

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING  
May 16, 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. Resolution Number 2016-02 regarding the 2016 Annual Resolution Authorizing Public Library Non-Resident Cards – For Action  
*Motion to approve Resolution No. 2016-02 regarding the 2016 Annual Resolution Authorizing Public Library Non-Resident Cards*

2. Approve the proposal from Midwest Mechanical Group, Inc. in the amount of \$6,792.00 per year commencing on July 1, 2016 through June 30, 2017 for the Preventive Maintenance Service for the HVAC System of the Orland Park Public Library —For Action  
*Motion to approve the proposal from Midwest Mechanical Group, Inc. in the amount of \$6,792.00 per year commencing on July 1, 2016 through June 30, 2017 for the Preventive Maintenance Service for the HVAC System of the Orland Park Public Library*
  
3. Approval of the FY2016 Secretary of State Live and Learn Grant agreement “Construction Grant – New Construction/remodeling” — For Action  
*Motion to approve the FY2016 Secretary of State Live and Learn Grant agreement “Construction Grant – New Construction/Remodeling”*

**K. ANNOUNCEMENTS**

**L. ADJOURNMENT**

**Resolution 2016-02**  
**2016 ANNUAL RESOLUTION AUTHORIZING**  
**PUBLIC LIBRARY NON-RESIDENT CARDS**

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

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

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

**WHEREAS**, the Board of Library Trustees of the Orland Park Public Library has determined for the 2016-2017 year, commencing August 1, 2016 and ending July 31, 2017, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

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

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

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

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

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

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

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

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

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

ADOPTED this 16<sup>th</sup> day of May, 2016 by a roll call votes as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

\_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees



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

**SECRETARY'S CERTIFICATE**

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

**"2016 ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS"**

adopted at a regular meeting of the said Board of Library Trustees held on the 16th day of May, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of May, 2016.

\_\_\_\_\_  
**Secretary of the Library Board**

# Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held April 18, 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, Elan Kleis, Catherine M. Lebert, and Denis Ryan;

## Roll Call

Members absent: Trustee Joanna Leafblad arrived at 7:06 pm

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 March 21, 2016 minutes. Trustee 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 – absent; Lebert– aye; Ryan – aye.

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

None.

## Introduction of Visitors

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

## Public Comment

Nanc Junker  
Kathleen Andrews

None

## Executive Session

Treasurer Jennings moved to accept the Treasurer's Reports for April, 2016. The motion was seconded by Trustee Leafblad. No discussion took place. 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.

Trustee Ryan moved to approve the Accounts Payable Listing of March 22, 2016 – April 18, 2016 and was seconded by Trustee Leafblad. No discussion took place. 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.

Director Weimar and Assistant Library Director Wagner attended the review committee meeting for the Live and Learn Grant at RAILS in Burr Ridge. Recommendations from the committee from this meeting will be made to Jesse White for funding construction grants. Jesse White's office sent the library the 2016 Per Capita Grant award letter showing Orland Park will receive \$43,758.84 which is a rate of \$.77085 per resident. This is more than expected.

## Librarian's Report

The library has seen an increase in our circulation for the past two months. The library is showing a one per cent increase over last year at this time.

Several staff attended the Public Library Association’s bi-annual conference this month. One of the focus workshops was on PLA’s Outcome measures. Although the workshops were filled, PLA offered a webinar on using Outcome Measures with Summer Reading Programs. Staff are discussing the possibility of using this measurement tool this summer. The surveys are not as statistical based but measure whether the patrons receive a positive experience from the program.

Public Information Manager Jackie Boyd spoke about news articles in a variety of local papers highlighting library programs. Ms. Boyd mentioned the article about the Friends of the Orland Park Public Library now being able to get donations from AmazonSmile. President Healy inquired about this program and Ms. Boyd and Ms. Wagner explained about purchasing through smile.Amazon.com instead of Amazon.com which will allow people to donate to the Friends.

Wingren Landscape has been out to clean up the property for the season. We are currently in the 2nd year of a 3-year contract.

The Trane preventive maintenance contract for the HVAC equipment and operating system expires 6/30/2016. Maintenance and Administration staff will be working together to get quotes from service vendors for a 1-year contract to compare and present to the Board at the next meeting.

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**

**Insurance Renewal Proposal– For Action**

**New Business**

Trustee Ryan motioned to accept the Hub International Midwest, Ltd. Insurance renewal for 5/01/16 through 4/30/17 for the cost of \$88,801. Trustee Kleis seconded the motion. Finance Manager Ross Kimmey explained the renewal process and having other insurance companies submit proposals. After comparison of cost and coverage, he was recommending acceptance of the Hub proposal. President Healy inquired about the D & O insurance and Mr. Kimmey explained the cost of Director’s and Officer’s insurance premiums and the few companies now offering this type of insurance. 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.

Settlement of Tax Valuation Objections for Orland Square Mall– For Action

Treasurer Ryan motioned to approve the settlement agreement with Simon Properties to resolve certain tax valuation objections relative to the Orland Square Mall for tax years 2005 through 2013. Trustee Barcelona seconded the motion. Attorney Dennis Walsh from Klein Thorpe and Jenkins gave the Board a synopsis of the Orland Square Mall settlement. 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 Lebert spoke about meeting a children’s author and a possible visit to the library in the fall. The children’s author Michele Jakubowski, wrote the Sidney and Sydney series and the Poppy series which the library has in its collection.

**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 7:36 p.m.

Catherine M. 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 April 30, 2016**

**Revenues**

**Impact Fees and Copy Machine** receipts are slightly above budget for the month. **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 \$ 61,129 under budget for the month and \$ 275,389 under budget year-to-date.

**Salaries** is under budget by \$ 13,157 for April and \$ 47,965 under budget year-to-date. There are a few open positions to be filled.

**Staff Training and Education** is \$ 3,414 over budget for the month due to the PLA conference.

**Conference Fees** is over budget for April by \$ 658 due to the PLA conference.

**Public Information** is \$ 5,655 over budget for the month due to printing of the newsletter.

**Library Supplies** is over budget for April by \$ 3,774 due to purchasing RFID tags during the month.

**Postage** is \$ 1,931 over budget for the month due to postage for the newsletter.



**Orland Park Public Library  
Balance Sheet - All Funds  
April 30, 2016**

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
<b>Assets</b>					
Cash - Marquette	182,288.89	0.00	67,250.63	0.00	249,539.52
Cash - Marquette E-Commerce	4,377.67	0.00	0.00	0.00	4,377.67
Illinois Funds	91,016.25	6,847.11	0.00	0.00	97,863.36
PMA Financial Investments	6,492,218.03	763,222.72	0.00	1,340,476.69	8,595,917.44
US Bank	3,399.79	0.00	0.00	3.97	3,403.76
Cash - Harris Bank	0.00	0.00	0.00	0.00	0.00
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	12,087.50	690.77	0.00	2,159.14	14,937.41
Property Taxes Receivable	2,376,602.08	0.00	0.00	784,057.66	3,160,659.74
Prepaid Expenses	142,041.32	0.00	0.00	0.00	142,041.32
Due From Debt Service	0.00	0.00	0.00	0.00	0.00
<b>Total Assets</b>	<b><u>9,304,331.53</u></b>	<b><u>770,760.60</u></b>	<b><u>67,250.63</u></b>	<b><u>2,126,697.46</u></b>	<b><u>12,269,040.22</u></b>
<b>Liabilities &amp; Fund Balance</b>					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	25.00	0.00	0.00	0.00	25.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,376,602.08	0.00	0.00	784,057.66	3,160,659.74
Accounts Payable	36,270.78	0.00	0.00	0.00	36,270.78
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	98,205.22	98,205.22
<b>Total Liabilities</b>	<b><u>2,412,897.86</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>882,262.88</u></b>	<b><u>3,295,160.74</u></b>
<b>Beginning Unrestricted Fund Balance</b>	<b>5,673,835.36</b>	<b>669,735.13</b>	<b>66,628.45</b>	<b>459,943.59</b>	<b>6,870,142.53</b>
<b>Fund Balance-Restricted IMRF</b>	<b>3,543.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,543.00</b>
<b>Fund Balance-Restricted Social Security</b>	<b>25,462.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,462.00</b>
<b>Fund Balance-Restricted Liab. Insurance</b>	<b>25,012.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,012.00</b>
<b>Fund Balance-Restricted Worker's Comp</b>	<b>5,408.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,408.00</b>
<b>Fund Balance-Restricted Unemployt Ins.</b>	<b>26,247.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,247.00</b>
<b>Transfers between Funds</b>	<b>(100,000.00)</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b><u>1,231,926.31</u></b>	<b><u>1,025.47</u></b>	<b><u>622.18</u></b>	<b><u>784,490.99</u></b>	<b><u>2,018,064.95</u></b>
<b>Ending Fund Balance</b>	<b><u>6,891,433.67</u></b>	<b><u>770,760.60</u></b>	<b><u>67,250.63</u></b>	<b><u>1,244,434.58</u></b>	<b><u>8,973,879.48</u></b>
<b>Total Liabilities &amp; Fund Balance</b>	<b><u>9,304,331.53</u></b>	<b><u>770,760.60</u></b>	<b><u>67,250.63</u></b>	<b><u>2,126,697.46</u></b>	<b><u>12,269,040.22</u></b>

