

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

AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
October 19, 2015 7:00 P.M.  
Room 104

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES FROM SEPTEMBER 21, 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. Approval of the FY2016 Budget and Levy – For Action  
*Motion to approve the 2016 Budget and Levy at a \_\_\_\_\_% increase*

**J. NEW BUSINESS**

1. Intergovernmental Agreement of the Cost-Sharing of Tax Valuation Objection  
Intervention Costs – For Action

*Motion to approve the intergovernmental agreement between the Board of Education of Orland School District 135, the Board of Education of Consolidated High School District 230, the Village of Orland Park, the Orland Park Public Library, and the Orland Fire Protection District to share in the costs of intervening in those tax valuation objections using the services of Klein Thorpe and Jenkins*

**K. ANNOUNCEMENTS**

**L. ADJOURNMENT**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held September 21, 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 Catherine Lebert

Roll Call

Members absent: Denis Ryan

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Dana Pryor, Senior Administrative Coordinator

Minutes

Treasurer Jennings made a motion to approve the August 17, 2015 minutes. Trustee Barcelona 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 – aye; Ryan – absent.

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

None.

Introduction of Visitors

The following individuals signed in to speak during Public Comment:

Public Comment

1. Nino
2. Nanc Junker
3. Megan Fox
4. Kevin DuJan
5. J.P.
6. Janet Almen
7. Sam Lo Monaco
8. Paulette Minarirk
9. Judith Smitko
10. Jackie Keenan
11. Kathleen Andrews
12. Colleen Lannigan

A request was made by the audience to defer each person's five minutes of public comment time to the first speaker. President Healy addressed each individual signed up to confirm their willingness to defer their time to the first speaker. Each individual agreed.

Secretary Lebert made a motion to allow each individually allotted five minute speaking time to the first speaker for a total of thirty minutes. Trustee Leafblad 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 – aye; Ryan – absent.

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

The public speaker introduced himself and was given thirty minutes to speak in front of the Board. The speaker was as follows:

- i. Nino

A request was made by the audience to use the remainder of the thirty minutes of Public Comment time.

A discussion occurred amongst the Board as to how to equitably accommodate remaining speakers.

President Healy addressed the audience and asked, by show of hands, who wished to still speak.

Trustee Leafblad made a motion to allow the three interested members of the public to split the remaining time and speak to the Board for three minutes each. Secretary Lebert seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – nay; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 1 nay, 1 absent.

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

1. Megan Fox
2. Janet Almen
3. Colleen Lannigan

None.

#### Executive Session

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

#### Treasurer's Report

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

Treasurer Jennings moved to approve the Accounts Payable Listing of August 18, 2015 through September 21, 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 – aye; Ryan – absent.

Motion passed. 6 ayes, 0 nays, 1 absent

#### *Circulation and Programming*

Circulation statistics are back up from July with an overall 3% increase over 2014. Marja Mills' author visit is this Saturday, September 26, 2015 at 5:30 p.m. Outreach Services arranged for four local food sponsors of the event.

#### Librarian's Report

Virtual Services Manager Jason Rock had twelve patrons at a recent open house for The Smart Lab. He has already taken a reservation for a patron to convert slides to digital format.

#### *Administration*

Director Weimar has been the acting manager of the Graphics Department for the month.

The Library has partnered with Barnes and Noble for a Book Fair to be held on Sunday, November 8, 2015. Outreach Services and Youth Services will be planning programs to host offsite at Barnes and Noble to attract customers to purchase their holiday gifts early. The Library will be participating in the Orland Park Area Chamber of Commerce Community Expo in mid-October at Carl Sandburg High School. Informational flyers will be distributed at the Expo promoting the upcoming Book Fair and the Kurt Vonnegut exhibit.

#### *Personnel*

Director Weimar, together with Dana Pryor, will process payroll and accounts payable invoices in the coming weeks. The open positions in Administration will be filled by the first week of October.

*Adult Services Furniture*

The second batch of Adult Services furniture has been sent out for reupholstering and repair. One 60" bench, 48 David Edward table chairs and 12 lounge chairs are being done for a cost of just under \$24,300. It is estimated the pieces will be returned by the end of October.

*Maintenance*

The Maintenance staff have been getting ready for the winter season. The aerator has been pulled from the pond and system checks are being done. Neviol's subcontractors for window cleaning were out last week.

*Exterior Lighting*

After much discussion and testing, it was decided not to replace the exterior ground lighting units with LED units. The LED lights did not shine up as far on the building as the current fixtures. A light box that shorted has been replaced, wiring checked and replacement bulbs purchased. Steve Newman and TJ Harper are raising the underground part of the fixtures higher, to get them above the groundwater level so they do not short so easily.

President Healy advised Administration on possible future requirements regarding fluorescent light usage. The Administration will look into any upcoming regulations and requirements.

*First Floor Water Leakage*

Last Friday's rains caused water to come up through the concrete floor in the Youth Services area in several places. The water then ran into Room 105's closet and into Room 104. Water from these areas then leaked down the walls into the basement. Steve Newman and TJ Harper spent Saturday and Monday cleaning up the water and making sure mold problems do not develop.

This is not the first time water has come up through the concrete foundation on the south end of the first floor. This time, however, the water was coming up in multiple areas. Administration assumes there are cracks in the foundation from the ground settling and has begun steps to solve this problem. Director Weimar has contacted Mike Wesman at W.E. O'Neil who worked on the building. He will be out Thursday or Friday this week to talk with Steve Newman and see what the next steps are, what warranties the Library has from construction, and other facets of this problem. Administration will also investigate our insurance coverage.

*Display Case*

Administration has been working with Head of Outreach Services Kelly Cuci for the purchase of free-standing, museum quality, flat display case. Expected cost will be under \$7,000. The case will have an acrylic top with UV-protection coating and a lock. The Library has several antiquarian books in its collection to put on display. Also, as a member of the Illinois museum community, there will be opportunities to borrow artifacts to rotate into the case.

Several board members discussed their concerns regarding the cost of the display case and the benefit to the public. Administration will look further into the types of traveling collections available through the museum community and the public interest.

Treasurer Jennings addressed a member of the public's concerns regarding FOIA production.

No other reports at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital  
Campaign  
Committee

1. 2016 Budget and Levy – For Discussion

Unfinished  
Business

A lengthy discussion took place with several members of the Board and Administration regarding multiple specific line items on the draft 2016 Budget. The Administration will review revenues, expenditures, and the reserve, in combination, to develop more detailed recommendations for the 2016 Budget and Levy.

1. 2015 Board Member Committee Assignments – For Discussion

New Business

Trustee Leafblad apologized for a mistake made in replying to a draft email sent out with the committee assignments earlier in the month.

A discussion of the committee assignments took place with one request made. Secretary Lebert requested not to be Chairperson of the By-Laws Committee; Trustee Kleis agreed to chair the committee.

Secretary Lebert expressed her happiness with the first public comment speaker.

Announcements

Secretary Lebert 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 – aye; Ryan – absent.

Adjournment

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

The meeting was adjourned at 9:13 p.m.

