

**OAK PARK PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES | REGULAR MEETING**  
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room  
Tuesday, April 23, 2024 – 6:30 pm  
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**

- March 26, 2024 Regular Meeting **(Action)**
- April 11, 2024 Special 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 Leadership ([director@oppl.org](mailto:director@oppl.org)) and to the Library Board President Matthew Fruth ([m.fruth@oppl.org](mailto: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. Friday, May 3: [LACONI Trustee Banquet](#) (6-9pm, Nineteenth Century Club)
- b. Sunday, June 2: [A Day in Our Village](#) (11-4 pm, Scoville Park)
- c. Oak Park Parade (July 4 is Independence Day)
- d. Tuesday, May 28: Regular Library Board meeting

**5. Interim Co-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. March 2024 Financial Reports **(Discussion)**
- b. March 2024 Resolutions on Disbursements **(Action)**

**8. Additional Reports**

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

**9. Unfinished Business**

- a. Leaves of Absence Policy **(Action)**

**10. New Business**

- a. Tax Rate Objection Settlement **(Action)**

**11. Adjournment**

# Minutes for March 26, 2024 Regular Library Board Meeting

## **1. Call to order and roll**

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

**Present:** Kristina Rogers, Maya Ganguly, Susanne Fairfax, Matthew Fruth

**Absent:** Virginia Bloom and Madhurima Chakraborty

Trustee Foss to participate remotely through zoom. Motioned by Ganguly. Seconded by Rogers. Approved by all trustees.

**Also attending:** Suzy Wulf, Deputy Director, Matt Bartodziej, Director of Facilities, Leigh Tarullo, Director of Collections, Camayia Dantzler, Executive Assistant

**Public Commentators:** Bruce Brigell, Rory O'Neill, Megan Jackson, Megan Butman, Tiffany Verzani

## **2. Review and Approval of Minutes**

### **a. March 7, 2024 Special Board Meeting**

Foss motioned. Ganguly seconded. Approved by all trustees.

### **b. March 14, 2024 Special Board Meeting**

Foss motioned. Ganguly seconded. Approved by all trustees.

### **c. March 16, 2024 Special Board Meeting**

Foss motioned. Ganguly seconded. Approved by all trustees.

## **3. Public Comments**

Per the Public Comment at Board Meetings Policy, Fruth read several public comments that were received for this library board meeting. The comments will be included in the library files.

## **4. Trustee Comments and Calendar**

Fruth made a comment about a recent FOIA request that questioned several concerns regarding the redaction of a document, making clear that the redactions were done by legal counsel. Wulf made a comment about two opportunities for the board of trustees to attend, both held in May.

## **5. Interim Co-Director Report**

Tarullo and Wulf spoke on the strategic priorities report which covered two months of content, January and February. Highlighted were the home delivery service and a staff spotlight on Nora Sanchez with her work with the migrant community in Oak Park. Tarullo discussed the Collection HQ report and how herself and the Manager of Collections will present at the Public Library Association (PLA) conference in April.

## **6. Staff Reports**

### **a. Strategic Priorities Report**

### **b. Core Use Statistics**

### **c. Additions and Terminations Report**

### **d. Staff Changes Report**

## **7. Financial Reports**

### **a. January 2024 Financial Reports**

### **b. Resolutions of Disbursements**

Motioned by Rogers. Seconded by Ganguly. Foss abstained. Motion approved.

### **c. February 2024 Financial Reports**

### **d. Resolutions of Disbursements**

Motioned by Rogers. Seconded by Ganguly. Foss abstained. Motion approved.

## **8. Additional Reports**

**a. Intergovernmental Committee (IGOV):** Rogers and Fairfax reported on doing an event this fall and vacancies to fill within several committees to get more members of the community involved.

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

**c. PlanIt Green:** Foss reported recognizing staff Director of Facilities Bartodziej and Environmental Programming Specialist Poreba on community learning and sustainability of PlanIt Green.

**d. Friends of the Oak Park Public Library:** Ganguly reported on the annual meeting that was held discussing the nonprofit tax status, itemized breakdown of finances, and noted the next meeting will be held on May 20.

## **9. New Business**

### **a. Resolution Update Financial Signers**

Motioned by Ganguly. Seconded by Fairfax. Approved by all trustees.

### **b. Staff Survey**

Rogers reported on Yardstick, a potential vendor for administering a staff survey and received a proposal.

This action item is tabled into the next scheduled board meeting.

### **c. Assigning Tasks to Individual Board Members**

Fruth discussed creating a board committee for handling the Request for Proposals (RFP) for the Executive Director search, having three board of trustees on this committee to meet and review. Foss expressed interest in being one of three members of this committee.

### **d. Executive Director Search Process**

Fruth discussed the process of the search firm, consisting of a RFP and noting the timeline for the process. The RFP form is to be reviewed at a special meeting scheduled for April 11th.

## **10. Closed session (if needed)**

No closed session was held for this regular meeting.

## **11. Adjournment**

Fruth adjourned the meeting at 8:51pm.

# Minutes for April 11, 2024 Special Library Board Meeting

## **1. Call to order and roll**

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

**Present:** Matthew Fruth, Susanne Fairfax, Maya Ganguly, Virginia Bloom

A quorum was present at this meeting. Trustee Foss, Rogers, and Chakraborty to participate virtually through zoom for this special meeting. Moved and seconded by Bloom. Approved by all trustees.

**Also attending:** Suzy Wulf, Co-Interim Director, Leigh Tarullo, Co-Interim Director

**Public commentators:** Megan Butman

## **2. Public Comments**

Per the Public Comment at Board Meetings Policy, Fruth read a comment that was received for this special meeting. The comment will be included in library files.

## **3. RFP for Executive Director search firms**

The board discussed the process of conducting a Request for Proposal (RFP) for Executive Director search firms. Foss stated the importance of having staff feedback play a part in the search process and the importance of the next Executive Director to hold a library degree. The board reviewed a copy document of the RFP for executive director search firms to make edits, additions, and suggestions as needed throughout the document, to be voted on and approved for final posting on the web.

Motioned by Bloom. Seconded by Ganguly. Approved by all trustees.

## **4. Staff survey firm proposals**

The board discussed two proposals for the staff survey. Yardstick and Holistic. Discussed were questions and scope of the staff survey. Foss mentioned that he does not approve of a staff survey at this moment because of cost and budget issues. This action item is tabled until the next scheduled meeting.

## **5. Interim leadership**

To comply with law, a vote is required. Motion to move Wulf and Tarullo to act as Co-Interim Directors during this time. Motioned by Foss. Seconded by Ganguly. Approved by all trustees.

**6. Closed session (if necessary)**

No closed session was held for this special meeting.

**7. Adjournment**

Fruth adjourned the meeting at 9:32pm.

## INPUTS

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

## ACTIVITIES

## OUTPUTS

### Public Services & Programs



Circulation (patron accounts, materials checkouts, check-ins, holds); reference and information; readers advisory; tutorials and Learning Labs; space reservations; public technology access; in-person and virtual educational and entertainment programming for children, teens, and adults; in-person and virtual community outreach and engagement

# patron visits  
# library cards issued  
# digital accounts, conversions  
# active cardholders, households  
% new cardholder retention  
# Net Promoter Score  
# meeting/study room reservations

# programs and attendees  
# program surveys completed, satisfaction  
# participants in SRP, 1BBK  
# reference interactions, 1:1 tutorials, Learning Labs  
# Book Bike visits, outreach visits, pop-ups  
# home deliveries, resource deliveries

### Collections



Selection, acquisition, and cataloging of physical and digital materials; interlibrary loan; Special Collections and local history

# item checkouts, check-ins, downloads, ILLs, holds  
# items in collection, turnover  
% items checked out

# average return to shelf time  
# Special Collections research contacts

### Technology



Acquisition, maintenance, and repair of public technology (computers, printers, copiers, etc.); maintenance of internet/WiFi

# public technology use (computers, printers, copiers, Creative Studio)  
# WiFi sessions

### Facilities



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

# facilities requests made, completed  
# approved capital and MFP projects completed

### Social Services & Public Safety



Community partnership development; patron need assessment and resource referral; incident reporting and management; building safety; emergency and public health preparedness

# incidents reported, resolved  
# patron service referrals, follow-ups

# mental health assessments (Rush)  
# community partnerships

### Anti-Racism



Equity audits of policies, plans, and procedures; staff trainings and learning events; staff affinity groups and intersectional gatherings; community partnership development; conference attendance; community programming

% policies, plans, procedures audited  
# staff trainings, learning events  
# staff affinity groups, intersectional gatherings  
% staff satisfaction, engagement, well-being

# community partnerships  
# community meetings, events, conferences  
# presentations, speaking engagements offered  
# patron/community surveys  
# community-led/-supported programs

### Communications & Development



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

# external media coverage  
# third-party site reviews  
# social media reach, engagement  
# oppl.org unique users

% email open and click rates  
% Google AdWords conversion rate  
# print calendars distributed

### Finance & HR



Compensation and benefits administration; hiring and onboarding; performance development; learning and talent development; workplace well-being; budget preparation, management, and reporting

# position postings, applicants, hires  
# staff, hours, retention  
% applicant diversity, staff diversity  
% staff satisfaction, engagement, well-being

# learning/engagement opportunities and attendees  
\$ pay equity  
\$ money budgeted, spent  
# expenditure reports provided

## IMPACT

A commitment to **EQUITY & ANTI-RACISM** informs all of our work.



### ENGAGEMENT

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

#### **We focus on inclusive engagement and service to diverse community groups.**

*Outcomes:* Increased access to and engagement with diverse collections by patrons; Expanded patron access to and engagement with library services/resources in non-traditional spaces; Increased opportunities for patrons to actively contribute to the library's work; Improved patron satisfaction with library service; Improved service to Spanish-speaking and Latine patrons and new immigrants; Improved service to disabled patrons and awareness of the experiences of people with disabilities; Improved access to public health and social service resources for vulnerable patrons

#### **We lead the community in impactful civic engagement.**

*Outcomes:* Improved civic engagement among patrons; Increased patron opportunities for and satisfaction with community conversations; Improved patron access to and use of community information resources

#### **We attract and retain a library staff that reflects the diversity of our community.**

*Outcomes:* Improved and sustained racial/ethnic diversity among library staff at all grade levels; Greater library staff diversity in the areas of ability, age, gender, sexual identity, etc.; Expanded career development opportunities for library staff; Increased awareness of the roles and paths to library positions and others in the community; Improved library employment brand



### LEARNING

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

#### **We build capacity for literacy and education.**

*Outcomes:* Sustained access to free early literacy and K-12 learning opportunities for the community; Increased public engagement with early and adult literacy resources; Increased literacy and education opportunities for adult patrons; Improved literacy skills and attitudes among adult patrons; Expanded access to educational support for teens

#### **We empower community members with the tools, knowledge, and support they need to reach their full potential.**

*Outcomes:* Improved patron access to opportunities for creative expression and hands-on exploration; Sustained patron access to career/professional development and health/wellness resources; Expanded digital learning opportunities for patrons; Expanded personal and career development opportunities for teens



### STEWARDSHIP

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

#### **We invite everyone into library spaces that are welcoming, safe, and inspiring.**

*Outcomes:* Increased library capacity to provide welcoming public safety services; Increased community awareness of library public safety model and practices; Improved public spaces for library patrons and staff; Improved staff and patron awareness about library data privacy and confidentiality

#### **We provide broad, effective, and equitable access to resources.**

*Outcomes:* Improved patron access to and satisfaction with physical and digital collections, online resources, and public technology; Improved technological competencies among library staff; Increased public engagement with library collections, programs, and exhibits

#### **We prioritize sustainability.**

*Outcomes:* Expanded environmentally-friendly practices in library operations; Greater financial sustainability in library operations; Increased diversification of revenue sources to generate funds for future library programming; Greater efficiency in maintenance processes for library infrastructure; Greater staff engagement with library data for decision-making and storytelling

#### **We support all library staff to achieve happiness, well-being, and success.**

*Outcomes:* Enhanced opportunities for staff relationship-building; Enhanced offerings for staff benefits; Increased transparency, awareness, and clarity in library decision-making for staff; Improved staff mental and physical health



### ANTI-RACISM & EQUITY

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

#### **We create and implement library policies that promote equitable outcomes for our staff and the public.**

*Outcomes:* Improved and more equitable community and staff experience of the library's policies, procedures, and spaces; Integration of restorative practices in library communication, engagement, and conflict resolution strategies with patrons and staff; Improved library understanding of and engagement with community members of diverse backgrounds, identities, and circumstances

#### **We prioritize relationship-building and meaningful collaboration in our efforts to advance anti-racism.**

*Outcomes:* Increased and diversified library-community stakeholder relationships; Expanded partnerships and resource streams for supporting returning citizens; Increased opportunities for patrons to actively contribute to the library's work; Increased and sustained opportunities for internal collaboration and relationship-building among library staff across and within different service areas, grade levels, and demographic groups; Increased awareness of and knowledge about restorative practices among library and community peers and stakeholders





- ▶ We focus on inclusive engagement and service to diverse community groups.
- ▶ We lead the community in impactful civic engagement.
- ▶ We attract and retain a library staff that reflects the diversity of our community.

## Work Highlights

### Public Services & Programs



#### 14th annual Oscarthon

On the first two Saturdays in March, we hosted our 14th annual Oscarthon, offering patrons an opportunity to view Oscar-nominated films for free at the library in advance of the Academy Awards ceremony on March 10. **More than 150 community members attended across the two days, viewing three films** – *The Holdovers*, *Oppenheimer*, and *Past Lives* – and enjoying popcorn, the opportunity to win raffle prizes, and conversation with fellow attendees between films.



#### Bringing plant lovers together

**Our 2nd annual Plant Swap was held on March 24, bringing a total of 51 community members of all ages to the Main Library Community Space to trade pest-free plants of all kinds.** Several people engaged with our volunteer Master Gardener during the event, asking questions about plants they already had or finding out how to care for new plants they picked up that day. Additionally, community members were able to engage with members of the [Oak Park Conservatory](#) and [Friends of the Oak Park Conservatory \(FOPCON\)](#) during the program. As a new addition this year, Library Assistant DyAnna Billingslea-Taylor collaborated with Creative Technology Specialist Jericho Savage to make mini-trellises in the library's [Creative Studio](#), which were a popular takeaway item for program attendees.



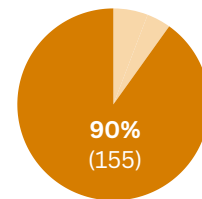
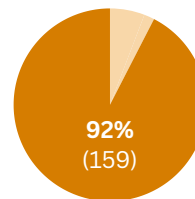
## Community Voice

At the end of every adult library program, participants have the opportunity to share feedback about their experience via an electronic or paper-based survey. **During the first quarter of 2024 (January-March), 175 surveys were submitted, with respondents sharing positive feedback about their program experiences**, as shown in the pie charts at right.

### “Likely” or “Very Likely” to:

Attend another similar program in the future

Recommend this program to others



## Staff Spotlight



**Middle & High School (MHS) Services Library Assistant Barb Sutton is an incredible asset to the team, bringing her friendly demeanor, boisterous laugh, and infectious smile to wherever she is stationed in the library.** After working a full day at the high school, Barb still comes into the library full of energy and engages staff and students with a spirit of enthusiasm and collaboration. On any given day, she can be found encouraging students to attend programs, offering passive programming, encouraging the MHS Team, and, at times, redirecting students. A reliable team player, she is up for completing any task that will contribute to the success of a program or make the MHS Team better. In addition to her work with the MHS Team, Barb also supports Adult Services at the service desk, where she enjoys assisting and speaking with patrons.



- ▶ We build capacity for literacy and education.
- ▶ We empower community members with the tools, knowledge, and support they need to reach their full potential.

## Work Highlights

### Public Services & Programs



#### Facilitating connections between local business leaders

On March 12, the library hosted the [OPRF Chamber of Commerce](#) for "Business After Hours," a monthly networking event for local business leaders that is held by a different community organization or business each time.

**More than 90 chamber members attended** this most recent event, where they were able to connect with fellow business people and also learn more about the services and resources that the library offers to the local business community – **after attending the event, six business leaders followed up with our staff about these library resources.**



### Social Services & Public Safety



#### Reflecting on our community-academic research partnership

Director of Social Services & Public Safety Rob Simmons recently co-presented at [Northwestern University's Center for Behavioral Intervention Technologies](#) postdocs seminar alongside Jen Brown, Co-founder and Director of the [Alliance for Research in Chicagoland Communities \(ARCC\)](#). In their presentation, **Rob and Jen shared their experiences with the community-academic partnership between the Oak Park Public Library and Northwestern University focused on creating a digital mental health tool for teens at the library.** The seminar provided future researchers and clinicians an important opportunity to learn directly from community leaders such as Rob.

## Community Voice

The day after the "Business After Hours" event described above, we received the following feedback from the OPRF Chamber of Commerce:

"Firstly, I want to extend my sincerest gratitude for hosting The Chamber at the Library. **It was an absolutely fabulous event, and your staff truly excelled.** It's evident that they hold the library in high regard and take their roles seriously. Kudos to them!"

