

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

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

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES—FOR ACTION

D. INTRODUCTION OF VISITORS

E. PUBLIC COMMENT

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

F. TREASURER'S REPORT 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

1. 2017 Strategic Plan Update – For Discussion
2. Final Action to be taken on the Market Benchmarking & Compensation Structure Development Project
Motion to accept the Market Benchmarking & Compensation Structure Development Project by the Management Association

J. NEW BUSINESS

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held June 20, 2016

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

Call To Order

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

Roll Call

Members absent: Joanna Leafblad came at 7:03

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

Minutes

Vice-President Ryan made a motion to approve the May 16, 2016 minutes. Trustee Barcelona 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.

Chris McClure from McClure Inserra.

Introduction of Visitors

Trustee Kleis made a motion to approve the moving of agenda item K1 to be considered after agenda item D. Vice-President Ryan seconded the motion. No 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.

Chris McClure, from the auditing firm of McClure, Inserra presented the 2015 Financial Statements for the year ended December 31, 2015. Mr. McClure stated that as in past years, it was a clean audit reflected in the document attached to the audit. He highlighted the changes in GASB68 and said these figures were assumptions based on 2014 IMRF data. President Healy inquired about continuing to use an outside firm for payroll. Mr. McClure answered it would be best to have a third party provide payroll and IRS reporting from an auditing standpoint. Director Weimar asked how the property tax appeals work into it. Chris answered saying that no liability was booked, the revenue for taxes shown is what was collected net refunds

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

Treasurer Jennings moved to go into Executive Session. Trustee Leafblad 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 7:30 p.m. Executive Session ended at 7:38 p.m.

The regular session resumed at 7:40 when Treasurer Jennings made the motion to return to regular session. Trustee Barcelona 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.

Treasurer Jennings moved to accept the Treasurer’s Report for May, 2016, Trustee Lebert seconded the motion. President Healy asked if the library staff were using Amazon Smile when making purchases through the Amazon website. Jackie Boyd answered yes. President Healey added that the World Book and Morning Star database statistics are not very good. Director Weimar said she will look into discounts from group purchases, but also reevaluate some database purchases before the 2017 budget. Assistant Director Adamowski said patrons mostly Google information, but she would hate to see World Book go away. Finance Manager Kimmey added we are under budget overall. 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.

Vice-President Ryan moved to accept the accounts payable listing from May 16, 2016 to June 20, 2016. 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.

Secretary of State, Jesse White signed our Live and Learn Grant agreement, so the library may proceed on this project. The grant allows a year until completion. It is hoped that this project can be completed before the end of this fiscal year. Wight & Company architectural firm, as mentioned at the May meeting, had given some suggested designs and material options for the flooring replacement. As the original company Robin was working with has not been available for preliminary consultation, Administration would like to contract with Wight & Co. for their professional services with design concepts, flooring replacement options, documentations and specifications for the main lobby and public corridors. Professional fee cost is \$8,500. Any additional assistance will be billed at an hourly rate. Any consulting fees are not part of the grant and will be paid out of library funds. It will be important to use the expertise of Wight’s interior designer to assist Mary Adamowski, Steve Newman and the Board (especially the Building Committee) on flooring options and designs. To remind the Board, the grant will fund \$51,006 of this project.

**Librarian’s
Report**

President Healy inquired about the consulting fee of \$8,500 and asked if the Village had anyone to help with the design. Director Weimar said she will look into that and other options with cost in mind but not to compromise on the effectiveness of the materials that need to be chosen for this type of establishment. Steve Newman said the Village is mostly tile and he suggested in his opinion rubber flooring might be best. Trustee Leafblad asked where the flooring will be. Director Weimar said from the Lobby to the Storytime Room on the first floor and up the stairs ending around the computer area on the 2nd floor hall including the restroom area.

On May 26, 2016, the library network encountered a virus that required the shutting down of the staff network including the email server. Polaris was not affected. It was determined an attachment accidentally opened in an email was the cause. Our current virus software did not catch it. The library has purchased a stronger antivirus software. Staff received two articles on anti-virus, anti-spam and security with computers which they should find helpful for both here and at home. The staff in the I.T. Department have been wonderful. Mark Ewasiuk has been managing the Help Desk tickets for IT support throughout the building. Cassandra Spence, the web developer, is updating passwords. All staff have taken on individual projects from inventory to cleaning up the workroom while continuing to assist patrons on a daily basis.

At the latest RAILS meeting, Dee Brennan announced RAILS will be taking over Statewide Delivery Service as of July 1. The delivery service is currently being provided by the Illinois State Library. Over 9 million items are delivered in the state to public libraries alone. Anne Craig, the Executive Director of the Illinois State Library announced she will be leaving ISL and has accepted the position

of Senior Director of the Consortium of Academic and Research Libraries in Illinois (CARLI).

The U.S. Department of Labor (DOL) has released updated rules regarding which employees can be exempt from overtime under the Fair Labor Standards Act (FLSA). Beginning December 1, 2016, employees will not only have to meet one of the exemption tests set out in the FLSA, they must also earn at least \$47,476 annually (\$913 weekly) to be classified as exempt. With the Benchmark study provided by Management Association of Illinois (MAI), together with the draft job descriptions, Administration should have the information on exempt status determined along with the finalization of the compensation study. Management Team members have already begun the discussion on how these new laws will influence staffing.

Circulation has increased again this past month. It is up another 3% from last year. The Summer Reading Challenge registration had its kick-off June 4 and over 500 patrons attended. There are over 1,700 patrons who have registered. At the June 12th concert, over 130 patrons listened to Tumbling Dice.

The spring paver order was installed right before Memorial Day. Jackie Boyd and Kristen Holding are revising the Paver Guide for patrons. It was last done in 2009. Copies will be mailed to all donors when completed. Former Library Director, Patricia McArthur, who retired in 1998, passed away last month. She was a wonderful community supporter, served the library since the 1960's, was instrumental in building the library on Park Lane as well as one of the authors of *The Orland Story: From Prairie to Pavement*. Ms. McArthur served the library in so many ways and will be remembered by us with a plaque on Stack 48 on the second floor in her memory. Vice-President Ryan asked about the cost of the pavers: they are \$75 for the 4"x8" and \$150 for the 8"x8" version.

With Robin Wagner leaving, and Mary Adamowski as the new Assistant Library Director, the role of Polaris Administrator needed to be reassigned. Howard Griffin has been made the Administrator of Polaris. As Head of Circulation, Howard has a hands-on knowledge of the integrated library system and has been troubleshooting problems all along whether it was with the SWAN catalog or Polaris. Together with Wendy Xie, Head of Technical Services, decisions affecting the catalog will be handled on both the circulation and cataloging ends. Howard is very encouraged by Polaris LEAP module and hopes to have this feature live in 2016. If you remember from Robin's report from the IUG conference, Polaris LEAP is a wireless circulation module allowing staff to checkout materials for patrons in the stacks, but also offsite, which would be advantageous for Outreach staff. The Head of Youth Services will be filled in the next week. The Virtual Services Manager position will remain open until a further study of the IT department is done. President Healy inquired about the visit to the Rotary by Jackie Boyd.

As reported to you last month by Robin Wagner, the pond's aerator was malfunctioning and the library was investigating the cost of a new one. Thanks to Steve Newman and his mechanical skills the aerator is working just fine and is helping to increase the water's circulation, as well as reduce the muck.

Steve has been working on replacing the existing well-worn carpet tiles in the four group study rooms on the 2nd floor with carpet tiles that, as Robin mentioned in last month's report, were previously purchased. The new tiles have certainly brightened the area. With the replacement, it has come to our attention that the study tables in each of the rooms have sustained a lot of wear and tear over the years, as well as some damage made by patrons by gouging the wood table surfaces. Administration will research the possibility of having the tables resurfaced in the near future to deter other patrons from following suit and damaging the tables.

Spring cleanup is underway at the library. The salt and dirt from winter have been removed from the curbs and they have been painted with a fresh coat of yellow paint. The memorial pavers outside of the main entrance have been power washed to remove chewing gum and other dirt that has accumulated.

