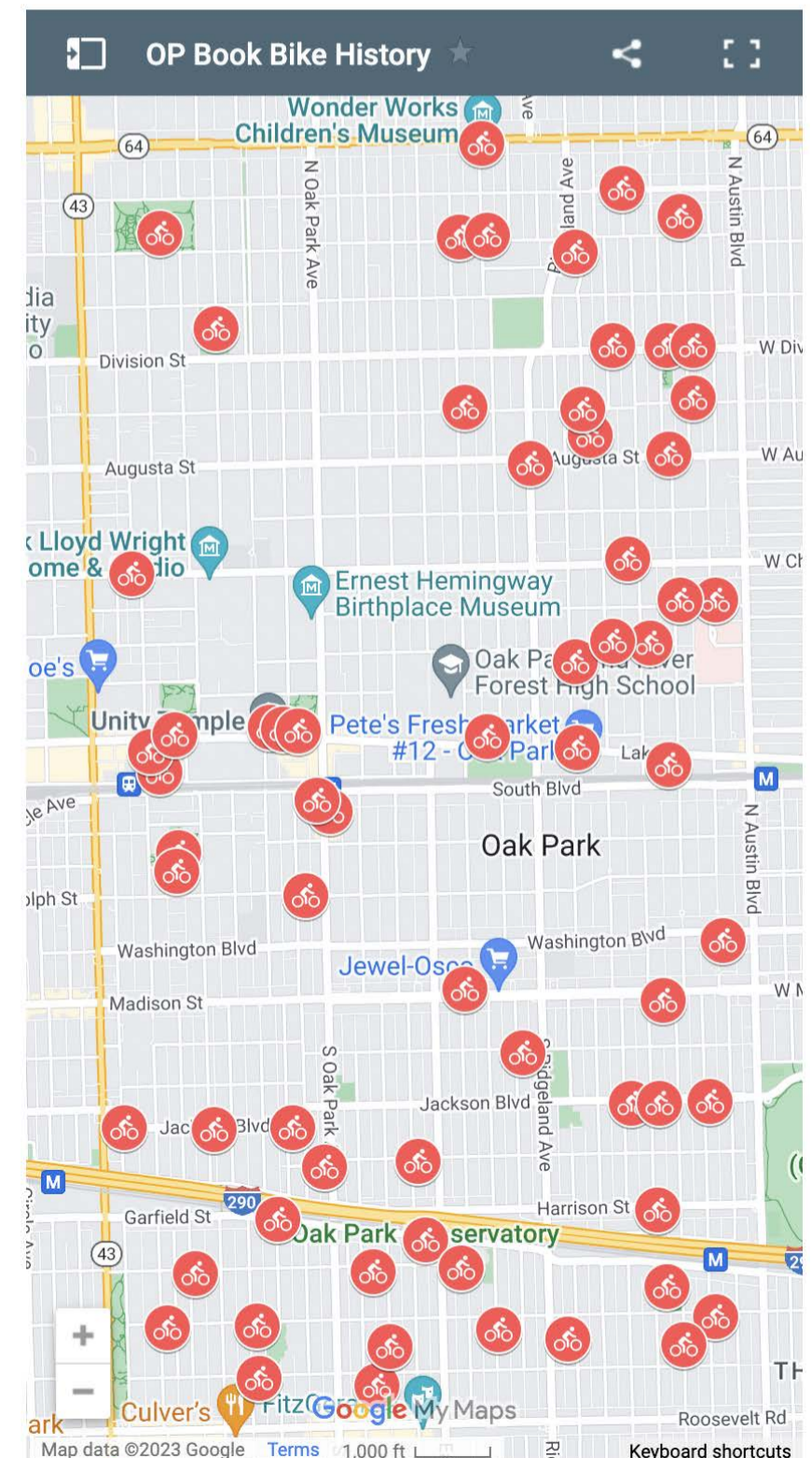
Audience	Number of Events	Percentage of Events
0 to 2 years old, 3 to 5 years old, Elementary school, Middle School, High School, Adult, Senior	12	12.63%
3 to 5 years old, Elementary school, Middle School, Adult	7	7.37%
Adult, Senior	6	6.32%
Elementary school, Adult	5	5.26%
3 to 5 years old, Elementary school, Adult	5	5.26%
0 to 2 years old, 3 to 5 years old, Elementary school, Middle School, Adult	5	5.26%
0 to 2 years old, 3 to 5 years old	5	5.26%
Senior	5	5.26%
0 to 2 years old, 3 to 5 years old, Elementary school	4	4.21%
0 to 2 years old, 3 to 5 years old, Elementary school, Adult	4	4.21%
3 to 5 years old, Elementary school, Adult, Senior	4	4.21%
0 to 2 years old, 3 to 5 years old, Elementary school, Middle School, Adult, Senior	4	4.21%
Elementary school	3	3.16%
0 to 2 years old, 3 to 5 years old, Adult	3	3.16%
Elementary school, Middle School, Adult	3	3.16%
3 to 5 years old, Elementary school	3	3.16%

Audience Size

Number of Interactions	Number of Events	Percentage of Events
0-25	62	65.26%
25-50	19	20%
75-100	6	6.32%
50-75	6	6.32%
100+	2	2.11%

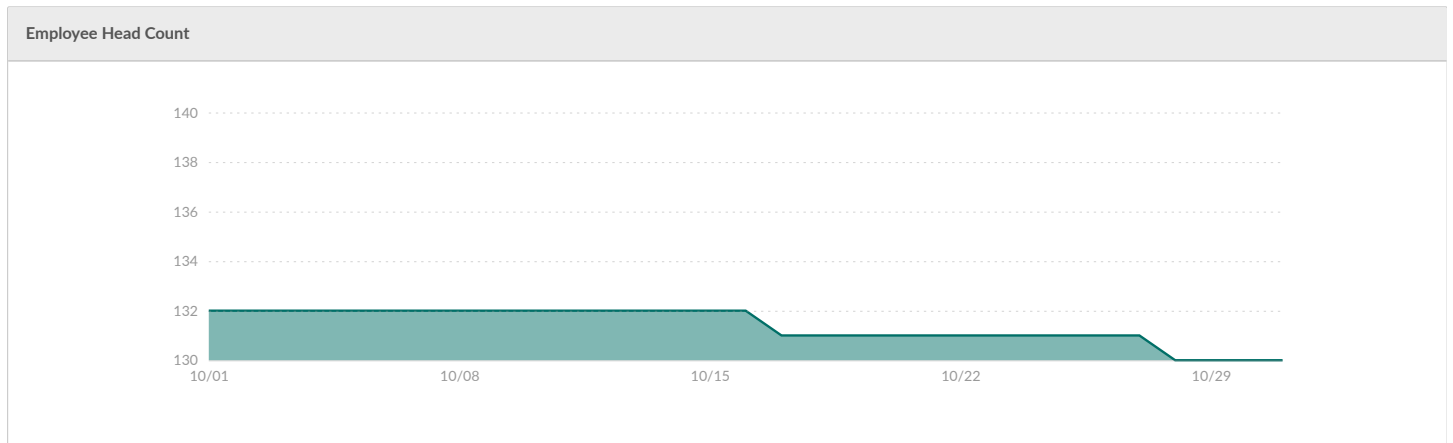
Where did we go?

Use the interactive map below to explore our 2023 season events (locations with an orange-red label). Click the button in the top right to expand to a full-screen view, where previous season's stops can also be added to the map. Clicking on a labeled site displays a specific location and an event description.

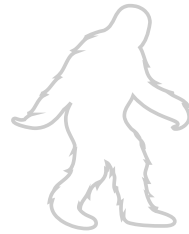


11/14/2023
Additions & Terminations

Dates
2023-10-01 - 2023-10-31



Additions (0)



Sorry, that doesn't really exist.

There are no employees that match your selected filter options. Please change your filter and try again.

Terminations (2)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Louis, Karen	Temporary	Community Engagement	None	Oak Park Public Library	Summer Book Bike Assistant	05/26/2023	10/28/2023
Brill, Olivia	Part-Time, less than 20 hrs/wk	Patron Services	None	Oak Park Public Library	Library Clerk	11/01/2021	10/17/2023

11/14/2023

Staff Changes

Dates

10/01/2023 - 10/31/2023



Changes (0)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
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No staff changes for October 2023

Oak Park Public Library – Financial Report Summary

As of October 31, 2023
(83% of the year complete)

Operating cash available:

Byline Checking	\$ 352,193
*Outstanding payments	\$ (43,006)
Byline Analysis	\$ 689,294
Forest Park Natl Bank	\$ 538,058
US Bank Money Mkt	\$ 202,872
Illinois Funds Invest	\$2,389,934

Ending Operating cash available: **\$4,008,005**

Art Fund: **\$2,879**

Oak Park Public Library is 83% through the fiscal year. The year-to-date (YTD) financial statement through October 31, 2023, including capital expenditure, reflects a deficit of \$926,122. YTD revenue totaled \$8,743,910, 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.

October YTD operating expenditures totaled \$9,348,698, or 85% of the 2023 budget. This amount is mostly in line with the budget.

REVENUE

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

Corp. Property Replacement Tax Revenue year-to-date revenue of \$352,354 is anticipated to increase by \$63,365 when the October receivable is collected.

Interest income continues to increase as the Illinois Funds' average daily yield rates remain stable above 5%. It is anticipated that the library will continue to see growth in interest income due to a negotiated rate increase with Byline checking and Analysis accounts; the rate increased from 0.25% to 1.5%. Illinois Fund interest rate and Byline rate increase generated \$16,295 in revenue in October.

Parking lot revenue of \$22,064 YTD continues to increase, exceeding the \$8,000 budget by \$14,064 or 276%. The revenue pays for the services and upkeep of the parking garage and gates. It is anticipated to experience significant growth for the year.

TOTAL REVENUE YTD: 83 %

EXPENDITURES

Total disbursements: **\$1,005,002**

The total people expenditure is 83%, which aligns with the overall YTD budget.

Administration Support is expended at 104% with two months remaining in the fiscal year. The over-expenditure is due to the spending of Barbara Ballinger and Nancy Shea gifts, which were unbudgeted.

Overall, October expenditures at 85% are mostly in line with the budget. Some expenditures and budget line items will continue to be over the budgeted amount while necessary expenditure adjustments have been made by management in other lines.

In October, no significant expenses were incurred that deviated from standard operating expenses. The total YTD operating expenditures of 85% are within 2% of the targeted distribution for this point in the fiscal year.