## Staff Spotlight



**Rashmi Swain is our Adult Education & Career Services Librarian, and her work with job seekers, movie lovers, and patrons of all kinds has a huge impact.** Already this year, she has helped usher our first [Excel High School Diploma](#) program participant to obtaining his high school diploma at age 27, hosted our 14th annual Oscarthon program (and had the program featured in an [Information Today article](#)), and proctored three exams. Rashmi does outreach with the [Oak Park Homelessness Coalition's](#) Career Pathways Committee, runs our job seeker seminars, and makes sure to watch every Oscar movie before the screenings.



- ▶ We invite everyone into library spaces that are welcoming, safe, and inspiring.
- ▶ We provide broad, effective, and equitable access to resources.
- ▶ We prioritize sustainability.
- ▶ We support all library staff to achieve happiness, well-being, and success.

## Work Highlights

### Communications & Development



#### Launching “The Store”

In March, the library softly launched **The Store** ([oppl.org/store](https://oppl.org/store)), our first online branded merchandise site. A wider promotional push to patrons was planned to coincide with National Library Week (April 7-13). Merchandise includes “A Library for Everyone” branded hoodies, t-shirts, onesies, and bags (all remaining stock from the library’s first Pop-Up Shop in the Main Library Lobby). **Through April 9, \$11,081 in net sales have been generated. By June, new items** (based on staff focus group feedback) **will be introduced — available for in-person purchases at unique Pop-Up Shop dates and locations to be announced and available 24/7 via the website.** (To learn more about how new merchandise was selected for June, see the internal staff presentation linked [here](#).) As noted in the library’s 2024 budget, we set an initial goal of generating \$40,000 in our first year of retail sales.

### Facilities



#### Prioritizing financial sustainability while caring for our facilities

After February’s Phase 4 LED Upgrade, the Facilities Team harvested components from the 95 replaced T5 fluorescent tube fixtures and used the recovered ballasts, sockets, bulbs, and retaining clips to **fix the remainder of the original T5 fixtures throughout the Main Library — saving roughly \$6,000 in new parts and finishing this year-long upgrade project.**

The Facilities Team performed **multiple preventive maintenance services to our heating/cooling plants**, including replacing a leaking boiler pressure relief valve, greasing and oiling pumps and couplers, replacing three broken exhaust fan belts, replacing all 48 air handler unit MERV13 prefilters, and meeting with our controls engineer to perform a quarterly maintenance service on our automation system. We also **began a large-scale project involving troubleshooting the building’s terminal units.** So far, we have replaced three failed fan-powered box motors and capacitors and identified a number of broken reheat valve actuators. **Replacing these three motors internally results in approximately \$3,600 in savings on the Repairs and Maintenance budget line.**

### Technology



#### New custom phone messages

In late March, our IT Team finished **replacing all of the library’s old phone attendant messages with new ones generated using Murf.ai**, a text-to-voice service. This change will make it significantly easier for us to create and edit unique messages about building maintenance, closures, and other important announcements moving forward.

### Collections



#### Showcasing Special Collections and a local historical figure

From January through March, Creative Technology Specialist Kay Slater collaborated with the Special Collections Team to create an article — **“Oak Park, Frank Lloyd Wright’s Home and Studio, and All Sights near Chicago at Archives\*Records 2024”** — for the Society of American Archivists’ (SAA) newsletter, *Archival Outlook*. The Special Collections Team connected Kay with staff at the [Frank Lloyd Wright Trust](#) to review the article and plan for tours in August for attendees of SAA’s annual meeting of Frank Lloyd Wright’s Home and Studio as well as Special Collections visitors. **Kay’s article is especially timely, as this summer is the 50th anniversary of the restoration of the Home and Studio.**

## Staff Spotlight

We are incredibly grateful to **Facilities Workers Chris Heitzman and Leo Talancon and Facilities Supervisor Rocco Russel Jr. for completing the daunting task of repairing all of the T5, compact fluorescent lamp (CFL), and stairway lighting throughout the Main Library.** As described above and in last month’s Strategic Priorities Report, this work was critical to our building infrastructure and sustainability and resulted in important cost-savings for the library.





- ▶ We create and implement library policies that promote equitable outcomes for our staff and the public.
- ▶ We prioritize relationship-building and meaningful collaboration in our efforts to advance anti-racism.

## Work Highlights

### Facilities



#### Diversifying our network of contractors

In March, along with former Executive Director Joslyn Bowling Dixon, Director of Facilities Matt Bartodziej attended **the 30th Annual African American Contractor Association's Awards and Recognition Event** at the South Shore Cultural Center in Chicago. At the event, we had the opportunity to **network and connect with BIPOC contractors and minority-owned businesses**, in an effort to diversify and expand the library's network of qualified contractors.

### Collections



#### Highlighting diverse collections

The Collections Team has recently implemented **a new section on the third floor of the Main Library entitled "Sustainability"** – replacing the former "Green Issues" category. This shift represents another significant stride in **our ongoing year-long initiative aimed at enriching patron browsing experiences on the third floor while simultaneously boosting the visibility of titles that highlight diversity and inclusion**. Additionally, this transition supports the programming and partnerships of our Adult Services programming staff who are focused on environmental topics.

### Public Services & Programs



#### Celebrating Ramadan

In honor of Ramadan (the ninth month of the Islamic calendar and the holy month of fasting), community members were invited to view the **4th annual "Ramadan Around the World" exhibit** (pictured at right) in the Main Library Idea Box between March 11 and April 9. **Presented in collaboration with Dima Ali**, community member and founder of [Being Different](#), the exhibit displayed **a beautiful collection of what brings together Muslims from different parts of the world**.



## Community Voice

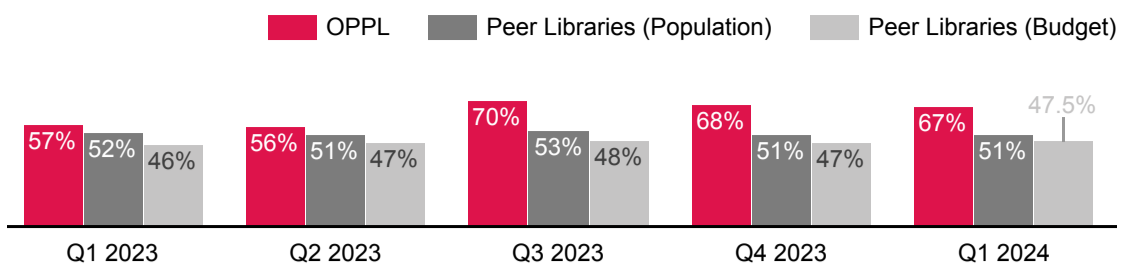
On March 15, Oak Park Elementary School District 97 held their **Double Rainbow gathering at the Main Library**, where they brought together Pride Clubs from each D97 school. Kids in attendance had time to socialize, craft, check out books, and connect with Lindz Amer, the creator of [Queer Kid Stuff](#). **After the event, one teacher shared the following feedback on Facebook:**

“This was such an **absolutely amazing experience!** Just another reason I love living & working in Oak Park!!!! **Our students said this was one of the best days of their life.** Thank you for creating such a fun & interactive safe space for our youth!!!!”



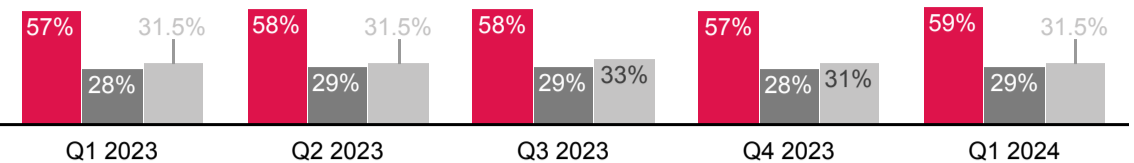
## New Cardholder Retention

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



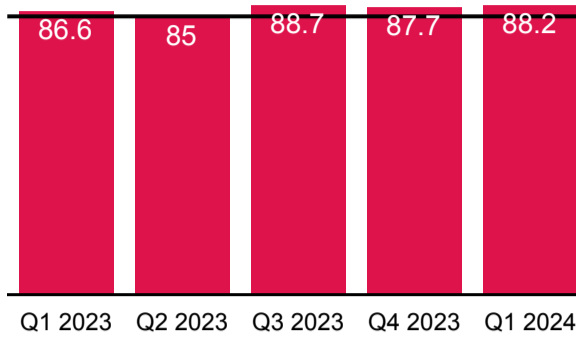
## Net Promoter Score

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.

2022 Score: 84.7

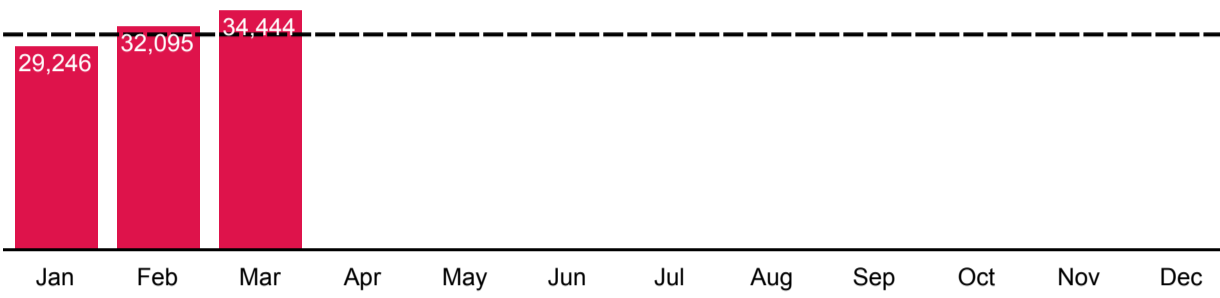


NPS Survey Quarterly Sample Sizes  
2023: Q1=60; Q2=40; Q3=451; Q4=170 2024: Q1=118

