

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
August 15, 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

J. NEW BUSINESS

1. Salary Adjustments for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order to meet the minimum salary by October 1, 2016 - For Final Action
Motion to approve the salary adjustments for all employees currently listed in the Market Benchmarking & Compensation Structure Development Project in order to meet the minimum salary by October 1, 2016

2. Salary Adjustments for all employees that are currently more than \$5,000 under the recommended midpoint listed in the Market Benchmarking & Compensation Structure Development Project by October 1, 2016 - For Final Action
Motion to approve the salary adjustments for all employees that are currently more than \$5,000 under the recommended midpoint listed in the Market Benchmarking & Compensation Structure Development Project by October 1, 2016
3. 2017 Staff Rate Increase – For Final Action
Motion to approve the Staff Rate increase of 2.50% for 2017
4. Benefit Cost Allocation- For Final Action
Motion to approve the allocation health insurance expense for the library portion to be 90% for HMO, Gold PPO 72%, Silver PPO 90%, HSA PPO 97% effective 1/1/2017
5. Revision to the Personnel Policy (Employee Handbook) – For Final Action
Motion to approve the revisions to the Personnel Policy and rename it Employee Handbook
6. Sun setting The Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy – For Final Action
Motion to approve the sun setting of the following policies: The Social Media Use Policy, Communication Systems/Email Policy and Use of Cellular Phones Policy

K. ANNOUNCEMENTS

L. ADJOURNMENT

Minutes of the Regular Monthly Meeting of the Board of Library Trustees of the Orland Park Public Library held July 18, 2016

The meeting was officially called to order by President Healy at 7:01 p.m.

Call To Order

Members present: Nancy Healy, Diane Jennings, Elan Kleis, Joanna Leafblad, and Catherine Lebert

Roll Call

Members absent: Christian Barcelona and Denis Ryan

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

Trustee Leafblad made a motion to approve the June 20, 2016 minutes. Trustee Kleis seconded the motion. Secretary Lebert asked the minutes to be amended to reflect the reason for her opposition to hiring Mark Weimar. A roll call vote took place as follows: Barcelona – absent; Healy – aye; Jennings – aye; Ryan – absent; Kleis – aye; Leafblad – aye; Lebert – aye

Motion passed. 5 ayes, 0 nays, 2 absent.

Diane Norris-Kuczynski. Director Weimar introduced Diane as the new Head of Youth Services.

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

Executive Session

None

Treasurer Jennings moved to accept the Treasurer's Report for June, 2016. Trustee Lebert seconded the motion. A roll call vote took place as follows: Barcelona – absent; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – absent.

Treasurer's Report

Motion passed. 5 ayes, 0 nays, 2 absent.

Treasurer Jennings moved to accept the accounts payable listing from June 21, 2016 to July 18, 2016. Secretary Lebert seconded the motion. A roll call vote took place as follows: Barcelona – absent; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

The Library received the monies for both the Live and Learn Grant and the Per Capita Grant from the Illinois State Library. The Live and Learn quarterly grant report was submitted. Mary Adamowski and I are meeting with other architectural firms for proposals on the flooring replacement project. Administration is currently working on the 2017 budget.

Librarian's Report

Diane Norris-Kuczynski was hired as our new Head of Youth Services. Recently, the Web Developer submitted her resignation to pursue a higher degree and the Preschool Coordinator will be leaving to

take a promotion at another library.

Our *Read for the Win* summer reading program is reaching the finish line. The businesses were very generous in their sponsorship and we thank them for their support. Registration for the Summer Reading Challenge is not as high as last year, but the patrons have enjoyed the water bottles donated by the Friends of the Orland Park Public Library as their prize for finishing. June monthly circulation is down, but overall, the 2016 library circulation is 2% higher than last year.

The remaining 2nd floor Group Study Rooms' carpet tiles have been changed out.

Last week, one of the chillers was found not running properly. Steve contacted Midwest Mechanical, to assist in locating the problem. Their response time was, as promised, less than 4 hours. On Friday their technician and Steve found the problem, which was a chafed wire, and they were able to replace the wiring early this morning.

As was reported earlier this year in the Assistant Library Director's report, Sound Vision, the company which serviced and maintained our audiovisual equipment in the library's large meeting room, computer classroom and the Youth Services Program Room closed. Administration will meet with several companies servicing this type of equipment to receive price quotes.

The Friends will host a special sale of their materials on Saturday, September 17. This event will be held in the lobby of the library in hopes to reduce their inventory and increase revenue.

No reports at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

No report at this time.

Other Staff Reports

Building and Maintenance

Finance

Service & Policy

Personnel

Law

Strategic Plan

Capital Campaign Committee

2017 Strategic Plan Update – For Discussion

Unfinished Business

Assistant Director Adamowski gave an update on the 2017 Strategic Plan. First, Ryan Jedloe, Information Technology 2 staff member, has been added to the committee so he can bring his technology skills into the various projects we have earmarked for the plan. Currently Ryan is investigating equipment that will digitize library history which is one of our more aggressive action steps of the plan.

Goal 1 Objective 1 Customer service based

Circulation Services now provides a provisional library card to Village of Orland Park residents who may have come to the library without the necessary identification items needed to be issued a library

card. This is especially helpful during our current summer reading challenge in which we are experiencing many more visitors to our library.

Goal 1 Objective 3 Building improvements

The seating in the Teen Area has been updated! The 8 lounge chairs have been reupholstered in colors and patterns that truly complement the area. Four of the chairs now have study tablets attached to them so the students can be comfortable while studying. Sara Dempster, our Teen Librarian, has reported to me that the teens have commented on how much they enjoy the changes.

Goal 2 Objective 2 Community identifies with OPPL

Jackie worked diligently to revise the library's marketing plan which was approved in March of this year. The goals, objectives and actions steps of the Marketing Plan clearly spell out how the library's materials, programs and services will be communicated to our patrons.

Goal 3 Objective 1 Partnership with community

Through the combined efforts of Youth Services and Outreach Services, programming dealing with dyslexia will be provided. Our first program will be held in early October.

Goal 3 Objective 2 Programming opportunities for patrons of all ages

On December 7th, Terry Lynch of Histories for Kids will present three programs to the 7th grade students within District 135 commemorating the 75th Anniversary of the bombing of Pearl Harbor. These events were spearheaded by Youth Services' School Liaison Becky McCormack.

Goal 3 Objective 3 Standards for library volunteers and interns

All three of the action steps are in "pending" status but the committee plans to focus on this vital group in the near future.

Goal 4 Objective 1 Be a desirable workplace

The benchmark study for salaries has been completed and the results are being studied. The revision of the Personnel Policy is underway and we plan to make our October deadline.

Goal 4 Objective 3

The Department Heads and Supervisors recently met to begin work on the workflow/task timelines which will help streamline the many deadline dates, as well as assist managers in their daily and long-term planning.

Goal 4 Objective 4

A cost effective vending service has been provided to the staff with very positive response.

Goal 4 Objective 5

The Outreach Department will be trained by the Field Museum staff on how to register and catalog artifacts. This exciting venture will happen on July 27.

Final Action to be taken on the Market Benchmarking & Compensation Structure Development Project by the Management Association with the amendment that the Superintendent of Maintenance be placed at level O pay grade.

Director Weimar talked about Steve Newman's level and moving it to level O and also talked about sun setting policies. President Healey suggested meeting an hour before the next regularly scheduled Board meeting to talk about implementation of the Market Benchmarking. President Healy asked Director Weimar to speak on the exempt, non-exempt status implications when staff are attending outside conferences with the new changes to the Fair Labor Standards Act.

