

**Orland Park Public Library
14921 Ravinia Avenue
Orland Park, IL 60462**

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
September 21, 2015 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM AUGUST 17, 2015—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

There will be 30 minutes allowed for public comment with a five minute maximum per speaker.
The time limit may be extended upon a majority vote of the Board.

F. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION

G. LIBRARIANS' REPORT/STAFF REPORTS

H. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
5. Law
6. Strategic Planning
7. Capital Campaign

I. UNFINISHED BUSINESS

1. 2016 Budget and Levy – For Discussion

J. NEW BUSINESS

1. 2015 Board Members' Contact Information and Committees Document – For Discussion

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held August 17, 2015

The meeting was officially called to order by President Healy at 7:00 p.m.

Call To Order

Members present: Christian Barcelona, Nancy Healy, Diane Jennings, Elan Kleis, Joanna Leafblad, and Denis Ryan

Roll Call

Members absent: Catherine Lebert

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Scott Remmenga, Finance Manager; and Steve Newman, Head of Maintenance

Minutes

Treasurer Jennings made a motion to approve the July 20, 2015 minutes. Vice President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent.

None.

Introduction of Visitors

Public speakers introduced themselves and were given five minutes to speak in front of the Board. The speakers were as follows:

Public Comment

1. Kevin DuJan
2. J.P. Parker

Trustee Leafblad noted she could not use public comment time to reply and would be responding with her comments later in the meeting.

3. Megan Fox
4. Nanc Junker
5. Kathleen Andrews

None.

Executive Session

Vice President Ryan moved to accept the Treasurer's Reports for July 2015. The motion was seconded by Trustee Leafblad. No further discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Treasurer's Report

Motion passed. 6 ayes, 0 nays, 1 absent.

Treasurer Jennings moved to approve the Accounts Payable Listing of July 21, 2015 through August 17, 2015 and was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

Circulation and Programming

Circulation statistics for July although good, were not as high as expected. The closing on July 31st for In-Service Day/Taste of Orland impacted the numbers. The Library was also closed on an additional Sunday to coincide with the 4th of July holiday this year.

Librarian's Report

The Chinese Tea Ceremonies and Exhibit was a great success. The 21st Century Institute distributed

evaluation forms and the results were incredibly positive. Working with Sharon Tan, Annie Yuan and Aaron Chen was a rewarding experience and the Library benefitted greatly from this cultural exchange. Our local businesses of P.F. Chang's and Mo's Chinese Kitchen were generous sponsors of this event. The Beijing Municipal Administration of the People's Republic of China, Beijing DaJue Temple Administration and the 21st Century Institute have gifted the Library a tea set, a beautifully illustrated book on the statues of the DaJue Temple in Chinese, and a statue which represents art from dynasties past in China.

The Taste of Orland Library booth activity went well. The booth was located near the Bridge Teen Center and Orland Fire Protection District tables. It was quite busy on Friday evening, July 31st. Robin Wagner, Diane Srebro and Mary Weimar stayed until 9:30 p.m.

In-Service Day, with 84 staff members attending, was successful. The agenda included CPR and First Aid, fire drill training and group tours of each department in the afternoon. Staff enjoyed the presentations, especially the different department tours explaining what services they provided.

The Life and Limb: The Toll of the American Civil War exhibit ended and was sent to the next hosting library. Our next exhibit is the Kurt Vonnegut travelling exhibit in November.

Thanks to Kristen Holding, who designed the newsletter; and Robin Wagner, who edited the content for helping to get the newsletter to print this week in time for the fall mailing.

Adult Services Furniture

Examples of the reupholstered adult furniture have been brought to the meeting for the Board to see. The Library will be using unexpended monies from other expense lines to rehab more adult furniture before the end of this fiscal year, up to \$25,000. This will include the final bench, the eleven remaining lounge chairs and twenty or so more David Edwards chairs.

President Healy asked for confirmation this is acceptable. Administration further explained the total budgeted expense lines will remain under-budget. Library Director Weimar explained the current strategy of reupholstering the furnishings in groups over several years.

Maintenance

Maintenance Superintendent Steve Newman is attending tonight's meeting to give the Board a little background information about his department. He will be able to answer any questions Board members may have about the Trane HVAC contract.

A discussion took place between Board members, Administration, and Steve Newman regarding carpet attic stock and flooring needs.

Steve discussed the current Trane maintenance agreement contract awaiting approval and explained what components were changed or dropped to reduce the overall cost.

No other reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Other Staff
Reports

Building and
Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

No report at this time.

Capital
Campaign
Committee
Unfinished
Business

1. Health Benefit Cost Allocation – For Action

Treasurer Jennings moved to approve the allocation of health insurance expense for the library portion to be 90% for HMO, Gold PPO 75%, Silver PPO 90%, HSA PPO 3% (all allocations the same as 2015) effective 1/1/2016. Trustee Leafblad seconded the motion. Vice-President Ryan asked if this is the same as village allocations. Finance Manager Remmenga said yes. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

2. Renewal of the Maintenance Agreement Program Contract for Trane – For Action

Trustee Barcelona moved to approve the renewal of the Maintenance Agreement Program Contract for Trane for 1 year at \$11,626.00. Vice-President Ryan seconded the motion. No further discussion was required. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

1. Smart Lab (Media Lab) Policy – For Action

New Business

Treasurer Jennings moved to approve the Smart Lab Policy as presented. Trustee Leafblad seconded the motion. A discussion occurred regarding procedures and guidelines for the Lab.

Vice-President Ryan left the meeting at 8:02 p.m. and returned at 8:06 p.m.

A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

President Healy requested a change to the policy to read as follows: “Patrons must leave their Orland Park Public Library card with the Smart Lab staff member managing the lab while using the equipment.” This sentence replaces the second sentence of the policy presented.

A motion was made to amend the Smart Lab Policy by President Healy. Vice-President Ryan seconded the motion. No further discussion took place. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Motion passed. 6 ayes, 0 nays, 1 absent

The edited sentence was read aloud and confirmed by Trustee Leafblad.

2. 2016 Budget-For Discussion

Library Director Weimar discussed the various components of the 2016 budget the Administration is currently compiling, including multiple future large building expenditures such as roof replacement, carpet replacement and painting costs. The materials and database costs are expected to remain consistent with previous years. Finance Manager Remmenga explained the revenue stream of impact fees and tax receipts. He also discussed the impact of longer term investments to the interest income.

Library Director Weimar made a request for input on the budgeting process from the Board.

Library Director Weimar offered her thanks and gratitude to Finance Manager Remmenga for his tenure at the Orland Park Public Library.

Announcements

Trustee Leafblad responded to comments made during the Public Comment section and questions posed by the audience.

Treasurer Jennings moved to adjourn the meeting and was seconded by Trustee Leafblad. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – absent; Ryan – aye.

Adjournment

Motion passed. 6 ayes, 0 nays, 1 absent.

The meeting was adjourned at 8:45 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Dana Pryor

