

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
May 15, 2017 7:30 P.M.
Room 104**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. ELECTION OF OFFICERS – FOR ACTION**
- D. APPROVAL OF MINUTES FROM APRIL 17, 2017—FOR ACTION**
- E. INTRODUCTION OF VISITORS**
- F. 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.
- G. TREASURER’S REPORT AND PAYMENT OF BILLS—FOR ACTION**
- H. LIBRARIANS’ REPORT/STAFF REPORTS**
- I. COMMITTEE REPORTS**
 - 1. Building and Maintenance
 - 2. Finance (Committee of the Whole)
 - 3. Service and Policy
 - 4. Personnel
 - 5. Law
 - 6. Strategic Planning
 - 7. Capital Campaign
- J. UNFINISHED BUSINESS**
- K. NEW BUSINESS**
 - 1. Resolution Number 2017 – 03 regarding the 2017 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action
Motion to approve resolution Number 2017-03 Annual Resolution Authorizing Public Library Non-Resident Cards
- L. ANNOUNCEMENTS**
- M. ADJOURNMENT**

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 17, 2017

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

Call To Order

Members present: Nancy Healy, Christian Barcelona, Diane Jennings, Joanna Leafblad

Roll Call

Members absent: Denis Ryan, Elan Kleis

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

Motion to declare a vacancy in the office of Trustee on the Board of Library Trustees effective immediately. President Healy read a card from Secretary Catherine Lebert resigning from her position as trustee and thanking the Board. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Motion to approve Library Trustee Christian Barcelona to fill the unexpired term of Secretary of the Board. Christian acknowledged this motion and accepted. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Treasurer Jennings made a motion to approve the February 20, 2017 minutes. Trustee Leafblad seconded. President Healy said she would like to see the appraisal be posted for the public and also mentioned a few edits to the minutes. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Minutes

Motion passed. 4 ayes, 0 nays, 2 absent.

Dennis Walsh, Attorney from Klein Thorpe and Jenkins
Chris McClure from McClure Inserra, and Company

Introduction of Visitors

Chris McClure gave a presentation on the 2016 audit. He indicated that it went well. No problems were noted and there was full cooperation by management and staff. The financial statements were issued a clean opinion. He detailed the comparison between income and expenses for 2016 and 2015 and spoke on GASB 68, which relates to the accounting and financial reporting requirements of pension plans. A comparison of IMRF values was discussed, along with the net change in payment obligations.

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

Public Comment

Susan Straton
Nanc Junker

None.

Trustee Leafblad moved to accept the Treasurer's Report for February 2017. Secretary Barcelona seconded.

Treasurer's Report

President Healy asked why we were so underspent in books and AV. She mentioned the ILA guidelines for collections. Library Director Weimar said the collection line items are made up of AV, magazines, books and databases. Director Weimar said she would speak with her department heads. Finance Manager Kimmey mentioned some money is prepaid for the databases and is expensed throughout the year. President Healy inquired about the Building Maintenance line and Assistant Library Director Adamowski mentioned roof repairs were being examined. President Healy asked about the tax revenue on the Statement of Revenue & Expenditures. Finance Manager Kimmey said that we received funds for the levy and debt service, so the amounts are segregated out on the financial statements.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Trustee Leafblad moved to accept the payment of bills listing from 2/21/17-3/20/17. Secretary Barcelona seconded.

President Healy inquired about the bills from Batteries Plus and Dell. Finance Manager Kimmey said Batteries Plus supplied LED light bulbs to the library. Library Director Weimar said monitors were purchased from Dell for the OPAC machines which now have Raspberry Pis installed. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to accept the Treasurer's Report for March 2017.

Trustee Leafblad asked why the postage was so high. Public Information Manager Boyd said it was due to the Annual Report statistics mailing that went out to patrons in March.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Secretary Barcelona moved to accept the payment of bills listing from 3/21/17-4/17/17. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

A short break for refreshments was taken to celebrate a Board member's birthday.

President Healy asked about the March Adult Services department report and why the Ancestry database usage was down. Library Director Weimar said she thought those statistics were not as useful as a benchmark and One-Click is being looked into to try to produce more valuable statistics.

The Boopsie app is up and running and is now downloadable from the app stores on your device by searching under Orland Park Library. Thank you to our web developer Lina and Jackie for all of their hard work. The wireless HotSpots were received and will be made available to the patrons this week. The library saved money going through Mobile Beacon rather than Sprint. The IT2s and our consultants have installed the new Dell computers in the lab with Windows 10 and Office 2016. The computers that were removed will be used to repurpose the thin clients throughout the building. The staff also installed Raspberry Pis for all the OPACs so a screen saver announcing programs and services displays on the monitors when not in use. The library has subscribed with Lynda.com for business and technology online coursework for library cardholders. The library now offers a database with 72 languages for our patrons through Mango. The Mango database has inclusive tutorials divided into topics such as food, legal, conversation, medical and more. All of these new services are highlighted or mentioned in the spring newsletter. Polaris LEAP is up and running. This circulation module is web-based and allows staff to provide circulation functions off site and in the stacks via an iPad.

The World War I and America exhibit was very successful. Over 600 patrons attended the programs offered in March. Thank you to Kelly Cuci and her Outreach staff (Cathy, Shane, Theresa and Dakari) for a wonderful exhibit commemorating such an important event in American history. Look for more exhibits, including the NASA shuttle replica coming in early June in the lobby.

April is Autism Awareness Month. Youth Services will be creating a Quiet Corner in the second bay from the north for children with autism. Diane Norris-Kuczynski attended a two-day free workshop hosted by Dominican University in March. She brought back useful information which included a handout that was distributed to staff. She is acquiring fidgets and other sensory items to assist in the calming process for children and these items will be included in the Quiet Corner. On Monday, May 1st, C.L.A.S.S. (Children's Librarians of the South Suburbs) will hold their meeting at OPPL. The program will feature a speaker who will offer information on working with people with autism. Staff have been encouraged to attend. Diane is also working with Lina on developing a webpage of resources for autism. She is also working on a story map.

RAILS has been told by the Secretary of State's office to proceed with their budget at full funding. The Talking Book program will be moved to the Illinois State Library by August. This service is funded by grant monies and its sustainability is in jeopardy. The possible cuts to the federal Institute of Museum and Library Services program which funds the delivery and the catalog consortiums (LLSAPs) is also at risk. The Museum Pass program is currently being revamped as RAILS has now taken over this service for library patrons. RAILS is looking at a much lower cost to run the program and is still negotiating with local museums for inclusion.

Our library received the Per Capita Grant Award letter last week and the grant was funded at a rate of \$0.77644 per resident. Our library has been awarded \$44,076.17.

Last week was National Library Week and over 200 patrons participated in our drawing to win some gifts as they told us how Libraries Transformed Their Lives.

As Administration continues to work on a staff development plan, a draft of a schedule for continuing education hours required by each staff level was discussed with Management Team members. Although the evaluation project with the Management Association of Illinois will not be concluded in time for the 2017 staff evaluation process, it will be introduced in late fall. The Person-In-Charge staff who need to have CPR training (every two years) will be using the free Friends and Family sessions offered by the Orland Fire Protection District.

The Library is once again actively participating in the University of Illinois SEDAC (Smart Energy Design Assistance Center) program. Aaron Petri of U of I visited the Library in late February to check the connection of the Energy Dashboard to the Library's network. The goal of this project is to monitor facility energy consumption data and provide feedback on possible operational problems or

energy cost savings opportunities that can be identified through energy data analysis. In particular the analysis focuses on energy cost savings through reducing lighting and HVAC loads when the building is unoccupied. The preliminary analysis was received earlier this month and it indicated that the Library could operate equipment at reduced levels on the weekends, as well as on weekday mornings. I have shared this information with Steve Newman, and Steve and I will meet with Aaron Petri to offer feedback on their initial findings. This will assist him in presenting a quantified analysis to us soon after. The Orland Park Public Library is the only library in the state of Illinois to take advantage of this program. SEDAC is a state-funded program and is hoping that their funding will continue after May 2017.

A technician from TYCO Integrated Security conducted a walkthrough of the Library on March 8 to gather information needed in order for the company to give the Library a cost proposal for installing separate burglar and access card systems. Currently the two systems are integrated and parts for the motherboard will no longer be available by 2020 and it will be necessary to purchase a new system by that time. Sandra from TYCO will be returning to the Library this Wednesday with the system designer to gather more information.

Joe Ebert has accepted the permanent Maintenance assistant position as of March 16. He has been a fine addition to the Maintenance staff and is assisting Steve with many springtime projects both inside the Library and outside on the Library grounds.

Steve Newman completed painting the group study rooms both in Youth Services and Adult Services. The Library has also installed large dry erase boards within the rooms for the patrons to use. As a preventative measure, acrylic chair rails have been installed in each of the rooms to keep wall damage to a minimal as patrons pull out the chairs to sit.

There have been two successful meetings with Becki Jeka of Forward Space to decide on new upholstery for the Youth Services furniture. There is a definite need to change out the existing coverings as 13 years of use has taken a toll on the fabric. Forward Space is the company that assisted with the furniture re-upholstery of the Adult Services furniture in 2016. Ms. Jeka has presented the Library with many colorful designs which will complement the new rubber flooring. In addition to new upholstery, the cushions will be replaced and the wood sanded and restained. Administration is currently awaiting the cost proposal and then a decision will be made.

The flooring project has begun. Commercial Carpet Consultants began the Youth Services rubber flooring project on Friday, one day ahead of the scheduled start date. The workers have begun tearing up the existing carpet in the north end of the corridor and will work in segments. The preparation work includes removing the carpet glue from the floor, sanding the concrete, leveling the concrete, more sanding and then adhering the rubber floor. Due to the loudness of the sander, the workers will begin their day at 6:00 a.m. and hopefully complete most of the sanding before patrons arrive. Some of the preschool furniture and interactive puzzles and toys have been relocated to the south end of the department so the children and families can remain in the department if it gets too loud near the work site. The Nurazzo tile should be delivered on Friday with the project beginning on Monday. This should not delay the project. When the tile arrives some of the pieces will be sent out to have the logo cut into the materials. The installers will begin working on the staircase, and then start in the lobby around May 8th at the latest. We should be good to go for the NASA exhibit and the start of summer reading on June 1.

The Library has relocated the telephone system from the lobby's Information Desk to the Circulation workstation area. This area will now be known as the Call Center, and the Circulation staff will be in charge of answering and directing the phone calls on a daily basis. Other tasks will be assigned to the staff as they man the Call Center so productivity will remain high. The Information Desk will now be referred to as the Welcome Desk. The staff's main focus will be to greet all patrons as they enter and leave the Library, assist patrons at the self-checkout, as well as the Express Reserve shelves, and guide the patrons to the appropriate department. This new change is expected to increase our Strategic Plan goal of offering excellent customer service and making the Library a safe and welcoming environment.

The Library will be seeking Requests for Proposal for our janitorial and cleaning services. The RFP ad will run in the Daily Southtown beginning on Sunday, April 23 for one week. The Library will email the RFP information packet to interested companies who have previously contacted the Library. A

mandatory walk-through will take place on May 8th and all RFPs are due to the Library no later than May 22 at 5:00 p.m. After review of the submitted RFPs the Library will make a decision based on several factors. Administration will then ask for the selected RFP to be awarded by the Board at the June Board meeting. The Library's current janitorial and cleaning services contract is with Neviol, Inc. and ends on July 31.

