

**OAK PARK PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES | REGULAR MEETING**  
834 Lake St., Oak Park, IL 60301 | Second Floor Scoville Room  
Tuesday, September 16, 2025 – 6:30 pm  
Meeting to be held in person and via Zoom ([click here for Zoom link](#))

**AGENDA**

- 1. Call to Order and Roll Call** (1 minute)
- 2. Approval of Minutes** (Action, 5 minutes)
  - a. August 19, 2025 Finance Committee Meeting
  - b. August 26, 2025 Regular Board Meeting
- 3. Public Comments** (5 minutes)

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 Executive Director Elsworth Carman at ([elsworthc@oppl.org](mailto:elsworthc@oppl.org)); or to Library Board President Virginia Bloom at ([trustee.virginiab@oppl.org](mailto:trustee.virginiab@oppl.org)) sent by 4:30 pm on the date of the meeting;
  - As a submission through [this Public Comment Form](#) by 4:30 pm on the date of the meeting.
- 4. Trustee Comments and Calendar** (Discussion, 5 minutes)
  - a. Thursday, October 16, 2025: [ILA Trustee Day](#) (registration due by October 1)
  - b. Tuesday, October 21, 2025, 6 pm: Finance Committee Meeting
  - c. Tuesday, October 28, 2025, 6:30 pm: Regular Library Board Meeting
- 5. Executive Directors Report** (Discussion, 10 minutes)
- 6. Staff Reports** (Discussion, 20 minutes)
  - a. Strategic Priorities Report
  - b. Additions and Separations Report
  - c. Staff Changes Report
- 7. Financial Reports**
  - a. August 2025 Financial Reports (Discussion, 5 minutes)
  - b. August 2025 Resolutions on Disbursements (Action, 5 minutes)
- 8. Additional Reports** (Discussion, 10 minutes)
  - a. Intergovernmental Committee (IGov)
  - b. Council of Governments (CoG)
  - c. PlanIt Green
  - d. Friends of the Oak Park Public Library
  - e. Out with Purpose
  - f. Collaboration for Early Childhood
- 9. Unfinished Business**
- 10. New Business**
  - a. Draft 2 FY2026 Budget (Discussion, 30 minutes)
  - b. Library Facilities–Staff Access, Use, and Restrictions Policy (Action, 5 minutes)
- 11. Closed Session (if needed)**
- 12. Adjournment**

## Finance Committee Summary

**Meeting Date:** August 19, 2024

### Attendees:

- Colin Bird-Martinez (Board Trustee, Finance Chair)
- Elsworth Carman (Executive Director)
- Billy Treece (Director of Finance & Human Resources)

The Finance Committee met on August 19 to review the Library's finances and prepare for the upcoming budget cycle.

- **Finances:** The Library is a little over halfway through the year and remains under budget, projecting to finish about **\$400,000 below expenses**. Delays from the Cook County Treasurer in issuing tax bills were noted, but no long-term issues are expected.
- **Revenue & Support:** Parking lot revenue, Friends, estate gifts, and state per capita grants continue to support the Library.
- **Capital Projects:** Recent improvements include enhancements to the **Maze outdoor area**. Concrete work is ongoing, and future tuckpointing projects are under consideration.
- **Budget Planning:** Work continues on the 2026 budget, which is balanced with a proposed **4% property tax levy increase**. Drafts will be reviewed in September and October, with final approval in November.
- **Services & Staffing:** Interlibrary loan remains essential for meeting patron needs, though wait times are currently longer. The budget also supports continued equity and anti-racism work.
- **Professional Development:** Board development lines include membership in the Illinois Library Association and attendance at the annual conference.

The next Finance Committee meeting is scheduled for **September 11, 2024, at 6:00 PM**, prior to the full Board meeting.

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 07/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>REVENUE</b>				
Property Taxes, for operating	0.00	6,029,440.89	11,404,000.00	52.87%
Corp. Property Replacement Tax	0.00	103,351.21	207,000.00	49.93%
Services charges and fees	0.00	99.65	0.00	0.00%
Lost Books Reimbursed/Reciprocal Borrow	329.16	8,554.09	7,000.00	122.20%
Sales	70.00	1,666.55	0.00	0.00%
Rentals-Library Space	872.24	2,721.90	0.00	0.00%
Vending/Enterprise Income	0.00	507.28	0.00	0.00%
Parking lot revenue	2,533.39	19,228.75	22,000.00	87.40%
Interest	24,558.98	187,761.60	182,000.00	103.17%
Gifts	2,500.00	2,950.00	0.00	0.00%
Gifts From FOPPL	1,982.50	18,349.37	20,000.00	91.75%
Illinois Per Capita Grant	0.00	0.00	18,000.00	0.00%
Grants	0.00	9,265.00	0.00	0.00%
Community Fund Endowments	3,690.54	23,575.63	25,600.00	92.09%
Miscellaneous Income	0.00	10,785.65	0.00	0.00%
<b>TOTAL REVENUE</b>	<b>36,536.81</b>	<b>6,418,257.57</b>	<b>11,885,600.00</b>	<b>54.00%</b>
<b>EXPENSES - Operating</b>				
<b>PEOPLE</b>				
<b>Compensation</b>				
Wages & Salaries	560,043.15	3,828,054.12	6,630,000.00	57.74%
Employee Health Benefits	109,508.94	732,670.63	1,223,000.00	59.91%
IMRF (Illinois Municipal Retirement F	17,611.15	121,703.11	229,000.00	53.15%
FICA/MEDICARE	40,946.85	280,435.97	488,500.00	57.41%
Workers Compensation Insurance	(29.00)	15,441.00	17,500.00	88.23%
Unemployment Compensation Ins.	1,196.58	30,131.49	24,000.00	125.55%
<b>Total Compensation</b>	<b>729,277.67</b>	<b>5,008,436.32</b>	<b>8,612,000.00</b>	<b>58.16%</b>
<b>Talent Development</b>				
Dues	49.00	14,429.00	14,000.00	103.06%
Staff Development/Travel	12,164.80	40,826.15	103,250.00	39.54%
Tuition Reimbursement	1,173.00	13,914.00	27,000.00	51.53%
Hiring	58.00	18,429.45	12,500.00	147.44%
Board Development	0.00	350.00	2,000.00	17.50%
<b>Total Talent Development</b>	<b>13,444.80</b>	<b>87,948.60</b>	<b>158,750.00</b>	<b>55.40%</b>
<b>TOTAL PEOPLE</b>	<b>742,722.47</b>	<b>5,096,384.92</b>	<b>8,770,750.00</b>	<b>58.11%</b>
<b>SUPPORT SERVICES</b>				
<b>Marketing</b>				
Promotions	(29.99)	18,326.53	19,000.00	96.46%
Publications	859.80	15,289.95	31,550.00	48.46%
<b>Total Marketing Support</b>	<b>829.81</b>	<b>33,616.48</b>	<b>50,550.00</b>	<b>66.50%</b>

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 07/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>Store</b>				
Fees and Services	152.62	547.86	750.00	73.05%
<b>Total Store Support</b>	<b>152.62</b>	<b>547.86</b>	<b>750.00</b>	<b>73.05%</b>
<b>Collections</b>				
ILL Payments	101.56	2,531.86	3,000.00	84.40%
Cataloging/Bib Search Fees	0.00	841.51	3,000.00	28.05%
<b>Total Collections Support</b>	<b>101.56</b>	<b>3,373.37</b>	<b>6,000.00</b>	<b>56.22%</b>
<b>Administration</b>				
HRIS and Payroll Processing Fees	2,790.57	19,090.84	33,000.00	57.85%
Mileage & Miscellaneous reimburse	25.69	8,283.75	22,500.00	36.82%
Hospitality	58.23	1,793.13	5,000.00	35.86%
Staff Appreciation / Engagement	0.00	8,237.40	12,000.00	68.65%
Audit Fees	0.00	9,000.00	11,600.00	77.59%
Unclaimed Property Escheatment to	0.00	0.00	650.00	0.00%
Merchant Account Services	81.53	710.62	2,050.00	34.66%
Consulting Services - Admin	4,000.00	37,532.50	60,000.00	62.55%
Intergovernmental Agreements (IGA)	3,707.25	14,798.00	25,000.00	59.19%
Legal Fees	0.00	1,767.50	30,000.00	5.89%
Postage & Delivery	1,500.00	7,091.48	16,500.00	42.98%
Insurance	0.00	114,420.99	124,700.00	91.76%
Contingency	50.02	106.99	0.00	0.00%
Grant Expenses	0.00	9,265.00	0.00	0.00%
Supplies	2,385.60	55,693.62	90,000.00	61.88%
<b>Total Administration Support</b>	<b>14,598.89</b>	<b>287,791.82</b>	<b>433,000.00</b>	<b>66.46%</b>
<b>Other Support Services</b>				
Telephone/Communications	4,219.46	26,476.52	65,000.00	40.73%
Office & Library Machinery Service	1,158.13	8,106.91	20,000.00	40.53%
<b>Total Other Support Services</b>	<b>5,377.59</b>	<b>34,583.43</b>	<b>85,000.00</b>	<b>40.69%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>21,060.47</b>	<b>359,912.96</b>	<b>575,300.00</b>	<b>62.56%</b>
<b>EQUITY AND ANTI-RACISM</b>				
Learning and Development	0.00	0.00	12,000.00	0.00%
Supplies - Equity	0.00	676.40	2,000.00	33.82%
<b>TOTAL EQUITY AND ANTI-RACISM</b>	<b>0.00</b>	<b>676.40</b>	<b>14,000.00</b>	<b>4.83%</b>
<b>LIBRARY MATERIALS</b>				
Print materials	24,367.68	182,435.96	380,500.00	47.95%
Audio and video materials	5,767.92	35,710.12	95,500.00	37.39%
Digital content	45,567.20	424,599.46	640,000.00	66.34%
Devices	1,413.95	10,165.21	30,000.00	33.88%
Realia and other formats	438.72	3,184.82	10,500.00	30.33%

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 07/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Archival collection	0.00	1,227.21	20,000.00	6.14%
<b>TOTAL LIBRARY MATERIALS</b>	<b>77,555.47</b>	<b>657,322.78</b>	<b>1,176,500.00</b>	<b>55.87%</b>
<b>FACILITIES MANAGEMENT</b>				
<b>Facility Supplies</b>				
Fuels & Lubricants	0.00	827.97	2,800.00	29.57%
Building Materials & Supplies	43.87	6,681.84	10,000.00	66.82%
Equipment Parts	0.00	8,080.92	10,000.00	80.81%
Cleaning & Housekeeping Supplies	1,033.07	5,379.40	8,500.00	63.29%
Signage	0.00	3,381.28	4,000.00	84.53%
<b>Total Facility Supplies</b>	<b>1,076.94</b>	<b>24,351.41</b>	<b>35,300.00</b>	<b>68.98%</b>
<b>Facilities Services</b>				
Landscaping and snow removal serv	544.00	5,140.00	25,000.00	20.56%
Custodial Services	17,451.23	122,495.57	225,000.00	54.44%
Water	1,455.75	7,179.63	11,750.00	61.10%
Sewer/Garbage	1,096.78	7,412.05	13,500.00	54.90%
Parking lot expense	0.00	2,752.31	10,500.00	26.21%
Natural Gas	1,239.10	19,286.77	95,000.00	20.30%
Rentals--Equipment & Facilities	1,370.00	9,590.00	25,000.00	38.36%
Repair & Maintenance Prop. & Equip	15,897.31	148,591.55	242,000.00	61.40%
<b>Total Facilities Services</b>	<b>39,054.17</b>	<b>322,447.88</b>	<b>647,750.00</b>	<b>49.78%</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>40,131.11</b>	<b>346,799.29</b>	<b>683,050.00</b>	<b>50.77%</b>
<b>PUBLIC SERVICES</b>				
<b>Programming</b>				
Children's Programming	1,368.46	16,905.77	25,000.00	67.62%
Young Adult Programming	742.92	9,144.59	27,000.00	33.87%
Adult Programming	1,734.09	14,993.31	23,000.00	65.19%
Community Engagement	886.17	11,298.53	14,000.00	80.70%
Social Services	4,992.00	5,615.92	10,000.00	56.16%
Creative Studio	884.39	4,841.69	8,000.00	60.52%
<b>Total Programming</b>	<b>10,608.03</b>	<b>62,799.81</b>	<b>107,000.00</b>	<b>58.69%</b>
<b>Digital Services</b>				
Consultant Support Services	8,691.30	14,541.30	65,000.00	22.37%
SWAN	24,826.50	79,093.25	115,000.00	68.78%
Subscriptions and services	7,877.92	191,713.96	354,000.00	54.16%
Equipment and supplies	105.97	3,941.24	25,000.00	15.77%
<b>Total Digital Services</b>	<b>41,501.69</b>	<b>289,289.75</b>	<b>559,000.00</b>	<b>51.75%</b>
<b>TOTAL PUBLIC SERVICES</b>	<b>52,109.72</b>	<b>352,089.56</b>	<b>666,000.00</b>	<b>52.87%</b>
<b>TOTAL EXPENSES - Operating</b>	<b>933,579.24</b>	<b>6,813,185.91</b>	<b>11,885,600.00</b>	<b>57.32%</b>

## Oak Park Public Library

### Statement of Revenue & Expenditure

Period Ending 07/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>EXPENSES - Capital</b>				
Facilities Equipment	0.00	510.38	10,000.00	5.10%
Furnishings	3,326.80	45,660.54	75,000.00	60.88%
Technology Projects and Equipment	0.00	12,508.50	50,000.00	25.02%
Building Improvements	3,042.00	113,720.53	465,000.00	24.46%
<b>TOTAL EXPENSES - Capital</b>	<b>6,368.80</b>	<b>172,399.95</b>	<b>600,000.00</b>	<b>28.73%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(903,411.23)</b>	<b>(567,328.29)</b>	<b>(600,000.00)</b>	<b>94.55%</b>

## Oak Park Public Library

### Draft 1- FY2026 Budget

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance
<b>REVENUE</b>				
Property Taxes, for operating	11,404,000	11,404,000	11,865,000	4.0%
Corp. Property Replacement Tax	207,000	207,332	195,000	-5.8%
Services charges and fees	0	240	0	0.0%
Lost Books Reimbursed/Reciprocal Borrowing	7,000	13,104	13,000	85.7%
Sales	0	1,332	0	0.0%
Rentals-Library Space	0	3,783	0	0.0%
Vending/Enterprise Income	0	2,008	0	0.0%
Parking lot revenue	22,000	27,874	31,200	41.8%
Interest	182,000	241,334	223,000	22.5%
Gifts	0	450	0	0.0%
Gifts From FOPPL	20,000	25,000	25,000	25.0%
Illinois Per Capita Grant	18,000	80,510	0	-100.0%
Grants	0	9,265	0	0.0%
Community Fund Endowments	25,600	25,757	25,300	-1.2%
Miscellaneous Income	0	10,786	9,000	N/A
<b>TOTAL REVENUE</b>	<b>11,885,600</b>	<b>12,052,776</b>	<b>12,386,500</b>	<b>4.2%</b>
<b>EXPENSES - Operating</b>				
<b>PEOPLE</b>				
<b>Compensation</b>				
Wages & Salaries	6,630,000	6,547,581	6,940,000	4.7%
Employee Health Benefits	1,223,000	1,278,642	1,364,000	11.5%
IMRF (Illinois Municipal Retirement Fund)	229,000	211,260	270,000	17.9%
FICA/MEDICARE	488,500	482,732	511,000	4.6%
Workers Compensation Insurance	17,500	15,470	17,500	0.0%
Unemployment Compensation Ins.	24,000	32,129	15,000	-37.5%
<b>Total Compensation</b>	<b>8,612,000</b>	<b>8,567,814</b>	<b>9,117,500</b>	<b>5.9%</b>
<b>Talent Development</b>				
Dues	14,000	19,000	19,000	35.7%
Staff Development/Travel	103,250	79,698	107,850	4.5%
Tuition Reimbursement	27,000	22,389	27,000	0.0%
Recruitment	12,500	18,552	3,500	-72.0%
Board Development	2,000	20,350	6,000	200.0%
<b>Total Talent Development</b>	<b>158,750</b>	<b>159,989</b>	<b>163,350</b>	<b>2.9%</b>
<b>TOTAL PEOPLE</b>	<b>8,770,750</b>	<b>8,727,803</b>	<b>9,280,850</b>	<b>5.8%</b>
<b>SUPPORT SERVICES</b>				
<b>Marketing</b>				
Promotions	19,000	18,703	13,000	-31.6%
Publications	31,550	30,452	37,000	17.3%
<b>Total Marketing Support</b>	<b>50,550</b>	<b>49,156</b>	<b>50,000</b>	<b>-1.1%</b>
<b>Store</b>				
General Merchandise	0	0	250	0.0%

## Oak Park Public Library

### Draft 1- FY2026 Budget

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance
Fees and Services	750	736	750	0.0%
<b>Total Store Support</b>	<b>750</b>	<b>736</b>	<b>1,000</b>	<b>33.3%</b>
<b>Collections</b>				
ILL Payments	3,000	2,989	3,500	16.7%
Cataloging/Bib Search Fees	3,000	2,442	2,500	-16.7%
<b>Total Collections Support</b>	<b>6,000</b>	<b>5,431</b>	<b>6,000</b>	<b>0.0%</b>
<b>Administration</b>				
HRIS and Payroll Processing Fees	33,000	32,882	34,000	3.0%
Mileage & Miscellaneous reimbursement (non-conference)	22,500	17,805	20,000	-11.1%
Hospitality	5,000	1,673	5,000	0.0%
Staff Appreciation / Engagement	12,000	12,000	12,000	0.0%
Audit Fees	11,600	11,000	11,600	0.0%
Unclaimed Property Escheatment to State of Illinois	650	0	0	-100.0%
Merchant Account Services	2,050	1,144	1,200	-41.5%
Consulting Services - Admin	60,000	77,533	48,000	-20.0%
Intergovernmental Agreements (IGA)	25,000	25,312	25,900	3.6%
Legal Fees	30,000	4,862	25,000	-16.7%
Postage & Delivery	16,500	14,195	18,500	12.1%
Insurance	124,700	117,067	132,000	5.9%
Contingency	0	26	0	0.0%
Grant Expenses	0	15,137	0	0.0%
Supplies	90,000	83,023	90,000	0.0%
<b>Total Administration Support</b>	<b>433,000</b>	<b>413,659</b>	<b>423,200</b>	<b>-2.3%</b>
<b>Other Support Services</b>				
Telephone/Communications	65,000	44,765	60,000	-7.7%
Office & Library Machinery Service	20,000	13,898	14,000	-30.0%
<b>Total Other Support Services</b>	<b>85,000</b>	<b>58,663</b>	<b>74,000</b>	<b>-12.9%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>575,300</b>	<b>527,643</b>	<b>554,200</b>	<b>-3.7%</b>
<b>EQUITY AND ANTI-RACISM</b>				
Learning and Development	12,000	12,000	12,000	0.0%
Supplies - Equity	2,000	2,000	2,000	0.0%
<b>TOTAL EQUITY AND ANTI-RACISM</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>0.0%</b>
<b>LIBRARY MATERIALS</b>				
Print materials	380,500	376,292	374,000	-1.7%
Audio and video materials	95,500	94,157	96,500	1.0%
Digital content	640,000	654,352	652,700	2.0%
Devices	30,000	19,220	26,000	-13.3%
Realia and other formats	10,500	9,565	10,500	0.0%
Archival collection	20,000	6,227	20,000	0.0%
<b>TOTAL LIBRARY MATERIALS</b>	<b>1,176,500</b>	<b>1,159,813</b>	<b>1,179,700</b>	<b>0.3%</b>