**Orland Park Public Library
Balance Sheet - All Funds
As of August 31, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	96,709.15	0.00	66,469.67	0.00	163,178.82
Cash - Marquette E-Commerce	2,189.24	0.00	0.00	0.00	2,189.24
Illinois Funds	515,080.88	6,840.27	0.00	131.16	522,052.31
PMA Financial Investments	6,437,139.47	657,889.55	0.00	1,939,979.81	9,035,008.83
Cash - Harris Bank	126.89	0.00	0.00	0.00	126.89
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	9,677.81	4,021.97	0.00	1,471.04	15,170.82
Property Taxes Receivable	23,823.63	0.00	0.00	7,712.84	31,536.47
Prepaid Expenses	91,278.56	0.00	0.00	0.00	91,278.56
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>7,176,325.63</u>	<u>668,751.79</u>	<u>66,469.67</u>	<u>1,949,294.85</u>	<u>9,860,841.94</u>
Liabilities & Fund Balance					
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	23,823.63	0.00	0.00	7,712.84	31,536.47
Accounts Payable	0.00	0.00	0.00	0.00	0.00
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	68,273.13	68,273.13
Total Liabilities	<u>23,823.63</u>	<u>0.00</u>	<u>0.00</u>	<u>75,985.97</u>	<u>99,809.60</u>
Beginning Unrestricted Fund Balance	5,112,959.54	666,832.72	66,060.54	449,932.42	6,295,785.22
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Unemploymt Ins.	26,247.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,953,870.46</u>	<u>1,919.07</u>	<u>409.13</u>	<u>1,423,376.46</u>	<u>3,379,575.12</u>
Ending Fund Balance	<u>7,152,502.00</u>	<u>668,751.79</u>	<u>66,469.67</u>	<u>1,873,308.88</u>	<u>9,761,032.34</u>
Total Liabilities & Fund Balance	<u>7,176,325.63</u>	<u>668,751.79</u>	<u>66,469.67</u>	<u>1,949,294.85</u>	<u>9,860,841.94</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended August 31, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
<u>Revenues</u>							
Taxes	1,350,519.63	415,373	325.13%	4,855,967.05	3,322,985	97.42%	4,984,477
Impact Fees	0.00	833	0.00%	26,625.00	6,667	266.25%	10,000
Replacement Taxes	333.37	833	40.02%	12,161.63	6,667	121.62%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	50,000	94.61%	75,000
Non Resident Fees	861.47	667	129.16%	5,926.40	5,333	74.08%	8,000
Fines	4,551.54	5,000	91.03%	43,218.93	40,000	72.03%	60,000
Gifts	15.00	833	1.80%	7,558.49	6,667	75.58%	10,000
Copy Machine	1,101.41	1,250	88.11%	10,460.21	10,000	69.73%	15,000
Interest Income	1,280.15	833	153.68%	11,274.12	6,667	112.74%	10,000
Miscellaneous Income	369.37	833	44.34%	8,003.46	6,667	80.03%	10,000
Total Revenues	1,359,031.94	432,706	314.08%	5,052,154.04	3,461,653	97.30%	5,192,477
<u>Expenditures</u>							
Salaries	193,597.10	197,817	97.87%	1,497,121.86	1,582,541	63.07%	2,373,813
Salaries - Maintenance	9,461.21	8,840	107.03%	71,005.73	70,717	66.94%	106,076
Life/Health Insurance	31,756.62	36,854	86.17%	280,556.76	294,833	63.44%	442,249
Books	31,671.61	34,167	92.70%	210,748.06	273,333	51.40%	410,000
Electronic Databases	5,696.23	6,083	93.64%	45,819.35	48,667	62.77%	73,000
Periodicals	3,258.86	3,250	100.27%	23,134.04	26,000	59.32%	39,000
Audio Visual Materials	8,604.40	13,333	64.53%	95,766.74	106,667	59.85%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	667	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	535.25	650	82.35%	5,168.80	5,200	66.27%	7,800
Insurance	2,823.25	2,875	98.20%	22,171.36	23,000	64.26%	34,500
Landscaping & Groundskeeping	993.70	2,167	45.86%	17,631.63	17,333	67.81%	26,000
Building Maintenance	12,542.86	18,750	66.90%	89,984.28	150,000	39.99%	225,000
Security System	0.00	583	0.00%	1,416.75	4,667	20.24%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	667	0.00%	1,000
Legal	26,357.97	10,417	253.03%	58,437.96	83,333	46.75%	125,000
Library Consultant	0.00	0	0.00%	0.00	0	0.00%	0
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	1,119.30	667	167.81%	3,475.47	5,333	43.44%	8,000
Natural Gas	797.00	4,167	19.13%	14,761.61	33,333	29.52%	50,000
Telephone	943.04	1,250	75.44%	5,507.71	10,000	36.72%	15,000
Purchase - New Equipment	0.00	667	0.00%	7,183.93	5,333	89.80%	8,000
Building & Custodial Supplies	1,495.50	2,833	52.79%	17,865.96	22,667	52.55%	34,000
Building Repairs	3,242.67	1,667	194.52%	13,452.62	13,333	67.26%	20,000
Lib. & Off. Eqpt Rep. & Maint	888.29	1,375	64.60%	11,601.84	11,000	70.31%	16,500
Machine Rental	214.00	333	64.26%	1,964.02	2,667	49.10%	4,000
Automation - Equipment	307.50	8,750	3.51%	52,523.96	70,000	50.02%	105,000
Automation - Line Costs	737.61	458	161.05%	2,933.13	3,667	53.33%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	75,246.24	100,667	49.83%	151,000
Automation - Maintenance	74.13	3,750	1.98%	45,241.01	30,000	100.54%	45,000
Library Furniture	14,871.51	1,583	939.45%	18,660.18	12,667	98.21%	19,000
Outreach Services	46.79	583	8.03%	1,211.98	4,667	17.31%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended August 31, 2015**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	250.00	750	33.33%	3,500.62	6,000	38.90%	9,000
Staff Training & Education	75.72	2,500	3.03%	6,704.44	20,000	22.35%	30,000
Conference Fees	0.00	417	0.00%	2,140.00	3,333	42.80%	5,000
Patron Programs & Events	3,367.91	3,750	89.81%	27,162.47	30,000	60.36%	45,000
Association Dues & Fees	160.00	583	27.44%	3,489.00	4,667	49.84%	7,000
Public Information	7,086.42	2,737	258.91%	24,343.34	21,896	74.12%	32,844
Library Supplies	575.28	4,167	13.81%	20,872.37	33,333	41.74%	50,000
Office Supplies	523.18	1,083	48.31%	3,844.80	8,667	29.58%	13,000
Postage	2,648.29	1,167	226.93%	9,386.18	9,333	67.04%	14,000
Printing	0.00	500	0.00%	5,576.29	4,000	92.94%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,914.15	17,868	100.26%	141,633.33	142,942	66.06%	214,413
Contribution to FICA	15,235.67	15,682	97.15%	117,579.46	125,455	62.48%	188,182
Audit	0.00	842	0.00%	9,800.00	6,733	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	3,860.50	3,500	110.30%	30,285.69	28,000	72.11%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	2,667	0.00%	4,000
Bank Charges	190.51	208	91.59%	1,372.61	1,667	54.90%	2,500
Total Expenditures	413,329.81	432,705	95.52%	3,098,283.58	3,461,652	59.67%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	945,702.13	0	100.00%	1,953,870.46	0	100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	945,702.13	0	100.00%	1,953,870.46	0	100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended August 31, 2015**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
<u>Revenues</u>						
Taxes	0.00	0.00	0.00	0.00	446,100.85	1,604,013.15
Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00
Replacement Taxes	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00
Non Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fines	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00
Copy Machine	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	249.84	1,919.07	5.64	44.13	274.62	1,424.98
Capital Campaign	0.00	0.00	0.00	600.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	249.84	1,919.07	5.64	644.13	446,375.47	1,605,438.13
<u>Expenditures</u>						
Building Repairs	0.00	0.00	0.00	225.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	22,757.71	182,061.67
Total Expenditures	0.00	0.00	0.00	235.00	22,757.71	182,061.67
Excess (Deficiency) of Revenues Over (Under) Expenditures	249.84	1,919.07	5.64	409.13	423,617.76	1,423,376.46
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	249.84	1,919.07	5.64	409.13	423,617.76	1,423,376.46

**Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended August 31, 2015**

Revenues

Impact Fees and Replacement Taxes are significantly higher than anticipated. **Fines** continue to also be above budget year-to-date. **Interest Income** remains higher than budget due to investments being set up with longer terms increasing rate returns. The **tax receipts** coming in timely has allowed for longer investment terms with some of the reserve funds. We have received almost 100% of library tax monies.

Expenditures

Overall Expenditures are \$19,375 under budget for the month and \$363,368 under budget year-to-date.

Salaries is under budget by \$4,219 for August and \$85,419 year-to-date. Several positions were filled in August.

Building Repairs included work performed by Linear Electric on the exterior lights. This line should have minimal activity the remainder of the year.

Automation - Line Costs is over budget because Comcast and AT&T bills came in twice during the reported period. Overall, this line is under budget year-to-date.

Library Furniture is over budget and will remain so for the year. August includes billing for the first round of Adult Services furniture being reupholstered.

Public Information is over budget due to printing costs for the final 2015 edition of the library newsletter. It is slightly over budget year-to-date but should come in under budget overall.

Postage is also over budget due to mailing the newsletter. This line should come in at budget by the end of the year.