Account line/group expenditure levels by percentage:

People:

Compensation	83%	
Talent Development	94%	
Total People		83%

Support Services:

Marketing	107%	
Collections	46%	
Administration	104%	
Other Support Srvcs	100%	
Total Support Services		103%

Library Materials:

Total Library Materials		85%
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Facilities Management:

Facilities Supplies	67%	
Facilities Services	86%	
Total Facilities Management		85%

Public Services:

Programming	63%	
Digital Services	98%	
Total Public Services		91%

TOTAL OPERATING EXPENSES: 85%

TOTAL CAPITAL AND OUTSIDE SUPPORT: 32%

Oak Park Public Library

Bank Reconciliation Report

BYLINE CHECKING October 31, 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 09/30/2023:		\$309,006.17
Add: Cleared deposits:		\$4,069.79
Add: Cleared deposit adjustments:		\$1,002,581.81
Subtract: Cleared payments:		\$354,023.41
Subtract: Cleared payment adjustments:		\$609,441.35
Adjusted bank register balance:		\$352,193.01
Bank register ending balance:		\$267,846.55
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$13,788.38
Add: Outstanding payments:		\$84,346.46
Add: Outstanding payment adjustments:		\$13,788.38
Adjusted bank register balance:		\$352,193.01
Bank statement ending balance 10/31/2023:		\$352,193.01
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	13	\$1,006,651.60
All Cleared Payments:	152	\$963,464.76

Oak Park Public Library

Bank Reconciliation Report

BYLINE ANALYSIS October 31, 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 09/30/2023:		\$688,540.23
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$1,000,753.89
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$1,000,000.00
Adjusted bank register balance:		\$689,294.12
Bank register ending balance:		\$689,294.12
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:		\$689,294.12
Bank statement ending balance 10/31/2023:		\$689,294.12
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	2	\$1,000,753.89
All Cleared Payments:	4	\$1,000,000.00

Oak Park Public Library

Bank Reconciliation Report

FOREST PARK MM October 31, 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 09/30/2023:		\$536,646.53
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$1,411.45
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$538,057.98
Bank register ending balance:		\$538,057.98
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$538,057.98
Bank statement ending balance 10/31/2023:		\$538,057.98
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$1,411.45
All Cleared Payments:	0	\$0.00

Oak Park Public Library

Bank Reconciliation Report

US BANK MM October 31, 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 09/30/2023:			\$202,828.93
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$43.07
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$202,872.00
Bank register ending balance:			\$202,872.00
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$202,872.00
Bank statement ending balance 10/31/2023:			<hr/> \$202,872.00
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$43.07	
All Cleared Payments:	0	\$0.00	

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS FUND INVESTMENT October 31, 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 09/30/2023:			\$3,376,346.77
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$13,587.43
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,000,000.00
Adjusted bank register balance:			<hr/> \$2,389,934.20
Bank register ending balance:			\$2,389,934.20
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$2,389,934.20
Bank statement ending balance 10/31/2023:			<hr/> \$2,389,934.20
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$13,587.43	
All Cleared Payments:	1	\$1,000,000.00	

Oak Park Public Library

Bank Reconciliation Report

ILLINOIS FUND ART FUND October 31, 2023

Reconciliation of Register to Statement

Bank register cleared beginning balance 09/30/2023:		\$2,865.47
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$13.42
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$2,878.89
Bank register ending balance:		\$2,878.89
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:		\$2,878.89
Bank statement ending balance 10/31/2023:		\$2,878.89
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$13.42
All Cleared Payments:	0	\$0.00

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 10/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
REVENUE				
Property Taxes, for operating	0.00	7,773,164.30	10,227,382.00	76.00%
Corp. Property Replacement Tax	0.00	352,354.09	150,000.00	234.90%
Services charges and fees	0.00	1,359.07	5,000.00	27.18%
Lost Books Reimbursed/Reciprocal Borrow	0.00	9,280.60	5,000.00	185.61%
Sales	0.00	0.00	0.00	0.00%
Rentals-Library Space	144.75	1,845.85	0.00	0.00%
Vending/Enterprise Income	0.00	481.12	0.00	0.00%
Parking lot revenue	3,221.05	22,064.32	8,000.00	275.80%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00%
Interest	16,295.00	217,046.08	60,000.00	361.74%
Gifts	100.00	209,039.71	0.00	0.00%
Gifts From FOPPL	0.00	4,369.02	20,000.00	21.85%
Illinois Per Capita Grant	0.00	80,509.93	0.00	0.00%
Grants	15,120.67	55,634.45	0.00	0.00%
Community Fund Endowments	8,809.02	14,967.36	20,000.00	74.84%
Miscellaneous Income	7.53	1,793.74	2,000.00	89.69%
Pass Through Revenue	0.00	0.00	0.00	0.00%
TOTAL REVENUE	43,698.02	8,743,909.64	10,497,382.00	83.30%
EXPENSES - Operating				
PEOPLE				
Compensation				
Wages & Salaries	499,214.40	5,183,952.47	6,256,000.00	82.86%
Employee Health Benefits	89,925.93	947,331.42	1,152,000.00	82.23%
IMRF (Illinois Muncipal Retirement F	13,234.07	144,610.71	166,000.00	87.11%
FICA/MEDICARE	36,748.05	381,507.23	461,000.00	82.76%
Workers Compensation Insurance	0.00	12,604.00	30,000.00	42.01%
Unemployment Compensation Ins.	251.79	16,648.25	15,000.00	110.99%
Total Compensation	639,374.24	6,686,654.08	8,080,000.00	82.76%
Talent Development				
Dues	181.00	13,512.87	19,000.00	71.12%
Staff Development/Travel	960.09	92,409.09	92,000.00	100.44%
Tuition Reimbursement	0.00	23,339.16	27,000.00	86.44%
Recruitment	75.00	2,056.51	2,000.00	102.83%
Board Development	250.00	2,150.00	2,000.00	107.50%
Total Talent Development	1,466.09	133,467.63	142,000.00	93.99%
TOTAL PEOPLE	640,840.33	6,820,121.71	8,222,000.00	82.95%
SUPPORT SERVICES				
Marketing				
Promotions	0.00	12,602.48	20,000.00	63.01%
Publications	1,067.60	44,143.56	33,000.00	133.77%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 10/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Total Marketing Support	1,067.60	56,746.04	53,000.00	107.07%
Store				
General Merchandise	0.00	0.00	0.00	0.00%
Sales Tax	0.00	0.00	0.00	0.00%
Fees and Services	892.10	892.10	0.00	0.00%
Total Store Support	892.10	892.10	0.00	0.00%
Collections				
ILL Payments	51.04	1,445.10	3,675.00	39.32%
Cataloging/Bib Search Fees	0.00	1,473.70	2,625.00	56.14%
Total Collections Support	51.04	2,918.80	6,300.00	46.33%
Administration				
HRIS and Payroll Processing Fees	2,165.65	22,776.74	26,250.00	86.77%
Mileage & Miscellaneous reimburse	2,028.04	19,329.30	25,000.00	77.32%
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	156.86	2,032.11	4,000.00	50.80%
Collection Fees	0.00	0.00	2,000.00	0.00%
Consulting Services - Admin	6,465.00	61,631.25	78,750.00	78.26%
Intergovernmental Agreements (IGA	3,585.25	14,119.50	15,000.00	94.13%
Legal Fees	1,815.50	9,311.25	30,000.00	31.04%
Postage & Delivery	378.65	10,082.21	9,450.00	106.69%
Insurance	2,646.00	100,220.36	120,000.00	83.52%
Contingency	0.00	1,000.00	15,000.00	6.67%
Grant Expenses	16,701.94	116,856.77	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00%
Supplies	5,026.00	88,603.91	102,900.00	86.11%
Total Administration Support	40,968.89	457,498.43	440,350.00	103.89%
Other Support Services				
Telephone/Communications	4,311.09	68,047.28	66,000.00	103.10%
Office & Library Machinery Service	1,158.13	23,337.20	25,000.00	93.35%
Total Other Support Services	5,469.22	91,384.48	91,000.00	100.42%
TOTAL SUPPORT SERVICES	48,448.85	609,439.85	590,650.00	103.18%
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				

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 10/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Print materials	36,202.90	298,448.15	365,500.00	81.65%
Audio and video materials	9,202.95	64,809.56	103,500.00	62.62%
Digital content	57,167.76	564,286.72	595,000.00	94.84%
Devices	1,630.63	21,226.97	40,000.00	53.07%
Realia and other formats	3,145.54	8,516.38	13,500.00	63.08%
Archival collection	0.00	2,292.31	15,000.00	15.28%
TOTAL LIBRARY MATERIALS	107,349.78	959,580.09	1,132,500.00	84.73%
FACILITIES MANAGEMENT				
Facility Supplies				
Fuels & Lubricants	136.78	1,339.42	4,000.00	33.49%
Building Materials & Supplies	0.00	7,846.88	8,000.00	98.09%
Equipment Parts	0.00	5,688.15	10,000.00	56.88%
Cleaning & Housekeeping Supplies	0.00	6,775.82	13,000.00	52.12%
Signage	539.18	4,372.13	4,000.00	109.30%
Total Facility Supplies	675.96	26,022.40	39,000.00	66.72%
Facilities Services				
Landscaping and snow removal serv	492.00	12,830.00	25,000.00	51.32%
Custodial Services	17,095.60	165,612.75	216,000.00	76.67%
Water	1,018.32	12,850.28	11,000.00	116.82%
Sewer/Garbage	914.71	10,102.22	15,000.00	67.35%
Parking lot expense	0.00	8,164.50	5,000.00	163.29%
Natural Gas	1,976.90	61,362.57	60,000.00	102.27%
Rentals--Equipment & Facilities	970.00	19,257.11	20,000.00	96.29%
Repair & Maintenance Prop. & Equip	14,916.72	199,665.06	219,000.00	91.17%
Total Facilities Services	37,384.25	489,844.49	571,000.00	85.79%
TOTAL FACILITIES MANAGEMENT	38,060.21	515,866.89	610,000.00	84.57%
PUBLIC SERVICES				
Programming				
Children's Programming	2,132.65	15,702.33	18,900.00	83.08%
Young Adult Programming	1,868.14	15,558.75	25,000.00	62.24%
Adult Programming	2,815.00	17,080.94	23,000.00	74.27%
Community Engagement	(276.92)	12,742.82	15,000.00	84.95%
Social Services	1,885.00	3,265.00	20,000.00	16.33%
Creative Studio	0.00	890.38	2,000.00	44.52%
Total Programming	8,423.87	65,240.22	103,900.00	62.79%
Digital Services				
Consultant Support Services	0.00	5,433.90	10,000.00	54.34%
SWAN	24,016.00	110,283.03	111,000.00	99.35%
Website development/CMS	1,740.73	3,285.63	4,000.00	82.14%
Subscriptions and services	11,997.28	241,059.35	240,000.00	100.44%

Oak Park Public Library

Statement of Revenue & Expenditure

Period Ending 10/31/2023

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Equipment and supplies	803.37	18,386.87	20,000.00	91.93%
Total Digital Services	38,557.38	378,448.78	385,000.00	98.30%
TOTAL PUBLIC SERVICES	46,981.25	443,689.00	488,900.00	90.75%
TOTAL EXPENSES - Operating	881,680.42	9,348,697.54	11,044,050.00	84.65%
EXPENSES - Capital				
Facilities Equipment	0.00	8,780.00	10,000.00	87.80%
Furnishings	11,189.43	68,659.54	120,000.00	57.22%
Technology Projects and Equipment	4,500.00	65,263.09	200,000.00	32.63%
Building Improvements	5,000.00	165,879.30	645,000.00	25.72%
Special Projects	7,416.86	12,752.09	32,000.00	39.85%
TOTAL EXPENSES - Capital	28,106.29	321,334.02	1,007,000.00	31.91%
NET SURPLUS/(DEFICIT)	(866,088.69)	(926,121.92)	(1,553,668.00)	59.61%

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ABOUT FACE THEATRE COLLEC	Computer Check 60174	10/18/2023	10/18/2023 Posted	300.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 300.00	300.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00175	10/16/2023	Transphobia interac	300.00	300.00	01-5240	Children's Programming	300.00	<No Project>
<i>Totals:</i>							300.00	
ALLIED UNIVERSAL TECHNOLC	Computer Check 60100	10/04/2023	10/04/2023 Posted	1,539.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,539.00	1,539.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN1-910307846	09/26/2023	Security Alarm - Rep	713.00	713.00	01-5692	Repair & Maintenance Prop.	713.00	<No Project>
<i>Totals:</i>							713.00	
IN1-910307845	09/26/2023	Security Alarm - Ad	826.00	826.00	01-5692	Repair & Maintenance Prop.	826.00	<No Project>
<i>Totals:</i>							826.00	
ALPHA BUILDING MAINTENAN	Computer Check 60146	10/11/2023	10/11/2023 Posted	16,164.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 16,164.40	16,164.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22475 OPPL	10/01/2023	Custodial Services	16,164.40	16,164.40	01-5686	Custodial Services	16,164.40	<No Project>
<i>Totals:</i>							16,164.40	
AMANO MCGANN, INC.	Computer Check 60101	10/04/2023	10/04/2023 Posted	2,069.34	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,069.34	2,069.34 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INVC021464	09/01/2023	Amano McGann - S	1,728.34	1,728.34	01-5689	Parking lot expense	1,728.34	<No Project>
<i>Totals:</i>							1,728.34	
INV189672	09/22/2023	Amano McGann - B	341.00	341.00	01-5689	Parking lot expense	341.00	<No Project>
<i>Totals:</i>							341.00	
AMAZON CAPITAL SERVICES	Computer Check 60102	10/04/2023	10/04/2023 Posted	1,073.65	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,073.65	1,073.65 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1NHL-QFHN-HDGM	08/29/2023	Laptop Hard Drive	39.98	39.98	01-5937	Equipment and supplies	39.98	<No Project>
<i>Totals:</i>							39.98	
1CKM-M6MJ-9HRR	09/01/2023	August Amazon Bus	134.49	134.49	01-5240	Children's Programming	134.49	<No Project>
<i>Totals:</i>							134.49	
1HNL-JW7L-PCGQ	09/03/2023	iPad Air 2 & Headp	161.97	161.97	01-5937	Equipment and supplies	161.97	<No Project>
<i>Totals:</i>							161.97	