## Oak Park Public Library

### Draft 1- FY2026 Budget

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance
<b>FACILITIES MANAGEMENT</b>				
<b>Facility Supplies</b>				
Fuels & Lubricants	2,800	1,554	2,000	-28.6%
Building Materials & Supplies	10,000	10,000	12,000	20.0%
Equipment Parts	10,000	10,000	12,000	20.0%
Cleaning & Housekeeping Supplies	8,500	8,500	9,000	5.9%
Signage	4,000	3,956	4,000	0.0%
<b>Total Facility Supplies</b>	<b>35,300</b>	<b>34,010</b>	<b>39,000</b>	<b>10.5%</b>
<b>Facilities Services</b>				
Landscaping and snow removal services	25,000	24,052	25,750	3.0%
Custodial Services	225,000	224,537	236,000	4.9%
Water	11,750	11,750	12,250	4.3%
Sewer/Garbage	13,500	13,120	14,000	3.7%
Parking lot expense	10,500	10,500	10,750	2.4%
Natural Gas	95,000	71,627	90,000	-5.3%
Rentals–Equipment & Facilities	25,000	19,740	25,000	0.0%
Repair & Maintenance Prop. & Equip.	242,000	242,000	254,000	5.0%
<b>Total Facilities Services</b>	<b>647,750</b>	<b>617,325</b>	<b>667,750</b>	<b>3.1%</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>683,050</b>	<b>651,336</b>	<b>706,750</b>	<b>3.5%</b>
<b>PUBLIC SERVICES</b>				
<b>Programming</b>				
Children's Programming	25,000	25,000	28,000	12.0%
Young Adult Programming	27,000	24,000	26,000	-3.7%
Adult Programming	23,000	28,000	35,000	52.2%
Community Engagement	14,000	12,435	14,000	0.0%
Social Services	10,000	624	10,000	0.0%
Creative Studio	8,000	9,500	11,000	37.5%
Patron Services Programming	0	0	3,000	0.0%
<b>Total Programming</b>	<b>107,000</b>	<b>99,559</b>	<b>127,000</b>	<b>18.7%</b>
<b>Digital Services</b>				
Consultant Support Services	65,000	44,288	65,000	0.0%
SWAN	115,000	103,122	111,000	-3.5%
Subscriptions and services	354,000	278,231	323,000	-8.8%
Equipment and supplies	25,000	23,421	25,000	0.0%
<b>Total Digital Services</b>	<b>559,000</b>	<b>449,062</b>	<b>524,000</b>	<b>-6.3%</b>
<b>TOTAL PUBLIC SERVICES</b>	<b>666,000</b>	<b>548,620</b>	<b>651,000</b>	<b>-2.3%</b>
<b>TOTAL EXPENSES - Operating</b>	<b>11,885,600</b>	<b>11,629,216</b>	<b>12,386,500</b>	<b>4.2%</b>

## Oak Park Public Library Draft 1- FY2026 Budget

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance
<b>EXPENSES - Capital</b>				
Facilities Equipment	10,000	9,010	10,000	0.0%
Furnishings	75,000	59,808	75,000	0.0%
Technology Projects and Equipment	50,000	49,509	60,000	20.0%
Building Improvements	465,000	394,007	525,000	12.9%
<b>TOTAL EXPENSES - Capital</b>	<b>600,000</b>	<b>512,334</b>	<b>670,000</b>	<b>11.7%</b>
<hr/>				
<b>TOTAL BUDGET EXPENDITURES</b>	<b>12,485,600</b>	<b>12,141,549</b>	<b>13,056,500</b>	<b>4.6%</b>
<hr/>				
<b>NET SURPLUS/(DEFICIT) OPERATING</b>	<b>0</b>	<b>423,560</b>	<b>0</b>	<b>0.0%</b>
<hr/>				
<b>NET SURPLUS/(DEFICIT) OPERATING &amp; CAPITAL</b>	<b>(600,000)</b>	<b>(88,774)</b>	<b>(670,000)</b>	<b>11.7%</b>
<hr/>				
<b>Per Household Rate for Library Service</b>	<b>488.92</b>		<b>508.69</b>	<b>4.0%</b>
<hr/>				
<b>State method: (Prop Taxes/Population)*Avg Persons per Household</b>				
Population estimate: 52,947				
Average persons per household: 2.27				

# Minutes for August 26, 2025 Regular Board of Library Trustees Meeting

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

President Bloom called the meeting to order at 6:33 pm. Secretary Yamamoto took roll.

**Present:** Colin Bird-Martinez, Megan Butman, Susanne Fairfax, Kristina Rogers, Annie Wilkinson, Mika Yamamoto, Virginia Bloom

**Also Attending:** Elsworth Carman, Executive Director, Suzy Antell, Deputy Director, Leigh Tarullo, Director of Collections & Technology, Billy Treece, Director of Finance & Human Resources

## **2. Approval of Minutes**

### **July 22, 2025 Regular Meeting**

Moved by Rogers. Seconded by Bird-Martinez. Approved by all present.

## **3. Public Comments**

A public comment was submitted from James Whalen about the limited access to electronic magazines and newspapers—advocating for hard copies, including back issues, be included back into the collection.

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

The board discussed the Finance Committee updates, noting that Bird-Martinez will provide reports during the regular board meeting, with draft budget discussions also scheduled for that meeting. Minutes from the Finance Committee meeting held on August 19 will be included in the September board meeting packet. Butman encouraged trustees to attend the ILA Trustee Day on Thursday, October 16, highlighting its value for new members. The board also reviewed upcoming dates, including the Library Board Strategic Planning Retreat and the next regular board meeting. Bird-Martinez confirmed that the next Finance Committee meeting will be held on Thursday, September 11.

## **5. Executive Directors Report**

Carman highlighted the progress on the Civic Literacy Librarian position, noting the excitement of this new position being created, noting they received over 60 applications for this position, attracting a pool of candidates with many skills and talents. Interviews for this position will be starting soon. Carman explained that the Civic Literacy Librarian role was created to serve as a dedicated contact with local governments, provide greater curation around civic literacy, and strengthen adult services through programs, outreach, community engagement, and weekly desk hours.

## **6. Staff Reports**

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

Carman highlighted the July Friends of the Library Book Fair, ongoing collaboration with the Village on supporting unhoused residents, and the Maze Branch's switch to an electric water heater for sustainability. Additional highlights included Disability Pride Month programs, the BIPOC Day of Wellness event, that had many presenters and activities, noting the positive feedback from attendees.

### **b. Additions and Separations Report**

The board reviewed the Additions and Separations Report for the month of July 2025.

### **c. Staff Changes Report**

The board reviewed the Staff Changes Report for the month of July 2025, noting a job title change in staff member Joshua Soto, Website & IT Specialist to Website & IT Security Specialist.

## **7. Financial Reports**

### **a. July 2025 Financial Reports**

The board reviewed the July 31, 2025 Financial Reports and noted that the budget and expenses are on track, assuming the second installment of property taxes is received in 2025.

### **b. July 2025 Resolutions on Disbursements**

Motion to approve the July 2025 Resolutions on Disbursements.

Moved by Fairfax. Seconded by Bird-Martinez. Approved by all present.

## **8. Additional Reports**

**a. Intergovernmental Committee (IGov):** Rogers reported on representation from various governing bodies and noted that many hold meetings on Tuesdays, suggesting the library board consider adjusting its meeting schedule. She also suggested a webpage with information on IGov, including campaign procedures, noting that community awareness of IGov is limited.

**b. Council of Governments (CoG):** Bloom reported that the first meeting will be held on Thursday, September 4.

**c. PlanIt Green:** Carman reported on notes, shared from a staff member who attended the meeting. Noted were several members attending a Aspen Ideas Climate Conference in Chicago to discuss carbon capture strategies. Reported were the total number of registered electric

vehicles (EVs) in Oak Park, totaling 1,367, an increase of 28% from July 2024. The next meeting will be on August 21 at 8:30 am.

- d. **Friends of the Oak Park Public Library:** Yamamoto reported on the book fair's revenue and earnings and noted the need for additional support on the day after the event, discussing strategies to increase awareness and visibility for such support.
- e. **Out with Purpose:** Did not meet. No updates provided.
- f. **Collaboration for Early Childhood:** Rogers reported on the Collaboration's regular meetings with local governing bodies, noting appreciation for the library's representation and involvement with the Collaboration for Early Childhood. Potential funding opportunities were discussed, and staff will provide updates to the board.

## **9. Unfinished Business**

### **a. Parking Garage Use & Revenue Report**

The board discussed the report, noting estimated annual revenue of \$22,000 and emphasizing careful, conservative budgeting to avoid overcommitting resources. Past equipment issues affecting performance have been resolved, contributing to increased revenue. Most revenue comes from short-term users, and the system is effectively addressing both short- and long-term parking needs.

## **10. New Business**

### **a. DRAFT 1 FY2026 Budget**

The Draft 1 of the FY2026 budget were discussed, noting the achievement of a balanced FY2025 budget through elimination of a \$379,000 deficit, with review of revenue, expenses, and capital expenditures, including line items such as Parking Garage Revenue, Illinois Per Capita Grant, and Programming (Adult, Patron Services, and Community Engagement).

### **b. Non-Sufficient Funds Check Policy**

Motion to approve the elimination of the Non-Sufficient Funds Check Policy.

Moved by Rogers. Seconded by Bird-Martinez.

### **c. Surplus Property Policy**

Motion to approve the Surplus Property Policy with the proposed changes.

Moved by Rogers. Seconded by Wilkinson. Approved by all present.

### **d. Collection Strategy Statement**

A motion was made to approve the Collection Strategy Statement, including the following statement to be included (removed from the Surplus Property Policy):

*Library materials no longer useful for library purposes are routinely withdrawn. At the discretion of the Executive Director, such withdrawn library materials may be given to other tax-supported or not-for-profit educational or charitable institutions, including the Friends of the Oak Park Public Library. Otherwise said materials shall be destroyed. In all cases, the Oak Park Public Library ownership marks shall be cancelled.*

Moved by Fairfax. Seconded by Butman. Approved by all present.

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

The board did not enter a closed session for this meeting.

**12. Adjournment**

Bloom adjourned the meeting at 9:34 pm.

## Staff Communication Related to ICE Operations

In response to reported increased Immigration and Customs Enforcement (ICE) activity in the Chicagoland area, we have provided all library staff with guidance on how to respond if personnel from ICE, Customs and Border Protection, or the National Guard enter any of our library locations. This communication outlines expectations for handling requests for information about patrons or staff, supporting community members who have questions about their rights, and links to resources from the American Library Association, OPPL policies, and relevant Illinois legal documents.

As an institution committed to inclusivity, OPPL will continue to prioritize maintaining a welcoming environment at all three locations and supporting the information needs of everyone in our community.

## IMLS Update

In March, a Presidential Executive Order effectively eliminated the Institute of Museum and Library Services (IMLS), significantly impacting state libraries through staffing and budget reductions, among other service limitations. **Two lawsuits challenging the legality of the IMLS elimination** – Rhode Island v. Trump and American Library Association v. Sonderling – were filed in April and are currently ongoing in federal court.

In May, Judge John McConnell issued a temporary injunction, and as of late August, plaintiffs in the Rhode Island case have requested a summary judgment. A permanent injunction would restore IMLS staffing and funding to sustainable levels. We are monitoring these legal developments and will continue to share updates as they become available.

## Rob Simmons Featured in AEA Insights

Rob Simmons, Director of Social Services & Public Safety, was recently interviewed by Dr. Kathryn Matthew for AEA Consulting's *Insights* series. The article, "Oak Park Public Library: A Library for Everyone," explores how organizations are addressing mental health and related needs through programming and partnerships, and the measurable impacts seen in their communities.

Rob did an outstanding job connecting OPPL's strategic priorities with the essential work of his team and highlighting the value of our community partnerships. The interview is attached, and also available at [https://aeaconsulting.com/insights/oak\\_park\\_public\\_library\\_a\\_library\\_for\\_everyone](https://aeaconsulting.com/insights/oak_park_public_library_a_library_for_everyone).

## Community Response to Hoopla Borrowing Limit Change

As of September 1, OPPL reduced the monthly borrow limit on Hoopla from 10 to 5 items. Collections Services staff communicated this change clearly and proactively to both staff and patrons.

So far, we've received approximately five inquiries about the change, with most asking about alternative resources like OverDrive or Kanopy, or how to make the most of Hoopla's integrated features, such as BingePasses. **As a reminder, 77% of our Hoopla users borrow five or fewer items each month, so the impact is minimal for most. This adjustment reflects a broader trend in public libraries responding to Hoopla's pay-per-use pricing model, which is difficult to budget for.**

Respectfully submitted,  
Elsworth Carman  
Executive Director



ENGAGEMENT



LEARNING



STEWARDSHIP



ANTI-RACISM  
& EQUITY



## Oak Park Public Library: A Library for Everyone

February 2025

By Dr. Kathryn (Kit) Matthew



Courtesy Oak Park Public Library

*In an interview series led by AEA Consulting Senior Associate, Dr. Kathryn (Kit) Matthew, we explore how organizations are approaching mental wellness, the programs they are implementing, and the noticeable differences they are seeing within their community. In the first edition of this series, Toronto's The Bentway is Building a Softer City, Dr. Kit Matthew interviewed Ilana Altman, Co-Executive Director of The Bentway, about how reimagining public spaces can combat the loneliness epidemic. In this follow up, she interviews Rob Simmons, the Oak Park Public Library's Director of Social Services and Public Safety, about how the library shares information, services, and opportunities to empower every member of its community.*

### **Building upon the community ecosystem of support**

By Dr. Kathryn (Kit) Matthew, Senior Associate, AEA Consulting, in conversation with Rob Simmons, Director of Social Services and Public Safety, Oak Park Public Library.

As a cherished community resource located in Oak Park, Illinois, just west of Chicago, Oak Park Public Library (OPPL)'s mission is to share the information, services, and opportunities that help advance its aspiration to

## Insights

Today, the Library offers a variety of social services. Its direct referral services involve making referrals to community partners and helping patrons to create a service plan; for example, finding housing or employment, and/or applying for government benefits, legal services and tax filing. Through its indirect services, library staff consult and coordinate with case managers and other providers on behalf of patrons, schedule mental health intakes, and refer patrons to Chicago's Rush University Medical Center. The Library's referral-based support is grounded in partnerships with more than 30 organizations in the Chicago area that provide various types of comprehensive social services.

In this interview, we hear from Rob Simmons, Director of Social Services and Public Safety, about OPPL's strategies that help support Library patrons who are experiencing poverty by offering access to mental health treatment, housing and other essential services in order to strengthen community compassion and inclusion.

### ***AEA: How did OPPL identify community opportunities to improve mental health/wellness?***

**Simmons:** Our public library's key strategic pillars are: equity and anti-racism, engagement, learning, and stewardship. About eight years ago, we researched various possible approaches to move forward on anti-racism and equity, the fourth pillar of the library's strategic plan.

The community resources approach (a referral-based model where social workers refer clients to other professionals or agencies for support) fits our situation best. We looked to other public libraries, such as Denver Public Library, to understand what lessons had been learnt. For us, this approach evolved into introducing the social services model directly into our library. In practice, this provides clinical mental health services to patrons directly via licensed social work staff at the library. This can't be successful without community-based partners who offer licensed-based clinical services. Alongside this, we continue to partner with a medical institution, Rush Medical Center, which has really accelerated our equity work. The partnership decision was essential as Rush has malpractice insurance, patient databases with confidential information, and enhanced mental health services. This helped the library to better manage the risks of pushing forward to offer comprehensive mental wellness services.

### ***AEA: Can you tell us more about how OPPL is uniquely positioned to take on this kind of work, and why now?***

About ten years ago, in our county west of Chicago, state funding was decreased for residential programs helping those with multiple and severe mental health issues. The amount of treatment beds decreased, and the individuals who had participated in these programs had nowhere to live and no way to easily access necessary treatments, housing and other living resources. Many took refuge in public libraries. So, eight years ago, when I started working at the library, public libraries had already evolved into sanctuaries for those experiencing poverty. They offered clean, safe spaces with technology and educational services. The patrons with mental and public health needs were already here, and yet our community did not yet have comprehensive human services or public health infrastructures to help the library better serve those individuals.

As an organization, we had to commit to building these resources for Oak Park. We understood that there was no existing infrastructure that we could lean on to offer better support for our patrons experiencing poverty. I should stop to clarify that there are many contributors to poverty of which mental illness is just one. Limited or minimal access to health insurance, substance abuse, and limited access to technology are some of the others. The Oak Park community as a whole bought into the library's role of providing mental health services. Our community has always had the spirit of wanting to help everyone and lead in diversity efforts.

Certainly, a public library's culture, informal relationships and collaborations fill in somewhat for the lack of community infrastructure and resources, but to really have an impact we had to set a bold vision, strategically partner with the right entities, and equip our staff with the right tools. For example, we outsource supportive housing services to the nonprofit Housing Forward that services the local area, and partner with Rush Medical Center, the largest public health service provider in the west side of Chicago. Even with such partners, there's still a need in Oak Park for resources and services that are village-led. This is why the library decided to create a nationally-proven model. We created a no-billing, free mental health clinic hub to ensure individuals can receive the help they need when they need it. Our goal is to build human capital in people's lives through a referral-based model.

### ***AEA: How did you find "unlikely partners" and what are these entities' roles?***

## Insights

community mental health, youth services, and domestic violence organizations. There are many community-based organizations and larger institutions involved in our area of work, such as the Oak Park Homelessness Coalition, and coordination is key.

### ***AEA: Can you tell us more about your work and what you are hoping to learn and/or share?***

It's been a journey of listening, learning, researching and adapting our strategies as part of our anti-racism goals and objectives. To make progress against poverty using our social work model, we've focused on breaking down silos and working more collaboratively across the community. When I started working here, the library itself was socially isolated—we were not at the table when decisions about public health or social services infrastructure were made. Now we have a voice in how infrastructure is being built and how new health services are introduced to the community. For example, the library was able to share our social work approaches when I served on a Village Manager's task force in 2023. The task force's input contributed to the decision to deploy social workers instead of police officers for nonviolent emergency calls in Oak Park. As I mentioned earlier, at the library we have some of the most vulnerable people with mental health issues in the community, and we had a chance to talk about our work. Collaboration and intentionality are important attributes of our work to help improve mental wellness and decrease poverty.