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54871	08/24/2015	Apple Books	101010 · Cash - Marquette	-220.64
				104311 · Books - Youth	220.64
TOTAL					220.64
Check	54872	08/24/2015	Associated Property Counselors, Ltd.	101010 · Cash - Marquette	-245.00
				104495 · Legal	122.50
				104495 · Legal	122.50
TOTAL					245.00
Check	54873	08/24/2015	Center Point Large Print	101010 · Cash - Marquette	-536.95
				104310 · Books - Adult	81.48
				104312 · Books - Outreach	217.50
				104310 · Books - Adult	133.02
				104310 · Books - Adult	83.98
				104310 · Books - Adult	20.97
TOTAL					536.95
Check	54874	08/24/2015	Coleman, Sonia	101010 · Cash - Marquette	-100.00
				104640 · Patron Programs&Events-Outreach	100.00
TOTAL					100.00
Check	54875	08/24/2015	Comcast	101010 · Cash - Marquette	-307.81
				104520 · Telephone	307.81
TOTAL					307.81
Check	54876	08/24/2015	Comcast Cable	101010 · Cash - Marquette	-332.16
				104575 · Automation - Line Costs	332.16
TOTAL					332.16
Check	54877	08/24/2015	Demco	101010 · Cash - Marquette	-336.24
				104710 · Library Supplies	336.24
TOTAL					336.24
Check	54878	08/24/2015	Findaway World, LLC	101010 · Cash - Marquette	-242.74
				104340 · Audio Visual Materials - Adult	39.98
				104340 · Audio Visual Materials - Adult	162.78
				104340 · Audio Visual Materials - Adult	19.99
				104340 · Audio Visual Materials - Adult	19.99
TOTAL					242.74

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54879	08/24/2015	Gale/Cengage Learning	101010 - Cash - Marquette	-3,138.48
				104310 - Books - Adult	51.99
				104310 - Books - Adult	12.79
				104310 - Books - Adult	51.98
				104310 - Books - Adult	395.06
				104310 - Books - Adult	30.39
				104312 - Books - Outreach	627.77
				104312 - Books - Outreach	152.74
				104310 - Books - Adult	47.98
				104310 - Books - Adult	277.40
				104310 - Books - Adult	44.80
				104310 - Books - Adult	1,368.00
				104310 - Books - Adult	77.58
TOTAL					3,138.48
Check	54880	08/24/2015	Grainger	101010 - Cash - Marquette	-36.52
				104530 - Building & Custodial Supplies	36.52
TOTAL					36.52
Check	54881	08/24/2015	Grey House Publishing, Inc.	101010 - Cash - Marquette	-884.10
				104310 - Books - Adult	451.05
				104310 - Books - Adult	433.05
TOTAL					884.10
Check	54882	08/24/2015	Hearne & Associates, P.C.	101010 - Cash - Marquette	-535.25
				104420 - Accounting	535.25
TOTAL					535.25
Check	54883	08/24/2015	Ingram Library Services	101010 - Cash - Marquette	-3,559.89
				104310 - Books - Adult	3,436.73
				104312 - Books - Outreach	123.16
TOTAL					3,559.89
Check	54884	08/24/2015	Ingram Library Services	101010 - Cash - Marquette	-2,327.94
				104311 - Books - Youth	2,327.94
TOTAL					2,327.94
Check	54885	08/24/2015	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-35.06
				104550 - Lib. & Off. Eqpt Rep. & Maint	12.00
				104550 - Lib. & Off. Eqpt Rep. & Maint	23.06
TOTAL					35.06

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54886	08/24/2015	Linear Electric Inc.	101010 · Cash - Marquette	-2,984.17
				104540 · Building Repairs	1,990.47
				104440 · Landscaping & Groundskeeping	993.70
TOTAL					2,984.17
Check	54887	08/24/2015	Midwest Tape	101010 · Cash - Marquette	-64.98
				104341 · Audio Visual Materials - Youth	64.98
TOTAL					64.98
Check	54888	08/24/2015	Nichols-Yehling, Michelle	101010 · Cash - Marquette	-150.00
				104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Check	54889	08/24/2015	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-65.86
				104450 · Building Maintenance	65.86
TOTAL					65.86
Check	54890	08/24/2015	OverDrive, Inc.	101010 · Cash - Marquette	-672.30
				104311 · Books - Youth	161.50
				104310 · Books - Adult	19.99
				104311 · Books - Youth	14.99
				104310 · Books - Adult	7.99
				104310 · Books - Adult	62.98
				104310 · Books - Adult	49.98
				104310 · Books - Adult	16.99
				104310 · Books - Adult	16.99
				104311 · Books - Youth	50.97
				104310 · Books - Adult	35.09
				104310 · Books - Adult	234.83
TOTAL					672.30
Check	54891	08/24/2015	Park Ace Hardware	101010 · Cash - Marquette	-24.95
				104530 · Building & Custodial Supplies	24.95
TOTAL					24.95
Check	54892	08/24/2015	Peek-A-Book LLC	101010 · Cash - Marquette	-1,195.00
				104315 · Electronic Databases	1,195.00
TOTAL					1,195.00

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54893	08/24/2015	Penguin Random House LLC	101010 · Cash - Marquette	-603.75
				104342 · Audio Visual Materials-Outreach	150.00
				104340 · Audio Visual Materials - Adult	90.00
				104340 · Audio Visual Materials - Adult	142.50
				104342 · Audio Visual Materials-Outreach	37.50
				104340 · Audio Visual Materials - Adult	60.00
				104340 · Audio Visual Materials - Adult	30.00
				104342 · Audio Visual Materials-Outreach	33.75
				104342 · Audio Visual Materials-Outreach	60.00
TOTAL					603.75
Check	54894	08/24/2015	Quarcini, Sharon	101010 · Cash - Marquette	-175.00
				104640 · Patron Programs&Events-Outreach	175.00
TOTAL					175.00
Check	54895	08/24/2015	Quill Corporation	101010 · Cash - Marquette	-253.72
				104720 · Office Supplies	221.97
				104530 · Building & Custodial Supplies	37.98
				104710 · Library Supplies	5.96
				104720 · Office Supplies	-12.19
TOTAL					253.72
Check	54896	08/24/2015	Rashid, Maqbool	101010 · Cash - Marquette	-650.00
				104610 · Board Training & Education	250.00
				104660 · Public Information	400.00
TOTAL					650.00
Check	54897	08/24/2015	Recorded Books, INC	101010 · Cash - Marquette	-588.76
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	31.49
				104340 · Audio Visual Materials - Adult	31.50
				104340 · Audio Visual Materials - Adult	40.50
				104340 · Audio Visual Materials - Adult	31.45
				104340 · Audio Visual Materials - Adult	38.69
				104340 · Audio Visual Materials - Adult	31.50
				104340 · Audio Visual Materials - Adult	53.99
				104340 · Audio Visual Materials - Adult	82.20
				104340 · Audio Visual Materials - Adult	53.99
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	89.97
				104340 · Audio Visual Materials - Adult	31.50
TOTAL					588.76
Check	54898	08/24/2015	Reliastar Life Insurance Company	101010 · Cash - Marquette	-1,000.00
				102160 · 457 Plan W/H Payable	1,000.00
TOTAL					1,000.00

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54899	08/24/2015	Sullivan, Marie T.	101010 · Cash - Marquette	-350.00
				104640 · Patron Programs&Events-Outreach	350.00
TOTAL					350.00
Check	54900	08/24/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-328.26
				104530 · Building & Custodial Supplies	328.26
TOTAL					328.26
Check	54901	08/24/2015	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-6,456.43
				104340 · Audio Visual Materials - Adult	4,418.70
				104341 · Audio Visual Materials - Youth	786.32
				104342 · Audio Visual Materials-Outreach	137.09
				104310 · Books - Adult	177.72
				104311 · Books - Youth	62.23
				104642 · Patron Programs & Events-Youth	874.37
TOTAL					6,456.43
Check	54902	08/24/2015	Unique Management Services, Inc.	101010 · Cash - Marquette	-17.90
				104495 · Legal	17.90
TOTAL					17.90
Check	54903	08/24/2015	Vernon Library Supplies, Inc.	101010 · Cash - Marquette	-98.68
				104710 · Library Supplies	98.68
TOTAL					98.68
Check	54904	08/24/2015	Annuity Premium Reserve Account	101010 · Cash - Marquette	-300.00
				102160 · 457 Plan W/H Payable	300.00
TOTAL					300.00
Check	54905	08/24/2015	Central Programs, Inc.	101010 · Cash - Marquette	-7,368.40
				104310 · Books - Adult	7,368.40
TOTAL					7,368.40
Check	54906	08/24/2015	Cash	101010 · Cash - Marquette	-25.60
				104642 · Patron Programs & Events-Youth	27.60
				104730 · Postage	-2.00
TOTAL					25.60
Check	54907	08/27/2015	AT&T	101010 · Cash - Marquette	-80.00
				104575 · Automation - Line Costs	80.00
TOTAL					80.00

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54908	08/27/2015	Grasso Graphics, Inc.	101010 · Cash - Marquette	-6,686.42
				104660 · Public Information	6,686.42
TOTAL					6,686.42
Check	54909	08/27/2015	Norwood House Press	101010 · Cash - Marquette	-148.60
				104311 · Books - Youth	148.60
TOTAL					148.60
Check	54910	08/27/2015	U.S. Postal Service	101010 · Cash - Marquette	-2,150.29
				104730 · Postage	2,150.29
TOTAL					2,150.29
Check	54911	09/08/2015	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
				104450 · Building Maintenance	70.00
TOTAL					70.00
Check	54912	09/08/2015	ARC1 Electric, Inc.	101010 · Cash - Marquette	-465.00
				104440 · Landscaping & Groundskeeping	465.00
TOTAL					465.00
Check	54913	09/08/2015	Associated Property Counselors, Ltd.	101010 · Cash - Marquette	-122.50
				104495 · Legal	122.50
TOTAL					122.50
Check	54914	09/08/2015	Bal Industries	101010 · Cash - Marquette	-510.00
				104450 · Building Maintenance	510.00
TOTAL					510.00
Check	54915	09/08/2015	Batteries Plus	101010 · Cash - Marquette	-119.90
				104530 · Building & Custodial Supplies	119.90
TOTAL					119.90
Check	54916	09/08/2015	Birk Plumbing, Inc	101010 · Cash - Marquette	-364.00
				104540 · Building Repairs	364.00
TOTAL					364.00

