

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
January 18, 2016 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM DECEMBER 21, 2015—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

F. CLOSED SESSION TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY AND APPROVAL OF MINUTES FROM PRIOR CLOSED SESSIONS

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. Approve Wire Transfers to Pay Bills – For Action
The Orland Park Public Library Board of Library Trustees approves the Wire Transfers to Pay Bills for Fiscal Year 2016.

2. Approval for the renewal of wire transfer authorization agreement for the Marquette Bank accounts – For Action
Motion to approve the renewal of wire transfer authorization agreement for the Marquette Bank accounts
3. Resolution No. 2016-01 to make certain closed session meeting minutes available for public inspection- For Action
Motion to adopt the Resolution No. 2016-01 A resolution of the Orland Park Public Library, Cook and Will Counties, Illinois, authorizing the Secretary of the Board of Library Trustees to make certain closed session meeting minutes available for public inspection
4. Strategic Plan Update – For Discussion

L. ANNOUNCEMENTS

M. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held December 21, 2015

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

Call To Order

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

Roll Call

Members absent: None

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

Minutes

Treasurer Jennings made a motion to approve the November 16, 2015 minutes. Vice-President Ryan seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

None.

Introduction of Visitors

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

Public Comment

Nanc Junker

Treasurer Jennings moved to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body and approval and semi-annual review of minutes from prior closed sessions. Trustee Kleis seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Executive Session

Motion passed. 7 ayes, 0 nays, 0 absent.

The Board went into Executive Session at 7:06 p.m. Executive Session ended at 7:23 p.m.

The regular session resumed at 7:24p.m. when Treasurer Jennings made the motion to return to regular session. Vice-President Ryan seconded the motion with a roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Vice-President Ryan moved to accept the Treasurer's Reports for November 2015 and the accounts payable listing. The motion was seconded by Trustee Kleis. President Healy complimented Finance Manager Kimmey on his summary overview. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Treasurer's Report

Motion passed. 7 ayes, 0 nays, 0 absent.

Programming and Circulation

The Barnes and Noble Book Fair earned the Library more than \$200 from which the Library will purchase materials from the Orland store. Our holiday programs for patrons were very well attended. *The Legacy Girls* performed holiday songs for over 120 patrons on a Thursday afternoon. The Youth Services department hosted over 300 children who were able to sit on Santa's lap at the Holly Jolly story times. The Friday evening concert on December 18th with Maureen Christine entertained over 130 patrons in the lobby. The Adult Services department would like to encourage everyone to register for the Blizzard of Books Winter Reading program this January. Looking at 2015 statistics, the Library has experienced a slight decrease in circulation from last year. Department heads are looking for new ways to increase circulation, one of which is extending the number of audiovisual materials which may be checked out at one time. Another idea is redesigning the shelving units for audiovisual materials and rearranging the new books areas in Adult, Youth and Teen.

Treasurer Jennings questioned the impact of the problems recording self-checkouts on the overall statistics. Administration addressed her concerns.

Legal and Financial

Administration filed its tax exempt status with the Cook County Assessor's Office this month. Administration will also be filing the names of trustees and staff for the Cook County Clerk's Office to file Statements of Economic Interest. Once these names are filed, the recipients should be receiving the form electronically in their email. Look for this email by March. The Per Capita Grant application will be filed December 22, 2015. The Edge Assessment was filed in October to complete the requirement for this application. The department heads and IT staff will be discussing this assessment and looking at the areas the Library needs to improve service. Overall, the Library offers a variety of electronic resources from databases to Hoopla and is strong in the computer classes offered to patrons.

At the RAILS meeting, the Illinois State Library reported Per Capita Grant monies may be partially dispersed next year, but no expected date was mentioned.

Strategic Plan

Board packets included a final report of the Strategic Plan Committee. Committee Chair Mary Adamowski will be at the January board meeting to discuss the 2016-2018 Strategic Plan. The Strategic Plan which started in January of 2014 was aggressive, and the staff and Board accomplished most of it. Some of the action steps which are in progress or pending will be carried over to the 2016 plan.

2nd Floor Furniture

An appointment has been set up with Forward Space to complete work on the 2nd floor furniture as budgeted for 2016. The remaining David Edward chairs, lounge seating at the fireplace and in the Quiet Study room, and the Teen Area chairs will be sent out for reupholstering in durable, vinyl fabric.

Lobby Flooring

Administration will be looking into floor options for the lobby and other high-traffic areas. Vendors will be visiting in January to provide expertise and ideas for hard surface tile flooring. Once some ideas and costs are in, the Administration will be looking to accommodate the project in the 2016 or 2017 budget cycle.

Administration gave a brief history of the prior mini construction grants applied for, the building needs and the upgrades accomplished to date. A Live & Learn mini construction grant will be submitted before the deadline of March 1, 2016 to help with the new flooring costs.

Audiovisual Shelving

Music CDs are currently shelved on the 2nd floor in two rows of pull-out drawer shelving. A major drawback is, when a patron pulls a drawer out for browsing, the aisle is blocked for other patrons. Administration is interested in A-frame shelving for both music CDs and DVDs. These units are similar to those in bookstores. Administration is also considering rotating the New Book and Magazine shelving 90 degrees so the first aisle faces out to patrons as they come upstairs to generate more interest. The Library will be applying for a Live and Learn Construction Grant from the State to fund this project. The deadline for the application is March 1, 2016.

President Healy thanked Wendy Xie for publishing the “Top 200 Titles by Lifetime Circulation Report.”

New Patron Material Limits

The Management Team has been discussing ways to meet the needs of our patrons. Currently, patrons are allowed to check out a combination of ten of the following materials: DVDs, Blu-rays, music CDs, audiobooks, and kits. Effective January 2, 2016, the Library will increase the checkout limit to 30 each of those types of materials and allow up to 50 holds for each material type. Video games and Playaway Views limits will remain at 5 and 10 items with no more than 15 and 30 holds at one time due to small collections.

President Healy inquired as to the impact Hoopla has on circulation statistics.

Treasurer Jennings made the suggestion that books and pavers be purchased in recognition of staff milestones.

No other reports at this time.

Other Staff Reports

No report at this time.

Building and Maintenance

No report at this time.

Finance

No report at this time.

Service & Policy

No report at this time.

Personnel

No report at this time.

Law

No report at this time.

Strategic Plan

No report at this time.

Capital Campaign Committee

Review and approval to enter into the Master Services Agreement with U.S. Bank – For Action

Unfinished Business

Treasurer Jennings motioned to approve and enter into the Master Services Agreement with U.S. Bank and to authorize the Board Treasurer to sign the Agreement; and to authorize Diane Jennings, Nancy Healy, and Denis Ryan to be Authorized Treasury Management Signers on the account. Trustee Leafblad seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

PMA Financial Investment Plan and Cash Flow Projection 2016 – For Action

New Business

Vice-President Ryan motioned to approve the PMA 2016 Investment Plan and Cash Flow Projection. Trustee Kleis seconded the motion. Treasurer Jennings commented on how nice the investments look. Finance Manager Kimmey gave a quick overview of the safe and secure investments in PMA. President Healy confirmed they are US CD investments only. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Approval of Library Board Treasurer Diane Jennings as the authorized signer on the Transfirst Merchant Bank account – For Action

Secretary Lebert motioned approve Library Board Treasurer Diane Jennings as the authorized signer on the Transfirst Merchant Bank account. Trustee Leafblad seconded the motion. Treasurer Jennings and Secretary Lebert asked for clarification on the pass-through account. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

Approval of the 2016 Per Capita Grant application – For Action

Trustee Kleis motioned to approve the 2016 Per Capita Grant application for the Illinois State Library. Trustee Leafblad seconded the motion. Director Weimar gave an overview of the Per Capita Grant application and requirements. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

Motion passed. 7 ayes, 0 nays, 0 absent.

The Administration asked the Board to leave the copies of the Strategic Plan in their envelopes for next month’s meeting.

Announcements

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

Adjournment

Motion passed. 7 ayes, 0 nays, 0 absent.

The meeting was adjourned at 8:20 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Dana Pryor

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended December 31, 2015
(Before Audit)

Revenues

The Library received almost 100% of tax receipts for 2015. **Impact and Replacement Taxes** were significantly higher than anticipated. **Fines and Copy Machine** receipts were above budget for 2015. **Interest Income** was higher than budgeted due to investments being set up for longer maturities providing higher rates of return. **Total Actual Revenues** exceeded **Total Budgeted Revenues** for the year by \$ 22,465.