At the senior leadership level, we all aim to equip our staff and help them grow to better serve our community. It's important to recognize that when you have shifted the organizational outcomes you want to see, you need to hire staff already experienced and well-versed in this work. They may not come from a traditional library or nonprofit background, but their ability to respond positively to distressed patrons is essential. Around the library, we live in the heart of an 30+ year-old opioid epidemic, and you have 1 in 5 people experiencing acute mental health issues in our area. The library had to step up to create a system which identified this and other mental health issues as a priority. And then we needed to create strategies and infrastructure to address that priority.

### ***AEA: What role does staff hiring and training play in the success of mental health and wellness programming?***

Our library-wide focus on de-escalation, engagement and outreach moved us away from the more traditional public safety model of monitoring behavior and removing troublesome patrons. We look at our public safety staff as an extension of our outreach department. We aim to provide a continuum of service to our patrons no matter what their needs or interests. This means that someone experiencing homelessness who receives connections to Housing Forward also may be connected with me for possible mental wellness assistance. "Outreach" is a continuum from inside the library to outside in the community.

How does this play out in acute situations? Imagine a patron suddenly experiencing erratic symptoms of substance use disorder at the library. This presents a safety issue for them and others due to this person's erratic behavior. Our Public Safety staff have the skill sets to diffuse and de-escalate this situation. At the same time, Public Safety staff also recognize symptoms that point to someone needing additional resources to help alleviate their overall stress and anxiety. This is a trauma-informed care model—staff react by not asking "what is wrong with you?" but instead "what is going on with you?"

These options include one-on-one and group engagement, trauma-informed methodology, and an integrated referral process. If individual case management is needed, we conduct short-term case management. We ensure that individuals can safely reach the next step on their pathway to a more stable housing situation or mental health resources.

We intentionally blend restorative practices into our outreach to help strengthen relationships between individuals and the communities they belong to. We must create spaces where the stories and experiences of marginalized and excluded community members can be shared and received. Library staff have undergone training in peace-circle keeping, a key restorative practice. Peace Circles are rooted in Indigenous practices of having discussions in the community whereby everyone has a chance to speak and share on a particular topic under shared guidelines and values.

We offer workshops for staff such as "Introduction to Restorative Practices". Restorative practices are proactive methods used to promote community and build trusting relationships that ultimately lessen the likelihood of causing harm to others. In our efforts to be a library for everyone, restorative practices are an engagement strategy to support that mandate.

### ***AEA: What is the internal governance and visibility of your mental wellness focus within your organisation?***

## Insights

and the allocation of its resources. Our ongoing goal is to identify, understand, and address these policies, systems, budgets, programs, and services that may be inequitable and serve to marginalize or oppress people. Then it must work to change them." The social service and outreach work is seen as a core service and is always visible to senior leadership. Our work is front and center to our library fabric of who we are and it's funded directly by our operating budget.

### ***AEA: How are you tracking impact?***

The data we gather is guided by our library-wide logic model which summarizes the library's work and what success looks like for each objective in our strategic plan. It provides a snapshot of our thinking and planning. First, we identify what is the community problem or need? What specific intervention(s) address that? And, what are the intended outcomes?

As with most community and cultural organizations, it's hard to separate outputs and outcomes. We see outcomes unfold through time when patrons participate in our programs; measures range across short-term changes in their knowledge or skills, mid-term changes in their actions or behaviors or actions, and long-term changes in their mental health status or condition.

Here are a few examples of what we track and share our work including both programmatic and social work outcomes.

Deeper engagement with the library through our outreach programs. We have program participants returning that want to help give programs, particularly the restorative work. We saw this with our "Living History" youth development program with a restorative program embedded in it. Mental health outcomes include social work staff articulating more pro-social skills in patrons they've worked with and patrons increasing their connections to mental health resources 90 days after the social work team helped them. Once we refer someone, we average 77% in our follow-up with them and try to continue that periodic follow-up for at least 90 days.

### ***AEA: What advice would you have for other cultural organisations engaging in this work?***

Being successful in this work absolutely requires the right partners to alleviate all the contributors to poverty, including improved mental wellness.

We have become a "Library for Everyone" and this weaves throughout everything we do. You see and hear this in small but important ways, such as having more inclusive policy statements around the building and using language that creates a culture of empathy and equity. Our social services and outreach approach is to work within the community ecosystem of support and not try to do it alone or ignore the issues. We blend prevention techniques, crisis intervention, restorative justice, therapeutic involvement, case management, and coordination of wrap-around services. We stick to the model we have found works well for our patrons, partners and the library itself.

To undertake this type of work, you need to be open to making structural changes in your organization. In 2016, we combined our social services and public safety functions into one new department. This team ensures safety in the library and refers people to resources for housing, employment, health care, immigration, domestic violence, and more. The focus is strengthening relationships with those community members who are most in need of services but are often socially isolated or overlooked. We've been implementing outreach programs as a way to reach and support our vulnerable patrons, especially at-risk youth and patrons experiencing homelessness.

Internally, this outreach model has been the catalyst for moving the library away from the security patrol model. The goal is not to remove a patron but to offer options to those experiencing anxiety, depression, or other mental health issues.

AEA Consulting

New York + London

[Privacy Policy](#)

## 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



#### A collaborative mural project in Middle & High School Services

Throughout June and July, local youth and library staff collaborated to create a lasting piece of permanent art in the Main Library's Middle & High School (MHS) space. Weeks of work culminated with an unveiling event on August 1, hosted by the MHS Services Team and attended by our Executive Director Elsworth Carman, [District 97 Board](#) President Cheree Moore, Village Manager Kevin Jackson, and a representative from [Illinois Senate President Don Harmon](#)'s office, along with parents, young patrons, and library staff. The event highlighted not only the mural itself but the library's safe spaces and upcoming programs for youth. Staff and [LETAB](#) members conducted tours for interested guests. The mural project was coordinated by Middle School Librarian Fiona Dolce and involved a total of eleven participants, who developed the concept around their love for the library.



#### Special storytimes to make kids' bedtime fun

In August, Children's Librarians Genevieve Grove and Shelley Harris and Library Assistant Joey Wagner conducted two Stuffed Animal Sleepover & PJ Storytime events, one each at the Main Library and Maze Branch.

Young patrons arrived in their pajamas, bringing their favorite stuffed animals along for the fun. After the stories, the stuffed animals "slept over" at the library for a night of imagined adventures. Genevieve captured adorable photos of the stuffed animals during their stay, which were shared with the kids upon pick-up. **The Maze event on August 13 was particularly popular, drawing approximately 36 kids and adults, including families who had never visited before.**



### Social Services & Public Safety



#### Providing life-saving overdose prevention support

As we have seen recent increases in patrons using opioids at the Main Library, our [Social Services & Public Safety Team](#) continues to work to address this serious community health challenge — through outreach services, community referrals, and rapid response in the event of an overdose. **Notably, the lives of three patrons were recently saved due to the heroic and quick response of Public Safety Specialist Angela Pool and Public Safety Supervisor Franco Rodriguez. During these incidents, Narcan was administered to help patrons who were having respiratory difficulty due to a heroin overdose.** In one instance, Angela administered both Narcan and CPR to save the patron's life. We are truly fortunate to have amazing staff like Angela and Franco as part of our library team and are immensely grateful for the life-saving work they do for our community. **Director of Social Services & Public Safety Rob Simmons is working on additional strategies and partnerships to help the library address the challenging opioid crisis that so many communities, including Oak Park, are facing.**

### Collections



#### An uptick in engagement with Special Collections

In August, [Special Collections](#) saw an increase in patron interest, resulting in the largest number of research requests the team has received in 2025 so far. Many inquiries focused on local history, highlighting how valuable our collections continue to be for both community members and researchers beyond Oak Park. Staff were excited to help a wide range of people, including local residents, individuals from the [Frank Lloyd Wright Building Conservancy](#), the former Executive Director of the [Ernest Hemingway Foundation of Oak Park](#), a researcher based in Italy, and someone from the [Illinois State Historical Society](#). It was wonderful to see such a diverse group engaging with our materials, and we are proud of how the Special Collections team stepped up to meet the demand.



- ▶ 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



#### 2025 Summer Reading Program

On August 19, our 2025 [Summer Reading Program \(SRP\)](#) came to a close, after nearly three months of excitement. We ran our Adult SRP and longstanding Kid SRP during the same time period (June 1-August 19) for optimal compatibility between programs. Both programs used [Beanstack](#), an online platform where participants could register and track their reading and activities.



In our [Kids SRP](#), we once again centered time-based tracking, encouraging readers to log 20 minutes per day, working toward a 20-hour goal for the summer. As always, our motto was "all reading is good reading," and kids were encouraged to read in a way that best suits them. Each hour of reading earned kids a bead or vinyl sticker, plus special beads for every five hours logged. Participants were also able to choose from over 140 activities in six categories, earning badges for activity completion. After completing five activities in one category, they could earn additional special beads. Participants were given the option to track all of their SRP activities directly in Beanstack or via a simple paper log that they then turned in to library staff to be entered in the online system.



Over the summer, more than 2,200 people registered and nearly 1,800 active participants collected over 27,000 beads and stickers, completed more than 4,300 activities, and logged over 1.8 million minutes of reading — an impressive 3.4 years' worth of time! Dig into even more detail about the amazing work our participants did in [this report](#).

Building on last year's successes, [Adult SRP](#) aimed to create a shared experience for Oak Park's passionate readers, connecting them to specific lists of titles thoughtfully created by the Collections Team and to the wide array of programs and services at our library. Participants had the opportunity to earn badges by participating in a variety of activities, such as reading or watching their favorite title, selecting a title from a curated list, taking a course via an online resource like [LinkedIn Learning](#) or [Creativebug](#), or attending a library program or event. This year's program featured three new badges: using the Makery in the [Creative Studio](#), learning about VHS preservation in the Media Lab, and a special Geocache Badge in the Reference Collection on the Main Library's third floor. The more a community member interacted with the challenge, the more chances they had to be selected as an SRP prize winner: For every virtual badge a participant earned, their name was added to a drawing, and five winners received a \$100 [OPRF Chamber of Commerce](#) gift card to be used at a wide array of local businesses. As a new addition this year, another 10 participants had the chance to win a \$50 gift card to the [Oak Park Public Library Store](#).

By the end of the program, 391 individuals age 18 and older had registered for the program, with 255 active participants having completed more than 900 activities, earned more than 1,100 badges, and logged over 6,300 hours (378,539 minutes) of reading — the equivalent of 262 days of non-stop reading! We were happy to see increased engagement across the board this year compared to the 2024 season, and we look forward to continuing to build this program next summer.

#### Helping patrons build their sewing skills

The sewing machine has seen an uptick in usage since it was installed in The Makery on June 13, 2025, with multiple patrons mentioning they heard about it through the library's Creative Studio Update email. On July 26, we offered a successful Intro to Machine Sewing program with presenter Michael Hall (pictured at right), which we will be offering again on October 9.





- ▶ 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

### Finance & HR



#### A new engagement opportunity for staff

In August, we successfully launched a new all-staff book club — an initiative envisioned by Environmental & Sustainability Specialist Christine Poreba, Health & Wellness Specialist Claire Ong, Staff Learning & Well-Being Specialist Ginger Slade, Library Assistant Janet Lorch, and Latine Language & Culture Librarian Nora Sanchez.

For its first meeting on August 28, the club read and discussed *What You Are Looking For Is In The Library* by Michiko Aoyama. **The event drew an enthusiastic crowd, with sixteen staff members from six different service areas coming together for a fun and collaborative discussion.** Looking ahead, the club plans to meet quarterly, with a new team of staff co-leading each session, managing everything from book selection to discussion facilitation. To keep growing this new community, staff are currently voting on a club name. The organizing team, some of whom (Janet, Ginger, Christine) are pictured in the photo above, continues to coordinate logistics, and all staff are encouraged to reach out if they are interested in leading a future session.



### Facilities



#### Maintaining & improving library spaces

**In August, significant repairs were made to the loading dock concrete floor at the Main Library.** Years of deterioration and spalling had exposed the original rebar, which rusted and became compromised, leaving holes in the concrete that made it impossible for the garage doors to seal against the floor. **The repairs helped ensure structural integrity of the parking deck and allow the overhead doors to seal flush against the floor, helping with climate control, water intrusion, and pest control.**

**Also in August at the Main Library, two gas leaks were identified in the penthouse mechanical room.** These leaks were found around 6am, well before the building opened, and Nicor Gas was able to shut off service to the building. After purging the gas lines, setting the HVAC system to vent and exchange indoor air for outdoor air, and verifying there was no more gas in the building, we opened the building as normal. **Our HVAC contractor was able to make the necessary repairs later that day, and, following a standing pressure test, gas service was restored the very next day.**

**At Maze Branch, we had a large tree limb fall onto our ComEd service lines in the alley north of the building. ComEd safely removed the limb, and, thankfully, no damage was done to the building or the service lines.** After an ISA-certified arborist inspected the health of the tree, it was recommended that the tree be removed. A Siberian Elm, the tree is invasive and listed as a noxious weed, which can harbor destructive pests and Dutch Elm Disease that can spread to and harm our native American Elms. The plan is to remove the invasive tree and replant with a stronger, native species.

### Collections



#### Expanding access to a local news outlet

**Our Collections Team recently partnered with Communications staff to launch access to the Chicago Tribune, available both online and in a full-replica edition.** Thanks to a RAILS-negotiated subscription, patrons can now read the *Chicago Tribune* in whichever format they prefer — whether browsing the digital edition for convenience or enjoying the replica version for the full newspaper experience.

## Community Voice

**On August 21, a patron shared the following note of gratitude via email:**

**"Thank you so much for having printing services available for community use! And a big thank you to Janet Lorch for telling me about it. I have been using it to print color-coded school schedules, travel itineraries, scripts for kids' camps, you name it! My home black and white printer is rarely used these days, and when I need something color printed, I know I can always send it to the library for printing. Thanks!"**



- ▶ 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

### Communications & Development



#### Engaging our diverse community with diverse marketing tools

For the fifth year in a row, the library conducted a strategic summer marketing campaign aimed at encouraging both new library card sign-ups and reengagement for lapsed users. The Communications Team once again partnered with [Orangeboy Inc.](#) (the makers of Savannah, our community engagement platform used for feedback-gathering, library usage analytics, and communications) to design a multi-channel campaign entitled “The Library Gives You More.” **Messaging focused on highlighting our Summer Reading Program, promoting the ePop-Up Library to public transit commuters, and reaching out to historically marginalized populations in the community.** This year's campaign included:

**1) Postcards distributed to 3,000 non-cardholder and lapsed-user households in a diverse area** that included many older adults and multilingual households, including some living below the poverty level (as identified in OrangeBoy's market analysis) — resulting in a 30.6% library card sign-up rate

**2) An email campaign sent to more than 9,017 lapsed users** — resulting in a 36.2% re-engagement rate

**3) A geofenced mobile ad campaign targeted to users within specific ZIP codes in the library's service area and utilizing dynamic language targeting for the English and Spanish ads** — resulting in a 0.35% click-through rate, much higher than the baseline average for the industry (0.15% to 0.20%)

**4) Public sidewalk decals (60 in total) installed in high-traffic areas of Oak Park, featuring a QR code for an ePop-Up Library of popular books, newspapers, and magazines.** Made possible through generous support from the [Friends of the Oak Park Public Library](#), this small, curated selection is meant to meet people where they are, with the goals of introducing potential new users to what the library has to offer and encouraging existing cardholders to explore more. Usage data collected over the summer will be used to inform the curation and promotion of this collection moving forward.



**Overall, the strategic marketing campaign resulted in 919 new cardholder sign-ups and re-engaged 3,285 lapsed users (a 3% and 69% increase, respectively, compared to the same time period last year).** The Communications Team plans to continue expanding the ePop-Up Library and monitoring engagement through the rest of the year.

### Public Services & Programs



#### Helping community members access Park District resources

The week of August 24-31 marked the end of the [Park District of Oak Park \(PDOP\)](#) pool season and the last free pool pass given out as part of our [PDOP Pass Program](#). **This program, which provides library cardholders with the opportunity to check out a weekly pass to a PDOP facility, has been a huge success. This summer, 13 of the 14 available pool passes were distributed to 13 unique patrons** — exactly the kind of enthusiastic uptake and equitable distribution that the library and PDOP hoped for when we launched the program. Our Patron Services Team was especially integral to this initiative, and we hope to provide feedback to the Park District in the fall to make improvements next year.

#### Contributing to conversations about equity with library peers

**Manager of Middle & High School (MHS) Services Latonia Jackson was recently honored to represent the library as a panelist for the [Urban Libraries Council's](#) “Welcoming the Community Inside and Out” webinar session** (part of ULC's “Creating a Culture of Belonging” webinar series), where she contributed to the broader conversation on equity-centered engagement alongside Shamichael Hallman, ULC's Director of Civic Health & Economic Opportunity.

09/02/2025

**Additions & Separations**

Dates

08/01/2025 - 08/31/2025

**Additions (0)**

Name	Employment Status	Department	Job Title	Start Date
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No additions in August 2025

**Separations (9)**

Name	Employment Status	Department	Job Title	Start Date	End Date
Ginsberg, Oren	Temporary	Facilities Services	Intern	06/09/2025	08/01/2025
Schmollinger, Ben	Temporary	Facilities Services	Intern	06/09/2025	08/01/2025
Frickx, Anja	Temporary	Collections Services	Intern	06/10/2025	08/01/2025
Behensky, Kiara	Temporary	Collections Services	Intern	06/10/2025	08/01/2025
Huerta, Ayleen	Part-Time, 20 or more hrs/wk	Adult Services	Library Assistant	03/31/2025	08/04/2025
Kolo, Jodi	Full-Time	Leadership Team	Director of Communications & Development	06/04/2012	08/08/2025
Tideman, Megan	Temporary (previously Part-Time, 20 or more hrs/wk)	Children's Services	Summer Reading Program Assistant	11/16/2021	08/23/2025
Rodriguez, Edwin	Temporary	Patron Services	Book Bike Assistant	06/05/2025	08/26/2025
Evans, Liv	Temporary	Collections Services	Summer Library Clerk	05/19/2025	08/28/2025



09/02/2025  
**Staff Changes**

Dates  
08/01/2025 - 08/31/2025

**Changes (2)**

Name	Employment Status	Department	Job Title	Change	Effective Date	Notes
Dolce, Fiona	Full-Time	Middle & High School Services	Middle School Librarian	Lateral Change	08/09/2025	Previous Title: Middle School Liaison
Tarullo, Leigh	Full-Time	Leadership Team	Director of Collections & Technology	Lateral Change	08/24/2025	Previous Title: Director of Collections

## Oak Park Public Library – Financial Report Summary

As of August 2025  
(67% of the year complete)

### OPERATING CASH

Byline Checking	\$ 335,689
*Outstanding payments	\$ (8,343)
Byline Analysis	\$ 748,692
Byline Public Fund MM	\$ 581,625
Hinsdale - Wintrust MM	\$ 214,326
Illinois Funds Invest	\$4,131,426
Ending operating cash available:	<b>\$6,003,415</b>

Byline Public Fund AMH (Restricted State Capital Grant): **\$73,306**

Art Fund: **\$3,154**

### OVERALL SUMMARY

Oak Park Public Library is 67% through the fiscal year. The year-to-date (YTD) financial statement through August 31, 2025, reflects a deficit of \$1,387,707, with the first installment of the tax receipts being paid at 53% of the budgeted amount and awaiting the second installment.