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54917	09/08/2015	Capital One Commercial	101010 · Cash - Marquette	-486.79
				104530 · Building & Custodial Supplies	25.12
				104660 · Public Information	44.97
				104642 · Patron Programs & Events-Youth	42.36
				104620 · Staff Training & Education	64.33
				104660 · Public Information	122.70
				104530 · Building & Custodial Supplies	9.99
				104530 · Building & Custodial Supplies	18.99
				104620 · Staff Training & Education	76.91
				104640 · Patron Programs&Events-Outreach	33.45
				104530 · Building & Custodial Supplies	47.97
TOTAL					486.79
Check	54918	09/08/2015	Cardmember Service	101010 · Cash - Marquette	-4,417.92
				104642 · Patron Programs & Events-Youth	768.53
				104730 · Postage	21.15
				104620 · Staff Training & Education	917.41
				104710 · Library Supplies	326.10
				104530 · Building & Custodial Supplies	319.34
				104650 · Association Dues & Fees	135.00
				104630 · Conference Fees	90.00
				104600 · Outreach Services	78.00
				104660 · Public Information	354.04
				104570 · Automation - Equipment	1,353.43
				104321 · Periodicals - Youth	24.97
				104320 · Periodicals - Adult	29.95
TOTAL					4,417.92
Check	54919	09/08/2015	Demco	101010 · Cash - Marquette	-3,471.70
				104710 · Library Supplies	3,392.70
				104642 · Patron Programs & Events-Youth	79.00
TOTAL					3,471.70
Check	54920	09/08/2015	FedEx	101010 · Cash - Marquette	-220.64
				104640 · Patron Programs&Events-Outreach	220.64
TOTAL					220.64
Check	54921	09/08/2015	Findaway World, LLC	101010 · Cash - Marquette	-307.06
				104341 · Audio Visual Materials - Youth	155.38
				104340 · Audio Visual Materials - Adult	110.99
				104340 · Audio Visual Materials - Adult	40.69
TOTAL					307.06

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54922	09/08/2015	Gale/Cengage Learning	101010 · Cash - Marquette	-1,049.25
				104310 · Books - Adult	23.19
				104312 · Books - Outreach	60.78
				104310 · Books - Adult	60.78
				104310 · Books - Adult	153.54
				104312 · Books - Outreach	248.70
				104310 · Books - Adult	25.59
				104310 · Books - Adult	46.38
				104312 · Books - Outreach	100.76
				104310 · Books - Adult	30.39
				104310 · Books - Adult	31.19
				104310 · Books - Adult	48.00
				104310 · Books - Adult	24.00
				104310 · Books - Adult	24.00
				104310 · Books - Adult	171.95
TOTAL					1,049.25
Check	54923	09/08/2015	Goldy Locks, Inc.	101010 · Cash - Marquette	-89.00
				104540 · Building Repairs	89.00
TOTAL					89.00
Check	54924	09/08/2015	Grainger	101010 · Cash - Marquette	-36.52
				104540 · Building Repairs	36.52
TOTAL					36.52
Check	54925	09/08/2015	Grasso Graphics, Inc.	101010 · Cash - Marquette	-700.00
				104740 · Printing	700.00
TOTAL					700.00
Check	54926	09/08/2015	Illinois Library Association	101010 · Cash - Marquette	-135.00
				104650 · Association Dues & Fees	135.00
TOTAL					135.00
Check	54927	09/08/2015	Ingram Library Services	101010 · Cash - Marquette	-1,073.86
				104311 · Books - Youth	1,073.86
TOTAL					1,073.86
Check	54928	09/08/2015	Ingram Library Services	101010 · Cash - Marquette	-3,913.16
				104310 · Books - Adult	3,803.10
				104312 · Books - Outreach	110.06
TOTAL					3,913.16

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54929	09/08/2015	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-177.42
				104495 · Legal	42.00
				104495 · Legal	135.42
TOTAL					177.42
Check	54930	09/08/2015	Midwest Tape	101010 · Cash - Marquette	-39.99
				104340 · Audio Visual Materials - Adult	39.99
TOTAL					39.99
Check	54931	09/08/2015	Neofunds By Neopost	101010 · Cash - Marquette	-503.00
				104730 · Postage	503.00
TOTAL					503.00
Check	54932	09/08/2015	Nexiol, Inc.	101010 · Cash - Marquette	-5,738.00
				104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Check	54933	09/08/2015	Nextel Communications	101010 · Cash - Marquette	-176.45
				104520 · Telephone	176.45
TOTAL					176.45
Check	54934	09/08/2015	Nicor Gas	101010 · Cash - Marquette	-1,114.26
				104517 · Natural Gas	1,114.26
TOTAL					1,114.26
Check	54935	09/08/2015	OverDrive, Inc.	101010 · Cash - Marquette	-101.26
				104311 · Books - Youth	54.00
				104311 · Books - Youth	14.99
				104310 · Books - Adult	12.99
				104311 · Books - Youth	19.28
TOTAL					101.26
Check	54936	09/08/2015	Penguin Random House LLC	101010 · Cash - Marquette	-191.25
				104342 · Audio Visual Materials-Outreach	33.75
				104342 · Audio Visual Materials-Outreach	33.75
				104340 · Audio Visual Materials - Adult	63.75
				104342 · Audio Visual Materials-Outreach	60.00
TOTAL					191.25

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54937	09/08/2015	Peterson's, a Nelnet Company	101010 · Cash - Marquette	-27.38
				104310 · Books - Adult	27.38
TOTAL					27.38
Check	54938	09/08/2015	Quill Corporation	101010 · Cash - Marquette	-1,486.41
				104530 · Building & Custodial Supplies	50.97
				104710 · Library Supplies	102.70
				104642 · Patron Programs & Events-Youth	44.64
				104550 · Lib. & Off. Eqpt Rep. & Maint	254.81
				104550 · Lib. & Off. Eqpt Rep. & Maint	365.51
				104550 · Lib. & Off. Eqpt Rep. & Maint	635.64
				104530 · Building & Custodial Supplies	27.16
				104642 · Patron Programs & Events-Youth	26.99
				104642 · Patron Programs & Events-Youth	26.79
				104642 · Patron Programs & Events-Youth	6.58
				104530 · Building & Custodial Supplies	-14.43
				104530 · Building & Custodial Supplies	-40.95
TOTAL					1,486.41
Check	54939	09/08/2015	Reading Area Community College	101010 · Cash - Marquette	-30.00
				104310 · Books - Adult	30.00
TOTAL					30.00
Check	54940	09/08/2015	Recorded Books, INC	101010 · Cash - Marquette	-444.91
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	40.49
				104340 · Audio Visual Materials - Adult	31.50
				104340 · Audio Visual Materials - Adult	31.49
				104340 · Audio Visual Materials - Adult	113.29
				104340 · Audio Visual Materials - Adult	36.00
				104340 · Audio Visual Materials - Adult	24.29
				104340 · Audio Visual Materials - Adult	17.99
				104340 · Audio Visual Materials - Adult	26.99
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	6.95
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	7.95
TOTAL					444.91
Check	54941	09/08/2015	RWK Design, Inc.	101010 · Cash - Marquette	-13,038.74
				104580 · Automation - Maintenance	3,240.00
				104577 · Automation - Consultant	9,405.78
				104570 · Automation - Equipment	317.50
				104580 · Automation - Maintenance	50.00
				104580 · Automation - Maintenance	25.46
TOTAL					13,038.74

Orland Park Public Library
Check Detail
August 18 through September 21, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54942	09/08/2015	Sage Publications, Inc.	101010 · Cash - Marquette	-213.78
				104640 · Patron Programs&Events-Outreach	213.78
TOTAL					<u>213.78</u>
Check	54943	09/08/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-655.52
				104530 · Building & Custodial Supplies	28.00
				104530 · Building & Custodial Supplies	233.06
				104530 · Building & Custodial Supplies	394.46
TOTAL					<u>655.52</u>
Check	54944	09/08/2015	Tinley Park Public Library	101010 · Cash - Marquette	-17.00
				104310 · Books - Adult	17.00
TOTAL					<u>17.00</u>
Check	54945	09/08/2015	Unique Management Services, Inc.	101010 · Cash - Marquette	-35.80
				104495 · Legal	35.80
TOTAL					<u>35.80</u>
Check	54946	09/08/2015	Village of Orland Park	101010 · Cash - Marquette	-73.21
				104600 · Outreach Services	73.21
TOTAL					<u>73.21</u>
Check	54947	09/08/2015	Envisionware, Inc.	101010 · Cash - Marquette	-394.00
				104560 · Machine Rental	394.00
TOTAL					<u>394.00</u>
Check	54948	09/08/2015	Findaway World, LLC	101010 · Cash - Marquette	-147.98
				104341 · Audio Visual Materials - Youth	147.98
TOTAL					<u>147.98</u>
Net Payroll on 8/31/15					69,691.62
Payment to Village for IMRF/Insurance for August					59,919.34
Net Payroll on 9/15/15					71,037.97
Grand Total					<u><u>288,085.44</u></u>

Adult Services Board Report August 2015

PERSONNEL

New employees to start on August 17, 2015 in Adult Services Page position include Tara Hill and Karlene Wisniewski.

