

**OAK PARK PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING
Tuesday, October 25, 2016 – 7:30pm
Main Library**

AGENDA

1. **Call to Order and Roll Call**
2. **Approval of Minutes (5 Minutes)**
 - a. Regular Meeting – September 27, 2016* (Action)
3. **Trustee Comments and Board Calendar* (5 Minutes)**
4. **Visitor Comments and Staff Reports (20 Minutes)**
 - a. Teen Entrepreneur Academy Report
5. **Financial Reports (10 Minutes)**
 - a. Disbursements for September 2016* (Action)
 - b. September 2016 Financial Reports* (Discussion)
6. **Unfinished Business (45 Minutes)**
 - a. Fiscal Year 2017 Budget – Third Draft* (Discussion)
 - b. Salary and Wage Schedule 2017 – Draft* (Discussion)
 - c. Fine-free Library Proposal* (Discussion)
7. **New Business (30 Minutes)**
 - a. Travel Expense Reimbursement Policy* (Discussion)
 - b. Strategic Plan 2017 – Draft* (Discussion)
8. **Reports (10 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*
9. **Adjournment**

September 27, 2016

Minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, September 27, 2016 in the meeting room of the Maze Branch Library. The meeting was called to order at 7:30 p.m. by President Baron.

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

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

Absent: None

Also present: David Seleb, Executive Director; Jim Madigan, Deputy Director; Eric Battaglia, Experiences and Initiatives Manager, Digital Services; Elizabeth Marszalik, Experiences and Initiatives Manager, Materials Services; Kathleen Spale, Assistant Manager, Materials Services; Lori Pulliam, Experiences and Initiatives Manager, Public Services; Jodi Kolo, Marketing Coordinator; Maria Meachum, 1155 Home Avenue, Oak Park; Mary Rose Lambke, observer from the League of Women Voters of Oak Park River Forest; Dr. Harry Parker, Pastor, 1st Baptist Church of Oak Park; and Rita Earle, Office Manager

2. **Approval of Minutes**

a. **Regular Meeting – August 23, 2016**

Ms. Fox moved approval of the minutes of the regular meeting of the Board of Library Trustees of the Village of Oak Park held on Tuesday, August 23, 2016. Mr. Foss seconded the motion. Ayes: all.

3. **Trustee Comments and Board Calendar**

Mr. Foss asked that adding hours of service on Friday evenings be examined. He has noted lots of young people congregating outside the main library on Friday evenings after the Library has closed at 6 p.m. Ms. Fox agreed that it might be time to reexamine the role of the Library during this time.

There was some discussion and it was Trustee consensus that staff assess whether there is a need for extended hours with appropriate programming for teens on Friday evenings and make a recommendation for Trustee consideration in 2017.

In response to a concern expressed by Ms. Millan about a homeless person sleeping in front of the Library in the early morning, Mr. Seleb said that he would ask Community Resources Manager Rob Simmons to investigate.

4. **Visitor Comments**

Ms. Lambke invited Trustees to a community forum sponsored by the League of Women Voters regarding the Oak Park River Forest High School pool referendum. The session will be held at Skrine's Chops in Forest Park tomorrow evening, August 24.

Mr. Baron acknowledged Dr. Harry Parker of 1st Baptist Church of Oak Park and asked that agenda item 7.a. *Parking in Library Garage on Sunday Mornings*, be moved up on the agenda.

Mr. Baron said that he had reviewed with Dr. Parker the staff memorandum to Trustees and recommendation that the Library parking garage remain closed on Sunday mornings. Dr. Parker acknowledged that concerns outlined in the memo are valid but asked that this be a starting point for further discussion. He asked that Library representatives sit down with a number of the local pastors to go through the issues individually and see if anything can be worked out to accommodate area congregations.

Ms. Kelenson believes that the Village should be approached by the pastors regarding the tightening parking issues with all of the new development in the area.

Dr. Parker said pastors he has spoken to are willing to discuss the financial aspects of the issue.

Mr. Baron thanked Dr. Parker for his remarks and said that he would be discussing the issue with Library Administration staff and would have a response from the Library within a week or two.

5. **Financial Reports**

a. **Disbursements for August 2016**

Ms. Fox moved approval of disbursements for the month of August 2016. Mr. Fruth seconded the motion. Ayes: all.

A copy of *Resolution on Disbursements, August 2016* is attached to these minutes as Appendix I.

b. **Financial Reports**

Trustees reviewed bank balances and the Statement of Income and Expenses for August 2016.

In response to a question from Ms. Kelenson regarding Branch programming being underspent, Mr. Seleb said that staff is taking a more holistic and less location based approach to programming expenses this year, with a view to possibly reducing the number of programming general ledger categories next year. Ms. Pulliam also noted that there are a lot of upcoming programs surrounding the new Multicultural Collection that should balance this out. It is certainly the intention of staff to meet budget goals for 2017 in the area of programming.

6. **Unfinished Business**

a. **Fiscal Year 2017 Budget Second Draft and Fine Free Proposal**

Mr. Madigan reviewed with Trustees a memorandum accompanying the FY 2017 Budget Second Draft. The memo focuses on the 85 percent of budget devoted to personnel and library materials. Because the Library will be retiring the bond debt for the Main Library Building and the Maze Branch renovation over the next 5 years, we will be able to maintain a decrease in the over-all library tax levy to local residents.

The expected tax on the average household is projected to decrease from \$445.09 related to the 2016 budget to \$400.38 related to the 2017 budget.

Next month Trustees will be presented and asked to take action on a new Salary Schedule to be implemented by December 1, 2016 reflecting the new salary standard for exempt status under FLSA (Fair Labor Standards Act) as well as an increase in the starting rate for the Library's entry level Shelving Aide position.

In response to a question, Mr. Madigan said that about 8 staff librarians will be affected by the new FLSA salary standard.

Mr. Madigan discussed capital expenditures, which will come from the Library's fund balance, including new computer servers, an uninterrupted power supply (UPS), and some new computers.

Trustees held an extensive discussion on a staff proposal that Oak Park Public Library eliminate overdue fines. Mr. Seleb said that staff had discussed phasing this in beginning with children's and teen materials but came to the conclusion that that would cause more problems and confusion for patrons. The recommendation is that Oak Park Public Library eliminate fines for Oak Park patrons checking out Oak Park materials by June 1, 2017. The primary reasons for this recommendation are that overdue fines are a regressive form of revenue and are often a barrier to access for community members who may benefit from library materials the most, especially children and teens.

With the new policy, every item would still have a due date and cardholders would be responsible for returning materials by their due date or renewing them. If materials are 42 days overdue, the cardholder will receive a bill for the item and will not be able to check out any additional items until the item is returned or paid for. The fine-free policy would only apply to Oak Park cardholders checking out Oak Park materials. Oak Park cardholders would still be responsible for any fines charged on materials checked out from other libraries in the SWAN consortium. Patrons from other communities would be assessed fines for overdue Oak Park materials according to the current fine rules.

7. **New Business**

b. **Cuba Proposal: Trustee Ted Foss**

Mr. Foss reviewed and Trustees discussed a draft proposal for obtaining outside funding to send an Oak Park Public Library staff member with an ALA (American Library Association) delegation to Cuban libraries in February 2017, and bringing a Cuban librarian to Oak Park for two weeks of learning and cultural exchange at Oak Park Public Library. The overall request would be for \$6,000; \$4,000 to enable an OPPL staff member to join the ALA Cuba delegation and \$2,000 for hosting a Cuban librarian in Oak Park.

Ms. Millan noted that while she generally agrees with the draft proposal, she would like to see a concrete clarification of what we are planning to learn from the Cuban trip and what benefits we expect to gain from this effort.

8. **Reports**

a. **Executive Director – Library Effectiveness**

In addition to his narrative report, Mr. Seleb said that teens who participated in this year's Entrepreneur Academy have been invited to the Trustees' meeting next month to talk about their experience with the program.

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

b. **Deputy Director – Library Capacity and Infrastructure**

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

c. **Managers - Experiences and Initiatives**

A copy of the *Library Experiences and Initiatives Report – August 2016* is attached to these minutes as Appendix IV.

d. **2016 Summer Programming Experiences**

Ms. Fox commented that she read and really enjoyed this report. She finds it tremendously helpful to her to have a detailed report about all the programming that goes on during the summer months.

A copy of *2016 Summer Programming Experiences* is attached to these minutes as Appendix V.

e. **Library Statistics**

Trustees reviewed the *Oak Park Public Library Use Statistics, August 2016*

f. **Friends of the Library**

The next Friends of the Library Executive Board meeting is scheduled for October 17. Mr. Seleb will make the Library's annual request for funding at that meeting.

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

Mr. Foss reported briefly on the IGov Group. The IGov Joint Assembly is scheduled for October 29.

There were no further legislative or government activity reports.

h. **Collaboration for Early Childhood**

Ms. Fox reported that she is pleased that Lori Pulliam and Shelley Harris have been representing Library staff at the Collaboration meetings and that the Oak Park Public Library will participate again in the Collaboration Annual Symposium for care-givers.

i. **Employment and Separation from Employment**

The report *Oak Park Public Library Employment and Separation from Employment Reported from August 19, 2016 through September 22, 2016* was included in Board packets.

Mr. Baron called a short recess of the meeting at 9:30 p.m.

9. **Closed Session**

- a. **5 ILCS 120/2(c)(1): To discuss the employment of a specific employee of the Oak Park Public Library**

At 9:37 p.m. Mr. Fruth moved that the Board of Library Trustees adjourn to a Closed Session in accordance with 5 ILCS 120/2(c)(1): To discuss the employment of a specific employee of the Oak Park Public Library.

Mr. Samuels seconded the motion and a roll call vote was taken as follows:

Ayes: Library Trustees Baron, Foss, Fox, Fruth, Kelenson, Millan and Samuels

Nays: None

10:04 p.m. Mr. Samuels moved that the Board of Library Trustees return to open session.

Mr. Fruth seconded the motion and a roll call vote was taken as follows:

Ayes: Library Trustees Baron, Foss, Fox, Fruth, Kelenson, Millan and Samuels

Nays: None

10. **Adjournment**

There being no further business, President Barron adjourned the meeting at 10:05 p.m.

Oak Park Public Library Board Calendar October 2016

October 2016

| | |
|-----------------|---|
| October 5 | Oak Park Council of Governments Meeting |
| October 5 – 7 | Urban Libraries Council Annual Forum (Kansas City, MO) |
| October 17 | Friends of the Library Board Meeting |
| October 18 – 20 | Illinois Library Association Annual Conference (Rosemont) |
| October 25 | Regular Library Board Meeting |
| October 28 | Barbara Ballinger Lecture (Oak Park Public Library) |
| October 29 | I-Gov Assembly |

November 2016

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|-------------|--|
| November 8 | Election Day |
| November 14 | Trustee Networking and Development Event (River Forest Public Library) |
| November 15 | Regular Library Board Meeting |
| November 21 | Friends of the Library Board Meeting |
| November 24 | Thanksgiving Day (Library Closed) |

December 2016

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|---|---|
| Regular Library Board Meeting Canceled in December | |
| December 2 | Annual Staff Engagement Day (Library Closed Until 2:00pm) |
| December 7 | Oak Park Council of Governments Meeting |
| December 24 | Christmas Eve (Library Closed) |
| December 25 | Christmas Day (Library Closed) |

January 2017

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|-----------------|---|
| January 1 | New Year's Day (Library Closed) |
| January 20 – 23 | American Library Association Midwinter Meeting (Atlanta) |
| January 23 | Friends of the Library Board Meeting |
| January 24 | Regular Library Board Meeting and Dinner with Leadership Team |

February 2017

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|------------------|---|
| February 1 | Oak Park Council of Governments Meeting |
| February 10 – 17 | American Library Association Trip to Cuba |
| February 28 | Regular Library Board Meeting |

RESOLUTION ON DISBURSEMENTS, SEPTEMBER 2016

RESOLVED THAT DISBURSEMENTS FOR THE MONTH OF SEPTEMBER 2016 IN THE TOTAL AMOUNT OF \$582,009.64 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 - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|-------------------------------|---------------------------|------------|--------------------------|--------|--------------------|--|----------------|----------------|
| ACTIVE ELECTRICAL SUPPLY COMP | Computer Check 50452 | 9/30/2016 | 9/30/2016 Posted | 195.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 195.00 | 195.00 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|------------------------|----------------|-------------|----------------|---------------------------|--------|--------------|
| 40035782-03 | 9/15/2016 | CLEANING & HOUSEKEEPIN | 195.00 | 195.00 | 01-5684 | Cleaning & Housekeeping S | 195.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 195.00 | |

| | | | | | | | | |
|-------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| ALARM DETECTION SYSTEMS, INC. | Computer Check 50393 | 9/16/2016 | 9/16/2016 Posted | 200.97 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 200.97 | 200.97 0.00 |
|-------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------------|----------------|-------------|----------------|-------------------------|--------|--------------|
| 016398 | 9/1/2016 | QUARTERLY CHARGES | 200.97 | 200.97 | 01-5692 | Repair & Maintenance Pr | 200.97 | <No Project> |
| <i>Totals:</i> | | | | | | | 200.97 | |

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|--------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|
| AMANO MCGANN, INC. | Computer Check 50394 | 9/16/2016 | 9/16/2016 Posted | 7,994.50 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 7,994.50 | 7,994.50 0.00 |
|--------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|----------------------|----------------|-------------|----------------|---------------------|----------|--------------|
| INVC013097 | 9/1/2016 | NOW CARE CONTRACT 2/ | 3,997.25 | 3,997.25 | 01-5689 | Parking lot expense | 3,997.25 | <No Project> |
| <i>Totals:</i> | | | | | | | 3,997.25 | |
| INVC013701 | 9/1/2016 | NOW CARE CONTRACT, 1 | 3,997.25 | 3,997.25 | 01-5689 | Parking lot expense | 3,997.25 | <No Project> |
| <i>Totals:</i> | | | | | | | 3,997.25 | |

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|--------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|
| AMAZON CREDIT PLAN | Computer Check 50444 | 9/26/2016 | 9/26/2016 Posted | 1,751.07 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,751.07 | 1,751.07 0.00 |
|--------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|------------------------|----------------|-------------|----------------|---------------------------|----------|--------------|
| 106412 | 9/26/2016 | LIBRARY MATERIALS; SUP | 1,751.07 | 1,751.07 | 01-5240 | Children's Programming | 46.86 | <No Project> |
| 106412 | 9/26/2016 | LIBRARY MATERIALS; SUP | 1,751.07 | 1,751.07 | 01-5240 | Children's Programming | 156.44 | FR-C&F |
| 106412 | 9/26/2016 | LIBRARY MATERIALS; SUP | 1,751.07 | 1,751.07 | 01-5742 | Supplies | 508.00 | <No Project> |
| 106412 | 9/26/2016 | LIBRARY MATERIALS; SUP | 1,751.07 | 1,751.07 | 01-5840 | Print materials | 836.26 | <No Project> |
| 106412 | 9/26/2016 | LIBRARY MATERIALS; SUP | 1,751.07 | 1,751.07 | 01-5890 | Audio and video materials | 62.93 | <No Project> |
| 106412 | 9/26/2016 | LIBRARY MATERIALS; SUP | 1,751.07 | 1,751.07 | 01-5894 | Realia and other formats | 140.58 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,751.07 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| <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> |
|------------------------------|---|-------------------|--|---------------|-----------------------|--|---------------------|----------------------|
| AMERICAN LIBRARY ASSOCIATION | Computer Check 50453 | 9/30/2016 | 9/30/2016 Posted | 203.58 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 203.58 | 203.58 0.00 |

| <u>Invoice #</u> | <u>Invoice Date</u> | <u>Description</u> | <u>Invoice Amount</u> | <u>Amount Paid</u> | <u>Account Number</u> | <u>Account Description</u> | <u>Amount</u> | <u>Project ID</u> |
|------------------|---------------------|--------------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------|-------------------|
| 0073658161 | 9/15/2016 | POSTERS FOR CHILDREN'S S | 203.58 | 203.58 | 01-5240 | Children's Programming | 203.58 | FR-C&F |
| <i>Totals:</i> | | | | | | | 203.58 | |

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|--------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| AMI GRAPHICS, INC. | Computer Check 50395 | 9/16/2016 | 9/16/2016 Posted | 125.46 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 125.46 | 125.46 0.00 |
|--------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| <u>Invoice #</u> | <u>Invoice Date</u> | <u>Description</u> | <u>Invoice Amount</u> | <u>Amount Paid</u> | <u>Account Number</u> | <u>Account Description</u> | <u>Amount</u> | <u>Project ID</u> |
|------------------|---------------------|--------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------|-------------------|
| 820295 | 9/1/2016 | VINYL BANNER | 125.46 | 125.46 | 01-5204 | Promotions | 125.46 | <No Project> |
| <i>Totals:</i> | | | | | | | 125.46 | |

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|-----------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| ANDERSON ELEVATOR CO. | Computer Check 50396 | 9/16/2016 | 9/16/2016 Posted | 400.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 400.00 | 400.00 0.00 |
|-----------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| <u>Invoice #</u> | <u>Invoice Date</u> | <u>Description</u> | <u>Invoice Amount</u> | <u>Amount Paid</u> | <u>Account Number</u> | <u>Account Description</u> | <u>Amount</u> | <u>Project ID</u> |
|------------------|---------------------|----------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------|-------------------|
| 191582 | 9/1/2016 | ANNUAL TESTING, MAZE | 400.00 | 400.00 | 01-5692 | Repair & Maintenance Pr | 400.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 400.00 | |

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|---------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| ARAMARK | Computer Check 50454 | 9/30/2016 | 9/30/2016 Posted | 141.92 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 141.92 | 141.92 0.00 |
|---------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| <u>Invoice #</u> | <u>Invoice Date</u> | <u>Description</u> | <u>Invoice Amount</u> | <u>Amount Paid</u> | <u>Account Number</u> | <u>Account Description</u> | <u>Amount</u> | <u>Project ID</u> |
|------------------|---------------------|------------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------|-------------------|
| 16947846 | 9/15/2016 | BUILDING MATERIALS & S | 141.92 | 141.92 | 01-5682 | Building Materials & Supp | 141.92 | <No Project> |
| <i>Totals:</i> | | | | | | | 141.92 | |

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|---------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| AT&T MOBILITY | Computer Check 50397 | 9/16/2016 | 9/16/2016 Posted | 133.48 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 133.48 | 133.48 0.00 |
|---------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| <u>Invoice #</u> | <u>Invoice Date</u> | <u>Description</u> | <u>Invoice Amount</u> | <u>Amount Paid</u> | <u>Account Number</u> | <u>Account Description</u> | <u>Amount</u> | <u>Project ID</u> |
|------------------|---------------------|---------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------|-------------------|
| 287269168041X | 9/1/2016 | WIRELESS TELEPHONES | 133.48 | 133.48 | 01-5268 | Service contracts and fees | 133.48 | <No Project> |
| <i>Totals:</i> | | | | | | | 133.48 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| <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> |
|---------------------|---|--------------------------|--|--------------------|-----------------------|--|---------------------|----------------------|
| AT&T | Computer Check 50455 | 9/30/2016 | 9/30/2016 Posted | 690.13 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 690.13 | 690.13 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| S660423423-162 | 9/15/2016 | TELEPHONES/COMMUNIC | 690.13 | 690.13 | 01-5451 | Telephone/Communication | 690.13 | <No Project> |
| <i>Totals:</i> | | | | | | | 690.13 | |
| ROSE M. BARNES | Computer Check 50374 | 9/1/2016 | 9/1/2016 Posted | 80.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 80.00 | 80.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016386 | 9/1/2016 | ILA DUES REIMBURSEMENT | 80.00 | 80.00 | 01-5162 | Dues | 80.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 80.00 | |
| ANNE BENSFIELD | Computer Check 50433 | 9/23/2016 | 9/23/2016 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 |
| 016404 | 9/15/2016 | STAFF DEV; ISSUES IN YOU | 112.50 | 112.50 | 01-5163 | Staff Development | 112.50 | <No Project> |
| <i>Totals:</i> | | | | | | | 112.50 | |
| BFIT FITNESS STUDIO | Computer Check 50398 | 9/16/2016 | 9/16/2016 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 |
| 16-244 | 9/1/2016 | ZUMBA WORKSHOP | 100.00 | 100.00 | 01-5247 | Adult Programming | 100.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 100.00 | |
| BIBLIOTHECA, LLC | Computer Check 50456 | 9/30/2016 | 9/30/2016 Posted | 14,410.84 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 14,410.84 | 14,410.84 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| SI0014359-US | 9/15/2016 | DIGITAL COLLECTIONS | 4,580.44 | 4,580.44 | 01-5891 | Digital and streaming cont | 4,580.44 | <No Project> |
| <i>Totals:</i> | | | | | | | 4,580.44 | |
| SI0015536-US | 9/15/2016 | DIGITAL COLLECTIONS | 1,463.64 | 1,463.64 | 01-5891 | Digital and streaming cont | 1,463.64 | <No Project> |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|--------------------|---------------------|-------------------------|-----------------------|--------------------|-----------------------|----------------------------|----------------|------------------------------|--------------|---------------|
| | | | | | | | | <i>Totals:</i> | 1,463.64 | |
| SI0016219-US | DIGITAL COLLECITONS | | 9/15/2016 | 467.04 | | 467.04 | 01-5891 | Digital and streaming cont | 467.04 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 467.04 | |
| SI0016233-US | DIGITAL COLLECTIONS | | 9/15/2016 | 4,002.33 | | 4,002.33 | 01-5891 | Digital and streaming cont | 4,002.33 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 4,002.33 | |
| SI0017311-US | DIGITAL COLLECTIONS | | 9/15/2016 | 2,663.59 | | 2,663.59 | 01-5891 | Digital and streaming cont | 2,663.59 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 2,663.59 | |
| SI0017366-72 | DIGITAL COLLECTIONS | | 9/15/2016 | 1,233.80 | | 1,233.80 | 01-5891 | Digital and streaming cont | 1,233.80 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 1,233.80 | |
| RACHAEL BILD | Computer Check | | 9/2/2016 | 9/2/2016 | | 239.88 | 01-1053 | Community Bank cash-checking | 0.00 | 239.88 |
| | 50383 | | | Posted | | | 01-2060 | Accounts Payable | 239.88 | 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | | |
| 016394 | 9/2/2016 | TEEN PROGRAM SUPPLIES | 239.88 | 239.88 | 01-5244 | Young Adult Programmin | 239.88 | <No Project> | | |
| | | | | | | | <i>Totals:</i> | 239.88 | | |
| RACHAEL BILD | Computer Check | | 9/23/2016 | 9/23/2016 | | 495.04 | 01-1053 | Community Bank cash-checking | 0.00 | 495.04 |
| | 50434 | | | Posted | | | 01-2060 | Accounts Payable | 495.04 | 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | | |
| 016405 | 9/22/2016 | YA PROGRAM REIMBURSE | 260.04 | 260.04 | 01-5244 | Young Adult Programmin | 260.04 | <No Project> | | |
| | | | | | | | <i>Totals:</i> | 260.04 | | |
| 016406 | 9/22/2016 | STAFF DEV; ILA CONF REG | 235.00 | 235.00 | 01-5163 | Staff Development | 235.00 | <No Project> | | |
| | | | | | | | <i>Totals:</i> | 235.00 | | |
| ROBERT F. BRINKMAN | Computer Check | | 9/29/2016 | 9/29/2016 | | 100.00 | 01-1053 | Community Bank cash-checking | 0.00 | 100.00 |
| | 50450 | | | Posted | | | 01-2060 | Accounts Payable | 100.00 | 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | | |
| 16-281 | 9/29/2016 | CHILDREN'S PROG; MORE T | 100.00 | 100.00 | 01-5240 | Children's Programming | 100.00 | <No Project> | | |
| | | | | | | | <i>Totals:</i> | 100.00 | | |
| BILLY L. BROOKS | Computer Check | | 9/29/2016 | 9/29/2016 | | 100.00 | 01-1053 | Community Bank cash-checking | 0.00 | 100.00 |
| | 50451 | | | Posted | | | 01-2060 | Accounts Payable | 100.00 | 0.00 |