Motion to accept the Market Benchmarking & Compensation Structure Development Project by the Management Association with the amendment that the Superintendent of Maintenance be placed at level O pay grade. A roll call vote took place as follows: Barcelona – absent; Healy – aye; Jennings – aye; Kleis – aye; Leafblad – aye; Lebert – aye; Ryan – absent.

Motion passed. 5 ayes, 0 nays, 2 absent.

None

New Business

Trustee Leafblad asked about getting Superintendent of Maintenance Newman some temporary help and asked there be a clear plan when hiring and posting this type of position. Director Weimar said clarity can be added in the Employee Handbook which is in revision to address this concern. Graphics Manager Boyd mentioned that we will have a table at the Taste of Orland the weekend of August 5-7. August 13th from 10:00-4:00 there will be a COMIC CON in the Library for all ages.

Announcements

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

Adjournment

Motion passed. 5 ayes, 0 nays, 2 absent.

The meeting was adjourned at 7:40 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 July 31, 2016

Revenues

Tax Revenues are at 67.3% of budget on a year-to-date basis. 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 68.5% of year-to-date budget.

Expenditures

Overall Expenditures were \$ 97,192 under budget for the month and \$ 463,905 under budget year-to-date.

Salaries is under budget by \$ 19,731 for July and \$ 93,224 under budget year-to-date. There are open positions to be filled.

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

Legal is over budget for the month by \$ 4,627, but is significantly under budget on a year-to-date basis.

Water and Sewer is over budget for July by \$ 2,130 and over budget on a year-to-date basis.

Audit is over budget for the month by \$ 1,319, but will end the year on budget.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	242,691.11	0.00	67,804.64	0.00	310,495.75
Cash - Marquette E-Commerce	3,000.00	0.00	0.00	0.00	3,000.00
Illinois Funds	91,092.30	6,764.32	0.00	0.00	97,856.62
PMA Financial Investments	6,024,944.68	763,787.46	0.00	1,222,679.59	8,011,411.73
US Bank	159,984.91	85.50	0.00	246,671.37	406,741.78
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	15,812.56	1,064.24	0.00	3,542.03	20,418.83
Property Taxes Receivable	1,613,157.25	0.00	0.00	537,390.24	2,150,547.49
Prepaid Expenses	164,703.24	0.00	0.00	0.00	164,703.24
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>8,315,686.05</u>	<u>771,701.52</u>	<u>67,804.64</u>	<u>2,010,283.23</u>	<u>11,165,475.44</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	1,613,157.25	0.00	0.00	537,390.24	2,150,547.49
Accounts Payable	44,431.90	0.00	0.00	0.00	44,431.90
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	39,282.10	39,282.10
Total Liabilities	<u>1,657,589.15</u>	<u>0.00</u>	<u>0.00</u>	<u>576,672.34</u>	<u>2,234,261.49</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>998,589.54</u>	<u>1,966.39</u>	<u>1,176.19</u>	<u>973,667.30</u>	<u>1,975,399.42</u>
Ending Fund Balance	<u>6,658,096.90</u>	<u>771,701.52</u>	<u>67,804.64</u>	<u>1,433,610.89</u>	<u>8,931,213.95</u>
Total Liabilities & Fund Balance	<u>8,315,686.05</u>	<u>771,701.52</u>	<u>67,804.64</u>	<u>2,010,283.23</u>	<u>11,165,475.44</u>

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	718,540.91	424,447	169.29%	3,430,539.49	2,971,131	67.35%	5,093,367
Impact Fees	0.00	2,083	0.00%	6,544.13	14,583	26.18%	25,000
Replacement Taxes	2,483.89	1,042	238.38%	9,574.13	7,292	76.59%	12,500
State Grants	0.00	2,083	0.00%	94,764.84	14,583	379.06%	25,000
Non Resident Fees	1,083.24	667	162.40%	2,245.55	4,667	28.07%	8,000
Fines	5,348.34	5,000	106.97%	34,563.74	35,000	57.61%	60,000
Gifts	100.00	833	12.00%	1,600.00	5,833	16.00%	10,000
Copy Machine	982.47	1,250	78.60%	9,077.89	8,750	60.52%	15,000
Interest Income	2,419.55	1,250	193.56%	16,805.74	8,750	112.04%	15,000
Miscellaneous Income	731.61	833	87.83%	5,390.90	5,833	53.91%	10,000
Total Revenues	731,690.01	439,489	166.49%	3,611,106.41	3,076,422	68.47%	5,273,867
Expenditures							
Salaries	178,083.38	197,814	90.03%	1,291,483.24	1,384,707	54.41%	2,373,785
Salaries-Maintenance	7,769.48	8,975	86.57%	60,066.41	62,828	55.77%	107,705
Life/Health Insurance	31,907.04	37,096	86.01%	243,276.61	259,672	54.65%	445,152
Books	8,773.37	34,167	25.68%	160,688.82	239,167	39.19%	410,000
Electronic Databases	5,325.84	6,083	87.55%	36,597.23	42,583	50.13%	73,000
Periodicals	1,942.73	3,167	61.34%	17,225.09	22,167	45.33%	38,000
Audio Visual Materials	11,862.76	13,333	88.97%	89,247.02	93,333	55.78%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	583	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	499.25	667	74.85%	4,723.63	4,667	59.05%	8,000
Insurance	3,893.58	3,042	127.99%	22,973.74	21,292	62.94%	36,500
Landscaping & Groundskeeping	1,037.91	2,033	51.05%	7,806.02	14,233	31.99%	24,400
Building Maintenance	9,799.92	20,833	47.04%	64,098.15	145,833	25.64%	250,000
Security System	0.00	750	0.00%	1,270.50	5,250	14.12%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	583	0.00%	1,000
Legal	14,626.89	10,000	146.27%	29,157.21	70,000	24.30%	120,000
Library Consultant	930.28	1,000	0.00%	6,013.93	7,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	2,713.13	583	465.37%	5,037.40	4,083	71.96%	7,000
Natural Gas	1,723.15	3,333	51.70%	11,558.51	23,333	28.90%	40,000
Telephone	722.82	917	78.82%	4,174.80	6,417	37.95%	11,000
Purchase - New Equipment	427.00	1,667	25.61%	18,023.83	11,667	90.12%	20,000
Building & Custodial Supplies	1,702.63	2,833	60.10%	19,604.46	19,833	57.66%	34,000
Building Repairs	591.13	1,833	32.25%	1,744.50	12,833	7.93%	22,000
Lib. & Off. Eqpt Rep. & Maint	1,202.01	1,375	87.42%	8,307.23	9,625	50.35%	16,500
Machine Rental	233.01	333	69.97%	632.01	2,333	15.80%	4,000
Automation - Equipment	825.27	6,667	12.38%	16,067.59	46,667	20.08%	80,000
Automation - Line Costs	331.89	542	61.23%	2,266.92	3,792	34.88%	6,500
Automation - Consultant	10,252.31	13,417	76.41%	79,075.72	93,917	49.12%	161,000
Automation - Maintenance	3,048.71	4,167	73.16%	20,561.68	29,167	41.12%	50,000
Library Furniture	0.00	5,000	0.00%	51,750.27	35,000	86.25%	60,000
Outreach Services	198.97	583	34.13%	3,528.84	4,083	50.41%	7,000