Alice Grabowski transfers to Administration beginning August 24, 2015.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 8/6; 6 adults

Kortnee Konrath worked *Up, Up, & Away: ComicCon* at OPPL on 8/8

Also on 8/8 the Summer Reading Challenge: Read to the Rhythm ended with 947 adult patrons registered and 385 completing

Writers Group 8/6; 6 adults

Five genre book discussions 8/13, 8/14, 8/18, 8/19, 8/20; 49 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Andrew Masura attended SNAAZ Meeting (OPPL) on Aug 20, 2015

Andrew Masura attended Baker & Taylor Meeting (Computer Lab) on Aug 27, 2015

Diane Srebro attended Baker & Taylor Meeting (Computer Lab) on Aug 27, 2015

Linda Conrath attended Baker & Taylor Meeting (Computer Lab) on Aug 27, 2015

STATISTICS

Database Statistics

Database	08/15	08/14	Data Type
Ancestry	2532	1634	Searches
EBSCO	24697	819	Searches
Gale Virtual Ref. Lib.	15	22	Searches
Heritage Quest	374	266	Searches

Lit. Criticism Online	4	16	Searches
OCLC	7112	6507	Searches
ProQuest	173	166	Searches
Reference USA	210	195	Searches
Rocket Languages	3	0	Sessions
World Book	1	5	Searches
Morning Investment	43	234	Searches
Careers College	34	8	Total Users
Consumer Reports	68	71	Log-Ins

Statistics from web forms

Category	08/2015	08/2014	Change
Reference	4164	4505	-341, -7.57%
Ref Remote	287	126	161, 127.78%
Non-Reference	464	269	195, 72.49%
N-R Remote	34	30	4, 13.33%
Prog Att	45	36	9, 25%
Items shelved	19001	24155	-5154, -21.34%
Carts shelved	238	314	-76, -24.2%

CUSTOMER SERVICE LOG

8/1 2:50 p.m. Patron asked if we had Poetry Magazine. Comment: They have a better selection of magazines at Barnes and Noble. You don't carry any of the magazines I want.

8/7 11:25 a.m. Patron at the Farmer's Market. Comment: Your library is awesome.

8/7 11:30 p.m. Patron at the Farmer's Market. Comment: I love your programs. I would come to the library every day if I could.

8/7 12:30 p.m. Patron at the Farmer's Market. Comment: My favorite place in Orland Park. See, I'm wearing my library t-shirt. I even wore it on vacation a couple of weeks ago.

8/20 12:20 Patron stopped at the desk and asked if we had group discussions on current events. Comment: Patron requested that we start a discussion group to discuss current events.

8/25 11:00 Patron stopped at the desk to complain about the advertisement in the bathroom. Comment: I thought Orland Park was classier than that, taping posters to the wall.

8/27 9:00 a.m. Patron was looking for a nonfiction large type book. Comment: Oh, how did you find that? It's not labeled.

8/27 11:34 a.m. Helped a patron locate a recently returned book. Comment: You have got angel wings. You are good.

8/27 11:40 a.m. Located a new nonfiction book for a patron. Comment: You're wonderful, thank you. I didn't know about the new book section. Maybe better signage would help.

8/28 10:40 a.m. Patron in foreign films. Comment: Is it alphabetized by language or title? I'm looking for a specific language. Why isn't it organized like the foreign language books?

8/30 1:20 p.m. Patron came to the desk and stated that she had difficulty finding items. Comment: Everything is out of order. How can I find anything?

8/30 1:55 p.m. Assisted a patron in finding a book that was misshelved. Comment: What was it doing there? That's not even close.

8/30 2:25 p.m. Assisted a patron in finding a book that was misshelved. Comment: That was way off. Can't anyone count properly?

8/30 2:40 p.m. While helping the previous patron, someone else had trouble. Comment: Can you help me too? This whole section is mixed up.

Circulation Board Report August 2015

PERSONNEL

Stephanie Holding resigned her Circulation clerk position on August 6th.

Amy Skau resigned her Circulation clerk position on August 11th.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin currently updating Polaris patron records involving Collection Agency reports.

CUSTOMER SERVICE LOG

8-10-15 (Information Desk) What a wonderful exhibit. (Patron referring to the Chinese Cultural Exhibit).

8-10-15 (Information Desk) So disappointed that you don't have actual art work for the presentation. (Patron referring to the Chinese Cultural Exhibit).

8-10-15 (Information Desk) Day of tea ceremonies very enjoyable. Something different.

8-12-15 (Near 1st floor elevator) The tea exhibit is wonderful. You guys do so many great things here.

8-18-15 (Information Desk) You have such a wonderful library and so efficient - service.

8-3-15 (Circulation Desk) This is stupid! I'm really pissed off! My I.D. is correct. I guess my daughter doesn't need a card. You can't use my I.D. plus my library card? This is a joke!

8-10-15 (Circulation Desk) Chinese Exhibit. The flyer said refreshments were to be served at 1 p.m.; now you're telling me they changed it to noon and the food is all gone!

8-10-15 (Circulation Desk) When will there be a Korean & Chinese tea ceremony?

8-16-15 (Circulation Desk) Patron upset because I could not place a hold for her at Circulation and Adult Reference was on the phone. She threw her books in the drops and said she has to buy her books at Target! She's tired of this library.

8-21-15 (Circulation Desk) "You've been awesome." Patron referring to the circulation desk clerk.

8-4-15 (Circulation Desk) Patron very upset. "Why is everyone so afraid of one girl"? We need new people running the library.

8-5-15 (Circulation Desk) Above patron came back to apologize - said she was having a bad day.

8-11-15 (Circulation Desk) After going back to his car a second time to get valid

documentation for a library card, patron said "You guys are like the police!"

8-11-15 (Circulation Desk) After giving a patron a new re-usable bag; "We get so much use out of these bags."

8-12-15 (Circulation Desk) This is the Taj Mahal of libraries.

8-15-15 (Circulation Desk) You have a great movie collection.

8-21-15 (Circulation Desk) "I think it's stupid. I've been coming to the library for 20 years and never did I have to prove my residence."

8-29-15 (Circulation Desk) "This policy is stupid!" I'm not trying to scam the library. Patron said after she tried renewing card for daughter that was not present.

ORS	TOTAL CIRCULATION			PATRON			IN-HOUSE
MONTH	2015		LAST YR.	CHANGE	ATTENDANCE	CHECKINS	
JAN	82,937		77,351	7%	34,403	0	
FEB	73,126		73,711	0%	32,238	1,586	
MAR	79,332		80,420	-1%	40,785	2,352	
APR	73,976		72,061	3%	34,910	2,818	
MAY	71,274		70,700	1%	49,617	2,051	
JUN	92,119		90,322	2%	38,446	2,373	
JUL	88,827	**	92,535	-4%	36,867	2,231	
AUG	78,981		76,960	3%	35,977	1,946	
SEPT							
OCT							
NOV							
DEC							
TOTAL	640,572		634,060	1%	303,243	15,357	

Note: July 2015 Total Circulation - 4 % due to 3 closed days in July. The library was closed on Saturday July 4th and Sunday July 5th for the 4th of July holiday.
The library was also closed on Friday, July 31st for Staff In-Service Training.

Graphics Board Report August 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

In August, work focused on the September-December newsletter and materials for Fall programming.

