

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

**AGENDA FOR BOARD OF LIBRARY TRUSTEES MEETING
December 19, 2016 7:00 P.M.
Room 104**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF NOVEMBER 21, 2016 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. CLOSED SESSION TO DISCUSS THE APPROVAL OF CLOSED SESSION MINUTES AND SEMI-ANNUAL REVIEW OF MINUTES FROM PRIOR CLOSED SESSIONS

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

H. LIBRARIANS' REPORT/STAFF REPORTS

I. COMMITTEE REPORTS

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

J. UNFINISHED BUSINESS

1. RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 -For Action
Motion regarding the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019

2. Per Capita Grant 2017 – For Action
Motion to approve the 2017 Per Capita Grant application for the Illinois State Library.

K. NEW BUSINESS

1. Resolution No. 2016-08 To Make Certain Closed Session Meeting Minutes Available for Public Inspection – For Action
Motion to adopt Resolution 2016-08 A Resolution Authorizing The Secretary of the Board of Library Trustees To Make Certain Closed Session Meeting Minutes Available For Public Inspection
2. Resolution No. 2016-09 Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Orland Park Public Library – For Action
Motion to adopt Resolution No. 2016-09 A Resolution Approving The Destruction of Certain Closed Session Meeting Recordings of The Board of Library Trustees Of The Village Of Orland Park.
3. PMA Financial Network, Inc. and/or PMA Securities, Inc. Terms and Conditions agreement – For Action
Motion to approve the PMA Financial Network, Inc. and/or PMA Securities, Inc. Terms and Conditions agreement and authorize the Library Director to execute the agreement.
4. PMA Financial Investment Plan and Cash Flow Projection 2017 – For Action
Motion to approve the PMA 2017 Investment Plan and Cash Flow Projection.
5. Current Technology contract for technology services from January 1, 2017 through December 31, 2017 – For Action
Motion to approve the Current Technology contract for technology services for 500 hours of service in the amount of \$58,500 and authorize the Library Director to execute the agreement.
6. Approval of registration and travel expenses for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference in Baltimore, Maryland from April 2-5, 2017 in the amount of approximately \$1,600 – For Action
Motion to approve the registration and travel expenses for Head of Technical Services Wendy Xie to attend the Innovative/Polaris User Group Conference in Baltimore, Maryland from April 2-5, 2017 in the amount of approximately \$1,600.

L. ANNOUNCEMENTS

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

The meeting was officially called to order by President Healy at 7:04 p.m.

Call To Order

Members present: Nancy Healy, Christian Barcelona, Joanna Leafblad, Elan Kleis

Roll Call

Members absent: Denis Ryan, Diane Jennings, Catherine Lebert

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; Carol Maresh, Cataloger II

Trustee Barcelona made a motion to approve the October 17, 2016 minutes. Trustee Leafblad seconded. No discussion. A roll call vote as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Minutes

Motion passed. 4 ayes, 0 nays, 3 absent.

Dennis Walsh, Attorney from Klein Thorpe and Jenkins

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

Jeff Reiter
Janet Almen

Executive Session

None

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

Treasurer’s Report

Motion passed. 4 ayes, 0 nays, 3 absent.

Trustee Kleis moved to accept the accounts payable listing from 10/18/16-11/21/16. Trustee Barcelona seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent

The library is investigating a library app using a well-known vendor Boopsie for libraries. Public Information Manager Boyd is investigating this service and talked about the Boopsie app and how it will integrate with Polaris to allow patrons to scan a barcode at a bookstore and reserve it at our library if it is available. Trustee Kleis asked if it would have access to Worldcat and Boyd said she would find out. President Healy asked if anyone around used the app and Boyd said Palatine and Elgin use it. Trustee Kleis asked how we would go about promoting programs and Boyd and Director Weimar said on our website and via Facebook. Sprint made a presentation on circulating Library HotSpots. The cost is just about \$900 per device for

Librarian’s Report

service. A few libraries have started to offer this service, but although the device may cost \$.99 to initially get, replacement costs are over \$179. Every feature such as managing mobility which monitors the service and protective cases are additional costs. For next year's Per Capita Grant requirement, a discussion on Chapter 6 of *Serving Our Public 3.0: Standards for Illinois Public Libraries* will be presented later in the meeting. The library currently is hosting "For All People: A Century of Citizen Action in Health Care Reform," a traveling display sponsored by the National Library of Medicine and tells about the lesser known stories of people who helped shape our health care system. These panels are located on the second floor. The library will be adding a feature on the Polaris catalog which will give cover images for audiovisual materials. The library currently only subscribes to the print module of Syndetics, a third party vendor which works with our ILS. It is hoped these cover images will be available by mid-December. A note the circulation for last month increased by 2% from October, 2015. Chinese delegates from the Zhejiang Public Library of Modern Public Reading Service specializing in the library field came for a day long visit on November 2. The 21st Century Institute sponsored this informative gathering. These delegates have been traveling throughout the Chicagoland area visiting different types of libraries. The department heads spoke about how their departments operated and their responsibilities. A very big thank you to our Head of Technical Services, Wendy Xie, who acted as our interpreter throughout the day. The library also hosted a third Chinese delegation tour on November 15. This tour was in conjunction with the 21st Century Institute and the Village of Orland Park. The delegates held various positions within the Shanghai government.

Jody Ebert began his duties as temporary Maintenance Assistant on October 19. He has been a great help to Steve Newman with the fall projects and getting ready for the winter season.

Steve and Joe removed the aerator from the pond in anticipation of the freezing weather. It will be cleaned and replaced in spring after the last freeze.

B & R Irrigation Systems repaired a broken sprinkler head and also winterized the system.

The library's interior painting project will begin on November 28. CertaPro, a local painting company, will be painting the staff hallway, the archways on the first and second floors, the second floor columns, as well as the AV area. The project is expected to take approximately 3 days to finish, with no interruption of service to our patrons.

Six moveable display shelving units, (3 for AS/3 for YS) have been ordered. Delivery is expected before the end of the year. The shelving units will allow both departments to highlight their new fiction titles using face-out display technique. This will allow for easier browsing by our patrons, which hopefully increase circulation of these popular titles.

Administration and Steve Newman have been discussing the need for an update to the Summit Control system. The current system is a Trane product which controls our HVAC and boilers, and is now 12 years old. At this time the system is working properly with Steve overseeing its functionality, but due to its age there are no further software upgrades. Discussions have been held with Trane, as well as Midwest Mechanical, who services the HVAC system, to hear about the options available to the library. At this time, the project could cost \$35,000—\$80,000 to replace. Due to the cost being over \$20,000 the library will begin the bid process in early 2017.

In October, the library replaced the lobby's Christmas tree. The old artificial tree, which was 12 feet high, had burned-out strings of lights, as well as needles shedding. Steve will be putting the tree up in the lobby tomorrow morning,

No reports at this time.

a. Flooring replacement for high traffic areas on the first and second floors – For Discussion

Trustee Barcelona met with Assistant Director Adamowski to discuss flooring options and look at samples earlier this week. Mary Adamowski and Mary Weimar suggested that the carpet remain on the 2nd floor due to noise issues with the two suggested options. Mary Adamowski mentioned the carpeting can be spot cleaned as well and isn't as bad as the 1st floor. Director Weimar, Assistant Director Adamowski and Maintenance Superintendent Steve Newman visited the Elgin and

**Other Staff
Reports**

**Building and
Maintenance**

Fountaindale Libraries to see examples of Nurazzo and rubber flooring in use. Director Weimar had spoken to the Illinois State Library about updating the staircase flooring as part of the grant instead of the second floor carpet. Nurazzo will be used at the entrance staircase and surrounding flooring. Rubber flooring will be installed down the hallway into the youth area on the 1st floor.

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.

Finance

Service & Policy

Personnel

Law

Strategic Plan

**Capital
Campaign
Committee**

**Unfinished
Business**

RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 - For Action

Trustee Kleis motioned to accept the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019. Trustee Barcelona seconded.

Discussion in regards to the terms and condition of the RWK contract were discussed. One of the last issues to be resolved was the Limitations of Liability clause in the RWK contract. The Library worked hard to try and resolve the outstanding issue. Trustee Leafblad asked if the liability clause was in the last agreement and Director Weimar stated yes. The Master Agreement document had been updated by RWK from one page to three and this clause was pointed out by Attorney Walsh as being problematic for the library if there was an incident which could involve legal action, liability or damages to the Library. Attorney Walsh explained he had several discussions with RWK's legal counsel to try to resolve the issue and they had not come to an agreement to resolve this clause. It was asked by the Library if the clause could contain an ability to recoup losses up to the limit of RWK's aggregate liability insurance and this suggestion was rejected by RWK unless the price doubled. Trustee Leafblad inquired if other technology consultant contracts had this same term and condition. Director Weimar stated she was investigating other companies and will inquire. President Healy questioned the high cost of the contract if this clause was not included. Trustee Barcelona asked what kind of incidents could happen to cause damages. Attorney Walsh stated it was hard to predict, a possible virus or malicious malware were some examples, but if there is damage or liability incurred by the Library, the Library should at least be able to recoup financial losses up to the insurance limits of RWK and not just get its money back.

Following this discussion Trustee Leafblad motioned to table the motion regarding the RWK Design, Inc. technology services contract from January 1, 2017 through December 31, 2019 until the next regularly scheduled Board meeting. Trustee Kleis seconded. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Approval to go to bid for the flooring replacement of the high traffic areas on the first and second floors amended to the 1st floor and staircase– For action

President Healy asked about who they had met with earlier this week and Director Weimar said it was the Dan Pohrte the architect who gave the presentation at the last meeting. Director Weimar suggested that the Nurrazo be put in the lobby to the staircase up the staircase and into the landing where the staircase ends and rubber be used into the children's area.

President Healy inquired about the presence of the logo. The logo will be imbedded by two different colors in the Nurrazo. Director Weimar observed that the walk off grate is problematic; heavy-duty walk off carpet between the doors would be a good idea.

Trustee Leafblad motioned for approval to go to bid for the flooring replacement of the high traffic areas on the first floor and the staircase. Trustee Barcelona seconded.

Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Per Capita Grant 2017 – For Discussion

New Business

Director Weimar referred to the Management Team's answers to Chapter 6 of *Standards for Illinois Public Libraries: Serving Our Public 3.0* discussed on March 30, 2016 as to how our library met the requirements for patron's access to services and more at our library. The department heads stated our library provided current information on the website which was updated at least weekly; public service desks provided personal assistance to patrons whenever the library was open at all seven public service desks; and the library was open every day except for eight holiday closings. Patrons are informed of services and programs through the newsletter, Econnection emails, and flyers and posters; and the Board and staff continually evaluate circulation lending rules to be responsive to patrons needs. Our ILS provides links to our databases for patrons remotely and all of our subscription services are available 24/7 (Hoopla, Overdrive, Zinio, databases, and library card registration) to our patrons. Other points on the Per Capita Grant were discussed with the Board in regards to meeting the needs of the community as a provider of educational programs and training opportunities. Outreach Services staff developed and provides a program utilizing memory applications on iPads. Once per month, at two separate assisted living facilities, Outreach Services hosts a one-hour program for seniors with memory issues. Seniors work with colorful and engaging digital graphics on iPads to sharpen their memory and reaction time. Both of the facilities have recognized this program as contributing to patient memory improvement. Our library provides free practice driving tests through Driving-Tests.org. With the creation of the Library's NASA Special Collection, Outreach Services staff developed a NASA database, accessed from the library's website, which anyone can browse through. Each artifact is highlighted with information and links so that those researching space topics can explore the entire collection. Part of the 2016-2017 Strategic Plan involves digitizing our library history documents and make this database search-able to the public. This project will be started in January, 2017. The Library will be linking the Pritzker Military Museum database which was recently debuted from our website by the end of the year, allowing veterans and their families to find useful information on a variety of resources from health insurance, medical information, continuing education, and more. Information Technology staff offer computer classes ranging from keyboard basics to using social media. In response to numerous requests from the community the library has partnered with an educational organization called CE2 Education and began offering ACT and SAT practice tests and College Prep Workshops in fall, 2016. These workshops covering financial aid, study habits and essay writing help make the college application process more comprehensible for high school students and their families. These are just some of the services and programs offered for patrons.

