

**OAK PARK PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
REGULAR MEETING  
Tuesday, January 26, 2016 – 7:30p.m.  
Main Library – Scoville Room**

**AGENDA**

1. **Call to Order and Roll Call**
2. **Approval of Minutes (5 Minutes)**
  - a. Regular Meeting – December 15, 2015\* (Action)
3. **Trustee Comments and Board Calendar\* (10 Minutes)**
4. **Visitor Comments (20 Minutes)**
  - a. Gary Cuneen, PlanItGreen
5. **Staff Reports (15 Minutes)**
  - a. Eric Battaglia, Manager of Experiences and Initiatives, Digital Services
6. **Financial Reports (10 Minutes)**
  - a. Disbursements for December 2015\* (Action)
  - b. December 2015 Financial Reports\* (Discussion)
7. **Unfinished Business (30 Minutes)**
  - a. Intergovernmental Agreement between the Village of Oak Park and the Oak Park Public Library\* (Action)
  - b. Resolution to Transfer and Convey the Maze Library Site to the Library\* (Action)
  - c. Quit Claim Deed\* (Action)
8. **New Business (45 Minutes)**
  - a. Agreement with Hemingway Foundation on Hemingway Archives\* (Discussion)
  - b. Proposal to Appoint a High-school Student Liaison to the Board of Trustees (Discussion)
  - c. Library Board Representation to the Park District Feasibility Study Task Force (Discussion)
9. **Reports (15 Minutes)**
  - a. Executive Director – Library Effectiveness\*
  - b. Deputy Director – Library Capacity and Infrastructure\*
  - c. Managers – Library Experiences and Initiatives\*
  - d. Library Statistics\*
  - e. Friends of the Library
  - f. Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly, ILA Public Policy Committee)
  - g. Collaboration for Early Childhood
  - h. Employment and Separation from Employment\*
10. **Adjournment**

December 15, 2015

Minutes of the regular meeting of the Board of Library Trustees held on Tuesday, December 15, 2015 in the Veterans Room of the Main Library. The meeting was called to order at 6:35 p.m. by President Baron.

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

Present: Library Trustees Baron, Foss, Fox, Fruth, Kelenson and Millan

Absent: Library Trustee Samuels

Also present: David Seleb, Executive Director; Jim Madigan, Assistant Director for Administration and Finance; Cyndee Landrum, Assistant Director for Public Services and Programming, Lori Pulliam, Manager, Customer and Branch Services; Elsworth Carman, Manager, Adult and Teen Services; Eric Battaglia, Manager, Digital Services; Elizabeth Marszalik, Manager, Materials Services; Jodi Kolo, Manager, Communication Services; Mary Rose Lambke, observer from the League of Women Voters of Oak Park River Forest; and Rita Earle, Office Manager

2. **Dinner and Discussion with the Leadership Team**

Trustees and members of the Leadership Team discussed the Library Strategic Plan framed by the priorities of Stewardship, Learning and, Engagement.

In response to a question from Mr. Foss regarding security from theft of library materials, staff reported that because the Library receives and checks out materials from libraries all over SWAN (System Wide Access Network), and not all of these materials are RFID compatible, Library security gates have been deactivated due to the many false alarms this situation triggers.

Members of the Leadership team think that our loss ratio is within average norms of other comparably sized libraries. They discussed security measures such as art work on audiovisual materials that are applied directly to the medium so that the item itself is destroyed if it is tampered with. Mr. Madigan also noted that a collection of video games that the Library had initiated several years ago was discontinued because of high loss rates. Although there was a desire in the community for these materials, it was decided that such high loss rates constituted a poor investment of library resources. Staff will gather updated loss ratio information and report back to the Trustees.

Ms. Kolo discussed the launch of LibSat: a survey tool developed specifically for libraries that collect continuous customer feedback. The information collected will be analyzed to inform decision-making on library collections, initiatives, and allocation of resources.

Ms. Pulliam discussed a new early literacy children's service where caregivers can sign up to receive texts from Children's Services staff with suggestions for learning activities they can do on their own with their babies, toddlers, and preschoolers. The Collaboration for Early Childhood has provided the Library with a list of education resources and collections to assist with this program.

There was discussion of the new position of Community Resources Manager and job objectives for that position. This position will manage services and liaison with community organizations for vulnerable and/or marginal populations served by the Library. This position will also be responsible for security and for managing staff learning in the area of managing problematic situations.

Ms. Kelenson noted that she is pleased that the new cross organizational staffing model appears to be successful in bringing Branch staff a sense of closer ties to staff at the Main Library and fostering better communication throughout the Library.

There was discussion of the proposal to move Library employee parking from the Library garage to the Village garage. Members of Leadership feel that staff is in favor of the idea provided that the program is administered properly and staff concerns about personal safety are addressed.

3. **Approval of Minutes**

a. **Regular Meeting – November 17, 2015**

Mr. Foss moved approval of the minutes of the regular meeting of the Board of Library Trustees held on Tuesday, November 17, 2015. Ms. Fox seconded the motion. Ayes: all.

4. **Trustee Comments and Board Calendar**

Ms. Millan said that she would be out of the country in January and February, 2016. Ms. Fox and Mr. Foss indicated that they would also be away in February 2016.

Mr. Seleb noted that the ILA (Illinois Library Association) Annual Trustee Forum on February 13, 2016 needs to be added to the calendar. He also noted that he will be attending the PLA (Public Library Association) Annual Conference April 5 – 9 in Denver, Colorado, and asked Trustees interested in either of these development opportunities to contact him regarding registration.

5. **Visitor Comments**

None

6. **Financial Reports**

a. **Disbursements for November 2015**

Ms. Kelenson moved approval of *Resolution on Disbursements, November 2015*. Mr. Foss seconded the motion.

After discussion of some specific items, Mr. Baron called the question. Ayes: all.

A copy of *Resolution on Disbursements, November 2015* is attached to these minutes as Appendix I.

b. **Financial Reports**

Trustees reviewed and discussed bank balances and the Statement of Income and Expense for November, 2015.

7. **Unfinished Business**

a. **Strategic Action Plan 2016**

Pursuant to the discussion with the Leadership Team earlier in the meeting, Mr. Seleb requested that Trustees now adopt the *Oak Park Public Library Strategic Action Plan 2016*.

Mr. Foss moved approval of *Oak Park Public Library Strategic Action Plan 2016*. Mr. Fruth seconded the motion. Ayes: all.

b. **Institutional Data Policy**

Mr. Seleb said that the draft document *Oak Park Public Library Policy on Institutional Data* had been introduced and discussed last month by Library Assessment Manager, Sharon Comstock. Staff now recommends adoption of the new policy.

Mr. Foss moved adoption of *Oak Park Public Library Policy on Institutional Data*. Ms. Millan seconded the motion. Ayes: five. Ms. Kelenson said that she would abstain as she had not been present for the discussion last month.

A copy of the draft *Oak Park Public Library Policy on Institutional Data* is attached to these minutes as Appendix II.

c. **Intergovernmental Agreement re: Parking for Library Employees**

Mr. Seleb said that Village Manager Cara Pavlicek is working on a new draft of the Intergovernmental Agreement regarding parking for Library employees with changes requested by Library Trustees.

8. **New Business**

a. **2016 Schedule of Library Board Meetings**

After discussion of Ms. Kelenson's request to change the date of the regular monthly Board of Library Trustees meeting, Mr. Fruth moved the following:

That the Board of Library Trustees adopt a schedule of regular monthly meetings on the 4<sup>th</sup> Tuesday of each month at 7:30 p.m. with the exception that the June and December meetings would start at 6:30 p.m. to allow time for dinner and discussion with the Library Leadership Team.

Mr. Foss seconded the motion. Ayes: all.

Since three Trustees will be unavailable for a meeting in February 2016, it was Board consensus to cancel that meeting.

9. **Reports**

a. **Executive Director**

Mr. Seleb said that he had nothing to add to his narrative report distributed in Board packets.

A copy of the Executive Director's narrative report is attached to these minutes as Appendix III.

**b. Assistant Directors**

In response to a question from Ms. Millan about promotion and diversity of a recent girls coding program, Ms. Landrum said that this program was a pilot program that we hope to build on and expand to teach coding and other STEM skills to a larger and more diverse population of girls.

Copies of the Assistant Director narrative reports are attached to these minutes as Appendix IV.

**c. Library Statistics**

Trustees reviewed and discussed *Oak Park Public Library Use Statistics, November 2015*.

**d. Friends of the Library**

The Friends of the Library Executive Board had not met since the last Library Board meeting and there was no report.

**e. Legislative, Government Activity (Council of Governments, I-Gov, Illinois General Assembly, ILA Public Policy Committee)**

Mr. Foss reported on the most recent meeting of the IGov Group and the Park District of Oak Park Community Center Feasibility Task Force. The Task Force received four responses to the Request for Proposal and will interview the three firms whose proposals are considered viable. The Task Force expects that the feasibility study will be completed for presentation to the Park District Board by June 2016.

There was extended discussion, and Ms. Kelenson expressed concern that the Park District is pulling much of their programming out of the Dole Building without really explaining why. She has concerns regarding the need for this needs assessment.

Mr. Seleb and Mr. Baron reported on the most recent meeting of the Council of Governments, which mostly centered on agency updates, the Oak Park River Forest High School pool facility proposal, and the Park District's needs assessment study for a community center.

**f. Collaboration for Early Childhood**

Ms. Fox said there was no report.

g. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from November 12, 2015 through December 10, 2015* was included in Board packets.

Mr. Madigan said that he wanted to recognize the thirty-three years of dedicated service of long time Library employee, Frances Whiteside, who retired on November 27, 2015.

10. **Adjournment**

There being no further business, the meeting was adjourned by acclamation at 9:16 p.m.

# Oak Park Public Library Board Calendar January 2016

## January 2016

January 18	Friends of the Oak Park Public Library Board Meeting
January 23	I-Gov Assembly
January 26	Regular Library Board Meeting

## February 2016

### **NO BOARD MEETING IN FEBRUARY**

February 3	Oak Park Council of Governments Meeting
February 12	ILA Legislative Luncheon (Marriott Oak Brook)
February 13	ILA Library Trustee Forum (Marriott Oak Brook)

## March 2016

March 21	Friends of the Oak Park Public Library Board Meeting
March 22	Regular Library Board Meeting
March 27	Easter Sunday (Library Closed)

## April 2016

April 6	Oak Park Council of Governments Meeting
April 5 – 9	Public Library Association Conference (Denver)
April 26	Regular Library Board Meeting

## May 2016

May 2 – 3	National Library Legislative Days (Washington, DC)
May 11 – 13	Book Expo America (Chicago)
May 16	Friends of the Oak Park Public Library Board Meeting
May 24	Regular Library Board Meeting

## June 2016

June 1	Oak Park Council of Governments Meeting
June 20	Friends of the Oak Park Public Library Board Meeting
June 23 – 28	American Library Association Annual Conference (Orlando)
June 28	Regular Library Board Meeting

**RESOLUTION ON DISBURSEMENTS, DECEMBER 2015**

**RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF DECEMBER 2015 IN THE TOTAL AMOUNT OF \$889,839.08 AS DETAILED IN THE CASH DISBURSEMENTS JOURNAL AND GENERAL LEDGER, AND SUMMARIZED WITH ADJUSTMENTS FOR CREDITS IN THE STATEMENT OF INCOME AND EXPENSE FOR THAT MONTH BE RATIFIED, CONFIRMED, AND APPROVED.**



## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
AA RENTAL CENTER	Computer Check 49429	12/15/2015	12/15/2015 Posted	170.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 170.00	170.00 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
01-176819-03	12/1/2015	STACK CHAIRS	170.00	170.00	01-5691	Rentals--Equipment & Fac	170.00	<No Project>
<i>Totals:</i>							170.00	

ADVENT SYSTEMS, INC.	Computer Check 49430	12/15/2015	12/15/2015 Posted	24,282.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 24,282.00	24,282.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9848-15	12/1/2015	DVR REPLACEMENT	24,282.00	24,282.00	01-5920	Equipment	24,282.00	<No Project>
<i>Totals:</i>							24,282.00	

ALARM DETECTION SYSTEMS, INC.	Computer Check 49431	12/15/2015	12/15/2015 Posted	198.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 198.00	198.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015395	12/1/2015	QUARTERLY CHARGES, D	198.00	198.00	01-5692	Repair & Maintenance Pr	198.00	<No Project>
<i>Totals:</i>							198.00	

ALLIED BARTON SECURITY SERVI	Computer Check 49432	12/15/2015	12/15/2015 Posted	3,195.87	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 3,195.87	3,195.87 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
6285167	12/1/2015	SECURITY OFFICERS, 11/	1,540.11	1,540.11	01-5685	Security Guards	1,540.11	<No Project>
<i>Totals:</i>							1,540.11	
6281031	12/1/2015	SECURITY OFFICERS, 11/	1,655.76	1,655.76	01-5685	Security Guards	1,655.76	<No Project>
<i>Totals:</i>							1,655.76	

ALLIED BARTON SECURITY SERVI	Computer Check 49494	12/31/2015	12/31/2015 Posted	2,755.91	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,755.91	2,755.91 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
6291059	12/15/2015	SECURITY OFFICERS, 11/	1,285.19	1,285.19	01-5685	Security Guards	1,285.19	<No Project>

## Oak Park Public Library

### Cash Disbursement Journals

Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
							<i>Totals:</i>	1,285.19
6299831	SECURITY OFFICERS, 11/	12/15/2015	1,470.72	1,470.72	01-5685	Security Guards	1,470.72	<No Project>
							<i>Totals:</i>	1,470.72
AMAZON CREDIT PLAN	Computer Check 49490	12/23/2015	12/23/2015 Posted	5,315.96	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 5,315.96	5,315.96 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015413	12/23/2015	AUDIO/VISUAL; DS EQUIPM	5,315.96	5,315.96	01-5240	Children's Programming	194.71	FR-C&F
015413	12/23/2015	AUDIO/VISUAL; DS EQUIPM	5,315.96	5,315.96	01-5251	Summer Reading	801.80	<No Project>
015413	12/23/2015	AUDIO/VISUAL; DS EQUIPM	5,315.96	5,315.96	01-5840	Print materials	2,209.28	<No Project>
015413	12/23/2015	AUDIO/VISUAL; DS EQUIPM	5,315.96	5,315.96	01-5890	Audio and video materials	1,033.59	<No Project>
015413	12/23/2015	AUDIO/VISUAL; DS EQUIPM	5,315.96	5,315.96	01-5937	Equipment and supplies	1,076.58	<No Project>
							<i>Totals:</i>	5,315.96
ANDERSON ELEVATOR CO.	Computer Check 49433	12/15/2015	12/15/2015 Posted	428.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 428.00	428.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
176599	12/1/2015	SOUTH PASSENGER REPA	428.00	428.00	01-5692	Repair & Maintenance Pr	428.00	<No Project>
							<i>Totals:</i>	428.00
ARTOPOLIS	Computer Check 49424	12/4/2015	12/4/2015 Posted	1,011.50	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,011.50	1,011.50 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
6796	12/4/2015	STAFF DAY LUNCH, 2015	1,011.50	1,011.50	01-5163	Staff Development	1,011.50	<No Project>
							<i>Totals:</i>	1,011.50
ASSISTIVE HEARING SYSTEMS	Computer Check 49434	12/15/2015	12/15/2015 Posted	5,140.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 5,140.00	5,140.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1052	12/1/2015	HEARING LOOP, VETERAN'	5,140.00	5,140.00	01-5920	Equipment	5,140.00	<No Project>
							<i>Totals:</i>	5,140.00

## Oak Park Public Library

### Cash Disbursement Journals

Community Bank - December 2015

Payee	Trans. Type	Trans. No.	Trans. Dat	Post Date	Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
BATTERIES PLUS LLC	Computer Check		12/15/2015	12/15/2015		1,071.75	01-1053	Community Bank cash-checking	0.00	1,071.75
		49435		Posted			01-2060	Accounts Payable	1,071.75	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
891-226858	12/1/2015	BATTERIES	101.95	101.95	01-5684	Cleaning & Housekeeping S	101.95	<No Project>
<i>Totals:</i>							101.95	
891-102187-01	12/1/2015	BATTERIES	969.80	969.80	01-5684	Cleaning & Housekeeping S	969.80	<No Project>
<i>Totals:</i>							969.80	

RACHAEL BILD	Computer Check		12/18/2015	12/17/2015		133.47	01-1053	Community Bank cash-checking	0.00	133.47
		49487		Posted			01-2060	Accounts Payable	133.47	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015409	12/18/2015	SRP SUPPLIES	133.47	133.47	01-5251	Summer Reading	133.47	<No Project>
<i>Totals:</i>							133.47	

DONNA D. BOBCO	Computer Check		12/31/2015	12/31/2015		36.22	01-1053	Community Bank cash-checking	0.00	36.22
		49495		Posted			01-2060	Accounts Payable	36.22	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015411	12/15/2015	HOME DELIVERY MILEAG	36.22	36.22	01-5165	Travel & Mileage Reimburs	36.22	<No Project>
<i>Totals:</i>							36.22	

BRODART CO.	Computer Check		12/31/2015	12/31/2015		123.98	01-1053	Community Bank cash-checking	0.00	123.98
		49496		Posted			01-2060	Accounts Payable	123.98	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
420116	12/15/2015	CLEAR SHELF CLIPS & BOO	123.98	123.98	01-5742	Supplies	123.98	<No Project>
<i>Totals:</i>							123.98	

JESSICA BROWN	Computer Check		12/31/2015	12/31/2015		10.96	01-1053	Community Bank cash-checking	0.00	10.96
		49497		Posted			01-2060	Accounts Payable	10.96	0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015426	12/15/2015	CHILDREN'S PROGRAM SU	10.96	10.96	01-5240	Children's Programming	10.96	FR-C&F