STATISTICS

	Room Requests 2015	Room Requests 2014	Room Requests 2013	Graphics Requests 2015	Graphics Requests 2014	Graphics Requests 2013
January	36	24	42	116	97	126
February	27	40	35	116	70	52
March	33	15	7	111	60	50
April	21	27	20	91	68	80
May	16	23	18	122	105	130
June	33	20	30	114	113	87
July	21	23	15	79	75	81
August	41	27	31	117	75	86
September	0	41	41	0	89	116
October	0	33	17	0	145	83
November	0	18	27	0	56	35
December	0	18	23	0	38	63
Total	228	309	306	866	991	989

Information Technology Board Report August 2015

PERSONNEL

Uzair Syed officially turned in his resignation, his last day was the 24th. We here in the Virtual Services department wish him all the best in future position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

August, 2015

12 computer classes for adults were offered with a total of 85 attendees

August, 2014 Comparison

4 computer classes for adults were offered with a total of 5 attendees

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Jason Rock attended Short Freegal Demonstration (Computer Lab) on Aug 17, 2015

Jason Rock attended Digital Media Lab Meeting with Tinley Park (Computer Lab) on Aug 23, 2015

STATISTICS

Statistics from web forms

Category	Aug 2015	Aug 2014	Change
Study Room Usage	366	255	111, 43.53%
Patrons Assisted	501	756	-255, -33.73%
Total PC Usage		2125	-2125, -100%
Total Web pages	34084	30609	3475, 11.35%
Number of Classes	12	4	8, 200%
Total Class Attendance	85	5	80, 1600%
Overdrive Checkouts	2991	2692	299, 11.11%
Overdrive Registration	66	56	10, 17.86%
Zinio Checkouts	634	669	-35, -5.23%

CUSTOMER SERVICE LOG

8/24/15 Scenario: Assisting patron with download of resume and scan Comment: Thank you Audrey for being so helpful

Outreach Services Board Report August 2015

PERSONNEL

Erin Sindewald joined Outreach Services in August.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery to patrons in single family homes, Smith Crossing, Emeritus, Alden Prairie, Autumn Leaves, Lexington, and Thomas Place.

Senior materials delivery to the Orland Township.

Special collection management of NASA artifacts, display cases, and databases.

Art and collection management of three display areas.

One book display located at the table by the center display case.

In-house and offsite adult programming.

Book delivery to train stations.

Flyer distribution to surrounding establishments and at programs.

Collection management, including ordering, of all Outreach Services materials collection.

Coordination of traveling exhibition - Life and Limb: The Toll of the American Civil War

Coordination of the tabling at the Taste of Orland Park

CONTINUING EDUCATION/MEETINGS ATTENDED

Cathy DiGiorgio attended Taste of Orland Park (O.P. Civic Center) on Aug 2, 2015

Kitty Creed attended Taste of Orland Park (O.P. Civic Center) on Aug 2, 2015

Shane Peterson attended Taste of Orland Park (O.P. Civic Center) on Aug 2, 2015

Erin Sindewald attended Artifact Training At Adler (Adler Planetarium) on Aug 26, 2015

Shane Peterson attended Artifact Training At Adler (Adler Planetarium) on Aug 26, 2015

Cathy DiGiorgio attended Artifact Training At Adler (Adler Planetarium) on Aug 26, 2015

Kitty Creed attended Artifact Training At Adler (Adler Planetarium) on Aug 26, 2015

Kelly Cuci attended Artifact Training At Adler (Adler Planetarium) on Aug 26, 2015

Kelly Cuci attended Baker & Taylor Meeting (Computer Lab) on Aug 27, 2015

Kelly Cuci attended Go Promotions vendor show (Oak Brook) on Aug 27, 2015

STATISTICS

16 programs were given with a total of 2136 patrons. *2014: 3 programs were given with a total of 144 patrons. Comicon included in this stat.*

Offsite Adult Programs:

12 programs were given with a total of 1313 patrons attending. *2014: 12 programs were given with a total of 1624. Taste of O.P. included in this stat.*

Train Station Books:

Three train stations – 127 books

Program Flyer Distribution Stats:

Orland Park Businesses - 63

Assisted Living - 7

Orland Township - 5

Train Stations - 127

In-house during programs - 480

Sponsorships - 2; PF Chang's and Mo's Chinese Kitchen

Other Outreach and Homebound Stats:

Outreach Circ Stats: 957 items circulated with 1122 checkouts and 81 renewals. *2014: 645 items circulated with 828 checkouts and 45 renewals.*

Visits to single-family homebound patrons totaled 16. *2014: Visits totaled 17.*

1 new homebound patron card was issued and 0 discontinued. 6 cards were renewed. *2014: 3 new homebound library card was issued for this month. 0 cards were discontinued. 2 cards were renewed.*

OS staff logged 449 reference transactions. *2014: 650 reference transactions.*

51 books were displayed on the table with 4 having been checked out. *2014: 35 books on display with 9 checked out.*

GRANTS/SPECIAL PROJECTS

Outreach Services worked diligently to make the week-long Chinese Cultural events as enjoyable as possible. A special thank you to everyone in Outreach Services.

Outreach Services Staff was invited to Adler Planetarium for artifact training.

CUSTOMER SERVICE LOG

8/7/15 10:15am Orland Township Visitation

"Such a nice service!"

8/7/15 10:15am Orland Township Visitation

"You're the best!"

8/10/15-8/14/15 Chinese Tea Culture Event (Didn't have a chance to write them all down)

Multiple praises for the week-long Chinese Tea Culture Event.

8/28/15 8:20pm Friday Film Series - Whiplash program

Tons of comments about what a "Great choice" and "Amazing movie." Audience clapped at the end.

Technical Services Board Report August 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for August 2015 is complete.

All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

On Aug. 17, 2015, Wendy EBSCO Explora for Public Libraries

On Aug. 20, 2015, Wendy attended webinar, OCLC Client Module 3

All Aug. 25, 2015, Wendy attended webinar, OCLC Client Module 3

STATISTICS

Please see Monthly Statistics between 08/01/2015 and 08/31/2015 on the following page.

GRANTS/SPECIAL PROJECTS

During the slow process/order month, Tech Services staff modified large quantities of old collections.

CUSTOMER SERVICE LOG

8/3 2:20 A circ staff member told me that the in-service day was great and useful. "your committee did a great job for inservice day." cm

Youth Services Board Report August 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

August 2015

Youth Programs: 1036 attendees/45 programs (birth--grade 5)

Teen Programs: 1732 attendees/12 programs (grades 6--12)

Preschool Services Visits: 25 students (Andrew High School students)

Preschool PAKs: 2 PAKS/27 items

August 2015 materials circulation statistics: 31,722 items

August 2014 comparisons

Youth Programs: 2765 attendees/43 programs

Teen Programs: 26 attendees/8 programs

August 2014 materials circulation statistics: 32,502 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Stephanie Thomas attended ILA Unconference (Dominican University) on Aug 6, 2015

Diane Norris-Kuczynski attended ILA Unconference (Dominican University) on Aug 6, 2015

Mary Adamowski attended Youth Services Forum meeting (Naperville PL 95th Avenue) on Aug 7, 2015

Mary Adamowski attended ILA 2016 Programming Committee meeting (Elmhurst College) on Aug 14, 2015

Mary Adamowski attended Go Promotions vendor show (Oak Brook) on Aug 27, 2015

STATISTICS

Category	2015	2014
Reference	2528	2630
Ref Remote	117	253
Non-Reference	534	632
N-R Remote	64	95
Teen Prog	1732	10

GRANTS/SPECIAL PROJECTS

On August 1 Mary Adamowski began her term as the Illinois Library Association 2016 Annual Conference Programming Committee Chair.

Becky McCormack began her term as Blue Stem Award Reading Committee.

Diane Norris-Kuczynski will begin another term as LACONI YSS (Library Administrators Con

CUSTOMER SERVICE LOG

Preschool desk

8/23/15 4:50 2 ladies chatting. "The old Lego table is too small for the new blocks. We need a table like the train one." MD

8/27/15 2:25 Preschool area. When grandmother showed little grandson the preschool area, he said, "That's amazing!" AN

Junior desk

8/3/15 4:15 Patron gave Mary A. a window bird feeder. "Thank you for your help with my presentation on backyard birds. It went great and books were wonderful." MGA

8/6/15 5:14 Patron filling our Encore tickets. We love your summer reading program prizes. Some of my friend's libraries don't do anything. AN

8/10/15 2:10 Walking children to picture books. One girl to the other, "Have you been here before? It's awesome! There's so many books here!" ST

8/13/15 3:18 Found a book for an adult patron. "You are awesome!" BWM

8/18/15 3:33 Helped child find Ninjago books with grandfather. "You did a wonderful job!" DNK

8/21/15 2:00 Patron gave YS dept. flowers and chocolates. "Your staff helped me throughout the school year finding materials for my classroom. You are all extremely kind." MGA

8/29/15 10:30 Young girl playing at LEGO table in preschool. "Mom, I'm just having too much fun at the library today!" MGA

8/29/15 9:12 Paton came to library to thank us for registering child over phone due to computer glitch. "Thank you for your kindness. I know it's been a rough morning, but you are the best." MGA

Teen desk

No entries.