The garbage and debris that became embedded within the landscape has been removed and the library's grounds have looked beautiful this spring. The library is once again partnering with the Village at its weekly Farmers Market. Last week we co-sponsored the Miss Jamie's Down on the Farm performance, with 175 people attending the show, and we hope to sponsor more Farmers' Market events next year. The library has a table at the market each week in which we are able to visit with our patrons and let them know about the exciting programs and special events we have during the summer,

as well as give them information about our summer reading challenge. The Youth Services staff perform weekly storytimes each Friday at 11:00 a.m. which attracts a lot of children and their families. Next to the library booth the library has a canopy that allows children to do activities such as coloring sheets, as well as play with instruments and puppets while visiting the market.

There are two meetings this week that I would like to let you know about:

Tomorrow, Administration and Steve will meet with Dustin Purcell of Midwest Mechanical to discuss the fine points of the service agreement for the library's HVAC system.

On Wednesday, Administration and Kelly Cuci will meet with John McNulty of Midwest Office to discuss shelving options for the space above the workstation areas in Outreach. The shelves would allow the Outreach staff to have more usable desk space.

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

Accept the FY2015 Audit - For Action

New Business

Treasurer Jennings motioned to accept the FY2015 Audit and Trustee Barcelona 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 hiring of Mark Weimar for the position of Temporary Maintenance effective June 3, 2016 – For Action

Treasurer Jennings made the motion to approve the hiring of Mark Weimar for the position of Temporary Maintenance effective June 3, 2016. Vice President Ryan seconded the motion. Director

Weimar explained how Steve's assistant had a non-work injury and was in need of an assistant ASAP. The hiring process of a new position takes three weeks total to post and go through the background check process. Secretary Lebert strongly disagreed with the hiring of Mark and Trustee Leafblad suggested that he be kept on while looking for another candidate. Treasurer Jennings amended the motion to approve the hiring of Mark Weimar for the position of Temporary Maintenance effective June 3, 2016 – June 20, 2016. Vice President Ryan seconded the amended 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.

Resolution No. 2016-03 for Adopting the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library – For Action

Treasurer Jennings motioned to adopt the Prevailing Wage rates for laborers, workers and mechanics employed by the Orland Park Public Library. Trustee Leafblad seconded the motion. 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.

2017 Strategic Plan Update – For Discussion

Trustee Lebert motioned to table the 2017 Strategic Plan Update discussion to the next regularly scheduled Board Meeting. Treasurer Jennings seconded the motion. Assistant Director Adamowski will add in a legend to the Strategic Plan document. 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.

Resolution No. 2016-04 to make certain closed session meeting minutes available for public inspection – For Action

Vice-President Ryan motioned to adopt Resolution No. 2016-04 to make certain closed session meeting minutes available for public inspection. Trustee Kleis seconded the motion. 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.

Market Benchmarking & Compensation Structure Development Project – For Discussion

Treasurer Jennings motioned to table the Market Benchmarking & Compensation Structure Development Project discussion until the next regularly scheduled Board Meeting. 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.

Vice-President Ryan asked why we need to vote to table agenda items that are on for discussion. Attorney Dennis Walsh stated it is because it is on the agenda as an item and it needs to be moved to the next meeting officially.

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 9:08 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

Orland Park Public Library
General Fund
Explanation of Variances for General Fund Activity
For The Month Ended June 30, 2016

Revenues

Tax Revenues are at 53.25% of budget on a year-to-date basis. **State Grants** totaling \$ 94,765 were received in the month of June. **Interest Income** continues to be higher than budgeted due to investments being set up with longer maturities providing higher rates of return. **Total Revenues** are at 54.6% of year-to-date budget.

Expenditures

Overall Expenditures were \$ 85,087 under budget for the month and \$ 366,506 under budget year-to-date.

Salaries is under budget by \$ 14,223 for June and \$ 73,492 under budget year-to-date. There are open positions to be filled.

Audio Visual Materials is \$ 2,548 over budget for the month, but is under budget year-to-date.

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

Purchases - New Equipment is over budget for the month by \$ 4,273 due to the purchases of a replacement copier for Graphics.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	199,780.82	0.00	66,628.45	0.00	266,409.27
Cash - Marquette E-Commerce	3,920.08	0.00	0.00	0.00	3,920.08
Illinois Funds	91,064.77	6,850.76	0.00	0.00	97,915.53
PMA Financial Investments	5,664,800.07	763,263.96	0.00	1,222,679.59	7,650,743.62
US Bank	148,072.58	88.50	0.00	14,509.84	162,670.92
Cash - Harris Bank	125.87	0.00	0.00	0.00	125.87
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	14,433.86	1,209.70	0.00	3,063.34	18,706.90
Property Taxes Receivable	2,331,698.16	0.00	0.00	769,551.79	3,101,249.95
Prepaid Expenses	174,608.10	0.00	0.00	0.00	174,608.10
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
	<u>8,628,804.31</u>	<u>771,412.92</u>	<u>66,628.45</u>	<u>2,009,804.56</u>	<u>11,476,650.24</u>
Liabilities & Fund Balance					
Health Insurance W/H Payable	0.00	0.00	0.00	0.00	0.00
IMRF W/H Payable	0.00	0.00	0.00	0.00	0.00
457 Plan W/H Payable	0.00	0.00	0.00	0.00	0.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	2,331,698.16	0.00	0.00	769,551.79	3,101,249.95
Accounts Payable	28,610.17	0.00	0.00	0.00	28,610.17
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	19,641.05	19,641.05
Total Liabilities	<u>2,360,308.33</u>	<u>0.00</u>	<u>0.00</u>	<u>789,192.84</u>	<u>3,149,501.17</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 Unemploymt 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>608,988.64</u>	<u>1,589.29</u>	<u>870.45</u>	<u>760,668.11</u>	<u>1,372,116.49</u>
Ending Fund Balance	<u>6,268,496.00</u>	<u>771,324.42</u>	<u>67,498.90</u>	<u>1,220,611.70</u>	<u>8,327,931.02</u>
Total Liabilities & Fund Balance	<u>8,628,804.33</u>	<u>771,324.42</u>	<u>67,498.90</u>	<u>2,009,804.54</u>	<u>11,477,432.19</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	19,458.32	424,447	4.58%	2,711,998.58	2,546,684	53.25%	5,093,367
Impact Fees	0.00	2,083	0.00%	6,544.13	12,500	26.18%	25,000
Replacement Taxes	0.00	1,042	0.00%	7,090.24	6,250	56.72%	12,500
State Grants	94,764.84	2,083	4549.44%	94,764.84	12,500	379.06%	25,000
Non Resident Fees	308.67	667	46.28%	1,162.31	4,000	14.53%	8,000
Fines	5,796.34	5,000	115.93%	29,215.40	30,000	48.69%	60,000
Gifts	50.00	833	6.00%	1,500.00	5,000	15.00%	10,000
Copy Machine	1,217.89	1,250	97.43%	8,095.42	7,500	53.97%	15,000
Interest Income	2,447.05	1,250	195.76%	14,386.19	7,500	95.91%	15,000
Miscellaneous Income	1,375.57	833	165.13%	4,659.29	5,000	46.59%	10,000
Total Revenues	125,418.68	439,489	28.54%	2,879,416.40	2,636,934	54.60%	5,273,867
Expenditures							
Salaries	183,591.09	197,814	92.81%	1,113,399.86	1,186,892	46.90%	2,373,785
Salaries-Maintenance	7,377.02	8,975	82.20%	52,296.93	53,853	48.56%	107,705
Life/Health Insurance	33,855.14	37,096	91.26%	211,369.57	222,576	47.48%	445,152
Books	17,999.80	34,167	52.68%	151,915.45	205,000	37.05%	410,000
Electronic Databases	5,199.26	6,083	85.47%	31,271.39	36,500	42.84%	73,000
Periodicals	1,873.26	3,167	59.15%	15,282.36	19,000	40.22%	38,000
Audio Visual Materials	15,881.28	13,333	119.11%	77,384.26	80,000	48.37%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	500	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	765.60	667	114.78%	4,224.38	4,000	52.80%	8,000
Insurance	3,893.58	3,042	127.99%	19,080.16	18,250	52.27%	36,500
Landscaping & Groundskeeping	1,197.91	2,033	58.92%	6,768.11	12,200	27.74%	24,400
Building Maintenance	8,033.22	20,833	38.56%	54,298.23	125,000	21.72%	250,000
Security System	414.00	750	55.20%	1,270.50	4,500	14.12%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	500	0.00%	1,000
Legal	901.05	10,000	9.01%	14,530.32	60,000	12.11%	120,000
Library Consultant	1,361.22	1,000	0.00%	5,083.65	6,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	0.00	583	0.00%	2,324.27	3,500	33.20%	7,000
Natural Gas	2,226.37	3,333	66.80%	9,835.36	20,000	24.59%	40,000
Telephone	565.91	917	61.71%	3,451.98	5,500	31.38%	11,000
Purchase - New Equipment	5,940.00	1,667	356.33%	17,596.83	10,000	87.98%	20,000
Building & Custodial Supplies	2,482.12	2,833	87.61%	17,901.83	17,000	52.65%	34,000
Building Repairs	0.00	1,833	0.00%	1,153.37	11,000	5.24%	22,000
Lib. & Off. Eqpt Rep. & Maint	1,085.02	1,375	78.91%	7,105.22	8,250	43.06%	16,500
Machine Rental	0.00	333	0.00%	399.00	2,000	9.98%	4,000
Automation - Equipment	726.23	6,667	10.89%	15,242.32	40,000	19.05%	80,000
Automation - Line Costs	292.43	542	53.95%	1,935.03	3,250	29.77%	6,500
Automation - Consultant	13,112.11	13,417	97.73%	68,823.41	80,500	42.75%	161,000
Automation - Maintenance	3,900.78	4,167	93.61%	17,512.97	25,000	35.03%	50,000
Library Furniture	0.00	5,000	0.00%	51,750.27	30,000	86.25%	60,000
Outreach Services	120.22	583	20.62%	3,329.87	3,500	47.57%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	319.00	667	47.83%	2,352.96	4,000	29.41%	8,000
Staff Training & Education	295.87	2,250	13.15%	13,574.27	13,500	50.28%	27,000
Conference Fees	0.00	542	0.00%	2,337.00	3,250	35.95%	6,500
Patron Programs & Events	3,582.67	3,750	95.54%	13,634.37	22,500	30.30%	45,000
Association Dues & Fees	0.00	667	0.00%	2,188.00	4,000	27.35%	8,000
Public Information	0.00	3,250	0.00%	11,878.93	19,500	30.46%	39,000
Library Supplies	1,918.14	3,750	51.15%	16,729.37	22,500	37.18%	45,000
Office Supplies	19.87	917	2.17%	1,053.12	5,500	9.57%	11,000
Postage	38.36	1,167	3.29%	5,196.70	7,000	37.12%	14,000
Printing	0.00	584	0.00%	1,268.30	3,500	18.12%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,706.16	17,708	94.34%	103,033.45	106,247	48.49%	212,494
Contribution to FICA	14,337.85	15,819	90.64%	87,410.92	94,916	46.05%	189,831
Audit	6.45	875	0.74%	8,306.45	5,250	79.11%	10,500
Liability Ins.-D&O,Bonds,WC	4,296.49	4,583	93.75%	23,807.32	27,500	43.29%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	2,000	0.00%	4,000
Bank Charges	86.72	250	34.69%	1,119.70	1,500	37.32%	3,000
Total Expenditures	354,402.20	439,489	80.64%	2,270,427.76	2,636,934	43.05%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	(228,983.52)	0	-100.00%	608,988.64	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	(228,983.52)	0	-100.00%	608,988.64	0	-100.00%	0