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							10.96	
ROBERT BURTON	Computer Check 49484	12/17/2015	12/17/2015 Posted	100.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 100.00	100.00 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15-404	12/17/2015	DISNEY PROGRAM	100.00	100.00	01-5250	Customer Service Program	100.00	<No Project>
<i>Totals:</i>							100.00	
CALL ONE	Computer Check 49498	12/31/2015	12/31/2015 Posted	1,612.20	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,612.20	1,612.20 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015412	12/15/2015	TELEPHONE/COMMUNICA	1,612.20	1,612.20	01-5451	Telephone/Communication	1,612.20	<No Project>
<i>Totals:</i>							1,612.20	
ELSWORTH CARMAN	Computer Check 49436	12/15/2015	12/15/2015 Posted	193.63	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 193.63	193.63 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015404	12/1/2015	ALA DUES & SRP SUPPLIES	193.63	193.63	01-5162	Dues	135.00	<No Project>
015404	12/1/2015	ALA DUES & SRP SUPPLIES	193.63	193.63	01-5251	Summer Reading	58.63	<No Project>
<i>Totals:</i>							193.63	
CDW GOVERNMENT, INC.	Computer Check 49499	12/31/2015	12/31/2015 Posted	5,624.92	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 5,624.92	5,624.92 0.00
Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
BKF1479	12/15/2015	AUDIT PRINTER PAPER	19.92	19.92	01-5742	Supplies	19.92	<No Project>
<i>Totals:</i>							19.92	
GRHZ858	12/15/2015	SURFACE; IPAD; NOTE; GA	5,605.00	5,605.00	01-5920	Equipment	5,605.00	<No Project>
<i>Totals:</i>							5,605.00	
CHICAGO TRIBUNE	Computer Check 49500	12/31/2015	12/31/2015 Posted	46.44	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 46.44	46.44 0.00

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type	Trans. No.	Trans. Dat	Post Date	Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
3681630			12/15/2015	12/15/2015		46.44	01-5840	Print materials	46.44	<No Project>
								<i>Totals:</i>	46.44	
CMS SOLUTIONS	Computer Check	49437	12/15/2015	12/15/2015	Posted	3,747.36	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 3,747.36	3,747.36 0.00
1522616-IN			12/1/2015			3,747.36	01-5268	Service contracts and fees	3,747.36	<No Project>
								<i>Totals:</i>	3,747.36	
COMMUNICATION REVOLVING FU	Computer Check	49438	12/15/2015	12/15/2015	Posted	675.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 675.00	675.00 0.00
T1611543			12/1/2015			675.00	01-5451	Telephone/Communication	675.00	<No Project>
								<i>Totals:</i>	675.00	
COMMUNICATION REVOLVING FU	Computer Check	49501	12/31/2015	12/31/2015	Posted	675.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 675.00	675.00 0.00
T1615237			12/15/2015			675.00	01-5451	Telephone/Communication	675.00	<No Project>
								<i>Totals:</i>	675.00	
COMPLETE TEMPERATURE SYSTE	Computer Check	49439	12/15/2015	12/15/2015	Posted	15,025.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 15,025.00	15,025.00 0.00
MA005073			12/1/2015			4,440.00	01-5692	Repair & Maintenance Pr	4,440.00	<No Project>
								<i>Totals:</i>	4,440.00	
JC3659			12/1/2015			10,585.00	01-5692	Repair & Maintenance Pr	10,585.00	<No Project>
								<i>Totals:</i>	10,585.00	

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
CREEKSIDE PRINTING	Computer Check 49440	12/15/2015	12/15/2015 Posted	1,998.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,998.00	1,998.00 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
11241501	12/1/2015	STORYLINE, DEC-FEB	1,998.00	1,998.00	01-5205	Publications	1,998.00	<No Project>
<i>Totals:</i>							1,998.00	

DELTA DENTAL OF ILLINOIS - RISK	Computer Check 49422	12/2/2015	12/2/2015 Posted	1,882.74	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,882.74	1,882.74 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
797308	12/2/2015	DENTAL PPO, 12/1/15-12	1,777.03	1,777.03	01-5001	Wages & Salaries	1,777.03	<No Project>
<i>Totals:</i>							1,777.03	
797309	12/2/2015	DENTAL DMO, 12/1/15-	105.71	105.71	01-5001	Wages & Salaries	105.71	<No Project>
<i>Totals:</i>							105.71	

DELUXE	Computer Check 49502	12/31/2015	12/31/2015 Posted	84.88	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 84.88	84.88 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2035710455	12/15/2015	DEPOSIT TICKET BOOKS	84.88	84.88	01-5742	Supplies	84.88	<No Project>
<i>Totals:</i>							84.88	

DEMCO, INC.	Computer Check 49441	12/15/2015	12/15/2015 Posted	1,179.90	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,179.90	1,179.90 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
5750249	12/1/2015	MISC. READ TO YOUR BAB	162.27	162.27	01-5240	Children's Programming	162.27	<No Project>
<i>Totals:</i>							162.27	
5749075	12/1/2015	LABLE PROTECTORS & BO	1,017.63	1,017.63	01-5742	Supplies	1,017.63	<No Project>
<i>Totals:</i>							1,017.63	

DEMCO, INC.	Computer Check 49503	12/31/2015	12/31/2015 Posted	127.16	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 127.16	127.16 0.00
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## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
5757981	12/15/2015	CSRP SUPPLIES	127.16	127.16	01-5251	Summer Reading	127.16	<No Project>
<i>Totals:</i>							127.16	
DISCOUNT SCHOOL SUPPLY	Computer Check 49504	12/31/2015	12/31/2015 Posted	948.68	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 948.68	948.68 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>
P33800020101	12/15/2015	CSRP SUPPLIES	480.86	480.86	01-5251	Summer Reading	480.86	<No Project>
<i>Totals:</i>							480.86	
P33808090101	12/15/2015	BRANCH PROGRAM SUPP	467.82	467.82	01-5240	Children's Programming	467.82	FR-C&F
<i>Totals:</i>							467.82	
DISPLAYS2GO	Computer Check 49442	12/15/2015	12/15/2015 Posted	82.55	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 82.55	82.55 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>
IN-1697490	12/1/2015	ACRYLIC BALLOT BOX	82.55	82.55	01-5742	Supplies	82.55	<No Project>
<i>Totals:</i>							82.55	
DRESSEL'S ACE HARDWARE	Computer Check 49443	12/15/2015	12/15/2015 Posted	86.80	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 86.80	86.80 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>
B107380	12/1/2015	EQUIPMENT PARTS	17.68	17.68	01-5683	Equipment Parts	17.68	<No Project>
<i>Totals:</i>							17.68	
B109107	12/1/2015	EQUIPMENT PARTS	6.93	6.93	01-5683	Equipment Parts	6.93	<No Project>
<i>Totals:</i>							6.93	
B111409	12/1/2015	EQUIPMENT PARTS	6.71	6.71	01-5683	Equipment Parts	6.71	<No Project>
<i>Totals:</i>							6.71	
B111793	12/1/2015	EQUIPMENT PARTS	55.48	55.48	01-5683	Equipment Parts	55.48	<No Project>
<i>Totals:</i>							55.48	

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type	Trans. No.	Trans. Dat	Post Date	Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
EVANCED SOLUTIONS, LLC	Computer Check	49444	12/15/2015	12/15/2015	Posted	650.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 650.00	650.00 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>	
5752546	12/1/2015	DIBS SUBSCRIPTION	650.00	650.00	01-5273	Software/Platform	650.00	<No Project>		
<i>Totals:</i>								650.00		
FIDELITY SECURITY LIFE INSURANCE	Computer Check	49445	12/15/2015	12/15/2015	Posted	126.20	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 126.20	126.20 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>	
7952282	12/1/2015	VISION PLAN, DECEMBER 2	126.20	126.20	01-5001	Wages & Salaries	126.20	<No Project>		
<i>Totals:</i>								126.20		
FORWARD SPACE	Computer Check	49532	12/31/2015	12/31/2015	Posted	3,370.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 3,370.00	3,370.00 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>	
715716	12/30/2015	FURNISHINGS	3,370.00	3,370.00	01-5930	Furnishings	3,370.00	<No Project>		
<i>Totals:</i>								3,370.00		
GINGER FRERE	Computer Check	49505	12/31/2015	12/31/2015	Posted	200.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 200.00	200.00 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>	
15-398	12/15/2015	GENEALOGY PROGRAM M	200.00	200.00	01-5250	Customer Service Program	200.00	<No Project>		
<i>Totals:</i>								200.00		
GALE/CENGAGE LEARNING	Computer Check	49506	12/31/2015	12/31/2015	Posted	2,325.33	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,325.33	2,325.33 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>	
56796839	12/15/2015	EBOOK	190.19	190.19	01-5891	Digital and streaming cont	190.19	<No Project>		
<i>Totals:</i>								190.19		
56797872	12/15/2015	BOOKS	56.98	56.98	01-5840	Print materials	56.98	<No Project>		



## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type	Trans. No.	Trans. Dat	Post Date	Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
								<i>Totals:</i>	56.98	
56797070	BOOKS		12/15/2015	12/15/2015		86.22	01-5840	Print materials	86.22	<No Project>
								<i>Totals:</i>	86.22	
56797446	BOOKS		12/15/2015	12/15/2015		55.48	01-5840	Print materials	55.48	<No Project>
								<i>Totals:</i>	55.48	
56796578	EBOOKS		12/15/2015	12/15/2015		1,936.46	01-5891	Digital and streaming cont	1,936.46	<No Project>
								<i>Totals:</i>	1,936.46	
GAYLORD BROTHERS, INC.	Computer Check	49446	12/15/2015	12/15/2015	Posted	430.46	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 430.46	430.46 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2393303	12/1/2015	MISC. SUPPLIES FOR HACKI	291.48	291.48	01-5742	Supplies	291.48	HACK HEM2
						<i>Totals:</i>	291.48	
2395779	12/1/2015	ARCHIVAL RECORD BOX	29.64	29.64	01-5742	Supplies	29.64	HACK HEM2
						<i>Totals:</i>	29.64	
2398653	12/1/2015	OVERSIZE PHOTO ALBUM	109.34	109.34	01-5742	Supplies	109.34	HACK HEM2
						<i>Totals:</i>	109.34	

GENEVIEVE GROVE	Computer Check	49485	12/17/2015	12/17/2015	Posted	972.32	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 972.32	972.32 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015407	12/17/2015	CSRP SUPPLIES	972.32	972.32	01-5251	Summer Reading	972.32	<No Project>
						<i>Totals:</i>	972.32	

GENEVIEVE GROVE	Computer Check	49507	12/31/2015	12/31/2015	Posted	568.44	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 568.44	568.44 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015420	12/15/2015	CSRP SUPPLIES	568.44	568.44	01-5251	Summer Reading	568.44	<No Project>
						<i>Totals:</i>	568.44	

HIPSKIND TSG	Computer Check	49508	12/31/2015	12/31/2015	Posted	6,530.28	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 6,530.28	6,530.28 0.00
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## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
257400	12/15/2015	ACCESS TO JTAC; MISC. D	6,530.28	6,530.28	01-5268	Service contracts and fees	6,530.28	<No Project>
<i>Totals:</i>							6,530.28	
HOLLINGER METAL EDGE, INC.	Computer Check 49447	12/15/2015	12/15/2015 Posted	270.25	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 270.25	270.25 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>
H62913	12/1/2015	MISC. SUPPLIES FOR HACKI	270.25	270.25	01-5742	Supplies	270.25	HACK HEM2
<i>Totals:</i>							270.25	
HOME DEPOT	Computer Check 49448	12/15/2015	12/15/2015 Posted	274.27	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 274.27	274.27 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>
5123577	12/1/2015	EQUIPMENT PARTS	72.81	72.81	01-5683	Equipment Parts	72.81	<No Project>
<i>Totals:</i>							72.81	
2170113	12/1/2015	EQUIPMENT PARTS	22.46	22.46	01-5683	Equipment Parts	22.46	<No Project>
<i>Totals:</i>							22.46	
863097	12/1/2015	EQUIPMENT PARTS	179.00	179.00	01-5683	Equipment Parts	179.00	<No Project>
<i>Totals:</i>							179.00	
HR SIMPLIFIED, INC.	Computer Check 49509	12/31/2015	12/31/2015 Posted	900.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 900.00	900.00 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
44942	12/15/2015	COBRA FEES, 12/2015	900.00	900.00	01-5100	Employee Insurance	900.00	<No Project>
<i>Totals:</i>							900.00	
IHLS-OCLC	Computer Check 49510	12/31/2015	12/31/2015 Posted	230.50	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 230.50	230.50 0.00
<b>Invoice #</b>	<b>Invoice Date</b>	<b>Description</b>	<b>Invoice Amount</b>	<b>Amount Paid</b>	<b>Account Number</b>	<b>Account Description</b>	<b>Amount</b>	<b>Project ID</b>
10063	12/15/2015	ILL FEES	230.50	230.50	01-5264	ILL Payments	230.50	<No Project>

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
						<i>Totals:</i>	230.50	
ILLINOIS LIBRARY ASSOCIATION	Computer Check 49449	12/15/2015	12/15/2015 Posted	40.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 40.00	40.00 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015396	12/1/2015	WEST SUB. LEGISLATIVE L	40.00	40.00	01-5163	Staff Development	40.00	<No Project>
						<i>Totals:</i>	40.00	

ILLINOIS OFFICE OF THE STATE FIR	Computer Check 49450	12/15/2015	12/15/2015 Posted	140.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 140.00	140.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9543535	12/1/2015	BOILER CERTIFICATE FEE	140.00	140.00	01-5692	Repair & Maintenance Pr	140.00	<No Project>
						<i>Totals:</i>	140.00	

INFOGROUP	Computer Check 49451	12/15/2015	12/15/2015 Posted	7,900.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 7,900.00	7,900.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
10002867267	12/1/2015	REFERENCE USA PACKAG	7,900.00	7,900.00	01-5892	Online tools	7,900.00	<No Project>
						<i>Totals:</i>	7,900.00	

DONNA IOPPOLO	Computer Check 49452	12/15/2015	12/15/2015 Posted	99.99	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 99.99	99.99 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015397	12/1/2015	BRANCH PROGRAM SUPP	99.99	99.99	01-5249	Branch Programming	99.99	<No Project>
						<i>Totals:</i>	99.99	

JENNIFER JACKSON	Computer Check 49453	12/15/2015	12/15/2015 Posted	132.93	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 132.93	132.93 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015406	12/1/2015	BRANCH PROGRAM SUPP	132.93	132.93	01-5249	Branch Programming	132.93	<No Project>
						<i>Totals:</i>	132.93	

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
JENNIFER JACKSON	Computer Check 49512	12/31/2015	12/31/2015 Posted	14.74	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 14.74	14.74 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015421	12/15/2015	BRANCH PROGRAM SUPP	14.74	14.74	01-5249	Branch Programming	14.74	<No Project>
<i>Totals:</i>							14.74	

KENCO LABEL & TAG CO. LLC	Computer Check 49454	12/15/2015	12/15/2015 Posted	145.54	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 145.54	145.54 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0264364	12/1/2015	MYSTERIES LABELS	145.54	145.54	01-5742	Supplies	145.54	<No Project>
<i>Totals:</i>							145.54	

KNOWBE4, LLC	Computer Check 49455	12/15/2015	12/15/2015 Posted	937.50	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 937.50	937.50 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
INV-04815	12/1/2015	MITNICK SECURITY SUBSC	937.50	937.50	01-5935	Website development/CM	937.50	<No Project>
<i>Totals:</i>							937.50	

JODI KOLO	Computer Check 49513	12/31/2015	12/31/2015 Posted	50.96	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 50.96	50.96 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015422	12/15/2015	SUPPLIES	50.96	50.96	01-5742	Supplies	50.96	<No Project>
<i>Totals:</i>							50.96	

KONICA MINOLTA PREMIER FINAN	Computer Check 49456	12/15/2015	12/15/2015 Posted	2,657.88	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,657.88	2,657.88 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
292584455	12/1/2015	COPIER LEASES	2,286.00	2,286.00	01-5620	Office & Library Machiner	2,286.00	<No Project>
<i>Totals:</i>							2,286.00	
292983673	12/1/2015	COPIER LEASE	371.88	371.88	01-5620	Office & Library Machiner	371.88	<No Project>

## Oak Park Public Library

### Cash Disbursement Journals

Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							371.88	
LEYDEN LAWN SPRINKLERS,INC	Computer Check 49457	12/15/2015	12/15/2015 Posted	136.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 136.00	136.00 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15307	12/1/2015	SEASONAL BLOW OUT	136.00	136.00	01-5692	Repair & Maintenance Pr	136.00	<No Project>
<i>Totals:</i>							136.00	

LIBRARY FURNITURE INTERNATIO	Computer Check 49458	12/15/2015	12/15/2015 Posted	7,255.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 7,255.00	7,255.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
4987	12/1/2015	CHILDREN'S SHELVING + F	7,255.00	7,255.00	01-5930	Furnishings	7,255.00	<No Project>
<i>Totals:</i>							7,255.00	

MAJOR CHEMICAL & SUPPLY COM	Computer Check 49459	12/15/2015	12/15/2015 Posted	2,390.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,390.00	2,390.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
21080	12/1/2015	FLOOR FINISH	2,390.00	2,390.00	01-5684	Cleaning & Housekeeping S	2,390.00	<No Project>
<i>Totals:</i>							2,390.00	

MCADAM LANDSCAPING, INC.	Computer Check 49460	12/15/2015	12/15/2015 Posted	865.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 865.00	865.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
36943	12/1/2015	MONTHLY MAINTENANCE	430.00	430.00	01-5681	Landscaping and snow rem	430.00	<No Project>
<i>Totals:</i>							430.00	
37479	12/1/2015	SNOW REMOVAL	435.00	435.00	01-5681	Landscaping and snow rem	435.00	<No Project>
<i>Totals:</i>							435.00	

