

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

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

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FROM MARCH 21, 2016—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

F. TREASURER'S REPORT AND PAYMENT OF BILLS—FOR ACTION

G. LIBRARIANS' REPORT/STAFF REPORTS

H. COMMITTEE REPORTS

1. Building and Maintenance
2. Finance (Committee of the Whole)
3. Service and Policy
4. Personnel
5. Law
6. Strategic Planning
7. Capital Campaign

I. UNFINISHED BUSINESS

J. NEW BUSINESS

1. Insurance Renewal Proposal – For Action
Motion to accept the Hub International Midwest, Ltd. Insurance renewal for 5/01/16 – 4/30/17 for the cost of \$88,801

2. Settlement of Tax Valuation Objections for Orland Square Mall—For Action *Motion to approve settlement agreement with Simon Properties to resolve certain tax valuation objections relative to the Orland Square Mall for tax years 2005 through 2013.*

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held March 21, 2016

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, Denis Ryan, Joanna Leafblad, Elan Kleis, and Catherine Lebert

Roll Call

Members absent: None

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

Minutes

Treasurer Jennings made a motion to approve the February 15, 2016 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; Ryan – aye; Kleis – aye; Leafblad – Aye; Lebert– 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

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Trustee Leafblad moved to go into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body and to discuss probable, imminent, or pending litigation and approval and of minutes from prior closed sessions. 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.

Executive Session

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

The Board went into Executive Session at 7:07 p.m. Executive Session ended at 8:26 p.m.

The regular session resumed at 8:29 p.m. when Secretary Lebert made the motion to return to regular session. Treasurer Jennings 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.

Trustee Leafblad moved to accept the Treasurer's Report for February 15, 2016 and accounts payable listing of February 16, 2016 through March 21, 2016 and the motion was seconded by Trustee Kleis. Finance Manager Kimmey explained the final treasurer's report would be published in the Orland Park Prairie. Director Weimar explained the new equipment line included the purchase of a public copier. President Healy inquired about a new vendor Garvey. Assistant Director Wagner explained Dana Pryor had been looking for competitive vendor prices. President Healy inquired if marketing items were purchased from GO Promotions and Public Information Manager Boyd said yes. A roll call vote took

Treasurer's Report

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.

Grants and Exhibits

The Illinois State Library has not released any information on the Live and Learn Grant for 2016. Youth Services Department did not receive the Gilder Lehrman Grant, but will be collaborating with the local schools to present a program commemorating the anniversary of Pearl Harbor. We have been a recent recipient and therefore were not considered this time around. The *Binding Wounds Pushing Boundaries: African Americans in Civil War Medicine* exhibit begins April 11.

Librarian's Report

Standards

The RAILS Board established a System Membership Standards Committee in 2014 to make recommendations for changing the current system membership requirements to help libraries and library staff provide the best service possible to their communities. Six subcommittees (collection and content; facility; funding; professional leadership; customers; and training and certification) with representatives from all types of libraries have met throughout the past two years and the drafted standards are available for RAILS member review. Some examples of requirements are: the library has a written policy on circulation/borrowing; the library must spend 8% of its budget on collection development; the library has a basic online catalog available to customers; the library provides consistent, courteous and equitable customer service; the facility has a presence in its community beyond its physical walls; the location of the facility is easily accessible; the library has adequate, dedicated funding to provide services and resources that meet reasonable expectations of library customers; the library has job descriptions that include educational and experience requirements and has a written salary schedule for each position; etc.

These drafted standards do not cover all the needs or requirements for service in all types of libraries. They are designed to be minimum standards for a multi-type system membership, not for libraries in general. The standards have been drafted with three tiers for each sub-category (basic, proficient, and exemplary). There are several unresolved issues relating to how many standards have to be met at each level to be certified at that level, reporting and tracking, should the standards be phased in, and other factors to be discussed further. RAILS is presenting these drafted standards to the librarians which will be discussed at the March 24 RAILS Member Update

Polaris

Last week, Robin Wagner attended the Innovative Users Group conference and came away with very positive and interesting information. James Tallman, Innovative's new CEO has taken a more energetic role in the company and products and services are moving forward much quicker than in the past.

Polaris Release 5.1, due to debut early in the 3rd quarter, will allow direct checkouts and downloads of OverDrive ebooks from within the online catalog; when searching, the "Did you mean" suggestions will only be for materials the Library owns; return on investment (ROI) information will be on print and email checkout receipts (one of the Library's Strategic Plan action steps); and new and improved type of material categories for limiting searches by material types (i.e. eMagazine, Blu-ray, Vinyl).

Beyond Release 5.1, improvements include bulk holds can be placed by patrons on items in the lists they create; better design themes for the online catalog; format options shown for OverDrive before patron places request; and add a filter option to show only items on shelf.

MyLibrary! App will soon be available for Polaris libraries. It has most of the features included in previous discussions, including scan an ISBN and show all formats of the item the library has and place a hold on it; notices through the app about due dates, etc.; checkout of e-Materials; complete patron account management; and view the library's social media feeds.

Two Innovative products will be investigated in regards to the 2017 budget—INN-Reach and Leap. INN-Reach will soon be available to Polaris libraries. It is a group borrowing system that would link the Library to other libraries in the group and share materials. Patrons can make requests directly from the online catalog. Pick-up slips are automatically generated for the owning library to pull the item off

their shelf and send it through delivery to the requesting patron's library. Having this product would reduce the staff time needed to fulfill ILL requests through OCLC and provide a shorter turnaround time to get the item to the patron.

Leap is the next generation of Polaris software accessed through a browser and web-client rather than software stored on the Library's servers. It can be used on a desktop PC, notebook, or tablet, freeing staff to roam the library to help patrons and Outreach Services to provide services outside the building. Currently, only circulation and patron services functions are available in Leap, but it was stated quite emphatically that "Polaris Leap is Innovative's interface going forward." It is very user friendly and the Library should consider moving over to it in 2017.

2nd Floor Furniture

The first batch of 2nd floor furniture was returned a couple of weeks ago. Please go see the Teen lounge chairs; they are very vibrant.

President Healy indicated a corrected revision to the Marketing Plan draft was to be looked over by the Board members. Trustees did not have any additional discussion.

No 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

None.

Unfinished Business

Approval of the transfer of \$100,000 from the General Fund to the Special Reserve Fund – For Action

New Business

Trustee Leafblad motioned to approve the transfer of \$100,000 from the General Fund to the Special Reserve Fund and Vice-President Ryan seconded the motion. Finance Manager Kimmey explained this moving of monies would ensure there would be funds for any building repairs for the Library. Director Weimar explained to the Board it hadn't been done for maybe two years. President Healy wanted to move only \$50,000 if the Library had moved this same amount in 2015. Trustee Leafblad withdrew her motion and Vice-President Ryan withdrew his second. Treasurer Jennings made the motion to transfer \$50,000 from the General Fund to the Special Reserve Fund and to transfer an additional \$50,000 if no contribution was made in 2015. 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.

Approval of the revision to the Marketing Plan – For Action

Treasurer Jennings motioned to approve revision to the Marketing Plan and Trustee Barcelona seconded the motion. No further discussion occurred. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert– aye; Ryan – aye.

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

Trustee Ryan inquired if MyLibrary! App would work on his phone. Assistant Director Wagner indicated it would not.

Announcements

Vice-President Ryan moved to adjourn the meeting and was seconded by Treasurer Jennings. 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 9:15 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____ Date: _____

Minutes prepared by Mary K. Weimar

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

Revenues

There have been significant tax receipts received in March and now 52.36% of budget has been received. **Fines and Copy Machine** receipts are slightly above budget for the month and year-to-date. **Interest Income** continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return.

Expenditures

Overall Expenditures were \$ 89,109 under budget for the month and \$ 215,888 under budget year-to-date.

Salaries is under budget by \$ 17,178 for March and \$ 34,805 under budget year-to-date. There are a few open positions to be filled.

Audio Visual is \$ 1,462 over budget for the month, but under budget on a year-to-date basis.

Library & Office Equipment Repairs & Maint. is \$ 1,867 over budget for the month due to purchasing laserjet cartridges.