## Building Visits

The number of patron visits to a library building

2023 Average: 30,917

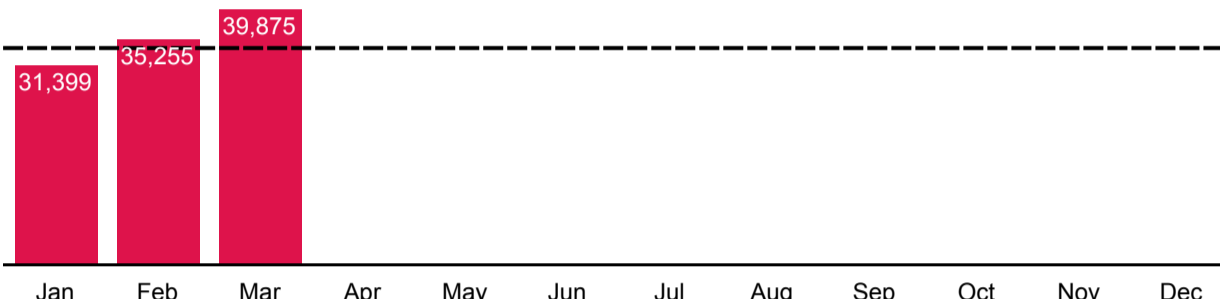


Year-to-Date  
**95,785**

## Website Users

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

2023 Average: 33,819

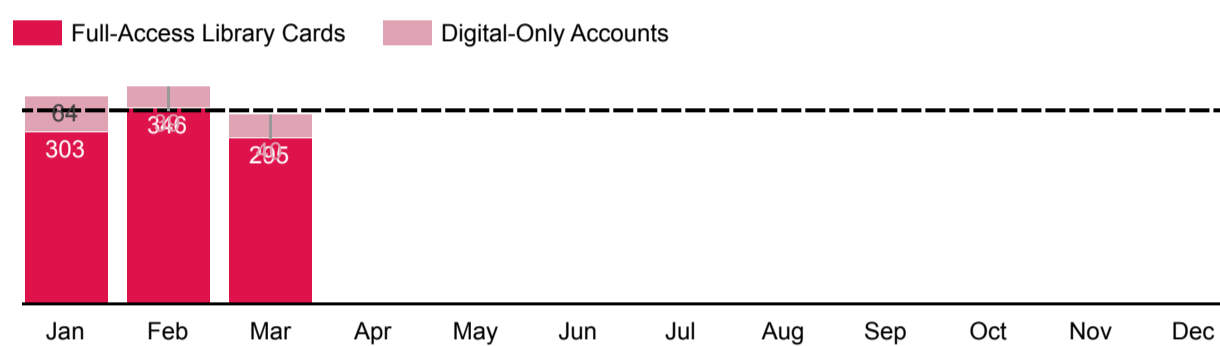


Year-to-Date  
**106,529**

## New Users

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

2023 Average: 342



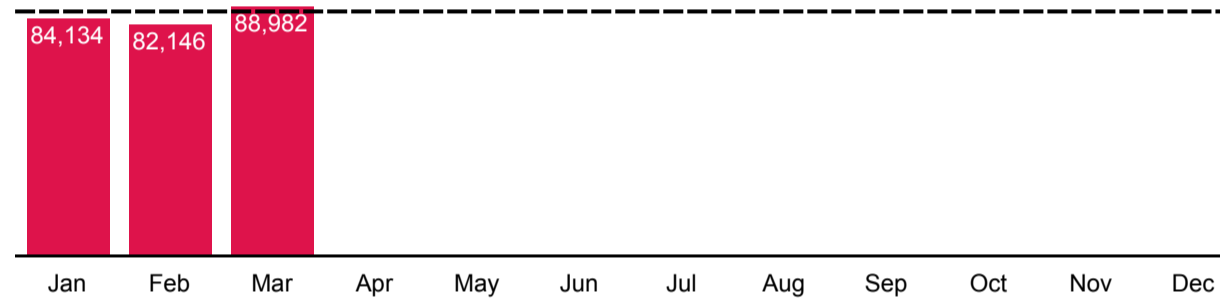
Year-to-Date  
**1,087**

\*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

2023 Average: 86,602

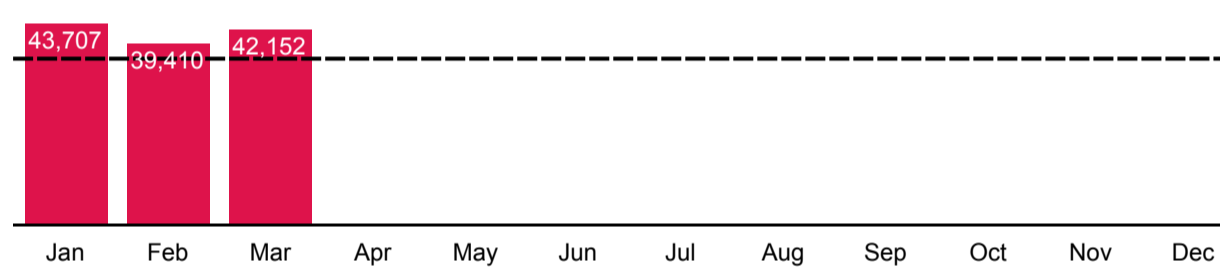


Year-to-Date  
**255,262**

## Digital Materials Use

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

2023 Average: 35,858

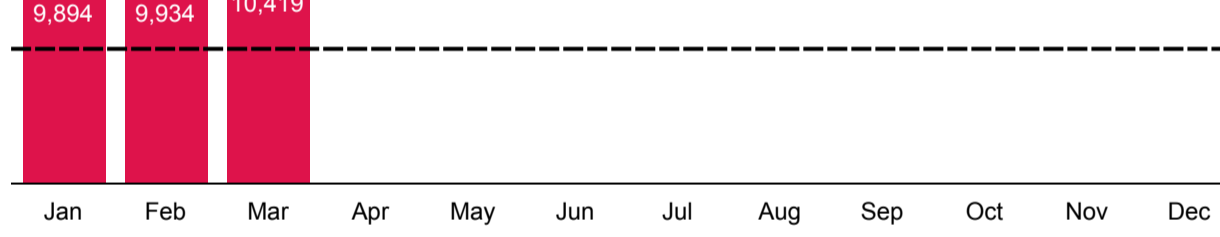


Year-to-Date  
**125,269**

## Online Resource Use

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

2023 Average: 7,134

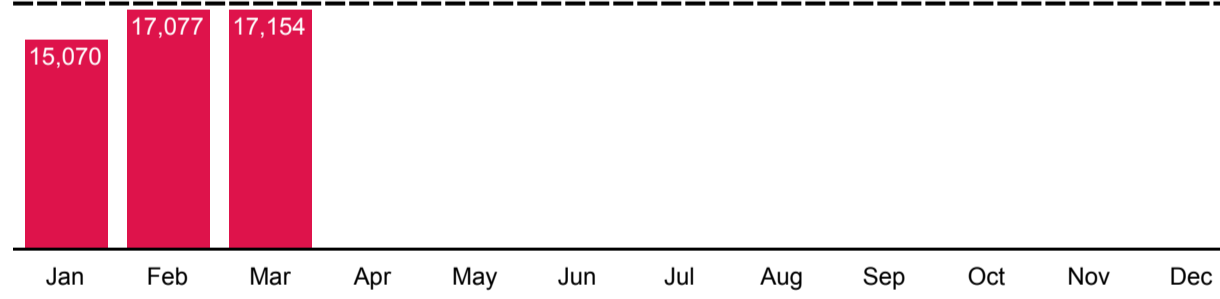


Year-to-Date  
**30,247**

## WiFi Use

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

2023 Average: 17,540

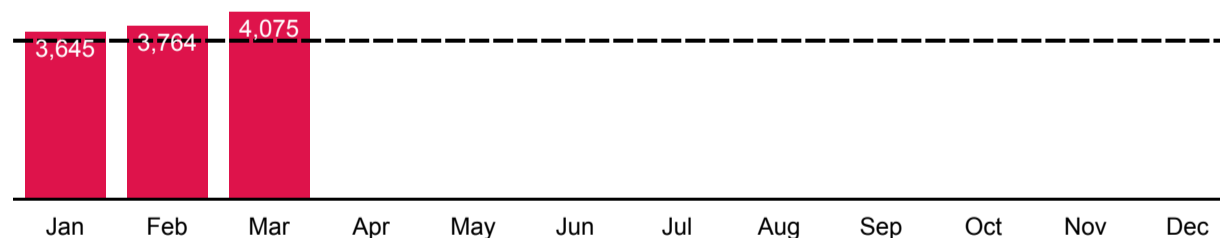


Year-to-Date  
**49,301**

## Public Computer Use

The number of PC sessions at an Oak Park library location

2023 Average: 3,445

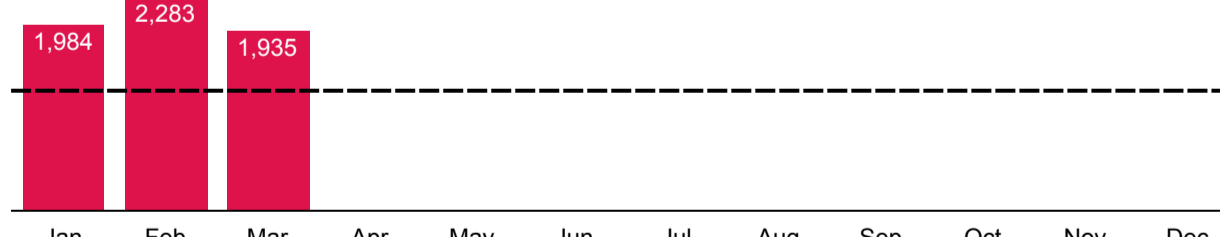


Year-to-Date  
**11,484**

## Program Attendance

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

2023 Average: 2,438

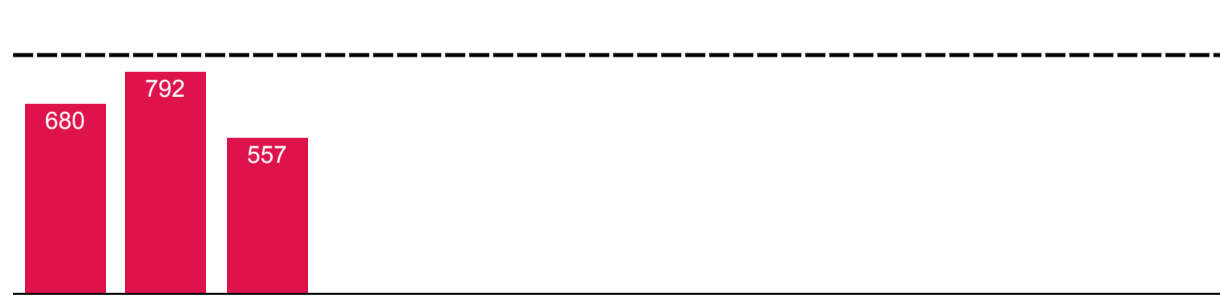


Year-to-Date  
**6,202**

## Community Outreach

The estimated interactions from all Outreach and Book Bike events

2023 Average: 851

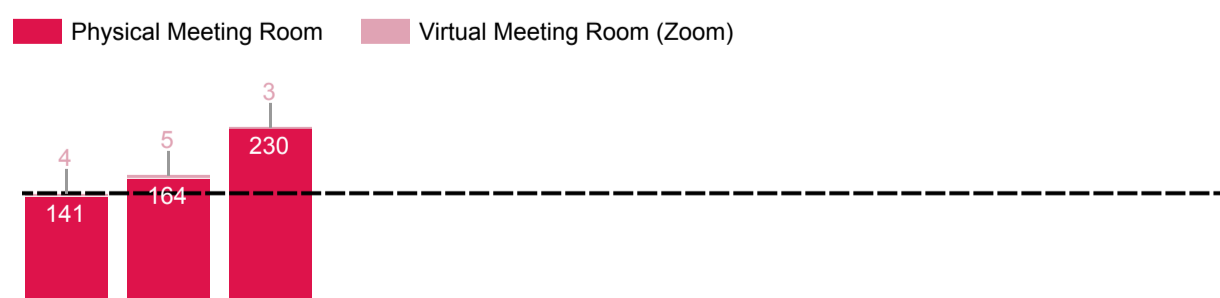


Year-to-Date  
**2,029**

## Meeting Room Use

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

2023 Average: 145

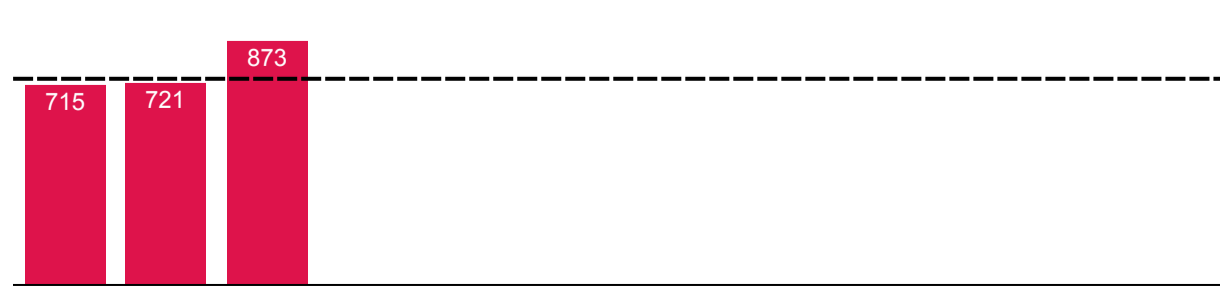


Year-to-Date  
**547**

## Study Room Use

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

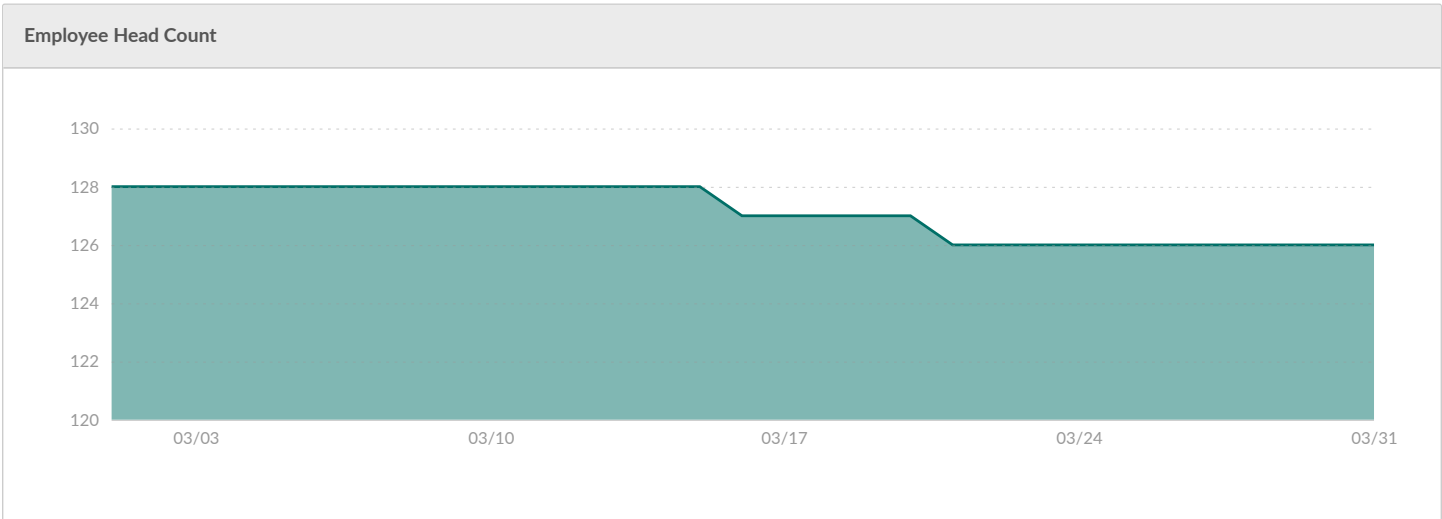
2023 Average: 735



Year-to-Date  
**2,309**

04/11/2024  
Additions & Terminations

Dates  
2024-03-01 - 2024-03-31



Additions (0)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
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Sorry, that doesn't really exist.

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

04/11/2024

**Additions & Terminations**

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## Terminations (2)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
Alexander, Eric	Part-Time, 20 or more hrs/wk	Technology Services	None	Oak Park Public Library	Information Technology Specialist	02/14/2022	03/21/2024
Bowling Dixon, Joslyn	Full-Time	Leadership Team	None	Oak Park Public Library	Executive Director	11/07/2022	03/16/2024



04/11/2024  
Staff Changes

Dates  
03/01/2024 - 03/31/2024

Changes (0)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
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No staff changes to report for March 2024

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## Oak Park Public Library – Financial Report Summary

As of March 2024  
(25% of the year complete)

Operating cash available:

Byline Checking	\$ 354,523
*Outstanding payments	\$ (105,218)
Byline Analysis	\$ 606,824
Byline Public Fund MM	\$ 547,030
US Bank Money Mkt	\$ 203,083
Illinois Funds Invest	\$7,835,266

Ending Operating cash available: **\$9,441,508**

Art Fund: **\$2,945**

Oak Park Public Library is 25% through the fiscal year. The year-to-date (YTD) financial statement through March 31, 2024, including capital expenditure, reflects a surplus of \$2,664,314, which was expected at this point in the year based on FY2023 tax collections.

March YTD operating expenditures totaled \$2,886,048, or 24% of the 2024 budget. This amount aligns with the budget.

### REVENUE

In March 2024, the library received \$4,164,051 in property taxes. These funds were received earlier than expected, as they were projected to be received in April 2024.

Store sales revenue has slowed due to the end of the library's first pop-up shop. Revenue is anticipated to pick back up as the library begins offering online sales and opens another pop-up in late Spring 2024.

For March, parking lot revenue of \$862, or 22%, will continue to exceed the \$21,000 budget. However, the current month's collections have slowed down due to the inoperable gates. The monthly revenue will begin to increase once the gates become operable. Significant growth is anticipated for the year. The revenue pays for the services and upkeep of the parking garage and gates.

Interest income of \$36,772 for March and YTD of 82,197 is 2.75% over the annual budget. The library will continue to recognize growth in interest income as the Illinois Funds' average daily yield rates remain stable above 5% in concurrence with the 4.5% rate on Byline accounts.

**TOTAL REVENUE YTD: 49%**

### EXPENDITURES

Total disbursements: **\$3,354,023**

The total People expenditure is 25%, which aligns with the overall YTD budget.

Support Services is expended at 36%. The over-expenditure is due to the package insurance, which is charged 100% in the first month of the year and is at 97% of the budget line. Legal Fees are at 54% of the year's budget and increasing due to the use of outside counsel for personnel matters. Audit Fees are at 24% of the budget due to the financial pre-audit fieldwork performed in the first month of the year.

Equity and Anti-Racism expenditures are spent at 50% of the budget due to the Restorative Practices Conference being held at the beginning of the fiscal year.

March's operating expenditures are at 24%, which aligns with the budget. Capital expenditures are at 9% of the budget amount for the year.

### **Account line/group expenditure levels by percentage:**

#### People:

Compensation	25%	
Talent Development	23%	
<b>Total People</b>		<b>25%</b>

#### Support Services:

Marketing	10%	
Store	1%	
Collections	25%	
Administration	46%	
Other Support Srvcs	19%	
<b>Total Support Services</b>		<b>36%</b>

#### Equity And Anti-Racism:

<b>Total Equity And Anti-Racism</b>		<b>50%</b>
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#### Library Materials:

<b>Total Library Materials</b>		<b>20%</b>
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#### Facilities Management:

Facilities Supplies	17%	
Facilities Services	22%	
<b>Total Facilities Management</b>		<b>22%</b>

#### Public Services:

Programming	18%	
Digital Services	19%	
<b>Total Public Services</b>		<b>19%</b>

**TOTAL OPERATING EXPENSES: 24%**

**TOTAL CAPITAL AND OUTSIDE SUPPORT: 9%**

# Oak Park Public Library

## Bank Reconciliation Report

### BYLINE CHECKING MARCH 31, 2024

#### Reconciliation of Register to Statement

Bank register cleared beginning balance 02/29/2024:		\$365,972.25
Add: Cleared deposits:		\$4,655.54
Add: Cleared deposit adjustments:		\$952,937.44
Subtract: Cleared payments:		\$308,813.64
Subtract: Cleared payment adjustments:		\$660,228.38
Adjusted bank register balance:		\$354,523.21
Bank register ending balance:		\$249,305.28
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$13,788.38
Add: Outstanding payments:		\$105,217.93
Add: Outstanding payment adjustments:		\$13,788.38
Adjusted bank register balance:		\$354,523.21
Bank statement ending balance 03/31/2024:		\$354,523.21
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	14	\$957,592.98
All Cleared Payments:	117	\$969,042.02

# Oak Park Public Library

## Bank Reconciliation Report

BYLINE ANALYSIS MARCH 31, 2024

### Reconciliation of Register to Statement

Bank register cleared beginning balance 02/29/2024:		\$556,087.26
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$1,000,737.20
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$950,000.00
Adjusted bank register balance:		\$606,824.46
Bank register ending balance:		\$606,824.46
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:		\$606,824.46
Bank statement ending balance 03/31/2024:		\$606,824.46
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	2	\$1,000,737.20
All Cleared Payments:	4	\$950,000.00

# Oak Park Public Library Bank Reconciliation Report

BYLINE MM MARCH 31, 2024

## Reconciliation of Register to Statement

Bank register cleared beginning balance 02/29/2024:		\$544,809.12
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$2,221.03
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$547,030.15
Bank register ending balance:		\$547,030.15
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:		\$547,030.15
Bank statement ending balance 03/31/2024:		\$547,030.15
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$2,221.03
All Cleared Payments:	0	\$0.00

# Oak Park Public Library

## Bank Reconciliation Report

ILLINOIS FUND INVESTMENT MARCH 31, 2024

### Reconciliation of Register to Statement

Bank register cleared beginning balance 02/29/2024:		\$4,637,930.49
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$5,197,335.47
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$2,000,000.00
Adjusted bank register balance:		\$7,835,265.96
Bank register ending balance:		\$7,835,265.96
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:		\$7,835,265.96
Bank statement ending balance 03/31/2024:		\$7,835,265.96
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	10	\$5,197,335.47
All Cleared Payments:	2	\$2,000,000.00

# Oak Park Public Library Bank Reconciliation Report

ILLINOIS FUND -ART FUND MARCH 31, 2024

## Reconciliation of Register to Statement

Bank register cleared beginning balance 02/29/2024:		\$2,931.17
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$13.44
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$2,944.61
Bank register ending balance:		\$2,944.61
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$2,944.61
Bank statement ending balance 03/31/2024:		\$2,944.61
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$13.44
All Cleared Payments:	0	\$0.00

# Oak Park Public Library Bank Reconciliation Report

US BANK MARCH 31, 2024

## Reconciliation of Register to Statement

Bank register cleared beginning balance 02/29/2024:		\$203,039.96
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$42.99
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$203,082.95
Bank register ending balance:		\$203,082.95
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:		\$203,082.95
Bank statement ending balance 03/31/2024:		\$203,082.95
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$42.99
All Cleared Payments:	0	\$0.00



# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 03/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>REVENUE</b>				
Property Taxes, for operating	4,164,051.47	5,456,308.34	11,045,573.00	49.40%
Corp. Property Replacement Tax	0.00	43,485.94	250,000.00	17.39%
Services charges and fees	0.00	24.03	2,200.00	1.09%
Lost Books Reimbursed/Reciprocal Borrow	1,795.21	2,463.37	7,000.00	35.19%
Sales	75.00	1,660.00	40,000.00	4.15%
Rentals-Library Space	290.40	822.95	0.00	0.00%
Vending/Enterprise Income	646.05	646.05	0.00	0.00%
Parking lot revenue	861.83	4,667.48	21,000.00	22.23%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00%
Interest	36,771.72	82,196.98	80,000.00	102.75%
Gifts	0.00	2,334.00	0.00	0.00%
Gifts From FOPPL	0.00	1,950.07	20,000.00	9.75%
Illinois Per Capita Grant	0.00	0.00	0.00	0.00%
Grants	0.00	0.00	0.00	0.00%
Community Fund Endowments	0.00	7,923.90	33,575.00	23.60%
Miscellaneous Income	1,811.17	15,062.78	1,130.00	1,332.99%
Pass Through Revenue	0.00	0.00	0.00	0.00%
<b>TOTAL REVENUE</b>	<b>4,206,302.85</b>	<b>5,619,545.89</b>	<b>11,500,478.00</b>	<b>48.86%</b>
<b>EXPENSES - Operating</b>				
<b>PEOPLE</b>				
<b>Compensation</b>				
Wages & Salaries	533,808.07	1,614,043.50	6,650,000.00	24.27%
Employee Health Benefits	102,615.63	311,413.65	1,218,000.00	25.57%
IMRF (Illinois Muncipal Retirement F	15,330.75	48,599.61	210,000.00	23.14%
FICA/MEDICARE	39,130.46	118,538.67	490,000.00	24.19%
Workers Compensation Insurance	794.00	15,229.00	15,000.00	101.53%
Unemployment Compensation Ins.	3,894.20	17,336.44	18,000.00	96.31%
<b>Total Compensation</b>	<b>695,573.11</b>	<b>2,125,160.87</b>	<b>8,601,000.00</b>	<b>24.71%</b>
<b>Talent Development</b>				
Dues	250.00	2,754.00	22,000.00	12.52%
Staff Development/Travel	7,327.61	20,456.23	95,000.00	21.53%
Tuition Reimbursement	0.00	10,500.00	27,000.00	38.89%
Recruitment	0.00	274.00	2,000.00	13.70%
Board Development	140.00	306.74	2,000.00	15.34%
<b>Total Talent Development</b>	<b>7,717.61</b>	<b>34,290.97</b>	<b>148,000.00</b>	<b>23.17%</b>
<b>TOTAL PEOPLE</b>	<b>703,290.72</b>	<b>2,159,451.84</b>	<b>8,749,000.00</b>	<b>24.68%</b>
<b>SUPPORT SERVICES</b>				
<b>Marketing</b>				
Promotions	1,382.78	2,706.94	20,000.00	13.53%
Publications	0.00	2,517.20	33,000.00	7.63%

