

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
November 16, 2015 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM OCTOBER 19, 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. Review and approval of revised FY2016 Budget and Levy – For Action
Motion to approve the revised 2016 Budget and Levy at a 2.0% increase and to adopt a "Resolution Setting Forth Financial Requirements of Orland Park Public Library for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016," as revised.

J. NEW BUSINESS

1. Bal Carpet Cleaning Contract – For Action
Motion to approve the BAL Carpet Cleaning contract for 2016 in the amount of \$14,520.00.
2. Engagement letter for the audit of the library’s financial statements for the year ended December 31, 2015 from McClure Inserra – For Action
Motion to approve the McClure Inserra engagement letter for the audit of the library’s financial statements for the year ended December 31, 2015 in the amount of \$10,500.

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 19, 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, Joanna Leafblad, Catherine Lebert, and Denis Ryan (via telephone)

Roll Call

Members absent: Elan Kleis

Staff present: Mary Weimar, Library Director; Robin Wagner, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Coordinator; Dana Pryor, Senior Administrative Coordinator

Minutes

Treasurer Jennings made a motion to approve the September 21, 2015 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 – absent; Leafblad – aye; Lebert– aye; 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

Kathleen Andrews
Nanc Junker
Barbara Milcarik

Board members and Administration reviewed the IT Commons/Teen/Youth Services computer area safety measures with the public.

None.

Executive Session

Trustee Leafblad moved to accept the Treasurer's Reports for September 2015. The motion was seconded by Trustee Barcelona. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

Treasurer's Report

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

Treasurer Jennings moved to approve the Accounts Payable Listing of September 22, 2015 through October 19, 2015 and was seconded by Trustee Leafblad. President Healy asked for clarification on the outside accounting expenses for the month. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

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

Staff

New staff members Ross Kimmey, Finance Manager, and Jackie Boyd, Public Information Coordinator, were introduced to the Board.

Librarian's Report

Circulation and Programming

The Barnes and Noble Book Fair, a community collaboration and fundraiser will be held on Sunday, November 8 from 12:00 – 5:00 P.M. The library has planned two adult and two children's programs to be held at the bookstore. The adult programs are on holiday cooking and table decorating. Youth

Services staff will present a story time and holiday origami project. This weekend is the Southland Author Fair featuring children and teen authors and a Touch-a-Tuck program which is a collaboration with the Village of Orland Park's Public Works department.

Circulation went down this past September and although it might be less items were checked out, we also have noticed some of our self-checkout machines are recording the checkouts on a patron's record, but it isn't reflected in the statistics. Administration, IT and Circulation are working on this issue.

Illinois State Library

ISL is requiring libraries to file a Capital Needs Assessment survey as part of the requirement for the Public Library Construction Act Grant Program. This survey is done every other year.

For the 2016 Per Capita Grant, staff reviewed Chapter 5 Technology of the *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. The Management Team began discussion on the technology offered to our patrons in spring of this year, and overall it was agreed the library offered up-to-date computers with improved wireless access this year to patrons visiting the library. Many different types of computer classes, which include basic keyboarding, Internet basics, Internet safety, up to advanced classes on Microsoft Office, are offered to all patrons. Individual instruction on iPads, Kindles, and other electronic devices are offered to walk-ins. The electronic services in addition to databases, include OverDrive, Zinio magazines and Hoopla, which provides streaming music and videos 24/7 through the website to OPPL cardholders. The contract on these electronic services does restrict use to only OPPL cardholders. The library keeps current on anti-virus software, updates to the firewall, and routine maintenance. There is also remote storage of back-up data. The library is very conscious of the need to keep funding adequate for computers because the patrons rely on the most current products. The Edge Assessment Workbook submission to the Illinois State Library was completed on October 15, 2015 per the requirements.

The staff is committed to providing educational opportunities to its patrons on computer software and hardware. For ten years, the library has offered classes on a variety of technology from keyboarding to iPads. A computer lab was designed for this building for the purpose of instructional classes. Our computer classes are not restricted to residents only. The IT department began offering classes on the new Smart Lab equipment which includes Macs, conversion software, high-tech video cameras, green screens, a 3D printer and more. The Smart Lab is for OPPL cardholders, but students enrolled in Districts 135 and 230 who do not have OPPL cards may also use the equipment.

The library provides reciprocal borrowing to all patrons and all loan rules are the same for cardholders and non-residents. As a recent stand-alone library, the browsing collection has grown and this has improved the selection of materials for all patrons. Youth Services offers a variety of different thematic packs to all patrons. The library circulates science kits and thematic preschool packs which has enhanced our resource sharing among patrons.

Treasurer Jennings inquired on offering hearing impaired TTY access. Administration explained any public need is handled through a third party TTY service.

Board members requested quiet from the audience members in order to continue conducting the meeting.

President Healy asked for more detail to be added to the Outreach Services statistics regarding program comparisons.

Dennis Walsh, of Klein Thorpe and Jenkins, requested Vice-President Ryan to state for the record the circumstances behind his telephoning into the Board meeting.

Vice-President Ryan stated he telephoned into the Board meeting due to his physician's orders.

Free standing small display case

Outreach Services has given a partial list of possible small displays for the museum-quality display case. They include the Lizzadro Museum of Lapidary Art, the Dawson Museum's Gems and Jewelry, Casa Italia small cultural artifacts, Swedish Dala Horses, small Civil War medals and artifacts, as well as rare books owned by the library and others loaned by the Morton Arboretum and Adler Planetarium.

The selection and cost is currently being finalized and may not be ready for inclusion in this fiscal year.

Adult Services Furniture

The second floor furniture is back in the building and Administration is pleased with the outcome. A total of four benches, twenty lounge chairs and sixty-eight David Edwards chairs have been refurbished and upholstered.

Maintenance

Ballasts and bulbs have been replaced and electrical boxes have been raised above water level to finish the work on the exterior building lights. Trane will be coming out to replace three broken chiller fan motor and blade units for a cost of \$5,692 for parts and labor.

First Floor Water Leakage

As reported last month, Mike Wesman from W.E. O’Neil came out to meet with Maintenance Superintendent Steve Newman in regards to water coming up through the concrete floor in the Youth Services area after the last major rainstorms. They determined there were two possible scenarios- breakage and/or blockage in the drain pipes in and under the concrete floor and problems where the drain emptied into the pond.

Birk Plumbing came out and did a camera inspection of the flooring drain pipes through the clean-out access points (which are under the carpet) and everything was clear with no breakage in the piping. Therefore the problem occurs at the pond outlet. When the pond level rises above the drain outlet, it forces air and water back into the drains. With nowhere to go, the water rises back into the pipes and out the clean-out access points. Slotted covers have been installed on the drain outlet and clean out access points and the exit drain has been raised higher to keep it above water with the next heavy rain.

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.

No report at this time.

Approval of the FY2016 Budget and Levy – For Action

Treasurer Jennings motioned to approve the 2016 Budget and Levy at a 2.0% increase. Vice-President Ryan seconded the motion. Administration and Board members discussed the previously presented 2016 budget draft and the levy impact to home-owners’ taxes. They specifically discussed the needs and cost associated with benchmark studies in 2016. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

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

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

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

New Business

Treasurer Jennings motioned 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. Trustee Leafblad seconded the motion. Treasurer Jennings asked for clarification on the agreement. A roll call vote took place as follows Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

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

None.

Announcements

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 – absent; Leafblad – aye; Lebert– aye; Ryan – aye.

Adjournment

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

The meeting was adjourned at 8:06 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____ Date: _____

Minutes prepared by Dana Pryor

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended October 31, 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 except for gifts.

