

**OAK PARK PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES | REGULAR MEETING**  
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room  
Tuesday, July 23, 2024 – 6:30pm  
Meeting to be held in person and via Zoom ([click here for Zoom link](#))

**AGENDA**

**1. Call to Order and Roll Call**

**2. Approval of Minutes**

June 25, 2024 Regular Meeting

**(Action)**

**3. Public Comments**

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

- In person at a board meeting;
- As an email to ([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. Saturday, July 27th 9am-1pm: Board of Library Trustees at the [Oak Park Farmers Market](#)
- b. Tuesday, August 27th 6:30pm: Regular Library Board Meeting
- c. Wednesday, September 11th 5:30 pm: Elected Officials BBQ
- d. Tuesday - Thursday, October 8-10th: ILA Annual Conference at Peoria Civic Center

**5. Interim Co-Directors 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. June 2024 Financial Reports
- b. June 2024 Resolutions on Disbursements

**(Discussion)**

**(Action)**

**8. Additional Reports**

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

**9. Unfinished Business**

- a. Executive Search
- b. Staff Survey

**(Discussion)**

**(Action)**

**10. New Business**

- a. Approve the Opening of a Money Market Account with Wintrust Bank
- b. Information Systems Use Policy
- c. Social Media Use Policy for Library Staff

**(Action)**

**(Action)**

**(Action)**

**11. Closed Session (if needed)**

**12. Adjournment**

# Minutes for June 26, 2024 Regular Library Board Meeting

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

President Fruth called the meeting to order at 6:33pm. Secretary Fairfax took roll.

**Present:** Virginia Bloom, Madhurima Chakraborty, Maya Ganguly, Theodore Foss, Matthew Fruth

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

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

**Public commentators:** None

## **2. Approval of Minutes**

### **May 29, 2024 Regular Board Meeting**

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

## **3. Public Comments**

No public comments were made in person for this meeting nor received by email submission.

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

Discussed was the Farmers Market event on Saturday, July 27 where the board of trustees will have a booth to attend, participate, and connect with the community, and the Illinois Library Association annual conference (ILA) to be held in October in Peoria.

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

Wulf discussed the keeping of day-to-day operations of the library as interim.

## **6. Staff Reports**

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

Highlighted were several events reported from the month of May, including a display of ceramics at Dole branch, May the 4th event, and special collection open hours for the public.

**b. Library Core Use Statistics**

Discussed was the introduction of a pilot quarterly dashboard to be included in the next regular meeting.

**c. Additions and Terminations Report**

**d. Staff Changes Report**

**7. Financial Reports**

**a. May 2024 Financial Reports**

The board reviewed the financial reports dated May 31, 2024.

**b. Resolutions on Disbursements**

Motioned by Foss. Seconded by Chakraborty. Approved by all trustees.

**8. Additional Reports**

**a. Intergovernmental Committee (IGOV):** Did meet, however Fairfax did not attend.

**b. Council of Governments (CoG):** Fruth attended, discussed a presentation from the village about site development and the challenges that follow.

**c. PlanIt Green:** Foss discussed a grant received that provided teens to attend a United Nations climate change event.

**d. Friends of the Oak Park Public Library:** Ganguly did not attend, but discussed from the minutes of the meeting is the financial and status of the Friends of the Oak Park Public Library as a non-profit.

**9. Unfinished Business**

**10. New Business**

**a. Village of Oak Park Fuel IGA**

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

**b. Non-Resident Library Cards and Annual Fee**

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

### **c. Executive Director Search Firm**

Discussed were interviews conducted with each search firm at the special meetings held previously, that will require to enter into a closed session.

### **11. Closed Session**

Motion to enter closed session to discuss the employment in terms of an independent contractor for the library.

Motioned by Foss. Seconded by Bloom.

Secretary Fairfax took roll to enter into the closed session. Approved by all trustees.

Resumed open session at 8:39 pm to discuss the executive director search firm interviews conducted with the two firms: Alma Advisory Group and Koya Partners.

Motion to accept the decision to accept Koya Partners proposal as the search firm for the executive director search. Foss motioned. Ganguly seconded. Approved by all trustees, with the exception of Chakraborty who abstained.

### **12. Adjournment**

Fruth adjourned the meeting at 7:39pm.

## 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



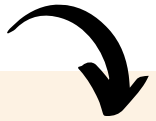
Compensation and benefits administration; hiring and onboarding; performance development; learning and talent development; workplace well-being; budget preparation, management, and reporting

# 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



#### Creating space for older adults to connect

Our Older Adults Coffee Hour, offered the first Friday of each month from 9:30am to 11am at the Main Library, entered its sixth month in June. This drop-in program provides older adults in the community with the opportunity to connect with each other, discuss different topics, and learn more about library and community resources, over coffee, tea, and light snacks. To date, the program has been very successful and engaging, with more than ten participants almost every month (and nearly 20 in April). The program has also organized various trips and "lessons" around the Main Library: in April, Collection Management Librarian Andrea Trejo gave a presentation on "Accessing Great Courses," and, in June, participants visited the Creative Studio for a tour with Supervising Librarian of Creative Technology John Gargiulo. Based on its success so far, we plan to continue offering the Older Adults Coffee Hour as-is through the end of the year and will then discuss any changes or improvements for the future after a full year of hosting the program.

#### Highlighting a local artist

On June 5, the library hosted an artist talk and reception for Oak Park artist Marlon Tobias whose work was on display in the Main Library's Art Gallery from May 21 through June 29. The artist talk was moderated by a close college friend of Marlon's who had watched his work progress over several years. The moderator engaged the artist in a deep dive conversation and question & answer session about his work, inspiration, and process. The event attracted more than 50 people in a standing-room-only crowd that filled the Art Gallery, with attendees enjoying refreshments at a reception following the artist's talk. Both the artist and his art have been well received, continuing a trend of positive art experiences in the Art Gallery in 2024.



#### Continued Book Bike engagement

The Book Bike program saw its busiest month of the season in June, participating in 20 events across the community, including storytimes in local parks, Thursday Night Out in Downtown Oak Park, and multiple block parties. As of the end of June, there have been 38 successful events across the village, with nearly 1,400 patron interactions and more than 700 materials circulated. Additionally, we completed a successful naming campaign for the new electric-assist Book Bike, encouraging staff and community members to submit and vote on names via a form on the website. "Anne of Green Fables" won the most votes.



## Community Voice

On June 17, the library partnered with the Oak Park Township and Grace Therapy and Wellness Center to offer free tickets to a screening of *Inside Out 2* at Lake Theatre. A total of 125 tickets were available for pick-up in the lobby of the Main Library on a first-come, first-served basis, with library staff and partner agency staff helping with distribution. Ultimately, more than 120 community members attended the screening, with many expressing gratitude for the opportunity:



"It's so cool to see the library providing the community an opportunity to sit down and enjoy a free movie with friends and family."

"You all saved us for the night. Now we have something to watch and later talk about with the kids."





- ▶ 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

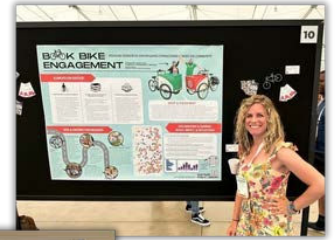
### Public Services & Programs



#### 2024 ALA Annual Conference

The [American Library Association \(ALA\) Annual Conference](#) took place June 27-July 2 in San Diego, CA. **This year, we were pleased to have staff from multiple service areas in attendance, including some as presenters.**

During a poster session on June 29, Community Engagement Librarian Sarah Yale highlighted the library's outreach work via the Book Bike, sharing a poster entitled "**Book Bike Engagement: Pedaling Resources and Building Connections Across the Community.**" On July 1, Manager of Collections Services Barbara Fitzgerald and Collection Management Librarians Jenna Friebe, Dantaná McPherson-Joseph, Kathy Sexton, and Andrea Trejo offered a presentation entitled "**Beyond the Audit: Embracing the Freedom to Read through Curation and Promotion of Inclusive Collections.**"



#### Book Bike staff trainings

**To ensure that staff who are supporting Book Bike events have the knowledge and skills to do so confidently and safely, two staff trainings were offered at the end of June with the [League of American Bicyclists](#).** The first session on June 25 — **Book Bike Rider Safety Training** — focused on basic bike maintenance, rules of the road and safety instruction, and the opportunity to practice riding the traditional (red) Book Bike. The second session on June 28 — **Electric Assist Book Bike Rider Safety Training** — included specific instruction about and opportunities to practice on the new electric assist (green) Book Bike.

#### Improving customer service through staff development

**Five members of the Patron Services Team attended a [RAILS](#) webinar in June entitled "Working in the 'Gray Area': Boundaries for Library Staff," which provided information about setting healthy boundaries for library staff,** focusing on relationship-building between staff and the public. Staff found the information to be very useful, especially in defining where they can be flexible and where they should be firm with patrons and co-workers. **The recorded webinar was later shared with the whole team for feedback, and they plan use this webinar to continue discussions about improving customer service and team cohesion.**

### Facilities



#### Safety training for Facilities staff

**In June, the Facilities Team completed an Aerial and Scissor Lift Safety and Awareness Training.** This training, provided by the [OSHA Education Center](#), covers how to identify the proper lifts and work platforms for each job, the safety requirements to operate and work on each type of lift, how to identify safe general operating conditions, and how to identify potential operational hazards. **With the completion of this training, the team now has a three-year credential that allows them to safely operate our single-person elevated work platform.**

## Community Voice

**In June, Children's Services began offering a monthly Open Chess program for kids in 1st-6th grade.** While this program is not an instructional session, it does provide participants the opportunity to practice their chess skills while also connecting with fellow kids over a friendly game. A participant in June shared the following feedback:

**"I really needed just to get out of the house and play chess with someone else other than my dad. I can't wait to come back in July and see who else comes!"**





- ▶ 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



#### Refreshing the library's retail sales strategy

In June, the library launched a **redesigned sales site** and a series of in-library and community-based pop-up shops taking place throughout the summer. Items available for purchase include remaining branded merchandise from our original sales launch earlier this year, as well as a new selection of lower-priced items, including socks, kids t-shirts, umbrellas, and baseball caps. Through June 30, 70 items generated \$1,086 in net sales via four in-library pop-up shops. Financial projections for July-December have been adjusted to reflect anticipated retail sales of roughly \$900/month. Eight more in-library and two new community partner pop-up shops are planned for July and August, with more community sales in the works for October-December. No new branded merchandise investments are planned for 2024.

### Collections



#### Improving interlibrary loan service

In June, the library transitioned to using **WorldCat Discovery** for fulfilling interlibrary loan (ILL) requests. Bibliographic Team members are now supporting this new workflow, resulting in easier access to the service for both staff and patrons.

### Finance & HR

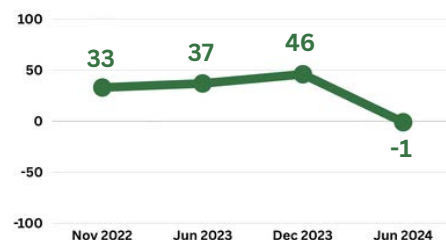


#### Library staff satisfaction

On June 6, we launched our biannual all-staff eNPS (employee Net Promoter Score) survey in BambooHR, which was completed by 77% of staff (99/128) and is the first eNPS survey since the Board of Library Trustees fired its Executive Director in March. Scores can range from -100 to 100, with scores in the 10-30 range considered "good" and scores approaching 50 considered "excellent." The library received an overall eNPS of -1, which is our lowest score since initiating eNPS surveys in 2019 and is down from an "excellent" score of 46 six months prior.

The Leadership Team is working to identify the top areas for improvement to take action to improve the overall experience of working at the library. According to many survey respondents, the Library Board can help improve the score by hiring an Executive Director who is a strong leader, values librarianship, and will create a more unified and cohesive organization.

Oak Park Public Library eNPS Results



### Public Services & Programs



#### Locating long-term missing materials

At the Maze Branch, we recently located 20% of long-term missing items for SWAN (11 out of 55). This was made possible through the efforts of the Patron Services Team in cross-referencing the regular "missing in transit" report from SWAN with data in Workflows, coupled with inventory and shelf check work carried out by branch staff. Not only does this benefit patrons by getting the previously missing items back into circulation, but it also helps us to clear up the SWAN "missing in transit" report, which directly impacts our quarterly billing.

### Technology



#### Increased public printer access

The IT Team successfully installed a new public printer with a release station on the 2nd floor of the Main Library. Collaboration with Manager of Middle & High School Services Latonia Jackson and our vendors was instrumental for ensuring the appropriate placement and configuration of these devices. As a result of this effort, each floor of the Main Library now includes two public printers.

## Staff Spotlight



Librarian Carrie Vacon provides valuable support to patrons in accessing the library's **Special Collections**. In June, she led the staffing of open hours and did research to help visitors — work that earned her two expressions of gratitude from out-of-state visitors. A teacher emailed, "Thank you again [...] for spending time with us and also in preparation for our visit. It was definitely a highlight of our little trip." This patron even asked if they could make a gift to the **Friends of the Oak Park Public Library** in appreciation. Two Hemingway researchers also shared, "Thank you very much for assisting [us] on our recent research trip to Oak Park. The Hemingway material you showed us was very useful for our ongoing work. It was especially great that you were able to assist us on such short notice."

# ANTI-RACISM & EQUITY in June 2024



- 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

### Public Services & Programs



#### Celebrating LGBTQ+ Pride Month

Throughout June, the library celebrated LGBTQ+ Pride Month with [a variety of activities and resources](#). **Children's Services featured a Pride-themed scavenger hunt throughout the month, as well as a reading challenge** that invited patrons to read books celebrating Pride in order to win a special prize: rainbow pinwheels.