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| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------------------|------------------|---------------------|-------------------------|-----------------------|--------------------|-----------------------|------------------------------|---------------------|-------------------|---------------|
| 16-282 | | | | | | | | | | |
| | Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | |
| | 16-282 | 9/29/2016 | CHILDREN'S PROG; MORE T | 100.00 | 100.00 | 01-5240 | Children's Programming | 100.00 | <No Project> | |
| | | | | | | | <i>Totals:</i> | 100.00 | | |
| JENNIFER BYRON | Computer Check | | 9/23/2016 | 9/23/2016 | 101.42 | 01-1053 | Community Bank cash-checking | 0.00 | | 101.42 |
| | 50435 | | | Posted | | 01-2060 | Accounts Payable | 101.42 | | 0.00 |
| 016407 | | | | | | | | | | |
| | Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | |
| | 016407 | 9/22/2016 | CHILDREN'S PROGR REIMB | 101.42 | 101.42 | 01-5240 | Children's Programming | 101.42 | <No Project> | |
| | | | | | | | <i>Totals:</i> | 101.42 | | |
| CALL ONE | Computer Check | | 9/16/2016 | 9/16/2016 | 4,475.16 | 01-1053 | Community Bank cash-checking | 0.00 | | 4,475.16 |
| | 50399 | | | Posted | | 01-2060 | Accounts Payable | 4,475.16 | | 0.00 |
| 016399 | | | | | | | | | | |
| | Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | |
| | 016399 | 9/1/2016 | TELEPHONE/COMMUNICA | 4,475.16 | 4,475.16 | 01-5451 | Telephone/Communication | 4,475.16 | <No Project> | |
| | | | | | | | <i>Totals:</i> | 4,475.16 | | |
| CAPSTONE | Computer Check | | 9/30/2016 | 9/30/2016 | 395.00 | 01-1053 | Community Bank cash-checking | 0.00 | | 395.00 |
| | 50457 | | | Posted | | 01-2060 | Accounts Payable | 395.00 | | 0.00 |
| IL091220161705 | | | | | | | | | | |
| | Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | |
| | IL091220161705 | 9/15/2016 | ONLINE TOOLS | 395.00 | 395.00 | 01-5892 | Online tools | 395.00 | <No Project> | |
| | | | | | | | <i>Totals:</i> | 395.00 | | |
| FELICIA CARO | Computer Check | | 9/1/2016 | 9/1/2016 | 550.00 | 01-1053 | Community Bank cash-checking | 0.00 | | 550.00 |
| | 50376 | | | Posted | | 01-2060 | Accounts Payable | 550.00 | | 0.00 |
| 016387 | | | | | | | | | | |
| | Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | |
| | 016387 | 9/1/2016 | TUITION GRANT AWARD | 550.00 | 550.00 | 01-5164 | Tuition Reimbursement | 550.00 | <No Project> | |
| | | | | | | | <i>Totals:</i> | 550.00 | | |
| CDW GOVERNMENT, INC. | Computer Check | | 9/16/2016 | 9/16/2016 | 1,200.00 | 01-1053 | Community Bank cash-checking | 0.00 | | 1,200.00 |
| | 50400 | | | Posted | | 01-2060 | Accounts Payable | 1,200.00 | | 0.00 |

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| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------------------------|---------------------|------------------------|------------|-----------------------|-------------|--------------------|-----------------------|------------------------------|---------------|-------------------|
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| FCG5133 | 9/1/2016 | APPLECARE | | 1,200.00 | | 1,200.00 | 01-5252 | Digital Services Programmin | 1,200.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 1,200.00 | |
| CHICAGO FILTER SUPPLY | | Computer Check | 9/30/2016 | 9/30/2016 | | 3,038.30 | 01-1053 | Community Bank cash-checking | 0.00 | 3,038.30 |
| | | 50458 | | Posted | | | 01-2060 | Accounts Payable | 3,038.30 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 23260 | 9/15/2016 | BUILDING MATERIALS & S | | 3,038.30 | | 3,038.30 | 01-5682 | Building Materials & Supp | 3,038.30 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 3,038.30 | |
| CHICAGO TRIBUNE | | Computer Check | 9/16/2016 | 9/16/2016 | | 46.44 | 01-1053 | Community Bank cash-checking | 0.00 | 46.44 |
| | | 50401 | | Posted | | | 01-2060 | Accounts Payable | 46.44 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 4225931 | 9/1/2016 | OAK LEAVES, 8/1/16-8/ | | 46.44 | | 46.44 | 01-5840 | Print materials | 46.44 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 46.44 | |
| MARTYN CHURCHOUSE | | Computer Check | 9/1/2016 | 9/1/2016 | | 1,800.00 | 01-1053 | Community Bank cash-checking | 0.00 | 1,800.00 |
| | | 50375 | | Posted | | | 01-2060 | Accounts Payable | 1,800.00 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016385 | 9/1/2016 | TUITION GRANT | | 1,800.00 | | 1,800.00 | 01-5164 | Tuition Reimbursement | 1,800.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 1,800.00 | |
| CLYDE PRINTING COMPANY | | Computer Check | 9/16/2016 | 9/16/2016 | | 916.00 | 01-1053 | Community Bank cash-checking | 0.00 | 916.00 |
| | | 50402 | | Posted | | | 01-2060 | Accounts Payable | 916.00 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 72971-1 | 9/1/2016 | LIBRARY NEWS | | 916.00 | | 916.00 | 01-5205 | Publications | 916.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 916.00 | |
| COMPLETE TEMPERATURE SYSTE | | Computer Check | 9/16/2016 | 9/16/2016 | | 6,853.50 | 01-1053 | Community Bank cash-checking | 0.00 | 6,853.50 |
| | | 50403 | | Posted | | | 01-2060 | Accounts Payable | 6,853.50 | 0.00 |

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| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|---------------------------------|---------------------|-------------------------|------------|-----------------------|-------------|--------------------|-----------------------|--|------------------|-------------------|
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| MA005378 | 9/1/2016 | QUARTERLY MAINTENANC | | 4,440.00 | | 4,440.00 | 01-5692 | Repair & Maintenance Pr | 4,440.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 4,440.00 | |
| SRVCE036718 | 9/1/2016 | HUMIDIFIER REPAIR | | 660.50 | | 660.50 | 01-5692 | Repair & Maintenance Pr | 660.50 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 660.50 | |
| SRVCE036719 | 9/1/2016 | RETURN FAN SENSORS | | 1,753.00 | | 1,753.00 | 01-5692 | Repair & Maintenance Pr | 1,753.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 1,753.00 | |
| COMPLETE TEMPERATURE SYSTE | Computer Check | 50459 | 9/30/2016 | 9/30/2016 | Posted | 1,198.75 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,198.75 | 1,198.75 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| SRVCE036613 | 9/15/2016 | REPAIR & MAINT. PROPERT | | 1,198.75 | | 1,198.75 | 01-5692 | Repair & Maintenance Pr | 1,198.75 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 1,198.75 | |
| THE CONSERVATION CENTER | Computer Check | 50387 | 9/9/2016 | 9/9/2016 | Posted | 1,990.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,990.00 | 1,990.00 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 16-243 | 9/9/2016 | ARCHIVAL COLL; GR ARM | | 1,990.00 | | 1,990.00 | 01-5895 | Archival collection | 1,990.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 1,990.00 | |
| DELTA DENTAL OF ILLINOIS - RISK | Computer Check | 50460 | 9/30/2016 | 9/30/2016 | Posted | 2,526.72 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 2,526.72 | 2,526.72 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 894433 | 9/15/2016 | EMPLOYEE PAID DENTAL P | | 2,465.53 | | 2,465.53 | 01-5001 | Wages & Salaries | 2,465.53 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 2,465.53 | |
| 894434 | 9/15/2016 | EMPLOYEE PAID DENTAL, 1 | | 61.19 | | 61.19 | 01-5001 | Wages & Salaries | 61.19 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 61.19 | |
| DEMCO, INC. | Computer Check | 50404 | 9/16/2016 | 9/16/2016 | Posted | 512.99 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 512.99 | 512.99 0.00 |

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| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|------------------------|---------------------------|------------------------|--------------------------|--------------------|-----------------------|--|------------------|-------------------|
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 5943975 | 9/1/2016 | SIGN HOLDERS | 36.19 | 36.19 | 01-5742 | Supplies | 36.19 | HACK HEM2 |
| | | | | | | | <i>Totals:</i> | 36.19 |
| 5951585 | 9/1/2016 | BOOK TAPE | 100.79 | 100.79 | 01-5742 | Supplies | 100.79 | <No Project> |
| | | | | | | | <i>Totals:</i> | 100.79 |
| 5945526 | 9/1/2016 | LABEL PROTECTORS & ME | 269.68 | 269.68 | 01-5742 | Supplies | 269.68 | <No Project> |
| | | | | | | | <i>Totals:</i> | 269.68 |
| 5945439 | 9/1/2016 | 36-CD ALBUMS | 106.33 | 106.33 | 01-5742 | Supplies | 106.33 | <No Project> |
| | | | | | | | <i>Totals:</i> | 106.33 |
| DEMCO, INC. | Computer Check 50461 | 9/30/2016 | 9/30/2016 Posted | 1,900.02 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,900.02 | 1,900.02 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 5955129 | 9/9/2016 | FURNISHINGS; STORAGE C | 1,711.12 | 1,711.12 | 01-5930 | Furnishings | 1,711.12 | <No Project> |
| | | | | | | | <i>Totals:</i> | 1,711.12 |
| 5961733 | 9/16/2016 | LIBRARY SUPPLIES | 123.00 | 123.00 | 01-5742 | Supplies | 123.00 | <No Project> |
| | | | | | | | <i>Totals:</i> | 123.00 |
| 5966247 | 9/21/2016 | LIBRARY SUPPLIES | 65.90 | 65.90 | 01-5742 | Supplies | 65.90 | <No Project> |
| | | | | | | | <i>Totals:</i> | 65.90 |
| PEDRO DIAZ | Computer Check 50462 | 9/30/2016 | 9/30/2016 Posted | 59.94 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 59.94 | 59.94 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016416 | 9/28/2016 | REIMBURSEMENT FOR EQU | 59.94 | 59.94 | 01-5682 | Building Materials & Supp | 59.94 | <No Project> |
| | | | | | | | <i>Totals:</i> | 59.94 |
| DISCOUNT SCHOOL SUPPLY | Computer Check 50405 | 9/16/2016 | 9/16/2016 Posted | 178.75 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 178.75 | 178.75 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| P34702830001 | 9/1/2016 | CHILDREN'S PROGRAM SU | 178.75 | 178.75 | 01-5240 | Children's Programming | 178.75 | FR-C&F |

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| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------------|---------------------------|------------|--------------------------|--------|--------------------|--|----------------|----------------|
| <i>Totals:</i> | | | | | | | 178.75 | |
| KAREN DOYLE | Computer Check 50379 | 9/1/2016 | 9/1/2016 Posted | 550.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 550.00 | 550.00 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|---------------------|----------------|-------------|----------------|-----------------------|--------|--------------|
| 106390 | 9/1/2016 | TUITION GRANT AWARD | 550.00 | 550.00 | 01-5164 | Tuition Reimbursement | 550.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 550.00 | |

| | | | | | | | | |
|------------------------|-------------------------|-----------|---------------------|-------|--------------------|--|---------------|---------------|
| DRESSEL'S ACE HARDWARE | Computer Check 50406 | 9/16/2016 | 9/16/2016 Posted | 75.01 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 75.01 | 75.01 0.00 |
|------------------------|-------------------------|-----------|---------------------|-------|--------------------|--|---------------|---------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-----------------|----------------|-------------|----------------|---------------------|--------|--------------|
| B177255 | 9/1/2016 | EQUIPMENT PARTS | 28.42 | 28.42 | 01-5683 | Equipment Parts | 28.42 | <No Project> |
| <i>Totals:</i> | | | | | | | 28.42 | |
| B179262 | 9/1/2016 | EQUIPMENT PARTS | 35.08 | 35.08 | 01-5683 | Equipment Parts | 35.08 | <No Project> |
| <i>Totals:</i> | | | | | | | 35.08 | |
| B181195 | 9/1/2016 | EQUIPMENT PARTS | 11.51 | 11.51 | 01-5683 | Equipment Parts | 11.51 | <No Project> |
| <i>Totals:</i> | | | | | | | 11.51 | |

| | | | | | | | | |
|-----------------------------|-------------------------|-----------|---------------------|-------|--------------------|--|---------------|---------------|
| ELMWOOD SUPPLY COMPANY INC. | Computer Check 50407 | 9/16/2016 | 9/16/2016 Posted | 24.73 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 24.73 | 24.73 0.00 |
|-----------------------------|-------------------------|-----------|---------------------|-------|--------------------|--|---------------|---------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-----------------|----------------|-------------|----------------|---------------------|--------|--------------|
| V1082293 | 9/1/2016 | EQUIPMENT PARTS | 24.73 | 24.73 | 01-5683 | Equipment Parts | 24.73 | <No Project> |
| <i>Totals:</i> | | | | | | | 24.73 | |

| | | | | | | | | |
|----------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| FIDELITY SECURITY LIFE INSURANCE | Computer Check 50408 | 9/16/2016 | 9/16/2016 Posted | 199.32 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 199.32 | 199.32 0.00 |
|----------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|------------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 3338694 | 9/1/2016 | EMPLOYEE PAID VISION | 5.33 | 5.33 | 01-5100 | Employee Insurance | 5.33 | <No Project> |
| <i>Totals:</i> | | | | | | | 5.33 | |
| 3338693 | 9/1/2016 | EMPLOYEE PAID VISION P | 193.99 | 193.99 | 01-5001 | Wages & Salaries | 193.99 | <No Project> |
| <i>Totals:</i> | | | | | | | 193.99 | |

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| <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> |
|--------------------------|---|---------------------|--|--------------------|-----------------------|--|---------------------|----------------------|
| BERONICA GARCIA | Computer Check 50380 | 9/1/2016 | 9/1/2016 Posted | 550.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 550.00 | 550.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016391 | 9/1/2016 | TUITION GRANT AWARD | 550.00 | 550.00 | 01-5164 | Tuition Reimbursement | 550.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 550.00 | |
| GARVEY'S OFFICE PRODUCTS | Computer Check 50463 | 9/30/2016 | 9/30/2016 Posted | 69.42 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 69.42 | 69.42 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| PINV1214593 | 9/20/2016 | OFFICE SUPPLIES | 69.42 | 69.42 | 01-5742 | Supplies | 69.42 | <No Project> |
| <i>Totals:</i> | | | | | | | 69.42 | |
| GAYLORD BROTHERS, INC. | Computer Check 50409 | 9/16/2016 | 9/16/2016 Posted | 330.37 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 330.37 | 330.37 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 2443597 | 9/1/2016 | HACKING HEMINGWAY S | 53.72 | 53.72 | 01-5742 | Supplies | 53.72 | HACK HEM2 |
| <i>Totals:</i> | | | | | | | 53.72 | |
| 2443906 | 9/1/2016 | HACKING HEMINGWAY S | 276.65 | 276.65 | 01-5742 | Supplies | 276.65 | HACK HEM2 |
| <i>Totals:</i> | | | | | | | 276.65 | |
| GAYLORD BROTHERS, INC. | Computer Check 50464 | 9/30/2016 | 9/30/2016 Posted | 482.89 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 482.89 | 482.89 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 2445987 | 9/9/2016 | LIBRARY SUPPLIES | 210.23 | 210.23 | 01-5742 | Supplies | 210.23 | <No Project> |
| <i>Totals:</i> | | | | | | | 210.23 | |
| 2447687 | 9/21/2016 | LIBRARY SUPPLIES | 272.66 | 272.66 | 01-5742 | Supplies | 272.66 | <No Project> |
| <i>Totals:</i> | | | | | | | 272.66 | |
| IAN A. GOSSE | Computer Check 50382 | 9/2/2016 | 9/2/2016 Posted | 1,000.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,000.00 | 1,000.00 0.00 |

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| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|------------------|---------------------|-------------------------|------------|-----------------------|-------------|--------------------|-----------------------|------------------------------|---------------|-------------------|
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016393 | 9/2/2016 | TUITION GRANT AWARD | | 1,000.00 | | 1,000.00 | 01-5164 | Tuition Reimbursement | 1,000.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 1,000.00 | |
| HEIDI GROULX | | Computer Check | 9/23/2016 | 9/23/2016 | | 100.00 | 01-1053 | Community Bank cash-checking | 0.00 | 100.00 |
| | | 50442 | | Posted | | | 01-2060 | Accounts Payable | 100.00 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 16-272 | 9/23/2016 | FOLK MUSIC CONCERT SO | | 100.00 | | 100.00 | 01-5247 | Adult Programming | 100.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 100.00 | |
| GENEVIEVE GROVE | | Computer Check | 9/15/2016 | 9/15/2016 | | 548.30 | 01-1053 | Community Bank cash-checking | 0.00 | 548.30 |
| | | 50390 | | Posted | | | 01-2060 | Accounts Payable | 548.30 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016400 | 9/1/2016 | COMICS AND CHILDREN'S P | | 548.30 | | 548.30 | 01-5240 | Children's Programming | 338.35 | FR-C&F |
| 016400 | 9/1/2016 | COMICS AND CHILDREN'S P | | 548.30 | | 548.30 | 01-5840 | Print materials | 209.95 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 548.30 | |
| GENEVIEVE GROVE | | Computer Check | 9/30/2016 | 9/30/2016 | | 112.53 | 01-1053 | Community Bank cash-checking | 0.00 | 112.53 |
| | | 50465 | | Posted | | | 01-2060 | Accounts Payable | 112.53 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016417 | 9/28/2016 | CHILDREN'S PROGRAMMIN | | 112.53 | | 112.53 | 01-5240 | Children's Programming | 112.53 | FR-C&F |
| | | | | | | | | <i>Totals:</i> | 112.53 | |
| ANNE HILLS | | Computer Check | 9/23/2016 | 9/22/2016 | | 300.00 | 01-1053 | Community Bank cash-checking | 0.00 | 300.00 |
| | | 50441 | | Posted | | | 01-2060 | Accounts Payable | 300.00 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 16-271 | 9/23/2016 | FOLK CONCERT | | 300.00 | | 300.00 | 01-5247 | Adult Programming | 300.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 300.00 | |
| AMY HOFMOCKEL | | Computer Check | 9/1/2016 | 9/1/2016 | | 550.00 | 01-1053 | Community Bank cash-checking | 0.00 | 550.00 |
| | | 50377 | | Posted | | | 01-2060 | Accounts Payable | 550.00 | 0.00 |