JULIE MEO	Computer Check 49461	12/15/2015	12/15/2015 Posted	18.86	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 18.86	18.86 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
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## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
015405	BURR RIDGE MILEAGE	12/1/2015	18.86	18.86	01-5165	Travel & Mileage Reimburs	18.86	<No Project>
<i>Totals:</i>							18.86	
MIDWEST TAPE	Computer Check 49462	12/15/2015	12/15/2015 Posted	6,297.20	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 6,297.20	6,297.20 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
93415734	12/1/2015	AUDIO/VISUAL	130.56	130.56	01-5890	Audio and video materials	130.56	<No Project>
<i>Totals:</i>							130.56	
93415815	12/1/2015	AUDIO/VISUAL	25.64	25.64	01-5890	Audio and video materials	25.64	<No Project>
<i>Totals:</i>							25.64	
93425669	12/1/2015	AUDIO/VISUAL	80.97	80.97	01-5890	Audio and video materials	80.97	<No Project>
<i>Totals:</i>							80.97	
93431569	12/1/2015	AUDIO/VISUAL	609.96	609.96	01-5890	Audio and video materials	609.96	<No Project>
<i>Totals:</i>							609.96	
93432528	12/1/2015	AUDIO/VISUAL	258.44	258.44	01-5890	Audio and video materials	258.44	<No Project>
<i>Totals:</i>							258.44	
93432580	12/1/2015	AUDIO/VISUAL	714.96	714.96	01-5890	Audio and video materials	714.96	<No Project>
<i>Totals:</i>							714.96	
93436510	12/1/2015	AUDIO/VISUAL	625.34	625.34	01-5890	Audio and video materials	625.34	<No Project>
<i>Totals:</i>							625.34	
93436758	12/1/2015	AUDIO/VISUAL	543.36	543.36	01-5890	Audio and video materials	543.36	<No Project>
<i>Totals:</i>							543.36	
93436511	12/1/2015	AUDIO/VISUAL	150.76	150.76	01-5890	Audio and video materials	150.76	<No Project>
<i>Totals:</i>							150.76	
93437060	12/1/2015	AUDIO/VISUAL	80.26	80.26	01-5890	Audio and video materials	80.26	<No Project>
<i>Totals:</i>							80.26	
93437061	12/1/2015	AUDIO/VISUAL	347.51	347.51	01-5890	Audio and video materials	347.51	<No Project>
<i>Totals:</i>							347.51	
93437062	12/1/2015	AUDIO/VISUAL	229.12	229.12	01-5890	Audio and video materials	229.12	<No Project>
<i>Totals:</i>							229.12	
93443551	12/1/2015	AUDIO/VISUAL	87.88	87.88	01-5890	Audio and video materials	87.88	<No Project>
<i>Totals:</i>							87.88	

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
93452145	AUDIO/VISUAL	12/1/2015	159.84	159.84	01-5890	Audio and video materials	159.84	<No Project>
<i>Totals:</i>							159.84	
93452225	AUDIO/VISUAL	12/1/2015	1,000.09	1,000.09	01-5890	Audio and video materials	1,000.09	<No Project>
<i>Totals:</i>							1,000.09	
93452226	AUDIO/VISUAL	12/1/2015	302.93	302.93	01-5890	Audio and video materials	302.93	<No Project>
<i>Totals:</i>							302.93	
93452228	AUDIO/VISUAL	12/1/2015	60.56	60.56	01-5890	Audio and video materials	60.56	<No Project>
<i>Totals:</i>							60.56	
93452229	AUDIO/VISUAL	12/1/2015	188.06	188.06	01-5890	Audio and video materials	188.06	<No Project>
<i>Totals:</i>							188.06	
93453071	AUDIO/VISUAL	12/1/2015	498.28	498.28	01-5890	Audio and video materials	498.28	<No Project>
<i>Totals:</i>							498.28	
93460954	AUDIO/VISUAL	12/1/2015	202.68	202.68	01-5890	Audio and video materials	202.68	<No Project>
<i>Totals:</i>							202.68	
MIDWEST TAPE	Computer Check 49514	12/31/2015	12/31/2015 Posted	21,624.62	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 21,624.62	21,624.62 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
93463656	12/15/2015	AUDIO/VISUAL	141.80	141.80	01-5890	Audio and video materials	141.80	<No Project>
<i>Totals:</i>							141.80	
93493284	12/15/2015	AUDIO/VISUAL	262.32	262.32	01-5890	Audio and video materials	262.32	<No Project>
<i>Totals:</i>							262.32	
93476744	12/15/2015	AUDIO/VISUAL	4,131.53	4,131.53	01-5890	Audio and video materials	4,131.53	<No Project>
<i>Totals:</i>							4,131.53	
93475209	12/15/2015	AUDIO/VISUAL	518.34	518.34	01-5890	Audio and video materials	518.34	<No Project>
<i>Totals:</i>							518.34	
93485281	12/15/2015	AUDIO/VISUAL	398.34	398.34	01-5890	Audio and video materials	398.34	<No Project>
<i>Totals:</i>							398.34	
93464888	12/15/2015	AUDIO/VISUAL	1,345.14	1,345.14	01-5890	Audio and video materials	1,345.14	<No Project>
<i>Totals:</i>							1,345.14	
93442484	12/15/2015	AUDIO/VISUAL	42.94	42.94	01-5890	Audio and video materials	42.94	<No Project>
<i>Totals:</i>							42.94	

## Oak Park Public Library

### Cash Disbursement Journals

Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
93483036	AUDIO/VISUAL	12/15/2015	722.86	722.86	01-5890	Audio and video materials	722.86	<No Project>
						<i>Totals:</i>	722.86	
93463655	AUDIO/VISUAL	12/15/2015	152.12	152.12	01-5890	Audio and video materials	152.12	<No Project>
						<i>Totals:</i>	152.12	
93480454	AUDIO/VISUAL	12/15/2015	268.36	268.36	01-5890	Audio and video materials	268.36	<No Project>
						<i>Totals:</i>	268.36	
93493890	AUDIO/VISUAL	12/15/2015	206.04	206.04	01-5890	Audio and video materials	206.04	<No Project>
						<i>Totals:</i>	206.04	
93487750	AUDIO/VISUAL	12/15/2015	56.27	56.27	01-5890	Audio and video materials	56.27	<No Project>
						<i>Totals:</i>	56.27	
93493283	AUDIO/VISUAL	12/15/2015	111.84	111.84	01-5890	Audio and video materials	111.84	<No Project>
						<i>Totals:</i>	111.84	
93493892	AUDIO/VISUAL	12/15/2015	207.40	207.40	01-5890	Audio and video materials	207.40	<No Project>
						<i>Totals:</i>	207.40	
93487752	AUDIO/VISUAL	12/15/2015	1,533.04	1,533.04	01-5890	Audio and video materials	1,533.04	<No Project>
						<i>Totals:</i>	1,533.04	
93460955	AUDIO/VISUAL	12/15/2015	1,108.87	1,108.87	01-5890	Audio and video materials	1,108.87	<No Project>
						<i>Totals:</i>	1,108.87	
93476741	AUDIO/VISUAL	12/15/2015	246.96	246.96	01-5890	Audio and video materials	246.96	<No Project>
						<i>Totals:</i>	246.96	
93476743	AUDIO/VISUAL	12/15/2015	50.84	50.84	01-5890	Audio and video materials	50.84	<No Project>
						<i>Totals:</i>	50.84	
93483434	AUDIO/VISUAL	12/15/2015	141.84	141.84	01-5890	Audio and video materials	141.84	<No Project>
						<i>Totals:</i>	141.84	
93493282	AUDIO/VISUAL	12/15/2015	43.28	43.28	01-5890	Audio and video materials	43.28	<No Project>
						<i>Totals:</i>	43.28	
93464381	AUDIO/VISUAL	12/15/2015	510.50	510.50	01-5890	Audio and video materials	510.50	<No Project>
						<i>Totals:</i>	510.50	
93487790	AUDIO/VISUAL	12/15/2015	57.28	57.28	01-5890	Audio and video materials	57.28	<No Project>
						<i>Totals:</i>	57.28	
93480426	AUDIO/VISUAL	12/15/2015	32.64	32.64	01-5890	Audio and video materials	32.64	<No Project>
						<i>Totals:</i>	32.64	



## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
93460978	AUDIO/VISUAL	12/15/2015	39.28	39.28	01-5890	Audio and video materials	39.28	<No Project>
						<i>Totals:</i>	39.28	
93489161	AUDIO/VISUAL	12/15/2015	59.99	59.99	01-5890	Audio and video materials	59.99	<No Project>
						<i>Totals:</i>	59.99	
93465073	AUDIO/VISUAL	12/15/2015	79.98	79.98	01-5890	Audio and video materials	79.98	<No Project>
						<i>Totals:</i>	79.98	
93465071	AUDIO/VISUAL	12/15/2015	51.96	51.96	01-5890	Audio and video materials	51.96	<No Project>
						<i>Totals:</i>	51.96	
93493891	AUDIO/VISUAL	12/15/2015	42.84	42.84	01-5890	Audio and video materials	42.84	<No Project>
						<i>Totals:</i>	42.84	
93460956	AUDIO/VISUAL	12/15/2015	45.28	45.28	01-5890	Audio and video materials	45.28	<No Project>
						<i>Totals:</i>	45.28	
93487751	AUDIO/VISUAL	12/15/2015	14.64	14.64	01-5890	Audio and video materials	14.64	<No Project>
						<i>Totals:</i>	14.64	
93511046	AUDIO/VISUAL	12/15/2015	156.76	156.76	01-5890	Audio and video materials	156.76	<No Project>
						<i>Totals:</i>	156.76	
93473767	AUDIO/VISUAL	12/15/2015	384.60	384.60	01-5890	Audio and video materials	384.60	<No Project>
						<i>Totals:</i>	384.60	
93473769	AUDIO/VISUAL	12/15/2015	195.84	195.84	01-5890	Audio and video materials	195.84	<No Project>
						<i>Totals:</i>	195.84	
93480420	AUDIO/VISUAL	12/15/2015	326.40	326.40	01-5890	Audio and video materials	326.40	<No Project>
						<i>Totals:</i>	326.40	
93463672	AUDIO/VISUAL	12/15/2015	148.20	148.20	01-5890	Audio and video materials	148.20	<No Project>
						<i>Totals:</i>	148.20	
93483432	AUDIO/VISUAL	12/15/2015	1,222.73	1,222.73	01-5890	Audio and video materials	1,222.73	<No Project>
						<i>Totals:</i>	1,222.73	
93463653	AUDIO/VISUAL	12/15/2015	459.16	459.16	01-5890	Audio and video materials	459.16	<No Project>
						<i>Totals:</i>	459.16	
93442383	AUDIO/VISUAL	12/15/2015	44.99	44.99	01-5890	Audio and video materials	44.99	<No Project>
						<i>Totals:</i>	44.99	
93460898	AUDIO/VISUAL	12/15/2015	230.75	230.75	01-5890	Audio and video materials	230.75	<No Project>
						<i>Totals:</i>	230.75	

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
93460952	AUDIO/VISUAL	12/15/2015	511.37	511.37	01-5890	Audio and video materials	511.37	<No Project>
						<i>Totals:</i>	511.37	
93468488	AUDIO/VISUAL	12/15/2015	25.64	25.64	01-5890	Audio and video materials	25.64	<No Project>
						<i>Totals:</i>	25.64	
93468537	AUDIO/VISUAL	12/15/2015	32.64	32.64	01-5890	Audio and video materials	32.64	<No Project>
						<i>Totals:</i>	32.64	
93474060	AUDIO/VISUAL	12/15/2015	324.68	324.68	01-5890	Audio and video materials	324.68	<No Project>
						<i>Totals:</i>	324.68	
93487784	AUDIO/VISUAL	12/15/2015	19.64	19.64	01-5890	Audio and video materials	19.64	<No Project>
						<i>Totals:</i>	19.64	
93489129	AUDIO/VISUAL	12/15/2015	22.99	22.99	01-5890	Audio and video materials	22.99	<No Project>
						<i>Totals:</i>	22.99	
93489159	AUDIO/VISUAL	12/15/2015	25.99	25.99	01-5890	Audio and video materials	25.99	<No Project>
						<i>Totals:</i>	25.99	
93487729	AUDIO/VISUAL	12/15/2015	1,433.61	1,433.61	01-5890	Audio and video materials	1,433.61	<No Project>
						<i>Totals:</i>	1,433.61	
93493889	AUDIO/VISUAL	12/15/2015	632.73	632.73	01-5890	Audio and video materials	632.73	<No Project>
						<i>Totals:</i>	632.73	
93493285	AUDIO/VISUAL	12/15/2015	55.28	55.28	01-5890	Audio and video materials	55.28	<No Project>
						<i>Totals:</i>	55.28	
93498448	AUDIO/VISUAL	12/15/2015	55.28	55.28	01-5890	Audio and video materials	55.28	<No Project>
						<i>Totals:</i>	55.28	
93503355	AUDIO/VISUAL	12/15/2015	1,749.57	1,749.57	01-5890	Audio and video materials	1,749.57	<No Project>
						<i>Totals:</i>	1,749.57	
93512747	AUDIO/VISUAL	12/15/2015	75.20	75.20	01-5890	Audio and video materials	75.20	<No Project>
						<i>Totals:</i>	75.20	
93512746	AUDIO/VISUAL	12/15/2015	158.76	158.76	01-5890	Audio and video materials	158.76	<No Project>
						<i>Totals:</i>	158.76	
93512845	AUDIO/VISUAL	12/15/2015	93.87	93.87	01-5890	Audio and video materials	93.87	<No Project>
						<i>Totals:</i>	93.87	
93512744	AUDIO/VISUAL	12/15/2015	613.42	613.42	01-5890	Audio and video materials	613.42	<No Project>
						<i>Totals:</i>	613.42	

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
LINDA IVEY MILLER	Computer Check 49515	12/31/2015	12/31/2015 Posted	24.28	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 24.28	24.28 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015422	12/15/2015	AUDIO/VISUAL	24.28	24.28	01-5249	Branch Programming	24.28	<No Project>
<i>Totals:</i>							24.28	

NEW READERS PRESS	Computer Check 49516	12/31/2015	12/31/2015 Posted	870.28	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 870.28	870.28 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
7829747	12/15/2015	BOOKS	870.28	870.28	01-5840	Print materials	870.28	<No Project>
<i>Totals:</i>							870.28	

NICOR GAS	Computer Check 49463	12/15/2015	12/15/2015 Posted	2,540.07	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,540.07	2,540.07 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015398	12/1/2015	NATURAL GAS, MAZE; 11	117.70	117.70	01-5690	Natural Gas	117.70	<No Project>
<i>Totals:</i>							117.70	
015399	12/1/2015	NATURAL GAS, MAIN; 11/	2,422.37	2,422.37	01-5690	Natural Gas	2,422.37	<No Project>
<i>Totals:</i>							2,422.37	

OAK PARK & NORTH AUTO SERVIC	Computer Check 49428	12/10/2015	12/10/2015 Posted	879.29	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 879.29	879.29 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
51884	12/10/2015	LIBRARY VAN MAINTENAN	879.29	879.29	01-5692	Repair & Maintenance Pr	879.29	<No Project>
<i>Totals:</i>							879.29	

OAK PARK DISTRICT 97 SCHOOLS	Computer Check 49464	12/15/2015	12/15/2015 Posted	2,687.88	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,687.88	2,687.88 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3698	12/1/2015	BROCHURES	162.68	162.68	01-5205	Publications	162.68	<No Project>

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
						<i>Totals:</i>	162.68	
3700	EVENTS CALENDAR, OCT-	12/1/2015	2,525.20	2,525.20	01-5205	Publications	2,525.20	<No Project>
						<i>Totals:</i>	2,525.20	
OAK PARK DISTRICT 97 SCHOOLS	Computer Check 49517	12/31/2015	12/31/2015 Posted	2,812.92	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,812.92	2,812.92 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3749	12/15/2015	HOME DELIVERY FLYER	174.41	174.41	01-5205	Publications	174.41	<No Project>
						<i>Totals:</i>	174.41	
3198	12/15/2015	READING LOGS	347.32	347.32	01-5251	Summer Reading	347.32	<No Project>
						<i>Totals:</i>	347.32	
3623	12/15/2015	SUMMER READING BOOK	2,004.70	2,004.70	01-5251	Summer Reading	2,004.70	<No Project>
						<i>Totals:</i>	2,004.70	
3199	12/15/2015	READING TICKETS	286.49	286.49	01-5251	Summer Reading	286.49	<No Project>
						<i>Totals:</i>	286.49	

OLD TOWN SCHOOL OF FOLK MUSI	Computer Check 49465	12/15/2015	12/15/2015 Posted	300.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 300.00	300.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15-353	12/1/2015	NYE PROGRAM BALANCE	300.00	300.00	01-5240	Children's Programming	300.00	FR-C&F
						<i>Totals:</i>	300.00	

OLD TOWN SCHOOL OF FOLK MUSI	Computer Check 49491	12/28/2015	12/28/2015 Posted	187.50	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 187.50	187.50 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15-355	12/15/2015	MLK DAY PROGRAM BALA	187.50	187.50	01-5240	Children's Programming	187.50	FR-C&F
						<i>Totals:</i>	187.50	

OPT2MIZED	Computer Check 49466	12/15/2015	12/15/2015 Posted	2,895.95	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,895.95	2,895.95 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
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## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
1550	TECH HARDWARE REPLAC	12/1/2015	2,895.95	2,895.95	01-5941	Technology	2,895.95	<No Project>
<i>Totals:</i>							2,895.95	

OVERDRIVE, INC.	Computer Check 49467	12/15/2015	12/15/2015 Posted	1,371.22	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,371.22	1,371.22 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1658000153380	12/1/2015	EBOOK	10.99	10.99	01-5891	Digital and streaming cont	10.99	<No Project>
<i>Totals:</i>							10.99	
1658173159417	12/1/2015	AUDIO & EBOOKS	1,360.23	1,360.23	01-5891	Digital and streaming cont	1,360.23	<No Project>
<i>Totals:</i>							1,360.23	

