

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
November 21, 2016 7:00 P.M.  
Room 104**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF OCTOBER 17, 2016 MINUTES—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 FOR OCTOBER AND PAYMENT OF BILLS—FOR ACTION**

**G. LIBRARIANS' REPORT/STAFF REPORTS**

**H. COMMITTEE REPORTS**

1. Building and Maintenance
  - a. Flooring replacement for high traffic areas on the first and second floors – For Discussion
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
5. Law
6. Strategic Planning
7. Capital Campaign

**I. UNFINISHED BUSINESS**

1. RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 -For Action  
*Motion regarding the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019*

2. Approval to go to bid for the flooring replacement of the high traffic areas on the first and second floors - For Action  
*Motion to approve going to bid for the flooring replacement of the high traffic areas on the first and second floors*

#### **J. NEW BUSINESS**

1. Per Capita Grant 2017 – For Discussion
2. Approval of Resolution Number 2016-07 Resolution for Reimbursement of Travel, Meal and Lodging Expenses to Comply with the Local Government Travel Expense Control Act” (50 ILCS 150) – For Action  
*Motion to approve Resolution Number 2016-07 Resolution for Reimbursement of Travel, Meal, and Lodging Expenses to comply with the Local Government Travel Expense Control Act*
3. Approval of the BAL Carpet Cleaning Contract for 2017– For Action  
*Motion to approve the BAL Carpet Cleaning Contract for 2017*
4. Engagement letter for the audit of the library’s financial statements for the year ended December 31, 2016 from McClure Inserra – For Action  
*Motion to approve the engagement letter for the audit of the library’s financial statements for the year ended December 31, 2016 from McClure Inserra in the amount of \$11,250.*
5. Strategic Plan Update- For Discussion

#### **K. ANNOUNCEMENTS**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held October 17, 2016

The meeting was officially called to order by President Healy at 7:03 p.m.

## Call To Order

Members present: Nancy Healy, Diane Jennings, Christian Barcelona, Joanna Leafblad, Elan Kleis and Catherine Lebert

## Roll Call

Members absent: Denis Ryan

Staff present: Mary Weimar, Library Director; Mary Adamowski, Assistant Library Director; Ross Kimmey, Finance Manager; Jackie Boyd, Public Information Manager; Aaron Peterson, Senior Administrative Coordinator

Treasurer Jennings made a motion to approve the July 18, 2016 minutes. Trustee Barcelona seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Lebert– absent; Ryan – absent.

## Minutes

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

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

## Introduction of Visitors

Dan Pohrte from Product Architecture + Design gave a presentation on the flooring replacement project for high traffic areas in conjunction with the Live & Learn Grant.

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

## Public Comment

Nanc Junker

## Executive Session

Treasurer Jennings moved to go into Executive Session. Trustee Leafblad seconded the motion. A roll call vote 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 Board went into Executive Session at 7:36 p.m. Executive Session ended at 8:00 p.m.

The regular session resumed at 8:05 when Treasurer Jennings made the motion to return to regular session. Trustee Kleis seconded the motion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – absent.

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

Trustee Leafblad moved to accept the Treasurer's Report for September 2016. Trustee Barcelona seconded. 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.

Trustee Lebert moved to accept the accounts payable listing from 9/20/16-10/17/16. Trustee Leafblad seconded the motion. 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.

#### Grants

The Library submitted the required October Quarterly Report for the Live and Learn Grant to the Illinois State Library last week. The Per Capita Grant is due January 15, 2017 and the Management Team had previously this year discussed the required Chapter 6 of *Standards for Illinois Public Libraries 3.0*. There will be some more follow-up with the board at next month's board meeting.

#### IT

Information Technology Department is being reorganized to better utilize the consulting services of RWK Design. After several discussions these past months, RWK will be changing the daily presence of a RWK staff member and now will be remotely monitoring, accessing help desk tickets, managing the workflow and providing analysis of skills of the staff and use this information to assign projects and tasks which meet with their skill set. This revised system of operation will allow for training of all IT staff so they are more productive and involved with the workflow of this department. Help tickets will be managed through RWK's ticketing system and dispatched to the appropriate staff member or RWK staff member who can best resolve the issue. This then allows the library to have access to more skills of RWK staff than the one currently assigned. Problem solving will be done as a team, with brief huddle meetings on both shifts to allow for better communication. The cost of the consulting remains the same for the next three years. The additional costs cited are the professional services software costs, remote management and monitoring of our network and dashboard tools costs. A member of RWK will attend one monthly meeting of the Management Team to keep current with projects and provide insight to new projects involving the network or resources of the staff. The same services of renewing software subscriptions, providing cloud backup, spam filters and more will continue. The library will continue to provide classes of instruction for patrons and staff. There will be more enhanced classes, as the patrons would like some of the classes taught to have more sessions scheduled. Our IT staff always receive many very positive comment cards and they are willing to help patrons with any questions they have on any of their devices. Our new web developer started recently and will be working closely with Ms. Boyd keeping up with our website. President Healy asked about if there have been recent incidents involving the computers and Director Weimar said no. The computers face the IT Staff and there are walk-arounds happening often as well.

President Healy inquired about the library circulating Hotspots to patrons. Director Weimar replied this service was being researched, as representatives of companies are contacting the library. President Healy said she liked the idea because some patrons don't have big data plans.

#### Polaris Upgrade and Circulation Statistics

The Polaris upgrade is completed and except for a few minor glitches, went smoothly. Polaris now has better icons for various formats the patrons may use to identify the type of material they are searching. Board members were reminded that the circulation for last month increased by 7% from September 2015.

#### Programs

The Community Expo held at Sandburg High School had over 500 visitors attend. Jackie Boyd spoke about the table the library hosted at the Community Expo along with Kitty Creed from Outreach. Ms. Boyd spoke about taking pictures of patrons with an "I Love My Library" sign. As stated last month, the delegates from Shanghai, China visited in September; and now the 21<sup>st</sup> Century Institute has planned a librarian delegation to visit our library and speak with the department heads on November 2. The Village has scheduled a 3<sup>rd</sup> Chinese delegation for a tour of our library on November 15.

There was no formal correspondence to the board since last month's meeting.

President Healy asked about the e-journal entries in the catalog. Director Weimar said Wendy, Head of Technical Services has linked many journal articles from the EBSCO database and other online periodicals in the catalog so patrons can get full articles.

Steve Newman completed interviews for the temporary maintenance assistant position. He hopes to have the position filled by next week. Steve has many fall projects and is eager to get them started.

As mentioned in last month's report, Wingren Landscape was contacted to plant perennial flowers to replace the thinned out flowers in the north and west beds of the library. The new plantings of Black-Eyed Susans and Purple Coneflowers were installed in late September and enhance the landscape quite nicely.

The Library has been receiving proposals for interior paint jobs which will take place on the first floor, staff and patrons sides, as well as the second floor on the patron side. The proposed areas include the staff hallway on the first floor, as well as the archways and their corresponding accent walls throughout the main corridor in Youth Services. The second floor project will encompass: the archways and accent walls; the columns throughout, and the yellow wall in the AV area. Steve plans on having the project completed by the end of November.

Purchasing audiovisual shelving which allows for better patron browsing is being discussed. A company that many libraries use was contacted for a basic cost analysis. After further discussion it was agreed that the AV shelving for the Adult Services Department would need to be delayed due to inadequate lighting in the area. Lighting companies will be contacted for an estimate on installing rope-lighting. A proposal was submitted that detailed the cost of installing AV shelving in the Youth Services Department. The project's cost can be taken from the Building Maintenance line, observing how these browsing units are utilized within Youth Services will determine how to help us proceed with the AV shelving for the Adult Services Department in the future. Another item within the proposal was 6 moveable browsing display racks for new books, both Adult and Youth Services. Each functional rack can house over eighty books, many with face out display and allow patrons easier browsability. These items are being considered in budget year 2017.

Switching to cost effective LED lighting will have to be considered in 2018 within budget constraints. The lighting that is presently installed on the patron side of the Library is in need of restructuring. The Library currently uses fluorescent lights throughout the building except for the lobby area and the rope lighting on the second floor. In order for the Library to become more cost and energy efficient, we will begin researching new lighting sources that will move us into an energy efficient environment. LED lighting has a much longer lifespan than fluorescent lighting and the cost for each bulb has dropped considerably over the past few years. Unfortunately LED lights are not compatible with the existing light fixtures that are installed throughout the building. Administration will seek possible energy grant opportunities to assist with the cost of this future project.

No reports at this time.

- a. Flooring replacement for high traffic areas on the first and second floors – For Discussion

Board members talked about their preferred color and pattern schemes presented by Architect Pohrte. Director Weimar mentioned we recently learned the cost of the Nurazzo, which was higher than expected, Trustee Barcelona said it's within a few dollars of real Terrazo. Trustee Leafblad inquired about the rubber as a better choice since it might be less slippery than the Nurazzo and if someone did trip it may cushion their fall. She did mention that she thought Nurazzo flooring was used in hospitals. Director Weimar agreed and in addition thought that the sound dampening aspect was important to consider. Assistant Director Adamowski and Head of Maintenance Newman will be going to Elmhurst and other facilities to look into their. She also invited Board members to come by to view new samples as they come in. Trustee Kleis asked if we would be able to get bigger samples to walk on and test and Director Weimar said she would. Treasurer Jennings asked about the time limit on the Grant. Director Weimar answered one year which will be up in May 2017.

No report at this time

No report at this time.

- a. Approval of the September 19, 2016 Personnel Committee Meeting Minutes – For Action

Treasurer Jennings motioned to approve the September 19, 2016 Personnel Committee Meeting

**Other Staff Reports**

**Building and Maintenance**

**Finance**

**Service & Policy**

**Personnel**

Minutes. Trustee Leafblad seconded. 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.

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time. Director Weimar mentioned that the sales of pavers are going well. Trustee Kleis asked when pavers needed to be ordered for Spring installation. Director Weimar said April by the latest.

Capital  
Campaign  
Committee

Review and approval of 2017 Budget and Levy - For Final Action

Unfinished  
Business

Trustee Kleis motioned to approve the 2017 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, 2017 and Ending December 31, 2017”. Trustee Leafblad seconded the motion. Finance Manager Kimmey said they had reduced the levy down to 2% and the Other Sources under Revenues were increased so the library could appropriate for the spending of \$163,000 for the Live & Learn Grant. President Healy asked if there were any other changes. Finance Manager Kimmey said the Virtual Services Manager position was eliminated. Health insurance came in at a 6% increase instead of 10% so some of that cost savings was distributed to updating security cameras and furniture. The Fair Labor Standard Act changes impacted the accounting line. The library is researching online payroll software which will be implemented next year. Director Weimar said Automation Maintenance increased for additional Polaris Service upgrades including Polaris Leap. President Healy asked if someone could explain the compensation structure again from last month as a recap for those that weren’t in attendance. Finance Manager Kimmey explained that the Benchmarking Study showed that some employees were under the minimum amounts and some were more than \$5,000 below the midpoint. These adjustments were made with the Oct 15, 2016 payroll. Employees between \$5,000 and the midpoint will be adjusted up by 50% in January, 2017 followed by a 25% adjustment the following two years. There is also a 2.5% pay increase effective January 1, 2017. Director Weimar reiterated that the Levy was not impacted. 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.

Approval to go to bid for the flooring replacement of the high traffic areas on the first and second floors - For Final Action

New Business

President Healy motioned to table to the next regularly scheduled Board meeting on Nov. 21<sup>st</sup> to approve going to bid for the flooring replacement of the high traffic areas on the first and second floors. Trustee Lebert seconded. 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.

Approval of the Library Director’s 2016 Evaluation – For Action

Treasurer Jennings motioned to approve the Library Director’s 2016 Evaluation as presented in the

Closed Session. Trustee Kleis seconded. No discussion. 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.

Approval of the revisions to the Employee Handbook – For Action

Trustee Leafblad motioned to approve the revisions as amended regarding bereavement leave and sick leave of the Employee Handbook. Treasurer Jennings seconded the motion. President Healy indicated changes in grammar in both drafts. 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.