Expenditures

Overall Expenditures are \$ 8,545 over budget for the month and \$ 548,567 under budget for 2015

Salaries is under budget by \$ 18,970 for December and \$ 145,500 for the year

Books and Electronic Databases are over budget for the month due to typically higher purchasing of these items near year-end, but under budget for the year

Audio Visual Materials are over budget for the month due to typically higher purchasing of these items near year-end, but under budget for 2015

Purchases - New Equipment is over budget for the month and year due to purchasing a new HP wide format printer

Building and Custodial Supplies are over budget for the month due to typically higher purchasing of these items near year-end, but under budget for 2015

Library Furniture is over budget for December and for the year due to refurbishing of library furniture

Public Information is over budget due to publishing cost for The Connection newsletter for December and was slightly over budget for 2015

Library and Office Supplies are over budget for the month due to typically higher purchasing of these items near year-end, but under budget for the year

Postage is over budget due to mailing cost for The Connection newsletter for December, but under budget for the year

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

**Orland Park Public Library
Balance Sheet - All Funds
As of December 31, 2015
(Before Audit)**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	129,060.48	0.00	66,716.95	0.00	195,777.43
Cash - Marquette E-Commerce	10,835.04	0.00	0.00	0.00	10,835.04
Illinois Funds	354,006.52	6,841.62	0.00	33,276.25	394,124.39
PMA Financial Investments	5,230,234.42	657,911.51	0.00	445,440.07	6,333,586.00
Cash - Harris Bank	126.89	0.00	0.00	0.00	126.89
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	11,860.39	4,982.00	0.00	868.31	17,710.70
Property Taxes Receivable	0.00	0.00	0.00	0.00	0.00
Prepaid Expenses	83,448.90	0.00	0.00	0.00	83,448.90
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>5,819,872.64</u>	<u>669,735.13</u>	<u>66,716.95</u>	<u>479,584.63</u>	<u>7,035,909.35</u>
Liabilities & Fund Balance					
Accounts Payable	50,208.31	0.00	0.00	0.00	50,208.31
457 Plan / IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	0.00	0.00	0.00	0.00	0.00
Accounts Payable	0.00	0.00	0.00	0.00	0.00
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	19,641.04	19,641.04
Total Liabilities	<u>50,208.31</u>	<u>0.00</u>	<u>0.00</u>	<u>19,641.04</u>	<u>69,849.35</u>
Beginning Unrestricted Fund Balance	5,112,959.54	666,832.72	66,060.54	449,932.42	6,295,785.22
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	0.00
Fund Balance-Restricted Unemployt Ins	26,247.00	0.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>571,032.79</u>	<u>2,902.41</u>	<u>656.41</u>	<u>10,011.17</u>	<u>584,602.78</u>
Ending Fund Balance	<u>5,769,664.33</u>	<u>669,735.13</u>	<u>66,716.95</u>	<u>459,943.59</u>	<u>6,966,060.00</u>
Total Liabilities & Fund Balance	<u>5,819,872.64</u>	<u>669,735.13</u>	<u>66,716.95</u>	<u>479,584.63</u>	<u>7,035,909.35</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2015
(Before Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	0.59	415,373	0.00%	4,956,310.05	4,984,477	99.43%	4,984,477
Impact Fees	0.00	833	0.00%	26,625.00	10,000	266.25%	10,000
Replacement Taxes	607.33	833	72.91%	29,130.66	10,000	291.31%	10,000
State Grants	0.00	6,250	0.00%	70,958.75	75,000	94.61%	75,000
Non Resident Fees	541.00	667	81.11%	7,709.58	8,000	96.37%	8,000
Fines	4,938.06	5,000	98.76%	62,244.71	60,000	103.74%	60,000
Gifts	50.00	833	6.00%	14,758.49	10,000	147.58%	10,000
Copy Machine	1,335.89	1,250	106.87%	15,802.66	15,000	105.35%	15,000
Interest Income	1,781.64	833	213.88%	20,970.89	10,000	209.71%	10,000
Miscellaneous Income	693.50	833	83.25%	10,430.86	10,000	104.31%	10,000
Total Revenues	9,948.01	432,706	2.30%	5,214,941.65	5,192,477	100.43%	5,192,477
Expenditures							
Salaries	178,846.90	197,817	90.41%	2,228,312.05	2,373,812	93.87%	2,373,813
Salaries - Maintenance	8,082.06	8,840	91.43%	106,046.99	106,076	99.97%	106,076
Life/Health Insurance	33,310.31	36,854	90.38%	415,641.38	442,249	93.98%	442,249
Books	52,760.98	34,167	154.42%	343,661.61	410,000	83.82%	410,000
Electronic Databases	5,333.91	6,083	87.69%	68,548.33	73,000	93.90%	73,000
Periodicals	3,066.26	3,250	94.35%	34,453.07	39,000	88.34%	39,000
Audio Visual Materials	19,952.89	13,333	149.65%	144,747.19	160,000	90.47%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	717.70	650	110.42%	7,740.35	7,800	99.24%	7,800
Insurance	2,823.25	2,875	98.20%	33,939.36	34,500	98.37%	34,500
Landscaping & Grounds keeping	0.00	2,167	0.00%	22,176.63	26,000	85.29%	26,000
Building Maintenance	15,392.29	18,750	82.09%	139,467.22	225,000	61.99%	225,000
Security System	414.00	583	71.01%	2,817.28	7,000	40.25%	7,000
Library Office & Equipment	0.00	83	0.00%	0.00	1,000	0.00%	1,000
Legal	11,104.23	10,417	106.60%	88,013.37	125,000	70.41%	125,000
Library Consultant	0.00	0	0.00%	0.00	0	0.00%	0
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	1,367.46	667	205.02%	6,984.08	8,000	87.30%	8,000
Natural Gas	3,517.49	4,167	84.41%	21,776.71	50,000	43.55%	50,000
Telephone	1,087.10	1,250	86.97%	8,459.99	15,000	56.40%	15,000
Purchase - New Equipment	4,000.00	667	599.70%	12,024.93	8,000	150.31%	8,000
Building & Custodial Supplies	4,272.11	2,833	150.80%	32,045.03	34,000	94.25%	34,000
Building Repairs	1,154.90	1,667	69.28%	17,562.16	20,000	87.81%	20,000
Lib. & Off. Eqpt Rep. & Maint	909.19	1,375	66.12%	14,037.27	16,500	85.07%	16,500
Machine Rental	428.00	333	128.53%	3,447.03	4,000	86.18%	4,000
Automation - Equipment	9,696.77	8,750	110.82%	64,789.85	105,000	61.70%	105,000
Automation - Line Costs	325.51	458	71.07%	4,076.31	5,500	74.11%	5,500
Automation - Consultant	9,405.78	12,583	74.75%	112,869.36	151,000	74.75%	151,000
Automation - Maintenance	161.81	3,750	4.31%	49,374.80	45,000	109.72%	45,000
Library Furniture	5,971.65	1,583	377.24%	48,810.63	19,000	256.90%	19,000
Outreach Services	355.14	583	60.92%	2,603.59	7,000	37.19%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended December 31, 2015
(Before Audit)**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	680.90	750	90.79%	5,631.52	9,000	62.57%	9,000
Staff Training & Education	627.96	2,500	25.12%	8,603.25	30,000	28.68%	30,000
Conference Fees	767.92	417	184.15%	5,366.92	5,000	107.34%	5,000
Patron Programs & Events	3,737.29	3,750	99.66%	41,085.24	45,000	91.30%	45,000
Association Dues & Fees	659.00	583	113.04%	6,163.00	7,000	88.04%	7,000
Public Information	7,787.35	2,737	284.52%	32,907.40	32,844	100.19%	32,844
Library Supplies	10,120.95	4,167	242.88%	35,965.19	50,000	71.93%	50,000
Office Supplies	4,342.96	1,083	401.01%	9,615.43	13,000	73.96%	13,000
Postage	2,972.08	1,167	254.68%	13,665.58	14,000	97.61%	14,000
Printing	0.00	500	0.00%	6,366.20	6,000	106.10%	6,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	17,138.85	17,868	95.92%	211,603.10	214,413	98.69%	214,413
Contribution to FICA	13,955.75	15,682	88.99%	174,904.93	188,182	92.94%	188,182
Audit	0.00	842	0.00%	9,800.00	10,100	97.03%	10,100
Liability Ins.-D&O,Bonds,WC	4,001.50	3,500	114.33%	46,291.69	42,000	110.22%	42,000
Unemployment Compensation	0.00	333	0.00%	0.00	4,000	0.00%	4,000
Bank Charges	0.00	208	0.00%	1,512.84	2,500	60.51%	2,500
Total Expenditures	441,250.20	432,705	101.97%	4,643,908.86	5,192,476	89.44%	5,192,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	(431,302.19)	0	100.00%	571,032.79	0	100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(431,302.19)	0	100.00%	571,032.79	0	100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended December 31, 2015
(Before Audit)**