**Middle & High School (MHS) Services also celebrated the month in their spaces at the Main Library, with bright decorations, messages of love and affirmation, and a vibrant display that highlighted LGBTQ+ materials.** This included a display in which various titles featuring LGBTQ+ characters and/or written by LGBTQ+ authors were wrapped in newspaper, with only the genre noted — making each title a surprise for patrons, which was a very successful engagement tool.



As usual, **our librarians also curated lists of books for all ages featuring LGBTQ+ creators and stories**, and **the Main Library Idea Box housed a special display** featuring book recommendations and highlighting the various flags that represent the diverse identities in the LGBTQ+ community.

#### Honoring Juneteenth

In celebration of [Juneteenth](#) — a holiday commemorating African Americans' freedom from enslavement — the library offered a variety of different programs and resources. Through June 15, **the Idea Box featured a poster display, honoring both the joy of liberation and the struggles for equality that continue.** On June 18, we hosted **a film screening of *Buffalo Soldiers: Fighting on Two Fronts***, which was followed by an engaging discussion. Also on June 18, **the MHS Team hosted a "Juneteenth Jam"** that offered a unique opportunity for young people to learn, connect, and celebrate the significance of Juneteenth in American History. Additionally, **our librarians curated a list of Juneteenth titles for all ages in the library catalog.**



## Community Voice

**In June, a group of ESL students from St. Edmund's visited the Main Library for a tour. The entire group, including their teacher, Laura, expressed their appreciation for the library's accessibility and resources.** The group audibly gasped when they saw the Art Gallery with its current exhibition, and they were excited to hear that it changes monthly. Laura commented, **"It's wonderful to see how open and welcoming the library is, with so many resources available for everyone in the community. My students are thrilled to know they can get library cards immediately and have access to computers and dual language books."**

## Staff Spotlight



**Early Learning Librarian Shelley Harris, who recently celebrated 18 years at the Oak Park Public Library, sparks engagement and awareness by crafting original content for all library digital channels.** Dedicated to increasing access to learning during the COVID-19 pandemic, she and Digital Engagement Manager Ashley Boyer launched an on-demand video series of conversations and activities for kids and their caregivers. Today, the [video series](#) includes many categories: art, early literacy, en español, for caregivers, life skills, music & movement, nature, social-emotional learning, summer reading adventures, supported storytimes & activities, and more. Shelley also has a strong commitment to disability awareness, which she incorporates into her digital content (see her most recent [Share Disability-Affirming Books](#) and [5 Good Authors to Read for #AutismAcceptance](#) videos). Her passion and contributions continue to have a measurable impact on the library's digital access and disability awareness goals, with [more than 430 videos and nearly 50,000 YouTube views](#) to date.

This dashboard displays data that the Oak Park Public Library tracks related to patron use of key resources. For each metric, quarterly totals for the current year are provided, along with a simple line graph showing the monthly trend for the same time period. A year-to-date (YTD) total is provided for the current calendar year, along with data from the same time period the previous year for comparison. The year-over-year (YOY) "Change" column provides an indicator symbol that denotes whether the YTD total for the current year is above (green plus), below (red minus), or essentially the same as (gray approximately equal) the total for the same time period the previous year, with the percentage change provided in gray, italicized text. A threshold of  $\pm 5\%$  is used to determine which indicator symbol is assigned below (e.g., if the current year value is greater than the previous year value by 5% or more, a green plus symbol is assigned).

	Q1	Q2	Q3	Q4	Monthly Trend (January-June)	2024 Q1-Q2 Total	2023 Q1-Q2 Total	Change (YOY)
<b>Building Visits</b> The number of patron visits to a library building	95,785	103,535				199,320	183,776	8%
<b>Website Users</b> The number of people who initiated at least one session on oppl.org during a given month	106,529	105,814				212,343	198,849	7%
<b>Physical Materials Use</b> The number of checkouts plus renewals made at an Oak Park library location	255,262	258,148				513,410	522,742	-2%
<b>Digital Materials Use</b> The number of materials downloaded or streamed from Oak Park library digital collections	125,269	114,721				239,990	208,840	15%
<b>Online Resource Use</b> The number of sessions (logins) for online resources, based on vendor statistics. This includes both in-library and, where applicable, remote access.	30,247	34,454				64,701	35,671	81%
<b>WiFi Use</b> The number of unique daily WiFi clients at an Oak Park library location	49,301	52,773				102,074	106,533	-4%
<b>Public Computer Use</b> The number of PC sessions at an Oak Park library location	11,484	13,023				24,507	19,774	24%
<b>Program Attendance</b> The number of attendees at programs held inside an Oak Park Public Library location or in a library virtual space	6,300	9,234				15,534	14,361	8%
<b>Community Outreach</b> The estimated attendance at all outreach and Book Bike events	2,029	3,935				5,964	5,056	18%
<b>Meeting Room Use</b> The number of uses of Oak Park library physical and virtual meeting rooms by community members	489	468				957	951	1%
<b>Study Room Use</b> The number of uses of Oak Park library study rooms by community members	2,194	2,345				4,539	4,428	3%

This dashboard displays data that the Oak Park Public Library tracks related to patron use of key resources. For each metric, quarterly totals for the current year are provided, along with a simple line graph showing the monthly trend for the same time period. A year-to-date (YTD) total is provided for the current calendar year, along with data from the same time period the previous year for comparison. The year-over-year (YOY) "Change" column provides an indicator symbol that denotes whether the YTD total for the current year is above (green plus), below (red minus), or essentially the same as (gray approximately equal) the total for the same time period the previous year, with the percentage change provided in gray, italicized text. A threshold of  $\pm 5\%$  is used to determine which indicator symbol is assigned below (e.g., if the current year value is greater than the previous year value by 5% or more, a green plus symbol is assigned).

	Q1	Q2	Q3	Q4	Monthly Trend (January-June)	2024 Q1-Q2 Total*	2023 Q1-Q2 Total*	Change (YOY)
<b>New User Accounts - Library Cards</b> The number of Oak Park Public Library cards newly created or re-registered	944	968				1,912	1,528	25%
<b>New User Accounts - Digital**</b> The number of new digital-only accounts created	143	129				272	286	-5%
<b>Digital Account Conversions</b> The number of new digital-only account users who converted to full-access library cards	24	17			N/A***	41	39	5%
<b>New Cardholder Retention</b> The percentage of new cardholders who signed up 12-24 months prior to the end of a given quarter who are still active users. (Active User: A patron who has used their library card within the past 12 months.)	67%	Data Not Available Yet			N/A***	67%	57%	18%
<b>Market Penetration</b> The percentage of active households (i.e., households containing at least one active user) in the library's service area. (Active User: A patron who has used their library card within the past 12 months.)	59%	Data Not Available Yet			N/A***	59%	57%	4%
<b>Net Promoter Score (NPS)</b> The NPS is a measure of customer satisfaction and loyalty, used in multiple industries. The score is derived from responses to this question: "On a scale from 0 (not at all likely) to 10 (very likely), how likely are you to recommend the library to others?" Scores range from -100 to 100; a positive NPS score is Good, above 50 is Excellent, and above 70 is considered World Class.	88.2	91.5				89.4	85.8	4%

\* Unlike other metrics in this dashboard, the values in the "2024 Q1-Q2 Total" and "2023 Q1-Q2 Total" columns for New Cardholder Retention and Market Penetration are not cumulative totals of the individual quarters. Instead, they are the average of the quarterly percentages in a given year. Additionally, the values in the "2024 Q1-Q2 Total" and "2023 Q1-Q2 Total" columns for the Net Promoter Score (NPS) metric are not cumulative totals of the individual quarters. Instead, they are the calculated scores when looking at all survey responses from January 1 through June 30 of a given year as a single data set.

**NOTE:** As of the publishing of this report (7/18/2024), New Cardholder Retention and Market Penetration data for Q2 2024 is not yet available from OrangeBoy; thus, only a Q1 percentage is reflected above in the total columns for both 2024 and 2023. Q2 2024 data will be available for review on [appl.org](#) by 8/1/2024 and will be reflected in the next quarterly dashboard shared with the Board of Trustees in October.

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

\*\*\* Monthly trends are not provided for Digital Account Conversions, New Cardholder Retention, and Market Penetration, as these metrics are calculated on a quarterly basis only.

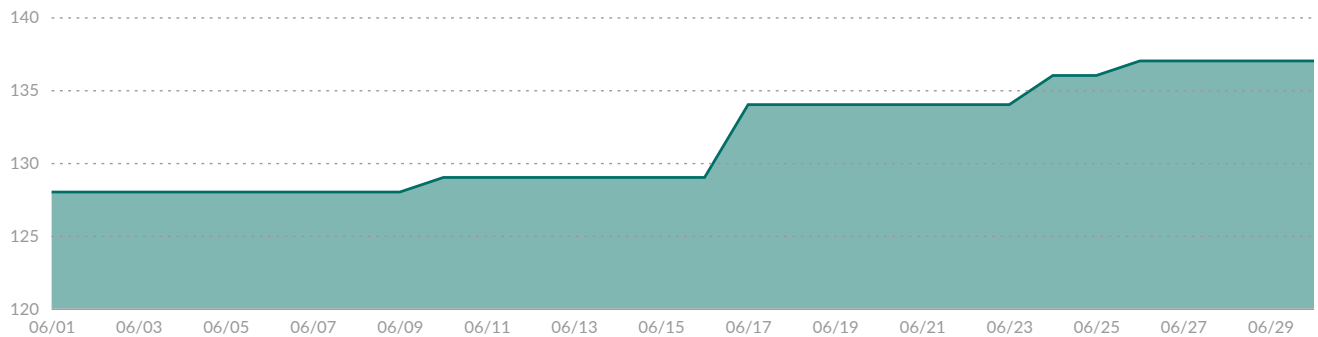
07/08/2024

## Additions &amp; Terminations

Dates

2024-06-01 - 2024-06-30

## Employee Head Count



## Additions (10)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Hanna, Brett	Part-Time, 20 or more hrs/wk	Technology Services	None	Oak Park Public Library	Information Technology Specialist	06/26/2024
Osborne, Rebecca	Part-Time, 20 or more hrs/wk	Adult Services	None	Oak Park Public Library	Library Assistant	06/24/2024
Edgeworth, Lenita	Part-Time, 20 or more hrs/wk	Adult Services	None	Oak Park Public Library	Library Assistant	06/24/2024
Anderson, Chawn	Temporary	Materials Handling	None	Oak Park Public Library	Intern	06/17/2024
Behensky, Kiara	Temporary	Materials Handling	None	Oak Park Public Library	Intern	06/17/2024
Lee, Matthew	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/17/2024
Stamps, DeAsia	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/17/2024
Blanchard, Ahmyas	Temporary	Middle & High School Services	None	Oak Park Public Library	Intern	06/17/2024

07/08/2024

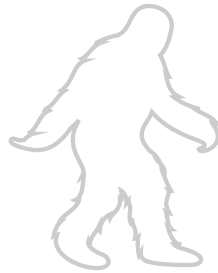
## Additions &amp; Terminations



Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Doyle, Karen	Temporary	Children's Services	None	Oak Park Public Library	Summer Reading Program Assistant	06/10/2024
Winbigler, Max	Temporary	Children's Services	None	Oak Park Public Library	Summer Reading Program Assistant	06/01/2024

## Terminations (0)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date ↓
------	-------------------	------------	----------	----------	-----------	-----------	--------------------



Sorry, that doesn't really exist.

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

07/08/2024  
Staff Changes



Dates  
06/01/2024 - 06/30/2024

Changes (0)

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
------	-------------------	------------	-----------	--------	----------------	-------

No staff changes to report for June 2024



## Oak Park Public Library – Financial Report Summary

As of June 2024  
(50% of the year complete)

Operating cash available:

Byline Checking	\$ 430,967
*Outstanding payments	\$ (79,182)
Byline Analysis	\$ 862,709
Byline Public Fund MM	\$ 553,603
US Bank Money Mkt	\$ 203,209
Illinois Funds Invest	\$ 5,079,279

Ending Operating cash available: **\$7,050,585**

Art Fund: **\$2,985**

Oak Park Public Library is 50% through the fiscal year. The year-to-date (YTD) financial statement through June 30, 2024, including capital expenditure, reflects a surplus of \$131,972, which is expected at this point in the year based on FY2024 tax collections.

June YTD operating expenditures totaled \$5,776,962, or 49% of the 2024 budget. This amount aligns with the YTD budget and fiscal year.

### REVENUE

Property taxes are at 51% of the budget due to receiving the funds earlier in the fiscal year. The library can anticipate receiving additional funds in August or September.

Lost books via reciprocal borrowing is at 85%. The percentage rate of books not returned is over the anticipated budgeted revenue but is not a significant portion of overall revenue.

Store sales revenue will increase as the library continues to operate its 2024 pop-up shop. However, sales revenue for the remaining six months will not meet the budgeted amount. Internal financial projections have been adjusted to reflect anticipated sales.

For May, parking lot YTD revenue of \$10,157, or 48%, will likely align with the \$21,000 budget. This month's collections have increased from the previous month due to the gates being fully operable. The revenue pays for the services and upkeep of the parking garage and gates.

Interest income of \$29,470 for June and YTD of \$181,031 is 226.29% 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.

Miscellaneous Income of \$15,063 exceeded the \$1,130 budget by \$13,993, or 1,233%. This is due to unanticipated activities that could not be foreseen during the budgeting process. ComEd

provided an energy rebate of \$4,795 for replacing the chiller. Byline returned funds for a Baker & Taylor vendor check that was intercepted during mail delivery and cashed by someone other than the vendor.

## **TOTAL REVENUE YTD: 52%**

## **EXPENDITURES**

Total disbursements: **\$888,941**

The total People expenditure is 49%, which aligns with the YTD budget.

Support Services is expended at 67%. The over-expenditure is due to various Administration costs: (1) the package Insurance (such as property, crime, liability, auto, etc.) costs, which are charged 100% in the first month of the year and is at 97% of the budget line, (2) Legal Fees are 21% over the annual budget and increasing due to the use of outside counsel for personnel matters, (3) Consulting Services costs are overspent at 76% for this point of the year due to the unanticipated use of communications consultants, and (4) Audit Fees are at 77% of the budget due to the financial pre-audit fieldwork performed in the first month of the year and fees charged during the audit.