Staff Training and Education is over budget by \$ 1,037 for March, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	226,214.88	0.00	66,945.12	0.00	293,160.00
Cash - Marquette E-Commerce	17,872.80	0.00	0.00	0.00	17,872.80
Illinois Funds	90,994.47	6,845.56	0.00	0.00	97,840.03
PMA Financial Investments	6,843,385.37	663,199.90	0.00	1,307,090.84	8,813,676.11
US Bank	812.67	0.00	0.00	3.97	816.64
Cash - Harris Bank	814.76	100,000.00	0.00	33,385.17	134,199.93
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	14,041.92	442.00	0.00	1,677.15	16,161.07
Property Taxes Receivable	2,376,602.08	0.00	0.00	784,057.66	3,160,659.74
Prepaid Expenses	108,217.83	0.00	0.00	0.00	108,217.83
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>9,679,256.78</u>	<u>770,487.46</u>	<u>66,945.12</u>	<u>2,126,214.79</u>	<u>12,642,904.15</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	(163.95)	0.00	0.00	0.00	(163.95)
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	37.50	0.00	0.00	0.00	37.50
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,376,602.08	0.00	0.00	784,057.66	3,160,659.74
Accounts Payable	43,301.21	0.00	0.00	0.00	43,301.21
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	78,564.16	78,564.16
Total Liabilities	<u>2,419,776.84</u>	<u>0.00</u>	<u>0.00</u>	<u>862,621.82</u>	<u>3,282,398.66</u>
Beginning Unrestricted Fund Balance	5,673,835.36	669,735.13	66,628.45	459,943.59	6,870,142.53
Fund Balance-Restricted IMRF	3,543.00	0.00	0.00	0.00	3,543.00
Fund Balance-Restricted Social Security	25,462.00	0.00	0.00	0.00	25,462.00
Fund Balance-Restricted Liab. Insurance	25,012.00	0.00	0.00	0.00	25,012.00
Fund Balance-Restricted Worker's Comp	5,408.00	0.00	0.00	0.00	5,408.00
Fund Balance-Restricted Unemployt Ins.	26,247.00	0.00	0.00	0.00	26,247.00
Transfers between Funds	(100,000.00)	100,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,599,972.60</u>	<u>752.33</u>	<u>316.67</u>	<u>803,649.36</u>	<u>2,404,690.96</u>
Ending Fund Balance	<u>7,259,479.96</u>	<u>770,487.46</u>	<u>66,945.12</u>	<u>1,263,592.95</u>	<u>9,360,505.49</u>
Total Liabilities & Fund Balance	<u>9,679,256.80</u>	<u>770,487.46</u>	<u>66,945.12</u>	<u>2,126,214.77</u>	<u>12,642,904.15</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended March 31, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	1,786,750.75	424,447	420.96%	2,667,094.66	1,273,342	52.36%	5,093,367
Impact Fees	794.13	2,083	38.12%	3,544.13	6,250	14.18%	25,000
Replacement Taxes	0.00	1,042	0.00%	1,977.28	3,125	15.82%	12,500
State Grants	0.00	2,083	0.00%	0.00	6,250	0.00%	25,000
Non Resident Fees	0.00	667	0.00%	853.64	2,000	10.67%	8,000
Fines	5,773.36	5,000	115.47%	15,278.91	15,000	25.46%	60,000
Gifts	0.00	833	0.00%	1,275.00	2,500	12.75%	10,000
Copy Machine	1,716.21	1,250	137.30%	4,230.46	3,750	28.20%	15,000
Interest Income	3,097.95	1,250	247.84%	6,132.87	3,750	40.89%	15,000
Miscellaneous Income	1,341.42	833	161.03%	2,163.64	2,500	21.64%	10,000
Total Revenues	1,799,473.82	439,489	409.45%	2,702,550.59	1,318,467	51.24%	5,273,867
Expenditures							
Salaries	180,635.91	197,814	91.32%	558,639.72	593,445	23.53%	2,373,785
Salaries - Maintenance	8,346.70	8,975	93.00%	27,088.82	26,926	25.15%	107,705
Life/Health Insurance	33,027.27	37,096	89.03%	118,921.81	111,288	26.71%	445,152
Books	24,496.94	34,167	71.70%	69,271.00	102,500	16.90%	410,000
Electronic Databases	5,333.93	6,083	87.69%	16,001.79	18,250	21.92%	73,000
Periodicals	3,089.63	3,167	97.56%	9,251.61	9,500	24.35%	38,000
Audio Visual Materials	14,794.77	13,333	110.96%	38,408.64	40,000	24.01%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	250	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	536.85	667	80.49%	2,500.21	2,000	31.25%	8,000
Insurance	2,823.25	3,042	92.81%	8,469.75	9,125	23.20%	36,500
Landscaping & Groundskeeping	1,822.76	2,033	89.66%	2,860.67	6,100	11.72%	24,400
Building Maintenance	4,428.37	20,833	21.26%	29,435.64	62,500	11.77%	250,000
Security System	414.00	750	55.20%	414.00	2,250	4.60%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	250	0.00%	1,000
Legal	607.40	10,000	6.07%	930.43	30,000	0.78%	120,000
Library Consultant	0.00	1,000	0.00%	1,000.00	3,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	930.60	583	159.62%	1,522.56	1,750	21.75%	7,000
Natural Gas	1,469.21	3,333	44.08%	6,020.04	10,000	15.05%	40,000
Telephone	744.74	917	81.21%	1,772.72	2,750	16.12%	11,000
Purchase - New Equipment	1,495.00	1,667	89.68%	11,656.83	5,000	58.28%	20,000
Building & Custodial Supplies	2,202.88	2,833	77.76%	9,199.60	8,500	27.06%	34,000
Building Repairs	1,002.00	1,833	54.66%	1,153.37	5,500	5.24%	22,000
Lib. & Off. Eqpt Rep. & Maint	3,242.49	1,375	235.82%	4,767.55	4,125	28.89%	16,500
Machine Rental	0.00	333	0.00%	399.00	1,000	9.98%	4,000
Automation - Equipment	53.02	6,667	0.80%	4,390.40	20,000	5.49%	80,000
Automation - Line Costs	340.28	542	62.78%	932.54	1,625	14.35%	6,500
Automation - Consultant	10,752.31	13,417	80.14%	33,306.23	40,250	20.69%	161,000
Automation - Maintenance	2,701.03	4,167	64.82%	5,812.95	12,500	11.63%	50,000
Library Furniture	0.00	5,000	0.00%	0.00	15,000	0.00%	60,000
Outreach Services	805.00	583	138.08%	1,993.18	1,750	28.47%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
For The Month Ended March 31, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	0.00	667	0.00%	1,050.00	2,000	13.13%	8,000
Staff Training & Education	3,286.63	2,250	146.07%	6,564.13	6,750	24.31%	27,000
Conference Fees	972.00	542	179.34%	1,122.00	1,625	17.26%	6,500
Patron Programs & Events	1,550.00	3,750	41.33%	4,682.12	11,250	10.40%	45,000
Association Dues & Fees	25.00	667	3.75%	500.00	2,000	6.25%	8,000
Public Information	2,107.50	3,250	64.85%	2,846.49	9,750	7.30%	39,000
Library Supplies	81.06	3,750	2.16%	4,476.83	11,250	9.95%	45,000
Office Supplies	389.86	917	42.51%	661.19	2,750	6.01%	11,000
Postage	733.01	1,167	62.81%	1,553.34	3,500	11.10%	14,000
Printing	0.00	584	0.00%	0.00	1,750	0.00%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,961.56	17,708	95.78%	52,117.37	53,124	24.53%	212,494
Contribution to FICA	14,175.11	15,819	89.61%	43,874.60	47,458	23.11%	189,831
Audit	0.00	875	0.00%	4,500.00	2,625	42.86%	10,500
Liability Ins.-D&O,Bonds,WC	4,001.50	4,583	87.31%	12,004.50	13,750	21.83%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	1,000	0.00%	4,000
Bank Charges	0.00	250	0.00%	504.36	750	16.81%	3,000
Total Expenditures	350,379.57	439,489	79.72%	1,102,577.99	1,318,466	20.91%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,449,094.25	0	-100.00%	1,599,972.60	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	1,449,094.25	0	-100.00%	1,599,972.60	0	-100.00%	0

Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended March 31, 2016

	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	577,301.58	861,744.26
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	272.54	752.33	5.69	16.67	418.00	828.22
Capital Campaign	0.00	0.00	0.00	300.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	272.54	752.33	5.69	316.67	577,719.58	862,572.48
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	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	19,641.04	58,923.12
Total Expenditures	0.00	0.00	0.00	0.00	19,641.04	58,923.12
Excess (Deficiency) of Revenues Over (Under) Expenditures	272.54	752.33	5.69	316.67	558,078.54	803,649.36
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	272.54	752.33	5.69	316.67	558,078.54	803,649.36