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1FCF-9KFP-CNHN	09/20/2023	Facilities Supplies -	153.41	153.41	01-5683	Equipment Parts	153.41	<No Project>
						<i>Totals:</i>	153.41	
1QJL-K73Y-13LH	09/25/2023	Books	25.96	25.96	01-5840	Print materials	25.96	<No Project>
						<i>Totals:</i>	25.96	
1QR6-NW4F-1TPT	09/26/2023	Books	58.21	58.21	01-5840	Print materials	58.21	<No Project>
						<i>Totals:</i>	58.21	
1FHP-7MJG-673J	09/27/2023	Life Savers Hard Car	88.88	88.88	01-5951	Special Projects	88.88	<No Project>
						<i>Totals:</i>	88.88	
1PQ9-FYDM-91KH	09/27/2023	Acrylic Sign Holders	83.94	83.94	01-5742	Supplies	83.94	<No Project>
						<i>Totals:</i>	83.94	
1T1K-RLHH-GCQX	09/28/2023	Book	42.24	42.24	01-5840	Print materials	42.24	<No Project>
						<i>Totals:</i>	42.24	
1TFC-KF4K-734Q	10/01/2023	rockpapa HS20 Wire	116.92	116.92	01-5937	Equipment and supplies	116.92	<No Project>
						<i>Totals:</i>	116.92	
1F7V-FDJ7-W6P7	10/01/2023	Sept Amazon Busine	167.65	167.65	01-5240	Children's Programming	167.65	<No Project>
						<i>Totals:</i>	167.65	
AMAZON CAPITAL SERVICES	Computer Check 60147	10/11/2023 10/11/2023 Posted		1,850.15	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,850.15	1,850.15 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
11M4-PT1C-7XTH	09/01/2023	Back to School	1,144.05	1,144.05	01-5244	Young Adult Programming	1,144.05	<No Project>
						<i>Totals:</i>	1,144.05	
1VRK-XMQT-JNMP	09/28/2023	IT Equipment	48.48	48.48	01-5937	Equipment and supplies	48.48	<No Project>
						<i>Totals:</i>	48.48	
1H7Y-YD9J-Y4TK	10/01/2023	Program Supplies	502.16	502.16	01-5244	Young Adult Programming	502.16	<No Project>
						<i>Totals:</i>	502.16	
1NXG-3NYL-LWCH	10/03/2023	IT Equipment	62.56	62.56	01-5937	Equipment and supplies	62.56	<No Project>
						<i>Totals:</i>	62.56	
139T-6PRX-1F7Q	10/05/2023	Book	11.50	11.50	01-5840	Print materials	11.50	<No Project>
						<i>Totals:</i>	11.50	
1NWQ-CXPV-R31P	10/09/2023	Office Supplies	61.41	61.41	01-5742	Supplies	61.41	<No Project>
						<i>Totals:</i>	61.41	
1FNV-WY6V-1VDD	10/10/2023	Book	19.99	19.99	01-5840	Print materials	19.99	<No Project>
						<i>Totals:</i>	19.99	
AMAZON CAPITAL SERVICES	Computer Check	10/18/2023 10/18/2023		2,024.67	01-1053	Byline Bank Checking	0.00	2,024.67

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	60175	Posted		01-2060	Accounts Payable	2,024.67	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1G6R-KWJ3-LYNG	10/07/2023	Childrens Realia	58.87	58.87	01-5894	Realia and other formats	58.87	<No Project>
						<i>Totals:</i>	58.87	
1CR4-WYFC-JJ14	10/07/2023	Childrens Realia	326.88	326.88	01-5894	Realia and other formats	326.88	<No Project>
						<i>Totals:</i>	326.88	
1YWY-GDXG-YTL6	10/09/2023	Books	84.97	84.97	01-5840	Print materials	84.97	<No Project>
						<i>Totals:</i>	84.97	
1XFF-XCG1-QG9Y	10/09/2023	Childrens Realia	136.59	136.59	01-5894	Realia and other formats	136.59	<No Project>
						<i>Totals:</i>	136.59	
14YC-TXDW-YNY7	10/09/2023	Childrens Realia	204.49	204.49	01-5894	Realia and other formats	204.49	<No Project>
						<i>Totals:</i>	204.49	
1MQQ-R9VY-PJDH	10/10/2023	Childrens Realia	83.37	83.37	01-5894	Realia and other formats	83.37	<No Project>
						<i>Totals:</i>	83.37	
1PVV-GM9K-QW19	10/11/2023	4 x Motorola CLS14	900.00	900.00	01-5250	Social Services	900.00	<No Project>
						<i>Totals:</i>	900.00	
1CVY-PVJL-Y3QY	10/14/2023	Childrens Realia	229.50	229.50	01-5894	Realia and other formats	229.50	<No Project>
						<i>Totals:</i>	229.50	
AMAZON CAPITAL SERVICES	Computer Check	10/25/2023		1,789.63	01-1053	Byline Bank Checking	0.00	1,789.63
	60214	Posted			01-2060	Accounts Payable	1,789.63	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1HFL-QICN-J33D	10/07/2023	IT Equipment	101.56	101.56	01-5937	Equipment and supplies	101.56	<No Project>
						<i>Totals:</i>	101.56	
1VF1-MG34-GPL9	10/07/2023	Laptop Accessories	38.49	38.49	01-5937	Equipment and supplies	38.49	<No Project>
						<i>Totals:</i>	38.49	
147F-7GGT-1LVR	10/16/2023	Office Supplies	75.63	75.63	01-5742	Supplies	75.63	<No Project>
						<i>Totals:</i>	75.63	
1VN9-4L9M-1P7Y	10/17/2023	Books	37.38	37.38	01-5840	Print materials	37.38	<No Project>
						<i>Totals:</i>	37.38	
1RTC-FWYW-169J	10/17/2023	Laptop Accessories	74.08	74.08	01-5937	Equipment and supplies	74.08	<No Project>
						<i>Totals:</i>	74.08	
133M-TD4X-3XHJ	10/19/2023	Office Supplies	41.85	41.85	01-5742	Supplies	41.85	<No Project>
						<i>Totals:</i>	41.85	
1DPJ-NKMC-7PC6	10/20/2023	Childrens Realia	91.12	91.12	01-5894	Realia and other formats	91.12	<No Project>
						<i>Totals:</i>	91.12	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
1MJH-DLKH-1MKW	10/20/2023	Books	94.95	94.95	01-5840	Print materials	94.95	<No Project>		
						<i>Totals:</i>	94.95			
1YKD-GXQV-4GYC	10/20/2023	Office Supplies	125.12	125.12	01-5742	Supplies	125.12	<No Project>		
						<i>Totals:</i>	125.12			
1QHF-QK1P-3LH3	10/20/2023	2 Step Stools w/ Ha	186.42	186.42	01-5742	Supplies	186.42	<No Project>		
						<i>Totals:</i>	186.42			
1DHX-QD6V-7QVG	10/21/2023	Books	32.90	32.90	01-5840	Print materials	32.90	<No Project>		
						<i>Totals:</i>	32.90			
1CLV-HHC7-4N9P	10/21/2023	Books	38.03	38.03	01-5840	Print materials	38.03	<No Project>		
						<i>Totals:</i>	38.03			
171F-X7NV-F399	10/22/2023	Office Supplies	38.82	38.82	01-5742	Supplies	38.82	<No Project>		
						<i>Totals:</i>	38.82			
1XNX-CMXN-F66C	10/22/2023	Library of Things Ma	779.30	779.30	01-5452	Grant Expenses	779.30	BALLINGER		
						<i>Totals:</i>	779.30			
1PPD-KDNT-6JXP	10/23/2023	Books	33.98	33.98	01-5840	Print materials	33.98	<No Project>		
						<i>Totals:</i>	33.98			
ANCEL GLINK, P.C.	Computer Check		10/11/2023	10/11/2023		1,437.50	01-1053	Byline Bank Checking	0.00	1,437.50
	60148			Posted			01-2060	Accounts Payable	1,437.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
99384	10/09/2023	LEGAL SERVICES TH	1,437.50	1,437.50	01-5291	Legal Fees	1,437.50	<No Project>		
						<i>Totals:</i>	1,437.50			
ANDERSON ELEVATOR CO.	Computer Check		10/04/2023	10/04/2023		1,050.50	01-1053	Byline Bank Checking	0.00	1,050.50
	60103			Posted			01-2060	Accounts Payable	1,050.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
INV-77454-L0J6	09/21/2023	Maze - Elevator Rel	737.50	737.50	01-5692	Repair & Maintenance Prop.	737.50	<No Project>		
						<i>Totals:</i>	737.50			
INV-77456-P0X2	09/21/2023	Maze - Elevator Fau	313.00	313.00	01-5692	Repair & Maintenance Prop.	313.00	<No Project>		
						<i>Totals:</i>	313.00			
ANDERSON ELEVATOR CO.	Computer Check		10/18/2023	10/18/2023		6,185.00	01-1053	Byline Bank Checking	0.00	6,185.00
	60176			Posted			01-2060	Accounts Payable	6,185.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
INV-78547-y4w6	10/06/2023	Main - FAID TEST - (6,185.00	6,185.00	01-5692	Repair & Maintenance Prop.	6,185.00	<No Project>		
						<i>Totals:</i>	6,185.00			

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ANDERSON PEST SOLUTIONS	Computer Check 60104	10/04/2023	10/04/2023 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
51222908	09/19/2023	Pest Control Mainte	99.44	99.44	01-5692	Repair & Maintenance Prop.	99.44	<No Project>
<i>Totals:</i>							99.44	
ANNE L. CAPPS	Computer Check 60177	10/18/2023	10/18/2023 Posted	400.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 400.00	400.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0034	03/04/2023	Friends of Library Fc	400.00	400.00	01-5452	Grant Expenses	400.00	CT FRIENDS
<i>Totals:</i>							400.00	
ARTHUR J. GALLAGHER, RISK P	Computer Check 60215	10/25/2023	10/25/2023 Posted	2,646.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,646.00	2,646.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4502040	10/18/2023	CRIME POLICY PYM	2,646.00	2,646.00	01-5390	Insurance	2,646.00	<No Project>
<i>Totals:</i>							2,646.00	
BAKER & TAYLOR	Computer Check 60105	10/04/2023	10/04/2023 Posted	7,778.66	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,778.66	7,778.66 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037818831	09/26/2023	Books	2,787.77	2,787.77	01-5840	Print materials	2,787.77	<No Project>
<i>Totals:</i>							2,787.77	
2037796764	09/27/2023	Books	268.11	268.11	01-5840	Print materials	268.11	<No Project>
<i>Totals:</i>							268.11	
2037826305	09/29/2023	Books	1,858.03	1,858.03	01-5840	Print materials	1,858.03	<No Project>
<i>Totals:</i>							1,858.03	
2037815143	09/30/2023	Books	225.93	225.93	01-5840	Print materials	225.93	<No Project>
<i>Totals:</i>							225.93	
2037826634	10/02/2023	Books	288.02	288.02	01-5840	Print materials	288.02	<No Project>
<i>Totals:</i>							288.02	
2037818181	10/02/2023	Books	2,350.80	2,350.80	01-5840	Print materials	2,350.80	<No Project>
<i>Totals:</i>							2,350.80	
BAKER & TAYLOR	Computer Check 60149	10/11/2023	10/11/2023 Posted	4,034.03	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,034.03	4,034.03 0.00