Equity and Anti-Racism expenditures are spent at 69% of the budget due to the Restorative Practices Conference being held at the beginning of the fiscal year. The Affinity Groups utilized some funds to charge meeting cost expenditures.

June's operating expenditures are at 49%, which aligns with the YTD budget. Capital expenditures are at 16% of the budget amount for the year.

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

### People:

Compensation	48%
Talent Development	49%
<b>Total People</b>	<b>49%</b>

### Support Services:

Marketing	41%
Store	17%
Collections	29%
Administration	82%
Other Support Svcs	37%
<b>Total Support Services</b>	<b>67%</b>

### Equity And Anti-Racism:

<b>Total Equity And Anti-Racism</b>	<b>69%</b>
-------------------------------------	------------

### Library Materials:

<b>Total Library Materials</b>	<b>47%</b>
--------------------------------	------------

### Facilities Management:

Facilities Supplies	35%
Facilities Services	40%

<b>Total Facilities Management</b>	<b>40%</b>
------------------------------------	------------

Public Services:

Programming	35%
-------------	-----

Digital Services	48%
------------------	-----

<b>Total Public Services</b>	<b>46%</b>
------------------------------	------------

<b>TOTAL OPERATING EXPENSES:</b>	<b>49%</b>
----------------------------------	------------

<b>TOTAL CAPITAL AND OUTSIDE SUPPORT:</b>	<b>16%</b>
---	------------

Prepared by Linda Barnett – July 9, 2024

Oak Park Public Library

Bank Reconciliation Report

BYLINE CHECKING, JUNE 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 05/31/2024:			\$269,911.79
Add: Cleared deposits:			\$44,318.06
Add: Cleared deposit adjustments:			\$1,003,753.15
Subtract: Cleared payments:			\$244,039.96
Subtract: Cleared payment adjustments:			\$642,975.72
Adjusted bank register balance:			\$430,967.32
Bank register ending balance:			\$351,785.51
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$13,788.38
Add: Outstanding payments:			\$79,181.81
Add: Outstanding payment adjustments:			\$13,788.38
Adjusted bank register balance:			\$430,967.32
Bank statement ending balance 06/30/2024:			\$430,967.32
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	16	\$1,048,071.21	
All Cleared Payments:	101	\$887,015.68	

Oak Park Public Library

Bank Reconciliation Report

BYLINE ANALYSIS, JUNE 2024

Reconciliation of Register to Statement

Bank register cleared beginning balance 05/31/2024:			\$806,791.46
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$1,055,917.92
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,000,000.00
Adjusted bank register balance:			\$862,709.38
Bank register ending balance:			\$862,709.38
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$1,000,000.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$1,000,000.00
Adjusted bank register balance:			\$862,709.38
Bank statement ending balance 06/30/2024:			\$862,709.38
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	3	\$1,055,917.92	
All Cleared Payments:	4	\$1,000,000.00	

# Oak Park Public Library

## Bank Reconciliation Report

BYLINE PUBLIC FUND MM, JUNE 2024

### Reconciliation of Register to Statement

Bank register cleared beginning balance 05/31/2024:			\$551,427.18
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$2,175.49
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$553,602.67
Bank register ending balance:			\$553,602.67
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$553,602.67
Bank statement ending balance 06/30/2024:			<hr/> \$553,602.67
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$2,175.49	
All Cleared Payments:	0	\$0.00	

# Oak Park Public Library

## Bank Reconciliation Report

US BANK MM, JUNE 2024

### Reconciliation of Register to Statement

Bank register cleared beginning balance 05/31/2024:			\$203,167.57
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$41.63
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$203,209.20
Bank register ending balance:			\$203,209.20
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$203,209.20
Bank statement ending balance 06/30/2024:			<hr/> \$203,209.20
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$41.63	
All Cleared Payments:	0	\$0.00	



# Oak Park Public Library

## Bank Reconciliation Report

### IL FUND INVESTMENT, JUNE 2024

#### Reconciliation of Register to Statement

Bank register cleared beginning balance 05/31/2024:			\$6,000,318.98
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$78,959.65
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$1,000,000.00
Adjusted bank register balance:			<hr/> \$5,079,278.63
Bank register ending balance:			\$5,079,278.63
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$5,079,278.63
Bank statement ending balance 06/30/2024:			<hr/> \$5,079,278.63
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	6	\$78,959.65	
All Cleared Payments:	1	\$1,000,000.00	

# Oak Park Public Library

## Bank Reconciliation Report

ILLINOIS ART FUND INVESTMENT, JUNE 2024

### Reconciliation of Register to Statement

Bank register cleared beginning balance 05/31/2024:			\$2,971.41
Add: Cleared deposits:			\$0.00
Add: Cleared deposit adjustments:			\$13.22
Subtract: Cleared payments:			\$0.00
Subtract: Cleared payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$2,984.63
Bank register ending balance:			\$2,984.63
Subtract: Outstanding deposits:			\$0.00
Subtract: Outstanding deposit adjustments:			\$0.00
Add: Outstanding payments:			\$0.00
Add: Outstanding payment adjustments:			\$0.00
Adjusted bank register balance:			<hr/> \$2,984.63
Bank statement ending balance 06/30/2024:			<hr/> \$2,984.63
Out of balance by:			\$0.00
Summary Count and Amount for Deposits and Payments			
All Cleared Deposits:	1	\$13.22	
All Cleared Payments:	0	\$0.00	

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 06/30/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>REVENUE</b>				
Property Taxes, for operating	52,761.89	5,611,572.73	11,045,573.00	50.80%
Corp. Property Replacement Tax	55,296.76	147,298.92	250,000.00	58.92%
Services charges and fees	36.61	60.64	2,200.00	2.76%
Lost Books Reimbursed/Reciprocal Borrow	104.98	5,998.57	7,000.00	85.69%
Sales	1,076.50	3,342.50	40,000.00	8.36%
Rentals-Library Space	242.15	1,799.40	0.00	0.00%
Vending/Enterprise Income	0.00	1,263.65	0.00	0.00%
Parking lot revenue	1,351.55	10,156.57	21,000.00	48.36%
Photocopier & Printer Fees	0.00	0.00	0.00	0.00%
Interest	29,469.79	181,030.68	80,000.00	226.29%
Gifts	0.00	2,509.00	0.00	0.00%
Gifts From FOPPL	0.00	10,872.94	20,000.00	54.36%
Illinois Per Capita Grant	0.00	0.00	0.00	0.00%
Grants	0.00	26,245.01	0.00	0.00%
Community Fund Endowments	0.00	7,923.90	33,575.00	23.60%
Miscellaneous Income	0.00	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>140,340.23</b>	<b>6,025,137.29</b>	<b>11,500,478.00</b>	<b>52.39%</b>
<b>EXPENSES - Operating</b>				
<b>PEOPLE</b>				
<b>Compensation</b>				
Wages & Salaries	525,032.69	3,199,749.08	6,650,000.00	48.12%
Employee Health Benefits	96,110.95	608,125.58	1,218,000.00	49.93%
IMRF (Illinois Muncipal Retirement F	15,005.77	94,347.74	210,000.00	44.93%
FICA/MEDICARE	38,653.39	235,319.85	490,000.00	48.02%
Workers Compensation Insurance	0.00	15,229.00	15,000.00	101.53%
Unemployment Compensation Ins.	1,070.31	18,271.63	18,000.00	101.51%
<b>Total Compensation</b>	<b>675,873.11</b>	<b>4,171,042.88</b>	<b>8,601,000.00</b>	<b>48.49%</b>
<b>Talent Development</b>				
Dues	2,162.00	8,563.00	22,000.00	38.92%
Staff Development/Travel	8,626.27	45,108.26	95,000.00	47.48%
Tuition Reimbursement	3,000.00	18,000.00	27,000.00	66.67%
Recruitment	0.00	1,069.60	2,000.00	53.48%
Board Development	0.00	394.59	2,000.00	19.73%
<b>Total Talent Development</b>	<b>13,788.27</b>	<b>73,135.45</b>	<b>148,000.00</b>	<b>49.42%</b>
<b>TOTAL PEOPLE</b>	<b>689,661.38</b>	<b>4,244,178.33</b>	<b>8,749,000.00</b>	<b>48.51%</b>
<b>SUPPORT SERVICES</b>				
<b>Marketing</b>				
Promotions	1,737.60	6,002.66	20,000.00	30.01%
Publications	144.70	15,547.59	33,000.00	47.11%

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 06/30/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>Total Marketing Support</b>	<b>1,882.30</b>	<b>21,550.25</b>	<b>53,000.00</b>	<b>40.66%</b>
<b>Store</b>				
General Merchandise	0.00	4,364.31	25,000.00	17.46%
Fees and Services	189.26	456.23	3,500.00	13.04%
<b>Total Store Support</b>	<b>189.26</b>	<b>4,820.54</b>	<b>28,500.00</b>	<b>16.91%</b>
<b>Collections</b>				
ILL Payments	209.86	311.42	3,675.00	8.47%
Cataloging/Bib Search Fees	0.00	1,537.00	2,625.00	58.55%
<b>Total Collections Support</b>	<b>209.86</b>	<b>1,848.42</b>	<b>6,300.00</b>	<b>29.34%</b>
<b>Administration</b>				
HRIS and Payroll Processing Fees	2,136.22	12,716.30	28,000.00	45.42%
Mileage & Miscellaneous reimbursed	1,426.65	9,357.66	25,300.00	36.99%
Hospitality	0.00	1,794.43	5,000.00	35.89%
Staff Appreciation / Engagement	1,780.02	5,252.92	12,000.00	43.77%
Audit Fees	0.00	7,200.00	9,300.00	77.42%
Unclaimed Property Escheatment to	0.00	0.00	232.00	0.00%
Merchant Account Services	147.99	985.30	1,800.00	54.74%
Collection Fees	0.00	0.00	0.00	0.00%
Consulting Services - Admin	6,190.00	57,060.00	75,200.00	75.88%
Intergovernmental Agreements (IGA)	0.00	9,438.25	22,211.00	42.49%
Legal Fees	1,098.75	24,113.25	20,000.00	120.57%
Postage & Delivery	2,628.00	8,864.40	10,500.00	84.42%
Insurance	0.00	108,434.44	112,000.00	96.82%
Contingency	0.00	0.00	0.00	0.00%
Grant Expenses	18,584.94	50,893.19	0.00	0.00%
Pass Through Expenses	0.00	0.00	0.00	0.00%
Supplies	7,656.53	39,682.22	90,000.00	44.09%
<b>Total Administration Support</b>	<b>41,649.10</b>	<b>335,792.36</b>	<b>411,543.00</b>	<b>81.59%</b>
<b>Other Support Services</b>				
Telephone/Communications	3,919.74	27,573.79	66,000.00	41.78%
Office & Library Machinery Service	1,158.13	6,948.78	27,000.00	25.74%
<b>Total Other Support Services</b>	<b>5,077.87</b>	<b>34,522.57</b>	<b>93,000.00</b>	<b>37.12%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>49,008.39</b>	<b>398,534.14</b>	<b>592,343.00</b>	<b>67.28%</b>
<b>EQUITY AND ANTI-RACISM</b>				
Learning and Development	1,250.00	8,516.96	12,000.00	70.97%
Supplies - Equity	395.40	1,108.26	2,000.00	55.41%
<b>TOTAL EQUITY AND ANTI-RACISM</b>	<b>1,645.40</b>	<b>9,625.22</b>	<b>14,000.00</b>	<b>68.75%</b>
<b>LIBRARY MATERIALS</b>				
Print materials	32,658.20	180,257.16	373,500.00	48.26%

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 06/30/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Audio and video materials	6,678.27	36,141.43	101,000.00	35.78%
Digital content	50,816.34	310,151.24	620,000.00	50.02%
Devices	89.99	8,203.21	40,000.00	20.51%
Realia and other formats	576.75	2,744.36	13,000.00	21.11%
Archival collection	91.53	8,774.48	20,000.00	43.87%
<b>TOTAL LIBRARY MATERIALS</b>	<b>90,911.08</b>	<b>546,271.88</b>	<b>1,167,500.00</b>	<b>46.79%</b>
<b>FACILITIES MANAGEMENT</b>				
<b>Facility Supplies</b>				
Fuels & Lubricants	0.00	797.16	4,000.00	19.93%
Building Materials & Supplies	459.23	3,156.05	10,000.00	31.56%
Equipment Parts	520.00	4,683.29	10,000.00	46.83%
Cleaning & Housekeeping Supplies	247.56	2,927.60	10,000.00	29.28%
Signage	324.00	1,563.66	4,000.00	39.09%
<b>Total Facility Supplies</b>	<b>1,550.79</b>	<b>13,127.76</b>	<b>38,000.00</b>	<b>34.55%</b>
<b>Facilities Services</b>				
Landscaping and snow removal serv	534.00	7,541.00	25,000.00	30.16%
Custodial Services	17,232.10	103,712.78	223,000.00	46.51%
Water	0.00	4,031.71	11,500.00	35.06%
Sewer/Garbage	0.00	4,383.52	15,000.00	29.22%
Parking lot expense	1,748.29	3,476.63	10,000.00	34.77%
Natural Gas	1,625.63	35,648.50	125,000.00	28.52%
Rentals--Equipment & Facilities	2,740.00	9,124.74	25,000.00	36.50%
Repair & Maintenance Prop. & Equip	5,141.88	99,988.40	235,000.00	42.55%
<b>Total Facilities Services</b>	<b>29,021.90</b>	<b>267,907.28</b>	<b>669,500.00</b>	<b>40.02%</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>30,572.69</b>	<b>281,035.04</b>	<b>707,500.00</b>	<b>39.72%</b>
<b>PUBLIC SERVICES</b>				
<b>Programming</b>				
Children's Programming	2,176.23	14,711.70	25,000.00	58.85%
Young Adult Programming	332.03	9,184.36	30,000.00	30.61%
Adult Programming	299.61	8,391.96	25,000.00	33.57%
Community Engagement	(84.02)	6,957.84	24,000.00	28.99%
Social Services	0.00	420.00	10,000.00	4.20%
Creative Studio	148.59	2,058.10	5,000.00	41.16%
<b>Total Programming</b>	<b>2,872.44</b>	<b>41,723.96</b>	<b>119,000.00</b>	<b>35.06%</b>
<b>Digital Services</b>				
Consultant Support Services	10,444.51	11,944.51	50,000.00	23.89%
SWAN	6,262.50	55,163.27	111,000.00	49.70%
Website development/CMS	472.50	1,300.43	4,000.00	32.51%
Subscriptions and services	53,688.43	177,006.92	340,000.00	52.06%
Equipment and supplies	262.59	10,178.77	25,000.00	40.72%