OVERDRIVE, INC.	Computer Check 49518	12/31/2015	12/31/2015 Posted	94.44	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 94.44	94.44 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
1658000202547	12/15/2015	AUDIO & EBOOKS	94.44	94.44	01-5891	Digital and streaming cont	94.44	<No Project>
<i>Totals:</i>							94.44	

PACIFIC TELEMAGEMENT SERVI	Computer Check 49519	12/31/2015	12/31/2015 Posted	78.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 78.00	78.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
803643	12/15/2015	PAYPHONE	78.00	78.00	01-5451	Telephone/Communication	78.00	<No Project>
<i>Totals:</i>							78.00	

PITNEY BOWES, INC.	Computer Check 49520	12/31/2015	12/31/2015 Posted	660.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 660.00	660.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3968955-DC15	12/15/2015	POSTAGE METER RENTAL	660.00	660.00	01-5691	Rentals--Equipment & Fac	660.00	<No Project>
<i>Totals:</i>							660.00	

PLANTSCAPES CHICAGO INC.	Computer Check 49468	12/15/2015	12/15/2015 Posted	290.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 290.00	290.00 0.00
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## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type	Trans. No.	Trans. Dat	Post Date	Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
14885										
	<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>	
	14885	12/1/2015	PLANT RENTAL MAINTENA	290.00	290.00	01-5691	Rentals--Equipment & Fac	290.00	<No Project>	
							<i>Totals:</i>	290.00		
PRAIRIE BREAD KITCHEN	Computer Check		12/15/2015	12/15/2015	696.00	01-1053	Community Bank cash-checking	0.00		696.00
	49469			Posted		01-2060	Accounts Payable	696.00		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>	
	OPL10010	12/1/2015	STAFF DAY BREAKFAST	696.00	696.00	01-5163	Staff Development	696.00	<No Project>	
							<i>Totals:</i>	696.00		
DEBORAH PREISER	Computer Check		12/31/2015	12/31/2015	1,163.19	01-1053	Community Bank cash-checking	0.00		1,163.19
	49521			Posted		01-2060	Accounts Payable	1,163.19		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>	
	015422	12/15/2015	MISC. SUPPLIES	112.46	112.46	01-5742	Supplies	112.46	<No Project>	
							<i>Totals:</i>	112.46		
	<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>	
	015424	12/15/2015	BAH SUPPLIES	1,050.73	1,050.73	01-5253	Hospitality	1,050.73	<No Project>	
							<i>Totals:</i>	1,050.73		
PRINTING STORE, INC.	Computer Check		12/15/2015	12/15/2015	211.00	01-1053	Community Bank cash-checking	0.00		211.00
	49470			Posted		01-2060	Accounts Payable	211.00		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>	
	77233	12/1/2015	STAFF BUSINESS CARDS	114.00	114.00	01-5742	Supplies	114.00	<No Project>	
							<i>Totals:</i>	114.00		
	<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>	
	77240	12/1/2015	STAFF BUSINESS CARDS	97.00	97.00	01-5742	Supplies	97.00	<No Project>	
							<i>Totals:</i>	97.00		
LORI PULLIAM	Computer Check		12/31/2015	12/31/2015	290.43	01-1053	Community Bank cash-checking	0.00		290.43
	49522			Posted		01-2060	Accounts Payable	290.43		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>	
	015434	12/15/2015	BRANCH PROGRAM SUPP	290.43	290.43	01-5249	Branch Programming	290.43	<No Project>	

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
						<i>Totals:</i>	290.43	
REBECCA MCKNIGHT	Computer Check 49488	12/18/2015	12/18/2015 Posted	164.84	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 164.84	164.84 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
51696604	12/18/2015	WAGES; REISSUE LOST CH	164.84	164.84	01-5001	Wages & Salaries	164.84	<No Project>
						<i>Totals:</i>	164.84	

RECORDED BOOKS, INC	Computer Check 49471	12/15/2015	12/15/2015 Posted	326.90	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 326.90	326.90 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
75247536	12/1/2015	AUDIO/VISUAL	326.90	326.90	01-5890	Audio and video materials	326.90	<No Project>
						<i>Totals:</i>	326.90	

RECORDED BOOKS, INC	Computer Check 49523	12/31/2015	12/31/2015 Posted	94.38	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 94.38	94.38 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
75249261	12/15/2015	AUDIO/VISUAL	94.38	94.38	01-5890	Audio and video materials	94.38	<No Project>
						<i>Totals:</i>	94.38	

EMILY REIHER	Computer Check 49427	12/8/2015	12/8/2015 Posted	1,333.33	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,333.33	1,333.33 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015394	12/8/2015	GRANT EXPENSES; ARCHI	1,333.33	1,333.33	01-5452	Grant Expenses	1,333.33	HACK HEM
						<i>Totals:</i>	1,333.33	

EMILY REIHER	Computer Check 49489	12/18/2015	12/18/2015 Posted	1,333.33	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,333.33	1,333.33 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015410	12/18/2015	GRANT EXPENSES; HACKI	1,333.33	1,333.33	01-5452	Grant Expenses	1,333.33	HACK HEM
						<i>Totals:</i>	1,333.33	

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
EMILY REIHER	Computer Check 49493	12/31/2015	12/31/2015 Posted	1,066.66	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,066.66	1,066.66 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015425	12/31/2015	GRANT EXPENSES; ARCHI	1,066.66	1,066.66	01-5452	Grant Expenses	1,066.66	HACK HEM
<i>Totals:</i>							1,066.66	

SHINE AND CLEAN, INC.	Computer Check 49421	12/1/2015	12/1/2015 Posted	6,000.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 6,000.00	6,000.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0260	12/1/2015	CUSTODIAL SERVICES, 1ST	6,000.00	6,000.00	01-5686	Custodial Services	6,000.00	<No Project>
<i>Totals:</i>							6,000.00	

SHINE AND CLEAN, INC.	Computer Check 49483	12/16/2015	12/16/2015 Posted	8,040.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 8,040.00	8,040.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0261	12/16/2015	CUSTODIAL SERVICES, 2N	6,500.00	6,500.00	01-5686	Custodial Services	6,500.00	<No Project>
<i>Totals:</i>							6,500.00	
0262	12/16/2015	CUSTODIAL SERVICES, DA	1,540.00	1,540.00	01-5686	Custodial Services	1,540.00	<No Project>
<i>Totals:</i>							1,540.00	

SIGN EXPRESS	Computer Check 49472	12/15/2015	12/15/2015 Posted	105.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 105.00	105.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
9477	12/1/2015	55X55 DIGITAL PRINT	105.00	105.00	01-5205	Publications	105.00	<No Project>
<i>Totals:</i>							105.00	

SIKICH LLP	Computer Check 49473	12/15/2015	12/15/2015 Posted	6,000.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 6,000.00	6,000.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
234918	12/1/2015	AUDIT FEES	6,000.00	6,000.00	01-5260	Audit Fees	6,000.00	<No Project>



## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							6,000.00	
SIMPLEXGRINNELL LP	Computer Check 49474	12/15/2015	12/15/2015 Posted	2,215.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,215.00	2,215.00 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
78258197	12/1/2015	ANNUAL FIRE SAFETY SY	2,215.00	2,215.00	01-5692	Repair & Maintenance Pr	2,215.00	<No Project>
<i>Totals:</i>							2,215.00	

ALEXANDRA SKINNER	Computer Check 49524	12/31/2015	12/31/2015 Posted	188.85	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 188.85	188.85 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015423	12/15/2015	DUES & CUSTOMER SERVI	188.85	188.85	01-5162	Dues	137.00	<No Project>
015423	12/15/2015	DUES & CUSTOMER SERVI	188.85	188.85	01-5250	Customer Service Program	51.85	<No Project>
<i>Totals:</i>							188.85	

STRICTLY FOR KIDS	Computer Check 49525	12/31/2015	12/31/2015 Posted	1,338.75	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,338.75	1,338.75 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
17663	12/15/2015	PRESCHOOL TABLE TOY P	1,338.75	1,338.75	01-5240	Children's Programming	1,338.75	FR-C&F
<i>Totals:</i>							1,338.75	

RASHMI SWAIN	Computer Check 49526	12/31/2015	12/31/2015 Posted	89.12	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 89.12	89.12 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015433	12/15/2015	MISC. MILEAGE	89.12	89.12	01-5165	Travel & Mileage Reimburs	89.12	<No Project>
<i>Totals:</i>							89.12	

TECH LOGIC CORP.	Computer Check 49527	12/31/2015	12/31/2015 Posted	3,089.92	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 3,089.92	3,089.92 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
15006594	12/15/2015	CONVEYOR BELT & SMAR	3,089.92	3,089.92	01-5683	Equipment Parts	3,089.92	<No Project>

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
							<i>Totals:</i>	3,089.92
TODAY'S BUSINESS SOLUTIONS, I	Computer Check 49475	12/15/2015	12/15/2015 Posted	20,892.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 20,892.00	20,892.00 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
3307	12/1/2015	ID PRINTER SERVICE AGREE	250.00	250.00	01-5268	Service contracts and fees	250.00	<No Project>
							<i>Totals:</i>	250.00
3267	12/1/2015	MYPC CONVERSION LEAS	11,152.00	11,152.00	01-5268	Service contracts and fees	11,152.00	<No Project>
							<i>Totals:</i>	11,152.00
3343	12/1/2015	SIMPLE SCAN STATION & D	9,490.00	9,490.00	01-5920	Equipment	9,490.00	<No Project>
							<i>Totals:</i>	9,490.00

UNIQUE MANAGEMENT SERVICES,	Computer Check 49476	12/15/2015	12/15/2015 Posted	232.70	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 232.70	232.70 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
415700	12/1/2015	PLACEMENTS	232.70	232.70	01-5266	Collection Fees	232.70	<No Project>
							<i>Totals:</i>	232.70

UNIQUE PRODUCTS & SERVICE COR	Computer Check 49477	12/15/2015	12/15/2015 Posted	292.11	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 292.11	292.11 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
304940-1	12/1/2015	FLOOR STRIP PAD	38.47	38.47	01-5684	Cleaning & Housekeeping S	38.47	<No Project>
							<i>Totals:</i>	38.47
304940	12/1/2015	FLOOR STRIPPING PADS	253.64	253.64	01-5684	Cleaning & Housekeeping S	253.64	<No Project>
							<i>Totals:</i>	253.64

UNITED PARCEL SERVICE	Computer Check 49478	12/15/2015	12/15/2015 Posted	14.43	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 14.43	14.43 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
0000Y7516X485	12/1/2015	SHIPPING & POSTAGE	14.43	14.43	01-5380	Postage & Delivery	14.43	<No Project>
							<i>Totals:</i>	14.43

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
UNIVERSITY OF WISCONSIN-EXTENS	Computer Check 49479	12/15/2015	12/15/2015 Posted	112.50	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 112.50	112.50 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
379649	12/1/2015	ONLINE MANAGEMENT C	112.50	112.50	01-5163	Staff Development	112.50	<No Project>
<i>Totals:</i>							112.50	

JEANINE VAUGHN	Computer Check 49426	12/7/2015	12/7/2015 Posted	100.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 100.00	100.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015393	12/7/2015	ALICE IN WONDERLAND C	100.00	100.00	01-5249	Branch Programming	100.00	<No Project>
<i>Totals:</i>							100.00	

VENMILL INDUSTRIES	Computer Check 49528	12/31/2015	12/31/2015 Posted	79.99	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 79.99	79.99 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
59190	12/15/2015	DISC REPAIR COMBO KIT	79.99	79.99	01-5742	Supplies	79.99	<No Project>
<i>Totals:</i>							79.99	

VILLAGE OF OAK PARK	Computer Check 49423	12/4/2015	12/4/2015 Posted	24,658.44	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 24,658.44	24,658.44 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015391	12/4/2015	WAGES; VOL DED/ER IMR	24,658.44	24,658.44	01-5001	Wages & Salaries	7,525.74	<No Project>
015391	12/4/2015	WAGES; VOL DED/ER IMR	24,658.44	24,658.44	01-5160	IMRF (Illinois Municipal R	17,132.70	<No Project>
<i>Totals:</i>							24,658.44	

VILLAGE OF OAK PARK	Computer Check 49425	12/7/2015	12/7/2015 Posted	643.57	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 643.57	643.57 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015392	12/7/2015	WATER, SEWER & GARBAGE	643.57	643.57	01-5687	Water	426.87	<No Project>
015392	12/7/2015	WATER, SEWER & GARBAGE	643.57	643.57	01-5688	Sewer/Garbage	216.70	<No Project>

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
							<i>Totals:</i>	643.57
VILLAGE OF OAK PARK	Computer Check 49480	12/15/2015	12/15/2015 Posted	1,367.84	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 1,367.84	1,367.84 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
31418	12/1/2015	DOLE RENT, DECEMBER 2	1,367.84	1,367.84	01-5691	Rentals--Equipment & Fac	1,367.84	<No Project>
							<i>Totals:</i>	1,367.84

VILLAGE OF OAK PARK	Computer Check 49486	12/18/2015	12/18/2015 Posted	30,685.21	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 30,685.21	30,685.21 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015408	12/18/2015	WAGES; VOL DED/ER IMRF	30,685.21	30,685.21	01-5001	Wages & Salaries	8,968.84	<No Project>
015408	12/18/2015	WAGES; VOL DED/ER IMRF	30,685.21	30,685.21	01-5160	IMRF (Illinois Municipal R	21,716.37	<No Project>
							<i>Totals:</i>	30,685.21

VILLAGE OF OAK PARK	Computer Check 49492	12/31/2015	12/31/2015 Posted	23,536.33	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 23,536.33	23,536.33 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015424	12/31/2015	WAGES; VOL DED/ER IMRF	23,536.33	23,536.33	01-5001	Wages & Salaries	7,211.26	<No Project>
015424	12/31/2015	WAGES; VOL DED/ER IMRF	23,536.33	23,536.33	01-5160	IMRF (Illinois Municipal R	16,325.07	<No Project>
							<i>Totals:</i>	23,536.33

VILLAGE OF OAK PARK	Computer Check 49529	12/31/2015	12/31/2015 Posted	2,338.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 2,338.00	2,338.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015427	12/15/2015	WATER, SEWER & GARBAGE	1,199.36	1,199.36	01-5687	Water	929.07	<No Project>
015427	12/15/2015	WATER, SEWER & GARBAGE	1,199.36	1,199.36	01-5688	Sewer/Garbage	270.29	<No Project>
							<i>Totals:</i>	1,199.36
015428	12/15/2015	WATER, SEWER & GARBAGE	792.55	792.55	01-5687	Water	123.81	<No Project>
015428	12/15/2015	WATER, SEWER & GARBAGE	792.55	792.55	01-5688	Sewer/Garbage	668.74	<No Project>
							<i>Totals:</i>	792.55
015429	12/15/2015	WATER, SEWER & GARBAGE	87.98	87.98	01-5687	Water	51.85	<No Project>

## Oak Park Public Library Cash Disbursement Journals Community Bank - December 2015

Payee	Trans. Type	Trans. No.	Trans. Dat	Post Date	Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
015429	WATER, SEWER & GARBAGE		12/15/2015	87.98		87.98	01-5688	Sewer/Garbage	36.13	<No Project>
<i>Totals:</i>									87.98	
015430	WATER, SEWER & GARBAGE		12/15/2015	159.37		159.37	01-5687	Water	60.22	<No Project>
015430	WATER, SEWER & GARBAGE		12/15/2015	159.37		159.37	01-5688	Sewer/Garbage	99.15	<No Project>
<i>Totals:</i>									159.37	
015431	WATER, SEWER & GARBAGE		12/15/2015	98.74		98.74	01-5687	Water	50.22	<No Project>
015431	WATER, SEWER & GARBAGE		12/15/2015	98.74		98.74	01-5688	Sewer/Garbage	48.52	<No Project>
<i>Totals:</i>									98.74	
WAREHOUSE DIRECT	Computer Check	49481	12/15/2015	12/15/2015	Posted	532.52	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 532.52	532.52 0.00

Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2904248-0	12/1/2015	MISC. LIBRARY & OFFICE S	532.52	532.52	01-5742	Supplies	532.52	<No Project>
<i>Totals:</i>							532.52	

WAREHOUSE DIRECT	Computer Check	49530	12/31/2015	12/31/2015	Posted	109.40	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 109.40	109.40 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2921919-0	12/15/2015	MISC. OFFICE & LIBRARY S	109.40	109.40	01-5742	Supplies	109.40	<No Project>
<i>Totals:</i>							109.40	

SARAH YALE	Computer Check	49531	12/31/2015	12/31/2015	Posted	68.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 68.00	68.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
015432	12/15/2015	ALA DUES	68.00	68.00	01-5162	Dues	68.00	<No Project>
<i>Totals:</i>							68.00	

ZOHO CORPORATION	Computer Check	49482	12/15/2015	12/15/2015	Posted	635.00	01-1053 01-2060	Community Bank cash-checking Accounts Payable	0.00 635.00	635.00 0.00
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Invoice #	Invoice Date	Description	Invoice Amount	Amount Paid	Account Number	Account Description	Amount	Project ID
2117805	12/1/2015	ADMANAGER SUBSCRIP	635.00	635.00	01-5273	Software/Platform	635.00	<No Project>

# Oak Park Public Library

## Cash Disbursement Journals

Community Bank - December 2015

Payee	Trans. Type Trans. No.	Trans. Dat	Post Date Post Status	Amount	Account Number	Account Description	Debit Amount	Credit Amount
<i>Totals:</i>							635.00	
<b>Grand Totals:</b>				301,254.72			301,254.72	301,254.72
A total of 111 payment(s) listed								

**Oak Park Public Library**  
**Cash Disbursement Journals**  
 Community Bank - December 2015

<u>Payee</u>	<u>Trans. Type</u>	<u>Trans. No.</u>	<u>Trans. Dat</u>	<u>Post Date</u>	<u>Post Status</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
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**Account Summary**