August YTD revenue totaled \$6,636,344 or 56% of the 2025 budget. This amount is 11% under the YTD budget for the fiscal year.

August YTD operating expenditures totaled \$7,775,449 or 65% of the 2025 budget. This amount is 2% under the YTD budget for the fiscal year.

### REVENUE

The library received \$6,076,844 in property tax revenue YTD. In recent years, the second installment due date has experienced delays, pushing it back from the traditional August 1 due date. The due date for the Tax Year 2024 second installment (payable in 2025) has not been set and is delayed by over a month.

Corporate Property Tax is at 66% of the annual budget. The August state disbursement of \$5,804 was received on September 5, 2025, with two more payments to be disbursed for the remainder of the year. An economic decline has reduced the government's tax revenue, averaging \$20K from the end of July to \$6K for August. If this decline continues, the library will receive less than budgeted for FY2025.

Parking lot revenue of \$21,909, or 100%, is at the YTD budget. The library will exceed the \$22,000 budget. The revenue helps pay some of the costs for servicing and maintaining the parking garage and gates.

Interest income of \$208,655, or 115% of the budget, is 48% over the YTD budget. The decrease in interest rates from 5.4% in FY2024 to a current average of 4.4% will continue to produce income over budget. The Federal Reserve is expected to lower interest rates in September. It is speculated that rates will be cut by a quarter of a percentage point (0.25%), which will set the range from 4.00% to 4.25%.

Gifts from Friends of the Library (FOPPL), at \$18,349, or 92% of the budget, is 25% over the YTD budget. This is due to the remaining funds from the FOPPL FY2024 gift being recognized in FY25 and the rate of spending of the FOPPL FY2025 gift.

Illinois Per Capita Grant, at \$80,510 or 447% of the budget, is 380% over the YTD budget. Although this revenue line is not typically budgeted for, a portion of the grant was conservatively budgeted for FY2025 to balance the budget.

Community Fund Endowments is at 92% of the budget, due to the timing of expenditures to recognize revenue for the funds received.

Miscellaneous Income of \$10,786 is contributed to \$8,952 received for E-Rate. This is a discount received from the Federal Communications Commission to assist with affordable telecommunications and internet access.

**TOTAL REVENUE YTD: \$6,636,344**

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## **EXPENDITURES**

Total disbursements: **\$915,236**

The total People expenditure is at 67%, which aligns with the YTD budget. The Dues line, at 109%, is significantly over the YTD budget by 42% due to the timing of the Urban Library Council (ULC) membership renewal. Workers' Compensation (WC) is 88% of the YTD budget. However, the full year's payment for WC was due in January. Unemployment is at 129% of the YTD budget due to the 2025 unemployment insurance rate being higher than anticipated and the calculated rate being charged until it reaches the wage base cap. Hiring is 80% over the YTD budget due to costs related to hiring an Executive Director.

Support Services is expended at 73% of the YTD budget. The over-expenditure is mainly due to various Marketing and Administration costs: (1) Promotions is 36% over the YTD budget, which is due to 2025 Spring Strategic Marketing Campaign; (2) Staff Appreciation is 2% over the YTD budget, which is due to the allocation of events and is not expected to exceed the annual budget;

(3) Audit Fees are at 78% of the budget, which is due to pre-audit fieldwork that is performed in the first month of the year, progressive billing for the audit and outside consultant for preparation of Actuary Report; (4) Consulting Services costs are overspent by 2% for this point of the year due to the use of communications consultants; 5) and package Insurance (property, liability, auto, etc.), which is charged 100% in the first month of the year and is at 92% of the budget line.

August's operating expenditures are at 65%, which is 2% under the YTD budget of 67%.

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

People:

Compensation	67%
Talent Development	64%

**Total People 67%**

Support Services:

Marketing	69%
Store	74%
Collections	59%
Administration	79%
Other Support Services	46%

**Total Support Services 73%**

Equity And Anti-Racism:

**Total Equity And Anti-Racism 5%**

Library Materials:

**Total Library Materials 63%**

Facilities Management:

Facilities Supplies	71%
Facilities Services	55%

**Total Facilities Management 56%**

Public Services:

Programming	61%
Digital Services	59%

**Total Public Services 60%**

**TOTAL OPERATING EXPENSES: 65%**

**TOTAL CAPITAL AND OUTSIDE SUPPORT: 41%**

# Oak Park Public Library

## Bank Reconciliation Report

BYLINE CHECKING, AUGUST 2025

### Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2025:		\$362,418.21
Add: Cleared deposits:		\$98,254.75
Add: Cleared deposit adjustments:		\$903,115.23
Subtract: Cleared payments:		\$339,639.63
Subtract: Cleared payment adjustments:		\$688,459.40
Adjusted bank register balance:		\$335,689.16
Bank register ending balance:		\$327,345.76
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$13,788.38
Add: Outstanding payments:		\$8,343.40
Add: Outstanding payment adjustments:		\$13,788.38
Adjusted bank register balance:		\$335,689.16
Bank statement ending balance 08/31/2025:		\$335,689.16
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	10	\$1,001,369.98
All Cleared Payments:	133	\$1,028,099.03

# Oak Park Public Library

## Bank Reconciliation Report

BYLINE ANALYSIS, AUGUST 2025

### Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2025:		\$613,906.58
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$1,034,784.98
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$900,000.00
Adjusted bank register balance:		\$748,691.56
Bank register ending balance:		\$748,691.56
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:		\$748,691.56
Bank statement ending balance 08/31/2025:		\$748,691.56
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	3	\$1,034,784.98
All Cleared Payments:	2	\$900,000.00

# Oak Park Public Library

## Bank Reconciliation Report

BYLINE MM x0197, AUGUST 2025

### Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2025:		\$579,680.68
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$1,944.71
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$581,625.39
Bank register ending balance:		\$581,625.39
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:		\$581,625.39
Bank statement ending balance 08/31/2025:		\$581,625.39
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$1,944.71
All Cleared Payments:	0	\$0.00

# Oak Park Public Library

## Bank Reconciliation Report

HINSDALE- WINTRUST, AUGUST 2025

### Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2025:		\$213,573.66
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$752.44
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$214,326.10
Bank register ending balance:		\$214,326.10
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:		\$214,326.10
Bank statement ending balance 08/31/2025:		\$214,326.10
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$752.44
All Cleared Payments:	0	\$0.00

# Oak Park Public Library

## Bank Reconciliation Report

ILLINOIS TRUST FUND, AUGUST 2025

### Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2025:		\$5,067,301.51
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$64,124.98
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$1,000,000.00
Adjusted bank register balance:		\$4,131,426.49
Bank register ending balance:		\$4,131,426.49
Subtract: Outstanding deposits:		\$0.00
Subtract: Outstanding deposit adjustments:		\$0.00
Add: Outstanding payments:		\$0.00
Add: Outstanding payment adjustments:		\$0.00
Adjusted bank register balance:		\$4,131,426.49
Bank statement ending balance 08/31/2025:		\$4,131,426.49
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	3	\$64,124.98
All Cleared Payments:	1	\$1,000,000.00

# Oak Park Public Library

## Bank Reconciliation Report

ILLINOIS FUND ART FUND, AUGUST 2025

### Reconciliation of Register to Statement

Bank register cleared beginning balance 07/31/2025:		\$3,141.93
Add: Cleared deposits:		\$0.00
Add: Cleared deposit adjustments:		\$11.81
Subtract: Cleared payments:		\$0.00
Subtract: Cleared payment adjustments:		\$0.00
Adjusted bank register balance:		\$3,153.74
Bank register ending balance:		\$3,153.74
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:		\$3,153.74
Bank statement ending balance 08/31/2025:		\$3,153.74
Out of balance by:		\$0.00
Summary Count and Amount for Deposits and Payments		
All Cleared Deposits:	1	\$11.81
All Cleared Payments:	0	\$0.00

# Oak Park Public Library General Ledger Report

Byline Bank Public Fund MM x3562 August 31, 2025

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
<b>01-1062</b>						
<b>Account: 01-1062 (BYLINE #3562)</b>						
08/01/2025			<i>Account Beginning Balance</i>			\$0.00
08/12/2025	9947-2	Miscellaneous Cash	Deposit 2 - Summarized Cash Receipts Receipt	\$73,178.00		
08/29/2025	9937-1	Journal Entry	BYLINE PUBLIC FUND MONEY MARKET ACCT 356;	\$127.60		
				\$73,305.60	\$0.00	
08/31/2025			<i>Account Net Change</i>			\$73,305.60
08/31/2025			<i>Account Ending Balance</i>			\$73,305.60

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 08/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>REVENUE</b>				
Property Taxes, for operating	47,402.68	6,076,843.57	11,404,000.00	53.29%
Corp. Property Replacement Tax	33,780.88	137,132.09	207,000.00	66.25%
Services charges and fees	30.00	129.65	0.00	0.00%
Lost Books Reimbursed/Reciprocal Borrow	0.00	8,554.09	7,000.00	122.20%
Sales	110.00	1,776.55	0.00	0.00%
Rentals-Library Space	48.26	2,770.16	0.00	0.00%
Vending/Enterprise Income	0.00	507.28	0.00	0.00%
Parking lot revenue	2,679.82	21,908.57	22,000.00	99.58%
Interest	20,893.87	208,655.47	182,000.00	114.65%
Gifts	0.00	2,950.00	0.00	0.00%
Gifts From FOPPL	0.00	18,349.37	20,000.00	91.75%
Illinois Per Capita Grant	80,509.93	80,509.93	18,000.00	447.28%
Grants	32,630.85	41,895.85	0.00	0.00%
Community Fund Endowments	0.00	23,575.63	25,600.00	92.09%
Miscellaneous Income	0.00	10,785.87	0.00	0.00%
<b>TOTAL REVENUE</b>	<b>218,086.29</b>	<b>6,636,344.08</b>	<b>11,885,600.00</b>	<b>55.84%</b>
<b>EXPENSES - Operating</b>				
<b>PEOPLE</b>				
<b>Compensation</b>				
Wages & Salaries	564,425.74	4,390,354.86	6,630,000.00	66.22%
Employee Health Benefits	105,484.11	838,154.74	1,223,000.00	68.53%
IMRF (Illinois Municipal Retirement F	17,833.32	139,536.43	229,000.00	60.93%
FICA/MEDICARE	41,385.55	321,821.52	488,500.00	65.88%
Workers Compensation Insurance	0.00	15,441.00	17,500.00	88.23%
Unemployment Compensation Ins.	868.80	31,000.29	24,000.00	129.17%
<b>Total Compensation</b>	<b>729,997.52</b>	<b>5,736,308.84</b>	<b>8,612,000.00</b>	<b>66.61%</b>
<b>Talent Development</b>				
Dues	760.00	15,264.00	14,000.00	109.03%
Staff Development/Travel	8,732.88	49,559.03	103,250.00	48.00%
Tuition Reimbursement	4,500.00	18,414.00	27,000.00	68.20%
Hiring	0.00	18,429.45	12,500.00	147.44%
Board Development	300.00	650.00	2,000.00	32.50%
<b>Total Talent Development</b>	<b>14,292.88</b>	<b>102,316.48</b>	<b>158,750.00</b>	<b>64.45%</b>
<b>TOTAL PEOPLE</b>	<b>744,290.40</b>	<b>5,838,625.32</b>	<b>8,770,750.00</b>	<b>66.57%</b>
<b>SUPPORT SERVICES</b>				
<b>Marketing</b>				
Promotions	635.40	19,511.93	19,000.00	102.69%
Publications	0.00	15,289.95	31,550.00	48.46%
<b>Total Marketing Support</b>	<b>635.40</b>	<b>34,801.88</b>	<b>50,550.00</b>	<b>68.85%</b>

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 08/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>Store</b>				
Fees and Services	4.07	551.93	750.00	73.59%
<b>Total Store Support</b>	<b>4.07</b>	<b>551.93</b>	<b>750.00</b>	<b>73.59%</b>
<b>Collections</b>				
ILL Payments	188.12	2,719.98	3,000.00	90.67%
Cataloging/Bib Search Fees	0.00	841.51	3,000.00	28.05%
<b>Total Collections Support</b>	<b>188.12</b>	<b>3,561.49</b>	<b>6,000.00</b>	<b>59.36%</b>
<b>Administration</b>				
HRIS and Payroll Processing Fees	2,710.15	21,800.99	33,000.00	66.06%
Mileage & Miscellaneous reimburse	1,445.43	11,854.18	22,500.00	52.69%
Hospitality	0.00	1,793.13	5,000.00	35.86%
Staff Appreciation / Engagement	11.47	8,248.87	12,000.00	68.74%
Audit Fees	0.00	9,000.00	11,600.00	77.59%
Unclaimed Property Escheatment to	0.00	0.00	650.00	0.00%
Merchant Account Services	87.07	797.69	2,050.00	38.91%
Consulting Services - Admin	4,000.00	41,532.50	60,000.00	69.22%
Intergovernmental Agreements (IGA)	0.00	14,798.00	25,000.00	59.19%
Legal Fees	1,028.75	4,185.00	30,000.00	13.95%
Postage & Delivery	4,242.83	11,334.31	16,500.00	68.69%
Insurance	0.00	114,420.99	124,700.00	91.76%
Contingency	(106.99)	0.00	0.00	0.00%
Grant Expenses	32,630.85	41,895.85	0.00	0.00%
Supplies	4,339.64	60,429.10	90,000.00	67.14%
<b>Total Administration Support</b>	<b>50,389.20</b>	<b>342,090.61</b>	<b>433,000.00</b>	<b>79.00%</b>
<b>Other Support Services</b>				
Telephone/Communications	3,707.47	30,183.99	65,000.00	46.44%
Office & Library Machinery Service	1,158.13	9,265.04	20,000.00	46.33%
<b>Total Other Support Services</b>	<b>4,865.60</b>	<b>39,449.03</b>	<b>85,000.00</b>	<b>46.41%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>56,082.39</b>	<b>420,454.94</b>	<b>575,300.00</b>	<b>73.08%</b>
<b>EQUITY AND ANTI-RACISM</b>				
Learning and Development	0.00	0.00	12,000.00	0.00%
Supplies - Equity	80.33	756.73	2,000.00	37.84%
<b>TOTAL EQUITY AND ANTI-RACISM</b>	<b>80.33</b>	<b>756.73</b>	<b>14,000.00</b>	<b>5.41%</b>
<b>LIBRARY MATERIALS</b>				
Print materials	26,544.41	210,675.73	380,500.00	55.37%
Audio and video materials	4,228.71	39,938.83	95,500.00	41.82%
Digital content	43,306.44	466,210.54	640,000.00	72.85%
Devices	2,339.38	12,504.59	30,000.00	41.68%
Realia and other formats	856.03	4,040.85	10,500.00	38.48%

# Oak Park Public Library

## Statement of Revenue & Expenditure

Period Ending 08/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
Archival collection	0.00	3,266.64	20,000.00	16.33%
<b>TOTAL LIBRARY MATERIALS</b>	<b>77,274.97</b>	<b>736,637.18</b>	<b>1,176,500.00</b>	<b>62.61%</b>
<b>FACILITIES MANAGEMENT</b>				
<b>Facility Supplies</b>				
Fuels & Lubricants	216.39	1,044.36	2,800.00	37.30%
Building Materials & Supplies	150.83	6,832.67	10,000.00	68.33%
Equipment Parts	244.55	8,325.47	10,000.00	83.25%
Cleaning & Housekeeping Supplies	0.00	5,379.40	8,500.00	63.29%
Signage	0.00	3,453.07	4,000.00	86.33%
<b>Total Facility Supplies</b>	<b>611.77</b>	<b>25,034.97</b>	<b>35,300.00</b>	<b>70.92%</b>
<b>Facilities Services</b>				
Landscaping and snow removal serv	544.00	5,684.00	25,000.00	22.74%
Custodial Services	17,552.52	140,141.35	225,000.00	62.29%
Water	0.00	7,179.63	11,750.00	61.10%
Sewer/Garbage	0.00	7,412.05	13,500.00	54.90%
Parking lot expense	0.00	2,752.31	10,500.00	26.21%
Natural Gas	1,273.14	20,559.91	95,000.00	21.64%
Rentals--Equipment & Facilities	1,370.00	10,960.00	25,000.00	43.84%
Repair & Maintenance Prop. & Equip	4,677.66	161,957.21	242,000.00	66.92%
<b>Total Facilities Services</b>	<b>25,417.32</b>	<b>356,646.46</b>	<b>647,750.00</b>	<b>55.06%</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>26,029.09</b>	<b>381,681.43</b>	<b>683,050.00</b>	<b>55.88%</b>
<b>PUBLIC SERVICES</b>				
<b>Programming</b>				
Children's Programming	384.40	17,380.17	25,000.00	69.52%
Young Adult Programming	1,086.38	10,230.97	27,000.00	37.89%
Adult Programming	936.50	15,929.81	23,000.00	69.26%
Community Engagement	10.97	11,435.50	14,000.00	81.68%
Social Services	0.00	5,615.92	10,000.00	56.16%
Creative Studio	230.27	5,071.96	8,000.00	63.40%
<b>Total Programming</b>	<b>2,648.52</b>	<b>65,664.33</b>	<b>107,000.00</b>	<b>61.37%</b>
<b>Digital Services</b>				
Consultant Support Services	225.00	14,766.30	65,000.00	22.72%
SWAN	0.00	79,093.25	115,000.00	68.78%
Subscriptions and services	36,385.60	233,530.35	354,000.00	65.97%
Equipment and supplies	298.36	4,239.60	25,000.00	16.96%
<b>Total Digital Services</b>	<b>36,908.96</b>	<b>331,629.50</b>	<b>559,000.00</b>	<b>59.33%</b>
<b>TOTAL PUBLIC SERVICES</b>	<b>39,557.48</b>	<b>397,293.83</b>	<b>666,000.00</b>	<b>59.65%</b>
<b>TOTAL EXPENSES - Operating</b>	<b>943,314.66</b>	<b>7,775,449.43</b>	<b>11,885,600.00</b>	<b>65.42%</b>

## Oak Park Public Library

### Statement of Revenue & Expenditure

Period Ending 08/31/2025

	Current Month	YTD Totals	Total Annual Budget	% Budget YTD Received / Expended
<b>EXPENSES - Capital</b>				
Facilities Equipment	2,598.00	3,108.38	10,000.00	31.08%
Furnishings	596.00	46,256.54	75,000.00	61.68%
Technology Projects and Equipment	0.00	12,508.50	50,000.00	25.02%
Building Improvements	70,630.85	186,727.93	465,000.00	40.16%
<b>TOTAL EXPENSES - Capital</b>	<b>73,824.85</b>	<b>248,601.35</b>	<b>600,000.00</b>	<b>41.43%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(799,053.22)</b>	<b>(1,387,706.70)</b>	<b>(600,000.00)</b>	<b>231.28%</b>