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 03/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>Total Marketing Support</b>	<b>1,382.78</b>	<b>5,224.14</b>	<b>53,000.00</b>	<b>9.86%</b>
<b>Store</b>				
General Merchandise	(2.84)	160.62	25,000.00	0.64%
Sales Tax	0.00	0.00	4,000.00	0.00%
Fees and Services	3.30	54.73	3,500.00	1.56%
<b>Total Store Support</b>	<b>0.46</b>	<b>215.35</b>	<b>32,500.00</b>	<b>0.66%</b>
<b>Collections</b>				
ILL Payments	5.26	5.26	3,675.00	0.14%
Cataloging/Bib Search Fees	817.00	1,537.00	2,625.00	58.55%
<b>Total Collections Support</b>	<b>822.26</b>	<b>1,542.26</b>	<b>6,300.00</b>	<b>24.48%</b>
<b>Administration</b>				
HRIS and Payroll Processing Fees	2,136.20	6,381.05	28,000.00	22.79%
Mileage & Miscellaneous reimburse	39.66	3,547.58	25,300.00	14.02%
Hospitality	1,523.03	1,723.03	5,000.00	34.46%
Staff Appreciation / Engagement	410.17	1,147.36	12,000.00	9.56%
Audit Fees	0.00	2,200.00	9,300.00	23.66%
Unclaimed Property Escheatment to	0.00	0.00	232.00	0.00%
Merchant Account Services	149.75	541.32	1,800.00	30.07%
Collection Fees	0.00	0.00	0.00	0.00%
Consulting Services - Admin	7,865.00	21,160.00	75,200.00	28.14%
Intergovernmental Agreements (IGA)	0.00	2,176.50	22,211.00	9.80%
Legal Fees	1,894.50	10,808.25	20,000.00	54.04%
Postage & Delivery	14.44	1,530.20	10,500.00	14.57%
Insurance	0.00	108,434.44	112,000.00	96.82%
Contingency	0.00	0.00	0.00	0.00%
Grant Expenses	1,084.45	4,399.91	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00%
Supplies	9,870.91	25,176.82	90,000.00	27.97%
<b>Total Administration Support</b>	<b>24,988.11</b>	<b>189,226.46</b>	<b>411,543.00</b>	<b>45.98%</b>
<b>Other Support Services</b>				
Telephone/Communications	4,587.89	13,942.05	66,000.00	21.12%
Office & Library Machinery Service	1,158.13	3,474.39	27,000.00	12.87%
<b>Total Other Support Services</b>	<b>5,746.02</b>	<b>17,416.44</b>	<b>93,000.00</b>	<b>18.73%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>32,939.63</b>	<b>213,624.65</b>	<b>596,343.00</b>	<b>35.82%</b>
<b>EQUITY AND ANTI-RACISM</b>				
Learning and Development	0.00	6,266.96	12,000.00	52.22%
Supplies - Equity	0.00	667.36	2,000.00	33.37%
<b>TOTAL EQUITY AND ANTI-RACISM</b>	<b>0.00</b>	<b>6,934.32</b>	<b>14,000.00</b>	<b>49.53%</b>
<b>LIBRARY MATERIALS</b>				

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 03/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Print materials	24,081.98	77,703.74	373,500.00	20.80%
Audio and video materials	6,137.47	16,608.43	101,000.00	16.44%
Digital content	11,427.03	130,795.46	620,000.00	21.10%
Devices	258.47	3,456.77	40,000.00	8.64%
Realia and other formats	155.97	990.84	13,000.00	7.62%
Archival collection	0.00	1,059.63	20,000.00	5.30%
<b>TOTAL LIBRARY MATERIALS</b>	<b>42,060.92</b>	<b>230,614.87</b>	<b>1,167,500.00</b>	<b>19.75%</b>
<b>FACILITIES MANAGEMENT</b>				
<b>Facility Supplies</b>				
Fuels & Lubricants	135.13	474.85	4,000.00	11.87%
Building Materials & Supplies	79.04	2,026.01	10,000.00	20.26%
Equipment Parts	2,008.59	2,297.18	10,000.00	22.97%
Cleaning & Housekeeping Supplies	253.28	632.46	10,000.00	6.32%
Signage	0.00	931.54	4,000.00	23.29%
<b>Total Facility Supplies</b>	<b>2,476.04</b>	<b>6,362.04</b>	<b>38,000.00</b>	<b>16.74%</b>
<b>Facilities Services</b>				
Landscaping and snow removal serv	819.00	5,939.00	25,000.00	23.76%
Custodial Services	17,095.60	51,636.80	223,000.00	23.16%
Water	897.97	2,235.77	11,500.00	19.44%
Sewer/Garbage	911.08	2,561.06	15,000.00	17.07%
Parking lot expense	0.00	0.00	10,000.00	0.00%
Natural Gas	6,868.72	22,894.57	125,000.00	18.32%
Rentals--Equipment & Facilities	1,370.00	4,562.37	25,000.00	18.25%
Repair & Maintenance Prop. & Equip	9,130.52	56,107.90	235,000.00	23.88%
<b>Total Facilities Services</b>	<b>37,092.89</b>	<b>145,937.47</b>	<b>669,500.00</b>	<b>21.80%</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>39,568.93</b>	<b>152,299.51</b>	<b>707,500.00</b>	<b>21.53%</b>
<b>PUBLIC SERVICES</b>				
<b>Programming</b>				
Children's Programming	1,414.02	4,639.81	25,000.00	18.56%
Young Adult Programming	603.37	5,864.41	30,000.00	19.55%
Adult Programming	3,008.97	4,670.40	25,000.00	18.68%
Community Engagement	1,273.66	5,583.72	24,000.00	23.27%
Social Services	0.00	420.00	10,000.00	4.20%
Creative Studio	51.88	791.76	5,000.00	15.84%
<b>Total Programming</b>	<b>6,351.90</b>	<b>21,970.10</b>	<b>119,000.00</b>	<b>18.46%</b>
<b>Digital Services</b>				
Consultant Support Services	1,500.00	1,500.00	50,000.00	3.00%
SWAN	0.00	24,884.77	111,000.00	22.42%
Website development/CMS	0.00	0.00	4,000.00	0.00%
Subscriptions and services	8,140.85	70,233.56	340,000.00	20.66%

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 03/31/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Equipment and supplies	1,432.54	4,533.92	25,000.00	18.14%
<b>Total Digital Services</b>	<b>11,073.39</b>	<b>101,152.25</b>	<b>530,000.00</b>	<b>19.09%</b>
<b>TOTAL PUBLIC SERVICES</b>	<b>17,425.29</b>	<b>123,122.35</b>	<b>649,000.00</b>	<b>18.97%</b>
<b>TOTAL EXPENSES - Operating</b>	<b>835,285.49</b>	<b>2,886,047.54</b>	<b>11,883,343.00</b>	<b>24.29%</b>
<b>EXPENSES - Capital</b>				
Facilities Equipment	1,363.53	1,363.53	10,000.00	13.64%
Furnishings	0.00	0.00	100,000.00	0.00%
Technology Projects and Equipment	0.00	5,126.60	50,000.00	10.25%
Building Improvements	14,714.00	59,339.70	571,000.00	10.39%
Special Projects	937.23	3,354.48	6,000.00	55.91%
<b>TOTAL EXPENSES - Capital</b>	<b>17,014.76</b>	<b>69,184.31</b>	<b>737,000.00</b>	<b>9.39%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>3,354,002.60</b>	<b>2,664,314.04</b>	<b>(1,119,865.00)</b>	<b>(237.91%)</b>

# Oak Park Public Library

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
DIMA ALI	Computer Check 60908	03/27/2024	03/27/2024 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
2024-99-0055	03/22/2024	Idea Box exhibit for	350.00	350.00	01-5249	Community Engagement	350.00	<No Project>
<i>Totals:</i>							350.00	
ALPHA BUILDING MAINTENAN	Computer Check 60909	03/27/2024	03/27/2024 Posted	16,514.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 16,514.40	16,514.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
22789 OPPL	02/29/2024	Custodial Services -	350.00	350.00	01-5686	Custodial Services	350.00	<No Project>
<i>Totals:</i>							350.00	
22790 OPPL	03/01/2024	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 60888	03/20/2024	03/20/2024 Posted	7,994.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,994.00	7,994.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
P033526	03/12/2024	Parking Garage Gate	7,994.00	7,994.00	01-5950	Building Improvements	7,994.00	<No Project>
<i>Totals:</i>							7,994.00	
AMAZON CAPITAL SERVICES	Computer Check 60836	03/06/2024	03/06/2024 Posted	1,094.96	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,094.96	1,094.96 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1VNQ-KJL3-1GHD	02/25/2024	Office Supplies	46.75	46.75	01-5742	Supplies	46.75	<No Project>
<i>Totals:</i>							46.75	
1HCV-CF3R-TMN4	02/25/2024	Facilities Supplies -	57.08	57.08	01-5682	Building Materials & Supplies	57.08	<No Project>
<i>Totals:</i>							57.08	
1TM6-4F3M-F6V9	02/27/2024	Childrens Realia	216.02	216.02	01-5894	Realia and other formats	216.02	<No Project>
<i>Totals:</i>							216.02	
1C3F-TW1T-14G9	02/28/2024	white poly mailers	38.86	38.86	01-5742	Supplies	38.86	<No Project>
<i>Totals:</i>							38.86	
1PT4-CRRM-GV6H	02/28/2024	Childrens Realia	98.94	98.94	01-5894	Realia and other formats	98.94	<No Project>
<i>Totals:</i>							98.94	
1C6J-4VJG-3Q1Y	02/29/2024	2-pocket red glossy	29.78	29.78	01-5742	Supplies	29.78	<No Project>
<i>Totals:</i>							29.78	
16LF-HC1T-3671	02/29/2024	Books	45.95	45.95	01-5840	Print materials	45.95	<No Project>
<i>Totals:</i>							45.95	

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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
1LVL-JGK3-KGCX	03/01/2024	Document Holder	9.26	9.26	01-5742	Supplies	9.26	<No Project>
<i>Totals:</i>							9.26	
1MPX-4GQL-CY33	03/01/2024	Amazon Feb 2024 B	503.56	503.56	01-5240	Children's Programming	503.56	<No Project>
<i>Totals:</i>							503.56	
1TP9-YPJD-4VF6	03/05/2024	Book	48.76	48.76	01-5840	Print materials	48.76	<No Project>
<i>Totals:</i>							48.76	
AMAZON CAPITAL SERVICES	Computer Check 60867	03/13/2024 03/13/2024 Posted	2,941.83	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,941.83	2,941.83 0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1KPT-6FC9-TLH3	12/31/2023	Adult Programming	75.10	75.10	01-5247	Adult Programming	75.10	<No Project>
<i>Totals:</i>							75.10	
17JG-K1V3-XFLH	12/31/2023	Adult Programming	407.51	407.51	01-5247	Adult Programming	407.51	<No Project>
<i>Totals:</i>							407.51	
11CC-YVCH-WGWN	12/31/2023	Adult Programming	645.74	645.74	01-5247	Adult Programming	645.74	<No Project>
<i>Totals:</i>							645.74	
1XVH-44YC-RGR3	01/17/2024	Amazon Invoice (fro	54.36	54.36	01-5240	Children's Programming	54.36	<No Project>
<i>Totals:</i>							54.36	
1Q94-X1HR-3GDD	02/22/2024	Items for staff brain	35.86	35.86	01-5256	Staff Appreciation / Engager	35.86	<No Project>
<i>Totals:</i>							35.86	
1F93-HP3G-71X3	03/05/2024	Office Supplies	44.86	44.86	01-5742	Supplies	44.86	<No Project>
<i>Totals:</i>							44.86	
1F93-HP3G-7JWP	03/05/2024	Office Supplies	44.86	44.86	01-5742	Supplies	44.86	<No Project>
<i>Totals:</i>							44.86	
16CK-H1FX-4MWX	03/05/2024	Computer Equipme	660.94	660.94	01-5937	Equipment and supplies	660.94	<No Project>
<i>Totals:</i>							660.94	
1VXD-7Y7W-C9PH	03/06/2024	Library of Things Ma	82.01	82.01	01-5452	Grant Expenses	29.96	BALLINGER
1VXD-7Y7W-C9PH	03/06/2024	Library of Things Ma	82.01	82.01	01-5840	Print materials	52.05	<No Project>
<i>Totals:</i>							82.01	
1NWP-XGCK-DK97	03/06/2024	Facilities Supplies -	400.00	400.00	01-5683	Equipment Parts	400.00	<No Project>
<i>Totals:</i>							400.00	
1XGV-F694-1NTY	03/07/2024	Creative Studio - su	51.88	51.88	01-5254	Creative Studio	51.88	<No Project>
<i>Totals:</i>							51.88	
1P7C-3VJK-4D6Q	03/07/2024	Books	72.55	72.55	01-5840	Print materials	72.55	<No Project>
<i>Totals:</i>							72.55	
1WHW-R3W9-971C	03/08/2024	Sketch Books	19.78	19.78	01-5742	Supplies	19.78	<No Project>

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Payee	Trans. Type		Post Date		Amount	Account Number	Description	Debit Amount	Credit Amount
	Trans. No.	Trans. Date	Post Status	Post Date					
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
						<i>Totals:</i>	19.78		
1J7J-DNGQ-MRTK	03/10/2024	Adult Programming	45.56	45.56	01-5247	Adult Programming	45.56	<No Project>	
						<i>Totals:</i>	45.56		
14CC-F1CC-L34H	03/10/2024	Books	45.74	45.74	01-5840	Print materials	45.74	<No Project>	
						<i>Totals:</i>	45.74		
1V4C-GYW6-Q37D	03/11/2024	Books	93.71	93.71	01-5840	Print materials	93.71	<No Project>	
						<i>Totals:</i>	93.71		
1R1C-WKM3-16CV	03/12/2024	Library of Thing Mat	38.48	38.48	01-5893	Devices	38.48	<No Project>	
						<i>Totals:</i>	38.48		
1R67-LV4H-YKT9	03/12/2024	Adult Programming	122.89	122.89	01-5247	Adult Programming	122.89	<No Project>	
						<i>Totals:</i>	122.89		
AMAZON CAPITAL SERVICES	Computer Check		03/20/2024	03/20/2024	859.01	01-1053	Byline Bank Checking	0.00	859.01
	60889			Posted		01-2060	Accounts Payable	859.01	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
1FJC-KHNT-V77R	02/25/2024	2-pocket red glossy	46.55	46.55	01-5742	Supplies	46.55	<No Project>	
						<i>Totals:</i>	46.55		
1X1L-9QRN-39NP	03/04/2024	Book	24.99	24.99	01-5840	Print materials	24.99	<No Project>	
						<i>Totals:</i>	24.99		
1L7X-FCLF-71Q3	03/12/2024	Book	29.66	29.66	01-5840	Print materials	29.66	<No Project>	
						<i>Totals:</i>	29.66		
11P1-GKRV-YDCC	03/12/2024	Laptop Battery	52.99	52.99	01-5937	Equipment and supplies	52.99	<No Project>	
						<i>Totals:</i>	52.99		
1G1Y-R3VW-7TDT	03/14/2024	Program Supplies	157.21	157.21	01-5244	Young Adult Programming	157.21	<No Project>	
						<i>Totals:</i>	157.21		
1TL6-YVRG-JPWW	03/15/2024	Books	35.39	35.39	01-5840	Print materials	35.39	<No Project>	
						<i>Totals:</i>	35.39		
1XHW-6CFL-TLGR	03/17/2024	Books	47.49	47.49	01-5840	Print materials	47.49	<No Project>	
						<i>Totals:</i>	47.49		
14LQ-J7VJ-VGG1	03/17/2024	Books & Music CD	133.93	133.93	01-5840	Print materials	118.95	<No Project>	
14LQ-J7VJ-VGG1	03/17/2024	Books & Music CD	133.93	133.93	01-5890	Audio and video materials	14.98	<No Project>	
						<i>Totals:</i>	133.93		
1G1Y-R3VW-VJWL	03/17/2024	Library of Things M	219.99	219.99	01-5893	Devices	219.99	<No Project>	
						<i>Totals:</i>	219.99		
1FH6-LGP6-1NPQ	03/19/2024	Book	14.99	14.99	01-5840	Print materials	14.99	<No Project>	
						<i>Totals:</i>	14.99		