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
For The Month Ended June 30, 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	6,284.36	876,250.13
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	280.19	1,589.29	5.55	33.45	463.25	2,264.24
Capital Campaign	0.00	0.00	225.00	975.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Insurance is over budget for Jur	280.19	1,589.29	230.55	1,008.45	6,747.61	878,514.37
Expenditures						
Building Repairs	0.00	0.00	138.00	138.00	0.00	0.00
Audio Visual Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Automation - Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Library Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Library Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	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	19,641.05	117,846.26
Total Expenditures	0.00	0.00	138.00	138.00	19,641.05	117,846.26
Excess (Deficiency) of Revenues Over (Under) Expenditures	280.19	1,589.29	92.55	870.45	(12,893.44)	760,668.11
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	280.19	1,589.29	92.55	870.45	(12,893.44)	760,668.11

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Check	193	06/27/2016	Unilock Chicago, Inc.	501132 - Capital Campaign-Marquette Bank	0.00
TOTAL					0.00
Bill Pmt -Check	55810	06/21/2016	ABDO-Spotlight-Magic Wagon	101010 - Cash - Marquette	-1,512.35
Bill	202774	05/06/2016		104311 - Books - Youth	1,512.35
TOTAL					1,512.35
Bill Pmt -Check	55811	06/21/2016	Annuity Premium Reserve Account	101010 - Cash - Marquette	-350.00
Bill	07553	06/01/2016		102160 - 457 Plan W/H Payable	350.00
TOTAL					350.00
Bill Pmt -Check	55812	06/21/2016	Audio Editions	101010 - Cash - Marquette	-167.26
Bill	1593370	05/25/2016		104342 - Audio Visual Materials-Outreach	167.26
TOTAL					167.26
Bill Pmt -Check	55813	06/21/2016	Baker & Taylor	101010 - Cash - Marquette	-239.18
Bill	2032035058	05/23/2016		104312 - Books - Outreach	62.74
Bill	2032052611	05/31/2016		104312 - Books - Outreach	43.41
Bill	2032069549	06/06/2016		104312 - Books - Outreach	65.98
Bill	2032074418	06/08/2016		104312 - Books - Outreach	67.05
TOTAL					239.18
Bill Pmt -Check	55814	06/21/2016	Capital One Commercial	101010 - Cash - Marquette	-503.68
Bill	May 16 Statement	05/26/2016		104530 - Building & Custodial Supplies	252.73
				104530 - Building & Custodial Supplies	80.62

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
				104530 · Building & Custodial Supplies	54.44
				104530 · Building & Custodial Supplies	54.96
				104642 · Patron Programs & Events-Youth	60.93
TOTAL					503.68
Bill Pmt -Check	55815	06/21/2016	Cash	101010 · Cash - Marquette	-198.86
Bill	6/20/16	06/20/2016		104730 · Postage	18.94
				104620 · Staff Training & Education	10.00
				104620 · Staff Training & Education	10.00
				104620 · Staff Training & Education	10.00
				104320 · Periodicals - Adult	15.93
				104530 · Building & Custodial Supplies	15.00
				104610 · Board Training & Education	23.00
				104450 · Building Maintenance	3.00
				104730 · Postage	4.78
				104610 · Board Training & Education	46.00
				104620 · Staff Training & Education	15.87
				104642 · Patron Programs & Events-Youth	5.25
				104730 · Postage	5.24
				104920 · Audit	6.45
				104730 · Postage	9.40
TOTAL					198.86
Bill Pmt -Check	55816	06/21/2016	Cavendish Square	101010 · Cash - Marquette	-833.40
Bill	3023098	05/16/2016		104311 · Books - Youth	833.40
TOTAL					833.40
Bill Pmt -Check	55817	06/21/2016	Center Point Large Print	101010 · Cash - Marquette	-110.85
Bill	1379699	06/01/2016		104310 · Books - Adult	110.85
TOTAL					110.85

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55818	06/21/2016	Cherry Lake Publishing	101010 · Cash - Marquette	-20.95
Bill	80313	05/24/2016		104311 · Books - Youth	20.95
TOTAL					20.95
Bill Pmt -Check	55819	06/21/2016	Comcast Cable	101010 · Cash - Marquette	-295.62
Bill	6/3/16	06/03/2016		104575 · Automation - Line Costs	212.43
				104520 · Telephone	83.19
TOTAL					295.62
Bill Pmt -Check	55820	06/21/2016	Dost Valuation Group, Ltd.	101010 · Cash - Marquette	-440.00
Bill	1216	06/06/2016		104495 · Legal	220.00
Bill	1226	06/17/2016		104495 · Legal	220.00
TOTAL					440.00
Bill Pmt -Check	55821	06/21/2016	Envisionware, Inc.	101010 · Cash - Marquette	-11,477.63
Bill	INV-US-26323	06/03/2016		104580 · Automation - Maintenance	11,477.63
TOTAL					11,477.63
Bill Pmt -Check	55822	06/21/2016	Findaway World, LLC	101010 · Cash - Marquette	-2,155.54
Bill	187079	06/13/2016		104341 · Audio Visual Materials - Youth	1,070.61
Bill	187052	06/13/2016		104341 · Audio Visual Materials - Youth	259.98
Bill	187406	06/20/2016		104340 · Audio Visual Materials - Adult	824.95
TOTAL					2,155.54
Bill Pmt -Check	55823	06/21/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,657.81