Expenditures

Overall Expenditures are \$ 86,679 under budget for the month and \$ 518,383 under budget year-to-date

Salaries is under budget by \$ 10,136 for October and \$ 113,322 year-to-date

Water and Sewer is over budget for the month, but will come in under budget for 2015

Building Repairs is over budget for October due to ground light repairs, but is under budget on a year-to-date basis

Automation-Maintenance is over budget on a year-to-date basis and may remain so for the remainder of the year

Library Furniture is over budget year-to-date and will remain so for the rest of the year

Liability Ins - D&O, Bonds, WC is 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 October 31, 2015
For The Month Ended October 31, 2015**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	117,735.00	0.00	66,705.80	0.00	184,440.80
Cash - Marquette E-Commerce	6,627.96	0.00	0.00	0.00	6,627.96
Illinois Funds	483,835.18	6,840.79	0.00	33,090.07	523,766.04
PMA Financial Investments	5,881,672.03	657,900.53	0.00	1,939,999.94	8,479,572.50
Cash - Harris Bank	0.00	0.00	0.00	0.00	0.00
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	9,677.55	4,258.05	0.00	1,885.63	15,821.23
Property Taxes Receivable	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	68,385.91	0.00	0.00	0.00	68,385.91
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,568,233.63</u>	<u>668,999.37</u>	<u>66,705.80</u>	<u>1,974,975.64</u>	<u>9,278,914.44</u>
Liabilities & Fund Balance					
457 Plan W/H Payable	2,000.00	0.00	0.00	0.00	2,000.00
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	113,788.55	113,788.55
Total Liabilities	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>113,788.55</u>	<u>115,788.55</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>1,367,602.09</u>	<u>2,166.65</u>	<u>645.26</u>	<u>1,411,254.67</u>	<u>2,781,668.67</u>
Ending Fund Balance	<u>6,566,233.63</u>	<u>668,999.37</u>	<u>66,705.80</u>	<u>1,861,187.09</u>	<u>9,163,125.89</u>
Total Liabilities & Fund Balance	<u>6,568,233.63</u>	<u>668,999.37</u>	<u>66,705.80</u>	<u>1,974,975.64</u>	<u>9,278,914.44</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	1,522.35	415,373	0.37%	4,955,746.41	4,153,731	99.42%	4,984,477
Impact Fees	0.00	833	0.00%	26,625.00	8,333	266.25%	10,000
Replacement Taxes	2,486.70	833	298.52%	14,648.33	8,333	146.48%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	62,500	94.61%	75,000
Non Resident Fees	0.00	667	0.00%	6,795.93	6,667	84.95%	8,000
Fines	4,386.58	5,000	87.73%	52,969.92	50,000	88.28%	60,000
Gifts	25.00	833	3.00%	7,683.49	8,333	76.83%	10,000
Copy Machine	1,279.20	1,250	102.34%	13,310.88	12,500	88.74%	15,000
Interest Income	4,090.77	833	491.09%	18,043.43	8,333	180.43%	10,000
Miscellaneous Income	568.16	833	68.21%	9,500.10	8,333	95.00%	10,000
Total Revenues	14,358.76	432,706	3.32%	5,176,282.24	4,327,063	99.69%	5,192,477
Expenditures							
Salaries	187,680.93	197,817	94.88%	1,864,854.69	1,978,177	78.56%	2,373,813
Salaries - Maintenance	9,047.46	8,840	102.35%	88,692.01	88,397	83.61%	106,076
Life/Health Insurance	34,137.54	36,854	92.63%	346,940.76	368,541	78.45%	442,249
Books	17,643.83	34,167	51.64%	254,113.53	341,667	61.98%	410,000
Electronic Databases	4,816.07	6,083	79.17%	56,372.90	60,833	77.22%	73,000
Periodicals	2,977.25	3,250	91.61%	28,759.51	32,500	73.74%	39,000
Audio Visual Materials	13,686.02	13,333	102.65%	120,785.29	133,333	75.49%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	833	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	491.70	650	75.65%	6,465.60	6,500	82.89%	7,800
Insurance	2,823.25	2,875	98.20%	27,817.86	28,750	80.63%	34,500
Landscaping & Groundskeeping	330.00	2,167	15.23%	18,426.63	21,667	70.87%	26,000
Building Maintenance	8,909.77	18,750	47.52%	116,903.47	187,500	51.96%	225,000
Security System	572.53	583	98.20%	2,403.28	5,833	34.33%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	833	0.00%	1,000
Legal	489.24	10,417	4.70%	59,458.01	104,167	47.57%	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	1,946.50	667	291.83%	5,421.97	6,667	67.77%	8,000
Natural Gas	1,150.78	4,167	27.62%	17,026.65	41,667	34.05%	50,000
Telephone	484.88	1,250	38.79%	6,479.58	12,500	43.20%	15,000
Purchase - New Equipment	0.00	667	0.00%	7,183.93	6,667	89.80%	8,000
Building & Custodial Supplies	1,991.47	2,833	70.30%	25,460.38	28,333	74.88%	34,000
Building Repairs	2,209.25	1,667	132.53%	16,151.39	16,667	80.76%	20,000
Lib. & Off. Eqpt Rep. & Maint	0.00	1,375	0.00%	12,888.92	13,750	78.11%	16,500
Machine Rental	447.01	333	134.24%	2,805.03	3,333	70.13%	4,000
Automation - Equipment	384.63	8,750	4.40%	55,093.08	87,500	52.47%	105,000
Automation - Line Costs	80.00	458	17.47%	3,335.79	4,583	60.65%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	94,057.80	125,833	62.29%	151,000
Automation - Maintenance	656.52	3,750	17.51%	49,212.99	37,500	109.36%	45,000
Library Furniture	0.00	1,583	0.00%	18,660.18	15,833	98.21%	19,000
Outreach Services	690.26	583	118.40%	2,053.45	5,833	29.34%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	350.00	750	46.67%	4,100.62	7,500	45.56%	9,000
Staff Training & Education	0.00	2,500	0.00%	7,782.09	25,000	25.94%	30,000
Conference Fees	0.00	417	0.00%	4,599.00	4,167	91.98%	5,000
Patron Programs & Events	3,990.48	3,750	106.41%	34,925.83	37,500	77.61%	45,000
Association Dues & Fees	921.00	583	157.98%	4,815.00	5,833	68.79%	7,000
Public Information	0.00	2,737	0.00%	24,992.55	27,370	76.09%	32,844
Library Supplies	640.87	4,167	15.38%	25,479.52	41,667	50.96%	50,000
Office Supplies	732.66	1,083	67.65%	5,069.66	10,833	39.00%	13,000
Postage	0.00	1,167	0.00%	10,427.06	11,667	74.48%	14,000
Printing	0.00	500	0.00%	6,276.29	5,000	104.60%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,636.77	17,868	98.71%	176,369.91	178,678	82.26%	214,413
Contribution to FICA	14,700.38	15,682	93.74%	146,416.41	156,818	77.81%	188,182
Audit	0.00	842	0.00%	9,800.00	8,417	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	4,001.50	3,500	114.33%	38,288.69	35,000	91.16%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	3,333	0.00%	4,000
Bank Charges	0.00	208	0.00%	1,512.84	2,083	60.51%	2,500
Total Expenditures	346,026.33	432,705	79.97%	3,808,680.15	4,327,063	73.35%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	(331,667.57)	0	100.00%	1,367,602.09	0	100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(331,667.57)	0	100.00%	1,367,602.09	0	100.00%	0

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

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
Revenues						
Taxes	0.00	0.00	0.00	0.00	502.85	1,636,972.06
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	5.84	2,166.65	5.66	55.26	10.23	1,859.70
Capital Campaign	0.00	0.00	0.00	825.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	5.84	2,166.65	5.66	880.26	513.08	1,638,831.76
Expenditures						
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	227,577.09
Total Expenditures	0.00	0.00	0.00	235.00	22,757.71	227,577.09
Excess (Deficiency) of Revenues Over (Under) Expenditures	5.84	2,166.65	5.66	645.26	(22,244.63)	1,411,254.67
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	5.84	2,166.65	5.66	645.26	(22,244.63)	1,411,254.67

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55000	10/20/2015	American Library Association	101010 · Cash - Marquette	-471.00
				104650 · Association Dues & Fees	202.00
				104650 · Association Dues & Fees	269.00
TOTAL					471.00
Check	55001	10/20/2015	AT&T	101010 · Cash - Marquette	-80.00
				104575 · Automation - Line Costs	80.00
TOTAL					80.00
Check	55002	10/20/2015	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
				104450 · Building Maintenance	70.00
TOTAL					70.00
Check	55003	10/20/2015	B & R Irrigation Systems	101010 · Cash - Marquette	-330.00
				104440 · Landscaping & Groundskeeping	330.00
TOTAL					330.00
Check	55004	10/20/2015	Baker & Taylor	101010 · Cash - Marquette	-1,163.51
				104311 · Books - Youth	52.49
				104312 · Books - Outreach	43.17
				104311 · Books - Youth	47.20
				104311 · Books - Youth	246.70
				104311 · Books - Youth	85.83
				104311 · Books - Youth	158.62
				104312 · Books - Outreach	50.29
				104312 · Books - Outreach	81.01
				104312 · Books - Outreach	26.98
				104311 · Books - Youth	173.63
				104311 · Books - Youth	197.59
TOTAL					1,163.51
Check	55005	10/20/2015	Bal Industries	101010 · Cash - Marquette	-510.00
				104450 · Building Maintenance	510.00
TOTAL					510.00
Check	55006	10/20/2015	Bettenhausen Chrysler Jeep	101010 · Cash - Marquette	-616.00
				104600 · Outreach Services	616.00
TOTAL					616.00
Check	55007	10/20/2015	Birk Plumbing, Inc	101010 · Cash - Marquette	-876.00
				104540 · Building Repairs	876.00
TOTAL					876.00