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
1R4D-MCKF-3CPC	03/19/2024	Plant swap program	95.82	95.82	01-5249 Community Engagement	95.82	<No Project>	
<i>Totals:</i>						95.82		
AMAZON CAPITAL SERVICES	Computer Check 60910	03/27/2024 03/27/2024 Posted	1,603.37	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,603.37	1,603.37 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>
1WHW-R3W9-T1YC	03/11/2024	Facilities Equipment	369.06	369.06	01-5920	Facilities Equipment	369.06	<No Project>
<i>Totals:</i>						369.06		
1Y4F-4C71-19KL	03/13/2024	Facilities Equipment	994.47	994.47	01-5920	Facilities Equipment	994.47	<No Project>
<i>Totals:</i>						994.47		
1C3J-RXX6-1HN3	03/19/2024	Facilities Supplies - I	160.00	160.00	01-5683	Equipment Parts	160.00	<No Project>
<i>Totals:</i>						160.00		
14D1-N6XL-JYHT	03/21/2024	Jamf Pro station vid	46.63	46.63	01-5937	Equipment and supplies	46.63	<No Project>
<i>Totals:</i>						46.63		
1T4K-H1PK-3YHY	03/24/2024	Office Supplies	52.98	33.21	01-5742	Supplies	33.21	<No Project>
<i>Totals:</i>						33.21		
ANCEL GLINK, P.C.	Computer Check 60868	03/13/2024 03/13/2024 Posted	1,642.50	1,642.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,642.50	1,642.50 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>
102489	03/08/2024	LEGAL SERVICES TH	1,642.50	1,642.50	01-5291	Legal Fees	1,642.50	<No Project>
<i>Totals:</i>						1,642.50		
ANDERSON PEST SOLUTIONS	Computer Check 60911	03/27/2024 03/27/2024 Posted	99.44	99.44	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 99.44	99.44 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
58549763	03/18/2024	Pest Control Mainte	99.44	99.44	01-5692	Repair & Maintenance Prop.	99.44	<No Project>
<i>Totals:</i>						99.44		
ANDRE THOMAS	Computer Check 60869	03/13/2024 03/13/2024 Posted	150.00	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 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>
2024-99-009	01/10/2024	2024 RP CONFEREN	150.00	150.00	01-5743	Learning and Development	150.00	<No Project>
<i>Totals:</i>						150.00		
ARTHUR J. GALLAGHER, RISK P	Computer Check 60890	03/20/2024 03/20/2024 Posted	794.00	794.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 794.00	794.00 0.00



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Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Amount	Account Number	Description	Debit Amount	Credit Amount
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
5051373	03/13/2024	22-23 WC Policy Au	794.00	794.00	01-5197	Workers Compensation Insur	794.00	<No Project>
<i>Totals:</i>							794.00	
ASHLEY SPELL	Computer Check 60870	03/13/2024 Posted	03/13/2024	1,900.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,900.00	1,900.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
2024-102	03/15/2024	OPPL Foundation Pr	1,900.00	1,900.00	01-5275	Consulting Services - Admin	1,900.00	<No Project>
<i>Totals:</i>							1,900.00	
BAKER & TAYLOR	Computer Check 60837	03/06/2024 Posted	03/06/2024	12,288.78	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 12,288.78	12,288.78 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
2038103110	02/13/2024	Boundless Books	981.57	981.57	01-5891	Digital content	981.57	<No Project>
<i>Totals:</i>							981.57	
2038125276	02/23/2024	Boundless Books	904.96	904.96	01-5891	Digital content	904.96	<No Project>
<i>Totals:</i>							904.96	
2038125242	02/27/2024	Books	612.23	612.23	01-5840	Print materials	612.23	<No Project>
<i>Totals:</i>							612.23	
2038123261	02/27/2024	Books	973.10	973.10	01-5840	Print materials	973.10	<No Project>
<i>Totals:</i>							973.10	
2038117452	02/28/2024	Books	3,157.58	3,157.58	01-5840	Print materials	3,157.58	<No Project>
<i>Totals:</i>							3,157.58	
2038101249	02/29/2024	Books	327.47	327.47	01-5840	Print materials	327.47	<No Project>
<i>Totals:</i>							327.47	
2038115501	02/29/2024	Books	359.46	359.46	01-5840	Print materials	359.46	<No Project>
<i>Totals:</i>							359.46	
2038097295	02/29/2024	Books	970.46	970.46	01-5840	Print materials	970.46	<No Project>
<i>Totals:</i>							970.46	
2038092890	02/29/2024	Books	1,617.08	1,617.08	01-5840	Print materials	1,617.08	<No Project>
<i>Totals:</i>							1,617.08	
2038137128	03/04/2024	Books	2,384.87	2,384.87	01-5840	Print materials	2,384.87	<No Project>
<i>Totals:</i>							2,384.87	
BAKER & TAYLOR	Computer Check 60871	03/13/2024 Posted	03/13/2024	8,194.97	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,194.97	8,194.97 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>

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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
NS24010349	01/24/2024	Boundless Platform	1,750.00	1,750.00	01-5891	Digital content	1,750.00	<No Project>
							<i>Totals:</i>	1,750.00
2038140068	03/01/2024	Boundless Books	585.76	585.76	01-5891	Digital content	585.76	<No Project>
							<i>Totals:</i>	585.76
2038140036	03/05/2024	Books	693.99	693.99	01-5840	Print materials	693.99	<No Project>
							<i>Totals:</i>	693.99
2038117836	03/05/2024	Books	2,214.28	2,214.28	01-5840	Print materials	2,214.28	<No Project>
							<i>Totals:</i>	2,214.28
2038119288	03/07/2024	Books	625.87	625.87	01-5840	Print materials	625.87	<No Project>
							<i>Totals:</i>	625.87
2038127999	03/11/2024	Books	237.76	237.76	01-5840	Print materials	237.76	<No Project>
							<i>Totals:</i>	237.76
2038146117	03/11/2024	Books	2,087.31	2,087.31	01-5840	Print materials	2,087.31	<No Project>
							<i>Totals:</i>	2,087.31
BAKER & TAYLOR	Computer Check 60891	03/20/2024 03/20/2024 Posted		9,391.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 9,391.05	9,391.05 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038126311	03/12/2024	Books	910.43	910.43	01-5840	Print materials	910.43	<No Project>
							<i>Totals:</i>	910.43
2038153653	03/13/2024	Books	816.56	816.56	01-5840	Print materials	816.56	<No Project>
							<i>Totals:</i>	816.56
2038137117	03/13/2024	Books	1,861.00	1,861.00	01-5840	Print materials	1,861.00	<No Project>
							<i>Totals:</i>	1,861.00
2038142072	03/14/2024	Books	461.81	461.81	01-5840	Print materials	461.81	<No Project>
							<i>Totals:</i>	461.81
2038161320	03/14/2024	Books	1,788.73	1,788.73	01-5840	Print materials	1,788.73	<No Project>
							<i>Totals:</i>	1,788.73
2038163850	03/15/2024	Books	1,137.34	1,137.34	01-5840	Print materials	1,137.34	<No Project>
							<i>Totals:</i>	1,137.34
2038147153	03/18/2024	Books	2,415.18	2,415.18	01-5840	Print materials	2,415.18	<No Project>
							<i>Totals:</i>	2,415.18
BAKER & TAYLOR	Computer Check 60912	03/27/2024 03/27/2024 Posted		2,202.58	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,202.58	2,202.58 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
2038166269	03/18/2024	Books	507.85	507.85	01-5840	Print materials	507.85	<No Project>
							<i>Totals:</i>	507.85
2038167858	03/19/2024	Books	400.99	400.99	01-5840	Print materials	400.99	<No Project>
							<i>Totals:</i>	400.99
2038168352	03/19/2024	Books	1,028.29	1,028.29	01-5840	Print materials	1,028.29	<No Project>
							<i>Totals:</i>	1,028.29
2038154644	03/20/2024	Books	85.07	82.92	01-5840	Print materials	82.92	<No Project>
							<i>Totals:</i>	82.92
2038161767	03/20/2024	Books	182.53	182.53	01-5840	Print materials	182.53	<No Project>
							<i>Totals:</i>	182.53
BLUE PLANET AQUARIUM SER\	Computer Check	03/13/2024	03/13/2024	5,800.00	01-1053	Byline Bank Checking	0.00	5,800.00
60872			Posted		01-2060	Accounts Payable	5,800.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0000026284	01/01/2024	Aquarium - Annual	5,800.00	5,800.00	01-5692	Repair & Maintenance Prop.	5,800.00	<No Project>
							<i>Totals:</i>	5,800.00
DUSHAUN BRANCH	Computer Check	03/06/2024	03/06/2024	180.00	01-1053	Byline Bank Checking	0.00	180.00
60838			Posted		01-2060	Accounts Payable	180.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
221099	02/29/2024	Adult Programming	180.00	180.00	01-5247	Adult Programming	180.00	<No Project>
							<i>Totals:</i>	180.00
BRIDGET OPTHOLT	Computer Check	03/20/2024	03/20/2024	687.60	01-1053	Byline Bank Checking	0.00	687.60
60892			Posted		01-2060	Accounts Payable	687.60	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10364	03/18/2024	Hospitality - Chamb	687.60	687.60	01-5253	Hospitality	687.60	<No Project>
							<i>Totals:</i>	687.60
CAMAYIA DANTZLER	Computer Check	03/27/2024	03/27/2024	304.00	01-1053	Byline Bank Checking	0.00	304.00
60913			Posted		01-2060	Accounts Payable	304.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10299	03/27/2024	Per Diem for PLA 20	304.00	304.00	01-5163	Staff Development/Travel	304.00	<No Project>
							<i>Totals:</i>	304.00
CHARLES BIALOBOK	Computer Check	03/06/2024	03/06/2024	175.00	01-1053	Byline Bank Checking	0.00	175.00
60839			Posted		01-2060	Accounts Payable	175.00	0.00

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<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
2024-99-0044	02/20/2024	Creative Studio - Ac	175.00	175.00	01-5254	Creative Studio	175.00	<No Project>
<i>Totals:</i>							175.00	
CHICAGO FILTER SUPPLY	Computer Check 60914	03/27/2024	03/27/2024 Posted	309.21	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 309.21	309.21 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
80966	03/14/2024	Air Filters - Air Hanc	309.21	309.21	01-5692	Repair & Maintenance Prop.	309.21	<No Project>
<i>Totals:</i>							309.21	
CHICAGO OFFICE TECHNOLOC	Computer Check 60915	03/27/2024	03/27/2024 Posted	7,371.57	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,371.57	7,371.57 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IN5111693	03/21/2024	Tonner Xerox CN28	1,710.78	1,710.78	01-5742	Supplies	1,710.78	<No Project>
<i>Totals:</i>							1,710.78	
IN5111692	03/21/2024	Toner Xerox CN280	5,660.79	5,660.79	01-5742	Supplies	5,660.79	<No Project>
<i>Totals:</i>							5,660.79	
CINTAS	Computer Check 60840	03/06/2024	03/06/2024 Posted	243.11	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 243.11	243.11 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
5198990052	02/22/2024	First Aid	243.11	243.11	01-5742	Supplies	243.11	<No Project>
<i>Totals:</i>							243.11	
CITRON HYGIENE	Computer Check 60841	03/06/2024	03/06/2024 Posted	159.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 159.60	159.60 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
INV0187698	03/01/2024	Citron Hygiene Serv	70.62	70.62	01-5686	Custodial Services	70.62	<No Project>
<i>Totals:</i>							70.62	
INV0187696	03/01/2024	Citron Hygiene Serv	88.98	88.98	01-5686	Custodial Services	88.98	<No Project>
<i>Totals:</i>							88.98	
CITRON HYGIENE	Computer Check 60842	03/06/2024	03/06/2024 Posted	771.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 771.60	771.60 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
INV0187700	03/01/2024	Citron Hygiene Serv	771.60	771.60	01-5686	Custodial Services	771.60	<No Project>
<i>Totals:</i>							771.60	

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
CLAIRE ONG	Computer Check 60843	03/06/2024	03/06/2024 Posted	80.09	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 80.09	80.09 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-10177	02/29/2024	Reimbursement	80.09	80.09	01-5165	Mileage & Miscellaneous reir	80.09	<No Project>
<i>Totals:</i>							80.09	
COMPLETE TEMPERATURE SYS	Computer Check 60873	03/13/2024	03/13/2024 Posted	2,158.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,158.00	2,158.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
SRVCE050134	03/11/2024	Maze - RTU Dampeni	2,158.00	2,158.00	01-5692	Repair & Maintenance Prop.	2,158.00	<No Project>
<i>Totals:</i>							2,158.00	
DATA PRODUCTS LLC	Computer Check 60916	03/27/2024	03/27/2024 Posted	500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 500.00	500.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
2024-99-0054	03/22/2024	AI and the Everyday	500.00	500.00	01-5249	Community Engagement	500.00	<No Project>
<i>Totals:</i>							500.00	
DEMCO, INC.	Computer Check 60844	03/06/2024	03/06/2024 Posted	372.46	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 372.46	372.46 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
7447899	03/04/2024	Processing Supplies	372.46	372.46	01-5742	Supplies	372.46	<No Project>
<i>Totals:</i>							372.46	
DEMCO, INC.	Computer Check 60917	03/27/2024	03/27/2024 Posted	107.13	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 107.13	107.13 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
7457409	03/21/2024	Processing Supplies	107.13	107.13	01-5742	Supplies	107.13	<No Project>
<i>Totals:</i>							107.13	
E-RATE FUNDING SOLUTIONS,	Computer Check 60893	03/20/2024	03/20/2024 Posted	1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
240311	03/11/2024	E-Rate Services - FY	1,500.00	1,500.00	01-5272	Consultant Support Services	1,500.00	<No Project>
<i>Totals:</i>							1,500.00	
BARBARA FITZGERALD	Computer Check	03/20/2024	03/20/2024	267.49	01-1053	Byline Bank Checking	0.00	267.49

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	60894		Posted		01-2060	Accounts Payable	267.49	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-10322	03/13/2024	Reimbursement for	267.49	267.49	01-5163	Staff Development/Travel	267.49	<No Project>
<i>Totals:</i>							267.49	
BARBARA FITZGERALD	Computer Check 60918	03/27/2024	03/27/2024 Posted	240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00	240.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-10300	03/27/2024	Per Diem PLA 2024	240.00	240.00	01-5163	Staff Development/Travel	240.00	<No Project>
<i>Totals:</i>							240.00	
FOREST PRINTING CO.	Computer Check 60874	03/13/2024	03/13/2024 Posted	551.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 551.50	551.50 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>
121218	03/06/2024	Home Delivery card	132.00	132.00	01-5204	Promotions	132.00	<No Project>
<i>Totals:</i>							132.00	
121110	03/06/2024	Creative Studio, Libr	419.50	419.50	01-5204	Promotions	419.50	<No Project>
<i>Totals:</i>							419.50	
FOX VALLEY FIRE & SAFETY CC	Computer Check 60845	03/06/2024	03/06/2024 Posted	346.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 346.00	346.00 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>
IN00665955	02/27/2024	Maze - Heat Detecto	346.00	346.00	01-5692	Repair & Maintenance Prop.	346.00	<No Project>
<i>Totals:</i>							346.00	
FRAME WAREHOUSE	Computer Check 60895	03/20/2024	03/20/2024 Posted	435.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 435.00	435.00 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>
39360	12/29/2023	Museum Plexiglass l	285.00	285.00	01-5895	Archival collection	285.00	<No Project>
<i>Totals:</i>							285.00	
39696	01/09/2024	Museum Plexiglass l	150.00	150.00	01-5895	Archival collection	150.00	<No Project>
<i>Totals:</i>							150.00	
GARVEY'S OFFICE PRODUCTS	Computer Check 60896	03/20/2024	03/20/2024 Posted	1,163.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,163.50	1,163.50 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>
PINV2547324	03/19/2024	Paper	1,163.50	1,163.50	01-5742	Supplies	1,163.50	<No Project>