	<u>Special Reserve Month</u>	<u>Special Reserve Y-T-D</u>	<u>Capital Campaign Month</u>	<u>Capital Campaign Y-T-D</u>	<u>Debt Service Month</u>	<u>Debt Service Y-T-D</u>
Taxes	0.00	0.00	0.00	0.00	0.19	1,637,158.24
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	250.14	2,902.41	5.67	66.41	211.95	2,828.76
Capital Campaign	0.00	0.00	0.00	825.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	250.14	2,902.41	5.67	891.41	212.14	1,639,987.00
Expenditures						
Building Repairs	0.00	0.00	0.00	225.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	10.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	19,641.04	1,629,975.83
Total Expenditures	0.00	0.00	0.00	235.00	19,641.04	1,629,975.83
Excess (Deficiency) of Revenues Over (Under) Expenditures	250.14	2,902.41	5.67	656.41	(19,428.90)	10,011.17
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	250.14	2,902.41	5.67	656.41	(19,428.90)	10,011.17

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

Type	Num	Date	Name	Account	Original Amount
Check	55221	12/22/2015	ALA Member Services	101010 - Cash - Marquette	-393.00
				104650 - Association Dues & Fees	259.00
				104610 - Board Training & Education	134.00
TOTAL					393.00
Check	55222	12/22/2015	Annuity Premium Reserve Account	101010 - Cash - Marquette	-300.00
				102160 - 457 Plan WH Payable	300.00
TOTAL					300.00
Check	55223	12/22/2015	Advanced Telecommunications of IL, Inc.	101010 - Cash - Marquette	-349.00
				104520 - Telephone	349.00
TOTAL					349.00
Check	55224	12/22/2015	Audio Editions	101010 - Cash - Marquette	-38.80
				104342 - Audio Visual Materials-Outreach	38.80
TOTAL					38.80
Check	55225	12/22/2015	Baker & Taylor	101010 - Cash - Marquette	-205.49
				104312 - Books - Outreach	109.39
				104342 - Audio Visual Materials-Outreach	22.00
				104311 - Books - Youth	12.99
				104311 - Books - Youth	61.11
TOTAL					205.49
Check	55226	12/22/2015	Bal Industries	101010 - Cash - Marquette	-2,070.00
				104450 - Building Maintenance	2,070.00
TOTAL					2,070.00
Check	55227	12/22/2015	Bayscan Technologies	101010 - Cash - Marquette	-933.00
				104710 - Library Supplies	933.00
TOTAL					933.00
Check	55228	12/22/2015	Capstone Press Inc.	101010 - Cash - Marquette	-87.96
				104311 - Books - Youth	87.96
TOTAL					87.96
Check	55229	12/22/2015	Center Point Large Print	101010 - Cash - Marquette	-107.85
				104310 - Books - Adult	21.57
				104310 - Books - Adult	20.97
				104310 - Books - Adult	65.31
TOTAL					107.85
Check	55230	12/22/2015	Comcast	101010 - Cash - Marquette	-322.66
				104520 - Telephone	77.15
				104575 - Automation - Line Costs	245.51
TOTAL					322.66

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

Type	Num	Date	Name	Account	Original Amount
Check	55231	12/22/2015	Comcast	101010 - Cash - Marquette	-307.56
				104520 - Telephone	307.56
TOTAL					<u>307.56</u>
Check	55232	12/22/2015	Demco	101010 - Cash - Marquette	-1,267.11
				104710 - Library Supplies	1,107.11
				104710 - Library Supplies	160.00
TOTAL					<u>1,267.11</u>
Check	55233	12/22/2015	DePauw University	101010 - Cash - Marquette	-10.00
				104310 - Books - Adult	10.00
TOTAL					<u>10.00</u>
Check	55234	12/22/2015	Dreisilker Electric Motors, Inc.	101010 - Cash - Marquette	-764.90
				104540 - Building Repairs	764.90
TOTAL					<u>764.90</u>
Check	55235	12/22/2015	Findaway World, LLC	101010 - Cash - Marquette	-1,048.39
				104340 - Audio Visual Materials - Adult	525.31
				104340 - Audio Visual Materials - Adult	19.99
				104341 - Audio Visual Materials - Youth	270.04
				104341 - Audio Visual Materials - Youth	233.05
TOTAL					<u>1,048.39</u>
Check	55236	12/22/2015	Gale/Cengage Learning	101010 - Cash - Marquette	-1,024.44
				104310 - Books - Adult	30.39
				104310 - Books - Adult	30.39
				104310 - Books - Adult	24.79
				104310 - Books - Adult	27.99
				104310 - Books - Adult	30.39
				104310 - Books - Adult	61.58
				104310 - Books - Adult	46.40
				104312 - Books - Outreach	391.86
				104312 - Books - Outreach	51.18
				104312 - Books - Outreach	175.93
				104312 - Books - Outreach	153.54
TOTAL					<u>1,024.44</u>
Check	55237	12/22/2015	Hearne & Associates, P.C.	101010 - Cash - Marquette	-527.70
				104420 - Accounting	527.70
TOTAL					<u>527.70</u>
Check	55238	12/22/2015	Illinois Paper & Copier Co	101010 - Cash - Marquette	-2,609.00
				104720 - Office Supplies	2,080.00
				104710 - Library Supplies	529.00
TOTAL					<u>2,609.00</u>
Check	55239	12/22/2015	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-45.21
				104550 - Lib. & Off. Eqpt Rep. & Maint	33.21
				104550 - Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					<u>45.21</u>

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

Type	Num	Date	Name	Account	Original Amount
Check	55240	12/22/2015	Krueger International, Inc.	101010 - Cash - Marquette	-170.00
TOTAL				104540 - Building Repairs	<u>170.00</u>
					170.00
Check	55241	12/22/2015	Lakeshore Learning Materials	101010 - Cash - Marquette	-389.50
TOTAL				104642 - Patron Programs & Events-Youth	<u>389.50</u>
					389.50
Check	55242	12/22/2015	Lerner Publishing Group	101010 - Cash - Marquette	-24.99
TOTAL				104311 - Books - Youth	<u>24.99</u>
					24.99
Check	55243	12/22/2015	Lite Tech, Inc.	101010 - Cash - Marquette	-211.47
TOTAL				104530 - Building & Custodial Supplies	<u>211.47</u>
					211.47
Check	55244	12/22/2015	Message Movers	101010 - Cash - Marquette	-156.20
TOTAL				104710 - Library Supplies	<u>156.20</u>
					156.20
Check	55245	12/22/2015	Midwest Office Interiors	101010 - Cash - Marquette	-91.65
TOTAL				104530 - Building & Custodial Supplies	<u>91.65</u>
					91.65
Check	55246	12/22/2015	Midwest Tape	101010 - Cash - Marquette	-359.52
TOTAL				104340 - Audio Visual Materials - Adult	161.15
				104340 - Audio Visual Materials - Adult	<u>198.37</u>
					359.52
Check	55247	12/22/2015	ACE American Insurance Company	101010 - Cash - Marquette	-10,000.00
TOTAL				104495 - Legal	<u>10,000.00</u>
					10,000.00
Check	55248	12/22/2015	U.S. Postal Service	101010 - Cash - Marquette	-2,154.47
TOTAL				104730 - Postage	<u>2,154.47</u>
					2,154.47
Check	55249	12/22/2015	Nextel Communications	101010 - Cash - Marquette	-177.34
TOTAL				104520 - Telephone	<u>177.34</u>
					177.34
Check	55250	12/22/2015	NuWay Disposal Service, Inc.	101010 - Cash - Marquette	-65.34
TOTAL				104450 - Building Maintenance	<u>65.34</u>
					65.34