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 06/30/2024

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>Total Digital Services</b>	<b>71,130.53</b>	<b>255,593.90</b>	<b>530,000.00</b>	<b>48.23%</b>
<b>TOTAL PUBLIC SERVICES</b>	<b>74,002.97</b>	<b>297,317.86</b>	<b>649,000.00</b>	<b>45.81%</b>
<b>TOTAL EXPENSES - Operating</b>	<b>935,801.91</b>	<b>5,776,962.47</b>	<b>11,879,343.00</b>	<b>48.63%</b>
<b>EXPENSES - Capital</b>				
Facilities Equipment	0.00	1,363.53	10,000.00	13.64%
Furnishings	12,098.00	45,149.40	100,000.00	45.15%
Technology Projects and Equipment	693.99	5,905.27	50,000.00	11.81%
Building Improvements	0.00	60,429.70	571,000.00	10.58%
Special Projects	0.00	3,354.48	6,000.00	55.91%
<b>TOTAL EXPENSES - Capital</b>	<b>12,791.99</b>	<b>116,202.38</b>	<b>737,000.00</b>	<b>15.77%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(808,253.67)</b>	<b>131,972.44</b>	<b>(1,115,865.00)</b>	<b>(11.83%)</b>

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALPHA BUILDING MAINTENAN	Computer Check 61198	06/20/2024	06/20/2024 Posted	16,164.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 16,164.40	16,164.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
23012 OPPL	06/01/2024	Custodial Services	16,164.40	16,164.40	01-5686	Custodial Services	16,164.40	<No Project>
Totals:							16,164.40	
AMANO MCGANN, INC.	Computer Check 61199	06/20/2024	06/20/2024 Posted	1,728.34	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,728.34	1,728.34 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INVC022486	06/01/2024	Amano McGann - Si	1,728.34	1,728.34	01-5689	Parking lot expense	1,728.34	<No Project>
Totals:							1,728.34	
AMAZON CAPITAL SERVICES	Computer Check 61170	06/12/2024	06/12/2024 Posted	1,250.62	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,250.62	1,250.62 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1FH1-J417-6TJQ	06/01/2024	SC/IT Supplies	33.93	33.93	01-5937	Equipment and supplies	33.93	<No Project>
Totals:							33.93	
1LW3-JXXM-KHX1	06/02/2024	Office Supplies	40.88	40.88	01-5742	Supplies	40.88	<No Project>
Totals:							40.88	
16K9-91LV-HVXQ	06/02/2024	Processing Supplies	47.85	47.85	01-5742	Supplies	47.85	<No Project>
Totals:							47.85	
1TVH-NHPW-H7GG	06/02/2024	Materials Handling :	60.48	60.48	01-5742	Supplies	60.48	<No Project>
Totals:							60.48	
1WWW-JQRV-GYNJ	06/02/2024	Books	62.50	62.50	01-5840	Print materials	62.50	<No Project>
Totals:							62.50	
1G74-DRX4-JJYM	06/02/2024	Childrens Realia	67.52	67.52	01-5894	Realia and other formats	67.52	<No Project>
Totals:							67.52	
1V7J-QDHN-JTYK	06/02/2024	IT Supplies	70.81	70.81	01-5937	Equipment and supplies	70.81	<No Project>
Totals:							70.81	
1Y7L-4LJG-KVGL	06/02/2024	IT Supplies	157.85	157.85	01-5937	Equipment and supplies	157.85	<No Project>
Totals:							157.85	
1X7K-FTHJ-3R1P	06/03/2024	MHS program supp	290.94	290.94	01-5244	Young Adult Programming	290.94	<No Project>
Totals:							290.94	
1PVT-3NWX-74G9	06/04/2024	Office Supplies & M	42.24	42.24	01-5742	Supplies	42.24	<No Project>
Totals:							42.24	
1GDD-GTT6-7VM4	06/04/2024	Books	99.93	99.93	01-5840	Print materials	99.93	<No Project>
Totals:							99.93	



# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

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		
1YDY-QHN4-1TCY	06/05/2024	Library of Things M	89.99	89.99	01-5893	Devices	89.99	<No Project>		
							Totals:	89.99		
1X6H-9LFD-HJGJ	06/07/2024	MHS program supp	41.09	41.09	01-5244	Young Adult Programming	41.09	<No Project>		
							Totals:	41.09		
11WX-WXM1-JTF1	06/07/2024	Books & DVD	45.72	45.72	01-5840	Print materials	29.73	<No Project>		
11WX-WXM1-JTF1	06/07/2024	Books & DVD	45.72	45.72	01-5890	Audio and video materials	15.99	<No Project>		
							Totals:	45.72		
16TM-LWHW-J76N	06/07/2024	Books	98.89	98.89	01-5840	Print materials	98.89	<No Project>		
							Totals:	98.89		
AMAZON CAPITAL SERVICES	Computer Check	06/20/2024	06/20/2024		801.39	01-1053	Byline Bank Checking	0.00	801.39	
	61200		Posted			01-2060	Accounts Payable	801.39	0.00	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID		
1NKV-JWDF-HWCM	04/28/2024	SUPPLIES FOR THE I	29.79	29.79	01-5742	Supplies	29.79	<No Project>		
							Totals:	29.79		
1NR4-MV14-9YHH	04/30/2024	SUPPLIES FOR THE I	14.28	14.28	01-5742	Supplies	14.28	<No Project>		
							Totals:	14.28		
FED PAC CONT FOR	05/12/2024	adhesive window fil	16.98	16.98	01-5742	Supplies	16.98	<No Project>		
							Totals:	16.98		
1KF7-QYM7-YDT1	05/31/2024	Childrens Realia	326.70	326.70	01-5894	Realia and other formats	326.70	<No Project>		
							Totals:	326.70		
1GNT-3QQN-19DW	06/04/2024	Childrens Realia	90.97	90.97	01-5894	Realia and other formats	90.97	<No Project>		
							Totals:	90.97		
1LQW-LYWX-RMYC	06/09/2024	Book bike materials	40.98	40.98	01-5249	Community Engagement	40.98	<No Project>		
							Totals:	40.98		
1RT3-7WKG-GMMH	06/11/2024	Book	23.99	23.98	01-5840	Print materials	23.98	<No Project>		
							Totals:	23.98		
1PPD-31LL-KLDR	06/12/2024	Creative Studio - An	77.37	77.37	01-5254	Creative Studio	77.37	<No Project>		
							Totals:	77.37		
1VMD-M3HH-76T4	06/13/2024	Books	65.39	65.39	01-5840	Print materials	65.39	<No Project>		
							Totals:	65.39		
1VJQ-7VCK-41TM	06/16/2024	Office Supplies	62.78	62.78	01-5742	Supplies	62.78	<No Project>		
							Totals:	62.78		
17VF-FM4H-7F46	06/17/2024	Book & Childrens R	52.17	52.17	01-5840	Print materials	17.39	<No Project>		
17VF-FM4H-7F46	06/17/2024	Book & Childrens R	52.17	52.17	01-5894	Realia and other formats	34.78	<No Project>		
							Totals:	52.17		

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
AMAZON CAPITAL SERVICES	Computer Check 61229	06/26/2024	06/26/2024 Not yet posted	1,731.86	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,731.86	1,731.86 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1TXX-WY31-RLDX	05/20/2024	Book bike items anc	130.43	130.43	01-5249	Community Engagement	130.43	<No Project>
						Totals:	130.43	
1FTM-4YC6-VY13	05/21/2024	Book bike safety	13.97	13.97	01-5249	Community Engagement	13.97	<No Project>
						Totals:	13.97	
14G3-MDMM-3PQM	05/23/2024	Adult Programming	52.71	52.71	01-5247	Adult Programming	52.71	<No Project>
						Totals:	52.71	
1KTV-NCMV-K9DN	05/23/2024	Supply for Special C	10.02	10.02	01-5742	Supplies	10.02	<No Project>
						Totals:	10.02	
1XQX-T4VG-6XXW	05/28/2024	Office Supplies	66.87	66.87	01-5742	Supplies	66.87	<No Project>
						Totals:	66.87	
17Q9-JXFV-1PDM	06/01/2024	Amazon May 2024 t	1,049.91	1,049.91	01-5240	Children's Programming	1,049.91	<No Project>
						Totals:	1,049.91	
16K9-91LV-LY7V	06/02/2024	Creative Studio - LEI	71.22	71.22	01-5254	Creative Studio	71.22	<No Project>
						Totals:	71.22	
11WY-NC7H-DGQL	06/17/2024	Books	64.56	52.17	01-5840	Print materials	52.17	<No Project>
						Totals:	52.17	
1WVP-1GNR-JHTG	06/18/2024	Office Supplies	23.84	23.84	01-5742	Supplies	23.84	<No Project>
						Totals:	23.84	
17PQ-VNRL-19CN	06/19/2024	Wall Calendar for M	20.57	20.57	01-5742	Supplies	20.57	<No Project>
						Totals:	20.57	
14RV-CJR1-1TK9	06/20/2024	Childrens Realia	70.79	70.79	01-5894	Realia and other formats	70.79	<No Project>
						Totals:	70.79	
14TC-CTH6-91VP	06/21/2024	DVD	9.99	9.99	01-5890	Audio and video materials	9.99	<No Project>
						Totals:	9.99	
1ND6-DNNY-C4T1	06/22/2024	Childrens Realia	70.77	70.77	01-5894	Realia and other formats	70.77	<No Project>
						Totals:	70.77	
1VML-G1CR-63J9	06/25/2024	Books	88.60	88.60	01-5840	Print materials	88.60	<No Project>
						Totals:	88.60	
ANCEL GLINK, P.C.	Computer Check 61201	06/20/2024	06/20/2024 Posted	1,098.75	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,098.75	1,098.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
104162	06/10/2024	May Legal Fees	1,098.75	1,098.75	01-5291	Legal Fees	1,098.75	<No Project>

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
Totals:							1,098.75	
ANDREA OLVERA-TREJO	Computer Check 61202	06/20/2024	06/20/2024 Posted	444.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 444.00	444.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10492	06/20/2024	Per Diem for 2024 A	444.00	444.00	01-5163	Staff Development/Travel	444.00	<No Project>
Totals:							444.00	
BAKER & TAYLOR	Computer Check 61171	06/12/2024	06/12/2024 Posted	7,649.36	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,649.36	7,649.36 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038274363	05/31/2024	Books	1,040.79	1,040.79	01-5840	Print materials	1,040.79	<No Project>
Totals:							1,040.79	
2038326248	06/03/2024	Books	706.03	706.03	01-5840	Print materials	706.03	<No Project>
Totals:							706.03	
2038323703	06/03/2024	Books	2,900.60	2,900.60	01-5840	Print materials	2,900.60	<No Project>
Totals:							2,900.60	
2038321543	06/06/2024	Books	439.94	439.94	01-5840	Print materials	439.94	<No Project>
Totals:							439.94	
2038337040	06/06/2024	Books	2,293.32	2,293.32	01-5840	Print materials	2,293.32	<No Project>
Totals:							2,293.32	
2038305485	06/10/2024	Books	268.68	268.68	01-5840	Print materials	268.68	<No Project>
Totals:							268.68	
BAKER & TAYLOR	Computer Check 61203	06/20/2024	06/20/2024 Posted	10,817.94	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 10,817.94	10,817.94 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038336297	06/11/2024	Books	715.79	715.79	01-5840	Print materials	715.79	<No Project>
Totals:							715.79	
2038266488	06/11/2024	Books	2,144.30	2,144.30	01-5840	Print materials	2,144.30	<No Project>
Totals:							2,144.30	
2038351232	06/11/2024	Books	2,454.63	2,454.63	01-5840	Print materials	2,454.63	<No Project>
Totals:							2,454.63	
2038275720	06/12/2024	Books	1,003.02	1,003.02	01-5840	Print materials	1,003.02	<No Project>
Totals:							1,003.02	
2038314707	06/13/2024	Books	798.35	798.35	01-5840	Print materials	798.35	<No Project>