Public Information Coordinator Boyd said she surveyed people about what the most important info to be on signs was and that some new signs were even going up tomorrow.

President Healy mentioned that the Pritzker Library is a good reference for questions on Veterans.

Approval of Resolution Number 2016-07 Resolution for Reimbursement of Travel, Meal and Lodging Expenses to Comply with the Local Government Travel Expense Control Act" (50 ILCS 150) – For

Action

President Healy asked about who “officers” referred to and Attorney Walsh said that was the term used in the new Act, and they were likely referring to Board members. She also asked if expenses needed to be approved in advance only. Director Weimar said Exhibit B, the Travel Reimbursement Request form, which is used for the purpose of expense reimbursements. President Healy asked if it should say pre-approval is needed and possibly add an Exhibit B-1. The travel expenses of any officer or employee that exceeds the maximum amount under the resolution and the travel expenses of any trustee must be approved by roll-call vote during an open meeting. Attorney Walsh said preapproval of expenses can also be approved if the Board wants to manage the expenses. President Healy said she just wants it to be consistent. An open roll call will approve the expenses even if they occur afterwards that were not originally known. Finance Manager Kimmey said you can preapprove when possible or be reimbursed in a post expense situation in which that cost has been deemed reasonable by the Board. Attorney Walsh noted a receipt has to be attached and the intent is that expenses need to be made public and approved. Director Weimar said for example Uber is ok because sometimes it is really necessary, as long as it is cost effective.

Trustee Kleis motioned to approve of Resolution Number 2016-07 Resolution for Reimbursement of Travel, Meal and Lodging Expenses to Comply with the Local Government Travel Expense Control Act” (50 ILCS 150). Trustee Leafblad seconded. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Approval of the BAL Carpet Cleaning Contract for 2017 for at or below \$12,000 – For Action

Trustee Leafblad motioned to approve of the BAL Carpet Cleaning Contract for 2017 for at or below \$12,000. Trustee Kleis seconded the motion. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Engagement letter for the audit of the library’s financial statements for the year ended December 31, 2016 from McClure Inserra in the amount of \$11,250 – For Action

Trustee Kleis motioned for the engagement letter for the audit of the library’s financial statements for the year ended December 31, 2016 from McClure Inserra in the amount of \$11,250. Finance Manager Kimmey mentioned he works well with Chris McClure. They do a very good job for the library and stay on top of new GASB pronouncements. Ross recommends going with McClure Inserra again. Trustee Leafblad seconded. A roll call vote took place as follows: Barcelona – aye; Healy – aye; Jennings – absent; Kleis – aye; Leafblad – aye; Lebert– absent; Ryan – absent.

Motion passed. 4 ayes, 0 nays, 3 absent.

Strategic Plan Update- For Discussion

The Strategic Plan 2017 committee and library staff have been continuing to finish the plan’s action steps, and Public Information Coordinator Boyd gave an update on their progress.

She said that as we were informed at our last meeting, she has taken over as committee chair. Assistant Director Adamowski remains on the committee since so much of the plan is related to building maintenance and improvement.

Goal 1 Objective 1: This one is about providing excellent customer service. The project to digitize the library’s founding documents is now under way. Kelly and the Outreach team are scanning the

documents up and using a database the former web developer created to organize and display these important document to the public.

The strategy behind this project is similar to posting a large map of the village on the wall and having patrons find where they live. It helps the community take more ownership and pride in the library.

Goal 1 Objective 3: This is part of building improvements. The library has ordered movable display shelving to make the collection more conducive to browsing in Adult and Youth Services. This objective also addresses how the library's patrons view the building. You may have noticed, we did propagate a survey through check-out receipts and on social media to measure satisfaction and gauge expectations. Those results are still coming in, but we have had 974 responses, and over 94 percent of them are mostly positive.

To give you a point of comparison, the last digital customer survey took in 692 results and 94 percent of respondents rated the library's customer service as above average or exceptional.

Goal 2 Objective 2: This is the objective that connects the marketing plan to the strategic plan. With the help of the new web developer, department heads have been able to review their department's sections of the library website and get them updated.

You may have particularly noticed that the "New Books" section now has books we have just gotten in. The databases section has been renamed "Online Resources", as we find patrons are more able to identify what an Online Resource is over a Database.

Goal 2 Objective 3: This is about increasing circulation. The Head of Tech Services, has added many MARC record to the catalog for electronic subscriptions as well as having improving the search ability of the catalog and changing the icons to be more intuitive.

The library is also working on adding more cover art for movies and other AV items to better market the collection.

Goal 3 Objective 3: This one is about improving the management of the volunteer process and setting more standards for taking on interns. Administration put together a brochure to help volunteers better understand what opportunities there are at the library for volunteering, and part of that brochure is a questionnaire to assess potential volunteers' interests and abilities.

Goal 4 Objective 3: Managers have now developed a workflow timeline, uploaded their departmental procedures, and started using email invitations for meetings to make sure staff is operating off of a collective calendar.

Goal 4 Objective 4: One of the most important things library staff has done since our last Board update is create purpose statements for each committee and establish written goals. Now each committee has an action plan and timeline specific to its purposes.

Goal 4 Objective 5: This one is about determining staff talents and identifying staff that could be contributing in more ways. We did conduct a survey of staff talents, and we are currently reviewing the results.

Public Information Coordinator Boyd pointed out the Commemorative and Paver Stone Guide brochure handout that was given to Board members was reviewed and updated. Director Weimar commended Boyd and Graphic Assistant Kristen Holding on their hard work, and mentioned that 12 pavers were placed this fall. Everyone will receive a copy of this updated brochure.

Announcements

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

Adjournment

Motion passed. 4 ayes, 0 nays, 3 absent.

The meeting was adjourned at 9:04 p.m.

Catherine Morrissey-Lebert
Secretary

Approved: _____

Date: _____

Minutes prepared by Aaron Peterson

DRAFT

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

Revenues

Tax Revenues are at 99.6% 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 100.8% of year-to-date budget.

Expenditures

Overall Expenditures were \$ 42,353 under budget for the month and \$ 774,382 under budget year-to-date.

Salaries is under budget by \$ 12,409 for November and \$ 164,098 under budget year-to-date. There are open positions to be filled.

Books are over budget by 6,622 for the month, but under budget on a year-to-date basis.

Periodicals are over budget by 7,982 for the November, but under budget on a year-to-date basis.

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

Water and Sewer is over budget for November by \$762 and over budget on a year-to-date basis.

Building & Custodial Supplies is over budget by \$ 1,064 for the month and over budget on a year-to-date basis.

Library Furniture is over budget for November by \$ 2,373 and over budget on a year-to-date basis.

Printing is over budget by 1,414 for the month, but under budget on a year-to-date basis.

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

	<u>General Fund</u>	<u>Special Reserve</u>	<u>Capital Campaign</u>	<u>Debt Service</u>	<u>Total</u>
Assets					
Cash - Marquette	159,968.81	0.00	68,577.45	0.00	228,546.26
Cash - Marquette E-Commerce	4,368.79	0.00	0.00	0.00	4,368.79
Illinois Funds	91,217.29	6,773.51	0.00	0.00	97,990.80
PMA Financial Investments	6,534,611.10	764,443.00	0.00	468,541.26	7,767,595.36
US Bank	3,880.32	73.50	0.00	0.00	3,953.82
Cash - Harris Bank	30,996.24	0.00	0.00	9,282.58	40,278.82
Petty Cash	300.00	0.00	0.00	0.00	300.00
Interest Receivable	22,075.55	1,534.75	0.00	726.21	24,336.51
Property Taxes Receivable	20,643.29	0.00	0.00	6,885.11	27,528.40
Prepaid Expenses	93,896.38	0.00	0.00	0.00	93,896.38
Due from Debt Service	0.00	0.00	0.00	0.00	0.00
Total Assets	<u>6,961,957.77</u>	<u>772,824.76</u>	<u>68,577.45</u>	<u>485,435.16</u>	<u>8,288,795.14</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	425.00	0.00	0.00	0.00	425.00
Due to General Fund	0.00	0.00	0.00	0.00	0.00
Deferred Property Tax Revenue	20,643.29	0.00	0.00	6,885.11	27,528.40
Accounts Payable	37,823.41	0.00	0.00	0.00	37,823.41
Estimated Property Tax Refunds	0.00	0.00	0.00	0.00	0.00
Due to Primary Government	0.00	0.00	0.00	0.00	0.00
Total Liabilities	<u>58,891.70</u>	<u>0.00</u>	<u>0.00</u>	<u>6,885.11</u>	<u>65,776.81</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.	15,228.77	0.00	0.00	0.00	22,851.00
Transfers between Funds	(100,000.00)	100,000.00	0.00	0.00	0.00
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>1,254,576.94</u>	<u>3,089.63</u>	<u>1,949.00</u>	<u>18,606.46</u>	<u>1,278,222.03</u>
Ending Fund Balance	<u>6,903,066.07</u>	<u>772,824.76</u>	<u>68,577.45</u>	<u>478,550.05</u>	<u>8,223,018.33</u>
Total Liabilities & Fund Balance	<u>6,961,957.77</u>	<u>772,824.76</u>	<u>68,577.45</u>	<u>485,435.16</u>	<u>8,288,795.14</u>