Catherine Morrissey-Lebert  
Secretary

Approved: \_\_\_\_\_

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

Minutes prepared by Dana Pryor

# DRAFT

Orland Park Public Library							
Budget, Levy, Appropriation FY2016							
Draft 10-19-15							
		2015	2016	% Increase	2016	Other	Appropriation
		Total	Working	From 2015	Levy	Sources	
GL		Budget	Budget				
Account	Revenues						
103100	Taxes - Cook County	4,944,477	5,043,367	2.00%	5,043,367	0	5,043,367
103100	Taxes - Cook County Loss&Cost	0	0	0.00%	0	0	0
103100	Taxes - Will County	40,000	50,000	25.00%	0	60,000	50,000
103120	Impact Fees	10,000	25,000	150.00%	0	25,000	25,000
103140	Replacement Taxes	10,000	12,500	25.00%	0	12,500	12,500
103175	State Grants	75,000	25,000	-66.67%	0	25,000	25,000
103200	Non Resident Fees	8,000	8,000	0.00%	0	8,000	8,000
103300	Fines	60,000	60,000	0.00%	0	60,000	60,000
103400	Gifts	10,000	10,000	0.00%	0	10,000	10,000
103610	Copy Machine	15,000	15,000	0.00%	0	15,000	15,000
103800	Interest Income	10,000	15,000	50.00%	0	15,000	15,000
103900	Miscellaneous Income	10,000	10,000	0.00%	0	10,000	10,000
	<b>Total Revenues</b>	<b>5,192,477</b>	<b>5,273,867</b>	<b>1.57%</b>	<b>5,043,367</b>	<b>230,500</b>	<b>5,273,867</b>
	<b>Expenditures</b>						
104110	Salaries	2,373,813	2,324,957	-2.06%	2,324,957	0	2,324,957
104220	Salaries - Maintenance	106,076	107,705	1.54%	107,705	0	107,705
104230	Life/Health Insurance	442,249	426,558	-3.55%	426,558	0	426,558
104310	Books	410,000	410,000	0.00%	410,000	0	410,000
104315	Electronic Databases	73,000	73,000	0.00%	73,000	0	73,000
104320	Periodicals	39,000	39,000	0.00%	39,000	0	39,000
104340	Audio Visual Materials	160,000	165,000	3.13%	165,000	0	165,000
104345	Audio Visual Equipment	1,000	1,000	0.00%	1,000	0	1,000
104410	Book Rebinding	0	500	N/A	500	0	500
104420	Accounting	7,800	8,000	2.56%	8,000	0	8,000
104430	Insurance	34,500	36,500	5.80%	36,500	0	36,500
104440	Landscaping & Groundskeeping	26,000	26,000	0.00%	26,000	0	26,000
104450	Building Maintenance	225,000	275,000	22.22%	275,000	0	275,000
104460	Security System	7,000	10,000	42.86%	10,000	0	10,000
104470	Library Office & Equipment	1,000	1,000	0.00%	1,000	0	1,000
104495	Legal	125,000	125,000	0.00%	125,000	0	125,000
104497	Library Consultant	0	12,000	N/A	12,000	0	12,000
104513	Electricity	0	0	0.00%	0	0	0
104515	Water & Sewer	8,000	8,000	0.00%	8,000	0	8,000
104517	Natural Gas	50,000	50,000	0.00%	50,000	0	50,000
104520	Telephone	15,000	15,000	0.00%	15,000	0	15,000
104525	Purchase - New Equipment	8,000	24,000	200.00%	24,000	0	24,000
104530	Building & Custodial Supplies	34,000	34,000	0.00%	34,000	0	34,000
104540	Building Repairs	20,000	22,000	10.00%	22,000	0	22,000
104550	Lib. & Off. Eqpt Rep. & Maint	16,500	16,500	0.00%	16,500	0	16,500
104560	Machine Rental	4,000	4,000	0.00%	4,000	0	4,000
104570	Automation - Equipment	105,000	80,000	-23.81%	80,000	0	80,000
104575	Automation - Line Costs	5,500	6,500	18.18%	6,500	0	6,500
104577	Automation - Consultant	151,000	161,000	6.62%	161,000	0	161,000
104580	Automation - Maintenance	45,000	50,000	11.11%	50,000	0	50,000
104590	Library Furniture	19,000	80,000	321.05%	80,000	0	80,000
104600	Outreach Services	7,000	7,000	0.00%	7,000	0	7,000
104610	Board Training & Education	9,000	9,000	0.00%	9,000	0	9,000
104620	Staff Training & Education	30,000	30,000	0.00%	30,000	0	30,000
104630	Conference Fees	5,000	6,500	30.00%	6,500	0	6,500
104640	Patron Programs & Events	45,000	45,000	0.00%	45,000	0	45,000
104650	Association Dues & Fees	7,000	8,000	14.29%	8,000	0	8,000
104660	Public Information	32,844	39,000	18.74%	39,000	0	39,000
104710	Library Supplies	50,000	50,000	0.00%	50,000	0	50,000
104720	Office Supplies	13,000	13,000	0.00%	13,000	0	13,000

# DRAFT

Orland Park Public Library Budget, Levy, Appropriation FY2016 Draft 10-19-15							
		2015 Total Budget	2016 Working Budget	% Increase From 2015	2016 Levy		Appropriation
<b>GL</b>							
104730	Postage	14,000	14,000	0.00%	14,000		14,000
104740	Printing	6,000	7,000	16.67%	7,000		7,000
104810	Contingency	0	0	0.00%	0		0
104910	Contribution to IMRF	214,413	199,568	-6.92%	89,568	110,000	199,568
104915	Contribution to FICA	188,182	180,829	-3.91%	117,429	63,400	180,829
104920	Audit	10,100	10,750	6.44%	0	10,750	10,750
104930	Liability Ins.-D&O,Bonds,WC	42,000	55,000	30.95%	12,650	42,350	55,000
104940	Unemployment Compensation	4,000	4,000	0.00%	0	4,000	4,000
104950	Bank Charges	2,500	3,000	0.00%	3,000	0	3,000
	<b>Total Expenditures</b>	<b>5,192,477</b>	<b>5,273,867</b>	<b>1.57%</b>	<b>5,043,367</b>	<b>230,500</b>	<b>5,273,867</b>
	<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>0</b>	<b>(0)</b>	<b>0.00%</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>
	<b>Interfund Transfers In / (Out)</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Net Change in Fund Balance</b>	<b>0</b>	<b>(0)</b>	<b>0.00%</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>

**Orland Park Public Library**  
**Check Detail**  
September 22 through October 19, 2015

Type	Num	Date	Name	Account	Original Amount
Check	54949	09/29/2015	American Library Association	101010 · Cash - Marquette	-334.89
				104641 · Patron Programs & Events-Adult	32.36
				104710 · Library Supplies	112.12
				104642 · Patron Programs & Events-Youth	190.41
TOTAL					334.89
Check	54950	09/29/2015	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-8,256.88
				104340 · Audio Visual Materials - Adult	6,208.13
				104341 · Audio Visual Materials - Youth	1,014.01
				104342 · Audio Visual Materials-Outreach	406.87
				104310 · Books - Adult	274.39
				104642 · Patron Programs & Events-Youth	209.76
				104710 · Library Supplies	32.66
				104570 · Automation - Equipment	111.06
TOTAL					8,256.88
Check	54951	09/29/2015	Audio Editions	101010 · Cash - Marquette	-101.98
				104342 · Audio Visual Materials-Outreach	69.58
				104342 · Audio Visual Materials-Outreach	32.40
TOTAL					101.98
Check	54952	09/29/2015	Baker & Taylor	101010 · Cash - Marquette	-2,627.02
				104311 · Books - Youth	32.19
				104311 · Books - Youth	17.03
				104311 · Books - Youth	5.99
				104312 · Books - Outreach	35.03
				104311 · Books - Youth	15.79
				104311 · Books - Youth	13.78
				104311 · Books - Youth	79.11
				104311 · Books - Youth	719.73
				104311 · Books - Youth	305.82
				104311 · Books - Youth	45.98
				104311 · Books - Youth	831.02
				104311 · Books - Youth	263.01
				104311 · Books - Youth	262.54
TOTAL					2,627.02
Check	54953	09/29/2015	Baker & Taylor	101010 · Cash - Marquette	-259.87
				104342 · Audio Visual Materials-Outreach	259.87
TOTAL					259.87
Check	54954	09/29/2015	Black, Sue	101010 · Cash - Marquette	-200.00
				104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Check	54955	09/29/2015	Bradley, Kate	101010 · Cash - Marquette	-280.00