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Post Date Trans. Date	Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038299431	06/13/2024	Books	1,419.50	1,419.50	01-5840	Print materials	1,419.50	<No Project>
2038352142	06/13/2024	Books	1,807.37	1,807.37	01-5840	Print materials	1,807.37	<No Project>
2038288660	06/14/2024	Books	474.98	474.98	01-5840	Print materials	474.98	<No Project>
						Totals:	798.35	
							1,419.50	
						Totals:	1,419.50	
							1,807.37	
						Totals:	1,807.37	
							474.98	
						Totals:	474.98	
BAKER & TAYLOR	Computer Check 61230	06/26/2024	06/26/2024 Not yet posted	12,400.48	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 12,400.48	12,400.48 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2038313767	05/29/2024	Books	1,328.13	1,328.13	01-5840	Print materials	1,328.13	<No Project>
2038282890	05/30/2024	Books	393.53	393.53	01-5840	Print materials	393.53	<No Project>
2038313547	06/18/2024	Books	1,875.31	1,875.31	01-5840	Print materials	1,875.31	<No Project>
2038284933	06/18/2024	Books	2,162.83	2,162.83	01-5840	Print materials	2,162.83	<No Project>
2038359175	06/18/2024	Books	2,273.58	2,273.58	01-5840	Print materials	2,273.58	<No Project>
2038328510	06/19/2024	Books	1,271.10	1,271.10	01-5840	Print materials	1,271.10	<No Project>
2038362721	06/21/2024	Books	411.21	411.21	01-5840	Print materials	411.21	<No Project>
2038353095	06/21/2024	Books	861.14	861.14	01-5840	Print materials	861.14	<No Project>
2038344440	06/21/2024	Books	889.93	889.93	01-5840	Print materials	889.93	<No Project>
2038367547	06/24/2024	Books	138.08	138.08	01-5840	Print materials	138.08	<No Project>
2038384163	06/25/2024	Pop-Up Library Boo	795.64	795.64	01-5452	Grant Expenses	795.64	FOPPLFY23
						Totals:	795.64	
BAYSCAN TECHNOLOGIES	Computer Check 61172	06/12/2024	06/12/2024 Posted	552.81	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 552.81	552.81 0.00

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
77668	06/10/2024	Receipt Paper	552.81	552.81	01-5742	Supplies	552.81	<No Project>
Totals:							552.81	
CANDID	Computer Check 61173		06/12/2024 Posted		2,995.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,995.00	2,995.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
CINV19514	06/03/2024	Candid Community	2,995.00	2,995.00	01-5891	Digital content	2,995.00	<No Project>
Totals:							2,995.00	
CHICAGO OFFICE TECHNOLOG	Computer Check 61231		06/26/2024 Not yet posted		7,019.14 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 7,019.14	7,019.14 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IN5289195	06/20/2024	Xerox Toner	7,019.14	7,019.14	01-5742	Supplies	7,019.14	<No Project>
Totals:							7,019.14	
CHRISTINE POREBA	Computer Check 61232		06/26/2024 Not yet posted		36.44 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 36.44	36.44 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11307	06/21/2024	Adult Programming	36.44	36.44	01-5247	Adult Programming	36.44	<No Project>
Totals:							36.44	
CITRON HYGIENE	Computer Check 61233		06/26/2024 Not yet posted		1,265.38 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,265.38	1,265.38 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV0236035	05/03/2024	Citron Hygiene - M	197.68	197.68	01-5686	Custodial Services	197.68	<No Project>
Totals:							197.68	
INV0247720	06/01/2024	Citron Hygiene Serv	70.62	70.62	01-5686	Custodial Services	70.62	<No Project>
Totals:							70.62	
INV0247717	06/01/2024	Citron Hygiene Serv	88.98	88.98	01-5686	Custodial Services	88.98	<No Project>
Totals:							88.98	
INV0247721	06/01/2024	Citron Hygiene Serv	908.10	908.10	01-5686	Custodial Services	908.10	<No Project>
Totals:							908.10	
CLAIRE ONG	Computer Check 61147		06/05/2024 Posted		1,520.43 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,520.43	1,520.43 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.		Post Date Post Status		Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-11056	05/29/2024	Gas Mileage Reimbu	20.43	20.43	01-5165	Mileage & Miscellaneous reir	20.43	<No Project>	
						Totals:	20.43		
IR-11057	05/29/2024	Tuition Reimbursen	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>	
						Totals:	1,500.00		
CULTURE CULTIVATION, LLC	Computer Check 61174		06/12/2024 06/12/2024 Posted		1,330.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,330.00	1,330.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
317	06/06/2024	Leadership Coachin	1,330.00	1,330.00	01-5163	Staff Development/Travel	1,330.00	<No Project>	
						Totals:	1,330.00		
DEMCO, INC.	Computer Check 61175		06/12/2024 06/12/2024 Posted		188.43	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 188.43	188.43 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
7491152	05/31/2024	Processing Supplies	188.43	188.43	01-5742	Supplies	188.43	<No Project>	
						Totals:	188.43		
DEMCO, INC.	Computer Check 61234		06/26/2024 06/26/2024 Not yet posted		166.28	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 166.28	166.28 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
7499801	06/25/2024	Processing Supplies	166.28	166.28	01-5742	Supplies	166.28	<No Project>	
						Totals:	166.28		
DONTANA MCPHERSON-JOSE	Computer Check 61204		06/20/2024 06/20/2024 Posted		606.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 606.00	606.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2042353DMJ	06/17/2024	Dues	162.00	162.00	01-5162	Dues	162.00	<No Project>	
						Totals:	162.00		
IR-10495	06/20/2024	Per Diem for 2024 A	444.00	444.00	01-5163	Staff Development/Travel	444.00	<No Project>	
						Totals:	444.00		
ELIZABETH ADAMCZYK	Computer Check 61235		06/26/2024 06/26/2024 Not yet posted		325.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 325.00	325.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2024-99-0083	06/10/2024	Book bike training	325.00	325.00	01-5249	Community Engagement	325.00	<No Project>	
						Totals:	325.00		

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BARBARA FITZGERALD	Computer Check 61205	06/20/2024	06/20/2024 Posted	370.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 370.00	370.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10481	06/20/2024	Per Diem 2024 ALA	370.00	370.00	01-5163	Staff Development/Travel	370.00	<No Project>
Totals:							370.00	
FOREST PRINTING CO.	Computer Check 61206	06/20/2024	06/20/2024 Posted	806.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 806.25	806.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
120904	02/21/2024	March Events Calen	806.25	806.25	01-5205	Publications	806.25	<No Project>
Totals:							806.25	
FOREST PRINTING CO.	Computer Check 61236	06/26/2024	06/26/2024 Not yet posted	269.70	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 269.70	269.70 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
122411	05/31/2024	Bookmarks for nami	125.00	125.00	01-5204	Promotions	125.00	<No Project>
Totals:							125.00	
122687	06/21/2024	June calendars (100	144.70	144.70	01-5205	Publications	144.70	<No Project>
Totals:							144.70	
JENNA FRIEBEL	Computer Check 61207	06/20/2024	06/20/2024 Posted	370.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 370.00	370.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10497	06/20/2024	Per Diem for 2024 A	370.00	370.00	01-5163	Staff Development/Travel	370.00	<No Project>
Totals:							370.00	
GARVEY'S OFFICE PRODUCTS	Computer Check 61237	06/26/2024	06/26/2024 Not yet posted	1,141.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,141.80	1,141.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
PINV2585394	06/25/2024	Paper	1,141.80	1,141.80	01-5742	Supplies	1,141.80	<No Project>
Totals:							1,141.80	
GLENVIEW PUBLIC LIBRARY	Computer Check 61176	06/12/2024	06/12/2024 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
50	05/31/2024	AI in Libraries	50.00	50.00	01-5163	Staff Development/Travel	50.00	<No Project>
Totals:							50.00	



# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
GENEVIEVE GROVE	Computer Check 61149	06/05/2024	06/05/2024 Posted	473.96	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 473.96	473.96 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-11067	05/29/2024	Reimbursement for	473.96	473.96	01-5163	Staff Development/Travel	473.96	<No Project>
<i>Totals:</i>							473.96	
MARGARET HEPPNER	Computer Check 61208	06/20/2024	06/20/2024 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>
IR-11282	06/18/2024	Tuition Grant	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>
<i>Totals:</i>							1,500.00	
HOME DEPOT	Computer Check 61177	06/12/2024	06/12/2024 Posted	318.49	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 318.49	318.49 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>
2616035	05/24/2024	Facilities - Housekee	169.31	169.31	01-5684	Cleaning & Housekeeping Su	169.31	<No Project>
<i>Totals:</i>							169.31	
7610776	05/29/2024	Facilities - 12V 7AH	42.97	42.97	01-5692	Repair & Maintenance Prop. i	42.97	<No Project>
<i>Totals:</i>							42.97	
7524916	05/29/2024	Facilities - PPE for C	106.21	106.21	01-5682	Building Materials & Supplies	106.21	<No Project>
<i>Totals:</i>							106.21	
IHLS-OCLC	Computer Check 61209	06/20/2024	06/20/2024 Posted	209.86	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 209.86	209.86 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>
30354	06/12/2024	IFM Debits/Admin F	209.86	209.86	01-5264	ILL Payments	209.86	<No Project>
<i>Totals:</i>							209.86	
ILLINOIS LIBRARY ASSOCIATIO	Computer Check 61238	06/26/2024	06/26/2024 Not yet posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 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>
283250	05/31/2024	2024-2025 Personal	150.00	150.00	01-5162	Dues	150.00	<No Project>
<i>Totals:</i>							150.00	
INTERNATIONAL UNION OF O	Computer Check 61210	06/20/2024	06/20/2024 Posted	188.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 188.25	188.25 0.00

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type	Trans. No.	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	
IR-11267	06/06/2024	JUNE 2024 UNION I	188.25	188.25	01-2059	Union dues Payable	188.25	<No Project>	
Totals:							188.25		
INTRINSIC LANDSCAPING, INC	Computer Check		06/20/2024	06/20/2024	418.05	01-1053	Byline Bank Checking	0.00	418.05
	61211			Posted		01-2060	Accounts Payable	418.05	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
24-0297	06/12/2024	GREEN ROOF MAIN	418.05	418.05	01-5692	Repair & Maintenance Prop. i	418.05	<No Project>	
Totals:							418.05		
JENNIFER JACKSON	Computer Check		06/05/2024	06/05/2024	111.26	01-1053	Byline Bank Checking	0.00	111.26
	61151			Posted		01-2060	Accounts Payable	111.26	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-11090	06/03/2024	Craft supplies for Cc	64.90	64.90	01-5240	Children's Programming	64.90	<No Project>	
Totals:							64.90		
IR-11091	06/03/2024	JJ April/May Mileage	46.36	46.36	01-5165	Mileage & Miscellaneous reir	46.36	<No Project>	
Totals:							46.36		
JACQUELINE K SCHATTNER	Computer Check		06/26/2024	06/26/2024	150.00	01-1053	Byline Bank Checking	0.00	150.00
	61239			Not yet posted		01-2060	Accounts Payable	150.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
2024-99-0076	05/30/2024	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>	
Totals:							150.00		
JERICHO SAVAGE	Computer Check		06/20/2024	06/20/2024	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	61212			Posted		01-2060	Accounts Payable	1,500.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-11253	06/14/2024	Tuition Reimbursem	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>	
Totals:							1,500.00		
KAILYN SLATER	Computer Check		06/26/2024	06/26/2024	1,500.00	01-1053	Byline Bank Checking	0.00	1,500.00
	61240			Not yet posted		01-2060	Accounts Payable	1,500.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-11066	05/30/2024	Tuittion Reimbursen	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	<No Project>	
IR-11066	05/30/2024	Tuittion Reimbursen	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	CT HUTCHINS	
Totals:							1,500.00		
KANOPY, INC.	Computer Check		06/12/2024	06/12/2024	2,857.50	01-1053	Byline Bank Checking	0.00	2,857.50

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	61178		Posted		01-2060	Accounts Payable	2,857.50	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>
402727-PPU	05/31/2024	Kanopy tickets	2,857.50	2,857.50	01-5891	Digital content	2,857.50	<No Project>
<i>Totals:</i>							2,857.50	
KIARA BEHENSKY	Computer Check	06/26/2024	06/26/2024	173.77	01-1053	Byline Bank Checking	0.00	173.77
	61241		Not yet posted		01-2060	Accounts Payable	173.77	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-11335	06/26/2024	wages & salaries - p	173.77	173.77	01-5001	Wages & Salaries	173.77	<No Project>
<i>Totals:</i>							173.77	
KINGA LIPINSKA	Computer Check	06/05/2024	06/05/2024	150.00	01-1053	Byline Bank Checking	0.00	150.00
	61154		Posted		01-2060	Accounts Payable	150.00	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>
2024-99-0077	05/30/2024	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	<No Project>
<i>Totals:</i>							150.00	
KOIOS, LLC	Computer Check	06/26/2024	06/26/2024	7,612.00	01-1053	Byline Bank Checking	0.00	7,612.00
	61242		Not yet posted		01-2060	Accounts Payable	7,612.00	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>
1261A	01/01/2024	Annual Google Ad v	7,612.00	7,612.00	01-5936	Subscriptions and services	7,612.00	<No Project>
<i>Totals:</i>							7,612.00	
LAKESHORE RECYCLING SYSTE	Computer Check	06/26/2024	06/26/2024	648.96	01-1053	Byline Bank Checking	0.00	648.96
	61243		Not yet posted		01-2060	Accounts Payable	648.96	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>
LR5739797	05/25/2024	Trash/Recycling - M	106.30	106.30	01-5688	Sewer/Garbage	106.30	<No Project>
<i>Totals:</i>							106.30	
LR5739796	05/25/2024	Trash/Recycling - M	542.66	542.66	01-5688	Sewer/Garbage	542.66	<No Project>
<i>Totals:</i>							542.66	
LIBRARY FURNITURE INTERNA	Computer Check	06/20/2024	06/20/2024	12,098.00	01-1053	Byline Bank Checking	0.00	12,098.00
	61213		Posted		01-2060	Accounts Payable	12,098.00	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>
9393	06/11/2024	Chairs for the Third	12,098.00	12,098.00	01-5930	Furnishings	12,098.00	<No Project>
<i>Totals:</i>							12,098.00	