Oak Park Public Library

Cash Disbursement Journals

Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------------------------|---------------------------|------------------------|--------------------------|--------|--------------------|--|----------------|----------------|
| 016388 | 9/1/2016 | TUITION GRANT AWARD | 550.00 | 550.00 | 01-5164 | Tuition Reimbursement | 550.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 550.00 | |
| HOLLINGER METAL EDGE, INC. | Computer Check 50410 | 9/16/2016 | 9/16/2016 Posted | 37.70 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 37.70 | 37.70 0.00 |
| H69346 | 9/1/2016 | HACKING HEMINGWAY S | 37.70 | 37.70 | 01-5742 | Supplies | 37.70 | HACK HEM2 |
| <i>Totals:</i> | | | | | | | 37.70 | |
| HOME DEPOT | Computer Check 50411 | 9/16/2016 | 9/16/2016 Posted | 242.38 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 242.38 | 242.38 0.00 |
| 8104534 | 9/1/2016 | EQUIPMENT PARTS | 29.87 | 29.87 | 01-5683 | Equipment Parts | 29.87 | <No Project> |
| <i>Totals:</i> | | | | | | | 29.87 | |
| 6113289 | 9/1/2016 | EQUIPMENT PARTS | 212.51 | 212.51 | 01-5683 | Equipment Parts | 212.51 | <No Project> |
| <i>Totals:</i> | | | | | | | 212.51 | |
| HOME DEPOT | Computer Check 50466 | 9/30/2016 | 9/30/2016 Posted | 98.42 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 98.42 | 98.42 0.00 |
| 3122148 | 9/15/2016 | BUILDING MATERIALS & S | 98.42 | 98.42 | 01-5682 | Building Materials & Supp | 98.42 | <No Project> |
| <i>Totals:</i> | | | | | | | 98.42 | |
| HR SIMPLIFIED, INC. | Computer Check 50412 | 9/16/2016 | 9/16/2016 Posted | 100.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 100.00 | 100.00 0.00 |
| 48284 | 9/1/2016 | COBRA FEES | 100.00 | 100.00 | 01-5100 | Employee Insurance | 100.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 100.00 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|-----------|---------------------------|------------|--------------------------|--------|--------------------|--|----------------|----------------|
| IHLS-OCLC | Computer Check 50467 | 9/30/2016 | 9/30/2016 Posted | 188.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 188.00 | 188.00 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|--------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 12292 | 9/8/2016 | ILL PAYMENTS | 188.00 | 188.00 | 01-5264 | ILL Payments | 188.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 188.00 | |

| | | | | | | | | |
|---------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| IL DEPT. OF INNOVATION & TECHNO | Computer Check 50468 | 9/30/2016 | 9/30/2016 Posted | 675.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 675.00 | 675.00 0.00 |
|---------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|---------------------|----------------|-------------|----------------|-------------------------|--------|--------------|
| T1700334 | 9/1/2016 | TELEPHONE/COMMUNICA | 675.00 | 675.00 | 01-5451 | Telephone/Communication | 675.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 675.00 | |

| | | | | | | | | |
|------------------------------|-------------------------|----------|--------------------|--------|--------------------|--|----------------|----------------|
| ILLINOIS LIBRARY ASSOCIATION | Computer Check 50378 | 9/1/2016 | 9/1/2016 Posted | 467.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 467.00 | 467.00 0.00 |
|------------------------------|-------------------------|----------|--------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|--------------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 016389 | 9/1/2016 | 2016 PREISER MARKETING A | 467.00 | 467.00 | 01-5204 | Promotions | 467.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 467.00 | |

| | | | | | | | | |
|------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| ILLINOIS LIBRARY ASSOCIATION | Computer Check 50413 | 9/16/2016 | 9/16/2016 Posted | 625.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 625.00 | 625.00 0.00 |
|------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-----------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 16-203 | 9/1/2016 | 2016 ANNUAL, G. GROVE | 200.00 | 200.00 | 01-5163 | Staff Development | 200.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 200.00 | |
| 121995 | 9/1/2016 | ANNUAL CONFERENCE 20 | 225.00 | 225.00 | 01-5163 | Staff Development | 225.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 225.00 | |
| 121456 | 9/1/2016 | ANNUAL CONFERENCE 20 | 200.00 | 200.00 | 01-5163 | Staff Development | 200.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 200.00 | |

| | | | | | | | | |
|------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| ILLINOIS LIBRARY ASSOCIATION | Computer Check 50469 | 9/30/2016 | 9/30/2016 Posted | 665.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 665.00 | 665.00 0.00 |
|------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|------------------|---------------------|--------------------------|------------|-----------------------|-------------|--------------------|-----------------------|------------------------------|---------------|-------------------|
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 122077 | 9/15/2016 | ILA CONFR REG, JESSICA B | | 225.00 | | 225.00 | 01-5163 | Staff Development | 225.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 225.00 | |
| 122472 | 9/15/2016 | ILA CONFR REG, SUSAN MC | | 175.00 | | 175.00 | 01-5163 | Staff Development | 175.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 175.00 | |
| 122239 | 9/15/2016 | ILA CONFR REG, SARAH YA | | 265.00 | | 265.00 | 01-5163 | Staff Development | 265.00 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 265.00 | |
| IMPROV PLAYHOUSE | Computer Check | | 9/23/2016 | 9/23/2016 | | 250.00 | 01-1053 | Community Bank cash-checking | 0.00 | 250.00 |
| | 50436 | | | Posted | | | 01-2060 | Accounts Payable | 250.00 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 16-236 | 9/22/2016 | CHILDREN'S PROGRAMMING | | 250.00 | | 250.00 | 01-5240 | Children's Programming | 250.00 | FR-C&F |
| | | | | | | | | <i>Totals:</i> | 250.00 | |
| DONNA IOPPOLO | Computer Check | | 9/30/2016 | 9/30/2016 | | 49.84 | 01-1053 | Community Bank cash-checking | 0.00 | 49.84 |
| | 50470 | | | Posted | | | 01-2060 | Accounts Payable | 49.84 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016418 | 9/14/2016 | BRANCH PROGRAM REIM | | 49.84 | | 49.84 | 01-5249 | Branch Programming | 49.84 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 49.84 | |
| J.C. LICHT, LLC | Computer Check | | 9/30/2016 | 9/30/2016 | | 794.37 | 01-1053 | Community Bank cash-checking | 0.00 | 794.37 |
| | 50471 | | | Posted | | | 01-2060 | Accounts Payable | 794.37 | 0.00 |
| Invoice # | Invoice Date | Description | | Invoice Amount | | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 72001781 | 9/6/2016 | BUILDING MATERIALS & S | | 103.05 | | 103.05 | 01-5682 | Building Materials & Supp | 103.05 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 103.05 | |
| 72002159 | 9/15/2016 | BUILDING MATERIALS & S | | 220.87 | | 220.87 | 01-5682 | Building Materials & Supp | 220.87 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 220.87 | |
| 72001592 | 9/15/2016 | BUILDING MATERIALS & S | | 182.61 | | 182.61 | 01-5682 | Building Materials & Supp | 182.61 | <No Project> |
| | | | | | | | | <i>Totals:</i> | 182.61 | |
| 72001932 | 9/15/2016 | BUILDING MATERIALS & S | | 166.10 | | 166.10 | 01-5682 | Building Materials & Supp | 166.10 | <No Project> |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|-------------------------------|---------------------------|-------------------------|--------------------------|-------------|--------------------|--|----------------|----------------|
| | | | | | | <i>Totals:</i> | 166.10 | |
| 72001974 | BUILDING MATERIALS & S | 9/15/2016 | 121.74 | 121.74 | 01-5682 | Building Materials & Supp | 121.74 | <No Project> |
| | | | | | | <i>Totals:</i> | 121.74 | |
| JACK'S INC. | Computer Check 50472 | 9/30/2016 | 9/30/2016 Posted | 547.56 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 547.56 | 547.56 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 67045 | 9/15/2016 | SKATE RENTAL; FOPPL BO | 547.56 | 547.56 | 01-5660 | Pass Through Expenses | 547.56 | FR-BOOK FAIR |
| | | | | | | <i>Totals:</i> | 547.56 | |
| JENNIFER JACKSON | Computer Check 50414 | 9/16/2016 | 9/16/2016 Posted | 18.41 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 18.41 | 18.41 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016401 | 9/1/2016 | BRANCH PROGRAM SUPP | 18.41 | 18.41 | 01-5249 | Branch Programming | 18.41 | <No Project> |
| | | | | | | <i>Totals:</i> | 18.41 | |
| JENNIFER JACKSON | Computer Check 50437 | 9/23/2016 | 9/23/2016 Posted | 54.83 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 54.83 | 54.83 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016408 | 9/22/2016 | BRANCH PROGRAM REIM | 54.83 | 54.83 | 01-5249 | Branch Programming | 54.83 | <No Project> |
| | | | | | | <i>Totals:</i> | 54.83 | |
| MICHAEL JAMES | Computer Check 50449 | 9/29/2016 | 9/29/2016 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 |
| 16-280 | 9/29/2016 | CHILDREN'S PROG; MORE T | 100.00 | 100.00 | 01-5240 | Children's Programming | 100.00 | <No Project> |
| | | | | | | <i>Totals:</i> | 100.00 | |
| JOHN BAETHKE & SON PLUMBING I | Computer Check 50415 | 9/16/2016 | 9/16/2016 Posted | 578.23 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 578.23 | 578.23 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|------------------------------|---------------------------|------------------------|--------------------------|-------------|--------------------|--|------------------|------------------|
| 48024 | FLOOR DRAIN CLEARANC | 9/1/2016 | 578.23 | 578.23 | 01-5692 | Repair & Maintenance Pr | 578.23 | <No Project> |
| <i>Totals:</i> | | | | | | | 578.23 | |
| KONICA MINOLTA PREMIER FINAN | Computer Check 50473 | 9/30/2016 | 9/30/2016 Posted | 1,552.41 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,552.41 | 1,552.41 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 311869531 | 9/15/2016 | COPIER LEASES | 1,514.88 | 1,514.88 | 01-5620 | Office & Library Machiner | 1,514.88 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,514.88 | |
| 312240930 | 9/15/2016 | COPIER LEASES | 37.53 | 37.53 | 01-5620 | Office & Library Machiner | 37.53 | <No Project> |
| <i>Totals:</i> | | | | | | | 37.53 | |
| FELICE MACIEJEWSKI | Computer Check 50392 | 9/16/2016 | 9/16/2016 Posted | 875.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 875.00 | 875.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 16-255 | 9/1/2016 | 1/2 FEE SOUND EQUIPMEN | 875.00 | 875.00 | 01-5247 | Adult Programming | 875.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 875.00 | |
| THE MANAGEMENT ASSOCIATION O | Computer Check 50474 | 9/30/2016 | 9/30/2016 Posted | 106.84 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 106.84 | 106.84 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 3534 | 9/15/2016 | LABOR LAW POSTERS | 106.84 | 106.84 | 01-5742 | Supplies | 106.84 | <No Project> |
| <i>Totals:</i> | | | | | | | 106.84 | |
| MCADAM LANDSCAPING, INC. | Computer Check 50416 | 9/16/2016 | 9/16/2016 Posted | 995.73 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 995.73 | 995.73 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 43090 | 9/1/2016 | PAVER REPAIR | 995.73 | 995.73 | 01-5681 | Landscaping and snow rem | 995.73 | <No Project> |
| <i>Totals:</i> | | | | | | | 995.73 | |
| MCADAM LANDSCAPING, INC. | Computer Check 50475 | 9/30/2016 | 9/30/2016 Posted | 884.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 884.00 | 884.00 0.00 |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount | |
|--------------|---------------------------|---------------------|--------------------------|-----------------------|--------------------|--|----------------------------|---------------|-------------------|
| | Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| | 42761 | 9/15/2016 | LANDSCAPING MONTHLY, 0 | 442.00 | 442.00 | 01-5681 | Landscaping and snow rem | 442.00 | <No Project> |
| | | | | | | | <i>Totals:</i> | 442.00 | |
| | 43679 | 9/15/2016 | LANDSCAPING MONTHLY, 0 | 442.00 | 442.00 | 01-5681 | Landscaping and snow rem | 442.00 | <No Project> |
| | | | | | | | <i>Totals:</i> | 442.00 | |
| MIDWEST TAPE | Computer Check 50417 | 9/16/2016 | 9/16/2016 Posted | 10,472.78 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 10,472.78 | 10,472.78 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|-----------|--------------|---------------------|----------------|-------------|----------------|----------------------------|----------|--------------|
| 94190666 | 9/1/2016 | DIGITAL COLLECTION | 2,146.46 | 2,146.46 | 01-5891 | Digital and streaming cont | 2,146.46 | <No Project> |
| | | | | | | <i>Totals:</i> | 2,146.46 | |
| 94283440 | 9/1/2016 | DIGITAL COLLECTIONS | 2,151.01 | 2,151.01 | 01-5891 | Digital and streaming cont | 2,151.01 | <No Project> |
| | | | | | | <i>Totals:</i> | 2,151.01 | |
| 94239455 | 9/1/2016 | AUDIO/VISUAL | 33.99 | 33.99 | 01-5890 | Audio and video materials | 33.99 | <No Project> |
| | | | | | | <i>Totals:</i> | 33.99 | |
| 94240102 | 9/1/2016 | AUDIO/VISUAL | 450.93 | 450.93 | 01-5890 | Audio and video materials | 450.93 | <No Project> |
| | | | | | | <i>Totals:</i> | 450.93 | |
| 94255002 | 9/1/2016 | AUDIO/VISUAL | 87.88 | 87.88 | 01-5890 | Audio and video materials | 87.88 | <No Project> |
| | | | | | | <i>Totals:</i> | 87.88 | |
| 94255003 | 9/1/2016 | AUDIO/VISUAL | 237.43 | 237.43 | 01-5890 | Audio and video materials | 237.43 | <No Project> |
| | | | | | | <i>Totals:</i> | 237.43 | |
| 94255005 | 9/1/2016 | AUDIO/VISUAL | 43.28 | 43.28 | 01-5890 | Audio and video materials | 43.28 | <No Project> |
| | | | | | | <i>Totals:</i> | 43.28 | |
| 94255006 | 9/1/2016 | AUDIO/VISUAL | 78.20 | 78.20 | 01-5890 | Audio and video materials | 78.20 | <No Project> |
| | | | | | | <i>Totals:</i> | 78.20 | |
| 94256287 | 9/1/2016 | AUDIO/VISUAL | 9.99 | 9.99 | 01-5890 | Audio and video materials | 9.99 | <No Project> |
| | | | | | | <i>Totals:</i> | 9.99 | |
| 94256289 | 9/1/2016 | AUDIO/VISUAL | 16.99 | 16.99 | 01-5890 | Audio and video materials | 16.99 | <No Project> |
| | | | | | | <i>Totals:</i> | 16.99 | |
| 94256629 | 9/1/2016 | AUDIO/VISUAL | 190.54 | 190.54 | 01-5890 | Audio and video materials | 190.54 | <No Project> |
| | | | | | | <i>Totals:</i> | 190.54 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------|---------------------------|------------|--------------------------|----------|----------------|---------------------------|--------------|---------------|
| 94256911 | AUDIO/VISUAL | 9/1/2016 | 41.28 | 41.28 | 01-5890 | Audio and video materials | 41.28 | <No Project> |
| | | | | | | <i>Totals:</i> | 41.28 | |
| 94256912 | AUDIO/VISUAL | 9/1/2016 | 12.64 | 12.64 | 01-5890 | Audio and video materials | 12.64 | <No Project> |
| | | | | | | <i>Totals:</i> | 12.64 | |
| 94263447 | AUDIO/VISUAL | 9/1/2016 | 1,034.98 | 1,034.98 | 01-5890 | Audio and video materials | 1,034.98 | <No Project> |
| | | | | | | <i>Totals:</i> | 1,034.98 | |
| 94263448 | AUDIO/VISUAL | 9/1/2016 | 85.92 | 85.92 | 01-5890 | Audio and video materials | 85.92 | <No Project> |
| | | | | | | <i>Totals:</i> | 85.92 | |
| 94263449 | AUDIO/VISUAL | 9/1/2016 | 62.88 | 62.88 | 01-5890 | Audio and video materials | 62.88 | <No Project> |
| | | | | | | <i>Totals:</i> | 62.88 | |
| 94263551 | AUDIO/VISUAL | 9/1/2016 | 60.56 | 60.56 | 01-5890 | Audio and video materials | 60.56 | <No Project> |
| | | | | | | <i>Totals:</i> | 60.56 | |
| 94263552 | AUDIO/VISUAL | 9/1/2016 | 79.88 | 79.88 | 01-5890 | Audio and video materials | 79.88 | <No Project> |
| | | | | | | <i>Totals:</i> | 79.88 | |
| 94273354 | AUDIO/VISUAL | 9/1/2016 | 207.41 | 207.41 | 01-5890 | Audio and video materials | 207.41 | <No Project> |
| | | | | | | <i>Totals:</i> | 207.41 | |
| 94273356 | AUDIO/VISUAL | 9/1/2016 | 14.64 | 14.64 | 01-5890 | Audio and video materials | 14.64 | <No Project> |
| | | | | | | <i>Totals:</i> | 14.64 | |
| 94275242 | AUDIO/VISUAL | 9/1/2016 | 97.92 | 97.92 | 01-5890 | Audio and video materials | 97.92 | <No Project> |
| | | | | | | <i>Totals:</i> | 97.92 | |
| 94275580 | AUDIO/VISUAL | 9/1/2016 | 204.74 | 204.74 | 01-5890 | Audio and video materials | 204.74 | <No Project> |
| | | | | | | <i>Totals:</i> | 204.74 | |
| 94275581 | AUDIO/VISUAL | 9/1/2016 | 779.24 | 779.24 | 01-5890 | Audio and video materials | 779.24 | <No Project> |
| | | | | | | <i>Totals:</i> | 779.24 | |
| 94275583 | AUDIO/VISUAL | 9/1/2016 | 302.58 | 302.58 | 01-5890 | Audio and video materials | 302.58 | <No Project> |
| | | | | | | <i>Totals:</i> | 302.58 | |
| 94276327 | AUDIO/VISUAL | 9/1/2016 | 211.69 | 211.69 | 01-5890 | Audio and video materials | 211.69 | <No Project> |
| | | | | | | <i>Totals:</i> | 211.69 | |
| 94281814 | AUDIO/VISUAL | 9/1/2016 | 58.99 | 58.99 | 01-5890 | Audio and video materials | 58.99 | <No Project> |
| | | | | | | <i>Totals:</i> | 58.99 | |
| 94281853 | AUDIO/VISUAL | 9/1/2016 | 442.89 | 442.89 | 01-5890 | Audio and video materials | 442.89 | <No Project> |
| | | | | | | <i>Totals:</i> | 442.89 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------------|---------------------------|------------|--------------------------|----------|--------------------|--|------------------|------------------|
| 94281854 | AUDIO/VISUAL | 9/1/2016 | 256.52 | 256.52 | 01-5890 | Audio and video materials | 256.52 | <No Project> |
| <i>Totals:</i> | | | | | | | 256.52 | |
| 94281856 | AUDIO/VISUAL | 9/1/2016 | 18.64 | 18.64 | 01-5890 | Audio and video materials | 18.64 | <No Project> |
| <i>Totals:</i> | | | | | | | 18.64 | |
| 94281857 | AUDIO/VISUAL | 9/1/2016 | 70.56 | 70.56 | 01-5890 | Audio and video materials | 70.56 | <No Project> |
| <i>Totals:</i> | | | | | | | 70.56 | |
| 94297254 | AUDIO/VISUAL | 9/1/2016 | 684.24 | 684.24 | 01-5890 | Audio and video materials | 684.24 | <No Project> |
| <i>Totals:</i> | | | | | | | 684.24 | |
| 94297256 | AUDIO/VISUAL | 9/1/2016 | 164.40 | 164.40 | 01-5890 | Audio and video materials | 164.40 | <No Project> |
| <i>Totals:</i> | | | | | | | 164.40 | |
| 94297257 | AUDIO/VISUAL | 9/1/2016 | 133.48 | 133.48 | 01-5890 | Audio and video materials | 133.48 | <No Project> |
| <i>Totals:</i> | | | | | | | 133.48 | |
| MIDWEST TAPE | Computer Check 50476 | 9/30/2016 | 9/30/2016 Posted | 5,980.94 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 5,980.94 | 5,980.94 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|--------------|----------------|-------------|----------------|---------------------------|----------|--------------|
| 94306662 | 9/9/2016 | AUDIOVISUALS | 87.88 | 87.88 | 01-5890 | Audio and video materials | 87.88 | <No Project> |
| <i>Totals:</i> | | | | | | | 87.88 | |
| 94306664 | 9/9/2016 | AUDIOVISUALS | 157.76 | 157.76 | 01-5890 | Audio and video materials | 157.76 | <No Project> |
| <i>Totals:</i> | | | | | | | 157.76 | |
| 94306665 | 9/9/2016 | AUDIOVISUALS | 1,238.94 | 1,238.94 | 01-5890 | Audio and video materials | 1,238.94 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,238.94 | |
| 94306666 | 9/9/2016 | AUDIOVISUALS | 224.76 | 224.76 | 01-5890 | Audio and video materials | 224.76 | <No Project> |
| <i>Totals:</i> | | | | | | | 224.76 | |
| 94306667 | 9/9/2016 | AUDIOVISUALS | 411.52 | 411.52 | 01-5890 | Audio and video materials | 411.52 | <No Project> |
| <i>Totals:</i> | | | | | | | 411.52 | |
| 94306668 | 9/9/2016 | AUDIOVISUALS | 82.92 | 82.92 | 01-5890 | Audio and video materials | 82.92 | <No Project> |
| <i>Totals:</i> | | | | | | | 82.92 | |
| 94306669 | 9/9/2016 | AUDIOVISUALS | 67.88 | 67.88 | 01-5890 | Audio and video materials | 67.88 | <No Project> |
| <i>Totals:</i> | | | | | | | 67.88 | |
| 94306670 | 9/9/2016 | AUDIOVISUALS | 88.92 | 88.92 | 01-5890 | Audio and video materials | 88.92 | <No Project> |
| <i>Totals:</i> | | | | | | | 88.92 | |