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037836641	10/03/2023	Books	2,604.97	2,604.97	01-5840	Print materials	2,604.97	<No Project>
							<i>Totals:</i>	2,604.97
2037836643	10/06/2023	Books	760.00	760.00	01-5840	Print materials	760.00	<No Project>
							<i>Totals:</i>	760.00
2037816836	10/09/2023	Books	669.06	669.06	01-5840	Print materials	669.06	<No Project>
							<i>Totals:</i>	669.06
BAKER & TAYLOR	Computer Check 60178	10/18/2023 10/18/2023 Posted		6,866.29	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,866.29	6,866.29 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037851816	10/09/2023	Books	2,940.30	2,940.30	01-5840	Print materials	2,940.30	<No Project>
							<i>Totals:</i>	2,940.30
2037819236	10/12/2023	Books	260.14	260.14	01-5840	Print materials	260.14	<No Project>
							<i>Totals:</i>	260.14
2037804044	10/12/2023	Books	518.23	518.23	01-5840	Print materials	518.23	<No Project>
							<i>Totals:</i>	518.23
2037864719	10/14/2023	Books	2,406.23	2,406.23	01-5840	Print materials	2,406.23	<No Project>
							<i>Totals:</i>	2,406.23
2037851440	10/16/2023	Books	724.55	724.55	01-5840	Print materials	724.55	<No Project>
							<i>Totals:</i>	724.55
2037856269	10/17/2023	Book	16.84	16.84	01-5840	Print materials	16.84	<No Project>
							<i>Totals:</i>	16.84
BAKER & TAYLOR	Computer Check 60216	10/25/2023 10/25/2023 Posted		6,047.77	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,047.77	6,047.77 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2037790973	10/18/2023	Books	178.91	178.91	01-5840	Print materials	178.91	<No Project>
							<i>Totals:</i>	178.91
2037857544	10/18/2023	Books	711.41	711.41	01-5840	Print materials	711.41	<No Project>
							<i>Totals:</i>	711.41
2037868320	10/18/2023	Books	1,746.23	1,746.23	01-5840	Print materials	1,746.23	<No Project>
							<i>Totals:</i>	1,746.23
2037797555	10/19/2023	Books	1,123.40	1,123.40	01-5840	Print materials	1,123.40	<No Project>
							<i>Totals:</i>	1,123.40
2037856611	10/19/2023	Books	2,287.82	2,287.82	01-5840	Print materials	2,287.82	<No Project>
							<i>Totals:</i>	2,287.82

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BANNERVILLE, USA INC	Computer Check 60179	10/18/2023	10/18/2023 Posted	950.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 950.00	950.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
35055	09/28/2023	Light Pole Banners f	950.00	950.00	01-5951	Special Projects	950.00	<No Project>
<i>Totals:</i>							950.00	
BAYSCAN TECHNOLOGIES	Computer Check 60217	10/25/2023	10/25/2023 Posted	548.19	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 548.19	548.19 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
75852	10/18/2023	Receipt Paper	548.19	548.19	01-5742	Supplies	548.19	<No Project>
<i>Totals:</i>							548.19	
BELCORE ELECTRIC	Computer Check 60106	10/04/2023	10/04/2023 Posted	25,505.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 25,505.00	25,505.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7736	09/20/2023	Third Floor Power a	24,500.00	24,500.00	01-5950	Building Improvements	24,500.00	<No Project>
<i>Totals:</i>							24,500.00	
7739	09/21/2023	Holds Locker Outlet	1,005.00	1,005.00	01-5692	Repair & Maintenance Prop.	1,005.00	<No Project>
<i>Totals:</i>							1,005.00	
ASHLEY BOYER	Computer Check 60107	10/04/2023	10/04/2023 Posted	69.63	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 69.63	69.63 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8633	10/02/2023	ALA conference rein	69.63	69.63	01-5452	Grant Expenses	69.63	BALLINGER
<i>Totals:</i>							69.63	
ASHLEY BOYER	Computer Check 60150	10/11/2023	10/11/2023 Posted	141.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 141.00	141.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8676	10/04/2023	PER DIEM FOR LIBR	141.00	141.00	01-5452	Grant Expenses	141.00	BALLINGER
<i>Totals:</i>							141.00	
CDW GOVERNMENT, INC.	Computer Check 60108	10/04/2023	10/04/2023 Posted	3,455.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,455.50	3,455.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
LQ29930	08/30/2023	Malwarebytes EPDR	365.50	365.50	01-5936	Subscriptions and services	365.50	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
LS99562	09/06/2023	ACAD VMW SD-WA	3,090.00	3,090.00	01-5941	Technology Projects and Equ	3,090.00	<No Project>	
<i>Totals:</i>							365.50		
<i>Totals:</i>							3,090.00		
CDW GOVERNMENT, INC.	Computer Check 60151		10/11/2023	10/11/2023 Posted	7,225.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,225.00	7,225.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
MF04450	09/26/2023	SDWAN	7,225.00	7,225.00	01-5936	Subscriptions and services	7,225.00	<No Project>	
<i>Totals:</i>							7,225.00		
CDW GOVERNMENT, INC.	Computer Check 60218		10/25/2023	10/25/2023 Posted	10,675.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 10,675.00	10,675.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
ML04228	10/09/2023	MALWAREBYTES EP	10,675.00	10,675.00	01-5936	Subscriptions and services	10,675.00	<No Project>	
<i>Totals:</i>							10,675.00		
CHICAGO OFFICE TECHNOLOG	Computer Check 60109		10/04/2023	10/04/2023 Posted	7,054.56	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,054.56	7,054.56 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IN4729781	09/21/2023	Toner Xerox CN280	4,438.61	4,438.61	01-5742	Supplies	4,438.61	<No Project>	
<i>Totals:</i>							4,438.61		
IN4729782	09/21/2023	Toner Xerox CN281	2,615.95	2,615.95	01-5742	Supplies	2,615.95	<No Project>	
<i>Totals:</i>							2,615.95		
CHICAGO TRIBUNE COMPANY	Computer Check 60110		10/04/2023	10/04/2023 Posted	15.48	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 15.48	15.48 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2333108	09/27/2023	Oak Leaves	15.48	15.48	01-5840	Print materials	15.48	<No Project>	
<i>Totals:</i>							15.48		
CHILDREN'S PLUS INC.	Computer Check 60180		10/18/2023	10/18/2023 Posted	3,377.70	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,377.70	3,377.70 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
235794	10/05/2023	Books	446.10	446.10	01-5840	Print materials	446.10	<No Project>	
<i>Totals:</i>							446.10		
235780	10/05/2023	Books	556.80	556.80	01-5840	Print materials	556.80	<No Project>	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
								Totals:	556.80	
235781	10/05/2023	Books	1,147.60	1,147.60	01-5840	Print materials	1,147.60	<No Project>		
								Totals:	1,147.60	
235782	10/05/2023	Books	1,227.20	1,227.20	01-5840	Print materials	1,227.20	<No Project>		
								Totals:	1,227.20	
CINTAS	Computer Check 60111		10/04/2023	10/04/2023 Posted		945.71	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 945.71	945.71 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
5172598769	08/24/2023	First Aid	162.78	162.78	01-5742	Supplies	162.78	<No Project>		
								Totals:	162.78	
5176445674	09/21/2023	First Aid	609.33	609.33	01-5742	Supplies	609.33	<No Project>		
								Totals:	609.33	
5176445624	09/21/2023	First Aid	173.60	173.60	01-5742	Supplies	173.60	<No Project>		
								Totals:	173.60	
CITRON HYGIENE	Computer Check 60181		10/18/2023	10/18/2023 Posted		931.20	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 931.20	931.20 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
INV0080512	10/01/2023	Citron Hygiene Serv	70.62	70.62	01-5686	Custodial Services	70.62	<No Project>		
								Totals:	70.62	
INV0080509	10/01/2023	Citron Hygiene Serv	88.98	88.98	01-5686	Custodial Services	88.98	<No Project>		
								Totals:	88.98	
INV0080514	10/01/2023	Citron Hygiene Serv	771.60	771.60	01-5686	Custodial Services	771.60	<No Project>		
								Totals:	771.60	
CLAIRE ONG	Computer Check 60152		10/11/2023	10/11/2023 Posted		7.53	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7.53	7.53 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IR-8673	10/04/2023	Claire's September r	7.53	7.53	01-5165	Mileage & Miscellaneous reir	7.53	<No Project>		
								Totals:	7.53	
CMS SOLUTIONS	Computer Check 60112		10/04/2023	10/04/2023 Posted		52.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 52.50	52.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2305635-IN	09/18/2023	LABOR-IL Outside ir	52.50	52.50	01-5272	Consultant Support Services	52.50	<No Project>		

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	52.50	
DEMCO, INC.	Computer Check 60153		10/11/2023	10/11/2023 Posted	421.14	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 421.14	421.14 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
7377068	10/05/2023	Processing Supplies	421.14	421.14	01-5742	Supplies	421.14	<No Project>	
							<i>Totals:</i>	421.14	
DEMCO, INC.	Computer Check 60182		10/18/2023	10/18/2023 Posted	5,983.18	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,983.18	5,983.18 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
7379490	10/10/2023	30 chairs for Storyti	5,863.77	5,863.77	01-5930	Furnishings	5,863.77	<No Project>	
							<i>Totals:</i>	5,863.77	
7382466	10/16/2023	Processing Supplies	119.41	119.41	01-5742	Supplies	119.41	<No Project>	
							<i>Totals:</i>	119.41	
DITO, LLC	Computer Check 60154		10/11/2023	10/11/2023 Posted	95.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 95.05	95.05 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
INV78878	09/30/2023	INV78878	95.05	95.05	01-5451	Telephone/Communications	95.05	<No Project>	
							<i>Totals:</i>	95.05	
FOREST PRINTING CO.	Computer Check 60113		10/04/2023	10/04/2023 Posted	1,290.86	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,290.86	1,290.86 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
119025	09/26/2023	October Printed Eve	1,067.60	1,067.60	01-5205	Publications	1,067.60	<No Project>	
							<i>Totals:</i>	1,067.60	
119064	09/28/2023	"Freedom to Read"	223.26	223.26	01-5951	Special Projects	223.26	<No Project>	
							<i>Totals:</i>	223.26	
JENNA FRIEBEL	Computer Check 60114		10/04/2023	10/04/2023 Posted	162.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 162.00	162.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-8606	09/26/2023	ALA Dues Reimburs	162.00	162.00	01-5162	Dues	162.00	<No Project>	
							<i>Totals:</i>	162.00	
GARVEY'S OFFICE PRODUCTS	Computer Check		10/25/2023	10/25/2023	886.40	01-1053	Byline Bank Checking	0.00	886.40