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55008	10/20/2015	Bottom Line Personal	101010 · Cash - Marquette	-19.95
				104320 · Periodicals - Adult	19.95
TOTAL					19.95
Check	55009	10/20/2015	Deborah C. Bulgrin	101010 · Cash - Marquette	-400.00
				104640 · Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Check	55010	10/20/2015	Capital One Commercial	101010 · Cash - Marquette	-421.31
				104530 · Building & Custodial Supplies	18.16
				104530 · Building & Custodial Supplies	39.98
				104530 · Building & Custodial Supplies	18.99
				104640 · Patron Programs&Events-Outreach	44.33
				104530 · Building & Custodial Supplies	139.93
				104530 · Building & Custodial Supplies	8.89
				104530 · Building & Custodial Supplies	3.39
				104710 · Library Supplies	119.97
				104642 · Patron Programs & Events-Youth	27.67
TOTAL					421.31
Check	55011	10/20/2015	Center Point Large Print	101010 · Cash - Marquette	-611.50
				104310 · Books - Adult	63.75
				104312 · Books - Outreach	303.18
				104310 · Books - Adult	21.57
				104310 · Books - Adult	133.02
				104310 · Books - Adult	89.98
TOTAL					611.50
Check	55012	10/20/2015	Mike Cheesman	101010 · Cash - Marquette	-200.00
				104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Check	55013	10/20/2015	Costco Membership	101010 · Cash - Marquette	-440.00
				104650 · Association Dues & Fees	440.00
TOTAL					440.00
Check	55014	10/20/2015	Chicago Sun-Times	101010 · Cash - Marquette	-364.00
				104320 · Periodicals - Adult	364.00
TOTAL					364.00
Check	55015	10/20/2015	Comcast	101010 · Cash - Marquette	-307.56
				104520 · Telephone	307.56
TOTAL					307.56

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55016	10/20/2015	Demco	101010 · Cash - Marquette	-98.00
				104710 · Library Supplies	98.00
TOTAL					<u>98.00</u>
Check	55017	10/20/2015	Envisionware, Inc.	101010 · Cash - Marquette	-214.00
				104560 · Machine Rental	214.00
TOTAL					<u>214.00</u>
Check	55018	10/20/2015	Findaway World, LLC	101010 · Cash - Marquette	-824.93
				104340 · Audio Visual Materials - Adult	577.09
				104340 · Audio Visual Materials - Adult	247.84
TOTAL					<u>824.93</u>
Check	55019	10/20/2015	Gale/Cengage Learning	101010 · Cash - Marquette	-3,093.09
				104310 · Books - Adult	2,031.08
				104312 · Books - Outreach	1,062.01
TOTAL					<u>3,093.09</u>
Check	55020	10/20/2015	Goodman, Clarence	101010 · Cash - Marquette	-175.00
				104640 · Patron Programs&Events-Outreach	175.00
TOTAL					<u>175.00</u>
Check	55021	10/20/2015	Go Promotions	101010 · Cash - Marquette	-1,177.23
				104642 · Patron Programs & Events-Youth	1,177.23
TOTAL					<u>1,177.23</u>
Check	55022	10/20/2015	Grey House Publishing, Inc.	101010 · Cash - Marquette	-460.05
				104310 · Books - Adult	460.05
TOTAL					<u>460.05</u>
Check	55023	10/20/2015	Hearne & Associates, P.C.	101010 · Cash - Marquette	-491.70
				104420 · Accounting	491.70
TOTAL					<u>491.70</u>
Check	55024	10/20/2015	Jennifer Holik	101010 · Cash - Marquette	-250.00
				104640 · Patron Programs&Events-Outreach	250.00
TOTAL					<u>250.00</u>
Check	55025	10/20/2015	Home Depot Credit Services	101010 · Cash - Marquette	-59.19

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
TOTAL				104530 · Building & Custodial Supplies	59.19
					<u>59.19</u>
Check	55026	10/20/2015	Illinois Humanities Council	101010 · Cash - Marquette	-75.00
TOTAL				104640 · Patron Programs&Events-Outreach	75.00
					<u>75.00</u>
Check	55027	10/20/2015	Illinois Library Association	101010 · Cash - Marquette	-100.00
TOTAL				104610 · Board Training & Education	100.00
					<u>100.00</u>
Check	55028	10/20/2015	Illinois Paper & Copier Co	101010 · Cash - Marquette	-48.50
TOTAL				104710 · Library Supplies	48.50
					<u>48.50</u>
Check	55029	10/20/2015	Ingram Library Services	101010 · Cash - Marquette	-1,725.25
TOTAL				104311 · Books - Youth	1,725.25
					<u>1,725.25</u>
Check	55030	10/20/2015	Ingram Library Services	101010 · Cash - Marquette	-7,378.38
TOTAL				104310 · Books - Adult	7,316.59
				104312 · Books - Outreach	61.79
					<u>7,378.38</u>
Check	55031	10/20/2015	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-444.49
TOTAL				104495 · Legal	89.67
				104495 · Legal	354.82
					<u>444.49</u>
Check	55032	10/20/2015	James J. Konstant, Jr.	101010 · Cash - Marquette	-300.00
TOTAL				104640 · Patron Programs&Events-Outreach	300.00
					<u>300.00</u>
Check	55033	10/20/2015	Eugene Kwok	101010 · Cash - Marquette	-250.00
TOTAL				104640 · Patron Programs&Events-Outreach	250.00
					<u>250.00</u>
Check	55034	10/20/2015	Linear Electric Inc.	101010 · Cash - Marquette	-1,333.25
TOTAL				104540 · Building Repairs	1,333.25
					<u>1,333.25</u>

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55035	10/20/2015	MailFinance	101010 · Cash - Marquette	-233.01
				104560 · Machine Rental	233.01
TOTAL					<u>233.01</u>
Check	55036	10/20/2015	Master Brew Beverages Inc.	101010 · Cash - Marquette	-281.80
				104530 · Building & Custodial Supplies	140.90
				104530 · Building & Custodial Supplies	140.90
TOTAL					<u>281.80</u>
Check	55037	10/20/2015	Midwest Tape	101010 · Cash - Marquette	-514.39
				104341 · Audio Visual Materials - Youth	91.56
				104341 · Audio Visual Materials - Youth	114.95
				104341 · Audio Visual Materials - Youth	307.88
TOTAL					<u>514.39</u>
Check	55038	10/20/2015	Mission Signs Inc.	101010 · Cash - Marquette	-655.50
				104450 · Building Maintenance	655.50
TOTAL					<u>655.50</u>
Check	55039	10/20/2015	Neviol, Inc.	101010 · Cash - Marquette	-7,388.00
				104450 · Building Maintenance	5,738.00
				104450 · Building Maintenance	1,650.00
TOTAL					<u>7,388.00</u>
Check	55040	10/20/2015	Nextel Communications	101010 · Cash - Marquette	-177.32
				104520 · Telephone	177.32
TOTAL					<u>177.32</u>
Check	55041	10/20/2015	Michelle Nichols	101010 · Cash - Marquette	-150.00
				104640 · Patron Programs&Events-Outreach	150.00
TOTAL					<u>150.00</u>
Check	55042	10/20/2015	Nicor Gas	101010 · Cash - Marquette	-1,150.78
				104517 · Natural Gas	1,150.78
TOTAL					<u>1,150.78</u>
Check	55043	10/20/2015	Michael Niksic	101010 · Cash - Marquette	-260.00
				104640 · Patron Programs&Events-Outreach	260.00
TOTAL					<u>260.00</u>

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55044	10/20/2015	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-65.23
				104450 · Building Maintenance	65.23
TOTAL					65.23
Check	55045	10/20/2015	OverDrive, Inc.	101010 · Cash - Marquette	-1,312.53
				104311 · Books - Youth	10.99
				104310 · Books - Adult	27.99
				104310 · Books - Adult	33.18
				104310 · Books - Adult	18.99
				104311 · Books - Youth	16.99
				104311 · Books - Youth	60.00
				104311 · Books - Youth	15.99
				104311 · Books - Youth	375.71
				104311 · Books - Youth	17.99
				104310 · Books - Adult	407.83
				104310 · Books - Adult	40.98
				104310 · Books - Adult	9.95
				104310 · Books - Adult	89.97
				104310 · Books - Adult	185.97
TOTAL					1,312.53
Check	55046	10/20/2015	Concepts In Design, Inc.	101010 · Cash - Marquette	-300.00
				104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Check	55047	10/20/2015	Park Ace Hardware	101010 · Cash - Marquette	-75.05
				104530 · Building & Custodial Supplies	75.05
TOTAL					75.05
Check	55048	10/20/2015	Rochelle Pennington	101010 · Cash - Marquette	-250.00
				104640 · Patron Programs&Events-Outreach	250.00
TOTAL					250.00
Check	55049	10/20/2015	Penguin Random House LLC	101010 · Cash - Marquette	-500.25
				104340 · Audio Visual Materials - Adult	33.75
				104342 · Audio Visual Materials-Outreach	87.75
				104342 · Audio Visual Materials-Outreach	187.50
				104342 · Audio Visual Materials-Outreach	33.75
				104340 · Audio Visual Materials - Adult	90.00
				104340 · Audio Visual Materials - Adult	33.75
				104340 · Audio Visual Materials - Adult	33.75
TOTAL					500.25
Check	55050	10/20/2015	Quill Corporation	101010 · Cash - Marquette	-1,432.90
				104720 · Office Supplies	393.29