Oak Park Public Library

Cash Disbursement Journals

Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------|---------------------------|------------|--------------------------|--------|----------------|---------------------------|--------------|---------------|
| 94318243 | AUDIOVISUALS | 9/13/2016 | 49.28 | 49.28 | 01-5890 | Audio and video materials | 49.28 | <No Project> |
| | | | | | | <i>Totals:</i> | 49.28 | |
| 94318244 | AUDIOVISUALS | 9/13/2016 | 400.22 | 400.22 | 01-5890 | Audio and video materials | 400.22 | <No Project> |
| | | | | | | <i>Totals:</i> | 400.22 | |
| 94318824 | AUDIOVISUALS | 9/13/2016 | 864.48 | 864.48 | 01-5890 | Audio and video materials | 864.48 | <No Project> |
| | | | | | | <i>Totals:</i> | 864.48 | |
| 94318826 | AUDIOVISUALS | 9/13/2016 | 104.19 | 104.19 | 01-5890 | Audio and video materials | 104.19 | <No Project> |
| | | | | | | <i>Totals:</i> | 104.19 | |
| 94318827 | AUDIOVISUALS | 9/13/2016 | 210.76 | 210.76 | 01-5890 | Audio and video materials | 210.76 | <No Project> |
| | | | | | | <i>Totals:</i> | 210.76 | |
| 94319111 | AUDIOVISUALS | 9/13/2016 | 65.28 | 65.28 | 01-5890 | Audio and video materials | 65.28 | <No Project> |
| | | | | | | <i>Totals:</i> | 65.28 | |
| 94321459 | AUDIOVISUALS | 9/14/2016 | 160.76 | 160.76 | 01-5890 | Audio and video materials | 160.76 | <No Project> |
| | | | | | | <i>Totals:</i> | 160.76 | |
| 94326339 | AUDIOVISUALS | 9/15/2016 | 58.92 | 58.92 | 01-5890 | Audio and video materials | 58.92 | <No Project> |
| | | | | | | <i>Totals:</i> | 58.92 | |
| 94326400 | AUDIOVISUALS | 9/15/2016 | 633.40 | 633.40 | 01-5890 | Audio and video materials | 633.40 | <No Project> |
| | | | | | | <i>Totals:</i> | 633.40 | |
| 94326402 | AUDIOVISUALS | 9/15/2016 | 138.40 | 138.40 | 01-5890 | Audio and video materials | 138.40 | <No Project> |
| | | | | | | <i>Totals:</i> | 138.40 | |
| 94334697 | AUDIOVISUALS | 9/19/2016 | 445.48 | 445.48 | 01-5890 | Audio and video materials | 445.48 | <No Project> |
| | | | | | | <i>Totals:</i> | 445.48 | |
| 94334698 | AUDIOVISUALS | 9/19/2016 | 108.87 | 108.87 | 01-5890 | Audio and video materials | 108.87 | <No Project> |
| | | | | | | <i>Totals:</i> | 108.87 | |
| 94334710 | AUDIOVISUALS | 9/19/2016 | 66.56 | 66.56 | 01-5890 | Audio and video materials | 66.56 | <No Project> |
| | | | | | | <i>Totals:</i> | 66.56 | |
| 94336714 | AUDIOVISUALS | 9/20/2016 | 119.96 | 119.96 | 01-5890 | Audio and video materials | 119.96 | <No Project> |
| | | | | | | <i>Totals:</i> | 119.96 | |
| 94338668 | AUDIOVISUALS | 9/20/2016 | 95.92 | 95.92 | 01-5890 | Audio and video materials | 95.92 | <No Project> |
| | | | | | | <i>Totals:</i> | 95.92 | |
| 94338791 | AUDIOVISUALS | 9/20/2016 | 97.88 | 97.88 | 01-5890 | Audio and video materials | 97.88 | <No Project> |
| | | | | | | <i>Totals:</i> | 97.88 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| 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 50477 | 9/30/2016 | 9/30/2016 Posted | 11.87 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 11.87 | 11.87 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|---------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 016419 | 9/26/2016 | BRANCH PROGRAM REIM | 11.87 | 11.87 | 01-5249 | Branch Programming | 11.87 | <No Project> |
| <i>Totals:</i> | | | | | | | 11.87 | |

| | | | | | | | | |
|-----------|-------------------------|-----------|---------------------|-------|--------------------|--|---------------|---------------|
| NICOR GAS | Computer Check 50418 | 9/16/2016 | 9/16/2016 Posted | 27.28 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 27.28 | 27.28 0.00 |
|-----------|-------------------------|-----------|---------------------|-------|--------------------|--|---------------|---------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-----------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 016402 | 9/1/2016 | NATURAL GAS, MAZE; 8/ | 27.28 | 27.28 | 01-5690 | Natural Gas | 27.28 | <No Project> |
| <i>Totals:</i> | | | | | | | 27.28 | |

| | | | | | | | | |
|------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| OAK PARK DISTRICT 97 SCHOOLS | Computer Check 50419 | 9/16/2016 | 9/16/2016 Posted | 747.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 747.00 | 747.00 0.00 |
|------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|--------------|----------------|-------------|----------------|---------------------|--------|-------------|
| 3919 | 9/1/2016 | NEA BIG READ | 373.50 | 373.50 | 01-5452 | Grant Expenses | 373.50 | NEA-BR 2016 |
| <i>Totals:</i> | | | | | | | 373.50 | |
| 3932 | 9/1/2016 | NEA BIG READ | 373.50 | 373.50 | 01-5452 | Grant Expenses | 373.50 | NEA-BR 2016 |
| <i>Totals:</i> | | | | | | | 373.50 | |

| | | | | | | | | |
|------------------------------|-------------------------|-----------|---------------------|-------|--------------------|--|---------------|---------------|
| OAK PARK DISTRICT 97 SCHOOLS | Computer Check 50478 | 9/30/2016 | 9/30/2016 Posted | 74.07 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 74.07 | 74.07 0.00 |
|------------------------------|-------------------------|-----------|---------------------|-------|--------------------|--|---------------|---------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|---------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 3938 | 9/13/2016 | STORYTIME BROCHURES | 74.07 | 74.07 | 01-5204 | Promotions | 74.07 | <No Project> |
| <i>Totals:</i> | | | | | | | 74.07 | |

| | | | | | | | | |
|----------------|-------------------------|----------|--------------------|--------|--------------------|--|----------------|----------------|
| RALEIGH OCAMPO | Computer Check 50384 | 9/7/2016 | 9/7/2016 Posted | 364.25 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 364.25 | 364.25 0.00 |
|----------------|-------------------------|----------|--------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|-----------|--------------|-------------------|----------------|-------------|----------------|--------------------------|--------|--------------|
| 016395 | 9/7/2016 | IDEA BOX SUPPLIES | 364.25 | 364.25 | 01-5250 | Customer Service Program | 364.25 | <No Project> |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|------------------------------|---------------------------|-------------------------|--------------------------|-------------|--------------------|--|----------------|----------------|
| <i>Totals:</i> | | | | | | | 364.25 | |
| RALEIGH OCAMPO | Computer Check 50420 | 9/16/2016 | 9/16/2016 Posted | 182.51 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 182.51 | 182.51 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016403 | 9/1/2016 | IDEA BOX SUPPLIES | 182.51 | 182.51 | 01-5250 | Customer Service Program | 182.51 | <No Project> |
| <i>Totals:</i> | | | | | | | 182.51 | |
| OLD TOWN SCHOOL OF FOLK MUSI | Computer Check 50421 | 9/16/2016 | 9/16/2016 Posted | 287.50 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 287.50 | 287.50 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 16-248 | 9/15/2016 | NYE DEPOSIT | 287.50 | 287.50 | 01-5240 | Children's Programming | 287.50 | FR-C&F |
| <i>Totals:</i> | | | | | | | 287.50 | |
| OLD TOWN SCHOOL OF FOLK MUSI | Computer Check 50438 | 9/23/2016 | 9/23/2016 Posted | 200.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 200.00 | 200.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 16-247 | 9/22/2016 | CHILDREN'S PROGR DEPOS | 200.00 | 200.00 | 01-5240 | Children's Programming | 200.00 | FR-C&F |
| <i>Totals:</i> | | | | | | | 200.00 | |
| BRIDGET OPTHOLT | Computer Check 50385 | 9/8/2016 | 9/8/2016 Posted | 200.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 200.00 | 200.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016396 | 9/8/2016 | ILA CONF REGISTRATION R | 200.00 | 200.00 | 01-5163 | Staff Development | 200.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 200.00 | |
| ORKIN | Computer Check 50479 | 9/30/2016 | 9/30/2016 Posted | 195.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 195.00 | 195.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 123444558 | 9/15/2016 | PEST CONTROL | 65.00 | 65.00 | 01-5692 | Repair & Maintenance Pr | 65.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 65.00 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|-----------------|----------------|------------|------------|-----------|-------------|----------|--------------------|--|------------------|------------------|
| 111432424 | PEST CONTROL | | 9/15/2016 | 65.00 | | 65.00 | 01-5692 | Repair & Maintenance Pr | 65.00 | <No Project> |
| <i>Totals:</i> | | | | | | | | | 65.00 | |
| 123446442 | PEST CONTROL | | 9/15/2016 | 65.00 | | 65.00 | 01-5692 | Repair & Maintenance Pr | 65.00 | <No Project> |
| <i>Totals:</i> | | | | | | | | | 65.00 | |
| OVERDRIVE, INC. | Computer Check | 50422 | 9/16/2016 | 9/16/2016 | Posted | 2,241.51 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 2,241.51 | 2,241.51 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID | | |
|-----------------|----------------|---------------------|----------------|-------------|----------------|----------------------------|--------------------|--|------------------|------------------|
| 1658163538177 | 9/1/2016 | DIGITAL COLLECTIONS | 244.95 | 244.95 | 01-5891 | Digital and streaming cont | 244.95 | <No Project> | | |
| <i>Totals:</i> | | | | | | | 244.95 | | | |
| 1658163441980 | 9/1/2016 | DIGITAL COLLECTIONS | 1,058.71 | 1,058.71 | 01-5891 | Digital and streaming cont | 1,058.71 | <No Project> | | |
| <i>Totals:</i> | | | | | | | 1,058.71 | | | |
| 1658151549897 | 9/1/2016 | DIGITAL COLLECTIONS | 843.86 | 843.86 | 01-5891 | Digital and streaming cont | 843.86 | <No Project> | | |
| <i>Totals:</i> | | | | | | | 843.86 | | | |
| 1658000427810 | 9/1/2016 | DIGITAL COLLECTIONS | 93.99 | 93.99 | 01-5891 | Digital and streaming cont | 93.99 | <No Project> | | |
| <i>Totals:</i> | | | | | | | 93.99 | | | |
| OVERDRIVE, INC. | Computer Check | 50480 | 9/30/2016 | 9/30/2016 | Posted | 2,051.36 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 2,051.36 | 2,051.36 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|---------------------|----------------|-------------|----------------|----------------------------|----------|--------------|
| 1658-180021360 | 9/14/2016 | DIGITAL COLLECTIONS | 24.98 | 24.98 | 01-5891 | Digital and streaming cont | 24.98 | <No Project> |
| <i>Totals:</i> | | | | | | | 24.98 | |
| 1658-175840493 | 9/14/2016 | DIGITAL COLLECTIONS | 41.21 | 41.21 | 01-5891 | Digital and streaming cont | 41.21 | <No Project> |
| <i>Totals:</i> | | | | | | | 41.21 | |
| 1658-170141617 | 9/14/2016 | DIGITAL COLLECTIONS | 1,618.24 | 1,618.24 | 01-5891 | Digital and streaming cont | 1,618.24 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,618.24 | |
| 1658-000511420 | 9/15/2016 | DIGITAL COLLECTIONS | 249.94 | 249.94 | 01-5891 | Digital and streaming cont | 249.94 | <No Project> |
| <i>Totals:</i> | | | | | | | 249.94 | |
| 1658-182914480 | 9/15/2016 | DIGITAL COLLECTIONS | 72.00 | 72.00 | 01-5891 | Digital and streaming cont | 72.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 72.00 | |
| 1658-000440000 | 9/15/2016 | DIGITAL COLLECTIONS | 44.99 | 44.99 | 01-5891 | Digital and streaming cont | 44.99 | <No Project> |
| <i>Totals:</i> | | | | | | | 44.99 | |

Oak Park Public Library

Cash Disbursement Journals

Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------------------------|---------------------------|------------|--------------------------|--------|--------------------|--|---------------|---------------|
| PACIFIC TELEMAGEMENT SERVI | Computer Check 50481 | 9/30/2016 | 9/30/2016 Posted | 78.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 78.00 | 78.00 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|---------------------|----------------|-------------|----------------|-------------------------|--------|--------------|
| 868268 | 9/15/2016 | TELE/COMM; PAYPHONE | 78.00 | 78.00 | 01-5451 | Telephone/Communication | 78.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 78.00 | |

| | | | | | | | | |
|-------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| PAESSLER AG | Computer Check 50482 | 9/30/2016 | 9/30/2016 Posted | 400.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 400.00 | 400.00 0.00 |
|-------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| R2016-09-01509 | 9/21/2016 | PRTG 500 MAINTENANCE, A | 400.00 | 400.00 | 01-5273 | Software/Platform | 400.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 400.00 | |

| | | | | | | | | |
|-----------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| PERMIDT ENGINEERING LIMITED | Computer Check 50483 | 9/30/2016 | 9/30/2016 Posted | 662.50 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 662.50 | 662.50 0.00 |
|-----------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------------------|----------------|-------------|----------------|-------------------------|--------|--------------|
| 22122 | 9/7/2016 | REPAIR & MAINT. PROPERT | 662.50 | 662.50 | 01-5692 | Repair & Maintenance Pr | 662.50 | <No Project> |
| <i>Totals:</i> | | | | | | | 662.50 | |

| | | | | | | | | |
|---------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|
| PETROFF PHOTOGRAPHY | Computer Check 50448 | 9/28/2016 | 9/28/2016 Posted | 1,000.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,000.00 | 1,000.00 0.00 |
|---------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|------------------------|----------------|-------------|----------------|---------------------|----------|--------------|
| 2016-24 | 9/28/2016 | SPECIAL COLLECTIONS PR | 1,000.00 | 1,000.00 | 01-5241 | Special Collections | 1,000.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,000.00 | |

| | | | | | | | | |
|--------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| PLANTSCAPES CHICAGO INC. | Computer Check 50423 | 9/16/2016 | 9/16/2016 Posted | 290.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 290.00 | 290.00 0.00 |
|--------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-----------------------|----------------|-------------|----------------|--------------------------|--------|--------------|
| 15600 | 9/1/2016 | PLANT RENTAL/MAINTENA | 290.00 | 290.00 | 01-5691 | Rentals--Equipment & Fac | 290.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 290.00 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|----------------------|---------------------------|------------|--------------------------|--------|----------------|------------------------------|--------------|---------------|
| PRINTING STORE, INC. | Computer Check | 9/16/2016 | 9/16/2016 | 76.00 | 01-1053 | Community Bank cash-checking | 0.00 | 76.00 |
| | 50424 | | Posted | | 01-2060 | Accounts Payable | 76.00 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|----------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 78860 | 9/1/2016 | STAFF BUSINESS CARDS | 76.00 | 76.00 | 01-5742 | Supplies | 76.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 76.00 | |

| | | | | | | | | |
|----------------------|----------------|-----------|-----------|--------|---------|------------------------------|--------|--------|
| RAINBOW BOOK COMPANY | Computer Check | 9/16/2016 | 9/16/2016 | 810.65 | 01-1053 | Community Bank cash-checking | 0.00 | 810.65 |
| | 50425 | | Posted | | 01-2060 | Accounts Payable | 810.65 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 0122195 | 9/1/2016 | BOOKS | 810.65 | 810.65 | 01-5840 | Print materials | 810.65 | <No Project> |
| <i>Totals:</i> | | | | | | | 810.65 | |

| | | | | | | | | |
|------------------------------|----------------|-----------|-----------|----------|---------|------------------------------|----------|----------|
| RECORD INFORMATION SERVICES, | Computer Check | 9/30/2016 | 9/30/2016 | 1,344.00 | 01-1053 | Community Bank cash-checking | 0.00 | 1,344.00 |
| | 50484 | | Posted | | 01-2060 | Accounts Payable | 1,344.00 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|--------------|----------------|-------------|----------------|---------------------|----------|--------------|
| 41895 | 9/2/2016 | ONLINE TOOLS | 1,344.00 | 1,344.00 | 01-5892 | Online tools | 1,344.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,344.00 | |

| | | | | | | | | |
|------------------------|----------------|-----------|-----------|----------|---------|------------------------------|----------|----------|
| ROSEN PUBLISHING GROUP | Computer Check | 9/30/2016 | 9/30/2016 | 1,395.00 | 01-1053 | Community Bank cash-checking | 0.00 | 1,395.00 |
| | 50485 | | Posted | | 01-2060 | Accounts Payable | 1,395.00 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|--------------|----------------|-------------|----------------|---------------------|----------|--------------|
| 639354 | 9/14/2016 | ONLINE TOOLS | 1,395.00 | 1,395.00 | 01-5892 | Online tools | 1,395.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,395.00 | |

| | | | | | | | | |
|----------------------|----------------|-----------|-----------|--------|---------|------------------------------|--------|--------|
| SUSAN ELIZABETH ROSS | Computer Check | 9/15/2016 | 9/15/2016 | 185.00 | 01-1053 | Community Bank cash-checking | 0.00 | 185.00 |
| | 50388 | | Posted | | 01-2060 | Accounts Payable | 185.00 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 16-246 | 9/15/2016 | GENEALOGY MEETUP | 185.00 | 185.00 | 01-5247 | Adult Programming | 185.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 185.00 | |

Oak Park Public Library

Cash Disbursement Journals

Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|-----------------------|---------------------------|------------|--------------------------|----------|--------------------|--|------------------|------------------|
| SHINE AND CLEAN, INC. | Computer Check 50373 | 9/1/2016 | 9/1/2016 Posted | 6,000.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 6,000.00 | 6,000.00 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|--------------------------|----------------|-------------|----------------|---------------------|----------|--------------|
| 0306 | 9/1/2016 | CUSTODIAL SERVICE, 1ST P | 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 50389 | 9/15/2016 | 9/15/2016 Posted | 8,168.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 8,168.00 | 8,168.00 0.00 |
|-----------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|------------------------|----------------|-------------|----------------|---------------------|----------|--------------|
| 0307 | 9/15/2016 | CUSTODIAL SERVICES, DA | 1,668.00 | 1,668.00 | 01-5686 | Custodial Services | 1,668.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,668.00 | |
| 0308 | 9/15/2016 | CUSTODIAL SERVICES, 2N | 6,500.00 | 6,500.00 | 01-5686 | Custodial Services | 6,500.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 6,500.00 | |

| | | | | | | | | |
|--------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|
| SIMPLEXGRINNELL LP | Computer Check 50486 | 9/30/2016 | 9/30/2016 Posted | 9,074.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 9,074.00 | 9,074.00 0.00 |
|--------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|--------------------------|----------------|-------------|----------------|-------------------------|----------|--------------|
| 78818746 | 9/10/2016 | REPAIR & MAINT., PROPERT | 9,074.00 | 9,074.00 | 01-5692 | Repair & Maintenance Pr | 9,074.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 9,074.00 | |

| | | | | | | | | |
|-------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|
| SOCIETY OF AMERICAN ARCHIVIST | Computer Check 50426 | 9/16/2016 | 9/16/2016 Posted | 159.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 159.00 | 159.00 0.00 |
|-------------------------------|-------------------------|-----------|---------------------|--------|--------------------|--|----------------|----------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 4842449 | 9/1/2016 | METADATA OVERVIEW, L. T | 159.00 | 159.00 | 01-5163 | Staff Development | 159.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 159.00 | |

| | | | | | | | | |
|--------------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|
| SONES DE MEXICO ENSEMBLE | Computer Check 50391 | 9/16/2016 | 9/16/2016 Posted | 1,500.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,500.00 | 1,500.00 0.00 |
|--------------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|-----------|--------------|---------------------|----------------|-------------|----------------|---------------------|----------|--------------|
| 16-254 | 9/16/2016 | BIG READ PERFORMERS | 1,500.00 | 1,500.00 | 01-5247 | Adult Programming | 1,500.00 | <No Project> |