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2016**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
<b>Revenues</b>							
Taxes	0.00	424,447	0.00%	2,667,094.66	1,697,789	52.36%	5,093,367
Impact Fees	3,000.00	2,083	144.02%	6,544.13	8,333	26.18%	25,000
Replacement Taxes	0.00	1,042	0.00%	1,977.28	4,167	15.82%	12,500
State Grants	0.00	2,083	0.00%	0.00	8,333	0.00%	25,000
Non Resident Fees	0.00	667	0.00%	853.64	2,667	10.67%	8,000
Fines	4,010.35	5,000	80.21%	19,289.26	20,000	32.15%	60,000
Gifts	0.00	833	0.00%	1,275.00	3,333	12.75%	10,000
Copy Machine	1,336.26	1,250	106.90%	5,566.72	5,000	37.11%	15,000
Interest Income	3,110.08	1,250	248.81%	9,242.95	5,000	61.62%	15,000
Miscellaneous Income	484.41	833	58.15%	2,648.05	3,333	26.48%	10,000
<b>Total Revenues</b>	<b>11,941.10</b>	<b>439,489</b>	<b>2.72%</b>	<b>2,714,491.69</b>	<b>1,757,955</b>	<b>51.47%</b>	<b>5,273,867</b>
<b>Expenditures</b>							
Salaries	184,656.70	197,814	93.35%	743,296.42	791,261	31.31%	2,373,785
Salaries - Maintenance	9,595.19	8,975	106.91%	36,684.01	35,902	34.06%	107,705
Life/Health Insurance	28,272.85	37,096	76.22%	147,358.61	148,384	33.10%	445,152
Books	29,308.94	34,167	85.78%	98,779.04	136,667	24.09%	410,000
Electronic Databases	5,035.17	6,083	82.77%	21,036.96	24,333	28.82%	73,000
Periodicals	2,280.19	3,167	72.00%	11,531.80	12,667	30.35%	38,000
Audio Visual Materials	11,586.19	13,333	86.90%	50,299.29	53,333	31.44%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	333	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	484.18	667	72.59%	2,984.39	2,667	37.30%	8,000
Insurance	2,823.25	3,042	92.81%	11,293.00	12,167	30.94%	36,500
Landscaping & Groundskeeping	1,498.91	2,033	73.73%	4,359.58	8,133	17.87%	24,400
Building Maintenance	6,680.00	20,833	32.06%	36,115.64	83,333	14.45%	250,000
Security System	442.50	750	59.00%	856.50	3,000	9.52%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	333	0.00%	1,000
Legal	5,738.55	10,000	57.39%	7,042.75	40,000	5.87%	120,000
Library Consultant	1,361.22	1,000	0.00%	2,361.22	4,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	583	0.00%	1,522.56	2,333	21.75%	7,000
Natural Gas	1,588.95	3,333	47.67%	7,608.99	13,333	19.02%	40,000
Telephone	566.65	917	61.79%	2,339.37	3,667	21.27%	11,000
Purchase - New Equipment	0.00	1,667	0.00%	11,656.83	6,667	58.28%	20,000
Building & Custodial Supplies	2,613.10	2,833	92.24%	11,949.27	11,333	35.14%	34,000
Building Repairs	0.00	1,833	0.00%	1,153.37	7,333	5.24%	22,000
Lib. & Off. Eqpt Rep. & Maint	640.94	1,375	46.61%	5,408.49	5,500	32.78%	16,500
Machine Rental	0.00	333	0.00%	399.00	1,333	9.98%	4,000
Automation - Equipment	282.69	6,667	4.24%	4,673.09	26,667	5.84%	80,000
Automation - Line Costs	347.37	542	64.09%	1,279.91	2,167	19.69%	6,500
Automation - Consultant	11,590.66	13,417	86.39%	44,896.89	53,667	27.89%	161,000
Automation - Maintenance	4,309.44	4,167	103.42%	10,572.39	16,667	21.14%	50,000
Library Furniture	0.00	5,000	0.00%	0.00	20,000	0.00%	60,000
Outreach Services	164.08	583	28.14%	2,157.26	2,333	30.82%	7,000

**Orland Park Public Library  
General Fund  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2016**

	<b>Actual Month</b>	<b>Monthly Budget</b>	<b>% of Budget</b>	<b>Actual Y-T-D</b>	<b>Budget Y-T-D</b>	<b>% of Total Budget</b>	<b>Total Budget</b>
Board Training & Education	687.96	667	103.14%	1,737.96	2,667	21.72%	8,000
Staff Training & Education	5,664.03	2,250	251.73%	12,228.16	9,000	45.29%	27,000
Conference Fees	1,200.00	542	221.40%	2,322.00	2,167	35.72%	6,500
Patron Programs & Events	2,828.70	3,750	75.43%	7,510.82	15,000	16.69%	45,000
Association Dues & Fees	160.00	667	23.99%	660.00	2,667	8.25%	8,000
Public Information	8,904.94	3,250	274.00%	11,751.43	13,000	30.13%	39,000
Library Supplies	7,523.51	3,750	200.63%	12,000.34	15,000	26.67%	45,000
Office Supplies	372.06	917	40.57%	1,033.25	3,667	9.39%	11,000
Postage	3,098.00	1,167	265.47%	4,651.34	4,667	33.22%	14,000
Printing	0.00	584	0.00%	0.00	2,333	0.00%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,964.70	17,708	95.80%	69,082.07	70,831	32.51%	212,494
Contribution to FICA	14,580.25	15,819	92.17%	58,454.85	63,277	30.79%	189,831
Audit	0.00	875	0.00%	4,500.00	3,500	42.86%	10,500
Liability Ins.-D&O,Bonds,WC	4,001.50	4,583	87.31%	16,006.00	18,333	29.10%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	1,333	0.00%	4,000
Bank Charges	506.17	250	202.47%	1,010.53	1,000	33.68%	3,000
<b>Total Expenditures</b>	<b>378,359.54</b>	<b>439,489</b>	<b>86.09%</b>	<b>1,482,565.38</b>	<b>1,757,955</b>	<b>28.11%</b>	<b>5,273,867</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>(366,418.44)</b>	<b>0</b>	<b>-100.00%</b>	<b>1,231,926.31</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>
<b>Net Change in Fund Balance</b>	<b>(366,418.44)</b>	<b>0</b>	<b>-100.00%</b>	<b>1,231,926.31</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>

**Orland Park Public Library  
Other Funds  
Statement of Revenue & Expenditures  
For The Month Ended April 30, 2016**

	<b>Special Reserve Month</b>	<b>Special Reserve Y-T-D</b>	<b>Capital Campaign Month</b>	<b>Capital Campaign Y-T-D</b>	<b>Debt Service Month</b>	<b>Debt Service Y-T-D</b>
<b>Revenues</b>						
Taxes	0.00	0.00	0.00	0.00	0.00	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	273.14	1,025.47	5.51	22.18	482.67	1,310.89
Capital Campaign	0.00	0.00	300.00	600.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>273.14</b>	<b>1,025.47</b>	<b>305.51</b>	<b>622.18</b>	<b>482.67</b>	<b>863,055.15</b>
<b>Expenditures</b>						
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	78,564.16
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,641.04</b>	<b>78,564.16</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>273.14</b>	<b>1,025.47</b>	<b>305.51</b>	<b>622.18</b>	<b>(19,158.37)</b>	<b>784,490.99</b>
<b>Interfund Transfers In / (Out)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Change in Fund Balance</b>	<b>273.14</b>	<b>1,025.47</b>	<b>305.51</b>	<b>622.18</b>	<b>(19,158.37)</b>	<b>784,490.99</b>

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55607	04/21/2016	ALA Store	101010 · Cash - Marquette	-154.49
Bill	0073628102	04/05/2016		104642 · Patron Programs & Events-Youth	75.80
Bill	0073629460	04/13/2016		104312 · Books - Outreach	78.69
TOTAL					154.49
Bill Pmt -Check	55608	04/21/2016	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
Bill	2412	04/15/2016		104450 · Building Maintenance	70.00
TOTAL					70.00
Bill Pmt -Check	55609	04/21/2016	Amy K. Najewski	101010 · Cash - Marquette	-27.70
Bill	04/09/2016	04/09/2016		104642 · Patron Programs & Events-Youth	27.70
TOTAL					27.70
Bill Pmt -Check	55610	04/21/2016	Andrew G Masura	101010 · Cash - Marquette	-48.13
Bill	04/11/2016	04/11/2016		104620 · Staff Training & Education	18.00
				104310 · Books - Adult	30.13
TOTAL					48.13
Bill Pmt -Check	55611	04/21/2016	Appraisal Associates	101010 · Cash - Marquette	-49.00
Bill	Appraisal Services	04/04/2016		104495 · Legal	49.00
TOTAL					49.00
Bill Pmt -Check	55612	04/21/2016	Audio Editions	101010 · Cash - Marquette	-30.76
Bill	1586653	03/29/2016		104342 · Audio Visual Materials-Outreach	30.76
TOTAL					30.76



Orland Park Public Library  
Check Detail  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55613	04/21/2016	Baker & Taylor	101010 · Cash - Marquette	-277.57
Bill	2031857165	03/28/2016		104312 · Books - Outreach	56.96
Bill	2031880596	04/04/2016		104312 · Books - Outreach	66.58
Bill	203880595	04/04/2016		104310 · Books - Adult	62.16
Bill	2031904017	04/12/2016		104312 · Books - Outreach	60.79
Bill	2031904016	04/12/2016		104310 · Books - Adult	31.08
TOTAL					277.57
Bill Pmt -Check	55614	04/21/2016	Blackstone Audio, Inc.	101010 · Cash - Marquette	-108.71
Bill	100023626	02/24/2016		104340 · Audio Visual Materials - Adult	108.71
TOTAL					108.71
Bill Pmt -Check	55615	04/21/2016	Bob Trzeciak	101010 · Cash - Marquette	-150.00
Bill	To Be Held 5/10/16	04/01/2016		104640 · Patron Programs&Events-Outreach	150.00
TOTAL					150.00
Bill Pmt -Check	55616	04/21/2016	Cash	101010 · Cash - Marquette	-177.33
Bill	PC Reimbursement	04/20/2016		104530 · Building & Custodial Supplies	17.75
				104530 · Building & Custodial Supplies	10.00
				104642 · Patron Programs & Events-Youth	7.18
				104642 · Patron Programs & Events-Youth	18.75
				104642 · Patron Programs & Events-Youth	15.86
				104642 · Patron Programs & Events-Youth	5.59
				104620 · Staff Training & Education	25.92
				104642 · Patron Programs & Events-Youth	5.13
				104620 · Staff Training & Education	22.90
				104710 · Library Supplies	6.98
				104620 · Staff Training & Education	27.00