Approval of the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 in the amount of \$140,208 annually

Treasurer Jennings motioned to table to the next regularly scheduled Board meeting on Nov. 21<sup>st</sup> to approve the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 in the amount of \$140,208 annually. Trustee Leafblad seconded. 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.

**Announcements**

Treasurer Jennings moved to adjourn the meeting and it was seconded by Trustee Lebert. 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 9:21 p.m.

Catherine Morrissey-Lebert  
Secretary

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

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

Minutes prepared by Aaron Peterson



## **2017 SCHEDULE MEETINGS OF THE BOARD OF TRUSTEES**

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

**Room 104**

**January 16, 2017**

**February 20, 2017**

**March 20, 2017**

**April 17, 2017**

**May 15, 2017**

**June 19, 2017**

**July 17, 2017**

**August 21, 2017**

**September 18, 2017**

**October 16, 2017**

**November 20, 2017**

**December 18, 2017**

**THE PUBLIC IS INVITED TO ATTEND**



# Adult Services Board Report October 2016

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 10/6; 11 adults

Five genre book discussions 10/13, 10/14, 10/18, 10/19, 10/19; 36 adults

## CONTINUING EDUCATION/MEETINGS ATTENDED

### Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended Adult Reading Round Table-Genre Study (Lisle PL) on Oct 6, 2016

Diane Srebro attended (RASSL)Reference Association South Suburban Libraries (South Holland PL) on Oct 12, 2016

Kortnee Konrath attended Hot New Graphic Novels (Webinar (OPPL)) on Oct 27, 2016

Diane Srebro and Kortnee Konrath attended the ILA 2016 Conference.

## STATISTICS

### Database Statistics October 2016-2015 Comparison

Database	2016	2015	Data Type
Ancestry	4278	1378	Searches
Careers College	17	10	Total Users
Consumer Reports	86	67	Log-INS
EBSCO	27136	26044	Searches
Gale Virtual Ref. Lib.	1	49	Searches
Heritage Quest	117	139	Searches
Morning Star Investment	0	293	Searches
OCLC	5438	6310	Searches
ProQuest	329	135	Searches
Reference USA	251	429	Searches
World Book	3	43	Searches

Note: EBSCO includes NovelList Plus usage

### Statistics from web forms

Category	10/2016	10/2015
Reference	2986	3549
Ref Remote	155	171
Non-Reference	277	441
N-R Remote	25	13
Prog Att	47	42
Items shelved	19843	23583
Carts shelved	698	316

### CUSTOMER SERVICE LOG

10/3 2:00 p.m. Patron searching for a biography. Comment: I was confused because the endcap signage does not correspond to the books on the shelf.

10/5 6:30 p.m. Patron looking for a Mystery book. Comment: Why is it in Fiction and not Mystery? I can never figure out what section it is in.

10/6 6:30 p.m. Patron working on a college assignment. Comment: I guess I could find this at my college library, but I like to come here. It feels like home.

10/8 10:35 a.m. Patron admiring the decorations on the back of the Adult Services desk. Comment: That corner at the the back of the desk is gorgeous.

10/18 10:15 a.m. Patron looking for popular large print titles. Comment: You have such a wonderful collection of large print. Anything I want you can find for me. I love this library.

# **Circulation Board Report October 2016**

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

Howard Griffin analyzing OCLC request procedures and options for retrieving ILL items.

## **CUSTOMER SERVICE LOG**

10/26/16 (Information Desk) A child asked why I was wearing a crown. I told her we celebrate Halloween all week. She said "I want to work at the library!"

10/3/16 (Circulation Desk) "This library is so cool. It's the best library I've ever been in."  
Comment from patron visiting from out of state.

10/18/16 (Circulation Desk) "The autumn display is beautiful."

10/19/16 (Circulation Desk) Beautiful display of rocks in the lobby case - would like labels.

10/11/16 (Circulation Desk) Everyone here is so nice.

10/27/16 (Circulation Desk) I am so angry - "Why do I need to prove residency when I'm just renewing my card?" I just came from voting and they didn't need more!

ORS MONTH	TOTAL CIRCULATION			PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2016	LAST YR.	CHANGE		
JAN	78,228	82,937	-6%	33,484	1,849
FEB	77,836	73,126	6%	33,655	1,554
MAR	82,831	79,332	4%	36,160	2,034
APR	79,296	73,976	7%	33,498	1,133
MAY	73,230	71,274	3%	31,859	1,529
JUN	90,118	92,119	-2%	36,331	936
JUL	88,104	88,827	-1%	33,849	621
AUG	79,844	78,981	1%	33,682	1,266
SEPT	73,851	69,105	7%	31,541	2,830
OCT	76,852	75,331	2%	32,051	2,502
NOV					
DEC					
TOTAL	800,190	785,008	2%	336,110	16,254

Overdrive Registrations: 47
Overdrive Checkouts: 2,884
Zinio Checkouts: 541
Polaris Patron Sessions: 16,142

# Graphics Board Report October 2016

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

**Created new designs for Youth Services posters, flyers, and digital slides for the following events:**

Discovery Depot and Teen volunteer opportunities

Holly Jolly Storytime

**Created designs for Outreach new events:**

I am Rosie the Riveter

Genealogy of Civil War Records

Pilgrims and the First Thanksgiving

Night of Dance, Day of Infamy

Winter Cardmaking

**Created Press Releases for:**

Embracing Dyslexia

(Embracing Dyslexia program helps the library accomplish action steps within the Strategic Plan.)

Upcoming events for the week of Thursday, October 6

Upcoming events for the week of Thursday, October 13

Upcoming events for the week of Thursday, October 20

(Weekly papers print on Thursdays.)

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Kristen H. attended:

"Images that Influence" webinar on Tuesday, October 11 at 11 a.m.

Jackie Boyd attended:

"Community Expo" on Saturday, October 15 at 7 a.m. at Carl Sandburg High School and talked to 509 people to promote the library.

ILA conference October 19 at 7 a.m. at Donald E. Stephens Center to learn about Illinois libraries.

## STATISTICS

	Meeting Room Reservation Requests Approved	Total Graphics Requests Closed
2013	306	989
2014	309	991
2015	316	1223
2016 YTD	269	931
	September	October
Facebook Followers	1608	1636
Twitter Followers	1352	1383
Pinterest	297	322
eBlast Subscriptions	17,949	17,976

## GRANTS/SPECIAL PROJECTS

Public Information Manager, Head of Tech Services, and Head of Circulation worked together with Director to change the catalog to make it more user friendly. Specifically, they worked to change icons and include cover art for more movies and AV materials.

Public Information Manager and Web Developer worked together to make the web page home directory more intuitive and improve searchability.

## CUSTOMER SERVICE LOG

October 8:

Patron commented regarding meeting room booking:

"We had a great turn out of teachers and we are very appreciative of the Orland Library facilities and hospitality!"

October 17:

Susan Degrane, Smith Crossing Marketing Associate:

"We are just thrilled about (Veterans History Project) at Smith Crossing. We think it says a lot about your library that librarians go out of their way to record these stories."

October 20:

Patron Kimberly said in reference to booking a meeting room:

"Thank you for your help."

# Information Technology Board Report October 2016

## PERSONNEL

Lina Elzahdan is the library's new web developer.

## STATISTICS

Statistics from Web Forms

Category	Oct 2016	Oct 2015
Study Room Usage	433	430
Patrons Assisted	391	525
Total Web Pages	30352	31231
Total PC Usage	1856	2079
Number of Classes	11	19
Total Class Attendance	76	88
Wireless Usage	4619	5299

## CUSTOMER SERVICE LOG

- 10/4 Assisted patron with website.....patron thanked me.
- 10/4 Assisted patron with using email....patron said, "You're such a good teacher."
- 10/5 Assisted patron with printing...patron said, "You don't know how happy I am."
- 10/6 Assisted patron with ebook problem...patron said, Thank you."
- 10/7 Assisted patron with scanning....patron said, Thank you."
- 10/8 Assisted patron with Excel document....patron said, "Thanks! I thought I lost the entire document."
- 10/10 Assisted patron in printing a boarding pass....Patron said, "Thanks! I don't know anything about computers."
- 10/17 Assisted patron on the phone with Windows 10 questions. Patron thanked me.
- 10/17 Assisted patron MAC Air printing a doc...Patron said, "Thanks."
- 10/19 Assisted patron with faxing....Patron said, "We are always helpful and pleasant."
- 10/25 Assisted patron to find the election judge website....Patron said, "You guys were very helpful and I'm glad I came in."

# Outreach Services Board Report October 2016

## PERSONNEL

Theresa Marketti was hired for the Outreach Assistant position.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

Homebound materials delivery and offsite programs to patrons in single family homes, Smith Crossing independent living and assisted living, Brookdale, Alden Prairie, Autumn Leaves, Lexington, Thomas Place and Evergreen assisted living facilities.

Senior materials delivery to the Orland Township.

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

Art and collection coordination and management of six 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 for the Outreach Services collection.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Kitty Creed attended Community Expo (Carl Sandburg H.S.) on Oct 15, 2016

## STATISTICS

### Onsite Adult Programs:

13 programs were given with a total of 514. *2015: 13 programs were given with a total of 529 patrons.*

### Breakout:

10/4/16	Mudslinging, Muckraking, and Apple Pie	28
10/5/16	The Coloring Club	15
10/7/16	Meet the Artist - James Kammin	31
10/11/16	Embracing Dyslexia: The Basics	29
10/13/16	Afternoons @ OPPL - We Love Lucy!	35
10/14/16	Mystery: An Elegant Encore of Illusions with Jeanette Andrews	61
10/20/16	Fall Card Making Part 2	21



10/21/16 Showcase - Ben Bedford	85
10/24/16 Pinterest Palooza	8
10/25/16 Devils in the White City	69
10/26/16 Spooky Stories & Songs of the Season	52
10/27/16 Chicago Mafia History	68
10/28/16 Friday Film Series - 10 Cloverfield Lane	12

**Offsite Adult Programs:**

11 programs were given with a total of 731 patrons attending. *2015: 14 programs were given with a total of 1135 patrons attending. High attendance was driven by the Orland Area Chamber Expo.*

**Breakout:**

10/3/16 Senior Living Visits	37
10/4/16 Senior Living Visits	14
10/5/16 Senior Living Visits	5
10/6/16 Smart Art iPad	6
10/12/16 Orland Township Drop-In Visit	14
10/13/16 Remember When with Autumn Leaves	21
10/14/16 Orland Township Drop-In Visit	9
10/15/16 Orland Area Chamber Expo	570
10/17/16 Senior Living Visits	41
10/18/16 Senior Living Visits	13
10/31/16 Senior Living Visits	38

**Train Station Books:**

Three train stations – **77, 2015 - 124**

**Program Flyer Distribution Stats:**

Orland Township - **8, 2015 - 138**

Local Businesses - **300, 2015 - 251**

Train Station - **77, 2015 - 124**

Sportsplex - **100, 2015 - 0**

During programs - **203, 2015 - 804**

**Other Outreach and Homebound Stats:**

Outreach Circ Stats: 913 items circulated with 1071 checkouts and 106 renewals. *2015: 1671 items circulated with 2036 checkouts and 53 renewals.*

Visits to single-family homebound patrons totaled 18. *2015: Visits totaled 21.*

2 new homebound patron cards were issued and 0 discontinued. 2 cards were renewed. *2015: 11 new homebound library cards were issued. 0 cards discontinued. 4 cards were renewed.*

OS staff logged 396 reference transactions. *2015: 571 reference transactions.*

54 books were displayed on the table with 12 having been checked out. *2015: 36 books on display with 15 checked out.*

## **GRANTS/SPECIAL PROJECTS**

The WWI and America Committee met to discuss any updates.

Outreach Services has been working on a new NASA exhibit from Marshall Space and Flight Center that will display in the lobby in March. It will include a 13 foot Space Shuttle and several artifacts.

## **CUSTOMER SERVICE LOG**

10/4/16 7pm Mudslinging, Muckraking, and Apple Pie program

Patrons commented that they enjoyed Terry Lynch's presentation.

10/5/16 7pm The Coloring Club program

Patrons commented, "It's a fun program."