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
November 30, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Revenues							
Taxes	28,729.60	424,447	6.77%	5,073,067.53	4,668,920	99.60%	5,093,367
Impact Fees	0.00	2,083	0.00%	18,544.13	22,917	74.18%	25,000
Replacement Taxes	2,259.26	1,042	216.82%	12,122.55	11,458	96.98%	12,500
State Grants	0.00	2,083	0.00%	96,564.84	22,917	386.26%	25,000
Non Resident Fees	801.97	667	120.24%	3,738.59	7,333	46.73%	8,000
Fines	5,542.64	5,000	110.85%	54,706.57	55,000	91.18%	60,000
Gifts	0.00	833	0.00%	1,603.89	9,167	16.04%	10,000
Copy Machine	1,357.57	1,250	108.61%	14,034.88	13,750	93.57%	15,000
Interest Income	3,759.72	1,250	300.78%	31,280.14	13,750	208.53%	15,000
Miscellaneous Income	745.93	833	89.55%	8,910.02	9,167	89.10%	10,000
Total Revenues	43,196.69	439,489	9.83%	5,314,573.14	4,834,379	100.77%	5,273,867
Expenditures							
Salaries	185,404.91	197,814	93.73%	2,011,871.29	2,175,969	84.75%	2,373,785
Salaries-Maintenance	8,449.08	8,975	94.14%	92,456.64	98,730	85.84%	107,705
Life/Health Insurance	31,644.28	37,096	85.30%	372,202.19	408,056	83.61%	445,152
Books	40,789.49	34,167	119.38%	271,708.33	375,833	66.27%	410,000
Electronic Databases	6,567.09	6,083	107.96%	62,123.91	66,917	85.10%	73,000
Periodicals	11,148.60	3,167	352.02%	34,194.13	34,833	89.98%	38,000
Audio Visual Materials	13,400.60	13,333	100.51%	133,455.17	146,667	83.41%	160,000
Audio Visual Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Book Rebinding	0.00	0	0.00%	0.00	0	0.00%	0
Accounting	626.24	667	93.89%	7,068.72	7,333	88.36%	8,000
Insurance	3,893.58	3,042	127.99%	38,548.06	33,458	105.61%	36,500
Landscaping & Groundskeeping	1,464.53	2,033	72.04%	21,286.84	22,367	87.24%	24,400
Building Maintenance	12,124.17	20,833	58.20%	98,783.87	229,167	39.51%	250,000
Security System	0.00	750	0.00%	1,684.50	8,250	18.72%	9,000
Library Office & Equipment	0.00	83	0.00%	0.00	917	0.00%	1,000
Legal	5,601.47	10,000	56.01%	46,476.86	110,000	38.73%	120,000
Library Consultant	930.28	1,000	0.00%	9,735.05	11,000	0.00%	12,000
Electricity	0.00	0	0.00%	0.00	0	0.00%	0
Water & Sewer	1,344.77	583	230.66%	8,822.91	6,417	126.04%	7,000
Natural Gas	1,725.96	3,333	51.78%	17,370.62	36,667	43.43%	40,000
Telephone	560.62	917	61.14%	6,293.34	10,083	57.21%	11,000
Purchase - New Equipment	0.00	1,667	0.00%	18,023.83	18,333	90.12%	20,000
Building & Custodial Supplies	3,897.10	2,833	137.56%	31,400.46	31,167	92.35%	34,000
Building Repairs	0.00	1,833	0.00%	3,846.18	20,167	17.48%	22,000
Lib. & Off. Eqpt Rep. & Maint	300.79	1,375	21.88%	11,974.76	15,125	72.57%	16,500
Machine Rental	0.00	333	0.00%	865.02	3,667	21.63%	4,000
Automation - Equipment	887.55	6,667	13.31%	21,127.11	73,333	26.41%	80,000
Automation - Line Costs	331.94	542	61.24%	3,601.77	5,958	55.41%	6,500
Automation - Consultant	10,252.31	13,417	76.41%	120,084.96	147,583	74.59%	161,000
Automation - Maintenance	3,057.40	4,167	73.37%	32,769.06	45,833	65.54%	50,000
Library Furniture	7,373.00	5,000	147.46%	61,509.75	55,000	102.52%	60,000
Outreach Services	270.49	583	46.40%	4,640.08	6,417	66.29%	7,000

**Orland Park Public Library
General Fund
Statement of Revenue & Expenditures
November 30, 2016**

	Actual Month	Monthly Budget	% of Budget	Actual Y-T-D	Budget Y-T-D	% of Total Budget	Total Budget
Board Training & Education	250.00	667	37.48%	4,349.96	7,333	54.37%	8,000
Staff Training & Education	415.24	2,250	18.46%	15,756.09	24,750	58.36%	27,000
Conference Fees	200.00	542	36.90%	3,227.00	5,958	49.65%	6,500
Patron Programs & Events	2,375.89	3,750	63.36%	26,949.17	41,250	59.89%	45,000
Association Dues & Fees	455.00	667	68.22%	4,642.00	7,333	58.03%	8,000
Public Information	866.67	3,250	26.67%	21,490.42	35,750	55.10%	39,000
Library Supplies	3,173.52	3,750	84.63%	27,547.63	41,250	61.22%	45,000
Office Supplies	73.98	917	8.07%	2,239.03	10,083	20.35%	11,000
Postage	40.94	1,167	3.51%	9,347.28	12,833	66.77%	14,000
Printing	1,997.93	584	342.11%	3,628.48	6,417	51.84%	7,000
Contingency	0.00	0	0.00%	0.00	0	0.00%	0
Contribution to IMRF	16,808.97	17,708	94.92%	184,423.11	194,786	86.79%	212,494
Contribution to FICA	14,529.48	15,819	91.85%	157,663.30	174,012	83.05%	189,831
Audit	0.00	875	0.00%	10,500.00	9,625	100.00%	10,500
Liability Ins.-D&O,Bonds,WC	3,796.50	4,583	82.84%	42,581.46	50,417	77.42%	55,000
Unemployment Compensation	0.00	334	0.00%	0.00	3,667	0.00%	4,000
Bank Charges	105.94	250	42.38%	1,725.86	2,750	57.53%	3,000
Total Expenditures	397,136.31	439,489	90.36%	4,059,996.20	4,834,378	76.98%	5,273,867
Excess (Deficiency) of Revenues Over (Under) Expenditures	(353,939.62)	0	-100.00%	1,254,576.94	0	-100.00%	0
Interfund Transfers In / (Out)	0.00	0	0.00%	0.00	0	0.00%	0
Net Change in Fund Balance	<u>(353,939.62)</u>	<u>0</u>	<u>-100.00%</u>	<u>1,254,576.94</u>	<u>0</u>	<u>-100.00%</u>	<u>0</u>

**Orland Park Public Library
Other Funds
Statement of Revenue & Expenditures
November 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	9,282.58	1,639,118.40
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	205.72	3,104.63	5.62	62.00	573.64	5,539.52
Capital Campaign	0.00	0.00	150.00	2,025.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	205.72	3,104.63	155.62	2,087.00	9,856.22	1,644,657.92
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	15.00	0.00	0.00	0.00	0.00
Debt Service Repaid to Village	0.00	0.00	0.00	0.00	1,429,641.00	1,626,051.46
Total Expenditures	3.00	15.00	0.00	138.00	1,429,641.00	1,626,051.46
Excess (Deficiency) of Revenues Over (Under) Expenditures	202.72	3,089.63	155.62	1,949.00	(1,419,784.78)	18,606.46
Interfund Transfers In / (Out)	0.00	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balance	202.72	3,089.63	155.62	1,949.00	(1,419,784.78)	18,606.46

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56219	11/23/2016	ALA Member Services	101010 · Cash - Marquette	-278.00
Bill	10/7/16	10/07/2016		104650 · Association Dues & Fees	68.00
Bill	11/10/16	11/10/2016		104650 · Association Dues & Fees	210.00
TOTAL					278.00
Bill Pmt -Check	56220	11/23/2016	Annuity Premium Reserve Account	101010 · Cash - Marquette	-325.00
Bill	457B	11/01/2016		102160 · 457 Plan W/H Payable	325.00
TOTAL					325.00
Bill Pmt -Check	56221	11/23/2016	AT&T	101010 · Cash - Marquette	-80.00
Bill	132006433-2 11-12-16	11/12/2016		104575 · Automation - Line Costs	80.00
TOTAL					80.00
Bill Pmt -Check	56222	11/23/2016	Audio Editions	101010 · Cash - Marquette	-318.76
Bill	1303854-1	10/25/2016		104342 · Audio Visual Materials-Outreach	177.18
Bill	1611236	10/27/2016		104342 · Audio Visual Materials-Outreach	38.79
Bill	1611340	10/27/2016		104342 · Audio Visual Materials-Outreach	32.40
Bill	1611404	10/28/2016		104342 · Audio Visual Materials-Outreach	34.79
Bill	1611895	11/03/2016		104342 · Audio Visual Materials-Outreach	35.60
TOTAL					318.76
Bill Pmt -Check	56223	11/23/2016	B & R Irrigation Systems	101010 · Cash - Marquette	-345.00
Bill	1	11/05/2016		104440 · Landscaping & Groundskeeping	345.00
TOTAL					345.00
Bill Pmt -Check	56224	11/23/2016	Biske, Melvin	101010 · Cash - Marquette	-325.00

**Orland Park Public Library
Check Detail**

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	11/21/16	11/21/2016		104642 · Patron Programs & Events-Youth	325.00
TOTAL					325.00
Bill Pmt -Check	56225	11/23/2016	Blackstone Audio, Inc.	101010 · Cash - Marquette	-52.60
Bill	851677	10/01/2016		104340 · Audio Visual Materials - Adult	52.60
TOTAL					52.60
Bill Pmt -Check	56226	11/23/2016	C.L.A.S.S.	101010 · Cash - Marquette	-30.00
Bill	11/8/16	11/08/2016		104650 · Association Dues & Fees	30.00
TOTAL					30.00
Bill Pmt -Check	56227	11/23/2016	Center Point Large Print	101010 · Cash - Marquette	-200.73
Bill	1425845	10/18/2016		104310 · Books - Adult	43.74
Bill	1427158	11/01/2016		104310 · Books - Adult	22.17
Bill	1426829	11/01/2016		104312 · Books - Outreach	134.82
TOTAL					200.73
Bill Pmt -Check	56228	11/23/2016	Chicago Sun-Times	101010 · Cash - Marquette	-416.00
Bill	11/21/16	11/01/2016		104320 · Periodicals - Adult	416.00
TOTAL					416.00
Bill Pmt -Check	56229	11/23/2016	Chicago Tribune	101010 · Cash - Marquette	-780.00
Bill	11/14/16	11/02/2016		104320 · Periodicals - Adult	780.00
TOTAL					780.00
Bill Pmt -Check	56230	11/23/2016	Clark, David	101010 · Cash - Marquette	-180.00

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	11/21/16	11/21/2016		104640 - Patron Programs&Events-Outreach	180.00
TOTAL					180.00
Bill Pmt -Check	56231	11/23/2016	Comcast	101010 - Cash - Marquette	-303.78
Bill	47660943	11/01/2016		104520 - Telephone	303.78
TOTAL					303.78
Bill Pmt -Check	56232	11/23/2016	Comcast Cable	101010 - Cash - Marquette	-330.83
Bill	8771401240156422 110	11/05/2016		104575 - Automation - Line Costs	251.94
				104520 - Telephone	78.89
TOTAL					330.83
Bill Pmt -Check	56233	11/23/2016	Crabtree Publishing Company	101010 - Cash - Marquette	-19.95
Bill	IN503293	10/28/2016		104311 - Books - Youth	19.95
TOTAL					19.95
Bill Pmt -Check	56234	11/23/2016	Demco	101010 - Cash - Marquette	-149.61
Bill	5999392	11/02/2016		104710 - Library Supplies	149.61
TOTAL					149.61
Bill Pmt -Check	56235	11/23/2016	Findaway World, LLC	101010 - Cash - Marquette	-406.93
Bill	200487	11/07/2016		104340 - Audio Visual Materials - Adult	406.93
TOTAL					406.93
Bill Pmt -Check	56236	11/23/2016	Folkmanis, Inc.	101010 - Cash - Marquette	-420.90