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

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	225.00	667	33.73%	2,577.96	4,667	32.22%	8,000
Staff Training & Education	108.86	2,250	4.84%	13,683.13	15,750	50.68%	27,000
Conference Fees	0.00	542	0.00%	2,337.00	3,792	35.95%	6,500
Patron Programs & Events	3,661.30	3,750	97.63%	17,295.67	26,250	38.43%	45,000
Association Dues & Fees	420.00	667	62.97%	2,608.00	4,667	32.60%	8,000
Public Information	366.67	3,250	11.28%	12,245.60	22,750	31.40%	39,000
Library Supplies	383.85	3,750	10.24%	17,113.22	26,250	38.03%	45,000
Office Supplies	85.85	917	9.36%	1,138.97	6,417	10.35%	11,000
Postage	563.57	1,167	48.29%	5,760.27	8,167	41.14%	14,000
Printing	0.00	584	0.00%	1,268.30	4,083	18.12%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,063.87	17,708	90.72%	119,097.32	123,955	56.05%	212,494
Contribution to FICA	13,923.06	15,819	88.01%	101,333.98	110,735	53.38%	189,831
Audit	2,193.55	875	250.69%	10,500.00	6,125	100.00%	10,500
Liability Ins.-D&O,Bonds,WC	3,796.49	4,583	82.84%	27,395.47	32,083	49.81%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	2,333	0.00%	4,000
Bank Charges	80.92	250	32.37%	1,200.62	1,750	40.02%	3,000
Total Expenditures	342,297.45	439,489	77.89%	2,612,516.87	3,076,422	49.54%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	389,392.56	0	-100.00%	998,589.54	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	389,392.56	0	-100.00%	998,589.54	0	-100.00%	0

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

	Special Reserve Month	Special Reserve Y-T-D	Capital Campaign Month	Capital Campaign Y-T-D	Debt Service Month	Debt Service Y-T-D
Revenues						
Taxes	0.00	0.00	0.00	0.00	232,161.55	1,108,411.68
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	380.10	1,969.39	5.74	39.19	478.69	2,742.93
Capital Campaign	0.00	0.00	300.00	1,275.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	380.10	1,969.39	305.74	1,314.19	232,640.24	1,111,154.61
Expenditures						
Building Repairs	0.00	0.00	0.00	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	3.00	3.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	19,641.05	137,487.31
Total Expenditures	3.00	3.00	0.00	138.00	19,641.05	137,487.31
Excess (Deficiency) of Revenues Over (Under) Expenditures	377.10	1,966.39	305.74	1,176.19	212,999.19	973,667.30
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	377.10	1,966.39	305.74	1,176.19	212,999.19	973,667.30

Orland Park Public Library
Check Detail
July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	55902	07/21/2016	22nd Century Media, LLC	101010 · Cash - Marquette	-242.40
Bill	Treasurer Report2015	06/30/2016		104495 · Legal	242.40
TOTAL					242.40
Bill	55903	07/21/2016	Annuity Premium Reserve Account	101010 · Cash - Marquette	-325.00
Bill	July 457 payment	07/01/2016		102160 · 457 Plan W/H Payable	325.00
TOTAL					325.00
Bill	55904	07/21/2016	Associated Property Counselors, Ltd.	101010 · Cash - Marquette	-140.00
Bill	7/11/16	07/01/2016		104495 · Legal	140.00
TOTAL					140.00
Bill	55905	07/21/2016	ATLAS	101010 · Cash - Marquette	-50.00
Bill	7/11/16	07/11/2016		104650 · Association Dues & Fees	50.00
TOTAL					50.00
Bill	55906	07/21/2016	Audio Editions	101010 · Cash - Marquette	-167.37
Bill	1597317	06/28/2016		104342 · Audio Visual Materials-Outreach	167.37
TOTAL					167.37
Bill	55907	07/21/2016	Baker & Taylor	101010 · Cash - Marquette	-92.47
Bill	2032117618	06/28/2016		104311 · Books - Youth	72.49
Bill	2032132891	07/05/2016		104312 · Books - Outreach	19.98
TOTAL					92.47

**Orland Park Public Library
Check Detail
July 19 through August 15, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55908	07/21/2016	Center Point Large Print	101010 · Cash - Marquette	-22.17
Bill	1387811	07/01/2016		104310 · Books - Adult	22.17
TOTAL					22.17
Bill Pmt -Check	55909	07/21/2016	Comcast	101010 · Cash - Marquette	-608.80
Bill	44285723	07/01/2016		104520 · Telephone	608.80
TOTAL					608.80
Bill Pmt -Check	55910	07/21/2016	Comcast Cable	101010 · Cash - Marquette	-330.76
Bill	7/3/16	07/03/2016		104575 · Automation - Line Costs	251.89
TOTAL					78.87
Bill Pmt -Check	55911	08/01/2016	Dale Zawada	101010 · Cash - Marquette	-500.00
Bill	8/1/16	08/01/2016		104640 · Patron Programs&Events-Outreach	500.00
TOTAL					500.00
Bill Pmt -Check	55912	08/01/2016	Dan Laib Studios	101010 · Cash - Marquette	-450.00
Bill	8/1/16	08/01/2016		104642 · Patron Programs & Events-Youth	450.00
TOTAL					450.00
Bill Pmt -Check	55913	08/01/2016	Dave Herzog	101010 · Cash - Marquette	-300.00
Bill	8/1/16	08/01/2016		104642 · Patron Programs & Events-Youth	300.00
TOTAL					300.00

Orland Park Public Library
Check Detail
July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	55914	07/21/2016	Findaway World, LLC	101010 · Cash - Marquette	-744.08
Bill	188738	06/29/2016		104341 · Audio Visual Materials - Youth	129.99
Bill	188864	06/30/2016		104340 · Audio Visual Materials - Adult	388.43
Bill	186154	07/01/2016		104341 · Audio Visual Materials - Youth	225.66
TOTAL					744.08
Bill	55915	07/21/2016	Ful-line Janitor Supply, Inc.	101010 · Cash - Marquette	-21.67
Bill	3916	06/30/2016		104530 · Building & Custodial Supplies	21.67
TOTAL					21.67
Bill	55916	07/21/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,707.47
Bill	Books 58247848	06/21/2016		104310 · Books - Adult	305.90
Bill	Books 58279014	06/27/2016		104310 · Books - Adult	24.00
Bill	Books 58278898	06/27/2016		104310 · Books - Adult	21.60
Bill	Books 58278553	06/27/2016		104310 · Books - Adult	24.00
Bill	Books 58279141	06/27/2016		104310 · Books - Adult	22.40
Bill	Books 58285580	06/28/2016		104310 · Books - Adult	225.15
Bill	58287098	06/28/2016		104310 · Books - Adult	23.20
Bill	Books 58286407	06/28/2016		104310 · Books - Adult	30.39
Bill	Books 58286476	06/28/2016		104310 · Books - Adult	30.39
Bill	Books 58286279	06/28/2016		104310 · Books - Adult	351.07
Bill	58303864	07/01/2016		104310 · Books - Adult	21.59
Bill	58324624	07/06/2016		104312 · Books - Outreach	141.55
Bill	58324799	07/06/2016		104310 · Books - Adult	30.39
Bill	58331950	07/07/2016		104312 · Books - Outreach	254.30
Bill	58331999	07/07/2016		104312 · Books - Outreach	25.59
Bill	58345108	07/11/2016		104310 · Books - Adult	86.37
Bill	58359553	07/13/2016		104310 · Books - Adult	22.39
Bill	58360254	07/13/2016		104310 · Books - Adult	22.39
Bill	58360114	07/13/2016		104310 · Books - Adult	44.80