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	1,163.50	
GRAINGER	Computer Check 60919	03/27/2024	03/27/2024	Posted	1,007.93	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,007.93	1,007.93 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
905112222	03/13/2024	Facilities Supplies -	8.30	8.30	01-5682	Building Materials & Supplies	8.30	<No Project>	
							<i>Totals:</i>	8.30	
9058819716	03/20/2024	Facilities Supplies -	16.25	16.25	01-5692	Repair & Maintenance Prop.	16.25	<No Project>	
							<i>Totals:</i>	16.25	
9060422384	03/21/2024	Facilities Parts- Capa	20.16	20.16	01-5683	Equipment Parts	20.16	<No Project>	
							<i>Totals:</i>	20.16	
9062721528	03/22/2024	Facilities Parts - Fan	963.22	963.22	01-5683	Equipment Parts	963.22	<No Project>	
							<i>Totals:</i>	963.22	
MICHELLE HARRIS	Computer Check 60846	03/06/2024	03/06/2024	Posted	160.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 160.00	160.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10161	03/13/2024	Per Diem for Shelley	160.00	160.00	01-5163	Staff Development/Travel	160.00	<No Project>	
							<i>Totals:</i>	160.00	
IHLS-OCLC	Computer Check 60897	03/20/2024	03/20/2024	Posted	822.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 822.26	822.26 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
29951	03/13/2024	WebDewey	817.00	817.00	01-5292	Cataloging/Bib Search Fees	817.00	<No Project>	
							<i>Totals:</i>	817.00	
29910	03/13/2024	IFM Debits/Admin F	5.26	5.26	01-5264	ILL Payments	5.26	<No Project>	
							<i>Totals:</i>	5.26	
INTERIOR GARDEN SERVICES, I	Computer Check 60847	03/06/2024	03/06/2024	Posted	301.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 301.60	301.60 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
044323	02/29/2024	Plant Rental/Mainte	301.60	301.60	01-5692	Repair & Maintenance Prop.	301.60	<No Project>	
							<i>Totals:</i>	301.60	
INTERIOR GARDEN SERVICES, I	Computer Check 60875	03/13/2024	03/13/2024	Posted	301.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 301.60	301.60 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
044455	03/13/2024	Plant Rental/Mainte	301.60	301.60	01-5692	Repair & Maintenance Prop.	301.60	<No Project>
<i>Totals:</i>							301.60	
INTERNATIONAL UNION OF O	Computer Check 60920	03/27/2024 03/27/2024 Posted		125.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 125.50	125.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10473	03/06/2024	MARCH 2024 UNIO	125.50	125.50	01-2059	Union dues Payable	125.50	<No Project>
<i>Totals:</i>							125.50	
JENNIFER JACKSON	Computer Check 60898	03/20/2024 03/20/2024 Posted		52.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 52.05	52.05 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10386	03/19/2024	Reimbursement for	52.05	52.05	01-5240	Children's Programming	52.05	<No Project>
<i>Totals:</i>							52.05	
JANET LORCH	Computer Check 60848	03/06/2024 03/06/2024 Posted		209.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 209.00	209.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10244	03/05/2024	Spanish Immersion/	209.00	209.00	01-5163	Staff Development/Travel	209.00	<No Project>
<i>Totals:</i>							209.00	
JASMINE & FIG, LLC	Computer Check 60849	03/06/2024 03/06/2024 Posted		100.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 100.00	100.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0035	02/09/2024	2 Nature Play classe	100.00	100.00	01-5240	Children's Programming	100.00	<No Project>
<i>Totals:</i>							100.00	
JOHN J BINDER	Computer Check 60850	03/06/2024 03/06/2024 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
2024-99-0049	03/06/2024	Adult Programming	350.00	350.00	01-5247	Adult Programming	350.00	<No Project>
<i>Totals:</i>							350.00	
JOHN'S BARTENDING SERVICE	Computer Check 60851	03/06/2024 03/06/2024 Posted		200.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 200.00	200.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID



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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
2024-99-0048	02/29/2024	Hospitality - Bartenc	200.00	200.00	01-5253 Hospitality	200.00	<No Project>	
<i>Totals:</i>						200.00		
JOHNSON CONTROLS	Computer Check 60921	03/27/2024 03/27/2024 Posted	927.09	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 927.09	927.09 0.00	
39942875	03/09/2024	Quarterly Billing - D	927.09	927.09	01-5692 Repair & Maintenance Prop.	927.09	<No Project>	
<i>Totals:</i>						927.09		
JOHNSON FLOOR COMPANY,	Computer Check 60922	03/27/2024 03/27/2024 Posted	6,220.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,220.00	6,220.00 0.00	
44106	03/21/2024	Maze Library - Main	6,220.00	6,220.00	01-5950 Building Improvements	6,220.00	FOPPLFY23	
<i>Totals:</i>						6,220.00		
JOSLYN BOWLING DIXON	Computer Check 60835	03/04/2024 03/04/2024 Posted	217.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 217.25	217.25 0.00	
IR-10180	02/29/2024	ALA Congressional I	217.25	217.25	01-5951 Special Projects	217.25	<No Project>	
<i>Totals:</i>						217.25		
KANOPY, INC.	Computer Check 60852	03/06/2024 03/06/2024 Posted	2,830.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,830.50	2,830.50 0.00	
390324-PPU	02/29/2024	Kanopy tickets	2,830.50	2,830.50	01-5891 Digital content	2,830.50	<No Project>	
<i>Totals:</i>						2,830.50		
KATHERIN LYNN DONOHOE	Computer Check 60853	03/06/2024 03/06/2024 Posted	400.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 400.00	400.00 0.00	
2024-99-00213	01/04/2024	Friends of Library - I	400.00	400.00	01-5452 Grant Expenses	400.00	FOPPLFY23	
<i>Totals:</i>						400.00		
KINGA LIPINSKA	Computer Check 60899	03/20/2024 03/20/2024 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

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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	
2024-99-0037	02/13/2024	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>	
<i>Totals:</i>							150.00		
LAKESHORE RECYCLING SYSTE	Computer Check 60854		03/06/2024	03/06/2024 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	
LR5628089	02/25/2024	Trash/Recycling - M	102.90	102.90	01-5688	Sewer/Garbage	102.90	<No Project>	
<i>Totals:</i>							102.90		
LR5628088	02/25/2024	Trash/Recycling - M	525.31	525.31	01-5688	Sewer/Garbage	525.31	<No Project>	
<i>Totals:</i>							525.31		
LEYDEN LAWN SPRINKLERS,IN	Computer Check 60923		03/27/2024	03/27/2024 Posted	1,188.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,188.00	1,188.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2024-88-0100	03/20/2024	Sprinkler Service Co	751.00	751.00	01-5692	Repair & Maintenance Prop.	751.00	<No Project>	
<i>Totals:</i>							751.00		
2024-88-0101	03/23/2024	Sprinkler Service Co	437.00	437.00	01-5692	Repair & Maintenance Prop.	437.00	<No Project>	
<i>Totals:</i>							437.00		
LINDZ AVER	Computer Check 60900		03/20/2024	03/20/2024 Posted	500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 500.00	500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2024-99-0053	03/14/2024	Rainbow Storytime	500.00	500.00	01-5240	Children's Programming	500.00	<No Project>	
<i>Totals:</i>							500.00		
LOCAL 399 FED PAC	Computer Check 60924		03/27/2024	03/27/2024 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	
860444	03/15/2024	FED PAC CONTRIBU	50.00	50.00	01-2058	Fed Pac	50.00	<No Project>	
<i>Totals:</i>							50.00		
MARCIN TERLIK	Computer Check 60861		03/06/2024	03/06/2024 Posted	276.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 276.50	276.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10146	03/06/2024	Per Diem for Compt	276.50	276.50	01-5163	Staff Development/Travel	276.50	<No Project>	
<i>Totals:</i>							276.50		

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MARCIN TERLIK	Computer Check 60925	03/27/2024	03/27/2024 Posted	90.35	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 90.35	90.35 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-10408	03/21/2024	Uber TO and FROM	90.35	90.35	01-5163	Staff Development/Travel	90.35	<No Project>
<i>Totals:</i>							90.35	
MAYA CONDE-KALMIJN	Computer Check 60926	03/27/2024	03/27/2024 Posted	240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00	240.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-10298	03/27/2024	Per Diem for 2024 P	240.00	240.00	01-5163	Staff Development/Travel	240.00	<No Project>
<i>Totals:</i>							240.00	
MCADAM LANDSCAPING, INC.	Computer Check 60876	03/13/2024	03/13/2024 Posted	285.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 285.00	285.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
94824	03/06/2024	Snow Removal - Mii	285.00	285.00	01-5681	Landscaping and snow remo	285.00	<No Project>
<i>Totals:</i>							285.00	
MEGAN TIDEMAN	Computer Check 60877	03/13/2024	03/13/2024 Posted	160.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 160.00	160.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-10260	03/07/2024	Reimbursement for	160.00	160.00	01-5163	Staff Development/Travel	160.00	<No Project>
<i>Totals:</i>							160.00	
MEGHA BAMOLA	Computer Check 60927	03/27/2024	03/27/2024 Posted	288.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 288.00	288.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-10302	03/27/2024	Per Diem for PLA 2C	288.00	288.00	01-5163	Staff Development/Travel	288.00	<No Project>
<i>Totals:</i>							288.00	
JULIE MEO	Computer Check 60878	03/13/2024	03/13/2024 Posted	43.35	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 43.35	43.35 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-10249	02/22/2024	Mileage reimbursen	43.35	43.35	01-5165	Mileage & Miscellaneous reir	43.35	<No Project>
<i>Totals:</i>							43.35	
MIDWEST TAPE, LLC	Computer Check	03/06/2024	03/06/2024	22,083.53	01-1053	Byline Bank Checking	0.00	22,083.53

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
	60855	Posted		01-2060	Accounts Payable	22,083.53	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505126546	02/29/2024	Hoopla	21,015.57	21,015.57	01-5891	Digital content	21,015.57	<No Project>
						<i>Totals:</i>	21,015.57	
505127024	03/01/2024	DVD	17.28	17.28	01-5890	Audio and video materials	17.28	<No Project>
						<i>Totals:</i>	17.28	
505127020	03/01/2024	Music CDs	28.91	28.91	01-5890	Audio and video materials	28.91	<No Project>
						<i>Totals:</i>	28.91	
505125879	03/01/2024	Audiobooks	199.72	199.72	01-5890	Audio and video materials	199.72	<No Project>
						<i>Totals:</i>	199.72	
505127023	03/01/2024	DVDs	255.29	255.29	01-5890	Audio and video materials	255.29	<No Project>
						<i>Totals:</i>	255.29	
505127022	03/01/2024	DVDs	566.76	566.76	01-5890	Audio and video materials	566.76	<No Project>
						<i>Totals:</i>	566.76	
MIDWEST TAPE, LLC	Computer Check 60879	03/13/2024 Posted		1,494.55	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,494.55	1,494.55 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505159221	03/08/2024	Music CD	13.18	13.18	01-5890	Audio and video materials	13.18	<No Project>
						<i>Totals:</i>	13.18	
505159225	03/08/2024	DVDs	114.96	114.96	01-5890	Audio and video materials	114.96	<No Project>
						<i>Totals:</i>	114.96	
505159224	03/08/2024	DVDs	187.74	187.74	01-5890	Audio and video materials	187.74	<No Project>
						<i>Totals:</i>	187.74	
505159223	03/08/2024	Audiobooks	218.40	218.40	01-5890	Audio and video materials	218.40	<No Project>
						<i>Totals:</i>	218.40	
505159220	03/08/2024	DVDs	403.89	403.89	01-5890	Audio and video materials	403.89	<No Project>
						<i>Totals:</i>	403.89	
505158829	03/08/2024	DVDs	556.38	556.38	01-5890	Audio and video materials	556.38	<No Project>
						<i>Totals:</i>	556.38	
MIDWEST TAPE, LLC	Computer Check 60901	03/20/2024 Posted		1,812.51	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,812.51	1,812.51 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505192502	03/15/2024	DVDs	142.68	142.68	01-5890	Audio and video materials	142.68	<No Project>
						<i>Totals:</i>	142.68	
505192500	03/15/2024	DVDs	707.98	707.98	01-5890	Audio and video materials	707.98	<No Project>

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Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
505192229	03/15/2024	DVDs	961.85	961.85	01-5890	Audio and video materials	961.85	<No Project>	
							<i>Totals:</i>	707.98	
							<i>Totals:</i>	961.85	
NICOR GAS	Computer Check 60856		03/06/2024	03/06/2024 Posted	6,868.72	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,868.72	6,868.72 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10237	03/01/2024	Natural Gas Maze B	248.82	248.82	01-5690	Natural Gas	248.82	<No Project>	
							<i>Totals:</i>	248.82	
IR-10238	03/04/2024	Natural Gas Main Br	6,619.90	6,619.90	01-5690	Natural Gas	6,619.90	<No Project>	
							<i>Totals:</i>	6,619.90	
OAK PARK DISTRICT 97 SCHO	Computer Check 60880		03/13/2024	03/13/2024 Posted	31.28	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 31.28	31.28 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
4873	03/07/2024	March art gallery ex	31.28	31.28	01-5204	Promotions	31.28	<No Project>	
							<i>Totals:</i>	31.28	
OLSON'S ACE OAK PARK	Computer Check 60857		03/06/2024	03/06/2024 Posted	7.98	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7.98	7.98 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
11705/4	03/05/2024	Facilities Supplies -	7.98	7.98	01-5684	Cleaning & Housekeeping Su	7.98	<No Project>	
							<i>Totals:</i>	7.98	
OVERDRIVE, INC.	Computer Check 60858		03/06/2024	03/06/2024 Posted	12,158.45	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 12,158.45	12,158.45 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
01658MA24064142	02/29/2024	E-Content	3,442.30	3,442.30	01-5891	Digital content	3,442.30	<No Project>	
							<i>Totals:</i>	3,442.30	
01658MA24067178	02/29/2024	E-Content	8,716.15	8,716.15	01-5891	Digital content	8,716.15	<No Project>	
							<i>Totals:</i>	8,716.15	
PACIFIC TELEMAGEMENT SI	Computer Check 60928		03/27/2024	03/27/2024 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	
2119937	03/21/2024	Public Phone	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	75.00	
PARK DISTRICT OF OAK PARK	Computer Check 60881	03/13/2024	03/13/2024	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	
20240002	03/12/2024	DOLE MARCH REN	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>	
							<i>Totals:</i>	1,370.00	
HALLOTHON PATNOTT	Computer Check 60929	03/27/2024	03/27/2024	Posted	288.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 288.00	288.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10303	03/27/2024	Per Diem for PLA 20	288.00	288.00	01-5163	Staff Development/Travel	288.00	<No Project>	
							<i>Totals:</i>	288.00	
PITNEY BOWES GLOBAL FINAN	Computer Check 60902	03/20/2024	03/20/2024	Posted	452.37	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 452.37	452.37 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
3106523878	02/09/2024	lease payment for r	452.37	452.37	01-5691	Rentals--Equipment & Faciliti	452.37	<No Project>	
							<i>Totals:</i>	452.37	
PLAYAWAY PRODUCTS LLC	Computer Check 60903	03/20/2024	03/20/2024	Posted	176.97	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 176.97	176.97 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
455553	03/11/2024	Wonderbooks	176.97	176.97	01-5890	Audio and video materials	176.97	<No Project>	
							<i>Totals:</i>	176.97	
PRODUCT LLC	Computer Check 60882	03/13/2024	03/13/2024	Posted	500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 500.00	500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
1650.0719	03/08/2024	Completion of Play	500.00	500.00	01-5950	Building Improvements	500.00	<No Project>	
							<i>Totals:</i>	500.00	
QUILL LLC	Computer Check 60883	03/13/2024	03/13/2024	Posted	50.48	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 50.48	50.48 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
37602127	03/07/2024	Office Supplies	50.48	50.48	01-5742	Supplies	50.48	<No Project>	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	50.48	
QUILL LLC	Computer Check 60930	03/27/2024 03/27/2024 Posted			34.29	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 34.29	34.29 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
37781219	03/19/2024	Office Supplies	34.29	34.29	01-5742	Supplies	34.29	<No Project>	
							<i>Totals:</i>	34.29	
RAILS	Computer Check 60931	03/27/2024 03/27/2024 Posted			6,208.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,208.00	6,208.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
12133	03/14/2024	Brainfuse	6,208.00	6,208.00	01-5891	Digital content	6,208.00	<No Project>	
							<i>Totals:</i>	6,208.00	
REGIONS BANK	Bank Draft 59	03/19/2024 03/19/2024 Posted			27,793.02	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 27,793.02	27,793.02 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
023061	02/29/2024	REGION PERIOD EN	27,793.02	27,793.02	01-2067	Purchase Cards - P Cards	27,793.02	<No Project>	
							<i>Totals:</i>	27,793.02	
RHONDA FENTRY	Computer Check 60904	03/20/2024 03/20/2024 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	
2023-99-0030	02/05/2024	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	<No Project>	
							<i>Totals:</i>	75.00	
STEPHEN ROBINET	Computer Check 60886	03/15/2024 03/15/2024 Posted			263.37	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 263.37	263.37 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10348	03/15/2024	wages & salaries - p	263.37	263.37	01-5001	Wages & Salaries	263.37	<No Project>	
							<i>Totals:</i>	263.37	
STEPHEN ROBINET	Computer Check 60938	03/28/2024 03/28/2024 Posted			388.66	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 388.66	388.66 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10488	03/28/2024	wages & salaries - p	388.66	388.66	01-5001	Wages & Salaries	388.66	<No Project>	