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

Type	Num	Date	Name	Account	Original Amount
Check	55251	12/22/2015	The Penworthy Company	101010 - Cash - Marquette	-5,334.79
				104311 - Books - Youth	3,035.76
				104311 - Books - Youth	88.92
				104311 - Books - Youth	2,210.11
TOTAL					5,334.79
Check	55252	12/22/2015	Dana Pryor	101010 - Cash - Marquette	-107.80
				104530 - Building & Custodial Supplies	107.80
TOTAL					107.80
Check	55253	12/22/2015	Proven Business Systems	101010 - Cash - Marquette	-175.00
				104550 - Lib. & Off. Eqpt Rep. & Maint	175.00
TOTAL					175.00
Check	55254	12/22/2015	Quill Corporation	101010 - Cash - Marquette	-195.56
				104720 - Office Supplies	195.56
TOTAL					195.56
Check	55255	12/22/2015	Penguin Random House LLC	101010 - Cash - Marquette	-170.25
				104340 - Audio Visual Materials - Adult	41.25
				104342 - Audio Visual Materials-Outreach	41.25
				104342 - Audio Visual Materials-Outreach	87.75
TOTAL					170.25
Check	55256	12/22/2015	Recorded Books, INC	101010 - Cash - Marquette	-521.95
				104340 - Audio Visual Materials - Adult	26.99
				104340 - Audio Visual Materials - Adult	26.99
				104340 - Audio Visual Materials - Adult	53.99
				104340 - Audio Visual Materials - Adult	26.99
				104340 - Audio Visual Materials - Adult	40.50
				104340 - Audio Visual Materials - Adult	99.00
				104340 - Audio Visual Materials - Adult	45.00
				104340 - Audio Visual Materials - Adult	31.50
				104340 - Audio Visual Materials - Adult	99.00
				104340 - Audio Visual Materials - Adult	36.00
				104340 - Audio Visual Materials - Adult	35.99
TOTAL					521.95
Check	55257	12/22/2015	RWK IT Services	101010 - Cash - Marquette	-9,860.64
				104580 - Automation - Maintenance	50.00
				104580 - Automation - Maintenance	34.86
				104570 - Automation - Equipment	370.00
				104577 - Automation - Consultant	9,405.78
TOTAL					9,860.64
Check	55258	12/22/2015	Schindler Elevator Corporation	101010 - Cash - Marquette	-660.00
				104450 - Building Maintenance	660.00
TOTAL					660.00
Check	55259	12/22/2015	Scholastic Inc.	101010 - Cash - Marquette	-14.38

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL				104311 · Books - Youth	14.38
					<u>14.38</u>
Check	55260	12/22/2015	Sunlight Maintenance Supply	101010 · Cash - Marquette	-1,408.35
				104530 · Building & Custodial Supplies	297.30
				104530 · Building & Custodial Supplies	289.45
				104530 · Building & Custodial Supplies	385.70
				104530 · Building & Custodial Supplies	435.90
TOTAL					<u>1,408.35</u>
Check	55261	12/22/2015	SWAN	101010 · Cash - Marquette	-10.00
TOTAL				104310 · Books - Adult	10.00
					<u>10.00</u>
Check	55262	12/22/2015	Trane U.S. Inc.	101010 · Cash - Marquette	-436.00
TOTAL				104450 · Building Maintenance	436.00
					<u>436.00</u>
Check	55263	12/22/2015	Tyco Integrated Security LLC	101010 · Cash - Marquette	-414.00
				104460 · Security System	267.00
TOTAL				104460 · Security System	147.00
					<u>414.00</u>
Check	55264	12/22/2015	Unique Management Services, Inc.	101010 · Cash - Marquette	-62.65
TOTAL				104495 · Legal	62.65
					<u>62.65</u>
Check	55265	12/22/2015	Village of Orland Park	101010 · Cash - Marquette	-29.55
TOTAL				104600 · Outreach Services	29.55
					<u>29.55</u>
Check	55266	12/22/2015	World Book, Inc.	101010 · Cash - Marquette	-899.00
TOTAL				104311 · Books - Youth	899.00
					<u>899.00</u>
Check	55267	12/22/2015	OverDrive, Inc.	101010 · Cash - Marquette	-4,452.54
				104310 · Books - Adult	3,484.18
TOTAL				104311 · Books - Youth	968.36
					<u>4,452.54</u>
Check	55268	12/22/2015	Ingram Library Services	101010 · Cash - Marquette	-1,633.67
TOTAL				104311 · Books - Youth	1,633.67
					<u>1,633.67</u>
Check	55269	12/22/2015	Ingram Library Services	101010 · Cash - Marquette	-3,339.23
				104310 · Books - Adult	3,322.44
TOTAL				104312 · Books - Outreach	16.79
					<u>3,339.23</u>

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

Type	Num	Date	Name	Account	Original Amount
Check	55270	12/22/2015	Gaylord Archival	101010 - Cash - Marquette	-5,741.93
TOTAL				104590 - Library Furniture	<u>5,741.93</u>
					5,741.93
Check	55271	12/22/2015	Grasso Graphics, Inc.	101010 - Cash - Marquette	-6,797.60
TOTAL				104660 - Public Information	<u>6,797.60</u>
					6,797.60
Check	55272	12/22/2015	Management Association of Illinois	101010 - Cash - Marquette	-125.00
TOTAL				104520 - Staff Training & Education	<u>125.00</u>
					125.00
Check	55273	12/22/2015	Trane U.S. Inc.	101010 - Cash - Marquette	-5,692.00
TOTAL				104450 - Building Maintenance	<u>5,692.00</u>
					5,692.00
Check	55274	12/22/2015	Reliastar Life Insurance Company	101010 - Cash - Marquette	-2,000.00
TOTAL				102160 - 457 Plan W/H Payable	<u>2,000.00</u>
					2,000.00
Check	55275	12/22/2015	Gaylord Archival	101010 - Cash - Marquette	-229.72
TOTAL				104590 - Library Furniture	<u>229.72</u>
					229.72
Check	55276	12/22/2015	ABDO-Spotlight-Magic Wagon	101010 - Cash - Marquette	-16.95
TOTAL				104311 - Books - Youth	<u>16.95</u>
					16.95
Bill Pmt -Check	55277	01/07/2016	Ollis Book Corporation	101010 - Cash - Marquette	-2,448.33
Bill	243522	12/21/2015		104311 - Books - Youth	1,354.66
Bill	243523	12/21/2015		104311 - Books - Youth	1,093.67
TOTAL					<u>2,448.33</u>
					2,448.33
Bill Pmt -Check	55278	01/07/2016	Alternative Energy Solutions, Ltd.	101010 - Cash - Marquette	-331.00
Bill	30613	12/17/2015		104450 - Building Maintenance	331.00
TOTAL					<u>331.00</u>
					331.00
Bill Pmt -Check	55279	01/07/2016	AT&T	101010 - Cash - Marquette	-80.00
Bill	Dec 2015 Bill	12/12/2015		104575 - Automation - Line Costs	80.00
TOTAL					<u>80.00</u>
					80.00
Bill Pmt -Check	55280	01/07/2016	Audio Editions	101010 - Cash - Marquette	-171.57
Bill	1573647	12/11/2015		104342 - Audio Visual Materials-Outreach	38.79
Bill	1574503	12/17/2015		104342 - Audio Visual Materials-Outreach	132.78
TOTAL					<u>171.57</u>
					171.57