**Orland Park Public Library
Check Detail
July 19 through August 15, 2016**

Type	Num	Date	Name	Account	Original Amount
TOTAL					1,707.47
Bill Pmt -Check	55917	07/21/2016	Garvey's Office Products	101010 · Cash - Marquette	-328.07
Bill	PINV1175725	07/06/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	99.99
Bill	PINV176444	07/07/2016		104710 · Library Supplies	14.03
Bill	PINV1180055	07/14/2016		104710 · Library Supplies	214.05
TOTAL					328.07
Bill Pmt -Check	55918	07/21/2016	Illinois Library Association	101010 · Cash - Marquette	-460.00
Bill	118423	07/06/2016		104650 · Association Dues & Fees	235.00
Bill	118532	07/06/2016		104610 · Board Training & Education	75.00
Bill	118599	07/06/2016		104610 · Board Training & Education	75.00
Bill	118710	07/06/2016		104610 · Board Training & Education	75.00
TOTAL					460.00
Bill Pmt -Check	55919	07/21/2016	Ingram Library Services	101010 · Cash - Marquette	-2,751.19
Bill	See Summaries	06/30/2016		104310 · Books - Adult	2,365.30
				104312 · Books - Outreach	15.59
				104311 · Books - Youth	370.30
TOTAL					2,751.19
Bill Pmt -Check	55920	07/21/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-6,008.74
Bill	240394718	06/30/2016		104525 · Purchase - New Equipment	5,940.00
Bill	92555742	07/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	55.54
Bill	9002558238	07/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					6,008.74
Bill Pmt -Check	55921	07/21/2016	MailFinance	101010 · Cash - Marquette	-233.01

Orland Park Public Library
Check Detail
July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	N6010491	07/01/2016		104560 · Machine Rental	233.01
TOTAL					233.01
Bill Pmt - Check	55922	07/21/2016	Matthew Bender & Co., Inc.	101010 · Cash - Marquette	-2,615.25
Bill	84206756	07/01/2016		104310 · Books - Adult	2,615.25
TOTAL					2,615.25
Bill Pmt - Check	55923	07/21/2016	McClure Inserra & Company Chartered	101010 · Cash - Marquette	-2,200.00
Bill	9073	07/01/2016		104920 · Audit	2,200.00
TOTAL					2,200.00
Bill Pmt - Check	55924	07/21/2016	Midwest Tape	101010 · Cash - Marquette	-134.96
Bill	94099931	06/27/2016		104340 · Audio Visual Materials - Adult	14.99
Bill	94099364	06/27/2016		104340 · Audio Visual Materials - Adult	95.98
Bill	94124164	07/07/2016		104340 · Audio Visual Materials - Adult	23.99
TOTAL					134.96
Bill Pmt - Check	55925	07/21/2016	Neopost USA Inc	101010 · Cash - Marquette	-542.38
Bill	71116	07/01/2016		104730 · Postage	542.38
TOTAL					542.38
Bill Pmt - Check	55926	07/21/2016	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-65.53
Bill	5463044	07/01/2016		104450 · Building Maintenance	65.53
TOTAL					65.53

Orland Park Public Library Check Detail

July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	55927	07/21/2016	OverDrive, Inc.	101010 · Cash - Marquette	-1,595.50
Bill	111928273-062416	06/24/2016		104310 · Books - Adult	95.98
Bill	110407360-062416	06/24/2016		104310 · Books - Adult	326.82
Bill	0001140350-062516	06/25/2016		104310 · Books - Adult	120.00
Bill	000520163-062816	06/28/2016		104311 · Books - Youth	74.96
Bill	000520470-062816	06/28/2016		104310 · Books - Adult	16.99
Bill	194237950-070116	07/01/2016		104311 · Books - Youth	233.80
Bill	1422609497-070016	07/01/2016		104310 · Books - Adult	65.00
Bill	142442660-070116	07/01/2016		104310 · Books - Adult	110.99
Bill	142021473-0701116	07/01/2016		104310 · Books - Adult	281.00
Bill	000217993-122915	07/01/2016		104310 · Books - Adult	91.99
Bill	000218093-122915	07/01/2016		104310 · Books - Adult	18.99
Bill	000316743-032916	07/01/2016		104310 · Books - Adult	60.00
Bill	104716780-040116	07/01/2016		104311 · Books - Youth	98.98
TOTAL					1,595.50
Bill Pmt - Check	55928	07/21/2016	Park Ace Hardware	101010 · Cash - Marquette	-104.33
Bill	6/30/16	07/01/2016		104530 · Building & Custodial Supplies	104.33
TOTAL					104.33
Bill Pmt - Check	55929	07/21/2016	Penguin Random House LLC	101010 · Cash - Marquette	-67.50
Bill	1087832278	06/24/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1087832280	06/24/2016		104342 · Audio Visual Materials-Outreach	33.75
TOTAL					67.50
Bill Pmt - Check	55930	07/21/2016	Recorded Books, INC	101010 · Cash - Marquette	-551.94
Bill	75363405	06/29/2016		104340 · Audio Visual Materials - Adult	31.50
Bill	75363057	06/29/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75363089	06/29/2016		104340 · Audio Visual Materials - Adult	29.95
Bill	75363908	06/30/2016		104340 · Audio Visual Materials - Adult	29.69

Orland Park Public Library
Check Detail
July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	75364182	06/30/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75364011	06/30/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75363809	06/30/2016		104340 · Audio Visual Materials - Adult	31.45
Bill	75363801	06/30/2016		104340 · Audio Visual Materials - Adult	31.45
Bill	75364630	07/01/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75364690	07/01/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75359996	07/05/2016		104340 · Audio Visual Materials - Adult	6.95
Bill	75366786	07/06/2016		104340 · Audio Visual Materials - Adult	62.98
Bill	75366419	07/06/2016		104340 · Audio Visual Materials - Adult	40.00
TOTAL					551.94
Bill Pmt -Check	55931	07/21/2016	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,000.00
Bill	715/16	07/15/2016		102160 · 457 Plan W/H Payable	2,000.00
TOTAL					2,000.00
Bill Pmt -Check	55932	07/21/2016	Rosen Publishing	101010 · Cash - Marquette	-19.70
Bill	633793	06/24/2016		104311 · Books - Youth	19.70
TOTAL					19.70
Bill Pmt -Check	55933	07/21/2016	Ross Kimmey	101010 · Cash - Marquette	-108.86
Bill	715/16	07/15/2016		104620 · Staff Training & Education	108.86
TOTAL					108.86
Bill Pmt -Check	55934	07/21/2016	RWK IT Services	101010 · Cash - Marquette	-461.90
Bill	2429	07/11/2016		104580 · Automation - Maintenance	26.90
Bill	2431	07/11/2016		104580 · Automation - Maintenance	385.00
Bill	2446	07/11/2016		104580 · Automation - Maintenance	50.00
TOTAL					461.90

**Orland Park Public Library
Check Detail**
July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55935	07/21/2016	Scholastic Inc.	101010 · Cash - Marquette	-46.40
Bill	M5881083	07/12/2016		104321 · Periodicals - Youth	46.40
TOTAL					46.40
Bill Pmt -Check	55936	07/21/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-176.05
Bill	4290	07/13/2016		104530 · Building & Custodial Supplies	176.05
TOTAL					176.05
Bill Pmt -Check	55937	07/21/2016	Trane U.S. Inc.	101010 · Cash - Marquette	-105.00
Bill	1065152X	07/08/2016		104530 · Building & Custodial Supplies	105.00
TOTAL					105.00
Bill Pmt -Check	55938	07/21/2016	Unique Management Services, Inc.	101010 · Cash - Marquette	-62.65
Bill	429835	07/01/2016		104495 · Legal	62.65
TOTAL					62.65
Bill Pmt -Check	55939	07/21/2016	RWK Design, Inc.	101010 · Cash - Marquette	-10,252.31
Bill	2415 2	07/11/2016		104577 · Automation - Consultant	10,252.31
TOTAL					10,252.31
Bill Pmt -Check	55940	08/04/2016	Alternative Energy Solutions, Ltd.	101010 · Cash - Marquette	-591.13
Bill	31856	07/18/2016		104540 · Building Repairs	591.13
TOTAL					591.13