Orland Park Public Library Check Detail

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	1599484	11/10/2016		104710 · Library Supplies	420.90
TOTAL					420.90
Bill Pmt -Check	56237	11/23/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-2,521.33
Bill	59289607	10/26/2016		104310 · Books - Adult	102.98
Bill	59289807	10/26/2016		104310 · Books - Adult	23.20
Bill	59289728	10/26/2016		104310 · Books - Adult	23.20
Bill	59289719	10/26/2016		104310 · Books - Adult	23.20
Bill	59289941	10/26/2016		104310 · Books - Adult	23.20
Bill	59289757	10/26/2016		104310 · Books - Adult	20.00
Bill	59302279	10/28/2016		104310 · Books - Adult	25.59
Bill	59330602	11/03/2016		104312 · Books - Outreach	29.59
Bill	59330232	11/03/2016		104310 · Books - Adult	49.58
Bill	59330233	11/03/2016		104310 · Books - Adult	24.79
Bill	59330255	11/03/2016		104310 · Books - Adult	27.19
Bill	59330292	11/03/2016		104310 · Books - Adult	470.23
Bill	59337919	11/04/2016		104312 · Books - Outreach	200.72
Bill	59346844	11/07/2016		104310 · Books - Adult	1,361.86
Bill	59357314	11/09/2016		104310 · Books - Adult	116.00
TOTAL					2,521.33
Bill Pmt -Check	56238	11/23/2016	Garvey's Office Products	101010 · Cash - Marquette	-246.82
Bill	PINV1237929	11/02/2016		104720 · Office Supplies	73.98
Bill	PINV1241111	11/09/2016		104530 · Building & Custodial Supplies	32.88
TOTAL					139.96
TOTAL					246.82
Bill Pmt -Check	56239	11/23/2016	Grasso Graphics, Inc.	101010 · Cash - Marquette	-1,964.47
Bill	28138	11/21/2016		104740 · Printing	1,964.47
TOTAL					1,964.47

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56240	11/23/2016	Grey House Publishing, Inc.	101010 - Cash - Marquette	-980.90
Bill	920068	11/01/2016		104310 - Books - Adult	461.95
Bill	924179	11/07/2016		104310 - Books - Adult	518.95
TOTAL					980.90
Bill Pmt - Check	56241	11/23/2016	Hearne & Associates, P.C.	101010 - Cash - Marquette	-626.24
Bill	19313	11/09/2016		104420 - Accounting	626.24
TOTAL					626.24
Bill Pmt - Check	56242	11/23/2016	Histories for Kids, Inc.	101010 - Cash - Marquette	-700.00
Bill	11/21/16	11/21/2016		104642 - Patron Programs & Events-Youth	700.00
TOTAL					700.00
Bill Pmt - Check	56243	11/23/2016	Home Depot Credit Services	101010 - Cash - Marquette	-232.05
Bill	11/11/16	10/28/2016		104530 - Building & Custodial Supplies	232.05
TOTAL					232.05
Bill Pmt - Check	56244	11/23/2016	Illinois Director of Employment Security	101010 - Cash - Marquette	-7,622.23
Bill	BEN-118R	11/04/2016		104940 - Unemployment Compensation	7,622.23
TOTAL					7,622.23
Bill Pmt - Check	56245	11/23/2016	Illinois Library Association	101010 - Cash - Marquette	-115.00
Bill	123669	11/02/2016		104650 - Association Dues & Fees	115.00
TOTAL					115.00
Bill Pmt - Check	56246	11/23/2016	Information Today, Inc.	101010 - Cash - Marquette	-404.53

**Orland Park Public Library
Check Detail**

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	1619067-B1	10/28/2016		104310 · Books - Adult	404.53
TOTAL					<u>404.53</u>
Bill Pmt -Check	56247	11/23/2016	John Zajac	101010 · Cash - Marquette	-300.00
Bill	11/4/16	11/04/2016		104590 · Library Furniture	300.00
TOTAL					<u>300.00</u>
Bill Pmt -Check	56248	11/23/2016	Klein, Thorpe and Jenkins, Ltd.	101010 · Cash - Marquette	-4,951.47
Bill	11/15/16	11/15/2016		104495 · Legal	32.47
Bill	Nov 21 2016 Summary	11/21/2016		104495 · Legal	4,919.00
TOTAL					<u>4,951.47</u>
Bill Pmt -Check	56249	11/23/2016	Konica Minolta Business Solutions USA Inc	101010 · Cash - Marquette	-621.30
Bill	9002804955	10/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	307.31
Bill	9002807196	10/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
Bill	9002887527	11/01/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	287.59
Bill	9002890627	11/02/2016		104550 · Lib. & Off. Eqpt Rep. & Maint	13.20
TOTAL					<u>621.30</u>
Bill Pmt -Check	56250	11/23/2016	LibrariesFirst	101010 · Cash - Marquette	-500.00
Bill	LF5235	11/15/2016		104642 · Patron Programs & Events-Youth	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	56251	11/23/2016	Library Furniture International, Inc.	101010 · Cash - Marquette	-7,073.00
Bill	5325	11/04/2016		104590 · Library Furniture	7,073.00
TOTAL					<u>7,073.00</u>

**Orland Park Public Library
Check Detail
November 22 through December 19, 2016**

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56252	11/23/2016	Lighting Supply Co.	101010 - Cash - Marquette	-239.45
Bill	V0192792	10/31/2016		104530 - Building & Custodial Supplies	239.45
TOTAL					239.45
Bill Pmt -Check	56253	11/23/2016	Lite Tech, Inc.	101010 - Cash - Marquette	-520.80
Bill	80284	11/03/2016		104530 - Building & Custodial Supplies	475.50
Bill	80300	11/08/2016		104530 - Building & Custodial Supplies	45.30
TOTAL					520.80
Bill Pmt -Check	56254	11/23/2016	Lynch, Terrance	101010 - Cash - Marquette	-275.00
Bill	11/21/16	11/21/2016		104640 - Patron Programs&Events-Outreach	275.00
TOTAL					275.00
Bill Pmt -Check	56255	11/23/2016	McCully, Nancy	101010 - Cash - Marquette	-210.00
Bill	11/21/16	11/21/2016		104640 - Patron Programs&Events-Outreach	210.00
TOTAL					210.00
Bill Pmt -Check	56256	11/23/2016	Midwest Tape	101010 - Cash - Marquette	-123.96
Bill	94471569	11/01/2016		104311 - Books - Youth	63.98
Bill	94490939	11/07/2016		104311 - Books - Youth	59.98
TOTAL					123.96
Bill Pmt -Check	56257	11/23/2016	Motion Picture Licensing Corporation	101010 - Cash - Marquette	-235.35
Bill	504055090	11/16/2016		104640 - Patron Programs&Events-Outreach	235.35
TOTAL					235.35

Orland Park Public Library Check Detail

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56258	11/23/2016	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-71.58
Bill	5592015	11/01/2016		104450 · Building Maintenance	71.58
TOTAL					71.58
Bill Pmt - Check	56259	11/23/2016	Ollis Book Corporation	101010 · Cash - Marquette	-2,474.51
Bill	244299	11/07/2016		104311 · Books - Youth	289.41
Bill	244297	11/07/2016		104311 · Books - Youth	1,487.77
Bill	244293	11/07/2016		104311 · Books - Youth	178.40
Bill	244298	11/07/2016		104311 · Books - Youth	42.85
Bill	244294	11/07/2016		104311 · Books - Youth	131.73
Bill	244296	11/07/2016		104311 · Books - Youth	67.80
Bill	244295	11/07/2016		104311 · Books - Youth	63.80
Bill	244334	11/21/2016		104311 · Books - Youth	212.75
TOTAL					2,474.51
Bill Pmt - Check	56260	11/23/2016	OverDrive, Inc.	101010 · Cash - Marquette	-8,901.76
Bill	121015830-102516	10/25/2016		104310 · Books - Adult	9.99
Bill	000120240-102616	10/26/2016		104311 · Books - Youth	53.97
Bill	140412537-110216	11/02/2016		104311 · Books - Youth	363.24
Bill	000305600-110716	11/07/2016		104310 · Books - Adult	65.00
Bill	000432473-110816	11/08/2016		104311 · Books - Youth	60.00
Bill	170339033-110916	11/09/2016		104310 · Books - Adult	70.98
Bill	175523170-110916	11/09/2016		104310 · Books - Adult	814.73
Bill	173421697-110916	11/09/2016		104310 · Books - Adult	6,760.87
Bill	171252377-110916	11/09/2016		104310 · Books - Adult	702.98
TOTAL					8,901.76
Bill Pmt - Check	56261	11/23/2016	Paraclete Press Inc	101010 · Cash - Marquette	-178.36
Bill	10184	10/01/2016		104340 · Audio Visual Materials - Adult	178.36

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					178.36
Bill Pmt -Check	56262	11/23/2016	Park Ace Hardware	101010 · Cash - Marquette	-7.48
Bill	11/11/16	10/31/2016		104530 · Building & Custodial Supplies	7.48
TOTAL					7.48
Bill Pmt -Check	56263	11/23/2016	Penguin Random House LLC	101010 · Cash - Marquette	-129.25
Bill	1089114140	11/01/2016		104310 · Books - Adult	21.75
Bill	1089114141	11/01/2016		104342 · Audio Visual Materials-Outreach	41.25
Bill	1089196891	11/02/2016		104340 · Audio Visual Materials - Adult	10.00
Bill	1089184750	11/03/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1089214467	11/04/2016		104340 · Audio Visual Materials - Adult	22.50
TOTAL					129.25
Bill Pmt -Check	56264	11/23/2016	Rashid, Marqpool	101010 · Cash - Marquette	-750.00
Bill	Nov 22nd	11/22/2016		104610 · Board Training & Education	250.00
				104660 · Public Information	250.00
				104660 · Public Information	250.00
TOTAL					750.00
Bill Pmt -Check	56265	11/23/2016	Recorded Books, INC	101010 · Cash - Marquette	-598.27
Bill	75428846	10/26/2016		104340 · Audio Visual Materials - Adult	27.00
Bill	75430302	10/28/2016		104340 · Audio Visual Materials - Adult	39.97
Bill	75432878	11/01/2016		104340 · Audio Visual Materials - Adult	56.95
Bill	75431755	11/01/2016		104340 · Audio Visual Materials - Adult	26.99
Bill	75432874	11/01/2016		104340 · Audio Visual Materials - Adult	27.00
Bill	75432848	11/01/2016		104340 · Audio Visual Materials - Adult	36.00
Bill	75432870	11/01/2016		104340 · Audio Visual Materials - Adult	36.00
Bill	75433350	11/02/2016		104340 · Audio Visual Materials - Adult	35.09
Bill	75435347	11/04/2016		104340 · Audio Visual Materials - Adult	53.98

Orland Park Public Library Check Detail

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	75435510	11/04/2016		104340 · Audio Visual Materials - Adult	27.00
Bill	75435423	11/04/2016		104340 · Audio Visual Materials - Adult	76.50
Bill	75438008	11/08/2016		104340 · Audio Visual Materials - Adult	28.80
Bill	75437878	11/08/2016		104340 · Audio Visual Materials - Adult	28.80
Bill	75438747	11/08/2016		104340 · Audio Visual Materials - Adult	98.19
TOTAL					598.27
Bill Pmt -Check	56266	11/23/2016	Reliastar Life Insurance Company	101010 · Cash - Marquette	-2,100.00
Bill	11/15/16	11/15/2016		102160 · 457 Plan W/H Payable	2,100.00
TOTAL					2,100.00
Bill Pmt -Check	56267	11/23/2016	River Forest Public Library	101010 · Cash - Marquette	-29.99
Bill	137	10/22/2016		104310 · Books - Adult	29.99
TOTAL					29.99
Bill Pmt -Check	56268	11/23/2016	Rochelle Pennington	101010 · Cash - Marquette	-225.00
Bill	11/21/16	11/21/2016		104640 · Patron Programs&Events-Outreach	225.00
TOTAL					225.00
Bill Pmt -Check	56269	11/23/2016	RWK IT Services	101010 · Cash - Marquette	-10,722.90
Bill	2835	11/06/2016		104580 · Automation - Maintenance	50.00
Bill	2795	11/06/2016		104580 · Automation - Maintenance	395.00
Bill	2781	11/06/2016		104580 · Automation - Maintenance	25.59
Bill	2790	11/06/2016		104577 · Automation - Consultant	10,252.31
TOTAL					10,722.90
Bill Pmt -Check	56270	11/23/2016	Sprint	101010 · Cash - Marquette	-177.95
Bill	336044821-143	10/30/2016		104520 · Telephone	177.95