No reports at this time.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

Unfinished Business

Approval of the revisions to the Bylaws of the Board of Library Trustees – For Action

Trustee Leafblad motioned to approve the revisions to the Bylaws of the Board of Library Trustees. President Healy pointed out that the date needed to be updated. President Healy said that within the Electronic Attendance at Meetings heading, sections 2 and 7 should be made consistent to clarify the meetings are for Board members only. She also wanted section 9 to be approved by Attorney Dennis Walsh. He said it made sense just as it was and no changes were necessary.

Treasurer Jennings motioned to approve as amended the revisions to the Bylaws of the Board of Library Trustees. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – absent; Leafblad – aye; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval of the Revision to the Collection Development Policy – For Action

Trustee Leafblad motioned to approve the revisions to the Collection Development Policy. Treasurer Jennings seconded. Library Director Weimar said that this policy must be reviewed every two years by law and Attorney Walsh added needed verbiage. She also mentioned the library's Collection Plans are being vetted and were meant to be a guide for staff when developing the materials. Amazon reviews are not to be considered professional reviews and thus, cannot be a determining factor when making additions to the collection.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

New Business

Strategic Plan Update – For Discussion

The Strategic Plan committee has been meeting monthly to stay on schedule since the Board last reviewed the plan in November. Mark Ewasiuk has been added to the Strategic Plan committee. He brings a new technology perspective and ideas to the committee.

Goal 1: Objective 2 is about keeping patrons and staff safe. The first action step under this objective is to create a safety manual and train staff on that manual. A committee has been formed and the work on the manual is underway. This manual will specifically script out what librarians should say and do in situations where danger is present, during altercations, and/or during disruptions.

Goal 1: Objective 3 is about building improvements. Action step 6 discusses developing a plan for painting the interior of the library, which has been completed. Another step to accomplish this goal includes reconfiguring the public service desks. A plan to change the Information Desk has been put in place.

Goal 2: Objective 1 talks about optimizing the space in the library. In order to do so, the Youth Services audiovisual materials have been moved to a more prominent location.

Goal 2: Objective 2 is specific to marketing the library. The last action step of this goal is to put return on investment information on checkout receipts before June 2017, and this has been accomplished.

Goal 2: Objective 3 is all about giving the patrons what they want. For example, the library is now circulating VHS to DVD converters. Librarians look at circulation statistics to determine what library patrons check out, so the library can meet patrons' needs better. Adult Services, Youth Services, and Outreach are now pulling reports from Polaris to determine purchases for the collection.

Goal 3: Objective 1 talks about community partnerships. One step towards building on the library's partnerships with the community includes doing more with the local area schools. The library has been collaborating more with the schools including an upcoming event called Battle of the Books. Carl Sandburg students in certain classes received extra credit for attending World War I and America events in March.

Goal 3: Objective 2 is about introducing fun, new programming to patrons. In January the library started offering a weekly Spanish/English bilingual story time called Buenas Noches.

Goal 4 highlights the staff. The library strives to be a desirable workplace and compete successfully in the library market for the best employees. The benchmark and employee handbook were a good start, but core competencies must be developed. Another part of creating a satisfactory work environment is providing good training. The library is now on its way to having a mentoring program. The mentoring program will provide new staff with a person who can offer support, encouragement, and additional resources.

Approval of the closing of Sunday, May 28, 2017 for Memorial Day; Sunday, August 6, 2017 for Taste of Orland; Sunday, September 3, 2017 for Labor Day; and Friday, August 4, 2017 from 9:00 A.M.– 1:00 P.M for Staff In-Service training and 5:00 P.M. – 9:00 P.M. for Taste of Orland – For Action

Trustee Leafblad moved to approve the closing of Sunday, May 28, 2017 for Memorial Day; Sunday, August 6, 2017 for Taste of Orland; Sunday, September 3, 2017 for Labor Day; and Friday, August 4, 2017 from 9:00 A.M. – 1:00 P.M. for Staff In-Service training and 5:00 P.M. – 9:00 P.M. for Taste of Orland. Secretary Barcelona seconded.

Library Director Weimar Stated the library will host In-Service in the morning with the library closed, and then reopen at 1pm-5pm to allow patrons an opportunity to check-out materials for the weekend. The library will then close again at 5pm so Orland Park residents can utilize the library's parking lot for the Taste of Orland.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for Mary Weimar, Mary Adamowski, Diane Norris-Kuczynski, Kelly Cuci, and Jackie Boyd to attend the American Library Association Conference and Pre-Conference events in Chicago in an amount not to exceed \$3,700 which includes registration and reimbursements - For Action

Treasurer Jennings motioned to approve Mary Weimar, Mary Adamowski, Diane Norris-Kuczynski, Kelly Cuci, and Jackie Boyd to attend the American Library Association Conference and Pre-Conference events in Chicago in an amount not to exceed \$3,700 which includes registration and reimbursements. Trustee Leafblad seconded.

Library Director Weimar said ALA offered early bird registration for the conference which is at a reduced cost. This cost savings was used, but may be cancelled. The \$3,700 amount includes registration, travel and limited meals.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for President Nancy Healy to attend the American Library Association Conference and Pre-Conference in Chicago in an amount not to exceed \$750 which includes registration and reimbursements– For Action

Treasurer Jennings motioned to approve President Nancy Healy to attend the American Library Association Conference and Pre-Conference in Chicago in an amount not to exceed \$750 which includes registration and reimbursements. Trustee Leafblad seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for mileage reimbursement for President Nancy Healy's attendance at the free Trustee workshop at the Matteson Area Public Library District on April 22, 2017 in an amount not to exceed \$18 - For Action

Trustee Leafblad motioned to approve the mileage reimbursement for President Nancy Healy's attendance at the free Trustee workshop at the Matteson Area Public Library District on April 22, 2017 in an amount not to exceed \$18. Secretary Barcelona seconded.

Library Director Weimar calculated the mileage. Trustee Leafblad will go with President Healy in the same car.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for thirteen staff members (Kelsey Flynn, Shelly Cruz, Aaron Peterson, Matthew Potempa, Katie Allan, Kaye Friberg, Dakari Jones, Chris Schultz, Audrey Peskys, Theresa Marketti, Jennifer McQuinn, Terry Freeman, and Kristen Holding) to attend the Reaching Forward Conference in Rosemont on May 5, 2017 in an amount not to exceed \$2,250 which include registration and reimbursements – For Action

Trustee Leafblad motioned to approve thirteen staff members (Kelsey Flynn, Shelly Cruz, Aaron Peterson, Matthew Potempa, Katie Allan, Kaye Friberg, Dakari Jones, Chris Schultz, Audrey Peskys, Theresa Marketti, Jennifer McQuinn, Terry Freeman, and Kristen Holding) to attend the Reaching Forward Conference in Rosemont on May 5, 2017 in an amount not to exceed \$2,250 which include registration and reimbursements. Secretary Barcelona seconded.

Library Director Weimar said this is a wonderful Conference for library support staff to attend.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval for staff members Mary Adamowski, Mary Weimar and Kortnee Fingler to attend Digital Public Library of America Conference on April 20 and 21, 2017 at the Harold Washington Cultural Center in Chicago in an amount not to exceed \$575 which include registration and reimbursements - For Action

Treasurer Jennings motioned to approve staff members Mary Adamowski, Mary Weimar and Kortnee Fingler to attend Digital Public Library of America Conference on April 20 and 21, 2017 at the Harold Washington Cultural Center in Chicago in an amount not to exceed \$575 which include registration and reimbursements. Trustee Leafblad seconded.

Library Director Weimar mentioned this is the first time this Conference is being held in Chicago and it is all about digital sources. The event is being sponsored, in part, by RAILS (Reaching Across Illinois Library System) and the Chicago Public Library. The three attendees will share information with, Youth Services, Outreach and Adult Services.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Insurance Renewal Proposal -For Action

Trustee Leafblad motioned to accept the Hub International Midwest, Ltd. Insurance renewal for 5/01/17 – 4/30/18 for the cost of \$75,847. Treasurer Jennings seconded.

Finance Manager Kimmey talked about the Premium Summary hand-out and said pricing is similar and CNA came in with great pricing resulting in an approximately \$16,000 savings. The Inland Marine Coverage relates to coverage for computers as well as other equipment. Beasley quoted the library separately on cyber insurance. Secretary Barcelona inquired about a cyber-security example. Finance manager Kimmey used ransom ware as an example.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Accept the 2016 Audit – For Action

Treasurer Jennings moved to accept the 2016 Library Audit by McClure Inserra & Company. Trustee Leafblad seconded.

No discussion.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Approval of updating the signature cards for the Marquette Bank accounts – For Action

Treasurer Jennings moved to approve the updating of the signature cards for the Marquette Bank accounts. Trustee Leafblad seconded.

Finance Manager Kimmey explained since Trustee Catherine Lebert resigned, Marquette Bank requested that we update our authorized signers on the library's accounts. Trustee Denis Ryan will also now be removed and President Healy and Treasurer Jennings will be signers until May when a total of four signers will be back on the Marquette bank accounts.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Approve a Resolution honoring Vice-President Denis Ryan for his years of service – For Action

Trustee Leafblad motioned to approve a Resolution honoring Vice-President Denis Ryan for his years of service. Secretary Barcelona seconded.

Director Weimar stated the resolution included his years of service and contribution to the community.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

Approve a Resolution honoring Secretary Catherine Morrissey Lebert for her years of service – For Action

Trustee Leafblad motioned to approve a Resolution honoring Secretary Catherine Morrissey Lebert for her years of service. Treasurer Jennings seconded.

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

Motion passed. 4 ayes, 0 nays, 2 absent.

President Healy mentioned that our new Board member Dan McMillan was named Adult Volunteer of the Year by the Village of Orland Park.

Announcements

Treasurer Jennings moved to adjourn the meeting and it was seconded by Trustee Leafblad.

Adjournment

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

Motion passed. 4 ayes, 0 nays, 2 absent.

The meeting was adjourned at 9:38p.m.

Christian Barcelona
Secretary

Approved: _____ Date: _____

Minutes prepared by Aaron Peterson

DRAFT

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended April 30, 2017

Revenues

There have been minimal tax receipts received in April. **Interest Income** was higher than budgeted due to investments being set up with longer maturities providing higher rates of return.

Expenditures

Total Expenditures were \$ 80,232 under budget for the month and \$ 345,095 under budget year-to-date.

Salaries is under budget by \$ 17,428 for April and \$ 67,679 under budget year-to-date. There are a few open positions at this time.

Periodicals is over budget for the month by \$ 572, but under budget on a year-to-date basis.

Outreach Services is over budget for April by \$ 550 and over budget by \$ 1,452 on a year-to-date basis.

Conference Fees is over budget for the month by \$ 1,450 and over budget by \$ 250 on a year-to-date basis.

Patron Programs & Events is over budget for April by \$ 2,467, but under budget on a year-to-date basis.

Public Information is over budget for the month by \$ 3,638, but under budget on a year-to-date basis.

Postage is over budget for April by \$ 702 and over budget by \$ 619 on year-to-date basis.