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Type	Num	Date	Name	Account	Original Amount
				104640 - Patron Programs&Events-Outreach	280.00
TOTAL					280.00
Check	54956	09/29/2015	Cavendish Square	101010 - Cash - Marquette	-193.95
				104311 - Books - Youth	193.95
TOTAL					193.95
Check	54957	09/29/2015	CDW Government	101010 - Cash - Marquette	-402.50
				104570 - Automation - Equipment	402.50
TOTAL					402.50
Check	54958	09/29/2015	Center Point Large Print	101010 - Cash - Marquette	-417.03
				104310 - Books - Adult	44.34
				104310 - Books - Adult	133.02
				104312 - Books - Outreach	239.67
TOTAL					417.03
Check	54959	09/29/2015	Comcast	101010 - Cash - Marquette	-310.54
				104520 - Telephone	310.54
TOTAL					310.54
Check	54960	09/29/2015	Comcast Cable	101010 - Cash - Marquette	-322.66
				104575 - Automation - Line Costs	322.66
TOTAL					322.66
Check	54961	09/29/2015	CuraLinc, LLC	101010 - Cash - Marquette	-480.00
				104230 - Life/Health Insurance	480.00
TOTAL					480.00
Check	54962	09/29/2015	Findaway World, LLC	101010 - Cash - Marquette	-600.79
				104341 - Audio Visual Materials - Youth	326.54
				104340 - Audio Visual Materials - Adult	255.26
				104340 - Audio Visual Materials - Adult	19.99
TOTAL					600.79
Check	54963	09/29/2015	Gale/Cengage Learning	101010 - Cash - Marquette	0.00
TOTAL					0.00
Check	54964	09/29/2015	Global Equipment Company	101010 - Cash - Marquette	-152.19
				104530 - Building & Custodial Supplies	152.19
TOTAL					152.19

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Type	Num	Date	Name	Account	Original Amount
Check	54965	09/29/2015	Hearne & Associates, P.C.	101010 - Cash - Marquette	-805.10
				104420 - Accounting	560.10
				104420 - Accounting	245.00
TOTAL					805.10
Check	54966	09/29/2015	Ingram Library Services	101010 - Cash - Marquette	-6,645.66
				104310 - Books - Adult	6,488.97
				104312 - Books - Outreach	156.69
TOTAL					6,645.66
Check	54967	09/29/2015	Ingram Library Services	101010 - Cash - Marquette	-1,122.21
				104311 - Books - Youth	1,122.21
TOTAL					1,122.21
Check	54968	09/29/2015	Kent, David	101010 - Cash - Marquette	-125.00
				104640 - Patron Programs&Events-Outreach	125.00
TOTAL					125.00
Check	54969	09/29/2015	Klein, Thorpe and Jenkins, Ltd.	101010 - Cash - Marquette	-195.09
				104495 - Legal	171.55
				104495 - Legal	23.54
TOTAL					195.09
Check	54970	09/29/2015	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-31.12
				104550 - Lib. & Off. Eqpt Rep. & Maint	12.00
				104550 - Lib. & Off. Eqpt Rep. & Maint	19.12
TOTAL					31.12
Check	54971	09/29/2015	Lerner Publishing Group	101010 - Cash - Marquette	-22.99
				104311 - Books - Youth	22.99
TOTAL					22.99
Check	54972	09/29/2015	Lite Tech, Inc.	101010 - Cash - Marquette	-61.10
				104530 - Building & Custodial Supplies	61.10
TOTAL					61.10
Check	54973	09/29/2015	Meredith Books	101010 - Cash - Marquette	-36.03
				104310 - Books - Adult	36.03
TOTAL					36.03

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Type	Num	Date	Name	Account	Original Amount
Check	54974	09/29/2015	Morningstar Inc.	101010 - Cash - Marquette	-3,497.00
				104315 - Electronic Databases	3,497.00
TOTAL					<u>3,497.00</u>
Check	54975	09/29/2015	Neofunds By Neopost	101010 - Cash - Marquette	-503.03
				104730 - Postage	503.03
TOTAL					<u>503.03</u>
Check	54976	09/29/2015	NuWay Disposal Service, Inc.	101010 - Cash - Marquette	-65.42
				104450 - Building Maintenance	65.42
TOTAL					<u>65.42</u>
Check	54977	09/29/2015	Oriental Trading Company, Inc.	101010 - Cash - Marquette	-423.35
				104642 - Patron Programs & Events-Youth	423.35
TOTAL					<u>423.35</u>
Check	54978	09/29/2015	OverDrive, Inc.	101010 - Cash - Marquette	-5,575.66
				104310 - Books - Adult	5,292.72
				104311 - Books - Youth	282.94
TOTAL					<u>5,575.66</u>
Check	54979	09/29/2015	Pack, William	101010 - Cash - Marquette	-300.00
				104640 - Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Check	54980	09/29/2015	Paramont-EO, Inc.	101010 - Cash - Marquette	-2,760.11
				104530 - Building & Custodial Supplies	2,711.69
				104530 - Building & Custodial Supplies	48.42
TOTAL					<u>2,760.11</u>
Check	54981	09/29/2015	Park Ace Hardware	101010 - Cash - Marquette	-168.71
				104530 - Building & Custodial Supplies	168.71
TOTAL					<u>168.71</u>
Check	54982	09/29/2015	Paxinos, Kristin	101010 - Cash - Marquette	-400.00
				104640 - Patron Programs&Events-Outreach	400.00
TOTAL					<u>400.00</u>
Check	54983	09/29/2015	Peterson's, a Nelnet Company	101010 - Cash - Marquette	-27.38

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Type	Num	Date	Name	Account	Original Amount
				104310 · Books - Adult	27.38
TOTAL					<u>27.38</u>
Check	54984	09/29/2015	ProQuest LLC	101010 · Cash - Marquette	-3,000.00
				104315 · Electronic Databases	3,000.00
TOTAL					<u>3,000.00</u>
Check	54985	09/29/2015	Annuity Premium Reserve Account	101010 · Cash - Marquette	-300.00
				102160 · 457 Plan W/H Payable	300.00
TOTAL					<u>300.00</u>
Check	54986	09/29/2015	Quill Corporation	101010 · Cash - Marquette	-858.74
				104530 · Building & Custodial Supplies	13.58
				104720 · Office Supplies	492.20
				104642 · Patron Programs & Events-Youth	57.20
				104642 · Patron Programs & Events-Youth	-26.99
				104530 · Building & Custodial Supplies	19.99
				104530 · Building & Custodial Supplies	75.09
				104530 · Building & Custodial Supplies	75.09
				104530 · Building & Custodial Supplies	75.09
				104530 · Building & Custodial Supplies	77.49
TOTAL					<u>858.74</u>
Check	54987	09/29/2015	Penguin Random House LLC	101010 · Cash - Marquette	-644.25
				104340 · Audio Visual Materials - Adult	67.50
				104342 · Audio Visual Materials-Outreach	127.50
				104340 · Audio Visual Materials - Adult	26.25
				104342 · Audio Visual Materials-Outreach	120.00
				104340 · Audio Visual Materials - Adult	33.75
				104342 · Audio Visual Materials-Outreach	37.50
				104340 · Audio Visual Materials - Adult	33.75
				104342 · Audio Visual Materials-Outreach	90.00
				104340 · Audio Visual Materials - Adult	54.00
				104342 · Audio Visual Materials-Outreach	54.00
TOTAL					<u>644.25</u>
Check	54988	09/29/2015	Rashid, Maqbool	101010 · Cash - Marquette	0.00
TOTAL					<u>0.00</u>
Check	54989	09/29/2015	Recorded Books, INC	101010 · Cash - Marquette	-628.75
				104340 · Audio Visual Materials - Adult	628.75
TOTAL					<u>628.75</u>
Check	54990	09/29/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-820.75
				104530 · Building & Custodial Supplies	480.69