**Orland Park Public Library
Check Detail
June 21 through July 18, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	58066728	05/18/2016		104312 · Books - Outreach	292.69
Bill	58075625	05/19/2016		104312 · Books - Outreach	175.93
Bill	58099910	05/24/2016		104310 · Books - Adult	52.77
Bill	58099914	05/24/2016		104310 · Books - Adult	51.98
Bill	58099848	05/24/2016		104310 · Books - Adult	44.80
Bill	58111898	05/26/2016		104310 · Books - Adult	21.60
Bill	58112075	05/26/2016		104310 · Books - Adult	22.39
Bill	58177092	06/08/2016		104312 · Books - Outreach	783.72
Bill	58177866	06/08/2016		104310 · Books - Adult	124.76
Bill	58177413	06/08/2016		104310 · Books - Adult	29.59
Bill	58176804	06/08/2016		104310 · Books - Adult	27.19
Bill	58177766	06/08/2016		104310 · Books - Adult	30.39
TOTAL					1,657.81
Bill Pmt -Check	55824	06/21/2016	Garvey's Office Products	101010 · Cash - Marquette	-616.90
Bill	PINNV159040	05/24/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	99.99
Bill	PINNV164394	06/10/2016		104720 · Office Supplies	9.58
				104530 · Building & Custodial Supplies	19.17
				104710 · Library Supplies	388.26
Bill	PINNV1167611	06/17/2016		104710 · Library Supplies	99.90
TOTAL					616.90
Bill Pmt -Check	55825	06/21/2016	Go Promotions	101010 · Cash - Marquette	-4,095.36
Bill	143458	06/03/2016		104642 · Patron Programs & Events-Youth	4,095.36
TOTAL					4,095.36
Bill Pmt -Check	55826	06/21/2016	Hearne & Associates, P. C.	101010 · Cash - Marquette	-575.60
Bill	18759	06/14/2016		104420 · Accounting	575.60
TOTAL					575.60

**Orland Park Public Library
Check Detail
June 21 through July 18, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55827	06/21/2016	Home Depot Credit Services	101010 · Cash - Marquette	-511.13
Bill	MAY 16 Statement	05/27/2016		104530 · Building & Custodial Supplies	366.35
				104440 · Landscaping & Groundskeeping	144.78
TOTAL					511.13
Bill Pmt -Check	55828	06/21/2016	Illinois State Library	101010 · Cash - Marquette	-35.00
Bill	264788	05/01/2016		104310 · Books - Adult	35.00
TOTAL					35.00
Bill Pmt -Check	55829	06/21/2016	Information Today, Inc.	101010 · Cash - Marquette	-404.05
Bill	1598069-B1	05/25/2016		104310 · Books - Adult	404.05
TOTAL					404.05
Bill Pmt -Check	55830	06/21/2016	Ingram Library Services	101010 · Cash - Marquette	-7,006.47
Bill	See Detailed List	06/20/2016		104310 · Books - Adult	4,772.41
				104311 · Books - Youth	2,234.06
TOTAL					7,006.47
Bill Pmt -Check	55831	06/21/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-55.12
Bill	9002469381	06/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	41.92
Bill	9002472374	06/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					55.12
Bill Pmt -Check	55832	06/21/2016	Laura Joy	101010 · Cash - Marquette	-450.00

**Orland Park Public Library
Check Detail
June 21 through July 18, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	Program Laura Joy	06/01/2016		104640 · Patron Programs&Events-Outreach	450.00
TOTAL					450.00
Bill Pmt -Check	55833	06/21/2016	Management Association of Illinois	101010 · Cash - Marquette	-250.00
Bill	3158	06/02/2016		104620 · Staff Training & Education	250.00
TOTAL					250.00
Bill Pmt -Check	55834	06/21/2016	Martini Lunch Band	101010 · Cash - Marquette	-450.00
Bill	Program Martini Band	06/01/2016		104640 · Patron Programs&Events-Outreach	450.00
TOTAL					450.00
Bill Pmt -Check	55835	06/21/2016	Midwest Tape	101010 · Cash - Marquette	-14.99
Bill	93973232	05/17/2016		104340 · Audio Visual Materials - Adult	14.99
TOTAL					14.99
Bill Pmt -Check	55836	06/21/2016	Neofunds By Neopost	101010 · Cash - Marquette	-500.00
Bill	May '16 Statement	05/27/2016		104730 · Postage	500.00
TOTAL					500.00
Bill Pmt -Check	55837	06/21/2016	Nextel Communications	101010 · Cash - Marquette	-178.75
Bill	May'16 Bill	05/30/2016		104520 · Telephone	178.75
TOTAL					178.75
Bill Pmt -Check	55838	06/21/2016	Noland Sales Corporation	101010 · Cash - Marquette	-2,039.00
Bill	48201	05/20/2016		104450 · Building Maintenance	2,039.00

**Orland Park Public Library
Check Detail
June 21 through July 18, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL					2,039.00
Bill Pmt -Check	55839	06/21/2016	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-65.18
Bill	5430081	06/01/2016		104450 · Building Maintenance	65.18
TOTAL					65.18
Bill Pmt -Check	55840	06/21/2016	Ollis Book Corporation	101010 · Cash - Marquette	-10.99
Bill	244028	05/30/2016		104311 · Books - Youth	10.99
TOTAL					10.99
Bill Pmt -Check	55841	06/21/2016	Online Labels, Inc.	101010 · Cash - Marquette	-44.50
Bill	4146359	05/23/2016		104710 · Library Supplies	44.50
TOTAL					44.50
Bill Pmt -Check	55842	06/21/2016	OverDrive, Inc.	101010 · Cash - Marquette	-613.82
Bill	000358347-052416	05/24/2016		104311 · Books - Youth	56.97
Bill	000358457-052416	05/24/2016		104310 · Books - Adult	65.00
Bill	113345800-052616	05/26/2016		104310 · Books - Adult	29.95
Bill	114604983-060116	06/01/2016		104310 · Books - Adult	15.99
Bill	174016560-060316	06/03/2016		104310 · Books - Adult	16.99
Bill	134647173-060716	06/07/2016		104310 · Books - Adult	10.99
Bill	162223867-060916	06/09/2016		104311 · Books - Youth	352.93
Bill	180035247-061616	06/16/2016		104310 · Books - Adult	65.00
TOTAL					613.82
Bill Pmt -Check	55843	06/21/2016	Park Ace Hardware	101010 · Cash - Marquette	-27.93
Bill	029799/2	05/19/2016		104440 · Landscaping & Groundskeeping	27.93

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					27.93
Bill Pmt -Check	55844	06/21/2016	Penguin Random House LLC	101010 - Cash - Marquette	-783.75
Bill	1087434614	05/13/2016		104342 · Audio Visual Materials-Outreach	123.75
Bill	1187507240	05/20/2016		104340 · Audio Visual Materials - Adult	45.00
Bill	1087507243	05/20/2016		104342 · Audio Visual Materials-Outreach	56.25
Bill	1087507240	05/20/2016		104340 · Audio Visual Materials - Adult	123.75
Bill	1087572448	05/24/2016		104340 · Audio Visual Materials - Adult	22.50
Bill	1087558370	05/26/2016		104340 · Audio Visual Materials - Adult	127.50
Bill	1087558373	05/26/2016		104342 · Audio Visual Materials-Outreach	67.50
Bill	1087636569	06/01/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1087628620	06/03/2016		104342 · Audio Visual Materials-Outreach	60.00
Bill	1087628616	06/03/2016		104340 · Audio Visual Materials - Adult	123.75
TOTAL					783.75
Bill Pmt -Check	55845	06/21/2016	Recorded Books, INC	101010 - Cash - Marquette	-572.17
Bill	75342233	05/25/2016		104340 · Audio Visual Materials - Adult	67.48
Bill	75343438	05/26/2016		104340 · Audio Visual Materials - Adult	34.19
Bill	75343456	05/26/2016		104340 · Audio Visual Materials - Adult	34.19
Bill	75343551	05/26/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75343555	05/26/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75343633	05/26/2016		104340 · Audio Visual Materials - Adult	62.20
Bill	75344212	05/27/2016		104340 · Audio Visual Materials - Adult	74.20
Bill	75345060	05/31/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75338125	05/31/2016		104340 · Audio Visual Materials - Adult	39.99
Bill	75336173	05/31/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75348903	06/03/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75342895	06/06/2016		104340 · Audio Visual Materials - Adult	7.95
Bill	75348612	06/06/2016		104340 · Audio Visual Materials - Adult	17.99
TOTAL					572.17
Bill Pmt -Check	55846	06/21/2016	Reliastar Life Insurance Company	101010 - Cash - Marquette	-2,000.00