Oak Park Public Library

Cash Disbursement Journals

Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|-------------------------------|---------------------------|-------------------------|--------------------------|-------------|--------------------|--|------------------|------------------|
| <i>Totals:</i> | | | | | | | 1,500.00 | |
| SUBURBAN DOOR CHECK & LOCK S | Computer Check 50427 | 9/16/2016 | 9/16/2016 Posted | 468.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 468.00 | 468.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| IN477648 | 9/1/2016 | SERVICE CALL | 468.00 | 468.00 | 01-5692 | Repair & Maintenance Pr | 468.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 468.00 | |
| TEE JAY SERVICE COMPANY, INC. | Computer Check 50428 | 9/16/2016 | 9/16/2016 Posted | 1,921.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,921.00 | 1,921.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 138176 | 9/1/2016 | FRONT DOOR REPAIR | 1,921.00 | 1,921.00 | 01-5692 | Repair & Maintenance Pr | 1,921.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,921.00 | |
| THE TUESDAY AGENCY | Computer Check 50446 | 9/28/2016 | 9/28/2016 Posted | 6,000.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 6,000.00 | 6,000.00 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 16-279 | 9/28/2016 | BIG READ SPEAKER; ALBER | 6,000.00 | 6,000.00 | 01-5452 | Grant Expenses | 6,000.00 | NEA-BR 2016 |
| <i>Totals:</i> | | | | | | | 6,000.00 | |
| MEGAN ULCZAK | Computer Check 50443 | 9/23/2016 | 9/23/2016 Posted | 90.50 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 90.50 | 90.50 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016410 | 9/23/2016 | JEWELRY PROGRAM | 90.50 | 90.50 | 01-5247 | Adult Programming | 90.50 | <No Project> |
| <i>Totals:</i> | | | | | | | 90.50 | |
| ULINE | Computer Check 50487 | 9/30/2016 | 9/30/2016 Posted | 798.95 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 798.95 | 798.95 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 79866622 | 9/1/2016 | FURNISHINGS; MULTICULT | 579.44 | 579.44 | 01-5930 | Furnishings | 579.44 | <No Project> |
| <i>Totals:</i> | | | | | | | 579.44 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|-----------------------------|---------------------------|--------------------------|--------------------------|-------------|--------------------|--|-------------------|-------------------|
| 80005114 | OFFICE SUPPLIES | 9/7/2016 | 219.51 | 219.51 | 01-5742 | Supplies | 219.51 | <No Project> |
| <i>Totals:</i> | | | | | | | 219.51 | |
| UNIQUE MANAGEMENT SERVICES, | Computer Check 50488 | 9/30/2016 | 9/30/2016 Posted | 205.85 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 205.85 | 205.85 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 432911 | 9/1/2016 | COLLECTION AGENCY FE | 205.85 | 205.85 | 01-5266 | Collection Fees | 205.85 | <No Project> |
| <i>Totals:</i> | | | | | | | 205.85 | |
| UNIVERSITY PRODUCTS, INC. | Computer Check 50489 | 9/30/2016 | 9/30/2016 Posted | 22.95 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 22.95 | 22.95 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 129888-00 | 9/15/2016 | SUPPLIES; SPECIAL COLLEC | 22.95 | 22.95 | 01-5742 | Supplies | 22.95 | <No Project> |
| <i>Totals:</i> | | | | | | | 22.95 | |
| JEANINE VAUGHN | Computer Check 50490 | 9/30/2016 | 9/30/2016 Posted | 112.44 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 112.44 | 112.44 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 016420 | 9/22/2016 | BRANCH PROGRAM SUPP | 112.44 | 112.44 | 01-5249 | Branch Programming | 112.44 | <No Project> |
| <i>Totals:</i> | | | | | | | 112.44 | |
| VILLAGE OF OAK PARK | Computer Check 50381 | 9/1/2016 | 9/1/2016 Posted | 693.33 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 693.33 | 693.33 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
| 106392 | 9/1/2016 | WATER/SEWER/GARBAGE M | 693.33 | 693.33 | 01-5687 | Water | 475.92 | <No Project> |
| 106392 | 9/1/2016 | WATER/SEWER/GARBAGE M | 693.33 | 693.33 | 01-5688 | Sewer/Garbage | 217.41 | <No Project> |
| <i>Totals:</i> | | | | | | | 693.33 | |
| VILLAGE OF OAK PARK | Computer Check 50386 | 9/9/2016 | 9/9/2016 Posted | 24,675.70 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 24,675.70 | 24,675.70 0.00 |
| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|---------------------|------------------------|------------|------------|-----------|-------------|-----------|----------------|------------------------------|--------------|---------------|
| 016397 | WAGES; VOL DEDUCTS; EE | | 9/9/2016 | 24,675.70 | | 24,675.70 | 01-5001 | Wages & Salaries | 7,724.35 | <No Project> |
| 016397 | WAGES; VOL DEDUCTS; EE | | 9/9/2016 | 24,675.70 | | 24,675.70 | 01-5160 | IMRF (Illinois Muncipal R | 16,951.35 | <No Project> |
| <i>Totals:</i> | | | | | | | | | 24,675.70 | |
| VILLAGE OF OAK PARK | Computer Check | | 9/16/2016 | 9/16/2016 | | 1,589.04 | 01-1053 | Community Bank cash-checking | 0.00 | 1,589.04 |
| | 50429 | | | Posted | | | 01-2060 | Accounts Payable | 1,589.04 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------|----------------|-------------|----------------|--------------------------|----------|--------------|
| 32347 | 9/1/2016 | GASOLINE | 221.20 | 221.20 | 01-5680 | Fuels & Lubricants | 221.20 | <No Project> |
| <i>Totals:</i> | | | | | | | 221.20 | |
| 32373 | 9/1/2016 | DOLE RENT | 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 | | 9/16/2016 | 9/16/2016 | | 50.00 | 01-1053 | Community Bank cash-checking | 0.00 | 50.00 |
| | 50430 | | | Posted | | | 01-2060 | Accounts Payable | 50.00 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 2016CPR013 | 9/1/2016 | CPR/AED, S. KIDD | 25.00 | 25.00 | 01-5163 | Staff Development | 25.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 25.00 | |
| 2016CPR012 | 9/1/2016 | CPR/AED, L. CORIA | 25.00 | 25.00 | 01-5163 | Staff Development | 25.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 25.00 | |

| | | | | | | | | | | |
|---------------------|----------------|--|-----------|-----------|--|-----------|---------|------------------------------|-----------|-----------|
| VILLAGE OF OAK PARK | Computer Check | | 9/23/2016 | 9/23/2016 | | 24,756.86 | 01-1053 | Community Bank cash-checking | 0.00 | 24,756.86 |
| | 50439 | | | Posted | | | 01-2060 | Accounts Payable | 24,756.86 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|------------------------|----------------|-------------|----------------|---------------------------|-----------|--------------|
| 016410 | 9/23/2016 | WAGES; VOL DED/ER IMRF | 24,756.86 | 24,756.86 | 01-5001 | Wages & Salaries | 7,743.90 | <No Project> |
| 016410 | 9/23/2016 | WAGES; VOL DED/ER IMRF | 24,756.86 | 24,756.86 | 01-5160 | IMRF (Illinois Muncipal R | 17,012.96 | <No Project> |
| <i>Totals:</i> | | | | | | | 24,756.86 | |

| | | | | | | | | | | |
|---------------------|----------------|--|-----------|-----------|--|--------|---------|------------------------------|--------|--------|
| VILLAGE OF OAK PARK | Computer Check | | 9/26/2016 | 9/26/2016 | | 200.00 | 01-1053 | Community Bank cash-checking | 0.00 | 200.00 |
| | 50445 | | | Posted | | | 01-2060 | Accounts Payable | 200.00 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|-----------|--------------|----------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 016411 | 9/26/2016 | STAFF PARKING; 10/16 | 200.00 | 200.00 | 01-5689 | Parking lot expense | 200.00 | <No Project> |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|---------------------|---------------------------|------------|--------------------------|--------|--------------------|--|---------------|---------------|
| <i>Totals:</i> | | | | | | | 200.00 | |
| VILLAGE OF OAK PARK | Computer Check 50491 | 9/30/2016 | 9/30/2016 Posted | 18.00 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 18.00 | 18.00 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------------------|----------------|-------------|----------------|-------------------------|--------|--------------|
| 32395 | 9/9/2016 | ELEVATOR INSPETION , MA | 18.00 | 18.00 | 01-5692 | Repair & Maintenance Pr | 18.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 18.00 | |

| | | | | | | | | |
|---------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|
| VILLAGE OF OAK PARK | Computer Check 50492 | 9/30/2016 | 9/30/2016 Posted | 1,889.24 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,889.24 | 1,889.24 0.00 |
|---------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|----------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 016421 | 9/15/2016 | WATER/SEWER/GARBAGE, | 914.29 | 914.29 | 01-5687 | Water | 707.84 | <No Project> |
| 016421 | 9/15/2016 | WATER/SEWER/GARBAGE, | 914.29 | 914.29 | 01-5688 | Sewer/Garbage | 206.45 | <No Project> |
| <i>Totals:</i> | | | | | | | 914.29 | |
| 016422 | 9/15/2016 | WATER/SEWER/GARBAGE, | 974.95 | 974.95 | 01-5687 | Water | 265.88 | <No Project> |
| 016422 | 9/15/2016 | WATER/SEWER/GARBAGE, | 974.95 | 974.95 | 01-5688 | Sewer/Garbage | 709.07 | <No Project> |
| <i>Totals:</i> | | | | | | | 974.95 | |

| | | | | | | | | |
|------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|
| WAREHOUSE DIRECT | Computer Check 50431 | 9/16/2016 | 9/16/2016 Posted | 1,450.88 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,450.88 | 1,450.88 0.00 |
|------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-----------------|----------------|-------------|----------------|---------------------------|----------|--------------|
| 3158880-0 | 9/1/2016 | FLOOR FINISH | 1,120.00 | 1,120.00 | 01-5684 | Cleaning & Housekeeping S | 1,120.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,120.00 | |
| 3176908-0 | 9/1/2016 | OFFICE SUPPLIES | 330.88 | 330.88 | 01-5742 | Supplies | 330.88 | <No Project> |
| <i>Totals:</i> | | | | | | | 330.88 | |

| | | | | | | | | |
|------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|
| WAREHOUSE DIRECT | Computer Check 50493 | 9/30/2016 | 9/30/2016 Posted | 1,616.58 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 1,616.58 | 1,616.58 0.00 |
|------------------|-------------------------|-----------|---------------------|----------|--------------------|--|------------------|------------------|

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-----------------|----------------|-------------|----------------|---------------------|----------|--------------|
| 3193440-0 | 9/13/2016 | OFFICE SUPPLIES | 1,020.59 | 1,020.59 | 01-5742 | Supplies | 1,020.59 | <No Project> |
| <i>Totals:</i> | | | | | | | 1,020.59 | |

Oak Park Public Library Cash Disbursement Journals Community Bank - September 2016

| Payee | Trans. Type | Trans. No. | Trans. Dat | Post Date | Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|------------------|------------------------|------------|------------|-----------|-------------|--------|----------------|------------------------------|--------------|---------------|
| 3193440-1 | OFFICE SUPPLIES | | 9/14/2016 | 8.34 | | 8.34 | 01-5742 | Supplies | 8.34 | <No Project> |
| <i>Totals:</i> | | | | | | | | | 8.34 | |
| 3140062-0 | CLEANING & HOUSEKEEPIN | | 9/15/2016 | 587.65 | | 587.65 | 01-5684 | Cleaning & Housekeeping S | 587.65 | <No Project> |
| <i>Totals:</i> | | | | | | | | | 587.65 | |
| WASTE MANAGEMENT | Computer Check | | 9/16/2016 | 9/16/2016 | | 561.13 | 01-1053 | Community Bank cash-checking | 0.00 | 561.13 |
| | 50432 | | | Posted | | | 01-2060 | Accounts Payable | 561.13 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------|----------------|-------------|----------------|-------------------------|--------|--------------|
| S0007823154 | 9/1/2016 | OPEN TOP | 561.13 | 561.13 | 01-5692 | Repair & Maintenance Pr | 561.13 | <No Project> |
| <i>Totals:</i> | | | | | | | 561.13 | |

| | | | | | | | | | | |
|------------------|----------------|--|-----------|-----------|--|--------|---------|------------------------------|--------|--------|
| WASTE MANAGEMENT | Computer Check | | 9/30/2016 | 9/30/2016 | | 678.73 | 01-1053 | Community Bank cash-checking | 0.00 | 678.73 |
| | 50494 | | | Posted | | | 01-2060 | Accounts Payable | 678.73 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------|----------------|-------------|----------------|-------------------------|--------|--------------|
| 1623006-2009-1 | 9/1/2016 | ROLL-OFF | 180.98 | 180.98 | 01-5692 | Repair & Maintenance Pr | 180.98 | <No Project> |
| <i>Totals:</i> | | | | | | | 180.98 | |
| 1623318-2009-0 | 9/14/2016 | ROLL-OFF | 497.75 | 497.75 | 01-5692 | Repair & Maintenance Pr | 497.75 | <No Project> |
| <i>Totals:</i> | | | | | | | 497.75 | |

| | | | | | | | | | | |
|-------------------|----------------|--|-----------|-----------|--|--------|---------|------------------------------|--------|--------|
| WEDNESDAY JOURNAL | Computer Check | | 9/30/2016 | 9/30/2016 | | 550.00 | 01-1053 | Community Bank cash-checking | 0.00 | 550.00 |
| | 50495 | | | Posted | | | 01-2060 | Accounts Payable | 550.00 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|-------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 16360079 | 9/7/2016 | PROMOTIONS | 550.00 | 550.00 | 01-5204 | Promotions | 550.00 | <No Project> |
| <i>Totals:</i> | | | | | | | 550.00 | |

| | | | | | | | | | | |
|------------|----------------|--|-----------|-----------|--|-------|---------|------------------------------|-------|-------|
| SARAH YALE | Computer Check | | 9/23/2016 | 9/23/2016 | | 21.60 | 01-1053 | Community Bank cash-checking | 0.00 | 21.60 |
| | 50440 | | | Posted | | | 01-2060 | Accounts Payable | 21.60 | 0.00 |

| Invoice # | Invoice Date | Description | Invoice Amount | Amount Paid | Account Number | Account Description | Amount | Project ID |
|----------------|--------------|----------------------|----------------|-------------|----------------|---------------------|--------|--------------|
| 016409 | 9/22/2016 | BRANCH PROG REIMBURS | 21.60 | 21.60 | 01-5249 | Branch Programming | 21.60 | <No Project> |
| <i>Totals:</i> | | | | | | | 21.60 | |

Oak Park Public Library

Cash Disbursement Journals

Community Bank - September 2016

| <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> |
|--------------|---|-------------------|--|---------------|-----------------------|--|---------------------|----------------------|
| YOGADIRECT | Computer Check 50496 | 9/30/2016 | 9/30/2016 Posted | 305.20 | 01-1053 01-2060 | Community Bank cash-checking Accounts Payable | 0.00 305.20 | 305.20 0.00 |

| <u>Invoice #</u> | <u>Invoice Date</u> | <u>Description</u> | <u>Invoice Amount</u> | <u>Amount Paid</u> | <u>Account Number</u> | <u>Account Description</u> | <u>Amount</u> | <u>Project ID</u> |
|------------------|---------------------|-----------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------|-------------------|
| YD-2175142 | 9/16/2016 | CHILDREN'S PROGRAMMIN | 305.20 | 305.20 | 01-5240 | Children's Programming | 305.20 | FR-C&F |
| <i>Totals:</i> | | | | | | | 305.20 | |

| | | | | |
|----------------------------------|----------------------|------------|------------|------------|
| | Grand Totals: | 192,869.85 | 192,869.85 | 192,869.85 |
| A total of 123 payment(s) listed | | | | |

Oak Park Public Library

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Community Bank - September 2016

| Payee | Trans. Type Trans. No. | Trans. Dat | Post Date Post Status | Amount | Account Number | Account Description | Debit Amount | Credit Amount |
|-------|---------------------------|------------|--------------------------|--------|----------------|---------------------|--------------|---------------|
|-------|---------------------------|------------|--------------------------|--------|----------------|---------------------|--------------|---------------|

Account Summary

| Account Number | Description | Debit Amount | Credit Amount |
|----------------|--|--------------|---------------|
| 01-1053 | Community Bank cash-checking | 0.00 | 192,869.85 |
| 01-2060 | Accounts Payable | 192,869.85 | 192,869.85 |
| 01-5001 | Wages & Salaries | 18,188.96 | 0.00 |
| 01-5100 | Employee Insurance | 105.33 | 0.00 |
| 01-5160 | IMRF (Illinois Muncipal Retirement Fund) | 33,964.31 | 0.00 |
| 01-5162 | Dues | 80.00 | 0.00 |
| 01-5163 | Staff Development | 2,046.50 | 0.00 |
| 01-5164 | Tuition Reimbursement | 5,000.00 | 0.00 |
| 01-5204 | Promotions | 1,216.53 | 0.00 |
| 01-5205 | Publications | 916.00 | 0.00 |
| 01-5240 | Children's Programming | 2,480.63 | 0.00 |
| 01-5241 | Special Collections | 1,000.00 | 0.00 |
| 01-5244 | Young Adult Programming | 499.92 | 0.00 |
| 01-5247 | Adult Programming | 3,150.50 | 0.00 |
| 01-5249 | Branch Programming | 268.99 | 0.00 |
| 01-5250 | Customer Service Programming | 546.76 | 0.00 |
| 01-5252 | Digital Services Programming | 1,200.00 | 0.00 |
| 01-5264 | ILL Payments | 188.00 | 0.00 |
| 01-5266 | Collection Fees | 205.85 | 0.00 |
| 01-5268 | Service contracts and fees | 133.48 | 0.00 |
| 01-5273 | Software/Platform | 400.00 | 0.00 |
| 01-5451 | Telephone/Communications | 5,918.29 | 0.00 |
| 01-5452 | Grant Expenses | 6,747.00 | 0.00 |
| 01-5620 | Office & Library Machinery Service | 1,552.41 | 0.00 |
| 01-5660 | Pass Through Expenses | 547.56 | 0.00 |
| 01-5680 | Fuels & Lubricants | 221.20 | 0.00 |
| 01-5681 | Landscaping and snow removal services | 1,879.73 | 0.00 |
| 01-5682 | Building Materials & Supplies | 4,132.95 | 0.00 |
| 01-5683 | Equipment Parts | 342.12 | 0.00 |
| 01-5684 | Cleaning & Housekeeping Supplies | 1,902.65 | 0.00 |
| 01-5686 | Custodial Services | 14,168.00 | 0.00 |
| 01-5687 | Water | 1,449.64 | 0.00 |
| 01-5688 | Sewer/Garbage | 1,132.93 | 0.00 |
| 01-5689 | Parking lot expense | 8,194.50 | 0.00 |
| 01-5690 | Natural Gas | 27.28 | 0.00 |
| 01-5691 | Rentals--Equipment & Facilities | 1,657.84 | 0.00 |

Oak Park Public Library
Cash Disbursement Journals
 Community Bank - September 2016

| <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> |
|--------------|---|-------------------|--|---------------|-----------------------|----------------------------|---------------------|----------------------|
| 01-5692 | Repair & Maintenance Prop. & Equip. | | 22,809.81 | | 0.00 | | | |
| 01-5742 | Supplies | | 3,915.38 | | 0.00 | | | |
| 01-5840 | Print materials | | 1,903.30 | | 0.00 | | | |
| 01-5890 | Audio and video materials | | 12,219.18 | | 0.00 | | | |
| 01-5891 | Digital and streaming content | | 23,001.18 | | 0.00 | | | |
| 01-5892 | Online tools | | 3,134.00 | | 0.00 | | | |
| 01-5894 | Realia and other formats | | 140.58 | | 0.00 | | | |
| 01-5895 | Archival collection | | 1,990.00 | | 0.00 | | | |
| 01-5930 | Furnishings | | 2,290.56 | | 0.00 | | | |

**Oak Park Public Library
American Express Cash Disbursements Detail, 09/2016**

| Number | Date Disbursed | Description | Payee | Payment |
|---------------|-----------------------|-------------------------------------|------------------------------|----------------|
| 810 | 9/15/16 | Library cellphones | VERIZON WIRELESS | \$524.45 |
| 818 | 9/15/16 | Software/platform; children's ipads | APPLE INC. | \$200.00 |
| 819 | 9/15/16 | Telecomm; Illinois Century Network | AT&T | \$43.47 |
| 820 | 9/15/16 | Print materials | BAKER & TAYLOR | \$12,911.21 |
| 821 | 9/15/16 | Go to Meeting software | CITRIX.COM | \$49.00 |
| 822 | 9/15/16 | Branch internet | COMCAST | \$469.70 |
| 823 | 9/15/16 | Copy charges | KONICA MINOLTA | \$2,406.42 |
| 824 | 9/15/16 | Branch programming | MICHAEL'S | \$107.92 |
| 825 | 9/15/16 | Supplies; labelmaker | OFFICE DEPOT | \$117.32 |
| 828 | 9/15/16 | Travel/Director development; IFLA | MEKONNEN ABEBE | \$30.44 |
| 829 | 9/15/16 | Adobe Cloud Subscription, D Seleb | ADOBE.COM | \$15.93 |
| 830 | 9/15/16 | Recruitment & print materials | AMERICAN LIBRARY ASSOCIATION | \$118.00 |
| 831 | 9/15/16 | Print materials | BAKER & TAYLOR | \$15,530.67 |
| 832 | 9/15/16 | Director development, IFLA lodging | COLUMBUS RENAISSANCE HOTEL | \$978.41 |
| 833 | 9/15/16 | Main internet | COMCAST | \$124.90 |
| 834 | 9/15/16 | Hospitality; meeting supplies | JEWEL-OSCO | \$65.78 |
| 835 | 9/15/16 | Copy charges | KONICA MINOLTA | \$70.00 |
| 836 | 9/15/16 | Subscriptions and services | PLAMETRICS | \$200.00 |
| 837 | 9/15/16 | Hospitality; meeting supplies | RED HEN BREAD | \$18.50 |

**Oak Park Public Library
American Express Cash Disbursements Detail, 09/2016**

| Number | Date Disbursed | Description | Payee | Payment |
|---------------|-----------------------|--------------------------------|----------------------|--------------------|
| 838 | 9/15/16 | Children's programming | TERRAPIN SOFTWARE | \$488.65 |
| 839 | 9/15/16 | Furnishings | UPLIFT DESK | \$3,382.00 |
| 840 | 9/15/16 | Monthly email subscription | MAILCHIMP | \$150.00 |
| 841 | 9/15/16 | Technology, computer equipment | DELL MARKETING, L.P. | \$2,656.22 |
| | | Total: | | \$40,658.99 |

CASH POSITION ALL ACCOUNTS
September 30, 2016

OPPL
10/25/16
5.b.