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	60219	Posted		01-2060	Accounts Payable	886.40	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
PINV2487498	10/23/2023	Paper	886.40	886.40	01-5742	Supplies	886.40	<No Project>
<i>Totals:</i>						886.40		
GAYLORD BROTHERS, INC.	Computer Check 60115	10/04/2023 Posted		436.06 01-2060	01-1053 Byline Bank Checking Accounts Payable	0.00 436.06	436.06 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2833502	09/22/2023	Materials for Specia	304.02	304.02	01-5895	Archival collection	304.02	<No Project>
<i>Totals:</i>						304.02		
2833563	09/23/2023	Materials for Specia	132.04	132.04	01-5895	Archival collection	132.04	<No Project>
<i>Totals:</i>						132.04		
IAN A. GOSSE	Computer Check 60183	10/18/2023 Posted		259.00 01-2060	01-1053 Byline Bank Checking Accounts Payable	0.00 259.00	259.00 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8787	10/18/2023	Per diem for confere	259.00	259.00	01-5452	Grant Expenses	259.00	BALLINGER
<i>Totals:</i>						259.00		
GRAINGER	Computer Check 60116	10/04/2023 Posted		30.17 01-2060	01-1053 Byline Bank Checking Accounts Payable	0.00 30.17	30.17 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9840694898	09/18/2023	Door Strike Mountir	30.17	30.17	01-5683	Equipment Parts	30.17	<No Project>
<i>Totals:</i>						30.17		
GRAINGER	Computer Check 60220	10/25/2023 Posted		40.16 01-2060	01-1053 Byline Bank Checking Accounts Payable	0.00 40.16	40.16 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9863528650	10/09/2023	Pleated Filters - Spe	40.16	40.16	01-5692	Repair & Maintenance Prop.	40.16	<No Project>
<i>Totals:</i>						40.16		
GROWING COMMUNITY MEDI	Computer Check 60117	10/04/2023 Posted		935.00 01-2060	01-1053 Byline Bank Checking Accounts Payable	0.00 935.00	935.00 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
90614	05/31/2023	Advertising	225.00	225.00	01-5204	Promotions	225.00	<No Project>
<i>Totals:</i>						225.00		
90350	07/03/2023	Advertising	460.00	460.00	01-5204	Promotions	460.00	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
65467-R	09/06/2023	Advertising	250.00	250.00	01-5951	Special Projects	250.00	<No Project>	
							<i>Totals:</i>	460.00	
							<i>Totals:</i>	250.00	
GROWING COMMUNITY MEDI	Computer Check 60155		10/11/2023	10/11/2023 Posted	750.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 750.00	750.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
65583-R	09/13/2023	Invoice	250.00	250.00	01-5951	Special Projects	250.00	<No Project>	
							<i>Totals:</i>	250.00	
65751-R	09/20/2023	Advertising	250.00	250.00	01-5951	Special Projects	250.00	<No Project>	
							<i>Totals:</i>	250.00	
65865-R	09/27/2023	Advertising	250.00	250.00	01-5951	Special Projects	250.00	<No Project>	
							<i>Totals:</i>	250.00	
IHLS-OCLC	Computer Check 60221		10/25/2023	10/25/2023 Posted	51.04	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 51.04	51.04 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
29386	10/17/2023	IFM Debits/Admin F	51.04	51.04	01-5264	ILL Payments	51.04	<No Project>	
							<i>Totals:</i>	51.04	
ILLINOIS LIBRARY ASSOCIATIO	Computer Check 60118		10/04/2023	10/04/2023 Posted	470.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 470.00	470.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
253124	08/16/2023	2023 ILA Preiser Ma	250.00	250.00	01-5204	Promotions	250.00	<No Project>	
							<i>Totals:</i>	250.00	
253126	08/16/2023	2023 ILA Preiser Ma	50.00	50.00	01-5204	Promotions	50.00	<No Project>	
							<i>Totals:</i>	50.00	
253125	08/16/2023	2023 ILA Preiser Ma	170.00	170.00	01-5204	Promotions	170.00	<No Project>	
							<i>Totals:</i>	170.00	
ILLINOIS LIBRARY ASSOCIATIO	Computer Check 60145		10/04/2023	10/04/2023 Posted	1,075.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,075.00	1,075.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
258100	10/02/2023	ILA ANNUAL CONF	1,075.00	1,075.00	01-5200	Board Development	250.00	<No Project>	
258100	10/02/2023	ILA ANNUAL CONF	1,075.00	1,075.00	01-5452	Grant Expenses	825.00	BALLINGER	
							<i>Totals:</i>	1,075.00	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ILLINOIS LIBRARY ASSOCIATIO	Computer Check 60222	10/25/2023	10/25/2023 Posted	300.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 300.00	300.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
258044	09/18/2023	ILA ANNUAL CONF	300.00	300.00	01-5452	Grant Expenses	300.00	BALLINGER
<i>Totals:</i>							300.00	
INFOBASE LEARNING	Computer Check 60184	10/18/2023	10/18/2023 Posted	2,089.51	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,089.51	2,089.51 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV449682	10/17/2023	African-American Hi	2,089.51	2,089.51	01-5891	Digital content	2,089.51	<No Project>
<i>Totals:</i>							2,089.51	
INTERIOR GARDEN SERVICES, I	Computer Check 60119	10/04/2023	10/04/2023 Posted	290.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 290.00	290.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
043060	09/01/2023	PLANT RENTAL MAI	290.00	290.00	01-5692	Repair & Maintenance Prop.	290.00	<No Project>
<i>Totals:</i>							290.00	
INTERNATIONAL UNION OF O	Computer Check 60185	10/18/2023	10/18/2023 Posted	185.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 185.25	185.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
OCTOBER 2023	10/18/2023	OCTOBER 2023 UNI	185.25	185.25	01-2059	Union dues Payable	185.25	<No Project>
<i>Totals:</i>							185.25	
INTRINSIC LANDSCAPING, INC	Computer Check 60186	10/18/2023	10/18/2023 Posted	418.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 418.05	418.05 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23-0625	10/12/2023	GREEN ROOF MAIN	418.05	418.05	01-5692	Repair & Maintenance Prop.	418.05	<No Project>
<i>Totals:</i>							418.05	
J.C. LICHT, LLC	Computer Check 60120	10/04/2023	10/04/2023 Posted	123.82	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 123.82	123.82 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
02176549	09/20/2023	Paint - MHS - Blue/!	123.82	123.82	01-5682	Building Materials & Supplies	123.82	<No Project>
<i>Totals:</i>							123.82	
J.C. LICHT, LLC	Computer Check	10/25/2023	10/25/2023	66.77	01-1053	Byline Bank Checking	0.00	66.77

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	60223		Posted		01-2060	Accounts Payable	66.77	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
02178348	10/20/2023	Executive Director C	66.77	66.77	01-5692	Repair & Maintenance Prop.	66.77	<No Project>
<i>Totals:</i>							66.77	
STEPHEN JACKSON	Computer Check 60210	10/23/2023	10/23/2023 Posted	158.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 158.00	158.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8816	10/20/2023	ULC ANNUAL FORU	158.00	158.00	01-5452	Grant Expenses	158.00	BALLINGER
<i>Totals:</i>							158.00	
JACQUELINE K SCHATTNER	Computer Check 60156	10/11/2023	10/11/2023 Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00172	10/04/2023	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
<i>Totals:</i>							150.00	
JOHNSON CONTROLS	Computer Check 60224	10/25/2023	10/25/2023 Posted	927.09	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 927.09	927.09 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
39293985	09/09/2023	Quarterly Billing - D	927.09	927.09	01-5692	Repair & Maintenance Prop.	927.09	<No Project>
<i>Totals:</i>							927.09	
JOSE M CRUZ	Computer Check 60121	10/04/2023	10/04/2023 Posted	75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00169	10/02/2023	3 Saturday Family st	75.00	75.00	01-5240	Children's Programming	75.00	<No Project>
<i>Totals:</i>							75.00	
JOSLYN BOWLING DIXON	Computer Check 60122	10/04/2023	10/04/2023 Posted	217.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 217.25	217.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8605	09/29/2023	Per diem for Urban	217.25	217.25	01-5452	Grant Expenses	217.25	BALLINGER
<i>Totals:</i>							217.25	
JOSLYN BOWLING DIXON	Computer Check 60187	10/18/2023	10/18/2023 Posted	59.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 59.00	59.00 0.00

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8772	10/17/2023	Per diem for ILA Coi	59.00	59.00	01-5452	Grant Expenses	59.00	BALLINGER
<i>Totals:</i>							59.00	
KANOPY, INC.	Computer Check 60123	10/04/2023 10/04/2023 Posted		2,703.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,703.60	2,703.60 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
368204-PPU	09/30/2023	Kanopy plays	2,703.60	2,703.60	01-5891	Digital content	2,703.60	<No Project>
<i>Totals:</i>							2,703.60	
KATHY VALDIVIA	Computer Check 60124	10/04/2023 10/04/2023 Posted		50.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 50.00	50.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00170	10/03/2023	2 Saturday Sept Sto	50.00	50.00	01-5240	Children's Programming	50.00	<No Project>
<i>Totals:</i>							50.00	
KENCO LABEL & TAG CO. LLC	Computer Check 60125	10/04/2023 10/04/2023 Posted		174.79	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 174.79	174.79 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0568250	09/27/2023	Processing Supplies	174.79	174.79	01-5742	Supplies	174.79	<No Project>
<i>Totals:</i>							174.79	
KINGA LIPINSKA	Computer Check 60126	10/04/2023 10/04/2023 Posted		125.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 125.00	125.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00149	09/11/2023	Adult Programming	125.00	125.00	01-5247	Adult Programming	125.00	<No Project>
<i>Totals:</i>							125.00	
JODI KOLO	Computer Check 60211	10/23/2023 10/23/2023 Posted		296.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 296.25	296.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8833	10/23/2023	Jodi Kolo Per Diem	296.25	296.25	01-5452	Grant Expenses	296.25	BALLINGER
<i>Totals:</i>							296.25	
KUUSAKOSKI US LLC	Computer Check 60225	10/25/2023 10/25/2023 Posted		378.65	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 378.65	378.65 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

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Payee	Trans. Type Trans. No.	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
A-11573	10/13/2023	Recycling Transport	378.65	378.65	01-5380	Postage & Delivery	378.65	<No Project>
<i>Totals:</i>							378.65	
LAKESHORE RECYCLING SYSTE	Computer Check 60188	10/18/2023 10/18/2023 Posted		628.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 628.21	628.21 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
LR5486305	09/25/2023	Trash/Recycling - M	102.90	102.90	01-5688	Sewer/Garbage	102.90	<No Project>
<i>Totals:</i>							102.90	
LR5486304	09/25/2023	Trash/Recycling - M	525.31	525.31	01-5688	Sewer/Garbage	525.31	<No Project>
<i>Totals:</i>							525.31	
LANGUAGE LIZARD, LLC	Computer Check 60226	10/25/2023 10/25/2023 Posted		36.99	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 36.99	36.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
17108	10/10/2023	World Language Bo	36.99	36.99	01-5840	Print materials	15.50	<No Project>
17108	10/10/2023	World Language Bo	36.99	36.99	01-5894	Realia and other formats	21.49	<No Project>
<i>Totals:</i>							36.99	
LEORA DOWLING	Computer Check 60157	10/11/2023 10/11/2023 Posted		925.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 925.00	925.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8715	10/10/2023	Public Speaking Ses	925.00	925.00	01-5951	Special Projects	925.00	<No Project>
<i>Totals:</i>							925.00	
LEORA DOWLING	Computer Check 60227	10/25/2023 10/25/2023 Posted		925.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 925.00	925.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8849	10/24/2023	Public Speaking Ses	925.00	925.00	01-5951	Special Projects	925.00	<No Project>
<i>Totals:</i>							925.00	
LINDA BARNETT	Computer Check 60189	10/18/2023 10/18/2023 Posted		197.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 197.50	197.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8744	10/12/2023	PER DIEM FOR BBC	197.50	197.50	01-5452	Grant Expenses	197.50	BALLINGER
<i>Totals:</i>							197.50	
LOCAL 399 FED PAC	Computer Check	10/18/2023 10/18/2023		50.00	01-1053	Byline Bank Checking	0.00	50.00

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Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
		60190			Posted		01-2060	Accounts Payable	50.00	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
847748	10/16/2023	FED PAC CONTRIBU	50.00	50.00	01-2058	Fed Pac	50.00	<No Project>		
		<i>Totals:</i>					50.00			
LUCAS HOLDINGS LLC	Computer Check		10/18/2023	10/18/2023		409.76	01-1053	Byline Bank Checking	0.00	409.76
	60191			Posted			01-2060	Accounts Payable	409.76	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
69317	10/09/2023	830 library cards	409.76	409.76	01-5937	Equipment and supplies	409.76	<No Project>		
		<i>Totals:</i>					409.76			
MAGALY ALTAGRACIA DIETZ	Computer Check		10/11/2023	10/11/2023		400.00	01-1053	Byline Bank Checking	0.00	400.00
	60158			Posted			01-2060	Accounts Payable	400.00	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
2023-99-00167	10/02/2023	Latin American Mus	400.00	400.00	01-5240	Children's Programming	400.00	<No Project>		
		<i>Totals:</i>					400.00			
MAIA STERN	Computer Check		10/11/2023	10/11/2023		180.00	01-1053	Byline Bank Checking	0.00	180.00
	60159			Posted			01-2060	Accounts Payable	180.00	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
2023-99-00171	10/04/2023	Fall festival	180.00	180.00	01-5250	Social Services	180.00	<No Project>		
		<i>Totals:</i>					180.00			
MCADAM LANDSCAPING, INC.	Computer Check		10/18/2023	10/18/2023		492.00	01-1053	Byline Bank Checking	0.00	492.00
	60192			Posted			01-2060	Accounts Payable	492.00	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
92900	10/09/2023	Landscaping Mainte	492.00	492.00	01-5681	Landscaping and snow remo	492.00	<No Project>		
		<i>Totals:</i>					492.00			
MEGAN TIDEMAN	Computer Check		10/18/2023	10/18/2023		365.25	01-1053	Byline Bank Checking	0.00	365.25
	60193			Posted			01-2060	Accounts Payable	365.25	0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>		
IR-8645	10/03/2023	Per diem for ILA Coi	221.25	221.25	01-5452	Grant Expenses	221.25	BALLINGER		
		<i>Totals:</i>					221.25			
IR-8644	10/03/2023	travel (amtrak) expe	144.00	144.00	01-5452	Grant Expenses	144.00	BALLINGER		
		<i>Totals:</i>					144.00			