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					177.95
Bill Pmt -Check	56271	11/23/2016	Sunlight Maintenance Supply	101010 - Cash - Marquette	-1,483.28
Bill	4548	10/29/2016		104530 - Building & Custodial Supplies	544.13
Bill	4555	11/04/2016		104530 - Building & Custodial Supplies	691.24
Bill	4567	11/15/2016		104530 - Building & Custodial Supplies	219.91
Bill	16733	11/19/2016		104530 - Building & Custodial Supplies	28.00
TOTAL					1,483.28
Bill Pmt -Check	56272	11/23/2016	SYNCHRONY BANK/AMAZON	101010 - Cash - Marquette	-12,236.46
Bill	6045781700158552 Nov	11/15/2016		104340 - Audio Visual Materials - Adult	6,811.20
				104341 - Audio Visual Materials - Youth	3,312.26
				104342 - Audio Visual Materials-Outreach	409.38
				104310 - Books - Adult	37.64
				104311 - Books - Youth	95.85
				104710 - Library Supplies	1,160.16
				104570 - Automation - Equipment	35.00
				104642 - Patron Programs & Events-Youth	374.97
TOTAL					12,236.46
Bill Pmt -Check	56273	11/23/2016	Transacoustic Productions, Inc.	101010 - Cash - Marquette	-400.00
Bill	11/21/16	11/21/2016		104640 - Patron Programs&Events-Outreach	400.00
TOTAL					400.00
Bill Pmt -Check	56274	11/23/2016	Village of Orland Park Water	101010 - Cash - Marquette	-1,344.77
Bill	190610 Nov 23 2016	11/30/2016		104515 - Water & Sewer	1,344.77
TOTAL					1,344.77
Bill Pmt -Check	56275	11/23/2016	Ingram Library Services	101010 - Cash - Marquette	-6,726.52

Orland Park Public Library
Check Detail

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	See detail list	11/23/2016		104311 · Books - Youth	2,148.07
				104310 · Books - Adult	4,292.97
				104312 · Books - Outreach	285.48
TOTAL					6,726.52
Bill Pmt -Check	56276	12/08/2016	Alternative Energy Solutions, Ltd.	101010 · Cash - Marquette	-331.00
Bill	32594	11/28/2016		104450 · Building Maintenance	331.00
TOTAL					331.00
Bill Pmt -Check	56277	12/08/2016	Amgard Exterminating Inc.	101010 · Cash - Marquette	-70.00
Bill	2572	12/02/2016		104450 · Building Maintenance	70.00
TOTAL					70.00
Bill Pmt -Check	56278	12/08/2016	Apple Books	101010 · Cash - Marquette	-829.07
Bill	106127	12/02/2016		104311 · Books - Youth	829.07
TOTAL					829.07
Bill Pmt -Check	56279	12/08/2016	ATLAS	101010 · Cash - Marquette	-50.00
Bill	12/6/16	12/06/2016		104620 · Staff Training & Education	50.00
TOTAL					50.00
Bill Pmt -Check	56280	12/08/2016	Audio Editions	101010 · Cash - Marquette	-212.32
Bill	1614068	11/18/2016		104342 · Audio Visual Materials-Outreach	193.53
Bill	1614615	11/23/2016		104342 · Audio Visual Materials-Outreach	18.79
TOTAL					212.32

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56281	12/08/2016	Baker & Taylor	101010 · Cash - Marquette	-34.20
Bill	2032451578	11/15/2016		104312 · Books - Outreach	16.20
Bill	2032489879	12/02/2016		104312 · Books - Outreach	18.00
TOTAL					34.20
Bill Pmt -Check	56282	12/08/2016	Bal Industries	101010 · Cash - Marquette	-2,070.00
Bill	37636	12/02/2016		104450 · Building Maintenance	2,070.00
TOTAL					2,070.00
Bill Pmt -Check	56283	12/08/2016	Besco	101010 · Cash - Marquette	-630.70
Bill	2632887	11/18/2016		104530 · Building & Custodial Supplies	630.70
TOTAL					630.70
Bill Pmt -Check	56284	12/08/2016	Capital One Commercial	101010 · Cash - Marquette	-237.68
Bill	November Statement	11/26/2016		104530 · Building & Custodial Supplies	28.98
				104530 · Building & Custodial Supplies	28.67
				104530 · Building & Custodial Supplies	119.49
				104530 · Building & Custodial Supplies	41.55
				104530 · Building & Custodial Supplies	18.99
TOTAL					237.68
Bill Pmt -Check	56285	12/08/2016	Capstone Press Inc.	101010 · Cash - Marquette	-2,098.45
Bill	C110541974	11/11/2016		104311 · Books - Youth	1,226.37
Bill	C110541976	11/11/2016		104311 · Books - Youth	872.08
TOTAL					2,098.45
Bill Pmt -Check	56286	12/08/2016	Cardmember Service	101010 · Cash - Marquette	-1,598.65

Orland Park Public Library Check Detail

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	Nov 2016	12/02/2016		104530 · Building & Custodial Supplies	190.72
				104530 · Building & Custodial Supplies	1,214.99
				104320 · Periodicals - Adult	34.97
				104660 · Public Information	127.50
				104530 · Building & Custodial Supplies	30.47
TOTAL					1,598.65
Bill Pmt -Check	56287	12/08/2016	Center Point Large Print	101010 · Cash - Marquette	-22.77
Bill	1407171	11/01/2016		104310 · Books - Adult	22.77
TOTAL					22.77
Bill Pmt -Check	56288	12/08/2016	CertaPro Painters	101010 · Cash - Marquette	-4,762.00
Bill	DR578600014304	11/30/2016		104450 · Building Maintenance	4,762.00
TOTAL					4,762.00
Bill Pmt -Check	56289	12/08/2016	Chicago Genealogical Society	101010 · Cash - Marquette	-25.00
Bill	12/2/16	11/29/2016		104320 · Periodicals - Adult	25.00
TOTAL					25.00
Bill Pmt -Check	56290	12/08/2016	Circle Tractor	101010 · Cash - Marquette	-81.62
Bill	01-199235	11/22/2016		104440 · Landscaping & Groundskeeping	81.62
TOTAL					81.62
Bill Pmt -Check	56291	12/08/2016	Demco	101010 · Cash - Marquette	-1,089.41
Bill	6008045	11/15/2016		104710 · Library Supplies	1,089.41
TOTAL					1,089.41

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56292	12/08/2016	Diane S. Norris-Kuczyński	101010 · Cash - Marquette	-77.65
Bill	12/6/16	12/06/2016		104642 · Patron Programs & Events-Youth	47.84
Bill	12/8/16	12/08/2016		104642 · Patron Programs & Events-Youth	29.81
TOTAL					77.65
Bill Pmt -Check	56293	12/08/2016	Envisionware, Inc.	101010 · Cash - Marquette	-660.94
Bill	INV-US-28979	11/29/2016		104570 · Automation - Equipment	660.94
TOTAL					660.94
Bill Pmt -Check	56294	12/08/2016	Findaway World, LLC	101010 · Cash - Marquette	-382.52
Bill	197008	11/01/2016		104340 · Audio Visual Materials - Adult	62.89
Bill	201693	11/18/2016		104340 · Audio Visual Materials - Adult	19.99
Bill	202414	11/29/2016		104341 · Audio Visual Materials - Youth	299.64
TOTAL					382.52
Bill Pmt -Check	56295	12/08/2016	Gale/Cengage Learning	101010 · Cash - Marquette	-1,127.26
Bill	59357316	11/09/2016		104310 · Books - Adult	25.59
Bill	59370249	11/11/2016		104310 · Books - Adult	31.19
Bill	59378637	11/14/2016		104310 · Books - Adult	59.98
Bill	59378373	11/14/2016		104310 · Books - Adult	48.78
Bill	59384510	11/15/2016		104312 · Books - Outreach	202.32
Bill	59384995	11/15/2016		104312 · Books - Outreach	25.59
Bill	59384639	11/15/2016		104312 · Books - Outreach	77.57
Bill	59384498	11/15/2016		104310 · Books - Adult	24.79
Bill	59394147	11/16/2016		104312 · Books - Outreach	60.78
Bill	59393129	11/16/2016		104310 · Books - Adult	23.20
Bill	59394094	11/16/2016		104310 · Books - Adult	83.99
Bill	59393317	11/16/2016		104310 · Books - Adult	157.98
Bill	59401091	11/17/2016		104312 · Books - Outreach	204.72
Bill	59407170	11/18/2016		104312 · Books - Outreach	51.18
Bill	59424948	11/23/2016		104310 · Books - Adult	49.60

Orland Park Public Library Check Detail

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
TOTAL					1,127.26
Bill Pmt -Check	56296	12/08/2016	Garvey's Office Products	101010 · Cash - Marquette	-111.89
Bill	PINV1248773	11/16/2016		104710 · Library Supplies	61.97
Bill	PINV1252360	12/02/2016		104720 · Office Supplies	49.92
TOTAL					111.89
Bill Pmt -Check	56297	12/08/2016	Gaylord Bros., Inc.	101010 · Cash - Marquette	-62.13
Bill	2457413	12/01/2016		104730 · Postage	62.13
TOTAL					62.13
Bill Pmt -Check	56298	12/08/2016	Go Promotions	101010 · Cash - Marquette	-1,198.79
Bill	144852	11/04/2016		104641 · Patron Programs & Events-Adult	1,198.79
TOTAL					1,198.79
Bill Pmt -Check	56299	12/08/2016	Grainger	101010 · Cash - Marquette	-61.92
Bill	9285380904	11/18/2016		104530 · Building & Custodial Supplies	61.92
TOTAL					61.92
Bill Pmt -Check	56300	12/08/2016	Grey House Publishing, Inc.	101010 · Cash - Marquette	-518.95
Bill	924182	11/03/2016		104310 · Books - Adult	518.95
TOTAL					518.95
Bill Pmt -Check	56301	12/08/2016	Home Depot Credit Services	101010 · Cash - Marquette	-59.38
Bill	11/28/16 Statement	11/28/2016		104530 · Building & Custodial Supplies	59.38
TOTAL					59.38