CASH POSITION, ALL ACCOUNTS

Community Bank Checking

Balance at 09/30/16 134,764.03

Community Bank Gold Leaf Money Market

Balance at 09/30/16 4,725,935.39

US Bank Checking

Balance at 09/30/16 518.32

US Bank Money Market Savings

Balance at 09/30/16 27,509.13

Forest Park Natl Bank Money Market Savings

Balance at 09/30/16 509,757.24

Illinois Funds Investment Account

Balance at 09/30/16 3,467,202.35

Illinois Funds Epay Account

Balance at 09/30/16 48,156.50

CASH AVAILABLE

8,913,842.96

PMA Financial Services CDs

0.00

CASH AND INVESTMENTS 09/30/2016

8,913,842.96

DEBT ACCUMULATED MONTH 6

(544,402.02)

Operating cash available*

8,369,440.94

Art Fund Account (this is a separate fund)

47,967.12

OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT

OPPL
10/25/16

FOR THE MONTH OF
SEPTEMBER 2016
Community Bank Checking Account

Checking

| | |
|-------------------------------------|-------------|
| Balance per bank 09/30/16 | 209,597.18 |
| Outstanding disbursements | (73,547.59) |
| void check #44641 (2012 issue date) | (1,285.55) |

Adjusted balance at 09/30/16 **134,764.04**

| | |
|---|--------------|
| Balance per book 09/01/16 | 183,461.25 |
| Cash receipts (revenue, operating) | 30,475.13 |
| Transfers from Gold Leaf MM, cover accts payable; & misc credits) | 500,877.66 |
| Cash disbursements (accts payable, oper) | (192,869.85) |
| Cash disbursements (ADP payroll debits) | (292,651.17) |
| Cash disbursements (wages; flex spending accts) | (1,457.50) |
| Cash disbursements (IPBC employee insurance; 90% ER/10% EE) | (51,869.67) |
| Cash disbursements (Discovery Benefits (flex accts) Admin fee | (71.00) |
| Cash disbursements (Amex payment via ACH) | (40,658.99) |
| Cash disbursements (merchant acct fees & bank fees) | (471.83) |

Balance at 09/30/16 **134,764.03**

*Interest rate on checking is .01% as of 06/28/16

Gold Leaf Money Market

| | |
|---------------------------|--------------|
| Balance per bank 09/30/16 | 4,725,935.39 |
| Outstanding disbursements | 0.00 |

Adjusted balance at 09/30/16 **4,725,935.39**

| | |
|--|--------------|
| Balance per book 09/01/16 | 5,129,447.23 |
| Cash receipts (property taxes) | 95,842.08 |
| Cash receipts (interest on acct) | 646.08 |
| Transfer to checking cover pyrll & accts pyble | (500,000.00) |

Balance at 09/30/16 **4,725,935.39**

*Interest rate on money market is .15% as of 06/28/16

OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT

OPPL
10/25/16

FOR THE MONTH OF
SEPTEMBER 2016

US Bank Accounts

Checking Account

| | |
|-------------------------------------|---------------|
| Balance per bank, 09/30/16 | 2,721.91 |
| Outstanding disbursements | (2,203.59) |
| Adjusted balance at 09/30/16 | 518.32 |

| | |
|---|---------------|
| Balance per book 09/01/16 | 1,467.77 |
| Transfer from US Bank money market (cover VISA) | 1,000.00 |
| Internet VISA payment, 09/26 | (1,949.45) |
| Balance at 09/30/16 | 518.32 |

Money Market Savings

| | |
|---|------------------|
| Balance per book 09/01/16 | 28,507.28 |
| Transfer to US Bank checking (cover VISA) | (1,000.00) |
| Interest on acct, 09/30/16 | 1.85 |
| Balance at 09/30/16 | 27,509.13 |

| | |
|----------------------------|-------|
| Annual Percentage Yield | |
| Earned (money market only) | 0.07% |

OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT

OPPL
10/25/16

FOR THE MONTH OF
SEPTEMBER 2016

Forest Park National Bank Trust Money Market Account

Public Funds Money Market

| | |
|----------------------------|---------------------------------|
| Balance per book 09/01/16 | 509,568.77 |
| Interest on acct, 09/30/16 | <u>188.47</u> |
| Balance at 09/30/16 | <u><u>509,757.24</u></u> |

Interest rate on money market is .45% as of 07/13/2016

OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT

OPPL
10/25/16

FOR THE MONTH OF
SEPTEMBER 2016

Illinois Funds Investment Account

| | |
|-------------------------------------|-----------------------------------|
| Balance per bank, 09/30/16 | 3,467,202.35 |
| Outstanding disbursements | <u>0.00</u> |
| Adjusted balance at 09/30/16 | <u><u>3,467,202.35</u></u> |
| Balance per book 09/01/16 | 3,466,051.32 |
| Cash receipts (Interest on account) | 1,151.03 |
| Balance at 09/30/16 | <u><u>3,467,202.35</u></u> |

*Interest on Illinois Funds Money Market accounts was 0.429% at 09/30/16
Average daily yield .404%

OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT

OPPL
10/25/16

FOR THE MONTH OF
SEPTEMBER 2016

Illinois Funds - EPay Account

| | |
|--|-----------|
| Balance per bank, 9/30/16 | 47,156.50 |
| Outstanding receipts (held in Illinois National Bank epay payments acct) | 1,061.21 |
| Cumulative bank charges from Illinois National Bank for epay payments acct | -61.21 |

| | |
|-------------------------------------|------------------|
| Adjusted balance at 09/30/16 | 48,156.50 |
|-------------------------------------|------------------|

| | |
|--|-----------|
| Balance per book 09/01/16 | 47,991.04 |
| Cash receipts (electronic payments) | 160.00 |
| Cash receipts (interest on acct) | 15.64 |
| Bank charges from Illinois National Bank for epay deposit acct | -10.18 |

| | |
|----------------------------|------------------|
| Balance at 09/30/16 | 48,156.50 |
|----------------------------|------------------|

*Interest on Illinois Funds Money Market accounts was 0.429% at 09/30/16
Average daily yield .404%

OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT

OPPL
10/25/16

FOR THE MONTH OF
SEPTEMBER 2016

Illinois Funds Art Fund Account

| | |
|----------------------------|-----------|
| Balance per bank, 09/30/16 | 47,967.12 |
| No adjustments | 0.00 |

| | |
|-------------------------------------|------------------|
| Adjusted balance at 09/30/16 | 47,967.12 |
|-------------------------------------|------------------|

| | |
|--|-----------|
| Balance per book 09/01/16 | 47,951.20 |
| Cash receipts (interest on Art Fund investment acct) | 15.92 |

| | |
|----------------------------|------------------|
| Balance at 09/30/16 | 47,967.12 |
|----------------------------|------------------|

*Interest on Illinois Funds Money Market accounts was 0.429% at 09/30/16
Average daily yield .404%

OAK PARK PUBLIC LIBRARY
BANK RECONCILIATION REPORT

OPPL
10/25/16

FOR THE MONTH OF
SEPTEMBER 2016

PMA Financial Network

| PMA Financial Network | Cost | Rate | Maturity |
|--------------------------------------|-------------|-------------|-----------------|
| 0 Certificates of Deposit | | | |
| 6 CDs matured and redeemed 3/28/2016 | \$0.00 | | |

Grand Total \$0.00

**To: Board of Library Trustees
David Seleb**
From: Jim Madigan
Date: October 20, 2016
Re: September 2016 Financials

The September 2016 Statement of Income and Expense represents the first nine months of the year, 75% of the year.

Income:

During September we received about \$70,000 in property taxes revenue from the second installment. We have now received 100.29% of our primary income source. We expect to receive very little in further property tax income this year.

No TIF distributions have been received, and in April we were told that it is unlikely the Village will release TIF money. This was budgeted at \$149,500.

Both Parking lot income and Photocopier revenue continue to run slightly above projections. Several minor income lines are running below expectations.

During September, we received \$880 in Gifts, bringing this line to \$2,595 for the year.

We have discussed that the Fines and service charges line is down from predictions. It is now at 61.57% of budget. It is the largest of our other income lines. Staff and Trustees discussed the general downward trend of fines during the budgeting process. This trend is influenced by better communication to borrowers.

Our interest income is higher than expected.

Expense:

The single largest area is Payroll, and we continue to be below budget. This is due to several budgeted but unfilled positions which have now been filled.

An accurate view would add the \$28,542.80 in the security guard line to wages and salaries. We have hired our own security, and will no longer use the security guard line. With this addition, we are at 69.9% of the Wages line.

Most other lines in this area are directly tied to wages and salaries, and therefore under budget.

Workers' Compensation is paid in one payment earlier in the year and will remain under budget.

Unemployment is front loaded. At the end of March, 16.66% of the year, the Unemployment line was 26.47% expended. Now at 75% of the year, it is under budget at 69.25% expended.

Under Professional development, Tuition reimbursement is over by \$1,000. This is due to an application that was lost and then found after the final approvals had been made. We had more applicants for tuition reimbursement in the Fall than any semester during the past two years.

Under Administration expenses, we have not been billed yet for the audit. Although the total category is over budget, this is due to two primary factor: Insurance is paid in one payment and so is fully expended at the half year mark, and grant expenses are included but had not been budgeted.

Library Materials is another area upon which we focus. It is a priority of staff to fully expend this line. Currently, expenses are on target with 69.53% spent at 75% of the year. There is some unevenness in the rate of expenditures of the various lines, but we can largely control this line and fully expect to completely expend all funds by the end of the year.

The section Facilities Management shows that we have expended 81.19% of the budget. However, if we subtract out the \$28,542.80 for security guards which was not budgeted, then we are at 75.8%%. This view is consistent with adding that number into Salaries as discussed above. Therefore, we are on budget even though we have overspent Equipment Parts.

We are watching the Water line. Area water bills have been going up, and we are above budget, however our billing includes the Summer months when we have the fountain running, and sprinkle the lawns at Maze and Dole.

Programming is another line that we both control and is expended unevenly. Fall is a heavy time for programming, especially with our NEA Big Read and we spent 15% of the year in September alone.

We recently placed a \$21,763 order for new chairs for the technology area on the third floor. The new chairs will not be cloth, and replace chairs that have been well used since our opening. This order will almost completely expend the Furnishings line in the Capital budget.

Overall, we are in good shape with total operating expenses at 69.38%.

Oak Park Public Library
Statement of Income & Expense
 Operating Fund - September 2016

OPPL
10/25/16
5.b

| | Sept 2016 | YTD 2016 Projects/Grant | YTD 2016 Operating | YTD 2016 Totals | 75.00% of Year | |
|--|-------------------|----------------------------|-----------------------|---------------------|---------------------|---------------|
| | | | | | Budget 2016 | % Budget |
| REVENUE | | | | | | |
| Property Taxes, for operating | 70,057.72 | 0.00 | 7,137,195.27 | 7,137,195.27 | 7,116,632.00 | 100.29% |
| Property Taxes, TIF distributions | 0.00 | 0.00 | 0.00 | 0.00 | 149,500.00 | 0.00% |
| Corp. Property Replacement Tax | 0.00 | 0.00 | 108,896.61 | 108,896.61 | 142,000.00 | 76.69% |
| Fines, Service Charges and Fees | 9,163.65 | 0.00 | 104,665.22 | 104,665.22 | 170,000.00 | 61.57% |
| Lost Books Reimbursed/Reciprocal Borrowing | 1,830.76 | 0.00 | 3,679.24 | 3,679.24 | 5,000.00 | 73.58% |
| Rentals-Library Space | 460.00 | 0.00 | 9,390.00 | 9,390.00 | 15,000.00 | 62.60% |
| Vending/Enterprise Income | 132.92 | 0.00 | 1,614.05 | 1,614.05 | 3,000.00 | 53.80% |
| Parking lot revenue | 2,556.45 | 0.00 | 26,414.80 | 26,414.80 | 34,000.00 | 77.69% |
| Photocopier & Printer Fees | 3,927.55 | 0.00 | 26,363.85 | 26,363.85 | 31,000.00 | 85.04% |
| Interest | 2,004.87 | 0.00 | 17,008.71 | 17,008.71 | 14,000.00 | 121.49% |
| Gifts | 880.00 | 0.00 | 2,595.00 | 2,595.00 | 0.00 | 0.00% |
| Gifts From FOPPL | 0.00 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00% |
| Illinois Per Capita Grant | 0.00 | 0.00 | 39,990.16 | 39,990.16 | 0.00 | 0.00% |
| Grants | 7,200.00 | 7,200.00 | 0.00 | 7,200.00 | 0.00 | 0.00% |
| Community Fund Endowments | 0.00 | 0.00 | 20,768.22 | 20,768.22 | 20,500.00 | 101.31% |
| Miscellaneous Income | 0.00 | 0.00 | 16,396.96 | 16,396.96 | 0.00 | 0.00% |
| Pass Through Revenue | 0.00 | 1,272.63 | 10,044.71 | 11,317.34 | 0.00 | 0.00% |
| TOTAL REVENUE | 98,213.92 | 8,472.63 | 7,525,022.80 | 7,533,495.43 | 7,725,632.00 | 97.51% |
| EXPENSES - Operating | | | | | | |
| PERSONNEL | | | | | | |
| Payroll | | | | | | |
| Wages & Salaries | 293,220.65 | 0.00 | 2,732,621.24 | 2,732,621.24 | 3,949,991.57 | 69.18% |
| Payroll Processing Fees | 2,170.07 | 0.00 | 21,085.51 | 21,085.51 | 29,270.00 | 72.04% |
| Director Development | 0.00 | 0.00 | 1,857.43 | 1,857.43 | 1,857.43 | 100.00% |
| Employee Insurance | 45,207.04 | 0.00 | 424,585.29 | 424,585.29 | 675,000.00 | 62.90% |
| IMRF (Illinois Municipal Retirement Fund) | 33,964.31 | 0.00 | 309,808.99 | 309,808.99 | 479,467.32 | 64.62% |
| FICA/MEDICARE | 21,654.49 | 0.00 | 201,136.42 | 201,136.42 | 288,485.68 | 69.72% |
| Workers Compensation Insurance | 0.00 | 0.00 | 11,134.00 | 11,134.00 | 14,000.00 | 79.53% |
| Unemployment Compensation Ins. | 1,213.72 | 0.00 | 20,774.84 | 20,774.84 | 30,000.00 | 69.25% |
| Total Payroll | 397,430.28 | 0.00 | 3,723,003.72 | 3,723,003.72 | 5,468,072.00 | 68.09% |
| Professional Development | | | | | | |
| Dues | 80.00 | 80.00 | 12,272.00 | 12,352.00 | 16,000.00 | 77.20% |
| Staff Development | 2,481.50 | 3,458.36 | 41,147.14 | 44,605.50 | 60,000.00 | 74.34% |
| Tuition Reimbursement | 5,000.00 | 0.00 | 9,000.00 | 9,000.00 | 8,000.00 | 112.50% |
| Travel & Mileage Reimbursement | 0.00 | 0.00 | 7,491.41 | 7,491.41 | 20,000.00 | 37.46% |
| Recruitment | 170.00 | 200.00 | 627.15 | 827.15 | 1,500.00 | 55.14% |
| Board Development | 0.00 | 0.00 | 3,950.64 | 3,950.64 | 3,000.00 | 131.69% |
| Total Professional Development | 7,731.50 | 3,738.36 | 74,488.34 | 78,226.70 | 108,500.00 | 72.10% |
| TOTAL PERSONNEL | 405,161.78 | 3,738.36 | 3,797,492.06 | 3,801,230.42 | 5,576,572.00 | 68.16% |

Oak Park Public Library
Statement of Income & Expense
 Operating Fund - September 2016

| | Sept 2016 | YTD 2016 Projects/Grant | YTD 2016 Operating | YTD 2016 Totals | 75.00% of Year | |
|--|------------------|----------------------------|-----------------------|--------------------|-------------------|---------------|
| | | | | | Budget 2016 | % Budget |
| SUPPORT SERVICES | | | | | | |
| Marketing | | | | | | |
| Promotions | 1,216.53 | 0.00 | 5,886.89 | 5,886.89 | 9,000.00 | 65.41% |
| Publications | 966.00 | 0.00 | 18,387.36 | 18,387.36 | 35,000.00 | 52.54% |
| Total Marketing Support | 2,182.53 | 0.00 | 24,274.25 | 24,274.25 | 44,000.00 | 55.17% |
| Collections | | | | | | |
| ILL Payments | 188.00 | 0.00 | 3,138.29 | 3,138.29 | 4,000.00 | 78.46% |
| Cataloging/Bib Search Fees | 0.00 | 0.00 | 642.18 | 642.18 | 1,500.00 | 42.81% |
| Total Collections Support | 188.00 | 0.00 | 3,780.47 | 3,780.47 | 5,500.00 | 68.74% |
| Administration | | | | | | |
| Hospitality | 0.00 | 0.00 | 3,717.80 | 3,717.80 | 5,000.00 | 74.36% |
| Audit Fees | 0.00 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0.00% |
| Merchant Account Services | 482.01 | 0.00 | 4,832.69 | 4,832.69 | 6,000.00 | 80.54% |
| Collection Fees | 205.85 | 0.00 | 1,942.15 | 1,942.15 | 4,000.00 | 48.55% |
| Legal Fees | 0.00 | 0.00 | 6,240.00 | 6,240.00 | 12,000.00 | 52.00% |
| Postage & Delivery | 0.00 | 0.00 | 7,393.83 | 7,393.83 | 10,000.00 | 73.94% |
| Insurance | 0.00 | 0.00 | 56,876.00 | 56,876.00 | 57,000.00 | 99.78% |
| Grant Expenses | 6,930.85 | 55,768.37 | 256.25 | 56,024.62 | 0.00 | 0.00% |
| Pass Through Expenses | 1,065.92 | 2,150.45 | 5,143.11 | 7,293.56 | 0.00 | 0.00% |
| Supplies | 4,835.37 | 6,670.64 | 45,930.13 | 52,600.77 | 102,000.00 | 51.57% |
| Total Administration Support | 13,520.00 | 64,589.46 | 132,331.96 | 196,921.42 | 202,000.00 | 97.49% |
| Other Support Services | | | | | | |
| Interventionist program support | 0.00 | 0.00 | 9,438.50 | 9,438.50 | 15,600.00 | 60.50% |
| Telephone/Communications | 7,080.81 | 0.00 | 53,604.02 | 53,604.02 | 80,000.00 | 67.01% |
| Office & Library Machinery Service | 1,552.41 | 0.00 | 12,028.83 | 12,028.83 | 31,450.00 | 38.25% |
| Collaboration Early Childhood Educatio | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 1,200.00 | 100.00% |
| Total Other Support Services | 8,633.22 | 0.00 | 76,271.35 | 76,271.35 | 128,250.00 | 59.47% |
| TOTAL SUPPORT SERVICES | 24,523.75 | 64,589.46 | 236,658.03 | 301,247.49 | 379,750.00 | 79.33% |
| LIBRARY MATERIALS | | | | | | |
| Print materials | 36,347.00 | 0.00 | 258,920.51 | 258,920.51 | 400,000.00 | 64.73% |
| Audio and video materials | 12,219.18 | 0.00 | 121,869.95 | 121,869.95 | 195,000.00 | 62.50% |
| Digital and streaming content | 23,001.18 | 0.00 | 167,930.14 | 167,930.14 | 185,000.00 | 90.77% |
| Online tools | (1,332.07) | 0.00 | 84,160.78 | 84,160.78 | 110,000.00 | 76.51% |
| Devices | 0.00 | 0.00 | 4,321.81 | 4,321.81 | 20,000.00 | 21.61% |
| Realia and other formats | 140.58 | 177.60 | 3,769.49 | 3,947.09 | 13,255.00 | 29.78% |
| Archival collection | 1,990.00 | 0.00 | 4,305.00 | 4,305.00 | 5,000.00 | 86.10% |
| TOTAL LIBRARY MATERIALS | 72,365.87 | 177.60 | 645,277.68 | 645,455.28 | 928,255.00 | 69.53% |

Oak Park Public Library
Statement of Income & Expense
 Operating Fund - September 2016

| | Sept 2016 | YTD 2016 Projects/Grant | YTD 2016 Operating | YTD 2016 Totals | 75.00% of Year | |
|---------------------------------------|------------------|----------------------------|-----------------------|--------------------|-------------------|---------------|
| | | | | | Budget 2016 | % Budget |
| FACILITIES MANAGEMENT | | | | | | |
| Facility Supplies | | | | | | |
| Fuels & Lubricants | 221.20 | 0.00 | 650.39 | 650.39 | 2,500.00 | 26.02% |
| Building Materials & Supplies | 4,132.95 | 0.00 | 6,999.88 | 6,999.88 | 10,000.00 | 70.00% |
| Equipment Parts | 489.37 | 0.00 | 15,355.95 | 15,355.95 | 15,000.00 | 102.37% |
| Cleaning & Housekeeping Supplies | 1,902.65 | 0.00 | 13,675.70 | 13,675.70 | 20,000.00 | 68.38% |
| Signage | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00% |
| Total Facility Supplies | 6,746.17 | 0.00 | 36,681.92 | 36,681.92 | 48,000.00 | 76.42% |
| Facilities Services | | | | | | |
| Landscaping and snow removal services | 1,879.73 | 0.00 | 8,680.73 | 8,680.73 | 11,000.00 | 78.92% |
| Security Guards | 0.00 | 0.00 | 28,542.80 | 28,542.80 | 0.00 | 0.00% |
| Custodial Services | 14,168.00 | 0.00 | 127,256.00 | 127,256.00 | 168,200.00 | 75.66% |
| Water | 1,449.64 | 0.00 | 12,945.22 | 12,945.22 | 15,000.00 | 86.30% |
| Sewer/Garbage | 1,132.93 | 0.00 | 10,182.33 | 10,182.33 | 15,000.00 | 67.88% |
| Parking lot expense | 8,194.50 | 0.00 | 28,683.90 | 28,683.90 | 15,000.00 | 191.23% |
| Natural Gas | 27.28 | 0.00 | 16,443.32 | 16,443.32 | 45,000.00 | 36.54% |
| Rentals--Equipment & Facilities | 1,657.84 | 0.00 | 14,729.97 | 14,729.97 | 25,000.00 | 58.92% |
| Repair & Maintenance Prop. & Equip. | 22,909.81 | 0.00 | 117,720.59 | 117,720.59 | 130,000.00 | 90.55% |
| Facilities Study/Analysis | 0.00 | 0.00 | 30,422.49 | 30,422.49 | 60,235.00 | 50.51% |
| Total Facilities Services | 51,419.73 | 0.00 | 395,607.35 | 395,607.35 | 484,435.00 | 81.66% |
| TOTAL FACILITIES MANAGEMENT | 58,165.90 | 0.00 | 432,289.27 | 432,289.27 | 532,435.00 | 81.19% |
| PUBLIC SERVICES | | | | | | |
| Programming | | | | | | |
| Children's Programming | 2,480.63 | 3,622.76 | 2,184.44 | 5,807.20 | 10,000.00 | 58.07% |
| Special Collections | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 | 2,000.00 | 50.00% |
| Young Adult Programming | 499.92 | 0.00 | 7,057.12 | 7,057.12 | 6,000.00 | 117.62% |
| Adult Programming | 3,150.50 | 0.00 | 8,338.07 | 8,338.07 | 10,000.00 | 83.38% |
| Branch Programming | 268.99 | 0.00 | 1,460.69 | 1,460.69 | 7,000.00 | 20.87% |
| Customer Service Programming | 546.76 | 0.00 | 2,520.71 | 2,520.71 | 6,500.00 | 38.78% |
| Summer Reading | 0.00 | 0.00 | 7,888.09 | 7,888.09 | 15,000.00 | 52.59% |
| Digital Services Programming | 1,200.00 | 0.00 | 1,875.00 | 1,875.00 | 3,000.00 | 62.50% |
| Total Programming | 9,146.80 | 3,622.76 | 32,324.12 | 35,946.88 | 59,500.00 | 60.41% |
| Digital Services | | | | | | |
| Service contracts and fees | 133.48 | 0.00 | 36,237.31 | 36,237.31 | 55,000.00 | 65.89% |
| Software/Platform | 400.00 | 0.00 | 39,395.56 | 39,395.56 | 65,000.00 | 60.61% |
| SWAN | 0.00 | 0.00 | 48,063.75 | 48,063.75 | 70,000.00 | 68.66% |
| Website development/CMS | 240.00 | 0.00 | 6,626.92 | 6,626.92 | 18,000.00 | 36.82% |
| Subscriptions and services | 0.00 | 0.00 | 2,700.00 | 2,700.00 | 16,120.00 | 16.75% |
| Equipment and supplies | 0.00 | 0.00 | 10,861.87 | 10,861.87 | 25,000.00 | 43.45% |
| Total Digital Services | 773.48 | 0.00 | 143,885.41 | 143,885.41 | 249,120.00 | 57.76% |

Oak Park Public Library
Statement of Income & Expense
 Operating Fund - September 2016

| | Sept 2016 | YTD 2016 Projects/Grant | YTD 2016 Operating | YTD 2016 Totals | 75.00% of Year | |
|-----------------------------------|---------------------|----------------------------|-----------------------|---------------------|---------------------|---------------|
| | | | | | Budget 2016 | % Budget |
| TOTAL PUBLIC SERVICES | 9,920.28 | 3,622.76 | 176,209.53 | 179,832.29 | 308,620.00 | 58.27% |
| TOTAL EXPENSES - Operating | 570,137.58 | 72,128.18 | 5,287,926.57 | 5,360,054.75 | 7,725,632.00 | 69.38% |
| EXPENSES - Capital | | | | | | |
| CAPITAL EXPENDITURES | | | | | | |
| Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 40,000.00 | 0.00% |
| Furnishings | 2,290.56 | 0.00 | 15,497.26 | 15,497.26 | 40,000.00 | 38.74% |
| Technology | (326.28) | 0.00 | 16,194.89 | 16,194.89 | 17,000.00 | 95.26% |
| Building Improvements | 0.00 | 0.00 | 90,392.38 | 90,392.38 | 138,000.00 | 65.50% |
| TOTAL CAPITAL EXPENDITURES | 1,964.28 | 0.00 | 122,084.53 | 122,084.53 | 235,000.00 | 51.95% |
| EXPENSES - Total Capital | 1,964.28 | 0.00 | 122,084.53 | 122,084.53 | 235,000.00 | 51.95% |
| NET SURPLUS/(DEFICIT) | (473,887.94) | (63,655.55) | 2,115,011.70 | 2,051,356.15 | (235,000.00) | |

Memorandum

To: Board of Library Trustees
CC: David Seleb
From: Jim Madigan
Date: October 17, 2016
Re: Draft 2017 Budget version 3

Overview

The Draft 2017 Budget comes as part of a five year projected budget.