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55501	03/23/2016	Adam Miller	101010 · Cash - Marquette	-350.00
Bill	To Be Held 4/15/2016	03/01/2016		104640 · Patron Programs&Events-Outreach	350.00
TOTAL					350.00
Bill Pmt -Check	55502	03/23/2016	Alice Grabowski	101010 · Cash - Marquette	-46.81
Bill	03/10/2016	03/10/2016		104620 · Staff Training & Education	46.81
TOTAL					46.81
Bill Pmt -Check	55503	03/23/2016	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
Bill	2261	03/18/2016		104450 · Building Maintenance	70.00
TOTAL					70.00
Bill Pmt -Check	55504	03/23/2016	Annuity Premium Reserve Account	101010 · Cash - Marquette	-300.00
Bill	Feb'16 457B payment	03/01/2016		102160 · 457 Plan W/H Payable	300.00
TOTAL					300.00
Bill Pmt -Check	55505	03/23/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill	02/12/16	02/12/2016		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	55506	03/23/2016	Audio Editions	101010 · Cash - Marquette	-349.95
Bill	1286929-1	02/23/2016		104342 · Audio Visual Materials-Outreach	349.95
TOTAL					349.95

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55507	03/23/2016	Audubon	101010 · Cash - Marquette	-20.00
Bill	03/16/2016	03/16/2016		104320 · Periodicals - Adult	20.00
TOTAL					20.00
Bill Pmt - Check	55508	03/23/2016	Baker & Taylor	101010 · Cash - Marquette	-356.34
Bill	Inv 2031764377	02/29/2016		104312 · Books - Outreach	28.94
Bill	Inv 2031764376	02/29/2016		104320 · Periodicals - Adult	14.12
Bill	B11168500	03/02/2016		104342 · Audio Visual Materials-Outreach	25.86
Bill	2031788481	03/07/2016		104310 · Books - Adult	15.26
Bill	2031788482	03/07/2016		104312 · Books - Outreach	83.24
Bill	20311812383	03/14/2016		104310 · Books - Adult	29.95
Bill	2031812384	03/14/2016		104312 · Books - Outreach	94.78
Bill	2031826366	03/18/2016		104312 · Books - Outreach	64.19
TOTAL					356.34
Bill Pmt - Check	55509	03/23/2016	Battery Giant Orland Park	101010 · Cash - Marquette	-45.60
Bill	11313	03/17/2016		104530 · Building & Custodial Supplies	45.60
TOTAL					45.60
Bill Pmt - Check	55510	03/23/2016	Bettenhausen Chrysler Jeep	101010 · Cash - Marquette	-129.00
Bill	Inv CHR248610	02/29/2016		104600 · Outreach Services	129.00
TOTAL					129.00
Bill Pmt - Check	55511	03/23/2016	Birk Plumbing, Inc	101010 · Cash - Marquette	-240.00
Bill	13813	03/09/2016		104540 · Building Repairs	240.00
TOTAL					240.00

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55512	03/23/2016	CDW Government	101010 · Cash - Marquette	-40.53
Bill	CCX2098	02/18/2016		104570 · Automation - Equipment	40.53
TOTAL					40.53
Bill Pmt - Check	55513	03/23/2016	Center Point Large Print	101010 · Cash - Marquette	-144.07
Bill	Inv 1361093	02/24/2016		104310 · Books - Adult	22.17
Bill	1361568	03/01/2016		104310 · Books - Adult	22.17
Bill	1362246	03/08/2016		104310 · Books - Adult	99.73
TOTAL					144.07
Bill Pmt - Check	55514	03/23/2016	Comcast	101010 · Cash - Marquette	-305.13
Bill	41556176	03/01/2016		104520 · Telephone	305.13
TOTAL					305.13
Bill Pmt - Check	55515	03/23/2016	Comcast Cable	101010 · Cash - Marquette	-340.28
Bill	03/03/2016	03/03/2016		104575 · Automation - Line Costs	340.28
TOTAL					340.28
Bill Pmt - Check	55516	03/23/2016	Concepts In Design, Inc.	101010 · Cash - Marquette	-300.00
Bill	To Be Held 4/19/2016	03/01/2016		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt - Check	55517	03/23/2016	Envisionware, Inc.	101010 · Cash - Marquette	-266.00
Bill	Inv US 25010	02/29/2016		104580 · Automation - Maintenance	266.00
TOTAL					266.00

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55518	03/23/2016	Findaway World, LLC	101010 · Cash - Marquette	-935.93
Bill	178521	03/01/2016		104340 · Audio Visual Materials - Adult	429.12
Bill	178947	03/06/2016		104341 · Audio Visual Materials - Youth	270.05
Bill	179684	03/14/2016		104340 · Audio Visual Materials - Adult	236.76
TOTAL					935.93
Bill Pmt - Check	55519	03/23/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-2,277.71
Bill	5768495	03/03/2016		104312 · Books - Outreach	645.37
Bill	57684564	03/03/2016		104310 · Books - Adult	27.99
Bill	57684519	03/03/2016		104310 · Books - Adult	24.79
Bill	57684346	03/03/2016		104310 · Books - Adult	30.39
Bill	57695137	03/04/2016		104312 · Books - Outreach	75.97
Bill	57695901	03/04/2016		104312 · Books - Outreach	92.77
Bill	57695213	03/04/2016		104310 · Books - Adult	27.19
Bill	57695911	03/04/2016		104310 · Books - Adult	227.13
Bill	57706071	03/07/2016		104312 · Books - Outreach	100.76
Bill	57712535	03/08/2016		104310 · Books - Adult	885.40
Bill	57713656	03/08/2016		104310 · Books - Adult	109.56
Bill	57720834	03/09/2016		104312 · Books - Outreach	30.39
TOTAL					2,277.71
Bill Pmt - Check	55520	03/23/2016	Garvey's Office Products	101010 · Cash - Marquette	-2,044.69
Bill	PINV1113380	03/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	1,904.70
Bill	PINV1117976	03/10/2016		104720 · Office Supplies	139.99
TOTAL					2,044.69
Bill Pmt - Check	55521	03/23/2016	Go Promotions	101010 · Cash - Marquette	-2,785.00
Bill	142655	03/07/2016		104600 · Outreach Services	805.00

Orland Park Public Library Check Detail

March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	142670	03/07/2016		104660 · Public Information	1,300.00
Bill	142720	03/15/2016		104660 · Public Information	680.00
TOTAL					<u>2,785.00</u>
Bill Pmt - Check	55522	03/23/2016	Hearne & Associates, P.C.	101010 · Cash - Marquette	-536.85
Bill	18139	03/05/2016		104420 · Accounting	536.85
TOTAL					<u>536.85</u>
Bill Pmt - Check	55523	03/23/2016	Home Depot Credit Services	101010 · Cash - Marquette	-113.81
Bill	Feb'16 Home Depot St	02/28/2016		104530 · Building & Custodial Supplies	113.81
TOTAL					<u>113.81</u>
Bill Pmt - Check	55524	03/23/2016	Ingram Library Services	101010 · Cash - Marquette	-6,938.83
Bill	See Detailed Lists	03/23/2016		104310 · Books - Adult	4,498.89
Bill	Books YS See Detail	03/23/2016		104312 · Books - Outreach	16.19
TOTAL					<u>2,423.75</u>
					<u>6,938.83</u>
Bill Pmt - Check	55525	03/23/2016	Innovative Interfaces, Inc.	101010 · Cash - Marquette	-27,711.69
Bill	INC08985	02/29/2016		104580 · Automation - Maintenance	24,890.00
Bill	INC08986	02/29/2016		104580 · Automation - Maintenance	2,821.69
TOTAL					<u>27,711.69</u>
Bill Pmt - Check	55526	03/23/2016	Jacqueline Boyd	101010 · Cash - Marquette	-86.24
Bill	03/03/2016	03/03/2016		104620 · Staff Training & Education	22.03
Bill	03/04/2016	03/04/2016		104620 · Staff Training & Education	51.10
Bill	03/04/16	03/04/2016		104620 · Staff Training & Education	6.91