READ TO THE RHYTHM
SUMMER READING CHALLENGE 2015
BOARD REPORT

What a melodious summer we had at the Orland Park Public Library! This year's Illinois Library Association's iREAD theme was *Read to the Rhythm*. The library's many programs offered to children, teens, adults and families reflected the theme and they were excited by our offerings.

The *Read to the Rhythm* reading challenge began on June 7 and continued through August 8. Our June 7th summer reading kick-off invited patrons to an afternoon of music provided by *Ralph's World*, informative technology sessions led by OPPL staff, crafts guided by Lakeshore Learning, and yummy frozen yogurt generously donated by TCBY!

Our celebration ignited the excitement in our patrons and they rushed to the service desks to register! During the eight-week challenge 2638 patrons of all ages registered for the program, with a completion rate of 1212, or just under 46%. Readers, age 3 through adult, received an OPPL-logo tee shirt, courtesy of the *Friends of the Orland Park Public Library*. It has been wonderful spotting patrons wearing our tee shirts as they shop, eat and travel around the village. Babies cooed with delight when they received a board book as their finishing prize. We are thankful to the Friends for their continued support over the years.

Attached is a copy of our summer reading statistics. This database was created by the library's web developer Kassandra Spence and allowed me to track the important statistics of our challenge: registration totals, completion rate, school involvement and prize distribution numbers. This new database also allowed for easier inputting of information by staff during patron summer reading transactions.

Patrons were encouraged to continue reading beyond their goals and participate in our *Encore! Encore!* component. For every additional material checked out, patrons earned a drawing slip for a chance to win prizes donated by local area businesses. This extra incentive allowed patrons to discover various materials within our collection that circulate such as bilingual books, Playaway Views, Book Bundles, and Science Kits. "I never knew you had this in the library" was a frequent comment made by the patrons! This component of the summer reading challenge is an excellent way for us to market the many different materials and services the library has to offer.

104 families entered our *Family Read Challenge* in which they read together and completed the summer reading program. These special families were then entered into a drawing to win a special prize donated by Homewood Suites Hilton, Texas Roadhouse, Traverso's and Village of Orland Park Sportsplex.

During the eight-week challenge scores of programs were offered to patrons of all ages. For children, events included storytimes, reading to therapy dogs, *Frozen* musical theatre, Pinterest Palooza Junior, and our 7th Annual Worm Race Day! Teens created cassette tape wallets and

paper bead jewelry during Summer Craft Café, and they built their own drum and learned Japanese Taiko drumming.

Adults enjoyed the many programs offered in conjunction with the *Life and Limb: The Toll of the American Civil War* exhibit in July and August. Book discussions, a women's self-defense workshop and several comic book events were also offered.

The final event of our summer reading program was our first annual Comic Con, which celebrated graphic novels and their characters! Patrons were able to peruse various comic book dealers, mingle with their favorite characters thanks to *We Are Cosplay* and learn how to create their heroes at our superhero drawing workshop.

The library enjoyed a strong presence outside of the building as we participated in Village-sponsored events. Staff manned the library booth each Friday at the Farmers Market, in which we shared with visitors information about our numerous programs and events. The Youth Services also provided weekly there, as well as at Centennial Pool on Friday afternoons.

Each library staff member should be applauded for helping to promote a summer reading challenge that our patrons thoroughly enjoyed. A special thank you to the *Read to the Rhythm* committee for their hard work: Diane Norris-Kuczynski, Andrew Masura, Kelly Cuci, Bridget Bittman, Angela Mazza and Renee Neupauer.

We look forward to next year's summer reading challenge, *Read for the Win!* Our minds are already racing with program and event ideas!

Yours truly,

Mary Adamowski
Head of Youth Services
Summer Reading Challenge Coordinator

Summer Reading Statistics

Totals for SRC 2015

Completion rate based on packets given out.

Age group	Registrants	Completion rate	Books read	Tickets	Total board books distributed: 86
Birth-35 mos	158	76	1550	388	
Age 3-grade 3	800	445	6088	1876	T-shirts distribution
Grades 4 and 5	294	126	1076	499	136 a-lg
Teen	439	183	1964	1009	154 a-med
Adult	947	382	5231	2453	142 a-sm
All age groups	2638	1212	15909	6225	90 a-xl
					47 a-xxl
					175 y-lg
					246 y-med
					184 y-sm

Totals by month

Age group	Registrants			Completion rate			Books read			Tickets			T-shirts/boardbook		
	Jun	Jul	Aug	Jun	Jul	Aug	Jun	Jul	Aug	Jun	Jul	Aug	Jun	Jul	Aug
Birth-35 mos	138	19	1	10	36	30	182	817	551	13	244	131	12	43	31
Age 3-grade 3	706	83	11	69	210	166	921	2854	2313	251	876	749	62	196	154
Grades 4 and 5	253	35	6	12	61	53	111	505	460	51	242	206	12	59	53
Teen	400	36	3	22	84	78	220	877	867	102	464	443	22	83	85
Adult	826	110	11	66	189	137	546	2681	2004	186	1285	982	70	232	145
Total	2323	283	32	179	580	464	1980	7734	6195	603	3111	2511	178	613	468

Schools

School	Registered	Completed
Aqsa School	7	4
Cardinal Joseph Bernardin	43	24
Carl Sandburg High School	79	40
Centennial	83	42
Center	46	26
Century Junior High	88	30
Fernway	9	4
High Point	83	35
Jerling Junior High	74	26
Kruse	39	22
Liberty	100	43
Meadow Ridge	112	49
Orland Junior High	78	35
Park	48	30
Prairie	101	61
St. Michael's	113	58

Read to the Rhythm

Summer Reading Challenge Sponsors

Friends of the Orland Park Public Library

Auntie Anne's Pretzels
Baby's Cheesesteak
Baker's Square
Bear Paddle Swim School
Beggar's Pizza
Bonefish Grill
The Brass Tap
Chili's
Chipotle
Cooper's Hawk Winery
Culver's of Orland Park
The Dailey Method
Dave & Buster's
DuPage Children's Museum
Dust the Most
Eye Level
Firehouse Subs
Five Guys
Granite City
Homewood Suites Hilton
Houlihan's
Lakeshore Learning
Lisa Thomas Salon
Meatheads Burgers

Midwest Animal Hospital
Miroballi Shoes
Naf Naf Grill
Noodles & Company
Noonan Chiropractic
Nothing Bundt Cakes
Original Pancake House
Orland Bakery
Orland Bowl
The Patio
Pop's Italian Beef & Sausage
Potbelly Sandwich Works
Pronto Pizza Kitchen
RoccoVino's
Rock Bottom Restaurant & Brewery
Shoreline Sightseeing
Target
TCBY/Mrs. Field's
Texas Roadhouse
Traverso's Restaurant
Village of Orland Park Sportsplex
Walmart
Whole Foods
Windy City Thunderbolts

DRAFT

Orland Park Public Library Budget, Levy, Appropriation FY2016 Draft #1			
		2015 Total Budget	2016 Working Budget
			% Increase From 2015
GL	Account Revenues		
103100	Taxes - Cook County	4,944,477	5,043,367
103100	Taxes - Cook County Loss&Cost	0	0
103100	Taxes - Will County	40,000	50,000
103120	Impact Fees	10,000	25,000
103140	Replacement Taxes	10,000	12,500
103175	State Grants	75,000	25,000
103200	Non Resident Fees	8,000	8,000
103300	Fines	60,000	60,000
103400	Gifts	10,000	10,000
103610	Copy Machine	15,000	15,000
103800	Interest Income	10,000	15,000
103900	Miscellaneous Income	10,000	10,000
Total Revenues		5,192,477	5,273,867
			1.57%