<u>Account Number</u>	<u>Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
01-1053	Community Bank cash-checking	0.00	301,254.72
01-2060	Accounts Payable	301,254.72	301,254.72
01-5001	Wages & Salaries	25,879.62	0.00
01-5100	Employee Insurance	900.00	0.00
01-5160	IMRF (Illinois Muncipal Retirement Fund)	55,174.14	0.00
01-5162	Dues	340.00	0.00
01-5163	Staff Development	1,860.00	0.00
01-5165	Travel & Mileage Reimbursement	144.20	0.00
01-5205	Publications	4,965.29	0.00
01-5240	Children's Programming	2,662.01	0.00
01-5249	Branch Programming	662.37	0.00
01-5250	Customer Service Programming	351.85	0.00
01-5251	Summer Reading	5,781.19	0.00
01-5253	Hospitality	1,050.73	0.00
01-5260	Audit Fees	6,000.00	0.00
01-5264	ILL Payments	230.50	0.00
01-5266	Collection Fees	232.70	0.00
01-5268	Service contracts and fees	21,679.64	0.00
01-5273	Software/Platform	1,285.00	0.00
01-5380	Postage & Delivery	14.43	0.00
01-5451	Telephone/Communications	3,040.20	0.00
01-5452	Grant Expenses	3,733.32	0.00
01-5620	Office & Library Machinery Service	2,657.88	0.00
01-5681	Landscaping and snow removal services	865.00	0.00
01-5683	Equipment Parts	3,450.99	0.00
01-5684	Cleaning & Housekeeping Supplies	3,753.86	0.00
01-5685	Security Guards	5,951.78	0.00
01-5686	Custodial Services	14,040.00	0.00
01-5687	Water	1,642.04	0.00
01-5688	Sewer/Garbage	1,339.53	0.00
01-5690	Natural Gas	2,540.07	0.00
01-5691	Rentals--Equipment & Facilities	2,487.84	0.00
01-5692	Repair & Maintenance Prop. & Equip.	19,021.29	0.00
01-5742	Supplies	3,271.54	0.00
01-5840	Print materials	3,324.68	0.00
01-5890	Audio and video materials	29,376.69	0.00

**Oak Park Public Library**  
**Cash Disbursement Journals**  
Community Bank - December 2015

<u>Payee</u>	<u>Trans. Type</u> <u>Trans. No.</u>	<u>Trans. Dat</u>	<u>Post Date</u> <u>Post Status</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
01-5891	Digital and streaming content			3,592.31	0.00			
01-5892	Online tools			7,900.00	0.00			
01-5920	Equipment			44,517.00	0.00			
01-5930	Furnishings			10,625.00	0.00			
01-5935	Website development/CMS			937.50	0.00			
01-5937	Equipment and supplies			1,076.58	0.00			
01-5941	Technology			2,895.95	0.00			



**Oak Park Public Library  
American Express Cash Disbursements Detail  
December 2015**

<b>Number</b>	<b>Date Disbursed</b>	<b>Description</b>	<b>Payee</b>	<b>Payment</b>
630	12/11/15	Ballinger Lecture author transp	METROPOLITAN LIMOUSINE	\$142.40
631	12/11/15	Ballinger Lecture author transp	METROPOLITAN LIMOUSINE	\$192.00
636	12/11/15	Audiovisuals	FINDAWAY WORLD LLC	\$118.98
644	12/11/15	Adobe cloud subscript. D Seleb	ADOBE.COM	\$15.93
645	12/11/15	Telephone/communications	AT&T	\$1,106.78
646	12/11/15	Print materials	BAKER & TAYLOR	\$35,250.83
647	12/11/15	Adult program; Humanity 101	BINNY'S BEVERAGE DEPOT	\$100.29
648	12/11/15	Adult program; speaker lodging	CARLETON OF OAK PARK	\$283.80
649	12/11/15	Go to meeting software	CITRIX.COM	\$49.00
650	12/11/15	Library internet, branches	COMCAST	\$469.70
651	12/11/15	Copy charges	KONICA MINOLTA	\$483.63
652	12/11/15	Adult program, speaker travel	SOUTHWEST AIRLINES	\$197.96
653	12/11/15	Library cell phones	VERIZON WIRELESS	\$527.84
655	12/11/15	Print materials	BAKER & TAYLOR	\$14,059.69
656	12/11/15	Furnishings; stand up desks	THE HUMAN SOLUTION	\$3,467.00

**Oak Park Public Library  
American Express Cash Disbursements Detail  
December 2015**

<b>Number</b>	<b>Date Disbursed</b>	<b>Description</b>	<b>Payee</b>	<b>Payment</b>
657	12/11/15	Ballinger lecture author lodging	THE JAMES CHICAGO	\$175.84
658	12/11/15	Monthly email service	MAILCHIMP	\$150.00
659	12/11/15	Library internet; Main	COMCAST	\$124.90
		<b>Total:</b>		<b>\$56,916.57</b>

CASH POSITION ALL ACCOUNTS  
December 31, 2015

OPPL  
01/26/16  
6.b.

**CASH POSITION, ALL ACCOUNTS**

**Community Bank Checking**

Balance at 12/31/15 115,459.85

**Community Bank Gold Leaf Money Market**

Balance at 12/31/15 227,407.93

**US Bank Checking**

Balance at 12/31/15 192.97

**US Bank Money Market Savings**

Balance at 12/31/15 47,987.35

**Forest Park Natl Bank Money Market Savings**

Balance at 12/31/15 507,768.63

**Illinois Funds Investment Account**

Balance at 12/31/15 4,415,960.94

**Illinois Funds Epay Account**

Balance at 12/31/15 46,628.39

**CASH AVAILABLE**

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5,361,406.06

**PMA Financial Services CDs**

1,494,300.00

**CASH AND INVESTMENTS 12/31/2015**

6,855,706.06

**DEBT ACCUMULATED MONTH 9**

**(1,945,678.50)**

**Operating cash available\***

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4,910,027.56

**Art Fund Account (this is a separate fund)**

54,672.75

OAK PARK PUBLIC LIBRARY  
BANK RECONCILIATION REPORT

OPPL  
01/26/16

FOR THE MONTH OF  
DECEMBER 2015

Community Bank Checking Account

Checking

Balance per bank 12/31/15	247,547.56
Outstanding disbursements	(130,802.15)
void check #44641 (2012 issue date)	(1,285.55)

<b>Adjusted balance at 12/31/15</b>	<b>115,459.86</b>
-------------------------------------	-------------------

Balance per book 12/01/15	(18,276.20)
Cash receipts (revenue, operating)	23,189.40
Cash receipts (transfers from Illinois Funds, cover accts payable; & misc credits)	1,000,164.84
Cash disbursements (accts payable, oper)	(301,254.72)
Cash disbursements (ADP payroll debits)	(477,200.51)
Cash disbursements (wages; flex spending accts)	(3,367.13)
Cash disbursements (IPBC employee insurance; 90% ER/10% EE)	(50,298.51)
Cash disbursements (Discovery Benefits (flex accts) Admin fee)	(91.50)
Cash disbursements (Amex payment via ACH)	(56,916.57)
Cash disbursements (merchant acct fees & bank fees)	(489.25)

<b>Balance at 12/31/15</b>	<b>115,459.85</b>
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\*Interest rate on checking is .01% as of 01/19/16

Gold Leaf Money Market

Balance per book 12/01/15	227,378.96
Interest 12/31/15	28.97

<b>Balance at 12/31/15</b>	<b>227,407.93</b>
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\*Interest rate on money market is .15% as of 01/19/16

OAK PARK PUBLIC LIBRARY  
BANK RECONCILIATION REPORT

OPPL  
01/26/16

FOR THE MONTH OF  
DECEMBER 2015

US Bank Accounts

Checking Account

Balance per bank, 12/31/15	2,396.56
Outstanding disbursements	(2,203.59)
<b>Adjusted balance at 12/31/15</b>	<b>192.97</b>

Balance per book 12/01/15	413.86
Internet VISA payment, 12/21	(220.89)
<b>Balance at 12/31/15</b>	<b>192.97</b>

Money Market Savings

Balance per book 12/01/15	47,984.09
Interest on acct, 12/31/15	3.26
<b>Balance at 12/31/15</b>	<b>47,987.35</b>

Annual Percentage Yield	
Earned (money market only)	0.08%

OAK PARK PUBLIC LIBRARY  
BANK RECONCILIATION REPORT

OPPL  
01/26/16

FOR THE MONTH OF  
DECEMBER 2015

Forest Park National Bank Trust Money Market Account

Public Funds Money Market

Balance per book 12/01/15	507,531.55
Interest on acct, 12/31/15	<u>237.08</u>
<b>Balance at 12/31/15</b>	<b><u><u>507,768.63</u></u></b>

Interest rate on money market is .55% as of 03/04/14

OAK PARK PUBLIC LIBRARY  
BANK RECONCILIATION REPORT

OPPL  
01/26/16

FOR THE MONTH OF  
DECEMBER 2015

Illinois Funds Investment Account

Balance per bank, 12/31/15	4,415,960.94
Outstanding disbursements	<u>0.00</u>
<b>Adjusted balance at 12/31/15</b>	<b><u><u>4,415,960.94</u></u></b>
Balance per book 12/01/15	5,348,135.07
Cash receipts (PPRT tax from VOP)	6,205.69
Cash receipts, (property taxes)	61,190.11
Cash receipts (interest on acct)	430.07
Cash disbursements (transfers to checking, accounts payable)	(1,000,000.00)
<b>Balance at 12/31/15</b>	<b><u><u>4,415,960.94</u></u></b>

\*Interest on Illinois Funds Money Market accounts was 0.160% at 12/31/15  
Average daily yield .107%

OAK PARK PUBLIC LIBRARY  
BANK RECONCILIATION REPORT

OPPL  
01/26/16

FOR THE MONTH OF  
DECEMBER 2015

Illinois Funds - EPay Account

Balance per bank, 12/31/15	46,628.39
Outstanding receipts	0.00

<b>Adjusted balance at 12/31/15</b>	<b><u>46,628.39</u></b>
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Balance per book 12/01/15	46,399.15
Cash receipts (electronic payments)	225.00
Cash receipts (interest on acct)	4.24

<b>Balance at 12/31/15</b>	<b><u>46,628.39</u></b>
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\*Interest on Illinois Funds Money Market accounts was 0.160% at 12/31/15  
Average daily yield .107%



OAK PARK PUBLIC LIBRARY  
BANK RECONCILIATION REPORT

OPPL  
01/26/16

FOR THE MONTH OF  
DECEMBER 2015

Illinois Funds Art Fund Account

Balance per bank, 12/31/15	54,672.75
No adjustments	0.00
<b>Adjusted balance at 12/31/15</b>	<b><u>54,672.75</u></b>
Balance per book 12/01/15	54,667.76
Cash receipts (interest on Art Fund investment acct)	4.99
<b>Balance at 12/31/15</b>	<b><u>54,672.75</u></b>

\*Interest on Illinois Funds Money Market accounts was 0.160% at 12/31/15  
Average daily yield .107%

OAK PARK PUBLIC LIBRARY  
BANK RECONCILIATION REPORT

OPPL  
01/26/16

FOR THE MONTH OF  
DECEMBER 2015

PMA Financial Network

**PMA Financial Network**  
6 Certificates of Deposit

<b>Cost</b>	<b>Rate</b>	<b>Maturity</b>
\$248,500.00	0.451	3/28/2016
\$249,100.00	0.300	3/28/2016
\$249,200.00	0.311	3/28/2016
\$249,300.00	0.301	3/28/2016
\$249,100.00	0.303	3/28/2016
\$249,100.00	0.301	3/28/2016

Grand Total     \$1,494,300.00

**Oak Park Public Library**  
**Statement of Income & Expense**  
 Operating Fund - December 2015

OPPL  
 01/26/16  
 6.b.

	Dec. 2015	YTD 2015 Projects/Grant	YTD 2015 Operating	YTD 2015 Totals	100.00% of Year	
					Budget 2015	% Budget
<b>REVENUE</b>						
Property Taxes, for operating	42,221.18	0.00	6,979,640.14	6,979,640.14	6,843,424.00	101.99%
Property Taxes, TIF distributions	0.00	0.00	237,809.90	237,809.90	149,500.00	159.07%
Corp. Property Replacement Tax	6,205.69	0.00	155,881.09	155,881.09	142,000.00	109.78%
Fines, Service Charges and Fees	11,251.66	0.00	140,023.77	140,023.77	185,000.00	75.69%
Lost Books Reimbursed/Reciprocal Borrowing	0.00	0.00	3,084.95	3,084.95	5,000.00	61.70%
Rentals-Library Space	1,080.00	0.00	14,409.00	14,409.00	14,000.00	102.92%
Vending/Enterprise Income	115.22	0.00	3,347.98	3,347.98	2,400.00	139.50%
Parking lot revenue	2,727.75	0.00	33,118.20	33,118.20	34,000.00	97.41%
Photocopier & Printer Fees	2,019.99	0.00	31,302.48	31,302.48	36,000.00	86.95%
Interest	705.40	0.00	10,005.38	10,005.38	14,000.00	71.47%
Gifts	125.00	0.00	2,961.41	2,961.41	14,500.00	20.42%
Gifts From FOPPL	0.00	20,000.00	0.00	20,000.00	50,000.00	40.00%
Illinois Per Capita Grant	0.00	0.00	64,847.50	64,847.50	53,000.00	122.35%
Grants	0.00	86,919.00	0.00	86,919.00	0.00	0.00%
Community Fund Endowments	0.00	5,482.23	15,074.14	20,556.37	20,000.00	102.78%
Miscellaneous Income	6,093.00	0.00	42,916.83	42,916.83	25,000.00	171.67%
Pass Through Revenue	0.00	929.61	8,020.43	8,950.04	0.00	0.00%
<b>TOTAL REVENUE</b>	<b>72,544.89</b>	<b>113,330.84</b>	<b>7,742,443.20</b>	<b>7,855,774.04</b>	<b>7,587,824.00</b>	<b>103.53%</b>
<b>EXPENSES - Operating</b>						
<b>PERSONNEL</b>						
<b>Payroll</b>						
Wages & Salaries	472,678.14	0.00	3,735,016.61	3,735,016.61	3,828,943.00	97.55%
Payroll Processing Fees	2,587.26	0.00	27,657.99	27,657.99	26,400.00	104.77%
Employee Insurance	46,304.57	0.00	534,364.78	534,364.78	675,000.00	79.17%
Village of Oak Park IGA	0.00	0.00	163,333.41	163,333.41	163,333.41	100.00%
IMRF (Illinois Municipal Retirement Fund)	55,174.14	0.00	457,758.83	457,758.83	470,066.00	97.38%
FICA/MEDICARE	34,470.10	0.00	276,243.29	276,243.29	279,513.00	98.83%
Workers Compensation Insurance	0.00	0.00	22,534.00	22,534.00	17,500.00	128.77%
Unemployment Compensation Ins.	1,532.36	0.00	27,437.33	27,437.33	30,000.00	91.46%
<b>Total Payroll</b>	<b>612,746.57</b>	<b>0.00</b>	<b>5,244,346.24</b>	<b>5,244,346.24</b>	<b>5,490,755.41</b>	<b>95.51%</b>
<b>Professional Development</b>						
Dues	340.00	0.00	9,156.61	9,156.61	10,000.00	91.57%
Staff Development	1,860.00	6,617.62	56,218.76	62,836.38	56,500.00	111.21%
Tuition Reimbursement	0.00	0.00	8,000.00	8,000.00	8,000.00	100.00%
Travel & Mileage Reimbursement	144.20	1,235.55	8,715.09	9,950.64	20,000.00	49.75%
Recruitment	0.00	0.00	120.00	120.00	1,500.00	8.00%
Board Development	280.30	0.00	2,319.82	2,319.82	3,000.00	77.33%
<b>Total Professional Development</b>	<b>2,624.50</b>	<b>7,853.17</b>	<b>84,530.28</b>	<b>92,383.45</b>	<b>99,000.00</b>	<b>93.32%</b>
<b>TOTAL PERSONNEL</b>	<b>615,371.07</b>	<b>7,853.17</b>	<b>5,328,876.52</b>	<b>5,336,729.69</b>	<b>5,589,755.41</b>	<b>95.47%</b>