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	03/07/2016	03/07/2016		104620 · Staff Training & Education	8.20
TOTAL					88.24
Bill Pmt -Check	55527	03/23/2016	Jason P Rock	101010 · Cash - Marquette	-98.89
Bill	Reimbursemt Req	03/10/2016		104620 · Staff Training & Education	98.89
TOTAL					98.89
Bill Pmt -Check	55528	03/23/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-4,797.76
Bill	Inv 238523694	02/29/2016		104525 · Purchase - New Equipment	4,750.00
Bill	9002221192	03/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	35.76
Bill	9002221193	03/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					4,797.76
Bill Pmt -Check	55529	03/23/2016	Lighting Supply Co.	101010 · Cash - Marquette	-153.65
Bill	V0147337	03/04/2016		104530 · Building & Custodial Supplies	153.65
TOTAL					153.65
Bill Pmt -Check	55530	03/23/2016	Management Association of Illinois	101010 · Cash - Marquette	-1,000.00
Bill	Inv 2628	02/29/2016		104497 · Library Consultant	1,000.00
TOTAL					1,000.00
Bill Pmt -Check	55531	03/23/2016	Marian Thill	101010 · Cash - Marquette	-125.00
Bill	To Be Held 4/05/2016	03/01/2016		104640 · Patron Programs&Events-Outreach	125.00
TOTAL					125.00
Bill Pmt -Check	55532	03/23/2016	Mary K Weimar	101010 · Cash - Marquette	-88.28

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	03/14/2016	03/14/2016		104620 · Staff Training & Education	88.28
TOTAL					<u>88.28</u>
Bill Pmt -Check	55533	03/23/2016	McClure Inserra & Company Chartered	101010 · Cash - Marquette	-2,500.00
Bill	Inv 8764	02/29/2016		104920 · Audit	2,500.00
TOTAL					<u>2,500.00</u>
Bill Pmt -Check	55534	03/23/2016	Midwest Tape	101010 · Cash - Marquette	-275.85
Bill	93732349	03/01/2016		104341 · Audio Visual Materials - Youth	31.97
Bill	AV Youth 9378455	03/15/2016		104341 · Audio Visual Materials - Youth	243.88
TOTAL					<u>275.85</u>
Bill Pmt -Check	55535	03/23/2016	Movie Licensing USA	101010 · Cash - Marquette	-1,969.00
Bill	2157795	03/01/2016		104600 · Outreach Services	1,969.00
TOTAL					<u>1,969.00</u>
Bill Pmt -Check	55536	03/23/2016	Neofunds By Neopost	101010 · Cash - Marquette	-162.00
Bill	14795035	02/25/2016		104730 · Postage	162.00
TOTAL					<u>162.00</u>
Bill Pmt -Check	55537	03/23/2016	Nextel Communications	101010 · Cash - Marquette	-179.16
Bill	336044821-135	03/01/2016		104520 · Telephone	179.16
TOTAL					<u>179.16</u>
Bill Pmt -Check	55538	03/23/2016	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-63.12

Orland Park Public Library
Check Detail
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Type	Num	Date	Name	Account	Original Amount
Bill	2793	03/01/2016		104450 · Building Maintenance	63.12
TOTAL					<u>63.12</u>
Bill Pmt -Check	55539	03/23/2016	Online Labels, Inc.	101010 · Cash - Marquette	-78.10
Bill	4071157	03/01/2016		104720 · Office Supplies	78.10
TOTAL					<u>78.10</u>
Bill Pmt -Check	55540	03/23/2016	Orland Park Bakery	101010 · Cash - Marquette	-131.25
Bill	Inv 138312	02/29/2016		104530 · Building & Custodial Supplies	131.25
TOTAL					<u>131.25</u>
Bill Pmt -Check	55541	03/23/2016	OverDrive, Inc.	101010 · Cash - Marquette	-863.65
Bill	000322763-030116	03/01/2016		104310 · Books - Adult	80.99
Bill	213539377-030116	03/01/2016		104311 · Books - Youth	493.73
Bill	000350270-030816	03/08/2016		104310 · Books - Adult	33.98
Bill	000300753-031516	03/15/2016		104310 · Books - Adult	26.99
Bill	121050390-031616	03/16/2016		104340 · Audio Visual Materials - Adult	227.96
TOTAL					<u>863.65</u>
Bill Pmt -Check	55542	03/23/2016	Park Ace Hardware	101010 · Cash - Marquette	-41.92
Bill	Feb'16 Invoices	02/29/2016		104530 · Building & Custodial Supplies	41.92
TOTAL					<u>41.92</u>
Bill Pmt -Check	55543	03/23/2016	Pat Collins	101010 · Cash - Marquette	-425.00
Bill	To Be Held 4/02/2016	03/01/2016		104640 · Patron Programs&Events-Outreach	425.00
TOTAL					<u>425.00</u>

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55544	03/23/2016	Penguin Random House LLC	101010 · Cash - Marquette	-348.75
Bill	1186636711	03/01/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1086636711	03/01/2016		104340 · Audio Visual Materials - Adult	67.50
Bill	1086636715	03/01/2016		104312 · Books - Outreach	67.50
Bill	1086707919	03/04/2016		104340 · Audio Visual Materials - Adult	30.00
Bill	1086794265	03/10/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	9008930003	03/10/2016		104342 · Audio Visual Materials-Outreach	33.75
Bill	1086783260	03/11/2016		104340 · Audio Visual Materials - Adult	52.50
Bill	1186783260	03/11/2016		104340 · Audio Visual Materials - Adult	30.00
TOTAL					348.75
Bill Pmt -Check	55545	03/23/2016	ProQuest LLC	101010 · Cash - Marquette	-12,290.00
Bill	US10014879	03/01/2016		104315 · Electronic Databases	12,290.00
TOTAL					12,290.00
Bill Pmt -Check	55546	03/23/2016	Quill Corporation	101010 · Cash - Marquette	-535.39
Bill	3669529	02/26/2016		104720 · Office Supplies	35.98
Bill	3740409	03/01/2016		104720 · Office Supplies	38.97
Bill	3726457	03/01/2016		104570 · Automation - Equipment	6.49
Bill	3729755	03/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	359.96
Bill	3729756	03/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	93.99
TOTAL					535.39
Bill Pmt -Check	55547	03/23/2016	Rashid, Maqbool	101010 · Cash - Marquette	-500.00
Bill	Invoice M16	03/21/2016		104495 · Legal	500.00
TOTAL					500.00

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55548	03/23/2016	Recorded Books, INC	101010 · Cash - Marquette	-376.88
Bill	75296623	03/01/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75298082	03/02/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75300166	03/08/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75295575	03/08/2016		104340 · Audio Visual Materials - Adult	7.95
Bill	75291558	03/10/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75302510	03/10/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75302242	03/10/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75302380	03/10/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75302619	03/10/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75302516	03/10/2016		104340 · Audio Visual Materials - Adult	27.00
Bill	75302837	03/11/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75305240	03/16/2016		104340 · Audio Visual Materials - Adult	45.00
TOTAL					376.88
Bill Pmt - Check	55549	03/23/2016	Reliable Fire Equipment Co.	101010 · Cash - Marquette	-20.50
Bill	668032	02/29/2016		104450 · Building Maintenance	20.50
TOTAL					20.50
Bill Pmt - Check	55550	03/23/2016	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,000.00
Bill	03/15/2016	03/15/2016		102160 · 457 Plan W/H Payable	2,000.00
TOTAL					2,000.00
Bill Pmt - Check	55551	03/23/2016	Robin O Wagner	101010 · Cash - Marquette	-1,799.53
Bill	03/04/2016	03/04/2016		104620 · Staff Training & Education	396.97
Bill	3-22-16 Reimb Req	03/22/2016		104620 · Staff Training & Education	6.70
Bill	Reim Request 3-22-16	03/22/2016		104530 · Building & Custodial Supplies	163.62
TOTAL					1,232.24
					1,799.53