Orland Park Public Library
Check Detail
July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55942	08/04/2016	Appraisal Associates	101010 · Cash - Marquette	-245.00
Bill	7/21/16	07/21/2016		104495 · Legal	245.00
TOTAL					245.00
Bill Pmt -Check	55943	08/04/2016	Associated Property Counselors, Ltd.	101010 · Cash - Marquette	-140.00
Bill	7/28/16	08/28/2016		104495 · Legal	140.00
TOTAL					140.00
Bill Pmt -Check	55944	08/04/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill	6/13/16-7/12/16	07/21/2016		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	55945	08/04/2016	Audio Editions	101010 · Cash - Marquette	-637.22
Bill	1598234	07/08/2016		104342 · Audio Visual Materials-Outreach	325.31
Bill	1600001	07/22/2016		104342 · Audio Visual Materials-Outreach	311.91
TOTAL					637.22
Bill Pmt -Check	55946	08/04/2016	Baker & Taylor	101010 · Cash - Marquette	-285.09
Bill	2032147112	07/11/2016		104342 · Audio Visual Materials-Outreach	63.57
Bill	2032148392	07/12/2016		104342 · Audio Visual Materials-Outreach	134.40
Bill	2032162609	07/19/2016		104342 · Audio Visual Materials-Outreach	19.79
Bill	2032179234	07/25/2016		104312 · Books - Outreach	67.33
TOTAL					285.09
Bill Pmt -Check	55947	08/04/2016	Bal Industries	101010 · Cash - Marquette	-510.00

Orland Park Public Library
 Check Detail
 July 19 through August 15, 2016

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 08/11/16

Type	Num	Date	Name	Account	Original Amount
Bill	37292	07/30/2016		104450 · Building Maintenance	510.00
TOTAL					510.00
Bill Pmt -Check	55948	08/04/2016	Bernan	101010 · Cash - Marquette	-67.00
Bill	110809197	07/18/2016		104310 · Books - Adult	67.00
TOTAL					67.00
Bill Pmt -Check	55949	08/04/2016	Bottom Line Personal	101010 · Cash - Marquette	-39.00
Bill	7/20/16	07/20/2016		104320 · Periodicals - Adult	39.00
TOTAL					39.00
Bill Pmt -Check	55950	08/04/2016	Cardmember Service	101010 · Cash - Marquette	-1,455.12
Bill	July 2016	08/02/2016		504590 · Library Furniture-Capital Camp.	17.16
				104720 · Office Supplies	126.25
				104642 · Patron Programs & Events-Youth	24.34
				104730 · Postage	18.34
				104642 · Patron Programs & Events-Youth	100.00
				104570 · Automation - Equipment	254.87
				104570 · Automation - Equipment	254.87
				104660 · Public Information	127.50
				104570 · Automation - Equipment	254.87
				104530 · Building & Custodial Supplies	14.48
				104730 · Postage	7.57
				104570 · Automation - Equipment	254.87
TOTAL					1,455.12
Bill Pmt -Check	55951	08/04/2016	Computer Greeks	101010 · Cash - Marquette	-150.00
Bill	9/13/16	08/02/2016		104640 · Patron Programs&Events-Outreach	150.00

Orland Park Public Library
Check Detail
July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					150.00
Bill Pmt -Check	55952	08/04/2016	Findaway World, LLC	101010 - Cash - Marquette	-309.96
Bill	190509	07/21/2016		104341 - Audio Visual Materials - Youth	269.98
Bill	190773	07/26/2016		104340 - Audio Visual Materials - Adult	39.98
TOTAL					309.96
Bill Pmt -Check	55953	08/04/2016	Gale/Cengage Learning	101010 - Cash - Marquette	-1,046.81
Bill	58359629	07/13/2016		104312 - Books - Outreach	28.79
Bill	58384906	07/19/2016		104310 - Books - Adult	28.79
Bill	58392121	07/20/2016		104312 - Books - Outreach	27.99
Bill	58392343	07/20/2016		104310 - Books - Adult	27.99
Bill	58392120	07/20/2016		104312 - Books - Outreach	401.44
Bill	58399178	07/21/2016		104312 - Books - Outreach	373.45
Bill	58399166	07/21/2016		104310 - Books - Adult	25.59
Bill	58411959	07/25/2016		104310 - Books - Adult	54.38
Bill	58411965	07/25/2016		104310 - Books - Adult	78.39
TOTAL					1,046.81
Bill Pmt -Check	55954	08/04/2016	Gareth Stevens Publishing	101010 - Cash - Marquette	-19.95
Bill	1078009	07/16/2016		104311 - Books - Youth	19.95
TOTAL					19.95
Bill Pmt -Check	55955	08/04/2016	Garvey's Office Products	101010 - Cash - Marquette	-1,229.11
Bill	PINV1185827	07/21/2016		104720 - Office Supplies	65.37
Bill	PINV1185168	07/25/2016		104710 - Library Supplies	57.00
				104720 - Office Supplies	15.49
				104710 - Library Supplies	27.99
				104720 - Office Supplies	4.99

Orland Park Public Library
 Check Detail
 July 19 through August 15, 2016

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 08/11/16

Type	Num	Date	Name	Account	Original Amount
Bill	PINV1187743	07/29/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	569.80
Bill	PINV1187510	07/29/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	463.48
				104710 · Library Supplies	24.99
TOTAL					1,229.11
Bill Pmt -Check	55956	08/04/2016	Go Promotions	101010 · Cash - Marquette	-2,870.00
Bill	143881	07/19/2016		104660 · Public Information	2,870.00
TOTAL					2,870.00
Bill Pmt -Check	55957	08/04/2016	H.W. Wilson	101010 · Cash - Marquette	-295.70
Bill	338514	07/15/2016		104310 · Books - Adult	295.70
TOTAL					295.70
Bill Pmt -Check	55958	08/04/2016	Hearne & Associates, P.C.	101010 · Cash - Marquette	-499.25
Bill	18972	07/19/2016		104420 · Accounting	499.25
TOTAL					499.25
Bill Pmt -Check	55959	08/04/2016	IHLS-OCLC	101010 · Cash - Marquette	-3,469.49
Bill	11064	07/07/2016		104315 · Electronic Databases	3,469.49
TOTAL					3,469.49
Bill Pmt -Check	55960	08/04/2016	Illinois Library Association	101010 · Cash - Marquette	-135.00
Bill	118799	07/05/2016		104650 · Association Dues & Fees	135.00
TOTAL					135.00
Bill Pmt -Check	55961	08/04/2016	Ingram Library Services	101010 · Cash - Marquette	-8,224.52

Orland Park Public Library
Check Detail
July 19 through August 15, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	See detailed list	08/04/2016			
			104310 · Books - Adult		5,677.99
			104311 · Books - Youth		2,546.53
TOTAL					8,224.52
Bill Pmt -Check	55962	08/04/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-14,179.24
Bill	7/25/16	07/25/2016	104495 · Legal		73.27
Bill	183947	07/27/2016	104495 · Legal		14,105.97
TOTAL					14,179.24
Bill Pmt -Check	55963	08/04/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-427.00
Bill	240653391	07/19/2016	104525 · Purchase - New Equipment		427.00
TOTAL					427.00
Bill Pmt -Check	55964	08/04/2016	Midwest Mechanical	101010 · Cash - Marquette	-1,318.78
Bill	112099411	07/27/2016	104450 · Building Maintenance		1,318.78
TOTAL					1,318.78
Bill Pmt -Check	55965	08/04/2016	Midwest Tape	101010 · Cash - Marquette	-224.94
Bill	94155524	07/18/2016	104340 · Audio Visual Materials - Adult		127.97
Bill	94156388	07/18/2016	104341 · Audio Visual Materials - Youth		96.97
TOTAL					224.94
Bill Pmt -Check	55966	08/04/2016	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6020	08/01/2016	104450 · Building Maintenance		5,738.00
TOTAL					5,738.00