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
				104642 · Patron Programs & Events-Youth	79.95
				104720 · Office Supplies	148.45
				104720 · Office Supplies	79.62
				104720 · Office Supplies	10.99
				104580 · Automation - Maintenance	-20.00
				104580 · Automation - Maintenance	93.99
				104570 · Automation - Equipment	54.64
				104580 · Automation - Maintenance	317.41
				104720 · Office Supplies	55.89
				104580 · Automation - Maintenance	91.21
				104580 · Automation - Maintenance	99.99
				104720 · Office Supplies	44.42
				104642 · Patron Programs & Events-Youth	-16.95
TOTAL					<u>1,432.90</u>
Check	55051	10/20/2015	RASSL	101010 · Cash - Marquette	-10.00
				104650 · Association Dues & Fees	10.00
TOTAL					<u>10.00</u>
Check	55052	10/20/2015	Recorded Books, INC	101010 · Cash - Marquette	-1,307.06
				104340 · Audio Visual Materials - Adult	1,307.06
TOTAL					<u>1,307.06</u>
Check	55053	10/20/2015	RWK IT Services	101010 · Cash - Marquette	-9,802.20
				104577 · Automation - Consultant	9,405.78
				104580 · Automation - Maintenance	23.92
				104570 · Automation - Equipment	322.50
				104580 · Automation - Maintenance	50.00
TOTAL					<u>9,802.20</u>
Check	55054	10/20/2015	Sage Publications, Inc.	101010 · Cash - Marquette	-431.35
				104310 · Books - Adult	215.48
				104310 · Books - Adult	215.87
TOTAL					<u>431.35</u>
Check	55055	10/20/2015	Scholastic Library Publishing	101010 · Cash - Marquette	-1,242.80
				104311 · Books - Youth	304.20
				104311 · Books - Youth	829.40
				104311 · Books - Youth	109.20
TOTAL					<u>1,242.80</u>
Check	55056	10/20/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-1,346.09
				104530 · Building & Custodial Supplies	28.00
				104530 · Building & Custodial Supplies	199.11
				104530 · Building & Custodial Supplies	529.79
				104530 · Building & Custodial Supplies	589.19
TOTAL					<u>1,346.09</u>

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55057	10/20/2015	Tinley Park Public Library	101010 · Cash - Marquette	-21.00
				104310 · Books - Adult	21.00
TOTAL					<u>21.00</u>
Check	55058	10/20/2015	Trane U.S. Inc.	101010 · Cash - Marquette	-221.04
				104450 · Building Maintenance	221.04
TOTAL					<u>221.04</u>
Check	55059	10/20/2015	Tyco Integrated Security LLC	101010 · Cash - Marquette	-572.53
				104460 · Security System	572.53
TOTAL					<u>572.53</u>
Check	55060	10/20/2015	Unique Management Services, Inc.	101010 · Cash - Marquette	-44.75
				104495 · Legal	44.75
TOTAL					<u>44.75</u>
Check	55061	10/20/2015	USI Education and Government Sales	101010 · Cash - Marquette	-347.95
				104710 · Library Supplies	347.95
TOTAL					<u>347.95</u>
Check	55062	10/20/2015	Village of Orland Park	101010 · Cash - Marquette	-74.26
				104600 · Outreach Services	74.26
TOTAL					<u>74.26</u>
Check	55063	10/20/2015	Village of Orland Park	101010 · Cash - Marquette	-1,946.50
				104515 · Water & Sewer	1,946.50
TOTAL					<u>1,946.50</u>
Check	55064	10/20/2015	Annuity Premium Reserve Account	101010 · Cash - Marquette	-300.00
				102160 · 457 Plan W/H Payable	300.00
TOTAL					<u>300.00</u>
Check	55065	10/21/2015	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-10,845.95
				104340 · Audio Visual Materials - Adult	8,344.75
				104341 · Audio Visual Materials - Youth	1,801.98
				104342 · Audio Visual Materials-Outreach	392.66
				104310 · Books - Adult	172.01
				104311 · Books - Youth	32.36
				104642 · Patron Programs & Events-Youth	68.25
				104570 · Automation - Equipment	7.49

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
				104710 · Library Supplies	26.45
TOTAL					10,845.95
Check	55066	10/21/2015	Rashid, Maqbool	101010 · Cash - Marquette	-250.00
				104610 · Board Training & Education	250.00
TOTAL					250.00
Check	55067	11/04/2015	Void	101010 · Cash - Marquette	0.00
TOTAL					0.00
Check	55068	11/04/2015	Ingram Library Services	101010 · Cash - Marquette	-6,232.70
				104310 · Books - Adult	6,216.31
				104312 · Books - Outreach	16.39
TOTAL					6,232.70
Check	55069	11/04/2015	Ingram Library Services	101010 · Cash - Marquette	-1,938.67
				104311 · Books - Youth	1,938.67
TOTAL					1,938.67
Check	55070	11/04/2015	Wingren Landscape, Inc.	101010 · Cash - Marquette	-3,750.00
				104440 · Landscaping & Groundskeeping	3,750.00
TOTAL					3,750.00
Check	55071	11/04/2015	Village of Orland Park	101010 · Cash - Marquette	-194.65
				104515 · Water & Sewer	194.65
TOTAL					194.65
Check	55072	11/04/2015	U.S. Postal Service	101010 · Cash - Marquette	-225.00
				104730 · Postage	225.00
TOTAL					225.00
Check	55073	11/04/2015	The Private Bank	101010 · Cash - Marquette	-2,080.00
				104230 · Life/Health Insurance	2,080.00
TOTAL					2,080.00
Check	55074	11/04/2015	Taste of Home Books	101010 · Cash - Marquette	-31.98
				104310 · Books - Adult	31.98
TOTAL					31.98
Check	55075	11/04/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-718.14

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
				104530 · Building & Custodial Supplies	28.00
				104530 · Building & Custodial Supplies	435.14
				104530 · Building & Custodial Supplies	255.00
TOTAL					718.14
Check	55076	11/04/2015	Shark Shredding, Inc.	101010 · Cash - Marquette	-405.00
				104495 · Legal	405.00
TOTAL					405.00
Check	55077	11/04/2015	Sentimental Productions	101010 · Cash - Marquette	-125.00
				104340 · Audio Visual Materials - Adult	125.00
TOTAL					125.00
Check	55078	11/04/2015	Catherine Riffice	101010 · Cash - Marquette	-50.84
				104642 · Patron Programs & Events-Youth	50.84
TOTAL					50.84
Check	55079	11/04/2015	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,000.00
				102160 · 457 Plan W/H Payable	2,000.00
TOTAL					2,000.00
Check	55080	11/04/2015	Recorded Books, INC	101010 · Cash - Marquette	-535.28
				104340 · Audio Visual Materials - Adult	31.50
				104340 · Audio Visual Materials - Adult	40.50
				104340 · Audio Visual Materials - Adult	27.00
				104340 · Audio Visual Materials - Adult	17.99
				104340 · Audio Visual Materials - Adult	31.45
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	31.49
				104340 · Audio Visual Materials - Adult	35.99
				104340 · Audio Visual Materials - Adult	17.95
				104340 · Audio Visual Materials - Adult	40.49
				104340 · Audio Visual Materials - Adult	85.50
				104340 · Audio Visual Materials - Adult	31.45
				104340 · Audio Visual Materials - Adult	53.99
				104340 · Audio Visual Materials - Adult	53.99
TOTAL					535.28
Check	55081	11/04/2015	Rashid, Maqbool	101010 · Cash - Marquette	-300.00
				104610 · Board Training & Education	300.00
TOTAL					300.00
Check	55082	11/04/2015	Penguin Random House LLC	101010 · Cash - Marquette	-515.25
				104340 · Audio Visual Materials - Adult	33.75
				104340 · Audio Visual Materials - Adult	67.50