**Orland Park Public Library
Balance Sheet - All Funds
April 30, 2017**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	269,394.60	0.00	68,907.25		338,301.85
Cash - Marquette E-Commerce	2,602.01				2,602.01
Illinois Funds	0.00				0.00
PMA Financial Investments	7,233,896.93	771,610.41		1,397,449.06	9,402,956.40
US Bank	0.00	2.91		0.00	2.91
Tax Receipts - Marquette	11,565.15			487.41	12,052.56
Special Reserve - Marquette	1.00	2,537.50			2,538.50
Cash - Harris Bank	0.00				0.00
Petty Cash	300.00				300.00
Interest Receivable	20,829.86	694.02		2,814.30	24,338.18
Property Taxes Receivable	2,533,016.82			796,320.60	3,329,337.42
Prepaid Expenses	227,507.65				227,507.65
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>10,299,114.02</u>	<u>774,844.84</u>	<u>68,907.25</u>	<u>2,197,071.37</u>	<u>13,339,937.48</u>
Liabilities & Fund Balance					
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	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,533,016.82	0.00	0.00	796,320.60	3,329,337.42
Accounts Payable	117,506.64	0.00	0.00	0.00	117,506.64
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	80,580.20	80,580.20
Total Liabilities	<u>2,650,523.46</u>	<u>0.00</u>	<u>0.00</u>	<u>876,900.80</u>	<u>3,527,424.26</u>
Beginning Unrestricted Fund Balance	<u>6,180,997.81</u>	<u>773,078.83</u>	<u>68,284.75</u>	<u>494,973.88</u>	<u>7,517,335.27</u>
Fund Balance - Nonspendable	<u>227,507.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>227,507.65</u>
Fund Balance - Restricted by Donors	<u>51,183.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>51,183.92</u>
Fund Balance - Restricted by Statute	<u>13,597.41</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,597.41</u>
Transfers between Funds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,175,303.77</u>	<u>1,766.01</u>	<u>622.50</u>	<u>825,196.69</u>	<u>2,002,888.97</u>
Ending Fund Balance	<u>7,648,590.56</u>	<u>774,844.84</u>	<u>68,907.25</u>	<u>1,320,170.57</u>	<u>9,812,513.22</u>
Total Liabilities & Fund Balance	<u>10,299,114.02</u>	<u>774,844.84</u>	<u>68,907.25</u>	<u>2,197,071.37</u>	<u>13,339,937.48</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
April 30, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	16,775.80	432,853	3.88%	2,662,860.77	1,731,411	51.27%	5,194,234
Impact Fees	0.00	1,500	0.00%	1,750.00	6,000	9.72%	18,000
Replacement Taxes	3,655.90	1,000	365.59%	7,325.23	4,000	61.04%	12,000
State Grants	0.00	3,333	0.00%	0.00	13,333	0.00%	40,000
Non Resident Fees	0.00	500	0.00%	735.79	2,000	12.26%	6,000
Fines	4,079.11	4,583	89.01%	18,851.91	18,333	34.28%	55,000
Gifts	0.00	750	0.00%	1,195.00	3,000	13.28%	9,000
Copy Machine	986.21	1,000	98.62%	4,366.88	4,000	36.39%	12,000
Interest Income	2,405.41	2,000	120.27%	13,214.59	8,000	55.06%	24,000
Miscellaneous Income	645.29	750	86.04%	3,105.23	3,000	34.50%	9,000
Total Revenues	28,547.72	448,270	6.37%	2,713,405.40	1,793,078	50.44%	5,379,234
Expenditures							
Salaries	191,570.95	208,999	91.66%	768,316.58	835,996	30.63%	2,507,992
Salaries-Maintenance	8,686.17	9,476	91.66%	35,216.62	37,904	30.97%	113,711
Life/Health Insurance	35,509.60	40,000	88.77%	161,340.63	160,000	33.61%	480,000
Books	33,600.82	34,000	98.83%	96,381.89	136,000	23.62%	408,000
Electronic Databases	6,382.62	6,083	104.93%	24,345.12	24,333	33.35%	73,000
Periodicals	3,739.36	3,167	118.07%	11,555.53	12,667	30.41%	38,000
Audio Visual Materials	12,720.87	13,750	92.52%	42,493.70	55,000	25.75%	165,000
Audio Visual Equipment	0.00	83	0.00%	51.97	333	5.20%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	1,611.00	1,158	139.12%	5,065.86	4,633	36.45%	13,900
Insurance	3,893.58	4,083	95.36%	15,066.32	16,333	30.75%	49,000
Landscaping & Groundskeeping	979.13	2,000	48.96%	2,507.79	8,000	10.45%	24,000
Building Maintenance	8,060.82	33,833	23.83%	49,511.30	135,333	12.19%	406,000
Security System	0.00	1,000	0.00%	1,375.11	4,000	11.46%	12,000
Library Office & Equipment	0.00	83	0.00%	0.00	333	0.00%	1,000
Legal	7,387.71	9,583	77.09%	21,137.70	38,333	18.38%	115,000
Library Consultant	0.00	833	0.00%	0.00	3,333	0.00%	10,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	750	0.00%	2,379.00	3,000	26.43%	9,000
Natural Gas	1,908.24	3,000	63.61%	12,407.25	12,000	34.46%	36,000
Telephone	890.77	800	111.35%	2,569.17	3,200	26.76%	9,600
Purchase - New Equipment	0.00	1,667	0.00%	0.00	6,667	0.00%	20,000
Building & Custodial Supplies	1,743.15	3,000	58.11%	11,328.36	12,000	31.47%	36,000
Building Repairs	399.61	1,833	21.80%	4,082.50	7,333	18.56%	22,000
Lib. & Off. Eqpt Rep. & Maint	902.45	1,500	60.16%	4,031.50	6,000	22.40%	18,000
Machine Rental	0.00	333	0.00%	233.01	1,333	5.83%	4,000
Automation - Equipment	596.64	6,667	8.95%	15,226.39	26,667	19.03%	80,000
Automation - Line Costs	327.97	625	52.48%	1,318.68	2,500	17.58%	7,500
Automation - Consultant	6,756.75	12,083	55.92%	29,337.25	48,333	20.23%	145,000
Automation - Maintenance	3,827.28	7,083	54.03%	18,558.21	28,333	21.83%	85,000
Library Furniture	1,655.84	5,417	30.57%	1,655.84	21,667	2.55%	65,000
Outreach Services	1,132.80	583	194.31%	3,784.73	2,333	54.07%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
April 30, 2017**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	75.00	583	12.86%	1,712.34	2,333	24.46%	7,000
Staff Training & Education	1,091.52	1,984	55.02%	3,376.03	7,935	14.18%	23,804
Conference Fees	1,950.00	500	390.00%	2,250.00	2,000	37.50%	6,000
Patron Programs & Events	5,967.24	3,500	170.49%	11,804.64	14,000	28.11%	42,000
Association Dues & Fees	200.00	750	26.67%	795.00	3,000	8.83%	9,000
Public Information	6,888.11	3,250	211.94%	9,238.12	13,000	23.69%	39,000
Library Supplies	1,356.67	3,500	38.76%	10,790.77	14,000	25.69%	42,000
Office Supplies	28.92	750	3.86%	1,675.33	3,000	18.61%	9,000
Postage	1,952.31	1,250	156.18%	5,618.76	5,000	37.46%	15,000
Printing	0.00	750	0.00%	2,891.26	3,000	32.13%	9,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,881.63	18,018	93.69%	67,144.95	72,074	31.05%	216,221
Contribution to FICA	15,047.88	16,713	90.04%	60,161.43	66,853	30.00%	200,560
Audit	972.22	942	103.21%	3,786.22	3,767	33.51%	11,300
Liability Ins.-D&O,Bonds,WC	3,796.50	4,250	89.33%	15,186.00	17,000	29.78%	51,000
Unemployment Compensation	0.00	337	0.00%	0.00	1,333	0.00%	4,000
Bank Charges	75.02	250	30.01%	392.77	1,000	13.09%	3,000
Total Expenditures	390,567.15	470,799	82.96%	1,538,101.63	1,883,197	27.23%	5,649,588
Excess (Deficiency) of Revenues Over (Under) Expenditures	(362,019.43)	(22,529)		1,175,303.77	(90,117)		(270,354)
Interfund Transfers In / (Out)	0	0		0	0		0
Net Change in Fund Balance	(362,019.43)	(22,529)		1,175,303.77	(90,117)		(270,354)

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
April 30, 2017**

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	5,586.16	887,597.84
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	426.38	1,799.01	5.65	22.50	880.86	2,063.01
Capital Campaign	0.00	0.00	450.00	600.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	426.38	1,799.01	455.65	622.50	6,467.02	889,660.85
Expenditures						
Building Repairs	0.00	0.00	0.00	0.00	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	20.00	33.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	16,116.04	64,464.16
Total Expenditures	20.00	33.00	0.00	0.00	16,116.04	64,464.16
Excess (Deficiency) of Revenues Over (Under) Expenditures	406.38	1,766.01	455.65	622.50	(9,649.02)	825,196.69
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	406.38	1,766.01	455.65	622.50	(9,649.02)	825,196.69

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56709	04/20/2017	ABDO-Spotlight-Magic Wagon	101010 - Cash - Marquette	-2,379.65
Bill	211567	04/01/2017		104311 - Books - Youth	1,673.50
Bill	211568	04/01/2017		104311 - Books - Youth	554.55
Bill	211566	04/01/2017		104311 - Books - Youth	151.60
TOTAL					2,379.65
Bill Pmt -Check	56710	04/20/2017	Advanced Telecommunications of IL, Inc.	101010 - Cash - Marquette	-510.00
Bill	59454	04/12/2017		104520 - Telephone	510.00
TOTAL					510.00
Bill Pmt -Check	56711	04/20/2017	Allied 100	101010 - Cash - Marquette	-286.20
Bill	791423	04/10/2017		104530 - Building & Custodial Supplies	286.20
TOTAL					286.20
Bill Pmt -Check	56712	04/20/2017	Amgard Exterminating Inc.	101010 - Cash - Marquette	-80.00
Bill	2056	04/10/2017		104450 - Building Maintenance	80.00
TOTAL					80.00
Bill Pmt -Check	56713	04/20/2017	Annuity Premium Reserve Account	101010 - Cash - Marquette	-325.00
Bill	4/1/17	04/14/2017		102160 - 457 Plan W/H Payable	325.00
TOTAL					325.00
Bill Pmt -Check	56714	04/20/2017	Center Point Large Print	101010 - Cash - Marquette	-22.77
Bill	1463128	04/03/2017		104310 - Books - Adult	22.77
TOTAL					22.77

**Orland Park Public Library
Check Detail
April 18 through May 15, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56715	04/20/2017	Comcast	101010 · Cash - Marquette	-303.21
Bill	April 2017	04/01/2017		104520 · Telephone	303.21
TOTAL					303.21
Bill Pmt -Check	56716	04/20/2017	Comcast Cable	101010 · Cash - Marquette	-325.53
Bill	April 2017	04/03/2017		104575 · Automation - Line Costs	247.97
				104520 · Telephone	77.56
TOTAL					325.53
Bill Pmt -Check	56717	04/20/2017	Curalinc, LLC	101010 · Cash - Marquette	-480.00
Bill	5433	04/01/2017		104230 · Life/Health Insurance	480.00
TOTAL					480.00
Bill Pmt -Check	56718	04/20/2017	Erin Faxel	101010 · Cash - Marquette	-102.61
Bill	4/12/17	04/12/2017		104642 · Patron Programs & Events-Youth	52.00
Bill	4/12/17 2	04/12/2017		104642 · Patron Programs & Events-Youth	50.61
TOTAL					102.61
Bill Pmt -Check	56719	04/20/2017	Findaway World, LLC	101010 · Cash - Marquette	-767.67
Bill	213345	04/01/2017		104341 · Audio Visual Materials - Youth	275.84
Bill	213347	04/01/2017		104340 · Audio Visual Materials - Adult	491.83
TOTAL					767.67
Bill Pmt -Check	56720	04/20/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-946.80