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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	388.66	
EILEEN SAAM	Computer Check 60932	03/27/2024	03/27/2024	Posted	240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00	240.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10306	03/27/2024	Per Diem for PLA 20	240.00	240.00	01-5163	Staff Development/Travel	240.00	<No Project>	
							<i>Totals:</i>	240.00	
SHANEL ROMAIN	Computer Check 60884	03/13/2024	03/13/2024	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	
32	02/11/2024	Photos from Tea Pa	150.00	150.00	01-5204	Promotions	150.00	<No Project>	
							<i>Totals:</i>	150.00	
ALEXANDRA SKINNER	Computer Check 60933	03/27/2024	03/27/2024	Posted	304.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 304.00	304.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10301	03/27/2024	Per Diem PLA 2024	304.00	304.00	01-5163	Staff Development/Travel	304.00	<No Project>	
							<i>Totals:</i>	304.00	
SMIOTA INC.	Computer Check 60905	03/20/2024	03/20/2024	Posted	4,992.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,992.00	4,992.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
TR-1606	03/09/2024	Lockers Renewal	4,992.00	4,992.00	01-5936	Subscriptions and services	4,992.00	<No Project>	
							<i>Totals:</i>	4,992.00	
SUZANNE WULF	Computer Check 60934	03/27/2024	03/27/2024	Posted	240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00	240.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10305	03/27/2024	Per Diem for PLA 20	240.00	240.00	01-5163	Staff Development/Travel	240.00	<No Project>	
							<i>Totals:</i>	240.00	
T-MOBILE	Computer Check 60859	03/06/2024	03/06/2024	Posted	28.79	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 28.79	28.79 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
970035247-202402	02/21/2024	Devices	28.79	28.79	01-5893	Devices	28.79	<No Project>	



# Oak Park Public Library

## Cash Disbursement Journals

March 2024- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Date	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	28.79	
LEIGH TARULLO	Computer Check 60935	03/27/2024	03/27/2024		240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00	240.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-10304	03/27/2024	Per Diem for PLA 20	240.00	240.00	01-5163	Staff Development/Travel	240.00	<No Project>	
							<i>Totals:</i>	240.00	
TEE JAY SERVICE COMPANY, IN	Computer Check 60906	03/20/2024	03/20/2024		660.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 660.00	660.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
205437	03/08/2024	Main - Entry Doors	660.00	660.00	01-5692	Repair & Maintenance Prop.	660.00	<No Project>	
							<i>Totals:</i>	660.00	
TELECURVE, LLC	Computer Check 60860	03/06/2024	03/06/2024		240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00	240.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
3098	03/01/2024	Jan, Feb, Mar 2024	240.00	240.00	01-5240	Children's Programming	240.00	<No Project>	
							<i>Totals:</i>	240.00	
THE BOOK TABLE	Computer Check 60907	03/20/2024	03/20/2024		150.28	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.28	150.28 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
000616-1	02/22/2024	Childrens Realia	150.28	150.28	01-5894	Realia and other formats	150.28	<No Project>	
							<i>Totals:</i>	150.28	
TODAY'S BUSINESS SOLUTION	Computer Check 60885	03/13/2024	03/13/2024		1,389.12	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,389.12	1,389.12 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
020724-116	12/31/2023	Cost per fax 4th Q 2	1,389.12	1,389.12	01-5451	Telephone/Communications	1,389.12	<No Project>	
							<i>Totals:</i>	1,389.12	
TUMBLEWEED PRESS INC.	Computer Check 60862	03/06/2024	03/06/2024		1,695.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,695.00	1,695.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
116368	03/01/2024	Subscription Renew	1,695.00	1,695.00	01-5891	Digital content	1,695.00	<No Project>	

# Oak Park Public Library

## Cash Disbursement Journals

March 2024- BYLINE

Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
<i>Totals:</i>									1,695.00	
UNIVERSAL BACKGROUND SCI	Computer Check		03/06/2024	03/06/2024		56.00	01-1053	Byline Bank Checking	0.00	56.00
	60863			Posted			01-2060	Accounts Payable	56.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
202402023375	02/29/2024	Employment/Refere	56.00	56.00	01-5199	Recruitment	56.00	<No Project>		
<i>Totals:</i>									56.00	
VIDEO AND SOUND SERVICE, I	Computer Check		03/06/2024	03/06/2024		1,215.00	01-1053	Byline Bank Checking	0.00	1,215.00
	60864			Posted			01-2060	Accounts Payable	1,215.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
99988	02/19/2024	Public Safety - 2nd I	870.00	870.00	01-5692	Repair & Maintenance Prop.	870.00	<No Project>		
<i>Totals:</i>									870.00	
100075	03/01/2024	Public Safety - 2nd I	345.00	345.00	01-5692	Repair & Maintenance Prop.	345.00	<No Project>		
<i>Totals:</i>									345.00	
VILLAGE OF OAK PARK	Computer Check		03/06/2024	03/06/2024		2,176.50	01-1053	Byline Bank Checking	0.00	2,176.50
	60865			Posted			01-2060	Accounts Payable	2,176.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
24-0005722	02/16/2024	Q2 2024 Parking Ag	2,176.50	2,176.50	01-5281	Intergovernmental Agreemer	2,176.50	<No Project>		
<i>Totals:</i>									2,176.50	
VILLAGE OF OAK PARK	Computer Check		03/15/2024	03/15/2024		20,760.47	01-1053	Byline Bank Checking	0.00	20,760.47
	60887			Posted			01-2060	Accounts Payable	20,760.47	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
IR-10338	03/15/2024	PAYROLL; VOL DED;	20,760.47	20,760.47	01-5160	IMRF (Illinois Muncipal Retire	20,760.47	<No Project>		
<i>Totals:</i>									20,760.47	
VILLAGE OF OAK PARK	Computer Check		03/27/2024	03/27/2024		1,295.22	01-1053	Byline Bank Checking	0.00	1,295.22
	60936			Posted			01-2060	Accounts Payable	1,295.22	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
24-0005746	03/12/2024	GAS FOR (203) FEB	135.13	135.13	01-5680	Fuels & Lubricants	135.13	<No Project>		
<i>Totals:</i>									135.13	
IR-10455	03/20/2024	MAZE WATER/SEWE	59.03	59.03	01-5687	Water	44.79	<No Project>		
IR-10455	03/20/2024	MAZE WATER/SEWE	59.03	59.03	01-5688	Sewer/Garbage	14.24	<No Project>		
<i>Totals:</i>									59.03	

# Oak Park Public Library

## Cash Disbursement Journals

March 2024- BYLINE

Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-10456	03/20/2024	MAIN SEWER/WATE	460.92	460.92	01-5687	Water	355.76	<No Project>
IR-10456	03/20/2024	MAIN SEWER/WATE	460.92	460.92	01-5688	Sewer/Garbage	105.16	<No Project>
<i>Totals:</i>							460.92	
IR-10454	03/20/2024	MAIN SEWER/WATE	640.14	640.14	01-5687	Water	497.42	<No Project>
IR-10454	03/20/2024	MAIN SEWER/WATE	640.14	640.14	01-5688	Sewer/Garbage	142.72	<No Project>
<i>Totals:</i>							640.14	
VILLAGE OF OAK PARK	Computer Check 60939	03/28/2024 03/28/2024 Posted		21,191.69	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 21,191.69	21,191.69 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
IR-10489	03/28/2024	PAYROLL; VOL DED;	21,191.69	21,191.69	01-5160	IMRF (Illinois Muncipal Retire	21,191.69	<No Project>
<i>Totals:</i>							21,191.69	
WAREHOUSE DIRECT	Computer Check 60937	03/27/2024 03/27/2024 Posted		347.67	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 347.67	347.67 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
5680496-0	03/06/2024	INKCART HP 728 13	109.76	109.76	01-5742	Supplies	109.76	<No Project>
<i>Totals:</i>							109.76	
5688302-0	03/19/2024	Facilities - Housekee	237.91	237.91	01-5684	Cleaning & Housekeeping Su	237.91	<No Project>
<i>Totals:</i>							237.91	
ZOOBEAN, INC.	Computer Check 60866	03/06/2024 03/06/2024 Posted		1,795.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,795.00	1,795.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
25744	03/07/2024	Beanstack Premium	1,795.00	1,795.00	01-5936	Subscriptions and services	1,795.00	<No Project>
<i>Totals:</i>							1,795.00	
<b>Grand Totals:</b>				251,166.86			251,166.86	251,166.86

A total of 106 payment(s) listed

# Oak Park Public Library

## Cash Disbursement Journals

March 2024- BYLINE

### Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	251,166.86
01-2058	Fed Pac	50.00	0.00
01-2059	Union dues Payable	125.50	0.00
01-2060	Accounts Payable	251,166.86	251,166.86
01-2067	Purchase Cards - P Cards	27,793.02	0.00
01-5001	Wages & Salaries	652.03	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	41,952.16	0.00
01-5163	Staff Development/Travel	3,547.34	0.00
01-5165	Mileage & Miscellaneous reimbursemen	123.44	0.00
01-5197	Workers Compensation Insurance	794.00	0.00
01-5199	Recruitment	56.00	0.00
01-5204	Promotions	732.78	0.00
01-5240	Children's Programming	1,449.97	0.00
01-5244	Young Adult Programming	157.21	0.00
01-5247	Adult Programming	2,051.80	0.00
01-5249	Community Engagement	945.82	0.00
01-5253	Hospitality	887.60	0.00
01-5254	Creative Studio	226.88	0.00
01-5256	Staff Appreciation / Engagement	35.86	0.00
01-5264	ILL Payments	5.26	0.00
01-5272	Consultant Support Services	1,500.00	0.00
01-5275	Consulting Services - Admin	1,900.00	0.00
01-5281	Intergovernmental Agreements (IGA)	2,176.50	0.00
01-5291	Legal Fees	1,642.50	0.00
01-5292	Cataloging/Bib Search Fees	817.00	0.00
01-5451	Telephone/Communications	1,464.12	0.00
01-5452	Grant Expenses	429.96	0.00
01-5680	Fuels & Lubricants	135.13	0.00
01-5681	Landscaping and snow removal services	285.00	0.00
01-5682	Building Materials & Supplies	65.38	0.00
01-5683	Equipment Parts	1,543.38	0.00
01-5684	Cleaning & Housekeeping Supplies	245.89	0.00
01-5686	Custodial Services	17,445.60	0.00
01-5687	Water	897.97	0.00
01-5688	Sewer/Garbage	890.33	0.00
01-5690	Natural Gas	6,868.72	0.00
01-5691	Rentals--Equipment & Facilities	1,822.37	0.00
01-5692	Repair & Maintenance Prop. & Equip.	13,322.19	0.00

**Oak Park Public Library**  
**Cash Disbursement Journals**  
March 2024- BYLINE

01-5742	Supplies	9,766.21	0.00
01-5743	Learning and Development	150.00	0.00
01-5840	Print materials	28,485.32	0.00
01-5890	Audio and video materials	4,566.97	0.00
01-5891	Digital content	48,129.81	0.00
01-5893	Devices	287.26	0.00
01-5894	Realia and other formats	465.24	0.00
01-5895	Archival collection	435.00	0.00
01-5920	Facilities Equipment	1,363.53	0.00
01-5936	Subscriptions and services	6,787.00	0.00
01-5937	Equipment and supplies	760.56	0.00
01-5950	Building Improvements	14,714.00	0.00
01-5951	Special Projects	217.25	0.00

## Oak Park Public Library Byline Bank (Main) X 3401: Cash Management Disbursement Report As of MARCH 2024

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		3/31/2024	PARKING CREDITS	\$ 73.90	
Cash Management Deposit		3/31/2024	DAILY DEPOSITS	\$ 4,655.54	
Cash Management Deposit		3/31/2024	STORE	\$ 79.20	
Cash Management Deposit		3/31/2024	SPACE RENTAL/CIRCULATION	\$ 290.40	
Cash Management Deposit		3/31/2024	REBATE	\$ 1,811.17	
Cash Management Deposit		3/31/2024	INTEREST ON ACCOUNT	\$ 486.50	
				<b>\$ 7,396.71</b>	-
Cash Management Transfer in		3/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		3/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 200,000.00	
Cash Management Transfer in		3/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		3/31/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 250,000.00	
				<b>\$ 950,000.00</b>	-
Cash Management Payment		3/31/2024	FIFTH STAR COLLECTIVE	\$ -	(5,965.00)
Cash Management Payment		3/31/2024	GARNISHMENT		(277.56)
Cash Management Payment		3/31/2024	SALES TAX		(7.50)
Cash Management Payment		3/31/2024	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	(117,532.18)
				<b>\$ -</b>	<b>(123,782.24)</b>
Cash Management Payment		3/31/2024	MERCHANT ACCT & BANK FEES	\$ -	(460.02)
				<b>\$ -</b>	<b>(460.02)</b>
Cash Management		3/15/2024	PAYROLL; PAYDATE3/15/24		(\$252,387.24)
Cash Management Payment		3/29/2024	PAYROLL; PAYDATE 2/29/24	\$ -	(\$270,224.77)
Cash Management Payment		3/31/2024	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS	\$ -	(6,801.77)
				<b>\$ -</b>	<b>(529,413.78)</b>

**Summary by Transaction Type**

(+ ) Deposits by Transaction Type:	
Cash Receipts:	\$ 7,396.71
Transfers In/Out	\$ 950,000.00
<b>Total Deposits:</b>	<b>\$ 957,396.71</b>
(- ) Payments by Transaction Type:	
Transfer out	\$ -
Benefits/Other ACH:	\$ (123,782.24)
Bank Fees:	\$ (460.02)
Payroll:	\$ (529,413.78)
<b>Total Payments:</b>	<b>\$ (653,656.04)</b>
Accounts Payable	<b>(251,166.86)</b>
<b>Total Summary of Disbursements:</b>	<b>\$ (904,822.90)</b>
Total Change In Register Balance:	\$ 52,573.81

**OPPL  
04/23/24**

**RESOLUTION ON DISBURSEMENTS, MARCH 2024**

**RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF MARCH 2024 IN THE TOTAL AMOUNT OF \$904,822.90 AS DETAILED IN THE CASH DISBURSEMENTS JOURNAL AND GENERAL LEDGER, AND SUMMARIZED WITH ADJUSTMENTS FOR CREDITS IN THE STATEMENT OF INCOME AND EXPENSE FOR THAT MONTH BE RATIFIED, CONFIRMED, AND APPROVED.**

# Leaves of Absence Policy

*Library Board approved August 16, 2005. Revised July 19, 2011. Revised February 22, 2022. Revised January 24, 2023. Revised April 23, 2024.*

## Introduction

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

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

## Bereavement Leave

### Purpose

The Oak Park Public Library recognizes the profound impact of the death of a family member on its staff members and provides them with time off and support to grieve, make necessary arrangements, and attend services. This policy is designed to be inclusive and respectful of diverse family structures and personal relationships. This policy demonstrates our commitment to supporting our staff members during difficult times and fostering a compassionate and understanding workplace.

### Eligibility

All library staff members are eligible for bereavement leave.

### Leave Provisions

**Paid Leave:** Staff members are entitled to five workdays of paid bereavement leave due to the death of a covered family member.

**Unpaid Leave:** Staff members are entitled to take an additional five workdays of unpaid bereavement leave in the event of the death of a covered family member. Additionally, the library may, at its discretion and based on operational needs, offer additional unpaid bereavement leave beyond the amounts listed in this section for any staff members who experience the loss of a covered family member. Staff members may use any accrued, unused paid time off to run concurrently with this time.

### Covered Family Members:

- Spouse, domestic partner, or civil union partner
- Child, stepchild, or foster child
- Parent, stepparent, or adoptive parent
- Sibling, stepsibling, or half-sibling
- Grandparent
- Grandchild
- In-law (e.g., parent-in-law, sibling-in-law)
- Members of your household (i.e., those who live with staff members as their permanent residence)



- Any individual who is in the role of child, parent, or committed partner to a staff member, regardless of whether a biological or legal relationship exists

The library may allow bereavement leave for the death of persons not covered in the definition of “covered family members” in some circumstances at its discretion, or the staff member may be permitted to use other available paid or unpaid time off.

**Additional Reasons for Leave:**

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

**Extended Bereavement Leave:**

In the event of the death of more than one covered family member in a twelve-month period, a staff member is entitled to up to six weeks of bereavement leave during that period. Up to five days will be paid pursuant to this policy. Staff members may use any accrued, unused paid time off to run concurrently with this time.

Staff members who have lost a child are entitled to up to six weeks of bereavement leave. Up to five days will be paid pursuant to this policy. Staff members may use any accrued, unused paid time off to run concurrently with this time.

Leave Usage

Time off under this policy must be taken within one year of learning of the need for leave. Bereavement leave can be taken in one continuous block or intermittently in hourly increments, as needed.

Staff members are requested to provide as much notice as possible to their supervisor of their need and plan for leave. Reasonable documentation establishing the need for bereavement leave may be required in accordance with applicable laws, but staff members will not be required to disclose the specific nature of the loss.

This policy does not permit a staff member to exceed the amount of leave available under the Family and Medical Leave Act.

Returning From Leave

When returning from bereavement leave, staff members are entitled to the position they held when the leave began. If that position has been filled or is no longer available, returning staff members are entitled to an equivalent position with equivalent pay, benefits, and responsibilities.

Support Resources

**Employee Assistance Program (EAP):** Confidential counseling and support services are available to all employees and their families. Staff members should contact Human Resources for additional information.

**Leave Administration:** Human Resources staff will assist staff members with navigating the bereavement leave process and answering any questions. If additional leave is needed beyond the amounts listed for bereavement, Human Resources staff will help identify and navigate other applicable leave types (such as FMLA or Personal Leave).