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MEGHAN L PICKETT	Computer Check 60160	10/11/2023	10/11/2023 Posted	625.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 625.00	625.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1032	10/02/2023	COACHING FOR MA	500.00	500.00	01-5951	Special Projects	500.00	<No Project>
<i>Totals:</i>							500.00	
1031	10/02/2023	EXECUTIVE COACHI	125.00	125.00	01-5951	Special Projects	125.00	<No Project>
<i>Totals:</i>							125.00	
MENCONI TERRAZZO LLC	Computer Check 60228	10/25/2023	10/25/2023 Posted	5,000.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,000.00	5,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
6066	10/24/2023	Main Lobby Terrazz	5,000.00	5,000.00	01-5950	Building Improvements	5,000.00	<No Project>
<i>Totals:</i>							5,000.00	
METROPOLITAN INDUSTRIES, I	Computer Check 60128	10/04/2023	10/04/2023 Posted	22,373.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 22,373.00	22,373.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV054555	09/19/2023	Domestic Water Sys	22,373.00	22,373.00	01-5950	Building Improvements	22,373.00	<No Project>
<i>Totals:</i>							22,373.00	
MIDWEST TAPE, LLC	Computer Check 60129	10/04/2023	10/04/2023 Posted	23,725.91	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23,725.91	23,725.91 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
504412304	09/27/2023	Audiobooks	87.36	87.36	01-5890	Audio and video materials	87.36	<No Project>
<i>Totals:</i>							87.36	
504412307	09/27/2023	DVDs	111.98	111.98	01-5890	Audio and video materials	111.98	<No Project>
<i>Totals:</i>							111.98	
504412306	09/27/2023	DVDs	257.75	257.75	01-5890	Audio and video materials	257.75	<No Project>
<i>Totals:</i>							257.75	
504412303	09/27/2023	DVDs	327.59	327.59	01-5890	Audio and video materials	327.59	<No Project>
<i>Totals:</i>							327.59	
504412302	09/27/2023	DVDs	722.91	722.91	01-5890	Audio and video materials	722.91	<No Project>
<i>Totals:</i>							722.91	
504428838	09/30/2023	Hoopla	22,156.85	22,156.85	01-5891	Digital content	22,156.85	<No Project>
<i>Totals:</i>							22,156.85	
504443538	10/03/2023	DVD	12.74	12.74	01-5890	Audio and video materials	12.74	<No Project>
<i>Totals:</i>							12.74	

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Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
	504443537	10/03/2023	DVDs	48.73	48.73	01-5890	Audio and video materials	48.73	<No Project>
							<i>Totals:</i>	48.73	
MIDWEST TAPE, LLC	Computer Check 60161		10/11/2023 10/11/2023 Posted		2,206.97	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,206.97	2,206.97 0.00
	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
	504449128	10/05/2023	Audiobook	67.84	67.84	01-5890	Audio and video materials	67.84	<No Project>
							<i>Totals:</i>	67.84	
	504449129	10/05/2023	DVDs	85.73	85.73	01-5890	Audio and video materials	85.73	<No Project>
							<i>Totals:</i>	85.73	
	504449124	10/05/2023	Music CDs	95.56	95.56	01-5890	Audio and video materials	95.56	<No Project>
							<i>Totals:</i>	95.56	
	504449480	10/05/2023	DVDs	215.69	215.69	01-5890	Audio and video materials	215.69	<No Project>
							<i>Totals:</i>	215.69	
	504449127	10/05/2023	DVDs	696.93	696.93	01-5890	Audio and video materials	696.93	<No Project>
							<i>Totals:</i>	696.93	
	504449126	10/05/2023	DVDs	1,045.22	1,045.22	01-5890	Audio and video materials	1,045.22	<No Project>
							<i>Totals:</i>	1,045.22	
MIDWEST TAPE, LLC	Computer Check 60194		10/18/2023 10/18/2023 Posted		2,058.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,058.26	2,058.26 0.00
	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
	504471088	10/12/2023	Audiobooks	103.36	103.36	01-5890	Audio and video materials	103.36	<No Project>
							<i>Totals:</i>	103.36	
	504471089	10/12/2023	Music CDs	117.44	117.44	01-5890	Audio and video materials	117.44	<No Project>
							<i>Totals:</i>	117.44	
	504482984	10/12/2023	DVDs	122.49	122.49	01-5890	Audio and video materials	122.49	<No Project>
							<i>Totals:</i>	122.49	
	504482983	10/12/2023	DVDs	218.64	218.64	01-5890	Audio and video materials	218.64	<No Project>
							<i>Totals:</i>	218.64	
	504482982	10/12/2023	DVDs	483.54	483.54	01-5890	Audio and video materials	483.54	<No Project>
							<i>Totals:</i>	483.54	
	504482981	10/12/2023	DVDs	1,012.79	1,012.79	01-5890	Audio and video materials	1,012.79	<No Project>
							<i>Totals:</i>	1,012.79	
MIDWEST TAPE, LLC	Computer Check		10/25/2023 10/25/2023		1,867.79	01-1053	Byline Bank Checking	0.00	1,867.79

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
	60229	Posted		01-2060	Accounts Payable	1,867.79	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
504518208	10/19/2023	DVDs	50.35	50.35	01-5890	Audio and video materials	50.35	<No Project>
						<i>Totals:</i>	50.35	
504518207	10/19/2023	DVDs	52.59	52.59	01-5890	Audio and video materials	52.59	<No Project>
						<i>Totals:</i>	52.59	
504518204	10/19/2023	Music CDs	159.20	159.20	01-5890	Audio and video materials	159.20	<No Project>
						<i>Totals:</i>	159.20	
504518202	10/19/2023	DVDs	365.60	365.60	01-5890	Audio and video materials	365.60	<No Project>
						<i>Totals:</i>	365.60	
504518203	10/19/2023	Audiobooks	466.80	466.80	01-5890	Audio and video materials	466.80	<No Project>
						<i>Totals:</i>	466.80	
504518206	10/19/2023	DVDs	773.25	773.25	01-5890	Audio and video materials	773.25	<No Project>
						<i>Totals:</i>	773.25	
MORNINGSTAR	Computer Check 60195	10/18/2023 Posted		7,869.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,869.00	7,869.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
36381094	10/11/2023	Digital Subscription	7,869.00	7,869.00	01-5891	Digital content	7,869.00	<No Project>
						<i>Totals:</i>	7,869.00	
NEWSBANK, INC.	Computer Check 60196	10/18/2023 Posted		9,000.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,000.00	9,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
552919	10/13/2023	Digital Subscription	9,000.00	9,000.00	01-5891	Digital content	9,000.00	<No Project>
						<i>Totals:</i>	9,000.00	
NICOR GAS	Computer Check 60162	10/11/2023 Posted		1,733.77	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,733.77	1,733.77 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8693	10/02/2023	NATURAL GAS FOR	73.81	73.81	01-5690	Natural Gas	73.81	<No Project>
						<i>Totals:</i>	73.81	
IR-8694	10/04/2023	NATURAL GAS FOR	1,659.96	1,659.96	01-5690	Natural Gas	1,659.96	<No Project>
						<i>Totals:</i>	1,659.96	
OAK PARK DISTRICT 97 SCHO	Computer Check 60130	10/04/2023 Posted		132.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 132.50	132.50 0.00

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Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Date	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
4804	09/27/2023	MHS Fall 2023 Brocl	132.50	132.50	01-5204	Promotions	132.50	<No Project>		
							<i>Totals:</i>	132.50		
OAK PARK DISTRICT 97 SCHO	Computer Check 60163	10/11/2023	10/11/2023		80.04	01-1053	Byline Bank Checking	0.00	80.04	
							01-2060	Accounts Payable	80.04	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
4760	07/13/2023	Art Gallery Exhibit b	26.68	26.68	01-5204	Promotions	26.68	<No Project>		
							<i>Totals:</i>	26.68		
4770	08/10/2023	Art Gallery Exhibit p	26.68	26.68	01-5204	Promotions	26.68	<No Project>		
							<i>Totals:</i>	26.68		
4798	09/21/2023	Art Gallery Exhibit p	26.68	26.68	01-5204	Promotions	26.68	<No Project>		
							<i>Totals:</i>	26.68		
OAK PARK DISTRICT 97 SCHO	Computer Check 60230	10/25/2023	10/25/2023		132.50	01-1053	Byline Bank Checking	0.00	132.50	
							01-2060	Accounts Payable	132.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
4814	10/23/2023	Library of Things Br	132.50	132.50	01-5452	Grant Expenses	132.50	BALLINGER		
							<i>Totals:</i>	132.50		
OAK PARK TOWNSHIP YOUTH	Computer Check 60197	10/18/2023	10/18/2023		3,585.25	01-1053	Byline Bank Checking	0.00	3,585.25	
							01-2060	Accounts Payable	3,585.25	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IR-8762	10/11/2023	YOUTH ENGAGEME	3,585.25	3,585.25	01-5281	Intergovernmental Agreemer	3,585.25	<No Project>		
							<i>Totals:</i>	3,585.25		
OLSON'S ACE OAK PARK	Computer Check 60131	10/04/2023	10/04/2023		68.13	01-1053	Byline Bank Checking	0.00	68.13	
							01-2060	Accounts Payable	68.13	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
9114/4	09/21/2023	Facilities - Cable Tie	27.98	27.98	01-5682	Building Materials & Supplies	27.98	<No Project>		
							<i>Totals:</i>	27.98		
9110/4	09/21/2023	Facilities Supplies -	40.15	40.15	01-5682	Building Materials & Supplies	40.15	<No Project>		
							<i>Totals:</i>	40.15		
ORANGEBOY, INC.	Computer Check 60164	10/11/2023	10/11/2023		26,950.00	01-1053	Byline Bank Checking	0.00	26,950.00	
							01-2060	Accounts Payable	26,950.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		

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Payee	Trans. Type Trans. No.	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
4324	06/15/2023	STRATEGIC MARKET	26,950.00	26,950.00	01-5205	Publications	26,950.00	<No Project>
<i>Totals:</i>							26,950.00	
OVERDRIVE, INC.	Computer Check 60132	10/04/2023 10/04/2023 Posted		14,949.99	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 14,949.99	14,949.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA23338964	09/30/2023	E-Content	4,960.26	4,960.26	01-5891	Digital content	4,960.26	<No Project>
<i>Totals:</i>							4,960.26	
01658MA23341862	09/30/2023	E-Content	9,989.73	9,989.73	01-5891	Digital content	9,989.73	<No Project>
<i>Totals:</i>							9,989.73	
OXFORD UNIVERSITY PRESS	Computer Check 60231	10/25/2023 10/25/2023 Posted		3,980.77	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,980.77	3,980.77 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
XI16323526	10/18/2023	Digital Resources	3,980.77	3,980.77	01-5891	Digital content	3,980.77	<No Project>
<i>Totals:</i>							3,980.77	
PACIFIC TELEMANAGEMENT SI	Computer Check 60133	10/04/2023 10/04/2023 Posted		75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2112194	09/21/2023	7084450358	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
<i>Totals:</i>							75.00	
PARK DISTRICT OF OAK PARK	Computer Check 60134	10/04/2023 10/04/2023 Posted		1,370.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,370.00	1,370.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20220094	09/18/2023	DOLE RENT AUGUS	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
<i>Totals:</i>							1,370.00	
PARK DISTRICT OF OAK PARK	Computer Check 60165	10/11/2023 10/11/2023 Posted		1,370.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,370.00	1,370.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20220098	10/06/2023	DOLE RENT OCTOBI	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
<i>Totals:</i>							1,370.00	
PAULSON PRESS, INC.	Computer Check 60135	10/04/2023 10/04/2023 Posted		6,900.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,900.00	6,900.00 0.00