The Library will be retiring debt incurred for the building of the Main Library (2003) and the major renovation of the Maze Branch (2006), and the Library collaborates with other Oak Park governments in the goal of reducing property taxes.

The expected tax on the average household is projected to decrease from \$445.09 related to the 2016 budget to \$400.38 related to the 2017 budget.

In this Draft 3, we present a final recommended budget. At the October Board meeting there is an opportunity for questions, clarifications and changes prior to the November Board meeting at which the 2017 Budget should be approved.

The Capital Expenditures is not part of the Operating Budget. These expenditures come out of our Fund Balance.

Discussion of Line Items

2017 Revenues

4050 Property taxes for operating:

4054 Property taxes, TIF distribution: It is time to zero budget for TIF distributions. It is important to remember that we only began budgeting for TIF distributions in 2013.

4060 Corporate (Personal) Property Replacement Tax: This is a tax on corporations, partnerships, trusts and public utilities collected by the State and distributed 8 times per year. The amount received is reflective of the health of the economy. We expected to see slightly more funds and so have increased the budget from \$142,000 to \$150,000.

4100 Fines, Service charges, Fees: This line has been decreasing faster than we have anticipated over time, and staff has advocated we become non-reliant on fines. This budget shows the elimination of fines effective June 1, 2016.

4150 Lost books reimbursed: No change.

4200 Rentals – Library Space: No change.

4215 Parking Lot revenue: No change.

4220 Photocopier/Printing fees: no change.

4300 Interest: Increase \$1,000 to \$15,000.

4400 Gifts: In 2015, we agreed there is no way to budget for gifts.

4410 Gifts from FOPPL: No change but subject to experience of the 2016 Book Fair.

4800 Per Capita Grant: We budgeted at zero for 2016 due to no passed Illinois budget, yet received \$39,990 during 2016. Suggest we remain at zero budget due to the uncertainty of the State.

4810 Grants: we budget only when a grant has been approved.

4811 Community Fund Endowments: The OPRF Community Foundation makes annual distributions at our request at a recommended rate of 4.5% of the endowment. We expect gradual slight increases in funds as the endowments grow.

4850 Miscellaneous: We have previously agreed there is no way to predict miscellaneous funds and budget at zero.

Vending/Enterprise: No change.

2017 Expenses

Payroll

5001 Wages and Salaries: This is the largest and most important expense line item. Factors that influence 2017 budgeting are (a) impact of increase in City of Chicago minimum wage from \$10.00 per hour to \$10.50. This has a 5% impact on our entry grade for Shelving Aides. (b) The new Fair Labor Standards Act (FLSA) which increases the minimum for exempt staff (which includes librarians) from \$23,000 to \$47,486. (c) Commitment to be competitive with comparable libraries so as to retain staff. (d) Management association Salary survey which indicates that our librarian salaries are below libraries of comparable size. (e) 2% across the board salary increase for staff. (f) New positions: Human Resources Manager (to be hired in the second half of 2017) and a librarian for the Multicultural Collection.

5002 Payroll Processing: Minor increase of \$230.

5100 Employee Insurance: Decrease of \$ \$10,532.84 (1.5%) based upon indications from insurance broker.

5160 IMRF: This line is reduced by \$15,037 due to a reduction in the rate from 14.92 (2016) to 14.0 (2017).

5161 FICA/Medicare: This line is a 7.3% of wages.

5197 Workers Compensation: \$500 increase. We do not have quotes for this insurance, but rates are expected to be somewhat flat and not more than a 3% increase.

5198 Unemployment Compensation: Rates are not announced until December. Predicting no change.

Professional Development

5162 Dues: No change.

5163 Staff Development/Mileage: Combined two related line items. Virtually all travel is related to staff development. No change in total amount.

5164 Tuition reimbursement: Increase by \$1,000 based upon 2016 experience.

5165 Travel & Mileage: Merged into Staff Development line.

5199 Recruitment: No change.

Board Development: No change.

Marketing and Communication

5204 Promotions: No change.

5205 Publications: No change.

Collections

5264 ILL Payments: No change.

5292 Cataloging/Bib search Fees: No change.

Administration

5265 Hospitality: No change.

5265 Audit Fees: No change.

5265 Merchant Account Services: No change.

5266 Collection fees: No change.

5291 Legal Fees: No change.

5380 Postage & Delivery: No change.

5390 Insurance: Increase of \$1,000.

5450 Contingency: \$6,000 for the Cuban Sister Library Project. Use of funds is described in the Ted Foss memo of September 27. The intent is to find grant or gifts to offset this planned expense.

5742 Supplies: No change.

Other Support Services

5281 Interventionist program support: No change.

5451 Telephone/Communications: Increase of \$1,000.

5620 Office & Library Machinery Service: No change.

Collaboration Early Childhood Education: No change.

Library Materials

Library Materials is determined at the end of the budget process, and is 12% of the operating budget.

The currently figured amount of \$952,710 is 12% of draft budget.

Facility Supplies

5680 Fuels & Lubricants: Reduction of \$500 based upon experience.

5682 Building Materials & Supplies: No change.

5683 Equipment Parts: No change.

5684 Cleaning Supplies: No change.

5693 Signage: No change.

Facility Services

5681 Landscaping and snow removal: Increase by \$2,000 to \$13,000 for green roof maintenance.

5686 Custodial Services: A 2% increase from \$168,200 to \$171,600.

5687 Water: No change.

5688 Sewer/Garbage: No change.

5689 Parking Lot Expenses: No change.

5690 Natural Gas: Decrease \$5,000 to \$40,000 based upon experience.

5691 Rentals – Equipment: No change.

5692 Repair & maintenance Property: No change.

Programming

We are recommending no change in the overall programming budget of \$59,500.

Digital Services

5935 Web Development: Reduced by \$5,000 to \$10,000 based upon our experience for the past two years.

5936 Subscriptions and Services: This line combines some things that were previously in Service Contracts. New line in amount of \$72,000 will cover Google, Collection HQ, ContentDM and other analytical tools.

5937 Equipment and Supplies: Reduced by \$10,000 to \$15,000 based upon experience of the past two years.

5272 Consultant Support Services: Budget for \$37,500 covers 300 hours of service, which are purchased in blocks of 100 hours. We are using consultant services in lieu of a staffed Network Administrator.

5273 Software/ Platform: Reduced by \$10,000 from \$65,000 based upon experience of the past two years. Included in this line are Adobe products, Comprise Smart Money Manager, and Evanced

5750 SWAN: Increase \$2,000.

Capital Expenditures

The Fund Balance policy provides for three uses for accumulated funds:

1. It provides working cash buffer to fund library operations prior to receipt of tax collections and when property tax collections are delayed.
2. It serves as a funding source for major capital purchases, major automated system upgrades and other one time capital expenditures.
3. It serves as a building fund / opportunity fund. Major building system upgrades such as the branch library renovations and opportunities such as the down payment for the 1992 purchase of the Grove Avenue property for main library expansion.

The goal for the balance of the working capital portion of the un-appropriated fund should be to maintain the balance within the range of 40% to 48% of the General Fund less bond debt and one time capital expenditures funded from the un-appropriated fund balance. The target goal is 42%.

Per the audit of 12-31-2015:

| | |
|-----------------------------|-----------------------------------|
| General Fund Balance | \$5,954,733 |
| Less | |
| Jan Operating Expenses (#1) | \$ 650,515 |
| Feb Operating Expenses (#1) | \$ 562,850 |
| 2016 Capital Expenses (#2) | \$ 235,000 |
| Estimated Fund Balance | \$4,506,368 (58% of General Fund) |
| Less | |
| 2017 Capital Expenses (#2) | \$ 530,000 |
| Fund Balance | \$3,976,368 (50% of General Fund) |

Note: This calculation does not estimate any addition to Fund Balance in 2016, nor does it estimate expenses for January and February 2017.

5920 Equipment: Reduced by \$10,000. Included in this budgeted line of \$65,000 is:
\$25,000 for Uninterruptible Power Supply Replacement in Server Room. The current equipment was original to building.
\$25,000 for replacement of some servers and PCs.
\$15,000 for parking garage ejector pumps

5930 Furnishings: Increase by \$20,000. We have completed an inventory of the condition of all furniture, which informs our recommendation. Included in this budgeted line of \$60,000 is \$20,000 for meeting room tables

5941 Technology: Reduced from \$17,000 to \$5,000. Review of this line revealed some software which has been assigned to other lines.

5950 Building Improvements: Included in the budgeted line of \$100,000 are:
\$35,000 for Commissioning, which the architects reported in the Capital Asset Study would be the number one thing the library could do to be environmentally positive;
\$8,000 acoustic panels for Small Meeting Room walls

Using the Capital Asset Study as a guide, we recommend the following:

\$16,000 for 7 projects at Maze Branch: tuckpointing, resealing, regrading and waterproofing
\$47,000 for four projects at Main library: \$5,000 for lightening protection system, \$17,000 for flashing on west wall, \$9,000 for west wall railings, and \$10,000 to patch and repair parking ramp

5951 Special Projects: Automated Materials Handling System. Our current system was one of the first generation systems in 2003. Many aspects of it are beyond useful life. Staff have investigated two systems, and obtained quotes from Bibliotecha and TechLogic, and recommend TechLogic.

This would be a project covering two fiscal years, and done in three stages. Total cost is estimated at about \$600,000. We have budgeted \$300,000 for 2017.

To: Board of Library Trustees
David Seleb, Executive Director
From: Jim Madigan, Deputy Director
Date: October 7, 2016
Re: Proposed 2017 Salary Schedule

In November, 2011 the Library contracted with the Management Association for a *Market Benchmarking and Compensation Structure Development Project*.

Since that time, we have used the template developed by the Management Association for our Salary Structure. Briefly, the structure consists of 13 grades, each grade approximately 13.2% above the previous grade. The minimums and maximums have been set at 20% above and 20% below the midpoints.

Currently, we are using 10 of the 13 grades, beginning with Grade 2 for Shelving Aides.

For the 2016 Salary Schedule approved in 2015, we focused attention on the lower part of the schedule which covers the majority of our staff, many of whom are part-time. The starting pay for Shelving Aides was moved from \$8.39 to \$10.00 per hour (a 19% increase) and the grade assigned was moved from grade 1 to 2. There was a slight domino effect, whereby the Check-in Clerks were moved from Grade 2 to 3 (grade 3 was previously unused), and Library Assistants were moved from grade 4 to 5. This resulted in Library Assistants base moving up from \$12.17 to \$14.50, also a 19% increase.

This year, in response to salary surveys and the new Fair Labor Standards Act (FLSA) which comes into effect December 1, we wish to focus attention on the grade for librarians and surrounding grades. The new minimum set by the FLSA is \$47,486. We recommend increasing the starting librarian salary (grade 8) from \$43,825.60 to \$47,507.20, an 8.4% increase. We further recommend increasing the surrounding grades, grades 7, 9 and 11.

This will enable us to remain competitive among our peer libraries. A survey done this month reveals the following:

Starting Librarian Salary:

| | |
|------------------------------------|--|
| Evanston Public Library | \$53,648 |
| Gail Borden Public Library | \$50,505 |
| Arlington Heights Memorial Library | \$44,713 (will move range up effective December 1) |
| Oak Park Public Library | \$43,825 (proposed move to \$47,507 December 1) |
| Schaumburg Public Library | \$36,300 (HR Manager stated no one is hired at this salary, 8 people below new FLSA range will be moved up) |

Finally, in an attempt to remain competitive with Chicago, we recommend an increase in our entry grade from \$10.00 to \$10.50.

We recommend that the attached Proposed 2017 Salary Schedule be effective December 1.

POSITION GRADES 2016

Revised by the Board of Library Trustees November 17, 2015. Effective January 1, 2016

Grade 2

Shelving Aide

Grade 3

Check-in Clerk

Grade 4

Library Assistant Interns

Grade 5

Facilities Worker I

Library Assistant

Grade 6

Library Associate I

Office Associate

Facilities Worker II

Grade 7

Supervisor

Library Associate II

Grade 8

Librarian

Digital Services Associate

Learning Coordinator

Graphic Designer

Grade 9

Assistant Manager

Office Manager

Network Administrator

Grade 11

Manager

Marketing Coordinator

Grade 13

Assistant Director

SALARY SCHEDULE 2016

Library Board approved November 17, 2015

| | HOURLY | | | ANNUAL | | |
|----------|---------|----------|---------|-------------|--------------|--------------|
| | Minimum | Midpoint | Maximum | Minimum | Midpoint | Maximum |
| Grade 2 | \$10.00 | \$12.50 | \$15.00 | \$21,840.00 | \$26,000.00 | \$31,200.00 |
| Grade 3 | \$11.30 | \$14.12 | \$17.65 | \$23,504.00 | \$29,369.60 | \$36,712.00 |
| Grade 4 | \$12.81 | \$16.01 | \$19.21 | \$26,644.80 | \$33,300.80 | \$39,956.80 |
| Grade 5 | \$14.50 | \$18.12 | \$21.75 | \$30,160.00 | \$37,689.60 | \$45,240.00 |
| Grade 6 | \$16.44 | \$20.55 | \$24.66 | \$34,195.20 | \$42,744.00 | \$51,292.80 |
| Grade 7 | \$18.61 | \$23.26 | \$27.91 | \$38,708.80 | \$48,380.80 | \$58,052.80 |
| Grade 8 | \$21.07 | \$26.34 | \$31.60 | \$43,825.60 | \$54,787.20 | \$65,728.00 |
| Grade 9 | \$23.85 | \$29.81 | \$35.77 | \$49,608.00 | \$62,004.80 | \$74,401.60 |
| Grade 11 | \$30.52 | \$38.15 | \$45.78 | \$63,481.60 | \$79,352.00 | \$95,222.40 |
| Grade 13 | \$39.10 | \$48.87 | \$58.65 | \$81,328.00 | \$101,649.60 | \$121,992.00 |

PROPOSED SALARY SCHEDULE 2017

Library Board approved
Effective December 1, 2016

| | HOURLY | | | | ANNUAL | | |
|-----------------|---------|----------|---------|--|-------------|--------------|--------------|
| | Minimum | Midpoint | Maximum | | Minimum | Midpoint | Maximum |
| Grade 2 | \$10.50 | \$12.60 | \$15.12 | | | | |
| Grade 3 | \$11.30 | \$13.56 | \$16.27 | | | | |
| Grade 4 | \$12.81 | \$15.37 | \$18.45 | | \$26,644.80 | \$31,969.60 | \$38,376.00 |
| Grade 5 | \$14.50 | \$16.80 | \$20.16 | | \$30,160.00 | \$34,944.00 | \$41,932.00 |
| Grade 6 | \$16.44 | \$19.73 | \$23.68 | | \$34,195.20 | \$41,038.40 | \$49,254.40 |
| Grade 7 | \$20.17 | \$24.20 | \$29.04 | | \$41,953.60 | \$50,336.00 | \$60,403.20 |
| Grade 8 | \$22.84 | \$27.40 | \$32.88 | | \$47,507.20 | \$56,992.00 | \$68,390.40 |
| Grade 9 | \$25.85 | \$31.02 | \$37.22 | | \$53,768.00 | \$64,521.60 | \$77,417.60 |
| Grade 11 | \$33.01 | \$39.61 | \$47.53 | | \$68,660.80 | \$82,388.90 | \$98,862.40 |
| Grade 13 | \$39.10 | \$48.87 | \$58.65 | | \$81,328.00 | \$101,649.60 | \$121,992.00 |

TO: BOARD OF LIBRARY TRUSTEES
FROM: DAVID J. SELEB
LEADERSHIP TEAM
RE: FINE-FREE PROPOSAL
DATE: SEPTEMBER 22, 2016
REVISED: OCTOBER 20, 2016

The library's leadership team recommends, after months of careful thought and discussion, that the library no longer charge fines to Oak Park cardholders for overdue Oak Park materials. This recommendation aligns with our library's philosophy of service model that includes the values of access and equity. Fines are a regressive method of raising revenue: they impact the most those who can least afford them. They run contrary to our work to eliminate barriers to service. They cause more stress-filled interactions between our patrons and our staff than any other reason. They require significant amounts of staff time to manage. The library does not need fine income to operate successfully with a responsible, stewardship-minded budget.

With a fine-free policy, every item will still have a due date. Cardholders will be responsible for returning materials by the due date or renewing their items in person, by telephone, or online.* If an item is 42-days overdue, cardholders will receive a bill for the item and will not be able to check out any additional materials until the item is returned or paid for. Items that are six months overdue will be deleted from the system. These items must be paid for at library cost and are not eligible for return or refund.

Most materials may be renewed two times. Items that may not be renewed include Hot Picks, devices and equipment, items on hold for other library patrons, and items from the Multicultural Collection.

Oak Park cardholders will continue to be responsible for any fines for overdue materials checked out from other libraries in the SWAN consortium. Patrons from other communities will be assessed fines for overdue Oak Park materials according to the current fine rules.

Several other libraries in the Chicago area have already created fine-free environments: the Algonquin Area Library, the Vernon Area Library District, and the Elmhurst Area Library District. The directors at all three of those libraries have reported their delight with their decisions: service has improved, patrons are pleased, and library materials continue to be returned on time.

The Leadership Team will have additional data regarding this recommendation to present to the board on Tuesday, October 25. Board consensus must be reached and clear direction given to me and to the Leadership Team before a final budget for Fiscal Year 2017 is presented for adoption in November.

*SWAN is projecting an automatic renewal option by the end of the year. If we can launch fine free in conjunction with this option, then patrons would be automatically renewed up to two times if there are no holds on their items.

Public Act 099-0604

HB4379 Enrolled

LRB099 15813 AWJ 40122 b

AN ACT concerning local government.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.

Section 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the

types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after the effective date of this Act of the 99th General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

Section 15. Approval of expenses. On or after 60 days after the effective date of this Act of the 99th General Assembly, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Section 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be

submitted, in writing, to the governing board or corporate authorities:

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Section 25. Entertainment expenses. No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

OAK PARK PUBLIC LIBRARY
A RESOLUTION ESTABLISHING A TRAVEL REIMBURSEMENT POLICY
IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)

WHEREAS, the Oak Park Public Library is a non-home rule unit of local government; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Oak Park Public Library finds it to be in the best it interest of the Oak Park Public Library to update its expense reimbursement policy;

NOW, THEREFORE BE IT ORDAINED, by the President and Board of Trustees of the Oak Park Public Library, Cook County, Illinois, as follows:

Section 1. The Oak Park Public Library repeals the Expense Reimbursements Policy, attached hereto in Exhibit A and replaces it with the following policy governing reimbursement of all travel, meal, and lodging expenses:

Policy Governing Reimbursement
of Employee and Officer Travel, Meal and Lodging Expenses

A. Purpose.

The Oak Park Public Library will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Oak Park Public Library. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Oak Park Public Library or by wards or charges of the Oak Park Public Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Oak Park Public Library only for purposes of official business conducted on behalf of the Oak Park Public Library, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

D. Maximum Allowable Expenses.

Maximum Expenses Without Board Approval – Travel, meal, and lodging expenses incurred by any employee in excess of _____ per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Oak Park Public Library.

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid- size cars are required for two or fewer employees or officers traveling together and a full- size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Oak Park Public Library.

Meals Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Board of Trustees of the Oak Park Public Library and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Oak Park Public Library.

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

E. Approval of Expenses.

Travel, meal, and lodging expenses incurred by any employee in excess of _____ per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Oak Park Public Library.

Travel, meal, and lodging expenses incurred by any member of the Oak Park Public Library must be approved by roll call vote at an open meeting of Board of Trustees of the Oak Park Public Library.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Oak Park Public Library must be approved by roll call vote at an open meeting of the Oak Park Public Library prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the Oak Park Public Library on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The Oak Park Public Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Exhibit B.