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55281	01/07/2016	Baker & Taylor	101010 - Cash - Marquette	-42.11
Bill	B05339250	12/22/2015		104342 - Audio Visual Materials-Outreach	42.11
TOTAL					42.11
Bill Pmt -Check	55282	01/07/2016	Capital One Commercial	101010 - Cash - Marquette	-232.23
Bill	Dec CC Strmt	12/28/2015		104530 - Building & Custodial Supplies	9.85
				104720 - Office Supplies	39.99
				104570 - Automation - Equipment	59.99
				104530 - Building & Custodial Supplies	13.59
				104710 - Library Supplies	31.48
				104530 - Building & Custodial Supplies	13.98
				104642 - Patron Programs & Events-Youth	52.45
				104530 - Building & Custodial Supplies	10.90
TOTAL					232.23
Bill Pmt -Check	55283	01/07/2016	Cardmember Service	101010 - Cash - Marquette	-2,083.27
Bill		12/23/2015		104642 - Patron Programs & Events-Youth	29.70
				104660 - Public Information	289.75
				104642 - Patron Programs & Events-Youth	405.68
				104660 - Public Information	127.50
				104570 - Automation - Equipment	16.99
				104710 - Library Supplies	55.99
				104320 - Periodicals - Adult	34.97
				104710 - Library Supplies	29.16
				104730 - Postage	7.23
				104642 - Patron Programs & Events-Youth	155.48
				104500 - Outreach Services	195.83
				104530 - Building & Custodial Supplies	84.18
				104642 - Patron Programs & Events-Youth	59.94
				104620 - Staff Training & Education	99.00
				104450 - Building Maintenance	329.95
				104630 - Conference Fees	117.92
				104620 - Staff Training & Education	25.00
				104660 - Public Information	39.00
TOTAL					2,083.27
Bill Pmt -Check	55284	01/07/2016	Center Point Large Print	101010 - Cash - Marquette	-87.75
Bill	1344303	12/10/2015		104310 - Books - Adult	87.75
TOTAL					87.75
Bill Pmt -Check	55285	01/07/2016	Envisionware, Inc.	101010 - Cash - Marquette	-214.00
Bill	INV US 24202	12/28/2015		104560 - Machine Rental	214.00
TOTAL					214.00
Bill Pmt -Check	55286	01/07/2016	FedEx	101010 - Cash - Marquette	-366.41
Bill	inv 5-265-02378	12/23/2015		104640 - Patron Programs&Events-Outreach	366.41
TOTAL					366.41
Bill Pmt -Check	55287	01/07/2016	Gale/Cengage Learning	101010 - Cash - Marquette	-871.71
Bill	56891674	12/17/2015		104312 - Books - Outreach	202.32
Bill	56892890	12/17/2015		104310 - Books - Adult	50.39
Bill	56893034	12/17/2015		104310 - Books - Adult	29.59
Bill	56904695	12/18/2015		104310 - Books - Adult	22.39
Bill	56903801	12/18/2015		104310 - Books - Adult	391.04

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	56903647	12/18/2015		104310 - Books - Adult	22.40
Bill	56903798	12/18/2015		104310 - Books - Adult	24.79
Bill	56904478	12/18/2015		104310 - Books - Adult	24.80
Bill	56903663	12/18/2015		104310 - Books - Adult	24.80
Bill	56903724	12/18/2015		104310 - Books - Adult	24.80
Bill	56905182	12/18/2015		104310 - Books - Adult	24.80
Bill	56921985	12/22/2015		104310 - Books - Adult	29.59
TOTAL					871.71
Bill Pmt -Check	55288	01/07/2016	Global Equipment Company	101010 - Cash - Marquette	-375.33
Bill	108902384	12/16/2015		104530 - Building & Custodial Supplies	50.95
Bill	108902847	12/16/2015		104530 - Building & Custodial Supplies	324.38
TOTAL					375.33
Bill Pmt -Check	55289	01/07/2016	Grasso Graphics, Inc.	101010 - Cash - Marquette	-126.00
Bill	27429	12/18/2015		104660 - Public Information	126.00
TOTAL					126.00
Bill Pmt -Check	55290	01/07/2016	Herman, Melanie	101010 - Cash - Marquette	-300.00
Bill		12/15/2015		104640 - Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	55291	01/07/2016	Ingram Library Services	101010 - Cash - Marquette	-4,345.11
Bill		12/30/2015		104311 - Books - Youth	1,454.33
Bill		12/30/2015		104310 - Books - Adult	2,875.18
				104312 - Books - Outreach	15.60
TOTAL					4,345.11
Bill Pmt -Check	55292	01/07/2016	Jennifer Holik	101010 - Cash - Marquette	-250.00
Bill		12/13/2015		104640 - Patron Programs&Events-Outreach	250.00
TOTAL					250.00
Bill Pmt -Check	55293	01/07/2016	Jodee Lewis	101010 - Cash - Marquette	-350.00
Bill		12/16/2015		104640 - Patron Programs&Events-Outreach	350.00
TOTAL					350.00
Bill Pmt -Check	55294	01/07/2016	Julianna Slager	101010 - Cash - Marquette	-50.00
Bill		12/12/2015		104642 - Patron Programs & Events-Youth	50.00
TOTAL					50.00
Bill Pmt -Check	55295	01/07/2016	Klein, Thorpe and Jenkins, Ltd.	101010 - Cash - Marquette	-241.53
Bill		12/22/2015		104495 - Legal	36.09
Bill		12/22/2015		104495 - Legal	205.44
TOTAL					241.53
Bill Pmt -Check	55296	01/07/2016	Konica Minolta Business Solutions USA Inc	101010 - Cash - Marquette	-4,000.00
Bill	PO 12302015	12/30/2015		104525 - Purchase - New Equipment	4,000.00
TOTAL					4,000.00
Bill Pmt -Check	55297	01/07/2016	Lighting Supply Co.	101010 - Cash - Marquette	-147.55

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

	Type	Num	Date	Name	Account	Original Amount
	Bill	V0131706	12/22/2015		104530 - Building & Custodial Supplies	147.65
TOTAL						<u>147.65</u>
	Bill Pmt -Check	55298	01/07/2016	MailFinance	101010 - Cash - Marquette	-233.01
	Bill	N5700243	12/28/2015		104730 - Postage	233.01
TOTAL						<u>233.01</u>
	Bill Pmt -Check	55299	01/07/2016	Manufacturers' News, Inc.	101010 - Cash - Marquette	-218.90
	Bill	289224-00	12/17/2015		104310 - Books - Adult	218.90
TOTAL						<u>218.90</u>
	Bill Pmt -Check	55300	01/07/2016	Midwest Tape	101010 - Cash - Marquette	-180.95
	Bill	93508014	12/15/2015		104340 - Audio Visual Materials - Adult	47.99
	Bill	93538482	12/23/2015		104340 - Audio Visual Materials - Adult	132.96
TOTAL						<u>180.95</u>
	Bill Pmt -Check	55301	01/07/2016	Neviol, Inc.	101010 - Cash - Marquette	-5,738.00
	Bill	6001	01/01/2016		104450 - Building Maintenance	5,738.00
TOTAL						<u>5,738.00</u>
	Bill Pmt -Check	55302	01/07/2016	Nextel Communications	101010 - Cash - Marquette	-176.05
	Bill	Dec 2015 Billing	12/30/2015		104520 - Telephone	176.05
TOTAL						<u>176.05</u>
	Bill Pmt -Check	55303	01/07/2016	Nicor Gas	101010 - Cash - Marquette	-2,021.37
	Bill	Meter 4066863	12/21/2015		104517 - Natural Gas	2,021.37
TOTAL						<u>2,021.37</u>
	Bill Pmt -Check	55304	01/07/2016	Orland Park Area Chamber of Commerce	101010 - Cash - Marquette	-300.00
	Bill	2016 Assoc Dues Fees	12/23/2015		104650 - Association Dues & Fees	300.00
TOTAL						<u>300.00</u>
	Bill Pmt -Check	55305	01/07/2016	OverDrive, Inc.	101010 - Cash - Marquette	-10,140.90
	Bill	4125-000127943-12151	12/15/2015		104311 - Books - Youth	16.99
	Bill	H-0032086	12/17/2015		104315 - Electronic Databases	5,000.00
					104310 - Books - Adult	5,000.00
	Bill		12/22/2015		104311 - Books - Youth	17.99
	Bill		12/22/2015		104310 - Books - Adult	26.99
	Bill		12/22/2015		104310 - Books - Adult	8.97
	Bill		12/22/2015		104310 - Books - Adult	12.99
	Bill		12/23/2015		104311 - Books - Youth	56.97
TOTAL						<u>10,140.90</u>
	Bill Pmt -Check	55306	01/07/2016	Paramont-EO, Inc.	101010 - Cash - Marquette	-186.00
	Bill	S700468903.001	12/23/2015		104530 - Building & Custodial Supplies	186.00
TOTAL						<u>186.00</u>
	Bill Pmt -Check	55307	01/07/2016	ProQuest LLC	101010 - Cash - Marquette	-1,117.31