**Oak Park Public Library**  
**Statement of Income & Expense**  
 Operating Fund - December 2015

	Dec. 2015	YTD 2015 Projects/Grant	YTD 2015 Operating	YTD 2015 Totals	100.00% of Year	
					Budget 2015	% Budget
<b>SUPPORT SERVICES</b>						
<b>Marketing</b>						
Promotions	1,457.33	0.00	8,441.85	8,441.85	8,000.00	105.52%
Publications	4,985.29	0.00	29,820.16	29,820.16	32,500.00	91.75%
Mailers (printing)	0.00	0.00	0.00	0.00	1,500.00	0.00%
Advertisement	0.00	0.00	450.00	450.00	1,000.00	45.00%
Give-aways	0.00	0.00	984.42	984.42	1,000.00	98.44%
<b>Total Marketing Support</b>	<b>6,442.62</b>	<b>0.00</b>	<b>39,696.43</b>	<b>39,696.43</b>	<b>44,000.00</b>	<b>90.22%</b>
<b>Collections</b>						
ILL Payments	230.50	0.00	2,439.98	2,439.98	4,000.00	61.00%
Cataloging/Bib Search Fees	0.00	0.00	616.00	616.00	1,500.00	41.07%
<b>Total Collections Support</b>	<b>230.50</b>	<b>0.00</b>	<b>3,055.98</b>	<b>3,055.98</b>	<b>5,500.00</b>	<b>55.56%</b>
<b>Administration</b>						
Hospitality	1,145.15	1,397.65	4,113.68	5,511.33	5,000.00	110.23%
Audit Fees	6,000.00	0.00	6,000.00	6,000.00	6,000.00	100.00%
Merchant Account Services	489.25	0.00	5,536.66	5,536.66	6,800.00	81.42%
Collection Fees	232.70	0.00	2,872.95	2,872.95	5,000.00	57.46%
Legal Fees	0.00	0.00	3,317.63	3,317.63	15,000.00	22.12%
Postage & Delivery	14.43	0.00	5,281.01	5,281.01	14,000.00	37.72%
Insurance	0.00	0.00	55,790.00	55,790.00	65,000.00	85.83%
Contingency	0.00	0.00	0.00	0.00	0.00	0.00%
Grant Expenses	3,733.32	38,440.63	0.00	38,440.63	0.00	0.00%
Pass Through Expenses	0.00	3,603.44	11,641.93	15,245.37	0.00	0.00%
Supplies	3,297.49	4,540.85	69,088.00	73,628.85	102,000.00	72.19%
<b>Total Administration Support</b>	<b>14,912.34</b>	<b>47,982.57</b>	<b>163,641.86</b>	<b>211,624.43</b>	<b>218,800.00</b>	<b>96.72%</b>
<b>Other Support Services</b>						
Interventionist program support	0.00	0.00	13,500.08	13,500.08	15,600.00	86.54%
Telephone/Communications	5,800.66	0.00	52,157.36	52,157.36	77,818.00	67.02%
Office & Library Machinery Service	2,727.88	0.00	20,776.18	20,776.18	31,450.00	66.06%
Collaboration Early Childhood Educatio	0.00	0.00	1,000.00	1,000.00	1,000.00	100.00%
<b>Total Other Support Services</b>	<b>8,528.54</b>	<b>0.00</b>	<b>87,433.62</b>	<b>87,433.62</b>	<b>125,868.00</b>	<b>69.46%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>30,114.00</b>	<b>47,982.57</b>	<b>293,827.89</b>	<b>341,810.46</b>	<b>394,168.00</b>	<b>86.72%</b>
<b>LIBRARY MATERIALS</b>						
Print materials	69,709.53	8.50	435,080.27	435,088.77	400,000.00	108.77%
Audio and video materials	30,286.70	0.00	220,957.05	220,957.05	235,000.00	94.02%
Digital and streaming content	3,592.31	0.00	144,730.69	144,730.69	140,000.00	103.38%
Online tools	7,915.93	0.00	121,205.94	121,205.94	100,000.00	121.21%
Devices	0.00	0.00	11,527.53	11,527.53	0.00	0.00%
Realia and other formats	0.00	0.00	0.00	0.00	35,538.00	0.00%

**Oak Park Public Library**  
**Statement of Income & Expense**  
 Operating Fund - December 2015

	Dec. 2015	YTD 2015 Projects/Grant	YTD 2015 Operating	YTD 2015 Totals	100.00% of Year	
					Budget 2015	% Budget
<b>TOTAL LIBRARY MATERIALS</b>	<b>111,504.47</b>	<b>8.50</b>	<b>933,501.48</b>	<b>933,509.98</b>	<b>910,538.00</b>	<b>102.52%</b>
<b>FACILITIES MANAGEMENT</b>						
<b>Facility Supplies</b>						
Fuels & Lubricants	0.00	0.00	1,219.48	1,219.48	2,500.00	48.78%
Building Materials & Supplies	0.00	0.00	3,470.59	3,470.59	12,000.00	28.92%
Equipment Parts	3,450.99	0.00	12,443.22	12,443.22	17,500.00	71.10%
Cleaning & Housekeeping Supplies	3,753.86	133.79	17,597.00	17,730.79	20,000.00	88.65%
Signage	0.00	0.00	710.00	710.00	500.00	142.00%
<b>Total Facility Supplies</b>	<b>7,204.85</b>	<b>133.79</b>	<b>35,440.29</b>	<b>35,574.08</b>	<b>52,500.00</b>	<b>67.76%</b>
<b>Facilities Services</b>						
Landscaping and snow removal services	865.00	0.00	10,318.30	10,318.30	11,000.00	93.80%
Security Guards	5,951.78	0.00	77,992.17	77,992.17	78,000.00	99.99%
Custodial Services	14,040.00	0.00	169,804.00	169,804.00	168,200.00	100.95%
Water	1,642.04	0.00	13,003.17	13,003.17	15,000.00	86.69%
Sewer/Garbage	1,339.53	0.00	12,907.17	12,907.17	15,000.00	86.05%
Parking lot expense	0.00	0.00	5,208.37	5,208.37	15,000.00	34.72%
Natural Gas	2,540.07	0.00	27,028.14	27,028.14	45,000.00	60.06%
Rentals--Equipment & Facilities	2,487.84	0.00	21,015.85	21,015.85	25,000.00	84.06%
Repair & Maintenance Prop. & Equip.	19,021.29	0.00	160,216.67	160,216.67	130,000.00	123.24%
<b>Total Facilities Services</b>	<b>47,887.55</b>	<b>0.00</b>	<b>497,493.84</b>	<b>497,493.84</b>	<b>502,200.00</b>	<b>99.06%</b>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>55,092.40</b>	<b>133.79</b>	<b>532,934.13</b>	<b>533,067.92</b>	<b>554,700.00</b>	<b>96.10%</b>
<b>PUBLIC SERVICES</b>						
<b>Programming</b>						
Children's Programming	2,662.01	9,700.00	947.25	10,647.25	10,000.00	106.47%
Young Adult Programming	0.00	204.19	5,925.93	6,130.12	6,000.00	102.17%
Adult Programming	0.00	525.00	9,869.16	10,394.16	10,000.00	103.94%
Branch Programming	662.37	779.79	4,956.50	5,736.29	7,000.00	81.95%
Customer Service Programming	456.79	0.00	4,872.99	4,872.99	6,500.00	74.97%
Summer Reading	5,851.19	106.00	23,650.15	23,756.15	21,000.00	113.12%
Digital Services Programming	1,802.43	0.00	2,423.66	2,423.66	3,000.00	80.79%
<b>Total Programming</b>	<b>11,434.79</b>	<b>11,314.98</b>	<b>52,645.64</b>	<b>63,960.62</b>	<b>63,500.00</b>	<b>100.73%</b>
<b>Digital Services</b>						
Service contracts and fees	21,679.64	4,852.84	60,227.62	65,080.46	66,076.00	98.49%
Consultant Support Services	0.00	0.00	0.00	0.00	6,000.00	0.00%
Software/Platform	1,334.00	54.00	16,682.87	16,736.87	17,300.00	96.74%
SWAN	0.00	0.00	74,667.50	74,667.50	80,000.00	93.33%
Website development/CMS	1,087.50	0.00	8,625.10	8,625.10	28,000.00	30.80%
Subscriptions and services	0.00	0.00	15,464.00	15,464.00	16,120.00	95.93%
Equipment and supplies	1,076.58	377.18	24,555.16	24,932.34	25,000.00	99.73%
<b>Total Digital Services</b>	<b>25,177.72</b>	<b>5,284.02</b>	<b>200,222.25</b>	<b>205,506.27</b>	<b>238,496.00</b>	<b>86.17%</b>

**Oak Park Public Library**  
**Statement of Income & Expense**  
 Operating Fund - December 2015

	Dec. 2015	YTD 2015 Projects/Grant	YTD 2015 Operating	YTD 2015 Totals	100.00% of Year	
					Budget 2015	% Budget
<b>TOTAL PUBLIC SERVICES</b>	<b>36,612.51</b>	<b>16,599.00</b>	<b>252,867.89</b>	<b>269,466.89</b>	<b>301,996.00</b>	<b>89.23%</b>
<b>TOTAL EXPENSES - Operating</b>	<b>848,694.45</b>	<b>72,577.03</b>	<b>7,342,007.91</b>	<b>7,414,584.94</b>	<b>7,751,157.41</b>	<b>95.66%</b>
<b>EXPENSES - Capital</b>						
<b>CAPITAL EXPENDITURES</b>						
Equipment	44,517.00	2,651.87	58,216.00	60,867.87	75,000.00	81.16%
Furnishings	10,625.00	296.94	36,896.81	37,193.75	40,000.00	92.98%
Technology	2,895.95	0.00	3,580.93	3,580.93	5,000.00	71.62%
Building Improvements	0.00	216,231.04	0.00	216,231.04	100,000.00	216.23%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>58,037.95</b>	<b>219,179.85</b>	<b>98,693.74</b>	<b>317,873.59</b>	<b>220,000.00</b>	<b>144.49%</b>
<b>EXPENSES - Total Capital</b>	<b>58,037.95</b>	<b>219,179.85</b>	<b>98,693.74</b>	<b>317,873.59</b>	<b>220,000.00</b>	<b>144.49%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(834,187.51)</b>	<b>(178,426.04)</b>	<b>301,741.55</b>	<b>123,315.51</b>	<b>(383,333.41)</b>	

DRAFT 01/08/16

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF OAK PARK AND THE OAK PARK PUBLIC LIBRARY**

THIS INTERGOVERNMENTAL AGREEMENT (“**Intergovernmental Agreement**”) is hereby made and entered into as of the 26th day of January, 2016 by and between the VILLAGE OF OAK PARK, Cook County, Illinois, a municipality and political subdivision of the State of Illinois and a “home rule unit” pursuant to Article VII, Section 6 of the Illinois Constitution of 1970 (“**Village**”), and the OAK PARK PUBLIC LIBRARY, Cook County, Illinois, a public library pursuant to the Illinois Public Library Act, 75 ILCS 5/1-0.1 *et seq.* and body politic and corporate of the State of Illinois (“**Library**”).

**RECITALS**

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize the Village and the Library to contract to perform any governmental service, activity or undertaking or to combine, transfer, or exercise any powers, functions, privileges or authority which any of such public agencies is authorized to perform; and

**WHEREAS**, the Village and the Library (collectively referred to as “the Parties”) are public agencies as that term is defined by the Act, 5 ILCS 220/2; and

**WHEREAS**, the Village Board has determined that the conveyance and transfer of ownership of the real property that is currently the site of the Maze Library, which is currently operated by the Library as a public library branch, legally described in the Quit Claim Deed attached hereto and incorporated herein (“Subject Property”), is necessary and convenient to the Village and the Library; and

**WHEREAS**, the Village Board has determined it is also beneficial to the public to allow for employees of the Library to utilize public parking available in the Avenue Parking Garage while at work, so as to make available additional parking for Library patrons in the Main Library Parking Structure; and

**WHEREAS**, the Local Government Property Transfer Act (50 ILCS 605/0.01 *et seq.*) provides that municipalities, including municipal corporations and municipal libraries, may transfer real property to each other upon such terms as their corporate authorities may agree; and

**WHEREAS**, pursuant to the Intergovernmental Cooperation Act and the Local Government Property Transfer Act the Village has determined that it is in the best interests of the Village to convey the Subject Property to the Library; and

**WHEREAS**, on October 19, 2015, the Village adopted an Ordinance authorizing the transfer of the Subject Property to the Library; and

**WHEREAS**, the Library shall adopt a Resolution in substantially the form attached hereto to accept the conveyance and transfer of ownership of the Subject Property to the Library pursuant to the attached Quit Claim Deed; and

**WHEREAS**, the Parties have determined to enter into this Intergovernmental Agreement to provide for the conveyance and transfer of ownership the Subject Property to the Library and for the Village to provide certain parking spaces for use by Library employees.

**NOW THEREFORE**, in consideration of the mutual covenants hereinafter set forth, and other good and valuable consideration, receipt of which is hereby acknowledged, the Village and the Library agree as follows:

**SECTION 1. RECITALS INCORPORATED.**

1.1. The above recitals are incorporated herein by reference as though fully set forth.

**SECTION 2. TRANSFER OF SUBJECT PROPERTY.**

2.1. **Conveyance and Transfer of the Subject Property.** The Village shall convey and transfer ownership of the Subject Property to the Library pursuant to the Quit Claim Deed attached hereto and incorporated herein by reference. The Quit Claim Deed shall be recorded with the Cook County Recorder of Deeds upon its acceptance by the Library pursuant to the Resolution attached hereto by the Village.

2.2. **Acceptance of Subject Property.** The Library shall accept the conveyance of the Subject Property and shall accept the Subject Property in as-is condition as of the time of conveyance.

**SECTION 3. PRIOR AGREEMENTS NO LONGER IN EFFECT.**

3.1. This Intergovernmental Agreement shall supersede and replace any and all prior agreements between the Parties with regard to the Subject Property.

**SECTION 4. PARKING FOR LIBRARY EMPLOYEES.**

4.1. Effective within ten (10) days of both Parties' execution of this Agreement, the Village shall provide the Library with a maximum of 25 monthly parking permits for parking spaces located at the Avenue Parking Garage, 720 North Boulevard, for parking on levels 3-6 by Library employees during their working hours. The Library shall eliminate an equivalent number of spaces for parking by its employees at the Public Library Parking Garage located at 834 Lake Street, Oak Park, Illinois.

4.2. Parking fees shall be paid by the Library to the Village for the parking spaces provided pursuant to Section 4.1 above as follows:



Year	Max Number of Permits	Retail Price (or estimated future price)	Library Price	Taxes	Annual Subsidy
2015	25	\$120.00	\$10.00	\$7.20	\$5,500.00
2016	25	\$120.00	\$10.00	\$7.20	\$33,000.00
2017	25	\$125.00	\$15.00	\$7.50	\$33,000.00
2018	25	\$125.00	\$20.00	\$7.50	\$31,500.00
2019	25	\$125.00	\$25.00	\$7.50	\$30,000.00
					\$133,000.00

	spaces	revenue per day	days per week	annual	
2015	25	1	6	8	\$1,200.00
2016	25	1	6	52	\$7,800.00
2017	25	1	6	52	\$7,800.00
2018	25	1	6	52	\$7,800.00
2019	25	1	6	52	\$7,800.00
					\$32,400.00

\$163,333.41 total paid by Library to Health Fund  
 \$130,933.41 less potential revenue of \$1/day six days/week

4.3. The parking spaces provided pursuant to Section 4.1 above shall be in accordance with the "Parking Lot Guidelines," attached hereto and incorporated herein as Exhibit A, as amended from time to time. Library employee use of the Avenue Parking Garage and eligibility for a monthly permit shall be in accordance with the Parking Lot Guidelines, as amended from time to time. The Library and/or its employees shall pay all applicable Cook County Taxes for said parking spaces.

The Library estimates additional annual parking revenue of \$6,500 to follow the execution of this Agreement.

4.4. The Village may terminate its obligation to provide the parking spaces set forth in Section 4.1 above by providing thirty (30) days written notice to the Library pursuant to the provisions of Section 6 below. The Library may terminate this agreement by providing (30) days written notice to the Village pursuant to the provisions of Section 6 below.

## **SECTION 5. ENTIRE AGREEMENT.**

5.1. **Entire Agreement.** This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements among the Parties hereto respecting such matters, if any, there being no other oral or written promises, conditions, representations, understandings, warranties or terms of any kind as conditions or inducements to the execution hereof and none have been relied upon by either party.

5.2. **Merger.** All negotiations between the parties are merged in this Agreement, and there are no understandings or agreements, verbal or written, other than those incorporated in this Agreement.

5.3. **Amendments and Modifications.** No agreement, amendment, modification, understanding or waiver of or with respect to this Agreement or any term, provision, covenant or condition hereof, nor any approval or consent given under or with respect to this Agreement, shall be effective for any purpose unless contained in writing signed by the party against which such agreement, amendment, modification, understanding, waiver, approval or consent is asserted.

5.4. **Presumption of Draftsmanship.** This Agreement shall be deemed to have been negotiated by and between the parties such that no presumption of draftsmanship shall inure to the detriment or benefit to either party.

5.5. **Severability.** If any of the provisions of this Agreement are determined by a court of competent jurisdiction to be invalid, such provisions shall be deemed to be stricken, and such adjudication shall not affect the validity of the remainder of the terms of this Agreement as a whole or of any section, subsection, sentence or clause not adjudged to be invalid.

5.6. **Conflict with Applicable Laws.** To the extent that any ordinance, resolution, rule, or order of the Village or the Library or a provision of the Oak Park Village Code, or any part thereof, is in conflict with the provisions of this Agreement, the provisions of this Agreement shall control to the extent lawfully permitted.

5.6. **Sections Headings.** The section headings provided in this Agreement are for convenience only and shall not be deemed a part of this Agreement.

**SECTION 6.**                    **NOTICES.**

6.1.    **Service of Notices upon the Parties.** All notices, certificates, approvals, consents or other communications desired or required to be given hereunder shall be given in writing at the addresses set forth below, by any of the following means: (a) overnight courier with evidence of deposit and delivery confirmation; (b) certified U.S. first class mail, postage prepaid, return receipt requested; (c) priority mail with deposit and delivery confirmation; or (d) email with delivery confirmation.

If to the Village:

Village Manager  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302  
Email: [villagemanager@oak-park.us](mailto:villagemanager@oak-park.us)

If to the Library:

Executive Director  
Oak Park Public Library  
834 Lake Street  
Oak Park, Illinois 60301  
Email: [d.seleb@oppl.org](mailto:d.seleb@oppl.org)

6.2.    **Designation of Different Addresses.** The Parties pursuant to notice may designate any further or different addresses to which subsequent notices, certificates, approvals, consents or other communications shall be sent. Any notice, demand or request sent pursuant to either clause (a) or (b) hereof shall be deemed received upon such personal service or upon dispatch by electronic means. Any notice, demand or request sent pursuant to clause (c) shall be deemed received on the day immediately following deposit with the overnight courier, and any notices, demands or requests sent pursuant to clause (d) shall be deemed received forty-eight (48) hours following deposit in the mail.

**SECTION 7.**                    **GOVERNING LAW, VENUE AND ENFORCEABILITY.**

7.1.    **Governing law and Venue.** This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance, and any legal proceeding of any kind arising from this Agreement shall be filed in the Circuit Court of Cook County, Illinois.