DRAFT

Orland Park Public Library				
Budget, Levy, Appropriation FY2016				
Draft #1				
		2015	2016	
		Total	Working	% Increase
		Budget	Budget	From 2015
GL	Expenditures			
104110	Salaries	2,373,813	2,324,957	-2.06%
104220	Salaries - Maintenance	106,076	107,705	1.54%
104230	Life/Health Insurance	442,249	426,558	-3.55%
104310	Books	410,000	410,000	0.00%
104315	Electronic Databases	73,000	73,000	0.00%
104320	Periodicals	39,000	39,000	0.00%
104340	Audio Visual Materials	160,000	165,000	3.13%
104345	Audio Visual Equipment	1,000	1,000	0.00%
104410	Book Rebinding	0	500	100.00%
104420	Accounting	7,800	8,000	2.56%
104430	Insurance	34,500	36,500	5.80%
104440	Landscaping & Groundskeeping	26,000	26,000	0.00%
104450	Building Maintenance	225,000	275,000	22.22%
104460	Security System	7,000	10,000	42.86%
104470	Library Office & Equipment	1,000	1,000	0.00%
104495	Legal	125,000	125,000	0.00%
104497	Library Consultant	0	12,000	#DIV/0!
104513	Electricity	0	0	#DIV/0!
104515	Water & Sewer	8,000	8,000	0.00%
104517	Natural Gas	50,000	50,000	0.00%
104520	Telephone	15,000	15,000	0.00%
104525	Purchase - New Equipment	8,000	24,000	200.00%
104530	Building & Custodial Supplies	34,000	34,000	0.00%
104540	Building Repairs	20,000	22,000	10.00%
104550	Lib. & Off. Eqpt Rep. & Maint	16,500	16,500	0.00%
104560	Machine Rental	4,000	4,000	0.00%
104570	Automation - Equipment	105,000	80,000	-23.81%
104575	Automation - Line Costs	5,500	6,500	18.18%
104577	Automation - Consultant	151,000	161,000	6.62%
104580	Automation - Maintenance	45,000	50,000	11.11%
104590	Library Furniture	19,000	80,000	321.05%
104600	Outreach Services	7,000	7,000	0.00%
104610	Board Training & Education	9,000	9,000	0.00%
104620	Staff Training & Education	30,000	30,000	0.00%
104630	Conference Fees	5,000	6,500	30.00%
104640	Patron Programs & Events	45,000	45,000	0.00%
104650	Association Dues & Fees	7,000	8,000	14.29%
104660	Public Information	32,844	39,000	18.74%
104710	Library Supplies	50,000	50,000	0.00%
104720	Office Supplies	13,000	13,000	0.00%

Orland Park Public Library			
Budget, Levy, Appropriation FY2016			
Draft #1			
		2015	2016
		Total	Working
		Budget	Budget
			% Increase
			From 2015
GL			
104730	Postage	14,000	14,000 0.00%
104740	Printing	6,000	7,000 16.67%
104810	Contingency	0	0 0.00%
104910	Contribution to IMRF	214,413	199,568 -6.92%
104915	Contribution to FICA	188,182	180,829 -3.91%
104920	Audit	10,100	10,750 6.44%
104930	Liability Ins.-D&O,Bonds,WC	42,000	55,000 30.95%
104940	Unemployment Compensation	4,000	4,000 0.00%
104950	Bank Charges	2,500	3,000 0.00%
Total Expenditures		5,192,477	5,273,867 1.57%
Excess (Deficiency) of Revenues			
Over (Under) Expenditures		0	(0) 100.00%
Interfund Transfers In / (Out)		0	0 0.00%
Net Change in Fund Balance		0	(0) 0.00%

ORLAND PARK PUBLIC LIBRARY
14921 Ravinia Avenue
Orland Park, IL 60462
708-428-5100

2015

BOARD MEMBERS' ADDRESSES, TELEPHONE NUMBERS AND EMAILS

			Term of Office
Nancy Wendt Healy, President	8539 West Fir	708-349-6059 nhealy@orlandparklibrary.org	2017
Denis P. Ryan, Vice-President Treasurer Pro-Tem	13821 Redwood Drive	708-349-0008 dryan@orlandparklibrary.org	2017
Diane I. Jennings, Treasurer Secretary Pro-Tem	16144 Hackney Drive (60467)	708-349-9798 djennings@orlandparklibrary.org	2019
Catherine Morrissey Lebert, Secretary	10231 West 144 th Place	708-403-3312 clebert@orlandparklibrary.org	2019
Christian J. Barcelona, Trustee	14615 Westwood Drive	708-873-0094 cbarcelona@orlandparklibrary.org	2021
Joanna M. Liotine Leafblad, Trustee	10504 Pentagon Drive (60467)	708-204-0245 jleafblad@orlandparklibrary.org	2021
Elan Kleis, Trustee	7530 Hemlock Drive	773-968-6934 ekleis@orlandparklibrary.org	2017

Library Staff

Mary K. Weimar, Library Director	708-428-5100 x5203 mweimar@orlandparklibrary.org
Robin Wagner, Assistant Library Director	708-428-5100 x5202 rwagner@orlandparklibrary.org
Finance Manager	708-428-5100 x5201
Dana Pryor, Senior Administrative Coordinator	708-428-5100 x5200 dana.pryor@orlandparklibrary.org

SUB-COMMITTEES

<i>Building & Maintenance</i>	<i>Finance</i>	<i>Service & Policy</i>	<i>Personnel</i>	<i>Law</i>	<i>By-Laws</i>
Christian Barcelona, <i>Chair</i>	Committee of the Whole	Nancy Healy, <i>Chair</i>	Diane Jennings, <i>Chair</i>	Joanna Leafblad, <i>Chair</i>	Cathy Lebert, <i>Chair</i>
Nancy Healy	Treasurer, <i>Chair</i>	Joanna Leafblad	Denis Ryan	Diane Jennings	Elan Kleis
Elan Kleis		Cathy Lebert	Christian Barcelona	Elan Kleis	Nancy Healy
Denis Ryan		Denis Ryan	Joanna Leafblad		Diane Jennings

**CORRESPONDENCE RECEIVED FROM AUGUST 18, 2015 THROUGH
SEPTEMBER 17, 2015 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

An email received on August 19, 2015 from Mr. Kevin DuJan, regarding questions he has on reimbursements.

CORRESPONDENCE 2

An email received on August 24, 2015 from Mr. Kevin DuJan, as a FOIA request.

CORRESPONDENCE 3

An email received on August 24, 2015 from Mr. Kevin DuJan, regarding service awards.

CORRESPONDENCE 4

An email received on August 24, 2015 from Mr. Kevin DuJan, regarding internet activity.

CORRESPONDENCE 5

An email received on August 25, 2015 from Ms. Nanc Junker, regarding the August 17, 2015 Board Meeting and speaker requests.

CORRESPONDENCE 6

An email received on August 26, 2015 from Mr. J.P. Parker, regarding the August 17, 2015 Board Meeting.

CORRESPONDENCE 7

An email received on August 28, 2015 from Mr. Kevin DuJan, regarding questions he has on reimbursements.

CORRESPONDENCE 8

An email received on August 28, 2015 from Mr. J.P. Parker, regarding court documents.

CORRESPONDENCE 9

An email received on August 28, 2015 from Mr. Robert Herguth, regarding communications.

CORRESPONDENCE 10

An email received on August 31, 2015 from the University of Chicago Medicine and the Village of Orland Park, regarding the September 29, 2015 groundbreaking ceremony.

CORRESPONDENCE 11

An email received on August 31, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.

CORRESPONDENCE 12

An email from the Office of the Attorney General State of Illinois, received on September 1, 2015 regarding the 2015 PAC 37096 Request for Review.

CORRESPONDENCE 13

An email from the Office of the Attorney General State of Illinois, received on September 1, 2015 regarding the 2015 PAC 37117 Request for Review.

CORRESPONDENCE 14

An email from the Office of the Attorney General State of Illinois, received on September 1, 2015 regarding the 2015 PAC 37132 Request for Review.

CORRESPONDENCE 15

An email received on September 2, 2015 from Mr. Kevin DuJan, regarding his request submission to the PAC.

CORRESPONDENCE 16

An email received on September 2, 2015 from Mr. Kevin DuJan, regarding a case study written by a graduate student at the University of Wisconsin Milwaukee.

CORRESPONDENCE 17

An email received on September 3, 2015 from Mr. Kevin DuJan, regarding the Public Access Bureau.

CORRESPONDENCE 18

A thank you note received on September 3, 2015 from the Hanlon Family.

CORRESPONDENCE 19

An email sent on September 5, 2015 from Ms. Nanc Junker, regarding a presentation request.

CORRESPONDENCE 20

An email sent on September 8, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.

CORRESPONDENCE 21

An email sent on September 8, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.

CORRESPONDENCE 22

An email sent on September 8, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.

CORRESPONDENCE 23

An email sent on September 9, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.

CORRESPONDENCE 24

An email sent on September 9, 2015 from Mr. Kevin DuJan, regarding a request for interview.

CORRESPONDENCE 25

An email sent on September 13, 2015 from Mr. J.P. Parker, regarding a recent FOIA response.

CORRESPONDENCE 26

An email sent on September 14, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.

CORRESPONDENCE 27

An email sent on September 15, 2015 from Mr. Dan Kleinman, regarding a request for review.

CORRESPONDENCE 28

An email sent on September 16, 2015 from Mr. Kevin DuJan, regarding a recent article.

CORRESPONDENCE 29

An email sent on September 17, 2015 from Mr. Kevin DuJan, regarding another library.

CORRESPONDENCE 30

An email sent on September 17, 2015 from Mr. Kevin DuJan, regarding a recent FOIA response.