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23-0447	09/25/2023	Storyline Fall/Winter	6,900.00	6,900.00	01-5205	Publications	6,900.00	<No Project>
<i>Totals:</i>							6,900.00	
PRODUCT LLC	Computer Check 60198	10/18/2023 10/18/2023 Posted		1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
1650.0682	08/07/2023	Youth area completi	1,500.00	1,500.00	01-5950	Building Improvements	1,500.00	<No Project>
<i>Totals:</i>							1,500.00	
LORI PULLIAM	Computer Check 60199	10/18/2023 10/18/2023 Posted		36.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 36.00	36.00 0.00
IR-8756	10/16/2023	lunches at ALA conf	36.00	36.00	01-5452	Grant Expenses	36.00	<No Project>
<i>Totals:</i>							36.00	
Q & A SERVICES LLC	Computer Check 60200	10/18/2023 10/18/2023 Posted		500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 500.00	500.00 0.00
959	10/12/2023	REGISTRATION PRO	500.00	500.00	01-5275	Consulting Services - Admin	500.00	<No Project>
<i>Totals:</i>							500.00	
QUILL LLC	Computer Check 60136	10/04/2023 10/04/2023 Posted		55.46	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 55.46	55.46 0.00
34936348	10/03/2023	Office Supplies	55.46	55.46	01-5742	Supplies	55.46	<No Project>
<i>Totals:</i>							55.46	
REGIONS BANK	Bank Draft 54	10/18/2023 10/18/2023 Posted		30,274.83	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 30,274.83	30,274.83 0.00
023056	09/30/2023	REGION PERIOD EN	30,274.83	30,274.83	01-2067	Purchase Cards - P Cards	30,274.83	<No Project>
<i>Totals:</i>							30,274.83	
RHONDA FENTRY	Computer Check 60201	10/18/2023 10/18/2023 Posted		75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-0067	05/22/2023	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	<No Project>
<i>Totals:</i>							75.00	
JESSICA RICH	Computer Check 60202	10/18/2023 10/18/2023 Posted		327.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 327.25	327.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8553	09/28/2023	Illinois Library Assoc	106.00	106.00	01-5452	Grant Expenses	106.00	BALLINGER
<i>Totals:</i>							106.00	
IR-8576	09/29/2023	Illinois Library Assoc	221.25	221.25	01-5452	Grant Expenses	221.25	BALLINGER
<i>Totals:</i>							221.25	
STEPHEN ROBINET	Computer Check 60172	10/13/2023 10/13/2023 Posted		251.98	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 251.98	251.98 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8740	10/13/2023	WAGES & SALARIES	251.98	251.98	01-5001	Wages & Salaries	251.98	<No Project>
<i>Totals:</i>							251.98	
STEPHEN ROBINET	Computer Check 60236	10/31/2023 10/31/2023 Posted		252.77	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 252.77	252.77 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8915	10/30/2023	WAGES & SALARIES	252.77	252.77	01-5001	Wages & Salaries	252.77	<No Project>
<i>Totals:</i>							252.77	
MICHAEL ROSE	Computer Check 60203	10/18/2023 10/18/2023 Posted		221.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 221.25	221.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8642	10/03/2023	Staff Dev - ILA 2023	221.25	221.25	01-5452	Grant Expenses	221.25	BALLINGER
<i>Totals:</i>							221.25	
SALLY IS SARAH PRODUCTION	Computer Check 60204	10/18/2023 10/18/2023 Posted		400.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 400.00	400.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00165	09/28/2023	Screening of "Red, /	400.00	400.00	01-5240	Children's Programming	400.00	<No Project>
<i>Totals:</i>							400.00	
NANCY SCHUESSLER	Computer Check 60205	10/18/2023 10/18/2023 Posted		11.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 11.00	11.00 0.00

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
IR-8738	10/11/2023	Home delivery mile:	11.00	11.00	01-5165	Mileage & Miscellaneous reir	11.00	<No Project>
<i>Totals:</i>							11.00	
ALEXANDRA SKINNER	Computer Check 60212		10/23/2023 10/23/2023 Posted	237.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 237.00	237.00 0.00
IR-8813	10/19/2023	Staff Development -	237.00	237.00	01-5452	Grant Expenses	237.00	BALLINGER
<i>Totals:</i>							237.00	
SLOWFIRE LLC	Computer Check 60166		10/11/2023 10/11/2023 Posted	200.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 200.00	200.00 0.00
2023-99-00140	08/23/2023	2 part 3D printing p	200.00	200.00	01-5240	Children's Programming	200.00	<No Project>
<i>Totals:</i>							200.00	
SLOWFIRE LLC	Computer Check 60232		10/25/2023 10/25/2023 Posted	820.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 820.00	820.00 0.00
2023-99-00123	07/31/2023	Adult Programming	820.00	820.00	01-5247	Adult Programming	820.00	<No Project>
<i>Totals:</i>							820.00	
SOUTHLAND PRINTING CO	Computer Check 60138		10/04/2023 10/04/2023 Posted	2,346.45	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,346.45	2,346.45 0.00
869882	09/20/2023	Printed Parking Gat	2,346.45	2,346.45	01-5689	Parking lot expense	2,346.45	<No Project>
<i>Totals:</i>							2,346.45	
T-MOBILE	Computer Check 60139		10/04/2023 10/04/2023 Posted	1,663.20	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,663.20	1,663.20 0.00
970035247-202309:	09/21/2023	Devices	1,663.20	1,663.20	01-5893	Devices	1,663.20	<No Project>
<i>Totals:</i>							1,663.20	
LEIGH TARULLO	Computer Check 60213		10/23/2023 10/23/2023 Posted	237.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 237.00	237.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8836	10/23/2023	Per Diem - Seattle	237.00	237.00	01-1158	Grants Receivable	237.00	BALLINGER
<i>Totals:</i>							237.00	
TDI VERTICAL LLC	Computer Check 60140	10/04/2023 10/04/2023 Posted		4,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,500.00	4,500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1155	10/02/2023	Cyber Security - Vel	4,500.00	4,500.00	01-5941	Technology Projects and Equ	4,500.00	CYBERSEC
<i>Totals:</i>							4,500.00	
THE OMEYOCAN DANCE COM	Computer Check 60233	10/25/2023 10/25/2023 Posted		700.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 700.00	700.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00180	10/24/2023	Dance Company wil	700.00	700.00	01-5249	Community Engagement	700.00	<No Project>
<i>Totals:</i>							700.00	
TODAY'S BUSINESS SOLUTION	Computer Check 60141	10/04/2023 10/04/2023 Posted		4,759.04	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,759.04	4,759.04 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
092123-24	09/21/2023	Cost per fax prograr	4,759.04	4,759.04	01-5742	Supplies	4,759.04	<No Project>
<i>Totals:</i>							4,759.04	
BILLY TREECE	Computer Check 60206	10/18/2023 10/18/2023 Posted		197.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 197.50	197.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8512	10/22/2023	PER DIEM REQUEST	197.50	197.50	01-5452	Grant Expenses	197.50	BALLINGER
<i>Totals:</i>							197.50	
LUIS TUBENS	Computer Check 60167	10/11/2023 10/11/2023 Posted		175.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 175.00	175.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2023-99-00169	10/03/2023	Poesia con acento b	175.00	175.00	01-5250	Social Services	175.00	<No Project>
<i>Totals:</i>							175.00	
ULINE	Computer Check 60207	10/18/2023 10/18/2023 Posted		116.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 116.00	116.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
169506999	10/10/2023	CD & DVD Mailers	116.00	116.00	01-5742	Supplies	116.00	<No Project>
<i>Totals:</i>							116.00	
UNIVERSITY OF OKLAHOMA LI	Computer Check 60234	10/25/2023 10/25/2023 Posted		105.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 105.00	105.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8812	09/28/2023	Payment for Lost ILL	105.00	105.00	01-5264	ILL Payments	105.00	<No Project>
<i>Totals:</i>							105.00	
URBAN LIBRARIES COUNCIL	Computer Check 60168	10/11/2023 10/11/2023 Posted		9,000.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,000.00	9,000.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4531	10/03/2023	Urban Libraries Cou	9,000.00	9,000.00	01-5452	Grant Expenses	9,000.00	SHEA
<i>Totals:</i>							9,000.00	
VILLAGE OF OAK PARK	Computer Check 60142	10/04/2023 10/04/2023 Posted		127.61	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 127.61	127.61 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23-0005421	09/22/2023	GASOLINE FOR (203	127.61	127.61	01-5680	Fuels & Lubricants	127.61	<No Project>
<i>Totals:</i>							127.61	
VILLAGE OF OAK PARK	Computer Check 60173	10/13/2023 10/13/2023 Posted		18,957.23	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 18,957.23	18,957.23 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8741	10/13/2023	PAYROLL; VOL DED;	18,957.23	18,957.23	01-5160	IMRF (Illinois Muncpal Retire	18,957.23	<No Project>
<i>Totals:</i>							18,957.23	
VILLAGE OF OAK PARK	Computer Check 60235	10/25/2023 10/25/2023 Posted		525.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 525.00	525.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23-0005460	10/12/2023	ELEV INSPECTIONS	525.00	525.00	01-5692	Repair & Maintenance Prop.	525.00	<No Project>
<i>Totals:</i>							525.00	
VILLAGE OF OAK PARK	Computer Check 60237	10/31/2023 10/31/2023 Posted		19,061.35	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 19,061.35	19,061.35 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-8914	10/31/2023	PAYROLL; VOL DED;	19,061.35	19,061.35	01-5160	IMRF (Illinois Muncpal Retire	19,061.35	<No Project>
<i>Totals:</i>							19,061.35	
VISUAL IMPACT MEDIA, LLC	Computer Check 60143		10/04/2023 10/04/2023 Posted	400.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 400.00	400.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
17144	10/02/2023	Vinyl Wall Signage	400.00	400.00	01-5452	Grant Expenses	400.00	BALLINGER
<i>Totals:</i>							400.00	
VISUAL IMPACT MEDIA, LLC	Computer Check 60208		10/18/2023 10/18/2023 Posted	1,900.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,900.00	1,900.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
17175	10/17/2023	Chalk Wrap MHS Ar	1,900.00	1,900.00	01-5692	Repair & Maintenance Prop.	1,900.00	<No Project>
<i>Totals:</i>							1,900.00	
WAREHOUSE DIRECT	Computer Check 60144		10/04/2023 10/04/2023 Posted	592.68	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 592.68	592.68 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5576246-0	09/21/2023	TONER,F/ HP P2035	296.34	296.34	01-5742	Supplies	296.34	<No Project>
<i>Totals:</i>							296.34	
5576245-0	09/21/2023	TONER,F/ HP P2035	296.34	296.34	01-5742	Supplies	296.34	<No Project>
<i>Totals:</i>							296.34	
WAREHOUSE DIRECT	Computer Check 60209		10/18/2023 10/18/2023 Posted	620.33	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 620.33	620.33 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5591666-0	10/13/2023	TONER INK CART HF	527.34	527.34	01-5742	Supplies	527.34	<No Project>
<i>Totals:</i>							527.34	
5592767-0	10/17/2023	CE410XC TONER,LJ	92.99	92.99	01-5742	Supplies	92.99	<No Project>
<i>Totals:</i>							92.99	
WORLD ARCHIVES	Computer Check 60169		10/11/2023 10/11/2023 Posted	6,263.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,263.00	6,263.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
271569	10/06/2023	NewspaperArchive	6,263.00	6,263.00	01-5891	Digital content	6,263.00	<No Project>
<i>Totals:</i>							6,263.00	

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
XEROX FINANCIAL SERVICES	Computer Check	60170	10/11/2023	10/11/2023	Posted	1,158.13	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,158.13	1,158.13 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
4874261	10/08/2023	Printing contract 01	1,158.13	1,158.13	01-5620	Office & Library Machinery S	1,158.13	<No Project>		
								<i>Totals:</i>	1,158.13	
YAZMIN MCCAMEY	Computer Check	60171	10/11/2023	10/11/2023	Posted	350.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 350.00	350.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
2023-99-00161	09/25/2023	Soap Making for MI	350.00	350.00	01-5244	Young Adult Programming	350.00	<No Project>		
								<i>Totals:</i>	350.00	
Grand Totals:						395,563.77			395,563.77	395,563.77