10/7/16 7pm Meet the Artist - James Kammin program

"It's so great that the library does something to give local artists a chance."

10/11/16 7pm Embracing Dyslexia: The Basics program

"He was a very good presenter on this topic."

10/13/16 2pm We Love Lucy! program

"This was a fun presentation. We really enjoyed it."

10/14/16 7pm Mystery: Illusions with Jeanette Andrews' program

"Absolutely incredible!"

"We saw her here in February, but had to come back again."

10/17/16 10am Senior Living Visit Smith Crossing

"I think it's wonderful that you have this service. Even if we can get to the library, it's nice to be brought a collection."

10/25/16 7pm Devils in the White City program

"Program was very interesting."

"Great seasonal topic."

"Informative"

"Enjoyable"

10/28/16 6:30pm Friday Film Series - 10 Cloverfield Lane program

"Spooky!"

10/27/16 7pm Chicago Mafia History program

"Awesome program."

Several patrons really liked the program.

Patrons said it was very interesting and fun.

## **Technical Services Board Report October 2016**

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

- OCLC ongoing holding upgrade for October 2016 is complete.
- All withdrawn titles and items are removed from the system.

### **CONTINUING EDUCATION/MEETINGS ATTENDED**

- On Oct. 18, 2016, Erin attended ILA Conference at Rosemont, IL 60018
- On Oct. 20, 2016, Carol attended ILA Conference at Rosemont, IL 60018
- In October 2016, Carol and Wendy attended ALS WebDeway online training

### **STATISTICS**

Monthly Statistics between 10/01/2016 and 10/31/2016: **SEE NEXT PAGE**

### **GRANTS/SPECIAL PROJECTS**

- Updated Polaris shows description and search problems, Wendy is working on the bibliographic updates.
- Wendy is working with IT staff and System administrator to resolve the online catalog display icon issues.
- Because of the system upgrade, Wendy are modifying those old titles so that their public displays can match their physical description.



# Youth Services Board Report October 2016

## PERSONNEL

Alexander Pappas began his position as full-time Reference I Librarian on October 17

Noelle Spicher began her position as part-time Teen Librarian on October 14

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Orland Park Library hosted the Orland School District 135 Pre-Literacy Night with 25 in attendance. Teachers, parents and students listened to stories performed in English, Polish and Spanish. A tour of the Youth Services Department and its collections was also given.

## CONTINUING EDUCATION/MEETINGS ATTENDED

Becky McCormack, Sara Dempster and Stephanie Thomas attended ILA October 18, 19 and 20

Sara Dempster attended the Anderson's Bookshop Young Adult Literature conference in Naperville, IL

## STATISTICS

### Youth Services Program Statistics

Number of programs offered . . . . . 53

Program attendance . . . . . 1618

### Teen Program Statistics

Number of programs offered . . . . . 10

Teen program attendance . . . . . 135

Category	10/2016	10/2015
----------	---------	---------

Reference	2975	2411
-----------	------	------

Ref Remote	223	83
------------	-----	----

Non-Reference	503	382
---------------	-----	-----

N-R Remote	108	42
------------	-----	----

Teen Prog	135	176
-----------	-----	-----

Youth Prog	1618	2086
------------	------	------

Teacher Loan Card checkouts: 34

Books Alive total: 659

10/7/16	Center School second grade	100
---------	----------------------------	-----

10/14/16	Prairie School second & third	220
----------	-------------------------------	-----

10/24/16	Park School kindergarten	121
----------	--------------------------	-----

10/24/16	Park School first grade	98
----------	-------------------------	----

Family Reading Night, Centennial School (Oct 20) 120

PAL PAKS

25 PAKS

543 items

PreSchool PAKS

189 Items circulated

Sandbox Storytime

66 children attended

## **CUSTOMER SERVICE LOG**

Preschool Desk

10/28/16 "It's so nice that the kids can trick-or-treat in the library."

Junior Desk

No entries

Teen Desk

10/6/16 An adult was requesting a movie. "I love this library."

**RESOLUTION NO. 2016-07**  
**RESOLUTION FOR REIMBURSEMENT OF TRAVEL, MEAL AND LODGING**  
**EXPENSES TO COMPLY WITH THE LOCAL GOVERNMENT**  
**TRAVEL EXPENSE CONTROL ACT**  
**(50 ILCS 150)**

{ Village of Orland Park  
{ County of Cook  
{ State of Illinois

The Illinois General Assembly recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017. As required by the Act, it is Orland Park Public Library policy to regulate the reimbursement of all Board member, management, and employee travel expenses as set forth below:

**1. Definitions.**

- a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- b. "Travel expense" means any expenditure directly incident to official Orland Park Public Library business travel by Board members, administrators, officers or employees of the Orland Park Public Library involving reimbursement to travelers or direct payment to private companies providing transportation or related services.

**2. Reimbursable Rates.** Orland Park Public Library shall reimburse permitted travel, meal and lodging expenses as set forth on Exhibit A to this Policy.

**3. Reimbursement Request Form.** Orland Park Public Library shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on Orland Park Public Library's Reimbursement Request Form, attached as Exhibit B. All documents submitted to Orland Park Public Library for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

**4. Entertainment Expenses.** Orland Park Public Library shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

**5. Orland Park Public Library Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Orland Park Public Library:

- a. Any reimbursable expenses of a Orland Park Public Library administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
- b. Any reimbursable expense of a member of the Board of Library Trustees of the Orland Park Public Library

c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

**6. Compliance with Act.** Orland Park Public Library shall comply with all other requirements of the Local Government Travel Expense Act and any Orland Park Public Library policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Adopted this 21<sup>st</sup> day of November, 2016 by a roll call votes as follows:

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

Approved by the President and Board of Library Trustees of the Orland Park Public Library.

\_\_\_\_\_  
Nancy Wendt Healy, President, Board of  
Library Trustees

ATTESTED BY

\_\_\_\_\_  
Catherine Morrissey Lebert, Secretary  
Board of Library Trustees



**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	Reimbursed at the current prevailing IRS mileage rate
Rental Car	Lowest reasonable rate (company or mid-size cars are required for two or fewer employees or officers traveling together and full-size may be used for three or more travelers)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred
Lunch	Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred
Dinner	Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred
Incidentals	Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred

<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago and Suburban Cook County	Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred
DuPage, Kane, Lake, McHenry and Will Counties	Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred
All other Illinois Counties	Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred
Outside of Illinois	As approved by the Board

The following expenses shall not be reimbursable:

Alcoholic beverages, dry cleaning, personal entertainment, health and fitness services, airline insurance, and personal grooming expenses

## EXHIBIT B - TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under Orland Park Public Library Resolution No. 2016-07, the following minimum documentation must first be submitted, in writing, to the Board of Library Trustees of the Orland Park Public Library:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official [insert organization] business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official [insert organization] business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

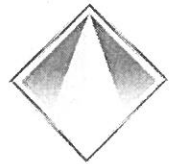
You may also provide such other documentation as would assist the Board of Orland Park Public Library in considering your request for reimbursement. In the discretion of the Board of Library Trustees of the Orland Park Public Library, additional documentation relevant to the request for reimbursement may be required prior to action by the Orland Park Public Library with respect to the reimbursement request.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

DRAFT

DRAFT



November 7, 2016

Board of Trustees and Management  
c/o Ms. Mary Weimar, Library Director  
Orland Park Public Library  
14921 Ravinia Avenue  
Orland Park, Illinois 60462

Dear Board Members and Management:

We are pleased to confirm our understanding of the services we are to provide Orland Park Public Library for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Orland Park Public Library as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Orland Park Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Orland Park Public Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We have also been engaged to report on additional information other than RSI that accompanies Orland Park Public Library's financial statements. We will subject the additional information to the auditing procedures applied in our audit of the financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

**Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Orland Park Public Library's financial statements. Our report will be addressed to the Board of Library Trustees of Orland Park Public Library. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from the engagement.

**Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Orland Park Public Library's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Other Services**

We will also prepare the financial statements of Orland Park Public Library in conformity with U.S. generally accepted accounting principles based on information provided by you. Also, we will update your capital asset and depreciation schedules. We will ask you to review and approve both of these documents prior to finalizing the audit.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement and depreciation schedules previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date of the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information, in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

**Engagement Administration, Fees and Other**

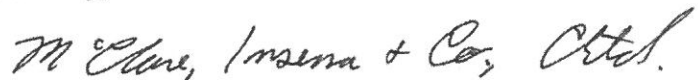
We understand that your employees will prepare all confirmations we request, locate any invoices selected by us for testing and complete the requested schedules accordance with the agreed upon time frame. The fee estimate is based on the premise that your personnel will be available and able to provide us with the aforementioned assistance. This will enable us to spend a minimum amount of time performing clerical tasks and thus concentrate strictly on audit functions. You recognize that and acknowledge that the failure of Library personnel to provide such information on a timely basis will delay our completion of the engagement and increase our fees to you.

We expect to begin our audit in January 2017 and issue our report at the May 2017 board meeting. Chris McClure is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be based on actual hours spent at our standard hourly rates plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our estimates, the fee will be \$11,250 for the audit. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances, such as a new bond issue, major construction project or suspected or actual fraud, will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you prior to billing.

We appreciate the opportunity to be of service to Orland Park Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Sincerely,



McClure, Inserra & Company, Chartered

RESPONSE:

This letter correctly sets forth the understanding of Orland Park Public Library.

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Orland Park Public Library  
General Fund  
Explanation of Variances for General Fund Activity  
For The Month Ended October 31, 2016**

**Revenues**

**Tax Revenues** are at 99% of budget on a year-to-date basis. Interest Income continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. **Total Revenues** are at 99.9% of year-to-date budget.

**Expenditures**

Overall Expenditures were \$ 85,925 under budget for the month and \$ 731,968 under budget year-to-date.

**Salaries** is under budget by \$ 14,620 for October and \$ 151,686 under budget year-to-date. There are open positions to be filled.

**Insurance** is over budget by \$ 852 for the month and over budget on a year-to-date basis.

**Landscaping & Groundskeeping** is over budget for October by \$ 2,477, but under budget on a year-to-date basis.

**Building & Custodial Supplies** is over budget by \$ 814 for the month, but under budget on a year-to-date basis.

**Library Supplies** is over budget for October by \$ 934, but under budget on a year-to-date basis.

**Orland Park Public Library  
Balance Sheet - All Funds  
October 31, 2016**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	196,268.90	0.00	68,421.83	0.00	264,690.73
Cash - Marquette E-Commerce	4,223.80	0.00	0.00	0.00	4,223.80
Illinois Funds	91,184.00	6,771.08	0.00	0.00	97,955.08
PMA Financial Investments	6,868,153.53	764,295.64	0.00	1,990,853.49	9,623,302.66
US Bank	3,986.24	76.50	0.00	0.00	4,062.74
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	19,833.28	1,478.82	0.00	5,686.59	26,998.69
Property Taxes Receivable	49,372.89	0.00	0.00	15,948.76	65,321.65
Prepaid Expenses	112,651.39	0.00	0.00	0.00	112,651.39
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>7,345,974.03</u></b>	<b><u>772,622.04</u></b>	<b><u>68,421.83</u></b>	<b><u>2,012,488.84</u></b>	<b><u>10,199,506.74</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	25.00	0.00	0.00	0.00	25.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	49,372.89	0.00	0.00	15,948.76	65,321.65
Accounts Payable	32,008.63	0.00	0.00	0.00	32,008.63
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	98,205.25	98,205.25
<b>Total Liabilities</b>	<b><u>81,406.52</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>114,154.01</u></b>	<b><u>195,560.53</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,673,835.36</b>	<b>669,735.13</b>	<b>66,628.45</b>	<b>459,943.59</b>	<b>6,870,142.53</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>3,543.00</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>25,462.00</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>25,012.00</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>5,408.00</b>
<b>Fund Balance-Restricted Unemploymt Ins.</b>	<b>22,851.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,851.00</b>
<b>Transfers between Funds</b>	<b>(100,000.00)</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,608,456.15</u></b>	<b><u>2,886.91</u></b>	<b><u>1,793.38</u></b>	<b><u>1,438,391.24</u></b>	<b><u>3,051,527.68</u></b>
<b>Ending Fund Balance</b>	<b><u>7,264,567.51</u></b>	<b><u>772,622.04</u></b>	<b><u>68,421.83</u></b>	<b><u>1,898,334.83</u></b>	<b><u>10,003,946.21</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>7,345,974.03</u></b>	<b><u>772,622.04</u></b>	<b><u>68,421.83</u></b>	<b><u>2,012,488.84</u></b>	<b><u>10,199,506.74</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
October 31, 2016**