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55552	03/23/2016	RWK IT Services	101010 · Cash - Marquette	-10,328.04
Bill	1937	03/04/2016		104577 · Automation - Consultant	10,252.31
Bill	1949	03/04/2016		104580 · Automation - Maintenance	50.00
Bill	1951	03/04/2016		104580 · Automation - Maintenance	25.73
TOTAL					10,328.04
Bill Pmt -Check	55553	03/23/2016	Scholastic Inc.	101010 · Cash - Marquette	-150.80
Bill	Inv 11462115	02/19/2016		104311 · Books - Youth	150.80
TOTAL					150.80
Bill Pmt -Check	55554	03/23/2016	St. Charles Public Library	101010 · Cash - Marquette	-18.74
Bill	161223426	02/11/2016		104310 · Books - Adult	18.74
TOTAL					18.74
Bill Pmt -Check	55555	03/23/2016	Steven Cole	101010 · Cash - Marquette	-200.00
Bill	To Be Held 4/13/2016	03/01/2016		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	55556	03/23/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-617.05
Bill	3997	03/02/2016		104530 · Building & Custodial Supplies	325.46
Bill	4005	03/10/2016		104530 · Building & Custodial Supplies	291.59
TOTAL					617.05
Bill Pmt -Check	55557	03/23/2016	SWAN	101010 · Cash - Marquette	-5.00

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	Inv 4819	02/29/2016		104310 · Books - Adult	5.00
TOTAL					5.00
Bill Pmt -Check	55558	03/23/2016	Tinley Park Public Library	101010 · Cash - Marquette	-40.00
Bill	02/29/2016	02/29/2016		104310 · Books - Adult	40.00
TOTAL					40.00
Bill Pmt -Check	55559	03/23/2016	Today's Business Solutions, Inc.	101010 · Cash - Marquette	-1,495.00
Bill	030116-1	03/01/2016		104525 · Purchase - New Equipment	1,495.00
TOTAL					1,495.00
Bill Pmt -Check	55560	03/23/2016	Trane U.S. Inc.	101010 · Cash - Marquette	-44.58
Bill	11691263	02/29/2016		104450 · Building Maintenance	44.58
TOTAL					44.58
Bill Pmt -Check	55561	03/23/2016	Tyco Integrated Security LLC	101010 · Cash - Marquette	-414.00
Bill	26118881	03/05/2016		104460 · Security System	147.00
Bill	26118850	03/05/2016		104460 · Security System	267.00
TOTAL					414.00
Bill Pmt -Check	55562	03/23/2016	Unique Management Services, Inc.	101010 · Cash - Marquette	-107.40
Bill	421601	03/01/2016		104495 · Legal	107.40
TOTAL					107.40
Bill Pmt -Check	55563	03/23/2016	Village of Orland Park Water	101010 · Cash - Marquette	-50.00

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	Vending Mach license	01/04/2016		104450 · Building Maintenance	50.00
TOTAL					50.00
Bill Pmt -Check	55564	03/23/2016	Yale University	101010 · Cash - Marquette	-20.00
Bill	Inv 3736	02/25/2016		104310 · Books - Adult	20.00
TOTAL					20.00
Bill Pmt -Check	55565	03/23/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,125.07
Bill	57732691	03/11/2016		104310 · Books - Adult	782.80
Bill	57757939	03/16/2016		104312 · Books - Outreach	175.13
Bill	57758440	03/16/2016		104310 · Books - Adult	55.18
Bill	57764135	03/17/2016		104310 · Books - Adult	81.57
Bill	57764602	03/17/2016		104310 · Books - Adult	30.39
TOTAL					1,125.07
Bill Pmt -Check	55566	03/23/2016	Recorded Books, INC	101010 · Cash - Marquette	-170.98
Bill	75305205	03/16/2016		104340 · Audio Visual Materials - Adult	89.99
Bill	75305143	03/16/2016		104340 · Audio Visual Materials - Adult	36.00
Bill	75304804	03/16/2016		104340 · Audio Visual Materials - Adult	17.99
Bill	75305318	03/17/2016		104340 · Audio Visual Materials - Adult	27.00
TOTAL					170.98
Bill Pmt -Check	55567	04/06/2016	Annuity Premium Reserve Account	101010 · Cash - Marquette	-337.50
Bill	03/31/2016	04/01/2016		102160 · 457 Plan W/H Payable	337.50
TOTAL					337.50
Bill Pmt -Check	55568	04/06/2016	Aquamist Plumbing & Lawn Sprinkling Co.	101010 · Cash - Marquette	-449.85

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	70782	03/28/2016		104440 · Landscaping & Groundskeeping	449.85
TOTAL					449.85
Bill Pmt -Check	55569	04/06/2016	ARC1 Electric, Inc.	101010 · Cash - Marquette	-335.00
Bill	7602	03/21/2016		104440 · Landscaping & Groundskeeping	335.00
TOTAL					335.00
Bill Pmt -Check	55570	04/06/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill	03/12/2016	03/12/2016		104520 · Telephone	80.00
TOTAL					80.00
Bill Pmt -Check	55571	04/06/2016	Capital One Commercial	101010 · Cash - Marquette	-357.44
Bill	02/26/2016	02/26/2016		104530 · Building & Custodial Supplies	38.97
				104540 · Building Repairs	151.37
				104640 · Patron Programs&Events-Outreach	13.38
				104640 · Patron Programs&Events-Outreach	8.99
Bill	03/26/2016	03/26/2016		104530 · Building & Custodial Supplies	125.74
				104530 · Building & Custodial Supplies	18.99
TOTAL					357.44
Bill Pmt -Check	55572	04/06/2016	Cardmember Service	101010 · Cash - Marquette	-3,065.86
Bill	03/21/2016	03/21/2016		104660 · Public Information	127.50
				104720 · Office Supplies	132.80
				104710 · Library Supplies	74.19
				104320 · Periodicals - Adult	45.00
				104580 · Automation - Maintenance	49.99
				104630 · Conference Fees	972.00
				104620 · Staff Training & Education	1,256.50
				104320 · Periodicals - Adult	395.88

Orland Park Public Library Check Detail

March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL				104620 · Staff Training & Education	12.00
					3,065.86
Bill Pmt - Check	55573	04/06/2016	Center Point Large Print	101010 · Cash - Marquette	-479.34
Bill	1362527	03/09/2016		104310 · Books - Adult	257.64
Bill	1347740	03/22/2016		104312 · Books - Outreach	221.70
TOTAL					479.34
Bill Pmt - Check	55574	04/06/2016	CuraLinc, LLC	101010 · Cash - Marquette	-480.00
Bill	4040	03/23/2016		104230 · Life/Health Insurance	480.00
TOTAL					480.00
Bill Pmt - Check	55575	04/06/2016	Envisionware, Inc.	101010 · Cash - Marquette	-266.00
Bill	25342	03/23/2016		104580 · Automation - Maintenance	266.00
TOTAL					266.00
Bill Pmt - Check	55576	04/06/2016	Findaway World, LLC	101010 · Cash - Marquette	-1,398.87
Bill	179056	03/07/2016		104340 · Audio Visual Materials - Adult	19.99
Bill	179034	03/07/2016		104340 · Audio Visual Materials - Adult	19.99
Bill	181019	03/28/2016		104341 · Audio Visual Materials - Youth	1,358.89
TOTAL					1,398.87
Bill Pmt - Check	55577	04/06/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-2,542.33
Bill	57706318	03/07/2016		104310 · Books - Adult	39.98
Bill	57749296	03/15/2016		104310 · Books - Adult	720.10
Bill	57797719	03/15/2016		104310 · Books - Adult	61.58
Bill	57771708	03/18/2016		104312 · Books - Outreach	75.97

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	57788121	03/22/2016		104310 · Books - Adult	1,135.25
Bill	57797668	03/23/2016		104310 · Books - Adult	61.58
Bill	57796966	03/23/2016		104312 · Books - Outreach	119.16
Bill	57816575	03/28/2016		104310 · Books - Adult	87.17
Bill	57815840	03/28/2016		104310 · Books - Adult	24.00
Bill	57815765	03/28/2016		104310 · Books - Adult	21.60
Bill	57815656	03/28/2016		104310 · Books - Adult	21.59
Bill	57816393	03/28/2016		104310 · Books - Adult	24.00
Bill	57827453	03/29/2016		104310 · Books - Adult	150.35
TOTAL					2,542.33
Bill Pmt -Check	55578	04/06/2016	Garvey's Office Products	101010 · Cash - Marquette	-98.25
Bill	PINV1125111	03/24/2016		104530 · Building & Custodial Supplies	98.25
TOTAL					98.25
Bill Pmt -Check	55579	04/06/2016	Histories for Kids, Inc.	101010 · Cash - Marquette	-275.00
Bill	To Be Held 4/26/16	04/01/2016		104640 · Patron Programs&Events-Outreach	275.00
TOTAL					275.00
Bill Pmt -Check	55580	04/06/2016	Home Depot Credit Services	101010 · Cash - Marquette	-64.82
Bill	3-28-16 stmt	03/28/2016		104530 · Building & Custodial Supplies	64.82
TOTAL					64.82
Bill Pmt -Check	55581	04/06/2016	Illinois Library Association	101010 · Cash - Marquette	-25.00
Bill	107970	03/01/2016		104650 · Association Dues & Fees	25.00
TOTAL					25.00
Bill Pmt -Check	55582	04/06/2016	Ingram Library Services	101010 · Cash - Marquette	-8,815.23