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
LOCAL 399 FED PAC	Computer Check 61214	06/20/2024	06/20/2024 Posted	75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 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>
865936	06/18/2024	FED PAC CONT FOR	75.00	75.00	01-2058	Fed Pac	75.00	<No Project>
<i>Totals:</i>							75.00	
LUCAS HOLDINGS LLC	Computer Check 61215	06/20/2024	06/20/2024 Posted	464.76	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 464.76	464.76 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>
70132	05/29/2024	1040 blank library c	464.76	464.76	01-5742	Supplies	464.76	<No Project>
<i>Totals:</i>							464.76	
MARGITA LIDAKA	Computer Check 61216	06/20/2024	06/20/2024 Posted	444.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 444.00	444.00 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-10482	06/20/2024	Per Diem 2024 ALA	444.00	444.00	01-5163	Staff Development/Travel	444.00	<No Project>
<i>Totals:</i>							444.00	
MEGAN TIDEMAN	Computer Check 61179	06/12/2024	06/12/2024 Posted	63.11	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 63.11	63.11 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>
IR-11183	06/10/2024	Lyft to and from Re	63.11	63.11	01-5163	Staff Development/Travel	63.11	<No Project>
<i>Totals:</i>							63.11	
MIDWEST TAPE, LLC	Computer Check 61180	06/12/2024	06/12/2024 Posted	18,913.10	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 18,913.10	18,913.10 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>
505559091	05/31/2024	Hoopla	18,913.10	18,913.10	01-5891	Digital content	18,913.10	<No Project>
<i>Totals:</i>							18,913.10	
MIDWEST TAPE, LLC	Computer Check 61217	06/20/2024	06/20/2024 Posted	3,632.58	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,632.58	3,632.58 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>
505544717	05/29/2024	DVD	17.99	17.99	01-5890	Audio and video materials	17.99	<No Project>
<i>Totals:</i>							17.99	
505566504	06/03/2024	Music CDs	31.61	31.61	01-5890	Audio and video materials	31.61	<No Project>
<i>Totals:</i>							31.61	

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount Amount Paid	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505566503	06/03/2024	Audiobook	58.68	58.68	01-5890	Audio and video materials	58.68	<No Project>
						Totals:	58.68	
505566507	06/03/2024	DVDs	108.21	108.21	01-5890	Audio and video materials	108.21	<No Project>
						Totals:	108.21	
505566506	06/03/2024	DVDs	298.14	298.14	01-5890	Audio and video materials	298.14	<No Project>
						Totals:	298.14	
505566501	06/03/2024	DVDs	424.28	424.28	01-5890	Audio and video materials	424.28	<No Project>
						Totals:	424.28	
505566502	06/03/2024	DVDs	513.56	513.56	01-5890	Audio and video materials	513.56	<No Project>
						Totals:	513.56	
505583306	06/06/2024	DVD	22.49	22.49	01-5890	Audio and video materials	22.49	<No Project>
						Totals:	22.49	
505583301	06/06/2024	Music CDs	62.07	62.07	01-5890	Audio and video materials	62.07	<No Project>
						Totals:	62.07	
505583303	06/06/2024	Audiobook	97.36	97.36	01-5890	Audio and video materials	97.36	<No Project>
						Totals:	97.36	
505583305	06/06/2024	DVDs	266.44	266.44	01-5890	Audio and video materials	266.44	<No Project>
						Totals:	266.44	
505583304	06/06/2024	DVDs	398.53	398.53	01-5890	Audio and video materials	398.53	<No Project>
						Totals:	398.53	
505615411	06/13/2024	Music CDs	46.29	46.29	01-5890	Audio and video materials	46.29	<No Project>
						Totals:	46.29	
505615415	06/13/2024	DVDs	49.56	49.56	01-5890	Audio and video materials	49.56	<No Project>
						Totals:	49.56	
505615417	06/13/2024	DVDs	102.20	102.20	01-5890	Audio and video materials	102.20	<No Project>
						Totals:	102.20	
505615416	06/13/2024	DVDs	252.24	252.24	01-5890	Audio and video materials	252.24	<No Project>
						Totals:	252.24	
505615413	06/13/2024	Audiobooks	312.76	312.76	01-5890	Audio and video materials	312.76	<No Project>
						Totals:	312.76	
505615414	06/13/2024	DVDs	570.17	570.17	01-5890	Audio and video materials	570.17	<No Project>
						Totals:	570.17	
MIDWEST TAPE, LLC	Computer Check 61244		06/26/2024 06/26/2024 Not yet posted	2,111.53	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,111.53	2,111.53 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
505652987	06/20/2024	DVDs	1,041.33	1,041.33	01-5890	Audio and video materials	1,041.33	<No Project>
						Totals:	1,041.33	
505653112	06/20/2024	DVD	28.57	28.57	01-5890	Audio and video materials	28.57	<No Project>
						Totals:	28.57	
505652989	06/20/2024	Music CDs	91.30	91.30	01-5890	Audio and video materials	91.30	<No Project>
						Totals:	91.30	
505653111	06/20/2024	DVDs	307.03	307.03	01-5890	Audio and video materials	307.03	<No Project>
						Totals:	307.03	
505652988	06/20/2024	DVDs	643.30	643.30	01-5890	Audio and video materials	643.30	<No Project>
						Totals:	643.30	
NICOR GAS	Computer Check	06/12/2024	06/12/2024	1,693.10	01-1053	Byline Bank Checking	0.00	1,693.10
	61181		Posted		01-2060	Accounts Payable	1,693.10	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11157	05/31/2024	Natural Gas Maze B	67.47	67.47	01-5690	Natural Gas	67.47	<No Project>
						Totals:	67.47	
IR-11158	06/04/2024	Natural Gas Main Br	1,625.63	1,625.63	01-5690	Natural Gas	1,625.63	<No Project>
						Totals:	1,625.63	
OAK PARK DISTRICT 97 SCHO	Computer Check	06/12/2024	06/12/2024	241.90	01-1053	Byline Bank Checking	0.00	241.90
	61182		Posted		01-2060	Accounts Payable	241.90	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4919	05/28/2024	SRP activity pages p	43.90	43.90	01-5240	Children's Programming	43.90	<No Project>
						Totals:	43.90	
4920	05/28/2024	Grade Level bib prin	198.00	198.00	01-5240	Children's Programming	198.00	<No Project>
						Totals:	198.00	
OAK PARK DISTRICT 97 SCHO	Computer Check	06/26/2024	06/26/2024	593.21	01-1053	Byline Bank Checking	0.00	593.21
	61245		Not yet posted		01-2060	Accounts Payable	593.21	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4849	01/18/2024	Gallery postcards	31.28	31.28	01-5204	Promotions	31.28	<No Project>
						Totals:	31.28	
4900	05/07/2024	Friends of the Librar	46.75	46.75	01-5204	Promotions	46.75	<No Project>
						Totals:	46.75	
4909	05/15/2024	Summer Reading Lc	483.90	483.90	01-5204	Promotions	483.90	<No Project>
						Totals:	483.90	

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4911	05/16/2024	May gallery exhibit	31.28	31.28	01-5204	Promotions	31.28	<No Project>
Totals:							31.28	
OLSON'S ACE OAK PARK	Computer Check 61218		06/20/2024 06/20/2024 Posted	24.72	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 24.72	24.72 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
13159/4	06/07/2024	Facilities Supplies -	15.42	15.42	01-5682	Building Materials & Supplies	15.42	<No Project>
Totals:							15.42	
13164/4	06/08/2024	Facilities Supplies -	9.30	9.30	01-5682	Building Materials & Supplies	9.30	<No Project>
Totals:							9.30	
ON POINT INSTALLATIONS, IN	Computer Check 61219		06/20/2024 06/20/2024 Posted	455.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 455.00	455.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
11002	05/31/2024	Third Floor - Fabric	455.00	455.00	01-5686	Custodial Services	455.00	<No Project>
Totals:							455.00	
OVERDRIVE, INC.	Computer Check 61183		06/12/2024 06/12/2024 Posted	15,468.01	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 15,468.01	15,468.01 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658MA24165370	05/31/2024	E-Content	3,137.54	3,137.54	01-5891	Digital content	3,137.54	<No Project>
Totals:							3,137.54	
01658MA24168314	05/31/2024	E-Content	12,330.47	12,330.47	01-5891	Digital content	12,330.47	<No Project>
Totals:							12,330.47	
PACIFIC TELEMAGEMENT SI	Computer Check 61246		06/26/2024 06/26/2024 Not yet 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
2123527	06/20/2024	Main 1FL Payphone	75.00	75.00	01-5451	Telephone/Communications	75.00	<No Project>
Totals:							75.00	
PARK DISTRICT OF OAK PARK	Computer Check 61184		06/12/2024 06/12/2024 Posted	2,740.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,740.00	2,740.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20240011	06/11/2024	DOLE JUNE RENT	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
Totals:							1,370.00	

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
20240006	06/11/2024	DOLE MAY RENT 2	1,370.00	1,370.00	01-5691	Rentals--Equipment & Faciliti	1,370.00	<No Project>
Totals:							1,370.00	
PAULSON PRESS, INC.	Computer Check 61247		06/26/2024 06/26/2024 Not yet posted	6,900.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,900.00	6,900.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
24-0258	05/30/2024	Summer Storyline	6,900.00	6,900.00	01-5205	Publications	6,900.00	<No Project>
Totals:							6,900.00	
PITNEY BOWES GLOBAL FINAN	Computer Check 61185		06/12/2024 06/12/2024 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
3106653604	05/11/2024	lease payment for n	452.37	452.37	01-5691	Rentals--Equipment & Faciliti	452.37	<No Project>
Totals:							452.37	
PLANT CHICAGO, NFP	Computer Check 61220		06/20/2024 06/20/2024 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
IR-11204	05/30/2024	Composting with W	200.00	200.00	01-5240	Children's Programming	200.00	<No Project>
Totals:							200.00	
POSTMASTER	Computer Check 61186		06/12/2024 06/12/2024 Posted	2,628.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,628.00	2,628.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0084	06/11/2024	strategic marketing	2,628.00	2,628.00	01-5380	Postage & Delivery	2,628.00	<No Project>
Totals:							2,628.00	
QUILL LLC	Computer Check 61248		06/26/2024 06/26/2024 Not yet posted	103.85	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 103.85	103.85 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
38894222	05/30/2024	Office Supplies	60.59	60.59	01-5742	Supplies	60.59	<No Project>
Totals:							60.59	
39189374	06/19/2024	Office Supplies	43.26	43.26	01-5742	Supplies	43.26	<No Project>
Totals:							43.26	
QUINN CAMPBELL	Computer Check 61187		06/12/2024 06/12/2024 Posted	300.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 300.00	300.00 0.00



# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

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
2024-99-0058	04/04/2024	Creative Studio - Mi	300.00	300.00	01-5254	Creative Studio	300.00	<No Project>
Totals:							300.00	
RACHEL MACKAY	Computer Check 61188	06/12/2024	06/12/2024 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
2024-99-0045	02/24/2024	Author visit and stor	150.00	150.00	01-5240	Children's Programming	150.00	<No Project>
Totals:							150.00	
RAILS	Computer Check 61249	06/26/2024	06/26/2024 Not yet 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
PRINT05292024BF	05/29/2024	Print - staff copies c	100.00	100.00	01-5840	Print materials	100.00	<No Project>
Totals:							100.00	
REGIONS BANK	Bank Draft 62	06/20/2024	06/20/2024 Posted	20,458.17	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 20,458.17	20,458.17 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
023064	05/31/2024	REGION PERIOD EN	20,458.17	20,458.17	01-2067	Purchase Cards - P Cards	20,458.17	<No Project>
Totals:							20,458.17	
RHONDA FENTRY	Computer Check 61221	06/20/2024	06/20/2024 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
2023-99-00204	06/19/2024	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	<No Project>
Totals:							75.00	
ROBERT SPICER-RESTORATIVE	Computer Check 61169	06/12/2024	06/12/2024 Posted	1,250.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,250.00	1,250.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0000217	06/10/2024	LT/MT CIRCLE	1,250.00	1,250.00	01-5743	Learning and Development	1,250.00	<No Project>
Totals:							1,250.00	
STEPHEN ROBINET	Computer Check 61196	06/14/2024	06/14/2024 Posted	341.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 341.25	341.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11230	06/13/2024	wages & salaries - p	341.25	341.25	01-5001	Wages & Salaries	341.25	<No Project>
Totals:							341.25	
STEPHEN ROBINET	Computer Check 61250		06/26/2024 06/26/2024 Not yet posted	257.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 257.80	257.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11334	06/26/2024	wages & salaries - p	257.80	257.80	01-5001	Wages & Salaries	257.80	<No Project>
Totals:							257.80	
EILEEN SAAM	Computer Check 61222		06/20/2024 06/20/2024 Posted	64.63	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 64.63	64.63 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11249	06/10/2024	Supplies for Suppor	64.63	64.63	01-5240	Children's Programming	64.63	<No Project>
Totals:							64.63	
KATHERINE SEXTON	Computer Check 61223		06/20/2024 06/20/2024 Posted	444.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 444.00	444.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10491	06/20/2024	Per Diem for 2024 A	444.00	444.00	01-5163	Staff Development/Travel	444.00	<No Project>
Totals:							444.00	
SHANEL ROMAIN	Computer Check 61251		06/26/2024 06/26/2024 Not yet 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
35	06/01/2024	Event photos: Dilla	150.00	150.00	01-5204	Promotions	150.00	<No Project>
Totals:							150.00	
SIGN EXPRESS	Computer Check 61189		06/12/2024 06/12/2024 Posted	324.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 324.00	324.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
69080	06/03/2024	Exterior Vinyl Banne	324.00	324.00	01-5693	Signage	324.00	<No Project>
Totals:							324.00	
SITECARE	Computer Check 61252		06/26/2024 06/26/2024 Not yet posted	472.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 472.50	472.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
C52140	06/05/2024	Monthly web maint	472.50	472.50	01-5935	Website development/CMS	472.50	<No Project>
Totals:							472.50	
STEPHEN T. DUNN	Computer Check 61253		06/26/2024 06/26/2024 Not yet posted	600.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 600.00	600.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
506	05/28/2024	May web developm	600.00	600.00	01-5935	Website development/CMS	600.00	<No Project>
Totals:							600.00	
SUZANNE WULF	Computer Check 61161		06/05/2024 06/05/2024 Posted	26.67	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 26.67	26.67 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11072	05/30/2024	Staff Reimbursemer	26.67	26.67	01-5165	Mileage & Miscellaneous reir	26.67	<No Project>
Totals:							26.67	
RASHMI SWAIN	Computer Check 61224		06/20/2024 06/20/2024 Posted	351.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 351.50	351.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-10496	06/20/2024	Per Diem for 2024 A	351.50	351.50	01-5163	Staff Development/Travel	351.50	<No Project>
Totals:							351.50	
T-MOBILE	Computer Check 61254		06/26/2024 06/26/2024 Not yet posted	1,222.52	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,222.52	1,222.52 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
970035247-2024052	05/21/2024	Devices	1,222.52	1,222.52	01-5893	Devices	1,222.52	<No Project>
Totals:							1,222.52	
TARA HUMPHREY	Computer Check 61255		06/26/2024 06/26/2024 Not yet posted	175.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 175.00	175.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2024-99-0074	05/15/2024	Kids Cooking Class	175.00	175.00	01-5240	Children's Programming	175.00	<No Project>
Totals:							175.00	
TELECURVE, LLC	Computer Check 61256		06/26/2024 06/26/2024 Not yet 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