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
				104340 · Audio Visual Materials - Adult	24.00
				104342 · Audio Visual Materials-Outreach	165.00
				104342 · Audio Visual Materials-Outreach	63.75
				104342 · Audio Visual Materials-Outreach	30.00
				104340 · Audio Visual Materials - Adult	26.25
				104342 · Audio Visual Materials-Outreach	105.00
TOTAL					<u>515.25</u>
Check	55083	11/04/2015	Quill Corporation	101010 · Cash - Marquette	-439.33
				104720 · Office Supplies	26.28
				104550 · Lib. & Off. Eqpt Rep. & Maint	153.99
				104720 · Office Supplies	176.53
				104710 · Library Supplies	82.53
TOTAL					<u>439.33</u>
Check	55084	11/04/2015	Pack, William	101010 · Cash - Marquette	-300.00
				104640 · Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Check	55085	11/04/2015	OverDrive, Inc.	101010 · Cash - Marquette	-2,370.92
				104310 · Books - Adult	2,060.28
				104311 · Books - Youth	310.64
TOTAL					<u>2,370.92</u>
Check	55086	11/04/2015	Ortigara's Musicville	101010 · Cash - Marquette	-90.00
				104640 · Patron Programs&Events-Outreach	90.00
TOTAL					<u>90.00</u>
Check	55087	11/04/2015	Online Labels, Inc.	101010 · Cash - Marquette	-37.90
				104710 · Library Supplies	37.90
TOTAL					<u>37.90</u>
Check	55088	11/04/2015	Nicor Gas	101010 · Cash - Marquette	-1,232.57
				104517 · Natural Gas	1,232.57
TOTAL					<u>1,232.57</u>
Check	55089	11/04/2015	Michelle Nichols	101010 · Cash - Marquette	-150.00
				104640 · Patron Programs&Events-Outreach	150.00
TOTAL					<u>150.00</u>
Check	55090	11/04/2015	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
				104450 · Building Maintenance	5,738.00
TOTAL					<u>5,738.00</u>

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55091	11/04/2015	Midwest Tape	101010 · Cash - Marquette	-316.89
				104341 · Audio Visual Materials - Youth	68.97
				104341 · Audio Visual Materials - Youth	139.95
				104341 · Audio Visual Materials - Youth	107.97
TOTAL					<u>316.89</u>
Check	55092	11/04/2015	Becky McCormack	101010 · Cash - Marquette	-8.05
				104620 · Staff Training & Education	8.05
TOTAL					<u>8.05</u>
Check	55093	11/04/2015	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-34.78
				104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
				104550 · Lib. & Off. Eqpt Rep. & Maint	22.78
TOTAL					<u>34.78</u>
Check	55094	11/04/2015	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-16,246.00
				104495 · Legal	16,246.00
TOTAL					<u>16,246.00</u>
Check	55095	11/04/2015	Sara Killough	101010 · Cash - Marquette	-169.50
				104311 · Books - Youth	169.50
TOTAL					<u>169.50</u>
Check	55096	11/04/2015	Infogroup	101010 · Cash - Marquette	-7,000.00
				101230 · Prepaid Expenses	7,000.00
TOTAL					<u>7,000.00</u>
Check	55097	11/04/2015	Illinois State Police Services Fund	101010 · Cash - Marquette	-250.00
				104495 · Legal	250.00
TOTAL					<u>250.00</u>
Check	55098	11/04/2015	Home Depot Credit Services	101010 · Cash - Marquette	-111.47
				104450 · Building Maintenance	111.47
TOTAL					<u>111.47</u>
Check	55099	11/04/2015	Here Media	101010 · Cash - Marquette	-34.00
				104320 · Periodicals - Adult	34.00
TOTAL					<u>34.00</u>

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55100	11/04/2015	Grey House Publishing, Inc.	101010 · Cash - Marquette	0.00
TOTAL					0.00
Check	55101	11/04/2015	Jim Gibbons	101010 · Cash - Marquette	-250.00
				104640 · Patron Programs&Events-Outreach	250.00
TOTAL					250.00
Check	55102	11/04/2015	Gale/Cengage Learning	101010 · Cash - Marquette	-811.73
				104310 · Books - Adult	328.72
				104312 · Books - Outreach	483.01
TOTAL					811.73
Check	55103	11/04/2015	Ful-line Janitor Supply, Inc.	101010 · Cash - Marquette	-26.35
				104530 · Building & Custodial Supplies	26.35
TOTAL					26.35
Check	55104	11/04/2015	Forward Space	101010 · Cash - Marquette	-24,178.80
				104590 · Library Furniture	24,178.80
TOTAL					24,178.80
Check	55105	11/04/2015	Findaway World, LLC	101010 · Cash - Marquette	-733.96
				104341 · Audio Visual Materials - Youth	314.44
				104341 · Audio Visual Materials - Youth	307.05
				104340 · Audio Visual Materials - Adult	92.48
				104340 · Audio Visual Materials - Adult	19.99
TOTAL					733.96
Check	55106	11/04/2015	Envisionware, Inc.	101010 · Cash - Marquette	-214.00
				104560 · Machine Rental	214.00
TOTAL					214.00
Check	55107	11/04/2015	Crystal Clear Music Productions	101010 · Cash - Marquette	-395.00
				104640 · Patron Programs&Events-Outreach	395.00
TOTAL					395.00
Check	55108	11/04/2015	Capital One Commercial	101010 · Cash - Marquette	-110.33
				104340 · Audio Visual Materials - Adult	5.34
				104530 · Building & Custodial Supplies	18.16
				104710 · Library Supplies	31.86
				104530 · Building & Custodial Supplies	19.99
				104530 · Building & Custodial Supplies	15.99
				104530 · Building & Custodial Supplies	18.99

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						110.33
	Check	55109	11/04/2015	Comcast	101010 · Cash - Marquette	-332.16
					104520 · Telephone	332.16
TOTAL						332.16
	Check	55110	11/04/2015	Center Point Large Print	101010 · Cash - Marquette	-22.17
					104312 · Books - Outreach	22.17
TOTAL						22.17
	Check	55111	11/04/2015	Cardmember Service	101010 · Cash - Marquette	-1,628.56
					104540 · Building Repairs	255.87
					104730 · Postage	41.44
					104620 · Staff Training & Education	90.00
					104642 · Patron Programs & Events-Youth	16.00
					104660 · Public Information	127.50
					104650 · Association Dues & Fees	115.00
					104740 · Printing	95.51
					104642 · Patron Programs & Events-Youth	19.95
					104642 · Patron Programs & Events-Youth	31.89
					104740 · Printing	-5.60
					104525 · Purchase - New Equipment	841.00
TOTAL						1,628.56
	Check	55112	11/04/2015	Brodart Co.	101010 · Cash - Marquette	-212.43
					104710 · Library Supplies	212.43
TOTAL						212.43
	Check	55113	11/04/2015	Biske, Melvin	101010 · Cash - Marquette	-325.00
					104642 · Patron Programs & Events-Youth	325.00
TOTAL						325.00
	Check	55114	11/04/2015	Baker & Taylor	101010 · Cash - Marquette	-918.38
					104342 · Audio Visual Materials-Outreach	39.19
					104312 · Books - Outreach	113.57
					104312 · Books - Outreach	143.55
					104311 · Books - Youth	48.51
					104311 · Books - Youth	67.99
					104342 · Audio Visual Materials-Outreach	18.46
					104311 · Books - Youth	48.83
					104311 · Books - Youth	84.21
					104342 · Audio Visual Materials-Outreach	55.40
					104311 · Books - Youth	246.70
					104311 · Books - Youth	45.98
					104311 · Books - Youth	5.99
TOTAL						918.38

Orland Park Public Library
Check Detail
 October 20 through November 16, 2015

Type	Num	Date	Name	Account	Original Amount
Check	55115	11/04/2015	AT&T	101010 - Cash - Marquette	-160.00
				104575 - Automation - Line Costs	160.00
TOTAL					160.00
Check	55116	11/04/2015	Associated Property Counselors, Ltd.	101010 - Cash - Marquette	-514.33
				104495 - Legal	104.43
				104495 - Legal	125.45
				104495 - Legal	48.00
				104495 - Legal	126.35
				104495 - Legal	110.10
TOTAL					514.33
Check	55117	11/04/2015	ALA Member Services	101010 - Cash - Marquette	0.00
TOTAL					0.00
Check	55118	11/04/2015	American Alliance of Museums	101010 - Cash - Marquette	-150.00
				104650 - Association Dues & Fees	150.00
TOTAL					150.00
Check	55119	11/04/2015	Mary Adamowski	101010 - Cash - Marquette	-54.46
				104620 - Staff Training & Education	26.00
				104642 - Patron Programs & Events-Youth	22.46
				104311 - Books - Youth	6.00
TOTAL					54.46
Check	55120	11/05/2015	Grey House Publishing, Inc.	101010 - Cash - Marquette	-703.55
				104310 - Books - Adult	451.05
				104311 - Books - Youth	252.50
TOTAL					703.55
			Net Payroll on 10/31/15		69,840.53
			Payment to Village for IMRF/Insurance for October		62,037.89
			Net Payroll on 11/15/15		71,814.93
			Grand Total		<u>277,339.76</u>

Adult Services Board Report October 2015

PERSONNEL

Tara Hill resigned as Page October 22, 2015.