**Orland Park Public Library**  
**Check Detail**  
September 22 through October 19, 2015

Type	Num	Date	Name	Account	Original Amount
				104530 · Building & Custodial Supplies	340.06
TOTAL					820.75
Check	54991	09/29/2015	The Great Courses	101010 · Cash - Marquette	-69.95
				104340 · Audio Visual Materials - Adult	69.95
TOTAL					69.95
Check	54992	09/29/2015	Trane U.S. Inc.	101010 · Cash - Marquette	-11,710.18
				104450 · Building Maintenance	11,626.00
				104530 · Building & Custodial Supplies	84.18
TOTAL					11,710.18
Check	54993	09/29/2015	Trzeciak, Robert	101010 · Cash - Marquette	-150.00
				104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Check	54994	09/29/2015	Tyco Integrated Security LLC	101010 · Cash - Marquette	-414.00
				104460 · Security System	267.00
				104460 · Security System	147.00
TOTAL					414.00
Check	54995	09/29/2015	Vespasian Warner Public Library District	101010 · Cash - Marquette	-20.00
				104310 · Books - Adult	20.00
TOTAL					20.00
Check	54996	09/29/2015	Reliastar Life Insurance Company	101010 · Cash - Marquette	-1,300.00
				102160 · 457 Plan W/H Payable	1,300.00
TOTAL					1,300.00
Check	54997	09/29/2015	Cardmember Service	101010 · Cash - Marquette	-2,899.97
				104620 · Staff Training & Education	19.00
				104630 · Conference Fees	2,369.00
				104640 · Patron Programs&Events-Outreach	54.04
				104642 · Patron Programs & Events-Youth	181.73
				104650 · Association Dues & Fees	135.00
				104660 · Public Information	127.50
				104730 · Postage	13.70
TOTAL					2,899.97
Check	54998	09/29/2015	Gale/Cengage Learning	101010 · Cash - Marquette	-2,547.41
				104310 · Books - Adult	1,312.68
				104312 · Books - Outreach	1,234.73
TOTAL					2,547.41

**Orland Park Public Library**  
**Check Detail**  
September 22 through October 19, 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
Check	54999	09/29/2015	Rashid, Maqbool	101010 - Cash - Marquette	-250.00
				104610 - Board Training & Education	250.00
TOTAL					<u>250.00</u>
			Net Payroll on 9/30/15		65,850.53
			Payment to Village for IMRF/insurance for September		58,813.97
			Net Payroll on 10/15/15		72,581.38
			<b>Grand Total</b>		<b><u>260,565.14</u></b>

# DRAFT

## INTERGOVERNMENTAL AGREEMENT FOR THE COST-SHARING OF TAX VALUATION OBJECTION INTERVENTION COSTS

WHEREAS, the Board of Education of Orland School District 135 ("S.D. 135") has determined it to be in the best interest of S.D. 135 to intervene in tax valuation objections involving parcels of real property which S.D. 135 has authority to levy taxes against; and

WHEREAS, the Board of Education of Consolidated High School District 230 ("S.D. 230") has determined it to be in the best interest of S.D. 230 to intervene in tax valuation objections involving parcels of real property which S.D. 230 has authority to levy taxes against; and

WHEREAS, the Village of Orland Park (the "Village") has determined it to be in the best interest of its residents and taxpayers to intervene in tax valuation objections involving parcels of real property which the Village has authority to levy taxes against; and

WHEREAS, the Orland Park Public Library (the "Library"), has determined it to be in the best interest of the Library to intervene in tax valuation objections involving parcels of real property which the Library has authority, through the Village's taxing powers, to levy taxes against; and

WHEREAS, the Orland Fire Protection District (the "OFPD"), has determined it to be in the best interest of the OFPD to intervene in tax valuation objections involving parcels of real property which the OFPD has authority to levy taxes against; and

WHEREAS, S.D. 135, S.D. 230, the Village, the Library and the OFPD (collectively referred to as the "Parties") agree that is in the best interest of all Parties to share in the costs of intervening in those tax valuation objections involving parcels of real property which all of the Parties have authority to levy taxes against (other than the pending tax valuation objection matters involving the Orland Square Mall of which S.D. 230 will continue to retain separate counsel); and

WHEREAS, the Parties acknowledge that not all tax valuation objections that affect a Party to this Intergovernmental Agreement will impact all Parties, and, for said matters, this Intergovernmental Agreement will not apply; and

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

WHEREAS, the "Intergovernmental Cooperation Act," 5 ILCS 220/1 *et seq.*, provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other units of local government;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. The preambles set forth above are hereby incorporated herein by reference as if fully set forth herein.

# DRAFT

2. The Parties agree to share in the costs of intervention in those Tax valuation objections involving parcels of real property which all of the Parties have authority to levy taxes against. The Parties agree to share in the costs of intervention for said Tax valuation objections based on the following percentages: S.D. 135 42%, S.D. 230 31%, Village 8.5%, Library 3.5%, and OFPD 15%. The intervention costs associated with a PTAB appeal include, but are not limited to, attorneys' fees, appraisal fees, witness testimony and travel fees, and all other costs associated with the intervention in said matters.

3. The Parties agree that the law firm of Klein, Thorpe and Jenkins, Ltd. ("KTJ") will represent their interests in connection with defending the Parties' interests in all existing and future tax valuation objections involving parcels of real property which all of the Parties have authority to levy taxes against (other than those tax valuation objections regarding the Orland Square Mall of which S.D. 230 will continue to use separate counsel), and understand that KTJ will bill its attorneys' fees to the Parties in accordance with the above pro-rata cost-sharing allocation.

4. KTJ has developed a means of learning of those tax valuation objections filed with the Circuit Court and will continue to investigate the same on behalf of the Parties. KTJ will analyze whether the potential refunds requested by the taxpayer in each tax valuation objection would warrant intervention by the Parties. If intervention is warranted, KTJ will recommend intervention to each of the Parties. If approved by all Parties, KTJ will intervene on behalf of all Parties, making each taxing district a party of record to the tax valuation objection.

5. This Intergovernmental Agreement contains the entire agreement and understanding between the Parties in respect of the subject matter hereof and supersedes any prior understandings and agreements between the Parties regarding the subject matter of this Intergovernmental Agreement.

6. No amendment, waiver or modification of any term or condition of this Intergovernmental Agreement shall be binding or effective for any purpose unless expressed in writing and signed by each of the Parties.

7. If any section, subsection, sentence, clause or phrase of this Intergovernmental Agreement is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this Intergovernmental Agreement.

8. This Intergovernmental Agreement may be executed in duplicates and counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument.

9. This Intergovernmental Agreement may be terminated at any time by any of the Parties, upon any of the Parties serving written notice of termination to each of the other Parties and to KTJ. Upon the notice of termination, the Party serving notice of termination agrees that it will continue to pay its pro-rata share of the costs of intervening in all outstanding tax valuation objections of which intervention was filed in accordance with this Intergovernmental Agreement, but will not be participating in any new tax valuation objections in which the remaining Parties intervene. Those Parties desiring to continue in a cost-sharing agreement may execute a new Intergovernmental Agreement to reflect their revised agreement.