7.2.    **Enforceability.** This Agreement shall be enforceable by any of the Parties hereto by an appropriate action at law or in equity to secure the performance of the covenants and terms of this Agreement. Prior to filing any lawsuit in court, the party intending to file a lawsuit

shall request that a representative of both parties meet to discuss the claimed cause of action and attempt to resolve the dispute.

**SECTION 8.**                    **EFFECTIVE DATE.**

8.1.    The effective date of this Intergovernmental Agreement as reflected above shall be the later date that either the Village or the Library executes this Agreement as reflected below.

**SECTION 9.**                    **COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.**

9.1.    **Counterparts.**    This Intergovernmental Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Intergovernmental Agreement.

9.2.    **Facsimile or PDF Signatures.** A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK-  
SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the Parties hereto have each caused this Agreement to be executed by proper officers duly authorized to execute the same on the dates set forth below.

**VILLAGE OF OAK PARK**

**OAK PARK PUBLIC LIBRARY**

\_\_\_\_\_  
By: Cara Pavlicek  
Its: Village Manager

\_\_\_\_\_  
By: Matt Baron  
Its: President

Date: \_\_\_\_\_, 2016

Date: \_\_\_\_\_, 2016

**ATTEST**

**ATTEST**

\_\_\_\_\_  
By: Teresa Powell  
Its: Village Clerk

\_\_\_\_\_  
By: Janet Kelenson  
Its: Secretary

Date: \_\_\_\_\_, 2016

Date: \_\_\_\_\_, 2016

## RESOLUTION

### **A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND THE OAK PARK PUBLIC LIBRARY TO TRANSFER AND CONVEY THE MAZE LIBRARY SITE AND PROVIDE PARKING SPACES FOR USE BY OAK PARK PUBLIC LIBRARY EMPLOYEES**

**WHEREAS**, Article 7, Section 10 of the Constitution of the State of Illinois of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance; and

**WHEREAS**, the Village of Oak Park (“Village”) and the Oak Park Public Library (“Library”) are public agencies as that term is defined in the Intergovernmental Cooperation Act; and

**WHEREAS**, the Village and the Library have agreed to enter into the Intergovernmental Agreement attached hereto and incorporated herein by reference to transfer and convey ownership of the site of the Maze Library site and to provide parking spaces for use by Library employees; and

**WHEREAS**, the Village Board has determined that the conveyance of the Maze Library site, currently operated by the Library as a public library branch, legally described in the Quit Claim Deed attached hereto and incorporated herein by reference (“Subject Property”), is necessary and convenient to the Village and to the Library; and

**WHEREAS**, the Local Government Property Transfer Act (50 ILCS 605/0.01 *et seq.*) provides that municipalities, including municipal corporations and municipal libraries, may transfer real property to each other upon such terms as their corporate authorities may agree; and

**WHEREAS**, pursuant to the Intergovernmental Cooperation Act and the Local Government Property Transfer Act, the Village has determined that it is in the best interests of the Village to convey the Subject Property to the Library by Quit Claim Deed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE OAK PARK PUBLIC LIBRARY, COOK COUNTY, ILLINOIS, as follows:**

**Section 1. Recitals Incorporated.** The above recitals are incorporated herein by reference as though fully set forth.

**Section 2. Approval of the Intergovernmental Agreement.** The Intergovernmental Agreement between the Village and the Library is approved.

**Section 3. Approval of Conveyance and Transfer of Ownership of the Subject Property.** The conveyance and transfer of ownership of the Subject Property to the Library from the Village is approved.

**Section 4. Acceptance of Quit Claim Deed.** The Quit Claim Deed conveying and transferring the Subject Property site from the Village to the Library, attached hereto and incorporated herein by reference, is accepted.

**Section 5. Execution of the Intergovernmental Agreement and Quit Claim Deed.** The President and Secretary are directed to execute the Intergovernmental Agreement and Quit Claim Deed attached hereto and any and all necessary documents to effectuate the conveyance and transfer of the Subject Property.

**Section 6. Severability and Repeal of Inconsistent Resolutions.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 7. Effective Date.** This Resolution shall be in full force and effect after its approval and passage as provided by law.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
By: Matt Baron

Its: President

**ATTEST**

\_\_\_\_\_  
By: Janet Kelenson

Its: Secretary

**QUIT CLAIM DEED**

**P.I.N.:** 16-18-229-032-0000

**NAME AND ADDRESS OF TAXPAYER/  
GRANTEE:**

Oak Park Public Library  
834 Lake Street  
Oak Park, Illinois 60302

**NAME AND ADDRESS OF GRANTOR:**

Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302

**SEND SUBSEQUENT TAX BILLS TO:**

Executive Director  
Oak Park Public Library  
834 Lake Street  
Oak Park, Illinois 60301

Above Space for recorder's use only

**THE GRANTOR**, the Village of Oak Park, an Illinois Municipal Corporation, for consideration of Ten Dollars (\$10.00), **CONVEYS AND QUIT CLAIMS** to the Grantee, the Oak Park Public Library, all interest in the following legally described real estate situated in the County of Cook and State of Illinois, to wit:

Lots 19-22 inclusive in McDermott's Resubdivision of Lots 1 to 28 in Block 8 of the Chicago Herald Addition, a Subdivision of the West ½ of Lot 4 in B.F. Jarvis' Subdivision of Section 18, Township 39 North, Range 13 East of the Third Principal Meridian (except the West ½ of the Southwest ¼ thereof), in Cook County, Illinois.

**P.I.N.:** 16-18-229-032-0000 ("Subject Property")

**ADDRESS:** 845 Gunderson Avenue, Oak Park, Illinois 60302

The Grantor hereby releases and waives all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois in the Subject Property.

TO HAVE AND TO HOLD the above-described Subject Property unto the Grantee and the successors and assigns of the Grantee, forever.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**GRANTOR**

**VILLAGE OF OAK PARK**

\_\_\_\_\_  
By: Cara Pavlicek  
Its: Village Manager



STATE OF ILLINOIS        )  
                                          )  SS  
COUNTY OF COOK        )

I, \_\_\_\_\_, a Notary Public in and for said State, do hereby certify that Cara Pavlicek, Village Manager for the Village of Oak Park, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed and delivered the said instrument as a free and voluntary act for the purposes therein set forth.

Given under my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

*This deed is exempt from the provisions of the Illinois Real Estate Transfer Tax Act under 35 ILCS 200/31-45(b).*

**THIS INSTRUCTION WAS PREPARED BY:**

Paul L. Stephanides  
Village Attorney  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302

**MAIL DEED TO:**

Executive Director  
Oak Park Public Library  
834 Lake Street  
Oak Park, Illinois 60301

## AGREEMENT TO HOUSE HEMINGWAY ARCHIVES

**THIS AGREEMENT TO HOUSE ARCHIVAL MATERIALS AND SERVICES** (hereinafter referred to as the “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the **OAK PARK PUBLIC LIBRARY**, an Illinois local public library, 834 Lake Street, Oak Park, Illinois 60301 (hereinafter referred to as the "Library") and **THE ERNEST HEMINGWAY FOUNDATION OF OAK PARK**, an Illinois not-for-profit corporation (hereinafter referred to as the "Foundation") (P.O. Box 2222, Oak Park, Illinois 60303-2222). The Library and Foundation when collectively referred to shall hereinafter be described as the “Parties.”

### WITNESSETH

**WHEREAS**, it is the desire of the Foundation to procure a space to house and a some or all of its Hemingway Archives in a secure and climate-controlled environment; and

**WHEREAS**, it is the desire of the Oak Park Public Library to provide access to of the materials available to the learners both formal and informal and the general public interested in Ernest Hemingway Foundation of Oak Park Hemingway Archive; and

**WHEREAS**, the Library further desires to share with the Foundation in a liability-free manner some of the Library's care, maintenance, and development of the costs of the Library's Hemingway Archive in the main library; and

**WHEREAS**, it is the desire of the Foundation to maintain and provide access to some or all of the valuable pieces of its Hemingway Archives the Library at an agreed cost, and to maintain liability insurance on such archives; and

**WHEREAS**, the Parties represent that they have the requisite authority to execute this Agreement and to be bound by the terms hereof.

**NOW, THEREFORE**, in consideration of the foregoing, and for the mutual promises hereinafter set forth, the Parties agree upon the following terms and conditions:

**1. Definitions.**

- A. **“Library”** as used herein shall mean the Oak Park Public Library.
- B. **“Foundation”** as used herein shall mean The Ernest Hemingway Foundation of Oak Park.
- C. **“Property”** as used herein shall mean the property of the Foundation that is being maintained at the Oak Park Public Library building.

- D. **“Special Collections Reading Room”** as used herein shall mean the secure, climate-controlled room in the Oak Park Library Public building, access to which from the public library area is obtained by means of keycards.
  - E. **“Hemingway Foundation Workroom”** as used herein shall mean the secure room in the Oak Park Public Library to which access is obtained from the Special Collections Reading Room and which is available to only designated Foundation and Library employees and volunteers.
  - F. **“Special Collections Workroom”** as used herein shall mean the secure room in the Oak Park Public Library to which access is obtained from the Hemingway Foundation Workroom and which is available only to designated employees of the Library.
  - G. **“Special Collections Vault”** as used herein shall mean the room within the Special Collections workroom which houses a physical vault of the Library.
  - H. **“Vault Property”** as used herein shall mean the Property of the Foundation stored in the Special Collections Vault of the Library apart from special collection materials of others that may be stored in the same space. Those items are identified as needing security-and stability, and are determined to require storage in Vault.
  - I. **“Access Card List”** There will be a registry of card holders on file in the Oak Park Public Library administrative offices that provides access to the Reading Room and Ernest Hemingway Foundation work room, which shall include no fewer than two individuals specified by the Foundation..
  - J. **“Executive Director”** as used herein shall man the Executive Director of the Library.
2. **Subject Matter of Agreement.** The Library will house the archival materials and services of the Foundation subject to the terms and conditions set forth herein.
  3. **Duration of Agreement.** The Term of this Agreement shall be for five years from the date of signature hereof. The agreement will terminate on the last day of the Term December 31, 2020. Either Party may terminate this Agreement at any time prior to the Termination Date by giving the other party one hundred eighty (180) days written notice of a new Termination Date, in which event this Agreement will terminate on date set forth in said Notice.

The Termination Date of this Agreement, and any new Termination Date as set forth herein, may be changed at any time by mutual written consent of the parties hereto.

The Library shall not be held responsible in any way for any losses, damages or expenses suffered by the Foundation by reason of the termination of this Agreement.

The Foundation at its sole cost and expense shall cause the removal of all of the Property from the Oak Park Public Library building within fourteen (14) days after the Termination Date.

If the Property is not so removed, the Parties hereby agree that the Property will then be deemed to have been abandoned by the Foundation, and the Library shall have the right to own and maintain the Property, or to destroy or dispose of the Property in any manner, as determined by the Library. The Library shall not be held responsible or liable in any way or manner for the destruction, disposal or loss of the Property.

4. **Title.** Title to the Property is and will at all times during the Term of the Agreement remain in the name of the Foundation, and shall not be transferred or delivered to any institution or person other than the Library. The Library may not assign this Agreement by its own act or by operation of law.
5. **Location of Property.** The Property shall be held either in the Library Special Collections Reading Room, the Hemingway Foundation Workroom, or the Library Vault. The Library shall, at its sole discretion, determine how and where the Property shall be exhibited in the Special Collections Reading Room.
6. **Voluntary Contribution to Library.** The Foundation shall make a voluntary contribution to the Library of no less than \$1 per year.
7. **Special Collections Reading Room.** The Library provides a location for physical research and access to the collection. Visitors will be monitored by Library Special Collections staff.
  - A. **Special Collections Reading Room and Hemingway Foundation Workroom Use:**
    - i. The Foundation shall have access to the Special Collections Reading Room and the Hemingway Foundation Workroom only during normal business hours of the Library;
    - ii. The Library will maintain an access card registry in Administration, the Foundation shall be provided security access cards to afford access to the Special Collections Reading Room and the Hemingway Foundation Workroom for persons designated

by the Foundation and approved by Library Administration. The access cards may be used only by those designated persons. It is the sole responsibility of the Foundation to ensure that the access cards are used only by the persons designated in the Access Card Registry. The use of an access card by a person not designated in the Access Card Registry shall be a breach of this Agreement by the Foundation. In the event of a lost/destroyed access card, the Foundation shall immediately notify the Library in writing that such access card has been lost/destroyed. Visits by Foundation staff and volunteers will be arranged with Library staff in accordance with agreed upon procedures.

The Library reserves the right at all times to change the mode of entry into the Special Collections Reading Room and Hemingway Foundation Workroom provided that the persons designated by the Foundation are provided access.

- iii. During those periods when the Special Collections Reading Room is not staffed the public shall have access to the Hemingway Archives but only by appointment arranged with the staff of the Foundation or the Library.

#### **B. Exhibition Policy of the Special Collections Reading Room**

- i. The Foundation and the Library agree to maintain the Special Collections Reading Room in a clean, attractive and organized manner at all times. The Library shall have the exclusive authority to determine the use, décor and overall appearance of the Special Collections Reading Room;

- 8. Special Collections Workroom.** The Foundation shall have access to the Special Collections Workroom only as specifically authorized by the Library's Executive Director or designee. Said authorization shall not be unreasonably withheld.
- 9. Special Collections Vault.** Items maintained in the vault are selected by Curatorial staff. The Foundation shall not have immediate or unescorted access to the Special Collections Vault. The Foundation may obtain access to their Vault Property only through specific arrangement with the Curatorial staff. The Foundation's access shall not be unreasonably denied during the Library's business hours.
- 10. Care of Property.** The Library will exercise the same due care for the Property as the Library does in safeguarding its own property, but the Parties agree that the Library does not and shall not have any responsibility whatsoever against loss, theft or damage to any of the Property exhibited or stored in the Oak Park Public Library building. The Library is not responsible for any damage caused by the

Library or otherwise to the Property, in whole or in part, except for willful and wanton misconduct by the Library. The Foundation shall bear the sole and entire risk of the Property being safely and adequately stored and maintained in the Oak Park Public Library building.

The Foundation will exercise the same due care for the Library's property as the Foundation does in safeguarding its own property, but the Parties agree that the Foundation shall not be responsible for loss, theft or damage to the Library's property except for willful and wanton misconduct by the Foundation.

- 11. Indemnification of the Library.** The Foundation represents that it is the lawful owner of all of the Property and shall defend, indemnify and hold harmless the Library from and against any and all claims, allegations, suits, actions, liabilities, responsibilities, losses and all costs and expenses, including but not limited to attorney's fees and expenses relating to, arising out of or which the Library may incur from or on account of (either directly or indirectly) the ownership, title, use, storage, damage, destruction, care or loss of or to the Property. The Foundation and its successors and assigns hereby agree to release, waive, covenant not to sue, hold harmless and forever discharge the Library and each of its present and former Executive Directors, officers, representatives, agents, employees and volunteers for and from any claim, suit, or action, whether or not well founded in fact or in law, which Foundation has or may have, arising out of the use, operation, storage, damage, loss, destruction, care or maintenance of the Property and/or this Agreement. In the event that the Library is named as a defendant in any lawsuit arising out of the matters to be indemnified under this Agreement, the Library shall have the right to choose the attorney who represents the Library in said lawsuit, and the costs, expenses and fees associated with said attorney in relation to said lawsuit shall be paid by the Foundation pursuant to the indemnification provision herein.
- 12. Real Estate Taxes.** The Foundation acknowledges that the Oak Park Public Library building is exempt from general real estate taxes. The Foundation agrees to pay any and all general real estate taxes, interest and penalties, which may be assessed against the Library or against the Oak Park Public Library building by reason of this Agreement or the actions of the Library or the Foundation pursuant to this Agreement. This obligation of the Foundation shall survive any Termination Date and any cancellation, rescission or termination of the Agreement, and shall be fully enforceable by the Library thereafter.
- 13. Insurance of Property.** The Foundation shall at its sole cost and expense obtains and maintains insurance on the Property. In no event shall the Library be required to obtain or maintain insurance on the Property, nor shall the Library be liable in any way for the failure of the Foundation to obtain or maintain insurance on the Property.

- A. The Foundation shall also be required to maintain Comprehensive General Liability Insurance of \$1,000,000 per occurrence.
  - B. The Foundation shall at least annually and, in addition, at the written request of the Library, furnish to the Library satisfactory proof of the above insurance requirements, by a national insurance company or companies authorized to do business in the State of Illinois, with the premium paid in full for the duration of the Agreement. Such proof shall consist of certificates executed by the respective insurance company. Said certificate shall contain a clause to the effect that, for the duration of the Agreement, the insurance policy shall not be cancelled, expire or changed as to the amount of coverage without written notification thirty (30) days in advance to the Library. In addition, said certificate shall list the Library its current and former Executive Directors, officers, representatives, agents, employees and volunteers as additional insureds on the required insurance policy.
- 14. Emergency Situations.** The Library shall train those persons whom the Foundation has listed on the Access Card Registry with respect to the emergency procedures and protocols associated with the Property and other materials contained in the Special Collections Reading Room, Special Collections Workroom and Special Collections Vault and the Library itself. However, at all times during any emergency situation, the personnel of the Foundation shall be subject to the direction and chain of command of the Library and its workforce.
- 15. Notices.** Any notice given or required by this Agreement may be given by personal delivery or by electronic mail with a read receipt and will be deemed given when so delivered or so mailed to the party notified, at the address stated above, or at any address which the party to be notified has specified in writing. Any party whose address changes from that stated herein shall promptly notify the other party of such address change.
- 16. Entire Agreement.** This Agreement constitutes the entire understanding of the Parties, and no representations or promises have been made that are not fully set forth in this Agreement. The Parties understand and agree that no modification or change of this Agreement will be binding unless the modification or change is in writing, agreed to, and signed by both Parties.
- 17. Governing Law.** This Agreement and any disputes arising out the terms contained herein shall be governed by the laws of the State of Illinois.
- 18. Counterparts.** This Agreement may be executed in counterparts, each of which shall constitute an original, but all together shall constitute one and the same Agreement.