	<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><u>Revenues</u></b>							
Taxes	2,841.26	424,447	0.67%	5,044,337.93	4,244,473	99.04%	5,093,367
Impact Fees	5,000.00	2,083	240.04%	18,544.13	20,833	74.18%	25,000
Replacement Taxes	0.00	1,042	0.00%	9,863.29	10,417	78.91%	12,500
State Grants	1,800.00	2,083	86.41%	96,564.84	20,833	386.26%	25,000
Non Resident Fees	272.65	667	40.88%	2,936.62	6,667	36.71%	8,000
Fines	4,302.07	5,000	86.04%	49,163.93	50,000	81.94%	60,000
Gifts	0.00	833	0.00%	1,603.89	8,333	16.04%	10,000
Copy Machine	1,213.57	1,250	97.09%	12,677.31	12,500	84.52%	15,000
Interest Income	5,958.81	1,250	476.70%	27,520.42	12,500	183.47%	15,000
Miscellaneous Income	830.48	833	99.70%	8,164.09	8,333	81.64%	10,000
<b>Total Revenues</b>	<b>22,218.84</b>	<b>439,489</b>	<b>5.06%</b>	<b>5,271,376.45</b>	<b>4,394,889</b>	<b>99.95%</b>	<b>5,273,867</b>
<b><u>Expenditures</u></b>							
Salaries	183,193.89	197,814	92.61%	1,826,466.38	1,978,153	76.94%	2,373,785
Salaries-Maintenance	8,266.13	8,975	92.10%	84,007.56	89,754	78.00%	107,705
Life/Health Insurance	30,412.90	37,096	81.98%	340,557.91	370,960	76.50%	445,152
Books	18,591.85	34,167	54.41%	230,918.84	341,667	56.32%	410,000
Electronic Databases	6,308.75	6,083	103.71%	55,556.82	60,833	76.11%	73,000
Periodicals	2,056.33	3,167	64.93%	23,045.53	31,667	60.65%	38,000
Audio Visual Materials	8,094.50	13,333	60.71%	120,054.57	133,333	75.03%	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	481.22	667	72.15%	6,442.48	6,667	80.53%	8,000
Insurance	3,893.58	3,042	127.99%	34,654.48	30,417	94.94%	36,500
Landscaping & Groundskeeping	4,510.16	2,033	221.85%	19,822.31	20,333	81.24%	24,400
Building Maintenance	8,792.10	20,833	42.20%	86,659.70	208,333	34.66%	250,000
Security System	0.00	750	0.00%	1,684.50	7,500	18.72%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	833	0.00%	1,000
Legal	10,474.61	10,000	104.75%	40,875.39	100,000	34.06%	120,000
Library Consultant	930.28	1,000	0.00%	8,804.77	10,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	583	0.00%	7,478.14	5,833	106.83%	7,000
Natural Gas	1,439.63	3,333	43.19%	15,644.66	33,333	39.11%	40,000
Telephone	562.99	917	61.39%	5,732.72	9,167	52.12%	11,000
Purchase - New Equipment	0.00	1,667	0.00%	18,023.83	16,667	90.12%	20,000
Building & Custodial Supplies	3,647.44	2,833	128.75%	27,503.36	28,333	80.89%	34,000
Building Repairs	0.00	1,833	0.00%	3,846.18	18,333	17.48%	22,000
Lib. & Off. Eqpt Rep. & Maint	320.51	1,375	23.31%	11,673.97	13,750	70.75%	16,500
Machine Rental	0.00	333	0.00%	865.02	3,333	21.63%	4,000
Automation - Equipment	1,142.37	6,667	17.13%	20,239.56	66,667	25.30%	80,000
Automation - Line Costs	339.07	542	62.56%	3,269.83	5,417	50.31%	6,500
Automation - Consultant	10,252.31	13,417	76.41%	109,832.65	134,167	68.22%	161,000
Automation - Maintenance	3,054.72	4,167	73.31%	29,711.66	41,667	59.42%	50,000
Library Furniture	0.00	5,000	0.00%	54,136.75	50,000	90.23%	60,000
Outreach Services	352.35	583	60.44%	4,430.00	5,833	63.29%	7,000

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
October 31, 2016**

	<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	325.00	667	48.73%	4,099.96	6,667	51.25%	8,000
Staff Training & Education	90.00	2,250	4.00%	15,340.85	22,500	56.82%	27,000
Conference Fees	690.00	542	127.31%	3,027.00	5,417	46.57%	6,500
Patron Programs & Events	3,165.97	3,750	84.43%	24,573.28	37,500	54.61%	45,000
Association Dues & Fees	825.00	667	123.69%	4,187.00	6,667	52.34%	8,000
Public Information	616.67	3,250	18.97%	20,623.75	32,500	52.88%	39,000
Library Supplies	4,684.12	3,750	124.91%	24,374.11	37,500	54.16%	45,000
Office Supplies	267.79	917	29.20%	2,165.05	9,167	19.68%	11,000
Postage	293.53	1,167	25.15%	9,306.34	11,667	66.47%	14,000
Printing	362.25	584	62.03%	1,630.55	5,833	23.29%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,937.05	17,708	95.65%	167,614.14	177,078	78.88%	212,494
Contribution to FICA	14,285.77	15,819	90.31%	143,133.82	158,193	75.40%	189,831
Audit	0.00	875	0.00%	10,500.00	8,750	100.00%	10,500
Liability Ins.-D&O,Bonds,WC	3,796.50	4,583	82.84%	38,784.96	45,833	70.52%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	3,333	0.00%	4,000
Bank Charges	106.45	250	42.58%	1,619.92	2,500	54.00%	3,000
<b>Total Expenditures</b>	<b>353,563.79</b>	<b>439,489</b>	<b>80.45%</b>	<b>3,662,920.30</b>	<b>4,394,888</b>	<b>69.45%</b>	<b>5,273,867</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(331,344.95)</b>	<b>0</b>	<b>-100.00%</b>	<b>1,608,456.15</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>(331,344.95)</b>	<b>0</b>	<b>-100.00%</b>	<b>1,608,456.15</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
October 31, 2016**

	<b>Special Reserve Month</b>	<b>Special Reserve Y-T-D</b>	<b>Capital Campaign Month</b>	<b>Capital Campaign Y-T-D</b>	<b>Debt Service Month</b>	<b>Debt Service Y-T-D</b>
<b><u>Revenues</u></b>						
Taxes	0.00	0.00	0.00	0.00	921.70	1,629,835.82
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	328.44	2,898.91	5.81	56.38	804.32	4,965.88
Capital Campaign	0.00	0.00	0.00	1,875.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>328.44</b>	<b>2,898.91</b>	<b>5.81</b>	<b>1,931.38</b>	<b>1,726.02</b>	<b>1,634,801.70</b>
<b><u>Expenditures</u></b>						
Building Repairs	0.00	0.00	0.00	138.00	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	3.00	12.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	19,641.05	196,410.46
<b>Total Expenditures</b>	<b>3.00</b>	<b>12.00</b>	<b>0.00</b>	<b>138.00</b>	<b>19,641.05</b>	<b>196,410.46</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>325.44</b>	<b>2,886.91</b>	<b>5.81</b>	<b>1,793.38</b>	<b>(17,915.03)</b>	<b>1,438,391.24</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>325.44</b>	<b>2,886.91</b>	<b>5.81</b>	<b>1,793.38</b>	<b>(17,915.03)</b>	<b>1,438,391.24</b>

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56137	10/20/2016	ALA Member Services	101010 - Cash - Marquette	-202.00
TOTAL					202.00
Bill	10/11/16	10/11/2016		104650 - Association Dues & Fees	202.00
					202.00
Bill Pmt - Check	56138	10/20/2016	Annuity Premium Reserve Account	101010 - Cash - Marquette	-325.00
TOTAL					325.00
Bill	10/1/16	10/01/2016		102160 - 457 Plan W/H Payable	325.00
					325.00
Bill Pmt - Check	56139	10/20/2016	Audio Editions	101010 - Cash - Marquette	-112.40
Bill	1608084	09/29/2016		104342 - Audio Visual Materials-Outreach	83.20
Bill	1608943	10/07/2016		104342 - Audio Visual Materials-Outreach	29.20
TOTAL					112.40
Bill Pmt - Check	56140	10/20/2016	Baker & Taylor	101010 - Cash - Marquette	-133.09
Bill	2032279527	10/01/2016		104312 - Books - Outreach	32.59
Bill	2032213385	10/01/2016		104312 - Books - Outreach	34.80
Bill	2032348064	10/03/2016		104312 - Books - Outreach	50.10
Bill	2032366235	10/10/2016		104312 - Books - Outreach	15.60
TOTAL					133.09
Bill Pmt - Check	56141	10/20/2016	Bal Industries	101010 - Cash - Marquette	-510.00
Bill	37428	10/01/2016		104450 - Building Maintenance	510.00
TOTAL					510.00

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56142	10/20/2016	Bearport Publishing	101010 · Cash - Marquette	-239.40
Bill	153017	10/03/2016		104311 · Books - Youth	119.70
Bill	153018	10/03/2016		104311 · Books - Youth	119.70
TOTAL					239.40
Bill Pmt -Check	56143	10/20/2016	Bettenhausen Chrysler Jeep	101010 · Cash - Marquette	-142.95
Bill	JEC5655107	10/01/2016		104600 · Outreach Services	142.95
TOTAL					142.95
Bill Pmt -Check	56144	10/20/2016	Bloomington Public Library	101010 · Cash - Marquette	-27.00
Bill	10/1/1/16	10/11/2016		104310 · Books - Adult	27.00
TOTAL					27.00
Bill Pmt -Check	56145	10/20/2016	Center Point Large Print	101010 · Cash - Marquette	-44.94
Bill	1417325	10/01/2016		104310 · Books - Adult	22.17
Bill	1421046	10/01/2016		104310 · Books - Adult	22.77
TOTAL					44.94
Bill Pmt -Check	56146	10/20/2016	Cherry Lake Publishing	101010 · Cash - Marquette	-151.60
Bill	86510	10/06/2016		104311 · Books - Youth	151.60
TOTAL					151.60
Bill Pmt -Check	56147	10/20/2016	Christmas from the Heart	101010 · Cash - Marquette	-36.03
Bill	10/13/16	10/01/2016		104310 · Books - Adult	36.03

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					36.03
Bill Pmt -Check	56148	10/20/2016	Comcast	101010 - Cash - Marquette	-303.78
Bill	46877701	10/01/2016		104520 - Telephone	303.78
TOTAL					303.78
Bill Pmt -Check	56149	10/20/2016	Comcast Cable	101010 - Cash - Marquette	-340.33
Bill	10/3/16	10/03/2016		104575 - Automation - Line Costs	259.07
				104520 - Telephone	81.26
TOTAL					340.33
Bill Pmt -Check	56150	10/20/2016	Crabtree Publishing Company	101010 - Cash - Marquette	-96.75
Bill	IN501864	10/03/2016		104311 - Books - Youth	96.75
TOTAL					96.75
Bill Pmt -Check	56151	10/20/2016	Demco	101010 - Cash - Marquette	-2,584.61
Bill	5983794	10/12/2016		104710 - Library Supplies	2,584.61
TOTAL					2,584.61
Bill Pmt -Check	56152	10/20/2016	Gale/Cengage Learning	101010 - Cash - Marquette	-1,636.94
Bill	58984247	09/15/2016		104310 - Books - Adult	22.39
Bill	59025041	09/19/2016		104310 - Books - Adult	22.40
Bill	59066612	09/22/2016		104310 - Books - Adult	27.19
Bill	59066143	09/22/2016		104312 - Books - Outreach	310.28
Bill	59078887	09/23/2016		104310 - Books - Adult	98.66