# Oak Park Public Library

## Cash Disbursement Journals

AUGUST 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
ALPHA BUILDING MAINTENAN	Computer Check 62670	08/06/2025	08/06/2025 Posted	16,568.52	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 16,568.52	16,568.52 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>
23633 OPPL	07/01/2025	Custodial Services	16,568.52	16,568.52	01-5686	Custodial Services	16,568.52	«No Project ID»
<i>Totals:</i>							16,568.52	
ALTA LANGUAGE SERVICES, IN	Computer Check 62671	08/06/2025	08/06/2025 Posted	58.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 58.00	58.00 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>
IS798106	07/31/2025	INTERPRETER LANG	58.00	58.00	01-5199	Hiring	58.00	«No Project ID»
<i>Totals:</i>							58.00	
AMAZON CAPITAL SERVICES	Computer Check 62672	08/06/2025	08/06/2025 Posted	2,610.69	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,610.69	2,610.69 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
1X4C-1MN4-6PQF	07/16/2025	Camera supply	110.33	110.33	01-5249	Community Engagement	110.33	«No Project ID»
<i>Totals:</i>							110.33	
1R3P-1QVK-PT1H	07/22/2025	Facilities - High Terr	26.69	26.69	01-5692	Repair & Maintenance Prop.	26.69	«No Project ID»
<i>Totals:</i>							26.69	
1Y4X-K61W-YRPV	07/23/2025	Facilities - Liebert 2	500.00	500.00	01-5692	Repair & Maintenance Prop.	500.00	«No Project ID»
<i>Totals:</i>							500.00	
1DHK-KMLQ-HM94	07/25/2025	KONICA Toner - BIB	50.98	50.98	01-5742	Supplies	50.98	«No Project ID»
<i>Totals:</i>							50.98	
17MX-KMM3-KWLT	07/25/2025	Red pocket folders	19.79	19.79	01-5742	Supplies	19.79	«No Project ID»
<i>Totals:</i>							19.79	
1WYT-X7WP-QV7C	07/26/2025	HP Poster Printer Inl	145.00	145.00	01-5742	Supplies	145.00	«No Project ID»
<i>Totals:</i>							145.00	
1TQH-1GNP-9Y7D	07/28/2025	Childrens Realia	418.34	412.35	01-5894	Realia and other formats	412.35	«No Project ID»
<i>Totals:</i>							412.35	
19TW-1Q7X-3CNQ	07/29/2025	supplies	41.51	41.51	01-5742	Supplies	41.51	«No Project ID»
<i>Totals:</i>							41.51	
1XYH-PXFP-HVN6	07/30/2025	Books	183.48	183.48	01-5840	Print materials	183.48	«No Project ID»
<i>Totals:</i>							183.48	
14VL-4D7T-W9MW	07/31/2025	Push Pins for Staff B	3.69	3.69	01-5742	Supplies	3.69	«No Project ID»
<i>Totals:</i>							3.69	
1QVL-LQPM-W11J	07/31/2025	Books	35.72	35.72	01-5840	Print materials	35.72	«No Project ID»
<i>Totals:</i>							35.72	

# Oak Park Public Library

## Cash Disbursement Journals

AUGUST 31, 2025

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
1MFG-9PH9-4GYR	08/01/2025	July Amazon order	87.42	87.42	01-5240	Children's Programming	87.42	«No Project ID»
						<i>Totals:</i>	87.42	
16PR-DQ7W-HMJX	08/01/2025	Library of Things M	27.97	27.97	01-5893	Devices	27.97	«No Project ID»
						<i>Totals:</i>	27.97	
1QNV-WFDD-LWFK	08/01/2025	IT Supplies - USB Ca	32.43	32.43	01-5937	Equipment and supplies	32.43	«No Project ID»
						<i>Totals:</i>	32.43	
1TL6-L1X4-LXLQ	08/02/2025	Childrens Realia	714.92	714.92	01-5894	Realia and other formats	714.92	«No Project ID»
						<i>Totals:</i>	714.92	
1RXK-DWNV-PMCV	08/05/2025	MHS program supp	218.41	218.41	01-5244	Young Adult Programming	218.41	«No Project ID»
						<i>Totals:</i>	218.41	
AMAZON CAPITAL SERVICES	Computer Check 62701	08/13/2025 08/13/2025 Posted		360.36	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 360.36	360.36 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1FND-67FR-G1GR	08/04/2025	Books	31.42	31.42	01-5840	Print materials	31.42	«No Project ID»
						<i>Totals:</i>	31.42	
19TR-LCHL-Q9J4	08/05/2025	Childrens Realia	16.85	16.85	01-5894	Realia and other formats	16.85	«No Project ID»
						<i>Totals:</i>	16.85	
1CYV-1QFJ-RXXT	08/05/2025	Books	36.97	36.97	01-5840	Print materials	36.97	«No Project ID»
						<i>Totals:</i>	36.97	
1WG9-QYNK-JTFM	08/07/2025	Books	68.47	68.47	01-5840	Print materials	68.47	«No Project ID»
						<i>Totals:</i>	68.47	
1KJ7-FCH9-J1VV	08/07/2025	Creative Studio - CS	59.29	59.29	01-5254	Creative Studio	59.29	«No Project ID»
						<i>Totals:</i>	59.29	
11CM-TMRD-GLKL	08/08/2025	Books	47.19	47.19	01-5840	Print materials	47.19	«No Project ID»
						<i>Totals:</i>	47.19	
1YN1-7NFV-9DND	08/11/2025	Childrens Realia	9.15	9.15	01-5894	Realia and other formats	9.15	«No Project ID»
						<i>Totals:</i>	9.15	
1TC1-LYCM-XWNK	08/11/2025	Book	33.99	33.99	01-5840	Print materials	33.99	«No Project ID»
						<i>Totals:</i>	33.99	
1FY4-DWX7-4R36	08/11/2025	Library of Things M	57.03	57.03	01-5893	Devices	57.03	«No Project ID»
						<i>Totals:</i>	57.03	
AMAZON CAPITAL SERVICES	Computer Check 62726	08/20/2025 08/20/2025 Posted		261.78	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 261.78	261.78 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

## Cash Disbursement Journals

AUGUST 31, 2025

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
1K1G-XYGW-3FJF	08/13/2025	Materials Handling	12.98	12.98	01-5742	Supplies	12.98	«No Project ID»
						<i>Totals:</i>	12.98	
1KHY-9HVV-3HLQ	08/13/2025	Book	22.13	22.13	01-5840	Print materials	22.13	«No Project ID»
						<i>Totals:</i>	22.13	
1RRX-FKK6-3THR	08/14/2025	Office Supplies	9.33	9.33	01-5742	Supplies	9.33	«No Project ID»
						<i>Totals:</i>	9.33	
1FT7-77Q7-9D13	08/18/2025	Books	85.26	85.26	01-5840	Print materials	85.26	«No Project ID»
						<i>Totals:</i>	85.26	
136W-DV49-9FHJ	08/18/2025	Childrens Realia	121.10	121.10	01-5894	Realia and other formats	121.10	«No Project ID»
						<i>Totals:</i>	121.10	
1FT7-77Q7-TVRR	08/19/2025	Office Supplies	10.98	10.98	01-5742	Supplies	10.98	«No Project ID»
						<i>Totals:</i>	10.98	
AMAZON CAPITAL SERVICES	Computer Check 62745	08/22/2025 08/22/2025 Posted		59.95	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 59.95	59.95 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1RCT-DYMK-4HCN	08/20/2025	Books	59.95	59.95	01-5840	Print materials	59.95	«No Project ID»
						<i>Totals:</i>	59.95	
ANCEL GLINK, P.C.	Computer Check 62727	08/20/2025 08/20/2025 Posted		1,388.75	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,388.75	1,388.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-15198	06/12/2025	MAY 2025 LEGAL FE	481.25	481.25	01-5291	Legal Fees	481.25	«No Project ID»
						<i>Totals:</i>	481.25	
IR-15199	07/11/2025	JUNE 2025 LEGAL FI	907.50	907.50	01-5291	Legal Fees	907.50	«No Project ID»
						<i>Totals:</i>	907.50	
BAKER & TAYLOR	Computer Check 62673	08/06/2025 08/06/2025 Posted		1,804.82	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,804.82	1,804.82 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2039200095	07/29/2025	Books	194.98	194.98	01-5840	Print materials	194.98	«No Project ID»
						<i>Totals:</i>	194.98	
2039205733	07/30/2025	Books	1,057.53	1,057.53	01-5840	Print materials	1,057.53	«No Project ID»
						<i>Totals:</i>	1,057.53	
2039212202	07/31/2025	Books	552.31	552.31	01-5840	Print materials	552.31	«No Project ID»
						<i>Totals:</i>	552.31	

# Oak Park Public Library

## Cash Disbursement Journals

AUGUST 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
BAKER & TAYLOR	Computer Check 62703	08/13/2025	08/13/2025 Posted	6,240.74	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 6,240.74	6,240.74 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2039214489	08/05/2025	Books	111.34	111.34	01-5840	Print materials	111.34	«No Project ID»
							<i>Totals:</i>	111.34
2039215532	08/05/2025	Books	148.59	148.59	01-5840	Print materials	148.59	«No Project ID»
							<i>Totals:</i>	148.59
2039210294	08/05/2025	Books	279.54	279.54	01-5840	Print materials	279.54	«No Project ID»
							<i>Totals:</i>	279.54
2039214040	08/05/2025	Books	410.56	410.56	01-5840	Print materials	410.56	«No Project ID»
							<i>Totals:</i>	410.56
2039204760	08/05/2025	Books	2,829.59	2,829.59	01-5840	Print materials	2,829.59	«No Project ID»
							<i>Totals:</i>	2,829.59
2039212599	08/06/2025	Books	155.93	155.93	01-5840	Print materials	155.93	«No Project ID»
							<i>Totals:</i>	155.93
2039220416	08/06/2025	Books	542.29	542.29	01-5840	Print materials	542.29	«No Project ID»
							<i>Totals:</i>	542.29
2039209474	08/06/2025	Books	837.61	837.61	01-5840	Print materials	837.61	«No Project ID»
							<i>Totals:</i>	837.61
2039217766	08/06/2025	Books	70.25	70.25	01-5840	Print materials	70.25	«No Project ID»
							<i>Totals:</i>	70.25
2039218287	08/11/2025	Books	202.27	202.27	01-5840	Print materials	202.27	«No Project ID»
							<i>Totals:</i>	202.27
2039221246	08/11/2025	Books	652.77	652.77	01-5840	Print materials	652.77	«No Project ID»
							<i>Totals:</i>	652.77

BAKER & TAYLOR	Computer Check 62728	08/20/2025	08/20/2025 Posted	1,950.15	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,950.15	1,950.15 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2039223417	08/12/2025	Books	277.76	277.76	01-5840	Print materials	277.76	«No Project ID»
							<i>Totals:</i>	277.76
2039229314	08/12/2025	Books	735.72	735.72	01-5840	Print materials	735.72	«No Project ID»
							<i>Totals:</i>	735.72
2039232535	08/13/2025	Books	103.03	103.03	01-5840	Print materials	103.03	«No Project ID»
							<i>Totals:</i>	103.03
2039235309	08/14/2025	Books	686.36	686.36	01-5840	Print materials	686.36	«No Project ID»

# Oak Park Public Library

## Cash Disbursement Journals

AUGUST 31, 2025

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	Project ID
2039230232	08/15/2025	Books	147.28	147.28	01-5840	Print materials	«No Project ID»
						<i>Totals:</i>	686.36
						<i>Totals:</i>	147.28
BAKER & TAYLOR	Computer Check 62746	08/22/2025 08/22/2025 Posted		2,644.96	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,644.96 2,644.96
				2,644.96	01-5840	Print materials	«No Project ID»
						<i>Totals:</i>	2,644.96
BELCORE ELECTRIC	Computer Check 62674	08/06/2025 08/06/2025 Posted		1,842.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,842.00 1,842.00
				1,842.00	01-5950	Building Improvements	«No Project ID»
						<i>Totals:</i>	1,842.00
BLACKBAUD	Computer Check 62729	08/20/2025 08/20/2025 Posted		13,047.29	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 13,047.29 13,047.29
				11,325.68	01-5936	Subscriptions and services	«No Project ID»
						<i>Totals:</i>	11,325.68
				1,721.61	01-5936	Subscriptions and services	«No Project ID»
						<i>Totals:</i>	1,721.61
DUSHAUN BRANCH	Computer Check 62730	08/20/2025 08/20/2025 Posted		240.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 240.00 240.00
				240.00	01-5247	Adult Programming	«No Project ID»
						<i>Totals:</i>	240.00
CAMILLE GAUTHIER	Computer Check 62704	08/13/2025 08/13/2025 Posted		1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00 1,500.00
				1,500.00	01-5164	Tuition Reimbursement	«No Project ID»
						<i>Totals:</i>	1,500.00
CARDINAL COLORGROUP	Computer Check	08/20/2025 08/20/2025		727.00	01-1053	Byline Bank Checking	0.00 727.00

# Oak Park Public Library

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Payee	Trans. Type	Trans. No.	Trans. Date	Post Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
		62731			Posted		01-2060	Accounts Payable	727.00	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>		
450976	05/12/2025	Print promotion of s	727.00	727.00	01-5204	Promotions	727.00	«No Project ID»		
<i>Totals:</i>								727.00		
CHICAGO FILM ARCHIVES, NFF	Computer Check		08/13/2025	08/13/2025		2,000.00	01-1053	Byline Bank Checking	0.00	2,000.00
		62705			Posted		01-2060	Accounts Payable	2,000.00	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>		
VR2503	07/24/2025	Storage Of Negative	2,000.00	2,000.00	01-5895	Archival collection	2,000.00	«No Project ID»		
<i>Totals:</i>								2,000.00		
CHILDREN'S PLUS DBA LIBRAR	Computer Check		08/06/2025	08/06/2025		243.88	01-1053	Byline Bank Checking	0.00	243.88
		62675			Posted		01-2060	Accounts Payable	243.88	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>		
263976	07/25/2025	Books	243.88	243.88	01-5840	Print materials	243.88	«No Project ID»		
<i>Totals:</i>								243.88		
CINTAS	Computer Check		08/20/2025	08/20/2025		143.60	01-1053	Byline Bank Checking	0.00	143.60
		62732			Posted		01-2060	Accounts Payable	143.60	0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>		
5277163109	06/23/2025	First Aid	66.29	66.29	01-5742	Supplies	66.29	«No Project ID»		
<i>Totals:</i>								66.29		
5277332911	06/24/2025	First Aid	35.68	35.68	01-5742	Supplies	35.68	«No Project ID»		
<i>Totals:</i>								35.68		
5282118504	07/22/2025	First Aid	41.63	41.63	01-5742	Supplies	41.63	«No Project ID»		
<i>Totals:</i>								41.63		
CITRON HYGIENE	Computer Check		08/06/2025	08/06/2025		882.71	01-1053	Byline Bank Checking	0.00	882.71
		62676			Posted		01-2060	Accounts Payable	882.71	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>		
INV0480547	07/01/2025	Citron Hygiene Serv	74.01	74.01	01-5686	Custodial Services	74.01	«No Project ID»		
<i>Totals:</i>								74.01		
INV0480548	07/01/2025	Citron Hygiene Serv	808.70	808.70	01-5686	Custodial Services	808.70	«No Project ID»		
<i>Totals:</i>								808.70		
CLAIRE ONG	Computer Check		08/06/2025	08/06/2025		14.35	01-1053	Byline Bank Checking	0.00	14.35
		62677			Posted		01-2060	Accounts Payable	14.35	0.00

# Oak Park Public Library

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AUGUST 31, 2025

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-15057	07/31/2025	Mileage -Reimburse	14.35	14.35	01-5165	Mileage & Miscellaneous reir	14.35	«No Project ID»
<i>Totals:</i>							14.35	
COMPLETE TEMPERATURE SYS	Computer Check 62678	08/06/2025 08/06/2025 Posted		1,315.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,315.00	1,315.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
SRVCE052780	07/28/2025	Main - Glycol 100	1,315.00	1,315.00	01-5692	Repair & Maintenance Prop.	1,315.00	«No Project ID»
<i>Totals:</i>							1,315.00	
DEMCO, INC.	Computer Check 62706	08/13/2025 08/13/2025 Posted		100.69	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 100.69	100.69 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7678838	08/06/2025	Processing Supplies	100.69	100.69	01-5742	Supplies	100.69	«No Project ID»
<i>Totals:</i>							100.69	
DESUENO DANCE LLC	Computer Check 62733	08/20/2025 08/20/2025 Posted		250.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 250.00	250.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2025-99-0088	08/05/2025	Adult Programming	250.00	250.00	01-5247	Adult Programming	250.00	«No Project ID»
<i>Totals:</i>							250.00	
DITO, LLC	Computer Check 62679	08/06/2025 08/06/2025 Posted		36.41	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 36.41	36.41 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV97993	07/31/2025	Google Voice (July 2	36.41	36.41	01-5451	Telephone/Communications	36.41	«No Project ID»
<i>Totals:</i>							36.41	
DOW JONES & COMPANY INC	Computer Check 62707	08/13/2025 08/13/2025 Posted		1,575.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,575.00	1,575.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
97060300	08/07/2025	Wall Street Journal I	1,575.00	1,575.00	01-5891	Digital content	1,575.00	«No Project ID»
<i>Totals:</i>							1,575.00	
EMMA VICTORIA LOPEZ	Computer Check 62680	08/06/2025 08/06/2025 Posted		75.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.00	75.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2025-99-0083	08/01/2025	Bilingual Coding Prc	75.00	75.00	01-5240	Children's Programming	75.00	FALLON
<i>Totals:</i>							75.00	
FEDEX	Computer Check 62708	08/13/2025 08/13/2025 Posted		126.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 126.00	126.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2-397-81180	06/24/2025	Camera shipping	126.00	126.00	01-5249	Community Engagement	126.00	«No Project ID»
<i>Totals:</i>							126.00	
FOREST PRINTING CO.	Computer Check 62681	08/06/2025 08/06/2025 Posted		285.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 285.40	285.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
128069	08/01/2025	MHS fall program b	285.40	285.40	01-5204	Promotions	285.40	«No Project ID»
<i>Totals:</i>							285.40	
FOREST PRINTING CO.	Computer Check 62709	08/13/2025 08/13/2025 Posted		859.80	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 859.80	859.80 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
127929	07/23/2025	August event calenc	859.80	859.80	01-5205	Publications	859.80	«No Project ID»
<i>Totals:</i>							859.80	
FUTURITY 19, INC	Computer Check 62682	08/06/2025 08/06/2025 Posted		1,200.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,200.00	1,200.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1704	07/31/2025	Maze - Brick Infill - I	1,200.00	1,200.00	01-5950	Building Improvements	1,200.00	«No Project ID»
<i>Totals:</i>							1,200.00	
GARVEY'S OFFICE PRODUCTS	Computer Check 62683	08/06/2025 08/06/2025 Posted		1,370.16	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,370.16	1,370.16 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
WO-743908-1	08/04/2025	Paper	1,370.16	1,370.16	01-5742	Supplies	1,370.16	«No Project ID»
<i>Totals:</i>							1,370.16	
GLOWFORGE, INC.	Computer Check 62684	08/06/2025 08/06/2025 Posted		239.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 239.00	239.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID

# Oak Park Public Library

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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
#IN-832902	08/01/2025	Subscriptions - Glov	239.00	239.00	01-5936	Subscriptions and services	239.00	«No Project ID»
<i>Totals:</i>							239.00	
GRAINGER	Computer Check 62685		08/06/2025 08/06/2025 Posted		14.37 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 14.37	14.37 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9582209855	07/23/2025	Facilities - Main - EF	14.37	14.37	01-5692	Repair & Maintenance Prop.	14.37	«No Project ID»
<i>Totals:</i>							14.37	
HOME DEPOT	Computer Check 62686		08/06/2025 08/06/2025 Posted		107.75 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 107.75	107.75 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1545456	06/09/2025	Facilities - Houseke	63.88	63.88	01-5682	Building Materials & Supplies	63.88	«No Project ID»
<i>Totals:</i>							63.88	
8555344	07/12/2025	Main - Liebert 2 Sup	8.98	8.98	01-5682	Building Materials & Supplies	8.98	«No Project ID»
<i>Totals:</i>							8.98	
2624037	07/28/2025	Facilities - MISC Sup	34.89	34.89	01-5682	Building Materials & Supplies	34.89	«No Project ID»
<i>Totals:</i>							34.89	
HOME DEPOT	Computer Check 62710		08/13/2025 08/13/2025 Posted		596.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 596.00	596.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9341782	08/10/2025	Furnishings - Creati	596.00	596.00	01-5930	Furnishings	596.00	«No Project ID»
<i>Totals:</i>							596.00	
IHLS-OCLC	Computer Check 62711		08/13/2025 08/13/2025 Posted		188.12 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 188.12	188.12 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
33162	08/06/2025	IFM Debits/Admin F	188.12	188.12	01-5264	ILL Payments	188.12	«No Project ID»
<i>Totals:</i>							188.12	
ILLINOIS LIBRARY ASSOCIATIO	Computer Check 62712		08/13/2025 08/13/2025 Posted		625.00 01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 625.00	625.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
319390	07/24/2025	2025 Preiser Market	550.00	550.00	01-5204	Promotions	550.00	«No Project ID»
<i>Totals:</i>							550.00	

# Oak Park Public Library

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
318604	07/30/2025	ILA TRUSTEE MEMB	75.00	75.00	01-5162	Dues	75.00	«No Project ID»
<i>Totals:</i>							75.00	
INGRAM LIBRARY SERVICES	Computer Check 62687	08/06/2025 08/06/2025 Posted		912.77	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 912.77	912.77 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
89456292	07/29/2025	Books	121.73	121.73	01-5840	Print materials	121.73	«No Project ID»
<i>Totals:</i>							121.73	
89462350	07/29/2025	Books	351.22	351.22	01-5840	Print materials	351.22	«No Project ID»
<i>Totals:</i>							351.22	
89506128	07/31/2025	Books	338.07	338.07	01-5840	Print materials	338.07	«No Project ID»
<i>Totals:</i>							338.07	
89528339	08/01/2025	Books	101.75	101.75	01-5840	Print materials	101.75	«No Project ID»
<i>Totals:</i>							101.75	
INGRAM LIBRARY SERVICES	Computer Check 62713	08/13/2025 08/13/2025 Posted		4,521.31	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 4,521.31	4,521.31 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
89557446	08/04/2025	Books	28.28	28.28	01-5840	Print materials	28.28	«No Project ID»
<i>Totals:</i>							28.28	
89589825	08/05/2025	Books	3,024.67	3,024.67	01-5840	Print materials	3,024.67	«No Project ID»
<i>Totals:</i>							3,024.67	
89621221	08/06/2025	Books	404.13	404.13	01-5840	Print materials	404.13	«No Project ID»
<i>Totals:</i>							404.13	
89653301	08/07/2025	Books	280.10	280.10	01-5840	Print materials	280.10	«No Project ID»
<i>Totals:</i>							280.10	
89646542	08/07/2025	Books	424.75	424.75	01-5840	Print materials	424.75	«No Project ID»
<i>Totals:</i>							424.75	
89701900	08/11/2025	Books	359.38	359.38	01-5840	Print materials	359.38	«No Project ID»
<i>Totals:</i>							359.38	
INGRAM LIBRARY SERVICES	Computer Check 62734	08/20/2025 08/20/2025 Posted		2,662.78	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,662.78	2,662.78 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
89732263	08/12/2025	Books	436.70	436.70	01-5840	Print materials	436.70	«No Project ID»
<i>Totals:</i>							436.70	

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
89767502	08/13/2025	Books	334.48	334.48	01-5840	Print materials	334.48	«No Project ID»
<i>Totals:</i>							334.48	
89760557	08/13/2025	Books	671.66	671.66	01-5840	Print materials	671.66	«No Project ID»
<i>Totals:</i>							671.66	
89785503	08/14/2025	Books	243.22	243.22	01-5840	Print materials	243.22	«No Project ID»
<i>Totals:</i>							243.22	
89809087	08/15/2025	Books	677.98	677.98	01-5840	Print materials	677.98	«No Project ID»
<i>Totals:</i>							677.98	
89838981	08/18/2025	Books	298.74	298.74	01-5840	Print materials	298.74	«No Project ID»
<i>Totals:</i>							298.74	
INTERNATIONAL UNION OF O	Computer Check 62714	08/13/2025 08/13/2025 Posted		194.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 194.25	194.25 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-15125	08/05/2025	AUGUST 2025 UNIC	194.25	194.25	01-2059	Union dues Payable	194.25	«No Project ID»
<i>Totals:</i>							194.25	
JAIMEE STEPHENS	Computer Check 62747	08/22/2025 08/22/2025 Posted		1,500.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,500.00	1,500.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-15209	08/21/2025	Tuition Grant	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	«No Project ID»
<i>Totals:</i>							1,500.00	
KANOPY, INC.	Computer Check 62688	08/06/2025 08/06/2025 Posted		3,543.65	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,543.65	3,543.65 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
462183-PPU	07/31/2025	Kanopy tickets	3,543.65	3,543.65	01-5891	Digital content	3,543.65	«No Project ID»
<i>Totals:</i>							3,543.65	
KATHLEEN M SPALE	Computer Check 62715	08/13/2025 08/13/2025 Posted		39.43	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 39.43	39.43 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-15115	07/24/2025	Refreshments for Ar	39.43	39.43	01-5895	Archival collection	39.43	«No Project ID»
<i>Totals:</i>							39.43	
KATHY VALDIVIA	Computer Check	08/20/2025 08/20/2025		90.00	01-1053	Byline Bank Checking	0.00	90.00

# Oak Park Public Library

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
	62735		Posted		01-2060	Accounts Payable	90.00	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>
25-99-0094	07/25/2025	July Spanish Storytir	90.00	90.00	01-5240	Children's Programming	90.00	«No Project ID»
<i>Totals:</i>							90.00	
KIARA BEHENSKY	Computer Check 62723	08/15/2025	08/15/2025 Posted	291.08	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 291.08	291.08 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-15144	08/15/2025	Wages & salaries - t	291.08	291.08	01-5001	Wages & Salaries	291.08	«No Project ID»
<i>Totals:</i>							291.08	
LAKESHORE RECYCLING SYSTE	Computer Check 62689	08/06/2025	08/06/2025 Posted	674.28	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 674.28	674.28 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>
LR6323015	07/25/2025	Trash/Recycling - M	110.45	110.45	01-5688	Sewer/Garbage	110.45	«No Project ID»
<i>Totals:</i>							110.45	
LR6323014	07/25/2025	Trash/Recycling - M	563.83	563.83	01-5688	Sewer/Garbage	563.83	«No Project ID»
<i>Totals:</i>							563.83	
THE LIBRARY STORE, INC.	Computer Check 62690	08/06/2025	08/06/2025 Posted	2,525.91	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 2,525.91	2,525.91 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>
733691	04/01/2025	MHS Activity Cart	2,525.91	2,525.91	01-5930	Furnishings	2,525.91	«No Project ID»
<i>Totals:</i>							2,525.91	
LOCAL 399 FED PAC	Computer Check 62736	08/20/2025	08/20/2025 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>
900842	08/14/2025	FED PAC CONT FOR	75.00	75.00	01-2058	Fed Pac	75.00	«No Project ID»
<i>Totals:</i>							75.00	
MADELYN HELLWIG	Computer Check 62691	08/06/2025	08/06/2025 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-15060	08/05/2025	Tuition Grant	1,500.00	1,500.00	01-5164	Tuition Reimbursement	1,500.00	«No Project ID»
<i>Totals:</i>							1,500.00	

# Oak Park Public Library

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
MIDWEST TAPE, LLC	Computer Check 62692	08/06/2025	08/06/2025 Posted	23,218.98	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 23,218.98	23,218.98 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
507532586	07/31/2025	DVDs	84.87	84.87	01-5890	Audio and video materials	84.87	«No Project ID»
						Totals:	84.87	
507532584	07/31/2025	DVDs	205.83	205.83	01-5890	Audio and video materials	205.83	«No Project ID»
						Totals:	205.83	
507532583	07/31/2025	DVDs	265.75	265.75	01-5890	Audio and video materials	265.75	«No Project ID»
						Totals:	265.75	
507535035	07/31/2025	Hoopla	22,662.53	22,662.53	01-5891	Digital content	22,662.53	«No Project ID»
						Totals:	22,662.53	
MIDWEST TAPE, LLC	Computer Check 62716	08/13/2025	08/13/2025 Posted	1,860.91	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,860.91	1,860.91 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
507564294	08/07/2025	DVDs	873.75	873.75	01-5890	Audio and video materials	873.75	«No Project ID»
						Totals:	873.75	
507564296	08/07/2025	Music CD	20.68	20.68	01-5890	Audio and video materials	20.68	«No Project ID»
						Totals:	20.68	
507565790	08/07/2025	DVDs	180.18	180.18	01-5890	Audio and video materials	180.18	«No Project ID»
						Totals:	180.18	
507564299	08/07/2025	DVDs	183.90	183.90	01-5890	Audio and video materials	183.90	«No Project ID»
						Totals:	183.90	
507564298	08/07/2025	Audiobooks	195.04	195.04	01-5890	Audio and video materials	195.04	«No Project ID»
						Totals:	195.04	
507564295	08/07/2025	DVDs	407.36	407.36	01-5890	Audio and video materials	407.36	«No Project ID»
						Totals:	407.36	
MIDWEST TAPE, LLC	Computer Check 62737	08/20/2025	08/20/2025 Posted	696.09	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 696.09	696.09 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
507594495	08/13/2025	DVD	22.53	22.53	01-5890	Audio and video materials	22.53	«No Project ID»
						Totals:	22.53	
507594493	08/13/2025	Music CDs	47.79	47.79	01-5890	Audio and video materials	47.79	«No Project ID»
						Totals:	47.79	
507594490	08/13/2025	Audiobooks	116.36	116.36	01-5890	Audio and video materials	116.36	«No Project ID»
						Totals:	116.36	

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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
507594492	08/13/2025	DVDs	136.65	136.65	01-5890	Audio and video materials	136.65	«No Project ID»
<i>Totals:</i>							136.65	
507594491	08/13/2025	DVDs	372.76	372.76	01-5890	Audio and video materials	372.76	«No Project ID»
<i>Totals:</i>							372.76	
MORNINGSTAR	Computer Check 62738		08/20/2025 08/20/2025 Posted	8,348.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 8,348.00	8,348.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
36435618	08/15/2025	Digital Subscription	8,348.00	8,348.00	01-1600	Prepaid Expenses	7,988.96	«No Project ID»
36435618	08/15/2025	Digital Subscription	8,348.00	8,348.00	01-5891	Digital content	359.04	«No Project ID»
<i>Totals:</i>							8,348.00	
OVERDRIVE, INC.	Computer Check 62693		08/06/2025 08/06/2025 Posted	13,409.50	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 13,409.50	13,409.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01658CP25236029	07/31/2025	E-Content	24.57	24.57	01-5891	Digital content	24.57	«No Project ID»
<i>Totals:</i>							24.57	
01658CP25234911	07/31/2025	E-Content	407.87	407.87	01-5891	Digital content	407.87	«No Project ID»
<i>Totals:</i>							407.87	
01658MA25233655	07/31/2025	E-Content	3,835.15	3,835.15	01-5891	Digital content	3,835.15	«No Project ID»
<i>Totals:</i>							3,835.15	
01658MA25238763	07/31/2025	E-Content	9,141.91	9,141.91	01-5891	Digital content	9,141.91	«No Project ID»
<i>Totals:</i>							9,141.91	
PLAYAWAY PRODUCTS LLC	Computer Check 62739		08/20/2025 08/20/2025 Posted	122.98	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 122.98	122.98 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
508179	08/11/2025	Wonderbook	63.99	63.99	01-5890	Audio and video materials	63.99	«No Project ID»
<i>Totals:</i>							63.99	
508812	08/15/2025	Wonderbook	58.99	58.99	01-5890	Audio and video materials	58.99	«No Project ID»
<i>Totals:</i>							58.99	
POSTMASTER	Computer Check 62717		08/13/2025 08/13/2025 Posted	3,650.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 3,650.00	3,650.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2025-99-0090	08/08/2025	Postage for fall 2025	3,650.00	3,650.00	01-5380	Postage & Delivery	3,650.00	«No Project ID»

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Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	3,650.00	
QUILL LLC	Computer Check 62694	08/06/2025	08/06/2025	Posted	75.24	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 75.24	75.24 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
45105841	07/30/2025	Office Supplies	75.24	75.24	01-5742	Supplies	75.24	«No Project ID»	
							<i>Totals:</i>	75.24	
QUILL LLC	Computer Check 62740	08/20/2025	08/20/2025	Posted	77.99	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 77.99	77.99 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
45283698	08/12/2025	Office Supplies	77.99	77.99	01-5742	Supplies	77.99	«No Project ID»	
							<i>Totals:</i>	77.99	
REGIONS BANK	Bank Draft 76	08/18/2025	08/18/2025	Posted	32,942.19	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 32,942.19	32,942.19 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
023078	07/31/2025	REGIONS BANK PER	32,942.19	32,942.19	01-2067	Purchase Cards - P Cards	32,942.19	«No Project ID»	
							<i>Totals:</i>	32,942.19	
RHONDA FENTRY	Computer Check 62741	08/20/2025	08/20/2025	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	
2025-99-0060	08/01/2025	Adult Programming	75.00	75.00	01-5247	Adult Programming	75.00	«No Project ID»	
							<i>Totals:</i>	75.00	
STEPHEN ROBINET	Computer Check 62724	08/15/2025	08/15/2025	Posted	264.95	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 264.95	264.95 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-15145	08/15/2025	wages & salaries - p	264.95	264.95	01-5001	Wages & Salaries	264.95	«No Project ID»	
							<i>Totals:</i>	264.95	
STEPHEN ROBINET	Computer Check 62748	08/29/2025	08/29/2025	Posted	394.05	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 394.05	394.05 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-15283	08/29/2025	wages & salaries - p	394.05	394.05	01-5001	Wages & Salaries	394.05	«No Project ID»	

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Payee	Trans. Type Trans. No.	Post Date Post Status	Trans. Date	Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
							<i>Totals:</i>	394.05	
KATHERINE SEXTON	Computer Check 62695	08/06/2025	08/06/2025	Posted	280.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 280.00	280.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-14051	08/06/2025	Per Diem for Digipa	280.00	280.00	01-5163	Staff Development/Travel	280.00	«No Project ID»	
							<i>Totals:</i>	280.00	
KATHERINE SEXTON	Computer Check 62742	08/20/2025	08/20/2025	Posted	484.40	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 484.40	484.40 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-15196	08/19/2025	Mileage Reimburser	484.40	484.40	01-5163	Staff Development/Travel	484.40	«No Project ID»	
							<i>Totals:</i>	484.40	
GINGER SLADE	Computer Check 62718	08/13/2025	08/13/2025	Posted	11.20	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 11.20	11.20 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
IR-14204	04/30/2025	Mileage Reimburser	11.20	11.20	01-5165	Mileage & Miscellaneous reir	11.20	«No Project ID»	
							<i>Totals:</i>	11.20	
SWEETBUSH, INC.	Computer Check 62696	08/06/2025	08/06/2025	Posted	255.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 255.00	255.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
SB110478	07/01/2025	Plant Rental - Main	255.00	255.00	01-5692	Repair & Maintenance Prop. i	255.00	«No Project ID»	
							<i>Totals:</i>	255.00	
TDI VERTICAL LLC	Computer Check 62719	08/13/2025	08/13/2025	Posted	5,750.52	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 5,750.52	5,750.52 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID	
INV1858	08/06/2025	VMware Support - v	225.00	225.00	01-5272	Consultant Support Services	225.00	«No Project ID»	
							<i>Totals:</i>	225.00	
INV1845	08/06/2025	Forticlient EMSx175	5,525.52	5,525.52	01-1600	Prepaid Expenses	3,208.37	«No Project ID»	
INV1845	08/06/2025	Forticlient EMSx175	5,525.52	5,525.52	01-5936	Subscriptions and services	2,317.15	«No Project ID»	
							<i>Totals:</i>	5,525.52	
THE BROKEN SHOULDER PROJ	Computer Check 62720	08/13/2025	08/13/2025	Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00