G. Entertainment Expenses.

No employee or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Section 2. The above "Whereas" recitals are incorporated into and made part of this Ordinance.

Section 3. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. This Ordinance shall be in full force and effect from after its passage, approval and publication as provided by law.

VOTE:

Ayes:

Nays:

Abstentions:

Adopted this ____ day of _____, 2016.

(President)

(Secretary)

Exhibit A

EXPENSE REIMBURSEMENTS

Library Board approved April 16, 2002. Effective September 24, 2002

There will be reimbursement to employees for authorized travel on library business and for expenses in connection with library meetings, conferences, and workshops. These allowances will be in accordance with the amount designated for this purpose in the library's annual budget and are subject to approval by the Executive Director.

Mileage reimbursement will be at the standard mileage rate for business use as allowed by the Internal Revenue Service for business travel in the year in question.

Exhibit B

Oak Park Public Library

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT FORM

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Finance Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS

Oak Park Public Library

Strategic Plan 2017

Vision: To empower every voice in our community.

Mission: We share the information, services, and opportunities that fulfill Oak Park's aspirations.

Community Aspirations: Literacy, Education, Diversity, Inclusion, Equity, Health, Safety, Affordability

Strategic Priorities

Engagement:

We are turned outward toward our community. We talk with our community members, we listen, and take action on what we learn.

We are intentional about the choices we make.

Corresponding Values: Collaboration, Compassion, Gathering, Participation

Learning:

We are an organization committed to our own learning and to education and learning for everyone.

We are a champion of free and open access to information. We provide the content that our community needs and expects.

Corresponding Values: Knowledge, Access, Literacy, Reading, Education, Opportunity, Intellectual Freedom

Stewardship:

We preserve and provide access to Oak Park's history. We are committed to environmental sustainability. We are responsible and transparent in the wise use of our community's resources.

Corresponding Values: Accountability, Preservation, Sustainability, Transparency

Objectives:

*Share information, knowledge, and experiences with everyone. (Engagement and Stewardship)

*Improve library spaces for access and education. (Engagement and Learning)

- *Eliminate unnecessary barriers to service. (Engagement and Stewardship)
- *Use quantitative and qualitative data to improve our collections, services, programs, and experiences. (Learning and Stewardship)

- *Measure, evaluate, and communicate our value and our impact. (Stewardship and Engagement)

- *Respect our capital and environmental resources. (Stewardship)

- *Preserve and share Oak Park's history and local content. (Engagement and Stewardship)

- *Convene our community in conversation about its aspirations. (Engagement and Learning)

- *Collaborate to achieve Oak Park's objectives. (Engagement and Stewardship)

Executive Director – Library Effectiveness October 2016

Engagement, Learning, and Stewardship

Please plan to attend the Barbara Ballinger Lecture scheduled for Friday, October 28. The event begins at 7:00pm when we welcome our guest of honor and this year's speaker: author Wendy McClure.

Mark your calendars for a special trustee networking and development event on Monday, November 14 with your colleagues from the River Forest Public Library. Janet Hanley, the treasurer of the Oak Park and River Forest Community Foundation and owner of Mission Accounting, Inc. will speak to you about budgeting and finance for public libraries and other small to medium sized public entities. Sue Quinn, the Director of the River Forest Library, and I have planned for you to have time to meet and network with your counterparts. The event will be held in River Forest.

Jim Madigan will present the third draft of budget for fiscal year 2017, as found in your board packet. We will ask for final consensus this month on the budget before we present the final draft for your adoption at the November meeting.

A revised Fine-Free Proposal memo is also included in your packet. We will provide additional data regarding this topic at the meeting. I will ask to reach final consensus this month on this matter, as well.

Please also find in your packet a discussion draft of the library's Strategic Plan 2017. This draft includes new vision and mission statements created following numerous discussions at the board and staff levels and that are rooted in our learning about our community's aspirations. Our three strategic priorities – engagement, learning, and stewardship – remain consistent from last year, as do their corresponding values. Following those priorities, you will find nine simply stated objectives with indications of the strategic priorities to which they respond. Certainly, many actions will be taken in 2017 to fulfill these objectives, some that have already been anticipated and others that will develop in the next year. All of our reports to you, the board of trustees, will name and describe those actions in detail, as they are taken. Following your discussion and comments, a final draft of this plan will be presented in November for adoption.

The Illinois General Assembly this year created Public Act 99-0604 entitled the *Local Government Travel Expense Control Act*. To satisfy the library's obligation to respond to this new law, our attorney drafted a new Travel Expense Reimbursement Policy that you will find in your packet. I present it this month for discussion before presenting it again for adoption in November. Before adoption, the board must decide upon a maximum allowable daily expense that would not require prior board approval. I will make a recommendation for you to consider.

Executive Director – Library Effectiveness October 2016

Meetings and Events

| | |
|-----------------|---|
| September 26 | ILA Public Policy Committee Meeting |
| September 27 | Regular Library Board Meeting |
| September 28 | Administration Services Team Meeting |
| October 3 | ILA Advocacy Committee Meeting |
| October 4 | Leadership Team Meeting |
| October 5 – 7 | Urban Libraries Council Annual Forum |
| October 11 | Leadership Team Meeting |
| October 12 | Oak Park Management Council Meeting |
| October 13 | Hemingway Foundation Board Meeting |
| October 14 | SWAN Board Meeting |
| October 18 – 19 | Illinois Library Association Annual Conference |
| October 20 | Success of All Youth Steering Committee Meeting |



David J. Seleb

James Madigan
Deputy Director, Library Capacity and Infrastructure
Monthly Report
September 2016

Engagement

The Art Committee met September 19. There has been a good deal of work in re-ordering files related to the Library's art collection, and work that follows up on suggestions to create a accession list for all pieces.

I gave two tours of the Main Library during September: the first on September 23 was for a group of students from OPRFHS, and the second on September 29 was for 18 Teen Services librarians who had attended a morning program in the Veterans Room. This second tour gave me an opportunity to ask the teen librarians about teen services in their libraries.

During September, I was involved in two NEA Big Read programs. On Sept 22, the Lake Theater allowed the library to conduct a book discussion of *Into the Beautiful North* after the opening screening of the film *Magnificent Seven*. The original 1960 film was instrumental in the novel. About 15 people, including Bruce and Julie Samuels, stayed after the film for the discussion which I led. Then on September 28, I was fortunate to attend the author program at Dominican. Luis Alberto Urrea presented one of the best author talks I have ever attended. He was warm, funny, passionate, empathetic, entertaining and thought provoking. The NEA Big Read was a very successful project, and very timely.

September 20 I attended a meeting of the PlanIt Green Core group. Much of the discussion was about community solar projects.

Learning

In September, 8 Learn While You Earn topics supported our 2016 learning priorities, including:

Cultural Competency (Engagement)

- **NEA Big Read Book Discussion: Into the Beautiful North**

led by Debby Preiser, attendance: 7

One participant reported, "I feel a lot more comfortable talking about the book and [Big Read] events."

- **I-Space Story Hour**

led by Sarah Yale, attendance: 8

One participant reported, "I have a better sense of how people see their work at the OPPL in the broader context of their lives."

Library Foundations (Learning)

- **Romance Genre Study**

led by Jenna Friebel, attendance: 4

Among what was reported as learned, "history of the genre, why it's considered feminist, why people read it, and HEA [Happily Ever After requirement for the genre]."

- **Understanding and Applying Our Rules of Behavior**

led by Alexandra Skinner and Jennifer Norborg, attendance: 10

Participants reported learning many different things but also reported it was helpful to "go through the rules one by one" "which led to a greater understanding of the culture at the library."

Stewardship

At the September 19 All Staff Quarterly meeting, I had the privilege to recognize the Facilities staff for their hard work and efforts above and beyond during the Friends Book Fair.

September 28, Eric Battaglia and I met with Eric Meyer of Tech Logic to discuss the financing of a completely upgraded Automated Materials Handling system.

The next day, I joined the rest of the Leadership Team at a presentation of a product called OrangeBoy that has a platform to help libraries understand their customers and organizational performance.

Library Experiences and Initiatives Report - September 2016

Submitted by Managers of Library Experiences and Initiatives:

Lori Pulliam, Public Services; Elizabeth Marszalik, Materials Services; Eric Battaglia,
Digital Services

ENGAGEMENT

Desired Outcome 1: Provide an exceptional library experience for a diverse community of patrons.

The Big Read events in September have been very successful! The kick-off concert with Sones de Mexico drew a very diverse audience of 300 Spanish and English speakers who embraced the program, a "Musical Geography of Mexico" enthusiastically. Debby Preiser, Community Relations Coordinator, reports that more than 200 people packed the auditorium at Dominican University to hear author, Luis Alberto Urrea. He entertained the audience with his stories of growing up in poor neighborhoods of Tijuana and San Diego, as well as the real life stories of his aunt who was the women's bowling champion of Mexico and the little girl he met in the dump, the basis for Neyeli in "Into the Beautiful North."

The Rainbow Coalition panel generated lively discussions around the Black Lives Matter movement, organizing strategies, and the historical significance of the Rainbow Coalition as one of the few examples of multiethnic and multiracial organizing in Chicago. The panelists included former Illinois Black Panther Billy "Che" Brooks, Mike James and Mary Driscoll from Rising Up Angry, and Dr. Peter Brinkman who assisted the Young Patriots organize a free health clinic in Chicago's Uptown community. This panel seemed especially impactful for teen patrons as demonstrated by the quality of questions they asked.

Rachael Bild and Stephen Jackson attended the "Meaningful Parent-Teacher Conferences" workshop, sponsored by the Equity Team of Oak Park and River Forest. Teachers and parents shared stories as they discussed ways to build positive relationships. One hot topic was what to do if students think teachers don't like them. Teachers talked about their own vulnerabilities as well as strategies. Rachael spoke to several parents as they were leaving; they all felt good about what they'd learned.

During September, as part of the team for the library's social media, Barbara Fitzgerald helped create a Facebook campaign for Banned Books Week. Posts were built using discussion prompts from ALA's pages for Banned Books Week on its website. Prompts were paired with photos to elicit a response from community members. The overall community response was positive with a reach of 13,464 and 648 engaged users.

Desired Outcome 2: Increase our body of public knowledge regarding Oak Park citizens' aspirations for their community.

Martyn Churchouse, Branch and Access Services Asst. Mgr., attended a viewing of Snowden at the Lake Street Theater this month, which was accompanied by a panel discussion on cyber security and issues of online freedom by professors from Dominican's Library and Information Science program. The theater was three quarters full for the movie and many people stayed for the discussion afterwards. The thoughts of the audience ranged from fear of government surveillance of our personal data to a feeling of "I don't care because I have nothing to hide". The professors were able to allay some of the fears but also added a sense of realism to those who thought there was nothing wrong with this kind of intrusive surveillance. Martyn learned that the community was generally confused about these issues and believes that tech programming addressing basic online safety and best security practices would be well received at the library.

Desired Outcome 3: Partner strategically with other agencies to achieve the initiatives and outcomes important to Oak Park.

Sarah Yale, Neighborhood Services Librarian, partnered with local teacher librarians, PTO parents, and educators to schedule Book Bike visits at a variety of events at neighborhood schools across the community, bringing the public library and its many resources to where community members already are - open houses, curriculum nights, after-school social gatherings, and more! To celebrate the freedom to read and facilitate a deeper dialogue about why books get challenged/banned in libraries and schools around the world, she worked with both middle school teacher librarians to schedule a Book Bike visit to Brooks and Julian during Banned Books Week this year.



In addition to being able to read and check out frequently banned and challenged titles right from the Bike, students were encouraged to share what banned and challenged titles they'd already read on a paper poll and use sidewalk chalk to chalk-out quotes

from books often cited as “offensive” or “inappropriate.” She had many discussions with students about why they thought specific titles might have been challenged and what they thought about an adult’s decision to make that call for everyone, rather than just themselves or their own children.

Jennifer Norborg, Children’s Services Asst. Mgr., worked with Stefanie Frank, a Neuroscience and Mindset Educator specializing in child & adolescent development, to offer two Executive Functioning “Strengthening your Child's Mind Muscle” workshops. This topic has been identified by Success for All Youth and the Collaboration for Early Childhood to be a very important need for parent education. We had an amazing response! A very engaged group of about 25 parents attended the first session and an overwhelming majority returned for session two. Stefanie focused on sharing how specific interactions with children can support executive functioning skills and “build brain architecture.” She offered a toolkit of ideas for caregivers to try at home and explored how specific activities help children increase “mind muscle” related to self-regulation, impulse control and emotional control. She was an excellent and engaging presenter and the audience responded with great enthusiasm, asking many questions, making numerous positive comments afterward. The participants lingered long after the official ending time. Many expressed interest in attending future programs led by Ms. Frank, and Jennifer is looking into the prospect of hosting other potential workshops.

While visiting Blocks 24 and presenting a storytime, Jenny Jackson, Dole Branch Supervisor, met a young boy who was new to the class. As the storytime began, he was reserved, preferring to listen to the stories and not participate in the songs and rhymes. As the storytime progressed, she could tell that he was definitely engaged, she even saw him smile during the funnier moments in the books and when the puppets came out to say hello. As Jenny was packing her bags, he pulled her aside to tell her about his favorite books and television shows. When Jenny prepared to leave, his teacher pulled her aside and informed her the boy had never said more than a few words and she had never heard him have a conversation with anyone before. Jenny was amazed at the impact her storytime could have.

Together with OPRF HS librarians Ann Carlson and Amber Hooper, Rachael Bild, High School Services Librarian, delivered short presentations about library services to faculty from the English, History, and Foreign Languages departments. These sessions were well-received, and resulted in the following from Principal Nate Rouse: *Thanks for taking the time to present to our English Division today...I thought having Rachael present to provide the resources from the OPPL was a great touch!* Following the presentation, English teacher Dan Cohen thanked Rachael and asked that she address his class together with Amber Hooper to share her wisdom on books and resources.

LEARNING

Desired Outcome 1: Close the educational achievement gap through active community partnerships and learning opportunities

Parent Tech Night with D97 is a collaborative effort with the schools to empower parents in the community to use D97/ OPPL digital collections and also to explain how we make purchasing decisions that do not duplicate spending from the schools and the public library. Children's Dept. librarians Anne Bensfield and Genevieve Grove, as well as a number of other staff members (Sarah Yale, Emily Reiher, Barbara Fitzgerald, Rose Barnes, and Toni McGee, Kathleen Spale, and Leigh Tarullo) offered their expertise at this very popular annual event.

Highlights from Parent Tech Night by participants:

- "People might think the library is obsolete but with OPPL's tech integration, you've proved that the public library is growing with the times."
- "I learned about apps that are already on my fourth grader's iPad and ones I look forward to using like Zinio."
- "I'm glad the superintendent stopped by. It's a nice bridge to connect the schools with the community. I love to see the parents come and actually see the work we librarians do."
- "One highlight from tonight was learning that a lot of the memberships I pay for are free and easily accessible through OPPL apps and their partnerships."
- "It is so exciting how the library is portrayed!"
- "Tech night was very informative."
- "I was flabbergasted by all of the info I got! Very excited that my son's friend brought us up here!"
- "Experiencing the collaboration between D97 and OPPL - We're so lucky to live in this community."
- "What a great collaboration with D97 -- there was a lot of learning and engagement going on last night."



Desired Outcome 2: Improve staff skills and knowledge regarding library service and the library's strategic initiatives.

Katie Readel partnered with Alex Skinner this month to organize Learn While You Earn sessions aimed at the Check-in and Shelving team members to get to know the third floor better. They had previously presented a similar LWYE session for the second floor, which had good turnout and was well received. In doing that session they realized the importance of having enough sessions for all staff to attend and have made sure they are offering a spread of sessions in October. Katie and Alex hope that the LWYEs will increase staff engagement with our collection.

Desired Outcome 3: Expand opportunities for lifelong learning

Rose Barnes, ATS Digital Learning Librarian, went to Mills Park Tower to offer technology help to the residents. She helped seven residents with signing into Netflix, navigating their smartphones, downloading items from the digital library, and setting up an email account. From this outreach effort, Rose made connections with three residents who have made learning lab appointments to work with Rose on other technology issues. Rose is planning on visiting Mills Park Tower monthly.

STEWARDSHIP

Desired Outcome 1: Implement accountable and standardized public assessment methods and tools for continuous improvement of library services, collections, programs, and experiences.

As part of Ian Gosse's work with the Digital Collections Training Taskforce this month, he created an internal staff survey that we can use to assess how well staff members have developed their skills with our Digital Collections. Last year we spent a lot of effort on making sure that our staff was trained in our Digital Collections, and his tool should help them to reflect on what they know well and what they still need to learn. This year the Taskforce will be focusing on our online tools and they have created goals for new knowledge to share with staff and have a plan for how to outline the training.

The Teen Volunteer Association is back! Teens not only help with library projects that save staff time, but they learn job skills.

Desired Outcome 2: Demonstrate fiscal responsibility

Toward the end of September we completed our final configurations in switching Maze and Dole to high speed connections to the Main Library. With Maze on a fiber connection and Dole on high speed ethernet over copper, download and upload speeds have picked up. This will improve staff efficiency, and, once we've monitored the connectivity and determined the impact over time, can potentially allow us to scale back on our Comcast lines.

Desired Outcome 4: Curate significant portions of Oak Park's historical content.



We had a patron donation come in that was a 1973 scale model of the library built for the Chicago College of Osteopathic Medicine, built by the staff of said library when it was opened that year. Ian got ahold of their archivist who was really excited, as he had seen pictures of the model before, but had no idea it still existed. He came and picked it up two days later and it is back with the library to

which it has historical significance.

Leigh A. Tarullo and Emily Reiher picked up the Grand Army of the Republic volumes from the Chicago Conservation Center and led a Learn While You Earn for staff on their conservation.

Emily began organizing and rehousing the Philander Barclay negative collection.

Leigh and Emily completed the inventory for the John Thorpe Collection.

**Oak Park Public Library Use Statistics
September 2016**

OPPL
10/25/16
8.d.

| Systemwide | Sep-16 | Sep-15 | YTD 2016 | YTD 2015 |
|--|---------------|---------------|-----------------|-----------------|
| Visits | 81,058 | 83,838 | 641,703 | 623,858 |
| Materials Circulation at Oak Park Public Library | 90,444 | 103,004 | 933,084 | 964,217 |
| Program Attendance | 4,800 | 3,686 | 31,312 | 38,220 |
| Room Reservations | 1,195 | 582 | 9,004 | 6,688 |
| PC Sessions | 11,807 | 12,330 | 110,821 | 113,136 |
| Devices on WiFi | 51,422 | 27,937 | 453,587 | 235,338 |
| | | | | |
| Main Library | Sep-16 | Sep-15 | YTD 2016 | YTD 2015 |
| Visits | 68,478 | 70,038 | 526,324 | 504,967 |
| Materials Circulation at Main Library | 70,346 | 81,181 | 741,772 | 781,231 |
| Program Attendance | 3,552 | 2,037 | 21,500 | 27,099 |
| Room Reservations | 1,142 | 541 | 8,554 | 6,037 |
| PC Sessions | 10,300 | 10,706 | 98,235 | 100,892 |
| Devices on WiFi | 46,104 | 19,601 | 411,489 | 165,065 |
| | | | | |
| Dole Branch Library | Sep-16 | Sep-15 | YTD 2016 | YTD 2015 |
| Visits | 5648 | 5,938 | 50,765 | 48,234 |
| Materials Circulation at Dole | 6,715 | 6,662 | 63,534 | 56,008 |
| Program Attendance | 606 | 821 | 5,086 | 5,408 |
| Room Reservations | 9 | 7 | 88 | 94 |
| PC Sessions | 695 | 696 | 5,680 | 4,966 |
| Devices on WiFi | 3,455 | 2,488 | 26,320 | 20,809 |
| | | | | |
| Maze Branch Library | Sep-16 | Sep-15 | YTD 2016 | YTD 2015 |
| Visits | 6,932 | 7,862 | 64,614 | 70,657 |
| Materials Circulation at Maze Branch | 13,383 | 15,161 | 127,778 | 126,978 |
| Program Attendance | 642 | 828 | 4,726 | 5,713 |
| Room Reservations | 44 | 41 | 362 | 564 |
| PC Sessions | 812 | 928 | 6,906 | 7,278 |
| Devices on WiFi | 1,863 | 1,979 | 15,778 | 16,616 |
| | | | | |
| Digital Use | Sep-16 | Sep-15 | YTD 2016 | YTD 2015 |
| Website Visitors | 18,770 | 18,410 | 168,511 | 183,043 |
| Website Visits | 36,028 | 35,823 | 332,192 | 353,605 |
| Website Page Views | 72,044 | 76,691 | 659,873 | 783,619 |
| Mobile App Unique Users | 1,158 | 1,251 | 9,288 | 10,465 |
| Mobile App Page Views | 52,037 | 71,734 | 531,199 | 522,841 |
| Database Sessions | 11,217 | 11,805 | 129,748 | 117,243 |
| Digital Materials Downloads | 9,581 | 9,362 | 89,292 | 87,023 |
| Materials Streamed | 5,945 | 4,157 | 46,924 | 40,035 |

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

Reported from September 23, 2016 through October 20, 2016

HIRED

| | | |
|----------------|---------------|----------|
| Darius Knox | Shelving Aide | 10/17/16 |
| Claire Parrell | Shelving Aide | 10/17/16 |
| Alexa Rogals | Shelving Aide | 10/17/16 |

SEPARATED

| | | |
|------------------------------------|----------------------|----------|
| Erik I. Virden, start 6/1/16 | Technology Assistant | 09/30/16 |
| Rhiannon J. Taylor, start 6/27/16 | Library Assistant | 10/05/16 |
| Evelina C. Armstrong, start 5/5/14 | Library Assistant | 10/13/16 |

STATUS CHANGES

| | | |
|-----------------|---|----------|
| Donna Cantalupi | From: Shelving Aide To: Check in Clerk | 10/02/16 |
| Girija Kartha | From: Shelving Aide To: Check in Clerk | 10/16/16 |