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	6/15/16	06/15/2016		102160 · 457 Plan W/H Payable	2,000.00
TOTAL					2,000.00
Bill Pmt -Check	55847	06/21/2016	Rosen Publishing	101010 · Cash - Marquette	-1,451.45
Bill	631695	05/16/2016		104311 · Books - Youth	1,451.45
TOTAL					1,451.45
Bill Pmt -Check	55848	06/21/2016	RWK IT Services	101010 · Cash - Marquette	-11,133.94
Bill	2289	06/01/2016		104577 · Automation - Consultant	500.00
Bill	2304	06/07/2016		104570 · Automation - Equipment	24.13
Bill	2298	06/07/2016		104580 · Automation - Maintenance	307.50
Bill	2340	06/07/2016		104580 · Automation - Maintenance	50.00
Bill	2328	06/07/2016		104577 · Automation - Consultant	10,252.31
TOTAL					11,133.94
Bill Pmt -Check	55849	06/21/2016	Salem Press	101010 · Cash - Marquette	-375.25
Bill	143918	05/01/2016		104310 · Books - Adult	375.25
TOTAL					375.25
Bill Pmt -Check	55850	06/21/2016	Screaming Galaxy LLC	101010 · Cash - Marquette	-450.00
Bill	7/10/16	06/01/2016		104642 · Patron Programs & Events-Youth	450.00
TOTAL					450.00
Bill Pmt -Check	55851	06/21/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-493.06
Bill	4210	06/03/2016		104530 · Building & Custodial Supplies	493.06
TOTAL					493.06

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55852	06/21/2016	Taylor, Jr., Morris	101010 · Cash - Marquette	-394.00
Bill	6/1/16	06/03/2016		104642 · Patron Programs & Events-Youth	394.00
TOTAL					394.00
Bill Pmt -Check	55853	06/21/2016	The Book Farm, Inc.	101010 · Cash - Marquette	-19.99
Bill	MPW6120-1	05/23/2016		104311 · Books - Youth	19.99
TOTAL					19.99
Bill Pmt -Check	55854	06/21/2016	The Child's World	101010 · Cash - Marquette	-588.50
Bill	NA132640	05/16/2016		104311 · Books - Youth	588.50
TOTAL					588.50
Bill Pmt -Check	55855	06/21/2016	Unique Management Services, Inc.	101010 · Cash - Marquette	-35.80
Bill	428417	06/01/2016		104495 · Legal	35.80
TOTAL					35.80
Bill Pmt -Check	55856	06/21/2016	Vanmill Industries Incorporated	101010 · Cash - Marquette	-135.00
Bill	61262	05/23/2016		104710 · Library Supplies	135.00
TOTAL					135.00
Bill Pmt -Check	55857	06/21/2016	WebQA, Inc.	101010 · Cash - Marquette	-2,520.00
Bill	1098-160601	06/01/2016		104570 · Automation - Equipment	2,520.00
TOTAL					2,520.00

**Orland Park Public Library
Check Detail
June 21 through July 18, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	55858	06/21/2016	Curalinc, LLC	101010 · Cash - Marquette	-480.00
TOTAL	4311	06/13/2016		104230 · Life/Health Insurance	480.00
					480.00
Bill Pmt -Check	55859	06/21/2016	Tyco Integrated Security LLC	101010 · Cash - Marquette	-414.00
Bill	26669902	06/11/2016		104460 · Security System	147.00
Bill	26669873	06/11/2016		104460 · Security System	267.00
TOTAL					414.00
Bill Pmt -Check	55860	06/21/2016	Village of Orland Park	101010 · Cash - Marquette	-59.81
Bill	20010537	06/13/2016		104600 · Outreach Services	59.81
TOTAL					59.81
Bill Pmt -Check	55861	06/27/2016	Comcast	101010 · Cash - Marquette	-304.92
Bill	43569074	06/01/2016		104520 · Telephone	304.92
TOTAL					304.92
Bill Pmt -Check	55862	06/27/2016	Rashid, Maqbool	101010 · Cash - Marquette	-250.00
Bill	June '16 Board Mtg	06/27/2016		104610 · Board Training & Education	250.00
TOTAL					250.00
Bill Pmt -Check	55863	06/27/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-11,212.59
Bill	June 2016 slmt	06/15/2016		104340 · Audio Visual Materials - Adult	6,259.53
				104341 · Audio Visual Materials - Youth	2,336.07

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					11,212.59
Bill	3111	06/27/2016	Amgard Exterminating Inc.	104450 · Building Maintenance	70.00
Bill	55865	07/07/2016	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
TOTAL					70.00
Bill	55866	07/07/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill	5/13/16-6/12/16	06/24/2016		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill	55867	07/07/2016	Audio Editions	101010 · Cash - Marquette	-285.16
Bill	1595356	06/13/2016		104342 · Audio Visual Materials-Outreach	215.58
Bill	1595591	06/14/2016		104342 · Audio Visual Materials-Outreach	37.19
Bill	1595842	06/15/2016		104342 · Audio Visual Materials-Outreach	32.39
TOTAL					285.16
Bill	55868	07/07/2016	B & R Irrigation Systems	101010 · Cash - Marquette	-160.00
Bill	2	06/27/2016		104440 · Landscaping & Groundskeeping	160.00
TOTAL					160.00
Bill	55869	07/07/2016	Baker & Taylor	101010 · Cash - Marquette	-132.10
Bill	2032035057	06/01/2016		104310 · Books - Adult	14.69

**Orland Park Public Library
Check Detail
June 21 through July 18, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	2032102075	06/20/2016		104312 · Books - Outreach	117.41
TOTAL					132.10
Bill Pmt -Check	55870	07/07/2016	Bal Industries	101010 · Cash - Marquette	-510.00
Bill	37224	06/30/2016		104450 · Building Maintenance	510.00
TOTAL					510.00
Bill Pmt -Check	55871	07/07/2016	Cardmember Service	101010 · Cash - Marquette	-1,703.57
Bill	June 2016 Statement	07/01/2016		104530 · Building & Custodial Supplies	16.59
				104530 · Building & Custodial Supplies	100.60
				104530 · Building & Custodial Supplies	252.00
				104520 · Telephone	35.15
				104730 · Postage	21.74
				104642 · Patron Programs & Events-Youth	39.00
				104642 · Patron Programs & Events-Youth	153.38
				104642 · Patron Programs & Events-Youth	15.00
				104642 · Patron Programs & Events-Youth	468.95
				104710 · Library Supplies	45.79
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	36.00
				104570 · Automation - Equipment	437.66
				104642 · Patron Programs & Events-Youth	59.97
				104530 · Building & Custodial Supplies	89.99
TOTAL					1,899.32
Bill Pmt -Check	55872	07/07/2016	Diane S. Norris-Kuczynski	101010 · Cash - Marquette	-18.94
Bill	6/24/16	06/24/2016		104642 · Patron Programs & Events-Youth	11.94
Bill	6/24/16 2	06/24/2016		104642 · Patron Programs & Events-Youth	7.00
TOTAL					18.94