**Orland Park Public Library
Check Detail
July 19 through August 15, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	55967	08/04/2016	Nicor Gas	101010 · Cash - Marquette	-1,723.15
Bill	7/22/16	07/22/2016		104517 · Natural Gas	1,723.15
TOTAL					1,723.15
Bill Pmt -Check	55969	08/04/2016	Penguin Random House LLC	101010 · Cash - Marquette	-303.75
Bill	11087929793	07/08/2016		104340 · Audio Visual Materials - Adult	93.75
Bill	1187996425	07/15/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1087996425	07/15/2016		104340 · Audio Visual Materials - Adult	56.25
Bill	900893003	07/15/2016		104342 · Audio Visual Materials-Outreach	30.00
Bill	1088060560	07/22/2016		104342 · Audio Visual Materials-Outreach	30.00
Bill	1188060558	07/22/2016		104340 · Audio Visual Materials - Adult	30.00
Bill	1088060558	07/22/2016		104340 · Audio Visual Materials - Adult	30.00
TOTAL					303.75
Bill Pmt -Check	55970	08/04/2016	Rashid, Maqbool	101010 · Cash - Marquette	-250.00
Bill	July 2016 Board mtg	08/04/2016		104610 · Board Training & Education	250.00
TOTAL					250.00
Bill Pmt -Check	55971	08/04/2016	Recorded Books, INC	101010 · Cash - Marquette	-863.37
Bill	75367396	07/07/2016		104340 · Audio Visual Materials - Adult	17.99
Bill	75367670	07/07/2016		104340 · Audio Visual Materials - Adult	59.39
Bill	75368319	07/08/2016		104340 · Audio Visual Materials - Adult	82.20
Bill	75368193	07/08/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75369739	07/12/2016		104340 · Audio Visual Materials - Adult	62.20
Bill	75371976	07/15/2016		104340 · Audio Visual Materials - Adult	35.09
Bill	75372318	07/15/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75372337	07/15/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75372350	07/15/2016		104340 · Audio Visual Materials - Adult	35.99

Orland Park Public Library
Check Detail
 July 19 through August 15, 2016

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 08/11/16

Type	Num	Date	Name	Account	Original Amount
Bill	75374998	07/15/2016		104340 · Audio Visual Materials - Adult	99.00
Bill	75368785	07/18/2016		104340 · Audio Visual Materials - Adult	15.90
Bill	75372601	07/18/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75376069	07/22/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75376029	07/22/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75376055	07/22/2016		104340 · Audio Visual Materials - Adult	53.99
Bill	75377092	07/25/2016		104340 · Audio Visual Materials - Adult	82.20
Bill	75379352	07/27/2016		104340 · Audio Visual Materials - Adult	76.49
Bill	75379065	07/27/2016		104340 · Audio Visual Materials - Adult	35.99
TOTAL					863.37
Bill Pmt -Check	55972	08/04/2016	RWK IT Services	101010 · Cash - Marquette	-10,909.93
Bill	2476	07/27/2016		104570 · Automation - Equipment	196.00
Bill	2501	08/01/2016		104580 · Automation - Maintenance	50.00
Bill	2521	08/01/2016		104580 · Automation - Maintenance	385.00
Bill	2520	08/01/2016		104580 · Automation - Maintenance	26.62
Bill	2535	08/01/2016		104577 · Automation - Consultant	10,252.31
TOTAL					10,909.93
Bill Pmt -Check	55973	08/04/2016	Sprint	101010 · Cash - Marquette	-178.03
Bill	140	08/04/2016		104520 · Telephone	178.03
TOTAL					178.03
Bill Pmt -Check	55974	08/04/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-1,010.82
Bill	4293	07/15/2016		104530 · Building & Custodial Supplies	591.91
Bill	16636	07/19/2016		104530 · Building & Custodial Supplies	28.00
Bill	4347	07/30/2016		104530 · Building & Custodial Supplies	390.91
TOTAL					1,010.82
Bill Pmt -Check	55975	08/04/2016	SYNCHRONY BANK/AMAZON	101010 · Cash - Marquette	-9,037.12

Orland Park Public Library
 Check Detail
 July 19 through August 15, 2016

2:16 PM
 08/11/16

Type	Num	Date	Name	Account	Original Amount
Bill	7/15/2016	07/15/2016		104340 · Audio Visual Materials - Adult	7,132.41
				104341 · Audio Visual Materials - Youth	1,482.96
				104342 · Audio Visual Materials-Outreach	267.83
				104310 · Books - Adult	153.92
TOTAL					<u>9,037.12</u>
Bill Pmt -Check	55976	08/04/2016	Village of Orland Park Water	101010 · Cash - Marquette	-2,713.13
Bill	7/31/16	07/31/2016		104515 · Water & Sewer	2,713.13
TOTAL					<u>2,713.13</u>
Bill Pmt -Check	55977	08/04/2016	Village of Orland Park	101010 · Cash - Marquette	-34.89
Bill	20533501	07/19/2016		104600 · Outreach Services	34.89
TOTAL					<u>34.89</u>
Bill Pmt -Check	55978	08/04/2016	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
Bill	2311	07/29/2016		104450 · Building Maintenance	70.00
TOTAL					<u>70.00</u>
					\$ 107,874.96
					\$ 92,928.50
					\$ 54,850.99
					\$ 255,654.45

Adult Services Board Report July 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writers Group 7/7; 10 adults

Library eBooks for Tablets and Smart Phones 7/8; 5 adults

Four genre books discussions 7/14, 7/19, 7/20, 7/20; 29 adults

Library eBooks for Kindle 7/21 2 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Meetings & Cont. Ed. Tabulation Form

Diane Srebro attended ILA-Cultural & Racial Diversity Committee Mtg (Oak Park PL) on Jul 27, 2016

STATISTICS

Database Statistics July 2016-2015 Comparison

Database	2016	2015	Data Type
Ancestry	3017	1915	Searches
Careers College	6	34	Total Users
Consumer Reports	59	90	Log-INS
EBSCO	28400	26600	Searches
Gale Virtual Ref. Lib.	7	3	Searches
Heritage Quest	906	211	Searches
Morning Star Investment	*	65	Searches
OCLC	2399	6610	Searches
ProQuest	124	226	Searches
Reference USA	173	352	Searches
World Book	0	8	Searches

Note: EBSCO includes NoveList Plus usage

*Statistics not available yet

Statistics from web forms

Category	07/2016	07/2015
Reference	3701	4019
Ref Remote	178	255
Non-Reference	315	478
N-R Remote	22	36
Prog Att	46	44
Items shelved	23212	26217
Carts shelved	343	355

GRANTS/SPECIAL PROJECTS

Diane Srebro to serve on the LACONI-Reference & Readers Advisory Section advisory board for 2016-17.

Circulation Board Report July 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin reviewing Polaris permissions on staff records.

Laura Larson continues to learn Simply Reports module.

Becky Simmons checking for updates on lost material on patron records.

Julie Pryor continues to learn Circulation statistics involving patron records.

CUSTOMER SERVICE LOG

7/8/16 (Circulation Desk) "It's a good thing I brought my whole life with me to get a library card." Comment from patron when told two forms of I.D. was needed.

7/14/16 (Information Desk) South Holland patron inquiring about guest usage on our computers stated that we have a very nice library.

7/16/16 (Information Desk) Patron said "I love this library. It's totally awesome. Everyone is so helpful."

7/27/16 (Information Desk) Customer said we have a beautiful library but the signs are not clear. Newspaper sign makes you think you have to go to the back of the library for them. Customer asked me to look up an author and I politely said you will need to go to the reference desk and he had a fit and said that sucks!

7/5/16 (Circulation Desk) "I like that you send an email to let me know items are due."

7/8/16 (Circulation Desk) I enjoy those emails you send to let me know my items are almost due.