Orland Park Public Library
Check Detail
December 22, 2015 through January 18, 2016

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL	Bill	61083262	12/05/2015		104310 - Books - Adult	1,117.31
						<u>1,117.31</u>
	Bill Pmt -Check	55308	01/07/2016	Quill Corporation	101010 - Cash - Marquette	-178.99
	Bill	1482438	12/15/2015		104720 - Office Supplies	178.99
TOTAL						<u>178.99</u>
	Bill Pmt -Check	55309	01/07/2016	Rashid, Maqbool	101010 - Cash - Marquette	-550.00
	Bill		12/31/2015		104610 - Board Training & Education	250.00
TOTAL					104660 - Public Information	<u>300.00</u>
						550.00
	Bill Pmt -Check	55310	01/07/2016	Recorded Books, INC	101010 - Cash - Marquette	-936.12
	Bill	75257853	12/14/2015		104340 - Audio Visual Materials - Adult	35.99
	Bill		12/15/2015		104340 - Audio Visual Materials - Adult	774.20
	Bill		12/17/2015		104340 - Audio Visual Materials - Adult	36.00
	Bill		12/21/2015		104340 - Audio Visual Materials - Adult	40.49
	Bill		12/21/2015		104340 - Audio Visual Materials - Adult	13.45
	Bill		12/22/2015		104340 - Audio Visual Materials - Adult	35.99
TOTAL						<u>936.12</u>
	Bill Pmt -Check	55311	01/07/2016	RWK IT Services	101010 - Cash - Marquette	-8,635.32
	Bill	1698	12/30/2015		104570 - Automation - Equipment	8,635.32
TOTAL						<u>8,635.32</u>
	Bill Pmt -Check	55312	01/07/2016	Rymarz, Lynn	101010 - Cash - Marquette	-300.00
	Bill		12/20/2015		104640 - Patron Programs&Events-Outreach	300.00
TOTAL						<u>300.00</u>
	Bill Pmt -Check	55313	01/07/2016	Sunlight Maintenance Supply	101010 - Cash - Marquette	-576.90
	Bill		12/19/2015		104530 - Building & Custodial Supplies	28.00
	Bill	3840	12/22/2015		104530 - Building & Custodial Supplies	349.79
	Bill		12/30/2015		104530 - Building & Custodial Supplies	199.11
TOTAL						<u>576.90</u>
	Bill Pmt -Check	55314	01/07/2016	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-7,122.49
	Bill	Dec CC Stmt	12/15/2015		104340 - Audio Visual Materials - Adult	4,883.79
					104341 - Audio Visual Materials - Youth	1,530.10
					104342 - Audio Visual Materials-Outreach	189.81
					104310 - Books - Adult	215.81
					104311 - Books - Youth	83.88
					104710 - Library Supplies	109.11
					104570 - Automation - Equipment	129.99
TOTAL						<u>7,122.49</u>
	Bill Pmt -Check	55315	01/07/2016	W.G.N. Flag & Decorating Co.	101010 - Cash - Marquette	-220.00
	Bill	44548	12/16/2015		104540 - Building Repairs	220.00
TOTAL						<u>220.00</u>
	Bill Pmt -Check	55316	01/14/2016	Orland Park Area Chamber of Commerce	101010 - Cash - Marquette	-225.00
	Bill	Community Expo	01/04/2016		104660 - Public Information	225.00

Orland Park Public Library
Check Detail
 December 22, 2015 through January 18, 2016

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
TOTAL						225.00
	Bill Pmt -Check	55317	01/14/2016	The Private Bank	101010 - Cash - Marquette	-20,800.00
	Bill	Employer HSA Contr	01/04/2016		104230 - Life/Health Insurance	20,800.00
TOTAL						20,800.00
	Bill Pmt -Check	55318	01/14/2016	Village of Orland Park Water	101010 - Cash - Marquette	-50.00
	Bill	Vending Mach license	01/04/2016		104450 - Building Maintenance	50.00
TOTAL						50.00
				Gross Payroll on 12/31/15		92,610.67
				Payment to Village for IMRF/Insurance for December		60,552.42
				Gross Payroll on 1/15/16		99,936.56
				Grand Total		<u>406,662.07</u>

Adult Services Board Report December 2015

PERSONNEL

Samantha Passi started as a Page on Monday, December 14.

Part-time Reference Librarian Dan Smolla gave his notice, after being offered a full-time job at another library. His last day will be January 7.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 12/3; 4 adults

Five genre book discussions 12/10, 12/11, 12/15, 12/16, 12/17; 41 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

On December 10th, Diane Srebro and Linda Conrath attended a RASSL meeting and program at the Frankfort Public Library.

STATISTICS

Database Statistics

Database	12/2015	12/2014	Data Type
Ancestry	772	1434	Searches
EBSCO	27092	3958	Searches
Gale Virtual Ref. Lib.	7	16	Searches
Heritage Quest	264	75	Searches
Lit. Criticism Online	48	-	Searches
OCLC	5005	6088	Searches
ProQuest	158	139	Searches
Reference USA	208	33	Searches
Rocket Languages	0	7	Sessions
World Book	*	5	Searches
Morning Investment	6	467	Searches
Careers College	5	-	Total Users

Consumer Reports	80	62	Log-Ins
------------------	----	----	---------

*statistics is not yet available

Statistics from web forms

Category	12/2015	12/2014	Change
Reference	2637	3585	-948, -26.44%
Ref Remote	210	102	108, 105.88%
Non-Reference	252	514	-262, -50.97%
N-R Remote	29	27	2, 7.41%
Prog Att	45	13	32, 246.15%
Items shelved	22673	19997	2676, 13.38%
Carts shelved	323	260	63, 24.23%

GRANTS/SPECIAL PROJECTS

Judy Brannigan and Linda Conrath conducted an in-home interview with a WWII veteran on December 3, 2015.

Diane Srebro submitted minimum five ideas as required by iRead Committee for Reading By Design 2017 as required to serve on Resource Guide Task Force-Chapter 5: Adult. Next meeting scheduled in February/March 2016.

Circulation Board Report December 2015

STATISTICS

Please see following page.

CUSTOMER SERVICE LOG

12/3/15 (Circulation Desk) "Thank you, you've been very helpful."

12/14/15 (Circulation Desk) Your library is a wonderful resource. You are wonderful.

12/14/15 (Circulation Desk) Two patrons commented on how much they appreciate the Christmas music playing.

12/23/15 (Circulation Desk) Patron thanked me for the book bag I gave her. She commented "what a sweetie you are."

12/27/15 (Information Desk) "It's so good you're open." Comment from patron after being closed for the holidays.

ORS MONTH	TOTAL CIRCULATION		LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2015					
JAN	82,937		77,351	7%	34,403	0
FEB	73,126		73,711	0%	32,238	1,586
MAR	79,332		80,420	-1%	40,785	2,352
APR	73,976		72,061	3%	34,910	2,818
MAY	71,274		70,700	1%	49,617	2,051
JUN	92,119		90,322	2%	38,446	2,373
JUL	88,827		92,535	-4%	36,867	2,231
AUG	78,981		76,960	3%	35,977	1,946
SEPT	69,105		73,629	-6%	32,622	1,426
OCT	75,331		78,606	-4%	34,743	1,698
NOV	72,025		75,046	-4%	33,494	1,780
DEC	65,188		67,662	-4%	30,194	1,414
TOTAL	922,221		929,003	-1%	434,296	21,675

Graphics Board Report December 2015

PERSONNEL

There was no turnover of staff in December.

SERVICES/PROGRAMS/PROJECTS/CLASSES

The Connection Newsletter was dropped at the Post Office on December 22 for mailing to the community. Members of the community reported receiving the newsletter through the mail on Saturday, December 26.

Facebook and Twitter were updated daily at different times. Records of community reach were taken to identify the best times during the day and during the week to reach patrons with social media posts.

A section called "News" was added to the OPPL website under the "More" drop down box to make access to press releases easier for members of the media.

The Orland Park Prairie newspaper requested a "Year in Review" editorial from the library. Managers got together to talk about how the year had come together from the perspective of the different departments, and the Public Information Coordinator put all the ideas together to be submitted.

Infographic samples were reviewed to calculate how to best express the results of our patron surveys.

A representative from Rep. Fran Hurley's office came to table in the lobby and answer any questions community members might have regarding the 35th district.