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	60080039	04/01/2017		104312 · Books - Outreach	195.93
Bill	60417413	04/03/2017		104310 · Books - Adult	27.19
Bill	60435274	04/06/2017		104312 · Books - Outreach	423.04
Bill	60435241	04/06/2017		104310 · Books - Adult	26.39
Bill	60441143	04/07/2017		104312 · Books - Outreach	175.13
Bill	60441385	04/07/2017		104312 · Books - Outreach	27.12
Bill	60452683	04/11/2017		104310 · Books - Adult	72.00
TOTAL					946.80
Bill Pmt -Check	56721	04/20/2017	Gareth Stevens Publishing	101010 · Cash - Marquette	-305.10
Bill	GSL2000841	04/03/2017		104311 · Books - Youth	305.10
TOTAL					305.10
Bill Pmt -Check	56722	04/20/2017	Garvey's Office Products	101010 · Cash - Marquette	-28.92
Bill	PINV1322020	04/10/2017		104720 · Office Supplies	28.92
TOTAL					28.92
Bill Pmt -Check	56723	04/20/2017	Granger	101010 · Cash - Marquette	-107.60
Bill	9412368186	04/10/2017		104530 · Building & Custodial Supplies	107.60
TOTAL					107.60
Bill Pmt -Check	56724	04/20/2017	Grasso Graphics, Inc.	101010 · Cash - Marquette	-6,648.94
Bill	28512	04/12/2017		104660 · Public Information	6,648.94
TOTAL					6,648.94
Bill Pmt -Check	56725	04/20/2017	IHL-S-OCLC	101010 · Cash - Marquette	-302.13
Bill	13245	04/06/2017		104570 · Automation - Equipment	302.13

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					302.13
Bill Pmt - Check	56726	04/20/2017	Illinois Library Association	101010 · Cash - Marquette	-75.00
Bill	4/5/17	04/05/2017		104610 · Board Training & Education	75.00
TOTAL					75.00
Bill Pmt - Check	56727	04/20/2017	Ingram Library Services	101010 · Cash - Marquette	-4,266.84
Bill	See detail list	04/20/2017		104310 · Books - Adult	1,904.98
				104312 · Books - Outreach	100.22
				104311 · Books - Youth	2,261.64
TOTAL					4,266.84
Bill Pmt - Check	56728	04/20/2017	Innovative Interfaces, Inc.	101010 · Cash - Marquette	-13,933.17
Bill	INV-INC13956	04/13/2017		104580 · Automation - Maintenance	12,626.00
Bill	INV-INC13927	04/13/2017		104580 · Automation - Maintenance	1,307.17
TOTAL					13,933.17
Bill Pmt - Check	56729	04/20/2017	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-489.39
Bill	9003388649	04/01/2017		104550 · Lib. & Off. Eqpt Rep. & Maint	489.39
TOTAL					489.39
Bill Pmt - Check	56730	04/20/2017	Lerner Publishing Group	101010 · Cash - Marquette	-547.73
Bill	1246553	04/01/2017		104311 · Books - Youth	335.84
Bill	1246552	04/01/2017		104311 · Books - Youth	211.89
TOTAL					547.73

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56731	04/20/2017	Lite Tech, Inc.	101010 · Cash - Marquette	-221.00
Bill	80921	04/06/2017		104450 · Building Maintenance	221.00
TOTAL					221.00
Bill Pmt -Check	56732	04/20/2017	McClure Inserra & Company Chartered	101010 · Cash - Marquette	-2,750.00
Bill	9541	03/31/2017		104920 · Audit	2,750.00
TOTAL					2,750.00
Bill Pmt -Check	56733	04/20/2017	Midwest Mechanical	101010 · Cash - Marquette	-1,698.00
Bill	MCC0000105328	04/01/2017		104450 · Building Maintenance	1,698.00
TOTAL					1,698.00
Bill Pmt -Check	56734	04/20/2017	Midwest Tape	101010 · Cash - Marquette	-139.96
Bill	94906785	04/01/2017		104341 · Audio Visual Materials - Youth	29.99
Bill	94927739	04/05/2017		104341 · Audio Visual Materials - Youth	109.97
TOTAL					139.96
Bill Pmt -Check	56735	04/20/2017	Nutrition Action	101010 · Cash - Marquette	-42.00
Bill	4/14/17	04/14/2017		104320 · Periodicals - Adult	42.00
TOTAL					42.00
Bill Pmt -Check	56736	04/20/2017	OverDrive, Inc.	101010 · Cash - Marquette	-2,720.22
Bill	152817000-040317	04/03/2017		104310 · Books - Adult	363.22
Bill	144716847-040317	04/03/2017		104311 · Books - Youth	597.61
Bill	001014927-040417	04/04/2017		104311 · Books - Youth	17.99
Bill	102916853-040717	04/07/2017		104311 · Books - Youth	593.73

**Orland Park Public Library
Check Detail
April 18 through May 15, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	4/10/17	04/10/2017		104310 · Books - Adult	614.81
Bill	141522167-041317	04/13/2017		104310 · Books - Adult	532.86
TOTAL					2,720.22
Bill Pmt -Check	56737	04/20/2017	Park Ace Hardware	101010 · Cash - Marquette	-417.83
Bill	Feb & Mar 2017 Bill	03/31/2017		104530 · Building & Custodial Supplies	417.83
TOTAL					417.83
Bill Pmt -Check	56738	04/20/2017	Penguin Random House LLC	101010 · Cash - Marquette	-187.50
Bill	1081675203	04/01/2017		104340 · Audio Visual Materials - Adult	45.00
Bill	1081714217	04/01/2017		104342 · Audio Visual Materials-Outreach	75.00
Bill	1081817797	04/07/2017		104342 · Audio Visual Materials-Outreach	33.75
Bill	1081817794	04/07/2017		104340 · Audio Visual Materials - Adult	33.75
TOTAL					187.50
Bill Pmt -Check	56739	04/20/2017	Recorded Books, INC	101010 · Cash - Marquette	-11,018.31
Bill	75509042	04/01/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75510419	04/01/2017		104340 · Audio Visual Materials - Adult	9.00
Bill	75511026	04/03/2017		104340 · Audio Visual Materials - Adult	40.49
Bill	75513336	04/05/2017		104320 · Periodicals - Adult	10,793.33
Bill	75513646	04/05/2017		104340 · Audio Visual Materials - Adult	67.50
Bill	75513381	04/05/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75513702	04/05/2017		104340 · Audio Visual Materials - Adult	36.00
TOTAL					11,018.31
Bill Pmt -Check	56740	04/20/2017	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-120.75
Bill	690332	04/06/2017		104450 · Building Maintenance	120.75
TOTAL					120.75

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt-Check	56741	04/20/2017	Renee Oswald	101010 · Cash - Marquette	-400.00
Bill	5/4/17	04/20/2017		104640 · Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Bill Pmt-Check	56742	04/20/2017	Richard Lindberg	101010 · Cash - Marquette	-110.00
Bill	5/9/17	04/20/2017		104640 · Patron Programs&Events-Outreach	110.00
TOTAL					110.00
Bill Pmt-Check	56743	04/20/2017	Robert F. Sink Memorial Library	101010 · Cash - Marquette	-75.98
Bill	172548723	04/01/2017		104310 · Books - Adult	75.98
TOTAL					75.98
Bill Pmt-Check	56744	04/20/2017	Scholastic Inc.	101010 · Cash - Marquette	-36.40
Bill	14833941	04/01/2017		104311 · Books - Youth	36.40
TOTAL					36.40
Bill Pmt-Check	56745	04/20/2017	Steve Belliveau	101010 · Cash - Marquette	-59.00
Bill	4/7/17	04/07/2017		104642 · Patron Programs & Events-Youth	59.00
TOTAL					59.00
Bill Pmt-Check	56746	04/20/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-424.41
Bill	4907	04/10/2017		104530 · Building & Custodial Supplies	424.41
TOTAL					424.41

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	56747	04/20/2017	SWAN	101010 · Cash - Marquette	-25.00
TOTAL	5450	04/03/2017		104310 · Books - Adult	25.00
Bill	56748	04/20/2017	Taste of Home Books	101010 · Cash - Marquette	-32.98
TOTAL	01051	03/20/2017		104310 · Books - Adult	32.98
Bill	56749	04/20/2017	U.S. Postal Service	101010 · Cash - Marquette	-1,940.00
TOTAL	4/12/17	04/12/2017		104730 · Postage	1,940.00
Bill	56750	04/20/2017	Unique Management Services, Inc.	101010 · Cash - Marquette	-35.80
TOTAL	442844	04/01/2017		104495 · Legal	35.80
Bill	56751	04/20/2017	Village of Orland Park	101010 · Cash - Marquette	-133.36
TOTAL	246881	04/05/2017		104600 · Outreach Services	133.36
Bill	56752	04/20/2017	Wallguard.com	101010 · Cash - Marquette	-299.75
TOTAL	000727452	04/06/2017		104530 · Building & Custodial Supplies	299.75

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56753	04/20/2017	Wendy Xie	101010 · Cash - Marquette	-1,007.52
Bill	4/15/17	04/15/2017		104620 · Staff Training & Education	1,007.52
TOTAL					1,007.52
Bill Pmt -Check	56754	05/01/2017	ADP, LLC	101010 · Cash - Marquette	-504.50
Bill	491813150	04/27/2017		104420 · Accounting	504.50
TOTAL					504.50
Bill Pmt -Check	56755	05/01/2017	Audio Editions	101010 · Cash - Marquette	-588.29
Bill	1631076	04/07/2017		104342 · Audio Visual Materials-Outreach	28.39
Bill	1631515	04/12/2017		104342 · Audio Visual Materials-Outreach	559.90
TOTAL					588.29
Bill Pmt -Check	56756	05/01/2017	Blackstone Audio, Inc.	101010 · Cash - Marquette	-42.90
Bill	897058	04/14/2017		104340 · Audio Visual Materials - Adult	42.90
TOTAL					42.90
Bill Pmt -Check	56757	05/01/2017	Cash	101010 · Cash - Marquette	-223.01
Bill	5/1/17	05/01/2017		104730 · Postage	9.21
				104530 · Building & Custodial Supplies	17.94
				104720 · Office Supplies	13.04
				104620 · Staff Training & Education	12.21
				104620 · Staff Training & Education	17.36
				104530 · Building & Custodial Supplies	14.00
				104620 · Staff Training & Education	23.62
				104642 · Patron Programs & Events-Youth	12.49