# DRAFT

IN WITNESS WHEREOF, the Parties hereto have caused this Intergovernmental Agreement to be executed and delivered as of this \_\_\_\_ day of \_\_\_\_\_, 2015.

**ORLANDSCHOOL DISTRICT 135:**

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Education

**VILLAGE OF ORLAND PARK:**

By: \_\_\_\_\_  
Village President

ATTEST:

By: \_\_\_\_\_  
Village Clerk

**ORLAND FIRE PROTECTION DISTRICT:**

By: \_\_\_\_\_  
President, Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Trustees

**CONSOLIDATED HIGH SCHOOL DISTRICT 230:**

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Education

**ORLAND PARK PUBLIC LIBRARY:**

By: \_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Library Trustees

**CORRESPONDENCE RECEIVED FROM SEPTEMBER 21, 2015  
THROUGH OCTOBER 15, 2015 FOR BOARD OF TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**CORRESPONDENCE 1**

An email sent on September 21, 2015 from Mr. Dan Kleinman, as a FOIA request.

**CORRESPONDENCE 2**

An email sent on September 26, 2015 from Mr. Kevin DuJan, regarding  
2015 PAC 37096.

**CORRESPONDENCE 3**

An email sent on September 29, 2015 from Mr. Kevin DuJan, regarding a web  
article.

**CORRESPONDENCE 4**

An email sent on September 29, 2015 from Mr. Kevin DuJan, regarding a recent  
FOIA response.

**CORRESPONDENCE 5**

An email sent on September 29, 2015 from Mr. Kevin DuJan, regarding another  
library.

**CORRESPONDENCE 6**

An email sent on September 29, 2015 from Mr. Kevin DuJan, regarding a web  
article.

**CORRESPONDENCE 7**

An email sent on October 2, 2015 from Mr. Kevin DuJan, as a FOIA request.

**CORRESPONDENCE 8**

An email sent on October 14, 2015 from Mr. Kevin DuJan and Ms. Megan Fox,  
regarding 2015 PAC 37117 and 2015 PAC 37096.

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

**2015**

**BOARD MEMBERS' ADDRESSES, TELEPHONE NUMBERS AND EMAILS**

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

**Library Staff**

Mary K. Weimar, Library Director	708-428-5100 x5203 <a href="mailto:mweimar@orlandparklibrary.org">mweimar@orlandparklibrary.org</a>
Robin Wagner, Assistant Library Director	708-428-5100 x5202 <a href="mailto:rwagner@orlandparklibrary.org">rwagner@orlandparklibrary.org</a>
Finance Manager	708-428-5100 x5201
Dana Pryor, Senior Administrative Coordinator	708-428-5100 x5200 <a href="mailto:dana.pryor@orlandparklibrary.org">dana.pryor@orlandparklibrary.org</a>

**SUB-COMMITTEES**

<i>Building &amp; Maintenance</i>	<i>Finance</i>	<i>Service &amp; 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>	Elan Kleis, <i>Chair</i>
Nancy Healy	Treasurer, <i>Chair</i>	Joanna Leafblad	Denis Ryan	Diane Jennings	Cathy Lebert
Elan Kleis		Cathy Lebert	Christian Barcelona	Elan Kleis	Nancy Healy
Denis Ryan		Denis Ryan	Joanna Leafblad		Diane Jennings

**Orland Park Public Library**  
**General Fund**  
**Explanation of Variances for General Fund Activity**  
**For The Month Ended September 30, 2015**

**Revenues**

The Library has received almost 100% of tax receipts for 2015. **Impact and Replacement Taxes** continue to be significantly higher than anticipated. **Fines** continue to be above budget year-to-date. **Interest Income** remains higher than budgeted due to investments being set up with longer terms providing higher rates of return. All other revenue line items are above budget on a year-to-date basis.

**Expenditures**

Overall Expenditures are \$68,335 under budget for the month and \$431,704 under budget year-to-date.

**Salaries** is under budget by \$17,765 for September and \$103,185 year-to-date. Several positions were filled in September.

**Building & Custodial Supplies** were higher than budgeted for September due to cost of parts to repair outside lights

**Library Furniture** is over budget and will remain so for the rest of the year.

**Conference Fees** payment of registration fees for ILA and PLA Annual Conferences put us over budget for September, 2015

**Printing** over budget due to purchase of Library letterhead in September, 2015

**Liability Ins - D&O, Bonds, WC** over budget for the month and year-to-date due to higher than budgeted insurance cost for 2015