Work began on Return on Investment infographics to show patrons how using the library saves them money versus buying books and renting movies from local stores and vending machines.

Graphics Requests were filled for posters and quarter sheets letting patrons know about upcoming events at the library, and meeting rooms were booked for local community organizations to hold meetings.

Planning began on marketing the new maximum item check out limits that may take place in 2016.

Half sheets outlining the procedure for afterhours pick up of checked out materials via the Express Pick Up 24 hour locker room were updated.

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended Book Blogging 101 Webinar Dec. 3 at 2 p.m. to learn about how librarians are bringing new interest to old books through blogging.

Kristen Holding attended an iStock Webinar Dec. 9 at 11 a.m.

Jackie Boyd attended That Thorny Issue: Copyright Basics and ILL to learn about how libraries can avoid violating copyright law on Dec. 8 at 2 p.m. via webinar.

Jackie Boyd attended How Am I Doing? : Raising the Bar on Performance Management presented by Lynn Hoffman of Naperville Public Library from the RAILS (Reaching Across Illinois System) continuing education on Dec. 29 at 3 p.m. via webinar. Jackie learned about giving the best performance evaluations, and how to match job descriptions to expectations and good constructive criticism.

STATISTICS

	Room Requests 2015	Room Requests 2014	Room Requests 2013	Graphics Requests 2015	Graphics Requests 2014	Graphics Requests 2013
January	36	24	42	116	97	126
February	27	40	35	116	70	52
March	33	15	7	111	60	50
April	21	27	20	91	68	80
May	16	23	18	122	105	130
June	33	20	30	114	113	87
July	21	23	15	79	75	81
August	41	27	31	117	75	86

September	30	41	41	104	89	116
October	16	33	17	96	145	83
November	21	18	27	72	56	35
December	21	18	23	85	38	63
Total	316	309	306	1223	991	989

	Facebook		Twitter		Pinterest		eBlast	
	Subscribers	Change from previous week	Followers	Change from previous week	Followers	Change from previous week	Subscribers	Change from previous week
11/12/2015	1,358	8+	1,010	2+	91	0+	17,057	0+
11/16/2015	1,362	4+	1,011	1+	91	0+	17,523	467+
11/23/2015	1,370	8+	1,027	16+	92	1+	17,523	0+
11/30/2015	1,376	6+	1,031	4+	93	1+	17,523	0+
12/8/2015	1,381	5+	1,036	5+	94	1+	17,602	79+
12/21/2015	1,393	12+	1,048	12+	96	2+	17,556	46-
1/4/2016	1,396	3+	1,053	5+	97	1+	17,556	0+
		2015	2014					
		Total	Total					
		YTD						
Total Requests			327300					
Total Requests By Staff			327293					
Total Requests By Patron			27					
Total Estimated Attendees			72137480					
By Room:								
Pavilion								
Total Requests			01					
Total Estimated Attendees			05					
Room 102-Classroom								
Total Requests			148148					
Total Requests By Staff			148141					
Total Requests By Patron			07					
Total Estimated Attendees			19221825					
Room 104-Meeting Room								
Total Requests			142144					
Total Estimated Attendees			51245587					
Room 105-Conference Room								
Total Requests			167					
Total Estimated Attendees			14063					
By Category:								
Book club/Writer's group								
Total Requests			21					
Total Estimated Attendees			3015					
Boy Scouts								
Total Requests			2017					
Total Estimated Attendees			310296					
Business								
Total Requests			01					
Total Estimated Attendees			030					
Community Organization								
Total Requests			5761					
Total Estimated Attendees			14751735					

Girl Scouts	
Total Requests	822
Total Estimated Attendees	201280
Government Agency	
Total Requests	86
Total Estimated Attendees	184221
Home Owners/Condo/Townhome Association	
Total Requests	136134
Total Requests By Staff	136130
Total Requests By Patron	04
Total Estimated Attendees	35833787
Investment group	
Total Requests	56
Total Requests By Staff	53
Total Requests By Patron	03
Total Estimated Attendees	5266
Non-profit organization	
Total Requests	6239
Total Requests By Staff	6239
Total Estimated Attendees	1165840
Other-please give specifics in note field	
Total Requests	44
Total Estimated Attendees	7357

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Year Total
Total Requests	23	23	33	30	29	35	25	26	28	34	29	12	327
Total Requests By Staff	23	23	33	30	29	35	25	26	28	34	29	12	327
Total Requests By Patron	0	0	0	0	0	0	0	0	0	0	0	2	2
Total Estimated Attendees	447	508	827	860	509	728	425	574	560	743	694	338	7213
By Room:													
Pavilion													
Total Requests													0
Total Estimated Attendees													0
Room 102-Classroom													
Total Requests	12	12	17	11	15	14	9	11	14	14	15	4	148
Total Requests By Staff	12	12	17	11	15	14	9	11	14	14	15	4	148
Total Requests By Patron	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Estimated Attendees	137	136	222	154	206	186	117	127	174	201	209	53	1922
Room 104-Meeting Room													
Total Requests	10	10	16	18	6	15	9	12	10	15	13	8	142
Total Estimated Attendees	305	365	605	700	275	510	290	435	355	524	475	285	5124
Room 105-Conference Room													
Total Requests	1	1	0	1	2	4	1	1	3	1	1	0	16
Total Estimated Attendees	5	7	0	6	22	30	10	10	30	10	10	0	140
By Category:													
Book club/Writer's group													
Total Requests	1	1	0	0	0	0	0	0	0	0	0	0	2
Total Estimated Attendees	15	15	0	0	0	0	0	0	0	0	0	0	30
Boy Scouts													
Total Requests	3	3	2	1	1	0	0	0	3	3	3	1	20
Total Estimated Attendees	47	40	30	15	15	0	0	0	50	50	48	15	310
Business													
Total Requests						0	0	0	0	0	0	0	0
Total Estimated Attendees						0	0	0	0	0	0	0	0
Community Organization													
Total Requests	7	5	7	7	6	4	3	3	3	5	5	2	57
Total Estimated Attendees	186	140	286	158	101	124	48	98	35	139	137	23	1475

Girl Scouts													
Total Requests	1	1	1	3	1	0	0	0	0	0	1	0	8
Total Estimated Attendees	12	12	12	135	15	0	0	0	0	0	15	0	201
Government Agency													
Total Requests	1	0	5	1	0	0	0	1	0	0	0	0	8
Total Estimated Attendees	5	0	150	25	0	0	0	4	0	0	0	0	184
Home Owners/Condo/Townhome Association													
Total Requests	8	7	14	13	10	18	8	11	11	14	15	7	136
Total Requests By Staff	8	7	14	13	10	18	8	11	11	14	15	7	136
Total Requests By Patron	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Estimated Attendees	147	215	273	433	302	453	220	255	254	404	377	250	3583
Investment group													
Total Requests	0	1	1	0	0	0	0	1	1	1	0	0	5
Total Requests By Staff	0	1	1	0	0	0	0	1	1	1	0	0	5
Total Requests By Patron	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Estimated Attendees	0	11	11	0	0	0	0	8	11	11	0	0	52
Non-profit organization													
Total Requests	1	5	3	5	5	9	7	7	8	6	4	2	62
Total Requests By Staff	1	5	3	5	5	9	7	7	8	6	4	2	62
Total Estimated Attendees	10	75	65	94	70	141	141	127	199	116	77	50	1165
Other-please give specifics in note field													
Total Requests							1	0	1	1	1	0	4
Total Estimated Attendees							8	0	10	15	40	0	73

CUSTOMER SERVICE LOG

Mary A. told Kristen H. she liked the knight she had made as part of a poster for Once upon a Storytime on Dec. 4.
 Kelly C. said Kristen H.'s December Book Sign was "Wonderful!"

Information Technology Board Report December 2015

PERSONNEL

Nothing to report at this time

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

December 2015

9 computer classes for adults were offered with a total of 54 attendees

December 2014 Comparison

No computer classes were offering due to holidays and a new manager.

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

No entries found for December 2015.