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Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
2025-99-0089	08/05/2025	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	«No Project ID»
<i>Totals:</i>							150.00	
THIRSTY RADISH LLC	Computer Check 62697	08/06/2025	08/06/2025 Posted	150.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 150.00	150.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
2025-99-0082	08/01/2025	Adult Programming	150.00	150.00	01-5247	Adult Programming	150.00	«No Project ID»
<i>Totals:</i>							150.00	
TINA HARLE PHOTOGRAPHY	Computer Check 62743	08/20/2025	08/20/2025 Posted	350.00	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 350.00	350.00 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
178	08/12/2025	Board Trustee photc	350.00	350.00	01-5204	Promotions	350.00	«No Project ID»
<i>Totals:</i>							350.00	
VILLAGE OF OAK PARK	Computer Check 62698	08/06/2025	08/06/2025 Posted	1,878.25	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,878.25	1,878.25 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-15047	07/22/2025	MAZE WATER/SEWE	309.60	309.60	01-5687	Water	239.40	«No Project ID»
IR-15047	07/22/2025	MAZE WATER/SEWE	309.60	309.60	01-5688	Sewer/Garbage	70.20	«No Project ID»
<i>Totals:</i>							309.60	
IR-15048	07/22/2025	MAIN SEWER/WATE	577.44	577.44	01-5687	Water	448.56	«No Project ID»
IR-15048	07/22/2025	MAIN SEWER/WATE	577.44	577.44	01-5688	Sewer/Garbage	128.88	«No Project ID»
<i>Totals:</i>							577.44	
IR-15046	07/22/2025	MAIN SEWER/WATE	991.21	991.21	01-5687	Water	767.79	«No Project ID»
IR-15046	07/22/2025	MAIN SEWER/WATE	991.21	991.21	01-5688	Sewer/Garbage	223.42	«No Project ID»
<i>Totals:</i>							991.21	
VILLAGE OF OAK PARK	Computer Check 62700	08/06/2025	08/06/2025 Posted	22,439.20	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 22,439.20	22,439.20 0.00
<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>	<u>Project ID</u>
IR-15001	07/31/2025	PAYROLL; VOL DED;	22,439.20	22,439.20	01-5160	IMRF (Illinois Muncipal Retire	22,439.20	«No Project ID»
<i>Totals:</i>							22,439.20	
VILLAGE OF OAK PARK	Computer Check 62725	08/15/2025	08/15/2025 Posted	24,912.60	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 24,912.60	24,912.60 0.00

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Payee	Trans. Type Trans. No.	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount	
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
IR-15146	08/15/2025	PAYROLL; VOL DED;	24,912.60	24,912.60	01-5160	IMRF (Illinois Muncpal Retire	24,912.60	«No Project ID»
<i>Totals:</i>							24,912.60	
WAREHOUSE DIRECT	Computer Check 62699	08/06/2025 08/06/2025 Posted		968.18	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 968.18	968.18 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5945821-1	07/14/2025	Facilities - Houseke	40.60	40.60	01-5684	Cleaning & Housekeeping Su	40.60	«No Project ID»
<i>Totals:</i>							40.60	
5965613-0	07/24/2025	Facilities - Houseke	699.44	699.44	01-5684	Cleaning & Housekeeping Su	699.44	«No Project ID»
<i>Totals:</i>							699.44	
5971123-0	08/01/2025	Printer Toner - Mate	59.46	59.46	01-5742	Supplies	59.46	«No Project ID»
<i>Totals:</i>							59.46	
5972084-0	08/04/2025	Printer Toner - Mate	168.68	168.68	01-5742	Supplies	168.68	«No Project ID»
<i>Totals:</i>							168.68	
WAREHOUSE DIRECT	Computer Check 62721	08/13/2025 08/13/2025 Posted		252.24	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 252.24	252.24 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5934342-0	06/01/2025	HP Plotter Supplies	252.24	252.24	01-5742	Supplies	252.24	«No Project ID»
<i>Totals:</i>							252.24	
WAREHOUSE DIRECT	Computer Check 62744	08/20/2025 08/20/2025 Posted		517.34	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 517.34	517.34 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5979294-0	08/14/2025	Printer Toner - Finar	179.98	179.98	01-5742	Supplies	179.98	«No Project ID»
<i>Totals:</i>							179.98	
5976482-0	08/15/2025	Printer Toner - Finar	179.98	179.98	01-5742	Supplies	179.98	«No Project ID»
<i>Totals:</i>							179.98	
5979294-1	08/15/2025	HP Printer Toner	157.38	157.38	01-5742	Supplies	157.38	«No Project ID»
<i>Totals:</i>							157.38	
XEROX FINANCIAL SERVICES	Computer Check 62722	08/13/2025 08/13/2025 Posted		1,158.13	01-1053 01-2060	Byline Bank Checking Accounts Payable	0.00 1,158.13	1,158.13 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
40795600	08/08/2025	Xerox Printers	1,158.13	1,158.13	01-5620	Office & Library Machinery S	1,158.13	«No Project ID»
<i>Totals:</i>							1,158.13	

# Oak Park Public Library

## Cash Disbursement Journals

AUGUST 31, 2025

Payee	Trans. Type Trans. No.	Trans. Date	Post Date Post Status	Amount	Account Number	Description	Debit Amount	Credit Amount
<b>Grand Totals:</b>				226,776.65			226,776.65	226,776.65
A total of 79 payment(s) listed								

# Oak Park Public Library

## Cash Disbursement Journals

AUGUST 31, 2025

**Account Summary**

Account Number	Description	Debit Amount	Credit Amount
01-1053	Byline Bank Checking x3401	0.00	226,776.65
01-1600	Prepaid Expenses	11,197.33	0.00
01-2058	Fed Pac	75.00	0.00
01-2059	Union dues Payable	194.25	0.00
01-2060	Accounts Payable	226,776.65	226,776.65
01-2067	Purchase Cards - P Cards	32,942.19	0.00
01-5001	Wages & Salaries	950.08	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	47,351.80	0.00
01-5162	Dues	75.00	0.00
01-5163	Staff Development/Travel	764.40	0.00
01-5164	Tuition Reimbursement	4,500.00	0.00
01-5165	Mileage & Miscellaneous reimbursemen	25.55	0.00
01-5199	Hiring	58.00	0.00
01-5204	Promotions	1,912.40	0.00
01-5205	Publications	859.80	0.00
01-5240	Children's Programming	252.42	0.00
01-5244	Young Adult Programming	218.41	0.00
01-5247	Adult Programming	865.00	0.00
01-5249	Community Engagement	236.33	0.00
01-5254	Creative Studio	59.29	0.00
01-5264	ILL Payments	188.12	0.00
01-5272	Consultant Support Services	225.00	0.00
01-5291	Legal Fees	1,388.75	0.00
01-5380	Postage & Delivery	3,650.00	0.00
01-5451	Telephone/Communications	36.41	0.00
01-5620	Office & Library Machinery Service	1,158.13	0.00
01-5682	Building Materials & Supplies	107.75	0.00
01-5684	Cleaning & Housekeeping Supplies	740.04	0.00
01-5686	Custodial Services	17,451.23	0.00
01-5687	Water	1,455.75	0.00
01-5688	Sewer/Garbage	1,096.78	0.00
01-5692	Repair & Maintenance Prop. & Equip.	2,111.06	0.00
01-5742	Supplies	3,059.66	0.00
01-5840	Print materials	21,585.99	0.00
01-5890	Audio and video materials	3,236.43	0.00
01-5891	Digital content	41,549.72	0.00
01-5893	Devices	85.00	0.00
01-5894	Realia and other formats	1,274.37	0.00

**Oak Park Public Library**  
**Cash Disbursement Journals**  
AUGUST 31, 2025

01-5895	Archival collection	2,039.43	0.00
01-5930	Furnishings	3,121.91	0.00
01-5936	Subscriptions and services	15,603.44	0.00
01-5937	Equipment and supplies	32.43	0.00
01-5950	Building Improvements	3,042.00	0.00

## Oak Park Public Library Byline Bank (Main) X 3401: Cash Management Disbursement Report As of AUGUST 2025

Source	Trans Type	Trans Date	Reference	Deposits	Payments
Cash Management Deposit		8/31/2025	PARKING CREDITS	\$ 2,610.82	
Cash Management Deposit		8/31/2025	DAILY DEPOSITS	\$ 98,254.75	
Cash Management Deposit		8/31/2025	SALES	\$ 113.43	
Cash Management Deposit		8/31/2025	SPACE RENTAL/CIRCULATION	\$ 48.26	
Cash Management Deposit		8/31/2025	INTEREST ON ACCOUNT	\$ 342.72	
				<b>\$ 101,369.98</b>	<b>-</b>
Cash Management Transfer in		8/31/2025	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 500,000.00	
Cash Management Transfer in		8/31/2025	TRANSFER FROM MMA TO CHECKING, COVER PAYRLL & ACCTS PYBL	\$ 400,000.00	
				<b>\$ 900,000.00</b>	<b>-</b>
Cash Management Payment		8/31/2025	FIFTH STAR COLLECTIVE	\$ -	(4,000.00)
Cash Management Payment		8/31/2025	ACH (FLEX ACCTS),		(7,501.86)
Cash Management Payment		8/31/2025	SALES TAX		
Cash Management Payment		8/31/2025	IPBC PAYMENT EMPLOYEE MEDICAL INSURANCE		(121,420.71)
				<b>\$ -</b>	<b>(132,922.57)</b>
Cash Management Payment		8/31/2025	MERCHANT ACCT & BANK FEES		(87.07)
				<b>\$ -</b>	<b>(87.07)</b>
Cash Management Payment		8/31/2025	PAYROLL; PAYDATE 08/15/25		(\$284,300.83)
Cash Management Payment		8/31/2025	PAYROLL; PAYDATE 08/29/25		(\$264,641.96)
Cash Management Payment		8/31/2025	PAYROLL; MISSION SQUARE PAYROLL DEDUCTION DEBITS		(6,506.97)
				<b>\$ -</b>	<b>(555,449.76)</b>

**Summary by Transaction Type**

(+) Deposits by Transaction Type:

Cash Receipts:	\$	101,369.98
Transfers In/Out	\$	900,000.00
<b>Total Deposits:</b>	<b>\$</b>	<b>1,001,369.98</b>

(-) Payments by Transaction Type:

Transfer out	\$	-
Benefits/Other ACH:	\$	(132,922.57)
Bank Fees:	\$	(87.07)
Payroll:	\$	(555,449.76)
<b>Total Payments:</b>	<b>\$</b>	<b>(688,459.40)</b>
Accounts Payable		<b>(226,776.65)</b>
<b>Total Summary of Disbursements:</b>	<b>\$</b>	<b>(915,236.05)</b>
Total Change In Register Balance:	\$	86,133.93

**OPPL**  
**09/16/25**

**RESOLUTION ON DISBURSEMENTS, AUGUST 2025**

**RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF AUGUST 2025 IN THE TOTAL AMOUNT OF \$915,236.05 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:** September 12, 2025  
**Subject:** Maintaining a Balanced Budget for Fiscal Year 2026

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The second draft of the balanced Fiscal Year (FY) 2026 budget is attached for your review and consideration.

## Process

As a reminder from last month, each year, the Board of Library Trustees reviews and approves the library's budget for the next fiscal year (January 1 to December 31). In accordance with Illinois law, because Oak Park is structured as a local village library, the approved budget is then submitted as a levy resolution to the Village of Oak Park, which includes the library's levy in its levy to the Cook County Treasurer. Typically spanning six months, the process generally is as follows:

- June & July:** Library staff work to develop the first draft of next year's budget.
- August:** Library staff present the first budget draft to the Library Board for discussion and direction on the levy request and priorities.
- September:** Library staff present the second budget draft for further Library Board discussion and direction.
- October:** Library Board reviews and approves the third budget draft and the levy resolution.
- November:** Library staff sends the approved levy resolution to the Village of Oak Park.
- December:** The Village incorporates the library's levy into its levy, the Village Board approves it, and sends it to the Cook County Treasurer.

## Staff Budget Goals

Overcoming the \$379,000 operating deficit and achieving a balanced budget for FY2025 was a significant accomplishment, demonstrating our dedication to the library's financial stability and long-term goals. This success was made possible by the outstanding and collaborative work of everyone involved during last year's budgeting process.

For FY2026, our primary goal is to maintain a balanced budget. This means continuing our resource stewardship to ensure projected revenue matches anticipated expenses. Although we are not starting with an operating deficit this year, we still need to be intentional about deciding where our money goes to ensure the budget reflects our values and strategic direction while justifying any property tax increase.

## Key Items in Draft 2 Budget

### Oak Park Public Library Draft 2 - FY2026 Budget Totals Summary

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance
TOTAL REVENUE	11,885,600	12,052,776	12,421,500	4.5%
TOTAL EXPENSES - Operating	11,885,600	11,629,216	12,421,500	4.5%
<b>NET SURPLUS/(DEFICIT) OPERATING</b>	<b>0</b>	<b>423,560</b>	<b>0</b>	<b>0.0%</b>
TOTAL EXPENSES - Capital	600,000	512,334	670,000	11.7%
<b>NET SURPLUS/(DEFICIT) OPERATING &amp; CAPITAL</b>	<b>(600,000)</b>	<b>(88,774)</b>	<b>(670,000)</b>	<b>11.7%</b>

- **Revenue increased by \$535,900, or 4.5%.** This increase was mainly due to a **4.3% increase in the property tax levy**, which accounts for nearly 96% of the library's revenue. Revenue line item details, including the dollar and percentage changes from FY2025 to FY2026 budget, are listed below.

**Note:** "**(change)**" or "**(same)**" are used below to indicate which figures changed or remained the same in the second draft of the budget.

- **(change) Property Taxes, +\$496,000 or +4.3%:** The Oak Park community funds its library through property taxes. As mentioned earlier, property taxes make up nearly 96% of the library's budgeted revenue. Last month, the initial draft included a 4% increase for this line. After receiving feedback from the Board, the Leadership Team reevaluated the needs for 2026 and raised this line by 4.3% in the second draft to maintain a balanced budget after increasing some operating expenses. This 0.3% increase—going from 4.0% to 4.3%—equals \$35,000 more in Draft 2. For illustrative purposes, if all factors were equal, a 4.3% increase in the library's property tax levy would translate to about \$21 more per household annually (from \$488.92 to \$508.69 per Oak Park household).
- **(same) Corporate Property Replacement Tax, -\$12,000 or -5.8%:** Also known as personal property replacement taxes (PPRT), these are revenues collected by the state of Illinois and paid to local governments to make up for money lost when their authority to impose personal property taxes on corporations, partnerships, and other business entities was taken away in the 1970s. Due to various factors, Illinois projects about a 6% decrease in the distribution of these funds in 2026.
- **(same) Service Charges and Fees, \$0 or 0%:** Since the library eliminated fines for late returns in 2017, this revenue line has been used for various service credits. It is not a significant income source (less than \$500) and varies each year. Therefore, it should not be relied on, and the line is budgeted at \$0.
- **(same) Lost Book Reimbursed/Reciprocal Borrowing, +\$6,000 or +85.7%:** Revenue increased in this line in 2025 mainly because of the number of books/materials being lost

and paid for, mostly from reciprocal borrowing (meaning patrons of other libraries paying for lost/damaged Oak Park Public Library materials). This income will fluctuate from year to year. The FY2026 budget is based on the FY2025 year-to-date average.

- **(same) Sales, \$0 or 0%:** Revenue from The Store, the library's venture into selling library-branded merchandise. This line is not a significant source of revenue (less than \$1,500) and varies each year. Therefore, it should not be relied upon, and the line is budgeted at \$0.
- **(same) Rentals-Library Space, \$0 or 0%:** Not-for-profits can rent library spaces for free, but for-profits must pay. This line generates less than \$5,000 annually and varies each year. Therefore, it should not be relied upon, and the line is budgeted at \$0.
- **(same) Vending/Enterprise Income, \$0 or 0%:** This line contains income from vending machines. It is not a significant source of revenue (less than \$2,000) and varies each year. Therefore, it should not be depended on, and the line is budgeted at \$0.
- **(same) Parking Lot Revenue, +\$9,200 or +41.8%:** Revenue collected from fees for using the parking garage at the Main Library. The revenue helps cover part of the costs for servicing and maintaining the parking garage and gates. The 2026 budget is based on the 2025 year-to-date average. For reference, the budgeted revenue was \$32,000 in 2019 (a pre-pandemic figure), and parking rates have remained constant.
- **(same) Interest, +\$41,000 or +22.5%:** This line includes the interest earned on our available cash balances in our bank accounts and The Illinois Funds account. Coming out of the pandemic years, the library has budgeted conservatively for interest income. As interest rates are projected to decrease in the remainder of 2025 and into 2026, the library still expects to earn \$223,000 in 2026 based on a 2.9% average interest rate (The Illinois Funds rate is averaging 4.4% in August 2025).
- **(same) Gifts, \$0 or 0%:** Gifts and donations vary each year, and the library is not aware of any planned donations for 2026. Therefore, this line is budgeted at \$0.
- **(same) Gifts from FOPPL, +\$5,000 or +25%:** After the highly successful 53rd Annual Friends Book Fair (held July 11-13, 2025), the Friends of the Oak Park Public Library confirmed that their FY2026 gift would be at least \$25,000.
- **(same) Illinois Per Capita Grant, -\$18,000 or -100%:** The Public Library Per Capita Grant assists public libraries to provide library services that meet or show progress toward meeting Illinois library standards. Grant amounts of up to \$1.475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries. In the past, because receiving these grant funds in a timely manner from the state was sometimes uncertain, the library budgeted this line at \$0. To balance the FY2025 budget, the library added \$18,000 to this line. However, it is recommended to return to budgeting \$0 in FY2026.
- **(same) Grants, \$0 or 0%:** The library budgets for this line when it is certain of grant awards. Currently, the library has no knowledge of grant awards for 2026. If the library receives any grant revenue in 2026, it will be offset by Grant Expenses, which are also budgeted at \$0.

- **(same) Community Fund Endowments, -\$300 or -1.2%:** Annually, the Oak Park River Forest Community Foundation makes distributions from the seven funds they manage on the library's behalf. The Community Foundation's recommended distribution amount from these funds is about \$25,300 for FY2026.
- **(same) Miscellaneous Income, +\$9,000:** This is a revenue category for income that does not fit into other categories. Historically, the library has not budgeted for miscellaneous income. However, the library began receiving E-Rate funding in FY2025 and currently expects to receive \$9,000 from E-Rate for FY2026. If E-Rate funding continues, it may be worth creating a separate revenue line.
- **Operating expenses increased by \$535,900, or 4.5%.** As the Leadership Team reevaluated the library's needs based on the direction from the Board for the second draft, **three expense line items increased by a total of \$35,000 from the first draft.** Those three lines, including the dollar and percentage change from the FY2025 to FY2026 budget, are listed below.:
  - **(change) Equity and Anti-Racism, Learning and Development, +8,000 or +66.7%:** This expense category was added to the 2024 budget to support internal and external learning opportunities, programs, and activities. As we advance on our equity and anti-racism journey and hire for the Director of Equity and Anti-Racism position, we anticipate that additional funds will be required to sustain this work.
  - **(change) Print Materials, +\$7,500 or +2%:** Used to purchase the majority of the physical items added to the library's collection each year. This line increased by \$14,000 in the second draft compared to the first, mainly to offset increased vendor costs and to create a buffer for possible tariff-related increases.
  - **(change) Digital Content, +\$25,700 or 4%:** The largest expense in the Library Materials section is used to provide patrons access to borrow ebooks, digital audiobooks, movies, TV shows, magazines, newspapers, and music—either through apps or in a browser—on their devices. Although an increase of \$12,700 was already planned in the first budget draft, an additional \$13,000 was added in the second draft to help meet the community's demand for these resources and to address the rising costs of using them.

The People section remained the same in this second draft of the budget. For reference, key People and Compensation line item details, including the dollar and percentage change from the FY2025 to FY2026 budget, are listed below.