**Orland Park Public Library  
Balance Sheet - All Funds  
As of September 30, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	256,279.19	0.00	66,700.14	0.00	322,979.33
Cash - Marquette E-Commerce	4,561.25	0.00	0.00	0.00	4,561.25
Illinois Funds	404,545.65	6,840.53	0.00	32,587.22	443,973.40
PMA Financial Investments	6,138,169.25	657,894.95	0.00	1,939,989.71	8,736,053.91
Cash - Harris Bank	809.42	0.00	0.00	0.00	809.42
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	10,616.41	4,258.05	0.00	1,885.63	16,760.09
Property Taxes Receivable	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	82,620.03	0.00	0.00	0.00	82,620.03
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>6,897,901.20</u></b>	<b><u>668,993.53</u></b>	<b><u>66,700.14</u></b>	<b><u>1,974,462.56</u></b>	<b><u>9,608,057.43</u></b>
<b>Liabilities &amp; Fund Balance</b>					
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	0.00	0.00	0.00	0.00	0.00
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	91,030.84	91,030.84
<b>Total Liabilities</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>91,030.84</u></b>	<b><u>91,030.84</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,112,959.54</b>	<b>666,832.72</b>	<b>66,060.54</b>	<b>449,932.42</b>	<b>6,295,785.22</b>
<b>Fund Balance-Restricted IMRF</b>	<b>3,543.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Social Security</b>	<b>25,462.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Liab. Insurance</b>	<b>25,012.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Worker's Comp</b>	<b>5,408.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund Balance-Restricted Unemploymt Ins.</b>	<b>26,247.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,699,269.66</u></b>	<b><u>2,160.81</u></b>	<b><u>639.60</u></b>	<b><u>1,433,499.30</u></b>	<b><u>3,135,569.37</u></b>
<b>Ending Fund Balance</b>	<b><u>6,897,901.20</u></b>	<b><u>668,993.53</u></b>	<b><u>66,700.14</u></b>	<b><u>1,883,431.72</u></b>	<b><u>9,517,026.59</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>6,897,901.20</u></b>	<b><u>668,993.53</u></b>	<b><u>66,700.14</u></b>	<b><u>1,974,462.56</u></b>	<b><u>9,608,057.43</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended September 30, 2015**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b>Revenues</b>							
Taxes	98,257.01	415,373	23.66%	4,954,224.06	3,738,358	99.39%	4,984,477
Impact Fees	0.00	833	0.00%	26,625.00	7,500	266.25%	10,000
Replacement Taxes	0.00	833	0.00%	12,161.63	7,500	121.62%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	56,250	94.61%	75,000
Non Resident Fees	869.53	667	130.36%	6,795.93	6,000	84.95%	8,000
Fines	5,364.41	5,000	107.29%	48,583.34	45,000	80.97%	60,000
Gifts	100.00	833	12.00%	7,658.49	7,500	76.58%	10,000
Copy Machine	1,571.47	1,250	125.72%	12,031.68	11,250	80.21%	15,000
Interest Income	2,678.54	833	321.55%	13,952.66	7,500	139.53%	10,000
Miscellaneous Income	928.48	833	111.46%	8,931.94	7,500	89.32%	10,000
<b>Total Revenues</b>	<b>109,769.44</b>	<b>432,706</b>	<b>25.37%</b>	<b>5,161,923.48</b>	<b>3,894,358</b>	<b>99.41%</b>	<b>5,192,477</b>
<b>Expenditures</b>							
Salaries	180,051.90	197,817	91.02%	1,677,173.76	1,780,359	70.65%	2,373,813
Salaries - Maintenance	8,638.82	8,840	97.72%	79,644.55	79,557	75.08%	106,076
Life/Health Insurance	32,246.46	36,854	87.50%	312,803.22	331,687	70.73%	442,249
Books	25,721.64	34,167	75.28%	236,469.70	307,500	57.68%	410,000
Electronic Databases	5,737.48	6,083	94.32%	51,556.83	54,750	70.63%	73,000
Periodicals	2,648.22	3,250	81.48%	25,782.26	29,250	66.11%	39,000
Audio Visual Materials	11,065.79	13,333	83.00%	106,832.53	120,000	66.77%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	750	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	805.10	650	123.86%	5,973.90	5,850	76.59%	7,800
Insurance	2,823.25	2,875	98.20%	24,994.61	25,875	72.45%	34,500
Landscaping & Groundskeeping	465.00	2,167	21.46%	18,096.63	19,500	69.60%	26,000
Building Maintenance	18,009.42	18,750	96.05%	107,993.70	168,750	48.00%	225,000
Security System	414.00	583	71.01%	1,830.75	5,250	26.15%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	750	0.00%	1,000
Legal	530.81	10,417	5.10%	58,968.77	93,750	47.18%	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	0.00	667	0.00%	3,475.47	6,000	43.44%	8,000
Natural Gas	1,114.26	4,167	26.74%	15,875.87	37,500	31.75%	50,000
Telephone	486.99	1,250	38.96%	5,994.70	11,250	39.96%	15,000
Purchase - New Equipment	0.00	667	0.00%	7,183.93	6,000	89.80%	8,000
Building & Custodial Supplies	5,602.95	2,833	197.77%	23,468.91	25,500	69.03%	34,000
Building Repairs	489.52	1,667	29.37%	13,942.14	15,000	69.71%	20,000
Lib. & Off. Eqpt Rep. & Maint	1,287.08	1,375	93.61%	12,888.92	12,375	78.11%	16,500
Machine Rental	394.00	333	118.32%	2,358.02	3,000	58.95%	4,000
Automation - Equipment	2,184.49	8,750	24.97%	54,708.45	78,750	52.10%	105,000
Automation - Line Costs	322.66	458	70.45%	3,255.79	4,125	59.20%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	84,652.02	113,250	56.06%	151,000
Automation - Maintenance	3,315.46	3,750	88.41%	48,556.47	33,750	107.90%	45,000
Library Furniture	0.00	1,583	0.00%	18,660.18	14,250	98.21%	19,000
Outreach Services	151.21	583	25.94%	1,363.19	5,250	19.47%	7,000

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended September 30, 2015**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
Board Training & Education	250.00	750	33.33%	3,750.62	6,750	41.67%	9,000
Staff Training & Education	1,077.65	2,500	43.11%	7,782.09	22,500	25.94%	30,000
Conference Fees	2,459.00	417	589.69%	4,599.00	3,750	91.98%	5,000
Patron Programs & Events	4,039.62	3,750	107.72%	31,202.09	33,750	69.34%	45,000
Association Dues & Fees	405.00	583	69.47%	3,894.00	5,250	55.63%	7,000
Public Information	649.21	2,737	23.72%	24,992.55	24,633	76.09%	32,844
Library Supplies	3,966.28	4,167	95.18%	24,838.65	37,500	49.68%	50,000
Office Supplies	492.20	1,083	45.45%	4,337.00	9,750	33.36%	13,000
Postage	1,040.88	1,167	89.19%	10,427.06	10,500	74.48%	14,000
Printing	700.00	500	140.00%	6,276.29	4,500	104.60%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,099.81	17,868	95.70%	158,733.14	160,810	74.03%	214,413
Contribution to FICA	14,136.57	15,682	90.15%	131,716.03	141,137	69.99%	188,182
Audit	0.00	842	0.00%	9,800.00	7,575	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	4,001.50	3,500	114.33%	34,287.19	31,500	81.64%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	3,000	0.00%	4,000
Bank Charges	140.23	208	67.42%	1,512.84	1,875	60.51%	2,500
<b>Total Expenditures</b>	<b>364,370.24</b>	<b>432,705</b>	<b>84.21%</b>	<b>3,462,653.82</b>	<b>3,894,358</b>	<b>66.69%</b>	<b>5,192,477</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(254,600.80)</b>	<b>0</b>	<b>100.00%</b>	<b>1,699,269.66</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(254,600.80)</b>	<b>0</b>	<b>100.00%</b>	<b>1,699,269.66</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>

Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended September 30, 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
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	32,456.06	1,636,469.21
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	241.74	2,160.81	5.47	49.60	424.49	1,849.47
Capital Campaign	0.00	0.00	225.00	825.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>241.74</b>	<b>2,160.81</b>	<b>230.47</b>	<b>874.60</b>	<b>32,880.55</b>	<b>1,638,318.68</b>
<b>Expenditures</b>						
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	204,819.38
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>235.00</b>	<b>22,757.71</b>	<b>204,819.38</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>241.74</b>	<b>2,160.81</b>	<b>230.47</b>	<b>639.60</b>	<b>10,122.84</b>	<b>1,433,499.30</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Change in Fund Balance</b>	<b>241.74</b>	<b>2,160.81</b>	<b>230.47</b>	<b>639.60</b>	<b>10,122.84</b>	<b>1,433,499.30</b>

# Adult Services Board Report September 2015

## PERSONNEL

Peggy Hanlon, Adult Services Reference Librarian 1, retired. Her last day was October 1  
 Part-time Reference Librarian 1, Zaray Buenrostro, resigned. Her last day was October 1  
 Two new hires start as pages including Dushaun Phelps on September 8, 2015 and Tom Jengic on September 9, 2015.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 9/3; 9 adults

Five genre book discussions 9/10, 9/15, 9/16, 9/17, 9/22; 36 adults

Hoopla drop in 9/19; 2 adults

Author visit 9/26; 76 adults

## STATISTICS

**Database Statistics**

Database	09/2015	09/2014	Data Type
Ancestry	2049	2749	Searches
EBSCO	26960	1209	Searches
Gale Virtual Ref. Lib.	73	106	Searches
Heritage Quest	109	417	Searches
Lit. Criticism Online	80	12	Searches
OCLC	6083	6675	Searches
ProQuest	59	258	Searches
Reference USA	324	560	Searches
Rocket Languages	24	6	Sessions
World Book	68	35	Searches
Morning Investment	96	30	Searches
Careers College	7	6	Total Users
Consumer Reports	41	63	Log-Ins

## Statistics from web forms

Category	09/2015	09/2014	Change
Reference	3256	4321	-1065, -24.65%
Ref Remote	231	213	18, 8.45%
Non-Reference	326	342	-16, -4.68%
N-R Remote	11	33	-22, -66.67%
Prog Att	123	33	90, 272.73%
Items shelved	21833	25847	-4014, -15.53%
Carts shelved	284	840	-556, -66.19%

### GRANTS/SPECIAL PROJECTS

Diane Srebro, OPPL Adult Services, noted in *Public Libraries*, the official magazine of the Public Library Association, in *Crowdsourced* for July/August, v. 54, n.4, p.48.