**Orland Park Public Library
Check Detail
April 18 through May 15, 2017**

Type	Num	Date	Name	Account	Original Amount
				104642 · Patron Programs & Events-Youth	5.99
				104642 · Patron Programs & Events-Youth	4.88
				104642 · Patron Programs & Events-Youth	7.00
				104642 · Patron Programs & Events-Youth	1.97
				104642 · Patron Programs & Events-Youth	2.98
				104530 · Building & Custodial Supplies	17.94
				104730 · Postage	5.32
				104642 · Patron Programs & Events-Youth	6.00
				104530 · Building & Custodial Supplies	10.80
				104730 · Postage	12.94
				104642 · Patron Programs & Events-Youth	16.32
				104642 · Patron Programs & Events-Youth	8.00
				104950 · Bank Charges	3.00
TOTAL					223.01
Bill Pmt -Check	56758	05/01/2017	Center Point Large Print	101010 · Cash - Marquette	-22.77
Bill	1463212	04/03/2017		104310 · Books - Adult	22.77
TOTAL					22.77
Bill Pmt -Check	56759	05/01/2017	Christopher Reyes	101010 · Cash - Marquette	-150.00
Bill	5/19/17	05/19/2017		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	56760	05/01/2017	Clarence Goodman	101010 · Cash - Marquette	-150.00
Bill	5/17/17	05/17/2017		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	56761	05/01/2017	Cynthia Clampitt	101010 · Cash - Marquette	-165.00
Bill	5/23/17	05/23/2017		104640 · Patron Programs&Events-Outreach	165.00

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					165.00
Bill Pmt -Check	56762	05/01/2017	Daily Southtown	101010 · Cash - Marquette	-624.00
Bill	44266545	04/12/2017		104320 · Periodicals - Adult	624.00
TOTAL					624.00
Bill Pmt -Check	56763	05/01/2017	Findaway World, LLC	101010 · Cash - Marquette	-57.89
Bill	215301	04/19/2017		104341 · Audio Visual Materials - Youth	57.89
TOTAL					57.89
Bill Pmt -Check	56764	05/01/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-319.18
Bill	60457360	04/12/2017		104310 · Books - Adult	247.00
Bill	60463905	04/13/2017		104310 · Books - Adult	22.39
Bill	60463896	04/13/2017		104310 · Books - Adult	14.40
Bill	60463626	04/13/2017		104310 · Books - Adult	20.99
Bill	60463708	04/13/2017		104310 · Books - Adult	14.40
TOTAL					319.18
Bill Pmt -Check	56765	05/01/2017	Go Promotions	101010 · Cash - Marquette	-4,817.44
Bill	146178	04/17/2017		104642 · Patron Programs & Events- Youth	3,948.00
Bill	146227	04/21/2017		104600 · Outreach Services	869.44
TOTAL					4,817.44
Bill Pmt -Check	56766	05/01/2017	Hanover Insurance Co	101010 · Cash - Marquette	-31,044.00
Bill	100007987-6529	04/06/2017		104430 · Insurance	23,270.00
				104430 · Insurance	2,213.00
				104430 · Insurance	5,561.00

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					31,044.00
Bill Pmt -Check	56767	05/01/2017	HUB International Limited	101010 · Cash - Marquette	-18,465.00
Bill	649015	04/19/2017		104930 · Liability Ins. - D&O,Bonds,WC	13,768.00
Bill	656284	04/25/2017		104430 · Insurance	1,575.00
Bill	657205	04/25/2017		104430 · Insurance	3,122.00
TOTAL					18,465.00
Bill Pmt -Check	56768	05/01/2017	Illinois Library Association	101010 · Cash - Marquette	-2,156.63
Bill	128304	04/01/2017		104642 · Patron Programs & Events-Youth	206.63
Bill	131030	04/20/2017		104630 · Conference Fees	1,950.00
TOTAL					2,156.63
Bill Pmt -Check	56769	05/01/2017	Ingram Library Services	101010 · Cash - Marquette	-3,386.37
Bill	See Detail List	04/28/2017		104311 · Books - Youth	549.96
				104310 · Books - Adult	2,735.34
				104312 · Books - Outreach	101.07
TOTAL					3,386.37
Bill Pmt -Check	56770	05/01/2017	Kelly A Cuci	101010 · Cash - Marquette	-29.00
Bill	4/24/17	04/24/2017		104620 · Staff Training & Education	29.00
TOTAL					29.00
Bill Pmt -Check	56771	05/01/2017	Kortnee Fingler	101010 · Cash - Marquette	-26.00
Bill	4/25/17	04/25/2017		104620 · Staff Training & Education	26.00
TOTAL					26.00

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt-Check	56772	05/01/2017	LinkedIn Corporation	101010 · Cash - Marquette	-13,125.00
Bill	10110143433	04/20/2017		104315 · Electronic Databases	13,125.00
TOTAL					13,125.00
Bill Pmt-Check	56773	05/01/2017	Mary G. Adamowski	101010 · Cash - Marquette	-29.00
Bill	4/24/17	04/24/2017		104620 · Staff Training & Education	29.00
TOTAL					29.00
Bill Pmt-Check	56774	05/01/2017	Midwest Tape	101010 · Cash - Marquette	-63.98
Bill	94966108	04/19/2017		104340 · Audio Visual Materials - Adult	63.98
TOTAL					63.98
Bill Pmt-Check	56775	05/01/2017	OverDrive, Inc.	101010 · Cash - Marquette	-4,803.95
Bill	164856940-041417	04/14/2017		104310 · Books - Adult	396.84
Bill	162013493-041717	04/17/2017		104310 · Books - Adult	29.97
Bill	161721823-041717	04/17/2017		104310 · Books - Adult	3,933.12
Bill	000942280-041817	04/18/2017		104310 · Books - Adult	82.09
Bill	000141050-042417	04/24/2017		104310 · Books - Adult	65.00
Bill	150754907-042517	04/25/2017		104310 · Books - Adult	277.94
Bill	001007267-042517	04/25/2017		104310 · Books - Adult	18.99
TOTAL					4,803.95
Bill Pmt-Check	56776	05/01/2017	Patricia Redd	101010 · Cash - Marquette	-300.00
Bill	5/10/17	05/10/2017		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56777	05/01/2017	Pegasus Press Inc	101010 · Cash - Marquette	-549.48
Bill	20691	04/20/2017		104311 · Books - Youth	241.88
Bill	20692	04/20/2017		104311 · Books - Youth	307.60
TOTAL					549.48
Bill Pmt -Check	56778	05/01/2017	Penguin Random House LLC	101010 · Cash - Marquette	-168.75
Bill	1181899860	04/12/2017		104340 · Audio Visual Materials - Adult	26.25
Bill	1081899860	04/12/2017		104340 · Audio Visual Materials - Adult	60.00
Bill	1181899864	04/12/2017		104342 · Audio Visual Materials-Outreach	26.25
Bill	1081899864	04/12/2017		104342 · Audio Visual Materials-Outreach	56.25
TOTAL					168.75
Bill Pmt -Check	56779	05/01/2017	Rainbow Book Company	101010 · Cash - Marquette	-797.62
Bill	134702	04/18/2017		104311 · Books - Youth	797.62
TOTAL					797.62
Bill Pmt -Check	56780	05/01/2017	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,500.00
Bill	4/17/17	04/17/2017		102160 · 457 Plan W/H Payable	2,500.00
TOTAL					2,500.00
Bill Pmt -Check	56781	05/01/2017	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-8,097.18
Bill	4/15/17 Statement	04/27/2017		104340 · Audio Visual Materials - Adult	5,278.20
				104341 · Audio Visual Materials - Youth	1,479.67
				104342 · Audio Visual Materials-Outreach	342.29
				104310 · Books - Adult	99.44
				104710 · Library Supplies	357.92

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL				104311 · Books - Youth	7.99
				104570 · Automation - Equipment	102.90
				104550 · Lib. & Off. Eqpt Rep. & Maint	413.06
				104311 · Books - Youth	15.71
					<u>8,097.18</u>
Bill Pmt -Check	56782	05/01/2017	The Child's World	101010 · Cash - Marquette	-606.40
TOTAL					<u>606.40</u>
Bill	NA136317	04/19/2017		104311 · Books - Youth	606.40
Bill Pmt -Check	56783	05/01/2017	The Regional News	101010 · Cash - Marquette	-52.00
TOTAL					<u>52.00</u>
Bill	2815	04/07/2017		104320 · Periodicals - Adult	52.00
Bill Pmt -Check	56784	05/01/2017	Tom Vaughn, Trustee	101010 · Cash - Marquette	-200.00
Bill	4/15/17	04/15/2017		102171 · Garnishment W/H Payable	100.00
Bill	4/30/17	04/30/2017		102171 · Garnishment W/H Payable	100.00
TOTAL					<u>200.00</u>
Bill Pmt -Check	56785	05/01/2017	Tom Wilsey	101010 · Cash - Marquette	-300.00
Bill	5/11/17	05/11/2017		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	56786	05/02/2017	AT&T	101010 · Cash - Marquette	-80.00
Bill	3-13-17-4-12-17 Bill	04/12/2017		104575 · Automation - Line Costs	80.00
TOTAL					<u>80.00</u>

**Orland Park Public Library
Check Detail
April 18 through May 15, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56787	05/02/2017	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6048	05/01/2017		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt - Check	56788	05/02/2017	Sunlight Maintenance Supply	101010 · Cash - Marquette	-625.19
Bill	4914	04/15/2017		104530 · Building & Custodial Supplies	343.51
Bill	16948	04/19/2017		104530 · Building & Custodial Supplies	28.00
Bill	4950	04/21/2017		104530 · Building & Custodial Supplies	253.68
TOTAL					625.19
Bill Pmt - Check	56789	05/08/2017	ADP, LLC	101010 · Cash - Marquette	-499.95
Bill	492509484	04/28/2017		104420 · Accounting	499.95
TOTAL					499.95
Bill Pmt - Check	56790	05/08/2017	Cardmember Service	101010 · Cash - Marquette	-6,589.56
Bill	5/3/17	05/03/2017		104650 · Association Dues & Fees	69.00
				104630 · Conference Fees	410.00
				104630 · Conference Fees	285.00
				104610 · Board Training & Education	205.00
				104630 · Conference Fees	514.00
				104630 · Conference Fees	560.00
				104630 · Conference Fees	85.00
				104580 · Automation - Maintenance	99.99
				104320 · Periodicals - Adult	395.88
				104570 · Automation - Equipment	1,200.00
				104341 · Audio Visual Materials - Youth	229.90
				104660 · Public Information	127.50
				104650 · Association Dues & Fees	68.00

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					6,800.44
Bill Pmt -Check	56791	05/08/2017	Commercial Carpet Consultants, Inc.	104620 · Staff Training & Education	60.00
				104620 · Staff Training & Education	50.00
				104320 · Periodicals - Adult	124.16
				104320 · Periodicals - Adult	562.01
				104580 · Automation - Maintenance	1,755.00
					6,800.44
TOTAL					-114,029.08
Bill Pmt -Check	56792	05/08/2017	FedEx	101010 · Cash - Marquette	-12.31
Bill	5-573-44885	04/26/2017		104730 · Postage	12.31
TOTAL					12.31
Bill Pmt -Check	56793	05/08/2017	Gale/Cengage Learning	101010 · Cash - Marquette	-879.70
Bill	60483294	04/19/2017		104312 · Books - Outreach	431.83
Bill	60483930	04/19/2017		104310 · Books - Adult	31.19
Bill	60488591	04/20/2017		104312 · Books - Outreach	273.49
Bill	60488514	04/20/2017		104310 · Books - Adult	25.59
Bill	605070938	04/26/2017		104310 · Books - Adult	24.80
Bill	60507755	04/26/2017		104310 · Books - Adult	24.00
Bill	60508055	04/26/2017		104310 · Books - Adult	23.20
Bill	60507560	04/26/2017		104310 · Books - Adult	23.20
Bill	60507993	04/26/2017		104310 · Books - Adult	22.40
TOTAL					879.70
Bill Pmt -Check	56794	05/08/2017	Garvey's Office Products	101010 · Cash - Marquette	-18.55
Bill	PINV1333406	05/01/2017		104720 · Office Supplies	18.55