- 19. **Invalid Provision.** In the event any term or provision of this Agreement shall be held illegal, invalid, unenforceable or inoperative as a matter of law, the remaining terms and provisions of this Agreement shall not be affected thereby, but each such term and provision shall be valid and shall remain in full force and effect.
- 20. **Creation of Agreement.** In construing this Agreement and/or determining the rights of the Parties hereunder, no party shall be deemed to have drafted or created this Agreement, or any portion thereof.
- 21. **Representation.** Each person signing the Agreement hereby certifies that the Party that he or she represents is a legal entity and that such person is fully authorized to sign this Agreement and to bind that Party to it.

**OAK PARK PUBLIC LIBRARY**

**ERNEST HEMINGWAY FOUNDATION  
OF OAK PARK**

By: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Executive Director – Library Effectiveness January 2016

### Engagement

Staff at all levels of our organization will participate in interviews this month as we prepare to hire a new Manager for Community Resources. As you know, this manager will be a professional social worker with multiple organizational responsibilities, including library security, engagement with marginalized populations, collaboration with other community service agencies, and staff education. We expect to select a candidate in early February.

I was pleased to lead a small group of Success of All Youth (SAY) leaders in a discussion in January to determine the basic elements of a SAY communication plan. One of SAY's challenges has been to communicate effectively and clearly about its work, and the Oak Park and River Forest Community Foundation's Executive Director, Kristin Vogen, recognized the potential of a Harwood-style conversation for productive facilitation.

Trustee Ted Foss will travel to Cuba in February with representatives of the American Library Association and other library professionals. One of the people that the delegation expects to meet is Tomas Robaina, a researcher at the Biblioteca Nacional de Cuba, or National Library of Cuba, in Havana. Mr. Robaina is a personal friend of Nancy Mikelsons, an Oak Park resident and member of our exploratory task force for a sister library in Cuba. Nancy has spoken with Mr. Robaina about our desire to build such a relationship, and he is very interested. Ted has agreed to carry a letter of introduction from the Oak Park Public Library to Mr. Robaina, next month.

### Learning

We distributed this month "*Always be Learning: How we make time to learn and why it matters for all of Oak Park.*" The story is also featured on [oppl.org](http://oppl.org), was included in the January 12 edition of *enews*, and was posted on the library's Facebook page. It will also be distributed to all Oak Park households in February's *Library News* (FYI insert). The story's objective is to show the library's organizational commitment to staff learning, to explain that this commitment supports better engagement and stronger stewardship of community resources.

### Stewardship

Sharon Comstock attended the Association for Library and Information Science Educators (ALISE) Annual Conference in Boston in January and there she continued to build interest in *Hacking Hemingway* among LIS educators and researchers. From various perspectives – including grant opportunities, public-academic partnerships, and examples of emerging trends in public library work – academic institutions are very interested in our project. I will work with Sharon to investigate the exciting opportunities that present themselves.

## Executive Director – Library Effectiveness January 2016

LibSat – a Counting Opinions patron-satisfaction survey product – was launched in January. Jodi Kolo, Manager for Communication Services, leads a promotion plan to inform our community about the tool's availability. Our objective is to collect reliable patron satisfaction data for decision-making and strategic planning development.

Rebecca Price, Communications Services Graphic Designer, was advanced to full-time status in January to improve the communication and advertising of library resources, services, and programs.

I have included in your packet a revised draft of an Intergovernmental Agreement between the Library and the Village of Oak Park regarding staff parking. Library Board President Matt Baron expects to achieve final consensus and adoption of this document at your January meeting.

### Meetings and Events

December 15	Regular Library Board Meeting
December 16	Oak Park-River Forest Community Foundation Meeting
December 18	SWAN Board of Directors' Meeting
January 4	ILA Public Policy Committee Meeting
January 5	Harwood Practitioners' Meeting
	Leadership Team Meeting
January 12	Leadership Team Meeting
January 14	Hemingway Foundation Board Meeting
January 15	SWAN Board of Directors' Meeting
January 18	RAILS Consortia Committee Meeting
January 19	Success of All Youth Meeting
	Leadership Team Meeting



David J. Seleb

James Madigan  
Deputy Director, Library Capacity and Infrastructure  
Monthly Report  
December, 2015

## Learning

During December, Learning Coordinator Sharon Grimm organized 13 Learn While You Earn programs, of which six were led by staff:

1. **Hacking Hemingway: Behind the Scenes** led by Leigh Tarullo, Emily Reiher, 15 staff in attendance
2. **Running Toward the Difficult Moments** hosted by Ian Gosse and Jenny Jackson who are members of our Wakanehza Team, 7 staff in attendance
3. **Graphic Novel "Genre" Study** led by Rachael Bild, 9 staff in attendance
4. **Teamwork Fundamentals** a Lynda.com video in place of a failed webinar on visioning which will broadcast in January, 2 staff in attendance
5. **What Are Our Colleagues in California Doing?** led by Andy Leinbach recently returned from their state conference, 7 staff in attendance
6. **Accessible to All: Serving Youth and Young Adults with Disabilities** free RAILS webinar, 1 staff in attendance
7. **eRead Illinois Training** led by RAILS staff, 8 staff in attendance
8. **3M Cloud Library Training** Skype training from Biblioteca, 6 staff in attendance
9. **Finding Meeting Room Information on Our Website** led by Rick Buss, 2 staff in attendance
10. **Our 3rd Floor: Get to Know the Main Library A Little Bit Better** led by Alexandra Skinner, 13 staff in attendance
11. **OverDrive Training** video from OverDrive, 1 staff in attendance
12. **OverDrive Devices & Troubleshooting** video from OverDrive, 4 staff in attendance
13. **Beyond Time Management Leveraging Your Productivity 24/7** free webinar, 4 staff in attendance

Among responses to the survey question, "what was most helpful about this session?" staff indicated:

- "[**Hacking Hemingway**] was very informative and fascinating! I've never been in the back room and I never knew what was back there. It was a great session and I feel that I can inform patrons about the project in a much more comprehensive way."
- "The book talks [as part of **Graphic Novel 'Genre' Study**] not only increased the number of books I can recommend to patrons, but also added to my personal to be read

list.”

- “I found all the information [presented at **Our 3rd Floor**] very interesting. Especially the newspaper index and the visual assistance technology.”

### Stewardship

During December, six new chairs for public service desks were received. They replace six very well used chairs that had lasted since the building was opened in 2003.

Facilities Manager Rory O’Neill worked with a contractor to prepare for flooring replacement in the lower level at Maze. The dampness in the lower level has deteriorated the seams of the flooring. We will be replacing large squares with sheet surface to reduce the number of seams.

## Library Experiences and Initiatives Monthly Report - December 2015

### ENGAGEMENT

Martyn shared a great staff day moment – “Eddy, starting his first day at the library that day, was introduced to us by Sharon and made his way around what must have seemed like a sea of faces. At a later point in the day Kevin Ward saw him on his own and offered to give him a tour of materials services and the check-in and shelving workroom – a small touch but I feel it exemplifies how we are always trying to be more open and welcoming to all of our co-workers – great job Kevin!”

In Interlibrary Loan we continue to engage not only with our patrons here in Oak Park, but with patrons and libraries from all over the state and country. During 2015 we borrowed 2562 items from non-SWAN libraries in Illinois and 235 items from libraries outside of Illinois. We lent 995 items to non-SWAN libraries in-state and 746 items to out-of-state libraries. Customers of other libraries seem to especially love our Golden Era DVD collection!

Shelley, Jerica and Rafal led a coding class for a Homeschool group that meets regularly at the library on Thursdays. The kids were all super engaged with Google’s Made with Code activities. One kid spent the entire hour building his own complex, layered song, while others bounced around activities. Another boy was so proud of his song that he made his brother put on his computer’s headphones to listen it—and then hummed it himself, having already memorized it.

Alexandra Skinner and Sarah Yale reached out the The Nineteenth Century Charitable Organization and met with Executive Director Jeanne Schultz Angel to discuss partnering around programs in 2016. A collaborative spelling bee (hosted by The Nineteenth Century Charitable Organization and supported by library resources) and a series of Women’s History Month events are currently being designed.

### LEARNING

Staff from all service areas was very well represented on Staff Engagement Day on December 4<sup>th</sup>, which was organized by Assistant Managers and the Staff Learning Coordinator. We learned the fundamentals of telling the library’s story within the community and how best to advocate for library services. The team members who attended were enthusiastic about what they heard and gave some great feedback on the day. One theme that they mentioned consistently was that they felt it important to work for an organization that asks staff for their opinions; the fact that ours does is much appreciated.

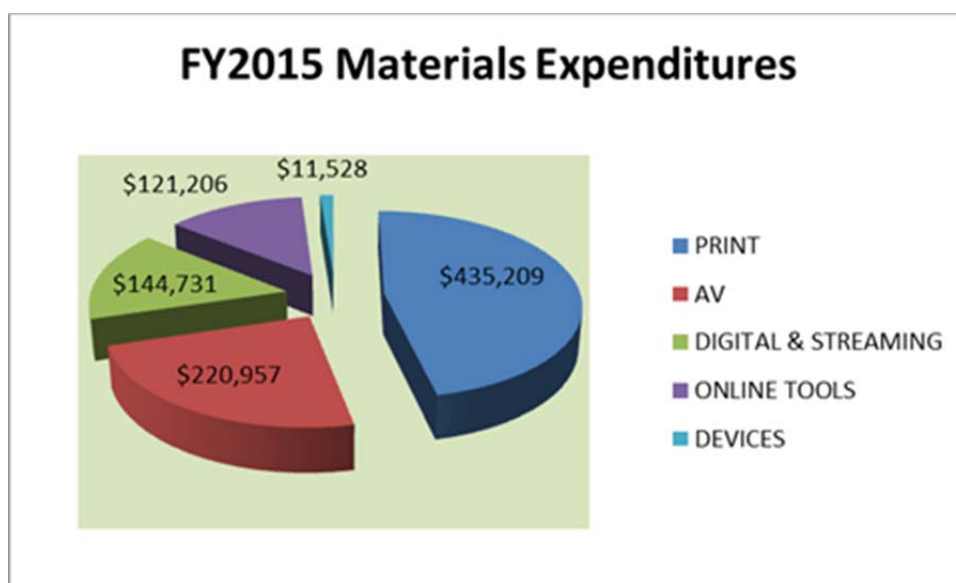
Anne and Jerica submitted a Big Ideas grant through the Oak Park and River Forest Community Foundation for a Creation Lab and an On-the-Go Creation Lab. The aim is

to help address the achievement gap by serving those that wouldn't normally have access to these technologies and to involve community experts in facilitating these events.

Alexandra Skinner led three Learn While You Earn sessions titled "Our 3<sup>rd</sup> Floor: Get to Know the Main Library A Little Bit Better" in December. Each session drew staff from multiple work areas. The sessions covered the Newspaper Index, Microfilm and the Microfilm Reader, Visual Assistance Technology, Group Study Rooms, Consumer Reports, the Haines Directory, the Local History Cabinets, and the ESL, Reference, and Foreign Language Sections. After one of the sessions, a participant commented "I've worked in libraries many years and was always afraid of the Haines Directory, because it seemed so complicated...now I hope someone asks me for help with it!"

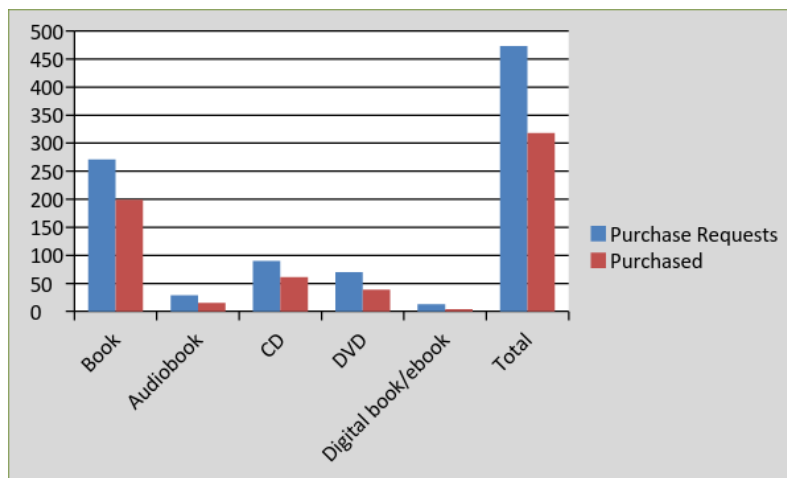
### STEWARDSHIP

All Selectors and Materials Services staff worked collaboratively on the end of the fiscal year materials ordering, receiving and invoicing. We are very glad to report that materials budget has been spent completely and has maintained a balance between print, audiovisual, digital collections, online tools, and other formats (like devices) – to meet the diverse needs of our customers.



Throughout December we finished up the last few tweaks to the collection shift on the second floor with the moving of the adult audiobooks and romance titles and the improvement to the browsing experience for adult graphic novels and for rich-browsing NEW fiction material – both of which have resulted in positive reactions from patrons. We are now planning the initial stages of the third floor changes for 2016, focused on improving access to educational resources.

Interlibrary loan and purchase requests are an essential part of our collection development. Since August 2015, when we started tracking our ILL/purchase requests by format, we received 473 ILL/purchase requests submitted via [our Interlibrary Loan and Purchase Request form](#) on our library website. We purchased 318 requested titles in various formats. The top two reasons for not purchasing requested titles for our collection were: lack of availability from vendor and lack of availability in the requested format.



We're continuing to work on reconfiguring our WorldShare settings for requesting CDs and DVDs. December was spent compiling a list of libraries who lend AV materials; this list will be entered into our OCLC request settings and will streamline this process tremendously, saving time for both staff and patrons. The goal is not only to be more efficient in creating these requests but also reducing the number of requests which go unfiled (and therefore eliminating the extra work involved in resubmitting requests).

December's Idea Box "Control" was perfect for the holiday season as it emphasized a playful spirit with kids and adults remote controlling cars within the space. We celebrated this 45<sup>th</sup> installation and all the previous box successes and then met to discuss our next steps. Going forward, Raleigh Ocampo will coordinate the Idea Box installations. We are working on new guidelines to reduce staff time involved in the prep, maintenance and take down of each installation and also exploring ways to involve the community more.

Alex Nall has been hired as the Digital Learning Resident for the Hacking Hemingway grant project. With extensive experience in creating digital technology projects and working with students as a way to foster community engagement and social/emotional learning, Nall provides valuable skills to the grant team. He will be working directly with students and educators from D97 on the digital parts of the project.

**Oak Park Public Library Use Statistics**  
**December 2015**

OPPL  
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<b>Systemwide</b>	<b>Dec-15</b>	<b>Dec-14</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Visits	56,842	57,416	864,712	773,562
Circulation of Oak Park Public Library Materials	98,646	100,525	1,314,551	1,307,968
Program Attendance	2,316	3,494	47,939	59,950
Room Reservations	599	636	8,772	7,183
PC Sessions	11,708	11,756	150,106	169,867
Devices on WiFi	40,704	7,656	330,024	33,856
<b>Main Library</b>	<b>Dec-15</b>	<b>Dec-14</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Visits	45,624	45,794	710,280	632,620
Circulation of Main Library Materials	77,914	84,716	1,061,671	1,061,421
Program Attendance	1,347	2,441	33,090	46,639
Room Reservations	642	582	8,045	6,588
PC Sessions	10,563	10,753	133,914	153,303
Devices on WiFi	28,973	4,945	233,146	20,381
<b>Dole Branch Library</b>	<b>Dec-15</b>	<b>Dec-14</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Visits	4832	4,500	63,351	46,552
Circulation of Dole Library Materials	6,034	4,895	77,703	67,366
Program Attendance	520	484	7,525	6,190
Room Reservations	10	9	123	103
PC Sessions	450	302	6,561	4,632
Devices on WiFi	2,012	626	27,790	2,886
<b>Maze Branch Library</b>	<b>Dec-15</b>	<b>Dec-14</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Visits	6,386	7,122	91,081	93,390
Circulation of Maze Library Materials	14,698	10,914	175,177	179,181
Program Attendance	449	569	7,324	7,121
Room Reservations	18	45	675	492
PC Sessions	695	701	9,631	11,932
Devices on WiFi	1,629	529	21,738	2,372
<b>Digital Use</b>	<b>Dec-15</b>	<b>Dec-14</b>	<b>YTD 2015</b>	<b>YTD 2014</b>
Website Visitors	17,413	21,501	238,150	341,440
Website Visits	34,765	39,431	463,147	525,427
Website Page Views	67,974	91,448	1,003,284	1,146,790
Mobile App Unique Users	1,146	1,177	14,218	15,898
Mobile App Page Views	65,806	61,001	723,110	679,218
Database Sessions	21,790	12,775	192,988	98,978
Digital Materials Downloads	11,528	9,191	119,705	80,938
Materials Streamed	4,504	4,171	54,631	44,935



**OAK PARK PUBLIC LIBRARY  
EMPLOYMENT AND SEPARATION FROM EMPLOYMENT**

**Reported from December 11, 2015 through January 20, 2016**

**HIRED**

Jose Cruz (rehire)	Librarian (Child Serv.)	12/28/15
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**SEPARATED**

Cynthia Landrum, start 9/16/13	Asst. Director of Public Services and Programming	12/18/15
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Everett Mulroe, start 10/24/14	Shelving Aide	12/22/15
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Spencer Shaw, start 11/3/14	Shelving Aide	12/28/15
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**STATUS CHANGES**

Rebecca Price	From: Graphic Designer (part-time) To: Graphic Designer (full-time)	01/11/16
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Carrie Vacon	From: Check in Clerk To: Library Assoc. I (Materials Services)	01/11/16
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Jonathan Zimmer	From: Check in Clerk To: Library Assoc. I (Materials Services)	01/11/16
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