Diane Srebro contributing monthly reviews of New Adult books/authors to PL Online, companion edition to *Public Libraries*.

### CUSTOMER SERVICE LOG

9/1 1:15 a.m. Patron approached the desk. Comment: Someone is underlining and crossing out words in these two newspapers (*Crains Chicago Business* and *USA Today*). You have a problem here.

## Circulation Board Report September 2015

### PERSONNEL

Stephanie Azzaline started as a Circulation clerk on September 22nd.

### CUSTOMER SERVICE LOG

9-3-15 (Information Desk) Impressive display of football memorabilia.

9-5-15 (Circulation Desk) Elderly patro complained that for all these years (she moved here in 1986) I never had to bring in all these extras, just to renew my card.

9-22-15 (Information Desk) This is such a great service. (Patron referring to the Express Hold pick-up shelf.)

9-1-15 (Circulation Desk) Patron had a missing book. Claims never had option used. "Thanks for believing me that I returned it. I know I never got it!"

9-2-15 Email from patron. Patron would like to be able to renew her items before the due date and still get the full 3 weeks from the due date. Patron would like to have the barcode number automatically input when requesting items not in our system hwne she is already into her account.

9-3-15 (Circulation Desk) "Thank you very much for your help. You put a smile on my face."

9-9-15 (Circulation Desk) "Thank you so much for your help. You put a smile on my face."

9-13-15 (Circulation Desk) It shouldn't be so hard to get a card.

9-14-15 (Circulation Desk) I've had a card forever. Why do I need 2 forms with address? You're treating me like I'm brand new.

9-17-15 (Circulation Desk) (Card renewal) How do you think I got my card last time? Do you want a pint of blood with that?

9-23-15 (Circulation Desk) Such a beautiful library! Patron said 2 times. Patron from Tinley Park.

9-28-15 (ILL Desk) ILL returned a patron call about a book she received when she wanted a DVD. The DVD hasn't been released yet. The patron was grateful to ILL for looking into the item's status and tracking it down for her. "You are wonderful. Thank you very much."

9-27-15 (Circulation Desk) I can't get my card renewed without a bill. No, I don't have my card registration. They tell you not to put it in your car for identity theft. You can buy a gun with less.

ORS MONTH	TOTAL CIRCULATION	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2015				
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	69,105	73,629	-6%	32,622	1,426
OCT					
NOV					
DEC					
TOTAL	709,677	707,689	0%	335,865	16,783

## Graphics Board Report September 2015

### PERSONNEL

Jackie Boyd started as Public Information Coordinator September 28.

Denise Crylen's last day is October 15.

### SERVICES/PROGRAMS/PROJECTS/CLASSES

Work focused on newsletter and materials for Halloween and holiday themed events.

Ramping up social media to posting 5 days a week.

### 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	30	41	41		104	89	116
October	0	33	17		0	145	83
November	0	18	27		0	56	35
December	0	18	23		0	38	63
<b>Total</b>	258	309	306		970	991	989

2015	2014
Total YTD	Total

<b>Total Requests</b>	<b>252</b>	<b>300</b>
<b>Total Requests By Staff</b>	<b>252</b>	<b>293</b>
<b>Total Requests By Patron</b>	<b>0</b>	<b>7</b>
<b>Total Estimated Attendees</b>	<b>5438</b>	<b>7480</b>

**By Room:**

**Pavilion**

Total Requests	0	1
Total Estimated Attendees	0	5

**Room 102-Classroom**

Total Requests	115	148
Total Requests By Staff	115	141
Total Requests By Patron	0	7
Total Estimated Attendees	1459	1825

**Room 104-Meeting Room**

Total Requests	106	144
Total Estimated Attendees	3840	5587

**Room 105-Conference Room**

Total Requests	14	7
Total Estimated Attendees	120	63

**By Category:**

**Book club/Writer's group**

Total Requests	2	1
Total Estimated Attendees	30	15

**Boy Scouts**

Total Requests	13	17
Total Estimated Attendees	197	296

**Business**

Total Requests	0	1
Total Estimated Attendees	0	30

**Community Organization**

Total Requests	45	61
Total Estimated Attendees	1176	1735

**Girl Scouts**

Total Requests	7	22
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Total Estimated Attendees	186	280
<b>Government Agency</b>		
Total Requests	8	6
Total Estimated Attendees	184	221
<b>Home Owners/Condo/Townhome Association</b>		
Total Requests	100	134
Total Requests By Staff	100	130
Total Requests By Patron	0	4
Total Estimated Attendees	2552	3787
<b>Investment group</b>		
Total Requests	4	6
Total Requests By Staff	4	3
Total Requests By Patron	0	3
Total Estimated Attendees	41	66
<b>Non-profit organization</b>		
Total Requests	50	39
Total Requests By Staff	50	39
Total Estimated Attendees	922	840
<b>Other-please give specifics in note field</b>		
Total Requests	2	4
Total Estimated Attendees	18	57

**CUSTOMER SERVICE LOG**

Kelly C. called Denise's poster for the the Monday movie "Awesome!"

# Information Technology Board Report September 2015

## PERSONNEL

Anthony Siemiawski accepted the position of IT 2 Assistant and started on the 28th. He will be a welcome addition to our staff.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

*September, 2015*

22 computer classes for adults were offered with a total of 99 attendees

*September, 2014 Comparison*

0 computer classes for adults were offered with a total of 0 attendees

## STATISTICS

### Statistics from web forms

Category	Sep 2015	Sep 2014	Change
Study Room Usage	413	372	41, 11.02%
Patrons Assisted	494	760	-266, -35%
Total PC Usage		2227	-2227, -100%
Total Web pages	31020	29762	1258, 4.23%
Number of Classes	22	0	22
Total Class Attendance	99		99
Overdrive Checkouts	2735	2549	186, 7.3%
Overdrive Registration	50	76	-26, -34.21%
Zinio Checkouts	504	597	-93, -15.58%

## GRANTS/SPECIAL PROJECTS

Popularity of the Smart Lab is ramping up and more and more people discover what we offer. Digital conversion seems to be the big draw at the moment with the 3D printer coming in a close second.

## CUSTOMER SERVICE LOG

9/4/15 Scenario: Helped a patron download a book Comment: Thank you for your patience and kindness

9/24/15 Scenario: Helped sign a patron up for an account on the internet Comment: Thank you so much for your help. You have the patience of a saint.

# Outreach Services Board Report September 2015

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing, Brookdale, 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.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended NASA Collection School Talk (Centennial School) on Sep 11, 2015

Cathy DiGiorgio attended NASA Collection School Talk (Centennial School) on Sep 11, 2015

Kitty Creed attended Fire Prevention Open House (Orland Fire Protection District Training Facility) on Sep 26, 2015

Kelly A. Cuci attended B & N Meeting (Barnes & Noble) on Sep 30, 2015

## STATISTICS

14 programs were given with a total of 298 patrons. *2014: 14 programs were given with a total of 644 patrons. This year we focused on senior programs in September.*

### Offsite Adult Programs:

11 programs were given with a total of 310 patrons attending. *2014: 12 programs were given with a total of 443.*

### Train Station Books:

Three train stations – 306 books

### **Program Flyer Distribution Stats:**

Orland Park Businesses - 9

Assisted Living - 14

Orland Township - 53

Train Stations - 306

In-house during programs - 934

Sponsorships - 4; Southfork, Heinie McCarthy's, Brown's Chicken, Giordano's

### **Other Outreach and Homebound Stats:**

Outreach Circ Stats: 921 items circulated with 1106 checkouts and 58 renewals. *2014: 817 items circulated with 1105 checkouts and 79 renewals.*

Visits to single-family homebound patrons totaled 20. *2014: Visits totaled 18.*

1 new homebound patron card was issued and 1 discontinued. 3 cards were renewed. *2014: 7 new homebound library card was issued for this month. 0 cards were discontinued. 3 cards were renewed.*

OS staff logged 500 reference transactions. *2014: 748 reference transactions.*

32 books were displayed on the table with 17 having been checked out. *2014: 25 books on display with 17 checked out.*

## **GRANTS/SPECIAL PROJECTS**

Outreach Services has been asked to bring our Remember when and Smart Art programs to Brookdale, formerly Emeritus. Each program will be given once per month. We have also been asked by Brookdale to add them to our bi-monthly visit rotation.