**Orland Park Public Library  
Check Detail  
October 18 through November 21, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	59076790	09/23/2016		104312 · Books - Outreach	173.53
Bill	59091601	09/26/2016		104310 · Books - Adult	27.99
Bill	59091527	09/26/2016		104310 · Books - Adult	25.59
Bill	59106224	09/27/2016		104310 · Books - Adult	24.00
Bill	59105933	09/27/2016		104310 · Books - Adult	45.59
Bill	959106093	09/27/2016		104310 · Books - Adult	186.96
Bill	59106575	09/27/2016		104310 · Books - Adult	25.59
Bill	59145839	10/03/2016		104310 · Books - Adult	26.99
Bill	59169858	10/06/2016		104312 · Books - Outreach	588.59
Bill	59170234	10/06/2016		104310 · Books - Adult	31.19
<b>TOTAL</b>					<b>1,636.94</b>
<b>Bill Pmt -Check</b>	<b>56153</b>	<b>10/20/2016</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-83.88</b>
Bill	PINV1224509	10/07/2016		104720 · Office Supplies	55.53
Bill	PINV1225600	10/11/2016		104720 · Office Supplies	28.35
<b>TOTAL</b>					<b>83.88</b>
<b>Bill Pmt -Check</b>	<b>56154</b>	<b>10/20/2016</b>	<b>Gonzalez, Louis</b>	<b>101010 · Cash - Marquette</b>	<b>-200.00</b>
Bill	111/10/16	10/19/2016		104640 · Patron Programs&Events-Outreach	200.00
<b>TOTAL</b>					<b>200.00</b>
<b>Bill Pmt -Check</b>	<b>56155</b>	<b>10/20/2016</b>	<b>Grey House Publishing, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-518.95</b>
Bill	924175	10/06/2016		104310 · Books - Adult	518.95
<b>TOTAL</b>					<b>518.95</b>
<b>Bill Pmt -Check</b>	<b>56156</b>	<b>10/20/2016</b>	<b>Hearne &amp; Associates, P.C.</b>	<b>101010 · Cash - Marquette</b>	<b>-481.22</b>
Bill	19256	10/07/2016		104420 · Accounting	481.22

**Orland Park Public Library  
Check Detail  
October 18 through November 21, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL					481.22
Bill Pmt - Check	56157	10/20/2016	Home Depot Credit Services	101010 · Cash - Marquette	-80.29
Bill	9/28/16 statement	10/01/2016		104530 · Building & Custodial Supplies	80.29
TOTAL					80.29
Bill Pmt - Check	56158	10/20/2016	Indianapolis Public Library	101010 · Cash - Marquette	-10.00
Bill	10/1/16	10/01/2016		104310 · Books - Adult	10.00
TOTAL					10.00
Bill Pmt - Check	56159	10/20/2016	Ingram Library Services	101010 · Cash - Marquette	-3,814.34
Bill	See detail list	10/20/2016		104311 · Books - Youth	528.18
				104310 · Books - Adult	3,097.71
				104312 · Books - Outreach	188.45
TOTAL					3,814.34
Bill Pmt - Check	56160	10/20/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-10,427.76
Bill	09/30/16	10/13/2016		104495 · Legal	118.68
Bill	9/30/16 2	10/13/2016		104495 · Legal	5.35
Bill	10/17/16	10/17/2016		104495 · Legal	10,303.73
TOTAL					10,427.76
Bill Pmt - Check	56161	10/20/2016	Lerner Publishing Group	101010 · Cash - Marquette	-1,987.20
Bill	1230098	10/05/2016		104311 · Books - Youth	13.49
Bill	1230093	10/05/2016		104311 · Books - Youth	51.98

**Orland Park Public Library  
Check Detail  
October 18 through November 21, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	1230096	10/05/2016		104311 · Books - Youth	113.94
Bill	1230095	10/06/2016		104311 · Books - Youth	1,122.15
Bill	1230099	10/07/2016		104311 · Books - Youth	685.64
TOTAL					1,987.20
<b>Bill Pmt -Check</b>	<b>56162</b>	<b>10/20/2016</b>	<b>Midwest Mechanical</b>	<b>101010 · Cash - Marquette</b>	<b>-1,698.00</b>
Bill	MC000102336	10/01/2016		104450 · Building Maintenance	1,698.00
TOTAL					1,698.00
<b>Bill Pmt -Check</b>	<b>56163</b>	<b>10/20/2016</b>	<b>NuWay Disposal Service, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-71.49</b>
Bill	5560412	10/01/2016		104450 · Building Maintenance	71.49
TOTAL					71.49
<b>Bill Pmt -Check</b>	<b>56164</b>	<b>10/20/2016</b>	<b>OverDrive, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-1,771.23</b>
Bill	180611517-090816	09/08/2016		104311 · Books - Youth	141.79
Bill	000637843-091316	09/13/2016		104311 · Books - Youth	33.98
Bill	000638093-091316	09/13/2016		104311 · Books - Youth	50.97
Bill	000721383-092016	09/20/2016		104311 · Books - Youth	48.97
Bill	000629673-092716	09/27/2016		104311 · Books - Youth	16.99
Bill	111633317-100316	10/03/2016		104311 · Books - Youth	302.39
Bill	000936527-100416	10/04/2016		104311 · Books - Youth	87.98
Bill	000936203-100416	10/04/2016		104310 · Books - Adult	78.00
Bill	121026120-100516	10/05/2016		104311 · Books - Youth	272.89
Bill	172933397-100516	10/05/2016		104310 · Books - Adult	147.38
Bill	172751963-100516	10/05/2016		104310 · Books - Adult	65.00
Bill	172720613-100516	10/05/2016		104310 · Books - Adult	71.97
Bill	172609890-100516	10/05/2016		104310 · Books - Adult	55.99
Bill	172647567-100516	10/05/2016		104310 · Books - Adult	372.96
Bill	172419503-100516	10/05/2016		104310 · Books - Adult	23.97

**Orland Park Public Library  
Check Detail  
October 18 through November 21, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL					1,771.23
Bill	56165	10/20/2016	Park Ace Hardware	101010 · Cash - Marquette	-226.87
Bill	9/30/16	10/01/2016		104530 · Building & Custodial Supplies	226.87
TOTAL					226.87
Bill Pmt - Check	56166	10/20/2016	Penguin Random House LLC	101010 · Cash - Marquette	-650.50
Bill	1088701511	09/23/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1088788100	10/01/2016		104340 · Audio Visual Materials - Adult	63.75
Bill	1388788100	10/01/2016		104340 · Audio Visual Materials - Adult	97.50
Bill	1188788100	10/01/2016		104340 · Audio Visual Materials - Adult	22.50
Bill	1288788100	10/01/2016		104310 · Books - Adult	35.25
Bill	1088788103	10/01/2016		104342 · Audio Visual Materials-Outreach	161.25
Bill	1088794489	10/01/2016		104340 · Audio Visual Materials - Adult	10.00
Bill	1288863172	10/07/2016		104340 · Audio Visual Materials - Adult	67.50
Bill	1188863172	10/07/2016		104340 · Audio Visual Materials - Adult	60.00
Bill	1088863172	10/07/2016		104340 · Audio Visual Materials - Adult	41.25
Bill	1088863180	10/07/2016		104342 · Audio Visual Materials-Outreach	57.75
TOTAL					650.50
Bill Pmt - Check	56167	10/20/2016	Quill Corporation	101010 · Cash - Marquette	-183.91
Bill	9898700	10/11/2016		104720 · Office Supplies	51.92
Bill	9919807	10/12/2016		104720 · Office Supplies	131.99
TOTAL					183.91
Bill Pmt - Check	56168	10/20/2016	Recorded Books, INC	101010 · Cash - Marquette	-292.35
Bill	75414817	09/29/2016		104340 · Audio Visual Materials - Adult	35.95

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	75414828	09/29/2016		104340 · Audio Visual Materials - Adult	35.95
Bill	75414469	09/29/2016		104340 · Audio Visual Materials - Adult	27.00
Bill	75415221	09/30/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75420517	10/10/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75420524	10/10/2016		104340 · Audio Visual Materials - Adult	9.00
Bill	75420824	10/10/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75421663	10/12/2016		104340 · Audio Visual Materials - Adult	17.99
Bill	75421761	10/12/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75421771	10/12/2016		104340 · Audio Visual Materials - Adult	35.99
<b>TOTAL</b>					<b>292.35</b>
<b>Bill Pmt -Check</b>	<b>56169</b>	<b>10/20/2016</b>	<b>Rymarz, Lynn</b>	<b>101010 · Cash - Marquette</b>	<b>-300.00</b>
Bill	11/09/16	10/19/2016		104640 · Patron Programs&Events-Outreach	300.00
<b>TOTAL</b>					<b>300.00</b>
<b>Bill Pmt -Check</b>	<b>56170</b>	<b>10/20/2016</b>	<b>Sunlight Maintenance Supply</b>	<b>101010 · Cash - Marquette</b>	<b>-657.61</b>
Bill	4491	10/06/2016		104530 · Building & Custodial Supplies	363.25
Bill	4497	10/12/2016		104530 · Building & Custodial Supplies	294.36
<b>TOTAL</b>					<b>657.61</b>
<b>Bill Pmt -Check</b>	<b>56171</b>	<b>10/20/2016</b>	<b>The HR Specialist</b>	<b>101010 · Cash - Marquette</b>	<b>-199.00</b>
Bill	10/14/16	10/14/2016		104320 · Periodicals - Adult	199.00
<b>TOTAL</b>					<b>199.00</b>
<b>Bill Pmt -Check</b>	<b>56172</b>	<b>10/20/2016</b>	<b>The Library Store, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-71.61</b>
Bill	229579	10/12/2016		104710 · Library Supplies	71.61
<b>TOTAL</b>					<b>71.61</b>

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	56173	10/20/2016	Unique Management Services, Inc.	101010 - Cash - Marquette	-26.85
TOTAL	434061	10/01/2016		104495 - Legal	26.85
					26.85
Bill	56174	10/20/2016	Wingren Landscape, Inc.	101010 - Cash - Marquette	-3,472.25
TOTAL	35242	10/01/2016		104440 - Landscaping & Groundskeeping	3,472.25
					3,472.25
Bill	56175	10/20/2016	Gale/Cengage Learning	101010 - Cash - Marquette	-1,011.65
Bill	59169221	10/06/2016		104310 - Books - Adult	31.19
Bill	59169468	10/06/2016		104310 - Books - Adult	27.19
Bill	59169174	10/06/2016		104312 - Books - Outreach	27.19
Bill	59170037	10/06/2016		104310 - Books - Adult	85.57
Bill	59178175	10/07/2016		104310 - Books - Adult	30.39
Bill	59177599	10/07/2016		104312 - Books - Outreach	30.39
Bill	59177828	10/07/2016		104310 - Books - Adult	30.39
Bill	59177920	10/07/2016		104310 - Books - Adult	30.39
Bill	59178028	10/07/2016		104310 - Books - Adult	91.17
Bill	59189264	10/10/2016		104310 - Books - Adult	25.59
Bill	59188964	10/10/2016		104312 - Books - Outreach	280.69
Bill	59195276	10/11/2016		104310 - Books - Adult	135.97
Bill	59195267	10/11/2016		104310 - Books - Adult	27.19
Bill	59202541	10/12/2016		104312 - Books - Outreach	158.34
TOTAL					1,011.65
Bill	56176	10/21/2016	Rashid, Maqbool	101010 - Cash - Marquette	-500.00