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt - Check	56302	12/08/2016	Illinois State Police Services Fund	101010 · Cash - Marquette	-50.00
Bill	11/1/16	11/01/2016		104495 · Legal	50.00
TOTAL					50.00
Bill Pmt - Check	56303	12/08/2016	Library Furniture International, Inc.	101010 · Cash - Marquette	-7,073.00
Bill	5353	12/05/2016		104590 · Library Furniture	7,073.00
TOTAL					7,073.00
Bill Pmt - Check	56304	12/08/2016	Lighting Supply Co.	101010 · Cash - Marquette	-351.70
Bill	V0196042	11/14/2016		104530 · Building & Custodial Supplies	351.70
TOTAL					351.70
Bill Pmt - Check	56305	12/08/2016	M. Cooper Winsupply Company	101010 · Cash - Marquette	-6.71
Bill	S1876584.001	11/30/2016		104530 · Building & Custodial Supplies	6.71
TOTAL					6.71
Bill Pmt - Check	56306	12/08/2016	Message Movers	101010 · Cash - Marquette	-151.51
Bill	1611014	11/27/2016		104710 · Library Supplies	151.51
TOTAL					151.51
Bill Pmt - Check	56307	12/08/2016	Midwest Tape	101010 · Cash - Marquette	-337.90
Bill	94518395	11/16/2016		104341 · Audio Visual Materials - Youth	267.91
Bill	94538100	11/22/2016		104340 · Audio Visual Materials - Adult	69.99
TOTAL					337.90

Orland Park Public Library

Check Detail

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56308	12/08/2016	National Highlights	101010 · Cash - Marquette	-455.80
Bill	1103937	11/16/2016		104311 · Books - Youth	455.80
TOTAL					455.80
Bill Pmt -Check	56309	12/08/2016	Neviol, Inc.	101010 · Cash - Marquette	-5,738.00
Bill	6034	12/01/2016		104450 · Building Maintenance	5,738.00
TOTAL					5,738.00
Bill Pmt -Check	56310	12/08/2016	Nicor Gas	101010 · Cash - Marquette	-1,725.96
Bill	12/2/16	11/18/2016		104517 · Natural Gas	1,725.96
TOTAL					1,725.96
Bill Pmt -Check	56311	12/08/2016	NuWay Disposal Service, Inc.	101010 · Cash - Marquette	-71.52
Bill	5622587	12/01/2016		104450 · Building Maintenance	71.52
TOTAL					71.52
Bill Pmt -Check	56312	12/08/2016	OverDrive, Inc.	101010 · Cash - Marquette	-6,645.81
Bill	120344967-111016	11/10/2016		104310 · Books - Adult	4,500.23
Bill	112508240-111016	11/10/2016		104310 · Books - Adult	965.23
Bill	104629553-111016	11/10/2016		104310 · Books - Adult	1,073.44
Bill	125215183-111416	11/14/2016		104310 · Books - Adult	29.95
Bill	090752307-111516	11/15/2016		104311 · Books - Youth	13.99
Bill	090751967-111516	11/15/2016		104311 · Books - Youth	18.99
Bill	090752137-111516	11/15/2016		104310 · Books - Adult	27.99
Bill	000437840-112216	11/22/2016		104311 · Books - Youth	15.99
TOTAL					6,645.81

Orland Park Public Library
Check Detail
November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	56313	12/08/2016	Penguin Random House LLC	101010 · Cash - Marquette	-423.00
Bill	1088621386	11/01/2016		104340 · Audio Visual Materials - Adult	60.00
Bill	1288621386	11/01/2016		104340 · Audio Visual Materials - Adult	116.25
Bill	1188621386	11/01/2016		104310 · Books - Adult	21.00
Bill	1089319827	11/11/2016		104342 · Audio Visual Materials- Outreach	84.00
Bill	1289319826	11/11/2016		104340 · Audio Visual Materials - Adult	37.50
Bill	1189319826	11/11/2016		104340 · Audio Visual Materials - Adult	33.75
Bill	1389319826	11/11/2016		104340 · Audio Visual Materials - Adult	24.00
Bill	1089319826	11/11/2016		104340 · Audio Visual Materials - Adult	24.00
Bill	1089420330	11/18/2016		104342 · Audio Visual Materials- Outreach	22.50
TOTAL					423.00
Bill Pmt -Check	56314	12/08/2016	Recorded Books, INC	101010 · Cash - Marquette	-9,783.81
Bill	75313836	11/01/2016		104320 · Periodicals - Adult	9,957.00
Bill	75416595	11/01/2016		104320 · Periodicals - Adult	362.67
Bill	75417572	11/01/2016		104340 · Audio Visual Materials - Adult	6.95
Bill	75422227	11/01/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75437320	11/11/2016		104340 · Audio Visual Materials - Adult	6.95
Bill	75440737	11/11/2016		104340 · Audio Visual Materials - Adult	29.99
Bill	75443063	11/17/2016		104340 · Audio Visual Materials - Adult	36.00
Bill	75442805	11/17/2016		104340 · Audio Visual Materials - Adult	35.99
Bill	75443884	11/21/2016		104340 · Audio Visual Materials - Adult	13.49
Bill	75443854	11/21/2016		104340 · Audio Visual Materials - Adult	9.00
TOTAL					10,494.03
Bill Pmt -Check	56315	12/08/2016	Rosen Publishing	101010 · Cash - Marquette	-777.70
Bill	643420	11/16/2016		104311 · Books - Youth	777.70
TOTAL					777.70
Bill Pmt -Check	56316	12/08/2016	RWK IT Services	101010 · Cash - Marquette	-10,302.31

Orland Park Public Library Check Detail

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	2886	12/07/2016		104580 · Automation - Maintenance	50.00
Bill	2885	12/07/2016		104577 · Automation - Consultant	10,252.31
TOTAL					<u>10,302.31</u>
Bill Pmt -Check	56317	12/08/2016	Sara E. Killough	101010 · Cash - Marquette	-54.68
Bill	11/16/16	12/01/2016		104642 · Patron Programs & Events-Youth	54.68
TOTAL					<u>54.68</u>
Bill Pmt -Check	56318	12/08/2016	Sprint	101010 · Cash - Marquette	-177.95
Bill	336044821-144	11/30/2016		104520 · Telephone	177.95
TOTAL					<u>177.95</u>
Bill Pmt -Check	56319	12/08/2016	Sunlight Maintenance Supply	101010 · Cash - Marquette	-387.41
Bill	4594	11/21/2016		104530 · Building & Custodial Supplies	387.41
TOTAL					<u>387.41</u>
Bill Pmt -Check	56320	12/08/2016	The Child's World	101010 · Cash - Marquette	-1,083.10
Bill	NA134577	11/14/2016		104311 · Books - Youth	1,083.10
TOTAL					<u>1,083.10</u>
Bill Pmt -Check	56321	12/08/2016	Trane U.S. Inc.	101010 · Cash - Marquette	-184.80
Bill	1767655	11/30/2016		104530 · Building & Custodial Supplies	184.80
TOTAL					<u>184.80</u>
Bill Pmt -Check	56322	12/08/2016	Village of Orland Park	101010 · Cash - Marquette	-326.41

**Orland Park Public Library
Check Detail**

November 22 through December 19, 2016

Type	Num	Date	Name	Account	Original Amount
Bill	20093710-2	11/01/2016		104600 · Outreach Services	60.41
Bill	22022800	11/15/2016		104600 · Outreach Services	46.00
Bill	Dev Serv - EL	11/27/2016		104450 · Building Maintenance	110.00
Bill	Dev Serv - EL	12/01/2016		104450 · Building Maintenance	110.00
TOTAL					326.41
Bill Pmt - Check	56323	12/08/2016	Recorded Books, INC	101010 · Cash - Marquette	-35.09
Bill	75386995	11/01/2016		104340 · Audio Visual Materials - Adult	35.09
TOTAL					35.09
			Subtotal - AP Checks		\$ 149,953.98
			Gross Payroll on 11/30/16		\$ 93,285.29
			Payment to Village for IMRF/Insurance for November, 2016		\$ 57,979.12
			Gross Payroll on 12/15/16		\$ 98,174.77
			Grand Total		<u>\$ 399,393.16</u>

Adult Services Board Report November 2016

PERSONNEL

AS Page Joe Melilli left the library for a full-time position. His last day was November 17.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Writer's Group 11/3; 7 adults

Four genre book discussions 11/10, 11/15, 11/16, 11/16; 23 adults

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Srebro attended LACONI-Reference-Library Safety Unsafe World (Joliet PL) on Nov 3, 2016

Andrew Masura attended SNAAZ Meeting (Plainfield Library District) on Nov 11, 2016

STATISTICS

Database Statistics November 2016-2015 Comparison

Database	11/2016	11/2015	Data Type
Ancestry	1273	1496	Searches
Careers College	12	28	Total Users
Consumer Reports	85	95	Log-Ins
EBSCO	29415	31607	Searches
Gale Virtual Ref. Lib	12	32	Searches
Heritage Quest	522	218	Searches
OCLC	5606	6090	Searches
ProQuest	87	136	Searches
Reference USA	132	318	Sessions
World Book	5	10	Searches

Note: EBSCO includes NoveList Plus usage

Statistics from web forms

Category	11/2016	11/2015
Reference	2794	3028

Ref Remote	138	160
Non-Reference	220	342
N-R Remote	12	12
Prog Att	30	67
Items shelved	21903	21535
Carts shelved	264	340

CUSTOMER SERVICE LOG

11/14 9:50 a.m. While at the desk with Judy, a patron stopped by. Comment: She is the best. She just helped me. Give her a big raise.

11/16 6:30 p.m. Responding to a patron request for a new CD. Comment: As always, thanks to the wonderful staff at the library.

Circulation Board Report November 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Howard Griffin continues analyzing Circulation statistics.

Laura Larson and Becky Simmons continue to work on Branch Manager Reports for the year.

Julie Pryor continues to monitor patron records.

CUSTOMER SERVICE LOG

11/10/16 (Circulation Desk) Patron checking out remarked that she just came from the program "The Convertibles" and it was so enjoyable.

11/11/16 (Circulation Desk) "Thank you for the coffee and doughnuts for Veterans' Day."

11/12/16 (Circulation Desk) Patron commented: "We can put a man on the moon but you can't renew a library card without that person being present."

11/2/16 (Circulation Desk) Patron proclaimed that the library's one of the greatest places on Earth.

11/21/16 (Circulation Desk) Patron said she wishes they would paint over the murals.

11/12/16 (Information Desk) Thank you for moving the hold shelves up. My wife will love it! Much easier to access.

11/17/16 (Information Desk) "Really nice, enjoyable program (Pilgrims and the First Thanksgiving)."

11/17/16 (Information Desk) "We enjoy all of your programs."

11/18/16 (Information Desk) Explaining computer classes for Orland Park residents and Non-residents: "Thank you for all of your help."

11/13/16 (Circulation Desk) You should not have to work this way (with the Sun in your eyes). The Architect did not anticipate this very well. I feel bad for you.

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	79,844	78,981	1%	33,682	1,266
SEPT	73,851	69,105	7%	31,541	2,830
OCT	76,852	75,331	2%	32,051	2,502
NOV	74,765	72,025	4%	31,298	2,454
DEC					
TOTAL	874,955	857,033	2%	367,408	18,708
	Overdrive Registrations: 34				
	Overdrive Checkouts: 2,485				
	Zinio Checkouts: 399				
	Polaris Patron Sessions: 15,487				

Graphics Board Report November 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Work in November focused heavily on the January-April newsletter.

Graphics also worked with the WWI in America Committee to send pictures and logos to the Veterans Information Center.