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	See Detailed Stmt	03/31/2016		104310 · Books - Adult	5,814.41
				104311 · Books - Youth	3,000.82
TOTAL					<u>8,815.23</u>
Bill Pmt -Check	55583	04/06/2016	Jason P Rock	101010 · Cash - Marquette	-1,277.08
Bill	04/01/16	04/01/2016		104620 · Staff Training & Education	407.20
Bill	04/01/2016	04/01/2016		104620 · Staff Training & Education	869.88
TOTAL					<u>1,277.08</u>
Bill Pmt -Check	55584	04/06/2016	Jorson & Carlson, Inc.	101010 · Cash - Marquette	-65.25
Bill	0440843	03/24/2016		104450 · Building Maintenance	65.25
TOTAL					<u>65.25</u>
Bill Pmt -Check	55585	04/06/2016	Lite Tech, Inc.	101010 · Cash - Marquette	-212.05
Bill	79341	03/15/2016		104530 · Building & Custodial Supplies	212.05
TOTAL					<u>212.05</u>
Bill Pmt -Check	55586	04/06/2016	MailFinance	101010 · Cash - Marquette	-233.01
Bill	N5862160	03/28/2016		104730 · Postage	233.01
TOTAL					<u>233.01</u>
Bill Pmt -Check	55587	04/06/2016	Midwest Tape	101010 · Cash - Marquette	-322.28
Bill	93605794	01/18/2016		104341 · Audio Visual Materials - Youth	89.94
Bill	93799712	03/21/2016		104340 · Audio Visual Materials - Adult	78.38
Bill	93803372	03/22/2016		104341 · Audio Visual Materials - Youth	23.98
				104340 · Audio Visual Materials - Adult	129.98

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					322.28
Bill Pmt -Check	55588	04/06/2016	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
Bill	03/27/2016	03/27/2016		104730 · Postage	500.00
TOTAL					500.00
Bill Pmt -Check	55589	04/06/2016	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6009	04/01/2016		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt -Check	55590	04/06/2016	Nextel Communications	101010 · Cash - Marquette	-180.45
Bill	366044821-136	03/30/2016		104520 · Telephone	180.45
TOTAL					180.45
Bill Pmt -Check	55591	04/06/2016	Nicor Gas	101010 · Cash - Marquette	-1,469.21
Bill	03/22/2016	03/22/2016		104517 · Natural Gas	1,469.21
TOTAL					1,469.21
Bill Pmt -Check	55592	04/06/2016	Orland Park Area Chamber of Commerce	101010 · Cash - Marquette	-60.00
Bill	4/26/2016	03/22/2016		104620 · Staff Training & Education	60.00
TOTAL					60.00
Bill Pmt -Check	55593	04/06/2016	OverDrive, Inc.	101010 · Cash - Marquette	-351.38
Bill	211729887	03/14/2016		104311 · Books - Youth	248.39
Bill	000306260	03/22/2016		104310 · Books - Adult	65.00

Orland Park Public Library Check Detail

March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	000126210	03/23/2016		104310 · Books - Adult	12.00
Bill	000316873	03/29/2016		104310 · Books - Adult	25.99
TOTAL					<u>351.38</u>
Bill Pmt -Check	55594	04/06/2016	Penguin Random House LLC	101010 · Cash - Marquette	-153.75
Bill	1086783263	03/11/2016		104312 · Books - Outreach	52.50
Bill	1086850218	03/18/2016		104340 · Audio Visual Materials - Adult	30.00
Bill	1086905469	03/23/2016		104342 · Audio Visual Materials-Outreach	37.50
Bill	1086926434	03/23/2016		104342 · Audio Visual Materials-Outreach	33.75
TOTAL					<u>153.75</u>
Bill Pmt -Check	55595	04/06/2016	Proven Business Systems	101010 · Cash - Marquette	-836.08
Bill	302733	03/17/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	836.08
TOTAL					<u>836.08</u>
Bill Pmt -Check	55596	04/06/2016	Rainbow Book Company	101010 · Cash - Marquette	-196.65
Bill	0120085	03/22/2016		104311 · Books - Youth	196.65
TOTAL					<u>196.65</u>
Bill Pmt -Check	55597	04/06/2016	Recorded Books, INC	101010 · Cash - Marquette	-346.80
Bill	75307633	03/21/2016		104340 · Audio Visual Materials - Adult	17.99
Bill	75308109	03/22/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75309845	03/24/2016		104340 · Audio Visual Materials - Adult	26.95
Bill	75309872	03/24/2016		104340 · Audio Visual Materials - Adult	40.48
Bill	75309283	03/24/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75309908	03/24/2016		104340 · Audio Visual Materials - Adult	29.69
Bill	75309422	03/24/2016		104340 · Audio Visual Materials - Adult	74.20
Bill	75105391	03/25/2016		104340 · Audio Visual Materials - Adult	99.00
TOTAL					<u>346.80</u>

**Orland Park Public Library
Check Detail**
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55598	04/06/2016	RWK IT Services	101010 · Cash - Marquette	-2,549.30
Bill	1870	02/09/2016		104577 · Automation - Consultant	2,049.30
Bill	2006	03/30/2016		104577 · Automation - Consultant	500.00
TOTAL					2,549.30
Bill Pmt -Check	55599	04/06/2016	Steven Cole	101010 · Cash - Marquette	-200.00
Bill	To Be Held 4/20/16	04/01/2016		104640 · Patron Programs&Events-Outreach	200.00
TOTAL					200.00
Bill Pmt -Check	55600	04/06/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-1,106.00
Bill	16534	03/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	4012	03/19/2016		104530 · Building & Custodial Supplies	583.11
Bill	4065	04/02/2016		104530 · Building & Custodial Supplies	494.89
TOTAL					1,106.00
Bill Pmt -Check	55601	04/06/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-10,694.06
Bill	03/15/2016	03/15/2016		104340 · Audio Visual Materials - Adult	7,927.91
				104341 · Audio Visual Materials - Youth	2,058.84
				104342 · Audio Visual Materials-Outreach	512.43
				104310 · Books - Adult	106.76
				104311 · Books - Youth	34.72
				104710 · Library Supplies	6.87
				104570 · Automation - Equipment	46.53
TOTAL					10,694.06
Bill Pmt -Check	55602	04/06/2016	Taste of Home Books	101010 · Cash - Marquette	-31.98

Orland Park Public Library
Check Detail
March 22 through April 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	01048	03/21/2016		104310 · Books - Adult	31.98
TOTAL					<u>31.98</u>
Bill Pmt -Check	55603	04/06/2016	Trane U.S. Inc.	101010 · Cash - Marquette	-854.00
Bill	36377118	03/22/2016		104540 · Building Repairs	762.00
Bill	11780443R1	03/29/2016		104530 · Building & Custodial Supplies	92.00
TOTAL					<u>854.00</u>
Bill Pmt -Check	55604	04/06/2016	Village of Orland Park Water	101010 · Cash - Marquette	-930.60
Bill	03/31/2016	03/31/2016		104515 · Water & Sewer	930.60
TOTAL					<u>930.60</u>
Bill Pmt -Check	55605	04/06/2016	Baker & Taylor	101010 · Cash - Marquette	-15.26
Bill	2031834648	03/21/2016		104310 · Books - Adult	15.26
TOTAL					<u>15.26</u>
Bill Pmt -Check	55606	04/06/2016	Bal Industries	101010 · Cash - Marquette	-4,230.00
Bill	36943	03/25/2016		104450 · Building Maintenance	4,230.00
TOTAL					<u>4,230.00</u>
			Subtotal - AP Checks		144,050.48
			Gross Payroll on 3/31/16		95,182.49
			Payment to Village for IMRF/Insurance for March, 2016		59,406.31
			Gross Payroll on 4/15/16		99,183.41
			Grand Total		<u>397,822.69</u>

Adult Services Board Report March 2016

PERSONNEL

Katharine "Katie" Allan, part-time Reference Librarian 1, started work on March 28.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 4/3; 6 adults

Four genre book discussions 4/10, 4/15, 4/16, 4/16; 35 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Judy Brannigan attended Expanding your Library's Genealogy Program (Webinar OPPL) on Mar 9, 2016

Judy Brannigan attended Ebooks and audiobooks (Webcast OPPL) on Mar 10, 2016

Andrew Masura attended Using Pop Culture to Create Great Library Programs (Webinar OPPL) on Mar 16, 2016

On March 17, Andy attended an In-Service Committee meeting.