**Orland Park Public Library  
Check Detail  
October 18 through November 21, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	10/20/16	10/20/2016		104610 · Board Training & Education	250.00
				104660 · Public Information	250.00
TOTAL					500.00
<b>Bill Pmt -Check</b>	<b>56177</b>	<b>11/04/2016</b>	<b>ABDO-Spotlight-Magic Wagon</b>	<b>101010 · Cash - Marquette</b>	<b>-2,245.05</b>
Bill	206654	10/11/2016		104311 · Books - Youth	113.70
Bill	206653	10/11/2016		104311 · Books - Youth	244.35
Bill	206650	10/11/2016		104311 · Books - Youth	119.70
Bill	206655	10/11/2016		104311 · Books - Youth	113.70
Bill	206651	10/11/2016		104311 · Books - Youth	1,363.35
Bill	206649	10/11/2016		104311 · Books - Youth	290.25
TOTAL					2,245.05
<b>Bill Pmt -Check</b>	<b>56178</b>	<b>11/04/2016</b>	<b>Amgard Exterminating Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-70.00</b>
Bill	2527	11/02/2016		104450 · Building Maintenance	70.00
TOTAL					70.00
<b>Bill Pmt -Check</b>	<b>56179</b>	<b>11/04/2016</b>	<b>AT&amp;T</b>	<b>101010 · Cash - Marquette</b>	<b>-80.00</b>
Bill	10/12/16	10/28/2016		104575 · Automation - Line Costs	80.00
TOTAL					80.00
<b>Bill Pmt -Check</b>	<b>56180</b>	<b>11/04/2016</b>	<b>Baker &amp; Taylor</b>	<b>101010 · Cash - Marquette</b>	<b>-34.80</b>
Bill	2032399790	10/25/2016		104312 · Books - Outreach	34.80
TOTAL					34.80
<b>Bill Pmt -Check</b>	<b>56181</b>	<b>11/04/2016</b>	<b>Batteries Plus</b>	<b>101010 · Cash - Marquette</b>	<b>-33.55</b>

**Orland Park Public Library  
Check Detail  
October 18 through November 21, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	277-409201	10/24/2016		104530 · Building & Custodial Supplies	33.55
TOTAL					33.55
<b>Bill Pmt - Check</b>	<b>56182</b>	<b>11/04/2016</b>	<b>Capital One Commercial</b>	<b>101010 · Cash - Marquette</b>	<b>-613.53</b>
Bill	October statement	10/26/2016		104530 · Building & Custodial Supplies	238.59
				104710 · Library Supplies	39.99
				104642 · Patron Programs & Events-Youth	32.87
				104530 · Building & Custodial Supplies	18.99
				104530 · Building & Custodial Supplies	154.27
				104530 · Building & Custodial Supplies	28.83
				104530 · Building & Custodial Supplies	99.99
TOTAL					613.53
<b>Bill Pmt - Check</b>	<b>56183</b>	<b>11/04/2016</b>	<b>Cardmember Service</b>	<b>101010 · Cash - Marquette</b>	<b>-931.72</b>
Bill	October 2016	11/02/2016		104730 · Postage	30.00
				104620 · Staff Training & Education	30.00
				104450 · Building Maintenance	131.98
				104620 · Staff Training & Education	119.00
				104642 · Patron Programs & Events-Youth	45.78
				104620 · Staff Training & Education	199.00
				104660 · Public Information	127.50
				104630 · Conference Fees	200.00
				104620 · Staff Training & Education	15.00
				104740 · Printing	35.55
TOTAL					933.81
<b>Bill Pmt - Check</b>	<b>56184</b>	<b>11/04/2016</b>	<b>Costco Membership</b>	<b>101010 · Cash - Marquette</b>	<b>-440.00</b>
Bill	10/25/16	10/21/2016		104650 · Association Dues & Fees	440.00



**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					440.00
<b>Bill Pmt -Check</b>	<b>56185</b>	<b>11/04/2016</b>	<b>Diane S. Norris-Kuczynski</b>	<b>101010 · Cash - Marquette</b>	<b>-87.55</b>
Bill	10/24/16	10/24/2016		104642 · Patron Programs & Events-Youth	49.89
Bill	10/24/16 2	10/24/2016		104642 · Patron Programs & Events-Youth	20.00
Bill	10/24/16 3	10/24/2016		104642 · Patron Programs & Events-Youth	13.67
Bill	10/24/16 4	10/24/2016		104642 · Patron Programs & Events-Youth	3.99
TOTAL					87.55
<b>Bill Pmt -Check</b>	<b>56186</b>	<b>11/04/2016</b>	<b>FedEx</b>	<b>101010 · Cash - Marquette</b>	<b>-23.88</b>
Bill	5-590-81058	10/26/2016		104730 · Postage	23.88
TOTAL					23.88
<b>Bill Pmt -Check</b>	<b>56187</b>	<b>11/04/2016</b>	<b>Findaway World, LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-95.47</b>
Bill	198975	10/19/2016		104341 · Audio Visual Materials - Youth	55.49
Bill	199868	10/31/2016		104340 · Audio Visual Materials - Adult	39.98
TOTAL					95.47
<b>Bill Pmt -Check</b>	<b>56188</b>	<b>11/04/2016</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-851.58</b>
Bill	59220960	10/14/2016		104310 · Books - Adult	45.60
Bill	59221566	10/14/2016		104310 · Books - Adult	27.19
Bill	59221082	10/14/2016		104310 · Books - Adult	290.95
Bill	59220778	10/14/2016		104310 · Books - Adult	24.00
Bill	59220674	10/14/2016		104310 · Books - Adult	24.00
Bill	59248184	10/19/2016		104310 · Books - Adult	49.59
Bill	59257601	10/20/2016		104312 · Books - Outreach	181.53
Bill	59258128	10/20/2016		104310 · Books - Adult	25.59

**Orland Park Public Library  
Check Detail  
October 18 through November 21, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	59265916	10/21/2016		104310 - Books - Adult	126.35
Bill	59276019	10/24/2016		104310 - Books - Adult	56.78
TOTAL					851.58
<b>Bill Pmt -Check</b>	<b>56189</b>	<b>11/04/2016</b>	<b>Garvey's Office Products</b>	<b>101010 - Cash - Marquette</b>	<b>-762.17</b>
Bill	PINNV1230220	10/19/2016		104710 - Library Supplies	694.45
Bill	PINNV1233160	10/25/2016		104710 - Library Supplies	18.90
Bill	PINNV1235267	10/27/2016		104710 - Library Supplies	48.82
TOTAL					762.17
<b>Bill Pmt -Check</b>	<b>56190</b>	<b>11/04/2016</b>	<b>Grainger</b>	<b>101010 - Cash - Marquette</b>	<b>-254.57</b>
Bill	9266604199	10/31/2016		104530 - Building & Custodial Supplies	254.57
TOTAL					254.57
<b>Bill Pmt -Check</b>	<b>56191</b>	<b>11/04/2016</b>	<b>Illinois Library Association</b>	<b>101010 - Cash - Marquette</b>	<b>-190.00</b>
Bill	123977	10/24/2016		104650 - Association Dues & Fees	115.00
Bill	123611	10/24/2016		104610 - Board Training & Education	75.00
TOTAL					190.00
<b>Bill Pmt -Check</b>	<b>56192</b>	<b>11/04/2016</b>	<b>Illinois State Police Services Fund</b>	<b>101010 - Cash - Marquette</b>	<b>-20.00</b>
Bill	9/30/16	10/19/2016		104495 - Legal	20.00
TOTAL					20.00
<b>Bill Pmt -Check</b>	<b>56193</b>	<b>11/04/2016</b>	<b>Infogroup</b>	<b>101010 - Cash - Marquette</b>	<b>-7,000.00</b>
Bill	10003050859	10/15/2016		104315 - Electronic Databases	7,000.00

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					7,000.00
Bill Pmt -Check	56194	11/04/2016	Ingram Library Services	101010 - Cash - Marquette	-4,947.66
Bill	See detail list	11/04/2016		104311 - Books - Youth	658.49
				104312 - Books - Outreach	131.90
				104310 - Books - Adult	4,157.27
TOTAL					4,947.66
Bill Pmt -Check	56195	11/04/2016	LACONI, Inc.	101010 - Cash - Marquette	-100.00
Bill	11/2/16	11/01/2016		104650 - Association Dues & Fees	100.00
TOTAL					100.00
Bill Pmt -Check	56196	11/04/2016	Lighting Supply Co.	101010 - Cash - Marquette	-117.91
Bill	V0191155	10/24/2016		104530 - Building & Custodial Supplies	117.91
TOTAL					117.91
Bill Pmt -Check	56197	11/04/2016	Mary G. Adamowski	101010 - Cash - Marquette	-32.84
Bill	10/25/16	10/21/2016		104620 - Staff Training & Education	30.00
				104530 - Building & Custodial Supplies	2.84
TOTAL					32.84
Bill Pmt -Check	56198	11/04/2016	McCully, Nancy	101010 - Cash - Marquette	-210.00
Bill	11/17/16	10/28/2016		104640 - Patron Programs&Events-Outreach	210.00
TOTAL					210.00

**Orland Park Public Library  
Check Detail  
October 18 through November 21, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56199	11/04/2016	Midwest Tape	101010 · Cash - Marquette	-84.97
Bill	94443518	10/25/2016		104311 · Books - Youth	84.97
TOTAL					84.97
Bill Pmt -Check	56200	11/04/2016	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6030	11/01/2016		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt -Check	56201	11/04/2016	Nicor Gas	101010 · Cash - Marquette	-1,439.63
Bill	10/20/16	10/20/2016		104517 · Natural Gas	1,439.63
TOTAL					1,439.63
Bill Pmt -Check	56202	11/04/2016	OverDrive, Inc.	101010 · Cash - Marquette	0.00
TOTAL					0.00
Bill Pmt -Check	56203	11/04/2016	Paramont-EO, Inc.	101010 · Cash - Marquette	-40.64
Bill	S70059428.001	10/19/2016		104530 · Building & Custodial Supplies	226.64
TOTAL					226.64
Bill Pmt -Check	56204	11/04/2016	Penguin Random House LLC	101010 · Cash - Marquette	-550.50
Bill	1088943635	10/14/2016		104342 · Audio Visual Materials-Outreach	52.50
Bill	1188943631	10/14/2016		104310 · Books - Adult	21.75

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	1288943631	10/14/2016		104340 · Audio Visual Materials - Adult	86.25
Bill	1088943631	10/14/2016		104340 · Audio Visual Materials - Adult	82.50
Bill	1089027605	10/21/2016		104342 · Audio Visual Materials-Outreach	120.00
Bill	1289026797	10/21/2016		104310 · Books - Adult	58.50
Bill	1189026797	10/21/2016		104340 · Audio Visual Materials - Adult	95.25
Bill	1089026797	10/21/2016		104340 · Audio Visual Materials - Adult	33.75
<b>TOTAL</b>					<b>550.50</b>
<b>Bill Pmt -Check</b>	<b>56205</b>	<b>11/04/2016</b>	<b>Quill Corporation</b>	<b>101010 · Cash - Marquette</b>	<b>-172.25</b>
Bill	8760664	10/01/2016		104710 · Library Supplies	172.25
<b>TOTAL</b>					<b>172.25</b>
<b>Bill Pmt -Check</b>	<b>56206</b>	<b>11/04/2016</b>	<b>Recorded Books, INC</b>	<b>101010 · Cash - Marquette</b>	<b>-130.50</b>
Bill	75422732	10/14/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75425796	10/20/2016		104340 · Audio Visual Materials - Adult	31.50
<b>TOTAL</b>					<b>130.50</b>
<b>Bill Pmt -Check</b>	<b>56207</b>	<b>11/04/2016</b>	<b>Reliastar Life Insurance Company</b>	<b>101010 · Cash - Marquette</b>	<b>-2,050.00</b>
Bill	10117716	10/17/2016		102160 · 457 Plan W/H Payable	2,050.00
<b>TOTAL</b>					<b>2,050.00</b>
<b>Bill Pmt -Check</b>	<b>56208</b>	<b>11/04/2016</b>	<b>Sara E. Killough</b>	<b>101010 · Cash - Marquette</b>	<b>-125.55</b>
Bill	1012616	10/26/2016		104642 · Patron Programs & Events-Youth	25.23
Bill	1012616 2	10/26/2016		104642 · Patron Programs & Events-Youth	40.00
Bill	1012616 3	10/26/2016		104642 · Patron Programs & Events-Youth	13.76
Bill	1012616 4	10/26/2016		104642 · Patron Programs & Events-Youth	46.56
<b>TOTAL</b>					<b>125.55</b>