A total of 137 payment(s) listed

Oak Park Public Library

Cash Disbursement Journals

October 2023- BYLINE

Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	395,563.77
01-1158	Grants Receivable	237.00	0.00
01-2058	Fed Pac	50.00	0.00
01-2059	Union dues Payable	185.25	0.00
01-2060	Accounts Payable	395,563.77	395,563.77
01-2067	Purchase Cards - P Cards	30,274.83	0.00
01-5001	Wages & Salaries	504.75	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	38,018.58	0.00
01-5162	Dues	162.00	0.00
01-5165	Mileage & Miscellaneous reimbursemen	18.53	0.00
01-5200	Board Development	250.00	0.00
01-5204	Promotions	1,367.54	0.00
01-5205	Publications	34,917.60	0.00
01-5240	Children's Programming	1,727.14	0.00
01-5244	Young Adult Programming	1,996.21	0.00
01-5247	Adult Programming	1,170.00	0.00
01-5249	Community Engagement	700.00	0.00
01-5250	Social Services	1,255.00	0.00
01-5264	ILL Payments	156.04	0.00
01-5272	Consultant Support Services	52.50	0.00
01-5275	Consulting Services - Admin	500.00	0.00
01-5281	Intergovernmental Agreements (IGA)	3,585.25	0.00
01-5291	Legal Fees	1,437.50	0.00
01-5380	Postage & Delivery	378.65	0.00
01-5390	Insurance	2,646.00	0.00
01-5451	Telephone/Communications	170.05	0.00
01-5452	Grant Expenses	14,618.68	0.00
01-5620	Office & Library Machinery Service	1,158.13	0.00
01-5680	Fuels & Lubricants	127.61	0.00
01-5681	Landscaping and snow removal services	492.00	0.00
01-5682	Building Materials & Supplies	191.95	0.00
01-5683	Equipment Parts	183.58	0.00
01-5686	Custodial Services	17,095.60	0.00
01-5688	Sewer/Garbage	628.21	0.00
01-5689	Parking lot expense	4,415.79	0.00
01-5690	Natural Gas	1,733.77	0.00
01-5691	Rentals--Equipment & Facilities	2,740.00	0.00
01-5692	Repair & Maintenance Prop. & Equip.	14,046.01	0.00

Oak Park Public Library
Cash Disbursement Journals
October 2023- BYLINE

01-5742	Supplies	16,906.90	0.00
01-5840	Print materials	28,615.54	0.00
01-5890	Audio and video materials	7,702.08	0.00
01-5891	Digital content	69,012.72	0.00
01-5893	Devices	1,663.20	0.00
01-5894	Realia and other formats	1,152.31	0.00
01-5895	Archival collection	436.06	0.00
01-5930	Furnishings	5,863.77	0.00
01-5936	Subscriptions and services	18,265.50	0.00
01-5937	Equipment and supplies	1,053.80	0.00
01-5941	Technology Projects and Equipment	7,590.00	0.00
01-5950	Building Improvements	53,373.00	0.00
01-5951	Special Projects	4,737.14	0.00

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

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		10/31/2023	PARKING CREDITS	\$ 19,379.90	
Cash Management Deposit		10/31/2023	DAILY DEPOSITS	\$ 4,069.79	
Cash Management Deposit		10/31/2023	INTEREST ON ACCOUNT	\$ 499.16	
Cash Management Deposit		10/31/2023	RENTALS, LIBRARY SPACES	\$ 144.74	
				\$ 24,093.59	-
Cash Management Transfer in		10/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		10/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		10/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		10/31/2023	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
				\$ 1,000,000.00	-
Cash Management Payment		10/31/2023	FIFTH STAR COLLECTIVE	\$ -	(5,965.00)
Cash Management Payment		10/31/2023	ACH (FLEX ACCTS).	\$ -	(3,252.15)
Cash Management Payment		10/31/2023	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	(106,060.08)
				\$ -	(115,277.23)
Cash Management Payment		10/31/2023	MERCHANT ACCT & BANK FEES	\$ -	(156.86)
				\$ -	(156.86)
Cash Management Payment		10/31/2023	PAYROLL;PAYDATE10/15/2023	\$ -	(\$243,695.52)
Cash Management Payment		10/31/2023	PAYROLL;PAYDATE10/31/2023	\$ -	(\$245,191.58)
Cash Management Payment		10/31/2023	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS	\$ -	(5,116.86)
				\$ -	(494,003.96)

Summary by Transaction Type

(+) Deposits by Transaction Type:
Cash Receipts: \$ 24,093.59
Transfers In/Out \$ 1,000,000.00

Total Deposits: \$ 1,024,093.59

(-) Payments by Transaction Type:
Transfer out \$ -
Benefits/Other ACH: \$ (115,277.23)
Bank Fees: \$ (156.86)
Payroll: \$ (494,003.96)

Total Payments: \$ (609,438.05)

Accounts Payable **(395,563.77)**

Total Summary of Disbursements: \$ (1,005,001.82)

Total Change In Register Balance: \$ 19,091.77

OPPL
11/28/2023

RESOLUTION ON DISBURSEMENTS, OCTOBER 2023

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF OCTOBER 2023 IN THE TOTAL AMOUNT OF \$1,005,001.82 AS DETAILED IN THE CASH DISBURSEMENTS JOURNAL AND GENERAL LEDGER, AND SUMMARIZED WITH ADJUSTMENTS FOR CREDITS IN THE STATEMENT OF INCOME AND EXPENSE FOR THAT MONTH BE RATIFIED, CONFIRMED, AND APPROVED.

Personal Leave Policy

Library Board approved November 28, 2023 (effective January 1, 2024).

Introduction

The Oak Park Public Library recognizes its staff members will need days off from work for various personal needs and reasons. Therefore, the library provides paid personal leave, which can be used for any reason, to its staff members. The library offers this paid leave policy according to Illinois' Paid Leave for All Workers Act.

Eligibility

All staff members are eligible to be awarded one (1) hour of paid personal leave for every 40 hours worked to a maximum of 40 hours of paid personal leave per calendar year.

Award Amount Method

The library will award paid personal leave annually at the beginning of each calendar year (January 1). The library will frontload all paid personal leave the staff member is entitled to earn for the upcoming calendar year based on the staff member's current scheduled weekly hours.

For staff members who start after January 1, the library will frontload the full amount of paid personal leave the new hires are entitled to upon their hire date based on their current scheduled weekly hours through the remainder of the year.

The library may increase the available paid personal leave time for any staff members who substantially change their scheduled weekly hours at any time during the calendar year to ensure that the library is providing the correct amount of leave earned by its staff members based on their hours worked.

Notice of Leave

If the use of paid personal leave is foreseeable, the staff member must give the library at least seven (7) days' notice of the planned leave following the library's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the staff member is expected to notify the library as soon as practicable and, absent unusual circumstances, follow the library's normal leave procedures.

Use of Leave

Staff members may use paid personal leave starting on January 1, 2024, or the day after they begin employment with the library, whichever is later. Staff members must use paid personal leave in increments of at least one (1) hour or more.

Staff members may use their paid personal leave for any reason. Staff members are not required to provide the library with a reason for the leave, nor must they provide documentation or certification supporting it.

Unused Leave

Staff members must use all paid personal leave by the end of the calendar year (December 31). No carryover of unused paid personal leave will be granted, and any unused leave will be forfeited.

Payment of Leave

Personal leave will be paid at the staff member's base pay rate when the leave is taken. Paid personal leave is not included in overtime calculations. Staff members will not be paid any awarded but unused leave upon termination of employment.

Reinstatement of Leave

Staff members rehired within 12 months of their separation date will be provided with the paid personal leave they were awarded but did not use or the newly calculated annual award amount based on the rehire date, whichever is greater. Such staff members will be entitled to utilize this leave immediately.

Holidays Policy

Library Board approved January 16, 2008. Revised July 19, 2011. Revised November 26, 2019. Revised January 26, 2021. Revised January 24, 2023. Revised June 27, 2023. Revised November 28, 2023 (effective January 1, 2024).

Introduction

The purpose of this policy is to provide eligible staff members with pay for holidays they are scheduled to work prorated by their number of regularly scheduled hours when the library is closed (no service).

Eligibility

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

Holidays

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

1. New Year's Day - January 1
2. Martin Luther King Jr. Day - third Monday in January
3. Presidents' Day - third Monday in February
4. Memorial Day - last Monday in May
5. Juneteenth - June 19
6. Independence Day - July 4
7. Labor Day - first Monday in September
8. Indigenous Peoples' Day - second Monday in October
9. Veterans Day - November 11
10. Thanksgiving Day - fourth Thursday in November
11. Last Friday in November
12. Christmas Eve Day - December 24
13. Christmas Day - December 25

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

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

The following conditions apply to this policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual staff member's base rate of pay.
- Holidays will not be paid to staff members on inactive status (e.g., leave of absence).
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Holidays Policy

Library Board approved January 16, 2008. Revised July 19, 2011. Revised November 26, 2019. Revised January 26, 2021. Revised January 24, 2023. Revised June 27, 2023. Revised November 28, 2023 (effective January 1, 2024).

Commented [1]: Revised to remove all floating holidays language. Floating holidays will be replaced with paid personal leave to comply with Illinois' Paid Leave for All Workers Act, effective January 1, 2024.

Introduction

The purpose of this policy is to provide eligible staff members with pay for holidays they are scheduled to work prorated by their number of regularly scheduled hours when the library is closed (no service).

Deleted: and to provide eligible staff members with pay for floating holidays to take time off to celebrate other holidays or special days when the library is open

Eligibility

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

Deleted: and floating holidays

Holidays

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

1. New Year's Day - January 1
2. Martin Luther King Jr. Day - third Monday in January
3. Presidents' Day - third Monday in February
4. Memorial Day - last Monday in May
5. Juneteenth - June 19
6. Independence Day - July 4
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9. Veterans Day - November 11
10. Thanksgiving Day - fourth Thursday in November
11. Last Friday in November
12. Christmas Eve Day - December 24
13. Christmas Day - December 25

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

Commented [2]: Grammatical correction.

Deleted: your

Deleted: Floating Holidays

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

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

Staff members may take floating holidays at any time within the calendar year that is approved by the staff member's immediate supervisor. These floating holidays may include but are not limited to religious or cultural holidays, birthdays, other significant days, or any other state or federal holidays during which the library remains open.

The following conditions apply to this policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay are computed at an individual staff member's base rate of pay.
- Holidays will not be paid to staff members on inactive status (e.g., leave of absence).
-
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Floating holidays are available at the beginning of each calendar year for all current, eligible staff members. A new staff member hired before the end of the first half of the calendar year will receive four floating holidays upon hire; a new staff member hired during the second half of the calendar year will receive two floating holidays upon hire.

Deleted: and floating holiday pay

Deleted: and floating holiday pay

Deleted: Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken.

Electric Vehicle Charging Policy

Prioritizing sustainability, the Oak Park Public Library promotes and encourages the use of electric vehicles (EV). As such, the library provides charging stations to give public access to electric energy to recharge plug-in electric vehicles.

The charging of electric vehicles shall be limited to charging station stalls only. Visitors may not use other electrical outlets in the library parking garage, or attached to the library building, to charge a vehicle.

Charging stations are available on a first-come, first-serve basis. The library does not guarantee the availability of charging stations.

Charging stations may only be used during library operating hours, and vehicles parked in the EV charging stalls must be actively charging. Vehicles not plugged in and charging, or that are in a charging station stall after the library's operating hours, may be towed at the car owner's expense.

EV charging station stalls may be closed for special event parking, maintenance, repair and construction. At least one charging station stall may be reserved for library owned and operated EVs.

The library recognizes that its staff members also may need to charge their personal EV while at work. Staff members must follow the rules set forth in this policy and may not use charging stations if their EV is charged enough to make it home or longer than two hours per day.

Users are assessed a charging fee at the time of use. The charging fee is subject to change at any time and without notice based on changing electricity fee rates.

Payments are made by credit card through the vendor's website or app. Payments are processed by a third-party service provider. All disputes, refund requests, and service questions must be directed to the service provider.

Procedures to use the charging stations must be followed at all times. The library is not liable for personal property damage or personal injury as a result of using the equipment.

Use of the library's charging stations acknowledges compliance with this policy.