**Culture of Support:** The library is committed to fostering a supportive and understanding environment for staff members experiencing loss. This includes offering flexibility at work and resources to help manage

grief. Staff members are encouraged to discuss their individual needs with their supervisor and Human Resources staff.

### Discrimination and Retaliation Prohibited

Bereavement leave applies to all eligible staff members without regard to marital status, sexual orientation, gender identity, or family structure. Discrimination or retaliation against any employee for taking bereavement leave is strictly prohibited.

## **Blood and Organ Donation Leave**

### Leave Entitlement

Eligible staff members may take paid leave for up to one hour every 56 days to donate or to attempt to donate blood and up to 10 days in any 12-month period to serve or attempt to serve as a living organ donor.

### Definitions

"Eligible staff member" means a full-time staff member who has been employed for at least six months and who donates or attempts to donate blood or an organ.

"Blood Donation" means the act of donating blood following the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or another blood bank.

"Organ Donation" means the act of donating any biological tissue of the human body that may be donated by a living donor (other than blood), including but not limited to, the kidney, liver, lung, pancreas, intestine, bone, and skin or any subpart thereof.

### Notice, Approval, and Verification Requirement

An eligible staff member is required to give reasonable notice to the library in the event that the staff member chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the staff member wishes to use the leave, along with a written statement from the blood bank or medical/transplant facility indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood or an organ.

Upon a staff member's return from an approved leave, the staff member will be required to submit a written statement from the blood bank or medical/transplant facility verifying that the employee kept the appointment.

### Complaint Process

Staff members who believe their leave has been improperly administered under this policy may file a complaint with Human Resources. The complaint will be promptly investigated, and the results of the investigation will be reported to the complaining staff member. If the staff member is unsatisfied with the findings of the investigation, the staff member may appeal the decision to the Executive Director.

## **Family and Medical Leave Act (FMLA)**

### Basic Leave Entitlement

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

"12-month period" is measured as a rolling 12-month period measured backward from the date a staff member uses any FMLA leave.

## Reasons for FMLA Leave

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

## Military Family Leave Entitlement

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

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

## Improper Use of Leave

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

## Notice of Leave

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

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

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

### Certification for a Qualifying Exigency

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

### Certification for Service Member Family Leave

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

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

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

### Substitution of Paid Time Off

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

### Benefits During Leave

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

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

## Intermittent or Reduced Schedule Leave

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

## Job Restoration

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

## Family Military Leave

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

## Definitions

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

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

## Use of Time Off

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

## Notice of Leave

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

## Verification

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

## Benefits During Leave

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

## Job Restoration

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

## General/Personal Leave

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

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

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

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

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

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

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

## Jury and Witness Duty Leave

The Oak Park Public Library will provide all regular full-time and part-time staff members requested to serve jury duty with the required time off to fulfill their obligation. The library will pay staff members their straight time pay for their regularly scheduled work hours missed for jury service or when subpoenaed to appear before a court, public body, or commission in connection with library business. All staff members may keep whatever compensation is given for their jury service.

In cases where jury duty does not require a full day, staff members are expected to spend as much time as reasonable at their regularly scheduled duties.

Staff members are required to notify their immediate supervisor as soon as possible when they receive a jury duty summons and provide a copy to Human Resources to be eligible for payment. Proof of jury service verifying the dates and times of attendance may be required.

## **Paid Parental Leave**

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

### Eligibility

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

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

### Amount, Time Frame, and Duration

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

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

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

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

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

### Coordination with Other Policies and Benefits

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

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

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

### Notice of Leave

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

## **School Visitation Leave**

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

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

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

## **Victims' Economic Security and Safety Act (VESSA) Leave**

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

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

All regular full-time and part-time staff members may use up to two workweeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:

- Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
- Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- Grieving the death of a family or household member who is killed in a crime of violence.

Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.



## Definitions

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

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

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

"Crime of Violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012. This term can include sex offenses, assault, harassment and obscene communications, armed violence, and other crimes.

## Intermittent or Reduced Leave

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

## Substitution of Paid Time Off

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

## Notice of Leave

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

## Certification

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

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

- Documentation from a victim services organization, attorney, clergy, or medical or another professional from whom the staff member or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;
- A police or court record;
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence; or
- Other corroborating evidence.

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

## Benefits During Leave

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

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

When your need for leave also qualifies for bereavement leave under Illinois' Family Bereavement Leave Act (FBLA), FBLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will typically be eligible in cases of bereavement is 10 days. However, in such cases, the 10 days of bereavement leave will not be deducted from the staff member's total VESSA allotment of 12 weeks.

## Job Restoration

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

## Reasonable Accommodations

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

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

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

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

## Confidentiality

All information provided to the library pursuant to this policy, including a statement of the staff member or any other documentation, record, or corroborating evidence, and the fact that the staff member has requested or obtained an accommodation pursuant to this policy shall be retained in the strictest

confidence by the library, except to the extent that disclosure is (1) requested or consented to in writing by the staff member; or (2) otherwise required by applicable federal or state law.

## **Voting Leave**

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

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

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

## Leaves of Absence Policy

Library Board approved August 16, 2005. Revised July 19, 2011. Revised February 22, 2022. Revised January 24, 2023. Revised April 23, 2024.

### Introduction

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

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

### Bereavement Leave

#### Purpose

The Oak Park Public Library recognizes the profound impact of the death of a family member on its staff members and provides them with time off and support to grieve, make necessary arrangements, and attend services. This policy is designed to be inclusive and respectful of diverse family structures and personal relationships. This policy demonstrates our commitment to supporting our staff members during difficult times and fostering a compassionate and understanding workplace.

#### Eligibility

All library staff members are eligible for bereavement leave.

#### Leave Provisions

**Paid Leave:** Staff members are entitled to five workdays of paid bereavement leave due to the death of a covered family member.

**Unpaid Leave:** Staff members are entitled to take an additional five workdays of unpaid bereavement leave in the event of the death of a covered family member. Additionally, the library may, at its discretion and based on operational needs, offer additional unpaid bereavement leave beyond the amounts listed in this section for any staff members who experience the loss of a covered family member. Staff members may use any accrued, unused paid time off to run concurrently with this time.

#### Covered Family Members:

- [Spouse, domestic partner, or civil union partner](#)
- [Child, stepchild, or foster child](#)
- [Parent, stepparent, or adoptive parent](#)
- [Sibling, stepsibling, or half-sibling](#)
- [Grandparent](#)
- [Grandchild](#)
- [In-law \(e.g., parent-in-law, sibling-in-law\)](#)
- [Members of your household \(i.e., those who live with staff members as their permanent residence\)](#)
- [Any individual who is in the role of child, parent, or committed partner to a staff member, regardless of whether a biological or legal relationship exists](#)

**Commented [1]:** If adopted by the Board, the Leaves of Absence Policy will be revised to include: (1) a new Bereavement Leave section to replace the current version, (2) VESSA Leave changes required per Illinois law updates, and (3) a new Blood and Organ Donation Leave section required per new Illinois law.

The library may allow bereavement leave for the death of persons not covered in the definition of “covered family members” in some circumstances at its discretion, or the staff member may be permitted to use other available paid or unpaid time off.

#### Additional Reasons for Leave:

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

#### Extended Bereavement Leave:

In the event of the death of more than one covered family member in a twelve-month period, a staff member is entitled to up to six weeks of bereavement leave during that period. Up to five days will be paid pursuant to this policy. Staff members may use any accrued, unused paid time off to run concurrently with this time.

Staff members who have lost a child are entitled to up to six weeks of bereavement leave. Up to five days will be paid pursuant to this policy. Staff members may use any accrued, unused paid time off to run concurrently with this time.

#### Leave Usage

Time off under this policy must be taken within one year of learning of the need for leave. Bereavement leave can be taken in one continuous block or intermittently in hourly increments, as needed.

Staff members are requested to provide as much notice as possible to their supervisor of their need and plan for leave. Reasonable documentation establishing the need for bereavement leave may be required in accordance with applicable laws, but staff members will not be required to disclose the specific nature of the loss.

This policy does not permit a staff member to exceed the amount of leave available under the Family and Medical Leave Act.

#### Returning From Leave

When returning from bereavement leave, staff members are entitled to the position they held when the leave began. If that position has been filled or is no longer available, returning staff members are entitled to an equivalent position with equivalent pay, benefits, and responsibilities.

#### Support Resources

Employee Assistance Program (EAP): Confidential counseling and support services are available to all employees and their families. Staff members should contact Human Resources for additional information.

Leave Administration: Human Resources staff will assist staff members with navigating the bereavement leave process and answering any questions. If additional leave is needed beyond the amounts listed for bereavement, Human Resources staff will help identify and navigate other applicable leave types (such as FMLA or Personal Leave).

Culture of Support: The library is committed to fostering a supportive and understanding environment for staff members experiencing loss. This includes offering flexibility at work and resources to help manage grief. Staff members are encouraged to discuss their individual needs with their supervisor and Human Resources staff.

### Discrimination and Retaliation Prohibited

Bereavement leave applies to all eligible staff members without regard to marital status, sexual orientation, gender identity, or family structure. Discrimination or retaliation against any employee for taking bereavement leave is strictly prohibited.

### Blood and Organ Donation Leave

#### Leave Entitlement

Eligible staff members may take paid leave for up to one hour every 56 days to donate or to attempt to donate blood and up to 10 days in any 12-month period to serve or attempt to serve as a living organ donor.

#### Definitions

"Eligible staff member" means a full-time staff member who has been employed for at least six months and who donates or attempts to donate blood or an organ.

"Blood Donation" means the act of donating blood following the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or another blood bank.

"Organ Donation" means the act of donating any biological tissue of the human body that may be donated by a living donor (other than blood), including but not limited to, the kidney, liver, lung, pancreas, intestine, bone, and skin or any subpart thereof.

#### Notice, Approval, and Verification Requirement

An eligible staff member is required to give reasonable notice to the library in the event that the staff member chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the staff member wishes to use the leave, along with a written statement from the blood bank or medical/transplant facility indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood or an organ.

Upon a staff member's return from an approved leave, the staff member will be required to submit a written statement from the blood bank or medical/transplant facility verifying that the employee kept the appointment.

#### Complaint Process

Staff members who believe their leave has been improperly administered under this policy may file a complaint with Human Resources. The complaint will be promptly investigated, and the results of the investigation will be reported to the complaining staff member. If the staff member is unsatisfied with the findings of the investigation, the staff member may appeal the decision to the Executive Director.

### Family and Medical Leave Act (FMLA)

#### Basic Leave Entitlement

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

**Commented [2]:** An updated and rewritten bereavement leave policy that is more inclusive, human-centered, and equitable. This policy expands the reasons permitted to take leave, provides the library discretion to provide additional time off as needed, and complies with Illinois's Family Bereavement Leave Act and Child Extended Bereavement Leave Act.

**Deleted:** The Oak Park Public Library will grant all regular full-time and part-time staff members up to five days of regularly scheduled work hours of paid bereavement/compassionate leave due to the death of an immediate family member to grieve, make arrangements, and/or attend services.¶

¶ "Immediate family member" is defined as the staff member's child (including stepchild and foster child), legal guardian/ward, spouse, domestic partner, civil union partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, and members of your household. Members of your household include those who live with you as their permanent residence. ¶

¶ This policy also allows absence from work due to:¶  
 a miscarriage; ¶  
 an unsuccessful round of intrauterine insemination (IUI) or of an assisted reproductive technology procedure such as in vitro fertilization (IVF) ¶  
 a failed adoption match or an adoption that is not finalized because it is contested by another party; ¶  
 a failed surrogacy agreement; ¶  
 a diagnosis that negatively impacts pregnancy or fertility; or ¶  
 a stillbirth. ¶

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

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

### Reasons for FMLA Leave

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

### Military Family Leave Entitlement

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

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

### Improper Use of Leave

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

### Notice of Leave

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

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

If the staff member is requesting leave because of the staff member's own or a family member's serious health condition, the staff member and the relevant health care provider may be required to supply appropriate medical certification. If required, the medical certification must be provided within 15 days after it is requested or as soon as reasonably possible under the circumstances. Failure to provide valid requested medical certification promptly may result in denial of leave until it is provided. The library may

also require medical recertification periodically during the leave, and staff members may be required to present a fitness for duty verification upon their return to work following leave for the staff member's own medical condition specifying that the staff member is fit to perform the essential functions of the job.

#### Certification for a Qualifying Exigency

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

#### Certification for Service Member Family Leave

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

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

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

#### Substitution of Paid Time Off

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

#### Benefits During Leave

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

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

#### Intermittent or Reduced Schedule Leave

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



fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the staff member's ability to perform their job duties.

#### Job Restoration

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

### **Family Military Leave**

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

#### Definitions

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

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

#### Use of Time Off

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

#### Notice of Leave

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

#### Verification

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

#### Benefits During Leave

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

#### Job Restoration

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

### **General/Personal Leave**

If staff members are ineligible for any other leave of absence, the Oak Park Public Library may grant a general/personal leave of absence without pay. Staff members should submit their request for personal

leave to their supervisor and Human Resources before the anticipated start of the leave. If the leave is requested for medical reasons and staff members are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification may be required.

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

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

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

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

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

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

### **Jury and Witness Duty Leave**

The Oak Park Public Library will provide all regular full-time and part-time staff members requested to serve jury duty with the required time off to fulfill their obligation. The library will pay staff members their straight time pay for their regularly scheduled work hours missed for jury service or when subpoenaed to appear before a court, public body, or commission in connection with library business. All staff members may keep whatever compensation is given for their jury service.

In cases where jury duty does not require a full day, staff members are expected to spend as much time as reasonable at their regularly scheduled duties.

Staff members are required to notify their immediate supervisor as soon as possible when they receive a jury duty summons and provide a copy to Human Resources to be eligible for payment. Proof of jury service verifying the dates and times of attendance may be required.

### **Paid Parental Leave**

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

#### **Eligibility**

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

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.

- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

#### Amount, Time Frame, and Duration

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

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

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

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

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

#### Coordination with Other Policies and Benefits

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

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

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

#### Notice of Leave

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

### **School Visitation Leave**

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

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

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

## Victims' Economic Security and Safety Act (VESSA) Leave

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

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

All regular full-time and part-time staff members may use up to two workweeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:

- Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
- Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- Grieving the death of a family or household member who is killed in a crime of violence.

Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.

### Definitions

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

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

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

"Crime of Violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012. This term can include sex offenses, assault, harassment and obscene communications, armed violence, and other crimes.

### Intermittent or Reduced Leave

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

### Substitution of Paid Time Off

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

### Notice of Leave

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

### Certification

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

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

- Documentation from a victim services organization, attorney, clergy, or medical or another professional from whom the staff member or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;
- A police or court record;
- ~~A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence; or~~
- Other corroborating evidence.

Deleted: or

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

### Benefits During Leave

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

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

~~When your need for leave also qualifies for bereavement leave under Illinois' Family Bereavement Leave Act (FBLA), FBLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will typically be eligible in cases of bereavement is 10 days. However, in such cases, the 10 days of bereavement leave will not be deducted from the staff member's total VESSA allotment of 12 weeks.~~

### Job Restoration

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you

are fit to resume work. Staff members who do not provide the certification will not be permitted to resume work until it is provided.

#### Reasonable Accommodations

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

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

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

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

#### Confidentiality

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

#### **Voting Leave**

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

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

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



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March 26, 2024

By Email to [jdixon@oppl.org](mailto:jdixon@oppl.org)

Joslyn Bowling Dixon  
 Executive Director  
 Oak Park Public Library

Re: Pending Tax Rate Objection Cases – Settlement offer for 2010 through 2014 tax years

Dear Ms. Dixon:

As you are aware, I have been representing the Library in pending tax rate objection cases. These cases are terribly slow moving. To remind you, these are lawsuits that taxpayers in the County file once a year against all the taxing bodies in the County challenging either the budget, levy, or amount of the levy. In Cook County, the Treasurer will not payout or close a tax year until all of the taxing bodies in the County have either settled or litigated their pending objections for that year. This creates a frustrating log jam where the other, smaller, taxing districts like yours cannot proceed on their pending objections, or their future objections, until the Court opens a specific tax year.

You have not heard from me very often because there has been nothing new to report, as these cases have simply been continued from month to month, waiting for other taxing bodies to resolve their objections from 2009. The good news is that we are currently working on resolving tax objections for 2010 through 2014. We are hoping the Court will open additional tax years soon.

The tax objectors have offered to settle your pending tax objections for the dollar amounts below.

Year	2010	2011	2012	2013	2014
EAV	163,949,370	187,466,754	172,282,180	167,544,752	182,476,314
Mils	.00001	.00001	.00001	.00001	.00001
Offer:	\$1,639.49	\$1,874.67	\$1,722.82	\$1,675.45	\$1,824.76

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2010	\$1,639.49
2011	\$1,874.67
2012	\$1,722.82
2013	\$1,675.45
2014	\$1,824.76
TOTAL	\$8,737.19

Please put this item on an agenda for approval by your Library Board. We recommend that this settlement offer be accepted because it would be less expensive to settle these than to litigate them. If approved, the County will deduct this amount from your next tax levy. Let me know whether you require additional information about these objections.

Sincerely,



Keri-Lyn J. Krafthefer