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL				104730 · Postage	3.55
				104730 · Postage	10.72
					<u>177.33</u>
<b>Bill Pmt -Check</b>	<b>55617</b>	<b>04/21/2016</b>	<b>Center Point Large Print</b>	<b>101010 · Cash - Marquette</b>	<b>-218.70</b>
Bill	1367795	03/28/2016		104310 · Books - Adult	22.17
Bill	1366837	04/01/2016		104312 · Books - Outreach	152.79
Bill	1366981	04/01/2016		104310 · Books - Adult	21.57
Bill	1368267	04/01/2016		104310 · Books - Adult	22.17
TOTAL					<u>218.70</u>
<b>Bill Pmt -Check</b>	<b>55618</b>	<b>04/21/2016</b>	<b>Comcast</b>	<b>101010 · Cash - Marquette</b>	<b>-304.92</b>
Bill	41986769	04/01/2016		104520 · Telephone	304.92
TOTAL					<u>304.92</u>
<b>Bill Pmt -Check</b>	<b>55619</b>	<b>04/21/2016</b>	<b>Comcast Cable</b>	<b>101010 · Cash - Marquette</b>	<b>-340.27</b>
Bill	04/03/2016	04/03/2016		104520 · Telephone	81.90
				104575 · Automation - Line Costs	258.37
TOTAL					<u>340.27</u>
<b>Bill Pmt -Check</b>	<b>55620</b>	<b>04/21/2016</b>	<b>Craig Pierce</b>	<b>101010 · Cash - Marquette</b>	<b>-149.00</b>
Bill	To Be Held 5/17/16	04/01/2016		104640 · Patron Programs&Events-Outreach	149.00
TOTAL					<u>149.00</u>
<b>Bill Pmt -Check</b>	<b>55621</b>	<b>04/21/2016</b>	<b>Envisionware, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-3,330.00</b>
Bill	25484	04/07/2016		104580 · Automation - Maintenance	3,330.00
TOTAL					<u>3,330.00</u>

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55622	04/21/2016	Faronics	101010 · Cash - Marquette	-450.00
Bill	00079640	02/25/2016		104580 · Automation - Maintenance	450.00
TOTAL					450.00
Bill Pmt -Check	55623	04/21/2016	Findaway World, LLC	101010 · Cash - Marquette	-910.82
Bill	181688	04/07/2016		104341 · Audio Visual Materials - Youth	19.99
Bill	182125	04/13/2016		104340 · Audio Visual Materials - Adult	562.30
Bill	182118	04/13/2016		104341 · Audio Visual Materials - Youth	288.55
Bill	182279	04/14/2016		104340 · Audio Visual Materials - Adult	39.98
TOTAL					910.82
Bill Pmt -Check	55624	04/21/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,179.60
Bill	57826661	03/29/2016		104312 · Books - Outreach	119.96
Bill	57869412	04/06/2016		104310 · Books - Adult	79.19
Bill	57868402	04/06/2016		104310 · Books - Adult	31.19
Bill	57869403	04/06/2016		104310 · Books - Adult	25.59
Bill	57868886	04/06/2016		104310 · Books - Adult	30.39
Bill	57868613	04/06/2016		104312 · Books - Outreach	686.15
Bill	57876902	04/07/2016		104312 · Books - Outreach	125.55
Bill	57882869	04/08/2016		104310 · Books - Adult	29.59
Bill	57897289	04/12/2016		104310 · Books - Adult	29.59
Bill	57902941	04/13/2016		104310 · Books - Adult	22.40
TOTAL					1,179.60
Bill Pmt -Check	55625	04/21/2016	Garvey's Office Products	101010 · Cash - Marquette	-845.54
Bill	PINV1132088	04/07/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	482.50
Bill	PINV1132734	04/08/2016		104720 · Office Supplies	330.14
				104720 · Office Supplies	32.90

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					845.54
Bill Pmt -Check	55626	04/21/2016	Gennady Sergiyenko	101010 · Cash - Marquette	-300.00
Bill	To Be Held 5/20/16	04/01/2016		104640 · Patron Programs&Events-Outreach	300.00
TOTAL					300.00
Bill Pmt -Check	55627	04/21/2016	Grasso Graphics, Inc.	101010 · Cash - Marquette	-6,815.44
Bill	27655	04/13/2016		104660 · Public Information	6,815.44
TOTAL					6,815.44
Bill Pmt -Check	55628	04/21/2016	Haley, Mary Jane	101010 · Cash - Marquette	-250.00
Bill	To Be Held 5/14/16	04/01/2016		104642 · Patron Programs & Events-Youth	250.00
TOTAL					250.00
Bill Pmt -Check	55629	04/21/2016	HUB International Limited	101010 · Cash - Marquette	-1,428.00
Bill	39774	04/03/2016		104430 · Insurance	1,428.00
TOTAL					1,428.00
Bill Pmt -Check	55630	04/21/2016	ID Label Inc.	101010 · Cash - Marquette	-983.00
Bill	0090950-IN	04/12/2016		104710 · Library Supplies	983.00
TOTAL					983.00
Bill Pmt -Check	55631	04/21/2016	IHLS-OCLC	101010 · Cash - Marquette	-184.58
Bill	04/05/2016	04/05/2016		104580 · Automation - Maintenance	184.58
TOTAL					184.58

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55632	04/21/2016	Illinois Library Association	101010 · Cash - Marquette	-75.00
Bill	112323	04/15/2016		104610 · Board Training & Education	75.00
<b>TOTAL</b>					<u>75.00</u>
Bill Pmt -Check	55633	04/21/2016	Ingram Library Services	101010 · Cash - Marquette	-3,588.41
Bill	See Invoice Detail	04/21/2016		104310 · Books - Adult	3,144.30
				104312 · Books - Outreach	14.39
				104311 · Books - Youth	429.72
<b>TOTAL</b>					<u>3,588.41</u>
Bill Pmt -Check	55634	04/21/2016	Jennifer Holik	101010 · Cash - Marquette	-300.00
Bill	To Be Held 5/21/16	04/01/2016		104640 · Patron Programs&Events-Outreach	300.00
<b>TOTAL</b>					<u>300.00</u>
Bill Pmt -Check	55635	04/21/2016	Jorson & Carlson, Inc.	101010 · Cash - Marquette	-35.25
Bill	0442341	04/07/2016		104450 · Building Maintenance	35.25
<b>TOTAL</b>					<u>35.25</u>
Bill Pmt -Check	55636	04/21/2016	Kelly A Cuci	101010 · Cash - Marquette	-36.85
Bill	04/12/2016	04/12/2016		104620 · Staff Training & Education	36.85
<b>TOTAL</b>					<u>36.85</u>
Bill Pmt -Check	55637	04/21/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-373.77
Bill	03/31/2016	03/31/2016		104495 · Legal	192.60



Orland Park Public Library

Check Detail

April 19 through May 16, 2016

9:53 AM  
05/12/16

Type	Num	Date	Name	Account	Original Amount
Bill	03/31/16	03/31/2016		104495 · Legal	181.17
TOTAL					373.77
Bill Pmt -Check	55638	04/21/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-68.45
Bill	9002306382	04/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	56.45
Bill	9002308904	04/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	12.00
TOTAL					68.45
Bill Pmt -Check	55639	04/21/2016	M. Cooper Winsupply Company	101010 · Cash - Marquette	-52.14
Bill	S1831796.001	03/29/2016		104530 · Building & Custodial Supplies	52.14
TOTAL					52.14
Bill Pmt -Check	55640	04/21/2016	Management Association of Illinois	101010 · Cash - Marquette	-8,372.50
Bill	2758	03/21/2016		104497 · Library Consultant	4,372.50
Bill	2799	03/30/2016		104497 · Library Consultant	4,000.00
TOTAL					8,372.50
Bill Pmt -Check	55641	04/21/2016	Mary G. Adamowski	101010 · Cash - Marquette	-94.48
Bill	04/13/2016	04/13/2016		104642 · Patron Programs & Events-Youth	20.00
Bill				104620 · Staff Training & Education	12.31
Bill				104620 · Staff Training & Education	33.00
Bill				104620 · Staff Training & Education	25.00
Bill				104642 · Patron Programs & Events-Youth	4.17
TOTAL					94.48
Bill Pmt -Check	55642	04/21/2016	Mary K Weimar	101010 · Cash - Marquette	-178.00
Bill	04/04/2016	04/04/2016		104620 · Staff Training & Education	178.00