- **(same) Wages & Salaries, +\$310,000 or +4.7%:** The library's compensation philosophy of paying staff members equitably according to the Illinois public libraries market continues. Due to a steadfast focus on appropriately increasing staff salaries over the past seven years, market equity **pay increases averaging 2.8%** are required and included to maintain this progress into FY2026. In addition to pay raises, this line item includes a full year's budget for the Director of Equity & Anti-Racism position and the addition of a part-time Public Safety Specialist to support Branch coverage.
- **(same) Employee Health Benefits, +\$141,000 or +11.5%:** The initial health insurance renewal increase received was 9%, higher than recent years but lower than the average renewal of 18-20% in the Chicagoland market. Through plan design changes, the projected increase will be about 6%. However, more funds are needed for the library to cover the rise in the utilization of dependent coverage.

- **(same) IMRF, +\$41,000 or +17.9%:** The statutorily required IMRF (pension) employer contribution rate increased by 13.8%, from 3.49% to 3.97%. Additionally, this expense is linked to Wages & Salaries. As the Wages & Salaries line increases, the IMRF contributions must also increase.
- **(same) FICA/Medicare, +\$22,500 or +4.6%:** The Federal Insurance Contribution Act (FICA) requires the employer to contribute to Social Security (6.2%) and Medicare (1.45%) based on the employees' pay. Therefore, like IMRF above, this expense is linked to Wages & Salaries. As the Wages & Salaries line increases, the FICA contributions must also increase.
- **(same) Workers' Compensation Insurance, +\$0 or 0%:** Workers' compensation insurance costs are expected to increase by 8-12% in 2026. However, applying this increase to the actual costs of 2025 (instead of the budgeted amount) results in a figure that matches the 2025 budget.
- **(same) Unemployment Compensation Ins, -\$9,000 or -37.5%:** The library plans to change from the contribution method to the reimbursement method for 2026. Current experience averages less than \$15,000 in actual unemployment benefit charges.
- **Operating Net Surplus/(Deficit) is \$0.00.** Maintained a balanced budget.
- **Capital expenses are planned for \$670,000.** No changes from the first budget draft.
  - **(same) Facilities Equipment, +\$0 or 0%:** No increase requested for 2026. These funds are allocated for ongoing shop and equipment improvements.
  - **(same) Furnishings, +\$0 or 0%:** This figure is a placeholder for replacing worn or damaged furniture and shelving or buying new furniture or shelving as needed throughout the year.
  - **(same) Technology Projects and Equipment, +\$10,000 or +20%:** Plan to replace network storage and some laptops.
  - **(same) Building Improvements, +\$60,000 or +12.9%:** The planned building improvement expenses for 2026 are included below.

### 2026 Library Building Improvements

Project	Budget	Details
Security Systems Improvements	<b>\$20,000</b>	Plan to add more security cameras to cover current unseen areas both inside and outside the building to further improve coverage and safety.
LED Improvements	<b>\$25,000</b>	Plan to continue updating old incandescent, fluorescent, compact fluorescent and metal halide fixtures to LED throughout Main Library. Working with Verde Energy.
Master Facilities Plan	<b>\$100,000</b>	Plan to relaunch project that was started with previous executive director.
Tuckpointing	<b>\$360,000</b>	Plan to tuckpoint open and deteriorating mortar joints, replace broken brickwork, rebuild west face of Lake St. planter, replace control joint sealant, window sealant and perimeter sealant.
Maze HVAC Improvement Plan/Design	<b>\$20,000</b>	Plan to begin exploring HVAC electrification and building efficiency improvements to Maze Library, create project scope and develop ROM budget.
<b>Total Building Improvements Budget</b>	<b>\$525,000</b>	

## **Recommendation**

Library staff recommend that the Board of Library Trustees review and discuss the second draft of the FY2026 budget in relation to their support of the library's mission, vision, values, and strategic priorities. Library staff then request specific feedback and direction so any additional changes can be incorporated into the third and final draft with the levy resolution, which will be presented as an action item at the Board's regular meeting in October.

## Oak Park Public Library

### Draft 2 - FY2026 Budget

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance	Percent of FY26 Revenue/ Expenses
<b>REVENUE</b>					
Property Taxes, for operating	11,404,000	11,404,000	11,900,000	4.3%	95.80%
Corp. Property Replacement Tax	207,000	207,332	195,000	-5.8%	1.57%
Services charges and fees	0	240	0	0.0%	0.00%
Lost Books Reimbursed/Reciprocal Borrowing	7,000	13,104	13,000	85.7%	0.10%
Sales	0	1,332	0	0.0%	0.00%
Rentals-Library Space	0	3,783	0	0.0%	0.00%
Vending/Enterprise Income	0	2,008	0	0.0%	0.00%
Parking lot revenue	22,000	27,874	31,200	41.8%	0.25%
Interest	182,000	241,334	223,000	22.5%	1.80%
Gifts	0	450	0	0.0%	0.00%
Gifts From FOPPL	20,000	25,000	25,000	25.0%	0.20%
Illinois Per Capita Grant	18,000	80,510	0	-100.0%	0.00%
Grants	0	9,265	0	0.0%	0.00%
Community Fund Endowments	25,600	25,757	25,300	-1.2%	0.20%
Miscellaneous Income	0	10,786	9,000	N/A	0.07%
<b>TOTAL REVENUE</b>	<b>11,885,600</b>	<b>12,052,776</b>	<b>12,421,500</b>	<b>4.5%</b>	<b>100.00%</b>
<b>EXPENSES - Operating</b>					
<b>PEOPLE</b>					
<b>Compensation</b>					
Wages & Salaries	6,630,000	6,547,581	6,940,000	4.7%	55.87%
Employee Health Benefits	1,223,000	1,278,642	1,364,000	11.5%	10.98%
IMRF (Illinois Municipal Retirement Fund)	229,000	211,260	270,000	17.9%	2.17%
FICA/MEDICARE	488,500	482,732	511,000	4.6%	4.11%
Workers Compensation Insurance	17,500	15,470	17,500	0.0%	0.14%
Unemployment Compensation Ins.	24,000	32,129	15,000	-37.5%	0.12%
<b>Total Compensation</b>	<b>8,612,000</b>	<b>8,567,814</b>	<b>9,117,500</b>	<b>5.9%</b>	<b>73.40%</b>
<b>Talent Development</b>					
Dues	14,000	19,000	19,000	35.7%	0.15%
Staff Development/Travel	103,250	79,698	107,850	4.5%	0.87%
Tuition Reimbursement	27,000	22,389	27,000	0.0%	0.22%
Recruitment	12,500	18,552	3,500	-72.0%	0.03%
Board Development	2,000	20,350	6,000	200.0%	0.05%
<b>Total Talent Development</b>	<b>158,750</b>	<b>159,989</b>	<b>163,350</b>	<b>2.9%</b>	<b>1.32%</b>
<b>TOTAL PEOPLE</b>	<b>8,770,750</b>	<b>8,727,803</b>	<b>9,280,850</b>	<b>5.8%</b>	<b>74.72%</b>
<b>SUPPORT SERVICES</b>					
<b>Marketing</b>					
Promotions	19,000	18,703	13,000	-31.6%	0.10%
Publications	31,550	30,452	37,000	17.3%	0.30%
<b>Total Marketing Support</b>	<b>50,550</b>	<b>49,156</b>	<b>50,000</b>	<b>-1.1%</b>	<b>0.40%</b>

## Oak Park Public Library

### Draft 2 - FY2026 Budget

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance	Percent of FY26 Revenue/ Expenses
<b>Store</b>					
General Merchandise	0	0	250	0.0%	0.00%
Fees and Services	750	736	750	0.0%	0.01%
<b>Total Store Support</b>	<b>750</b>	<b>736</b>	<b>1,000</b>	<b>33.3%</b>	<b>0.01%</b>
<b>Collections</b>					
ILL Payments	3,000	2,989	3,500	16.7%	0.03%
Cataloging/Bib Search Fees	3,000	2,442	2,500	-16.7%	0.02%
<b>Total Collections Support</b>	<b>6,000</b>	<b>5,431</b>	<b>6,000</b>	<b>0.0%</b>	<b>0.05%</b>
<b>Administration</b>					
HRIS and Payroll Processing Fees	33,000	32,882	34,000	3.0%	0.27%
Mileage & Miscellaneous reimbursement (non-conference)	22,500	17,805	20,000	-11.1%	0.16%
Hospitality	5,000	1,673	5,000	0.0%	0.04%
Staff Appreciation / Engagement	12,000	12,000	12,000	0.0%	0.10%
Audit Fees	11,600	11,000	11,600	0.0%	0.09%
Unclaimed Property Escheatment to State of Illinois	650	0	0	-100.0%	0.00%
Merchant Account Services	2,050	1,144	1,200	-41.5%	0.01%
Consulting Services - Admin	60,000	77,533	48,000	-20.0%	0.39%
Intergovernmental Agreements (IGA)	25,000	25,312	25,900	3.6%	0.21%
Legal Fees	30,000	4,862	25,000	-16.7%	0.20%
Postage & Delivery	16,500	14,195	18,500	12.1%	0.15%
Insurance	124,700	117,067	132,000	5.9%	1.06%
Contingency	0	26	0	0.0%	0.00%
Grant Expenses	0	15,137	0	0.0%	0.00%
Supplies	90,000	83,023	90,000	0.0%	0.72%
<b>Total Administration Support</b>	<b>433,000</b>	<b>413,659</b>	<b>423,200</b>	<b>-2.3%</b>	<b>3.41%</b>
<b>Other Support Services</b>					
Telephone/Communications	65,000	44,765	60,000	-7.7%	0.48%
Office & Library Machinery Service	20,000	13,898	14,000	-30.0%	0.11%
<b>Total Other Support Services</b>	<b>85,000</b>	<b>58,663</b>	<b>74,000</b>	<b>-12.9%</b>	<b>0.60%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>575,300</b>	<b>527,643</b>	<b>554,200</b>	<b>-3.7%</b>	<b>4.46%</b>
<b>EQUITY AND ANTI-RACISM</b>					
Learning and Development	12,000	12,000	20,000	66.7%	0.16%
Supplies - Equity	2,000	2,000	2,000	0.0%	0.02%
<b>TOTAL EQUITY AND ANTI-RACISM</b>	<b>14,000</b>	<b>14,000</b>	<b>22,000</b>	<b>57.1%</b>	<b>0.18%</b>
<b>LIBRARY MATERIALS</b>					
Print materials	380,500	376,292	388,000	2.0%	3.12%
Audio and video materials	95,500	94,157	96,500	1.0%	0.78%
Digital content (external)	640,000	654,352	665,700	4.0%	5.36%
Devices	30,000	19,220	26,000	-13.3%	0.21%
Realia and other formats	10,500	9,565	10,500	0.0%	0.08%
Archival collection	20,000	6,227	20,000	0.0%	0.16%
<b>TOTAL LIBRARY MATERIALS</b>	<b>1,176,500</b>	<b>1,159,813</b>	<b>1,206,700</b>	<b>2.6%</b>	<b>9.71%</b>

## Oak Park Public Library

### Draft 2 - FY2026 Budget

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance	Percent of FY26 Revenue/ Expenses
<b>FACILITIES MANAGEMENT</b>					
<b>Facility Supplies</b>					
Fuels & Lubricants	2,800	1,554	2,000	-28.6%	0.02%
Building Materials & Supplies	10,000	10,000	12,000	20.0%	0.10%
Equipment Parts	10,000	10,000	12,000	20.0%	0.10%
Cleaning & Housekeeping Supplies	8,500	8,500	9,000	5.9%	0.07%
Signage	4,000	3,956	4,000	0.0%	0.03%
<b>Total Facility Supplies</b>	<b>35,300</b>	<b>34,010</b>	<b>39,000</b>	<b>10.5%</b>	<b>0.31%</b>
<b>Facilities Services</b>					
Landscaping and snow removal services	25,000	24,052	25,750	3.0%	0.21%
Custodial Services	225,000	224,537	236,000	4.9%	1.90%
Water	11,750	11,750	12,250	4.3%	0.10%
Sewer/Garbage	13,500	13,120	14,000	3.7%	0.11%
Parking lot expense	10,500	10,500	10,750	2.4%	0.09%
Natural Gas	95,000	71,627	90,000	-5.3%	0.72%
Rentals--Equipment & Facilities	25,000	19,740	25,000	0.0%	0.20%
Repair & Maintenance Prop. & Equip.	242,000	242,000	254,000	5.0%	2.04%
<b>Total Facilities Services</b>	<b>647,750</b>	<b>617,325</b>	<b>667,750</b>	<b>3.1%</b>	<b>5.38%</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>683,050</b>	<b>651,336</b>	<b>706,750</b>	<b>3.5%</b>	<b>5.69%</b>
<b>PUBLIC SERVICES</b>					
<b>Programming</b>					
Children's Programming	25,000	25,000	28,000	12.0%	0.23%
Young Adult Programming	27,000	24,000	26,000	-3.7%	0.21%
Adult Programming	23,000	28,000	35,000	52.2%	0.28%
Community Engagement	14,000	12,435	14,000	0.0%	0.11%
Social Services	10,000	624	10,000	0.0%	0.08%
Creative Studio	8,000	9,500	11,000	37.5%	0.09%
Patron Services Programming	0	0	3,000	0.0%	0.02%
<b>Total Programming</b>	<b>107,000</b>	<b>99,559</b>	<b>127,000</b>	<b>18.7%</b>	<b>1.02%</b>
<b>Digital Services</b>					
Consultant Support Services	65,000	44,288	65,000	0.0%	0.52%
SWAN	115,000	103,122	111,000	-3.5%	0.89%
Subscriptions and services (internal)	354,000	278,231	323,000	-8.8%	2.60%
Equipment and supplies	25,000	23,421	25,000	0.0%	0.20%
<b>Total Digital Services</b>	<b>559,000</b>	<b>449,062</b>	<b>524,000</b>	<b>-6.3%</b>	<b>4.22%</b>
<b>TOTAL PUBLIC SERVICES</b>	<b>666,000</b>	<b>548,620</b>	<b>651,000</b>	<b>-2.3%</b>	<b>5.24%</b>
<b>TOTAL EXPENSES - Operating</b>	<b>11,885,600</b>	<b>11,629,216</b>	<b>12,421,500</b>	<b>4.5%</b>	<b>100.00%</b>

## Oak Park Public Library Draft 2 - FY2026 Budget

Category	FY2025 Budget	FY2025 Projection	FY2026 Budget	FY25-FY26 Budget Variance	Percent of FY26 Revenue/ Expenses
<b>EXPENSES - Capital</b>					
Facilities Equipment	10,000	9,010	10,000	0.0%	1.49%
Furnishings	75,000	59,808	75,000	0.0%	11.19%
Technology Projects and Equipment	50,000	49,509	60,000	20.0%	8.96%
Building Improvements	465,000	394,007	525,000	12.9%	78.36%
<b>TOTAL EXPENSES - Capital</b>	<b>600,000</b>	<b>512,334</b>	<b>670,000</b>	<b>11.7%</b>	<b>100.00%</b>
<b>TOTAL BUDGET EXPENDITURES</b>	<b>12,485,600</b>	<b>12,141,549</b>	<b>13,091,500</b>	<b>4.9%</b>	
<b>NET SURPLUS/(DEFICIT) OPERATING</b>	<b>0</b>	<b>423,560</b>	<b>0</b>	<b>0.0%</b>	
<b>NET SURPLUS/(DEFICIT) OPERATING &amp; CAPITAL</b>	<b>(600,000)</b>	<b>(88,774)</b>	<b>(670,000)</b>	<b>11.7%</b>	
<b>Per Household Rate for Library Service</b>	<b>488.92</b>		<b>510.19</b>	<b>4.3%</b>	
<b>State method: (Prop Taxes/Population)*Avg Persons per Household</b>					
Population estimate: 52,947					
Average persons per household: 2.27					

# Library Facilities–Staff Access, Use, and Restrictions Policy Review

**Type of Review:**

Routine review.

**Date of Last Review:**

July 16, 2002

**Context:**

The Library Facilities–Staff Access, Use, and Restrictions policy was reviewed to update the expectations for staff members who need access to library spaces to perform their jobs. The original policy (in red below), approved in 2002, was outdated and difficult to read, so it was completely rewritten. The updated and renamed Library Access for Staff Members policy outlines clear expectations for staff access to public, staff-only, and restricted spaces, both during and outside of regular library hours. It also clarifies the process for obtaining access credentials, such as key fobs and alarm codes, based on a staff member's role and responsibilities.

The revised policy was reviewed by a staff committee, and the changes are supported by the Leadership Team and our colleagues at HR Source.

**Staff Committee:** Billy Treece, Director of Finance and Human Resources, Matt Bartodziej, Director of Facilities, and Elsworth Carman, Executive Director.

**Committee Recommendations:**

Recommendation	Explanation
Approve the updated Library Access for Staff Members policy in full	The revised policy provides clear expectations for staff access to facilities and reflects current needs and practices. The policy improves readability and ease of understanding while maintaining that the Executive Director or their designee will determine what access is needed to what spaces and when.

## Library Facilities — Staff Access, Use and Restrictions Policy

Library Board approved July 16, 2002.

The Executive Director or their designate is authorized to define use of library spaces and other facilities including but not limited to equipment and furniture.

Library staff must have prior permission of the Executive Director or the Assistant Director to:

- A. Remain in library facilities after the normal exiting period following closing.

Enter library facilities after closing and prior to the next regular scheduled deactivation of the building security system.

Enter library facilities after regular scheduled deactivation of the building security system and more than one-half hour prior to start of scheduled work.

Library staff given permission to be in library facilities outside of open hours may not invite others to accompany them without prior permission from the Executive Director or Assistant Director.

A record of staff given permission to access library facilities during closed hours, including the purposes for which such permission was given, will be maintained in the Office of the Executive Director.

The Facilities Manager will issue building keys / equipment keys / access cards only upon written permission of the Executive Director or the Assistant Director.

The Facilities Manager may issue building alarm codes only with the written permission of the Executive Director.

A record of building alarm codes, keys, and access cards shall be maintained in the Office of the Executive Director.

# Library Access for Staff Members

Library Board approved July 16, 2002. Revised September 16, 2025.

## Introduction

The Oak Park Public Library understands that its staff members need access to library spaces to perform their work. This policy outlines the expectations for accessing and using library facilities to maintain a safe and productive work environment.

## General Access and Use

Staff members are welcome in the library's public areas at any time during open hours. Access to staff-only spaces should align with their work schedules.

Unless otherwise restricted, staff members can access most library spaces from **two hours before opening until 30 minutes after closing**. Restricted spaces at the Main Library include the Penthouse/Roof, Information Technology Workroom, Server Room, and Special Collections.

## Access Outside of Open Hours

Staff members who need to be in the library outside the designated open hours must obtain prior permission from the Executive Director or their designee.

Staff members authorized to be in the library outside the designated open hours must also receive prior permission from the Executive Director or their designee to bring guests.

## Access Credentials and Levels

Keys, key fobs, alarm codes, and parking garage transponders are provided based on a staff member's role, responsibilities, and need. These items and access levels are issued with approval from the Executive Director or their designee.