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56209	11/04/2016	Shark Shredding, Inc.	101010 · Cash - Marquette	-375.00
Bill	28764	10/25/2016		104450 · Building Maintenance	375.00
TOTAL					375.00
Bill Pmt - Check	56210	11/04/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-265.03
Bill	16709	10/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	4504	10/20/2016		104530 · Building & Custodial Supplies	237.03
TOTAL					265.03
Bill Pmt - Check	56211	11/04/2016	Sylvie, Dan	101010 · Cash - Marquette	-150.00
Bill	1031/16	10/31/2016		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt - Check	56212	11/04/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-7,084.57
Bill	10/15/16	10/15/2016		104340 · Audio Visual Materials - Adult	3,627.67
				104341 · Audio Visual Materials - Youth	1,997.17
				104342 · Audio Visual Materials-Outreach	322.23
				104310 · Books - Adult	84.01
				104710 · Library Supplies	1,053.49
TOTAL					7,084.57
Bill Pmt - Check	56213	11/04/2016	Taste of Home Books	101010 · Cash - Marquette	-32.98
Bill	01049	10/04/2016		104310 · Books - Adult	32.98
TOTAL					32.98

**Orland Park Public Library**  
**Check Detail**  
October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56214	11/04/2016	U.S. Postal Service	101010 · Cash - Marquette	-215.00
Bill	10/20/16	10/20/2016		104730 · Postage	215.00
TOTAL					215.00
Bill Pmt -Check	56215	11/04/2016	Village of Orland Park	101010 · Cash - Marquette	-45.32
Bill	21784710	10/24/2016		104600 · Outreach Services	45.32
TOTAL					45.32
Bill Pmt -Check	56216	11/04/2016	OverDrive, Inc.	101010 · Cash - Marquette	-3,179.59
Bill	191724437-100616	10/06/2016		104310 · Books - Adult	40.00
Bill	000658030-101116	10/11/2016		104310 · Books - Adult	65.00
Bill	000657840-101116	10/11/2016		104311 · Books - Youth	56.97
Bill	000658210-101116	10/11/2016		104311 · Books - Youth	51.96
Bill	112731710-101316	10/13/2016		104310 · Books - Adult	76.00
Bill	000631723-101816	10/18/2016		104310 · Books - Adult	84.00
Bill	000631413-101816	10/18/2016		104311 · Books - Youth	53.97
Bill	121313370-101916	10/19/2016		104340 · Audio Visual Materials - Adult	101.96
Bill	145513410-102116	10/21/2016		104310 · Books - Adult	434.94
Bill	152544360-102116	10/21/2016		104310 · Books - Adult	954.95
Bill	145225660-102116	10/21/2016		104310 · Books - Adult	301.97
Bill	145600680-102116	10/21/2016		104310 · Books - Adult	462.96
Bill	145403463-102116	10/21/2016		104310 · Books - Adult	25.99
Bill	145326530-102116	10/21/2016		104310 · Books - Adult	408.92
Bill	00714213-102516	10/25/2016		104311 · Books - Youth	60.00
TOTAL					3,179.59
Bill Pmt -Check	56217	11/04/2016	Cash	101010 · Cash - Marquette	-264.21

**Orland Park Public Library  
Check Detail**

October 18 through November 21, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	11/4/16	11/04/2016		104530 · Building & Custodial Supplies	38.76
				104730 · Postage	5.70
				104730 · Postage	5.24
				104530 · Building & Custodial Supplies	17.94
				104620 · Staff Training & Education	15.00
				104620 · Staff Training & Education	15.00
				104620 · Staff Training & Education	15.00
				104530 · Building & Custodial Supplies	19.90
				104642 · Patron Programs & Events-Youth	21.00
				104620 · Staff Training & Education	7.24
				104530 · Building & Custodial Supplies	10.98
				104530 · Building & Custodial Supplies	17.45
				104310 · Books - Adult	75.00
TOTAL					264.21
Bill Pmt -Check	56218	11/14/2016	MIR Appraisal Services, Inc	101010 · Cash - Marquette	-600.00
Bill	Per email	11/11/2016		104495 · Legal	600.00
TOTAL					600.00
<b>Subtotal - AP Checks</b>					<b>\$ 77,309.80</b>
<b>Gross Payroll on 10/31/16</b>					<b>\$ 97,992.40</b>
<b>Payment to Village for IMRF/Insurance for October, 2016</b>					<b>\$ 58,131.14</b>
<b>Gross Payroll on 11/15/16</b>					<b>\$ 100,568.70</b>
<b>Grand Total</b>					<b>\$ 334,002.04</b>





## Per Capita Grant 2017 Requirement

### Chapter 6 "Access" of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014

Discussed at the March 30, 2016 Management Team Meeting

1. Hours of service are posted on a sign visible to the public from outside the building.  
The front doors indicate the library hours of operation. The library also has a brick sign on the front lawn along the roadway.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible.  
The Orland Park Public Library is open seventy-two (72) hours per week. It is open five evenings a week until 9:00 p.m.; Saturdays from 9:00 – 5:00 p.m. and Sundays throughout the year from 1:00 – 5:00 p.m. The library only closes a limited number of state and federal holidays. The reasoning is if the schools are closed, the library tries to be open its normal hours.
3. The library has a website with current information and content updated at least weekly. The website allows for patron inquiry or comment and feedback. The website should also provide the opportunity for remote 24/7 access to online databases, virtual reference, registration, access by users to their own accounts and other library services. Staff responds to online requests for information.  
The website is update daily with revised RSS feeds and updated at least weekly. The library has an askoppl@ email and an online question/comment form on the front page. Staff route the patron questions to the appropriate department staff daily. The library has online databases including subscription services (OverDrive, Zinio, Hoopla) for remote 24/7 access. Patrons can register for a temporary library card online and be able to place holds on materials and access to the online services until a permanent card is applied for. If registration is required for a program, the library has E-Vanced, a program registration software. On the Polaris catalog, patrons may request a title to be ordered or interlibrary loaned. Patrons may manage their own accounts remotely 24/7.
4. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open. Internet access is available to adults and children with a sufficient quantity of computers and bandwidth to meet most needs. Some access may be provided through wireless installations that enable people to use mobile devices or their own personal devices for Internet searching. The OPPL provides staffing at all their public service desks all hours of operation (7 public service stations in circulation, adult, youth, teen, and information technology departments). The staff are trained to provide general information, reference, circulation, computer help, and more. Four self-checkout stations for patrons are available on both floors. The library has two wireless networks for the public (filtered and unfiltered) provided by Comcast with 100 mb of bandwidth. A back-up wireless network provided through AT&T is utilized when necessary. Data and power ports are throughout the building where patrons may sit.

5. The collections are arranged and housed in a way that provides the greatest accessibility for all users.  
All materials are catalogued in the Dewey decimal system of classification. Current standards for cataloging follow the RDA guidelines. Fourteen staff work to shelve materials throughout the week. Shelving and space between the aisles complies with ADA (American with Disabilities Act) standards. The bottom and/or top shelves are not utilized at this time for the convenience of all patrons. The audiovisual shelving does not allow for visible browsing by patrons and is being reevaluated for better accessibility. The Youth department separate their easy and junior non-fiction and fiction collections for young patrons and parents to assist in passive reader's advisory. Their audiovisual collection shelving will also be evaluated for better browsing ability.
6. Materials and guides for library use are made available in languages and formats appropriate to the community.  
The library hosts several foreign language collections focusing on Arabic, Polish, Hindi and Spanish; but also has assorted titles in almost 14 other languages. Bilingual story times are offered to preschoolers and their families. Although the library has community information brochures in various languages on identity theft, etc., it does not have library-related service brochures in other languages at this time.
7. Materials are not sequestered from any user except for the purpose of protection from theft and damage.  
The library has all their collections available out in the public areas.
8. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, social or economic status of the patron.  
The library makes available all materials to all patrons equally.
9. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.  
Yes, all materials are available equally.
10. Lending regulations facilitate maximum use of library materials.  
The library offers a three week loan period with two renewals on print materials and various non-print titles. The reference collection has been reduced to make more titles circulating and even the reference titles circulate to patrons. Patrons may now check out more audiovisual materials at one time with the loan rule change enacted in January, 2016.
11. The library publicizes and promotes interlibrary loan to its patrons. Library staff develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.  
It is part of the reference interview to offer patrons who have not found what they need in the collection to interlibrary loan or request for the library to purchase a title for the collection. Our online catalog has a feature which allows patrons to make recommendations and may be considered for purchase if it meets with the library's Collection Development Policy. WorldCat is available for patron searching on our catalog. Holds are reviewed every day for either purchase or interlibrary loan. The library's hold wait time averages 15 days.
12. The library's bibliographic and holdings information are in machine-readable form using the MARC format. Accurate and easily understood bibliographic access is provided through a

computerized catalog that is accessible remotely as well as in the library. This access may be provided through the library's catalog of a Local Library System Automation Project (LLSAP) to which the library contributes records. Either through a local consortial Online Public Access Catalog (OPAC) or through World Cat from OCLC, a current record of the library's holdings is made available.

The library catalog is standalone using the Polaris ILS for circulation and collection functions. The Technical Services Department has four MLS librarian's providing acquisitions and cataloging. All materials are entered into OCLC for resource sharing and all downloadable eBooks and audiobooks are also listed in the OPPL catalog for patrons.

13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.

The library has over-hanging signage, wall signage, and shelving signage on the stacks. Electronic signage is used on various public service desk and in the lobby to market our programs and services. As part of the 2016-2017 Strategic Plan, the library is performing a signage audit and will endeavor to make necessary improvements. This November, the library will be installing newly designed directional inserts into our overhead mounts which more accurately describe collection locations.

14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.

The library's physical space is in compliance with ADA requirements. The library offers an assistive technology computer station for patrons with low vision software (JAWS). The Youth Services department has a small collection of Braille materials.

15. The library provides access to its collections and services for patrons unable to travel to the library.

The Outreach Services department provides Homebound Service for patrons. The staff have weekly schedules to visit all the Assisted Living and Nursing Homes in the Village, the Senior Center and has its own collection of large type materials, DVDs and audiobooks (approximately 6,000 items). There is a staff of five who serve this population.

16. Telephone, text telephone, and fax numbers are listed in the phone book. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.

The library has lines for each of the staff. The library listing in the phone only has the voice number, no fax numbers are listed. The Information Desk routes all of the calls as the library prefers to use a limited automated service for directions and hours, but all other calls are answered directly.

17. If a meeting room is available for the public, its use is limited by time, place, and manner only and not by the subject or content of the program.

The library has a Meeting Room Policy and Rules and Regulations in place that have been vetted by an attorney. The library is a limited public forum and abides by those guidelines.

18. The library has policies for Internet use, retention of patron-associated records, and for responding to search warrants and subpoenas.

The library has an updated Internet policy; procedures for handling warrants and subpoenas and complies with the Local Records Act on an annual basis. Patron information is available through the Polaris circulation module.