**Orland Park Public Library
Check Detail
April 18 through May 15, 2017**

Type	Num	Date	Name	Account	Original Amount
TOTAL					18.55
Bill Pmt -Check	56795	05/08/2017	Grasso Graphics, Inc.	101010 · Cash - Marquette	-196.23
Bill	28560	05/03/2017		104710 · Library Supplies	196.23
TOTAL					196.23
Bill Pmt -Check	56796	05/08/2017	Here Media	101010 · Cash - Marquette	-29.95
Bill	5/8/17	04/12/2017		104320 · Periodicals - Adult	29.95
TOTAL					29.95
Bill Pmt -Check	56797	05/08/2017	ID Label Inc.	101010 · Cash - Marquette	-1,315.80
Bill	0100889-IN	05/04/2017		104710 · Library Supplies	1,315.80
TOTAL					1,315.80
Bill Pmt -Check	56798	05/08/2017	Ingram Library Services	101010 · Cash - Marquette	-3,888.82
Bill	See Detail List	05/04/2017		104311 · Books - Youth	729.80
				104310 · Books - Adult	2,975.64
				104312 · Books - Outreach	183.38
TOTAL					3,888.82
Bill Pmt -Check	56799	05/08/2017	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-7,351.91
Bill	188809	04/28/2017		104495 · Legal	7,261.88
Bill	4/28/17	04/28/2017		104495 · Legal	90.03
TOTAL					7,351.91
Bill Pmt -Check	56800	05/08/2017	Krueger International, Inc.	101010 · Cash - Marquette	-1,655.84

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill	13760861	04/18/2017		104590 · Library Furniture	418.60
Bill	13761799	04/20/2017		104590 · Library Furniture	1,237.24
TOTAL					1,655.84
Bill Pmt -Check	56801	05/08/2017	Management Association of Illinois	101010 · Cash - Marquette	-1,260.00
Bill	FY18-66453	05/03/2017		104650 · Association Dues & Fees	1,260.00
TOTAL					1,260.00
Bill Pmt -Check	56802	05/08/2017	Midwest Tape	101010 · Cash - Marquette	-1,072.41
Bill	95022733	04/30/2017		104340 · Audio Visual Materials - Adult	1,072.41
TOTAL					1,072.41
Bill Pmt -Check	56803	05/08/2017	Nicor Gas	101010 · Cash - Marquette	-1,908.24
Bill	4/21/17	04/21/2017		104517 · Natural Gas	1,908.24
TOTAL					1,908.24
Bill Pmt -Check	56804	05/08/2017	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-71.88
Bill	5772120	05/01/2017		104450 · Building Maintenance	71.88
TOTAL					71.88
Bill Pmt -Check	56805	05/08/2017	OverDrive, Inc.	101010 · Cash - Marquette	-1,305.20
Bill	000420070-050117	05/01/2017		104310 · Books - Adult	104.99
Bill	140942433-050117	05/01/2017		104311 · Books - Youth	600.91
Bill	150329510-050117	05/01/2017		104311 · Books - Youth	599.30
TOTAL					1,305.20

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56806	05/08/2017	Penguin Random House LLC	101010 · Cash - Marquette	-180.00
Bill	1182034424	04/21/2017		104340 · Audio Visual Materials - Adult	60.00
Bill	1082034424	04/21/2017		104340 · Audio Visual Materials - Adult	30.00
Bill	1082034760	04/21/2017		104342 · Audio Visual Materials-Outreach	30.00
Bill	1182034760	04/21/2017		104342 · Audio Visual Materials-Outreach	60.00
TOTAL					180.00
Bill Pmt -Check	56807	05/08/2017	Rainbow Book Company	101010 · Cash - Marquette	-1,398.17
Bill	136071	04/24/2017		104311 · Books - Youth	555.85
Bill	136072	04/24/2017		104311 · Books - Youth	842.32
TOTAL					1,398.17
Bill Pmt -Check	56808	05/08/2017	Recorded Books, INC	101010 · Cash - Marquette	-567.38
Bill	75493616	04/01/2017		104340 · Audio Visual Materials - Adult	33.29
Bill	75503595	04/01/2017		104340 · Audio Visual Materials - Adult	7.95
Bill	75513949	04/06/2017		104340 · Audio Visual Materials - Adult	45.89
Bill	75513988	04/06/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75513998	04/06/2017		104340 · Audio Visual Materials - Adult	51.37
Bill	75515468	04/07/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75516288	04/10/2017		104340 · Audio Visual Materials - Adult	66.96
Bill	75516290	04/10/2017		104340 · Audio Visual Materials - Adult	59.39
Bill	75516896	04/11/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75516902	04/11/2017		104340 · Audio Visual Materials - Adult	31.50
Bill	75516830	04/12/2017		104340 · Audio Visual Materials - Adult	38.87
Bill	75516991	04/12/2017		104340 · Audio Visual Materials - Adult	13.49
Bill	75517508	04/12/2017		104340 · Audio Visual Materials - Adult	35.99
Bill	75518045	04/12/2017		104340 · Audio Visual Materials - Adult	40.50
Bill	75518287	04/13/2017		104340 · Audio Visual Materials - Adult	29.69
TOTAL					567.38

Orland Park Public Library
Check Detail
April 18 through May 15, 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56809	05/08/2017	The Penworthy Company	101010 · Cash - Marquette	-5,009.49
Bill	0528182-IN	04/26/2017		104311 · Books - Youth	2,038.96
Bill	0528141-IN	04/26/2017		104311 · Books - Youth	356.70
Bill	0528165-IN	04/26/2017		104311 · Books - Youth	186.00
Bill	0528167-IN	04/26/2017		104311 · Books - Youth	1,181.97
Bill	0528164-IN	04/26/2017		104311 · Books - Youth	891.74
Bill	0528158-IN	04/26/2017		104311 · Books - Youth	354.12
TOTAL					5,009.49
Bill Pmt -Check	56810	05/08/2017	The Private Bank	101010 · Cash - Marquette	-1,300.00
Bill	5/8/17	05/08/2017		104230 · Life/Health Insurance	1,300.00
TOTAL					1,300.00
Bill Pmt -Check	56811	05/08/2017	Unique Management Services, Inc.	101010 · Cash - Marquette	-26.85
Bill	444277	05/01/2017		104495 · Legal	26.85
TOTAL					26.85
Bill Pmt -Check	56812	05/08/2017	Recorded Books, INC	101010 · Cash - Marquette	-563.22
Bill	75518377	04/13/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75519753	04/17/2017		104340 · Audio Visual Materials - Adult	29.68
Bill	75521187	04/19/2017		104340 · Audio Visual Materials - Adult	63.00
Bill	75521771	04/20/2017		104340 · Audio Visual Materials - Adult	39.97
Bill	75522501	04/21/2017		104340 · Audio Visual Materials - Adult	99.00
Bill	75522866	04/21/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75523704	04/25/2017		104340 · Audio Visual Materials - Adult	31.45
Bill	75524674	04/26/2017		104340 · Audio Visual Materials - Adult	26.99
Bill	75524705	04/26/2017		104340 · Audio Visual Materials - Adult	36.00
Bill	75524729	04/26/2017		104340 · Audio Visual Materials - Adult	58.20

**Orland Park Public Library
Check Detail
April 18 through May 15, 2017**

Type	Num	Date	Name	Account	Original Amount
Bill	75525361	04/27/2017		104340 - Audio Visual Materials - Adult	36.00
Bill	75525434	04/27/2017		104340 - Audio Visual Materials - Adult	36.00
Bill	75525175	04/28/2017		104340 - Audio Visual Materials - Adult	7.95
Bill	75526096	04/28/2017		104340 - Audio Visual Materials - Adult	35.99
TOTAL					563.22
Bill Pmt -Check	56813	05/08/2017	Audrey Peskys	101010 - Cash - Marquette	-50.22
Bill	Reaching Forward	05/08/2017		104620 - Staff Training & Education	50.22
TOTAL					50.22
Bill Pmt -Check	56814	05/08/2017	Holding, Kristen 1	101010 - Cash - Marquette	-50.21
Bill	Reaching Fwd 5-5-17	05/08/2017		104620 - Staff Training & Education	50.21
TOTAL					50.21
Subtotal - Checks					\$309,591.29
Gross Payroll on 4/30/17					\$100,610.41
Payment to Village for IMRF/Insurancee for April, 2017					\$62,729.25
Gross Payroll on 5/15/17					\$110,917.62
Grand Total					<u>\$583,848.57</u>

Adult Services Board Report April 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 4/6; 10 adults

Five genre book discussions 4/7, 4/18, 4/19, 4/19, 4/24; 31 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Andrew Masura attended Information Overload (Webinar OPPL) on Apr 4, 2017

Linda Conrath attended Nobody Likes a Bully (Webinar-OPPL) on Apr 4, 2017

Judy Brannigan attended Nobody Likes a Bully (Webinar-OPPL) on Apr 4, 2017

Judy Brannigan attended Five Self-Publishing Faux Pas to Avoid in the Library (Webinar-OPPL) on Apr 4, 2017

Linda Conrath attended You Belong @ Your Library: Welcoming and Serving the LGBTQIA Community (RAILS Webinar) on Apr 11, 2017

Linda Conrath attended Book Blogging 101 (RAILS Webinar) on Apr 11, 2017

Judy Brannigan attended Sleeper Hits for Summer 2017 by LJ (Webinar) on Apr 11, 2017

Linda Conrath attended Sleeper Hits for Summer 2017 by LJ (Webinar) on Apr 11, 2017

Judy Brannigan attended Polaris Leap Tutorial (Web) on Apr 17, 2017

Judy Brannigan attended Practical Strategies to Stay Safe (Webinar) on Apr 19, 2017

Kortnee Fingler attended DPLAfest 2017 (Harold Washington Public Library) on Apr 20 and 21, 2017

Kortnee Fingler attended Spring the Trap: Mysteries That Won't Let Go (Online) on Apr 25, 2017

STATISTICS

Database Statistics

April 2016-April 2017 Comparison

Database	04/2017	04/2016	Data Type
Ancestry	1532	3321	Searches
Careers College	18	12	Total Users
Consumer Reports	60	64	Log-Ins
EBSCO	24159	36913	Searches
Gale Virtual Re. Lib.	4	30	Searches
Heritage Quest	192	474	Searches
Mango Languages	17	N/A	Total Users
OCLC	5606	5703	Searches

ProQuest	112	143	Searches
Reference USA	150	1661	Searches
Weiss & Street Financial Ratings	-	N/A	Searches

Note: EBSCO includes NoveList Plus usage

Statistics from web forms

Category	04/2017	04/2016
Reference	3130	3211
Ref Remote	152	179
Non-Reference	266	236
N-R Remote	19	11
Extended Help	35	0
Passive Programming	0	0
Prog Att	41	42
Items shelved	19350	20315
Carts shelved	268	331

GRANTS/SPECIAL PROJECTS

Linda Conrath and Judy Brannigan conducted two interviews for the Veterans' History Project at Smith Crossing, Orland Park.