Posters and/or quarter sheets were created for the following events:

Giving Tree

Roku checkout rules

December Computer Classes

Coming Soon Information for Children's books

Writers Group

Winter Holiday Storytimes

Brochures were created for:

The National Library of Medicine Traveling Exhibit "For All People"

Volunteering at the Library Information

Monarch Award Nominees 2017

Bookmarks were also created for:

Youth age groups and reading levels

Romance book discussion

CONTINUING EDUCATION/MEETINGS ATTENDED

Managers met with the Chinese Delegates on November 2 all day.

STATISTICS

	Meeting Room Reservation Requests Approved	Total Graphics Requests Closed
2013	306	989
2014	309	991
2015	316	1223
2016 YTD	283	1027
	November	October
Facebook Followers	1650	1636
Twitter Followers	1452	1383
Pinterest	332	322

eBlast Subscriptions

17,931

17,976

CUSTOMER SERVICE LOG

Kathleen Sherman wrote: "I live in Orland Park, my grandchildren don't, but every time they visit me, which is often, I take them to the OP library and they have so much fun looking at the books, activities and especially the computer tablets with all the games."

Information Technology Board Report November 2016

STATISTICS

Statistics from web forms

Category	Nov 2016	Nov 2015
Study Room Usage	419	419
Patrons Assisted	397	427
Total PC Usage	1733	1863
Total Web pages	27976	30389
Number of Classes	16	13
Total Class Attendance	22	77
Wireless Usage	4318	5626

CUSTOMER SERVICE LOG

11/1 Offering computer help to patron coming in to use the computer....Thank you. You are so good at giving me pc help.

11/1 Handing back patron I.D.Thanks for the help the other day that was very nice of you.

11/9 Helping out with Linkedin profile....You guys were very helpful today. I'm glad I came in.

Outreach Services Board Report November 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 independent living and assisted living, 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.

Load-in and management of the traveling exhibit, For All the People - A Century of Citizen Healthcare Reform.

CONTINUING EDUCATION/MEETINGS ATTENDED

Kelly A. Cuci attended Getting Started on Exhibition Development (Webinar) on Nov 9, 2016

Shane Peterson attended Getting Started on Exhibition Development (Webinar) on Nov 9, 2016

STATISTICS

Onsite Adult Programs:

11 programs were given with a total of 323. *2015: 13 programs were given with a total of 421 patrons.*

Breakout:

11/2/16	How to Navigate the ACA Marketplace	15
11/2/16	The Coloring Club	8
11/3/16	Winter Cardmaking	13
11/8/16	Winter Cardmaking	21
11/9/16	I Am Rosie	40
11/10/16	Afternoons @ OPPL - The Convertibles	52
11/15/16	Genealogy from Civil War Records	12

11/17/16 Pilgrims and the First Thanksgiving	31
11/18/16 Showcase - Dan Sylvie	105
11/25/16 Friday Film Series - Love and Friendship	14
11/28/16 Pinterest Palooza	12

Offsite Adult Programs:

15 programs were given with a total of 197 patrons attending. *2015: 12 programs were given with a total of 313 patrons attending.*

Breakout:

11/1/16 Senior Living Visits	14
11/2/16 Senior Living Visits	8
11/8/16 Book Discussion at Smith Crossing	12
11/9/16 Orland Township Drop-In Visit	12
11/9/16 Remember When with Brookdale	10
11/10/16 Remember When with Autumn Leaves	12
11/11/16 Orland Township Drop-In Visit	8
11/14/16 Senior Living Visits	37
11/15/16 Senior Living Visits	13
11/16/16 Senior Living Visits	3
11/23/16 Orland Township Drop-In Visit	8
11/28/16 Senior Living Visits	36
11/29/16 Senior Living Visits	18

Train Station Books:

Three train stations – **62**, *2015 - 227*

Program Flyer Distribution Stats:

Orland Township - **33**, *2015 - 22*

Local Businesses - **120**, *2015 - 120*

Train Station - **200**, *2015 - 227*

Sportsplex - **275**, *2015 - 0*

During programs - **387**, *2015 - 182*

Other Outreach and Homebound Stats:

Outreach Circ Stats: 1482 items circulated with 1682 checkouts and 161 renewals. *2015: 1214 items circulated with 1445 checkouts and 98 renewals.*

Visits to single-family homebound patrons totaled 16. *2015: Visits totaled 15.*

4 new homebound patron cards were issued and 1 discontinued. 2 cards were renewed. *2015: 4 new homebound library cards were issued. 0 cards discontinued. 6 cards were renewed.*

OS staff logged 412 reference transactions. *2015: 497 reference transactions.*

27 books were displayed on the table with 10 having been checked out. *2015: 48 books on display with 21 checked out.*

GRANTS/SPECIAL PROJECTS

Work continued with WWI and America.

Outreach Services weeded their collection and forwarded the materials to Adult Services.

The department loaded in the For All the People traveling exhibit loaned from the National Library of Medicine.

CUSTOMER SERVICE LOG

11/1/16 7pm How to Navigate the ACA Marketplace program

"Very informative program. Thank you for having it."

11/2/16 10:45am Evergreen Assisted Living book visit

"Wonderful service, this is great!"

11/2/16 7pm The Coloring Club program

"Very relaxing. Thank you for having it."

11/4/16 4pm Large display case load-in

Three separate groups of patrons stopped to examine the case and compliment the collectors. "The detail is incredible."

"Amazing collection."

"There's more."

11/8/16 7pm Winter Cardmaking Part 2 program

"Great Program."

Patrons enjoyed the projects and Joan Barnes.

11/9/16 7pm I Am Rosie the Riveter program

"Wonderful Program."

"Have her back again."

"Great story."

11/10/16 2pm Afternoons @ OPPL - The Convertibles program

"Wonderful group. Great fun."

11/15/16 7pm Genealogy from Civil War Records program

"It's amazing. what a wealth of knowledge."

"I liked that he asked about the audiences interests."

11/17/16 7pm Pilgrims and the First Thanksgiving program

"Very good presentation."

"Another great program."

11/18/16 7pm Showcase - Dan Sylvie program

"Great performances. Enjoyed the musical choices."

11/21/16 3pm Patron walk-in

Patron complimented lobby display case, thinks filling the top shelf is unnecessary.

11/25/16 6:30pm Friday Film Series - Love and Friendship program

"Entertaining film."

"Very enjoyable."

11/28/16 7pm Pinterest Palooza program

The ladies enjoyed the craft.

Technical Services Board Report November 2016

SERVICES/PROGRAMS/PROJECTS/CLASSES

Technical Services

- OCLC ongoing holding upgrade for November 2016 is complete.
- All withdrawn titles and items are removed from the system.

STATISTICS

Technical Services

Monthly Statistics between 11/01/2016 and 11/30/2016: **SEE ATTACHED**

GRANTS/SPECIAL PROJECTS

Technical Services

- Tech Services cleared those In-Process items that the status are not changed for several months or longer so that they can be browsed and circulated normally.
- For promoting library's collections, Wendy created popular format lists at Polaris homepage. These search links are dynamic and automatically sort by date so that the Polaris' newest titles are always show up at top of the result for public.

- Wendy, Lina, and departments are working together to display (scrolled) the new books at Polaris homepage on a monthly basis.
- Wendy are working on around 1,500 audiobook items that are incorrectly displayed as Book+ Disc at Online Catalog.

CUSTOMER SERVICE LOG

11/10/2016 9:50 am Item appeared on pick list twice but was unholdable. BWM talked with TS and problem has already been corrected. Way to go, Erin! bwm.

Youth Services Board Report November 2016

PERSONNEL

November 30, Sara Dempster submitted letter of resignation. Her final day will be December 14.

Search continues for part-time Reference I Librarian.

Search continues for Page position.

SERVICES/PROGRAMS/PROJECTS/CLASSES

Teacher Loan Card checkouts: 70

Books Alive total: 921

11/4 Center School 1st grade 110

11/7 Park School 2nd grade 118

11/11 Prairie School K & 1st 301

11/14 Liberty School 5th grade 207

11/14 Liberty school 4th grade 185

PAL PAKS

33 PAKS

726 items

Preschool Pak

133 items

6 PAKS

Preschool Visits:

Storytime at preschools: total in attendance 66

In- house storytime: total in attendance 8

CONTINUING EDUCATION/MEETINGS ATTENDED

Diane Norris-Kuczynski attended C.L.A.S.S. meeting Monday, November 21 at Downers Grove Public Library

STATISTICS

Category 11/2016 11/2015

Reference 3105 3232

Ref Remote	118	35
Non-Reference	387	270
N-R Remote	73	27
Teen Prog	114	127
Youth Prog	885	812

Youth Services program statistics

Number of YS programs offered 39
 Number in attendance 885

Teen program statistics

Number of Teen programs offered 8
 Number in attendance 114

Woggle, passive programming word game had. . . . 123 participants

CUSTOMER SERVICE LOG

Preschool Desk

no entries

Junior Desk

11/12 Mom in study room with children needing notebook paper, "You guys are awesome to have extra supplies like this!"

11/14 Mom with daughter studying together, "We travel from Mokena every afternoon to do our homework here."

11/25 Mom visiting library with small children, "You have so much to offer, this library is great!"

Teen Desk

10/6/16 An adult was requesting a movie. "I love this library."

**CORRESPONDENCE RECEIVED FROM NOVEMBER 22, 2016
THROUGH DECEMBER 19, 2016 FOR BOARD OF LIBRARY TRUSTEES
(AVAILABLE IN THE ADMINISTRATIVE OFFICES FOR REVIEW)**

CORRESPONDENCE 1

**Email from Nanc Junker indicating scanned attachment of petition signatures to add filters to all computers and WiFi received November 28, 2016 at 7:09 pm.
Nothing was attached.**

CORRESPONDENCE 2

Email from Nanc Junker with scanned attachment of petition signatures to add filters to all computers and WiFi received November 28, 2016 at 7:14 pm.

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

DRAFT

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2016-08

**A RESOLUTION OF THE ORLAND PARK PUBLIC LIBRARY,
COOK AND WILL COUNTIES, ILLINOIS,
AUTHORIZING THE SECRETARY OF THE
BOARD OF LIBRARY TRUSTEES TO MAKE CERTAIN CLOSED
SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION**

adopted at a regular meeting of the said Board of Library Trustees on the 19th day of December, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of December, 2016.

CATHERINE M. LEBERT,
Secretary of the Board of Library Trustees

DRAFT

RESOLUTION NO. 2016-08

**A RESOLUTION OF THE ORLAND PARK PUBLIC LIBRARY,
COOK AND WILL COUNTIES, ILLINOIS,
AUTHORIZING THE SECRETARY OF THE
BOARD OF LIBRARY TRUSTEES TO MAKE CERTAIN CLOSED
SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION**

WHEREAS, the Board of Library Trustees of the Orland Park Public Library have met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act (the "Act"), a list of said closed session meeting dates being attached hereto as Exhibit "A" and made a part hereof; and

WHEREAS, as required by the Act, the Secretary of the Board of Library Trustees has kept written minutes of all such closed sessions; and

WHEREAS, pursuant to 5 ILCS 120/2.06(d), the Board of Library Trustees has met in closed session to review closed session minutes; and

WHEREAS, the Board of Library Trustees has previously made available for public inspection certain closed session meeting minutes, a list of said disclosed closed session minutes being attached hereto as Exhibit "B" and made a part hereof; and

WHEREAS, the Board of Library Trustees have determined that a need for confidentiality still exists as to the closed session meeting minutes from the closed session meetings set forth on Exhibit "C", attached hereto and made a part hereof; and

WHEREAS, the Board of Library Trustees have further determined that the minutes of the closed session meetings listed on Exhibit "D", attached hereto and made a part hereof, no longer require confidential treatment and should be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1: The closed session minutes from those meetings set forth on Exhibit "D" attached hereto are hereby released.