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3156	05/30/2024	May/June Dial-a-Str	160.00	160.00	01-5240	Children's Programming	160.00	<No Project>
Totals:							160.00	
THE BOOK TABLE	Computer Check	06/26/2024	06/26/2024	30.38	01-1053	Byline Bank Checking	0.00	30.38
	61257		Not yet posted		01-2060	Accounts Payable	30.38	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
000634-1	05/29/2024	Childrens Realia	30.38	30.38	01-5894	Realia and other formats	30.38	<No Project>
Totals:							30.38	
THE UNIV. OF CHICAGO/BLACI	Computer Check	06/20/2024	06/20/2024	2,000.00	01-1053	Byline Bank Checking	0.00	2,000.00
	61225		Posted		01-2060	Accounts Payable	2,000.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
OPPLFY-2025	06/14/2024	Renewal Of Annual	2,000.00	2,000.00	01-5162	Dues	2,000.00	<No Project>
Totals:							2,000.00	
TINA HARLE PHOTOGRAPHY	Computer Check	06/12/2024	06/12/2024	900.00	01-1053	Byline Bank Checking	0.00	900.00
	61190		Posted		01-2060	Accounts Payable	900.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
168	06/10/2024	Promotional photoc	175.00	175.00	01-5204	Promotions	175.00	<No Project>
Totals:							175.00	
167	06/10/2024	Promotional photoc	725.00	725.00	01-5204	Promotions	725.00	<No Project>
Totals:							725.00	
TODAY'S BUSINESS SOLUTION	Computer Check	06/20/2024	06/20/2024	2,506.50	01-1053	Byline Bank Checking	0.00	2,506.50
	61226		Posted		01-2060	Accounts Payable	2,506.50	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
16402	05/30/2024	CPAD (Print Release	2,506.50	2,506.50	01-5937	Equipment and supplies	2,506.50	<No Project>
Totals:							2,506.50	
TRITON COLLEGE	Computer Check	06/26/2024	06/26/2024	3,000.00	01-1053	Byline Bank Checking	0.00	3,000.00
	61258		Not yet posted		01-2060	Accounts Payable	3,000.00	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
001823800	05/14/2024	Basic Conversational	3,000.00	3,000.00	01-5163	Staff Development/Travel	3,000.00	<No Project>
Totals:							3,000.00	
TSAI FONG BOOKS	Computer Check	06/26/2024	06/26/2024	918.94	01-1053	Byline Bank Checking	0.00	918.94
	61259		Not yet posted		01-2060	Accounts Payable	918.94	0.00

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

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
18239	05/21/2024	World Language Bo	718.30	718.30	01-5840	Print materials	718.30	<No Project>
						Totals:	718.30	
18527	06/17/2024	World Language Bo	200.64	200.64	01-5840	Print materials	200.64	<No Project>
						Totals:	200.64	
ULINE	Computer Check 61191	06/12/2024	06/12/2024 Posted	531.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 531.80	531.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
16472047	06/04/2024	Boxes for Friends	531.80	531.80	01-5742	Supplies	531.80	<No Project>
						Totals:	531.80	
UNIVERSAL BACKGROUND SCI	Computer Check 61192	06/12/2024	06/12/2024 Posted	58.24	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 58.24	58.24 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
202405023375	05/31/2024	Employment/Refere	58.24	58.24	01-5199	Recruitment	58.24	<No Project>
						Totals:	58.24	
AMELIA VARGAS	Computer Check 61260	06/26/2024	06/26/2024 Not yet posted	8.17	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8.17	8.17 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11332	06/26/2024	Adult Prog - Crime &	8.17	8.17	01-5247	Adult Programming	8.17	<No Project>
						Totals:	8.17	
VILLAGE OF OAK PARK	Computer Check 61193	06/12/2024	06/12/2024 Posted	2,176.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,176.50	2,176.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
24-0005958	05/17/2024	Q3 2024 Parking Ag	2,176.50	2,176.50	01-5281	Intergovernmental Agreeemer	2,176.50	<No Project>
						Totals:	2,176.50	
VILLAGE OF OAK PARK	Computer Check 61197	06/14/2024	06/14/2024 Posted	22,107.58	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 22,107.58	22,107.58 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11239	06/14/2024	PAYROLL; VOL DED;	22,107.58	22,107.58	01-5160	IMRF (Illinois Muncipal Retire	22,107.58	<No Project>
						Totals:	22,107.58	
VILLAGE OF OAK PARK	Computer Check 61261	06/26/2024	06/26/2024 Not yet posted	1,297.90	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,297.90	1,297.90 0.00

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Description	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11114	05/20/2024	MAIN SEWER/WATE	714.00	714.00	01-5687	Water	552.50	<No Project>
IR-11114	05/20/2024	MAIN SEWER/WATE	714.00	714.00	01-5688	Sewer/Garbage	161.50	<No Project>
						Totals:	714.00	
IR-11113	05/20/2024	MAIN SEWER/WATE	583.90	583.90	01-5687	Water	453.70	<No Project>
IR-11113	05/20/2024	MAIN SEWER/WATE	583.90	583.90	01-5688	Sewer/Garbage	130.20	<No Project>
						Totals:	583.90	
VILLAGE OF OAK PARK	Computer Check	06/26/2024	06/26/2024	19,734.05	01-1053	Byline Bank Checking	0.00	19,734.05
	61263		Not yet posted		01-2060	Accounts Payable	19,734.05	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11339	06/26/2024	PAYROLL; VOL DED;	19,734.05	19,734.05	01-5160	IMRF (Illinois Muncpal Retire	19,734.05	<No Project>
						Totals:	19,734.05	
WAREHOUSE DIRECT	Computer Check	06/12/2024	06/12/2024	697.78	01-1053	Byline Bank Checking	0.00	697.78
	61194		Posted		01-2060	Accounts Payable	697.78	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5731580-0	05/31/2024	Facilities - Housekee	430.81	430.81	01-5684	Cleaning & Housekeeping Su	430.81	<No Project>
						Totals:	430.81	
5734551-0	06/05/2024	TONER,LJ 305A,BK	63.41	63.41	01-5742	Supplies	63.41	<No Project>
						Totals:	63.41	
5734818-0	06/07/2024	TONER,LJ 305A,Y,M	137.90	137.90	01-5742	Supplies	137.90	<No Project>
						Totals:	137.90	
5734818-1	06/11/2024	TONER,LJ 305A,CON	65.66	65.66	01-5742	Supplies	65.66	<No Project>
						Totals:	65.66	
WAREHOUSE DIRECT	Computer Check	06/20/2024	06/20/2024	23.10	01-1053	Byline Bank Checking	0.00	23.10
	61227		Posted		01-2060	Accounts Payable	23.10	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5724887-1	06/04/2024	Facilities Supplies -	23.10	23.10	01-5684	Cleaning & Housekeeping Su	23.10	<No Project>
						Totals:	23.10	
WAREHOUSE DIRECT	Computer Check	06/26/2024	06/26/2024	594.47	01-1053	Byline Bank Checking	0.00	594.47
	61262		Not yet posted		01-2060	Accounts Payable	594.47	0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5724887-0	05/20/2024	Facilities - Housekee	594.47	594.47	01-5684	Cleaning & Housekeeping Su	594.47	<No Project>
						Totals:	594.47	

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
XEROX FINANCIAL SERVICES	Computer Check 61195	06/12/2024	06/12/2024 Posted	2,316.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,316.26	2,316.26 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5731560	05/08/2024	Xerox Printers	1,158.13	1,158.13	01-5620	Office & Library Machinery Se	1,158.13	<No Project>
						Totals:	1,158.13	
5855255	06/08/2024	Xerox Printers	1,158.13	1,158.13	01-5620	Office & Library Machinery Se	1,158.13	<No Project>
						Totals:	1,158.13	
SARAH YALE	Computer Check 61228	06/20/2024	06/20/2024 Posted	456.26	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 456.26	456.26 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-11054	05/28/2024	HD mileage reimbui	12.26	12.26	01-5165	Mileage & Miscellaneous reir	12.26	<No Project>
						Totals:	12.26	
IR-10483	06/20/2024	Per Diem 2024 ALA	444.00	444.00	01-5163	Staff Development/Travel	444.00	<No Project>
						Totals:	444.00	
<b>Grand Totals:</b>				246,720.11			246,720.11	246,720.11
A total of 101 payment(s) listed								

# Oak Park Public Library

## Cash Disbursement Journals

JUNE 30, 2024

### Account Summary

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	246,720.11
01-2058	Fed Pac	75.00	0.00
01-2059	Union dues Payable	188.25	0.00
01-2060	Accounts Payable	246,720.11	246,720.11
01-2067	Purchase Cards - P Cards	20,458.17	0.00
01-5001	Wages & Salaries	772.82	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	41,841.63	0.00
01-5162	Dues	2,312.00	0.00
01-5163	Staff Development/Travel	8,228.57	0.00
01-5164	Tuition Reimbursement	6,000.00	0.00
01-5165	Mileage & Miscellaneous reimbursemen	105.72	0.00
01-5199	Recruitment	58.24	0.00
01-5204	Promotions	1,768.21	0.00
01-5205	Publications	7,850.95	0.00
01-5240	Children's Programming	2,106.34	0.00
01-5244	Young Adult Programming	332.03	0.00
01-5247	Adult Programming	472.32	0.00
01-5249	Community Engagement	510.38	0.00
01-5254	Creative Studio	448.59	0.00
01-5264	ILL Payments	209.86	0.00
01-5281	Intergovernmental Agreements (IGA)	2,176.50	0.00
01-5291	Legal Fees	1,098.75	0.00
01-5380	Postage & Delivery	2,628.00	0.00
01-5451	Telephone/Communications	75.00	0.00
01-5452	Grant Expenses	795.64	0.00
01-5620	Office & Library Machinery Service	2,316.26	0.00
01-5682	Building Materials & Supplies	130.93	0.00
01-5684	Cleaning & Housekeeping Supplies	1,217.69	0.00
01-5686	Custodial Services	17,884.78	0.00
01-5687	Water	1,006.20	0.00
01-5688	Sewer/Garbage	940.66	0.00
01-5689	Parking lot expense	1,728.34	0.00
01-5690	Natural Gas	1,693.10	0.00
01-5691	Rentals--Equipment & Facilities	3,192.37	0.00
01-5692	Repair & Maintenance Prop. & Equip.	461.02	0.00
01-5693	Signage	324.00	0.00
01-5742	Supplies	10,872.42	0.00
01-5743	Learning and Development	1,250.00	0.00



**Oak Park Public Library**  
**Cash Disbursement Journals**  
JUNE 30, 2024

01-5840	Print materials	31,629.66	0.00
01-5890	Audio and video materials	5,770.09	0.00
01-5891	Digital content	40,233.61	0.00
01-5893	Devices	1,312.51	0.00
01-5894	Realia and other formats	691.91	0.00
01-5930	Furnishings	12,098.00	0.00
01-5935	Website development/CMS	1,072.50	0.00
01-5936	Subscriptions and services	7,612.00	0.00
01-5937	Equipment and supplies	2,769.09	0.00

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

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		6/30/2024	PARKING CREDITS	\$ 940.60	
Cash Management Deposit		6/30/2024	DAILY DEPOSITS	\$ 44,318.06	
Cash Management Deposit		6/30/2024	STORE		
Cash Management Deposit		6/30/2024	SPACE RENTAL/CIRCULATION	\$ 242.15	
Cash Management Deposit		6/30/2024	REFUND		
Cash Management Deposit		6/30/2024	DONATIONS		
Cash Management Deposit		6/30/2024	INTEREST ON ACCOUNT	\$ 433.75	
				<b>\$ 45,934.56</b>	<b>-</b>
Cash Management Transfer in		6/30/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		6/30/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
		6/30/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
Cash Management Transfer in		6/30/2024	TRANSFER FROM MMA TO CHECKING, COVER PAYROLL & ACCTS PYBL	\$ 250,000.00	
				<b>\$ 1,000,000.00</b>	<b>-</b>
Cash Management Payment		6/30/2024	FIFTH STAR COLLECTIVE	\$ -	(5,965.00)
Cash Management Payment		6/30/2024	ACH (FLEX ACCTS),	\$ -	(5,309.04)
Cash Management Payment		6/30/2024	SALES TAX		
Cash Management Payment		6/30/2024	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE	\$ -	(111,499.87)
				<b>\$ -</b>	<b>(122,773.91)</b>
Cash Management Payment		6/30/2024	MERCHANT ACCT & BANK FEES	\$ -	(147.99)
				<b>\$ -</b>	<b>(147.99)</b>
Cash Management		6/30/2024	PAYROLL; PAYDATE 6/14/24		(\$265,227.89)
Cash Management Payment		6/30/2024	PAYROLL; PAYDATE 6/28/24	\$ -	(\$247,197.82)
Cash Management Payment		6/30/2024	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS	\$ -	(6,873.16)
				<b>\$ -</b>	<b>(519,298.87)</b>

**Summary by Transaction Type**

(+) Deposits by Transaction Type:

Cash Receipts:	\$ 45,934.56
Transfers In/Out	\$ 1,000,000.00
<b>Total Deposits:</b>	<b>\$ 1,045,934.56</b>

(-) Payments by Transaction Type:

Transfer out	\$ -
Benefits/Other ACH:	\$ (122,773.91)
Bank Fees:	\$ (147.99)
Payroll:	\$ (519,298.87)
<b>Total Payments:</b>	<b>\$ (642,220.77)</b>
Accounts Payable	<b>(246,720.11)</b>
<b>Total Summary of Disbursements:</b>	<b>\$ (888,940.88)</b>
Total Change In Register Balance:	\$ 156,993.68

OPPL  
07/23/24

**RESOLUTION ON DISBURSEMENTS, JUNE 2024**

**RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF JUNE 2024 IN THE TOTAL AMOUNT OF \$888,940.88 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.**

**To:** Board of Library Trustees  
**From:** Billy Treece, Director of Finance & HR  
**Date:** July 10, 2024  
**Subject:** Revision of Computer and Internet Use–Staff Policy

---

We propose that the library revise the [Computer and Internet Use–Staff Policy](#), which was approved in 2002 but has not been updated since. The revised employment policy, now titled **Information Systems Use Policy**, reflects the significant advancements in technology and communication methods that have occurred since its adoption.