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					178.00
Bill Pmt -Check	55643	04/21/2016	McCully, Nancy	101010 · Cash - Marquette	-210.00
Bill	To Be Held 5/24/16	04/01/2016		104640 · Patron Programs&Events-Outreach	210.00
TOTAL					210.00
Bill Pmt -Check	55644	04/21/2016	Midwest Tape	101010 · Cash - Marquette	-135.96
Bill	93821607	03/29/2016		104340 · Audio Visual Materials - Adult	23.99
Bill	93845150	04/05/2016		104340 · Audio Visual Materials - Adult	111.97
TOTAL					135.96
Bill Pmt -Check	55645	04/21/2016	Nancy W Healy	101010 · Cash - Marquette	-254.96
Bill	04/12/2016	04/12/2016		104610 · Board Training & Education	254.96
TOTAL					254.96
Bill Pmt -Check	55646	04/21/2016	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-64.63
Bill	5368328	04/01/2016		104450 · Building Maintenance	64.63
TOTAL					64.63
Bill Pmt -Check	55647	04/21/2016	OverDrive, Inc.	101010 · Cash - Marquette	-1,216.93
Bill	162117427	04/01/2016		104311 · Books - Youth	241.32
Bill	164132880	04/04/2016		104311 · Books - Youth	442.51
Bill	000453850	04/05/2016		104340 · Audio Visual Materials - Adult	149.29
Bill	000453627	04/05/2016		104311 · Books - Youth	193.95
Bill	000454003	04/05/2016		104311 · Books - Youth	50.97
Bill	000221363	04/06/2016		104311 · Books - Youth	19.99
Bill	122141040	04/08/2016		104310 · Books - Adult	17.96

# Orland Park Public Library Check Detail

April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	000057113	04/08/2016		104311 · Books - Youth	9.99
Bill	000338280	04/12/2016		104310 · Books - Adult	90.95
<b>TOTAL</b>					<u>1,216.93</u>
<b>Bill Pmt -Check</b>	<b>55648</b>	<b>04/21/2016</b>	<b>Park Ace Hardware</b>	<b>101010 · Cash - Marquette</b>	<b>-56.44</b>
Bill	03/31/2016	03/31/2016		104530 · Building & Custodial Supplies	33.99
				104530 · Building & Custodial Supplies	22.45
<b>TOTAL</b>					<u>56.44</u>
<b>Bill Pmt -Check</b>	<b>55649</b>	<b>04/21/2016</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-564.00</b>
Bill	1086905468	03/23/2016		104340 · Audio Visual Materials - Adult	37.50
Bill	1086926433	03/23/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1086992376	03/30/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1186990748	04/01/2016		104342 · Audio Visual Materials-Outreach	41.25
Bill	1086990748	04/01/2016		104342 · Audio Visual Materials-Outreach	183.75
Bill	1086990744	04/01/2016		104340 · Audio Visual Materials - Adult	52.50
Bill	1186990744	04/01/2016		104340 · Audio Visual Materials - Adult	116.25
Bill	1286990744	04/01/2016		104340 · Audio Visual Materials - Adult	41.25
Bill	1087062898	04/08/2016		104342 · Audio Visual Materials-Outreach	24.00
<b>TOTAL</b>					<u>564.00</u>
<b>Bill Pmt -Check</b>	<b>55650</b>	<b>04/21/2016</b>	<b>Quill Corporation</b>	<b>101010 · Cash - Marquette</b>	<b>-10.99</b>
Bill	4802254	04/07/2016		104710 · Library Supplies	10.99
<b>TOTAL</b>					<u>10.99</u>
<b>Bill Pmt -Check</b>	<b>55651</b>	<b>04/21/2016</b>	<b>Raymond Geddes, Co., Inc</b>	<b>101010 · Cash - Marquette</b>	<b>-78.52</b>
Bill	581766	04/06/2016		104642 · Patron Programs & Events-Youth	78.52
<b>TOTAL</b>					<u>78.52</u>

Orland Park Public Library  
Check Detail  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55652	04/21/2016	Recorded Books, INC	101010 · Cash - Marquette	-673.88
Bill	75310102	03/25/2016		104340 · Audio Visual Materials - Adult	36.00
Bill	75312839	04/01/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75314190	04/01/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75313067	04/01/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75313168	04/01/2016		104340 · Audio Visual Materials - Adult	71.08
Bill	75314249	04/01/2016		104340 · Audio Visual Materials - Adult	40.49
Bill	75315148	04/05/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75316702	04/07/2016		104340 · Audio Visual Materials - Adult	29.69
Bill	75316761	04/07/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75316921	04/07/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75318987	04/12/2016		104340 · Audio Visual Materials - Adult	49.49
Bill	75318842	04/12/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75318946	04/12/2016		104340 · Audio Visual Materials - Adult	74.20
Bill	75319480	04/13/2016		104340 · Audio Visual Materials - Adult	138.99
TOTAL					673.88
Bill Pmt -Check	55653	04/21/2016	Renee Oswald	101010 · Cash - Marquette	-400.00
Bill	To Be Held May 2016	04/01/2016		104640 · Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Bill Pmt -Check	55654	04/21/2016	RWK IT Services	101010 · Cash - Marquette	-11,689.98
Bill	2015	04/06/2016		104580 · Automation - Maintenance	50.00
Bill	2020	04/06/2016		104580 · Automation - Maintenance	25.54
Bill	2028	04/06/2016		104577 · Automation - Consultant	500.00
Bill	2014	04/06/2016		104580 · Automation - Maintenance	372.50
Bill	2021	04/06/2016		104580 · Automation - Maintenance	372.50
Bill	2024	04/06/2016		104577 · Automation - Consultant	10,252.31
Bill	2098	04/13/2016		104570 · Automation - Equipment	117.13
TOTAL					11,689.98

**Orland Park Public Library**  
**Check Detail**

April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55655	04/21/2016	Samuel Lozada	101010 · Cash - Marquette	-275.00
Bill	To Be Held 5/12/16	04/01/2016		104640 · Patron Programs&Events-Outreach	275.00
<b>TOTAL</b>					<u>275.00</u>
Bill Pmt -Check	55656	04/21/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-815.85
Bill	4078	04/08/2016		104530 · Building & Custodial Supplies	343.22
Bill	4085	04/16/2016		104530 · Building & Custodial Supplies	472.63
<b>TOTAL</b>					<u>815.85</u>
Bill Pmt -Check	55657	04/21/2016	Tyco Integrated Security LLC	101010 · Cash - Marquette	-442.50
Bill	26185625	04/06/2016		104460 · Security System	442.50
<b>TOTAL</b>					<u>442.50</u>
Bill Pmt -Check	55658	04/21/2016	U.S. Postal Service	101010 · Cash - Marquette	-2,154.47
Bill	May-August 2016	04/13/2016		104730 · Postage	2,154.47
<b>TOTAL</b>					<u>2,154.47</u>
Bill Pmt -Check	55659	04/21/2016	Uline	101010 · Cash - Marquette	-60.61
Bill	75837553	04/04/2016		104710 · Library Supplies	60.61
<b>TOTAL</b>					<u>60.61</u>
Bill Pmt -Check	55660	04/21/2016	Unique Management Services, Inc.	101010 · Cash - Marquette	-35.80
Bill	425590	04/01/2016		104495 · Legal	35.80
<b>TOTAL</b>					<u>35.80</u>



**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55661	04/21/2016	Upstart	101010 · Cash - Marquette	-61.00
Bill	5845015	04/07/2016		104642 · Patron Programs & Events-Youth	61.00
TOTAL					<u>61.00</u>
Bill Pmt -Check	55662	04/21/2016	Venmill Industries Incorporated	101010 · Cash - Marquette	-139.98
Bill	60719	04/06/2016		104710 · Library Supplies	139.98
TOTAL					<u>139.98</u>
Bill Pmt -Check	55663	04/21/2016	Wendy Xie	101010 · Cash - Marquette	-80.95
Bill	04/13/2016	04/13/2016		104620 · Staff Training & Education	80.95
TOTAL					<u>80.95</u>
Bill Pmt -Check	55664	04/29/2016	AT&T	101010 · Cash - Marquette	-89.00
Bill	04/12/2016	04/12/2016		104575 · Automation - Line Costs	89.00
TOTAL					<u>89.00</u>
Bill Pmt -Check	55665	04/29/2016	Audio Editions	101010 · Cash - Marquette	-158.74
Bill	1588774	04/15/2016		104342 · Audio Visual Materials-Outreach	158.74
TOTAL					<u>158.74</u>
Bill Pmt -Check	55666	04/29/2016	B & R Irrigation Systems	101010 · Cash - Marquette	-461.00
Bill	1-4/27/16	04/27/2016		104440 · Landscaping & Groundskeeping	461.00
TOTAL					<u>461.00</u>

Orland Park Public Library  
Check Detail  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55667	04/29/2016	Baker & Taylor	101010 · Cash - Marquette	-186.14
Bill	2031923522	04/18/2016		104312 · Books - Outreach	46.36
Bill	2031927125	04/18/2016		104310 · Books - Adult	29.92
Bill	2031929100	04/19/2016		104312 · Books - Outreach	33.60
Bill	2031950353	04/25/2016		104312 · Books - Outreach	76.26
TOTAL					186.14
Bill Pmt -Check	55668	04/29/2016	BookPage	101010 · Cash - Marquette	-140.00
Bill	S24668	04/15/2016		104320 · Periodicals - Adult	140.00
TOTAL					140.00
Bill Pmt -Check	55669	04/29/2016	Brodart Co.	101010 · Cash - Marquette	-292.50
Bill		04/19/2016		104710 · Library Supplies	292.50
TOTAL					292.50
Bill Pmt -Check	55670	04/29/2016	Center Point Large Print	101010 · Cash - Marquette	-43.74
Bill	1369035	04/12/2016		104310 · Books - Adult	22.17
Bill	1372708	04/13/2016		104310 · Books - Adult	21.57
TOTAL					43.74
Bill Pmt -Check	55671	04/29/2016	Envisionware, Inc.	101010 · Cash - Marquette	-3,739.00
Bill	US-25822	04/27/2016		104710 · Library Supplies	3,739.00
TOTAL					3,739.00
Bill Pmt -Check	55672	04/29/2016	Findaway World, LLC	101010 · Cash - Marquette	-19.99