CUSTOMER SERVICE LOG

"You've been very helpful using Consumer Reports. Thank you." Diane S 4-7-17

"I want to say how wonderful Orland Park library is...I've been looking for these tax forms. Thank you." Diane S 4-11-17

After assisting a patron with special needs, the mother came to the desk and says, "Thank you for helping out my son. I was happy that he was able to communicate with what he's looking for. I'm teaching him to be independent. Thank you so much for your patience!" Rosemarie FW 04-21-17

Circulation Board Report April 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin loading and testing Polaris Leap on IPADs.

CONTINUING EDUCATION/MEETINGS ATTENDED

Julie Pryor listened to a Curalinc webinar called "Resiliency 101" on 4-22-17.

STATISTICS

ORS MONTH	TOTAL CIRCULATION 2017	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
JAN	79,552	78,228	-2%	36,949	2,499
FEB	74,287	77,836	-5%	36,864	3,541
MAR	83,748	82,831	1%	41,617	3,994
APR	72,970	79,296	-9%	32,758	3,338
MAY					
JUN					
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL	310,557	318,191	-2%	148,188	13,372

Hoopla Checkouts: 530
 Overdrive Registrations: 52
 Overdrive Checkouts: 2,981
 Zinio Checkouts: 316
 Polaris Patron Sessions: 14,737

CUSTOMER SERVICE LOG

04/10/2017 (Circulation Desk) National Library Week *Libraries Transform* form - "Filling out this form helped me feel more gratitude for the day!" - Julie P.

04/11/2017 (Welcome Desk) "Someone didn't plan very well - out of newsletters three weeks early." - Julie P.

04/13/2017 (Circulation Desk) "Requested DVD for "Howard's End", what a great movie! Why don't we have a copy?" - Barbara K.

04/13/2017 (Circulation Desk) "Your decorations always look so beautiful!" - Barbara K.

04/13/2017 (Welcome Desk) Program "Funniest Women" - "Fun hour and a half! Very well presented! Funny!" - Julie P.

04/14/2017 (Welcome Desk) "The trees in the parking lot are beautiful! Just stunning!" - Julie P.

04/21/2017 (Welcome Desk) "Thank you! Enjoy the show!" (Lobby music) - Barbara K.

04/25/2017 (Circulation Desk) "I love your library. I love your programs." - Angie M.

04/25/2017 (Welcome Desk) "How long will the stairs be out of commission? I don't like using elevators." - John B.

04/27/2017 (Welcome Desk) "What a great performance," remarked a patron about the Abe Lincoln and his artifacts program. - Nadine L.

04/27/2017 (Welcome Desk) "Good program. He was Abe Lincoln." Patron commented after the Abe Lincoln and his artifacts program. - Nadine L.

04/27/2017 (Welcome Desk) "That Abe Lincoln program was fabulous." - Nadine L.

04/28/2017 (Welcome Desk) Phone call about concert series-"You do such a good job." - Julie P.

04/28/2017 (Welcome Desk) "Do you have to listen to that (construction) sounding all day?" - Julie P.

04/29/2017 (Welcome Desk) "Do you have any bags for these books? They are going to get soaked going to my car." - Laura L.

Graphics Board Report April 2017

SERVICES/PROGRAMS/PROJECTS/CLASSES

The May-Aug. 2017 newsletter went out to homes on April 24.

Graphics also designed an eight page Summer Reading Challenge brochure to be distributed to those who sign up for Summer Reading Challenge.

Jackie B. worked to get sponsors for the Summer Reading Challenge and pick up their donations.

Kristen H. and Maurya O. worked on posters for Meditation class, Computer classes, Youth summer storytimes, and Grant programs including *Frankenstein* and *Fire & Freedom*.

Chris S. made the calendar poster for May events hanging in the meeting room hall and in a poster frame by the lobby. She also makes sure all flyers hanging in the library are current and compiles weekly press releases of upcoming events to send to the local newspapers.

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie B., Kristen H., Maurya O., and Chris S. attended "Creativity 101" through Support Line on April 3 at 11:30 a.m.

Jackie B. attended "Social Media Marketing for Facebook and Twitter" on April 24 through Lynda.com.

Kristen H. attended the Orland Park Area Chamber of Commerce's monthly networking meeting on April 25 at 7:45 a.m.

Jackie B. attended "Learning SEO (Search Engine Optimization) Tools" on April 25 through Lynda.com.

Jackie B. attended the Orland Women's Networking on April 25 at 10:30 a.m. through the Orland Park Area Chamber of Commerce.

STATISTICS

	Facebook	Twitter	Pinterest	eBlast
April	1702	1571	410	18,208
March	1697	1560	395	18,127

	Room Requests	Graphics Requests
January	20	144
February	22	96
March	10	124
April	14	79

GRANTS/SPECIAL PROJECTS

Creating tickets, logs, and posters for Summer Reading Challenge 2017 is now in full swing.

CUSTOMER SERVICE LOG

Upon thanking Meijer for supporting the Summer Reading Challenge, Store Manager Trish said: "One of the greatest gifts my mom bestowed on her 7 children and we have all passed on to our children was how to use the library. Even in this electronic age we are all supporters and users of the library. Thanks for being there for future generations and allowing Meijer to help with your mission."

Information Technology Board Report April 2017

STATISTICS

Category	Apr 2017	Apr 2016
Study Room Usage	389	430
Patrons Assisted	460	542
Extended Assistance	52	
Total PC Usage	1649	1858
Total Web pages	26076	30427
Number of Classes	9	10
Total Class Attendance	54	56
Wireless Usage	3430	5383

CUSTOMER SERVICE LOG

4/7/17 Patron needed to update Facebook on her phone. Thanked me for helping her. Audrey P.

4/25/17 Helping patrons use the PC. "Thank you so much for the assistance. You were such a big help." Mark E.

Outreach Services Board Report April 2017

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.

Coordination of the *Fire and Freedom - Food and Enslavement* Exhibit

Coordination of the *NASA: Conquering Low Earth Orbit* Exhibit

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly Cuci attended Open Access Resources for Filling ILL Requests (Webinar) on Apr 6, 2017

Shane Peterson attended Open Access Resources for Filling ILL Requests (Webinar) on Apr 6, 2017

Cathy DiGiorgio attended Open Access Resources for Filling ILL Requests (Webinar) on Apr 6, 2017

Kelly Cuci attended ADP training (OPPL Room 104) on Apr 6, 2017

Shane Peterson attended Autism 101 for Libraries (Webinar) on Apr 7, 2017

Kelly Cuci attended 21st Century Librarians for 21st Century Libraries (Webinar) on Apr 7, 2017

Kelly Cuci attended Illinois WWI Centennial Committee Meeting (Via Conference Call) on Apr 10, 2017

Cathy DiGiorgio attended Civility Goes Viral (Webinar) on Apr 18, 2017

Kelly Cuci attended Civility Goes Viral (Webinar) on Apr 18, 2017

Dakari Jones attended Polaris Leap (Webinar) on Apr 19, 2017

Kelly Cuci attended Librarianship and Data Science (Webinar) on Apr 19, 2017

Cathy DiGiorgio attended From Theory to Practice Outreach to Under Served Patron Populations (Webinar) on Apr 20, 2017

Shane Peterson attended From Theory to Practice: Outreach to Underserved Patron Populations (Webinar) on Apr 20, 2017

Kelly Cuci attended DPLA Fest (Harold Washington Library) on Apr 20, 2017

Kelly Cuci attended DPLA Fest (Harold Washington Library) on Apr 21, 2017

Shane Peterson attended Orland Park Health Fair (Sportsplex) on Apr 22, 2017

Theresa Marketti attended Orland Park Health Fair (Sportsplex) on Apr 22, 2017

Kelly Cuci attended Active Senior Expo (Gaelic Park) on Apr 26, 2017

Dakari Jones attended Active Senior Expo (Gaelic Park) on Apr 26, 2017

STATISTICS

Onsite Adult Programs:

10 programs were given with a total of 501. *2016: 15 programs were given with a total of 459 patrons.*

Breakout:

4/4/17	History of the Chicago Stockyards	109
4/5/17	The Coloring Club	0
4/7/17	Meet the Artist - Dale Wickum	32
4/11/17	Laugh Your Cares Away: Chicago Amusement Park History	53
4/13/17	Afternoons @ OPPL - Funniest women in the Movies	42
4/19/17	Presidential Marriages and Romances	56
4/21/17	Showcase - Nikki and Steve	104
4/25/17	The Life Story of Anne Frank	58
4/27/17	Abe Lincoln and His Artifacts	33
4/28/17	Friday Film Series - Jimmy's Hall	14

Offsite Adult Programs:

15 programs were given with a total of 2009 patrons attending. *2016: 17 programs were given with a total of 2248 patrons attending. These numbers include the O.P. Health Fair and Active Senior Expo.*

Breakout:

4/3/17	Senior Living Visits	24
4/4/17	Senior Living Visits	6
4/5/17	Senior Living Visits	18
4/6/17	Smart Art iPad for Seniors	5
4/11/17	Book Discussion at Smith Crossing	10
4/12/17	Orland Township Senior Drop-In Visits	16
4/17/17	Senior Living Visits	31
4/18/17	Senior Living Visits	14
4/22/17	Orland Park Health Fair Tabling	229
4/26/17	Active Senior Expo	1600, low estimate, door count not reported by Expo yet.
4/26/17	Orland Township Senior Drop-In Visits	16
4/27/17	Remember When with Autumn Leaves	15
4/27/17	Remember When with Brookdale	10
4/28/17	Orland Township Senior Drop-In Visits	15

Train Station Books:

Three Train Stations - **128**, 2016 - 75

Program Flyer Distribution Stats:

Local Businesses - **250**, 2016 - 200

Village of O.P. - **250**, 2016 - 800

Train Stations - **128**, 2016 - 75

Expos (Give-aways and Flyers) - **1200**, 2016 - 1689

During programs - **143**, 2016 - 213

Other Outreach and Homebound Stats:

Outreach Circ Stats: 741 items circulated with 1385 checkouts and 193 renewals. 2016: 927 items circulated with 1180 checkouts and 85 renewals.

Visits to single-family homebound patrons totaled 20. 2016: Visits totaled 16.

13 new homebound patron cards were issued and 0 discontinued. 0 cards were renewed. 2016: 5 new homebound library cards were issued. 0 cards discontinued. 8 cards were renewed.

OS staff logged 1362 reference transactions. 2016: 473 reference transactions. This was high due to the amount of questions we answered during programs and the two expos.

25 books were displayed on the table with 6 having been checked out. 2016: 52 books on display with 19 checked out.

GRANTS/SPECIAL PROJECTS

Cathy Digiorgio, Theresa Marketti, and Kelly Cuci obtained four sponsorships for the *NASA: Conquering Low Earth Orbit* exhibit.

Dakari Jones and Theresa Marketti hosted a library card drive at Lexington Assisted Living facility.

Theresa Marketti and Dakari Jones also began utilizing Polaris Leap offsite.

Outreach Services received the *Fire and Freedom* exhibit and it has been set up early on the second floor, thanks to Shane Peterson.

Kelly Cuci finalized preparations for the *NASA: Conquering Low Earth Orbit* exhibit.

Kelly Cuci reserved more items through the GSA/NASA. We are still waiting for the remains of the previous order to be delivered.

Outreach Services received the Star-Net Science-Technology Activities kits with solar glasses. They will be used for the *NASA: Conquering Low Earth Orbit* exhibit opener, the Solar Eclipse program and for Youth Services programming.