STATISTICS

Statistics from web forms

Category	Dec 2015	Dec 2014	Change
Study Room Usage	355	386	-31, -8.03%
Patrons Assisted	451	635	-184, -28.98%
Total PC Usage		1834	-1834, -100%
Total Web pages	28375	29464	-1089, -3.7%
Number of Classes	9	0	9
Total Class Attendance	54		54
Overdrive Checkouts	2962	2561	401, 15.66%
Overdrive Registration	58	83	-25, -30.12%
Zinio Checkouts	435	521	-86, -16.51%

GRANTS/SPECIAL PROJECTS

Nothing to report

CUSTOMER SERVICE LOG

Nothing to report

Outreach Services Board Report December 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

Services provided for the month include:

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

Senior materials delivery to the Orland Township.

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

Inventory and condition analysis of the NASA collection.

Art and collection management of three display areas.

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

In-house and offsite adult programming.

Book delivery to train stations.

Flyer distribution to surrounding establishments and at programs.

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

Annual weeding of the Outreach Services collection.

STATISTICS

Onsite Adult Programs:

8 programs were given with a total of 462 patrons. *2014: 6 programs were given with a total of 173 patrons.*

Offsite Adult Programs:

7 programs were given with a total of 113 patrons attending. *2014: 5 programs were given with a total of 104 patrons attending.*

Train Station Books:

Three train stations – **91 books**, *2014 - 65*

Program Flyer Distribution Stats:

Orland Park Businesses - **150**, *2014 - 9*

Village of OP - **239**, *2014 - 55*

Sportsplex - **284**

Train Station - **107**, *2014 - 65*

In-house during programs - **244**, 2014 - 94

Other Outreach and Homebound Stats:

Outreach Circ Stats: 628 items circulated with 647 checkouts and 104 renewals. 2014: 573 items circulated with 644 checkouts and 84 renewals.

Visits to single-family homebound patrons totaled 12. 2014: Visits totaled 21.

2 new homebound patron cards were issued and 0 discontinued. 3 cards were renewed. 2014: 1 new homebound library card was issued. 0 cards were discontinued. 2 cards were renewed.

OS staff logged 427 reference transactions. 2014: 529 reference transactions.

37 books were displayed on the table with 31 having been checked out. 2014: 38 books on display with 22.

GRANTS/SPECIAL PROJECTS

Outreach Services staff performed a complete NASA Special Collection inventory and condition analysis.

CUSTOMER SERVICE LOG

12/2/15 7pm The Our Lady of the Angels School Fire prog

The audience really enjoyed this presentation. There were patrons here who went to the school.

12/10/15 2pm Afternoons @ OPPL prog

Big success - the patrons thanked us for having this program. They are asking for more music.

12/10/15 2pm Afternoons @ OPPL prog

Large success, a real crowd pleaser.

"Thank you! What a great show!"

"I've been to 4 other Christmas programs this year and this is the best!"

"We are new to Orland Park and love exploring different programs offered by the library."

12/15/15 7pm Essential Christmas Carol prog

"Wonderful performance."

12/17/15 3pm Rules of the Road prog

"Thank you. This was really helpful."

Technical Services Board Report December 2015

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for December 2015 is complete.

All withdrawn titles and items are removed from the system.

CONTINUING EDUCATION/MEETINGS ATTENDED

On December 15, Matt H. attended a Social Committee Meeting.

On December 15, Carol, Matt H. and Wendy attended the Non-fiction meeting with Youth Services

on December 16, Carol, Matt H., Erin and Wendy Amazon meeting with other department staff

STATISTICS

Attached:

Monthly Statistics between 12/01/2015 and 12/31/2015:

GRANTS/SPECIAL PROJECTS

Wendy was working on the research regarding library collection usage for the time periods of lifetime, since we launched Polaris system, and within the last three months.

CUSTOMER SERVICE LOG

12/2 Ingram overcharged us for a 12.99 book (charged us 189.00). Matt H. caught error. Ross came down to double check and wanted Matt to know how pleased he was that Matt caught the error. cm.

Youth Services Board Report December 2015

PERSONNEL

The job ad was posted for part-time Teen Librarian position. Interviews will be conducted in January 2016.

SERVICES/PROGRAMS/PROJECTS/CLASSES

December 2015 Statistics

Youth Programs: 1127 attendees/ 35 programs (birth--grade 5)

Teen Programs: 166 attendees/ 18 programs (grades 6--12)

Preschool Visits: 0 students/ 0 visits due to holiday

PRESCHOOL PAKS: 0 PAKS/ 0 items due to holidays

School Visits: 0 students/ 0 schools due to holidays

PAL PAKS: 0 PAKS/ 0 items due to holidays

Miscellaneous teacher checkouts: 3 items

December 2015 circulation statistics: 25,709 items

December 2014 Comparisons

Youth Programs: 1025 attendees/ 37 programs (birth--grade 5)

Teen Programs: 171 attendees/ 9 programs (grades 6--12)

Preschool Visits: 120 students/ 5 visits

PRESCHOOL PAKS: No PAKS due to holidays

School Visits: No visits due to holidays

PAL PAKS: No PAKS due to holidays

Miscellaneous teacher checkouts: 48 items

December 2014 circulation statistics: 28,017

CONTINUING EDUCATION/MEETINGS ATTENDED

Mary Adamowski attended ILA 2016 Conference Programming Committee (RAILS Burr Ridge) on Dec 7, 2015

STATISTICS

Statistics from web forms

Statistics from web forms

Category	12/2015	12/2014
Reference	2429	2600
Ref Remote	51	151
Non-Reference	375	587
N-R Remote	45	97
Teen Prog	140	168
Youth Prog	1027	1025

GRANTS/SPECIAL PROJECTS

December brought many holiday programs to our patrons! Over 300 little ones enjoyed our Holly Jolly storytimes in early December, and they were visited by good ol' Santa Claus.

Many thanks to Rob Siebert, husband of former YS staff member Lora Siebert, and Charlie Lloyd, the father of ILL Department staff member Shelly Cruz who portrayed Santa for us!

Rita Murray aka Mrs. Claus brought smiles to the little ones' faces! Mary Adamowski, Diane Norris-Kuczynski, Becky McCormack, Jamie Kallio and Stephanie Thomas served as Santa's elves!

A Very Special Night Owls Polar Express was held on December 17. Lenore Garoufalas and Amy Najewski delighted the children by reading this modern classic, presenting each of them with a magic bell and providing delicious milk and cookies. What a magical evening!

Stephanie Thomas and Jennifer McQuinn created an elegant afternoon for young girls as we celebrated American Girls Holiday High Tea. The children were encouraged to bring their favorite American Girl to join us for fancy desserts, tea and hot chocolate.

Our Pinterest Palooza Junior event, led by Cathy Riffice, allowed the children to create Snow Cone Holiday Trees to decorate their home!

Teen Librarian Sara Dempster provided the ingredients for the teens to make Gingerbread in a Jar! A delicious combination of goodies that when baked produced some yummy cookies was a perfect last minute gift!

In addition to our special holiday events, our regular programming brought the patrons in so they could enjoy stories, songs and more throughout the month of December. Thank you to Fanny Camargo, Maura Dunleavy, Lauren Rizzo, Marianne Dawson, Winnie Lau for creating much-enjoyed programs.

Diane Norris-Kuczynski decorated the library's tree at Centennial Park during the Village's holiday tree celebration. Staff created nature-friendly ornaments for the tree, and it was a wonderful way for the library to express our good tidings to the residents of Orland Park.

Thank you, Diane, for your initiative on this project!

CUSTOMER SERVICE LOG

Preschool desk

No entries.

Jr. desk

12/29/16 10:00 Patron using family computer in YS. I love the library! You've been so helpful! AN

12/23/16 1 pm Patron leaving YS dept with grandchildren. "I have not seen a more beautiful library w/ so many materials and things for the children. My son lives in New Lenox and their library is nothing like this. The staff is so friendly at OPPL. Thank you!" MGA

Teen desk

12/19/16 3:30 Over the phone call. A patron called in to ask about the giving tree and then stated how great the "American Girl Program" was. MD

**CORRESPONDENCE RECEIVED FROM DECEMBER 21, 2015
THROUGH JANUARY 18, 2016 FOR BOARD OF TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

An email received on 12/23/15 from Kevin DuJan regarding a question on file attachments of recent correspondence.

CORRESPONDENCE 2

An email received on 01/04/16 from Kevin DuJan regarding a proposed conflict resolution to recent FOIA responses.

CORRESPONDENCE 3

An email received on 01/05/16 from Kevin DuJan regarding conference fees and training expenses.