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt-Check	55873	07/07/2016	Doherty, Laura	101010 · Cash - Marquette	-550.00
TOTAL					550.00
Bill	7/25/16	07/01/2016		104642 · Patron Programs & Events-Youth	550.00
Bill Pmt-Check	55874	07/07/2016	FedEx	101010 · Cash - Marquette	-298.88
TOTAL					298.88
Bill	5-457-98295	06/22/2016		104640 · Patron Programs&Events-Outreach	298.88
Bill Pmt-Check	55875	07/07/2016	Findaway World, LLC	101010 · Cash - Marquette	-928.76
TOTAL					928.76
Bill	187411	06/20/2016		104341 · Audio Visual Materials - Youth	307.04
Bill	188132	06/27/2016		104340 · Audio Visual Materials - Adult	59.97
Bill	188430	06/28/2016		104341 · Audio Visual Materials - Youth	99.99
Bill	188526	06/29/2016		104341 · Audio Visual Materials - Youth	51.79
Bill	188546	06/29/2016		104341 · Audio Visual Materials - Youth	409.97
TOTAL					928.76
Bill Pmt-Check	55876	07/07/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-849.30
Bill	58176892	06/08/2016		104310 · Books - Adult	27.99
Bill	58192663	06/10/2016		104310 · Books - Adult	24.79
Bill	58192479	06/10/2016		104312 · Books - Outreach	227.11
Bill	58216377	06/15/2016		104310 · Books - Adult	47.18
Bill	58228925	06/17/2016		104310 · Books - Adult	45.60
Bill	58228986	06/17/2016		104310 · Books - Adult	22.40
Bill	58229111	06/17/2016		104310 · Books - Adult	24.00
Bill	58239475	06/20/2016		104310 · Books - Adult	27.19
Bill	58254606	06/22/2016		104312 · Books - Outreach	226.31
Bill	58254569	06/22/2016		104310 · Books - Adult	25.59
Bill	58255508	06/22/2016		104310 · Books - Adult	53.58
Bill	58262503	06/23/2016		104312 · Books - Outreach	97.56
TOTAL					849.30

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55877	07/07/2016	Garvey's Office Products	101010 · Cash - Marquette	-1,174.53
Bill	PINV1170327	06/23/2016		104710 · Library Supplies	36.09
Bill	PINV1171151	06/24/2016		104720 · Office Supplies	10.29
Bill	PINV1172072	06/27/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	1,029.90
TOTAL				104530 · Building & Custodial Supplies	98.25
					<u>1,174.53</u>
Bill Pmt -Check	55878	07/07/2016	Hearne & Associates, P.C.	101010 · Cash - Marquette	-190.00
Bill	18889	06/23/2016		104420 · Accounting	190.00
TOTAL					<u>190.00</u>
Bill Pmt -Check	55879	07/07/2016	Home Depot Credit Services	101010 · Cash - Marquette	-278.22
Bill	June 2016 Statement	06/28/2016		104530 · Building & Custodial Supplies	278.22
TOTAL					<u>278.22</u>
Bill Pmt -Check	55880	07/07/2016	Ingram Library Services	101010 · Cash - Marquette	-4,404.84
Bill	see detailed list	07/05/2016		104311 · Books - Youth	1,276.53
				104310 · Books - Adult	3,128.31
TOTAL					<u>4,404.84</u>
Bill Pmt -Check	55881	07/07/2016	John Tulowitz	101010 · Cash - Marquette	-14.24
Bill	6/30/15	06/30/2016		104640 · Patron Programs&Events-Outreach	14.24
TOTAL					<u>14.24</u>
Bill Pmt -Check	55882	07/07/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-182.85

**Orland Park Public Library
Check Detail
June 21 through July 18, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill	6/16/16	06/16/2016		104495 · Legal	55.53
Bill	6/17/16	06/17/2016		104495 · Legal	127.32
TOTAL					182.85
Bill Pmt -Check	55883	07/07/2016	Midwest Mechanical	101010 · Cash - Marquette	-1,698.00
Bill	MC0000100189	07/01/2016		104450 · Building Maintenance	1,698.00
TOTAL					1,698.00
Bill Pmt -Check	55884	07/07/2016	Midwest Tape	101010 · Cash - Marquette	-89.97
Bill	94080152	06/21/2016		104340 · Audio Visual Materials - Adult	89.97
TOTAL					89.97
Bill Pmt -Check	55885	07/07/2016	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6017	07/01/2016		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt -Check	55886	07/07/2016	Nicor Gas	101010 · Cash - Marquette	-953.59
Bill	6/21/16	06/21/2016		104517 · Natural Gas	953.59
TOTAL					953.59
Bill Pmt -Check	55887	07/07/2016	OverDrive, Inc.	101010 · Cash - Marquette	-2,473.71
Bill	130413350-061116	06/11/2016		104311 · Books - Youth	491.67
Bill	0000532137-061416	06/14/2016		104310 · Books - Adult	51.00
Bill	000531640-061416	06/14/2016		104311 · Books - Youth	74.99
Bill	152824140-061716	06/17/2016		104310 · Books - Adult	185.98
Bill	153136753-061716	06/17/2016		104310 · Books - Adult	221.95

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	153810767-061716	06/17/2016		104310 · Books - Adult	167.43
Bill	153409243-061716	06/17/2016		104310 · Books - Adult	118.53
Bill	155213933-061716	06/17/2016		104310 · Books - Adult	260.00
Bill	154850627-061716	06/17/2016		104310 · Books - Adult	167.89
Bill	155827330-061716	06/17/2016		104310 · Books - Adult	112.98
Bill	161130563-061716	06/17/2016		104310 · Books - Adult	155.03
Bill	155407107-061716	06/17/2016		104310 · Books - Adult	24.29
Bill	110216757-062416	06/24/2016		104310 · Books - Adult	441.97
TOTAL					2,473.71
Bill Pmt - Check	55888	07/07/2016	Penguin Random House LLC	101010 · Cash - Marquette	-249.00
Bill	1087693209	06/10/2016		104340 · Audio Visual Materials - Adult	63.75
Bill	9008930001	06/10/2016		104340 · Audio Visual Materials - Adult	30.00
Bill	1287693209	06/10/2016		104340 · Audio Visual Materials - Adult	22.50
Bill	1087693216	06/10/2016		104342 · Audio Visual Materials-Outreach	56.25
Bill	1087773549	06/17/2016		104340 · Audio Visual Materials - Adult	50.25
Bill	1087773552	06/17/2016		104342 · Audio Visual Materials-Outreach	26.25
TOTAL					249.00
Bill Pmt - Check	55889	07/07/2016	Recorded Books, INC	101010 · Cash - Marquette	-752.90
Bill	75349945	06/07/2016		104340 · Audio Visual Materials - Adult	40.50
Bill	75351159	06/08/2016		104340 · Audio Visual Materials - Adult	24.00
Bill	75351368	06/09/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75351683	06/09/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75351730	06/09/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75352102	06/10/2016		104340 · Audio Visual Materials - Adult	40.50
Bill	75352132	06/10/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75353863	06/14/2016		104340 · Audio Visual Materials - Adult	27.00
Bill	75354332	06/15/2016		104340 · Audio Visual Materials - Adult	31.45
Bill	75353524	06/15/2016		104340 · Audio Visual Materials - Adult	278.99
Bill	75356910	06/17/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75357661	06/20/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75358602	06/21/2016		104340 · Audio Visual Materials - Adult	45.00

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					752.90
Bill Pmt -Check	55890	07/07/2016	RWK IT Services	101010 · Cash - Marquette	-2,359.80
Bill	2281	06/03/2016		104577 · Automation - Consultant	2,359.80
TOTAL					2,359.80
Bill Pmt -Check	55891	07/07/2016	Schindler Elevator Corporation	101010 · Cash - Marquette	-4,795.32
Bill	8104307232	07/01/2016		104450 · Building Maintenance	4,795.32
TOTAL					4,795.32
Bill Pmt -Check	55892	07/07/2016	Screaming Galaxy LLC	101010 · Cash - Marquette	-20.00
Bill	5/18/16	06/01/2016		104642 · Patron Programs & Events-Youth	20.00
TOTAL					20.00
Bill Pmt -Check	55893	07/07/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-1,277.88
Bill	4223	06/13/2016		104530 · Building & Custodial Supplies	315.40
Bill	16611	06/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	4265	06/22/2016		104530 · Building & Custodial Supplies	619.37
Bill	4276	06/30/2016		104530 · Building & Custodial Supplies	315.11
TOTAL					1,277.88
Bill Pmt -Check	55894	07/07/2016	Trane U.S. Inc.	101010 · Cash - Marquette	-1,479.42
Bill	36681109	06/07/2016		104450 · Building Maintenance	717.42
Bill	36737806	06/20/2016		104450 · Building Maintenance	762.00
TOTAL					1,479.42