CUSTOMER SERVICE LOG

4/3 *Senior Living Visits - Smith Crossing* Book Visit

"Thanks for bringing books. It means a lot." Dakari J.

4/3 *Senior Living Visits - Smith Crossing* Book Visit

"I think it is great the library comes out." Dakari J.

4/4 *History of the Chicago Stockyards* program

Patrons commented about how great the program was. They thanked the library for having such a wonderful historical story. Cathy D.

"I lived by there." Cathy D.

"I grew up right near it." This comment was said by many. Cathy D.

4/5 *Senior Living Visits - Thomas Place* Book Visit

"Thank you for your services. We look forward to seeing you every month." Theresa M.

4/5 *Senior Living Visits - Evergreen* Book Visit

"I think it's great you come." Dakari J.

4/5 *Senior Living Visits - Lexington* Book Visit

"Thanks for coming out, the patrons are excited." Dakari J.

4/6 *Smart Art iPad - Brookdale* program

"Thank you! It's always fun." Shane P.

"Sometimes I get a little rusty at the iPad games, but I remember how to play a little easier every time. Wish you could come more often." Shane P.

4/7 *Meet the Artist - Dale Wickum* program

"You know, since the library's started this, we just can't wait to see the new art at the beginning of the month. We had to come see this." Shane P.

"The photos just touch the heart." Shane P.

"Thank you for having this event. It was great to get a chance to hear some of his stories." Shane P.

4/11 *Book Discussion at Smith Crossing* book discussion

"Great title for a book discussion." Dakari J.

4/11 *Laugh Your Cares Away* program

"So Great! Lots of us remember those old parks." Shane P.

Many patrons expressed an interest in when the presenter would be back. Shane P.

4/13 *Funniest Women in the Movies* program

Many patrons said they enjoyed the program. Cathy D.

"Really great show!" Cathy D.

4/17 *Senior Living Visits - Smith Crossing* Book Visit

"Thanks for coming out. We really do appreciate it." Dakari J.

4/19 *Presidential Marriages & Romances* program

"I really enjoyed the program. It was quite interesting." Dakari J.

"Thank you for having such a wonderful program. It was interesting as well as great fun." Cathy D.

"Loved hearing about presidents' romances." Cathy D.

4/22 *Orland Park Health Fair*

"Thank you for all the programming you provide." Theresa M.

"We love the Orland Library. We go almost every day." Theresa M.

"More people should utilize the fine services the library provides." Theresa M.

4/25 *The Life Story of Anne Frank* program

"What a wonderful program." Cathy D.

"Thank you for having such great programs." Cathy D.

"We really enjoyed this presentation." Cathy D.

"You guys do such a good job. Thank you." Cathy D.

4/26 *Active Senior Expo*

"I love the library!" Kelly C.

"You have the best library." Kelly C.

"You can have books delivered? Great service for people who can't get out." Kelly C.

"Do you have concerts?" Kelly C.

"Can I check things out at your library?" Kelly C.

"Great library!" Kelly C.

"Can I get a bag?" (Several patrons) Kelly C.

"Can I get one for my sister?" (About the stress balls) Kelly C.

4/27 *Remember When with Autumn Leaves* program

"Thanks for coming out." Dakari J.

4/27 *Remember When with Brookdale* program

"Thanks for coming out. Our residents really appreciate the Orland Park Library." Dakari J.

4/27 *Abe Lincoln and His Artifacts* program

"Very personable presenter and knowledgeable too." Shane P.

"You (the presenter) really made Lincoln someone I could relate too." Shane P.

4/28 *Friday Film Series - Jimmy's Hall* program

"Great choice of movie. Where do you find these?" Shane P.

"I loved this and I'd never even heard of it before now." Shane P.

Technical Services Board Report April 2017

PERSONNEL

Vanessa Liptack, the new Cataloger 1 started in April.

SERVICES/PROGRAMS/PROJECTS/CLASSES

- OCLC ongoing holding upgrade for April 2017 is complete.
- All withdrawn titles and items are removed from the system.
- Popular Book and AV lists for Polaris PAC are created.

CONTINUING EDUCATION/MEETINGS ATTENDED

- On April 03 through April 05, 2017, Wendy attended IUG Conference at National Harbor MD.

STATISTICS

Monthly Statistics between 04/01/2017 and 04/30/2017:

April-17	Tech Services Monthly Statistics												
Monthly Items at Polaris:													
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	YTD Total
Added Books:	1128	1253	1604	1609									3,985
Added AVs:	455	652	1134	1081									2,241
Added Periodicals:	621	627	659	624									1,907
Added eBooks:	230	42	67	321									339
Monthly Add-on items:													
2017	2,434	2,574	3,464	3,635									12,107
2016	2,828	2,987	3,827	2,603	3,078	3,394	2,080	3,469	3,348	2,547	5,270	2,314	37,745
Yearly change%	-13.93%	-13.83%	-9.49%	39.65%									
Monthly Delete:													
2017	27,798	11,234	10,182	2,956									52,170
2016	2,697	2,638	4,031	5,447	7,105	12,042	10,582	4,223	4,097	4,779	1,436	3,892	62,969
Yearly change%	930.70%	325.85%	152.59%	-45.73%									
Total OPPL Collection:													
2017	326,818	325,258	322,466	325,576									
2016	317,254	321,148	315,957	314,581	317,786	319,008	320,682	323,254	323,901	324,780	328,560	325,095	
Yearly change%	3.01%	1.28%	2.06%	3.50%									
Polaris Total Items by this month:			325,576	262,911									

GRANTS/SPECIAL PROJECTS

- Wendy added 131 Zinio magazines in Polaris so that patrons can search, browse and download these e-magazines through online catalog.
- Tech Services is searching the new barcode product for multiple-media items.

CUSTOMER SERVICE LOG

4/5/17 4:34 pm. Lots of orders created in Tech today. Kelly C. commented: Thanks for all the orders you processed today. Tech is on fire! Carol M.

Youth Services Board Report

April 2017

PERSONNEL

Part-time Teen Librarian Noelle Spicher's last day was April 22.

Youth Services Reference 1 Librarian Maura Dunleavy's last day was April 27.

SERVICES/PROGRAMS/PROJECTS/CLASSES

17 PAKSs checked out containing 347 items total

3 outreach visits, total attendance 55

4/17: Sandbox Learning Center (151st Street)

4/27: Cardinal Joseph Bernardin Preschool

4/28: Park School Early Childhood

11 in-house storytimes, total attendance 222

4/10-4/13: Village of Orland Park Preschool (10 storytimes over 4 day period)

4/28: Sandbox Preschool and Childcare (82nd Avenue)

1 special programming event, total attendance 25

4/24: Pre-Literacy Night, co-presented with District 135 Early Childhood Department

32 PAL PAKS Circulated/694 total items

Teacher loan card checkouts: 58

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Norris-Kuczynski attended Information Overload (Support Linc Webinar) on Apr 5, 2017

Erin Fixel attended Support Linc: Staying Fit at Work (OPPL Webinar) on Apr 7, 2017

Marianne Dawson attended Communication Skills for Collaboration (Webinar) on Apr 14, 2017

Diane Norris-Kuczynski attended Civility Goes Viral (Webinar) on Apr 18, 2017

Diane Norris-Kuczynski attended Understanding the Gender Spectrum (The Children's School) on Apr 18, 2017

Erin Fixel attended Support Linc: Nobody Likes a Bully: Bullying in the Workplace (Webinar OPPL) on Apr 20, 2017

Marianne Dawson attended Resiliency 101 (online) on Apr 28, 2017

STATISTICS

CATEGORY	04/2017	04/2016
REFERENCE	2169	1932
REF REMOTE	112	68
NON-REFERENCE	346	302
N-R REMOTE	62	37
EXTENDED HELP	45	0
TEEN PROG	96	29
YOUTH PROG	948	1637

Guess Who passive program/ 28 participants

GRANTS/SPECIAL PROJECTS

YS Flooring project began

CUSTOMER SERVICE LOG

Teen Desk

4/1/17 Man looking for CDs "You are my hero! What would I have done without you?" Erin F.

4/12/17 Mother talking to small child "I love this place. I wish we could live here!" Erin F.

4/14/17 Woman looking for books for son with autism. "Thank you so much. He has a project due and I had no idea what to get. You saved us!" Erin F.

4/17/17 5th grade reader "I really liked the book you recommended. I just checked out #2 in the series." Erin F.

4/17/17 Grandmother and teen "Look! My poetry is still up. I'm so glad you get to see it! Mom saw it last week." Erin F.

4/17/17 A woman asking about a CD "I love how the library looks this time of year. The trees are so beautiful!" Erin F.

4/27/17 Couple looking for CDs "Thank you so much for your help. We couldn't have found these on our own." Amy N.

Preschool Desk

4/10/17 Orland Park Preschool visit. A teacher who just came out of a storytime remarked: "Miss _____ is great at storytime! Her book choices are excellent!" Kara D.

Junior Desk

4/2/17 Mom came in for a mystery book for her daughter. "Thank you for your suggestions. I just love this library." Amy N.

4/4/17 Daughter and mother leaving storytime "She's started to play Miss _____ at home. She sets up her stuffed animals, and reads and sings to them." Stephanie T.

4/5/17 Two women and infant from Tinley Park in Preschool Area "It's huge! Everything is so clean and organized." Alex P.

4/8/17 Patron looking for books with art ideas "This library is the place to come. Thank you so much for your help." Amy N.

4/13/17 Dad leaving the library with 2 children "We came for Spanish storytime last week and it was fantastic!" Kara D.

4/21/17 Parent with child visiting for storytime "I love the new floor. The colors are so vibrant and cheerful." Diane N-K

4/27/17 Note in Preschool Pack from teacher "Excellent selection of books - thank you." Stephanie T.

4/27/17 Grandmother and child leaving storytime "You always do such a good job. We love coming here." Stephanie T.

4/27/17 Patrons looking at floor "This is going to look really nice when it's finished." Stephanie T.

DRAFT

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

SECRETARY'S CERTIFICATE

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

"2017 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS"

adopted at a regular meeting of the said Board of Library Trustees held on the 15th day of May, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of May, 2017.

Secretary of the Library Board

Resolution 2017-03
2017 ANNUAL RESOLUTION AUTHORIZING
PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Orland Park Public Library is a tax-supported public library; and

WHEREAS, "Section 5/4-7(12) of the Illinois Local Library Act "stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Orland Park Public Library has determined for the 2017-2018 year, commencing August 1, 2017 and ending July 31, 2018, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE ORLAND PARK PUBLIC LIBRARY as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Orland Park Public Library whose closest public library is the Orland Park Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Orland Park Public Library, may purchase a non-resident fee card using the Tax Bill Method (23 Ad. Code 3050.60(b))

Section 2: Individuals residing beyond the jurisdictional boundaries of the Orland Park Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Orland Park Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Orland Park Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Orland Park Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Orland Park Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Orland Park Public Library for service to non-residents, including a description of the Library’s service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Orland Park Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a “local use” library card from the Orland Park Public Library.

ADOPTED this 15th day of May, 2017 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.

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

**CORRESPONDENCE RECEIVED FROM APRIL 18, 2017 THROUGH
MAY 15, 2017 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Letter received on 5/3/17 to the Board members inviting them to attend a Meet and Greet event for Keith I. Pekau, Mayor Elect of Orland Park