7/23/16 (Circulation Desk) The Reference librarian upstairs was so helpful.

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	73,230	71,274	3%	31,859	1,529
JUN	90,118	92,119	-2%	36,331	936
JUL	88,104	88,827	-1%	33,849	621
AUG					
SEPT					
OCT					
NOV					
DEC					
TOTAL	569,643	561,591	1%	238,836	9,656

Graphics Board Report

July 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Attended Farmers' Market to engage the community and to invite residents to become patrons from outside of the library.

Compiled all of the library departments' operating procedure manuals into one digital resource where similar procedures can be compared for clarity and accuracy.

Created a yearly calendar of departmental due dates for management team in compliance with the Strategic Plan.

Completed graphics requests for OPPLCon getting the library ready for the August 13.

Reached out to local newspapers like The Daily Southtown, The Orland Park Prairie, The Regional, The Orland Park Messenger, The Orland Park Patch, Coffee News, and The Village View in order to better publicize the library's summer programming.

Listed new job posting(s) on various library and higher education job boards as well as in the library.

Built the library Pinterest page to include several new boards in order to engage community members and spread the library's message and mission.

Monitored and posted to the library's Facebook page to engage the community and invite potential patrons to visit the library for a library card or for one of the many events the library hosts.

Updated the brochure for the SMART Lab for library representatives to better explain what the SMART Lab is to patrons out in the community.

Revised Preschool Teacher Loan Card brochure for Youth Services.

Updated the NASA Brochure for Outreach to take out into the community. Created a second NASA brochure for children that looks more like a restaurant placemat, so children can learn about the library's collection while doodling and doing games.

Created TV slides outlining library events and announcements to send to the Village to be included in Public Television.

Created 2 email marketing campaigns highlighting Farmers' Market, the Summer Reading Challenge, the Friends of the Orland Park Public Library, the Summer Concert Series, upcoming book discussions, art on display in the library, upcoming storytimes and more.

The Adobe Photoshop class was restructured to be taught by the library's graphic artists rather than Information Technology staff. Class feedback surveys were positive.

CONTINUING EDUCATION/MEETINGS ATTENDED

Jackie Boyd attended:

Search Engine Optimization (SEO) for Librarians, a five part webinar on Thursdays at 1:30 p.m. at Orland Park Public Library (Webinar).

STATISTICS

	Meeting Room Reservation Requests Approved	Total Graphics Requests Closed	
2013	306	989	
2014	309	991	
2015	316	1223	
2016 YTD	204	684	
	July	June	
Facebook Followers		1582	1555
Twitter Followers		1310	1276
Pinterest		259	184
eBlast Subscriptions		17,894	17843

GRANTS/SPECIAL PROJECTS

Researching and coordinating with the Web Developer to optimize the library's searchability on Google, Yahoo, Bing, and other search engines.

Attempting to attract Pokemon GO users to the library with creative social media postings.

Working with Head of Technical Services and vendor to resolve issue of some AV available for check out not having cover art in the catalog.

Contacted various shops that do engraving, and successfully had a new name plate engraved to dedicate a stack to Pat McArthur.

CUSTOMER SERVICE LOG

July 19 at 2:15 p.m.

Patron called to move the Meeting Room date of a condo association's booking in August. All days were already filled for the particular room and time requested, however the patron thanked the Public Information Coordinator for checking.

July 18 at around 3 p.m.

A local chiropractor called the Public Information Coordinator asking to give a presentation to staff and to give free adjustments. The Public Information Coordinator denied the chiropractor's request as staff time cannot be spent in this fashion, staff educational opportunities have already been booked for the year, it might be a problem with insurance, and past attempts to set this up by a different chiropractor had been denied. The Public Information Coordinator did give the chiropractor the number for Outreach and suggested that the chiropractor consider sponsoring an upcoming event in a different way.

July 18 at about 11 a.m.

A local business had contacted the Public Information Coordinator to see if they could post their sales ads in the library. The Public Information Coordinator sent them the Display Policy and

offered to discuss it further with them, but denied the request, as it is against policy for businesses to display advertisements in the library.

July 17 at 1 p.m. and July 18 afternoon

A Carl Sandburg graduate contacted the library in hopes of writing poems for patrons who purchased her chocolates in front of the library. The Patron Behavior Policy was sent, and the person was denied. Fundraising and solicitations on library grounds are against policy.

July 12 at 7:27 p.m.

A business had attempted to book a meeting room for free by representing itself as a community organization. The meeting room policies and procedures were sent to them, and they were invited to call the Public Information Coordinator for further explanation and suggestions regarding other potential conference locations in the area where selling services would not be against policy.

Week of July 11

A local salon dropped off pricing sheets of different haircuts. The Public Information Coordinator denied the request to post them on the Community Kiosk based on the Display Policy, but called the salon owner to discuss whether they had a library card and were interested in using the library.

July 11

"I love it! Very nice!" wrote Kelly in Outreach to Kristen H.

July 8 at 9 a.m.

A patron booking a meeting room who had questions about using the projector and screen had said that the library staff had been very accommodating.

July 8

"Very cool!" wrote Kelly in reaction to a poster Kristen H. had created for the comic book propaganda event coming up on August 9.

July 7

Diane is Youth Services said, "Thank you" to graphic designers for creating new businesses cards.

July 6 at 5:23 p.m.

Representative of retired teachers' book club: "Thank you, the teachers really appreciate the availability of the Library," in response to having successfully booked a meeting room.

July 5 at 1:10 p.m.

A local Alzheimer's Support Group asked if they could post the dates and times of their meetings in the library. They were approved and said "thank you for your help".

June 30 at 5:17 p.m.

Public Information Coordinator reached out to a patron who had changed the date of a meeting room booking. Patron said, "Thank you for following up." They had had a good experience, and all their needs were met.

Information Technology Board Report July 2016

PERSONNEL

No changes at this time.

STATISTICS

Statistics from web forms

Category	Jul-16	Jul-15
Study Room Usage	333	361
Patrons Assisted	357	553
Total PC Usage	636	
Total Web pages	30,526	33,318
Number of Classes	10	21
Total Class Attendance	20	80
Overdrive Checkouts	3,243	3259
Overdrive Registration	66	89
Zinio Checkouts	547	595
Help Desk Tickets Opened/Closed	35	32

Total wireless usage in July 2016 was 3,083

Please note that statistics on PC usage are not complete because Envisionware updated the software and part of the month was not included.

The library has asked Envisionware to retrieve this information.

GRANTS/SPECIAL PROJECTS

The Sophos Antivirus project was finished and all servers on the network have full protection.

CUSTOMER SERVICE LOG

July 13 Helped a patron get Kindle books over the phone. Patron said you have been so helpful. Thank you so much!

July 13 Helping a patron reply to a job opening via email and attaching a resume. Patron said you have been such a big help. Thank you very much.

July 30 Helping a patron with Kindle setup. Patron was very excited about me being able to help her and her sister set up a Kindle.

July 30 Pertains to a phone call about Kindle fire for checking out eBooks. Patron Joan thanked me for taking the time to help her.

July 31 Assisted a patron with Kindle White. Patron was excited about me helping her with connection problem and checking out eBooks.