Andy met with Eric Ebers from Mergent Inc., on March 21.

Judy Brannigan held a Social Committee meeting on March 22, 2016.

Kortnee Konrath attended a Comic Con Committee meeting on March 22.

Andy and Linda attended a Polaris meeting on March 23.

Kortnee attended a Summer Reading Committee meeting on March 23.

Diane Srebro attended Booklist:LibraryLoveLibraryReadsSummer16 (Webinar) on Mar 29, 2016

Andrew Masura attended Building Vibrant Communities through Literacy and Education (Webinar OPPL) on Mar 29, 2016

Kortnee attended a Technology Committee meeting on March 31.

STATISTICS

Database Statistics March 2016-2015 Comparison

Database	2016	2015	Data Type

Ancestry	1909	5926	Searches
Careers College	4	-	Total Users
Consumer Reports	79	127	Log-Ins
EBSCO	37231	29034	Searches
Gale Virtual Ref. Lib.	10	22	Searches
Heritage Quest	287	767	Searches
Lit. Criticism Online	28	116	Searches
Morning Star Investment	3	123	Searches
OCLC	6945	7074	Searches
ProQuest	198	267	Searches
Reference USA	513	359	Searches
Rocket Languages	*	46	Sessions
World Book	4	6	Searches

*Statistics is not available yet

- Statistics was unavailable due to website issues.

Statistics from web forms

Category	03/2016	03/2015	Change
Reference	3395	4929	-1534, -31.12%
Ref Remote	163	228	-65, -28.51%
Non-Reference	286	902	-616, -68.29%
N-R Remote	12	30	-18, -60%
Prog Att	41	213 *	-172, -80.75%
Items shelved	19540	22216	-2676, -12.05%
Carts shelved	311	408	-97, -23.77%

* Program attendance higher in 2015 because of the Mary Pat Kelly author program.

GRANTS/SPECIAL PROJECTS

Judy Brannigan read and judged 6 books for the *Soon to be Famous Illinois Author Project*.

CUSTOMER SERVICE LOG

3/8 11:00 a.m. Patron complained about certain newspapers never being on shelf. Comment: The library should order more copies or put time limits on papers so they can't be held by one person all day. Librarians should go around and find out where the papers are and ask patrons to give them up.

Circulation Board Report March 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin continues to work with Polaris related Circulation problems as they happen using the Polaris Forum for updates and solutions.

Laura Larson and Becky Simmons are being trained to use the Simply Reports module in Polaris.

Howard Griffin continues to train Julie Pryor, Assistant Head of Circulation on various circulation statistic calculations as part of the Strategic Plan involving cross training.

CONTINUING EDUCATION/MEETINGS ATTENDED

Julie Pryor attended Be Fearless: Public Speaking for Librarians (Webinar - OPPL) on Mar. 9, 2016.

Julie Pryor attended Be Fearless: Public Speaking for Librarians (Webinar - OPPL) on Mar. 9, 2016.

Julie Pryor attended Creative Leadership for Managers: Supervisors and Team Leaders (Joliet) on Mar. 21, 2016.

Therese Coppelino attended Word 7 Basics (OPPL Computer Lab) on Mar. 29, 2016.

CUSTOMER SERVICE LOG

3/1/16 (Information Desk) Patron commented that Danny Fox concert was excellent! Also, patron was very pleased with past entertainment, thought we we're doing a good job and had much to offer.

3/1/16 (Information Desk) Patron admired the beautiful building and the great book sale.

3/3/16 (Information Desk) Patron got tax form from reference desk commented "they we're very nice upstairs!"

3/3/16 (Information Desk) "The presenter talked for an hour and a half about George Pullman and never once showed a picture of a Pullman car. Complete waste of time!"

3/6/16 (Information Desk) Patron complained that newspapers are always missing upstairs. He doesn't want to have to confront a patron about it.

3/10/16 (Information Desk) 2 patrons noted they enjoyed the program "A Walk Down Memory Lane".

3/15/16 (Information Desk) Patron brought me a plant and thanked me for being so kind. (I had helped her with doing copies earlier).

3/16/16 (Information Desk) Patron asked for details about donating books. "You have been very helpful."

3/19/16 (Information Desk) Everyone at the library is so helpful - It's amazing.

3/29/16 (Circulation Desk) Glad to see the grey notes in the DVD's to report damage. Patron said he's been saying that for a long time.

3/29/16 (Circulation Desk) Patron was upset because she was asked to leave the Teen area. She said she only wanted to try the seats and look out the window and no kids were there. She was a mature adult.

ORS	TOTAL CIRCULATION			PATRON		
MONTH	2016		LAST YR.	CHANGE		ATTENDANCE
JAN	78,228		82,937	-6%		33,484
FEB	77,836		73,126	6%		33,655
MAR	82,831		79,332	4%		36,160
APR						
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	238,895		235,395	1%		103,299

Graphics Board Report March 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Worked on 2016 Summer Reading Booklets

Designed and completed May - August Newsletter

Met to start new NASA brochures for youth and adults

Got the word out to newspapers about AmazonSmile and the Friends of the Orland Park Public Library

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended:

Southwest Conference of Mayors on Saturday, March 5 in Palos Hills, IL.

Emergency Preparedness webinar on Tuesday, March 15 at 2 p.m.

webinar Zinio Digital Magazines for Libraries Overview on Tuesday, March 22 at 2 p.m.

webinar Innovative Technologies and Tech Trends for libraries on Tuesday, March 29 at 9:30 a.m.

webinar Building Vibrant Communities through Literacy and Education on Tuesday, March 29 at 1 p.m.

Jackie Boyd met with a representative from Grasso Graphics to discuss the cost of renewing the Memorial Paver Stone Guide Wednesday, March 2.

STATISTICS

	Meeting Room Reservation Requests Approved	Total Graphics Requests Closed
2013	306	989
2014	309	991
2015	316	1223
This Year So Far	82	289
Facebook Followers	1475	
Twitter Followers	1131	
Pinterest	108	
eBlast Subscriptions	17,609	

CUSTOMER SERVICE LOG

March 24 at 10:30 a.m.

Sertoma Center nonprofit organization renting meeting room 102 asked why Orland Park Public Library had not posted Sertoma's community flyer. Public Information Coordinator spoke to them about the process for getting a community flyer approved and posted.

Information Technology Board Report March 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Computer Classes for Adults:

March 2016

16 computer classes for adults were offered with a total of 73 attendees

March 2015 Comparison

21 computer classes for adults were offered with a total of 108 attendees

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Jason Rock attended Innovative Users Group (San Francisco, CA (Miles=Air fare)) on Mar 16, 2016

Jason Rock attended MakerBot Educational Use Cases (Webinar) on Mar 29, 2016

STATISTICS

Statistics from web forms

Category	Mar 2016	Mar 2015	Change
Study Room Usage	474	478	-4, -0.84%
Patrons Assisted	495	696	-201, -28.88%
Total PC Usage		2110	-2110, -100%
Total Web pages	32253	37439	-5186, -13.85%
Number of Classes	16	21	-5, -23.81%
Total Class Attendance	73	108	-35, -32.41%
Overdrive Checkouts	2914	2995	-81, -2.7%
Overdrive Registration	58	76	-18, -23.68%
Zinio Checkouts	601	606	-5, -0.83%

GRANTS/SPECIAL PROJECTS

Improvements continue to be made through out the library. A new wifi access point has been added to meeting room 104 so presenters now have dedicated access to the internet without

fear of disconnection. The children's department will soon have two new computers in the preschool area where the children can learn and play on ABCMouse. Finally the SMART Lab continues to be a success with the newest trend being families coming in with their junior high age children to learn together how to make and print out their own 3d designs.