SECTION 2: The Secretary of the Board of Library Trustees is hereby authorized and directed to make the minutes from those meetings set forth on Exhibit "D" available for inspection and copying in accordance with the standing procedures of the Orland Park Public Library.

SECTION 3: This Resolution shall take effect from and after its adoption as provided by law.

ADOPTED this 19th day of December, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

DRAFT

Exhibit "A"

**LIST OF ALL DATES ON WHICH
CLOSED SESSION MEETINGS HAVE
TAKEN PLACE**

December 17, 1990
February 18, 1991
March 18, 1991
April 15, 1991
June 17, 1991
July 15, 1991
August 19, 1991
December 16, 1991
February 17, 1992
March 16, 1992
April 20, 1992
June 15, 1992
July 27, 1992
August 17, 1992
February 15, 1993
March 15, 1993
April 19, 1993
May 17, 1993
June 21, 1993
July 19, 1993
August 16, 1993
September 20, 1993
February 21, 1994
March 21, 1994
April 18, 1994
May 16, 1994
June 20, 1994
July 18, 1994
August 15, 1994
September 19, 1994
November 21, 1994
December 19, 1994
January 16, 1995
February 20, 1995
March 20, 1995
April 17, 1995
May 15, 1995
June 19, 1995

July 17, 1995
August 21, 1995
September 22, 1995
October 18, 1995
November 20, 1995
December 18, 1995
January 15, 1996
February 19, 1996
April 15, 1996
May 20, 1996
June 17, 1996
July 15, 1996
August 19, 1996
September 19, 1996
October 21, 1996
November 18, 1996
December 16, 1996
January 20, 1997
February 17, 1997
March 17, 1997
April 21, 1997
May 19, 1997
June 16, 1997
July 21, 1997
August 18, 1997
October 20, 1997
November 17, 1997
December 15, 1997
January 19, 1998
February 16, 1998
March 16, 1998
April 4, 1998
April 20, 1998
April 29, 1998
May 11, 1998
May 14, 1998
May 18, 1998
May 19, 1998
May 21, 1998
May 28, 1998
June 15, 1998
July 20, 1998
August 17, 1998
December 21, 1998

EXHIBIT "A" (continued)

March 15, 1999
June 21, 1999
December 20, 1999
April 17, 2000
July 24, 2000
February 2001
May 22, 2001
June 18, 2001
January 21, 2002
February 18, 2002
March 18, 2002
June 17, 2002
November 18, 2002
June 16, 2003
December 20, 2004
March 15, 2005
April 18, 2005
June 20, 2005
July 18, 2005
August 15, 2005
June 19, 2006
August 23, 2006
November 20, 2006
December 18, 2006
January 15, 2007
June 18, 2007
July 16, 2007
August 13, 2007
August 15, 2007
August 20, 2007
April 21, 2008
May 19, 2008
June 16, 2008
August 18, 2008
April 20, 2009
May 6, 2009
May 18, 2009
September 21, 2009
October 19, 2009
September 20, 2010
October 17, 2011

May 20, 2013
June 17, 2013
September 16, 2013
November 18, 2013
December 16, 2013
January 13, 2014
January 23, 2014
February 17, 2014
March 17, 2014
June 16, 2014
September 15, 2014
October 20, 2014
November 17, 2014
December 15, 2014
January 19, 2015
March 16, 2015
May 18, 2015
June 29, 2015
June 30, 2015
July 20, 2015
December 21, 2015
January 18, 2016
March 21, 2016
June 20, 2016
October 17, 2016

DRAFT

Exhibit "B"

**LIST OF CLOSED SESSION MEETING MINUTES
BY DATE WHICH THE BOARD OF LIBRARY TRUSTEES
HAS PREVIOUSLY APPROVED FOR PUBLIC INSPECTION**

DRAFT

April 15, 1991	Portions available for public inspection
April 20, 1992	Portions available for public inspection
February 15, 1993	Portions available for public inspection
March 15, 1993	Portions available for public inspection
February 21, 1994	Portions available for public inspection
September 19, 1994	Portions available for public inspection
December 19, 1994	Portions available for public inspection
January 16, 1995	
February 20, 1995	Portions available for public inspection
April 17, 1995	
June 19, 1995	Portions available for public inspection
July 17, 1995	
August 21, 1995	Portions available for public inspection
September 22, 1995	Portions available for public inspection
October 18, 1995	
November 20, 1995	
December 18, 1995	
January 15, 1996	Portions available for public inspection
February 19, 1996	Portions available for public inspection
April 15, 1996	Portions available for public inspection
May 20, 1996	
June 17, 1996	
July 15, 1996	
August 19, 1996	Portions available for public inspection
September 19, 1996	
October 21, 1996	
November 18, 1996	
December 16, 1996	
January 20, 1997	Portions available for public inspection
February 17, 1997	Portions available for public inspection
March 17, 1997	
April 21, 1997	
May 19, 1997	
June 16, 1997	
July 21, 1997	Portions available for public inspection
August 18, 1997	Portions available for public inspection
October 20, 1997	

DRAFT

November 17, 1997

December 15, 1997

January 19, 1998

February 16, 1998

March 16, 1998

April 20, 1998

May 18, 1998

June 15, 1998

July 20, 1998

Portions available for public inspection

August 17, 1998

December 21, 1998

June 21, 1999

Portions available for public inspection

December 20, 1999

July 24, 2000

February 19, 2001

May 22, 2001

June 18, 2001

January 21, 2002

February 18, 2002

March 18, 2002

November 18, 2002

March 15, 2005

July 18, 2005

August 15, 2005

August 23, 2006

Portions available for public inspection

July 16, 2007

August 13, 2007

Portions available for public inspection

August 15, 2007

Portions available for public inspection

August 20, 2007

April 21, 2008

May 19, 2008

Portions available for public inspection

November 18, 2013

December 16, 2013

January 23, 2014

Portions available for public inspection

March 17, 2014

July 20, 2015

December 21, 2015

DRAFT

Exhibit "C"

**LIST OF CLOSED SESSION MEETING
MINUTES BY DATE WHICH THE
BOARD OF LIBRARY TRUSTEES
HAS DETERMINED MUST REMAIN
CONFIDENTIAL**

December 17, 1990	
February 18, 1991	
March 18, 1991	
April 15, 1991	Portions remain confidential
June 17, 1991	
July 15, 1991	
August 19, 1991	
December 16, 1991	
February 17, 1992	
March 16, 1992	
April 20, 1992	Portions remain confidential
June 15, 1992	
July 27, 1992	
August 17, 1992	
February 15, 1993	Portions remain confidential
March 15, 1993	Portions remain confidential
April 19, 1993	
May 17, 1993	
June 21, 1993	
July 19, 1993	
August 16, 1993	
September 20, 1993	
February 21, 1994	Portions remain confidential
March 21, 1994	
April 18, 1994	
May 16, 1994	
June 20, 1994	
July 18, 1994	
August 15, 1994	
September 19, 1994	Portions remain confidential
November 21, 1994	
December 19, 1994	Portions remain confidential
February 20, 1995	Portions remain confidential
March 20, 1995	
May 15, 1995	
June 19, 1995	Portions remain confidential
August 21, 1995	Portions remain confidential
September 22, 1995	Portions remain confidential
January 15, 1996	Portions remain confidential
February 19, 1996	Portions remain confidential
April 15, 1996	Portions remain confidential
August 19, 1996	Portions remain confidential
January 20, 1997	Portions remain confidential
February 17, 1997	Portions remain confidential
July 21, 1997	Portions remain confidential
August 18, 1997	Portions remain confidential
April 4, 1998	
April 29, 1998	
May 11, 1998	
May 14, 1998	
May 19, 1998	
May 21, 1998	
May 28, 1998	
July 20, 1998	Portions remain confidential
March 15, 1999	
June 21, 1999	Portions remain confidential
April 17, 2000	
June 17, 2002	
June 16, 2003	
December 20, 2004	
April 18, 2005	
June 20, 2005	
June 19, 2006	
August 23, 2006	Portions remain confidential
November 20, 2006	
December 18, 2006	
January 15, 2007	
June 18, 2007	
August 13, 2007	Portions remain confidential
August 15, 2007	Portions remain confidential
May 19, 2008	Portions remain confidential
June 16, 2008	
August 18, 2008	
April 20, 2009	
May 6, 2009	
May 18, 2009	
September 21, 2009	
October 19, 2009	
September 20, 2010	

October 17, 2011
May 20, 2013
June 17, 2013
September 16, 2013
January 13, 2014
January 23, 2014 Portions remain confidential
February 17, 2014
June 16, 2014
September 15, 2014
October 20, 2014
November 17, 2014
December 15, 2014
January 19, 2015
March 16, 2015
May 18, 2015
June 29, 2015
June 30, 2015
January 18, 2016
March 21, 2016
October 17, 2016

DRAFT

DRAFT

Exhibit "D"

**LIST OF CLOSED SESSION MEETING MINUTES BY DATE WHICH WERE NOT
PREVIOUSLY APPROVED FOR PUBLIC INSPECTION BUT WHICH
ARE NOW APPROVED FOR PUBLIC INSPECTION**

EXHIBIT "D" (Continued)

June 20, 2016

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

DRAFT

SECRETARY'S CERTIFICATE

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

RESOLUTION NO. 2016-09

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN
CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY
TRUSTEES OF THE VILLAGE OF ORLAND PARK**

adopted at a regular meeting of the said Board of Library Trustees on the 19th day of December, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of December, 2016.

CATHERINE MORRISSEY LEBERT, Secretary

DRAFT

RESOLUTION NO. 2016-09

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN
CLOSED SESSION MEETING RECORDINGS OF THE BOARD OF LIBRARY
TRUSTEES OF THE VILLAGE OF ORLAND PARK**

WHEREAS, the Board of Library Trustees of the Village of Orland Park has, on occasion, believed it to be necessary to meet in closed session and have entered and conducted such meetings in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, since January 1, 2004, the Open Meetings Act has required that a verbatim record of all closed sessions be kept in the form of an audio or video recording and that such recordings can be destroyed but only after the Board of Library Trustees (a) approves the meeting minutes for each completed closed session and (b) authorizes the destruction of such recordings, provided at least 18 months has passed since the date of the last such approval or authorization; and

WHEREAS, verbatim audio recordings of closed session meetings held by the Board of Library Trustees of the Village of Orland Park have been made and retained by the Board Secretary or his or her designee pursuant to the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*); and

WHEREAS, the Board of Library Trustees has approved written closed session minutes for all closed sessions that have taken place at least 18 months ago, and the audio recordings for all said executive sessions have been retained for at least 18 months.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

Section 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

Section 2: The Board of Library Trustees resolves as follows: each of the audio recordings of closed session meetings, which were for meetings completed more than 18 months ago and for which written minutes have been prepared and approved by the Board of Library Trustees, shall be destroyed by the Board Secretary following the approval date of this Resolution.

Section 3: The Board Secretary shall be and is hereby authorized and directed as of the date of this Resolution to destroy all the audio recordings of the closed session meetings through June 30, 2015, in accordance with the Open Meetings Act and the approval given in this Resolution.

Section 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

Section 5: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 19th day of December, 2016.

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

DRAFT