Outreach Services Board Report July 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.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kitty Creed attended Museum Training (Field Museum) on Jul 27, 2016

Cathy DiGiorgio attended Museum Training (Field Museum) on Jul 27, 2016

Shane Peterson attended Museum Training (Field Museum) on Jul 27, 2016

Erin Sindewald attended Museum Training (Field Museum) on Jul 27, 2016

STATISTICS

Onsite Adult Programs:

6 programs were given with a total of 260 patrons. *2015: 8 programs were given with a total of 514 patrons. Attendance was not in line with last year due to the Civil War - Life and Limb exhibit and programming in 2015.*

Breakout:

7/1/16 Meet the Artist - Janusz Migasiuk	6
7/9/16 Board Game Saturday - Game On!	3
7/17/16 Summer Concert Series - Martini Lunch	112
7/21/16 Rules of the Road	1
7/22/16 Friday Film Series - Coming Home	30
7/31/16 Summer Concert Series - Jaura Joy	108

Offsite Adult Programs:

15 programs were given with a total of 337 patrons attending. *2015: 12 programs were given with a total of 785 patrons attending. One day of the Taste of O.P. was added in to last year's stats throwing this number off.*

Breakout:

7/1/16 Famer's Market Tabling	98
7/6/16 Orland Township Drop-In Visit	11
7/8/16 Orland Township Drop-In Visit	10
7/11/16 Senior Living Visits	43
7/12/16 Senior Living Visits	15
7/13/16 Senior Living Visits	8
7/13/16 Remember When with Autumn Leaves	25
7/14/16 Smart Art iPad - Brookdale	5
7/18/16 Remember When with Brookdale	15
7/19/16 Book Discussion at Smith Crossing	19
7/20/16 Orland Township Drop-In Visit	12
7/22/16 Orland Township Drop-In Visit	10
7/25/16 Senior Living Visits	46
7/26/16 Senior Living Visits	16
7/27/16 Senior Living Visits	4

Train Station Books:

Three train stations – **35**, *2015 - 64*

Program Flyer Distribution Stats:

Village of OP - **320**, *2015 - 0*

Orland Township - **6**, *2015 - 12*

Local Businesses - **10**, *2015 - 40*

Assisted Living - **4**, *2015 - 10*

Train Station - **485**, *2015 - 64*

In-house during programs - **78**, *2015 - 80*

Other Outreach and Homebound Stats:

Outreach Circ Stats: 928 items circulated with 1115 checkouts and 85 renewals. *2015: 832 items circulated with 1146 checkouts and 124 renewals.*

Visits to single-family homebound patrons totaled 15. *2015: Visits totaled 17.*

9 new homebound patron cards were issued and 0 discontinued. 0 cards were renewed. *2015: 6 new homebound library cards were issued. 0 card discontinued. 7 cards were renewed.*

OS staff logged 459 reference transactions. *2015: 599 reference transactions.*

51 books were displayed on the table with 49 having been checked out. *2015: 33 books on display with 31 checked out.*

GRANTS/SPECIAL PROJECTS

Outreach Services staff Kitty Creed, Cathy DiGiorgio, Shane Peterson and Erin Sindewald worked on Strategic Plan Action Step, Goal 4-Objective 5, with continuing education at the Field Museum.

Outreach Services Head was awarded three more NASA artifacts. They will arrive in August.

CUSTOMER SERVICE LOG

7/1/16 5pm Large Display load-in exhibit

"What a unique display! I never knew they were so interesting!"

"Pretty impressive collection."

7/1/16 7pm Meet the Artist - Janusz Migasiuk program & collection

"I've never seen this style. Beautiful."

7/7/16 2pm Homebound Visit

"The nicest thing in Orland Park is you (Outreach) bringing us books."

7/12/16 Homebound Visit

"You don't know how many prayers I say for all of you because of all you do for me."

7/14/16 10am Smart Art

"Thank you so much for coming to play with us!"

"It's really fun."

"Do come back, won't you?"

7/17/16 2pm Summer Concert Series - Martini Lunch program

"This was so nice. Thanks for the Summer Concert Series."

"Band was really great."

7/20/16 10am Orland Township Visit

"I loved the book, in fact, I am reading it again."

"Very happy I got my library card after living in Orland Park for 17 years."

7/21/16 3pm Rules of the Road program

Terry from the Secretary of States Office showed up 30 minutes late.

7/25/16 10:30am Smith Crossing Visit

"I am so impressed by your services."

7/27/16 9am Field Museum

Staff at the museum were very impressed with our NASA Collection.

7/31/16 2pm Summer Concert Series - Laura Joy

"Thank you for bringing us such wonderful music."

To Laura - "You played absolutely wonderfully."

"She has her own perfect sound."

(Many, many others, as witnessed by Shane, but couldn't write them all down)

GRANTS/SPECIAL PROJECTS

Wendy put all received Roku movies for adult into Polaris. Now these movies are searchable as same as DVDs and Blu-Rays formats.

- Wendy updated system and enabled Syndetic AV images to link to Polaris collections.
- Wendy updated system setting for those foreign materials so that it is easier to retrieve these special collections.
- Wendy discovered that there are many newly processed titles unsearchable through OCLC Discovery. Wendy contacted OCLC and is working on this problem.

Youth Services Board Report July 2016

PERSONNEL

Former School Liaison, Becky McCormack, began her duties as Assistant Head of Youth Services.

Youth Services Page, Lauren Booth, resigned her position.

Search for the School Liaison and Preschool Services Coordinator has closed. Interviews are underway.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Preschool Visits Attendance 7-6-16	25
7-13-16	206

Summer Reading Challenge

"What Can It Be" guess	155
"Be An Olympian" guess	850
Spin to Win	443

CONTINUING EDUCATION/MEETINGS ATTENDED

No meetings were attended this month.

STATISTICS

Statistics from web forms

Category	07/2016	07/2015
Reference	1762	2469
Ref Remote	79	102
Non-Reference	318	361

N-R Remote	54	83
Teen Prog	393	315
Youth Prog	1475	1860

Circulation Statistics

YS Department Total

2016 35,777

2015 38,160

196 ... patrons **registered** for the Summer Reading Challenge during the month of July

487 ... patrons **completed** the Summer Reading Challenge and

6435 ... **books were read** during July.

GRANTS/SPECIAL PROJECTS

Storytime at the Farmer's Market continued and was well attended with an average of 50 patrons per storytime.

CUSTOMER SERVICE LOG

Preschool Desk

no entries

Junior Desk

7/2/16 3:52 Via email from teacher who is a regular patron "The Staff (YS) has been more than helpful to me over the course of the school year." DNK

7/7/16 10:42 Mom leaving library after story time "That was really a great story time." BWM

7/8/16 11:10 Family leaving library after spending a couple of hours Youngest son said, "I love this library." BWM

7/19/16 2:27 Helping 4th grader and Mom find a new book series to read. "Thank you very much. You've been so helpful." ST

7/22/16 3:45 Patron in YS section "Did they change the catalog? I can't find things when I search any more." ST

7/27/16 2:23 Family leaving YS Young girl yelled, "I love the library." ST

7/30/16 12:30 Young boy at Jr. desk with Mom and siblings "I just love the launchpads!" AN

Teen Desk

7/28 6:28 Teen in Teen area "The books you have picked for the book discussions are the best books I have ever read." SD

**CORRESPONDENCE RECEIVED FROM JULY 19, 2016 THROUGH
AUGUST 15, 2016 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

Email sent by Nanc Junker regarding hiring of family members, trustee term limits and monetary donations received on July 20, 2016.

CORRESPONDENCE 2

Email sent by Nanc Junker regarding the purchase of Megan Fox and Kevin DuJan's book received on July 26, 2016.

CORRESPONDENCE 3

Email sent by Paulette Minarcik regarding the purchase of Megan Fox and Kevin DuJan's book received on July 27, 2016.

CORRESPONDENCE 4

Email sent by Lamar Busby regarding the censoring and banning a book and offering to donate a copy of SHUTUP! in honor of a former trustee received on August 3, 2016.

CORRESPONDENCE 5

Email sent by Kathleen Andrews regarding the purchase of Megan Fox and Kevin DuJan's book received on August 4, 2016.

CORRESPONDENCE 6

Email sent by Kevin DuJan regarding the spending of taxpayer funds on Subway sandwiches received on August 8, 2016.