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	55895	07/07/2016	Village of Orland Park	101010 · Cash - Marquette	-60.41
TOTAL	20093710	06/15/2016		104600 · Outreach Services	60.41
Bill	55896	07/08/2016	The Private Bank	101010 · Cash - Marquette	-2,600.00
TOTAL	OPP L HSA Contribut	07/08/2016		104230 · Life/Health Insurance	2,600.00
Bill	55897	07/08/2016	Blackstone Audio, Inc.	101010 · Cash - Marquette	-107.72
TOTAL	831819	06/01/2016		104340 · Audio Visual Materials - Adult	107.72
Bill	55898	07/08/2016	Capital One Commercial	101010 · Cash - Marquette	-278.87
TOTAL	6/26/16 Stmt	06/26/2016		104530 · Building & Custodial Supplies	59.99
Bill	55899	07/08/2016	Gareth Stevens Publishing	101010 · Cash - Marquette	-638.19
TOTAL	1075742	06/30/2016		104311 · Books - Youth	101.70
Bill	1075744	06/30/2016		104311 · Books - Youth	101.70
Bill	1075743	06/30/2016		104311 · Books - Youth	434.79
TOTAL					638.19
Bill	55900	07/08/2016	Nextel Communications	101010 · Cash - Marquette	-177.80
TOTAL	336044821-139	06/30/2016		104520 · Telephone	177.80
					177.80

Orland Park Public Library
Check Detail
June 21 through July 18, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55901	07/08/2016	Recorded Books, INC	101010 · Cash - Marquette	-534.34
Bill	75359005	06/21/2016		104340 · Audio Visual Materials - Adult	76.48
Bill	75358822	06/21/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75359432	06/22/2016		104340 · Audio Visual Materials - Adult	53.99
Bill	75359888	06/22/2016		104340 · Audio Visual Materials - Adult	67.49
Bill	75359440	06/22/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75360647	06/23/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75360164	06/23/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75360622	06/23/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75361202	06/24/2016		104340 · Audio Visual Materials - Adult	31.49
Bill	75359145	06/27/2016		104340 · Audio Visual Materials - Adult	7.95
Bill	75361541	06/27/2016		104340 · Audio Visual Materials - Adult	53.99
Bill	75361387	06/27/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75361386	06/27/2016		104340 · Audio Visual Materials - Adult	35.99
TOTAL					<u>534.34</u>
Subtotal - AP Checks					109,836.46
Gross Payroll on 6/30/16					92,972.16
Payment to Village for IMRF/Insurance for June, 2016					59,573.33
Gross Payroll on 7/15/16					92,924.36
Grand Total					<u><u>355,306.31</u></u>

Adult Services Board Report June 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 6/2; 12 adults

Five genre book discussions 6/9, 6/10, 6/14, 6/15, 6/15; 34 adults

On June 24, Andrew Masura and Kaye Friberg staffed the OPPL Table at the Farmer's Market
For June, we registered 727 adults for Summer Reading.

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Judy Brannigan attended Adult Reading Round Table Fantasy Boot Camp (Lisle Library District) on Jun 2, 2016

Kortnee Konrath attended Adult Reading Round Table Fantasy Boot Camp (Lisle Library District) on Jun 2, 2016

Diane Srebro attended Reference Association of South Suburban Libraries (Orland Park Public Library) on Jun 9, 2016

Peter Tew attended RASSL Meeting and Program (Orland Park Public Library) on Jun 9, 2016

Andrew Masura attended Polaris Committee Meeting (OPPL) on Jun 9, 2016

Andrew Masura attended In-Service Day Committee Meeting (OPPL) on Jun 23, 2016

Linda Conrath attended Strategic Plan Committee Meeting (OPPL) on Jun 28, 2016

STATISTICS

Statistics from web forms

Category	06/2016	06/2015	Change
Reference	3817	3844	-27, -0.7%
Ref Remote	152	248	-96, -38.71%
Non-Reference	354	496	-142, -28.63%
N-R Remote	38	37	1, 2.7%
Prog Att	34	43	-9, -20.93%
Items shelved	23940	22749	1191, 5.24%
Carts shelved	357	785	-428, -54.52%

Database Statistics June 2016-2015 Comparison

Database	2016	2015	Data Type
Ancestry	2227	2122	Searches
Careers College	10	96	Total Users
Consumer Reports	93	81	Log-Ins
EBSCO	29606	26617	Searches
Gale Virtual Ref. Lib.	4	3	Searches
Heritage Quest	454	171	Searches
Morning Star Investment	12	28	Searches
OCLC	5281	7572	Searches
ProQuest	83	100	Searches
Reference USA	159	279	Searches
World Book	3	4	Searches

GRANTS/SPECIAL PROJECTS

Diane Srebro elected to serve as an officer for the Reference Association of South Suburban Libraries at the June 9, 2016 meeting held at Orland Park Public Library.

CUSTOMER SERVICE LOG

6/6 9:20 a.m. Told a patron she could select an ARC (Advanced Reading Copy) for Summer Reading. Comment: This is why I love this library. It's so nice that you would let us have these.

6/6 10:30 a.m. Told a patron he could take an ARC for signing up for Summer Reading. Comment: After patron made his selection he said "this is great, I found a copy of a book that was on my reading list. Now I get to read it before it comes out. Thanks."

06/7 a.m. Patron looking through the ARCs. Comment: This is so cool. I'll take this one. Thanks for doing this.

6/9 a.m. Asked patron if she wanted to sign up for Summer Reading. Comment: I can't. I'm from Tinley Park, but I like this library better. The only thing you could do better here is put the Mysteries with the regular fiction books. I get tired of checking both areas. It's never consistent with the authors being in one place.

6/16 9:05 a.m. Patron asked Kortnee Konrath for a book. Comment: I always like talking to you. You're so pleasant.

6/17 1:40 p.m. Patron asking for Linda Conrath. Comment: She always recommends such good books, and I haven't seen her in a while.

6/27 1:30 p.m. Patron turning in book log for Summer Reading to Diane Srebro. Comment: You signed me up for Summer Reading in the lobby and recommended a book I enjoyed. Thanks.

6/28 9 a.m. Patron requesting information on suspending holds while on vacation. Comment: Yes, thank you. That will be fine.

6/26 11:00 a.m Patron using the online catalog. Comment: This Internet is so slow. I can't even find a book.

6/29 11:40 a.m. Patron looking at the artwork. Comment: The artwork is very beautiful.

Circulation Board Report June 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin currently going through Polaris tasks and reviewing Polaris forum updates.

Laura Larson continues to update old Transworld collection agency files for changes in status of patron records.

Julie Pryor continues updating current patron records for status changes. Also, Julie continues to learn about statistical reports.

Becky Simmons checking Polaris patron records for changes in accounts involving lost and paid items.

CONTINUING EDUCATION/MEETINGS ATTENDED

Julie Pryor attended Leading Tough Conversations - Webinar (OPPL Web Junction webinar) on Jun 14, 2016

CUSTOMER SERVICE LOG

6/2/16 - (Information Desk) Patron commented: "You have a wonderful library."

6/14/16 - (Information Desk) Awesome book discussion! Patron commented on the Adult book discussion

6/27/16 - (Information Desk) What would I do without OPPL and it's wonderful staff?

6/9/16 - (Information Desk) Reciprocal patron commented she enjoyed the library while her daughter was taking a driving class.

6-25-16 (Circulation Desk) Patron noted Lucky Day book was a 2015 book. She took it home and realized she had already read it.

ORS MONTH	TOTAL CIRCULATION			PATRON ATTENDANCE	IN-HOUSE CHECKINS
	2016	LAST YR.	CHANGE		
JAN	78,228	82,937	-6%	33,484	1,849
FEB	77,836	73,126	6%	33,655	1,554
MAR	82,831	79,332	4%	36,160	2,034
APR	79,296	73,976	7%	33,498	1,133
MAY	73,230	71,274	3%	31,859	1,529
JUN	90,118	92,119	-2%	36,331	936
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL	481,539	472,764	2%	204,987	9,035

Graphics Board Report June 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

In June, Graphics worked to promote:

- adult book discussions and Summer Reading Challenge participation by adults
- the NASA collection and related in-house database
- use by teen patrons of the OverDrive application
- good books to read for the Summer Reading Challenge by creating bookmarks for Youth Services
- movie day
- board game night
- Farmers' Market storytime

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended:

Summer Reading Challenge Kick-Off June 4 at 11 a.m. at Orland Park Public Library

Tough Conversations Webinar June 14 at 2 p.m. through RAILS

Search Engine Optimization (SEO) for Librarians June 30 at 2:30 p.m. at Orland Park Public Library

STATISTICS

	Meeting Room Reservation Requests Approved	Total Graphics Requests Closed
2013	306	989
2014	309	991
2015	316	1223
2016 YTD	179	596

Facebook Followers	1557
Twitter Followers	1274
Pinterest	187
eBlast Subscriptions	17,843

GRANTS/SPECIAL PROJECTS

- updated the Memorial Stone Paver Guide to include all entries since 2009
- split the NASA brochure into an adult version and a youth version
- started a SMART Lab brochure
- made designs for business cards for employees in new positions

CUSTOMER SERVICE LOG

Friday, June 3

Patrons at Farmers' Market said:

"I read your (electronic) newsletter every couple of weeks."