Conducted interviews for open part-time Reference Librarian I positions.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 10/1; 8 adults

Five genre book discussions 10/8, 10/9, 10/15, 10/20, 10/21; 34 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended ARRT Crime Fiction Genre Study (Berwyn PL) on Oct 1, 2015

Andrew Masura attended RASSL meeting and program (New Lenox Public Library) on Oct 8, 2015

Diane Srebro attended NoveList Appealing to Genre Readers (Webinar) on Oct 14, 2015

Diane Srebro attended ILA:Chit Chat Chew (Conference Call) on Oct 14, 2015

Andrew Masura attended Negotiating Skills for Information Professionals (Northbrook Public Library) on Oct 15, 2015

Linda Conrath attended Negotiating Skills for Information Professionals (Northbrook Public Library) on Oct 15, 2015

Diane Srebro attended Illinois Library Association-PeoriaCivicCenter (Peoria, IL) on Oct 22, 2015

STATISTICS

Database Statistics

Database	10/2015	10/2014	Data Type
Ancestry	1378	2308	Searches
EBSCO	26044	2230	Searches
Gale Virtual Ref. Lib.	49	84	Searches
Heritage Quest	139	477	Searches

Lit. Criticism Online	60	-	Searches
OCLC	6310	6439	Searches
ProQuest	135	214	Searches
Reference USA	429	255	Searches
Rocket Languages	0	5	Sessions
World Book	*	26	Searches
Morning Investment	293	273	Searches
Careers College	10	22	Total Users
Consumer Reports	67	80	Log-Ins

*Statistics is not yet available

Statistics from web forms

Category	10/2015	10/2014	Change
Reference	3549	4347	-798, -18.36%
Ref Remote	171	133	38, 28.57%
Non-Reference	441	409	32, 7.82%
N-R Remote	13	15	-2, -13.33%
Prog Att	42	178	-136, -76.4%
Items shelved	23583	24166	-583, -2.41%
Carts shelved	316	333	-17, -5.11%

CUSTOMER SERVICE LOG

10/6 4:05 p.m. Patron at the Reference Desk. Comment: All of you are just great. You always help me find what I'm looking for. Thanks.

10/8 4:15 p.m. Patron looking for several items. Comment: Thank you so much for finding all these for me. I'm glad I didn't have to buy them.

10/9/ 7:40 p.m. Patron looking for DVD's. Comment: The lighting in the video area is terrible. The glare is horrible and I can't see the titles of the DVD's.

Circulation Board Report October 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Patron purge of patron records for 2012 completed.

CONTINUING EDUCATION/MEETINGS ATTENDED

Howard Griffin attended Introduction to SQL (Moraine Valley Community College) on Oct. 2nd.

Howard Griffin attended Introduction to SQL (Moraine Valley Community College) on Oct. 7th.

Howard Griffin attended Introduction to SQL (Moraine Valley Community College) on Oct. 9th.

Howard Griffin attended Introduction to SQL (Moraine Valley Community College) on Oct. 14th.

Howard Griffin attended Introduction to SQL (Moraine Valley Community College) on Oct. 16th.

Julie Pryor attended Accidental Leadership (Web Junction webinar) on Oct. 16th.

Howard Griffin attended Introduction to SQL (Moraine Valley Community College) on Oct. 21st.

Howard Griffin attended Introduction to SQL (Moraine Valley Community College) on Oct. 23rd.

Julie Pryor attended "That's not what I said" (Web Junction webinar) on Oct. 28th.

CUSTOMER SERVICE LOG

10/1 (Information Desk) Patron suggested a month by month schedule of events such as the one hanging near lobby that they could take home.

10/1 (Information Desk) That's amazing! How does it do it. Great! (Patron referring to the self checkout station).

10/1 (Information Desk) Nice place - all that's missing is a Starbuck's.

10/7 (Information Desk) How many rooms are in the library? It is big. (First time patron came into this building)

10/21 (Information Desk) This library is the greatest asset Orland park has. (Comment from one of our regular patron).

10/1 (Circulation Desk) Card renewal. This is unreal! You need all of this for a card? You

see I had a card in your system.

10/3 (Circulation Desk) "Don't worry about it, you've been so patient." - on waiting to register a reciprocal card.

10/6 (Circulation Desk) "The library is my favorite information place! Patron given a Barnes & Noble Bookfair voucher. Patron comment they will be there.

10/22 (Circulation Desk) "You are the best. If I have any more kids, I'm going to name them after you.

10/23 (Circulation Desk) Patron loves the convenience of placing holds on line and self-pickup shelf.

10/29 (Circulation Desk) "Thank you so much, you're always a big help."

10/31 (Circulation Desk) "You guys are impossible with all of your rules, I need to go somewhere else!"

10/10 (Circulation Desk) You are so nice, thank you for everything.

10/13 (Circulation Desk) You called that we left a bookmark in a returned book. Thank you, we appreciate that.

10/14 (Circulation Desk) Patron complimented our staff on the way we handled the tornado warning recently. (Patron was here for a town meeting).

10/29 (Circulation Desk) Patron complimented the library on our diverse selection of DVD's.

ORS MONTH	TOTAL CIRCULATION 2015	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE 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	69,105	73,629	-6%	32,622	1,426
OCT	75,331	78,606	-4%	34,743	1,698
NOV					
DEC					
TOTAL	785,008	786,295	0%	370,608	18,481

Graphics Board Report October 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 collecting information on events for the next newsletter and materials for Halloween and holiday themed events. Already starting work on Thanksgiving promotions.

Compiled "Wishlist" for Barnes and Noble bookfair as well as meeting to decide "library libation" and designs for buttons to be featured at the bookfair.

Wrote a press release that got a long article about the Kurt Vonnegut exhibit into the Southtown newspaper.

Ramping up social media to posting 5 days a week on Facebook, Twitter, and Pintrest.

Began process to transition graphics requests to a paperless process to be lean and ecofriendly. Process involves fewer steps and less consumption of paper.

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended Chamber of Commerce Community Expo on October 17th to promote the library by manning a booth, handing out goodies, and talking to businesses about how they can partner with the library.

Jackie Boyd attended Marketing Committee meeting October 20th to talk and learn about current Marketing Plan and strategy. Marketing Committee discussed how to appeal more to young adults (in their late twenties and early thirties), people who speak English as their second language, the disabled, and the LGBT&Q population.

Jackie Boyd attended the Customer Service Committee meeting October 20th to learn about the patron survey process and our most recent results.

Jackie Boyd attended continuing education Library Learning digital meeting offered by Reaching Across Illinois Library System (RAILS) called Weathering the Storm on October 27th to learn more about other libraries in the area and more about general library practices.

Jackie Boyd attended October Chamber of Commerce meeting and seminar called "Dealing with Difficult People" winning strategies presented by Renee Tabor of Metamorphosis on October 28th. Also networked with local business owners to find out what kind of classes they would like to see offered at the library starting in January.

Jackie Boyd attended webinar "Crowdfunding for Open Access E-Resources" on October

29th offered by RAILS and presented by Leslie Burke of Kalamazoo College to learn more about how other libraries are affording resources like digital collections. Also learned about how libraries use endowment funds for special projects.

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	16	33	17	96	145	83	
November	0	18	27	0	56	35	
December	0	18	23	0	38	63	
 Total	 274	 309	 306	 1066	 991	 989	
		2015	2014				
		Total YTD	Total				
Total Requests			286300				
Total Requests By Staff			286293				
Total Requests By Patron			07				
Total Estimated Attendees			61817480				
By Room:							
Pavilion							
Total Requests			01				
Total Estimated Attendees			05				
Room 102-Classroom							
Total Requests			129148				
Total Requests By Staff			129141				
Total Requests By Patron			07				
Total Estimated Attendees			16601825				
Room 104-Meeting Room							
Total Requests			121144				
Total Estimated Attendees			43645587				
Room 105-Conference Room							
Total Requests			157				
Total Estimated Attendees			13063				
By Category:							
Book club/Writer's group							

Total Requests	21
Total Estimated Attendees	3015
Boy Scouts	
Total Requests	1617
Total Estimated Attendees	247296
Business	
Total Requests	01
Total Estimated Attendees	030
Community Organization	
Total Requests	5061
Total Estimated Attendees	13151735
Girl Scouts	
Total Requests	722
Total Estimated Attendees	186280
Government Agency	
Total Requests	86
Total Estimated Attendees	184221
Home Owners/Condo/Townhome Association	
Total Requests	114134
Total Requests By Staff	114130
Total Requests By Patron	04
Total Estimated Attendees	29563787
Investment group	
Total Requests	56
Total Requests By Staff	53
Total Requests By Patron	03
Total Estimated Attendees	5266
Non-profit organization	
Total Requests	5639
Total Requests By Staff	5639
Total Estimated Attendees	1038840
Other-please give specifics in note field	
Total Requests	34
Total Estimated Attendees	3357

GRANTS/SPECIAL PROJECTS

Library managers discussed and decided to go with The Pediatric Oncology Treasure Chest Foundation to donate toys to kids with cancer this year. Collection bin will be placed in the staff lounge for staff to donate to not take away from the public donations to the giving tree.