# Orland Park Public Library Check Detail

April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	182997	04/25/2016		104341 · Audio Visual Materials - Youth	19.99
TOTAL					<u>19.99</u>
<b>Bill Pmt -Check</b>	<b>55674</b>	<b>04/29/2016</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-48.76</b>
Bill	PINV1139613	04/21/2016		104710 · Library Supplies	48.76
TOTAL					<u>48.76</u>
<b>Bill Pmt -Check</b>	<b>55675</b>	<b>04/29/2016</b>	<b>Go Promotions</b>	<b>101010 · Cash - Marquette</b>	<b>-1,212.00</b>
Bill	143027	04/18/2016		104660 · Public Information	1,212.00
TOTAL					<u>1,212.00</u>
<b>Bill Pmt -Check</b>	<b>55676</b>	<b>04/29/2016</b>	<b>Hearne &amp; Associates, P.C.</b>	<b>101010 · Cash - Marquette</b>	<b>-484.18</b>
Bill	18358	04/19/2016		104420 · Accounting	484.18
TOTAL					<u>484.18</u>
<b>Bill Pmt -Check</b>	<b>55677</b>	<b>04/29/2016</b>	<b>HUB International Limited</b>	<b>101010 · Cash - Marquette</b>	<b>-30,144.00</b>
Bill	307133	04/22/2016		104930 · Liability Ins. - D&O,Bonds,WC	30,144.00
TOTAL					<u>30,144.00</u>
<b>Bill Pmt -Check</b>	<b>55678</b>	<b>04/29/2016</b>	<b>Illinois Library Association</b>	<b>101010 · Cash - Marquette</b>	<b>-160.00</b>
Bill	112199	04/06/2016		104650 · Association Dues & Fees	160.00
TOTAL					<u>160.00</u>
<b>Bill Pmt -Check</b>	<b>55679</b>	<b>04/29/2016</b>	<b>Klein, Thorpe and Jenkins, Ltd.</b>	<b>101010 · Cash - Marquette</b>	<b>-162.35</b>

Orland Park Public Library  
Check Detail  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	04/20/16	04/20/2016		104495 · Legal	57.49
Bill	04/20/2016	04/20/2016		104495 · Legal	104.86
TOTAL					162.35
<b>Bill Pmt -Check</b>	<b>55680</b>	<b>04/29/2016</b>	<b>Midwest Tape</b>	<b>101010 · Cash - Marquette</b>	<b>-31.99</b>
Bill	93862116	04/12/2016		104340 · Audio Visual Materials - Adult	31.99
TOTAL					31.99
<b>Bill Pmt -Check</b>	<b>55681</b>	<b>04/29/2016</b>	<b>Nicor Gas</b>	<b>101010 · Cash - Marquette</b>	<b>-1,588.95</b>
Bill	04/21/16	04/21/2016		104517 · Natural Gas	1,588.95
TOTAL					1,588.95
<b>Bill Pmt -Check</b>	<b>55682</b>	<b>04/29/2016</b>	<b>OverDrive, Inc.</b>	<b>101010 · Cash - Marquette</b>	<b>-6,058.26</b>
Bill	164957813	04/18/2016		104310 · Books - Adult	2,740.77
Bill	175104533	04/19/2016		104310 · Books - Adult	894.93
Bill	174256373	04/19/2016		104310 · Books - Adult	8.99
Bill	172655600	04/19/2016		104310 · Books - Adult	149.93
Bill	164515713	04/19/2016		104310 · Books - Adult	83.99
Bill	163150460	04/19/2016		104310 · Books - Adult	169.88
Bill	161132033	04/19/2016		104310 · Books - Adult	454.98
Bill	162128080	04/19/2016		104310 · Books - Adult	1,020.97
Bill	161005190	04/19/2016		104310 · Books - Adult	233.70
Bill	161625953	04/19/2016		104310 · Books - Adult	211.14
Bill	160056393	04/19/2016		104310 · Books - Adult	62.99
Bill	160019970	04/19/2016		104310 · Books - Adult	25.99
TOTAL					6,058.26
<b>Bill Pmt -Check</b>	<b>55683</b>	<b>04/29/2016</b>	<b>Penguin Random House LLC</b>	<b>101010 · Cash - Marquette</b>	<b>-341.25</b>
Bill	1187126400	04/15/2016		104342 · Audio Visual Materials-Outreach	60.00

Orland Park Public Library  
Check Detail  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	1087126400	04/15/2016		104342 · Audio Visual Materials-Outreach	75.00
Bill		04/15/2016		104340 · Audio Visual Materials - Adult	33.75
Bill		04/15/2016		104340 · Audio Visual Materials - Adult	30.00
Bill		04/15/2016		104340 · Audio Visual Materials - Adult	60.00
Bill		04/15/2016		104340 · Audio Visual Materials - Adult	41.25
Bill		04/19/2016		104340 · Audio Visual Materials - Adult	41.25
TOTAL					341.25
Bill Pmt -Check	55684	04/29/2016	Plainfield Public Library District	101010 · Cash - Marquette	-444.98
Bill	10/28/2015	04/22/2016		104310 · Books - Adult	444.98
TOTAL					444.98
Bill Pmt -Check	55685	04/29/2016	Quill Corporation	101010 · Cash - Marquette	-89.99
Bill	4806228	04/06/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	89.99
TOTAL					89.99
Bill Pmt -Check	55686	04/29/2016	Rashid, Maqbool	101010 · Cash - Marquette	-750.00
Bill	April Invoice	04/27/2016		104610 · Board Training & Education	250.00
				104660 · Public Information	250.00
				104660 · Public Information	250.00
TOTAL					750.00
Bill Pmt -Check	55687	04/29/2016	Recorded Books, INC	101010 · Cash - Marquette	-318.17
Bill	75320901	04/14/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75320339	04/14/2016		104340 · Audio Visual Materials - Adult	39.99
Bill	75322427	04/18/2016		104340 · Audio Visual Materials - Adult	62.20
Bill	75322595	04/19/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75323556	04/20/2016		104340 · Audio Visual Materials - Adult	36.00
Bill	75323948	04/21/2016		104340 · Audio Visual Materials - Adult	49.48

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					318.17
Bill Pmt - Check	55688	04/29/2016	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,000.00
Bill	04/15/2016	04/15/2016		102160 · 457 Plan W/H Payable	2,000.00
TOTAL					2,000.00
Bill Pmt - Check	55689	04/29/2016	RWK IT Services	101010 · Cash - Marquette	-838.35
Bill	2114	04/14/2016		104577 · Automation - Consultant	838.35
TOTAL					838.35
Bill Pmt - Check	55690	04/29/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-8,486.38
Bill	04/15/2016	04/15/2016		104340 · Audio Visual Materials - Adult	6,129.05
				104341 · Audio Visual Materials - Youth	1,456.37
				104342 · Audio Visual Materials-Outreach	155.15
				104310 · Books - Adult	127.53
				104311 · Books - Youth	16.77
				104710 · Library Supplies	435.95
				104570 · Automation - Equipment	165.56
TOTAL					8,486.38
Bill Pmt - Check	55691	04/29/2016	The Book Farm, Inc.	101010 · Cash - Marquette	-27.97
Bill	MPW6119-1	04/21/2016		104311 · Books - Youth	27.97
TOTAL					27.97
Bill Pmt - Check	55692	04/29/2016	The Regional News	101010 · Cash - Marquette	-51.00
Bill	04/07/16	04/07/2016		104320 · Periodicals - Adult	51.00
TOTAL					51.00

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55693	04/29/2016	OverDrive, Inc.	101010 · Cash - Marquette	-319.95
Bill	153209320	04/19/2016		104310 · Books - Adult	173.99
Bill	000439230	04/19/2016		104310 · Books - Adult	7.99
Bill	000439100	04/19/2016		104310 · Books - Adult	84.00
Bill	000438907	04/19/2016		104310 · Books - Adult	53.97
<b>TOTAL</b>					<b>319.95</b>
Bill Pmt -Check	55694	04/29/2016	RWK IT Services	101010 · Cash - Marquette	-3,449.00
Bill		01/01/2016		101230 · Prepaid Expenses	3,449.00
<b>TOTAL</b>					<b>3,449.00</b>
Bill Pmt -Check	55695	04/29/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-696.53
Bill	57926445	04/19/2016		104310 · Books - Adult	38.38
Bill	57939320	04/21/2016		104312 · Books - Outreach	131.15
Bill	57940006	04/21/2016		104310 · Books - Adult	115.96
Bill	57945972	04/22/2016		104312 · Books - Outreach	355.06
Bill	57946342	04/22/2016		104310 · Books - Adult	25.59
Bill	57946575	04/22/2016		104310 · Books - Adult	30.39
<b>TOTAL</b>					<b>696.53</b>
Bill Pmt -Check	55696	04/29/2016	Ingram Library Services	101010 · Cash - Marquette	-2,600.27
Bill	April 29 2016 Inv's	04/29/2016		104310 · Books - Adult	2,494.93
				104311 · Books - Youth	105.34
<b>TOTAL</b>					<b>2,600.27</b>
Bill Pmt -Check	55697	05/06/2016	Baker & Taylor	101010 · Cash - Marquette	-148.81