## Summary of Revisions

- **Broadened Scope:** The revised policy acknowledges the library's expanded information technology (IT) resources, which include computers, email, phone systems, the Internet, and more.
- **Compliance and Employee Rights:** The policy emphasizes adherence to relevant laws while safeguarding employee rights as outlined in the National Labor Relations Act.
- **Confidentiality and Monitoring:** The revised policy clarifies the library's right to monitor electronic communications and reinforces that staff members should not expect privacy when using library systems.
- **Appropriate Use:** The policy maintains the expectation of responsible and lawful use, with minimal personal use permitted. It strengthens prohibitions against discriminatory, harassing, or illegal content.
- **Security:** The revised policy emphasizes staff members' responsibility for IT security, including password protection, email vigilance, and software approval procedures.
- **Violations:** The policy outlines the library's response to policy violations, including disciplinary action.

## Conclusion

The revised Information Systems Use Policy ensures clear and up-to-date expectations for staff members regarding the appropriate use of the library's technology resources. It fosters a responsible and secure work environment while respecting staff rights.

The revised policy is attached to this memo for your review and consideration.

## Recommendation

We recommend that the Board of Library Trustees approve the revised Information Systems Use Policy at its next regular meeting on July 23, 2024.

# Information Systems Use Policy

*Library Board approved July 16, 2002. Revised July 23, 2024.*

## Introduction

The Oak Park Public Library recognizes that using computers, email, phone systems, the Internet, and other information technology (IT) resources (collectively "Information Systems") is necessary in the workplace. Staff members must use these Information Systems responsibly and lawfully, as unacceptable use can place the library and others at risk for harassment, security breaches, and other issues. This policy outlines the expectations for acceptable, ethical, and professional use of the library's technology and communication systems, including the Internet and email.

## Scope

Staff members must follow this policy in conjunction with other library policies governing appropriate workplace conduct and behavior.

The library complies with all applicable federal, state, and local laws regarding the employer/employee relationship. Nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws, including employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

Questions regarding the appropriate use of the library's electronic communications equipment or systems, including email and the Internet, should be directed to your supervisor or the information technology (IT) department.

## Confidentiality and Monitoring

All of the access to Information Systems provided by the library, including computer systems, communication networks, library-related work records, and other information stored electronically, is the property of the library and not the staff member. Using the library's technology systems and electronic communications should generally be job-related, not for personal use, benefit, or convenience. The library reserves the right to examine, monitor, and regulate email and other electronic communications, directories, drives, files, and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Staff members should not have any expectation of privacy when using the library's Information Systems.

The use of personal passwords assigned to or selected by the staff member is not grounds for a staff member to claim privacy rights in the information systems or any data or content stored therein. Staff members may be required to disclose passwords or codes to the library to allow access to the systems. The library reserves the right to override personal passwords.

Internal and external email, voice mail, text messages, and other electronic communications are considered library records and may be subject to discovery in the event of litigation. Further, records in the possession of public agencies may be accessed by the public upon written request pursuant to the Illinois Freedom of Information Act (5 ILCS 140). Staff members must be aware of this possibility when communicating electronically within and outside the library. Staff members must also be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts. Therefore, staff members should be cautious and use the systems only in the appropriate manner.

## Appropriate Use

Library staff members are expected to use technology responsibly, lawfully, and productively as necessary for their jobs. Internet access and email use are for job-related activities; however, minimal personal use is acceptable. Personal software or messages shall not be installed or stored on the library's information systems unless prior approval is obtained.

Staff members may not use the library's internet, email, or other electronic communications to transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's actual or perceived race (and traits associated with race, including but not limited to hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law may be transmitted. Harassment of any kind is prohibited. Staff members who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor or Human Resources.

Abusive, excessively profane, or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email—are forbidden.

Staff members may not transmit copyrighted materials belonging to entities other than the library on the library's network without the copyright holder's permission.

Staff members must respect the rights to privacy of all patrons and staff members. Staff members may not use the library's computer systems in a way that disrupts others' use, including sending or receiving excessive numbers of large files and spamming (sending unsolicited emails to thousands of users).

Staff members who create a library profile/email account on their personal devices without permission (or who refuse to delete their library profile/email account on their personal devices when asked to do so) will automatically have their devices reset to factory default by the library. This setting will delete all library information from their devices, but may also delete any and all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.

Staff members are responsible for the content of all text, audio, video, or image files that they place or send over the library's internet and email systems. Staff members must not hide their identity or represent the sender as someone else when sending email or other electronic communications.

All staff member email communications include the library's identity, which should reflect library values and appropriate workplace language and conduct.

## Security

It is the responsibility of each staff member to exercise care and caution to secure and protect the library's Information Systems.

No staff member may use a username, passcode, password, or method of encryption that has not been issued to that staff member or authorized in advance by the library. No staff member shall share usernames, passcodes, passwords, or other securing information with any other person except for those authorized by the library. All staff members should exercise care in opening emails and attachments bearing suspicious traits, including unrecognizable email addresses, atypical typos, urgent demands,

requests for login credentials or sensitive data, or notable inconsistencies. Staff members shall immediately inform the IT Department if they know or suspect that any username, passcode, or password has been improperly shared, that a phishing email has been sent to a library email address, or that IT security has been violated in any other way.

Staff members are prohibited from downloading software, other program files, or online services from the internet without prior approval from the IT department. All files or software should be passed through virus-protection programs before use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into library systems and networks.

## Violations

The library will investigate and respond to all reports of policy violations. Staff members are urged to report any violations of this policy to Human Resources. Any staff member who violates this policy or abuses the library-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access and receive appropriate progressive corrective action up to and including termination of employment.

**To:** Board of Library Trustees  
**From:** Billy Treece, Director of Finance & HR  
Jodi Kolo, Director of Communications & Development  
**Date:** July 10, 2024  
**Subject:** New Social Media Use Policy for Library Staff

---

## Why a Social Media Use Policy is Necessary

For more than a decade, the library has followed formal Media and Social Guidelines. These guidelines clarify organizational goals and staff roles when working with reporters and bloggers. Guidelines also ask "individual library staff members who choose to identify themselves as employees of the Oak Park Public Library post or comment on library social media sites following the same professional protocols and common sense that apply to all public conversations and interactions."

As library staff involvement on social media for digital engagement and online communication continues to grow, so do inherent risks. This is why having a clear and comprehensive policy is important for:

- Protecting the library's online reputation and credibility, as well as clarifying lines between personal and professional networks;
- Reducing legal issues and value conflicts related to freedom of speech; and
- Defining specific staff duties, setting staff expectations, and empowering staff who choose to post about library work through the #OPPLChampions (social media ambassador) initiative.

## Summary of the New Policy

- **Alignment with Library Mission:** The policy emphasizes how social media can support the library's mission of information sharing and digital engagement.
- **Scope:** The policy defines social media platforms and clarifies that it doesn't restrict discussions about work conditions.
- **Confidentiality and Monitoring:** The policy reminds staff that they should have no expectation of privacy while using library equipment for any purpose, and the library reserves the right to monitor public social media use.
- **General Expectations:** This section outlines core principles for all social media use, including protecting confidential information and respecting intellectual property.
- **Library-Sponsored Social Media Use:** This section details protocols for managing the library's official social media accounts, including staff authorization, password security, and content moderation.
- **Personal Use of Social Media:** The policy outlines expectations for staff using social media in a personal capacity, including identifying personal views and refraining from using library logos or sharing confidential information.
- **Violations:** The policy outlines consequences for violating the policy or guidelines.



## **Conclusion**

A comprehensive social media policy empowers staff to use social media responsibly and effectively while safeguarding the library's reputation and fostering responsible and productive digital communications and library engagement.

The complete proposed policy is attached for your review and consideration.

## **Recommendation**

We recommend that the Board of Library Trustees approve the new Social Media Use Policy at its next regular meeting on July 23, 2024.

# Social Media Use Policy

## Introduction

Aligned with Oak Park Public Library's mission to share the information, services, and opportunities that fulfill Oak Park's aspirations, this social media policy serves as a framework for library staff members' responsible and ethical use of social media platforms. This policy is intended to work closely with the library's internal Media and Social Media Guidelines.

## Scope

Social media is defined as blogs, other types of self-published online journals, and collaborative web-based discussion forums, including, but not limited to, Facebook, Instagram, LinkedIn, Threads, X, TikTok, Snapchat, and online forums and newspapers.

This policy is not intended, nor shall it be applied, to restrict staff members from discussing their wages, hours, and working conditions with other staff members.

Permissions described in this policy may only be granted by the director of communications under the direction of the executive director.

## Confidentiality and Monitoring

Staff members should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. The library also reserves the right to monitor staff members' public use of social media, including but not limited to statements/comments posted on the internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums, and to block content that violates the library's policies and guidelines.

## General Expectations

The following expectations apply to the use of social and emerging media, whether such use is for the library on work time, for personal use during non-work time, outside the workplace, or during working time while using library-owned equipment. These expectations apply to all library staff members:

- Staff members are prohibited from discussing confidential library matters through the use of social media.
- Staff members must protect all staff members' home addresses and other personal information and the confidentiality of library patron account information, strategic business plans, financial information, business contracts, and other proprietary and nonpublic library information.
- Staff members should respect all copyright and other intellectual property laws. For the library's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the library's own copyrights, trademarks, and brands.
- Staff members cannot use social media to harass, threaten, libel, slander, bully, make statements that are maliciously false, or discriminate against co-workers, managers, customers, vendors, any

organizations associated with or doing business with the library, or any members of the public, including website visitors who post comments.

## Library-Sponsored Social Media Use

Library-sponsored social media is used to convey information about library services, advise community members about library updates, obtain feedback, exchange ideas about trends, issue or respond to breaking news or publicity, brainstorm with the public, and promote library-specific activities and events.

Staff members who choose to use their personal devices to post on the library's official accounts are responsible for ensuring the security of their personal devices. This includes implementing necessary security measures such as password protection and regularly updating software and applications to mitigate risks of unauthorized access or data breaches.

All such library-related social media is subject to the following expectations, in addition to the expectations set forth above:

- Only staff members designated and authorized by the library can create, delete, prepare content for, edit, or otherwise modify library-sponsored social media sites, content, and comments.
- To do the above, staff members must complete an annual review of all library policies and internal Media and Social Media Guidelines.
- Passwords for all library-related social media sites are stored in a shared password manager application and use 2-Step Verification (2SV).
- Staff members who leave the library's employment are removed from accounts on or before their termination date, and all associated passwords are updated.
- Designated staff members are responsible for ensuring that library-sponsored social media conforms to this policy and supporting guidelines and are authorized to hide any content at their discretion immediately and without advance warning.
- Content that can be deleted includes, but is not limited to:
  - Obscene, sexual, or pornographic content
  - Content that promotes discrimination on the basis of race, age, religion, gender, sexual orientation, or other protected class
  - Content that violates a legal ownership interest (copyright)
  - Conduct that violates any federal, state, or local law or encourages illegal activity
  - Promotion of commercial activities unrelated to government
  - Spam or malware/viruses
  - Defamation
  - Threats of violence
- As a general rule, the library limits its comments on non-library sites. Staff members who post comments on behalf of the library should always do so from a library account, not a personal account.
- Staff members cannot post any copyrighted information unless written reprint permission is obtained in advance.

Additional direction on library-sponsored social media content is outlined in the library's Media and Social Media Guidelines.

## Personal Use of Social Media

The following rules and guidelines, in addition to those set forth above, apply to employee use of social media on the employee's personal time.

- All staff members should abide by the library's employment policies regarding personal use of library information systems.
- Staff members who use social media and choose to identify themselves as library employees or post in response to the library's social media content must state explicitly, clearly, and prominently on the site that their views are their own and not those of the library or of any person or organization affiliated with or doing business with the library.
- Staff members may not use the library's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless the use is sponsored or otherwise sanctioned, approved, or maintained by the library.
- Staff members may not post internal draft documents or confidential library information.

## Violations

The library will investigate and respond to all reports of policy and guidelines violations. Staff members are urged to report any violations of this policy to Human Resources. Any staff member who violates this policy or guidelines may receive appropriate progressive corrective action up to and including termination of employment.