CUSTOMER SERVICE LOG

Kelly C. called Kristen's poster of *It's a Wonderful Life* "Beautiful!"

Kristen is being awarded a customer service star.

Outreach Services Board Report October 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.

Inventory and condition analysis of the NASA collection.

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.

Annual weeding of the Outreach Services collection.

CONTINUING EDUCATION/MEETINGS ATTENDED

Erin Sindewald attended Community Expo (Carl Sandburg H.S.) on Oct 17, 2015

STATISTICS

Onsite Adult Programs:

13 programs were given with a total of 529 patrons. *2014: 15 programs were given with a total of 557 patrons.*

Offsite Adult Programs:

14 programs were given with a total of 1135 patrons attending. *2014: 9 programs were given with a total of 1200 patrons attending. High stats are due to Community Expo.*

Train Station Books:

Three train stations – **124 books**, 2014 - 66

Program Flyer Distribution Stats:

Orland Park Businesses - **251**, 2014 - 52

Assisted Living - **30**, 2014 - 0

Orland Township - **138**, 2014 - 4

Village of OP - **50**, 2014 - 61

Train Station - **124**, 2014 - 66

In-house during programs - **804**, 2014 - 156

Other Outreach and Homebound Stats:

Outreach Circ Stats: 1671 items circulated with 2036 checkouts and 53 renewals. 2014: 874 items circulated with 1072 checkouts and 79 renewals.

Visits to single-family homebound patrons totaled 21. 2014: Visits totaled 19.

11 new homebound patron cards were issued and 0 discontinued. 8 cards were renewed. 2014: 3 new homebound library card was issued for this month. 0 cards were discontinued. 4 cards were renewed.

OS staff logged 571 reference transactions. 2014: 721 reference transactions.

36 books were displayed on the table with 15 having been checked out. 2014: 32 books on display with 15.

GRANTS/SPECIAL PROJECTS

Outreach Services has been awarded 3 more artifacts. They are on route as of 10/29/15. One item is described as a Gas Container Suit. We are excited to see this artifact.

Orland Park resident, John Meister donated an artifact for the NASA collection. He gave us a NASA Wind-up Shaver. He also included images of vintage advertising for our records. A big thanks to Mr. Meister for his contribution.

We have been awarded a set of NASA/Chandra posters from Harvard University to add to the collection of Smithsonian posters we were awarded. It is our hope that the two will be combined to create a NASA poster collection.

CUSTOMER SERVICE LOG

10/5/15 10:30am Book delivery to Smith Crossing

"It's so nice that you provide this service."

10/5/15 1:30pm Book delivery to Brookdale

"It's really nice of you to come here."

10/8/15 7:00pm Ghosts, Shivers and Screams with Sue Black program

"A great show." Several patrons asked for Sue's business card.

10/9/15 6:30pm Board Game Night program

"Awesome" "Highlight of my year!" (hyperbole, I assume)

10/12/15 10:00am Monday Morning Movie program

"Enjoyed film." Expressed interest in moving movie back to Sundays.

10/15/15 8:30pm Delicious Holiday Side with Chef Kate program

"It was such a fun evening!"

10/16/15 7:00pm Showcase - The Da Capo Duo program

"No encore?" "Just beautiful."

10/17/15 9:00am-1:00pm Community Expo Offsite event

"We love our library!" "We are huge fans." "We come to all your stuff!" "The library is the best!" "We love the library. My mom lives in Palos but she comes with me to Orland."

"We're always at the library." Everyone loved the rubics cube keychain giveaway.

10/19/15 1:30pm Book delivery - Brookdale

"This is a nice service."

10/30/15 10:00am Orland Township book delivery

"I'm so glad you guys are here!" (About Kitty) "She's the best! I love you!"

Technical Services Board Report October 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for October 2015 is complete.

All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

On Oct. 29, 2015, Wendy Xie, Carol Maresh and Matt Hammermeister attended LACONI Technical Services Section, Linked Data 101 at Barrington Library IL.

GRANTS/SPECIAL PROJECTS

Technical Services are working on the items' update based on Adult Services' change that all large type collections to be shelved together regardless of genre category.

Youth Services Board Report October 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCTOBER 2015 STATISTICS

Youth Programs: 2086 attendees/ 84 programs (birth--grade 5)

Teen Programs: 176 attendees/ 19 programs (grades 6--12)

Preschool visits: 86 students/ 7 visits

PRESCHOOL PAKS: 25 PAKS/ 323 items

School visits: 629 students/ 5 visits

PAL PAKS: 17 PAKS/ 362 items

Miscellaneous teacher checkouts: 45 items

October 2015 circulation statistics: 32,226 items

OCTOBER 2014 COMPARISONS

Youth Programs: 1648 attendees/ 79 programs (birth--grade 5)

Teen Programs: 203 attendees/ 16 programs (grades 6--12)

Preschool visits: 196 students/ 11 visits

PRESCHOOL PAKS: 21 PAKS/ 265 items

School visits: 644 students/5 schools

PAL PAKS: 11 PAKS/205 items

Miscellaneous teacher checkouts: 93 items

October 2014 circulation statistics: 36,068 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Mary Adamowski attended ILA Conference (Peoria, IL) on Oct 22, 2015

STATISTICS

Category	10/2015	10/2014
Reference	2411	2998
Ref Remote	83	323

Non-Reference	382	739
N-R Remote	42	179
Teen Prog	176	200
Youth Prog	2086	1612

GRANTS/SPECIAL PROJECTS

Head of Youth Services Mary Adamowski attended the Illinois Library Association Conference in Peoria, Illinois, October 22-24. Mary, along with two colleagues, presented a program entitled *Say What! Booktalk, Tips and Tricks to Hook Your Readers*. Mary focused on booktalking for teens, grades 6--12. The program was attended by 85 librarians and was well received.

Mary also planned and co-hosted the Youth Services Stories & Spirits reception, and assisted at the Youth Services Forum Author Breakfast at the conference.

On November 1st, Mary began her duties as the Co-chair of the Youth Services Forum.

Assistant Head of Youth Services Diane Norris-Kuczynski has begun her duties as LACONI YSS (Library Administrators Conference of Northern Illinois, Youth Services Section) board member.

School Liaison Becky McCormack was invited to speak to the media specialists of District 135 on October 30. She informed them of all of the wonderful services and programs the Youth Services Department has to offer to them and their students.

Nearly 500 children enjoyed the Youth Services Department's many Halloween storytime events! The little ones "trick or treated" throughout the library and enjoyed the fun! Thank you to the Youth Services, Circulation, Outreach and Technical Services staff members for helping with the fun!

CUSTOMER SERVICE LOG

Preschool desk

10/31/15 10:20 Bright Starts! "You did a great job!" MD

Jr. desk

10/9/15 1:45 Patron had hard time finging music CD's. "Couldn't you put stickers on the front of the drawers?" DNK

10/9/15 7:50 Patron/teacher picking books. "I love bedtime storytime. It gives me a chance to look for books for my classroom." DNK

10/26/15 7:10 Assisted patron in finding numerous books. "You are amazing. I really appreciate your help tonight!" MGA

10/26/15 5:00 A 5 yr. old boy was so happy when I helped him find all the books he loved. Introduced him to non-fiction bundles. He said, "You found everything!" CR

10/27/15 6:30 Adult women at computer but did leave. I explained policy - she was not pleased. CR

10/31/15 3:56 History box: teacher loves them. "You help me with my teaching. Thank you." CR

Teen desk

No entries.