**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	2031974970	05/03/2016		104312 · Books - Outreach	148.81
<b>TOTAL</b>					<b>148.81</b>
<b>Bill Pmt -Check</b>	<b>55698</b>	<b>05/06/2016</b>	<b>Bal Industries</b>	<b>101010 · Cash - Marquette</b>	<b>-510.00</b>
Bill	37039	04/29/2016		104450 · Building Maintenance	510.00
<b>TOTAL</b>					<b>510.00</b>
<b>Bill Pmt -Check</b>	<b>55699</b>	<b>05/06/2016</b>	<b>Capital One Commercial</b>	<b>101010 · Cash - Marquette</b>	<b>-258.99</b>
Bill	Costco 4-26-16	04/26/2016		104530 · Building & Custodial Supplies	151.54
				104530 · Building & Custodial Supplies	57.92
				104640 · Patron Programs&Events-Outreach	49.53
<b>TOTAL</b>					<b>258.99</b>
<b>Bill Pmt -Check</b>	<b>55700</b>	<b>05/06/2016</b>	<b>Cardmember Service</b>	<b>101010 · Cash - Marquette</b>	<b>-7,247.96</b>
Bill	Marquette April,2016	04/21/2016		104660 · Public Information	250.00
				104620 · Staff Training & Education	161.28
				104642 · Patron Programs & Events-Youth	86.70
				104641 · Patron Programs & Events-Adult	23.97
				104580 · Automation - Maintenance	995.00
				104450 · Building Maintenance	94.49
				104620 · Staff Training & Education	179.45
				104620 · Staff Training & Education	100.00
				104620 · Staff Training & Education	81.04
				104620 · Staff Training & Education	76.85
				104620 · Staff Training & Education	176.43
				104620 · Staff Training & Education	181.87
				104660 · Public Information	127.50
				104620 · Staff Training & Education	12.26
				104620 · Staff Training & Education	100.00
				104620 · Staff Training & Education	163.49
				104620 · Staff Training & Education	1,285.20

**Orland Park Public Library**  
**Check Detail**  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
				104620 · Staff Training & Education	1,285.20
				104620 · Staff Training & Education	161.92
				104730 · Postage	314.73
				104321 · Periodicals - Youth	34.95
				104320 · Periodicals - Adult	34.95
				104630 · Conference Fees	1,200.00
				104530 · Building & Custodial Supplies	50.65
				104610 · Board Training & Education	108.00
<b>TOTAL</b>					<b>7,285.93</b>
<b>Bill Pmt - Check</b>	<b>55701</b>	<b>05/06/2016</b>	<b>Center Point Large Print</b>	<b>101010 · Cash - Marquette</b>	<b>-22.17</b>
Bill	1373219	04/21/2016		104310 · Books - Adult	22.17
<b>TOTAL</b>					<b>22.17</b>
<b>Bill Pmt - Check</b>	<b>55702</b>	<b>05/06/2016</b>	<b>Demco</b>	<b>101010 · Cash - Marquette</b>	<b>-1,822.84</b>
Bill	5857208	04/22/2016		104642 · Patron Programs & Events-Youth	17.10
				104710 · Library Supplies	207.00
				104710 · Library Supplies	1,598.74
<b>TOTAL</b>					<b>1,822.84</b>
<b>Bill Pmt - Check</b>	<b>55703</b>	<b>05/06/2016</b>	<b>Eisenhower Public Library District</b>	<b>101010 · Cash - Marquette</b>	<b>-20.00</b>
Bill	ILL 4-25-16	04/25/2016		104310 · Books - Adult	20.00
<b>TOTAL</b>					<b>20.00</b>
<b>Bill Pmt - Check</b>	<b>55704</b>	<b>05/06/2016</b>	<b>FedEx</b>	<b>101010 · Cash - Marquette</b>	<b>-46.94</b>
Bill	539869701	04/27/2016		104730 · Postage	46.94
<b>TOTAL</b>					<b>46.94</b>

# Orland Park Public Library Check Detail

April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55705	05/06/2016	Findaway World, LLC	101010 · Cash - Marquette	-102.87
Bill	183227	04/28/2016		104341 · Audio Visual Materials - Youth	62.89
Bill	183485	04/29/2016		104340 · Audio Visual Materials - Adult	39.98
<b>TOTAL</b>					<b>102.87</b>
<b>Bill Pmt -Check</b>	<b>55706</b>	<b>05/06/2016</b>	<b>Gale/Cengage Learning</b>	<b>101010 · Cash - Marquette</b>	<b>-204.74</b>
Bill	57965469	04/27/2016		104310 · Books - Adult	24.80
Bill	57965872	04/27/2016		104310 · Books - Adult	49.60
Bill	57965757	04/27/2016		104310 · Books - Adult	15.99
Bill	57971111	04/28/2016		104310 · Books - Adult	24.79
Bill	57971165	04/28/2016		104310 · Books - Adult	62.38
Bill	57975995	04/29/2016		104310 · Books - Adult	27.18
<b>TOTAL</b>					<b>204.74</b>
<b>Bill Pmt -Check</b>	<b>55707</b>	<b>05/06/2016</b>	<b>Garvey's Office Products</b>	<b>101010 · Cash - Marquette</b>	<b>-9.02</b>
Bill	PINV1142007	04/29/2016		104720 · Office Supplies	9.02
<b>TOTAL</b>					<b>9.02</b>
<b>Bill Pmt -Check</b>	<b>55708</b>	<b>05/06/2016</b>	<b>Ingram Library Services</b>	<b>101010 · Cash - Marquette</b>	<b>-6,374.28</b>
Bill	See detailed sheets	04/29/2016		104311 · Books - Youth	3,435.66
				104310 · Books - Adult	2,912.28
				104312 · Books - Outreach	26.34
<b>TOTAL</b>					<b>6,374.28</b>
<b>Bill Pmt -Check</b>	<b>55709</b>	<b>05/06/2016</b>	<b>Klein, Thorpe and Jenkins, Ltd.</b>	<b>101010 · Cash - Marquette</b>	<b>-5,491.40</b>
Bill	Inv 4-26-16	04/26/2016		104495 · Legal	5,491.40
<b>TOTAL</b>					<b>5,491.40</b>

Orland Park Public Library  
Check Detail  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55710	05/06/2016	Lite Tech, Inc.	101010 · Cash - Marquette	-280.00
Bill	79532	04/26/2016		104530 · Building & Custodial Supplies	280.00
TOTAL					280.00
Bill Pmt -Check	55711	05/06/2016	Management Association of Illinois	101010 · Cash - Marquette	-1,220.00
Bill	FY17-66453	05/04/2016		104650 · Association Dues & Fees	1,220.00
TOTAL					1,220.00
Bill Pmt -Check	55712	05/06/2016	Midwest Tape	101010 · Cash - Marquette	-219.94
Bill	93885812	04/18/2016		104340 · Audio Visual Materials - Adult	9.99
Bill	93907132	04/25/2016		104320 · Periodicals - Adult	161.96
Bill	93909057	04/26/2016		104341 · Audio Visual Materials - Youth	47.99
TOTAL					219.94
Bill Pmt -Check	55713	05/06/2016	Neofunds By Neopost	101010 · Cash - Marquette	-567.59
Bill	4-26-16 statement	04/26/2016		104730 · Postage	567.59
TOTAL					567.59
Bill Pmt -Check	55714	05/06/2016	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	May, 2016 Janitorial	05/01/2016		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt -Check	55715	05/06/2016	Nextel Communications	101010 · Cash - Marquette	-179.83
Bill	April 2016 stmt	04/30/2016		104520 · Telephone	179.83

Orland Park Public Library  
Check Detail  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					179.83
Bill Pmt -Check	55716	05/06/2016	OverDrive, Inc.	101010 · Cash - Marquette	-202.95
Bill	000344733-042616	04/26/2016		104311 · Books - Youth	68.96
Bill	000344857-042616	04/26/2016		104310 · Books - Adult	133.99
TOTAL					202.95
Bill Pmt -Check	55717	05/06/2016	Penguin Random House LLC	101010 · Cash - Marquette	-101.25
Bill	1087209201	04/19/2016		104342 · Audio Visual Materials-Outreach	41.25
Bill	1087207466	04/22/2016		104342 · Audio Visual Materials-Outreach	30.00
Bill	1087207465	04/22/2016		104340 · Audio Visual Materials - Adult	30.00
TOTAL					101.25
Bill Pmt -Check	55718	05/06/2016	Recorded Books, INC	101010 · Cash - Marquette	-309.42
Bill	75293372	04/22/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75324849	04/22/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75325842	04/25/2016		104340 · Audio Visual Materials - Adult	17.99
Bill	75325770	04/25/2016		104340 · Audio Visual Materials - Adult	36.00
Bill	75326332	04/26/2016		104340 · Audio Visual Materials - Adult	39.99
Bill	75328513	04/28/2016		104340 · Audio Visual Materials - Adult	39.99
Bill	75328491	04/28/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75328411	04/28/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75328731	04/28/2016		104340 · Audio Visual Materials - Adult	40.49
TOTAL					309.42
Bill Pmt -Check	55719	05/06/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-365.76
Bill	4138	05/01/2016		104530 · Building & Custodial Supplies	365.76
TOTAL					365.76

Orland Park Public Library  
Check Detail  
April 19 through May 16, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55720	05/06/2016	The Book Farm, Inc.	101010 · Cash - Marquette	-1,418.04
Bill	MPW6119	04/19/2016		104311 · Books - Youth	919.67
Bill	MPW6121	04/19/2016		104311 · Books - Youth	356.47
Bill	MPW6120	04/19/2016		104311 · Books - Youth	141.90
TOTAL					<u>1,418.04</u>
Bill Pmt -Check	55721	05/06/2016	Weber County Library	101010 · Cash - Marquette	-49.95
Bill	160429	04/29/2016		104310 · Books - Adult	49.95
TOTAL					<u>49.95</u>
<b>Subtotal - AP Checks</b>					<b>149,728.05</b>
<b>Gross Payroll on 4/30/16</b>					<b>95,640.95</b>
<b>Payment to Village for IMRF/Insurance for April, 2016</b>					<b>54,942.91</b>
<b>Gross Payroll on 5/15/16</b>					<b>99,592.85</b>
<b>Grand Total</b>					<b><u>399,904.76</u></b>

# Adult Services Board Report April 2016

## PERSONNEL

Diane Srebro interviewed four candidates for the open position Adult Services Page on April 25-26, 2016.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 4/7; 7 adults

Five genre book discussions 4/8, 4/14, 4/19, 4/20, 4/20; 35 adults

## CONTINUING EDUCATION/MEETINGS ATTENDED

### Meetings & Cont. Ed. Tabulation Form

Andrew Masura attended PLA Conference (miles=air) (Denver, CO) on Apr 5, 2016

Kortnee Konrath attended a Summer Reading Committee meeting on April 13

Andrew Masura attended a Polaris Committee meeting on April 14

On April 16, Andrew Masura, Diane Srebro, Linda Conrath, and Judy Brannigan attended a PIC meeting

Diane Srebro attended Novelist Cooking the Books Food Programs in Libraries (Webinar) on Apr 19, 2016

Diane Srebro attended a Marketing Committe meeting on April 19

On April 21, Andrew Masura attended an In-Service Day Committee meeting

Kortnee Konrath attended a ComicCon Committe meeting on April 26

Diane Srebro attended Booklist Mysteries to Die For (Webinar) on Apr 26, 2016

On April 27, Kortnee Konrath attended a Technology Committee meeting.