Outreach Services Board Report March 2016

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, 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 collection.

STATISTICS

Onsite Adult Programs:

14 programs were given with a total of 505 patrons. *2015: 13 programs were given with a total of 531 patrons.*

Breakout:

3/1/16	Prairie Godmothers - Growing Herbs for Home and Health	38
3/3/16	George Pullman - The Man and His Model Town	97
3/4/16	Meet the Artist - Alex and Inna Deriy	34
3/8/16	Undiscovered Wales	25
3/10/16	Afternoons @ OPPL - A Walk Down Memory Lane	26
3/11/16	Board Game Night	25
3/12/16	Board Game Saturday - Game On!	11
3/13/16	An Afternoon with Bobby Dunne	67
3/16/16	Jane Austen Speaks	27
3/18/16	Showcase - Mark Taylor	98
3/21/16	Monday Morning Movie - SNP	12
3/25/16	Friday Film Series - Pawn Sacrifice	11
3/26/16	The King of Cool - Steve McQueen Film Festival	22

Offsite Adult Programs:

13 programs were given with a total of 207 patrons attending. *2015: 9 programs were given with a total of 161 patrons attending.*

Breakout:

3/7/16 Nursing Home Visit	39
3/8/16 Nursing Home Visit	15
3/9/16 Remember When with Autumn Leaves	18
3/9/16 Remember When with Brookdale	15
3/10/16 Smart Art with Brookdale	6
3/10/16 Smart Art with Autumn Leaves	8
3/16/16 Book Discussion at Smith Crossing	10
3/16/16 Orland Township Senior Drop-in Visit	13
3/18/16 Orland Township Senior Drop-in Visit	10
3/21/16 Nursing Home Visit	38
3/22/16 Nursing Home Visit	15
3/30/16 Orland Township Senior Drop-in Visit	15
3/23/16 Nursing Home Visit	5

Train Station Books:

Three train stations – **37**, *2015 - 141, Train stations inaccessible at times.*

Program Flyer Distribution Stats:

Orland Park Businesses - **735**, *2015 - 19*

Village of OP - **820**, *2015 - 13*

Train Station - **37**, *2015 - 141*

Orland Township - **5**, *2015 - 85*

In-house during programs - **158**, *2015 - 1431*

Other Outreach and Homebound Stats:

Outreach Circ Stats: 1017 items circulated with 1198 checkouts and 143 renewals. *2015: 826 items circulated with 1033 checkouts and 67 renewals.*

Visits to single-family homebound patrons totaled 13. *2015: Visits totaled 24.*

7 new homebound patron cards were issued and 2 discontinued. 5 cards were renewed. *2015: 3 new homebound library cards were issued. 1 card discontinued. 2 cards were renewed.*

OS staff logged 467 reference transactions. *2015: 599 reference transactions.*

49 books were displayed on the table with 25 having been checked out. *2015: 60 books on display with 31 checked out.*

GRANTS/SPECIAL PROJECTS

Outreach Services began book delivery visits to the new Evergreen Assisted Living facility. Outreach Services staff coordinated several load-ins for the upcoming Civil War exhibit.

CUSTOMER SERVICE LOG

3/1/16 8:30pm Prairie Godmothers Growing Herbs for Home and Health program

"Keep up the good work."

"Enjoyed the program."

3/3/16 8:30pm George Pullman - The Man and His Model Town program

Great turnout. Everyone was glad that we had this program.

3/7/16 10:30am Book Visit to Smith Crossing

"I really appreciate what you are doing!"

3/8/16 8:30pm Undiscovered Wales program

"Wonderful program!"

"Do more."

3/9/16 10:30am Remember When at Autumn Leaves program

One patron was crying tears of joy and thanked Erin profusely, multiple times. She was so excited to discuss her Irish heritage.

3/10/16 10:00am Smart Art at Brookdale program

"See you next month."

"So good to use my brain and learn something new."

Technical Services Board Report March 2016

PERSONNEL

Matt Hammermeister resigned his position of Cataloger 1 and his last date is March 25.

SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for March 2016 is complete.

All withdrawn titles and items are removed from the system.

GRANTS/SPECIAL PROJECTS

Tech Services staff completed the magazine withdrawn project and these 2015 magazines are ready for giveaway.

Wendy added more Hoopla eMusic and eMovie to Polaris so that patrons can search and checkout these popular streaming AVs easier at Online Catalog than at vendor's website.

Wendy add material values to all electronic items.

Youth Services Board Report March 2016

PERSONNEL

The job ad for the part-time Teen Librarian position has been pulled and will be reposted in late April.

SERVICES/PROGRAMS/PROJECTS/CLASSES

MARCH 2016 STATISTICS

Youth programs: 1675 attendees/ 63 programs (birth--grade 5)

Teen programs: 61 attendees/ 7 programs (grades 6--12)

Preschool visits: 247 students/ 9 visits

PRESCHOOL PAKS: 22 PAKS/ 333 items

School visits: none

PAL PAKS: 16 PAKS/ 316 items

Miscellaneous teacher checkouts: 36 items

March 2016 circulation statistics: 33,970 items

MARCH 2015 COMPARISONS

Youth programs: 1813 attendees/ 61 programs (birth--grade 5)

Teen programs: 72 attendees/ 17 programs (grades 6--12)

Preschool visits: 382 students/ 17 visits

PRESCHOOL PAKS: 8 PAKS/ 158 items

School visits: none

PAL PAKS: 11 PAKS/ 135 items

Miscellaneous teacher checkouts: 77 items

March 2015 circulation statistics: 35,435 items

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Norris-Kuczynski attended LACONI YSS Board meeting (Mt. Prospect PL) on March 4, 2016.

Sara Dempster attended Pop Culture (Webinar OPPL) on March 16, 2016.

Mary Adamowski attended C.L.A.S.S. meeting (Oak Lawn PL) on March 28, 2016.

Diane Norris-Kuczynski attended C.L.A.S.S. meeting (Oak Lawn PL) on March 28, 2016.

Mary Adamowski attended Building Vibrant Communities Through Literacy and Education (Webinar OPPL) on March 29, 2016.

STATISTICS

Statistics from web forms

Category	03/2016	03/2015
Reference	2123	3136
Ref Remote	117	144
Non-Reference	256	547
N-R Remote	28	67
Teen Prog	61	72
Youth Prog	1675	1813

GRANTS/SPECIAL PROJECTS

The Youth Services Department received a donation of three beautiful Pinocchio figurines from a patron. They are on display in the Preschool and Junior areas of the department.

Mary Adamowski was asked to submit book recommendations for a recent Chicago Parent article. The piece was featured in the March issue/

As part of her duties as co-chair of the Illinois Library Association 2016 Conference Programming Committee, Mary Adamowski is currently reviewing and evaluating the nearly 160 submitted program proposals. This process will continue through the middle of April.

CUSTOMER SERVICE LOG

Preschool desk

No entries.

Junior desk

3/8/16 12:34 Mom with young son. "He chose the library over the park today." BWM

3/15/16 10:00 Staff member assisted patron in locating book at another library. "I can't thank you enough for all of your help!" MGA

3/18/16 11:00 Staff member received thank you note for helping her find books for class project. "Your help was invaluable and I can't thank you enough." MGA

3/21/16 9:40 Showed Novelist to mom w/ two canvas bags looking for books for two children. "This is a wonderful tool. It will save me so much time!" DNK

3/21/16 10:00 Patron sent by wife with list of "worm" books to pick up. "Thank you so much for your help. You're going to make me look like a hero!" DNK

3/21/16 4:00 Grandma looking for materials for two yr old grandson. "Thank you !! This is

more than I could have wished for. I'll be back every week!" DNK

3/23/16 4:00 Patron brought flowers to staff member to thank her for assistance. MGA

3/24/16 11:00 Staff member received email from patron and summer reading donator.
"Your services and materials are wonderful. My children love coming to library and we appreciate all that you do." MGA

Teen desk

3/4/16 9:20 Adult patron waiting for another person. "This is a beautiful library, with so many resources!" MLD

**CORRESPONDENCE RECEIVED FROM MARCH 22, 2016 THROUGH
APRIL 14, 2016 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Received on April 4, 2016, a note from Diane Norris-Kuczynski, Assistant Head of Youth Services, thanking the Board for the opportunity to attend the inaugural Illinois Youth Services Institute Conference held at the Bloomington-Normal Conference Center.