DRAFT

Orland Park Public Library							
Budget, Levy, Appropriation FY2016							
Revised 11-03-15							
GL		2015	2016	% Increase	2016	Other	Appropriation
Account	Revenues	Total Budget	Working Budget	From 2015	Levy	Sources	
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	50,000	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
	Total Revenues	5,192,477	5,273,867	1.57%	5,043,367	230,500	5,273,867
	Expenditures						
104110	Salaries	2,373,813	2,373,785	0.00%	2,373,785	0	2,373,785
104220	Salaries - Maintenance	106,076	107,705	1.54%	107,705	0	107,705
104230	Life/Health Insurance	442,249	445,152	0.66%	445,152	0	445,152
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	38,000	-2.56%	38,000	0	38,000
104340	Audio Visual Materials	160,000	160,000	0.00%	160,000	0	160,000
104345	Audio Visual Equipment	1,000	1,000	0.00%	1,000	0	1,000
104410	Book Rebinding	0	0	N/A	0	0	0
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	24,400	-6.15%	24,400	0	24,400
104450	Building Maintenance	225,000	250,000	11.11%	250,000	0	250,000
104460	Security System	7,000	9,000	28.57%	9,000	0	9,000
104470	Library Office & Equipment	1,000	1,000	0.00%	1,000	0	1,000
104495	Legal	125,000	120,000	-4.00%	120,000	0	120,000
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	7,000	-12.50%	7,000	0	7,000
104517	Natural Gas	50,000	40,000	-20.00%	40,000	0	40,000
104520	Telephone	15,000	11,000	-26.67%	11,000	0	11,000
104525	Purchase - New Equipment	8,000	20,000	150.00%	20,000	0	20,000
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	60,000	215.79%	60,000	0	60,000
104600	Outreach Services	7,000	7,000	0.00%	7,000	0	7,000
104610	Board Training & Education	9,000	8,000	-11.11%	8,000	0	8,000
104620	Staff Training & Education	30,000	27,000	-10.00%	27,000	0	27,000
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	45,000	-10.00%	45,000	0	45,000
104720	Office Supplies	13,000	11,000	-15.38%	11,000	0	11,000

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Orland Park Public Library							
Budget, Levy, Appropriation FY2016							
Revised 11-03-15							
	2015	2016		2016	Other	Appropriation	
	Total	Working	% Increase	Levy	Sources		
	Budget	Budget	From 2015				
GL							
104730 Postage	14,000	14,000	0.00%	14,000	0		14,000
104740 Printing	6,000	7,000	16.67%	7,000	0		7,000
104810 Contingency	0	0	0.00%	0	0		0
104910 Contribution to IMRF	214,413	212,494	-0.90%	102,494	110,000		212,494
104915 Contribution to FICA	188,182	189,831	0.88%	126,431	63,400		189,831
104920 Audit	10,100	10,500	3.96%	0	10,500		10,500
104930 Liability Ins.-D&O,Bonds,WC	42,000	55,000	30.95%	12,400	42,600		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
Total Expenditures	5,192,477	5,273,867	1.57%	5,043,367	230,500		5,273,867
Excess (Deficiency) of Revenues							
Over (Under) Expenditures	(0)	(0)	0.00%	(0)	0		(0)
Interfund Transfers In / (Out)	0	0	0.00%	0	0		0
Net Change in Fund Balance	(0)	(0)	0.00%	(0)	0		(0)

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STATE OF ILLINOIS)
COUNTY OF COOK) SS.
COUNTY OF WILL)

SECRETARY'S CERTIFICATE

I, CATHERINE MORRISSEY LEBERT, the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**"RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF
THE ORLAND PARK PUBLIC LIBRARY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2016
AND ENDING DECEMBER 31, 2016"**

adopted at a regular meeting of the said Board of Library Trustees held on the 16th day of November, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of November, 2015.

CATHERINE MORRISSEY LEBERT, Secretary

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**RESOLUTION SETTING FORTH FINANCIAL REQUIREMENTS OF THE
ORLAND PARK PUBLIC LIBRARY FOR THE FISCAL YEAR BEGINNING
JANUARY 1, 2016 AND ENDING DECEMBER 31, 2016**

BE IT RESOLVED by the Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

Section 1: That pursuant to 75 ILCS 5/4-10 , the following is a statement of financial requirements of the Orland Park Public Library for the fiscal year beginning January 1, 2016, and ending December 31, 2016, for inclusion in the Budget of the Village of Orland Park, and a statement of the amount of money which has been determined, in the judgment of the Board of Library Trustees, will be necessary for the Village of Orland Park to levy in its annual Tax Levy Ordinance, said Levy to be made pursuant to 75 ILCS 5/3-5 and pursuant to the provisions of the Illinois Municipal Code.

<u>CORPORATE EXPENDITURES</u>	<u>AMOUNT TO BE LEVIED</u>	<u>AMOUNT RECEIVABLE FROM OTHER SOURCES</u>	<u>AMOUNT TO BE APPROPRIATED</u>
1. <u>STAFF</u>			
Salaries	2,373,785	-0-	2,373,785
Salaries- Maintenance	107,705	-0-	107,705
Life/Health Insurance	445,152	-0-	445,152

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2. LIBRARY MATERIALS

Books	410,000	-0-	410,000
Electronic Databases	73,000	-0-	73,000
Periodicals	38,000	-0-	38,000
Audio-Visual Materials	160,000	-0-	160,000
Audio-Visual Equipment	1,000	-0-	1,000

3. CONTRACTUAL SERVICES

Book Rebinding	-0-	-0-	-0-
Accounting	8,000	-0-	8,000
Insurance	36,500	-0-	36,500
Landscaping & Groundskeeping	24,400	-0-	24,400
Building Maintenance	250,000	-0-	250,000
Security System	9,000	-0-	9,000
Library & Office Equipment	1,000	-0-	1,000
Legal Fees	120,000	-0-	120,000
Library Consultant	12,000	-0-	12,000

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4. PHYSICAL FACILITIES

Electricity	-0-	-0-	-0-
Water & Sewer	7,000	-0-	7,000
Natural Gas	40,000	-0-	40,000
Telephone	11,000	-0-	11,000
Purchase of New Equipment	20,000	-0-	20,000
Building & Custodial Supplies	34,000	-0-	34,000
Building Repairs	22,000	-0-	22,000
Library & Office Equip Repairs & Maintenance	16,500	-0-	16,500
Machine Rental	4,000	-0-	4,000
Automation - Equipment	80,000	-0-	80,000
Automation - Line Costs	6,500	-0-	6,500
Automation - Consultant	161,000	-0-	161,000
Automation - Maintenance	50,000	-0-	50,000
Library Furniture	60,000	-0-	60,000
Outreach Services	7,000	-0-	7,000

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5.	<u>DEVELOPMENT</u>			
	Board			
	Training & Education	8,000	-0-	8,000
	Staff			
	Training & Education	27,000	-0-	27,000
	Conference Fees	6,500	-0-	6,500
	Patron Programs & Events	45,000	-0-	45,000
	Association Dues & Fees	8,000	-0-	8,000
	Public Information	39,000	-0-	39,000
6.	<u>SUPPLIES</u>			
	Library Supplies	45,000	-0-	45,000
	Office Supplies	11,000	-0-	11,000
	Postage	14,000	-0-	14,000
	Printing	7,000	-0-	7,000
7.	<u>OPERATING EXPENSES</u>			
	Contribution to IMRF	102,494	110,000	212,494
	Contribution to FICA	126,431	63,400	189,831
	Audit	-0-	10,500	10,500

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Liability Ins.			
D&O, Bonds, WC	12,400	42,600	55,000
Unemployment			
Compensation	-0-	4,000	4,000
Bank Charges	3,000	-0-	3,000
8. <u>OTHER</u>			
Contingency	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL CORPORATE			
 EXPENDITURES	\$5,043,367	\$230,500	\$5,273,867
	=====	=====	=====

The foregoing amounts to be appropriated and levied are hereby appropriated and to be levied from the general property tax for corporate purposes.

Section 2: That the Board of Library Trustees of the Village of Orland Park hereby specifies that a specific fund is being accumulated from the unexpended balance of the proceeds received from library taxes levied for the year 1978 and subsequent years, said fund being accumulated and set aside as a reserve fund for the purchase of sites and construction and equipment of buildings for library purposes in accordance with 75 ILCS 5/5-8 and that the said Board of Library Trustees has resolved to develop and adopt a plan or plans for said purposes pursuant to Article 5 of Act 5 of said Chapter 75.

Section 3: That the Secretary is hereby directed to file a certified copy of this Resolution with the Board of Trustees of the Village of Orland Park within the time specified by law for

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inclusion in the next annual Budget and Levy Ordinance of the Village of Orland Park.

ADOPTED this 16th day of November, 2015, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

NANCY WENDT HEALY, President

ATTEST:

CATHERINE MORISSEY LEBERT, Secretary



2016 SCHEDULE MEETINGS OF THE BOARD OF TRUSTEES

Third Monday of Each Month – 7:00 p.m.

Room 104

January 18, 2016

February 15, 2016

March 21, 2016

April 18, 2016

May 16, 2016

June 20, 2016

July 18, 2016

August 15, 2016

September 19, 2016

October 17, 2016

November 21, 2016

December 19, 2016

THE PUBLIC IS INVITED TO ATTEND