"My grandchildren from Minnesota always tell people they love the Orland Park library."

Wednesday, June 15

Patron booking a meeting room said:

"Thank you very much for the information and we will make sure we follow your direction."

Information Technology Board Report June 2016

STATISTICS

Statistics from web forms

Category	Jun 2016	Jun 2015	Change
Study Room Usage	371	385	-14, -3.64%
Patrons Assisted	405	581	-176, -30.29%

Total PC Usage	1915		
Total Web pages	29466	35324	-5858, -16.58%
Number of Classes	12	20	-8, -40%
Total Class Attendance	50	104	-54, -51.92%
Overdrive Checkouts	3085	2910	175, 6.01%
Overdrive Registration	69	87	-18, -20.69%
Zinio Checkouts	373	541	-168, -31.05%

Outreach Services Board Report June 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.

STATISTICS

Onsite Adult Programs:

8 programs were given with a total of 354 patrons. *2015: 7 programs were given with a total of 340 patrons.*

Breakout:

6/2/16 Relax and Rejuvenate with Meditation	24
6/3/16 Meet the Artist - Randy Karey	7
6/10/16 Board Game Night	10

6/11/16	Board Game Saturday - Game On!*	1
	This program will be ended in August.	
6/12/16	Summer Concert Series - Tumbling Dice	137
6/24/16	Friday Film Series - Labyrinth of Lies	32
6/26/16	Summer Concert Series - Lollipop	148
6/28/16	Babe Didrikson - The Greatest Female Athlete in History	26

Offsite Adult Programs:

16 programs were given with a total of 208 patrons attending. *2015: 13 programs were given with a total of 244 patrons attending.*

Breakout:

6/1/16	Senior Living Visits	8
6/8/16	Orland Township Drop-In Visit	11
6/8/16	Remember When with Autumn Leaves	14
6/8/16	Remember When with Brookdale	10
6/9/16	Smart Art iPad - Brookdale	6
6/9/16	Smart Art iPad - Autumn Leaves	8
6/10/16	Orland Township Drop-In Visit	11
6/13/16	Senior Living Visits	42
6/14/16	Senior Living Visits	15
6/15/16	Senior Living Visits	4
6/21/16	Book Discussion at Thomas Place	4
6/22/16	Orland Township Drop-In Visit	10
6/24/16	Orland Township Drop-In Visit	8
6/27/16	Senior Living Visits	38
6/28/16	Senior Living Visits	15
6/29/16	Senior Living Visits	8

Train Station Books:

Three train stations – **10**, 2015 - 107

Program Flyer Distribution Stats:

Village of OP - **325**, 2015 - 0

Orland Township - **7**, 2015 - 8

Train Station - **300**, 2015 - 107

In-house during programs - **98**, 2015 - 238

Other Outreach and Homebound Stats:

Outreach Circ Stats: 967 items circulated with 1174 checkouts and 123 renewals. *2015: 1072 items circulated with 1355 checkouts and 68 renewals.*

Visits to single-family homebound patrons totaled 19. *2015: Visits totaled 22.*

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

OS staff logged 480 reference transactions. *2015: 503 reference transactions.*

62 books were displayed on the table with 39 having been checked out. *2015: 37 books on display with 15 checked out.*

GRANTS/SPECIAL PROJECTS

Head of Outreach Services, Kelly Cuci wrote a grant for a traveling exhibit entitled World War I and America, hosted by Gilder Lehrman Institute. 120 libraries will be chosen to receive the grant for programming with 50 of those being chosen to receive the exhibit.

Cuci also reserved three NASA artifacts. We have yet to hear if we have been approved for them.

CUSTOMER SERVICE LOG

6/3/16 11:30am Farmer's Market tabling

"OPPL is much better with programming than Palos Heights!"

6/12/16 2pm Summer Concert Series - Tumbling Dice program

"They were great!"

"Played some classic Stones."

"They are the best."

"Great Stones cover band!"

6/13/16 10:30am Senior Living Visits - Smith Crossing

"We missed you on the holiday - long month without the library."

6/26/16 2pm Summer Concert Series - Lollipop program

Multiple patrons commented on the great classic rock, CCR, Stones, and Neil Young tunes.

"Can you have this program every Sunday during the summer?"

6/27/16 10:30am Senior Living Visits - Smith Crossing

"This is such a wonderful service."

6/28/16 10am Senior Living Visit - Thomas Place

"You girls do such a good job!"

GRANTS/SPECIAL PROJECTS

Technical Services

- Wendy put all received Roku movies for children into Polaris. Now these movies are searchable as same as DVDs and Blu-Rays formats.
- Wendy updated some setting and contact information at Polaris system and website because of department needs and personal change.

CUSTOMER SERVICE LOG

June 27 10:02 am We fixed a blu-ray that had a hold. Circ needed right away. You are both rock stars today!cm

Youth Services Board Report June 2016

PERSONNEL

Assistant Head of Youth Services Diane Norris-Kuczynski began her new role of Head of Youth Services on June 22

Erin Randstrom began her position as Youth Services Page on June 13

SERVICES/PROGRAMS/PROJECTS/CLASSES

June 2016

Youth Program: 2333 attendance/ 66 programs (birth through 5 grade)

Teen Program: 733 attendance/24 programs (6th- 12th grade)

Preschool visits: 42 students/1 visit

June 2015

Youth Programs: 2829 attendees/ 72 programs (birth--grade 5)

Teen Programs: 283 attendees/16 programs (grade 6--12)

Preschool visits: 118 students/ 2 visits

Summer Reading Challenge Registrants June 2016

Birth - 35 months 110

Age 3- grade 3 594

Grades 4 and 5	253
Teen	<u>344</u>
Total	1301

Total Circulation June 2016	38,805
comparison June 2015	44,503

School Visit SRC Promotion (grades 3-5) 503

CONTINUING EDUCATION/MEETINGS ATTENDED

Stephanie Thomas attended a Strategic Plan meeting on June 28, 2016

STATISTICS

CATEGORY	<u>June 2016</u>	<u>June 2015</u>
Reference	2235	2753
Ref Remote	111	66
Non-Reference	372	448
N-R Remote	52	29
Teen Prog	733	283
Youth Prog	2258	2829

GRANTS/SPECIAL PROJECTS

The Summer Reading Kick-off celebration which featured two inflatable sports games, frozen yogurt samples from TCBY, a hula hoop contest and crafts drew approximately 500 patrons.

5 new paintings were created during the Arts Alive program led by former Teen Librarian and Art Teacher Nancy Heuser. These paintings will be displayed in the Youth Services Department.

7 container gardens were planted in the front of the library by the EMC2 club. They contain herbs and vegetables.

CUSTOMER SERVICE LOG

Preschool desk

No entries.

Junior desk

6/2/16 10:30 Family of three coming to say good bye because they are moving. "We are really going to miss you! This library is wonderful!" DNK

6/27/16 6:59 Family of 3 turning in book logs. "We love the water bottles!" DNK

6/27/16 7:13 New family of 2 visiting for first time. "This library is awesome." DNK

6/29/16 12:30 Family of 3 picking up SRC water bottle prize. "I'm so glad this bottle is BPA free." DNK

Teen desk

No entries.

**CORRESPONDENCE RECEIVED FROM JUNE 21, 2016 THROUGH
JULY 18, 2016 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email sent through AskOPPL from Ruben Davidyuk, the Commercial/residential Sales Rep at the Mundelein Fitness Factory Outlet in regards to fitness needs received on June 25, 2016.

CORRESPONDENCE 2

Mailing sent from the African American Contractors Association's National Office in regards to sponsoring a booth or being a guest speaker at their 14th Annual African American Contractors Day received on June 27, 2016.

CORRESPONDENCE 3

Email sent by Kevin DuJan regarding the purchase of Fannie May received on July 11, 2016.