In the morning on April 28, Andrew Masura met with Brette Dorris from Ingram. In the afternoon on April 28, Andrew met with Brian Ahern from Weiss Ratings.

The following Librarians attended an Adult Services meeting on April 30: Andrew Masura, Diane Srebro, Linda Conrath, Judy Brannigan, Kortnee Konrath, Deborah Oedzes, Peter Tew, Kaye Friberg, and Katie Allan

## STATISTICS



### Database Statistics April 2016-2015 Comparison

Database	2016	2015	Data Type
Ancestry	3321	5291	Searches
Careers College	12	-	Total Users
Consumer Reports	64	77	Log-Ins
EBSCO	36913	26812	Searches
Gale Virtual Ref. Lib.	30	18	Searches
Heritage Quest	474	225	Searches
Morning Star Investment	3	20	Searches
OCLC	5703	6006	Searches
ProQuest	143	306	Searches
Reference USA	1661	148	Searches
Rocket Languages	5	10	Sessions
World Book	19	3	Searches

### Statistics from web forms

Category	04/2016	04/2015	Change
Reference	3211	3968	-757, -19.08%
Ref Remote	179	289	-110, -38.06%
Non-Reference	236	533	-297, -55.72%
N-R Remote	11	10	1, 10%
Prog Att	42	31	11, 35.48%
Items shelved	20315	23589	-3274, -13.88%
Carts shelved	331	2642	-2311, -87.47%

### GRANTS/SPECIAL PROJECTS

Linda Conrath and Judy Brannigan attended the ILA Soon to be Famous Illinois Author announcement at the Chicago Ridge Library on April 14, 2016

### CUSTOMER SERVICE LOG

4/29 7:31 p.m. A patron stopped by the desk to express her thanks to the library for hosting the *African Americans in Civil War Medicine* traveling exhibit. She was very moved by the displays and by the acknowledgement of the contributions of African Americans during the Civil War.

## **Circulation Board Report April 2016**

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

Howard Griffin reviewing Polaris binders information for Polaris Profiles and Permissions.

Laura Larson continues to monitor overdue statuses of patron records.

Julie Pryor continues to learn statistical information as part of the Strategic Plan with cross-training.

Becky Simmons continues to work with long overdue information on Polaris.

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

Howard Griffin attended Database Fundamentals SQL Server - Webinar (OPPL) on Apr. 14, 2016.

Julie Pryor attended Creating a culture of yes at your library (OPPL Web Junction webinar) on Apr. 15, 2016.

Howard Griffin, Julie Pryor, Laura Larson and Rebecca Crume-Simmons attended CPR/Driving meetings on April 16th here at OPPL.

### **CUSTOMER SERVICE LOG**

4/9/16 (ILL Desk) ILL called patron to ask why a book he received was immediately returned and reordered, to make sure ILL didn't get the wrong book again. Patron wanted a hardcover, and would not wait for ILL to find hardcover in OCLC (OCLC does not say whether item is hard- or soft-cover, only print). He decided to buy the book on Amazon and complained that when OPPL moved to Polaris, patrons were told they could "order books from anywhere in the world!"

4/13/16 (Circulation Desk) Patron commented: "Very nice people who work here."

4/3/16 (Circulation Desk) Patron commented that this was such a nice library, she hoped the residents took advantage of it.

4/5/16 (Circulation Desk) My children love that stool (at the book return). That was a wonderful idea.

4/6/16 (Circulation Desk) This library saves me hundreds of dollars. This is great!

4/7/16 (Circulation Desk) Patron commented about the After-Hour Locker Service: "I love the availability and convenience of locker pick up."

4/3/16 (Information Desk) Patron leaving library inquired how old this building was. I said it was 10 years old last fall. He said this building was awesome and that this was the most beautiful library he has ever been in.

4/6/16 (Information Desk) Person appreciates opportunity to post a flyer for her causes's event.

4/11/16 (Information Desk) Two people suggested more tables for the magazine give away. Twenty people crowded around two tables for the first twenty minutes.

4/11/16 (Information Desk) When will more magazines be put out? What magazines will be out when?

4/12/16 (Information Desk) Magazines are stacked too high and falling on floor, patrons commenting we need more tables.

4/13/16 (Information Desk) Patron commenting about lockers: "Thank you for the quick response. Locker pick up is always my preference for pick-ups.

4/15/16 (Information Desk) Patron asked to look up items at the Information Desk. I told her she would need to go to the Reference Desk and she was annoyed and asked why this is called the "Information Desk?"

4/21/16 (Information Desk) Patron complemented the help she received at the Adult Services desk.

ORS MONTH	TOTAL CIRCULATION 2016	LAST YR.	CHANGE	PATRON ATTENDANCE	IN-HOUSE CHECKINS
JAN	78,228	82,937	-6%	33,484	1,849
FEB	77,836	73,126	6%	33,655	1,554
MAR	82,831	79,332	4%	36,160	2,034
APR	79,296	73,976	7%	33,498	1,133
MAY					
JUN					
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL	318,191	309,371	3%	136,797	6,570

# Graphics Board Report April 2016

## PERSONNEL

Information Clerk, Joan E.'s last day was April 21.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

Finished the 2016 Summer Reading Booklets

Scheduled the May - August 2016 Newsletter for mailing

Started new NASA brochures for youth and adults

Sent press releases to local papers about Zinio, Binding Wounds exhibit, Amazon Smile, and upcoming events at the library

## CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended:

Creating a Cross Cultural Service Environment webinar on April 6

Friends of the Library meeting to discuss Summer Reading Programming on April 12

Member orientation held at Orland Park Public Library for new members to the Orland Park Area Chamber of Commerce on April 13

CPR training April 16

Marketing meeting on April 19

Handling Difficult Customers webinar on April 21 at 2 pm

OWN Luncheon for Chamber of Commerce members on April 26

## STATISTICS

	Meeting Room Reservation Requests Approved	Total Graphics Requests Closed
2013	306	989
2014	309	991
2015	316	1223
2016 YTD	97	363

Facebook Followers 1485

Twitter Followers 1208



Pinterest 108  
eBlast Subscriptions 17,654

## **CUSTOMER SERVICE LOG**

Public Information Coordinator thanked Chicago Parent writer Cheryl E. for including Orland Park Public Library in her article of best libraries in the southern Chicago area. Cheryl wrote back:

"My pleasure! One of our favorite libraries - wouldn't be right not to include it."

4/25/2016

Sue Moore's name was pulled out of the National Library Week historical gift basket entry forms. Upon receiving her gift basket she said:

"This is great! My grandchildren are going to love this."

# Information Technology Board Report April 2016

## SERVICES/PROGRAMS/PROJECTS/CLASSES

*April 2015*

10 computer classes for adults were offered with a total of 56 attendees

*April 2014 Comparison*

22 computer classes for adults were offered with a total of 91 attendees

## STATISTICS

### Statistics from web forms

Category	Apr 2016	Apr 2015	Change
Study Room Usage	430	428	2, 0.47%
Patrons Assisted	542	552	-10, -1.81%
Total PC Usage		1983	-1983, -100%
Total Web pages	30427	32230	-1803, -5.59%
Number of Classes	10	22	-12, -54.55%
Total Class Attendance	56	91	-35, -38.46%
Overdrive Checkouts	2887	2766	121, 4.37%
Overdrive Registration	39	64	-25, -39.06%
Zinio Checkouts	532	290	242, 83.45%



# **Outreach Services Board Report April 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 for the Outreach Services collection.

Set-up and management of the National Library of Medicine's traveling exhibit, Binding Wounds: Pushing Boundaries.