**CORRESPONDENCE RECEIVED FROM OCTOBER 17, 2016 THROUGH  
NOVEMBER 21, 2016 FOR BOARD OF LIBRARY TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**CORRESPONDENCE 1**

**Letter sent by African American Contractors Association (AACA) inviting Board members to their Business Networking Working Event on November 17, 2016 received on October 21, 2016.**

**CORRESPONDENCE 2**

**Thank You note from Carol Gianoli for donating a book in John's memory received November 1, 2016.**

**CORRESPONDENCE 3**

**Thank You note from Becky, Sara and Stephanie for sending them to the 2016 Illinois Library Association Conference received November 3, 2016.**

**CORRESPONDENCE 4**

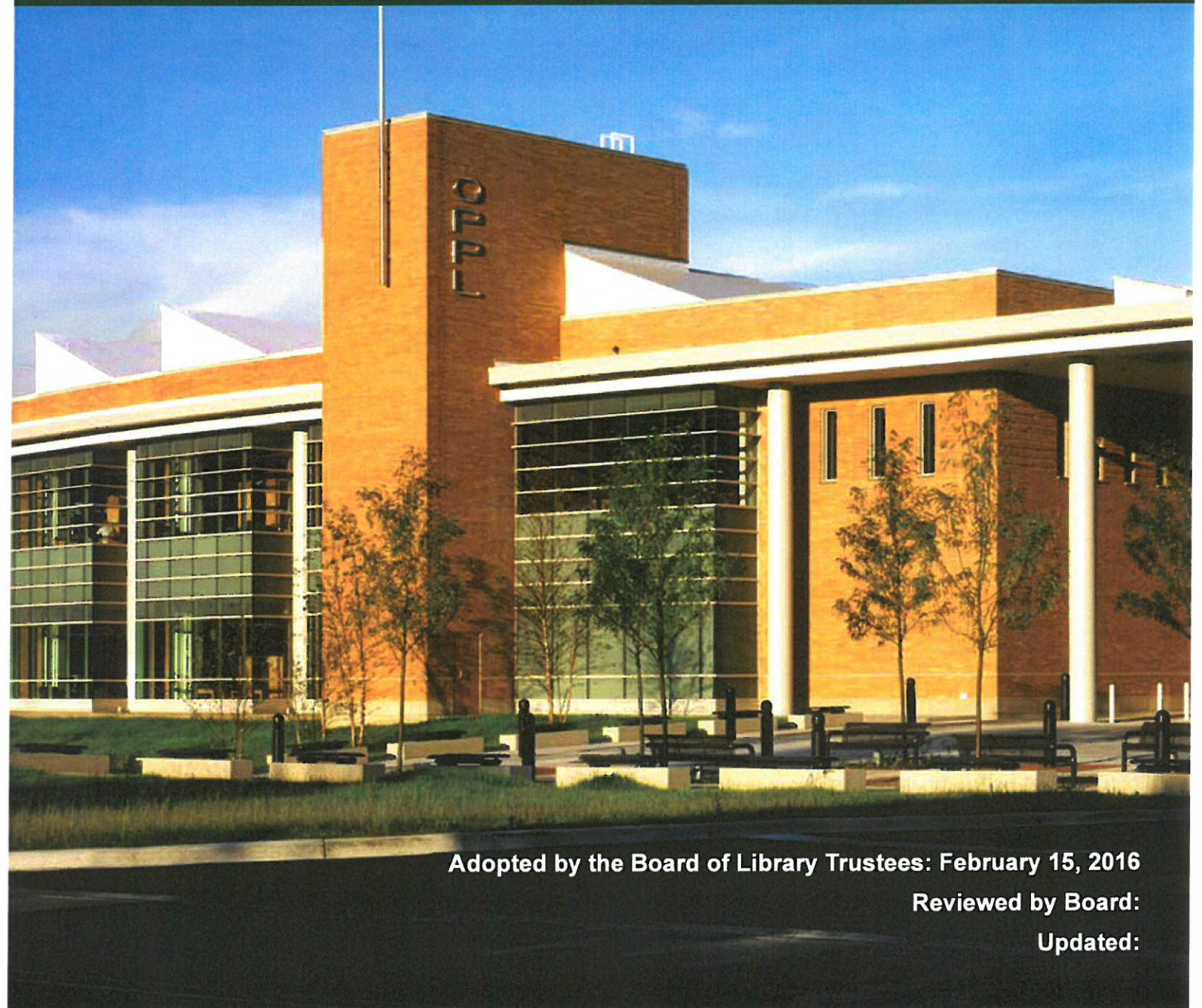
**Nomination letter and form to nominate an Orland Park business, adult or student for making a positive impact on the lives of others from Orland Park Village hall to Nancy Healy.**



ORLAND PARK  
PUBLIC LIBRARY  
*A Natural Connection*

# Strategic Plan:

## Orland Park Public Library 2017



Adopted by the Board of Library Trustees: February 15, 2016

Reviewed by Board:

Updated:

## Mission Statement

Each and every day, we are committed to our **mission** to stimulate imaginations, educate, entertain, and welcome everyone so that we can achieve our **vision** to become an exciting, friendly, cutting edge center of the community while continually supporting our values of:

Creativity  
Communication  
Truth  
Inclusiveness  
Efficient Service

Community Support  
Learning  
Dedication  
Joy

## Library Board of Trustees

Nancy W. Healy  
Denis Ryan  
Diane I. Jennings  
Catherine M. Lebert  
Christian Barcelona  
Elan Kleis  
Joanna M. Liotine Leafblad

**President**  
**Vice-President**  
**Treasurer**  
**Secretary**  
**Trustee**  
**Trustee**  
**Trustee**

## Strategic Plan Committee

Mary Adamowski  
Jackie Boyd                      **Chair**  
Linda Conrath  
Ryan Jedloe  
Carol Maresh  
Stephanie Thomas  
Mary K. Weimar                **Director**

## Ad Hoc Members

Kitty Creed  
Kelly Cuci  
Howard Griffin  
Kristen Holding  
Andrew Masura  
Diane Norris-Kuczynski  
Julie Pryor  
Diane Srebro  
Wendy Xie



# Goal 1:

Offer a fun, welcoming & safe environment.

---

## Objective #1:

Provide five new initiatives to maintain excellent customer service rating by June 2017.

### Action Steps:

- IP Develop signage conducive to browsing and for directional purposes
- Provide provisional library card
- Adjust checkout limits for audiovisual materials in order to increase circulation
- Library will make every effort to purchase patron-requested materials in accordance with its Collection Development Policy and Plans
- IP The library's founding documents to be digitized by December 2017

### Key:

P = Pending

IP = In Progress

✓ = Completed

# Goal 1:

Offer a fun, welcoming & safe environment.

---

## Objective #2:

80% of staff will rate building as safe by December 2017

### Action Steps:

- P** Create safety manual and provide training for staff (Safe Harbor)
- IP** Investigate the use of volunteer community law enforcement at peak times and events
- ✓** Utilize on-call maintenance staff on weekends
- P** Update security camera system
- IP** Highlight certain Patron Behavior Policy components in prominent areas
- IP** Increase training and meetings for the development of Person-in-Charge (PIC)
- P** Update Disaster Plan

**Key:**      **P** = Pending      **IP** = In Progress      **✓** = Completed

# Goal 1:

Offer a fun, welcoming & safe environment.

---

## Objective #3:

75% of the customers will rate the building improvements as positive by December 2017

### Action Steps:

- IP Research flooring for high traffic areas
- P Create moveable display shelving
- IP Complete Preschool decor project
- Update seating in Teen Area
- P Reconfigure public service desks with furniture such as adjustable desks and seating to optimize patron interaction
- IP Develop plan for painting of interior
- P Develop plan for roof replacement

### Key:

P = Pending

IP = In Progress

✓ = Completed

# Goal 2:

Assure our resources and events are relevant and innovative

---

## Objective #1:

Maintain optimal training space and equipment by December 2017

### Action Steps:

- IP** Upgrade to digital audiovisual equipment in room 104, 105, and YS storytime room
- P** Move Youth Services audiovisual materials to a more prominent location
- P** Research cost and placement of outdoor nature space
- P** Redesign existing shelving for easier browsing
- P** Replace 24/7 lockers with upgraded system
- P** Investigate and develop plan for flexible wall system in Adult Computer Commons Area
- ✓** Use new marketing strategies to highlight digital resources

### Key:

P = Pending

IP = In Progress

✓ = Completed

# Goal 2:

Assure our resources and events are relevant and innovative

## Objective #2:

75% of the community will identify the Library by June 2017

### Action Steps:

- Revise marketing plan
- Review and reassess departments' web pages at least four times annually
- Use Intranet to highlight information of current newsletter information on a regular basis
- Coordinate departments in providing promotional materials to Village and local area businesses
- Create a new web page devoted to market past, existing and upcoming OPPL art, special collections and exhibits
- IP Provide and market in-house special collections tours for Orland Park and surrounding communities
- IP Research developing an app specifically designed for OPPL
- P Highlight return on investment information (ROI) on checkout receipt

**Key:**  = Pending     IP = In Progress     = Completed

# Goal 2:

Assure our resources and events are relevant and innovative

## Objective #3:

Increase circulation to over one million items checked out by December 2017

### Action Steps:

- Evaluate Adult Services collection to include review of standing orders and continuation plans
- Inform users of digital resources such as databases
- IP Analyze circulation statistics to maintain relevant collections
- IP Explore off-site circulation options
- Add more MARC records for electronic subscriptions into Polaris catalog
- IP Use retail strategies to market the library's various materials

### Key:

P = Pending

IP = In Progress

✓ = Completed

# Goal 3:

Partner with and serve the entire community

## Objective #1:

Grow and market 7—10 new community partnerships through programming and services by December 2017

### Action Steps:

- IP Establish and provide Outreach Services visitations and book discussions to new assisted living centers
- Partner with area special needs groups to establish a movie series
- Outreach Services and Youth Services partner to provide dyslexia programming
- IP Partner with local craft guilds to host library-wide quilt show
- Explore additional opportunities with Village of Orland Park
- Promote the Friends of OPPL in a book sale
- IP Partner with community businesses to provide programming opportunities for patrons
- IP Partner with local area schools to provide programming opportunities for patrons

### Key:

P = Pending

IP = In Progress

✓ = Completed

# Goal 3:

Partner with and serve the entire community

---

## Objective #2:

Introduce 5 new programming opportunities for patrons of all ages by December 2017

### Action Steps:

- IP** Collaborate with local area schools for learning opportunities for students
- IP** Coordinate with other departments on programs/events that recognize library-wide audiences
- P** Re-establish teacher workshops offering CPDU
- IP** Re-evaluate materials and programming opportunities for LGBTQ patrons
- ✓** Provide outdoor family events during Summer Reading Challenge and summer concerts

### Key:

P = Pending

IP = In Progress

✓ = Completed



# Goal 3:

Partner with and serve the entire community

---

## Objective #3:

Devise and implement standards for library volunteers and interns by December 2016

### Action Steps:

- P** Develop volunteer manual
- IP** Develop a questionnaire to assess volunteer's interests and abilities
- P** Coordinate standard implementation for an intern program

**Key:** P = Pending IP = In Progress ✓ = Completed

# Goal 4:

Be a desirable workplace

---

## Objective #1:

Analyze and adjust comprehensive staff compensation by December 2017

### Action Steps:



Conduct benchmark study for salaries



Work with Board to budget for benchmark study



Revise Personnel Policy by October 2016

### Key:

P = Pending

IP = In Progress

✓ = Completed

# Goal 4:

Be a desirable workplace

## Objective #2:

100% of all staff will meet core competencies set by Library by December 2017

### Action Steps:

P

Email proficiency by all staff by December 2016

IP

Use a measuring tool to develop core competencies for staff by position to assess each staff member for skill levels

P

Create staff development plan and competency standards to provide consistent training

IP

Offer training to staff in order to meet competency levels

**Key:**

P = Pending

IP = In Progress

✓ = Completed

# Goal 4:

## Be a desirable workplace

---

### Objective #3:

By September 2016 100% of Department Heads and Supervisors will coordinate schedule and resources electronically

#### Action Steps:

- Develop workflow/task timelines for Department Heads and Supervisors
- Upload departmental procedure manuals
- Require Department Heads to utilize email invitation component for all staff meetings

#### Key:

P = Pending

IP = In Progress

✓ = Completed

# Goal 4:

Be a desirable workplace

## Objective #4:

80% of staff will say they are a part of a team atmosphere by December 2017

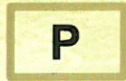
### Action Steps:



Redefine committees and establish goals and purpose



Introduce fun and creative workplace incentives



Develop staff mentoring program



Provide cost effective vending service

**Key:**

P = Pending

IP = In Progress

✓ = Completed

# Goal 4:

Be a desirable workplace

## Objective #5:

Discover and cultivate staff skills and talents annually

### Action Steps:

- P Develop minimum continuing education standards opportunities for staff in all departments
- IP Implement cross training between all departments
- IP Create new museum protocol continuing education opportunities
- Use internal survey to identify staff talents
- P Increase intradepartmental communication for effective workflow and better customer service
- Explore wireless access to areas in building for library use

### Key:

P = Pending

IP = In Progress

✓ = Completed