Outreach Services was asked to represent the library at the Orland Fire Protection District Open House on September 26th. Kitty Creed hosted out table and provided information for upcoming events at the library.

Outreach Services was asked to support Adult Services by obtaining food sponsorships for "An Evening with Marja Mills" program. Cathy DiGiorgio worked tirelessly and found 4 sponsors. As well Outreach Services helped serve food and set-up the chairs and AV system for the event.

## **CUSTOMER SERVICE LOG**

9/8/15 1pm Laura Larson from Circ passed on a comment.

Laura told me that a patron told her the fall programming was the best yet!"

9/11/15 6:30pm Game Night program

Almost all patrons told us its a good event and that they'd be back. 6 wished it were longer.

9/18/15 10:30am Book delivery at Orland Township

"We're fortunate to have you."

9/22/15 8:30pm Meso-America and the Cosmos program

Patrons came up to me and said we have the best programs available and better than Tinley Park.

9/23/15 2:05pm Homebound call

"I am greatly appreciative of your service."

9/30/15 10:30am Book Delivery @ Orland Township

"This is such a nice service! I can't believe how lucky we are!"

# Technical Services Board Report September 2015

## **SERVICES/PROGRAMS/PROJECTS/CLASSES**

OCLC ongoing holding upgrade for September 2015 is complete.

All withdrawn titles and items are removed from the system.

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

On September 10, 2015, Wendy attended Polaris Committee meeting.

## **GRANTS/SPECIAL PROJECTS**

Technical Services searched all items on the repair list.

Technical Services searched all items on the list of Claim returned/Claim never had.

That to cleaning lost/missing/withdrawn items and adding reorder items is complete.

September-15 Tech Services Monthly Statistics													
	MARC Records	PO Line/order#	Added Print/NonPrint Items	Order#	1670 eBook#	124 Print/Nonprint item #	2.530 MARC#	3.501					
Print	3,501	1,670	2,654										
Total:													
Annual Processing Items to Polaris:													
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total
Adult	1815	1808	1966	1727	1769	1902	2608	1684	1573				16,852
Young Adult	108	84	209	206	159	194	225	136	179				1,500
Youth	510	893	1054	798	541	756	446	827	461				6,286
Outreach	204	158	128	117	231	158	124	126	317				1,563
Online Resource	120	177	133	101	102	141	86	58	124				1,042
Sep-15	2,757	3,120	3,490	2,949	2,802	3,151	3,489	2,831	2,654				27,243
Sep-14	3,082	2,947	2,814	3,641	2,900	3,082	4,043	3,699	2,943				29,151
Yearly change%	-10.55%	5.87%	24.02%	-19.01%	-3.38%	2.24%	-13.70%	-23.47%	-9.82%				-6.55%
Total OPPL collection:													
Sep-15	307,053	300,816	300,253	302,425	307,596	308,043	309,664	311,175	311,175				
Sep-14	281,136	284,660	285,763	287,538	289,219	290,762	292,156	295,033	300,321				
Yearly change%	9.22%	5.68%	7.23%	5.18%	6.35%	5.94%	5.99%	5.47%	3.61%				5.82%
Other update:													
Sep-15	14,806	22,990	37,063	28,453	29,378	40,097	262,277	40,428	38,985				514,477
Sep-14	20,137	15,252	17,554	19,319	37,277	17,351	29,611	16,493	42,582				215,576
Yearly change%	-26.47%	50.73%	111.14%	47.28%	-21.19%	131.09%	785.74%	145.12%	-8.45%				138.65%
Total Item/Title by date:			310,453	245,958									

# Youth Services Board Report September 2015

## SERVICES/PROGRAMS/PROJECTS/CLASSES

September 2015

Youth Programs: 1026 attendees/ 48 programs (birth--grade 5)

Teen Programs: 68 attendees/ 14 programs (grades 6--12)

Preschool Services Visits: 129 students/10 visits

Preschool PAKS: 15 PAKS/191 items

PAL PAKS: 15 PAKS/326 items

School Visits: 116 students/5 visits

School visit with OUtreach staff promoting NASA collection: 121 students/1 visit

Miscellaneous teacher checkouts: 119 items

September 2015 materials circulation statistics: 28,616 items

September 2014 comparisons

Youth Programs: 1382 attendees/61 programs

Teen Programs: 111 attendees/11 programs

Preschool Services Visits: 68 students/4 visits

PAL PAKS: 7 PAKS/137 items

Miscellaneous teacher checkouts: 76 items

September 2014 materials circulation statistics: 32,597 items

## CONTINUING EDUCATION/MEETINGS ATTENDED

Becky McCormack attended NASA Collection School Talk (Centennial School) on Sep 11, 2015

Mary Adamowski attended CLASS meeting (Alsip-Merrionette PL) on Sep 21, 2015

Diane Norri-Kuczynski attended CLASS meeting (Alsip-Merrionette PL) on Sep 21, 2015

Diane Norri-Kuczynski attended LACONI YSS meeting (Harold Washington Cultural Center) on Sep 25, 2015

Becky McCormack attended LACONI YSS meeting (Harold Washington Cultural Center) on Sep 25, 2015

## **STATISTICS**

Reference	2371	2838
Ref Remote	120	261
Non-Reference	410	662
N-R Remote	43	140
Teen Prog	68	111
Youth Prog	1086	1252

## **GRANTS/SPECIAL PROJECTS**

Two new programs debuted this fall for the children:

Eureka! Science Discovered! Children Kindergarten--grade 3 will discover the world of science through interactive experiments and activities. This program has been created and will be led by YS Reference Librarian Stephanie Thomas.

Assistant Head of Youth Services Diane Norris-Kuczynski has researched, created and will present the Wake Up Your Senses storytimes every Thursday afternoon for children ages 3-5. Through books, songs and hands-on activities childrens will discover and enhance their senses and imagination.

Becky McCormack, along with Outreach Services, visited Centennial School and introduced some of the library's NASA collections to the students.

## **CUSTOMER SERVICE LOG**

Two new programs debuted this fall for the children:

Eureka! Science Discovered! Children Kindergarten--grade 3 will discover the world of science through interactive experiments and activities. This program has been created and will be led by YS Reference Librarian Stephanie Thomas.

Assistant Head of Youth Services Diane Norris-Kuczynski has researched, created and will present the Wake Up Your Senses storytimes every Thursday afternoon. The children will discover their senses through books, songs and hands-on activities that will stimulate their senses and imagination.

Becky McCormack, along with Outreach Services, visited Centennial School and introduced many NASA artifacts to the students.

### Preschool desk

No entries.

### Junior desk

9/14/15 5:17 Patron called to have books pulled to be ready." Thanks you all so much for getting the books pulled. It helped make our project go so smoothly." JM

9/23/15 CSHS teacher emailed MGA to thank her/staff for assistance with an AP project. "Words cannot describe how thrilled the students were with the abundance of resources & the willingness of the staff to help." MGA