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Kelly Cuci attended PLA Conference (miles=air) (Denver, CO) on Apr 5, 2016

Kitty Creed attended Serving Patrons With Dementia Outreach Group (OPPL Room 104) on Apr 8, 2016

Cathy DiGiorgio attended Serving Patrons With Dementia Outreach Group (OPPL Room 104) on Apr 8, 2016

Erin Sindewald attended ITT Tech Tabling (ITT Tech) on Apr 14, 2016

Shane Peterson attended O.P. Health Fair (O.P. Sportplex) on Apr 23, 2016

Erin Sindewald attended O.P. Health Fair (O.P. Sportplex) on Apr 23, 2016

Kelly A. Cuci attended OWN Luncheon (Silver Lake CC) on Apr 26, 2016

Kelly A. Cuci attended Active Senior Expo (Gaelic Park) on Apr 27, 2016

Kitty Creed attended Active Senior Expo (Gaelic Park) on Apr 27, 2016

Cathy DiGiorgio attended Active Senior Expo (Gaelic Park) on Apr 27, 2016

## STATISTICS

### Onsite Adult Programs:

15 programs were given with a total of 459 patrons. *2015: 13 programs were given with a total of 437 patrons.*

#### Breakout:

4/1/16	Meet the Artist - Pam Hamilton	8
4/2/16	Hands-On Women's Self-Defense Workshop	16
4/5/16	Backyard Gardening for Birds and Butterflies	65
4/8/16	Board Game Night	15
4/9/16	Board Game Saturday - Game On!	15
4/12/16	Ann Stokes - African-American Civil War Nurse	32
4/13/16	Forgotten Soldiers - Health Care for the Colored Troops During the Civil War	26
4/14/16	Afternoons @ OPPL - Brooklyn	72
4/15/16	Showcase - Adam Miller	71
4/18/16	SNP Monday Morning Movie	7
4/19/16	ECO Chic	13
4/20/16	Forgotten Soldiers - The Dregs of War	22
4/22/16	Friday Film Series - Infinitely Polar Bear	17
4/25/16	Pinterest Palooza	9
4/26/16	The Bard of Avon	71

### Offsite Adult Programs:

17 programs were given with a total of 2248 patrons attending. *2015: 11 programs were given with a total of 410 patrons attending. Outreach attended both the Orland Park Health Fair and the Active Senior Expo.*

#### Breakout:

4/1/16	Orland Township Drop-In Visit	12
4/4/16	Nursing Home Visit	41
4/5/16	Nursing Home Visit	15
4/6/16	Nursing Home Visit	7
4/12/16	Book Discussion at Thomas Place	4
4/13/16	Orland Township Drop-In Visit	13
4/13/16	Remember When with Autumn Leaves	15
4/13/16	Remember When with Brookdale	14
4/14/16	Smart Art iPad - Brookdale	7
4/14/16	Smart Art iPad Autumn Leaves	5
4/15/16	Orland Township Drop-In Visit	12
4/18/16	Nursing Home Visit	36
4/19/16	Nursing Home Visit	15
4/20/16	Nursing Home Visit	9

4/23/16 Village of OP Health Fair	350
4/27/16 Active Senior Expo	1680
4/29/16 Orland Township Drop-In Visit	13

### **Train Station Books:**

Three train stations – **75**, 2015 - 160

### **Program Flyer Distribution Stats:**

Orland Park Businesses - **200**, 2015 - 16

Village of OP - **800**, 2015 - 18

Train Station - **75**, 2015 -160

Orland Township - **6**, 2015 - 5

Expos (Give-aways and flyers) - 1689

In-house during programs - **213**, 2015 - 993

### **Other Outreach and Homebound Stats:**

Outreach Circ Stats: 927 items circulated with 1180 checkouts and 68 renewals. 2015: 690 items circulated with 928 checkouts and 85 renewals.

Visits to single-family homebound patrons totaled 16. 2015: Visits totaled 24.

5 new homebound patron cards were issued and 1 discontinued. 0 cards were renewed. 2015: 2 new homebound library cards were issued. 0 card discontinued. 8 cards were renewed.

OS staff logged 473 reference transactions. 2015: 696 reference transactions.

52 books were displayed on the table with 19 having been checked out. 2015: 52 books on display with 12 checked out.

## **GRANTS/SPECIAL PROJECTS**

Outreach Assistants, Kitty Creed and Cathy DiGiorgio hosted a Serving Patrons with Dementia meeting. They gave tours of the building and Outreach Services with a brief discussion about Bi-Folkal kits.

Outreach Assistant, Erin Sindewald worked on obtaining sponsorships for OPPLcon and preparations for In-service.

Outreach Services celebrated the Binding Wounds: Pushing Boundaries exhibit with three programs in April. The exhibit will be here through May 21st.

## **CUSTOMER SERVICE LOG**

4/1/16 10am Orland Township Visit

1. "Appreciate all you do for me!"
2. "This is such a wonderful service - Godsend to our seniors!"
3. "Regarding the Friday Film Series - This is so good; haven't really been a library user,

but just began to enjoy this wonderful program."

4/2/16 11am Women's Self-Defense Workshop program

1. "This was a wonderful program."
2. "The class was really great."
3. "I love all your programs."
4. Many expressed the desire for Pat (presenter) to return to teaching additional skills.

4/5/16 9am Standing by the Civil War Exhibit

"What a great exhibit!" "Wow!"

4/5/16 8pm Backyard Gardening for Birds and Butterflies program

"What a wonderful program and a great speaker."

4/14/16 10:30am Smart Art - Brookdale program

"Like being a child again!"

4/14/16 7:30pm Tabling event at ITT Tech

"Your library is beautiful and a very quite place to study."

4/15/16 10am Orland Township Visit

1. "You guys are great!"
2. "She's so wonderful! I love her." (About Kitty)

4/23/16 11am Tabling at Sportplex - O.P. Health Fair

1. "I keep hearing so many great things about your library."
2. "That's my favorite spot."
3. "The Orland Park Library is fantastic."
4. "We love the library."
5. "The library is a happy place."
6. "I go to the library all the time."

4/26/16 7pm The Bard of Avon program

1. "What a fantastic program!"
2. "Thank you so much. It was a wonderful show."

4/27/16 11:30am Active Senior Expo

"I love the library...I especially like the diversity of programs. OP is very lucky to have such a wonderful library."

4/29/16 10am Orland Township Visit

"Seniors really appreciate this service - Thank You!"

# Technical Services Board Report April 2016

## PERSONNEL

Wendy interviewed the candidates for the position of Cataloger 1. The hired person will start on May 9, 2016.

## SERVICES/PROGRAMS/PROJECTS/CLASSES

OCLC ongoing holding upgrade for April 2016 is complete.

All withdrawn titles and items are removed from the system.

## CONTINUING EDUCATION/MEETINGS ATTENDED

On April 4 through 9, 2016, Wendy attended PLA Conference at Denver Colorado.

## STATISTICS

Monthly Statistics between 04/01/2016 and 04/30/2016 on next page.

## GRANTS/SPECIAL PROJECTS

Tech Services staff withdrawn large quantities of collections from Polaris.





# **Youth Services Board Report April 2016**

## **PERSONNEL**

Berta Garza resigned her page position effective April 9. Diane Norris-Kuczynski will post the page job ad beginning April 15 and conduct interviews soon after.

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

### **APRIL 2016 STATISTICS**

Youth Programs: 1617 attendees/71 programs (birth--grade 5)

Teen Programs: 29 attendees/7 programs (grades 6--12)

Preschool Visits: students/visits

PRESCHOOL PAKS: 11 PAKS/129 items

School visits: to be reported in May

PAL PAKS: PAKS/items to be reported in May

Miscellaneous teacher checkouts: items

April 2016 circulation statistics: 32,641 items

### **APRIL 2015 COMPARISONS**

Youth Programs: 1626 attendees/74 programs (birth--grade 5)

Teen Programs: 78 attendees/8 programs (grades 6--12)

Preschool Visits: 120 students/3 visits

PRESCHOOL PAKS: 11 PAKS/146 items

School visits: none

PAL PAKS: 9 PAKS/183 items

Miscellaneous teacher checkouts: 108 items

April 2015 circulation: 33,094 items

## **CONTINUING EDUCATION/MEETINGS ATTENDED**

Diane Norris-Kuczynski attended IYSI (Illinois Youth Services Institute) Conference (Bloomington-Normal) on Apr 1, 2016

Mary Adamowski attended PLA Conference (miles=air) (Denver, CO) on Apr 5, 2016



Mary Adamowski attended CPR/Driving (OPPL) on Apr 16, 2016

Diane Norris-Kuczynski attended CPR/Driving (OPPL) on Apr 16, 2016

Jamie Kallio attended Driving (OPPL) on Apr 16, 2016

Sara Dempster attended CPR/Driving (OPPL) on Apr 16, 2016

Becky McCormack attended CPR/Driving (OPPL) on Apr 16, 2016

Mary Adamowski attended ILA 2016 Programming Committee Meeting (Lewis University) on Apr 19, 2016

## **STATISTICS**

Category	04/2016	04/2015
Reference	1932	2825
Ref Remote	68	161
Non-Reference	302	511
N-R Remote	37	134
Teen Prog	29	78
Youth Prog	1617	1626

## **GRANTS/SPECIAL PROJECTS**

Assistant Head of Youth Services Diane Norris-Kuczynski attended the inaugural IYSI (Illinois Youth Services Institute) Conference that was held on April 1--2 in Bloomington-Normal, Illinois. The conference featured numerous workshops dealing with many important Youth Services topics. Diane, as a board member of LACONI/YSS (Library Administrators Conference of Northern Illinois/Youth Services Section), assisted at many of the workshops.

Diane reported that the conference was a huge success and it will be repeated again next year.

Head of Youth Services Mary Adamowski attended the Illinois Library Association Conference 2016 Programming Committee meeting at Lewis University on April 19. As co-manager of the committee, Mary assisted the other committee members in selecting the programs that will be presented at the state conference in October 2016.

School Liaison Becky McCormack organized and facilitated the Battle of the Books competition between District 135 schools. The event was held at the library on Saturday, April 30, 2016, and was attended by 52 students, parents and teachers. This successful event was a wonderful collaboration between the library and the schools and we look forward to hosting the event again next year. Thank you to Becky, Preschool Services Coordinator Jamie Kallio and Youth Services Librarian Assistant Amy Najewski for assisting with this event.

**CORRESPONDENCE RECEIVED FROM APRIL 14, 2016 THROUGH  
MAY 12, 2016 FOR BOARD OF LIBRARY TRUSTEES  
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

**CORRESPONDENCE 1**

**An email received on 04/26/16 from Kevin DuJan regarding a recent FOIA response.**

**CORRESPONDENCE 2**

**A thank you note from Ruth Faklis to the Board for their thoughtfulness received on 05/02/16.**